



## District Assembly

SBCCD Board Room, 114 S. Del Rosa Drive, San Bernardino CA 92408

### Meeting Agenda – April 3, 2018 at 3pm

Link to access APs/BPs [Policies & Procedures for Review](#)

#### I. Welcome & Introductions

Denise Allen, Chair

#### II. Chancellor's Report

Crafton Hills President Search

#### III. Approval of Minutes

March 6, 2018 (**attachment #1**)

#### IV. Old Business

##### A. BPs & APs 2<sup>nd</sup> Read & Approval

1. BP & AP 2365 – Recording (BP was sent to DA for 1st read 2/6/18. AP & BP will be submitted together for 2nd read at April DA)
2. BP & AP 5010 – Admissions
3. BP & AP 5075 - Course Adds, Drops, and Withdrawals (identified as non-academic and professional)
4. BP & AP 5420 Associated Students Finance (identified as non-academic and professional)
5. BP & AP 7250 Educational Administrators
6. BP & AP 7260 Classified Supervisors and Managers

##### B. Academic and Professional for Approval

1. BP & AP 4240 Academic Renewal
2. BP & AP 4300 Field Trips and Excursions (Legal update #31)
3. AP 5013 Students in the Military (Legal update #31) No BP
4. BP & AP 5015 Residence Determination (Legal update #31)
5. BP & AP 5030 Fees

#### V. New Business – 1<sup>st</sup> Read

##### A. Membership Status (**attachment #2**)

##### B. Preliminary BP & AP Review Schedule (**attachment #3**)

##### C. BPs & APs – 1<sup>st</sup> Read

1. BP & AP 3280 Grants (pulled on 5.2.17)
2. BP & AP 3300 Public Records (Legal update #31)
3. BP & AP 3420 Equal Employment Opportunity (Legal update #31)
4. BP & AP 3530 Weapons on Campus (Legal update #31)
5. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres)
6. AP 6305 Reserves – brand new advised (pulled on 3.7.17 by J. Torres) No BP
7. BP & AP 6320 Investments (1st read in Feb 18)
8. BP & AP 6340 Bids and Contracts (pulled on 3.7.17 by J. Torres)

9. BP & AP 7100 Commitment to Diversity – AP is brand new optional (note: BP is complete AP was pulled by DA on 11.14.17)
10. BP & AP 7150 Evaluation
11. BP & AP 7250 Educational Administrators (discussed on 4.4.17 & 5.2.17 - request to clarify the meaning of: Subject matter expert) (note: AP needs to come back to DA as this is the one with the language about the Prof Expert and the Managers teaching a class)
12. BP & AP 7260 Classified Supervisors and Managers
13. BP & AP 7400 Travel (Legal update #31)
14. BP & AP 7500 Volunteers (Legal update #31)

VI. Updates

1. Calendar Committee Update
2. District Program Review Resource Prioritization Update (**attachment #4**)
3. State Budget Update & New Funding Model

VII. Reports

1. Academic Senates
2. Classified Senates
3. Student Senates

VIII. Public Comments

IX. Policies and Procedures under review - Chapter Owners to facilitate completion and submit to District Assembly as noted

NOTE: All APs and BPs should be submitted together for approval.

REMINDER: Templates and language provided are received from the League and vetted by their legal partners at Liebert Cassidy Whitmore. Make sure you have read through all

All BPs & APs in this section will **return to DA in May**, unless otherwise noted.

1. BP & AP 2410 Board Policies and Administrative Procedures (BP under review with senates)
2. BP & AP 2510 Collegial Consultation (AP 2510 being reviewed by senates)
3. AP 3435 Discrimination and Harassment Resolution Procedures (Legal update #31) No BP
4. BP & AP 3505 Emergency Response Plan (Feb DA new business. With PD for review)
5. BP & AP 3710 - Securing of Copyright (BP was approved 2/6/18 and will be submitted to Board together)
6. BP & AP 3715 Intellectual Property (pulled 5.2.17 declared Academic and Professional) Note: was re-agendized on Sept 17 DA agenda.
7. BP & AP 3720 Computer and Network Use (Legal update #31. With TESS for review)
8. BP & AP 4103 - Work Experience
9. BP & AP 4020 Program, Curriculum and Course Development
10. BP & AP 4060 Delineation of Functions agreement
11. AP 4104 Contract Education No BP
12. BP & AP 4225 Course Repetition (Legal update #31)

comments in PolicyStat to ensure the language is what was recommended by their legal partners.

13. BP & AP 4235 Credit by Examination (Legal update #31)
14. AP 4236 - (needs to go to senates as this is a new procedure required by ED code) (Legal update #31)
15. BP & AP 5050 Student Success (pulled from 2/6/18 DA agenda for AS review)
16. BP & AP 5110 Counseling
17. BP & AP 5150 Extended Opportunity Programs and Services
18. AP & BP 5500 Standards of Student Conduct (requested on 3/6/18 to bring forward to April DA. 1<sup>st</sup> read in May. 2<sup>nd</sup> read in September)
19. AP 5530 Student Rights and Grievances (Legal update #31)
20. BP & AP 6250 Budget Management (pulled on 3.7.17 by J. Torres)
21. BP & AP 6300 Fiscal Management (pulled on 3.7.17 by J. Torres)
22. AP 6370 Contracts - Personal Services – brand new required (pulled on 3.7.17 by J. Torres) No BP
23. BP & AP 6400 Financial Audits (Legal update #31)
24. AP 6850 Hazardous Materials (Legal update #31) No BP
25. AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation) – brand new required (pulled on 3.7.17 by J. Torres) No BP
26. BP & AP 7210 Academic Employees (1st read in Feb 18)
27. AP 7213 Part Time Faculty: Benefits – brand new optional (note: AP was pulled by DA on 11.14.17) No BP
28. AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (Brand New, Required) No BP
29. BP & AP 7240 Confidential Employees (note: AP was pulled by DA on 11.14.17)
30. BP & AP 7310 Nepotism (Legal update #31)
31. BP & AP 7365 Discipline and Dismissal - Classified Employees (pulled in Feb?)
32. BP & AP 7380 Retiree Health Benefits: Academic Employees – brand new required (note: AP was pulled by DA on 12.5.17 to be forwarded to CTA for input and review)

## X. Future Topics

1. Preliminary BP & AP Review Schedule (April)
2. Human Resources Update (May-list of hires)
3. Committee Evaluation (May)
4. Election of President (May)
5. Districtwide Standing Committee & Organizational Chart Update (May)
6. Annual approval of 6-year AP/BP review schedule (September)
7. Budget Update (TBD)
8. EDCT Organizational Chart – Galope (TBD)
9. Instructional Initiatives Committee – Galope (TBD)
10. Auditing Update (Summer 2018)
11. Calendar Committee Update (TBD)
12. Educational & Facilities Master Plan Update (TBD 2019)

13. Webadvisor Update (TBD)
14. AB 104 Update (TBD)
15. Emergency Management Committee (TBD)
16. District Support Services Update (written reports)
17. Police Department Update (written reports)
18. TESS Updates (written reports)

XI. Adjournment

Next Meeting Scheduled for May 1, 2018, 3:00 PM



## District Assembly

attachment #1

SBCCD Board Room, 114 S. Del Rosa Drive, San Bernardino CA 92408

### Meeting Minutes – March 6, 2018 at 3pm

Link to access APs/BPs [Policies & Procedures for Review](#)

#### I. Welcome & Introductions

Denise Allen called the meeting to order at 3pm.

Diana Rodriguez moved to approve. Amy Avelar seconded the motion to amend agenda as highlighted below. Unanimous approval.

#### II. Chancellor's Report

Chancellor Baron reported on the changes in administration at CHC. Board to take action to not renew contracts after June 30. Mike Strong to be the Lead VP and coordinate with the other VPs at CHC. Keith Wurtz will be the interim VPI. The Chancellor's intention is to hire an interim president by August 1. An ACCT Consultant will meet with faculty and staff in early May to develop a profile of a new president based on feedback from the meetings.

AP and BP 2410 Board Policies and Administrative Procedures – Board made changes without collegial consultation and agreed to move the AP and BP back through the collegial process. The Board requested the AP and BP come back to them as a package before faculty leave for the summer.

#### III. Approval of Minutes

Jim Holbrook moved to approve. TL Brink seconded the motion to approve the minutes of February 6, 2018. Unanimous approval.

#### IV. Old Business

##### A. BPs & APs 2<sup>nd</sup> Read & Approval

1. BP & AP 2435 Evaluation of the Chancellor – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve BP 2435. Unanimous approval. Celia Huston moved to approve. Amy Avelar seconded the motion to approve AP 2435 as edited in the meeting. Cassandra Thomas opposed, Jim Holbrook abstained. All others approved.
2. BP & AP 2610 Presentation of Initial Collective Bargaining – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve BP & AP 2610. Unanimous approval.
3. AP 2712 Conflict of Interest Code (no BP) – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve AP 2712. Unanimous approval.
4. BP 2717 Personal Use of Public Resources (no AP) – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve BP 2717. Unanimous approval.

5. BP 2720 Communications Among Board Members (no AP) – Jim Holbrook moved to approve. Kathy Wilson seconded the motion to approve BP 2720 as edited in the meeting. Unanimous approval.
6. BP & AP 2735 Board Member Travel – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve BP 2735. Unanimous approval. Celia Huston moved to approve. Diana Rodriguez seconded the motion to approve AP 2735 as presented. Jim Holbrook opposed. All others approved.
7. BP & AP 5020 Nonresident Tuition (identified as non-academic and professional) – Diana Rodriguez moved to approve. Jim Holbrook seconded the motion to approve BP & AP 5020. Unanimous approval.

B. Academic and Professional for Approval

1. BP & AP 4010 - Academic Calendar – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve BP 4010. Unanimous approval. Diana Rodriguez moved to approve. Celia Huston seconded the motion to approve AP 4010 as edited in the meeting. Unanimous approval.
2. BP & AP 4070 - Course Auditing and Auditing Fees – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve BP & AP 4070. Unanimous approval.
3. BP & AP 4101 - Independent Study – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve BP & AP 4101. Unanimous approval.
4. BP & AP 4102 - Career and Technical Education Programs – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve BP 4102. Unanimous approval. Bruce Baron moved to approve. TL Brink seconded the motion to approve AP 4102 as edited in the meeting. Unanimous approval.
5. AP 4227 – Repeatable Courses – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve AP 4227. Unanimous approval.
6. AP 4228 - Course Repetition - Significant Lapse of Time (no BP) – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve AP 4228. Unanimous approval.
7. AP 4229 - Course Repetition - Variable Units (No BP) – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve AP 4229. Unanimous approval.
8. BP & AP 5040 - Student Records, Directory Information, and Privacy – Diana Rodriguez moved to approve. Robert Levesque seconded the motion to approve BP 5040. Unanimous approval. Diana Rodriguez moved to approve. Denise Allen seconded the motion to approve AP 5040 as edited in the meeting. TL Brink abstained. Jim Holbrook opposed. All others approved.



C. Academic and Professional for Discussion:

BP & AP 4110 Honorary Degrees – will hold as recommended by  
DA.

<p>V. New Business – 1<sup>st</sup> Read</p>	<p>A. BPs &amp; APs – 1<sup>st</sup> Read</p> <ol style="list-style-type: none"> <li>1. AP 2365 – Recording (BP was sent to DA for 1<sup>st</sup> read 2/6/18. AP &amp; BP will be submitted together for 2<sup>nd</sup> read at April DA)</li> <li>2. AP 3710 - Securing of Copyright (BP was approved 2/6/18 and will be submitted to Board together)</li> <li>3. BP &amp; AP 5010 – Admissions</li> <li>4. BP &amp; AP 5075 - Course Adds, Drops, and Withdrawals (identified as non-academic and professional)</li> <li>5. BP &amp; AP 5420 Associated Students Finance (identified as non-academic and professional)</li> <li>6. BP 7250 Educational Administrators – Stacey to add to 3/6/18 Dropbox</li> <li>7. BP 7260 Classified Supervisors and Managers – Stacey to add to 3/6/18 Dropbox</li> </ol>
<p>VI. Other Items</p>	<p>AP &amp; BP 5500 – request to brought forward to next DA meeting under XI.</p>
<p>VII. Updates</p>	<ol style="list-style-type: none"> <li>1. HR Reorganization – Torres (attachment #2) item is moving forward to the Board for first read. Will provide updates at campus academic senates. DA recommended the HR Reorganization be placed on hold and sent forward with the salary survey proposal.</li> <li>2. Human Resources Staffing Plan – Torres – The new software will identify gaps in each department, succession planning by department, tool is used in program review. HR is cleaning data. Expected completion in April and analysis can be done in May.</li> <li>3. National Science Foundation (NSF) Grant – Rodriguez – Submitted 3/5/18. Project Summary distributed.</li> <li>4. District Committees &amp; Accreditation Standards – Gilbert (attachment #3) spreadsheet was created by Institutional Committee.</li> <li>5. Campus Safety – Jackson – PD reviewing protocols and procedures un place. Training on 4/6/18 Active Shooter/Stop the Bleed training for managers. 3 basic protocols on PD webpage. Updates on locks and mass notifications to follow. Site specific training in departments/classrooms. Jim Holbrook offered public safety students to assist in active shooter demonstration.</li> </ol>
<p>VIII. Reports</p>	<ol style="list-style-type: none"> <li>1. Academic Senates</li> <li>2. Classified Senates</li> <li>3. Student Senates</li> </ol>
<p>IX. Public Comments</p>	<p>None.</p>



X. Adjournment

Next Meeting Scheduled for April 3, 2018, 3:00 PM  
Meeting adjourned at 4:37pm


XI. Policies and Procedures under review - Chapter Owners to facilitate completion and submit to District Assembly as noted

NOTE: All APs and BPs should be submitted together for approval.

REMINDER: Templates and language provided are received from the League and vetted by their legal partners at Liebert Cassidy Whitmore. Make sure you have read through all comments in PolicyStat to ensure the language is what was recommended by their legal partners.

1. BP & AP 2410 Board Policies and Administrative Procedures (BP under review. Chancellor to discuss)
2. AP 2510 Collegial Consultation (AP 2510 being reviewed by senates goal is May)
3. BP & AP 3280 Grants (pulled on 5.2.17) TBD
4. AP 3300 Public Records (Legal update #31)
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6. AP 3435 Discrimination and Harassment Resolution Procedures (Legal update #31)
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11. BP & AP 4103 - Work Experience (needs to be completed. Return to April DA)
12. **BP &** AP 4020 Program, Curriculum and Course Development (needs to be completed. Goal is April DA)
13. **BP &** AP 4060 Delineation of Functions agreement (needs to be completed. Goal is May DA)
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24. BP & AP 5110 Counseling (needs to be completed. Goal is May DA)
25. BP & AP 5150 Extended Opportunity Programs and Services (needs to be completed. Goal is May DA)
26. ~~BP & AP 5200 Student Health Services (needs to be completed. Goal is April DA)~~
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29. BP & AP 6300 Fiscal Management (pulled on 3.7.17 by J. Torres) return to April DA
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32. BP & AP 6340 Bids and Contracts (pulled on 3.7.17 by J. Torres) return to April DA
33. AP 6370 Contracts - Personal Services – brand new required (pulled on 3.7.17 by J. Torres) return to April DA
34. AP 6400 Financial Audits (Legal update #31)
35. AP 6850 Hazardous Materials (Legal update #31)
36. AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation) – brand new required (pulled on 3.7.17 by J. Torres) return to April DA
37. BP & AP 7100 Commitment to Diversity – AP is brand new optional (note: BP is complete AP was pulled by DA on 11.14.17)
38. AP 7150 Evaluation (Will be ready for DA review in April.) Confidential and Management groups are still reviewing the changes
39. AP 7210 Academic Employees (1st read in Feb 18)
40. AP 7213 Part Time Faculty: Benefits – brand new optional (note: AP was pulled by DA on 11.14.17)
41. BP & APs Discussion – 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies (Brand New, Required) return to May DA
42. AP 7240 Confidential Employees (note: AP was pulled by DA on 11.14.17)
43. **BP &** AP 7250 Educational Administrators (discussed on 4.4.17 & 5.2.17 - request to clarify the meaning of: Subject matter expert) (note: AP needs to come back to DA as this is the one with the language about the Prof Expert and the Managers teaching a class) return to April DA
44. AP 7260 Classified Supervisors and Managers (Will send forward for approval in April; waiting on Management Handbook to be reviewed and completed)
45. BP 7310 Nepotism (Legal update #31)

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- 46. AP 7365 Discipline and Dismissal - Classified Employees (pulled in Feb?)
  - 47. AP 7380 Retiree Health Benefits: Academic Employees – brand new required(note: AP was pulled by DA on 12.5.17 to be forwarded to CTA for input and review)
  - 48. BP & AP 7400 Travel (Legal update #31)
  - 49. AP 7500 Volunteers (Legal update #31)

3/6/18

District Assembly Sign-In Sheet

President: Denise Allen

*Denise Allen*

Vice President: Mark McConnell

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Recorder: Stacey Nikac

*Stacey Nikac*

Rocio Aguayo

\_\_\_\_\_

Amy Avelar

*AA*

Bruce Baron

*B Baron*

T.L. Brink

*T.L.B*

Raymond Carlos

*R Carlos*

Santiago Castillo

\_\_\_\_\_

Jeffrey Demsky

\_\_\_\_\_

Jim Holbrook

*J Holbrook*

Celia Huston

\_\_\_\_\_

Kathryn Jaramillo

*K Jaramillo*

Robert Levesque

*Robert Levesque*

Sheri Lillard

\_\_\_\_\_

Craig Luke

\_\_\_\_\_

Marcus McInerney

\_\_\_\_\_

Brandi Mello

\_\_\_\_\_

Kevin Palkki

\_\_\_\_\_

Diana Rodriguez

\_\_\_\_\_

Susan Ryckevic

\_\_\_\_\_

James Smith

\_\_\_\_\_

Amber Snow

*Amber Snow*

Cassandra Thomas

*Cassandra Thomas*

Mary Valdemar

\_\_\_\_\_

Kathy Wilson

\_\_\_\_\_

Keith Wurtz

\_\_\_\_\_

MIKE STRONG

RICHARD GARDNER

*Terilyn Lay*

## **STEMing Our Roots PROJECT SUMMARY**

If this proposal is funded, the San Bernardino Community College District (California) will undertake a five-year research project focused on creating new knowledge on how to effectively transition Hispanic students into STEM undergraduate programs through the first stages of that journey as community college students. Using four research teams, San Bernardino Valley College (lead institution) would collaborate with Crafton Hills College (collaborative institution) on researching, developing, piloting and implementing innovative strategies around the four major objectives of the grant:

1. Adopt innovative interventions aimed at increasing the number of students in STEM majors promote community awareness of STEM fields, and ensure every STEM student feels connected and mentored towards completion of degree/transfer requirements;
2. Provide Hispanic-STEM degree seekers with clear, coherent, and structured pathways that ensure students know what is required to succeed in their chosen program by examining institutional alignment efforts to fully articulate STEM degree programs with our regional 4-year institutions;
3. Implement evidence-based active learning strategies and interventions to accelerate and improve student mastery of STEM course content by embedding scientific applications into math courses, infusing technology into classrooms and the STEM Center, creating faculty developed workshops to support difficult concepts in STEM courses, and supporting co-curricular research opportunities to improve learning and program delivery, while building relationships among STEM students, faculty and advisors;
4. To grow the Hispanic STEM student community within our colleges.

While the Riverside-San Bernardino-Ontario Metropolitan Statistical Area (MSA) has substantially fewer (48%) STEM jobs than the national average, the growth of STEM positions in the region (6.5%) is projected to outpace both the state and national averages (6.3% and 5.9%, respectively, EMSI, 2018). Median hourly earnings in STEM occupations in the MSA (\$32.13) far outpace the median hourly wages in the region (\$16.41). Although, Hispanics are less likely to be employed in STEM occupations (18.9%), Hispanics constitute a larger percentage of the labor force in the region (28.8%, EMSI, 2018).

A major challenge for both colleges, as is with other colleges in the state, is the low participation in STEM programs lower academic performance in STEM courses (Lowry and Thomas-Anderson, 2017; Carver et al., 2017). Hispanic students have a substantially lower participation rate in STEM Gateway courses (54%) compared to overall Hispanic student enrollment at SBCCD (61%). Additionally, Hispanic students are successfully completing STEM Gateway course at lower rates (60%) than other students (63%, Gamboa, 2018). Equally important, the percent of Hispanic students earning STEM awards (50%) is substantially and statistically significantly lower than the percent of Hispanic students attending SBCCD (59%, CHC IERP, 2018).

The state of current knowledge on factors influencing Hispanic student's decision to major and persist in STEM needs additional research. The Crisp and Nora's study commissioned by the Hispanic Association of Colleges and Universities, recommended research into all of the following: the socio-cultural variables influencing students' decisions to major and persist in STEM; the role of the community colleges in the STEM pipeline needs further evidence; the importance of the interactive effects of educational environments in student retention; the role of HSI's in improving access and retention (Crist & Nora, 2012). Each one of these considerations will be embedded in the research we will conduct.

**District Assembly**  
**Terms Ending 2018-2019 (as of 3/26/18)**

**attachment #2**

**OFFICERS<sup>2</sup>**

2 The President and Vice President shall be elected from the Membership. The Recorder's position shall be filled by the Executive Administrative Assistant to the Chancellor. All members, with the exception of the Chancellor and the College Presidents, are eligible to hold office. (Source: District Assembly Constitution)

**President: Denise Allen (18)**  
**Vice President: Mark McConnell (18)**

**Recorder: Stacey Nikac**

**FACULTY**

**Crafton Hills College (2)**

T.L. Brink (18)  
Jim Holbrook (19)

**San Bernardino Valley College (3)**

Amy Avelar (19)  
Craig Luke (18)  
Jeffrey Demsky (18)

**CLASSIFIED STAFF<sup>1</sup>**

<sup>1</sup>To satisfy Education Code section 70901.2, one Classified representative from the General Membership is to be appointed by CSEA.

**District (1)**  
Susan Ryckevic (18)

**Crafton Hills College (1)**  
Kathy Wilson (18)

**San Bernardino Valley College (1)**  
Cassandra Thomas<sup>1</sup> (19)

**MANAGEMENT STAFF**

**District (1)**  
Robert Levesque (18)

**Crafton Hills College (1)**  
Keith Wurtz (19)

**San Bernardino Valley College (1)**  
Raymond Carlos (18)

**STUDENTS**

**Crafton Hills College (2)**  
Marcus McInerney (18)  
Junior Gutierrez (alternate)

**San Bernardino Valley College (2)**  
Santiago Castillo (18)  
Jessica Robledo (Alternate)

**EX-OFFICIO**

1. Chancellor of the District
2. President of Crafton Hills College
3. President of San Bernardino Valley College
4. President of the CHC Academic Senate
5. President of the SBVC Academic Senate
6. President of the CHC Classified Senate
7. President of the SBVC Classified Senate
8. President of the CHC Student Body Association
9. President of the SBVC Student Body Association

Bruce Baron  
Mike Strong (designee)  
Diana Rodriguez  
Mark McConnell  
Celia Huston  
Brandi Mello  
Kathryn Jaramillo  
Amber Snow  
Rocio Aguayo

**VESTED**

Black Faculty and Staff Association  
Latino Faculty and Staff Association  
CTA President (or designee)  
CSEA President (or designee)

James Smith  
Mary Valdemar  
Sheri Lillard  
Kevin Palkki

Title	Next Review
BP 3505 Emergency Response Plan	8/1/2016
AP 4010 Academic Calendar	9/1/2016
BP 4010 Academic Calendar	9/1/2016
AP 7240 Confidential Employees	11/9/2016
AP 4104 Contract Education	11/10/2016
AP 4235 Credit by Examination	12/1/2016
AP 5010 Admissions	12/1/2016
BP 5010 Admissions	12/1/2016
AP 2510 Collegial Consultation	12/6/2016
AP 5110 Counseling	2/1/2017
BP 5110 Counseling	2/1/2017
AP 3715 Intellectual Property	3/7/2017
BP 3715 Intellectual Property	3/7/2017
AP 7345 Catastrophic Leave	4/1/2017
AP 7346 Employees Called to Military Duty	4/1/2017
AP 7347 Paid Family Leave	4/1/2017
AP 7348 Accommodations	4/1/2017
AP 7370 Political Activity	4/1/2017
AP 7371 Personal Use of Public Resources	4/1/2017
AP 6950 Drug and Alcohol Testing (U.S. Department of Transportation)	6/30/2017
BP 7100 Commitment to Diversity	7/1/2017
AP 2365 Recording	8/1/2017
AP 2435 Evaluation of the Chancellor	8/1/2017
AP 2735 Board Member Travel	8/1/2017
AP 3710 Securing of Copyright	8/1/2017
AP 4070 Course Auditing and Auditing Fees	8/1/2017
AP 4101 Independent Study	8/1/2017
AP 4102 Career and Technical Education Programs	8/1/2017
AP 4103 Work Experience	8/1/2017
AP 4227 Repeatable Courses	8/1/2017
AP 4240 Academic Renewal	8/1/2017
AP 5020 Nonresident Tuition	8/1/2017
AP 5040 Student Records, Directory Information, and Privacy	8/1/2017
AP 5045 Student Records - Challenging Content & Access Log	8/1/2017
AP 5050 Student Success and Support Program	8/1/2017
AP 5075 Course Adds, Drops and Withdrawals	8/1/2017
AP 5150 Extended Opportunity Programs and Services	8/1/2017
AP 7110 Delegation of Authority, Human Resources	8/1/2017
BP 2365 Recording	8/1/2017
BP 2435 Evaluation of the Chancellor	8/1/2017
BP 2610 Presentation of Initial Collective Bargaining Proposals	8/1/2017
BP 2717 Personal Use of Public Resources	8/1/2017
BP 2720 Communications Among Board Members	8/1/2017
BP 4070 Course Auditing and Auditing Fees	8/1/2017



BP AP Review Schedule

Title	Next Review
BP 4101 Independent Study	8/1/2017
BP 4102 Career and Technical Education Programs	8/1/2017
BP 4103 Work Experience	8/1/2017
BP 4240 Academic Renewal	8/1/2017
BP 5020 Nonresident Tuition	8/1/2017
BP 5040 Student Records, Directory Information, and Privacy	8/1/2017
BP 5050 Student Success and Support Program	8/1/2017
BP 5075 Course Adds, Drops, and Withdrawals	8/1/2017
BP 5150 Extended Opportunity Programs and Services	8/1/2017
BP 7110 Delegation of Authority, Human Resources	8/1/2017
AP 6100 Delegation of Authority, Business and Fiscal Affairs	8/31/2017
AP 6150 Designation of Authorized Signatures	8/31/2017
BP 6100 Delegation of Authority, Business and Fiscal Affairs	8/31/2017
BP 6150 Designation of Authorized Signatures	8/31/2017
AP 7120 Recruitment & Hiring	9/1/2017
BP 7120 Recruitment and Hiring	9/1/2017
AP 6330 Purchasing	10/1/2017
AP 7125 Verification of Eligibility for Employment	10/1/2017
BP 6330 Purchasing	10/1/2017
BP 7125 Verification of Eligibility for Employment	10/1/2017
AP 6340 Bids and Contracts	11/1/2017
AP 6345 Bids and Contracts - UPCCAA	11/1/2017
AP 6350 Contracts - Construction	11/1/2017
AP 6370 Contracts - Personal Services	11/1/2017
AP 7126 Applicant Background Investigations and Reference Checks	11/1/2017
AP 7130 Compensation	11/1/2017
BP 6340 Contracts	11/1/2017
BP 7130 Compensation	11/1/2017
AP 4060 Delineation of Functions Agreements	11/8/2017
AP 4110 Honorary Degrees	11/8/2017
AP 4228 Course Repetition - Significant Lapse of Time	11/8/2017
AP 4229 Course Repetition - Variable Units	11/8/2017
BP 4060 Delineation of Functions Agreements	11/8/2017
BP 4110 Honorary Degrees	11/8/2017
AP 7100 Commitment to Diversity	11/14/2017
AP 7140 Collective Bargaining	12/1/2017
BP 7140 Collective Bargaining	12/1/2017
AP 7365 Discipline and Dismissal - Classified Employees	12/4/2017
AP 7145 Personnel Files	1/1/2018
AP 7150 Evaluation	1/1/2018
BP 7150 Evaluation	1/1/2018
BP 6320 Investments	1/19/2018
AP 5120 Transfer Center	2/1/2018
AP 7160 Professional Development	2/1/2018



## BP AP Review Schedule

Title	Next Review
BP 7160 Professional Development	2/1/2018
AP 7210 Academic Employees	3/1/2018
BP 7210 Academic Employees	3/1/2018
AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies	4/1/2018
AP 7212 Temporary Faculty	4/1/2018
AP 7213 Part Time Faculty: Benefits	5/1/2018
AP 7214 Part Time Faculty: Office Hours	6/1/2018
AP 7215 Academic Employees: Probationary Contract Faculty	6/1/2018
AP 7216 Academic Employees: Grievance Procedure for Contract Decisions	7/1/2018
AP 2320 Special and Emergency Meetings	8/1/2018
AP 3280 Grants	8/1/2018
AP 3590 Energy Conservation	8/1/2018
AP 3900 Speech: Time, Place, Manner	8/1/2018
AP 3915 Printing	8/1/2018
AP 3920 Electronic Mail	8/1/2018
AP 4100 Graduation Requirements for Degrees and Certificates	8/1/2018
AP 4226 Multiple and Overlapping Enrollments	8/1/2018
AP 4232 Pass/No Pass	8/1/2018
AP 4250 Probation, Dismissal, and Readmission	8/1/2018
AP 4800 Human Remains	8/1/2018
AP 5055 Enrollment Priorities	8/1/2018
AP 5210 Communicable Disease, Students	8/1/2018
AP 5300 Student Equity	8/1/2018
AP 5420 Associated Students Finance	8/1/2018
AP 5500 Standards of Student Conduct	8/1/2018
AP 6305 Reserves	8/1/2018
AP 6322 Employee Indemnity Bonds	8/1/2018
AP 7230 Classified Employees	8/1/2018
BP 1100 The San Bernardino Community College District	8/1/2018
BP 1200 District Mission Statement	8/1/2018
BP 2010 Board Membership	8/1/2018
BP 2310 Regular Meetings of the Board	8/1/2018
BP 2315 Closed Sessions	8/1/2018
BP 2320 Special and Emergency Meetings	8/1/2018
BP 2710 Conflict of Interest	8/1/2018
BP 3280 Grants	8/1/2018
BP 3590 Energy Conservation	8/1/2018
BP 3600 Auxiliary Organizations	8/1/2018
BP 3900 Speech: Time, Place, and Manner	8/1/2018
BP 3915 Printing	8/1/2018
BP 3920 Electronic Mail	8/1/2018
BP 4100 Graduation Requirements for Degrees and Certificates	8/1/2018
BP 4226 Multiple and Overlapping Enrollments	8/1/2018
BP 4232 Pass/No Pass	8/1/2018

BP AP Review Schedule

Title	Next Review
BP 4250 Probation, Dismissal, and Readmission	8/1/2018
BP 4800 Human Remains	8/1/2018
BP 5055 Enrollment Priorities	8/1/2018
BP 5120 Transfer Center	8/1/2018
BP 5210 Communicable Disease, Students	8/1/2018
BP 5300 Student Equity	8/1/2018
BP 5420 Associated Students Finance	8/1/2018
BP 5500 Standards of Student Conduct	8/1/2018
BP 7230 Classified Employees	8/1/2018
AP 6360 Contracts - Electronic Systems and Materials	9/1/2018
AP 6365 Contracts - Accessibility of Information Technology	9/1/2018
AP 7231 Seniority	9/1/2018
AP 7232 Classification Review	9/1/2018
AP 6540 Insurance	10/1/2018
AP 6550 Disposal of Property	10/1/2018
AP 7233 Claims for Work Out of Classification	10/1/2018
AP 7234 Overtime	10/1/2018
BP 6540 Insurance	10/1/2018
BP 6550 Disposal of Property	10/1/2018
AP 7235 Probationary Period: Classified Employees	11/1/2018
AP 4255 Dismissal and Readmission	11/8/2018
AP 4610 Instructional Service Agreements	11/8/2018
AP 6900 Bookstores	12/1/2018
AP 7236 Substitute and Short Term Employees	12/1/2018
BP 6900 Bookstores	12/1/2018
BP 7236 Substitute and Short Term Employees	12/1/2018
AP 7237 Layoffs	1/1/2019
AP 6850 Hazardous Materials	2/1/2019
BP 7240 Confidential Employees	2/1/2019
AP 7250 Educational Administrators	3/1/2019
BP 7250 Educational Administrators	3/1/2019
AP 7260 Classified Supervisors and Managers	4/1/2019
AP 7265 Management Internship	5/1/2019
BP 7265 Management Internship	5/1/2019
AP 7270 Student Workers	6/1/2019
BP 7270 Student Workers	6/1/2019
AP 4260 Prerequisites and Co-requisites	6/12/2019
BP 4260 Prerequisites and Co-requisites	6/12/2019
AP 6500 Property Management	7/1/2019
AP 7310 Nepotism	7/1/2019
BP 6500 Property Management	7/1/2019
BP 7310 Nepotism	7/1/2019
AP 2730 Board Member Health Benefits	8/1/2019
AP 3440 Service Animals	8/1/2019

BP AP Review Schedule

Title	Next Review
AP 3510 Workplace Violence	8/1/2019
AP 3570 Smoking on Campus	8/1/2019
AP 3580 Sustainability	8/1/2019
AP 4030 Academic Freedom	8/1/2019
AP 4231 Grade Changes	8/1/2019
AP 4320 Off-Campus Speakers	8/1/2019
AP 4400 Community Services Programs	8/1/2019
AP 4500 Student News Media	8/1/2019
AP 5013 Students in the Military	8/1/2019
AP 5400 Associated Students	8/1/2019
AP 5410 Associated Students Elections	8/1/2019
AP 5510 Off-Campus Student Organizations	8/1/2019
AP 5520 Student Discipline Procedures	8/1/2019
AP 5530 Student Rights and Grievances	8/1/2019
AP 6520 Security for District Property	8/1/2019
AP 7330 Communicable Disease	8/1/2019
BP 2130 Term Limits	8/1/2019
BP 2355 Decorum	8/1/2019
BP 2360 Minutes	8/1/2019
BP 2725 Board Member Compensation	8/1/2019
BP 2730 Board Member Health Benefits	8/1/2019
BP 2740 Board Education	8/1/2019
BP 2745 Board Self-Evaluation	8/1/2019
BP 2750 Board Member Absence from the State	8/1/2019
BP 3440 Service Animals	8/1/2019
BP 3510 Workplace Violence	8/1/2019
BP 3570 Smoking on Campus	8/1/2019
BP 3580 Sustainability	8/1/2019
BP 4030 Academic Freedom	8/1/2019
BP 4231 Grade Changes	8/1/2019
BP 4320 Off-Campus Speakers	8/1/2019
BP 4400 Community Services Programs	8/1/2019
BP 4500 Student News Media	8/1/2019
BP 5400 Associated Students Organization	8/1/2019
BP 5410 Associated Students Elections	8/1/2019
BP 5510 Off-Campus Student Organizations	8/1/2019
BP 5530 Student Rights and Grievances	8/1/2019
BP 6520 Security for District Property	8/1/2019
BP 7330 Communicable Disease	8/1/2019
AP 7335 Health Examinations	9/1/2019
BP 7335 Health Examinations	9/1/2019
AP 6530 District Vehicles	10/1/2019
AP 6535 Use of District Equipment	10/1/2019
AP 7336 Certification of Freedom from Tuberculosis	10/1/2019

BP AP Review Schedule

Title	Next Review
AP 7337 Fingerprinting	10/1/2019
BP 6530 District Vehicles	10/1/2019
BP 6535 Use of District Equipment	10/1/2019
AP 6620 Naming of Buildings and Other Properties	11/1/2019
AP 7340 Leaves	11/1/2019
BP 6620 Naming of Buildings and Other Properties	11/1/2019
BP 7340 Leaves	11/1/2019
AP 4106 Nursing Programs	11/8/2019
BP 4106 Nursing Programs	11/8/2019
AP 6700 Civic Center and Other Facilities Use	12/1/2019
AP 7341 Sabbaticals	12/1/2019
AP 7342 Holidays	12/1/2019
BP 6700 Civic Center and Other Facilities Use	12/1/2019
AP 6380 Vendors	1/1/2020
AP 7343 Industrial Accident and Illness Leave	1/1/2020
AP 7344 Notifying the District of Illness	1/1/2020
AP 7350 Resignations	2/1/2020
BP 7350 Resignations	2/1/2020
AP 7360 Discipline and Dismissal - Academic Employees	3/1/2020
BP 7360 Discipline & Dismissal - Academic Employees	3/1/2020
BP 7365 Discipline & Dismissal - Classified Employees	4/1/2020
AP 7366 Reinstatement	5/1/2020
BP 7370 Political Activity	5/1/2020
AP 7380 Retiree Health Benefits: Academic Employees	6/1/2020
BP 7380 Retiree Health Benefits - Academic Employees	6/1/2020
AP 7381 Health and Welfare Benefits	7/1/2020
AP 2110 Vacancies on the Board	8/1/2020
AP 2330 Quorum and Voting	8/1/2020
AP 3050 Institutional Code of Ethics	8/1/2020
AP 3100 Organizational Structure	8/1/2020
AP 3200 Accreditation	8/1/2020
AP 3250 Institutional Planning	8/1/2020
AP 3300 Public Records	8/1/2020
AP 4020 Program, Curriculum, and Course Development	8/1/2020
AP 4025 Philosophy and Criteria for Associate Degree and General Education	8/1/2020
AP 4040 Library Services	8/1/2020
AP 4050 Articulation	8/1/2020
AP 5070 Attendance Accounting	8/1/2020
AP 5570 Student Credit Card Solicitation	8/1/2020
AP 5610 Voter Registration	8/1/2020
AP 5700 Intercollegiate Athletics	8/1/2020
AP 5800 Prevention of Identity Theft in Student Financial Transactions	8/1/2020
AP 6930 Vending Machines	8/1/2020
AP 7385 Salary Deductions	8/1/2020

BP AP Review Schedule

Title	Next Review
BP 2015 Student Trustees	8/1/2020
BP 2105 Election of Student Trustees	8/1/2020
BP 2110 Vacancies on the Board	8/1/2020
BP 2330 Quorum and Voting	8/1/2020
BP 2345 Public Participation at Board Meetings	8/1/2020
BP 2350 Speakers	8/1/2020
BP 3050 Institutional Code of Ethics	8/1/2020
BP 3100 Organizational Structure	8/1/2020
BP 3200 Accreditation	8/1/2020
BP 3250 Institutional Planning	8/1/2020
BP 3300 Public Records	8/1/2020
BP 4020 Program, Curriculum, and Course Development	8/1/2020
BP 4025 Philosophy and Criteria for Associate Degree and General Education	8/1/2020
BP 4040 Library Services	8/1/2020
BP 4050 Articulation	8/1/2020
BP 5030 Fees	8/1/2020
BP 5070 Attendance Accounting	8/1/2020
BP 5570 Student Credit Card Solicitations	8/1/2020
BP 5700 Intercollegiate Athletics	8/1/2020
BP 5800 Prevention of Identity Theft in Student Financial Transactions	8/1/2020
BP 6930 Vending Machines	8/1/2020
BP 7345 Catastrophic Leave Program	8/1/2020
BP 7385 Salary Deductions	8/1/2020
AP 2105 Election of Student Trustees	8/20/2020
AP 7400 Travel	9/1/2020
BP 7400 Travel	9/1/2020
AP 7420 Authorized Drivers	10/1/2020
BP 7420 Authorized Drivers	10/1/2020
AP 7450 Mileage Reimbursement	11/1/2020
BP 7450 Mileage Reimbursement	11/1/2020
AP 7500 Volunteers	12/1/2020
BP 4230 Grading and Academic Record Symbols	12/1/2020
BP 7500 Volunteers	12/1/2020
BP 7510 Domestic Partners	12/1/2020
AP 3410 Nondiscrimination	12/9/2020
AP 4230 Grading and Academic Record Symbols	12/9/2020
BP 2510 Collegial Consultation	12/9/2020
AP 7600 District Police Department	1/1/2021
BP 2210 Officers	1/1/2021
BP 7600 District Police Department	1/1/2021
BP 2305 Annual Organizational Meeting	1/19/2021
AP 6300 Fiscal Management	2/1/2021
AP 7700 Whistleblower Protection	2/1/2021
BP 6300 Fiscal Management	2/1/2021

BP AP Review Schedule

Title	Next Review
BP 7700 Whistleblower Protection	2/1/2021
AP 6450 Wireless and Cellular Telephone Use	2/15/2021
BP 6450 Wireless or Cellular Telephone Use	2/15/2021
AP 6250 Budget Management	5/1/2021
BP 6250 Budget Management	5/1/2021
AP 2305 Annual Organizational Meeting	11/8/2021
AP 6400 Financial Audits	11/18/2021
BP 6400 Financial Audits	11/18/2021
BP 2220 Committees of the Board	1/19/2022
BP 4105 Distance Education	1/19/2022
AP 6925 Refreshments or Meals Served at Meetings and District Events	3/1/2022
BP 6925 Refreshments or Meals Served at Meetings and District Events	3/1/2022
BP 5052 Open Enrollment	3/8/2022
BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program	4/1/2022
AP 2340 Agendas	4/13/2022
AP 2714 Distribution of Tickets or Passes	4/13/2022
BP 2340 Agendas	4/13/2022
BP 2714 Distribution of Tickets or Passes	4/13/2022
AP 6740 Citizens' Bond Oversight Committee	5/1/2022
BP 3540 Sexual and Other Assaults on Campus	5/1/2022
BP 6740 Citizens' Bond Oversight Committee	5/1/2022
AP 3500 Campus Safety	5/11/2022
AP 3518 Child Abuse Reporting	5/11/2022
AP 3540 Sexual and Other Assaults on Campus	5/11/2022
AP 3810 Claims Against the District	5/11/2022
AP 4021 Program Discontinuance	5/11/2022
AP 4022 Course Approval	5/11/2022
AP 4026 Philosophy and Criteria for International Education	5/11/2022
BP 3500 Campus Safety	5/11/2022
BP 3518 Child Abuse Reporting	5/11/2022
BP 3810 Claims Against the District	5/11/2022
BP 4026 Philosophy and Criteria for International Education	5/11/2022
AP 5011 Admission and Concurrent Enrollment of High School and Other Young Stude	6/8/2022
AP 5015 Residence Determination	6/8/2022
AP 5035 Withholding of Student Records	6/8/2022
AP 5052 Open Enrollment	6/8/2022
AP 5140 Disabled Student Programs and Services	6/8/2022
BP 5015 Residence Determination	6/8/2022
BP 5035 Withholding of Student Records	6/8/2022
BP 5140 Disabled Student Programs and Services	6/8/2022
AP 6800 Occupational Safety	6/30/2022
BP 6800 Occupational Safety	6/30/2022
AP 3225 Institutional Effectiveness	7/13/2022
AP 3501 Campus Security and Access	7/13/2022

BP AP Review Schedule

Title	Next Review
BP 3225 Institutional Effectiveness	7/13/2022
BP 3226 Awards	7/13/2022
BP 3501 Campus Security and Access	7/13/2022
BP 5205 Student Accident Insurance	7/13/2022
AP 3820 Gifts and Donations	8/1/2022
BP 3820 Gifts and Donations	8/1/2022
AP 4300 Field Trips and Excursions	8/10/2022
BP 4300 Field Trips and Excursions	8/13/2022
AP 3750 Use of Copyrighted Material	11/8/2022
AP 6310 Accounting	11/19/2022
AP 6315 Warrants	11/19/2022
AP 6320 Investments	11/19/2022
AP 3516 Registered Sex Offender Information	12/9/2022
AP 3520 Local Law Enforcement	12/9/2022
AP 3530 Weapons on Campus	12/9/2022
BP 3520 Local Law Enforcement	12/9/2022
BP 3530 Weapons on Campus	12/9/2022
AP 2345Public Participation at Board Meetings	12/22/2022
AP 2360Minutes	12/22/2022
AP 5220 Shower Facilities for Homeless Students	12/22/2022
BP 5220 Shower Facilities for Homeless Students	12/22/2022
AP 4105 Distance Education	12/31/2022
AP 6600 Capital Construction	1/1/2023
AP 3720 Computer and Network Use	1/18/2023
AP 6325 Payroll	1/18/2023
BP 3410 Nondiscrimination	1/18/2023
BP 3515 Reporting of Crimes	1/18/2023
BP 3720 Computer and Network Use	1/18/2023
BP 6325 Payroll	1/18/2023
AP 3515 Reporting of Crimes	1/19/2023
AP 6750 Parking	1/19/2023
BP 6600 Capital Construction	1/19/2023
BP 6750 Parking	1/19/2023
AP 3435 Discrimination and Harassment Resolution Procedures	3/15/2023
AP 2100 Board Elections	3/22/2023
AP 2430 Delegation of Authority to the Chancellor	3/22/2023
AP 6200 Budget Preparation	3/26/2023
BP 6200 Budget Preparation	3/26/2023
AP 2431 Chancellor Selection	4/17/2023
AP 3550 Drug Free Environment and Drug Prevention Program	4/17/2023
AP 4220 Standards of Scholarship - Delegation	4/17/2023
AP 5130 Financial Aid	4/17/2023
BP 2100 Board Elections	4/17/2023
BP 2430 Delegation of Authority to the Chancellor	4/17/2023

BP AP Review Schedule

Title	Next Review
BP 2431 Chancellor Selection	4/17/2023
BP 2432 Chancellor Succession	4/17/2023
BP 2716 Political Activity	4/17/2023
BP 3550 Drug Free Environment and Drug Prevention Program	4/17/2023
BP 4000 Instructional Programs	4/17/2023
BP 4220 Standards of Scholarship - Delegation	4/17/2023
BP 4235 Credit by Examination	4/17/2023
BP 5130 Financial Aid	4/17/2023
BP 3430 Prohibition of Harassment	5/9/2023
AP 2710 Conflict of Interest	5/11/2023
AP 4222 Remedial Coursework	5/11/2023
AP 4225 Course Repetition	5/11/2023
AP 5031 Instructional Materials Fees	5/11/2023
BP 2715 Code of Ethics/Standards of Practice	5/11/2023
BP 4225 Course Repetition	5/11/2023
BP 5031 Instructional Materials Fees	5/11/2023
AP 5200 Student Health Services	6/19/2023
BP 5200 Student Health Services	6/19/2023
AP 3310 Records Retention and Destruction	7/19/2023
AP 3420 Equal Employment Opportunity	7/19/2023
AP 3560 Alcoholic Beverages	7/19/2023
BP 3420 Equal Employment Opportunity	7/19/2023
BP 3560 Alcoholic Beverages	7/19/2023
BP 2200 Board Duties and Responsibilities	8/13/2023
BP 2410 Board Policies and Administrative Procedures	8/13/2023
BP 3310 Records Retention and Destruction	8/13/2023
AP 5030 Fees	8/28/2023
AP 3505 Emergency Response Plan	10/29/2023
AP 5012 International Students	10/29/2023
AP 2410 Board Policies and Administrative Procedures	11/24/2023
AP 2712 Conflict of Interest Code	11/24/2023
AP 3430 Prohibition of Harassment	11/27/2023
BP 2735 Board Member Travel	11/27/2023
BP 3710 Securing of Copyright	11/27/2023
BP 7260 Classified Supervisors and Managers	11/27/2023
AP 2610 Presentation of Initial Collective Bargaining Proposals	1/23/2024
BP 6307 Debt Issuance and Management	1/24/2024



**District Services Planning and Program Review Committee  
Planning and Program Review Process for Prioritizing Objectives**

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The District Services Planning and Program Review Committee (DSPPRC) receives prioritized objectives from the Chancellor’s Office, District Police, EDCT, Business & Fiscal Services, Human Resources, KVCR, and TESS. All objectives are prioritized through thorough group discussion and consensus of the DSPPRC. The following criteria is used to guide the recommendations of district priorities for resource allocation:

- Impact on students;
- Mandated activities related to facilities and safety;
- Accreditation requirements;
- Innovation;
- Impact on quality and comprehensiveness of program;
- The vision, mission, and values of the district;
- The District Strategic Plan;
- Service levels;
- Effective infrastructure.

Once the DSPPRC has completed the objective prioritization process, the Committee shares the recommendations with the District Budget Committee. The District Budget Committee can provide the Chancellor with recommended changes to the prioritization. The Chancellor, with advice from Chancellor’s Cabinet, reviews the objective priorities from the DSPPRC, and any recommendations from the District Budget Committee, and creates the final prioritized list of objectives. In addition, a rationale is also provided to the District community that explains any changes made by the Chancellor to the recommended prioritized list.

Source:

[http://www.sbccd.org/~media/Files/SBCCD/District/Research/Program%20Review/1516\\_PrioritizationDiagramFinal.pdf](http://www.sbccd.org/~media/Files/SBCCD/District/Research/Program%20Review/1516_PrioritizationDiagramFinal.pdf)

**DISTRICT SUPPORT SERVICES**

**Date:** March 21, 2018

**To:** District Services Planning & Program Review (DSPPR) Committee

**From:** Bruce Baron, Chancellor

**Subject:** District Support Services Program Review Expenditures for 2017-18

At its March 14, 2018 meeting, Chancellor's Cabinet approved the District Program Review Resource Prioritization, as applicable to District Support Services only. Each campus has its own processes for identifying and fulfilling program review needs. The attached list of approved requests has been identified for implementation.

I would like to thank Jeremiah Gilbert, the chair of the District Services Planning & Program Review (DSPPR) Committee. I would also like to thank the DSPPR Committee members; Jeremiah Gilbert, Jeremy Sims, Jason Brady, Ralph Cooper and Barbara Nichols, Richard Galope, Stacy Garcia, Alvin Jackson, Michele Jeannotte, Kristina Hannon, Melanie Gonzales, Hussain Agah, Larry Strong, Virginia Diggle, Noemi Elizalde, Mark McConnell, Paula Ferri-Milligan, Katherine Jaramillo, Mary Bender, Grayling Eation, Mary C. Smith, Denise Allen, and Ashley Gaines.





2017-18 District Support Services Program Review Resource Requests

Ranking	Abbreviated Objective	Strategic Direction	Resource Type	Y1 Cost	Y2 Save	Y2 Cost	Y2 Save2	Y3 Cost	Y3 Save	Total Cost	Total Save
<b>Approved Request</b>											
1	Hire - Police (APPROVED)	Goal 3	OnGoing	64,560	-	67,788	-	71,172	-	203,520	-
2	Hire - B&FS (APPROVED)	Goal 4	OneTime	45,000	-	-	-	-	-	45,000	-
3	Hire - HR (APPROVED - REORGANIZATION)	Goal 3	OnGoing	-	-	-	-	-	-	-	-
5	Admin Support - Chancellor (APPROVED)	Goal 4	OnGoing	70,000	-	75,000	-	80,000	-	225,000	-
<b>Total Approved</b>				<b>179,560</b>	<b>-</b>	<b>142,788</b>	<b>-</b>	<b>151,172</b>	<b>-</b>	<b>473,520</b>	<b>-</b>
<b>Non-Approved Request (On-going)</b>											
3	Hire - HR	Goal 3	OnGoing	67,446	-	70,815	-	74,359	-	212,620	-
4	Hire - TESS	Goal 4	OnGoing	182,200	-	189,328	-	196,456	-	567,984	-
4	Hire - TESS	Goal 4	OnGoing	126,000	-	132,000	-	138,000	-	396,000	-
6	Convert Position - Facilities	Goal 4	OnGoing	40,000	-	40,000	-	40,000	-	120,000	-
9	System Upgrade- HR	Goal 3	OnGoing	25,000	-	12,500	-	10,000	-	47,500	-
9	System Upgrade- HR	Goal 3	OnGoing	10,000	-	10,000	-	10,000	-	30,000	-
10	Hire - TESS	Goal 3	OnGoing	70,000	-	75,000	-	80,000	-	225,000	-
13	Hire - Distance Ed	Goal 1	OnGoing	20,462	-	6,275	-	6,590	-	33,327	-
13	Hire - Distance ED	Goal 1	OnGoing	66,516	-	69,840	-	73,320	-	209,676	-
14	Recruitment - HR	Goal 3	OnGoing	50,000	-	50,000	-	50,000	-	150,000	-
15	Professional Development	Goal 3	OnGoing	500	-	500	-	500	-	1,500	-
15	Professional Development	Goal 3	OnGoing	6,200	-	6,200	-	6,200	-	18,600	-
16	Hire - Facilities	Goal 4	OnGoing	133,000	300,000	138,000	300,000	143,000	300,000	414,000	900,000
17	Improve Website - Marketing	Goal 3	OnGoing	5,000	-	-	-	-	-	5,000	-
18	Brand Improvement - Marketing	Goal 3	OnGoing	10,000	-	10,000	-	10,000	-	30,000	-
20	Software Purchase	Goal 4	OnGoing	150,000	50,000	30,000	50,000	30,000	50,000	210,000	150,000
21	Purchase - District	Goal 4	OnGoing	15,000	-	-	-	-	-	15,000	-
21	Purchase - District	Goal 4	OnGoing	20,000	-	20,000	-	20,000	-	60,000	-
25	Climate Survey	Goal 4	OnGoing	10,000	-	10,000	-	10,000	-	30,000	-
26	Wellness Program	Goal 3	OnGoing	25,000	-	25,000	-	25,000	-	75,000	-
27	Employee Handbook - HR	Goal 3	OnGoing	5,000	-	2,500	-	1,250	-	8,750	-
28	Training - HR	Goal 3	OnGoing	50,000	-	50,000	-	50,000	-	150,000	-
29	Lease of Office Space	Goal 4	OnGoing	75,000	-	50,000	-	75,000	-	200,000	-
30	Hire - IT	Goal 4	OnGoing	120,000	-	13,500	-	150,000	-	283,500	-
<b>Total Not-Approved (On-going)</b>				<b>250,000</b>	<b>-</b>	<b>116,000</b>	<b>-</b>	<b>276,250</b>	<b>-</b>	<b>642,250</b>	<b>-</b>

\*Requested by Associate Vice Chancellor of EDCT    \*\*Negotiated Item (CSEA)





2017-18 District Support Services Program Review Resource Requests

Ranking	Abbreviated Objective	Strategic Direction	Resource Type	Y1 Cost	Y2 Save	Y2 Cost	Y2 Save2	Y3 Cost	Y3 Save	Total Cost	Total Save
<b>Non-Approved Request (One-Time)</b>											
7	Improve Brand Identity	Goal 2	OneTime	100,000	-	-	-	-	-	100,000	-
8	Equipment Needed	Goal 3	OneTime	24,600	-	-	-	-	-	24,600	-
11	Improve Processes - Facilities	Goal 4	OneTime	75,000	-	-	-	-	-	75,000	-
12	Risk Assessment -Fiscal	Goal 4	OneTime	30,000	-	-	-	-	-	30,000	-
19	Training	Goal 3	OneTime	10,000	-	-	-	-	-	10,000	-
21	Purchase - District	Goal 4	OneTime	42,000	-	-	-	-	-	42,000	-
21	Purchase - District	Goal 4	OneTime	12,000	-	-	-	-	-	12,000	-
22	Professional Development	Goal 3	OneTime	7,500	-	-	-	-	-	7,500	-
23	Solar Investment	Goal 4	OneTime	12,000,000	300,000	-	275,000	-	200,000	12,000,000	775,000
24	Land Investment - Distirct	Goal 4	OneTime	15,000,000	-	-	-	-	-	15,000,000	-
29	Purchase of Equipment	Goal 4	OneTime	50,000	-	25,000	-	25,000	-	100,000	-
<b>Total Not-Approved (One-Time)</b>				<b>27,351,100</b>	<b>300,000</b>	<b>25,000</b>	<b>275,000</b>	<b>25,000</b>	<b>200,000</b>	<b>27,401,100</b>	<b>775,000</b>

<b>Grand Total</b>				<b>27,780,660</b>	<b>300,000</b>	<b>283,788</b>	<b>275,000</b>	<b>452,422</b>	<b>200,000</b>	<b>28,516,870</b>	<b>775,000</b>
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**Pulled Items**

Pulled*	Hire - KVCR	Goal 4	OnGoing	79,467	-	87,610	-	96,595	-	263,672	-
Pulled*	Hire - KVCR	Goal 3	OnGoing	79,467	-	83,437	-	87,610	-	250,514	-
Pulled*	Hire - KVCR	Goal 3	OnGoing	61,752	-	62,678	-	63,618	-	188,048	-
Pulled*	Hire - KVCR	Goal 4	OnGoing	53,280	-	54,079	-	54,890	-	162,249	-
Pulled*	Hire - KVCR	Goal 4	OnGoing	72,072	-	75,682	-	79,467	-	227,221	-
Pulled*	Hire - KVCR	Goal 3	OnGoing	79,467	-	83,437	-	87,610	-	250,514	-
Pulled*	Budget Access - EDCT	Goal 3	OnGoing	236,682	-	236,682	-	236,682	-	710,046	-
Pulled**	Pay Increase - Police	Goal 3	OneTime	58,224	-	-	-	-	-	58,224	-

\*Requested by Associate Vice Chancellor of EDCT \*\*Negotiated Item (CSEA)

Aug 2019						
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

Sep 2019						
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					

Oct 2019						
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		

Nov 2019						
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

Dec 2019						
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				

Jan 2020						
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	

Feb 2020						
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

Mar 2020						
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				

Apr 2020						
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		

May 2020						
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						

Jun 2020						
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				

Jul 2020						
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	

**LEGEND**

Flex Days	Aug 15, Sep 27, Jan 9, Apr 8		
In-Service Days	Aug 16, Jan 10, May 22 (Commencement)		
Term Start Days	Aug 19 (Fall) and Jan 13 (Spring)		
Final Exam Weeks	Dec 14 – 20 (Fall) and May 15 – 21 (Spring)		
Spring Recess	March 16 – 21		
Holidays	Sep 2 (Labor Day)	Nov 11 (Veteran’s Day)	Nov 28 – 30 (Thanksgiving)
	Dec 25 – Jan 1 (Winter Break)	Jan 20 (MLK Day)	Feb 7 (Lincoln’s Bday)
	Feb 17 (Washington’s Bday)	May 25 (Labor Day)	Jul 3 (Independence Day Obs.)

This side is for quick reference only (see reverse for the Official SBCCD Academic Calendar)

# San Bernardino Community College District

## 2019-2020 Academic Year

### Fall Semester 2019:

Flex Day (no classes in session) .....	August 15
Faculty In-Service Day .....	August 16
Instruction Begins .....	August 19
Labor Day .....	September 2
Fall Census Day .....	September 9
Flex Day (no classes in session) .....	September 27
Veterans Day .....	November 11
Thanksgiving Recess .....	November 28-30
Final Exams/Saturday Classes .....	December 14
Final Exams .....	December 16-20
Fall Semester Ends .....	December 20
Fall Semester Grades Due .....	December 27
Campus Closed .....	December 25-January 1

### Spring Semester 2020:

Flex Day (no classes in session) .....	January 9
Faculty In-Service Day .....	January 10
Instruction Begins .....	January 13
Martin Luther King Day .....	January 20
Spring Census Day .....	February 3
Lincoln's Birthday .....	February 7
Washington's Birthday .....	February 17
Spring Recess .....	March 16-21
Flex Day (no classes in session) .....	April 8
Final Exams .....	May 15-21
Final Exams/Saturday Classes .....	May 16
Spring Semester Ends .....	May 21
CHC & SBVC Campus Graduation .....	May 22
Faculty In-Service Day .....	May 22
Memorial Day .....	May 25
Spring Semester Grades Due .....	May 28

**Short Term Courses** ..... Grades due 7 calendar days after last day of class

**Flex Days** ..... 4 days of Required Flex to be completed by contract faculty

2019-2020 Census Days

Fall Census Day - September 9  
 Spring Census Day - February 3



## President Search Timeline May – November, 2018

- May - June: ACCT Consultant works with the Chancellor to plan timeline, webpage development and advertising
- May 8: Search Committee Selected  
Search Committee Meeting #1, Noon - 2:00 p.m.  
Agenda: Training and Orientation  
Consultant holds open forums for staff and public input to Profile  
Consultant meets with the Chancellor and Search Committee regarding the Profile
- June: Profile complete, Website functional and Print Ads published
- June 15- Sept. 20: Active Recruiting
- October 1: Target Date for Receipt of Applications (accepted until filled)
- October 8-12: Committee reviews applications independently on ACCT web portal
- October 16: Search Committee Meeting (#2) 9:00 a.m. - 3:00 p.m.  
Agenda: Discussion of Applications  
Selection of Semi-Finalists to be invited for interview
- November 6: Search Committee Meeting (#3) 8:00 a.m. - 8:00 p.m.  
(all day and evening if needed)  
Agenda: Interviews of Semi-Finalists  
Select Finalists to recommend to the Chancellor
- November 19: Finalists' Public Forums, Campus Tour and Informal Meetings
- November 20: Finalists' Interviews with the Chancellor and Board of Trustees
- Late November: Chancellor Recommends new President to the Board of Trustees
- Start Date: January 1, 2019, or as negotiated

*Note: ACCT completes Preliminary Reference Reports for Semi-Finalists and Summary Reference Reports for all Finalists.*