



San Bernardino Community College District
Board Meeting
October 09, 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

Livestream

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

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

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

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

- I. CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**
- III. CLARIFICATION**
- IV. RECOGNITION/CELEBRATIONS**
 - A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance
- V. BOARD OF TRUSTEES AND CHANCELLOR 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. SBCCCD Strategic Plan: Goal 3 Update

VI. ACTION AGENDA

- A. Approval of Minutes
 - 09-11-2025 (Business Meeting)
 - 09-25-2025 (Strategy Session)
- B. 2026-2027 SBCCCD Academic Calendar
- C. Request for Proposal and Contract - EDCT Training Services

VII. CONSENT AGENDA

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

A. INSTRUCTION/STUDENT SERVICES

- 1. Curriculum - CHC
- 2. Curriculum - SBVC

B. Human Resources

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Appointment of Interim Managers
- 4. Appointment of Temporary Academic Employees
- 5. Employee Promotions
- 6. Consideration of Approval of Resolution #2025-10-09-BOT01 to Excuse Board Members of Absences
- 7. Management Job Descriptions and Salary Schedule Revision
- 8. Non-Instructional Pay
- 9. Payment of Stipends

C. Business & Fiscal Services

- 1. Alcoholic Beverages

2. Contracts at or Above \$114,800
3. Surplus Property and Authorization for Private Sale or Disposal

D. Facilities

1. Master Services Agreements Task Orders for Bond Construction

VIII. REPORTS

A. 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

B. 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
6. Associate Vice Chancellor of Government Relations & Strategic Communications

IX. INFORMATION ITEMS

- A. 2025 Annual Security Report
- B. Advancement in Rank for Academic Employees
- C. Board Master Action Planning Calendar
- D. Budget Revenue & Expenditure Summary
- E. Construction Change Orders and Amendments - Bond
- F. Contracts Below \$114,800
- G. General Fund Cash Flow Analysis
- H. MOUs between SBCCD and the CSEA
- I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Order Report

- K. Resignations
- L. Sabbatical Leave 2024-2025 Academic Year Report
- M. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana Rodriguez and Kristina Hannon
Non-Represented Groups: CSEA, CTA, POA,
Management/Supervisors, and Confidential Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
Number of cases: 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
- F. Conference with Real Property Negotiator
Government Code Section 54956.8
Properties - Assessor Parcel Numbers:
0141-151-32-0000, 0141-151-31-0000, 0141-151-43-0000, 0141-
151-44-0000, 0164-013-11-0000, 0164-013-12-0000, 0160-183-56-
0000
Negotiating Parties: SBCCD (Proposed Buyer)
Real Property Negotiators: Diana Z. Rodriguez, Ed.D., Chancellor and
Jose Torres, EVC

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

XII. CONVENE CLOSED SESSION

XIII. RECONVENE PUBLIC MEETING

XIV. REPORT OF ACTION IN CLOSED SESSION

XV. ADJOURN

The next meeting of the Board: Board Strategy Session
October 23, 2025, at 5:00 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

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: October 9, 2025

SUBJECT: Caring Hands Applause Cards

RECOMMENDATION

This item is for information only.

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.





Caring Hands Applause Cards

Presented for Information October 9, 2025

Matthew Adams

Crafton Hills College
Physics

"Thank you for being flexible and willingness to working the Spring '26 schedule to accommodate the other departments on campus in resolving scheduling conflicts for our students. Appreciate you, Matt."

Recognized by:
Sam Truong

Edward Chavez

Crafton Hills College
Maintenance

"Ed is always willing to help in any way needed. Appreciate everything he does even if it's just a wave saying hello."

Recognized by:
Tracy Gray

Jenny Cunvong

Crafton Hills College
Institutional Advancement

"She has been an excellent asset to the team. She's been extremely helpful to Carrie and the rest of the Foundation team. Thank you Jenny for everything, we appreciate all you."

Recognized by:
Cindy Calderon

Grounds Department

Crafton Hills College
Grounds

"Thank you to all the staff in the grounds department for keeping our campus looking beautiful. Your work does not go unnoticed. Thank you."

Recognized by:
Tracy Gray

Rosemarie Hansen

Crafton Hills College
Biological Sciences (Anatomy & Physiology)

"Thank you for your contributions to the ANAT Program Review process."

Recognized by:
Sam Truong

Luna Lagrima

Crafton Hills College
Admissions and Records

"Helped me register and reset password and directed me to the VA. Very informative and attentive."

Recognized by:
Celeste Luna



Caring Hands Applause Cards

Presented for Information October 9, 2025

Luna Lagrima

Crafton Hills College
Admission & Records

"Extremely helpful, kind, & fast! Genuinely grateful for the help I received."

Recognized by:
Cristina Batiz

Anh Nguyen

Crafton Hills College
Physics

"Thank you for your help with the Spring 26 scheduling process. Appreciate your help."

Recognized by:
Sam Truong

Wanda Walker

District Support Operations
Fiscal Services

"I royally messed up my expense report and Wanda helped me fix it. I was super confused, and she was exceptionally patient with me."

Recognized by:
Breanna Lopez

Angela Grotke

San Bernardino Valley College
Social Sciences Division

"Thank you for your support and directions the past few weeks. I appreciate you."

Recognized by:
Maureen Ryan

Alex Cabrera

San Bernardino Valley College
CTS

"Thank you for all your help with our first fall event, our Welcome BBQ! We had over 400 students attend! Valley Up!"

Recognized by:
Marie Maghuyop

Lupita Castaneda

San Bernardino Valley College
Office of Instruction

"Going the extra mile to help with the Art Department schedule for Spring 2026"

Recognized by:
Mandi Batalo



Caring Hands Applause Cards

Presented for Information October 9, 2025

Lupita Castaneda

San Bernardino Valley College
Office of Instruction

"Thank you for training and supporting me the past two months. I appreciate you!"

Recognized by:
Maureen Ryan

Rosie Esparza

San Bernardino Valley College
Financial Aid

"Thank you for all your help with our first fall event, our Welcome BBQ! We had over 400 students attend! Valley Up!"

Recognized by:
Marie Maghuyop

Aida Gil

San Bernardino Valley College
FYE

"Thank you for all your help with our first fall event, our Welcome BBQ! We had over 400 students attend! Valley Up!"

Recognized by:
Marie Maghuyop

Syntoia Hunt

San Bernardino Valley College
Counselor (DEEP)

"Syntoia help me so much! When I asked her for advice about a class I'm struggling with, she put me at ease with suggestions. She also went out of her way to make sure I have all the information I could need to decide if I want to stay on my current path"

Recognized by:
Julia Balogh

Stephanie Lewis

San Bernardino Valley College
Mathematics, business and computer
information technology

"I was having a issue with professor Maha al-husseini teaching a database cit-116 class instruction she gave were confusing and overwhelming and did not provide the textbook, only after Ms Lewis got involved did I get the textbook. Her assistance was nece"

Recognized by:
Curtis loop

Breanna Lopez

San Bernardino Valley College
Office of Instruction

"Thank you for training and supporting me the past two months. I appreciate you!"

Recognized by:
Maureen Ryan



Caring Hands Applause Cards

Presented for Information October 9, 2025

Breanna Lopez

San Bernardino Valley College
Office of Instruction

"Going the extra mile to help with the Art Department schedule for Spring 2026"

Recognized by:
Mandi Batalo

Craig Luke

San Bernardino Valley College
counseling

"Very nice guy to talk to and laugh with very respectful and answers your questions in details and most likely added more information to get a better understanding"

Recognized by:
Zahkiyyah Burnett

Breanna R. LÃpez

San Bernardino Valley College
Instruction

"Ms. LÃpez was extremely helpful, if it wasn't for her input, issues would not be resolved in a timely matter. Many thanks and much appreciated."

Recognized by:
Armando A. Garcia

Erik Morden

San Bernardino Valley College
Food Services

"Thank you to you and your team for all your help with our first fall event, our Welcome BBQ! We had over 400 students attend! Valley Up!"

Recognized by:
Marie Maghuyop

Kevin Moreno

San Bernardino Valley College
Instructional Technology

"Kevin was very helpful setting up the printer for me this afternoon."

Recognized by:
Harminder Gill

Wendy Nahuat

San Bernardino Valley College
CalWORKs Workforce Development & WAIII

"Gave me information about the department of rehabilitation and what they could do for me for my disability. I was approved and it's going to jump-start my education at Cal State San Bernardino. Without her I would never have had this opportunity and I'm t"

Recognized by:
Curtis Loop



Caring Hands Applause Cards

Presented for Information October 9, 2025

Brenda Orozco

San Bernardino Valley College
Dreamers Resource Center Counselor

"Has provided the adequate resources to successfully achieve my academic goals and has taught me to keep pursuing higher education."

Recognized by:
Itzel Mariano Saldana

Karol Pasillas

San Bernardino Valley College
Administrative Services

"Thank you for your support, help and coordination, it is appreciated!"

Recognized by:
Erika Menge

Maritza Portillo

San Bernardino Valley College
Student Engagement & Wellness

"Thank you for all your help with our first fall event, our Welcome BBQ! We had over 400 students attend! Valley Up!"

Recognized by:
Marie Maghuyop

Alan Rascon

San Bernardino Valley College
Nursing/Allied Health

"Thank you to Professor Rascon for warmly welcoming our visiting high school students. We truly appreciated the engaging and informative overview you and your students provided about the nursing program. It was an awesome experience for everyone!"

Recognized by:
Doris Ontiveros - PHT Chair

Evelyn Ruiz

San Bernardino Valley College
FYE/Dreamers Resource Center

"Has provided me with opportunities to succeed on campus and giving me the opportunity to progress in my professional development."

Recognized by:
Itzel Mariano Saldana

Kay Dee Yarbrough

San Bernardino Valley College
Instruction

"Ms. Yarbrough is very intelligent, kind, patient, and always available to assist fellow colleagues; she is student-centered and we're grateful to her."

Recognized by:
Armando A. Garcia



Caring Hands Applause Cards

Presented for Information October 9, 2025

Sergio Zazueta

San Bernardino Valley College
Facilities

*"Thank you for your hard work, dedication
and support to the bond projects."*

Recognized by:
Erika Menge



CELEBRATING THE NEW FINKELSTEIN PERFORMING ARTS CENTER

On Friday, September 19, SBCCD and Crafton Hills College celebrated the grand opening of the new 24,000-sq-ft Finkelstein Performing Arts Center (PAC), replacing the original 1978 facility.

The event opened with piano

cont. on page 3



10.9.2025

CHANCELLOR'S REPORT



SBCCD SHAPING THE FUTURE OF EQUITY AND OPPORTUNITY

We were proud to join the Inland Empire Economic Partnership at the 2025 Latina Economic & Policy Summit, where SBCCD was invited to moderate the Raíces y Riqueza: Planting the Seeds of Generational Wealth panel.

cont. on page 4

SBCCD JOINS EFFORT TO SUPPORT HISPANIC-SERVING INSTITUTIONS

This week, SBCCD, along with CHC and SBVC, joined more than 170 colleges in signing a letter to Congress in support of the Hispanic-Serving Institution (HSI) and Minority-Serving Institution programs. SBCCD proudly stands with the Hispanic Association of Colleges & Universities

cont. on page 3





CHC MULTI-CULTURAL CENTER RIBBON-CUTTING



Crafton Hills College celebrated the opening of its new Multi-Cultural Center on Thursday, September 18th, with a ribbon-cutting ceremony that brought together faculty, staff, and students. The Center, located on the second floor of the renovated Student Services Building, was created to be a welcoming space where all students feel valued and at home.

President Kevin Horan shared that establishing a Multi-Cultural Center had long been part of his vision, while Vice Presidents Delmy Spencer and Keith Wurtz highlighted the collaborative efforts and research showing the positive impact of inclusive spaces on student success. Student Senate President Jared Shaw emphasized the Center's role in advancing equity and combating isolation.

The ceremony concluded with President Horan cutting the green ribbon, followed by a reception where guests enjoyed refreshments and explored the new space. Associate Dean Erika Paddock captured the spirit of the event, calling the Center "a place that unites us," and warmly declaring, "Welcome home, everybody!"

SBVC'S PROFESSIONAL PILOT PROGRAM TAKES FLIGHT



San Bernardino Valley College unveiled its Flight Operations - Professional Pilot Degree and Certificate program on August 2 during an open house at Riverside Municipal Airport.

The program, operated in partnership with Riverside Flight Academy, prepares students for careers in aviation; expands local access to high-demand pilot training; and gives participants financial access to the aircraft industry by helping cover their flight hours (a minimum of 40 hours as required by the FAA). It was approved by the state in June and will be offered for the first time in the 2025-26 academic year.

"Our dream is to bring flight to the community college and open opportunities for flight instruction to individuals who might not have that opportunity," said adjunct aeronautics faculty member Shannon Millen.

Open house attendees enjoyed food and music on the airport cafe patio and took rides in one of the program's two newly-painted Cessna 172s. Students will use the planes while matriculating through private, instrument, and commercial pilot training, Millen said.

cont. from page 1

performances by CHC students Joshua Burdick and Gianna Lopez, followed by Debbie Prutsman's lively rendition of Ring Them Bells, accompanied by Scott Smith.

CHC President Dr. Kevin Horan highlighted the college's long tradition of philanthropy, beginning with the Finkelstein family's original gift of land: "This new Performing Arts Center is more than a building—it's a promise to our students and our community. It provides the spaces, resources, and inspiration for our students to pursue their dreams in music, theater, and dance, while also serving as a cultural hub for our region."

SBCCD Chancellor Diana Rodriguez thanked voters for supporting Measure CC: "Creativity lives right here. This center will help students grow, inspire families, and live on for generations."

Board of Trustees Chair Dr. Nathan Gonzales added, "It's the arts that give this place soul!"

State Senator Rosilicie Ochoa-Bogh praised the power of creativity: "Diversity, collaboration, and creativity provide a foundation for all fields, including the sciences. The curtain is rising for a bright future."

Scott Ward, representing San Bernardino County Supervisor Dawn Rowe, also offered congratulatory remarks before the Redlands Chamber of Commerce led the ribbon cutting. With the snip of oversized scissors by Dr. Horan and honored guests, the PAC was officially opened.

Attendees toured the facility, which includes a 274-seat main theater, a black box theater, music labs, costume and scene shops, and the Elaine S. Rosen Music Room. Designed with sustainability in mind, the building aims for LEED Gold certification.



The ceremony also unveiled the first 90 plaques from CHC's "Sponsor a Seat" campaign, with Ruben Finkelstein's granddaughter, Nancy Finkelstein, present to honor her family's lasting gift.



cont. from page 1

(HACU) in this effort.

HSI funding plays a vital role in strengthening our campuses, helping build science labs, enhance online education, support equity-focused programs, and improve curriculum for all students. Without these funds, SBCCD could lose access to up to \$3 million in future investments—resources that expand opportunities and benefit students across our colleges.

We remain committed to protecting programs that serve 5.6 million students nationwide and ensuring Congress understands their importance to our colleges and communities.



cont. from page 1

It was an honor to share the stage with:

Karen Serrano, Community Building & Engagement Director, NPSH

Lina Muñoz, Executive Director & Banker, JP Morgan Private Bank

Tracy Morales, Vice President & Senior Relationship Strategist, PNC Bank

Together, we explored strategies that empower families to build generational wealth—through entrepreneurship, investing, homeownership, trusts, and wills.

SBCCD is also being recognized as a regional leader in equity and student success. Vice Chancellor Kristina Hannon recently presented at the Elevate Our Impact conference, hosted by the Riverside County Office of Education. She shared research-based practices to support multiracial and dual-enrolled students and emphasized the importance of regional collaboration in data sharing and professional development.

Our presence in these spaces shows how SBCCD is shaping regional conversations on both educational equity and economic mobility—advancing Goal #3 of our Board priorities.



INSPIRING FUTURE LEADERS: KVCR'S YOUNG WOMEN'S LEADERSHIP CONFERENCE



KVCR's 2nd Annual Young Woman's Leadership Conference carried the theme "Our Roots are Our Power." The event, free for Inland Empire high school and college students, encouraged young women to recognize their leadership potential now, not in the future.

Students connected with inspiring role models from education, government, and media. Chancellor Rodriguez shared how the 30,000 students at Crafton Hills College and San Bernardino Valley College are shaping their futures through affordable, high-quality education.

Participants also had the opportunity to choose from engaging breakout sessions in Filmmaking, Radio Broadcasting, Journalism, The Lost Art of Etiquette, and Musically: PlayLab. Workshops and networking helped students see college and leadership as within reach.

The day concluded with an optional Studio Mixer, where attendees enjoyed music, socialized, and built new connections.

This successful event was made possible through the leadership of KVCR Public Media, led by Executive Director Connie Leyva, the Valley College Institute of Media Arts, Senator Eloise Gómez Reyes—a proud San Bernardino Valley College alumna and Senator Sabrina Cervantes, a champion for higher education. Events like this break down barriers and give students the confidence, connections, and pathways to thrive in college and beyond.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

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

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

DATE: October 9, 2025

SUBJECT: Strategic Plan Goal - 3 Status Update

RECOMMENDATION

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

OVERVIEW

This document highlights advances in faculty development, student support facilities, community engagement, and pathways that connect students to education and career opportunities.

ANALYSIS

SBCCD has deepened its regional leadership by aligning initiatives to tangible student outcomes. Faculty development enhanced teaching practices that support student success, while renovated facilities created environments that foster belonging and persistence. Community partnerships expanded early exposure to higher education and provided structured pathways into university labs and local employment. These collaborations directly increased student opportunities, including expanded CalWORKs work-study positions, free regional transit access, and a \$50,000 Transfer Scholarship Pilot. Together, these achievements illustrate measurable progress in removing barriers, broadening access, and positioning SBCCD as a key driver of educational and economic mobility in the Inland Empire.

SBCCD GOALS

3. Be a Leader and Partner In Addressing Regional Issues.

FINANCIAL IMPLICATIONS

There are no financial implications.



MONTHLY STATUS UPDATE

FALL 2025



GOAL 3: BE A LEADER AND PARTNER IN ADDRESSING REGIONAL ISSUES

Regional Leadership

- ✓ Forty-five faculty participated in the Great Teachers Seminar to foster innovation, collaboration, and student success.
- ✓ SBCCD renovated the Student Support Building with modern study rooms and gathering spaces to enhance belonging.
- ✓ SBCCD sponsored the Redlands State of the City, a luncheon for civic and business leaders to share development updates.

Student Opportunities

- ✓ SBCCD hosted Girls on the Run camps, bringing 60 elementary girls to campus for confidence, teamwork, and early college exposure.
- ✓ The Counseling Department secured an MOU with the City of Redlands for student placements and placed eight STEM/MESA students in CSUSB and UCR labs.

Outcome Achieved

SBCCD strengthened corporate and institutional partnerships by connecting 14 CalWORKs work-study students with on- and off-campus employers, expanding student employment opportunities from 9 to 15 positions, securing free Metrolink Arrow travel benefits, and launching a \$50,000 CSUSB Transfer Scholarship Pilot.



BOARD OF TRUSTEES

Meeting Minutes – September 11, 2025

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

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

Meeting materials: www.sbccd.edu/govenda

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

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

Before beginning business, the Board paused and observed a moment of silent to reflect on the significance of September 11th. We honor and remember the victims of the attacks, as well as the heroic first responders, volunteers, and service members who answered the call of duty.

San Bernardino Community College District Board of Trustees' business meeting is conducted pursuant to California Government Code Section 54953. Trustee Houston is participating by Zoom conference. In accordance with the Ralph M. Brown Act, the teleconference location has been identified in the notice and agenda for this meeting.

Roll call:

- Student Trustee Garcia
- Trustee Aguilera
- Trustee Betters
- Trustee Houston - teleconference attendance
- Trustee Longville
- Trustee Williams
- Chair Gonzales

Trustee Houston on the teleconference respond to the following questions:

1. Can the trustees on the call hear me well? Trustee Houston responded "yes"
2. Were you able to hear our proceedings on this end up until now? Trustee Houston responded "yes"
3. Do you have a copy of the agenda for this meeting? Trustee Houston responded "yes"

All Board members present have indicated that they were able to hear all trustees clearly.

Trustee Betters led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Micah Martin

III. CLARIFICATION

None

IV. PRESENTATIONS

- A. SBCCD Police Chief Pinning Ceremony – Chief Bonnet was sworn in by Sheriff Dicus and pinned by father Retired LT. Robert Bonnet, San Bernardino County Sheriff’s Department.
- B. Demonstration Project – Vice Chancellor Nohemy Ornelas presented.
- C. Arrowhead United Way – Dr. Gwen Dowdy Rodgers presented a check to SBVC Resource Center in the amount of \$4,227.64.

V. APPROVAL OF MINUTES

- A. 08-14-2025, 08-28-2025, Board Meeting Minutes

[Motion: to approve the 08-14-2025 minutes](#)

[Moved by:](#) Trustee Betters. [Seconded by Student Trustee Garcia.](#)

Roll Call Vote:	AYES:	Garcia (advisory), Gonzales, Betters, Longville, Williams, Aguilera, Houston
	NOES:	none
	ABSTAIN:	none
	ABSENT:	Reyes, Espinoza (advisory)

[Motion passed](#)

VI. RECOGNITION/CELEBRATIONS

- A. Applause Cards
The Board recognized applause recipients for extending extra effort to provide quality service and valued assistance.
- B. Retirement Recognition
The Board recognized the commitment and dedication this individual has shown to student success is unwavering. The District is truly grateful for their years of service and congratulates them on their retirement.
 - Karen Mott, Technology Support Specialist, CHC
After 19 years of service with the District, Karen submitted a letter of intent to retire, effective August 31, 2025. Karen started with the district in June of 2006 as a Computer Technician. Karen also served as a Technology Support Specialist I, a role she remained in until her retirement.

VII. ACTION AGENDA

- A. Board Policies for Final Approval

Motion: to approve the Board Policies for Final Approval

Moved by: Trustee Williams. Seconded by Trustee Aguilera.

Roll Call Vote:	AYES:	Garcia (advisory), Gonzales, Betters, Longville, Williams, Aguilera, Houston
	NOES:	none
	ABSTAIN:	none
	ABSENT:	Reyes, Espinoza (advisory)

Motion passed

B. Conduct a Public Hearing on the 2025-26 Final Budget

Pursuant to Title 5, Section 58301, The Chair opened a public hearing on the final budget for fiscal year 2025-2026.

Public Comment: none

The Chair closed the Public Hearing.

C. Adopt the 2025-2026 Final Budget

Motion: to adopt the 2025-2026 Final Budget

Moved by: Trustee Longville. Seconded by Trustee Aguilera.

Roll Call Vote:	AYES:	Garcia (advisory), Gonzales, Betters, Longville, Williams, Aguilera, Houston
	NOES:	none
	ABSTAIN:	none
	ABSENT:	Reyes, Espinoza (advisory)

Motion passed

D. Resolution #2025-09-11-SBVC-01-Child Care

Motion: to approve Resolution #2025-09-11-SBVC-01-Child Care

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

Roll Call Vote:	AYES:	Garcia (advisory), Gonzales, Betters, Longville, Williams, Aguilera, Houston
	NOES:	none
	ABSTAIN:	none
	ABSENT:	Reyes, Espinoza (advisory)

Motion passed

VIII. CONSENT AGENDA

A. Human Resources

1. Adjunct and Substitute Academic Employees
2. Appointment of District Employees
3. Appointment of Interim Managers
4. Consideration of Approval of Resolution #2025-09-11-BOT01 to Excuse Board Members of Absences
5. Employee Promotions
6. Employee Transfer
7. Equal Employment Opportunity Fund Annual Certification
8. Faculty Transfer Reassignment
9. Grant Sabbatical Leaves for the 2026-2027 Academic Year
10. Non-Instructional Pay
11. Payment of Stipends

B. Business & Fiscal Services

1. Authorize Signature List FY2025-26
2. Contracts at or Above \$114,500
3. Surplus Property and Authorize Private Sale or Disposal

C. Facilities

1. Master Services Agreements Task Orders for Bond Construction

Motion: to approve the Consent Agenda with item B.2. Contracts at or Above \$114,500, San Bernardino County Superintendent of Schools control #31114 pulled for separate vote.

Moved by: Trustee Williams. Seconded by Trustee Longville.

Roll Call Vote:	AYES:	Garcia (advisory), Gonzales, Betters, Longville, Williams, Aguilera, Houston
	NOES:	none
	ABSTAIN:	none
	ABSENT:	Reyes, Espinoza (advisory)

Motion passed

Motion: to approve the Consent Agenda item B.2. Contracts at or Above \$114,800

Moved by: Trustee Williams. Seconded by Trustee Longville.

Roll Call Vote:	AYES:	Garcia (advisory), Gonzales, Longville, Williams, Aguilera,
	NOES:	none
	ABSTAIN:	Betters, Houston
	ABSENT:	Reyes, Espinoza (advisory)

Motion passed

IX. REPORTS

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

- A. Board Committee & Activity Reports
 - 1. Board Finance Committee (BFC) – Chair Gonzales provided a brief report.
 - 2. Board Legislative Committee (BLC) – Trustee Aguilera provided a brief report.
 - 3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – Chair Gonzales provided a brief report.
- B. Regional and State Reports
 - 1. Board of Governors (BOG) – Trustee Williams provided a brief report.
 - 2. Joint Powers Authority – Trustee Houston provided a brief report.
- B. Chancellor's Report –Chancellor Rodriguez provided a brief report.
- C. Represented Groups
 - 1. Crafton Hills College Academic Senate –Natalie Lopez provided a brief report.
 - 2. Crafton Hills College Classified Senate – Karen Peterson provided a brief report.
 - 3. Crafton Hills College Associated Students – Koen Diaz provided a brief report.
 - 4. San Bernardino Valley College Academic Senate – No report.
 - 5. San Bernardino Valley College Classified Senate – Kevin Moreno provided a written report.
 - 6. San Bernardino Valley College Associated Students – No report.
 - 7. CSEA – No report.
 - 8. CTA – Maria Ortiz provided a brief report.
 - 9. Police Officers Association – James Quigley provided a brief report.
- D. 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.
 - 6. Associate Vice Chancellor of Governmental Affairs & Strategic Communications – provided a brief report.

IX. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Budget Revenue & Expenditure Summary
- C. Construction Change Orders and Amendments – Bond
- D. Contracts Below \$114,500
- E. Final Financial Summary for the 2008 General Obligation Bond, Series F
- F. General Fund Cash Flow Analysis
- G. Lexipol Policies and Procedures
- H. MOUs between SBCCD and the CSEA
- I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Order Report
- K. Quarterly Investment & Deposit Report

L. Resignations

M. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana Rodriguez and Kristina Hannon
Non-Represented Groups: CSEA, CTA, POA,
Management/Supervisors, and Confidential Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
Number of cases: 4
- 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 5:30 p.m.

XIII. RECONVENE PUBLIC MEETING

Chair Gonzales reconvened the public meeting at 6: 40 p.m.

XIV. REPORT OF ACTION IN CLOSED SESSION

On September 11, 2025, the Board unanimously, took action to approve the release of probationary employee #32531 as Senior Executive Administrative Assistant at DSO effective September 30, 2025.

On September 11, 2025, the Board unanimously, took action to not re-employ the Associate Dean of Health Science and Director of Nursing at SBVC, for the 2026-2027 academic year and to send notice to management employee #32337.

On September 11, 2025, in closed session, the Board unanimously, approved the Resignation Agreement and General Release between the District and Employee No. 25895. Pursuant to the terms of the agreement, Employee No. 25895 will resign effective August 15, 2025. Under the agreement, Employee No. 25895 releases the District from any and all legal claims.

XV. ADJOURNMENT

The next meeting of the Board: Board Strategy Session
September 25, 2025, at 4:00 p.m.

SBCCD Boardroom
550 E. Hospitality Ln. Suite 200
San Bernardino, CA 92407

The Board of Trustees adjourned at 6:42 p.m.

The Board of Trustees approved the September 11, 2025, minutes on October 9, 2025.

Dr. Cherina Betters, Clerk
SBCCD Board of Trustees

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



BOARD OF TRUSTEES

Meeting Minutes – September 25, 2025

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

Meeting materials: www.sbccd.edu/govenda

MEMBERS PRESENT

Dr. Nathan Gonzales, Chair
Joseph Williams, Vice Chair
Dr. Cherina Betters, Clerk
Carlos Aguilera, Trustee
John Longville, Trustee

ADMINISTRATORS PRESENT

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

MEMBERS ABSENT

Frank Reyes, Trustee
Dr. Stephanie Houston, Trustee
Christian Espinoza, SBVC Student Trustee (advisory)
Jazmyn Garcia, CHC Student Trustee (advisory)

ADMINISTRATORS ABSENT

Dr. Gilbert Contreras, SBVC President
Kristina Hannon, VC Human Resources & Police Services

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Gonzales called the meeting to order at 5:00 p.m.

Trustee Betters led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

III. CLARIFICATION

None

IV. PRESENTATIONS

A. Credit for Prior Learning

Chancellor Rodriguez introduced the presentation and Executive Vice Chancellor Nohemy Ornelas.

Credit for Prior Learning (CPL) or prior learning assessment (PLA), is college credit awarded for validated skills and knowledge gained outside of coursework at a regionally accredited institution of higher education.

Vision 2030 Goals

Twelve bold actions fuel our transformation.
From Dual Enrollment and Credit for Prior Learning to Climate-Responsive Teaching and Justice-Centered Pathways.

These initiatives ensure all of our students — especially veterans, working adults, and those who are justice-impacted have real pathways to economic mobility.



Equitable Workforce and Economic Development

A worker-centered, industry-driven approach promotes workforce development by partnering community colleges with industry, agencies, and philanthropy to upskill workers and advance socio-economic mobility.

Board Policy 4235, Credit for Prior Learning

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment or examination. Authorized assessments may include the evaluation of approved external standardized examinations, joint services transcripts, student-created portfolios, and credit by examination. The Chancellor shall establish administrative procedures to implement this policy.

Title 5 §55050 Credit for Prior Learning

Title 5 §55050 subsection (a) identifies five types of CPL but is not limited to the following:

- Credit by examination (including high school articulation);
- Joint Services Transcripts (military training);
- Student created portfolios;
- Industry-recognized credential documentation;
- Standardized exams (AP, IB, CLEP, etc.).

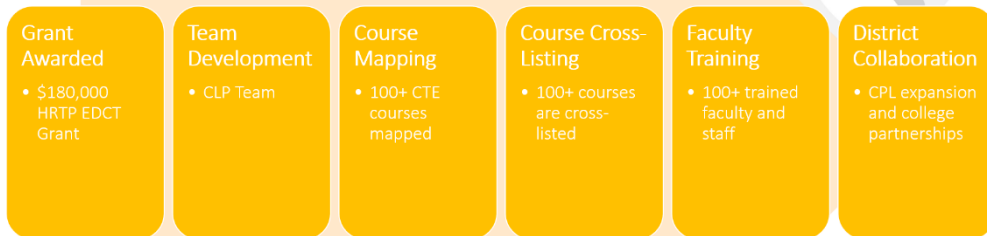
Types of Credit for Prior Learning



Why (CPL) Matters?

Accelerated Degree Completion	Recognizes prior learning to reduce time and cost.
Promoting Equity and Access	Supports veterans, adult learners, and apprentices.
Education – Workforce Bridge	Connects real-world experience with career readiness.
Community Impact	Strengthens workforce skills and lifelong learning.

SBCCD's CPL Programs



CPL Pathways at SBCCD

Diverse Credit Options

- Credit awarded via exams, military transcripts, certifications, and portfolios.

Accelerated Completion

- Up to 45 units can be earned, saving time and cost.

Quality & Equity

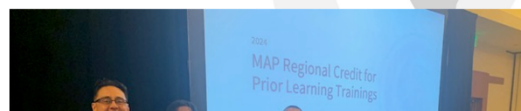
- Faculty-approved assessments ensure academic rigor and fair access.

Guided Support/Outreach

- Veteran, and MAP/CPL counselors assist students through CPL opportunities and petitions.

Statewide Recognition

- 2024 MAP College of the Year Honored by the CCC Chancellor's Office for CPL excellence.



Next Steps....

Program Expansion	Both colleges plan to expand CPL to more academic programs and departments to increase opportunities for students.
Faculty Training and Outreach	Continued faculty training ensures widespread understanding and adoption of CPL practices across the college.
Industry and Military Partnerships	Strengthening partnerships with industry and military organizations.
Technology	Integrate CPL into student system for tracking and reporting.
Monitoring Outcomes and Savings	The colleges will monitor student outcomes and financial savings to assess and improve program effectiveness.

Discussion:

Trustee Betters inquired about the marketing efforts. Vice Chancellor Ornelas clarified there is a dedicated website to engage students, dedicated counseling and staff actively market. Associate Vice Chancellor Rodriguez clarified that we would incorporate in outreach. Dr. Lewis added there are billboard marketing efforts. In addition, KVCR has been instrumental with marketing efforts.

Trustee Williams inquired about the type of CPL and how one qualifies. Vice Chancellor clarified it is dependent on the individual student. Dr. Lewis clarified everything is tied to an education plan with a mapping system. The work of the faculty is important because they decide what credit is given and what portfolio is worthy of credit. Chancellor Rodriguez will provide the trustees with talking points/1, 2, 3 steps for CPL.

Trustee Aguilera inquired if we have a template for a portfolio and what does it usually include? Vice Chancellor Ornelas confirmed we do have that, and it is important for proper training of staff. A portfolio is one option, it could also be certifications, credit by exam, etc. Faculty do have framework and guidelines to follow.

Trustee Williams inquired classified staff who have a lot of experience without the degree in the k-12 system. Vice Chancellor Ornelas commented EDCT currently offers admin support programs.

Trustee Aguilera inquired the certificate or degree the website could be broken down by the courses. Trustee Williams commented that HR departments at organizations could be the touch point to reach and identify the CPT students.

Trustee Betters commented that it is both, the exposure, the marketing behind it is important.

Chair Gonzales inquired disaggregated data for the articulation (1,575 articulations awarded to 258 students).

X. ADJOURNMENT

The next meeting of the Board: Business Meeting
October 9, 2025, at 5:00 p.m.
SBCCD Boardroom
550 E. Hospitality Ln., Suite 200
San Bernardino, CA 92410

The Board of Trustees adjourned at 5:50 p.m.

The Board of Trustees approved the September 25, 2025, minutes on October 9, 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. Nohemy Ornelas, VC of Education and Student Support Services

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

DATE: October 9, 2025

SUBJECT: 2026-2027 SBCCD Academic Calendar

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2026-27 academic calendar.

OVERVIEW

It is a requirement that the Board adopt the attached academic calendar subject to the guidelines established by the State Chancellor's Office.

ANALYSIS

The Academic Calendar Subcommittee, composed of representatives from across the District and guided by the State Chancellor's Office guidelines, has completed the proposed academic calendar for the 2026–2027 academic year.

INSTITUTIONAL VALUES

1. Eliminate Barriers to Students Access and Success
2. Be A Diverse, Equitable, Inclusive and Antiracist Institution

FINANCIAL IMPLICATIONS

There are no financial implications.



2026-2027 ACADEMIC CALENDAR

FALL 2026 AUGUST 24 – DECEMBER 18



REGISTRATION FOR CLASSES

	16-Week Session 08/24 - 12/18	8-Week Session:1 08/24 - 10/17	8-Week Session: 2 10/19 - 12/18
Application Period Begins (Open CCC)	October 01, 2025		
Registration Period Begins	April 06, 2026		
Instruction Begins	August 24	August 24	October 19
Final Examinations	December 12-18	October 12-16	December 12-18
Instruction Ends	December 18	October 16	December 18
Grades due from Faculty	Grades are due 5 working days after the last class.		
2027 Commencement	May 14, 2027		

HOLIDAYS

Independence Day (Campus Closed)	July 4 th , 2026 (Observed July 2)
Labor Day (Campus Closed)	September 7, 2026
Veterans Day (Campus Closed)	November 11, 2026
Thanksgiving (Campus Closed)	November 26-28, 2026
Winter Break (Campus Closed)	December 24, 2026 - January 3, 2027

Weekend classes meet after Friday holidays and before Monday holidays unless designated as a holiday on this calendar.

OTHER IMPORTANT DATES

Emergency Drill	TBD
Fall Census Date	September 14, 2026
Final Exams (Regular Classes)	December 12-18, 2026
Graduation applications due to Admissions and Records	September 30, 2026
Semester Ends	December 18, 2026

JULY

WK	S	M	T	W	T	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

AUGUST

WK	S	M	T	W	T	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
1	23	24	25	26	27	28	29
2	30	31					

SEPTEMBER

WK	S	M	T	W	T	F	S
			1	2	3	4	5
3	6	7	8	9	10	11	12
4	13	14	15	16	17	18	19
5	20	21	22	23	24	25	26
6	27	28	29	30			

OCTOBER

WK	S	M	T	W	T	F	S
					1	2	3
7	4	5	6	7	8	9	10
8	11	12	13	14	15	16	17
9	18	19	20	21	22	23	24
10	25	26	27	28	29	30	31

NOVEMBER

WK	S	M	T	W	T	F	S
11	1	2	3	4	5	6	7
12	8	9	10	11	12	13	14
13	15	16	17	18	19	20	21
FBK	22	23	24	25	26	27	28
14	29	30					

DECEMBER

WK	S	M	T	W	T	F	S
			1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

LEGEND

Winter Break	Instruction Begins	Holiday	Fall Break
8-Week Session 2 Begins	Flex Day No Classes	In-service Day No Classes	Final Exams

CAMPUS DRILLS

The Great CA ShakeOut Earthquake	October 15, 2026

INSTRUCTIONAL FLEX DAYS

Flex Day	August 18, 2026
Faculty In-Service	August 19-21, 2026

2026-2027 ACADEMIC CALENDAR

SPRING 2027 JANUARY 19 – MAY 13



REGISTRATION FOR CLASSES

	16-Week Session 01/19 - 05/13	8-Week Session:1 01/19 - 03/13	8-Week Session: 2 03/22 - 05/13
Application Period Begins (Open CCC)	TBD		
Registration Period Begins	TBD		
Instruction Begins	January 19	January 19	March 22
Final Examinations	May 07 -13	March 05-12	May 07-13
Instruction Ends	May 13	March 12	May 13
Grades due from Faculty	Grades are due 5 working days after the last class.		
2027 Commencement	May 14, 2027		

HOLIDAYS

Martin Luther King, Jr. Day (Campus Closed)	January 18, 2027
Lincoln’s Birthday (Campus Closed)	February 12, 2027
Washington’s Birthday (Campus Closed)	February 15, 2027
Memorial Day	May 31
Juneteenth (Campus Closed)	June 19, 2027 (Observed June 17)
Weekend classes meet after Friday holidays and before Monday holidays unless designated as a holiday on this calendar.	

OTHER IMPORTANT DATES

Instruction Begins	January 19, 2027
Spring Census Day	February 8, 2027
Final Exams (Saturday Classes)	May 8, 2027
Final Exams (Regular Classes)	May 07-13, 2027
Graduation application due to Admissions & Records	February 26, 2027
Semester Ends	May 14, 2027
Summer Session (VPis will confirm)	Starts May 24, Ends August 13

JANUARY

WK	S	M	T	W	T	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
1	17	18	19	20	21	22	23
2	24	25	26	27	28	29	30
	31						

FEBRUARY

WK	S	M	T	W	T	F	S
3		1	2	3	4	5	6
4	7	8	9	10	11	12	13
5	14	15	16	17	18	19	20
6	21	22	23	24	25	26	27
	28						

MARCH

WK	S	M	T	W	T	F	S
7		1	2	3	4	5	6
8	7	8	9	10	11	12	13
SBK	14	15	16	17	18	19	20
9	21	22	23	24	25	26	27
10	28	29	30	31			

APRIL

WK	S	M	T	W	T	F	S
					1	2	3
11	4	5	6	7	8	9	10
12	11	12	13	14	15	16	17
13	18	19	20	21	22	23	24
14	25	26	27	28	29	30	

MAY

WK	S	M	T	W	T	F	S
							1
15	2	3	4	5	6	7	8
16	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

JUNE

WK	S	M	T	W	T	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			

LEGEND

	Holiday		8-Week Session 2 Begins		Instruction Begins		Commencement
	Spring Break		Flex Day No Classes		Final Exams		In-service Day No Classes

CAMPUS DRILLS

INSTRUCTIONAL FLEX DAYS

Flex Day	January 12, 2027
Faculty In-Service	January 13-15, 2027

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: October 9, 2025

SUBJECT: Consideration of Approval to Award Request for Proposal 2026-01 and Contracts to Qualifying Firms

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) and Contracts for RFP 2026-01 EDCT Training Services to the qualifying vendors as detailed in the Analysis below. Contracts will be negotiated and executed based on proposed rate schedules. EDCT will have the ability to draw on the proposed services, as needed, in pursuing its training activities.

OVERVIEW

EDCT is in need of contractors to provide training services to support the department's ongoing Employment Training Panel grant. Through these services, training is provided to local incumbent workers in the following areas: business skills, computer skills, continuous improvement skills, literacy skills, management skills, manufacturing skills, and safety skills.

ANALYSIS

The District considered six responsive and responsible proposals. The top four proposals are shown below as ranked by the evaluation committee:

<u>Vendor</u>	<u>Ranking</u>
Modern Kaizen, LLC, Murrieta CA	1
Macro Development and Training, Aguanga CA	2
Developing Leaders, Inc., Colton CA	3
The Corporation of Manufacturing Excellence-Manex, San Ramon CA	4

Through an analysis of the proposals received and a committee-based evaluation process, the District will move forward with these four firms which best meet the needs of the District.

SBCCD GOALS

Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

Included in Fiscal Year 2026 and subsequent budgets.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Kevin Horan, President, CHC

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

DATE: October 09, 2025

SUBJECT: Consideration of Approval of Curriculum - CHC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in 2026-2027 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.



COURSE MODIFICATION

COURSE ID	COURSE TITLE
ASL 205	Fingerspelling, Numbers, Classifiers, and Non-Manuals
STUDENT LEARNING OUTCOMES:	No Changes
RATIONALE:	Six Year Revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2026

COURSE ID	COURSE TITLE
CHEM 123	Chemistry for Everyone
CATALOG DESCRIPTION:	A beginner-friendly course for non-science majors that explores how chemistry connects to everyday life, health, and real-world applications. Learn the science behind common experiences and consumer products—like how shampoo works, why onions make you cry, what’s in tattoos, or what causes chemical reactions to change color or glow. Topics include the scientific method, atoms and molecules, the periodic table, bonding, chemical reactions, solutions, acids and bases, organic compounds, and radioactivity. Builds scientific understanding, critical thinking, and informed decision-making skills.
SCHEDULE DESCRIPTION:	A beginner-friendly course for non-science majors that explores how chemistry connects to everyday life, health, and real-world applications. Learn the science behind common experiences and consumer products—like how shampoo works, why onions make you cry, what’s in tattoos, or what causes chemical reactions to change color or glow. Topics include the scientific method, atoms and molecules, the periodic table, bonding, chemical reactions, solutions, acids and bases, organic compounds, and radioactivity. Builds scientific understanding, critical thinking, and informed decision-making skills.
STUDENT LEARNING OUTCOMES:	NEW
RATIONALE:	Six Year Revision
EQUATE:	Not currently equated with SBVC
EFFECTIVE:	Fall 2025

COURSE ID	COURSE TITLE
RELIG 100	Introduction to Religious Studies
STUDENT LEARNING OUTCOMES:	No Change
RATIONALE:	Six Year Revision
EQUATE:	Course Equates with RELIG-100 at SBVC
EFFECTIVE:	Fall 2026

DISTANT EDUCATION

COURSE ID:	ASL 205	Fully Online / Partially Online
COURSE TITLE:	Fingerspelling, Numbers, Classifiers, and Non-Manuals	
RATIONALE:	Six Year Revision	
EFFECTIVE:	Fall 2026	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	CHEM 123	Fully Online / Partially Online
COURSE TITLE:	Chemistry for Everyone	
RATIONALE:	Six Year Revision	
EFFECTIVE:	Fall 2026	
EQUATE:	Not currently equated with SBVC	

COURSE ID:	RELIG 100	Fully Online / Partially Online
COURSE TITLE:	Introduction to Religious Studies	
RATIONALE:	Six Year Revision	
EFFECTIVE:	Fall 2026	
EQUATE:	Course Equates with RELIG-100 at SBVC	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Gilbert Contreras, President, SBVC

PREPARED BY: Leticia Hector, Vice President, Instruction, SBVC

DATE: October 9, 2025

SUBJECT: Curriculum – SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

None.



**SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
October 9, 2025**

COURSE CORRECTION

COURSE ID	COURSE TITLE
ANTHRO 102H	CULTURAL ANTHROPOLOGY - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H

Rationale: Updating prerequisite from ENGL 101 or ENGL 101H to ENGL C1000 or ENGL C1000H to align with CCN.

Effective: Fall 2025

CERTIFICATE CORRECTION

Child Development - Site Supervisor - Certificate of Achievement

The Site Supervisor Certificate is designed to prepare students with the knowledge and skills necessary to be qualified as a preschool or childcare center site supervisor.

Students completing a Site Supervisor Certificate meet the academic requirements for the CD Site Supervisor Permit. Please note that the field experience requirement for the Site Supervisor Permit requires 350 days of 3+ hours per day within four years including at least 100 days of supervising adults. With this Certificate, and a CD Site Supervisor Permit, students qualify to be Child Development Center Directors in private Title 22 Programs as long as they also have two years of teaching experience in a licensed center.

REQUIRED COURSES:

CD 105	Child Growth and Development OR	3.0
CD 105H	Child Growth and Development-Honors	3.0
CD 111	Observation and Assessment in Child Development	3.0
CD 113	Principles and Practices of Teaching Young Children	3.0
CD 114	Introduction to Curriculum	3.0
CD 115	Health, Safety and Nutrition	3.0
CD 126	Child, Family, and the Community	3.0
CD 138	Teaching in a Diverse Society	3.0
CD 270	Adult Supervision and Mentoring in Early Care and Education	3.0
CD 271	Administration I: Programs in Early Childhood Education	3.0
CD 272	Administration II: Personnel and Leadership in Early Childhood Education	3.0

Two courses from the following:

CD 130	Creative Music and Movement for Children	3.0
CD 133	Creative Science and Math Activities for Children	3.0
CD 134	Language, Listening and Literature for Children	3.0
CD 136	Creative Art Experiences for Children	3.0
CD 137	Play and Materials for Children	3.0

One course from the following:

CD 160	Middle Childhood Development	3.0
CD 061	Activities for School-Age Children	3.0
CD 100	Introduction to Child Development	3.0
CD 109	Childhood Stress and Trauma	3.0
CD 127	Guidance of Children	3.0

CD 185	Infant/Toddler Growth and Development	3.0
CD 186	Infant and Toddler Curriculum	3.0
CD 244	Children with Special Needs	3.0

Experience working with children:

CD 205	Child Development Practicum / Field Experience OR	4.0
CD 215	Early Intervention and Inclusion Internship	4.0

General Education – The courses below are recommended by the Child Development Department to fulfill the GE requirements for this Certificate and to meet the GE requirements for the CD Permit. Students must complete one to two courses in each of the five general education areas in order to obtain a Site Supervisor Permit through the California State Commission on Teacher Credentialing, and students must have at least 60 units to qualify for the Site Supervisor Permit.

Area 1A: English Composition

ENGL C1000	Academic Reading and Writing OR	4.0
ENGL C1000H	Academic Reading and Writing – Honors	4.0

Area 2: Mathematical Concepts and Quantitative Reasoning

PSYC 105	Statistics for the Behavioral Sciences OR	4.0
ECON 208	Business and Economic Statistics OR	4.0
STAT C1000	Introduction to Statistics OR	4.0
STAT C1000H	Introduction to Statistics – Honors	4.0

Area 3A: Humanities and Fine Arts (2 courses)

Complete two courses below or any two courses listed under Area 3A on the CalGETC General Education Pattern.

ASL 109	American Sign Language I	4.0
ART 103	Art Appreciation	3.0
MUS 100	Music Appreciation OR	3.0
MUS 100H	Music Appreciation – Honors	3.0

Area 4: Social & Behavioral Sciences - (1 course)

Complete PSYC C1000 or PSYC C1000H or any course listed under Area 4 on the CalGETC General Education Pattern. Note: one course must be in a subject other than Child Development (CD).

PSYC C1000	Introduction to Psychology OR	3.0
PSYC C1000H	Introduction to Psychology – Honors	3.0

Area 5: Physical and Biological Sciences - (1 course with a lab)

Complete the course below or any course listed under Area 5 with a lab on the CalGETC General Education Pattern.

BIOL 100	General Biology	4.0
----------	-----------------	-----

Note: Students may be eligible for the Child Development AA Degree if they complete one additional course in each of the following areas: Area 1B, Area 1C, Area 3, and Area 6.

Total: 60.0-64.0

This is a Gainful Employment Program

Rationale:	Correcting General Education verbiage to state “five general education areas”.
Effective:	Fall 2025

DEGREE CORRECTION

Physics 2.0 Associate in Science - Transfer Degree, AS-T

The Associate of Science for Transfer (AS-T) in Physics provides students with a deep understanding of the world around them. This degree provides students with transfer preparation and pre-professional training. The AS-T in Physics explores with finding and using the rules that govern everything—from the smallest pieces of the atom to the various collections of atoms—molecules, balls, planets, stars, and more—that compose the

myriad contents of the universe. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Associate in Science for Transfer (AA-T) degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing the AS-T are guaranteed admission to the CSU system, but not to a particular campus or major.

To earn this Physics AA-T degree, students must meet the following requirements:

- Completion of the following major requirements with a minimum grade of "C" (or "P").
- Certified completion of the California General Education Transfer Curriculum (Cal-GETC), which requires a minimum of 34 units; and
- Completion of a minimum 60 Cal-GETC transferrable semester units with a minimum "C" grade required in each course. A "C" is defined as a minimum of 2.0 grade points on a 4.0 scale.

Students planning on transferring to a four-year institution and major in Physics should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED COURSES:

CS 190	Programming in C++	4.0
MATH 250	Single Variable Calculus I	4.0
MATH 251	Single Variable Calculus II	4.0
MATH 252	Multivariable Calculus	5.0
MATH 265	Linear Algebra	4.0
MATH 266	Ordinary Differential Equations	4.0
PHYSIC 202	Physics I	4.0
PHYSIC 203	Physics II	4.0
PHYSIC 204	Physics III	4.0

MAJOR TOTAL: 37

Total units that may be double counted: 7

General Education (Cal-GETC) Units: 34

Electives Units: 2

Total: 66.0

Rationale: Updating electives from 0-2 to 2.
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: October 9, 2025

SUBJECT: Consideration of Approval of Adjunct and Substitute Academic Employees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost for employment of adjunct and substitute academic employees is included in the appropriate 2025-2026 budgets.





Adjunct and Substitute Academic Employees

Presented for Information October 9, 2025

[v.9.17.2025.p.2|2]

2025 – 2026 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Alvarez, Mayra	SBVC	Pharmacy Technology	Pharmacy Technology
Lucarelli, Jamie	SBVC	Environmental Science	Environmental Science
Ogundare, Oluwadara	SBVC	Biology	Biology
Osorno, Kevin	SBVC	Physics/Astronomy	Physics/Astronomy
Roza, Amanda	SBVC	Nursing	Nursing
Solis, Alberto	SBVC	Student Development	Student Development
Abdelhameed, Mohanned	CHC	Economics	Economics
Barrie, Trinette	CHC	Counseling	Counseling
Cescolini, Diana	CHC	Accounting	Accounting
Fathy, Sherif	CHC	Business Administration	Business
Jimenez, Cody	CHC	Art	Art
Mattson, Carol	CHC	Counseling	Counseling
McAtee, Robert	CHC	Counseling	Counseling
Paramo, Ariana	CHC	Counseling	Counseling
Schoenfeld, Raquel	CHC	Counseling	Counseling
Schwartz, Michael	CHC	English	English
Vasquez, Edwardo	CHC	Counseling	Counseling
Vitale, Maria	CHC	Business Administration	Business
Xayaphonthong, Soutsakhone	CHC	Counseling	Counseling

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

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

DATE: October 9, 2025

SUBJECT: Consideration of Approval to Appoint District Employees

RECOMMENDATION

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

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2025-2026 budgets.





Appointment of District Employees

Submitted for Board Approval October 9, 2025

[v.10.2.2025.p.1|3]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Cacho-Bocanegra, Edith Child Development Assistant SBVC Child Development Center <i>Amendment: To correct legal name, previously approved September 2025.</i>	09/15/25	Classified 21A	New	State Preschool	08/21/17
Gerstel, Jacob Job Developer SBVC Applied Technology	10/13/25	Classified 41C	Peggy Weber	Strong Workforce Funds	TBD [†]
Harman, Elaine Enterprise Technology Project Manager DSO Technology & Educational Support Services	11/01/25	Management 17G	New	Measure CC Bond Funds	TBD [†]
Joaquin, Bryan College Police Officer DSO, Police Department	10/13/25	POA 50A	New	General Funds	08/07/25
Lutz, Alajandra Maria Tool Room Specialist SBVC Applied Technology	10/13/25	Classified 26A	New	Categorical Funds	TBD [†]

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

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



Appointment of District Employees

Submitted for Board Approval October 9, 2025

[v.10.2.2025.p.2[3]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Lyons, Kevin Assistant Professor, Film & Media Studies SBVC Communication Studies <i>Amendment: To provide Equivalency justification. Approved 07/09/25 by the Equivalency Committee in accordance with Education Code Section 87359. #2: A Master's Degree in the relevant academic discipline and a combination of over 20 years' experience teaching in related disciplines.</i>	08/19/25	Academic E9*	New	Categorical	08/06/15
Perez, Armando Tool Room Specialist SBVC Applied Technology	10/13/25	Classified 26A	New	Categorical Funds	02/23/24
Rodriguez, Brian Tool Room Specialist SBVC Applied Technology	10/13/25	Classified 26A	New	Categorical Funds	TBD†

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

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



Appointment of District Employees

Submitted for Board Approval October 9, 2025

[v.10.2.2025.p.3|3]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Yuen, Nancy Assistant Professor, Ethnic Studies CHC Ethnic Studies <i>Amendment: To provide Equivalency justification. Approved 08/13/2025 by the Equivalency Committee in accordance with Education Code Section 87359. #2: A Doctorate in the relevant academic discipline and a combination of over 15 years' experience teaching in related disciplines.</i>	08/19/25	Academic D1	New	General Fund	07/11/24

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

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

DATE: October 9, 2025

SUBJECT: Consideration of Approval to Appoint Interim Managers

RECOMMENDATION

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

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

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

Minimum Qualifications:

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of employment for the employees is included in the appropriate 2025-2026 budgets.





Appointment of Interim Managers

Submitted for Board Approval October 9, 2025

[v.9.18.2025.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
Simental, Yolanda Interim Associate Dean of Health Sciences & Director of Nursing SBVC Science	09/17/25 to 06/30/26	21E	Denise Valle	General Funds	08/01/09

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

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

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

DATE: October 9, 2025

SUBJECT: Consideration of Approval to Appoint Temporary Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of temporary academic employee per the attached list.

OVERVIEW

The employee on the attached list are submitted for approval.

ANALYSIS

It is essential that each position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of these appointments is included in the appropriate 2025-2026 budgets.





Appointment of Temporary Academic Employees

Submitted for Board Approval October 9, 2025

[v.9.18.2025.p.1|1]

Employee Name Location Assignment & Department	From	To	Range & Step	Fund	Live Scan Clearance
Nguyen, Anh Assistant Professor, Physics CHC Physics/Astronomy	08/25/25	05/15/26	D1	General	12/13/22

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

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

DATE: October 9, 2025

SUBJECT: Consideration of Approval of Employee Promotions

RECOMMENDATION

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

OVERVIEW

The promotion of the employees on the attached list are submitted for approval.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of this promotion is included in the appropriate 2025-2026 budgets.





Employee Promotions

Submitted for Board Approval October 9, 2025

[v.9.18.2025.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
De Niz, Ariadna	SBVC Child Development Center Child Development Assistant Classified Salary Schedule Range 21, Step B	SBVC Child Development Center Child Development Teacher Classified Salary Schedule Range 35, Step A	Angelica Lopez	California State Preschool Grant	11/18/24
Melendez, Dacia <i>Amendment: Employee was inadvertently placed at an incorrect step in the August Board item.</i>	DSO Technology & Educational Support Services Technology Support Technician Classified Salary Schedule Range 38, Step B	DSO Technology & Educational ServicesDSO Technology Support Specialist I Classified Salary Schedule Range 50, Step A	Juan Nevares	General Fund	07/14/25
Navarro, Jazmin <i>Amendment: Employee was inadvertently placed at an incorrect step in te September Board item.</i>	CHC Child Development Center Child Development Assistant Classified Salary Schedule Range 21, Step D	CHC Child Development CenterCHC Child Development Teacher Classified Salary Schedule Range 35, Step A	Erin Blackwell	General Fund	09/15/25

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Madole, Administrative Officer

DATE: October 9, 2025

SUBJECT: Consideration of Approval of Resolution #2025-10-09-BOT01 to Excuse Board Members of Absences

RECOMMENDATION

It is recommended that the Board of Trustees authorize compensation for SBCCD Board of Trustees members for excused absences.

OVERVIEW

Any member of a governing board who does not attend all meetings may receive compensation in an amount not greater than a pro rata share of the number of meetings actually attended, unless the Board, by duly adopted resolution, finds that at the time of the missed meeting, the member was performing services outside the meeting for the community college district, was ill, on jury duty, or was absent due to a hardship deemed acceptable by the Board.

Education Code section 72024 provides that in any community college district in which the Full-Time Equivalent Student (FTES) attendance for the prior school year was more than 10,000 but less than or equal to 25,000, each member of the governing board who actually attends all meetings held may receive compensation.

ANALYSIS

In accordance with Board Policy 2725 and Education Code section 72024, and given that SBCCD FTES for 2024-25 has exceeded 10,000, today's recommendation authorizes compensation to Board members for excused absences during the period of September 1 – September 30, 2025.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

None

**RESOLUTION #2025-10-09-BOT01 OF THE BOARD OF
TRUSTEES OF THE SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT**

1

WHEREAS, Education Code section 72024(a)(3) provides that in any community college district in which the full-time equivalent student attendance (FTES) for the prior school year was 25,000 or less but more than 10,000, each member of the governing board of the district who actually attends all meetings held may receive as compensation for his or her services a sum not to exceed four hundred and eighty six dollars and twenty cents (\$486.20) in any month; and

WHEREAS, the full-time equivalent student attendance for the prior school year was within the limits delineated in Education Code section 72024(a)(3); and

WHEREAS, Education Code section 72024(b) provides that any member of a governing board who does not attend all meetings held by the board in any month may receive, as compensation for his or her services, an amount not greater than a pro rata share of the number of meetings actually attended based upon the maximum compensation authorized by this subdivision; and

WHEREAS, Education Code section 72024(d) states that a member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board; and

WHEREAS, Education Code section 72024(e) provides that, on an annual basis, the governing board may increase the compensation of individual board members beyond the statutory limit, in an amount not to exceed 5% based on the present monthly rate of compensation; and

WHEREAS, pursuant to Board Policy 2725, and in accordance with Education Code section 72024(a)(3), the current monthly compensation for governing board members is \$486.20 per month for Trustees and \$243.10 per month for Student Trustees; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The San Bernardino Community College District Board of Trustees has determined that at absences indicated on the attached Exhibit A were of a nature, as described in Education Code section 72024(d), to warrant full payment for the meetings; and
2. The annual compensation of individual Board members shall be increased 5% (\$486.20 monthly for governing board members and \$243.10 monthly for Student Trustees).
3. This rate shall be effective at the start of the fiscal year on July 1, 2025.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on this 09th day of October 2025, by the following vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

**RESOLUTION #2025-10-09-BOT01 OF THE BOARD OF
TRUSTEES OF THE SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT**

I, Diana Z. Rodriguez, Ed.D., Secretary to the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20____.

Secretary to the Board of Trustees

Attested to:

Cherina Betters, Ed.D.
Clerk, San Bernardino Community College District

SBCCD | Mission

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



SBCCD | Vision

Inspiring possibilities for bright futures
and a prosperous community

**RESOLUTION #2025-10-09-BOT01 OF THE BOARD OF
TRUSTEES OF THE SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT**

EXHIBIT A

Trustee and Student Trustee Board Meeting Absence for the
Period September 1-September 30, 2025

Trustee or Student Trustee	Date of Absence	Board Determination
Trustee Reyes	September 11, 2025 Business Meeting	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Student Trustee Espinoza	September 11, 2025 Business Meeting	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Reyes	September 25, 2025 Strategy Session	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Student Trustee Espinoza	September 25, 2025 Strategy Session	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Trustee Houston	September 25, 2025 Strategy Session	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.
Student Trustee Garcia	September 25, 2025 Strategy Session	This absence has been found to be of a nature that merits compensation as described in Ed Code section 72024.

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: October 9, 2025

SUBJECT: Consideration of Management Job Description(s) and Salary Schedule Revision

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Management job descriptions as presented, and update the Management salary schedule as applicable.

1. Job Descriptions (Revision)
 - Director, Grants and Administration
 - Division Dean
2. Management Salary Schedule (Revision)

OVERVIEW

The job descriptions are necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services. The job descriptions have been reviewed and revised to accurately reflect the intent and nature of the position.

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 2025-2026 budgets.





Director, Grants ~~Development~~ & Administration

Management Salary Range: ~~1618~~

Board Approved: 11/8/2018- Pending Board Approval: 10/09/25

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

Under the direction of the appropriate administrator, develop, plan, direct and supervise grant projects with a strong commitment to advancing diversity, equity, and inclusion (DEI) in all externally funded initiatives. This position is responsible for search and notification of opportunities for external sources of funding, writing major grant applications, pre-award coordination of all grant applications, ~~for the college (or District)~~, post-award budget development ~~and~~, support for faculty/staff in charge of grant-funded projects, ~~search and notification of opportunities for external sources of funding including grants and foundations~~, grant-writing training, grant template development, and general oversight of grant development.

The role includes a particular focus on assisting with all phases of planning, development, budgeting, and implementing of Strong Workforce Program, Perkins, and other occupational education grants that support career and technical education (CTE) initiatives. ~~The Director serves as a liaison with community members, elected officials, funding source program and contract officers, resource developers nationally, and community organizations. The Director provides leadership in the research and identification of external college priorities, and search requests.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Research, identify and recognize external opportunities —including Strong Workforce Program, Perkins, and other occupational grant opportunities— that present viable funding opportunities and match district goals, college priorities, and search requests, with an emphasis on advancing equitable access and inclusive excellence.
2. Support, enhance, and supervise the efforts of ~~Resource Development and Grants grants~~ personnel.
3. Provide leadership in the identification and solicitation of grants, ~~donations, annual giving campaigns planned giving, capital campaigns, endowments, planned annuities, scholarships corporate giving, academic and campus program donations, foundation leadership and training, alumni development, and community involvement~~ as it relates to generating external sources of income to support the campus.
4. Coordinate grant writing on behalf of the ~~colleges-college, and or~~ district entities through alignment of grant development processes and priorities established with contracted grant consulting firms and independent contractors.
5. Provide assistance in the planning, writing, program design, budget development, and evaluation of grant funded project.
6. Assists faculty and staff in grant implementation and management, including instruction of internal procedures and funding agency compliance, grant documentation, and assistance with all issues of financial, personnel, payroll, purchasing, reporting and administration of funded awards.
7. Create, design and implement processes and procedures related to grant management and proposal development.



Director, Grants ~~Development~~ & Administration

Management Salary Range: ~~1618~~

~~Board Approved: 11/8/2018~~ Pending Board Approval: 10/09/25

P. 213

8. Conduct and coordinate research related to needs assessment and background information for proposal development efforts.
9. Advise project directors and principal investigators regarding negotiation of new grants, effective startups and grant management issues.
10. Work with faculty and staff to identify and resolve budget and compliance issues.
11. Serve as a liaison with funding source program and contract officers ~~and with community organizations.~~
12. Provide guidance for internal and external program audits and reviews.
13. Ensure that grant expenditures are reasonable, allocable and allowable according to agency guidelines.
- ~~14. Maintain official records and documents of the District Office of Grants Development and Administration.~~
- ~~15.~~14. Use appropriate technology and data systems to manage and monitor grants and maintain official records and documents.
- ~~16.~~15. Attend and participate in professional development opportunities, including those focused on equity-minded practices, inclusive grant management, and culturally responsive community engagement.
- ~~17.~~16. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- ~~18.~~17. Performs related duties as required.

MINIMUM QUALIFICATIONS

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

Knowledge of:

- Principles of grant writing, grant management, and partnership development.
- Practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.
- Budget planning and development, proposal development, assembly and submission.
- Principles and practices of financial management.
- Principles of public and non-profit administration.
- Principles and practices of personnel supervision, training, and performance evaluation.
- Correct and accurate English usage, spelling, grammar, and punctuation
- Applicable uses of word processing, spreadsheet and database software packages.
- Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.

Ability to:

- Oversee and participate in the management of a comprehensive resource development and grant management program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.



Director, Grants ~~Development~~ & Administration

Management Salary Range: ~~1618~~

~~Board Approved: 11/8/2018~~ Pending Board Approval: 10/09/25

P. 313

- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Establish and maintain cooperative working relationships with funding agencies, auditors and community.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to resource development and grant functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines:

Education/Training:

1. A Bachelor's degree from an accredited college or university.

Reuired Experience:

1. Five (5) years of ~~recent~~ grant development and monitoring experience, ~~preferably in an educational setting; OR,~~
2. ~~Five (5) years of recent experience in marketing, finance, community relations, and/or fundraising and development, preferably in an educational setting; OR~~
3. ~~Any combination of experience in the areas of grant development, grant monitoring, marketing, finance, community relations, fundraising or development equivalent to five (5) years.~~

Preferred Experience:

1. Experience in a higher educational setting.
2. ~~Experience in non-profit organizations.~~ Demonstrated experience in securing, managing, and implementing **Strong Workforce Program, Perkins, and other occupational education grants that support CTE program development, expansion, and innovation.**
3. ~~A Master's degree from an accredited college or university.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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,

**Director, Grants ~~Development~~ & Administration****Management Salary Range: ~~1618~~****~~Board Approved: 11/8/2018~~ Pending Board Approval: 10/09/25****P. 4|3**

push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

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

Hearing:

Hear in the normal audio range with or without correction.



Division Dean

Management Range: 23

Pending Board Approval: 09/14/2006-10/09/25

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 Division Dean, under the administrative direction of the Vice President of Instruction, is responsible for ensuring that the learning-centered programs and services offered by the departments under ~~his/her~~their supervision equitably meet the needs of a diverse student population. The Division Dean champions student success by fostering an inclusive academic environment, ensuring equitable access to programs and resources across all demographic groups. This position ensures compliance ~~meet the needs of a diverse student population, comply~~ with all state and federal regulations and ~~comply-aligns~~ with the budgetary and institutional goals of the college and ~~the~~ district while actively addressing systemic barriers to student achievement.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provides leadership, direction and commitment to student-centered learning by assessing local and national trends, and by working with others to identify programs and services that will meet the needs of a diverse community.
- ~~1-2.~~ Provide leadership and oversight for program review, student learning outcomes assessment, regular and substantive interaction in online courses, and curriculum development to ensure instructional programs meet accreditation standards and support continuous institutional improvement.
- ~~2-3.~~ Works with the Vice President of Instruction to provide effective culturally responsive orientation and progressive in-service training for faculty chairs.
- ~~3-4.~~ ~~Works-Collaborates~~ with ~~the~~ faculty chairs to ensure all full- and part-time faculty and staff in the division receive provide effective orientation and progressive in-service training and support in fostering inclusive classroom and service environments that advance equity and student success ~~for all full- and part-time faculty and staff in the division.~~
- ~~4-5.~~ Develops and implements strategies in partnership ~~Works together~~ with faculty chairs and other deans to improve transfer rates, degree and certificate completion rates, and other college-wide goals, with an emphasis on closing equity gaps ~~as a team to develop and implement strategies to improve transfer rates, vocational certificate completion rates, basic skills acquisition rates, and other college-wide goals.~~
- ~~5-6.~~ Works cooperatively with college staff, coordinators and administrators to achieve established goals and objectives for all programs within the division.
- ~~6-7.~~ Coordinates one or more college-wide initiatives for the improvement of programs or services.
- ~~7-8.~~ Works to address and resolve student, staff and faculty complaints and grievances on both an informal and formal basis, following adopted district procedures.
- ~~8-9.~~ Works together with faculty chairs as a team to coordinate class and service schedules on a division-wide basis to ensure maximum utilization of facilities, to facilitate student access to a cross-section of courses throughout the day and evening, and to enable the college to meet its FTES and service goals.
- ~~9-10.~~ Prepares program review documents and division-wide planning and budgeting priorities, working in consultation with faculty chairs in accordance with the campus budget process.
- ~~10-11.~~ Stays abreast of leading instructional technology changes, and works to incorporate technology as applicable to the classroom curriculum or to the service area.



Division Dean

Management Range: 23

Pending Board Approval: 09/14/2006-10/09/25

P. 2|3

- ~~11.12.~~ Develops and generates statistical data and reports.
- ~~12.13.~~ Develops and implements accountability procedures and systems that ensure continuous improvement.
- ~~13.14.~~ Serves as the line supervisor for all faculty in the division and all classified staff reporting to the division office, ensuring hiring practices align with District priorities.
- ~~14.15.~~ Evaluates all faculty in the division and all classified staff assigned to the division office, maintaining strict adherence to scheduled evaluation intervals.
- ~~15.16.~~ Serves as the administrative representative on screening committees for new contract faculty and classified staff, and oversees the hiring of adjunct faculty and hourly support staff, adhering to District employment policies.
- ~~16.17.~~ Reviews the work of faculty chairs for compliance with administrative procedures.
- ~~17.18.~~ Electronically approves purchase requisitions.
- ~~18.19.~~ Serves as categorical fund manager for all grants procured by division personnel.
- ~~19.20.~~ Provides clear and accessible information to students and ~~to community~~ members ~~of a~~from diverse ~~public~~ who may be interested in enrolling in a backgrounds about programs ~~or and~~ services offered by the division.
- ~~20.21.~~ Advocates for and Represents ~~represents~~ the division's perspectives ~~of the division when attending in~~ college meetings and shares information obtained in college meetings with departmental faculty and staff.
- ~~21.22.~~ Maintains accessibility and strong lines of communication with students and departmental faculty and staff.
- ~~22.23.~~ Actively Participates ~~participates~~ in and/or attends institutional functions related to ~~the~~ instructional and student services programs, such as including convocations, student performances, sporting competitions, and other related events.
- ~~23.24.~~ Upholds professional standards of behavior and ethics in support of the institution's published mission, tenets and values.
- ~~24.25.~~ Other related duties as assigned or as unique to the division.

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:

- The principles, practices and theories of higher education.
- The philosophy objectives and functions of California Community College instructional programs.
- Federal, state, and county regulations as they related to community college programs.
- Budget development and management.
- Program planning and evaluation.
- State reporting systems and procedures.
- Local community needs.

Ability to:

- Plan, organize, coordinate and direct the activities of the Division.
- Develop and evaluate comprehensive plans to satisfy present and future college and community needs.



Division Dean

Management Range: 23

Pending Board Approval: ~~09/14/2006~~ 10/09/25

P. 3|3

- Communicate effectively both orally and in writing.
- Reconcile divergent views.
- Work effectively with people at all levels of the organization including management, faculty, staff and students.

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:

- Possession of a Master's degree or equivalent.

Experience:

- One year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment.
- A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Special Requirements:

- Depending on division additional minimum qualifications may be required in order to meet program accreditation requirements.

Desired Qualifications

- Three years' experience as a faculty member at a college.

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.

Office environment with daily staff and faculty interactions, subject to frequent interruptions, travel to off campus locations may be required; position may require moderate bending, stooping, reaching, and lifting up to 25 pounds; speaking and hearing to exchange information, visual acuity to read printed material, sitting or standing for extended periods of time; dexterity of both hands to operate computer keyboard.

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1											
2											
3											
4											
5											
6	- Assistant Manager, Workforce Development - Caltrans Work Crew Supervisor - Tool Room Supervisor	\$ 71,304.99	\$ 73,444.17	\$ 75,647.99	\$ 77,917.46	\$ 80,255.61	\$ 82,662.44	\$ 85,143.00	\$ 87,697.29	\$ 92,082.71	\$ 96,686.29
7		\$ 74,872.31	\$ 77,118.55	\$ 79,432.46	\$ 81,815.05	\$ 84,269.35	\$ 86,797.38	\$ 89,401.16	\$ 92,082.71	\$ 96,686.29	\$ 101,520.15
8	- Circulation Supervisor - Custodial Supervisor	\$ 78,614.36	\$ 80,972.71	\$ 83,402.77	\$ 85,905.55	\$ 88,483.07	\$ 91,137.35	\$ 93,870.41	\$ 96,686.29	\$ 101,520.15	\$ 106,596.41
9	Printing & Graphic Services Supervisor	\$ 82,545.28	\$ 85,021.80	\$ 87,573.06	\$ 90,200.07	\$ 92,905.86	\$ 95,693.46	\$ 98,563.88	\$ 101,521.16	\$ 106,597.42	\$ 111,927.19
10	- Apprenticeship Program Administrator - Aquatics Director - Braille Program Manager - College Corps Program Manager - Community Engagement Manager, KVCR - Food Services Supervisor - Maintenance & Grounds Supervisor - Manager, Workforce Development - Police Compliance Manager	\$ 86,672.14	\$ 89,272.89	\$ 91,950.40	\$ 94,709.72	\$ 97,550.85	\$ 100,477.83	\$ 103,491.67	\$ 106,597.42	\$ 111,927.19	\$ 117,523.60
11	Project Administrator, Career Education	\$ 91,007.06	\$ 93,738.10	\$ 96,548.93	\$ 99,445.61	\$ 102,429.15	\$ 105,501.57	\$ 108,666.91	\$ 111,927.19	\$ 117,523.60	\$ 123,398.77
12	Assistant Director of Development	\$ 95,556.10	\$ 98,422.48	\$ 101,375.72	\$ 104,417.84	\$ 107,550.86	\$ 110,776.80	\$ 114,100.71	\$ 117,523.60	\$ 123,398.77	\$ 129,568.86
13	- Manager, Marketing and Media - Manager, Regional Employer Engagement	\$ 100,335.42	\$ 103,345.22	\$ 106,444.91	\$ 109,639.54	\$ 112,928.10	\$ 116,315.64	\$ 119,805.19	\$ 123,398.77	\$ 129,568.86	\$ 136,048.01
14	- Business Services Administrator - Director, Child Development Center - Director, Workforce Development - Manager, CalWORKs & Workforce Development - Manager, Production - Payroll Manager	\$ 105,352.09	\$ 108,513.39	\$ 111,767.61	\$ 115,120.81	\$ 118,575.01	\$ 122,131.22	\$ 125,794.49	\$ 129,568.86	\$ 136,048.01	\$ 142,850.36
15	Director, Adult Education Block Grant (AEBG)	\$ 110,618.23	\$ 113,937.09	\$ 117,355.94	\$ 120,876.80	\$ 124,502.70	\$ 128,238.69	\$ 132,085.78	\$ 136,048.01	\$ 142,850.36	\$ 149,992.07
16	- Emergency, Compliance, Risk and Safety Administrator Director, Grants Development & Administration - Police Sergeant	\$ 116,151.01	\$ 119,635.51	\$ 123,224.04	\$ 126,919.63	\$ 130,728.34	\$ 134,650.17	\$ 138,689.16	\$ 142,850.36	\$ 149,992.07	\$ 157,492.33

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
17	▪ Associate Director, Fiscal Services	\$ 121,957.50	\$ 125,615.72	\$ 129,383.02	\$ 133,265.46	\$ 137,263.04	\$ 141,381.82	\$ 145,623.82	\$ 149,992.07	\$ 157,492.33	\$ 165,367.30
	▪ Associate Director, Employee Health & Wellness, Compliance, and College Support Services										
	▪ Associate Director, Human Resources										
	▪ Associate Director of Legislative & Community Relations										
	▪ Campus Director of Marketing, Creative Services & Public Affairs										
	▪ Campus Project Manager										
	▪ Director, Alternative Text Production Center										
	▪ Director, Economic Development Corporate Training										
	▪ Director, Library and Learning Support Services										
	▪ Director, Police Academy										
	▪ Director, Television										
	▪ Director, Workforce Development DSN ICT										
	▪ Director of Audits and Analysis										
	▪ Director of Enterprise Application Systems										
	▪ Distance Education Director										
	▪ Enterprise Technology Project Manager										
	▪ Facilities Project Manager										
	▪ Head Football Coach										
	▪ Local Business Outreach Administrator - Measure CC										
	▪ Manager, Programming – KVCR TV/FM										
18	▪ Development Director	\$ 128,055.88	\$ 131,897.92	\$ 135,854.09	\$ 139,929.44	\$ 144,127.00	\$ 148,450.81	\$ 152,904.91	\$ 157,492.33	\$ 165,367.30	\$ 173,635.16
	▪ Director of Athletics										
	▪ Director of Operations										
	▪ Director, Admissions & Records										
	▪ Director, Development & Strategic Relations - KVCR										
	▪ Director, EOPS & CARE, SBVC										
	▪ Director, Financial Aid and Scholarships										
	▪ Director, Grants & Administration										
	▪ Director, MESA										
	▪ Director, Outreach & Educational Partnerships										
	▪ Director, Secondary Educational Partnerships (SBVC)										
	▪ Director, STEM-MESA										
	▪ College Director, Technology Services										

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
19	•Associate Director of Bond Program Planning and Construction •Associate Director of Facilities Planning, Sustainability & Construction • Director, Corporate & Strategic Relations - KVCR • Director, Development & Community Relations • Director, Facilities, Maintenance & Operations • Director of Institutional Advancement • Director, KVCR Broadcast Media Systems • Director, Security and User Services • Director, Student Accessibility Services (SAS),SBVC • Director, Student Accessibility Services and Health & Wellness Center, CHC • Director, Student Life • District, Director of Grants	\$ 134,458.27	\$ 138,492.21	\$ 142,646.34	\$ 146,925.71	\$ 151,333.35	\$ 155,873.30	\$ 160,549.60	\$ 165,366.29	\$ 173,634.15	\$ 182,316.11
20	• Director of Administrative Application Systems • District Director, Technology Services	\$ 141,179.82	\$ 145,415.76	\$ 149,777.95	\$ 154,270.43	\$ 158,899.26	\$ 163,666.46	\$ 168,576.07	\$ 173,634.15	\$ 182,316.11	\$ 191,432.37
21	• Associate Dean, Student Health and Wellness • Associate Dean, Health Sciences and Director of Nursing • Associate Dean, Instructional Support Services •Associate Dean, Student Support Services •Associate Dean, Public Safety/Allied Health (CHC) • Business Manager • Director, Fiscal Services • District Director of Research, Planning & Institutional Effectiveness • Director, Human Resources, EEO and Labor Relations • Police Lieutenant	\$ 148,239.72	\$ 152,687.76	\$ 157,268.11	\$ 161,985.82	\$ 166,845.94	\$ 171,850.49	\$ 177,006.54	\$ 182,316.11	\$ 191,432.37	\$ 201,004.14
22		\$ 155,651.10	\$ 160,320.33	\$ 165,129.95	\$ 170,085.01	\$ 175,186.52	\$ 180,442.56	\$ 185,856.16	\$ 191,432.37	\$ 201,004.14	\$ 211,053.64

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
23	- Chief of Police - Dean, Student Services - Dean of Academic Success, Grants and Learning Services (SBVC) - Dean of Research, Planning, & Institutional Effectiveness - Dean of Research, Planning, & Institutional Effectiveness with Grants Oversight - District Dean, Educational and Student Support Services - District Director, Diversity, EEO, Employee Wellness, and Compliance - District Director, Human Resources, Environmental Health & Safety Administration, and Police Services - District Director, Human Resources, Retirement, and Payroll Services - Division Dean (Instructional) - Division Dean (Non-Instructional) - Executive Development Director - Executive Director, Institutional Advancement and Foundation	\$ 163,436.18	\$ 168,338.72	\$ 173,389.73	\$ 178,590.22	\$ 183,948.27	\$ 189,466.91	\$ 195,150.18	\$ 201,005.15	\$ 211,055.66	\$ 221,607.13
24		\$ 171,607.08	\$ 176,755.05	\$ 182,057.55	\$ 187,519.63	\$ 193,145.33	\$ 198,939.70	\$ 204,907.79	\$ 211,055.66	\$ 221,607.13	\$ 232,687.84
25	- Executive Director, Business and Fiscal Services - Executive Director, Economic Development & Corporate Training - Executive Director, Facilities, Planning, Sustainability & Construction - Executive Director, Research Planning Institutional Effectiveness - Executive Director, KVCR	\$ 180,187.03	\$ 185,593.56	\$ 191,160.68	\$ 196,896.47	\$ 202,803.96	\$ 208,887.19	\$ 215,153.23	\$ 221,607.13	\$ 232,687.84	\$ 244,322.03
26	- Chief Technology Officer - Vice President, Administrative Services - Vice President, Instruction - Vice President, Student Services	\$ 189,197.24	\$ 194,873.44	\$ 200,719.32	\$ 206,740.94	\$ 212,942.34	\$ 219,330.59	\$ 225,910.74	\$ 232,687.84	\$ 244,322.03	\$ 256,537.98

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

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

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC

DATE: October 9, 2025

SUBJECT: Consideration of Approval of Non-Instructional Pay for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

OVERVIEW

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

ANALYSIS

As of July 1, 2025, 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 May 8, 2025.

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 and 2025-2026 budgets.





Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 9, 2025

[v.9.23.2025.p.1|8]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Arreola, Melissa SSSP	SBVC	01/16/24	06/30/24	\$65.67	422	\$27,712.74	Counseling <i>Amendment: Correct rate of pay previously approved 12/8/23.</i>
Arreola, Melissa SSSP	SBVC	07/01/24	12/30/24	\$65.67	422	\$27,712.74	Counseling <i>Amendment: Correct rate of pay previously approved 6/13/2024.</i>
Arreola, Melissa SSSP	SBVC	01/21/25	06/30/25	\$68.59	422	\$28,944.98	Counseling <i>Amendment: Correct rate of pay previously approved 09/11/2025.</i>
Arreola, Melissa SSSP	SBVC	07/01/25	12/31/25	\$70.65	422	\$29,814.30	Counseling <i>Amendment: Correct rate of pay previously approved 09/11/2025.</i>
Che, Yon Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	10	\$578.90	Individual instruction for Honors students
Chencharick, John Extended Police Academy Fund	SBVC	09/01/25	06/30/26	\$57.89	264	\$15,282.96	Backup Coordinator <i>Ratification: Adjunct paperwork was misplaced.</i>
Colbert, Tim Instruction Office-General	SBVC	07/01/25	08/01/26	\$57.89	22	\$1,273.58	Update and maintenance of Art dept Instructional spaces <i>Ratification: Faculty were not identified to meet June board deadline</i>
Coopridier, Kimberly Instruction Office-General	SBVC	07/01/25	08/01/25	\$57.89	22	\$1,273.58	Faculty Oversight for Writing Center <i>Ratification: Faculty were not identified to meet June board deadline</i>
Coopridier, Kimberly Instruction Office-General	SBVC	08/25/25	06/30/26	\$57.89	250	\$14,472.50	Faculty Oversight for Writing Center <i>Ratification: Faculty were inadvertently missed for the August board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 9, 2025

[v.9.23.2025.p.2]8]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Cuny, Lucas Instruction office general fund	SBVC	07/01/25	06/30/26	\$57.89	30	\$1,736.70	Department Chair Duties <i>Ratification: The payment amount approved in June board was a miscalculation</i>
Damgen, Carol Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	20	\$1,157.80	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Fozouni, Daihim Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	20	\$1,157.80	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Garcia, Jaime Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	10	\$578.90	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Gutowsky, Melanie SAS (DSPS) Catagorical Funding	SBVC	10/10/25	12/19/25	\$66.01	215	\$14,192.15	SAS Adjunct Counselor
Hecht, Andrea Numbering Categorical Funds	SBVC	08/25/25	12/19/25	\$57.89	100	\$5,789.00	AB 1111: Common Course Numbering <i>Ratification: This submission was missed for the June 2025 Board deadline.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 9, 2025

[v.9.23.2025.p.3|8]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Joshua, Judith Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	10	\$578.90	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Lee, Dirkson Basic Skills General Fund	SBVC	08/25/25	06/30/26	\$57.89	250	\$14,472.50	Writing Center Faculty Line of Sight <i>Ratification: Faculty were not identified before the previous board date deadline</i>
Maestre, Joanne Basic Skills General Fund	SBVC	08/25/25	06/30/26	\$57.89	250	\$14,472.50	Writing Center Faculty Line of Sight <i>Ratification: Faculty were not identified before the previous board date deadline</i>
Mahpar, Shelly Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	10	\$578.90	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Martin, Micah Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	10	\$578.90	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Mattson, Susan Instruction office general fund	SBVC	07/01/25	06/30/26	\$57.89	70	\$4,052.30	Department Chair Duties <i>Amendment: The payment amount approved at June board was a miscalculation.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 9, 2025

[v.9.23.2025.p.4|8]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Mills, Amy Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	10	\$578.90	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Peterkin, Natalie Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	10	\$578.90	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Regalado, Sean Arts & Humanities General	SBVC	07/01/25	08/01/26	\$57.89	50	\$2,894.50	Update and maintenance of Art dept Instructional spaces <i>Ratification: Faculty were not identified to meet June board deadline</i>
Salyer, Jamie Numbering Categorical Funds	SBVC	08/25/25	12/19/25	\$57.89	100	\$5,789.00	AB 1111: Common Course Numbering <i>Ratification: This submission was missed for the June 2025 Board deadline.</i>
Slusser, Michael Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	20	\$1,157.80	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Smith-Morton, Daniele K-16 Education Pathway Grant	SBVC	08/18/25	12/19/25	\$75.27	126	\$9,484.02	Adjunct Counselor <i>Ratification: The board item was inadvertently missed at the August board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 9, 2025

[v.9.23.2025.p.5]8]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Sogomonian, Nori Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	10	\$578.90	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Wardell, Matt Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	10	\$578.90	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Zarate, Rangel Instruction office general fund	SBVC	09/12/25	12/19/25	\$57.89	10	\$578.90	Individual instruction for Honors students <i>Ratification: The board item was inadvertently missed at the August board.</i>
Barrie, Trinette Student Equity and Achievement	CHC	10/10/25	12/19/25	\$72.97	30	\$2,189.10	Counselor, provide overload counseling, Ed plan development and other counseling services in counseling.
Bogh, Debbie Student Equity and Achievement	CHC	10/10/25	12/19/25	\$72.97	30	\$2,189.10	Counselor, provide overload counseling, Ed plan development and other counseling services in counseling.
Davila, Rosa STEM Funds	CHC	09/02/25	12/19/25	\$57.89	120	\$6,946.80	STEM Center Faculty 25FA <i>Ratification: Hours were missed or increased.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 9, 2025

[v.9.23.2025.p.6]8]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Dillon, Andrea MESA Funds	CHC	09/02/25	12/19/25	\$57.89	60	\$3,473.40	STEM Center Facutly 25FA <i>Ratification: Hours were missed or increased.</i>
Dudash, Leigh MESA Funds	CHC	09/02/25	12/19/25	\$57.89	60	\$3,473.40	STEM Center Facutly 25FA <i>Ratification: Hours were missed or increased.</i>
Dugan, Jonthan MESA Funds	CHC	09/02/25	12/19/25	\$57.89	75	\$4,341.75	STEM Center Facutly 25FA <i>Ratification: Hours were missed or increased.</i>
Estudillo, Byanka MESA Funds	CHC	09/02/25	12/19/25	\$57.89	60	\$3,473.40	STEM Center Facutly 25FA <i>Ratification: Hours were missed or increased.</i>
Grabow, James Student Equity and Achievement	CHC	10/10/25	12/19/25	\$72.97	30	\$2,189.10	Counselor, provide overload counseling, Ed plan development and other counseling services in counseling.
Macamay, Mariana Student Equity and Achievement	CHC	10/10/25	12/19/25	\$72.97	30	\$2,189.10	Counselor, provide overload counseling, Ed plan development and other counseling services in counseling.
McAtee, Robert Student Equity and Achievement	CHC	10/10/25	12/19/25	\$72.97	30	\$2,189.10	Counselor, provide overload counseling, Ed plan development and other counseling services in counseling.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 9, 2025

[v.9.23.2025.p.7|8]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Navarrete, Belinda Student Equity and Achievement	CHC	10/10/25	12/19/25	\$72.97	30	\$2,189.10	Counselor, provide overload counseling, Ed plan development and other counseling services in counseling.
Neumann, Brent Guided Pathways Funds	CHC	08/25/25	12/31/25	\$57.89	60	\$3,473.40	Developing new physics 2.0 degree <i>Ratification: Hours were missed or increased.</i>
Reitsma, Adelina STEM Funds	CHC	09/02/25	12/19/25	\$57.89	74	\$4,283.86	STEM Center Faculty 25FA <i>Ratification: Hours were missed or increased.</i>
Rivera, Ernesto Student Equity and Achievement	CHC	10/10/25	12/19/25	\$72.97	30	\$2,189.10	Counselor, provide overload counseling, Ed plan development and other counseling services in counseling.
Sadiq, Fahima MESA Funds	CHC	09/02/25	12/19/25	\$57.89	70	\$4,052.30	STEM Center Faculty 25FA <i>Ratification: Hours were missed or increased.</i>
Sanderman, Linda MESA Funds	CHC	09/02/25	12/19/25	\$57.89	70	\$4,052.30	STEM Center Faculty 25FA <i>Ratification: Hours were missed or increased.</i>
Sosa, Sara Student Equity and Achievement	CHC	10/10/25	12/19/25	\$72.97	30	\$2,189.10	Counselor, provide overload counseling, Ed plan development and other counseling services in counseling.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 9, 2025

[v.9.23.2025.p.8|8]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Ta, Canh MESA Funds	CHC	09/02/25	12/19/25	\$57.89	60	\$3,473.40	STEM Center Faculty 25FA <i>Ratification: Hours were missed or increased.</i>
Xayphanthong, Soutsakhone Student Equity and Achievement	CHC	10/10/25	12/19/25	\$72.97	30	\$2,189.10	Counselor, provide overload counseling, Ed plan development and other counseling services in counseling.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

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

DATE: October 9, 2025

SUBJECT: Consideration of Approval to Pay Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

OVERVIEW

The stipends listed on the attachment are submitted for approval.

ANALYSIS

Stipends are based on negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate 2025-2026 budgets.





Payment of Stipends

Submitted for Board Approval October 9, 2025

[v.9.23.2025.p.2|3]

Faculty Chair 07/01/25 – 09/11/25

Amendment: Stipend adjustment from original August 2025 approval of \$8,000 to \$800.00, due to faculty resignation from department chair effective 9/11/25.

Employee Name	Location Assignment	Department	Stipend
Jackson, MiChelle	SBVC	Psychiatric Technology	\$800.00

Faculty Chair 07/01/25 – 06/30/26

Amendment: Correcting the stipend amounts approved at previous August 2025 Board meeting.

Employee Name	Location Assignment	Department	Stipend
Cuny, Lucus (co-chair)	SBVC	Film, TV, and Media / Communications	\$2,700.00
Mattson, Susan (co-chair)	SBVC	Film, TV, and Media / Communications	\$6,300.00

Head Coach 08/25/25 – 12/19/25

Amendment: Increase stipend amount from original June 2025 approval of \$7,000 to \$10,000, as agreed upon in the CTA bargaining agreement.

Employee Name	Location Assignment	Department	Stipend
Gordon, Jordan	CHC	Women's Water Polo	\$10,000.00

Other 09/12/25 – 12/07/25

Fall Musical

Ratification: Submission was missed by department for prior month's Board approval.

Employee Name	Location Assignment	Department	Stipend
Krenek, Sonja	SBVC	Music (Voice Coach)	\$2,500.00
Mahpar, Shelly	SBVC	Music (Director/Conductor)	\$1,500.00

Other 10/09/25 – 12/31/25

Facilitation of K-16 Nursing Services program support to Pacific High School.

Ratification: Submission was delayed to allow for confirmation of grant funding prior to presenting to the Board for approval.

Employee Name	Location Assignment	Department	Stipend
Jasso, Heather	CHC	Nursing Service	\$5,789.00



Payment of Stipends

Submitted for Board Approval October 9, 2025

[v.9.23.2025.p.3|3]

Other 12/01/25 – 12/19/25

Zero Textbook Cost for respective listed courses.

Employee Name	Location Assignment	Department	Stipend
Dillon, Andrea	CHC	Biology (BIOL-100)	\$500.00
Gerhartz, David	CHC	Sociology (SOC-100)	\$500.00
Gerhartz, David	CHC	Psychology (PSYC-C1000)	\$500.00
Fieldhouse, Jennifer	CHC	Political Science (Pols-C1000)	\$500.00
Ledoux, Janine	CHC	Kinesiology (HE-365)	\$500.00
Ruiz, Sandra	CHC	Computer Science (CSCI-110)	\$500.00
Ruiz, Sandra	CHC	Computer Science (CSCI-120)	\$500.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Dr. Gilbert J. Contreras, President, SBVC
Dr. Kevin Horan, President, CHC
Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: October 9, 2025

SUBJECT: Consideration of Approval to Serve Alcoholic Beverages at a Campus Event

RECOMMENDATION

It is recommended that the Board of Trustees approve this request to serve alcoholic beverages.

Event & Location	Sponsoring Group	Date & Time	Type of Alcohol (Beer or Wine)
CHC Foundation Fundraising Event	President's Office	October 16, 2025 5-9 pm	Beer, Wine, Mixed Drinks

OVERVIEW

The possession, sale or furnishing of alcohol on campuses is governed by California law. It is a violation of SBCCD policy for anyone to consume or possess alcohol anywhere on campus without prior District approval. Organizations or groups violating alcohol policies may be subject to sanctions.

The decision to serve alcoholic beverages at the event(s) listed above has been agreed to by campus management.

ANALYSIS

This request meets the requirements of SBCCD Board Policy and Administrative Policy 3560 on Alcoholic Beverages and California law. The appropriate paperwork has been filed through the Business Services office to obtain the appropriate licenses.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

SBCCD | Mission

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



SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

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

FINANCIAL IMPLICATIONS

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: October 9, 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 October 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
31314	Creation Networks Inc	CMAS	DSO	Facilities	\$ 250,000.00		
	CMAS 3-24-11-1008: Information Technology - General provisions non-cloud goods and services; this is to set the not to exceed this amount; contract term from 11/05/2024 to 10/15/2029						
31255	Public Broadcasting Service	Professional Services	KVCR	KVCR	\$ 140,640.00		
	Uplink Services Agreement for FNX; contract term from 07/01/2025 to 06/30/2026						
31274	Two Q Inc dba Hyphen	Professional Services	CHC	Instruction	\$ 200,000.00		
	RFP 2022-03 Professional services to develop a marketing campaign to drive student enrollment at CHC CTE program; contract term from 07/01/2025 to 06/30/2026						
31293	Volz Enterprise Company Inc	Consultants	DSO	Facilities	\$ 470,000.00		
	On demand consulting services for project and development management proposals for site K for SBVC student housing project; contract term from 07/01/2025 to 10/30/2029						

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: October 9, 2025

SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property and direct the Business Office to arrange for its sale or disposal.

OVERVIEW

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

ANALYSIS

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Funds for materials sold will be provided to the district after auction and positively impact the budget.



Fixed Assets Surplus Report

October 9, 2025

Asset #	Date Retired	Description	Initial Value	Current Value
35089	2/1/2025	WatchDox Software	\$25,690.40	\$0.00
20300001	2/1/2025	Educational Suite Software	\$198,069.00	\$0.00
20300002	2/1/2025	Instructional Suite Software	\$142,265.15	\$0.00
20500028	2/1/2025	POS Management Software	\$67,119.00	\$0.00
20500032	2/1/2025	POS Management Software	\$54,680.00	\$0.00
38524	2/1/2025	eEquip SAAS Software	\$52,780.00	\$0.00
35192	9/11/2025	2014 Chevy Cruze	\$18,473.41	\$0.00
35053	9/11/2025	2014 Ford Taurus	\$23,712.25	\$0.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: October 9, 2025

SUBJECT: Consideration of Ratification of Master Services Agreements, Task Orders, and Professional Service 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 October 9, 2025

TASK ORDERS						
Firm	Pool Approval	Amount	Site	Project	Task Order	Date Executed
DLR Group Riverside, CA	Architectural & Engineering Services 12/12/2019	\$48,600.00	SBVC	Career Pathways 2	CC03-3640.09 (TO#02-066.0) Architectural & Engineering Services	8/21/2025
Corovan Moving & Storage Corona, CA	Facility Move Management Services 8/4/2024	\$3,870.54	CHC	Crafton Hall Renovation	CC03-3640.18 (TO#04-007.0) Facility Move Management Services	8/21/2025
TYR, Inc. Huntington Beach, CA	Division of the State Architect Inspector of Record Services 5/13/2021	\$384,832.00	SBVC	Student Services Building	CC03-3640.10 (TO#12-039.1) Division of the State Architect Inspector of Record Services	9/3/2025



Master Services Agreements, Task Orders, and Professional Services Agreements for Bond Construction

Submitted for Ratification October 9, 2025

PROFESSIONAL SERVICES AGREEMENTS					
Firm	Services	Amount	Site	Project	Date Executed
TSG, Enterprises, Inc. Pasadena, CA	Project Labor Administrator/Coordinator Services Contract No. CC03-0002-1.2	\$620,760.00	SBCCD	District-Wide	8/14/2025
Omega Environmental San Bernardino, CA	Environmental Services	\$4,725.00	CHC	Performing Arts Center	9/2/2025
Omega Environmental San Bernardino, CA	Environmental Services	\$3,455.00	CHC	Instructional Building	9/2/2025

*Issued as an amendment.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

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

PREPARED BY: Blake Bonnet, Chief of Police

DATE: October 9, 2025

SUBJECT: 2025 Annual Security Report

RECOMMENDATION

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

OVERVIEW

The 2025 Annual Security Report (ASR) contains crime statistics for Crafton Hills College, San Bernardino Valley College and District Support Operations (DSO). This report was prepared by the San Bernardino Community College District (SBCCD) Police Department's management team in cooperation with the college offices and surrounding police agencies and distributed electronically to the students and SBCCD employees on October 1, 2025. Paper copies are also available at various locations throughout the SBCCD. This report is mandated by federal law and required to be published by institutions of higher learning by October 1st of each year.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



2025 SBCCD ANNUAL SECURITY REPORT

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

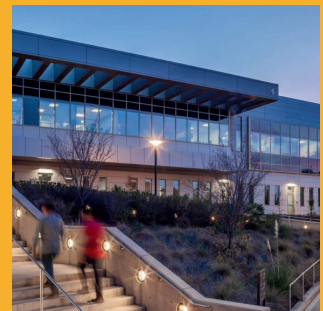


TABLE OF CONTENTS

	Page
1.0: Welcome	3
1.1 Preparation of the Annual Security Report	4
1.2 Clery Act Requirements	4
2.0: San Bernardino Community College District Police Department	5
2.1 Mission Statement	5
2.2 Enforcement Authority/Other Police Departments	6
2.3 Daily Crime Log	6
2.4 Reporting Crimes and Other Emergencies	6
3.0: Campus Security Authorities	7
4.0: Crime Prevention and Security Awareness	8
4.1 Access to and Security of Campus Facilities	9
5.0: Timely Warning Notification	9
5.1 Distribution of Campus Safety Alerts	10
5.2 Timely Warning - Guidelines and Procedures	10
5.3 Emergency Response Procedures	11
5.4 Disaster Management	12
6.0: Emergency Notifications	12
6.1 Emergency Evacuation Procedures	13
6.2 Emergency Evacuation Drills	13
7.0: Weapons Policy	14
8.0: Smoking Policy	14
9.0: Alcohol and Drug Policy	14
10.0: Commonly Used and Abused Substances	15
11.0: Referrals and Resources	15
11.1 On Campus Resources	15
11.2 Off Campus Resources	16
11.3 Other Programs and Services	16
12.0: Sexual Assault, Domestic Violence, Dating Violence, and Stalking	17
12.1 Violence Against Women Act	17
12.2 Protocol for Survivors	17
12.3 Reporting an Incident	19
12.4 Written Notification of Rights and Options	19
12.5 On and Off Campus Resources	19
12.6 Restraining Orders	20
12.7 Accommodations	21
12.8 Victim Confidentiality	21

13.0: Conduct Proceedings	22
14.0: Sexual Assault Policy	23
14.1 Sexual Assault Prevention Programs	26
14.2 Title IX Notice of Non-Discrimination	26
14.3 Who to Contact with Complaints, Questions or Concerns	27
14.4 Registered Sex Offender Information	28
14.5 Sex Offender Informational Data (Public Access)	29
14.6 Sex Offender Information (Campus Community Access)	29
14.7 Campus Law Enforcement Disclosure	29
14.8 SBCCD Sex Offender Registration Requirements	30
14.9 Hate Crimes	30
14.10 Reporting Hate Crimes	30
14.11 Workplace Violence	31
15.0: Crime Definitions	31
16.0: Crime Statistics Data	33
16.1 CHC Crime Statistic	34
16.2 DSO Crime Statistic	35
16.3 SBVC Crime Statistics (includes KVCR)	36
17.0: Site Maps and Public Safety App	37
CHC	37
DSO	38
SBVC	39
Public Safety App "Safe SBCCD"	40

1.0 Welcome

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

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

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

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

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

San Bernardino Community College District Board of Trustees

Dr. Nathan D. Gonzales
Board Chair, Area 4

Joseph R. Williams
Board Vice Chair, Area 2

Dr. Cherina Betters
Board Clerk, Area 7

Dr. Stephanie Houston
Trustee, Area 6

John Longville Trustee,
Area 3

Frank Reyes
Trustee, Area 1

Carlos Aguilera
Trustee, Area 5

Jazmyn Garcia
Student Trustee, CHC

Christian Espinoza
Student Trustee, SBVC

Dr. Diana Z. Rodriguez
Chancellor

History of the Jeanne Ann Clery Act



The U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," and two years later renamed the legislation the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (Clery Act). The Clery Act requires colleges and universities to disclose information about crime on and around their campuses. Pursuant to the Higher Education Opportunity Act and California Education Code §67380, the SBCCD also inform members of the campus community about institutional policies concerning

campus security, including the SBCCD law enforcement authority, crime reporting policies, alcohol and drug use, crime prevention, sexual assault, and other matters of related importance.

1.1 Preparation of the Annual Security Report

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

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

1.2 Clery Act Requirements

The Clery Act includes the following substantive requirements:

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

- Campus policies for reporting criminal activity or other emergencies
 - Policies for the maintenance and access to the campus
 - The authority and responsibilities of the law enforcement/public safety agency including crime reporting
 - Type and frequency of public safety and crime prevention programs
 - Statement of alcohol and drug policies including education programs
 - Statement of policy concerning campus programs to prevent sexual assaults and procedures to be followed when an assault occurs
 - Statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained
 - Statement of policy regarding emergency notification, response and evacuation procedures
 - Availability of the ASR
3. **Timely/Emergency Warning Requirements:** The college must report to the campus community crimes representing a threat to students and employees in a manner that is timely.
 4. **Disclosure of Crime Log Information:** The SBCCD PD must maintain, and make available for inspection by the public during normal business hours, a crime log for the most recent sixty (60) day period. Crime logs more than sixty (60) days old must be available for public inspection upon two (2) days notice, and must be retained for seven (7) years.
 5. **ASR Deadline:** By October 1st of each year, SBCCD is mandated to publish and distribute an ASR for all current and prospective students, as well as current and prospective employees to view.

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

2.0 San Bernardino Community College District Police Department

2.1 Mission Statement

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



2.2 Enforcement Authority/Other Police Agencies

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

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

2.3 Daily Crime Log

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

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

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

2.4 Reporting Crimes and Other Emergencies

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

Always be ready to provide:

- ❖ Your name, telephone number & location
- ❖ Describe the incident clearly and as accurately as possible

Remember:

- ❖ Do not hang-up
- ❖ Allow the dispatcher to end the call

The main office at the SBCCD PD is open for business Monday – Friday from 8am – 4:00 pm (except for holidays and SBCCD academic breaks). The SBCCD PD contracts with California State University, San Bernardino (CSUSB) PD to provide 24-hour dispatch services for each of the two campuses, as well as the SBCCD DSO. CSUSB dispatchers are POST-certified professionals who answer calls for each of the

campuses' direct phone lines, 9-1-1, and the emergency blue phones located on SBVC campus. Students and staff are encouraged to report any hazard they observe on either campus to the SBCCD PD. Criminal actions and other non-emergencies occurring on either campus should be reported immediately to SBCCD PD. The SBVC campus also has “blue-light” emergency phones in various locations across campus that may be utilized for reporting both criminal and emergency situations. In the event a student or staff member calls **9-1-1** from any SBCCD phone line, the SBCCD PD is immediately notified.

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

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

3.0 Campus Security Authorities

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

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

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

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

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

EXEMPTIONS:

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

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

4.0 Crime Prevention and Security Awareness

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

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

San Bernardino Community College District (SBCCD) Crime Prevention Programs

Program Name	Description	Frequency
1. Just the Facts Newsletter	A monthly safety newsletter focused on current crimes, crime trends, and prevention tips to safeguard personal and property security.	Monthly
2. SafeSBCCD App	A mobile safety app downloadable via Apple Store or Android, offering access to safety resources, alerts, and reporting tools.	Ongoing / Continuous Access
3. Safety Presentations	Customizable 30–60 minute presentations on safety topics. Popular topics include <i>Surviving an Active Shooter</i> , <i>Crime Prevention</i> , and <i>Dealing with Irrate People</i> .	Upon Request
4. New Hire Orientations	Participation in monthly orientations where officers provide contact information and promote “See Something, Say Something” awareness.	Monthly
5. Area Safety/Threat Walks	On-request walkthroughs of work areas to discuss crime prevention and <i>Run, Hide, Fight</i> active shooter response strategies.	Upon Request
6. Resource Tables	Interactive safety booths at multiple campus events each year offering crime prevention materials and direct engagement with officers.	Multiple Times Per Year
7. Coffee with a Cop	A semester-based event promoting open dialogue between police and the campus community over coffee and snacks.	Once Per Semester
8. Parking Lot Surveys	Inspections to assess parking surface conditions and the clarity of painted indicators to support parking regulation enforcement and safety.	As Needed / Periodic
9. Lighting Surveys	Weekly checks of interior and exterior campus lighting. Issues are reported to Maintenance for prompt repair to maintain a safe environment.	Weekly

The following informational resources are available to the SBCCD campus community at:

<https://sbccd.edu/police>

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

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

4.1 Campus Facilities - Access and Security

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

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

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

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

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

5.0 Timely Warning Notification

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

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

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

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

5.1 Distribution of Campus Safety Alerts

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

5.2 Timely Warnings – Guidelines and Procedures

- A. In compliance with the Higher Education Act (20 U.S.C. 1092(f)), the SBCCD PD will adhere to the following procedures in relation to timely warnings in the event that any of these incidents occur:
 - a. Murder
 - b. Sex Offense; forcible or non-forcible
 - c. Robbery
 - d. Aggravated Assault
 - e. Burglary
 - f. Motor Vehicle Thefts
 - g. Manslaughter by Negligence
 - h. Arson
 - i. Hate Crime
 - j. VAWA Offense (Domestic Violence, Dating Violence, Stalking)
 - k. Arrests/Referral for Disciplinary Action (Drugs, Weapons, Alcohol)
- B. A Crime Alert will be issued for the above incidents occurring within a close proximity of campus property. An incident is determined to be a threat if:
 1. The incident is one of the above a-k categories.
 2. The incident occurred in an area for which the SBCCD PD must report statistics or at a location where the SBCCD PD is the primary police responder.
 3. The suspect(s) are unknown.



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

Guidelines

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

Timely Warning - Procedures

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

5.3 Emergency Response Procedures

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

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

5.4 Disaster Management

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

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

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

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

6.0 Emergency Notifications

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

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



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

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

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

6.1 Emergency Evacuation Procedures

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

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

6.2 Emergency Evacuation Drills

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

7.0 Weapons Policy

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

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

- It is unlawful for any person (with exceptions) to bring or possess any firearm (loaded or unloaded) on any property owned, controlled, or operated by the SBCCD without the prior written permission of the College President or designee. [626.9(h) and (i) PC]
- It is unlawful for any person (with exceptions) to bring or possess a dirk, dagger, ice pick, folding knife with a blade longer than two and one half (2½) inches that locks into place, on any property owned, controlled or operated by the college without prior written permission of the College President or designee. [626.10(b) PC]
- It is unlawful for any person (with exceptions) to bring or possess a “less lethal weapon,” as defined in Penal Code Section 16780, or stun gun, as defined in Penal Code §17230, on any property owned, controlled or operated by the SBCCD without prior written permission from the College President or designee. [626.10(i) PC]
- It is unlawful for any person (with exceptions) to openly display or expose in a public place or a place open to the public any imitation firearm, including any BB device, toy gun, replica of a firearm, or other device that is so substantially similar in coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm as defined in Penal Code §16700. [20170 PC]
- It is unlawful for any person (with exceptions) to possess, for any reason, any destructive device as defined in Penal Code §16460 (explosive missile, pipe bomb, grenade, any derivative thereof including exothermic smoke bomb or dry ice bomb). [18710 PC]

8.0 Smoking Policy

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

9.0 Alcohol & Drug Policy

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

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

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

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

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

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

10.0 Commonly Used and Abused Substances

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

11.0 Referrals and Resources

11.1 On Campus Resources

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

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

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

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

11.2 Off Campus Resources

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

11.3 Other Programs and Services

- **Family Health Services** (800) 722-3777
- **Clinic Operations Services** (800) 722-4777
- **Communicable Disease Section** (800) 722-4794
- **Coordinated Asthma Referral and Education (CARE) Program** (800) 782-4264
- **Environmental Health Services** (800) 442-2283
- **HIV/AIDS Program** (800) 722-4794
- **Ryan White Program (HIV/AIDS)** (800) 722-4777
- **Women, Infants, and Children (WIC)** (800) 472-2321
- **Partners Against Violence** (909) 885-8884
- **The National Domestic Violence Hotline** (800) 799-SAFE (7233)

12.0 Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Any SBCCD student or employee who is suspected of sexual misconduct is subject to both criminal prosecution and disciplinary action under SBCCD policies. Campus disciplinary action can be initiated even if criminal charges are not pursued. Sanctions for sexual misconduct include, but are not limited to, warning(s), censure, demotion, suspension, or termination of employment.

12.1 Violence Against Women Act (VAWA)

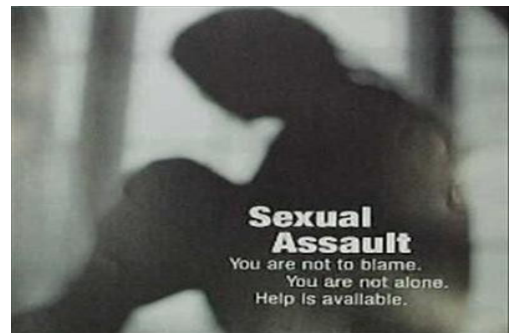
The SBCCD is committed to providing a safe learning and working environment. In compliance with applicable federal laws, policies and procedures have been adopted to raise awareness, prevent, and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of the campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.



Sexual Assault: Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent, including incest or statutory rape.

Domestic Violence: An assault and/or battery committed on a current or former spouse, an intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.



Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be in fear for his or her safety or the safety of others or to suffer substantial emotional distress.

12.2 Protocol for Survivors

When an incident of sexual assault, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence and document the criminal activity so that a successful criminal prosecution remains an option.

Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence, should be documented by taking a photograph(s). Evidence of stalking, including any communication, such as written notes, voice mail(s), electronic communications, or in-person contact, should be saved, documented and not altered in any way.

The survivor of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. An exam is important both to address any health issues that may arise and to protect evidence collection. Any clothing removed should be placed in a paper, not plastic bag.

IF YOU ARE A VICTIM OF SEXUAL ASSAULT:

- ✓ GET to a safe place
- ✓ CALL the SBCCD PD at (909) 384-4491 or call 9-1-1
- ✓ DO NOT shower, bathe, douche, change or destroy clothing
- ✓ DO NOT straighten up the area of the crime
- ✓ SEEK medical attention, and
- ✓ SEEK emotional support from the local Rape Crisis Center at (909) 885-8884

Anyone can be a survivor of a sexual assault. Victims are not responsible for the criminal actions of others. If you are a survivor of sexual assault,

rape, or domestic violence, go to a safe place as soon as possible, and seek medical treatment if necessary. There will be evidence on your body that will deteriorate in just 3 days. Victims are strongly encouraged to report the incident in a timely manner in order to safe, be healthy, begin the healing process through counseling, and bring the perpetrator to justice.

Approximately 70% of survivors of sexual assault, rape and domestic violence know their attacker. On a college campus, approximately 95% of sexual assaults are not reported. If a survivor desires prosecution, they may file a police report.

Filing a report with the SBCCD PD will:

- Ensure that the survivor receives information on how to obtain a medical exam for collection of evidence for legal purposes.
- Ensure that the survivor receives information on where they may go to seek free confidential counseling on campus or through local or county services.
- Ensure that the survivor is contacted by an advocate from San Bernardino Sexual Assault Services (SBSAS) to guide the survivor through the process and available options and offer continued support.

When a survivor of sexual assault, rape or domestic violence makes a report to the SBCCD PD, San Bernardino Police Department, Colton Police Department, or San Bernardino County Sheriff's Department will also be contacted to pursue the investigation. The law enforcement agency contacted will depend on the location of the incident.

If you are a survivor of a sexual assault, you have options. The following are recommendations to help support victims during the aftermath of the crime:

- DO NOT blame yourself. Sexual assault is not the survivor's fault.
- Go to a safe place, or have someone you trust come to you. If you are injured, seek medical attention immediately.
- DO NOT shower, bathe, douche, or change clothes. You will have evidence on your body that can only be collected if left intact. This evidence can only be collected within the first 72 hours.
- DO NOT blame yourself if you feel you were drugged unknowingly. Any evidence in your system can only be collected within 8-96 hours.
- DO NOT blame yourself if you knowingly used drugs and were assaulted or raped. This does not absolve the perpetrator of responsibility.

- DO NOT blame yourself if you were not able to say “NO” during the incident because you were physically or mentally incapacitated.

12.3 Reporting an Incident

Any student, employee or visitor, on any SBCCD property, who has been the victim of a sexual assault, domestic violence, dating violence, or stalking, should immediately call the SBCCD PD at (909) 384-4491. In the case of an emergency or ongoing threat, please get to a safe location and call 9-1-1 or the local law enforcement agency.

Students may also report to: SBVC Title IX Coordinator - (909) 384-4473
 SBVC Office of Student Life - (909) 384-4474
 SBVC Student Health Services - (909) 384-4495
 CHC Title IX Coordinator - (909) 389-3355
 CHC Department of Student Life - (909) 389-3457
 CHC Health & Wellness Center - (909) 389-3272
 SBCCD Human Resources Office - (909) 388-6950

Employees may report to: SBCCD Human Resources Office - (909) 388-6950

These offices will assist any victim of sexual assault, domestic violence, dating violence, and stalking in notifying law enforcement, including local police.

12.4 Written Notification of Rights and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their options and rights. To view the victim packet, go to <https://sbccd.edu/district-services/police-department/how-we-serve/victim-assistance.php>.

12.5 On and Off Campus Resources

Victims of sexual assault, domestic violence, dating violence, or stalking need not make a formal report to local law enforcement or the SBCCD PD to access available resources listed below. On campus and off campus resources available to these victims include medical treatment, counseling and advocacy. Please phone, or click on the following links for additional information:

- San Bernardino Valley College Title IX Coordinator - (909) 384-4473
Reporting and victim assistance provided.
- San Bernardino Valley College Student Health Services - (909) 384-4474
Confidential reporting is available, along with counseling. Services are free or low cost www.valleycollege.edu/student-services.
- Crafton Hills College Health & Wellness Center - (909) 389-3272
Confidential reporting is available, along with counseling. Services are free or low cost. <http://www.craftonhills.edu/current-students/health-and-wellness>.

- Crafton Hills College Title IX Coordinator - (909) 389-3355
Reporting and victim assistance provided.
- SBCCD Human Resources - (909) 388-6950
HR will help employees file claims and report incidents. Reporting and victim assistance.
- SBCCD PD - (909) 384-4491
Location specific:
SBVC - CC100
CHC - Central Complex 165
DSO - <http://sbccd.edu/police>

Also available on the SBCCD PD's website:

- Annual Security Reports - include SBCCD policy information, safety prevention, how to report a crime, and criminal statistics
- Safety & Victim Resources - Printable brochures include information and awareness on active shooter survival, dating/domestic/sexual violence, stalking, and disabled person's safety

If you or someone you know has been assaulted or needs counseling:

- San Bernardino Sexual Assault Services/RAINN - 24 Hour Crisis (800) 656-4673
- REACH (866) 373-8300
- Riverside Area Rape Crisis Center - 24 Hour Crisis (951) 686-7273

If you or someone you know needs a safe place to stay:

- San Bernardino - Option House - 24 Hour Crisis Line (909) 381-3471
- Big Bear - DOVES - 24 Hour Crisis Line (800) 851-7601
- Morongo - Morongo Basin Unity Home - 24 Hour Crisis Line (760) 366-9663
- Claremont - House of Ruth - 24 Hour Crisis Line (877) 988-5559
- Victorville - Family Assistance Program - 24 Hour Crisis Line (760) 949-4357

National Resources – click to follow link:

- National Sexual Violence Resource Center
- Rape, Abuse and Incest National Network
- Office for Victims of Crime
- Crime Survivors

12.6 Restraining Orders

Restraining orders can be filed online. The below link provides a tutorial on filling out court forms and other available court docs. There is no charge for filing a Domestic Violence Restraining Order. Click the link for additional information:

- San Bernardino County - Domestic Violence & Restraining Orders
- The Superior Court of California, County of San Bernardino, is located at 247 West Third Street, in San Bernardino, CA 92415 - (909) 384-1888.

12.7 Accommodations

The SBCCD is committed to providing a safe learning and working environment. When a victim reports an incident of sexual assault, domestic violence, dating violence, or stalking, the report need not have been made to the SBCCD PD in order to receive available accommodations. Campus Title IX Coordinators, Campus Student Services Offices, the Human Resources Office, and/or SBCCD PD will help accommodate reasonable changes to a victim's academic, transportation, and/or employment situation.

If a victim reports the incident to law enforcement, that law enforcement agency may assist them in obtaining a restraining order from San Bernardino County Superior Court. The SBCCD PD is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Victims should bring a copy of the restraining to the SBCCD PD. The SBCCD PD is committed to protecting victims from any further harm, therefore, SBCCD Human Resources or the Vice President of Student Services (or their designee) may issue an institutional no-contact order for all SBCCD properties.

12.8 Victim Confidentiality

The SBCCD PD recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. To that end, the SBCCD PD is committed to protecting the privacy of any individual who makes a report. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement may be made public, unless the victim requests confidentiality based on California Penal Code §293(a) and Government Code §6254(f). Victims may request their right to confidentiality for the below-listed crimes:

PC 236.1 Human Trafficking PC 243(e)(1) Spousal Battery PC 261 Rape PC 261.5 Unlawful Sexual Intercourse with a minor PC 262 Spousal Rape PC 264.1 Rape in Concert with Another PC 265 Abduction to Force Marriage PC 266 Forcing into Prostitution PC 267 Abduction for Prostitution PC 269 Aggravated Sexual Assault of a Child	PC 273a Child Endangerment PC 273d Child Abuse PC 273.5 Domestic Violence PC 285 Incest PC 286 Sodomy PC 288 Lewd Acts on Child PC 288a Oral Copulation PC 289 Anal or Genital Penetration by a Foreign Object PC 422.6 Hate Crimes PC 646.9 Stalking PC 647.6 Annoy or Molest a Child
--	--

Reports made to any campus Title IX Coordinator will be kept confidential and identifying information about the victim shall not be made public. Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail and only when absolutely necessary. Reports made to medical professionals or licensed mental health counselors will not be shared with any third parties, except in cases of imminent danger to the victim or a third party.

13.0 Conduct Proceedings

The SBCCD PD, in conjunction with SBCCD Board policies, strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also face disciplinary action by the SBCCD for any violations of sexual assault, domestic violence(s), dating violence, and stalking laws. Individuals found responsible for having committed such a violation may face permanent expulsion, suspension, probation, termination of employment, or mandatory counseling, and/or become the subject of a 'no contact' order.

Incidents involving accused students will be handled by:

SBVC Title IX Coordinator - (909) 384-4473

SBVC Vice President of Student Services or designee - (909) 384-8282

CHC Title IX Coordinator - (909) 389-3355

CHC Vice President of Student Services or designee - (909) 389-3368

SBCCD Human Resources Office - (909) 388-6950

Incidents involving accused employees/affiliates will be handled by:

SBCCD Human Resources Office - (909) 388-6950



All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall receive a prompt, fair and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who have received appropriate training regarding the nature of the types of cases they are handling, how to conduct an unbiased and thorough investigation, and how to conduct a proceeding that protects the safety of victims and promotes accountability.

Investigations, including the results, shall be conducted within 60 days or less from the time reported, unless there are mitigating circumstances, in which case the accuser and accused shall be notified, and provided with an explanation and the amount of additional time required.

Determinations shall be made by the Vice President of Student Services, or their designee, within 60 days of when the report was made using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings or hearings, both the accused and accuser are entitled to the same opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of the procedures and the timeframe for appealing the results of the outcome, of any change to the results that occurs prior to the time that the results become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third party.

Disciplinary action for good cause may be imposed upon a student by an instructor, an administrator, or the Board of Trustees for misconduct or infractions while attending college classes or college-sponsored activities.

Disciplinary actions for students may include:

REPRIMAND: A verbal or written reprimand regarding the misconduct.

PROBATION: Student conduct probation may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges.

SUSPENSION: Exclusion from the colleges and college-sponsored activities for a specified time

EXPULSION: Exclusion by the SBCCD Board of Trustees from the college and all college-sponsored activities.

SHORT-TERM SUSPENSION by a college instructor: Any college instructor, for good cause, may remove a student from the classroom for the day of the removal and the next regular class meeting. Before ordering the suspension of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed suspension. The respective college president or designee shall immediately, within 48 hours, hold a conference regarding the student's removal from class. The college president or designee shall determine if suspension from the class, or college, for a longer period of time is appropriate.

(1) The college president or designee may suspend a student for good cause as follows:

- (a) From one or more classes for a period of up to ten days of instruction.
- (b) From one or more classes for the remainder of the school term.
- (c) From all classes and activities of the college for one or more terms.

Before imposing discipline as authorized by this policy, the college president or designee shall first give, or make reasonable efforts to give the student an oral or written notice for the proposed disciplinary action. Disciplinary procedures may proceed or continue notwithstanding the failure or refusal of a student to respond, attend or otherwise participate after having been properly notified of the proceeding by oral or written communication.

(2) The SBCCD Board of Trustees may expel a student when other means of correction fail to bring about proper conduct, or it seems probable that the continued presence of the student causes a danger to the physical safety of the student or to others <http://sbccd.edu/StandardsOfConductBP>. [Board Policy 5500]

Discipline of SBCCD employees may include, but is not limited to, oral warning, written warning, written reprimand, suspension without pay, and may lead to termination. For additional information about employee conduct proceedings, please consult the SBCCD Human Resources Office. Board Policy 7365 governs classified employee discipline, and Board Policy 7360 governs faculty discipline <http://sbccd.edu/boardpolicies>.

14.0 Sexual Assault Policy

The SBCCD recognizes that sexual assault is a serious issue and will not tolerate actions of sexual assault/harassment on campus or SBCCD affiliated properties. The SBCCD is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. Sexual offenses are condemned, sexual offenders will not be tolerated, and victim/survivors will be supported.

Sexual assault includes: The attempt or act of rape (sexual intercourse without consent, by a stranger, an acquaintance or an intimate partner); forced sodomy (anal sex); forced oral copulation; or the forced penetration by a foreign object either animate, such as a finger, or inanimate. Non-penetration sexual assault includes the act of touching an unwilling person's intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another's intimate parts.

If you have been sexually assaulted, you have the right to report the assault to the SBCCD PD. As an encouragement to report, the SBCCD PD is committed to the following guarantees:

WE WILL meet with you privately and you may be accompanied by a personal advocate.

WE WILL provide a female officer to conduct the initial interview, if requested, and if one is available.

WE WILL fully investigate your case, regardless of the gender, race, ethnicity, sexual orientation, age, national origin, religion or disability of the parties involved.

WE WILL not pre-judge you or your actions. Assault victims are not responsible for the criminal actions of others.

WE WILL treat you and your case with courtesy, sensitivity, and understanding.

WE WILL assist you in arranging for your medical needs and/or hospital treatment.

WE WILL provide you with advocate and counseling referral information.

WE WILL not release your name to the public or to the press upon request.

WE WILL discuss and explain the criminal justice process. You will be kept informed as to the progress of the investigation.

WE WILL be available to answer your questions as the investigation and prosecution unfolds.

WE WILL assist you in the student conduct process and notify you of the outcome.

WE WILL assist you and work with the college, if a classroom change is needed.

The above acts constitute sexual assault when they are committed against a person's will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual assault.

The SBCCD PD will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action. As soon as possible, the victim survivor of a sexual assault should report the incident to the SBCCD PD, or any Campus Security Authority. Employees of the SBCCD will assist the student in notifying authorities if the student requests assistance.

SBCCD Standards of Student Conduct Policy AP 5500 states disciplinary action may be imposed on recognized individual students, student organizations and/or any SBCCD faculty or staff responsible for a sexual assault. SBCCD procedures depend on the outcome of the disciplinary hearing and may range from suspension to expulsion. The institution will, upon written request, disclose to the alleged victim survivor of a crime of violence, or a non-forcible sex offense, the results of any discipline proceeding by such institution against a student or staff member who is the alleged perpetrator of such a crime or offense. Violators are subject to SBCCD disciplinary actions, criminal prosecution, fine and imprisonment. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome. Student sexual assault victims also have the option of changing their academic schedule after an alleged sexual assault, if such changes are reasonably available.

SBCCD has established a 24-Hour Sexual Assault Advocate Program. For almost four decades, SBSAS advocacy team has offered SBVC, CHC and DSO students and staff guidance and support through the legal, medical and psychologically challenging maze that a survivor must navigate after reporting an assault. They also work with the high schools and middle schools in the area. SBSAS has entered into an official MOU with the SBCCD working with faculty and staff and the SBCCD PD to assist victims of sexual abuse, sexual violence or domestic violence. Victims may contact the SBCCD PD on either campus or contact the SBSAS directly for assistance. The sexual assault policy for the SBCCD is outlined in SBCCD Board Policy AP 3540 <http://www.sbccd.edu/boardpolicies>.



14.1 Sexual Assault Prevention Programs

There are courses in understanding violent offenders in the Administration of Justice Program at SBVC. These courses are studies of the violent crimes of felony assault, robbery, rape, the various types of homicide, and the characteristics of both the offender and the victim. Students should check the Schedule of Classes each semester to determine when these classes are offered.

Literature on sexual assault education and risk reduction is available at the SBCCD PD and at <http://sbccd.edu/SexualAssault>.

SBVC and CHC will change a victim's academic situation after an alleged sex offense and offer options for those changes, if those changes are requested by the victim and are reasonably available. Victims of sexual assault may report the crime to any SBCCD faculty, staff, or administrator, but the SBCCD PD should be notified as soon as possible. Victims, survivors and witnesses to crimes should follow the basic policy for reporting crimes.

14.2 Title IX Notice of Non-Discrimination

The SBCCD does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the SBCCD (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sexual discrimination, which includes sexual harassment and violence:

- **Sexual Discrimination:** An adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq. and/or California Government Code §11135.
- **Sexual Harassment:** Unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the SBCCD. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- **Sexual Violence:** Physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, or disability.

14.3 Who to Contact with Complaints, Questions or Concerns

Title IX requires the SBCCD to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Campus Title IX Coordinators are available to explain and discuss your right to file a criminal complaint (sexual assault and violence); the SBCCD complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

If you are in the middle of an emergency, please call the police immediately by dialing 9-1-1.

Campus Title IX Coordinators

- ❖ **CHC:** Vice President, Student Services - (909) 389-3355
- ❖ **SBVC:** Vice President, Student Services - (909) 384-8992
- ❖ **SBCCD & DSO:** Director, Human Resources - (909) 388-6950

U.S. Department of Education, Office for Civil Rights (OCR)

- ❖ To contact the OCR, call (800) 421-3481 or visit their website as listed below.
- ❖ To file a complaint online with the OCR, visit:
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Title IX requires that the SBCCD adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. Below are links to the SBCCD Board Policies on discrimination and diversity.

Administrative Procedure <http://sbccd.edu/ap/3430>
 Formal Complaint Form
<http://sbccd.edu/hr/3430Formal>
 Informal Complaint Form <http://sbccd.edu/hr/3430Informal>

Diversity Board Policy <http://sbccd.edu/DiversityBP>
 Non-Discrimination Board Policy <http://sbccd.edu/nondiscriminationBP>



Except in the case of a privilege recognized under California law (e.g., Evidence Code §§1014, psychotherapist-patient; 1035.8, sexual assault counselor-victim; and 1037.5, domestic violence counselor-victim), any member of the SBCCD campus community who knows of, or has reason to know of sexual discrimination allegations shall promptly inform the campus Title IX Coordinator.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the SBCCD or campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The SBCCD or campus must then take appropriate steps to eliminate any sexual discrimination/harassment, prevent its recurrence and remedy its effects.

14.4 Registered Sex Offender Information

More than 50 years ago, California began requiring dangerous sex offenders to register with their local law enforcement agency, allowing local law enforcement the ability to keep track of convicted sex offenders in their community.

The California Legislature increased the public's access to sex offender information with the passage of Megan's Law in 1996. In the wake of Megan's murder, California increased the public's access to sex offender information with the enactment of (then) §290.4 of the California Penal Code.

The Federal Campus Sex Crimes Prevention Act 20 U.S.C. §1092(f) (1) (I) requires sex offenders who are required to register under state law to also provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides, as of October 2002. Institutions of higher learning were thereafter required to provide a statement in their ASR detailing where members of their campus community can obtain information concerning registered sex offenders.

California's registered sex offender laws comply with the federal law requirement. As of 2002, sex offenders who reside on campus are required to register with campus law enforcement. This law also expanded the registration requirements for all campus-affiliated sex offenders to register with the campus PD. [290.01(a) (1) PC]

The following persons shall register their sex offender status with the SBCCD PD:

- Enrolled students
- Full/part time employees with the SBCCD (with or without compensation)
- Persons who carry on a vocation at any SBCCD property for more than 14 days, or for an aggregated period exceeding 30 (total) days in a calendar year

Penal Code Section 290.01(d)(1)(A), as amended, provides that the SBCCD PD is authorized to, in certain instances, release registered sex offender information (all categories) to members of the campus community.

As of 2005, the California Department of Justice must make available to the public, via the Internet, specific information about certain sex offenders.

14.5 Sex Offender Informational Data (public access)

The California Department of Justice's website provides certain registered sex offender locator information: www.ag.ca.gov. [290.46(a) (2) (A) PC]

Note: The Department of Justice does not make available sex offender registration information specific to any College.

14.6 Sex Offender Information (campus community access)

Campus-affiliated registered sex offender information is available for inspection by members of the campus community at the SBCCD PD offices during normal business hours. Please call (909) 384-4491 for more information.

The SBCCD PD may also release sex offender information relating to campus-affiliated sex offenders to members of the campus community who:

- Are member(s) of the campus community
- Are not themselves registered sex offenders
- Understand that the release of registered sex offender information is for the purpose of allowing members of the campus community to protect themselves and their children from sex offenders
- Understand that it is illegal to use the sex offender registration information to harass, discriminate, or commit a crime against any person who has been identified as a sex offender
- Are willing to sign a "Registered Sex Offender View Form." [290.01(d) (4) (A) PC]

The following registered sex offender information is available for public viewing:

- Name and known aliases
- Age, DOB, gender, race
- Physical description (including scars, marks, tattoos)
- Photograph (if available)
- Crimes that were the basis for the registration requirement
- Date of registration or re-registration

14.7 Campus Law Enforcement Disclosure

The SBCCD may proactively release any portion of the following information to the campus community concerning the presence of a high-risk sex offender who is in the campus community. The SBCCD PD may reactively release any portion of the following information when necessary to ensure the public safety based upon information available to the entity concerning a registered sex offender. [290.45(a) PC]

The SBCCD PD may release the following sex offender information to persons and campus entities for the purpose of disclosing the information to additional persons if the SBCCD PD can determine that the scope of any further disclosure meets the conditions set forth in Penal Code §290.45(c)(1):

- Name and known aliases
- Date of birth, gender and race
- Physical description, including scars, marks and tattoos
- Photograph (if available)
- Crimes that were the basis for the registration requirement
- Residence address (must be verified by law enforcement prior to release)
- Type of victim targeted by the offender
- Relevant parole or probation conditions
- Dates of crimes resulting in classification
- Date of release from confinement
- Offender's employment, vocation or student status with college

14.8 SBCCD Sex Offender Registration Requirements

Every person who is required to register in California as a sex offender and who:

- Is enrolled as a SBCCD student (including extension classes) or
- Is a full/part time employee at SBCCD whether compensated or not, including volunteers, or
- Carries on a vocation at SBCCD for more than 14 days, or for an aggregated period exceeding 30 (total) days in a calendar year, shall register with the campus police department.

A campus-affiliated sex offender shall notify the SBCCD PD within five working days of ceasing to be enrolled or employed, ceasing to carry on a vocation at SBCCD or if the offender has a change of address. [290.01(a) (1) PC]

Registration of sex offenders shall be conducted at the SBCCD PD. Persons required to register shall do so in person Monday - Friday (excluding holidays) during normal business hours.

14.9 Hate Crimes

The SBCCD campus community places a great emphasis on the value of diversity, assessing one's culture and the celebration of difference. However, the reality is that anyone at any time can be the target of a hate crime or a bias-motivated incident. Unlike other crimes that target individuals, hate crimes and bias-motivated incidents negatively impact the entire SBCCD campus community. While the college campuses are not immune to such opportunistic acts, the low number of reported occurrences provides an antidotal glimpse that we have made great strides toward the creation of a campus environment that is more tolerant of individuals, groups, cultures, values and ideas.

14.10 Reporting Hate Crimes

Reporting a hate crime is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate or bias-motivated incident, you are encouraged to report the occurrence to the SBCCD PD or to any designated CSA.

14.11 Workplace Violence

The SBCCD is committed to creating and maintaining an environment that is free from workplace violence. The SBCCD has zero tolerance for violent acts, or threats of violence, against any member of the campus community or SBCCD property. The SBCCD has zero tolerance for and prohibits violence or threats of violence occurring off the SBCCD premises by an employee or person acting in the capacity of a representative or agent of the SBCCD, if such violence or threat of violence affects the legitimate interests of the SBCCD. [Board Policy 3510]

15.0 Crime Definitions

Per the Clery Act, the SBCCD PD must classify crimes based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Handbook. Definitions of sex offenses are from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI's UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR for defining and classifying crimes, it does not require Clery Act crime reporting to meet all UCR standards.

UCR crime definitions appear in italics. The text provided classifies criminal incidents taken directly from FBI materials; some have been condensed or paraphrased. Some definitions are from the VAWA Amendments. Some crime examples are taken or adapted from FBI materials, and others were created for this document based on questions educational communities have asked of law enforcement over the years.

- **Murder:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Forcible/Non Forcible Sex Offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. Non-Forcible sex offenses include incest or statutory rape.
- **Sodomy:** Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Robbery:** The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Hate Crime:** A crime, usually violent, motivated by prejudice or intolerance made by the perpetrator toward a member of any race, gender, gender identity, religion, sexual orientation, ethnicity/national origin, and/or disability.
- **Aggravated Assault (ADW):** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.

- **Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.
- **Motor Vehicle Theft:** Any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.
- **Arson:** Any willful or malicious burning, or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Domestic Violence:** Assault and/or battery committed on a current or former spouse, an intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be in fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- **Unfounded Crimes:** According to UCR guidelines, a reported offense can be cleared as “unfounded” if the investigation shows that no offense occurred or was attempted. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not “unfound” a legitimate offense, nor do the findings of a coroner, court, jury, or prosecutor. According to UCR guidelines, the statistics on “unfounded cases” should include crime reports that are either false or baseless.

Hate Crime Categories

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (GI) Gender Identity

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a group of person’s based on their actual or perceived gender-related characteristics.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- **Ethnicity/National origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

16.0 Crime Statistics Data

The following crime statistical data has been reported using the UCR procedures as set forth by the FBI and the California Department of Justice. Crime statistics disclosed are those that occurred on property owned and controlled by the SBCCD and public property contiguous/adjacent to the SBCCD campuses or sites. SBCCD PD staff reviews the UCR annually for updates in reporting.

16.1 CHC CRIME STATISTICS FOR 2022, 2023, AND 2024

Violation	On Campus 2022	Public Property 2022	Non-Campus Property 2022	2022 Totals	On Campus 2023	Public Property 2023	Non-Campus Property 2023	2023 Totals	On Campus 2024	Public Property 2024	Non-Campus Property 2024	2024 Totals
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes*	0	0	0	0	0	0	0	0	1	0	0	1
Arrest												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	1	0	0	1	2	0	0	2
Liquor Law Violations	1	0	0	1	0	0	0	0	1	0	0	1
Disciplinary Actions												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

***Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.**

Note: The San Bernardino County Sheriff's Department was not able to provide the SBCCD with any crime statistics due to their crime reporting computer systems being all off-line during this reporting period.

16.2 DSO CRIME STATISTICS FOR 2022, 2023, AND 2024

Violation	On Campus 2022	Public Property 2022	Non-Campus Property 2022	2022 Totals	On Campus 2023	Public Property 2023	Non-Campus Property 2023	2023 Totals	On Campus 2024	Public Property 2024	Non-Campus Property 2024	2024 Totals
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	9	9	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	1	0	0	1
Arson	0	0	1	1	0	0	0	0	1	0	0	1
Hate Crimes*	0	0	0	0	0	0	0	0	0	0	0	0
Arrest												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	9	9	0	0	4	4	0	0	3	3
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0

***Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.**

Note: As a result of a reorganization within the SBCCD, all entities located at 114 & 124 S. Del Rosa Drive, San Bernardino, CA were realigned under District Support Operations (DSO), effective January 1, 2020.

16.3 SBVC CRIME STATISTICS FOR 2022, 2023, AND 2024

Violation	On Campus 2022	Public Property 2022	Non-Campus Property 2022	2022 Totals	On Campus 2023	Public Property 2023	Non-Campus Property 2023	2023 Totals	On Campus 2024	Public Property 2024	Non-Campus Property 2024	2024 Totals
Murder	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault												
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	1	0	0	1	0	1	0	1
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	1	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	3	1	0	4
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	1	1	0	2	3	1	0	4
Burglary	4	0	0	4	9	0	1	10	7	0	0	7
Motor Vehicle Theft	2	3	0	5	0	0	0	0	2	0	0	2
Arson	1	0	0	1	0	0	0	0	0	0	0	0
Hate Crimes*	0	0	0	0	0	0	0	0	0	0	0	0
Arrest												
Illegal Weapons Possession	2	0	0	2	4	0	1	5	3	1	3	7
Drug Abuse Violations	10	4	0	14	34	15	0	49	28	34	1	63
Liquor Law Violations	3	0	1	4	2	3	0	5	4	0	0	4
Disciplinary Actions												
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	1	0	0	1	0	0	0	0
Liquor Law Violations	0	0	0	0	1	0	0	1	0	0	0	0

*Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.

CAMPUS DIRECTORY



Health & Wellness
• Sleep/nap pods



Bus Stop



Library & Tutoring
The Library and Tutoring Center are located in the Learning Resource Center (LRC), Building 8.



Visitor Parking



Police/Security



Automated External Defibrillator Locations



Food Pantry



Parking Permits (Daily)

Parking permits/decals are required to park in all parking lots and on all college streets.

Daily parking permits are available in Lot C, Lot D, Lot J and online at www.craftonhills.edu/parking



Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decal.



Student Services
The Bookstore, Café, EOPS, Admissions & Records, Financial Aid and Counseling are located in the Crafton Center (CCR), Building 6.



Nursing Room
• Building 6 - 1st Floor
• Building 8 - 1st Floor
• Building 7 - 1st Floor, HWC



Baby Changing Station



Smoking Areas
This is a smoke-free campus, smoking in non-designated areas or buildings may result in the issuance of a citation. (Board Policy #3570; Government Code #7597)



All-gender Restroom

Campus Police (909) 389-3275

District Police (909) 384-4491

- 1 Maintenance & Operations (M&O)
- 2 Child Development Center (CDC)
- 3 Crafton Hall (CHL)
- 4 Clock Tower Building (CTB)
- 5 West Complex (West)
- 6 Crafton Center (CCR)
- 7 Student Support Building (SSB)
- 8 Learning Resource Center (LRC)
- 9 Performing Arts Center (PAC)
- 10 Central Complex 1 (CNTL1)
- 11 Central Complex 2 (CNTL2)

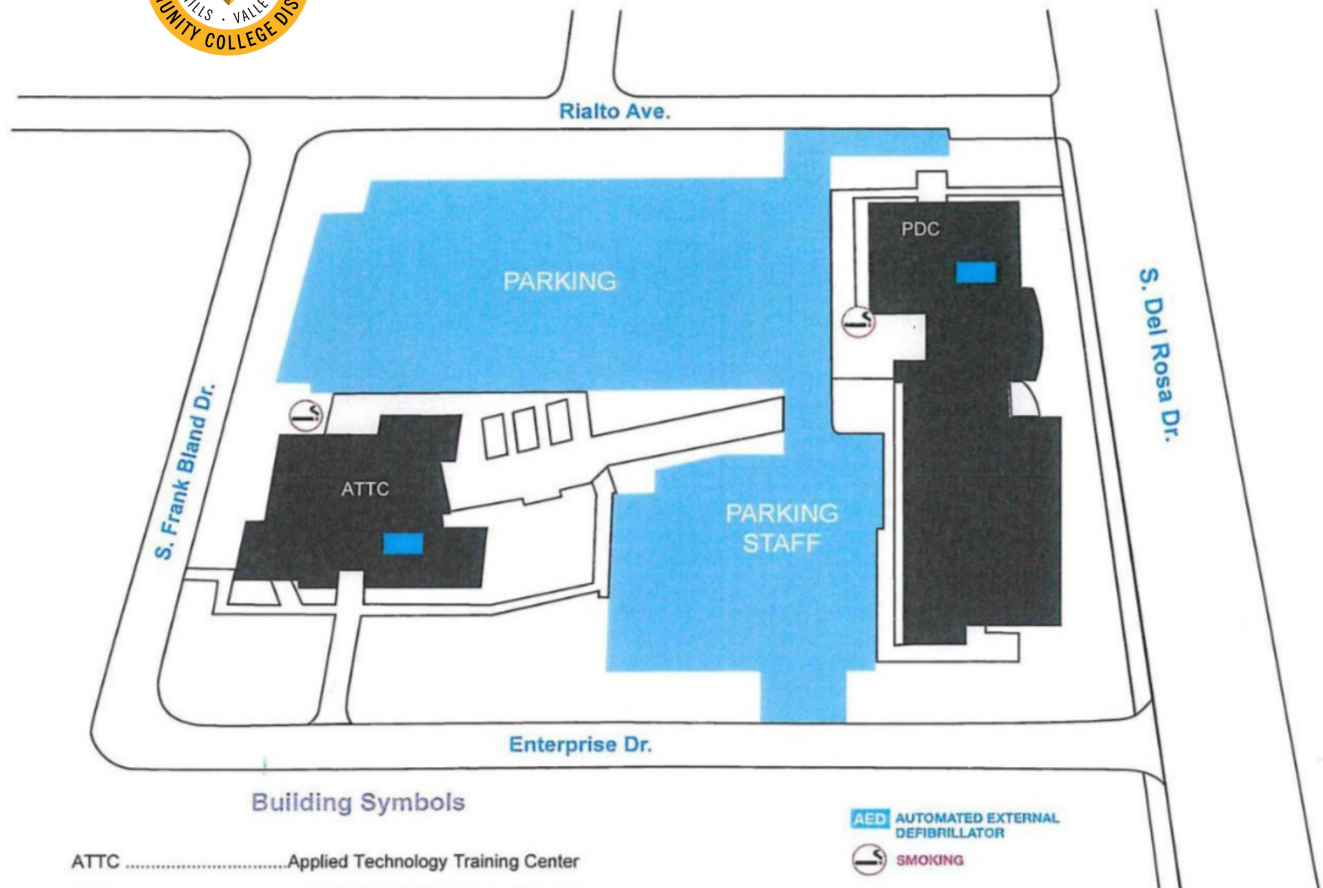
- 12 Canyon Hall (CYN)
- 13 Visual Arts (ARTS)
- 14 East Complex 1 (EAST1)
- 15 East Complex 2 (EAST2)
- 16 Public Safety & Allied Health (PSAH)
- 17 Under Construction:
Future Performing Arts Center (PAC)
- 18 North Complex (NRTN)
- 19 Kinesiology, Health Education &
Aquatics Complex (KHA)
- 20 Public Safety Training Center (PSTC)
- 21 Tennis Courts (TC-CRTS)

Updated 2/2024



DISTRICT SUPPORT OPERATIONS

114 South Del Rosa Dr. • San Bernardino, CA 92408





701 South Mount Vernon Avenue
San Bernardino, CA 92410
valleycollege.edu | (909) 384-4400



➔ Student Parking Lot Entrance 🚲 Bike Racks 🍼 Baby Changing Station 🤱 Lactation Room

AD/SS Administration & Student Services
(Note: AD rooms are located in AD/SS)

ART Art Center

AT Applied Technology

AUD Auditorium

B Business

BOOK Bookstore

CDC Child Development Center

GT Greek Theatre

GYM Kinesiology & Athletics Complex

HLS Health & Life Sciences

LCCC Lois Carson Campus Center

LIB Library

MC Media & Communications

MCHS Middle College High School

NH North Hall

PL George F. Beattie Planetarium

PS Physical Sciences

SHS Student Health Services

T Technical Building

TRAN Transportation Center

V The Village

Revised 05-2025

Stay safe with SafeSBCCD!

San Bernardino Community College District provides a range of communication tools and resources to ensure the safety of our community members.



Download the SafeSBCCD App

SafeSBCCD is the official safety app of San Bernardino Community College District. This app integrates safety and security systems that will give instant access to campus safety resources.



SafeSBCCD Features

- *Emergency Contacts* for local emergency services
- *Friend Walk* allows a friend to track travels
- *Tip Reporting* to report any safety concerns
- *Campus Maps* that include evacuation and transit routes to help navigate sites
- Information on how to access *Support Resources*
- Access disaster and emergency response procedures



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC

PREPARED BY: Keith Wurtz, Vice President Instruction, CHC
Leticia Hector, Vice President Instruction, SBVC

DATE: October 9, 2025

SUBJECT: Advancement in Rank

RECOMMENDATION

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

OVERVIEW

In accordance with District policy, AP 7210, the SBVC Academic Senate has prepared the following list of faculty who have achieved advancement in rank.

ANALYSIS

None.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Advancement in Rank

Presented for Information October 9, 2025

[v.9.17.2025.p.2|3]

Employee Name	Location Assignment	From	To
Anderson, Leif	SBVC	Instructor / 0-4 years of service	Assistant Professor
Berry, Thomas	SBVC	Instructor / 0-4 years of service	Assistant Professor
Foscolos, Espree	SBVC	Instructor / 0-4 years of service	Assistant Professor
Ghazaleh, Rema	SBVC	Instructor / 0-4 years of service	Assistant Professor
Gomez, Fernando	SBVC	Instructor / 0-4 years of service	Assistant Professor
Jackson, Michelle	SBVC	Instructor / 0-4 years of service	Assistant Professor
Lechuga, Thomas	SBVC	Instructor / 0-4 years of service	Assistant Professor
Kappattil, Reshmi	SBVC	Instructor / 0-4 years of service	Assistant Professor
Shea, Edward	SBVC	Instructor / 0-4 years of service	Assistant Professor
Vogel, Angela	SBVC	Instructor / 0-4 years of service	Assistant Professor
Zarate, Rangel	SBVC	Instructor / 0-4 years of service	Assistant Professor
Blacksher, Anthony	SBVC	Associate Professor	Professor
Gomez, Edward	SBVC	Associate Professor	Professor
Jefferson, Kimberly	SBVC	Associate Professor	Professor
Jones, Carol	SBVC	Associate Professor	Professor
Lawler, Kenneth	SBVC	Associate Professor	Professor
Lemieux, Jessy	SBVC	Associate Professor	Professor
Tasaka, Bethany	SBVC	Associate Professor	Professor



Advancement in Rank

Presented for Information October 9, 2025

[v.9.17.2025.p.3|3]

Employee Name	Location Assignment	From	To
Sobhanian, Soha	SBVC	Associate Professor	Professor
Calderon, Colleen	SBVC	Professor	Professor Emeritus
Stanskas, John	SBVC	Professor	Professor Emeritus
Azenaro, Renee	CHC	Associate Professor	Professor
Jimenez, Sabrina	CHC	Associate Professor	Professor
Kern-Foster, Iris	CHC	Associate Professor	Professor
Rojas, Daniel	CHC	Associate Professor	Professor
Chavira, Rejoice	CHC	Professor	Professor Emeritus
Rippy, Scott	CHC	Professor	Professor Emeritus
Williams, Gary	CHC	Professor	Professor Emeritus

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: October 09, 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 October 09, 2025

MONTHLY	Consent Agenda	INSTRUCTION/STUDENT SERVICES	BUSINESS & FISCAL SERVICES	FACILITIES
		- Curriculum Modifications - Donations HUMAN RESOURCES - Classification Advancements for Academic Employees - Non-instructional Pay, Stipends, and Reduced Workload - Tuition Reimbursement - Employment Contracts - Promotions, Transfers, Reclassifications, Step Advancements - New Hires (Adjuncts, Substitutes, Classified, Management, Temporary, Interim, Permanent) - Job Descriptions and Revised Salary Schedules - Trustee Absent Excusal Resolution (Chancellor's Office) - CSEA/CTA/POA Agreements	- Alcoholic Beverages (Chancellor's Office) - Board Policies (Final Approval) - Conferences Over \$5K or Outside US - District/College Expenses - Individual Memberships (Chancellor's Office) - Surplus Property & Authorization for Private Sale or Disposal - Contracts Above Bid Limit - Resolution: Fund Balance Transfer - Ratification of Interfund Transfers - Signature List Changes	- Informal Bid Award (UCCAP) - CBOC Appointees - Award RFQ/RFP/Bids & Contracts - Master Service Agreement & Task Orders For Bond Construction - Small Scale Construction Contract Award
MONTHLY	Information Items Reports/Updates	OFFICE OF THE CHANCELLOR	BUSINESS & FISCAL SERVICES/FACILITIES	HUMAN RESOURCES
		- Applause Recognition - Retirements - Board Committee Reports - Reports from Represented Groups - Board Master Planning Action Calendar - Chancellor's Report	- Board Policies (1st Reading) - Budget Revenue & Expenditure Summary - General Fund Cash Flow Analysis - Purchase Order Report - Contracts Below Bid Limit - Construction Change Orders and Amendments – Bond/Non-Bond - KVCR Update	- CSEA/CTA/POA MOUs - Professional Expert, Short-Term, and Substitute Employees - Resignations - Retirements - Volunteers

JANUARY

- Legislative Priorities and State Budget Priorities
- 2022-2027 Strategic Plan Update (Goal 1)
- § 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 1st Reading (BFC)
- Campus Advisory Committees
- Board Self-Evaluation (Board Retreat)

FEBRUARY

- Apportionment Attendance and FTES Calculation Report (CCFS 320) P1
- 2022-2027 Strategic Plan Update (Goal 2)
- 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 3)
- 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 September 11, 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 4)
- 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 07/2024)
- 2022-2027 Strategic Plan Progress Report – Executive Summary
- 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
- 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
- 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
- Board Self-Evaluation (Board Retreat)

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information September 11, 2025

JULY

- **DARK**

AUGUST

- Reaffirm Mission, Vision, Values (2022, as appropriate)
- 2022-2027 Strategic Plan Update (Goal 1)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P3
- Final Budget Presentation (Strategy Session fourth Thursday)

SEPTEMBER

- Accreditation Midterm Report (last submitted 10/15/24. Complete mid-term report 3.5 years prior to the Institutional Self-Evaluation Report (ISER).)
- Accreditation Comprehensive Review Occurs Fall 2027
- 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)
- 2022-2027 Strategic Plan Update (Goal 2)

OCTOBER

- P&Ps: Review Schedule
- Emergency Operations Plan
- Annual Security Report
- Academic Calendar
- Initial Proposals to Reopen Negotiations with CSEA/CTA
- Sabbatical Completion Reports (from prior academic year)
- 2022-2027 Strategic Plan Update (Goal 3)

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)
- 2022-2027 Strategic Plan Update (Goal 4)

BOARD MASTER PLANNING ACTION CALENDAR*

Presented for Information September 11, 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: October 9, 2025

SUBJECT: Budget Revenue & Expenditure Summary

RECOMMENDATION

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

OVERVIEW

While year-to-date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2025-26 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 2025-26 fiscal year through June 30, 2026. As of that date, SBCCD was 20.3% through the fiscal year and had spent and/or encumbered approximately 20.7% of its unrestricted general fund budget.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This analysis is an important tool for the Board of Trustees to track SBCCD revenue and expenditures across all funds.





Budget Revenue & Expenditure Summary

Year to Date 09/12/25

[v.9.22.2025.p.1|2]

20.3% of Fiscal Year Elapsed

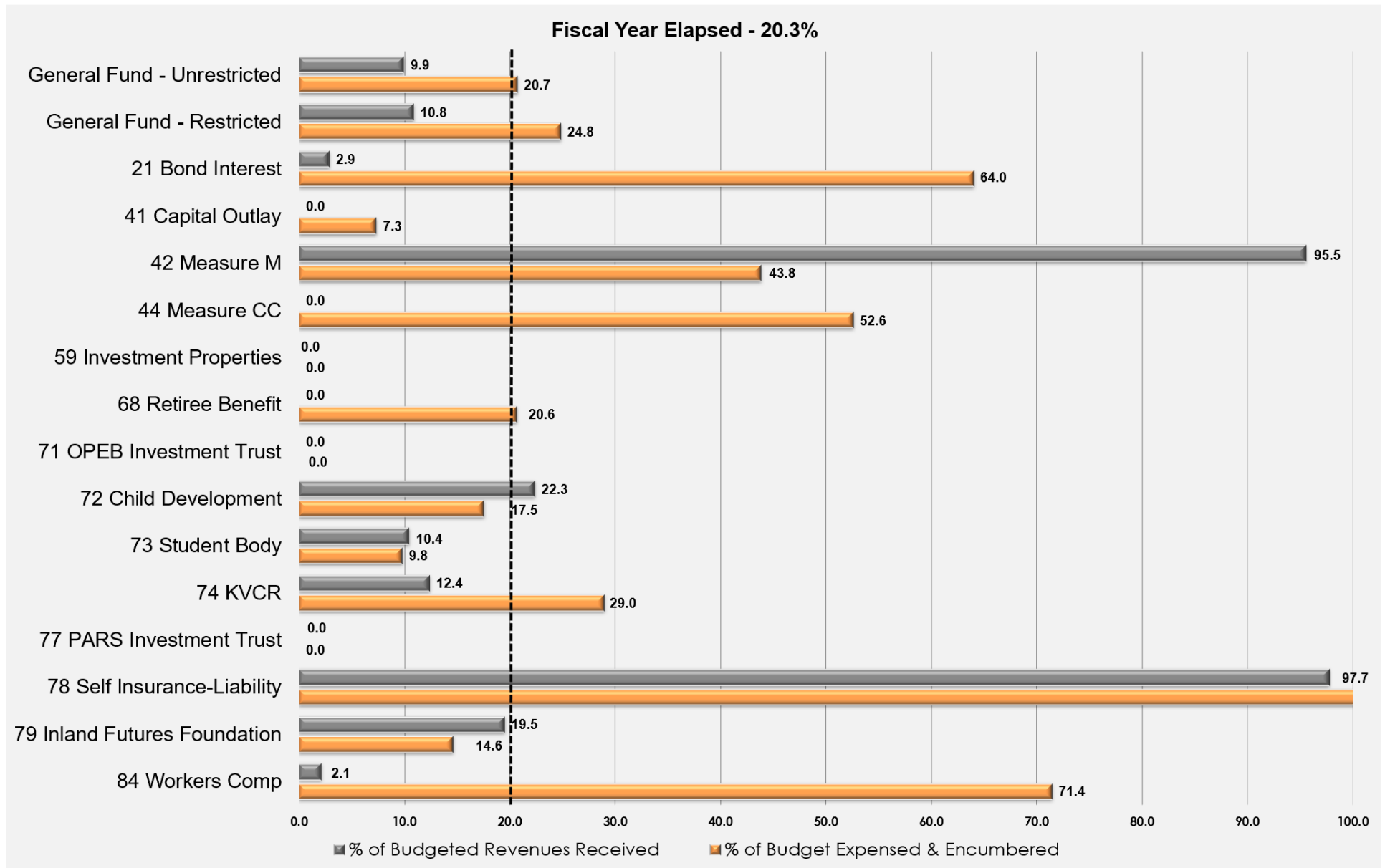
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund - Unrestricted	153,404,338	15,222,857	9.9%	157,155,203	32,497,946	20.7%	Expenditures are consistent with the needs of the fund given the current climate.
01 General Fund - Restricted	110,498,145	11,981,630	10.8%	110,498,145	27,411,992	24.8%	Some revenues are received on reimbursement basis.
21 Bond Interest & Redemption	71,300,000	2,039,429	2.9%	71,300,000	45,615,818	64.0%	Taxes are determined and collected by the County for bond measures.
41 Capital Outlay	4,846,745	-	0.0%	4,493,837	328,070	7.3%	Posting for revenue in progress for Q1 activity. Purchase orders are in the process of being submitted for project occurring throughout the year.
42 Measure M	159,946,339	152,801,340	95.5%	57,207,139	25,061,564	43.8%	Revenue received for the sale of bonds in the month of August 2025. Purchase orders covering the entire year is created early in the year.
44 Measure CC	7,000,000	-	0.0%	95,184,275	50,026,142	52.6%	Posting for revenue in progress for Q1 activity. Purchase orders covering the entire year is created early in the year.
59 Investment Properties	5,866,889	-	0.0%	4,948,059	-	0.0%	Posting in progress for Q1 activity.
68 Retiree Benefit	407,744	-	0.0%	407,744	84,119	20.6%	Revenues are posted in arrears.
71 OPEB Trust	850,000	-	0.0%	82,000	-	0.0%	Posting in progress for Q1 activity.
72 Child Development	5,242,565	1,171,164	22.3%	5,242,565	918,538	17.5%	
73 Student Body Center Fee	340,787	35,577	10.4%	340,787	33,258	9.8%	Revenues are posted in arrears. Expenditures are consistent with the needs of the funds.
74 KVCR	9,049,895	1,117,916	12.4%	9,020,486	2,611,597	29.0%	Revenues are posted in arrears.
77 PARS Trust	5,830,000	-	0.0%	4,840,000	-	0.0%	Posting in progress for Q1 activity.
78 Self Insurance-Liability	1,275,759	1,246,782	97.7%	1,250,000	1,285,955	102.9%	Revenues transferred in full at the beginning of the fiscal year. Payment for policy occurs early in the year.
79 Inland Futures Foundation	1,465,252	285,350	19.5%	1,465,252	214,024	14.6%	
84 Workers Compensation	2,986,865	62,460	2.1%	3,012,624	2,151,803	71.4%	Purchase order for PIPS annual contract created early in the fiscal year. Revenue are posted in arrears.
Total (All Funds)	540,311,323	185,964,505	34.4%	526,448,116	188,240,826	35.8%	



Budget Revenue & Expenditure Summary

Year to Date 09/12/25

[v.9.22.2025.p.2]2]



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: October 9, 2025

SUBJECT: Construction Change Orders and Amendments - Bond

RECOMMENDATION

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

OVERVIEW

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. The process includes a Bond program-wide construction change order percentage goal of 5% or less. In addition, change orders that are <\$250,000 which result in a cumulative increase to a contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

ANALYSIS

A detailed summary of all Bond Program Change Orders is attached. The change orders listed were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved procedures and goals.

Total Bond Construction Contracts	Total Bond Program Change Order Amount	Program-Wide Change Order
\$324,250,596	\$7,149,404	2.20%

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate bond construction budget.





SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY

Campus	Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	\$192,659,410.80	\$4,545,960.57	\$197,205,371.37	2.36%
CC02-2000 : Crafton Hills College	\$131,404,685.26	\$2,598,631.83	\$134,003,317.09	1.98%
CC03-3000 : San Bernardino Community College District Wide	\$186,500.17	\$4,812.02	\$191,312.19	2.58%
TOTAL FOR CHANGE ORDERS	\$324,250,596.23	\$7,149,404.42	\$331,400,000.65	2.20%



CONSTRUCTION CHANGE ORDER SUMMARY

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College					
Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts	
CC01-3601 : Technical Building Replacement (DBB)	\$69,832,624.00	\$3,544,709.38	\$73,377,333.38	5.08%	
CC01-3605 : Softball Field	\$7,687,500.00	\$651,922.52	\$8,339,422.52	8.48%	
CC01-3606 : Student Services Building (New Construction)	\$94,827,667.00	-\$292,857.68	\$94,534,809.32	-0.31%	
CC01-3608 : Career Pathways Phase 2 (PDB)	\$4,870,412.92	\$0	\$4,870,412.92	-	
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	\$15,441,206.88	\$642,186.35	\$16,083,393.23	4.16%	
CC01-1000 : San Bernardino Valley College Total	\$192,659,410.80	\$4,545,960.57	\$197,205,371.37	2.36%	

CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
---------	----------	--------------	---------------------------------------	---------------	--------------------------------	-------------------------	---------------------------------------	--	---------------	------------

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College					
Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts	
CC02-3621 : Crafton Hall Renovation (DBB)	\$6,380,000.00	\$481,860.87	\$6,861,860.87	7.55%	
CC02-3623 : Gym Demolition (DBB)	\$1,255,579.18	\$96,347.19	\$1,351,926.37	7.67%	
CC02-3624 : Student Support Building Renovation (DBB)	\$420,000.00	\$9,481.21	\$429,481.21	2.26%	
CC02-3625 : Public Safety Training Center (DB)	\$8,501,117.00	-\$30,976.59	\$8,470,140.41	-0.36%	
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$13,003,817.08	-\$92,628.94	\$12,911,188.14	-0.71%	
CC02-3631 : Instructional Building (PDB)	\$44,413,018.00	\$0	\$44,413,018.00	-	
CC02-3633 : Central Complex 2 Renovation (DB)	\$9,509,146.00	-\$92,671.77	\$9,416,474.23	-0.97%	
CC02-3634 : Child Development Center Renovation (DBB)	\$2,023,008.00	\$58,862.86	\$2,081,870.86	2.91%	
CC02-3635 : New Performing Arts Center (DBB)	\$45,899,000.00	\$2,168,357.00	\$48,067,357.00	4.72%	
CC02-2000 : Crafton Hills College Total	\$131,404,685.26	\$2,598,631.83	\$134,003,317.09	1.98%	

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #023	\$45,899,000.00	\$75,092.00	\$2,168,357.00	\$48,067,357.00	0.16%	4.72%	18-Aug-25	09-Oct-25
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #022	\$45,899,000.00	-\$40,803.00	\$2,093,265.00	\$47,992,265.00	-0.09%	4.56%	18-Aug-25	09-Oct-25
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #021	\$45,899,000.00	-\$103,386.00	\$2,134,068.00	\$48,033,068.00	-0.23%	4.65%	18-Aug-25	09-Oct-25
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #020	\$45,899,000.00	\$193,480.00	\$2,237,454.00	\$48,136,454.00	0.42%	4.87%	07-Aug-25	09-Oct-25
CC02-3621 : Crafton Hall Renovation (DBB)	PCN3, Inc.	PCN3, Inc. - Change Order #003*	\$6,380,000.00	\$239,213.48	\$481,860.87	\$6,861,860.87	3.75%	7.55%	04-Sep-25	09-Oct-25
CC02-3621 : Crafton Hall Renovation (DBB)	PCN3, Inc.	PCN3, Inc. - Change Order #002	\$6,380,000.00	\$83,083.97	\$242,647.39	\$6,622,647.39	1.30%	3.80%	19-Aug-25	09-Oct-25

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

** Change order greater than \$250,000

*** Change order is above the 10% threshold and is being submitted to the Board of Trustees for approval

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: October 9, 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 October 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
31295	Amudipe, William	Performer	SBVC	First Year	\$ 3,500.00		
31297	Amudipe, William	Performer	SBVC	First Year	\$ 9,100.00		
31292	Benny Hau MD Inc	On Demand Services	CHC	CTE	\$ 12,800.00		
31286	Buddy Wagner Consulting LLC	Consultants	DSO	TESS	\$ 24,000.00		
31285	Chums 3 Media Inc	Broadcasting Rights	KVCR	KVCR	\$ 17,000.00		
31281	Chums Media Inc	Broadcasting Rights	KVCR	KVCR	\$ 9,104.00		
31256	Cidi Labs	Software/Licensing	DSO	TESS	\$ 66,600.00		
31264	Cintas Corporation	Services	SBVC	Science	\$ 25,000.00		
27066	Council of Development Finance Agencies	Amendment 01	SBCCD	Facilities	\$ 88,387.00		Term Extension



Contracts Below \$114,800
Presented for Information October 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
31315	Creation Networks Inc	CMAS	SBCCD	Facilities	\$ 100,000.00		
31307	Developing Leaders	Services	SBCCD	EDCT	\$ 10,000.00		
31308	Developing Leaders	Services	SBCCD	EDCT	\$ 11,200.00		
31309	Developing Leaders	Services	SBCCD	EDCT	\$ 10,000.00		
31284	Ebmeyer Charter & Tour	Bus Rental	SBCCD	EDCT	\$ 2,050.00		
31253	Ewing Painting Inc	Building Improvement	DSO	Facilities	\$ 45,825.00		
31305	Express Business Machines	Maintenance Agreement	SBCCD	ATPC	\$ 1,000.00		
31306	Financial Space LLC	Services	CHC	Student Life	\$ 2,691.00		
31252	G&R Machinery Services Inc	Repairs	SBVC	Applied Tech	\$ 3,819.37		



Contracts Below \$114,800
Presented for Information October 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
31311	G/M Business Interiors	Services	CHC	Financial Aid	\$ 10,700.00		
31302	Ginasol Inc	Services	SBVC	President's Office	\$ 58,000.00		
31287	Graduate Communications	Services	SBCCD	EDCT	\$ 29,750.00		
31310	H&L Charter Co Inc	Bus Rental	SBVC	Athletics	\$ 1,980.00		
31298	Harkins TSO LLC	Rental	SBVC	Film & Media	\$ 6,886.00		
31312	HCI Enviornmental & Engineering Services	On Demand Services	SBCCD	District Police	\$ 10,000.00		
31303	Hyattward Advertising Inc	Services	CHC	Marketing	\$ 18,850.00		
31270	Inland Empire Stages LTD	Bus Rental	SBVC	Student Equity	\$ 1,150.00		
31271	Inland Empire Stages LTD	Bus Rental	SBVC	Student Equity	\$ 1,150.00		



Contracts Below \$114,800
Presented for Information October 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
31313	JAD Auto Detailing	On Demand Services	SBCCD	District Police	\$ 5,000.00		
31272	Modern Clerisy	Services	SBCCD	EDCT	\$ 11,200.00		
31273	Modern Clerisy	Services	SBCCD	EDCT	\$ 10,000.00		
31277	Modern Clerisy	Services	SBCCD	EDCT	\$ 10,000.00		
31282	MPG Construction LLC	Building Improvement	SBVC	Applied Tech	\$ 15,975.00		
31265	Munroe, Michael dba Macro Development	Services	SBCCD	EDCT	\$ 12,920.00		
31266	Munroe, Michael dba Macro Development	Services	SBCCD	EDCT	\$ 30,000.00		
31267	Munroe, Michael dba Macro Development	Services	SBCCD	EDCT	\$ 10,000.00		
31263	Myers Information Systems Inc	Purchase Agreement	KVCR	KVCR	\$ 1,300.00		



Contracts Below \$114,800
Presented for Information October 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
31276	National Bus Charters	Services	SBVC	Admin Services	\$ 24,980.00		
31269	Navajo Highways LLC	Broadcasting Rights	KVCR	KVCR	\$ 36,000.00		
31251	Party Plus Rentals	Rental	SBVC	Marketing	\$ 2,758.50		
31268	Party Plus Rentals	Rental	CHC	Institutional Advancement	\$ 5,666.55		
31278	Party Plus Rentals	Rental	SBVC	Marketing	\$ 5,047.85		
31280	Props AV LLC	Services	CHC	Institutional Advancement	\$ 10,550.00		
31262	SendSafely Inc	Software/Licensing	DSO	TESS	\$ 2,880.00		
31254	Shred-It USA LLC	On Demand Services	DSO	Facilities	\$ 5,000.00		
31304	Stephen Joseph Craig Productions	Services	CHC	Institutional Advancement	\$ 8,500.00		



Contracts Below \$114,800
Presented for Information October 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
31243	Strata Information Group	Consultants	SBVC	Financial Aid	\$ 65,290.00		
31275	Stratiscope Inc	Consultants	DSO	Facilities	\$ 7,500.00		
31279	TrulyCreative Network Solutions	Software/Licensing	KVCR	KVCR	\$ 3,640.15		
31260	Trumba Corporation	Software/Licensing	DSO	TESS	\$ 13,822.56		
31283	Victoria, Anthony	On Demand Services	KVCR	KVCR	\$ 23,220.00		
31246	Arrowhead United Way	Facility Use	SBVC	Admin Services	No Cost		
31290	Calvary Chapel Rialto Christian School	MOU	SBVC	Academic Success	No Cost		
31244	Community Action Partnership of San Bernardino County	Facility Use	SBVC	Admin Services	No Cost		
26293	Foundation for California Community Colleges	Amendment 02	SBVC	CTE	No Cost		Term Extension



Contracts Below \$114,800
Presented for Information October 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
31291	Inland Empire Academic Libraries Cooperative	Cooperative Agreement	CHC	Library	No Cost		
31249	Phase3 Lab School	Dual Enrollment	SBVC	Academic Success	No Cost		
31248	Redlands Unified School District	Dual Enrollment	SBVC	Academic Success	No Cost		
31250	Sage Oak Charter School	Dual Enrollment	SBVC	Academic Success	No Cost		
31245	San Bernardino City USD	Facility Use	SBVC	Admin Services	No Cost		
31301	Street Characters Inc	Broadcasting Rights	SBVC	Student Life	No Cost		
31300	Tacolandia	Facility Use	SBVC	Admin Services	No Cost		
31288	WHRO Public Media	Broadcasting Rights	KVCR	KVCR	No Cost		
31257	Butte County Office of Education	Income	SBCCD	EDCT		\$ 537,140.00	



Contracts Below \$114,800
Presented for Information October 9, 2025

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
31258	Butte County Office of Education	Income	SBCCD	EDCT		\$ 537,140.00	
24705	CCC Chancellor Office	Income - Amendment 03	CHC	MESA		\$ 1,975,306.75	\$ 130,656.00
24779	CCC Chancellor Office	Income - Amendment 06	SBVC	Grants		\$ 2,297,039.75	\$ 131,212.00
31247	San Bernardino County Superintendent of Schools	Income - Training Agreement	CHC	CTE		\$ 41,496.00	
31299	San Bernardino Symphony Orchestra	Income - Facilities Use	SBVC	Admin Services		\$ 1,244.97	

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: October 9, 2025

SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

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

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. District cash balances are reviewed regularly and monitoring the amount of cash available to meet financial obligations is a core responsibility of the Fiscal Services Department. Fiscal year forecasts are updated monthly using the most current actual revenue and expense data and any new guidance from the State. Attached is the restricted and unrestricted General Fund monthly cash flow analysis.

ANALYSIS

As noted in the forecast, cash balances fluctuate throughout the year based on the amount and timing of actual and estimated revenues and expenses. The current cash estimate as of June 30, 2026, increased by \$222,794 to \$65,454,967 from the previous estimate of \$65,232,173. The cash balance remained relatively consistent with the previously projected amount with a small increase caused by normal cash fluctuations.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This analysis is an important part of ensuring sufficient cash is available to meet District needs.





General Fund Cash Flow Analysis – Restricted & Unrestricted Fiscal Year 2025-2026

(as of September 11, 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	70,141	80,848	78,026	81,672	75,991	69,445	78,926	73,890	75,719	76,947	76,096	74,688		
Receipts														
Federal		2	111	112	140	361	513	821	1,074	108	-1,504	1,181		2,918
State	19,117	6,576	13,939	7,515	7,965	39,252	7,530	10,756	15,458	9,233	8,699	11,704		157,745
Local	9,318	966	4,680	1,230	35	17,661	6,393	25	2,075	12,554	9,476	573		64,987
Interfund Transfer & Sale of Assets					2,876	26	-25	4,412			959	4,663		12,911
Accounts Receivable/Accruals	1,999	231	3,090	5,345	1,337	-6,877	787	2,704	1,556	-1,668	8,906	-2,148		15,263
Total Receipts	30,434	7,774	21,821	14,203	12,353	50,423	15,198	18,719	20,163	20,227	26,535	15,972		253,823
Disbursements														
Academic Salaries	64	3,189	5,421	6,313	6,320	4,258	5,817	5,370	6,068	6,031	6,487	12,338		67,677
Classified Salaries	3,340	3,498	3,911	4,397	4,239	3,964	4,201	3,857	4,139	4,838	4,500	4,799		49,683
Benefits	1,815	3,052	3,322	3,561	3,733	98	3,523	3,440	3,505	3,659	3,777	6,752		40,239
Supplies & Materials	177	80	119	260	215	27	196	456	270	482	442	420		3,143
Other Operating Exp	5,927	-1,590	3,246	3,527	2,769	372	4,612	1,499	3,874	3,679	4,793	1,731		34,439
Capital Outlay	867	-532	499	137	180	82	155	167	283	857	552	816		4,062
Other Outgo	1,263	439	1,971	1,759	1,722	2,505	1,243	2,010	990	1,975	845	1,664		18,386
Longterm Post-Employment Benefits	-4	-7	-7	-7	-7	-7	11	12	-7	-7	21	-8		-18
Accounts Payable/Accruals	6,278	2,467	-306	-64	-271	29,644	475	78	-186	-437	6,526	-3,308		40,897
Total Disbursements	19,727	10,596	18,176	19,884	18,899	40,943	20,234	16,889	18,935	21,078	27,943	25,205		258,508
Increase / (Decrease) in Cash Balance	10,707	-2,822	3,645	-5,681	-6,546	9,480	-5,036	1,830	1,227	-850	-1,409	-9,233		
Estimated Ending Cash Balance	80,848	78,026	81,672	75,991	69,445	78,926	73,890	75,719	76,947	76,096	74,688	65,455		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

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

DATE: October 9, 2025

SUBJECT: MOU(s) 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(s).

ANALYSIS

The attached MOU(s) 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(s) 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

September 9, 2025

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

The Parties agree to approve the Management Out-of-Class assignment for Nicholas Mendoza, HVAC/R Technician to the Interim, Maintenance & Grounds Supervisor, San Bernardino Valley College, under the following stipulations:

1. The length of the assignment will be September 10, 2025, through March 10, 2026, 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 10, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.
3. The Parties agree that the Employee, while performing the Management Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA; however, the Employee will be ineligible to receive the following special compensation: shift differential or bilingual/bi-literate during the length of Out-of-Class service.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the Management Out-of-Class assignment as the Interim, Maintenance & Grounds Supervisor, or be evaluated during this Management Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the HVAC/R Technician.
6. The Parties agree that during the Management Out-of-Class assignment, the Employee's seniority as the HVAC/R Technician will continue to accrue, and the Management Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management Out-of-Class assignment of Nicholas Mendoza.

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

For the District



Kristina Hannon, SBCCD
 Vice-Chancellor, Human Resources,
 Payroll, Police Services and Health and
 Safety Administration

For CSEA



Ernest Guillen, President CSEA #291



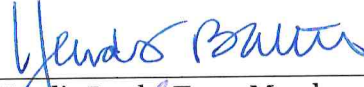
Cameron Kroetz, CSEA LRR



Diana Vaichis, Team Member



Kevin Limoges, Team Member



Yendis Battle, Team Member



Cedrick Wrenn, Team Member

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

September 16, 2025

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

The Parties have met in reference to the increase in full-time equivalent ("FTE") hours for one (1) Aquatic Center Pool Attendant position at Crafton Hills College and agreed to the following:

1. It is agreed and understood that the District would increase FTE hours for one (1) occupied Aquatic Center Pool Attendant position (**PCN: C220213**).
2. The increase in FTE hours is based on the department's operational needs.
3. The one (1) occupied Aquatic Center Pool Attendant position will be increased to 1.0 FTE from .4375 FTE to 40 hours per workweek from 17.50 hours per workweek, working 260 days per year.
4. The work schedule for Aleksander Kunf will be changed as follows:

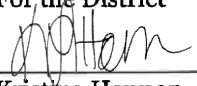
From: Monday – Friday, 4:30 a.m. to 8:00 a.m.

To: Tuesday – Friday, 8:30 a.m. to 5:00 p.m., Saturday, 6:30 a.m. to 3:00 p.m.

5. The Parties agree that the abovementioned changes will be effective on Wednesday, October 1, 2025.

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

For the District


Kristina Hannon, SBCCD
 Vice-Chancellor, Human Resources,
 Payroll, Police Services and Health and
 Safety Administration

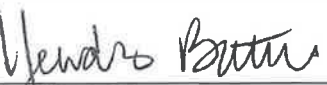
For CSEA


Ernest Guillen, President CSEA #291


Cameron Kroetz, CSEA LRR


Diana Vaichis, Team Member


Kevin Limoges, Team Member


Yendis Battle, Team Member


Cedrick Wrenn, Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

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

DATE: October 9, 2025

SUBJECT: Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

This item is for information only.

OVERVIEW

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

ANALYSIS

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.



SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2025-2026 budgets.



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 9, 2025

[v.9.17.2025.p.1|8]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Jimenez, Gabriela CHC Athletics	Assistant Coach, Men's Cross Country	07/01/25	06/30/26	\$10,000/ semester
Ketcherside, Kailyn CHC Athletics	Assistant Coach, Men's Swimming	07/01/25	06/30/26	\$10,000/ semester
Starkey, Reese CHC Athletics	Assistant Coach, Men's Water Polo	07/07/25	06/30/26	\$10,000/ semester
Hurst, Kayle CHC Athletics	Assistant Coach, Women's Water Polo	07/01/25	06/30/26	\$10,000/ semester
Zamudio, Martin CHC Athletics	Head Coach, Cross Country	08/25/25	06/30/26	\$16,000/ semester
Eads, Courtney CHC Athletics	Head Coach, Men's Swimming	07/01/25	06/30/26	\$16,000/ semester
Ketcherside, Kailyn CHC Athletics	Head Coach, Men's Water Polo	07/01/25	06/30/26	\$16,000/ semester
Hurst, Kayle CHC Athletics	Head Coach, Women's Swimming	07/01/25	06/30/26	\$16,000/ semester
Collins, Jack R CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	09/05/25	06/30/26	\$30.00/ \$45.00/ \$55.00
Mosley, Victoria S CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	09/05/25	06/30/26	\$30.00/ \$45.00/ \$55.00
Stratton, Sean c CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	09/05/25	06/30/26	\$30.00/ \$45.00/ \$55.00
Anderson, Cira L CHC Tutoring Center	Tutor I	08/19/25	06/30/26	\$17.00
Dyer, Peyton M CHC Tutoring Center	Tutor I	08/19/25	06/30/26	\$17.00
Hill, Naviah K CHC Tutoring Center	Tutor I	08/19/25	06/30/26	\$17.00
Jauregui, Allison J CHC Tutoring Center	Tutor I	08/19/25	06/30/26	\$17.00
Julian, Lindsey R CHC Tutoring Center	Tutor I	08/19/25	06/30/26	\$17.00
Probst, Brandon M CHC Tutoring Center	Tutor I	08/19/25	06/30/26	\$17.00
Ton, Kaelynn CHC Tutoring Center	Tutor I	09/15/25	06/30/26	\$17.00
Vara, Emma K CHC Tutoring Center	Tutor I	08/19/25	06/30/26	\$17.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 9, 2025

[v.9.17.2025.p.2|8]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Velasco, Samuel N CHC Tutoring Center	Tutor I	08/19/25	06/30/26	\$17.00
Adams III, Edward L DIST Economic Development & Corporate Training	Program Assistant	09/08/25	06/30/26	\$20.00
Hatter, Tierra D DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	09/08/25	06/30/26	\$23.00
Esparza, Daniella DIST Educational & Student Support Services	Program Assistant	09/01/25	06/30/26	\$49.00
Shurbaji, Norah O DIST Educational and Student Support Services	Program Assistant	09/08/25	06/30/26	\$40.00
Hoopai, Kanani P DIST Educational and Student Support Services	Region 9 Mentee	09/08/25	06/30/26	\$625.00/semester
Lopez, Elizabeth DIST Educational and Student Support Services	Region 9 Mentee	09/08/25	06/30/26	\$625.00/semester
Shurbaji, Norah O DIST Educational and Student Support Services	Region 9 Mentee	09/08/25	06/30/26	\$625.00/semester
Smith, Kelly D DIST Educational and Student Support Services	Region 9 Mentee	09/08/25	06/30/26	\$625.00/semester
Santos, Aidan I DIST Human Resources	HR Intern	09/02/25	06/30/26	\$20.00
Clarke, Ayisis SBVC Academic Success & Learning Services	Program Assistant	10/01/25	06/30/26	\$25.00
Babino, Eric SBVC Academic Success & Learning Services	Tutor III	08/01/25	06/30/26	\$20.00
Gaston, Najee SBVC Academic Success & Learning Services	Tutor III	09/08/25	06/30/26	\$20.00
Martinez, Raul SBVC Academic Success & Learning Services	Tutor III	09/08/25	06/30/26	\$20.00
Clara, Marlene Z SBVC Arts & Humanities	Social Media Specialist	09/01/25	06/30/26	\$21.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 9, 2025

[v.9.17.2025.p.3]8]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Brown, Samuel SBVC Athletics	Assistant Coach, Football	07/01/25	06/30/26	\$10,000/ semester
Burns Jr, Steven SBVC Athletics	Assistant Coach, Football	07/01/25	06/30/26	\$10,000/ semester
Guy-Williams, Giles SBVC Athletics	Assistant Coach, Football	07/01/25	06/30/26	\$10,000/ semester
Merriwether, Andrew SBVC Athletics	Assistant Coach, Football	07/01/25	06/30/26	\$10,000/ semester
Paredes, John SBVC Athletics	Assistant Coach, Football	07/01/25	05/10/26	\$5,000/ semester
Pontious, Richard SBVC Athletics	Assistant Coach, Football	07/01/25	06/30/26	\$10,000/ semester
William, Jerret SBVC Athletics	Assistant Coach, Football	07/01/25	06/30/26	\$10,000/ semester
Rawlston Charles SBVC Athletics	Assistant Coach, Men's Basketball	07/01/25	06/30/26	\$5,000/ semester
Ramirez, Michael SBVC Athletics	Assistant Coach, Men's Cross Country	07/01/25	06/30/26	\$10,000/ semester
Politron, Jose SBVC Athletics	Assistant Coach, Men's Soccer	07/01/25	06/30/26	\$10,000/ semester
Sierra, Francisco SBVC Athletics	Assistant Coach, Men's Soccer	07/16/25	06/30/26	\$10,000/ semester
Goss, Curtis SBVC Athletics	Assistant Coach, Men's Track Field	07/01/25	06/30/26	\$10,000/ semester
Gazzaniga, Steve SBVC Athletics	Assistant Coach, Volleyball	07/01/25	06/30/26	\$10,000/ semester
Glover, Shannon SBVC Athletics	Assistant Coach, Volleyball	07/01/25	06/30/26	\$10,000/ semester
Battle, Demetric SBVC Athletics	Assistant Coach, omen's Basketball	08/25/25	06/30/26	\$10,000/ semester
Gonzalez, Teresa SBVC Athletics	Assistant Coach, omen's Basketball	07/01/25	06/30/26	\$10,000/ semester
Doran, Stephanie SBVC Athletics	Assistant Coach, Women's Soccer	07/01/25	06/30/26	\$10,000/ semester
Hughes, Noelle SBVC Athletics	Assistant Coach, Women's Soccer	08/25/25	06/30/26	\$10,000/ semester
Marquez, Jeremiah SBVC Athletics	Assistant Coach, Women's Soccer	07/01/25	06/30/26	\$10,000/ semester
Ramirez, Michael SBVC Athletics	Assistant Coach, Women's Track & Field	07/01/25	06/30/26	\$10,000/ semester
Sanchez, Ricardo SBVC Athletics	Assistant Coach, Women's Track & Field	07/01/25	06/30/26	\$10,000/ semester



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 9, 2025

[v.9.17.2025.p.4|8]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Kounas, Jason SBVC Athletics	Head Coach, Baseball	07/01/25	06/30/26	\$16,000/ semester
Ratigan, James SBVC Athletics	Head Coach, Men's Cross Country	07/01/25	06/30/26	\$16,000/ semester
Brown, Joshua SBVC Athletics	Head Coach, Men's Soccer	07/01/25	06/30/26	\$16,000/ semester
Mendoza, Kendra SBVC Athletics	Head Coach, Softball	07/01/25	06/30/26	\$16,000/ semester
Vansant, Robert SBVC Athletics	Head Coach, Volleyball	07/01/25	06/30/26	\$16,000/ semester
Smith, Julia SBVC Athletics	Head Coach, Women's Basketball	07/01/25	06/30/26	\$16,000/ semester
Sanchez, Ricardo SBVC Athletics	Head Coach, Women's Cross Country	07/01/25	06/30/26	\$16,000/ semester
Lefay, Jenna SBVC Athletics	Head Coach, Women's Soccer	07/01/25	06/30/26	\$16,000/ semester
Ratigan, James SBVC Athletics	Head Coach, Women's Track & Field	07/01/25	06/30/26	\$16,000/ semester
Byrd Cross, Matilda A SBVC Counseling	Program Assistant	09/02/25	12/19/25	\$20.00
Chacon, Wendy SBVC EOPS/CARE	Program Assistant	07/01/25	06/30/26	\$20.00
Galeano, Taysia R SBVC FTVM	FTVM Intern I	09/02/25	06/30/26	\$16.50
Greenhalgh, Scott B SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	10/01/25	06/30/26	\$45.00/ \$53.00
Valdez, Maria C SBVC Psychiatric Technology	Project Liaison	08/26/25	12/31/25	\$60.00
Aguilar, Eduardo SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Aguirre, David SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Alamillo, Annabelle I SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Alvarez, Timothy James O SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Bailey, Rebecca M SBVC STEM-MESA	Tutor I	09/04/25	06/30/26	\$17.00
Chahwan, Joelle M SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 9, 2025

[v.9.17.2025.p.5]8]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Dierkcks, Michael T SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Hernandez, Ashely SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Le, Sarah K SBVC STEM-MESA	Tutor I	09/04/25	06/30/26	\$17.00
Leon, Ariana L SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Luvian, Martin R SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Park, John SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Perez, Marcos A SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Ragland-Inglish, Tevin D SBVC STEM-MESA	Tutor I	09/05/25	06/30/26	\$17.00
Ramsey, Ryan M SBVC STEM-MESA	Tutor I	09/05/25	06/30/26	\$17.00
Rodriguez, Damian J SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Rosas-Gutierrez, Monica SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Soto, Alfonso J SBVC STEM-MESA	Tutor I	09/02/25	06/30/26	\$17.00
Vazquez Gonzalez, Emilo E SBVC STEM-MESA	Tutor I	09/05/25	06/30/26	\$17.00
Aguilar, Daniel D SBVC STEM-MESA	Tutor III	08/11/25	06/30/26	\$20.00
Alamillo, Annabelle I SBVC STEM-MESA	Tutor III	08/11/25	06/30/26	\$20.00
Carrasco, Cristian SBVC STEM-MESA	Tutor III	08/11/25	06/30/26	\$20.00
Chahwan, Joelle M SBVC STEM-MESA	Tutor III	09/11/25	06/30/26	\$20.00
Cruz, David SBVC STEM-MESA	Tutor III	08/11/25	06/30/26	\$20.00
Duah, Kameron SBVC STEM-MESA	Tutor III	08/11/25	06/30/26	\$20.00
Franco Rojo, Jose G SBVC STEM-MESA	Tutor III	09/02/25	06/30/26	\$20.00
Jones, Nathan Jr SBVC STEM-MESA	Tutor III	08/11/25	06/30/26	\$20.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 9, 2025

[v.9.17.2025.p.6]8]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Park, John SBVC STEM-MESA	Tutor III	09/17/25	06/30/26	\$20.00
Potz, Beth A SBVC STEM-MESA	Tutor III	08/11/25	06/30/26	\$20.00
Williams, Joseph G SBVC STEM-MESA	Tutor III	08/11/25	06/30/26	\$20.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Monsalve, Krysten SBVC Art	Life Drawing Model	09/03/25	06/30/26	\$25.00

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Eborn, Maddison CHC Advancement LOA	Institutional Advancement Coordinator	09/08/25	11/08/25	\$33.66
Wagner, Kathryn CHC Aquatics Sick/Vacation	Pool Attendant	07/01/25	08/30/25	\$22.11
Wagner, Kathryn CHC Aquatics Sick/Vacation	Pool Attendant	09/02/25	10/31/25	\$22.11
Ferguson, Doug CHC Student Accessibility Services Vacancy	Alternative Media and Assistive Technology Specialist	09/02/25	09/14/25	\$36.26
Veliz, Andrew EDCT Economic Development Ext: Vacancy	Grant Technician	09/03/25	10/28/25	\$25.63
Bracamontes, Yvette SBVC Child Development Center EXT: Sick/Vacation/LOA	Child Development Assistant	09/06/25	11/04/25	\$18.60
Edith Cacho Bocanegra SBVC Child Development Center Sick/Vacation	Child Development Assistant	09/05/25	09/14/25	\$18.60



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 9, 2025

[v.9.17.2025.p.7|8]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Stefania Penafiel SBVC Child Development Center <i>Sick/Vacation</i>	Child Development Assistant	09/05/25	09/14/25	\$18.60
Sarsour, Ansaf SBVC Child Development Center <i>EXT: Sick/Vacation/LOA</i>	Child Development Teacher	09/06/25	11/04/25	\$26.27
Ageeb, Nermen SBVC Child Development Center <i>EXT: Sick/Vacation/LOA</i>	Child Development Assistant	09/06/25	11/04/25	\$18.60
Bobadilla, Mayra SBVC Child Development Center <i>EXT: Sick/Vacation/LOA</i>	Child Development Assistant	09/06/25	11/04/25	\$18.60
Ageeb, Nermen SBVC Child Development Center <i>EXT: Sick/Vacation/LOA</i>	Child Development Teacher	09/06/25	11/04/25	\$26.27
Bock, Timothy SBVC Custodial <i>EXT: Sick/Vacation/LOA</i>	Custodian	08/31/25	10/29/25	\$22.69
Cardona, Marina SBVC Custodial <i>EXT: Sick/Vacation/LOA</i>	Custodian	08/31/25	10/29/25	\$23.69
Chavez, Ana SBVC Custodial <i>EXT: Sick/Vacation/LOA</i>	Custodian	08/31/25	10/29/25	\$24.69
George, Billy SBVC Custodial <i>EXT: Sick/Vacation/LOA</i>	Custodian	08/31/25	10/29/25	\$25.69
Hinojosa, Martin SBVC Custodial <i>Vacancy/Sick/Vacation</i>	Custodian	09/12/25	10/30/25	\$22.69
Martinez Alarcon, Aziel SBVC Custodial <i>EXT: Sick/Vacation/LOA</i>	Custodian	08/31/25	10/29/25	\$26.69
Martinez, Luis SBVC Custodial <i>EXT: Sick/Vacation/LOA</i>	Custodian	08/31/25	10/29/25	\$27.69
Reyes, Ruben SBVC Custodial <i>EXT: Sick/Vacation/LOA</i>	Custodian	08/31/25	10/29/25	\$28.69



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 9, 2025

[v.9.17.2025.p.8|8]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Villalpando, Lauren SBVC Custodial <i>EXT: Sick/Vacation/LOA</i>	Custodian	08/31/25	10/29/25	\$29.69
Halsell, Heidi SBVC Student Accessibility Services <i>Ext: Vacancy</i>	Student Services Technician II	09/02/25	10/31/25	\$25.63

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: October 9, 2025

SUBJECT: Purchase Order Report

RECOMMENDATION

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

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 8/18/2025 – 9/13/2025 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
October 9, 2025

PO#	Supplier Name	Amount
PO2601131	ROSAS, ROSA OLIVIA	\$ 500.00
PO2601137	COROVAN MOVING & STORAGE CO	\$ 7,350.02
PO2601138	KNOWLAND INC	\$ 880.00
PO2601139	3FORMS LLC	\$ 14,653.24
PO2601140	EMPIRE WELDING SUPPLY INC	\$ 7,827.66
PO2601141	CASTRO, DEBORAH MARIE	\$ 100.00
PO2601146	TEAMVIEWER GERMANY GMBH	\$ 2,758.80
PO2601147	FOLLETT CORPORATION	\$ 300.00
PO2601148	NEIL ENTERPRISES	\$ 1,514.38
PO2601149	NEIL ENTERPRISES	\$ 1,361.33
PO2601150	A & I REPROGRAPHICS	\$ 3,415.36
PO2601151	PANERA LLC	\$ 102.27
PO2601152	NEIL ENTERPRISES	\$ 3,114.15
PO2601154	ADVANCED IMAGING SOLUTIONS	\$ 2,400.00
PO2601155	BSN SPORTS INC	\$ 2,137.00
PO2601156	CORONA AIR PAINT	\$ 27,351.00
PO2601157	PANERA LLC	\$ 300.61
PO2601158	ISLAND ADVERTISING INC	\$ 1,567.56
PO2601159	SAN BERNARDINO CCD	\$ 76.13
PO2601160	SAN BERNARDINO CCD	\$ 253.33
PO2601161	SAN BERNARDINO CCD	\$ 205.75
PO2601162	PAPAS EL GUERO	\$ 2,039.06
PO2601163	PAPAS EL GUERO	\$ 2,039.06
PO2601165	NEIL ENTERPRISES	\$ 675.84
PO2601166	SAN BERNARDINO CCD	\$ 855.20
PO2601168	BLACKHAWK NETWORK INC	\$ 9,500.00
PO2601169	SAN BERNARDINO CCD	\$ 10,000.00
PO2601170	SAN BERNARDINO CCD	\$ 3,021.59
PO2601172	COAST COMMUNITY COLLEGE DISTRICT	\$ 300.00
PO2601173	CSUSB PHILANTHROPIC FOUNDATION	\$ 450.00
PO2601175	COMMUNITY PLAYTHINGS	\$ 2,699.18
PO2601176	A & I REPROGRAPHICS	\$ 1,099.90
PO2601178	SAN BERNARDINO CCD	\$ 3,000.00
PO2601179	SAN BERNARDINO CCD	\$ 700.00
PO2601180	FRONTIER COMMUNICATIONS	\$ 300.00
PO2601181	CDW LLC	\$ 9,723.34
PO2601182	VERDANTAS INC	\$ 36,262.58
PO2601183	JACO, HERBERTH	\$ 300.00
PO2601184	DIAZ, EMMA	\$ 300.00
PO2601185	LOPEZ, MARIA	\$ 300.00
PO2601186	MICHEL, FILI	\$ 300.00
PO2601187	CHAVEZ, MARIA R.	\$ 300.00
PO2601188	GONZALEZ, PEDRO	\$ 300.00
PO2601189	SAN BERNARDINO, COUNTY OF	\$ 36,000.00
PO2601191	KNOWLAND INC	\$ 9,504.00

Purchase Order Report
October 9, 2025

PO#	Supplier Name	Amount
PO2601192	DIVISION OF STATE ARCHITECT	\$ 107.50
PO2601195	STAPLES BUSINESS ADVANTAGE	\$ 95.88
PO2601197	SAN BERNARDINO CCD	\$ 963.93
PO2601199	VASQUEZ, ROBERT	\$ 3,175.50
PO2601200	BLACKHAWK NETWORK INC	\$ 7,342.44
PO2601201	FOLLETT CORPORATION	\$ 2,000.00
PO2601202	BARR DOOR INC	\$ 13,375.55
PO2601203	STAPLES BUSINESS ADVANTAGE	\$ 145.45
PO2601204	ULINE INC	\$ 176.08
PO2601205	ULINE INC	\$ 1,036.72
PO2601206	FISHER SCIENTIFIC COMPANY LLC	\$ 1,248.52
PO2601207	ULINE INC	\$ 1,413.62
PO2601209	VWR INTERNATIONAL LLC	\$ 1,930.35
PO2601210	FISHER SCIENTIFIC COMPANY LLC	\$ 1,536.09
PO2601211	HEALTH CARE LOGISTICS	\$ 533.76
PO2601212	A & I REPROGRAPHICS	\$ 2,000.00
PO2601213	WORK BOOT WAREHOUSE	\$ 6,500.00
PO2601214	STAPLES BUSINESS ADVANTAGE	\$ 607.90
PO2601215	DICK BLICK HOLDINGS INC	\$ 841.62
PO2601216	CAZARES, ADAN ALBA	\$ 395.00
PO2601217	BABINO, ERIC	\$ 395.00
PO2601218	MOREIRA, JUANA	\$ 395.00
PO2601219	LOPEZ, CRISTAL PEREZ	\$ 395.00
PO2601220	JARAMILLO, BRITNEY	\$ 395.00
PO2601221	VIDALES, NATANYA	\$ 395.00
PO2601222	PUENTES, ALYSSA	\$ 395.00
PO2601223	RAMOS, RAGINA	\$ 395.00
PO2601224	TORRES, DAMIAN	\$ 395.00
PO2601225	VEGA, JULIA	\$ 395.00
PO2601226	NACCE	\$ 979.00
PO2601227	NACCE	\$ 979.00
PO2601231	INLAND MOVING & STORAGE CO INC	\$ 1,773.53
PO2601233	WORK BOOT WAREHOUSE	\$ 4,500.00
PO2601234	AIRGAS INC	\$ 15,000.00
PO2601235	SGH ARCHITECTS INC	\$ 6,209.40
PO2601236	LEMAY CONSTRUCTION	\$ 5,520.00
PO2601237	MONOPRICE INC	\$ 16.62
PO2601238	SHEWARD & SON & SONS	\$ 47,138.00
PO2601239	HALLPASS CAPITAL INC	\$ 24,767.92
PO2601240	CDW LLC	\$ 35,249.50
PO2601242	SAN BERNARDINO CCD	\$ 20,000.00
PO2601243	VICTOR VALLEY COLLEGE DISTRICT FOUNDATION INC	\$ 450.00
PO2601244	HISPANIC COALITION OF SMALL BUSINESSES	\$ 1,500.00
PO2601248	WILBUR'S POWER EQUIPMENT	\$ 4,000.00
PO2601250	CONVERGEONE INC	\$ 11,859.26

Purchase Order Report
October 9, 2025

PO#	Supplier Name	Amount
PO2601252	AVIDEX INDUSTRIES LLC	\$ 29,660.55
PO2601253	GRAINGER INC	\$ 20,725.14
PO2601254	SAN BERNARDINO CCD	\$ 150,000.00
PO2601257	HOWIES ATHLETIC TAPE	\$ 690.93
PO2601258	KEN'S SPORTING GOODS	\$ 5,341.56
PO2601259	WIZARD SPORTS EQUIPMENT INC	\$ 2,501.24
PO2601260	STAPLES BUSINESS ADVANTAGE	\$ 67.20
PO2601261	STAPLES BUSINESS ADVANTAGE	\$ 379.09
PO2601263	COLLEGESOURCE INC	\$ 9,808.07
PO2601280	SAN BERNARDINO CCD	\$ 209.83
PO2601281	CARD INTEGRATORS CORP	\$ 2,191.81
PO2601284	MAIER, KRISTY MARRIE	\$ 100.00
PO2601285	DELEON, CHRISTOPHER ALFRED	\$ 538.31
PO2601288	SAN BERNARDINO CCD	\$ 1,000.00
PO2601289	BENNETT GALLERY INC	\$ 1,082.50
PO2601290	BENNETT GALLERY INC	\$ 1,082.50
PO2601291	IE GOURMET FOOD TRUCKS LLC	\$ 6,968.00
PO2601292	DOUGH LIFE, THE	\$ 2,147.81
PO2601293	CA COMMUNITY COLLEGE FOOTBALL COACHES ASSOCIATIONS	\$ 300.00
PO2601295	WORK BOOT WAREHOUSE	\$ 600.00
PO2601296	WORK BOOT WAREHOUSE	\$ 5,250.00
PO2601297	COMPLEAT SCULPTOR, THE	\$ 1,619.20
PO2601298	SHARP DESIGNS CUSTOM EMBROIDERY	\$ 166.39
PO2601299	SHARP DESIGNS CUSTOM EMBROIDERY	\$ 87.00
PO2601300	PANERA LLC	\$ 208.45
PO2601303	UNITED RENTALS NORTH AMERICA INC	\$ 600.00
PO2601304	HARDY DIAGNOSTICS	\$ 244.83
PO2601306	STAPLES BUSINESS ADVANTAGE	\$ 480.00
PO2601307	SAN BERNARDINO, COUNTY OF	\$ 622.00
PO2601308	STAPLES BUSINESS ADVANTAGE	\$ 1,023.53
PO2601312	FOUNDATION FOR GROSSMONT & CUYAMACA COLLEGE	\$ 150.00
PO2601313	SOUTHWESTERN COMMUNITY COLLEGE DISTRICT	\$ 700.00
PO2601315	SOUTHWESTERN COMMUNITY COLLEGE DISTRICT	\$ 350.00
PO2601316	SAN BERNARDINO CCD	\$ 75,000.00
PO2601319	DELL MARKETING LP	\$ 37,253.85
PO2601320	ULINE INC	\$ 1,228.34
PO2601321	HERRON, JORDAN	\$ 200.00
PO2601322	HURST, KAYLE	\$ 200.00
PO2601324	UNDOCUSCHOLARS LLC	\$ 9,000.00
PO2601325	TRUMBA CORPORATION	\$ 13,822.56
PO2601327	PANERA LLC	\$ 280.14
PO2601328	B&H PHOTO VIDEO	\$ 6,189.38
PO2601329	CAMERON WELDING SUPPLY	\$ 382.08
PO2601330	FINAL DRAFT	\$ 3,566.03
PO2601332	EFI GLOBAL INC	\$ 45,104.40

Purchase Order Report
October 9, 2025

PO#	Supplier Name	Amount
PO2601333	PBK ARCHITECTS INC DBA LEAF ENGINEERS	\$ 2,010.46
PO2601334	COROVAN MOVING & STORAGE CO	\$ 3,870.54
PO2601335	DLR GROUP INC - A CALIFORNIA CORP	\$ 4,061.26
PO2601336	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	\$ 30,105.00
PO2601337	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	\$ 11,000.00
PO2601338	NCS PEARSON INC	\$ 277.95
PO2601339	EASTERN EDUCATIONAL TELEVISION NETWORK INC	\$ 18,804.00
PO2601340	STAPLES BUSINESS ADVANTAGE	\$ 627.75
PO2601342	POCKET NURSE ENTERPRISES INC	\$ 1,219.64
PO2601343	MEDLINE INDUSTRIES INC	\$ 2,713.71
PO2601344	NATIONAL ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS	\$ 795.00
PO2601345	VERDEK LLC	\$ 7,304.14
PO2601346	VERDEK LLC	\$ 13,612.50
PO2601350	CONVERGEONE INC	\$ 22,508.00
PO2601352	STAPLES BUSINESS ADVANTAGE	\$ 176.47
PO2601353	SAN BERNARDINO CCD	\$ 1,353.94
PO2601355	FORESTRY SUPPLIERS INC	\$ 544.41
PO2601356	POCKET NURSE ENTERPRISES INC	\$ 1,829.15
PO2601358	COMPUTERIZED EMBROIDERY COMPANY INC	\$ 487.20
PO2601359	ARCHITECTURAL RESOURCES GROUP	\$ 5,600.00
PO2601360	COMPUTERIZED EMBROIDERY COMPANY INC	\$ 500.25
PO2601361	MVP SECURITY SYSTEMS INC	\$ 6,769.00
PO2601362	SIGNS & LUCITE PRODUCTS INC	\$ 43,971.27
PO2601363	HAAS FACTORY OUTLET	\$ 2,553.93
PO2601364	BIGSIGNS.COM INC	\$ 329.49
PO2601365	CONTROL SOLUTIONS INC	\$ 428.48
PO2601367	CITI PROGRAM A DIVISION OF BRANY	\$ 4,000.00
PO2601370	SENDSAFELY INC	\$ 2,880.00
PO2601371	ESPINOZA MARKET	\$ 5,437.50
PO2601372	MEDLINE INDUSTRIES INC	\$ 1,119.72
PO2601373	STAPLES BUSINESS ADVANTAGE	\$ 478.40
PO2601374	STAPLES BUSINESS ADVANTAGE	\$ 149.12
PO2601375	STAPLES BUSINESS ADVANTAGE	\$ 194.23
PO2601376	STAPLES BUSINESS ADVANTAGE	\$ 45.60
PO2601377	LUMINARIAS, MARWIN THADDEUS	\$ 457.53
PO2601378	4IMPRINT INC	\$ 408.43
PO2601379	SAN BERNARDINO CCD	\$ 497.41
PO2601380	ULINE INC	\$ 30.65
PO2601381	4IMPRINT INC	\$ 676.01
PO2601382	UNITED STATES PLASTIC CORP	\$ 550.88
PO2601383	COMPUTERIZED EMBROIDERY COMPANY INC	\$ 1,108.16
PO2601384	GRAFXOLUTION INC	\$ 25,000.00
PO2601385	POSITIVE PROMOTIONS INC	\$ 325.65
PO2601386	FLEET FEET SPORTS	\$ 1,076.63
PO2601387	FLEET FEET SPORTS	\$ 304.50

Purchase Order Report
October 9, 2025

PO#	Supplier Name	Amount
PO2601391	FOLLETT CORPORATION	\$ 13,000.00
PO2601393	BIO-RAD LABORATORIES INC	\$ 2,016.19
PO2601396	STAPLES BUSINESS ADVANTAGE	\$ 959.82
PO2601398	UNISOURCE SOLUTIONS LLC	\$ 4,935.00
PO2601399	WIZARD SPORTS EQUIPMENT INC	\$ 163.11
PO2601400	OMEGA ENVIRONMENTAL SERVICES INC	\$ 3,455.00
PO2601401	SUNDOWN WINDOW TINT INC	\$ 5,130.00
PO2601402	BOUND TREE MEDICAL LLC	\$ 1,232.57
PO2601403	ULINE INC	\$ 537.86
PO2601405	OMEGA ENVIRONMENTAL SERVICES INC	\$ 4,725.00
PO2601406	CDW LLC	\$ 222.65
PO2601409	PERFORMANCE HEALTH SUPPLY INC	\$ 33,853.70
PO2601410	DUCK & OWL LLC	\$ 293.62
PO2601411	ART OF THE CITY PRODUCTION	\$ 1,900.00
PO2601412	NAVAJO HIGHWAYS LLC	\$ 36,000.00
PO2601413	STAPLES BUSINESS ADVANTAGE	\$ 173.98
PO2601414	CAROLINA BIOLOGICAL SUPPLY CO	\$ 149.59
PO2601415	ULINE INC	\$ 239.07
PO2601416	MCMASTER-CARR SUPPLY CO	\$ 132.77
PO2601417	ULINE INC	\$ 168.04
PO2601421	ULINE INC	\$ 1,186.42
PO2601422	SID TOOL INC	\$ 172.37
PO2601424	MCMASTER-CARR SUPPLY CO	\$ 192.53
PO2601425	STAPLES BUSINESS ADVANTAGE	\$ 770.29
PO2601426	SAN BERNARDINO CCD	\$ 236.74
PO2601427	FRESH CUT FOODS LLC	\$ 2,457.03
PO2601428	LY, CHRISTINA	\$ 300.00
PO2601429	LY, CHRISTINA	\$ 300.00
PO2601430	WIRZ & COMPANY PRINTING INC	\$ 6,344.34
PO2601432	INLAND MOVING & STORAGE CO INC	\$ 1,842.00
PO2601433	INLAND MOVING & STORAGE CO INC	\$ 612.00
PO2601434	BENNER METALS CORPORATION	\$ 463.28
PO2601435	CARLOS, RAYMOND	\$ 117.26
PO2601436	APEX TRADES CONTRACTING	\$ 5,562.50
PO2601437	MAGLIN CORPORATION	\$ 7,725.38
PO2601438	EVENT PIXIE	\$ 2,520.00
PO2601439	JON'S FLAGS AND POLES INC	\$ 1,468.13
PO2601440	GALILEO, ROXANNA	\$ 2,250.00
PO2601441	JENKINS, JOHN	\$ 2,250.00
PO2601442	MENCHACA, DANIEL	\$ 2,250.00
PO2601443	RAMIREZ, IGNACIO	\$ 2,250.00
PO2601444	LUTZ, MARIA	\$ 2,250.00
PO2601445	COSTA, ALBERT	\$ 2,250.00
PO2601446	DURAN, ADRIAN	\$ 2,250.00
PO2601447	SOLIS AYALA, JUAN	\$ 2,250.00

Purchase Order Report
October 9, 2025

PO#	Supplier Name	Amount
PO2601448	AGUILAR BENITEZ, RAQUEL	\$ 2,250.00
PO2601449	GOMEZ, MIA	\$ 2,250.00
PO2601450	SOTO, ALVARO	\$ 2,250.00
PO2601451	ALBERTAO, FELIPE	\$ 2,250.00
PO2601452	SALAZAR, ISMAEL	\$ 2,250.00
PO2601453	AYALA, DANIEL	\$ 2,250.00
PO2601454	MORALES, LUIS ALVAREZ	\$ 2,250.00
PO2601455	STAPLES BUSINESS ADVANTAGE	\$ 202.22
PO2601457	FOLLETT CORPORATION	\$ 195.75
PO2601459	STAPLES BUSINESS ADVANTAGE	\$ 485.31
PO2601460	STAPLES BUSINESS ADVANTAGE	\$ 742.81
PO2601461	STAPLES BUSINESS ADVANTAGE	\$ 287.40
PO2601462	STAPLES BUSINESS ADVANTAGE	\$ 1,096.33
PO2601477	STAPLES BUSINESS ADVANTAGE	\$ 160.82
PO2601488	CHUMS 3 MEDIA INC	\$ 17,000.00
PO2601490	MERCADANTE, DOMINIC	\$ 1,916.56
PO2601491	DIVISION OF STATE ARCHITECT	\$ 371.36
PO2601492	DIVISION OF STATE ARCHITECT	\$ 53.75
PO2601493	POCKET NURSE ENTERPRISES INC	\$ 1,374.72
PO2601495	BEAR ICE COMPANY LLC	\$ 5,000.00
PO2601496	STAPLES BUSINESS ADVANTAGE	\$ 97.65
PO2601497	FOLLETT CORPORATION	\$ 750.38
PO2601498	LOS ANGELES COMMUNITY COLLEGE DISTRICT	\$ 250.00
PO2601499	STAPLES BUSINESS ADVANTAGE	\$ 106.48
PO2601500	GUISADOS LA MORENITA	\$ 1,631.25
PO2601502	STAPLES BUSINESS ADVANTAGE	\$ 37.02
PO2601503	STAPLES BUSINESS ADVANTAGE	\$ 67.14
PO2601508	STAPLES BUSINESS ADVANTAGE	\$ 388.47
PO2601525	ON THE GO DJ PRO INC	\$ 495.00
PO2601526	ZAMUDIO, MARTIN	\$ 200.00
PO2601527	CA ASSOC OF COMM COLLEGE REGISTRARS & ADMISSION OFFICERS	\$ 500.00
PO2601528	STAPLES BUSINESS ADVANTAGE	\$ 58.68
PO2601529	STAPLES BUSINESS ADVANTAGE	\$ 997.91
PO2601530	STAPLES BUSINESS ADVANTAGE	\$ 213.79
PO2601531	STAPLES BUSINESS ADVANTAGE	\$ 33.53
PO2601532	STAPLES BUSINESS ADVANTAGE	\$ 132.62
PO2601560	STAPLES BUSINESS ADVANTAGE	\$ 152.96
PO2601561	STAPLES BUSINESS ADVANTAGE	\$ 41.74
PO2601562	STAPLES BUSINESS ADVANTAGE	\$ 417.80
PO2601579	STAPLES BUSINESS ADVANTAGE	\$ 94.79
PO2601580	STAPLES BUSINESS ADVANTAGE	\$ 269.69
PO2601581	STAPLES BUSINESS ADVANTAGE	\$ 102.71
PO2601590	STAPLES BUSINESS ADVANTAGE	\$ 1,166.52

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

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

DATE: October 9, 2025

SUBJECT: Resignations

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

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

ANALYSIS

The employees on the attached list tendered their resignation to the District.

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 October 9, 2025

[v.9.22.2025.p.2|2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Chavarria, Jimmy Custodian	SBVC Custodial	6.5 years	09/19/25
Galindo, Jose Custodian	SBVC Custodial	3.5 years	09/09/25
Razo, Alexander College Police Officer	DSO District Police	5 years	09/30/25

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: October 9, 2024

SUBJECT: Sabbatical Report

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

The process for awarding sabbatical leaves is based on the bargaining agreement, Article 18, Section H.1. (a) between SBCCD and the CTA. The Sabbatical Leave Committee at each college will evaluate each proposal and forward the applications and recommendations to the District Sabbatical Leave Committee. The District Sabbatical Leave Committee shall forward its recommendations to the Chancellor for review and any recommendation to the Board.

Per the bargaining agreement between the District and the CTA, the recipient of a sabbatical leave must complete a comprehensive written report with specific evaluation of the leave in terms of each of the purposes stated in the original application. The report must identify as clearly as possible the benefits to students of the district that have accrued from the sabbatical leave.

ANALYSIS

On January 11, 2024, the SBCCD Board of Trustees approved the sabbatical leave of Brandi Bailes, Breanna Andrews, Margaret Worsley, and Jennifer Bjerke for the 2024/2025 academic year. The latter two employees retired from the District during the academic year. Alma Lopez was chosen to assume one of the open leaves. The purpose of this report is to provide the Board of Trustees with an update on the professional activities conducted by these Faculty members during their sabbatical leaves.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Sabbatical Report Cover Sheet

Name: Brandi Bailes

Position/Campus: Professor of Mathematics, CHC

Sabbatical Term: Fall 2024

A. Executive Summary:

This sabbatical project developed an extensive suite of Canvas-integrated resources and training modules to support student motivation, persistence, and mental health. It began with the recognition that procrastination is often anxiety in disguise, lack of motivation is frequently linked to depression, and that trauma can mimic ADHD. After a traumatic event, students may appear distracted, restless, or disorganized, behaviors often mistaken as inattentiveness or laziness when they may actually be PTSD responses. Rather than treating these patterns as disciplinary problems, the project reframed them as signals of underlying challenges and opportunities for growth by embedding mental health supports into the daily work of teaching and learning.

The report emphasizes practical tools that faculty can use immediately, BIT reporting guides, embedded wellness links, group check-in templates, and goal-setting structures. Group therapy-modeled techniques such as guided check-ins, structured peer reflection, and just-in-time interventions were adapted into Canvas so that instructors can use regular classroom assessments to promote both academic growth and emotional well-being. At the heart of this approach is How We Feel, an evidence-based emotional literacy app that helps users identify, name, and regulate emotions. Included in the report is a module of self-paced training that encourages faculty to use it first for themselves, building comfort with emotional vocabulary, and then in class to help students reframe procrastination, stress, and disengagement as signals that can be worked with rather than failures. By pairing emotional literacy with authentic assessment practices—projects, regrades, and flexible timelines—students not only learned content but also practiced resilience, persistence, and self-reflection.

Pilot implementations demonstrated how focusing on pedagogy that supports mental health functions in practice. Restructured project-based learning, flexible deadlines, and regrade opportunities tied directly into the Canvas modules, allowing students to connect cultural identity, social justice, and resilience to their coursework. Faculty used a warm demander approach—acknowledging struggle while maintaining high expectations—so that students felt supported and challenged. Success rates rose as participation deepened, showing that embedding mental health practices into curriculum design strengthens both learning and well-being.

B. Purpose of this presentation/report:

To demonstrate that mental health support is not separate from academic success but deeply tied to how we design learning, this sabbatical created a model for embedding SEL practices, authentic assessment, and goal-setting into Canvas so that instructors support mental health by doing what they already do best: teaching, assessing, and guiding growth.

By helping faculty and students build emotional vocabulary, recognize patterns of stress, and interpret behaviors that may reflect depression, anxiety, or PTSD (and its conflation with ADHD), the report equips instructors to respond with empathy rather than mislabeling students as disengaged. Tools such as *How We Feel* provide a stigma-free, low-barrier entry point into mental health familiarity, aligning with faculty expertise instead of asking them to become therapists.

The expansion into goal setting reframed mental health support as an extension of normal instructional practice—teaching and evaluating student work—rather than an added responsibility outside of faculty expertise.

C. What are the outcomes and next steps?

Completed Canvas resources include:

- BIT Reporting Information for Faculty – step-by-step reporting guide, FAQs, and direct reporting link integrated into Canvas.
- Pathway 1: Direct Support and Mental Health Check-Ins – resources for passive and active check-ins, emotional health scales, just-in-time stress interventions, and peer reflection modeled after group therapy.
- Pathway 2: Expansion into Goal-Setting and Project-Based Learning (in progress) – templates that integrate goal-setting and persistence practices into course structures and assessments.
- Training Module: How We Feel for Faculty Self-Reflection and Student Understanding – self-paced training that links SEL and emotional literacy to classroom practice.
- Classroom Visits and Embedded Resources – templates for inviting wellness staff, plus permanent iframes for Health and Wellness, TimelyCare, and peer groups directly in course shells.

- Sample Faculty Communications – emails, Canvas announcements, and scripts to make referrals and check-ins easier.

Next steps: expand implementation into higher-level courses such as Calculus II and adapt the Canvas modules into discipline-neutral templates that can be used across STEM and beyond.

D. What can the Board do to help?

The Board can help by championing mental health as a central element of academic success and by providing resources such as faculty release time or stipends to pilot these methods across disciplines. This sabbatical demonstrated that initiatives around mental health, equity, and AI-resistant assessment can be tied together under a unifying framework that allows faculty to stay anchored in their expertise—teaching and evaluating student work—without being pulled in multiple competing directions.

Considering this, the request of the Board is not to also track or manage individual mental health initiatives, but to ensure reporting shifts toward how initiatives directed at faculty are being aligned rather than fragmented. This ensures that efforts across these areas are connected, transparent, and sustainable.

Sabbatical Report Cover Sheet

Name: Breanna Brighton

Position/Campus: Faculty / Crafton Hills College

Sabbatical Term: Fall 2024

- A. **Executive Summary:** During my sabbatical leave, I authored *Growth Without Grades: A Teacher's Toolkit*, a comprehensive resource designed to guide faculty in implementing ungrading—an assessment approach that emphasizes feedback, growth, and equity over traditional point-based grading. The project included research, faculty interviews, guidebook development, and the creation of training materials. Outcomes already show reduced student anxiety, stronger engagement, and improved equity indicators, particularly among disproportionately impacted students.
- B. **Purpose of this presentation/report:** The purpose of this report is to share the outcomes of my sabbatical leave, highlight the benefits of ungrading for students, faculty, and the district, and to present next steps for supporting broader adoption of equitable assessment practices.
- C. **What are the outcomes and next steps?**
- Outcomes:**
- Publication of *Growth Without Grades* (2024), now available to faculty as a toolkit.
 - Increased student engagement, intrinsic motivation, and lower anxiety in my ASL classes.
 - Documented improvements in equity, including a noted increase in Black student success in ASL courses.
 - Development of faculty workshop materials to scale implementation across disciplines.
- Next Steps:**
- Host professional development workshops for faculty to adapt ungrading to their own disciplines.
 - Gather institutional data on equity and retention impacts across courses using ungrading.
 - Explore integration of ungrading language into Course Outlines of Record and departmental assessment practices.
- D. **What can the Board do to help?**
- **Endorse innovation in assessment** by recognizing ungrading as a student-centered, equity-focused practice aligned with district values.
 - **Support faculty training and workshops** through professional development funding.
 - **Champion equity-driven initiatives** by highlighting ungrading in Board communications and strategic planning as an evidence-based practice improving student success.

Introduction

The approved sabbatical leave proposed the development of a practical guide to support faculty in implementing ungrading practices. The goal was to research, compile, and author a comprehensive toolkit that would assist instructors in moving from traditional grading systems to a feedback-based, student-centered approach.

The final outcome of this sabbatical is the publication of *Growth Without Grades: A Teacher's Toolkit* (2024), a step-by-step resource adaptable to skills-based classes across disciplines. Additionally, supporting training materials and workshops were designed to promote faculty adoption of equitable, learner-focused assessment practices.

Evaluation of Sabbatical Purposes

a. Research and Literature Review

During the sabbatical, extensive review of scholarly sources, books, podcasts, and articles was completed. Influential works such as Kohn & Blum's *Ungrading* and Feldman's *Grading for Equity* informed the theoretical grounding of the project.

b. Interviews and Data Collection

Community college faculty across disciplines were interviewed via email and Zoom. Their insights highlighted practical strategies and challenges, which were synthesized into the guidebook and workshop materials.

c. Guide Development

The central deliverable, *Growth Without Grades*, was authored and published. The book includes:

- Explanations of ungrading philosophy and research base
- Teacher and student toolkits (syllabus samples, feedback journals, self-assessment forms, grading conference guides, and COR language)
- Student feedback collected across multiple semesters of piloting ungrading
- Counterarguments and responses to institutional concerns
- Resources for further faculty learning

d. Workshop and Training Materials

Materials were prepared to facilitate professional development sessions for faculty. These workshops introduce ungrading, model practical strategies, and guide faculty in adapting the approach to their own courses.

e. Alignment with Timeline

The sabbatical followed the planned schedule:

- **August:** Research and literature review completed
- **September:** Faculty interviews and data organization
- **October–November:** Guidebook writing and editing; workshop development

- **December:** Completion and publication of *Growth Without Grades*

All stated objectives were achieved.

Benefits

a. Benefits to Students

- **Reduced anxiety and stress:** Student reflections documented lower test anxiety and greater enjoyment of learning.
- **Focus on learning, not grades:** Students reported that feedback-driven assessment encouraged risk-taking and deeper engagement with content.
- **Stronger teacher–student relationships:** Ungrading conferences created space for meaningful dialogue, fostering student trust and accountability.
- **Equity gains:** Institutional data showed notable increases in Black student success rates within ASL courses after ungrading was implemented.

b. Benefits to Faculty

- **Practical resources:** Faculty now have a published toolkit with ready-to-use syllabi, feedback forms, and assessment guides.
- **Professional development:** Workshops equip faculty with strategies to adopt ungrading without creating significant additional workload.
- **Reflective practice:** The sabbatical supported a culture of pedagogical innovation and self-reflection among instructors.

c. Benefits to the District

- **Alignment with student-centered learning initiatives:** The project supports Crafton Hills College and SBCCD’s mission to advance equity, engagement, and innovation in teaching.
- **Reputation and leadership:** By publishing a practical guide, the college demonstrates leadership in educational reform, contributing to regional and national conversations on assessment.
- **Scalability:** The toolkit’s adaptability allows for application across multiple disciplines, positioning the district as a model for alternative assessment strategies.

Equity Benefits

Equity was a central focus of this sabbatical. Ungrading directly addresses disproportionate impacts of traditional grading systems by:

- **Reducing systemic bias:** Grades often reflect external factors (test anxiety, cultural mismatch, socioeconomic barriers) rather than learning. Feedback-based evaluation minimizes these inequities.
- **Promoting inclusive pedagogy:** Students of color, first-generation students, and students with disabilities reported greater feelings of care, belonging, and fairness when instructors focused on growth and feedback.
- **Empowering student voice:** Shared authority in determining final grades honors diverse student perspectives and encourages metacognitive awareness.

The sabbatical outcomes demonstrated that ungrading is not only a pedagogical innovation but also an equity strategy that closes success gaps and strengthens retention.

Conclusion

The sabbatical leave fulfilled its purposes by producing a published guidebook, developing faculty training resources, and demonstrating measurable benefits for student learning and equity. *Growth Without Grades* stands as both a practical toolkit and a statement of the district's commitment to educational innovation.

Through this project, Crafton Hills College has positioned itself as a leader in rethinking assessment practices, advancing equity, and supporting student success across disciplines.

Sabbatical Report

Name: Alma Guadalupe López

Position/Campus English Professor/Puente Co-Coordinator, SBVC

Sabbatical Term: Spring 2025

A. Executive Summary

I started my Educational Leadership doctoral program at California State University, San Bernardino in the fall of 2022. I needed to prove to myself that I was capable of doing doctoral coursework. Moreover, I needed to actively demonstrate to my students that they, too, can achieve their highest educational dreams.

When I received the e-mail from our district, stating that I was selected for a sabbatical in fall of 2024, I was awestruck. I made little Lupita, my nickname-to-this-day, proud.

My spring 2025 sabbatical afforded me an invaluable opportunity to step away from my daily and weekly campus responsibilities to focus solely on my remaining coursework. My respite allowed me to further my research and writing that explores the impact of trauma and healing on my identity and the evolution of my quiet, deliberate leadership through testimonio.

Through self-reflexivity, my remaining coursework, regular therapy sessions, my bi-monthly community writing practice sessions, and various accountability groups, I made progress on my dissertation, which applies testimonio as method and methodology, further strengthening ideas I outlined in my sabbatical application and clarifying a feasible timeline for completion.

Renewing my commitment to both my scholarship and my teaching while on sabbatical, I returned to campus a few weeks ago with fresh insight and energy to carry my work forward to my projected completion in spring 2026.

B. Purpose of this Report

The purpose of my report is to provide the Board with a detailed summary of the work I accomplished during my sabbatical, to articulate how my work benefits both my professional growth and our broader educational community, and to outline the steps that remain in my dissertation journey. This report also identifies ways the Board can continue to support my work so that the outcomes of my sabbatical are sustained.

C. Outcomes and Next Steps

Outcomes Achieved During Sabbatical:

- I successfully completed EDDL 7320 – Assessment and Data Driven Decision-Making in Community Colleges/Higher Education with Dr. James Smith. Dr. Smith's course

deepened my understanding of assessment and evaluation practices. I also tapped into a long-held dream, my passion project, Lupita's Lowrider and Libros. I have held onto this dream since my father, Cayetano Treviño López, passed away in December 2003. My father's 1952 Chevy automobile is the foundation of my dream. Once my father's Chevy is up and running, I envision myself visiting local elementary schools throughout the Inland Empire for story time in an effort to promote literacy by having students intentionally engage in reading, culture, and fun. My father's car demonstrates what Dr. Gina Garcia identified as "tangible, educational functions . . . to advance servingness," in her Servingness 2.0 presentation at SBVC on Tuesday, September 16, 2025.

- I also successfully completed ESPE 7906 - Leadership in Program Development for Students with Disabilities, focused on leadership and administration of programs for students with disabilities with Dr. Greg Richardson. His course inspired me to sign up for our Facilities & Safety Committee, a committee where I can put into practice what I gained in Dr. Richardson's class. I thank Marty Milligan and Keith Bacon for sitting down with me for interviews regarding their areas of expertise.
- To properly delve into testimonio in my dissertation, I attended therapy every other week, modeling for my students and colleagues that seeking help is a strength and a form of leadership. My therapy sessions not only supported my healing journey and well-being but also helped me set down meaningful writings that will be embedded into my dissertation.
- I led Zoom sessions with my Califas en Comunidad II (CeC II) Writing Group every other weekend on Saturdays from 9:30 a.m. to 11:30 a.m. Our writing practice, in its fifth year, highlights the value of collaboration and shared wisdom in the areas of familia and comunidad, bringing together writers from San Diego, Pomona, Oakland, San Francisco, Richmond, and myself in the Inland Empire. We recently celebrated our 100th set of writing prompts. The extensive reflective writing and journaling born in CeC II, will be implemented into my dissertation. Our sessions have also given me ideas on reflective writing my students may do to start digging deeply in their writing.
- I attended weekly Zoom sessions on Wednesday evenings with the CSUSB Graduate Writing Center's Writing Accountability Group from 5:30 p.m. to 7:30 p.m. During my sessions, I read and composed my Literature Review Tracking Charts on scholars of color, queer authors, and BIPOC thinkers, which have enriched the foundation of my dissertation. Coming back to campus, I have given voice to this practice to my students, who are learning to use the resources available to them on campus to strengthen their writing voices.
- I also joined two additional weekly Accountability Zoom Sessions. On Tuesday evenings, I worked with Joanne Hinojosa, SBVC Associate Dean of Student Services, from 7:30 p.m. to 8:30 p.m. On Thursday evenings, I worked with Dr. Anthony Guaracha and Dr.

Leon Strayer from 7:30 p.m. to 8:30 p.m. All three aforementioned accountability groups have helped me stay engaged with my doctoral journey.

- I fortified portions of my dissertation, strengthening my chapters that examine trauma, fragmentation, healing, and the ways quiet, deliberate leadership can be implemented in our classrooms, our campus, and our community.
- I established a realistic timeline for completion, aiming to defend and submit my dissertation in spring 2026.

Next Steps Moving Forward:

- Continue drafting and revising my dissertation chapters.
- Engage in feedback sessions with my chair, Dr. Hannah Kivalahula-Uddin, peers, mentors, accountability groups, and advisors to strengthen my chapters.
- Complete final editing and prepare for my defense.
- Incorporate my research findings on the importance of testimonio into my classroom practices, mentorship, and professional development efforts within my campus, district, and beyond.

D. How the Board Can Support this Work

The Board's encouragement and support have been integral to the success of my sabbatical. Moving forward, the Board can continue to play a valuable role by:

- **Providing Resources:** Supporting opportunities such as writing retreats, conferences, or workshops that can sustain my dissertation momentum and extend the reach of my research.
- **Amplifying Visibility:** Helping highlight the significance of my work in community and professional forums, underscoring the value of quiet, deliberate forms of leadership.

Closing Note of Gratitude:

I would like to extend my sincere gratitude to the Board for selecting me as a sabbatical recipient. This time was a gift that allowed me to invest deeply in my scholarship, well-being, and leadership practice. My sabbatical has reinvigorated my capacity to serve students and my campus and district, and I am grateful for the trust and support that made my sabbatical a reality. I would like to thank my family, friends, and colleagues who have stood by my side on my doctoral and sabbatical journey. There are too many to name here, a good problem to have. Just know that I am so grateful to have you in my life. I would lastly like to thank my mother, Martha Santana García Hernández de López. You attended San Bernardino Valley College in the mid-1950s. You are my greatest educational model. Thank you, Momma. ¡Martha H. López, presente!

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

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

DATE: October 9, 2025

SUBJECT: Volunteers

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

ANALYSIS

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Volunteers

Presented for Information October 9, 2025

[v.9.17.2025.p.2|2]

	Location Assignment	Department	From	To
Hernandez, Vanessa	SBVC	Police Academies Criminal Justice	10/10/2025	06/30/26
Bastedo, Yvonne*	CHC	Athletics	9/12/2025	06/30/26

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

October 2025



BOARD OF TRUSTEES REPORT

Crafton Hills College Renames Crafton Hall After Longtime Volunteer and Donor Barbara L. Smith



At Crafton Hills College, what was once old is new again—thanks to the generosity and enduring commitment of Barbara L. Smith.

During a special Preview Party and Naming Ceremony on September 12, the Yucaipa-based college officially renamed the building formerly known as Crafton Hall in honor of Smith, a longtime volunteer, donor, and friend of the college.

While the building has undergone major renovations, Smith's gift was not tied to the remodel. Instead, her donation is an unrestricted investment to support students, providing vital resources to help them overcome unexpected challenges on their academic journey.

"We're so grateful for Barbi's decision to make this gift," said Crafton President Dr. Kevin Horan. "It is an investment that enables us as a college to meet students where they are. It creates an unrestricted endowment to meet student needs when they face obstacles they can't anticipate."

Smith, a former Crafton student herself, attended the college during its early years. At the ceremony, her longtime friend Christopher Palmer fondly recalled her enrollment in Crafton's snow skiing class in the 1970s—when students practiced on a hill covered with tiny pellets.

After completing a bachelor's degree in recreation from Cal State Los Angeles and an MBA from Cal State San Bernardino, Smith worked nearly three decades in parks and recreation before opening her own Yucaipa-based business helping people enroll in Medicaid.

She joined the Crafton Hills College Foundation in 2018, where one of her first responsibilities was reading student scholarship applications. The stories she encountered made a lasting impression.

"I had no idea that in my little town of Yucaipa so many youth and young adults had experienced such difficult times," Smith said. "The Foundation provides relief to these types of unfortunate situations, and I am so impressed with all the wonderful and outstanding opportunities offered by Crafton Hills College to students living in our local communities."

Now serving as vice president of the Foundation's board of directors, Smith continues to champion student success through her leadership and generosity.

The ceremony concluded with a champagne toast—a Crafton tradition marking new beginnings—and the unveiling of the building's new name: The Barbara L. Smith Event Center. Guests then enjoyed self-guided tours of the updated facility, which now features a state-of-the-art sound system, a massive video wall, an expanded prep kitchen, and new Foundation headquarters, complete with offices, storage, and a break room.

The refreshed space retains its 1970s charm, including its iconic indoor stairwell, while offering modern amenities for both students and the community. Soon, the college will make the center available for public rentals for anniversaries, birthdays, and other milestone celebrations.

Photo: Barbara L. Smith.

Crafton Hills College Celebrates Graduation of 44 New EMTs in its New PAC



Just months after making history as the last program to graduate inside the old Finkelstein Performing Arts Center, Crafton Hills College's Emergency Medical Technician program unlocked a new tradition on Aug. 19. The Yucaipa-based college's graduation of its summer EMT cohort was celebrated in front of friends and family inside the brand-new Performing Arts Center, across from where the old PAC once stood.

Inside, guests and graduates were greeted with LED lighting, and additional amenities

made possible by a crew working to ready the space just hours before the Tuesday evening ceremony.

"At 10 a.m. this morning, [the PAC] did not look this good," joked Crafton President Kevin Horan. "The team at the college did an amazing job making this ready for you all because we like to celebrate our students and this is one of the best ways we get to do it."

Crafton's summer EMT cohort is an accelerated program where 16-weeks'

worth of instruction is packed into 10 weeks. Forty-four students had the dedication and stamina to complete all course requirements in this abbreviated schedule.

CHC's Interim Associate Dean of Public Safety and EMT Program Director Amanda Ward praised each student's achievement. She also recognized the sacrifices and contributions each grad's families and friends made to see their favorite graduate complete class assignments.

"To watch the growth that happens across our EMT program is significant," she said. "What your students experienced within our programs is life-changing, and they are now true, full-fledge lifesavers."

Crafton Hills College offers three program cohorts each year, with the next starting in the Fall. The program's objective is to train students to perform basic life-saving support in a pre-hospital setting. Students who complete the program earn EMT certification and eligibility to take the national registry EMT basic exam.

Photo: EMT Graduates.

Crafton Hills College In-Service Day Focuses on Wellness



On Aug. 22, Crafton Hills College held its fall in-service day with a theme of wellness. The day emphasized mindfulness, healing-centered engagement, and restorative justice as ways to strengthen campus culture and student success.

The Health and Wellness Center announced expanded services, including three full-time therapists (with a fourth to be hired), new support groups for students, and greater use of TimelyCare, a 24/7 virtual mental health platform. The Behavioral Intervention Team (BIT) introduced a streamlined referral process, reducing the referral form from 30 to 8 checkboxes to better connect students with resources.

Keynote speaker Brandy Julius addressed the links between wellness, work culture, and identity, offering strategies to prevent burnout and encourage collective care among employees.

Student Trustee Jazmyn Garcia shared her personal journey, underscoring the impact of faculty support, scholarships, and student programs in helping her succeed at Crafton Hills College.

The event reinforced the college's commitment to fostering a compassionate, inclusive, and wellness-focused campus environment.

Photo: Jazmyn Garcia.

Crafton Hills College Celebrates 21 New Paramedics



On Aug 22, CHC graduated its 106th paramedic cohort, adding 21 new first responders to the workforce during a ceremony at the new Finkelstein Performing Arts Center.

Family and friends cheered as graduates crossed the stage, celebrating the culmination of a rigorous program

that includes classroom training, clinical internships, and real-world emergency response experience.

Interim Associate Dean and Program Director Amanda Ward praised the graduates' grit and commitment, while guest speakers included Hemet Fire paramedic Darren Wiswell, Crafton President Kevin

Horan, and Instructor Glen Thronson. Medical Director Dr. Phong Nguyen brought energy to the event with a playful rendition of "Heal the World."

Tradition was honored with the unveiling of a class plaque and pinning ceremony, along with the presentation of awards. Highlights included: Medical Director's Awards: Michael Hoar, Diana Diaz-Maciel, Beaver Medical Clinical Award: Aaron Gonzales, Cardiology Award: Benjamin Cowan, Pharmacology Award: Austin Bowden, Clinical Award: Dylan Guerrero, and Multiple Awards: Kyle Aguilar (Theory, Skills, Field), Benjamin Quirk (Patient Assessment, Director's Award)

Other graduates included Anthony Bazzo, Anthony Beers, Dezmon Bell, Chris Cole, Jonathan Farmerie, Christopher Flores, Henry Gomez, Daniel Kuo, Max Myman, Kristopher Nijst, Edgar Valencia, Eric Vides, and Trent Young.

Photo: Paramedic Graduates.

Crafton Hills College Honors Program Hosts Fall Meet & Greet



On Sep 5, the CHC Honors Program hosted its annual Meet & Greet to welcome students for the new academic year. More than 50 new students joined the

program over the summer, bringing total participation to over 150. The Fall Meet and Greet drew more than 100 attendees.

The event provided an opportunity for students to build community, connect with peers, and learn about valuable resources.

Presentations highlighted campus services, the STEM/MESA program, transfer guidelines, and off-campus opportunities such as membership in the American Association of University Women (AAUW).

The event concluded with an interactive campus scavenger hunt. Students worked in teams to complete challenges and capture group photos at various locations, including a memorable photo opportunity with President Horan in his office.

Photo: CHC Honors Students.

Crafton Hills College Hosts Fall EOPS Open House



On Sep 9, the quad buzzed with music, food, and community during the Fall EOPS Open House. Students enjoyed a complimentary lunch while learning how EOPS supports first-generation, low-income, foster youth, and single parents with counseling, financial assistance, priority registration, and academic supplies.

The event also introduced related programs—CARE, CalWORKS, NextUp,

and DREAMers Scholars—while giving students a chance to connect with staff and peers. With a food truck, fresh churros, and a lively DJ, the open house highlighted how EOPS helps students thrive academically and personally in a welcoming, supportive environment.

Photo: George Mora, Maita Ready, Amity Lodevico.

Annual Transfer Fair Opens Doors for Roadrunners



Crafton Hills College's Transfer Center hosted its annual Transfer Fair on Sept. 10, welcoming more than a dozen

representatives from colleges, universities, and trade schools.

"We are here to transform lives—that's what education does," said Transfer Center coordinator Mariana Macamay. "Our goal is to provide opportunities for students to achieve their dreams. That's why we host events like this."

The fair began at 9:30 a.m. in the CHC Quad, drawing students to meet with institutions ranging from the University of Redlands and Cal State San Bernardino to DePaul University in Chicago.

"I was a first-generation college student, so I'm passionate about this work," said Melissa Farardo, a regional transfer admissions

representative from DePaul. "If I knew then what I know now, my college experience would have looked completely different."

Crafton Hills College was recently recognized as the top community college in Region 9 for UC transfer admission rates for the third year in a row. Black and African American students achieved a 100% UC admission rate, while Latinx students were admitted at 81%.

"The goal is to help students expand their horizons," added Macamay. "We're here to support them and celebrate their success, wherever their journey takes them."

Photo: Melissa Farardo

IMALIVE Mental Health Fair Comes to Crafton Hills College



On Sep 11, CHC held the IMALIVE Mental Health Fair, a powerful event dedicated to mental health awareness and suicide prevention.

The fair was hosted by Crafton's Health and Wellness Center and Student Accessibility Center in collaboration with the IMALIVE suicide prevention network and "the world's first virtual crisis center." Attendees had the opportunity to engage in important conversations about mental health while learning about available resources.

Since 2010, IMALIVE has organized over 300 mental health events across North

America aimed at engaging students in discussions about recognizing warning signs of mental problems and reducing stigma.

At the heart of the event there was an interactive art display that invited attendees to write down a secret to add to the display. By contributing anonymously, attendees could express their struggles while realizing they were not alone in facing challenges.

CHC is committed to advancing a culture that affirms the importance of asking for help.

Photo: Students visit secrets display.



EDCT

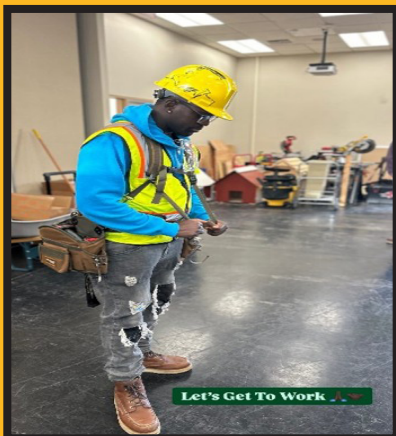
Workforce Development Spotlight: *Carl Miller-Blair* From Foster Care to Welding Supervisor

Carl Miller-Blair's journey is a powerful reminder that with determination, support, and opportunity, anything is possible.

Born into foster care and adopted at 16, Carl aged out of the system at 18 with no clear direction. But in 2024, he began a transformative journey with the San Bernardino Community College District (SBCCD), enrolling in the Arborist Program and graduating on August 16, 2024.

While in the Arborist class, Carl met Vicente Sanchez, a former ARC life coach and site manager, who shared his own story of overcoming a justice-involved past. Carl was inspired. "Vicente's past didn't define his future," Carl said. "I wanted that for myself."

Carl took the leap and enrolled in the MC3 Apprenticeship Readiness Program, graduating on October 3, 2024. But the path wasn't easy. During the program, Carl faced personal hardships and became homeless. A fellow classmate, Robert Estrada, opened his home to Carl, and they became roommates. "The friendships and bonds I built with my classmates were life-changing," Carl shared. "They helped me through some hard times and got me through the program."



Economic Development & Corporate Training



Workforce Development Spotlight: *Carl Miller-Blair*

From Foster Care to Welding Supervisor (Continued)

Carl didn't stop there. He completed forklift certification training with P2E on October 25, 2024, adding another skill to his resume. The day after graduating MC3, he secured employment with UPS while waiting to hear back from the Sheet Metal apprenticeship program. When he learned there was a two-year waitlist, Carl pivoted and applied to other unions.

In January 2025, Carl was hired as a temporary loader. His dedication and leadership quickly earned him a promotion, and by July 2025, he became a Welding Supervisor with Local Union 675 Steel Workers Union, earning \$19.20/hour.

Carl's story is a testament to the power of resilience and the impact of workforce development programs. His advice to future MC3 participants? "It's worth it! There will be ups and downs trying to get to the end goal, but don't give up! It is worth it!"





KVCR And The Community

KVCR presented at SBCCD's Board meeting

On August 14th, KVCR staff presented at the San Bernardino Community College District Board Meeting, delivering a dynamic and engaging update. Through a multifaceted sizzle reel, the team highlighted a diverse portfolio of projects that reflect KVCR's core values: community, education, collaboration, and a commitment to excellence. The presentation underscored the station's ongoing efforts to serve the Inland Empire with impactful, mission-driven content.

NCAIED Visit to KVCR August 21, 2025

The National Center for Indian Enterprise Development visited FNX/KVCR. NCAIED leadership visited FNX ahead of the Reservation Economic Summit (RES), attended by over 4,600 guests in 2025. FNX delivered a main stage presentation to launch the FNX App and was offered an additional extended slot. FNX and NCAIED will collaborate on marketing and FNX will host NCAIED's content, including the Native Edge Podcast.

KVCR Fight for Public Media September 4, 2025

On September 4, KVCR hosted a fundraising event titled "The Fight for Public Media" at the station's studio. The event drew approximately 80 attendees and successfully raised \$13,741 in donations. Guests enjoyed complimentary food, refreshments, and themed PBS Kids beverages in a lively and welcoming atmosphere. The event provided an opportunity for supporters to connect with one another, meet NPR hosts, and purchase KVCR-branded merchandise.

FNX Production Team Community Engagement

On August 18th, the FNX production team attended an event hosted by Assemblymember James C. Ramos in Sacramento. The event honored California Native Americans at the State Capitol and included a gathering at the Native American Monument in Capitol Park.

Your KVCR Newsroom

KVCR 91.9 FM Covering the Important Topics for our Region

KVCR has launched a new partnership with Black Voice News, which began last week. Executive Editor Stephanie Williams contributed a compelling narrative highlighting several stories featured in what will become a regular segment on KVCR Radio. This initiative is supported by a grant from the Inland Empire Journalism Innovation HUB and Fund. KVCR plans to air these segments on Fridays during Morning Edition and All Things Considered.

August 21st marked California Public Radio Day, a statewide celebration of the impact of public radio. The KVCR radio team has been actively utilizing fundraising materials provided for the occasion to engage listeners and raise awareness about the importance of public media. These efforts are part of a coordinated strategy to strengthen community support and drive listener contributions.

The Content Depot story distribution tool is currently in beta testing, and KVCR has been selected as one of the pilot participants. Content Depot delivers live and recorded audio to radio stations nationwide via satellite and Internet, offering flexible automation, metadata delivery, and emergency communication support.

A KVCR reporter participated in a virtual press conference on health care featuring Rob Bonta and the initiative "The Fight to Protect Our Care."





October 2025

KVCR Financial Statement

Estimated Revenues & Expenditures For 2 Month Ended 08/31/2025

Revenues

Contributions and Grants	180,792
Underwriting	1,082
Contributions, Gifts	-
Rentals and Leases	541
Estimated Revenues*	1,198,000
Interest Revenue	-
Total Revenues	1,380,415

Expenditures

Classified Salaries	347,588
Employee Benefits	188,575
Books and Supplies	802
Services and Operating Expenditures	823,270
Capital Outlay	-
Total Expenditures	1,360,234

Revenues Less Expenditures 20,180

**Estimated per YTD activity analysis.*

100 YEARS OF EXCELLENCE

October 2025



PRESIDENT'S BOARD OF TRUSTEES REPORT

The President's Monthly Report to the Board of Trustees, Campus, and Community

Enrollment Reaches More than 15,000

More than 15,750 students are enrolled at San Bernardino Valley College this fall, reflecting a gain in two-year college programs nationwide.

"The start of the academic year is always an exciting time at San Bernardino Valley College, and we're honored that more than 15,000 local students are here to learn and prepare for their careers," SBVC President Gilbert J. Contreras said.

The SBVC student body reflects the demographic backgrounds of the communities served by the college. The demographic breakdown is:

- 73% Hispanic (Latinx)
- 10% Black/African American
- 9% White
- 5% Asian, Filipino, Native American, and Pacific Islander
- 3% two or more races



Centennial Markers Found on Campus & Online

San Bernardino Valley College's centennial is in full swing, with students returning to a campus filled with signs of the celebration.

There are markers for each year of SBVC's history, along with light pole and fence banners. Online, visitors can check out valleycollege.edu/100, which showcases the college's 100-year legacy of education and service through a timeline of campus snapshots that highlight SBVC's history. It also includes the "100 Events for 100 Years" calendar showing upcoming centennial festivities.

More in-person and online interactive features will be launched over the next academic year, honoring a century of transformation and impact.



SBVC Celebrates Hispanic Heritage Month, HSI Week

San Bernardino Valley College marked both Hispanic-Serving Institution Week September 8-14 and Hispanic Heritage Month September 15-October 15 with celebratory events across campus.

More than 70 percent of SBVC students are Hispanic, and the college is "honored to champion and embrace our identity as a Hispanic-Serving Institution," said President Gilbert J. Contreras. "Our student body reflects the demographic backgrounds of the communities served by San Bernardino Valley College."

As part of Hispanic-Serving Institution Week festivities, aguas frescas were served at the Lois Carson Campus Center and students cheered on the Wolverines in a football game against Compton College. The game featured a halftime performance by Mariachi Juvenile Grullense and salute to those who served in the military and law enforcement. The Wolverines cruised to a 70-0 victory over Compton College.

On September 16, Dr. Gina Garcia spoke at the Hispanic Heritage Month kickoff in the auditorium with a presentation, "From Heritage to Impact: Servingness in Action." She ate lunch with students and then signed books before a campus-wide celebration including music and food was held in the gym breezeway.

Hispanic Heritage Month festivities will end on a high note October 12 with a free concert in the Greek Theater by Latin jazz great Poncho Sanchez.

All of the Hispanic Heritage Month celebrations were part of SBVC's 100 Centennial Events.



Alumni Football Game Brings Wolverines Back to Campus

San Bernardino Valley College hosted its Alumni Classic football game on August 30, one of its 100 centennial events.

SBVC recognized members of the 1982 championship team and alumni cheerleaders brought spirit to the crowd. The SBVC Foundation hosted an alumni tailgate, and the game began with an airplane flyover courtesy of the Applied Technology Division.

The Wolverines lost a close one to Antelope Valley College, launching a second-half comeback. They were down 20-8 less than 10 minutes into the game and trailed by 19 at the half, but SBVC righted the ship in the second half, shutting out the Marauders and limiting them to 137 yards of offense after giving up 277 in the opening half. The Wolverines were in the red zone with less than two minutes to play, but could not find the end zone, falling 33-28.

The Wolverines rebounded September 6 on the road, defeating Los Angeles Valley College 33-0.



Incoming SBVC Students Flock to Wolverine Welcome, Pizza with the Presidents

New San Bernardino Valley College students were welcomed to campus on August 27 with food, games, music, and resources.

Wolverine Welcome coincided with the first week of classes and had a high turnout. Students enjoyed freshly grilled burgers and hot dogs, interacted with mascot Blue, and asked questions at resource tables.

The fun continued on September 2 when Associated Student Government hosted Pizza with the Presidents. Blue was on hand to deliver pizzas to the crowd while student leaders & college administrators mingled and showed new Wolverines ways to get involved on campus.



Glassblowing, Journalism, Piloting Among New Programs Offered

San Bernardino Valley College has added several new programs for the 2025-26 academic year, ranging from glassblowing to piloting aircraft.

"SBVC already has a huge variety of programs, and we're excited to offer even more course diversity this academic year," Curriculum Coordinator Kay Dee Yarbrough said.

The additions are:

- **Artificial Intelligence (AI) Essential Skills Certificate of Completion:** This noncredit certificate introduces practical applications of AI and machine learning tools in business contexts.
- **Artistic Glass and Design Certificate of Achievement:** Students gain hands-on experience in glassblowing, kiln-formed glass, lampworking, and coldworking techniques so they can enter the art glass industry.
- **Education, Society, and Human Development A.A. Degree:** Students are equipped for careers in education-related fields, spanning advocacy, public policy, community leadership, and working with special populations in sectors like law, health care, and the arts. This degree has a pathway to UC Riverside.
- **Flight Operations - Professional Pilot A.S. Degree and Professional Pilot Certificate of Achievement:** This program prepares students for a career in aviation, providing comprehensive flight training and ground school instruction in aerodynamics, navigation, and aviation regulations.
- **Journalism AA-T Degree and Journalism Certificate of Achievement:** Students learn writing, video creation, and documentary production, developing skills tailored to the demands of modern media.
- **Sustainable Design Certificate of Achievement:** This program teaches sustainability principles with practical design applications, geographic information systems, and interdisciplinary knowledge from geography and environmental studies.
- **Urban Planning Certificate of Achievement:** This program merges theoretical insights with practical applications and focuses on sustainable, eco-friendly, and people-centered urban planning and design principles.

CENTENNIAL SPOTLIGHT

Marta Macias Brown

Marta Macías Brown, a member of the SBVC Alumni Hall of Fame, worked throughout her life to serve the Inland Empire as an educator, journalist, and activist.

After growing up on the west side of San Bernardino, she graduated from SBVC and then CSU San Bernardino, where she was a founding member of the first United Mexican American Students chapter, a precursor to Movimiento Estudiantil Chicano de Aztlán (MEChA). MeChA promotes Chicano empowerment and unity.

"My time at Valley helped me to determine my goals to pursue higher education," she once said. "I had very special professors who encouraged me to continue my studies in science."

As a graduate student at UC Riverside, Macías Brown taught history at SBVC and Chaffey College, and in 1968 helped establish El Chicano newspaper, one of the Inland Empire's first Spanish publications. She was the founding editor of the newspaper, and went on to also serve as a San Bernardino County community education specialist and a student affirmative action officer at UCR.



Hall of Fame Alumna Marta Macias Brown

Macías Brown was an active member of the political scene, coordinating the local presidential campaign of Robert F. Kennedy and collaborating with United Farm Workers to bring Cesar Chavez to the area. She worked with and later married Rep. George E. Brown and helped facilitate the preservation of her husband's congressional papers through the Brown Legacy Project at UCR.

Following her death in 2021, Macías Brown's family established a scholarship at SBVC to continue her legacy as a "firm believer in the power of education to transform lives and communities."

100 Centennial Events

OCT
3

Student Services Building Groundbreaking

Greek Theatre Grassy Area Noon

OCT
11

Rendezvous Back to Route 66

Greek Theatre 9 a.m.

OCT
12

Poncho Sanchez Concert

Greek Theatre 5:30 p.m.

OCT
2-23

Horror Film Festival

Library viewing room 6 p.m.

OCT
30

Wellness Spooktacular

Greek Theatre walkway 10 a.m.

