



## District Assembly

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

# Meeting Agenda – November 6, 2018, 3:00 PM

### 1. CALL TO ORDER

Denise Allen, Chair

### 2. CHANCELLOR'S REPORT

Bruce Baron, Chancellor

A. General Updates/Highlights (p3)

### 3. APPROVAL OF MINUTES

A. October 2, 2018 (p4)

### 4. OLD BUSINESS

#### A. APPROVAL OF NON-ACADEMIC & PROFESSIONAL APs and BPs FOR 2<sup>ND</sup> READING

- i. BP 1100 The San Bernardino Community College District (no AP) (p7)
- ii. BP 1200 District Mission Statement (no AP) (p8)
- iii. BP & AP 3720 Computer and Network Use (p10,11)
- iv. BP & AP 6751 Parking Citation Payment Plan (p17,18)
- v. AP 7120 Recruitment & Hiring (p20,21)
- vi. BP & AP 7250 Educational Administrators (p26,28)
- vii. BP & AP 7260 Classified Supervisors and Managers (p34,35)

#### B. ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR INFORMATION

- i. BP & AP 4100 Graduation Requirements for Degrees and Certificates (p47,48)

#### C. CHAPTER 2 APs and BPs SUBMITTED FOR INFORMATION

- i. None

### 5. NEW BUSINESS

#### A. NON-ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR 1<sup>ST</sup> READING

- i. BP & AP 3590 Energy Conservation (p50,51)
- ii. BP & AP 6330 Purchasing (p54,55)
- iii. AP 7126 Applicant Background Investigations and Reference Checks (p63)
- iv. BP & AP 7130 Compensation (p64,65)
- v. AP 7145 Personnel Files (p67)
- vi. BP & AP 7150 Evaluation (p68,69)
- vii. BP & AP 7160 Professional Development (p73,74)
- viii. BP & AP 7385 Salary Deductions (p76,77)

#### B. ACADEMIC & PROFESSIONAL APs and BPs

- i. BP & AP 4226 Multiple & Overlapping Enrollment (p78,79)
- ii. BP & AP 4232 Pass/No Pass (p80,81)

#### C. DA CONSTITUTION SUBMITTED FOR 1<sup>ST</sup> READING (separate handout)

#### D. END OF SEMESTER SURVEY (separate handout)

- E. CCLC Legal Updates #33 (p84)

## **6. UPDATES**

- A. TESS Written Report (p87)
- B. Human Resources Written Report (p100)
- C. Strong Workforce CHC & SBVC Update

## **7. REPORTS**

- A. Academic Senates
- B. Classified Senates
- C. Student Senates

## **8. PUBLIC COMMENTS**

*Any member of the public who wishes to address the Committee on any matter is limited to five minutes. The total time for members of the public to speak on the same or a similar issue shall be limited to 20 minutes. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the meeting as possible.*

## **9. FUTURE TOPICS**

- A. District Support Services Update (December 2018)
- B. Brand Identity Update and Draft District Logo (December 2018)
- C. Budget Update (December 2018/February 2019)
- D. Progress on accomplishments, opportunities and challenges in working towards the EMPs, DSSSP, and Accreditation (February 2019)
- E. Membership Election (February 2019)
- F. AB 104: Adult Education Block Grant Update (February 2019)
- G. Webadvisor Update (February 2019)
- H. Draft Staffing Plan (March 2019)
- I. Emergency Management Committee (March 2019)
- J. Committee Evaluation (April 2019)
- K. Election of President & VP (April 2019)
- L. Preliminary BP & AP Review Schedule (April 2019)
- M. Calendar Committee Update (April 2019)
- N. Annual approval of 6-year AP/BP review schedule (September 2019)
- O. District Program Review & District Strategic Plan Update (October 2019)
- P. Police Department Written Report (October 2019)
- Q. District Committee Reports (TBD)

## **10. ADJOURN**

Next meeting: December 4, 2018



# Good News

November 2018

## CHANCELLOR'S LEADERSHIP ACADEMY

**LEAD CHANGE. FOSTER INNOVATION. INSPIRE MOTIVATION.** Chancellor Baron is pleased to announce the completion of the 2nd class of the Chancellor's Leadership Academy (CLA). This group creates a broadened network of well-informed leaders whose strengthened commitment to SBCCD and community involvement will affect positive change in Inland Southern California. 23 faculty and staff join the graduated cohort of the CLA. Launched in 2017, CLA's goal is to develop the next generation of faculty and staff who will go on to shape the future of SBCCD and the community around us. This immersive three-day program allows selected individuals to gain first-hand insight on leadership, issues, and trends through discussions with statewide leaders at the forefront of community college student success.

Congratulations to the 2018 Chancellor's Leadership Academy cohort.



Name	Classification	Department	Site
Tiffany Aguilar, CLA 18-19	Confidential	Human Resources	District
Keith Birkfeld, CLA 18-19	Management	KVCR	KVCR
Paul Walker, CLA 18-19	Management	Police Department	Police
Paul Bratulin, CLA 18-19	Management	Marketing & Public Relations	SBVC
Yancie Carter, CLA 18-19	Faculty	Counseling	SBVC
Dr. Christopher Crew, CLA 18-19	Classified	Psychology	District
Cory Elmore, CLA 18-19	Management	Human Resources	District
Ashley Gaines, CLA 18-19	Management	EDCT	EDCT
Melanie Gonzales, CLA 18-19	Confidential	Human Resources	District
Jamie Herrera, CLA 18-19	Faculty	Calworks	SBVC
Celia Huston, CLA 18-19	Faculty	Library	SBVC
David James, CLA 18-19	Management	Business & Fiscal Services	District
Ernie Loera, CLA 18-19	Management	Facilities	District
Anna Mendez, CLA 18-19	Management	Print Shop	TESS
Van Muse, CLA 18-19	Management	Instruction	CHC
Šnezana Petrovic, CLA 18-19	Faculty	Art	CHC
Patricia Quach, CLA 18-19	Management	Academic Success & Learning Services	SBVC
Larry Strong, CLA 18-19	Management	Business & Fiscal Services	District
Dr. Keith Wurtz, CLA 18-19	Management	Office of Instruction	CHC
Sharaf Williams, CLA 18-19	Management	First Year Experience	SBVC

## YUCAIPA ROTARY SPONSORS TWO FIRE ACADEMY CADETS



Thanks to the Yucaipa Rotary Club who sponsored two of our Fire Academy cadets this semester. William Miller and Peter Bottenberg are both Navy veterans and Redlands East Valley High School alumni. Michelle Riggs, director of the CHC Foundation, accompanied them to the Rotary breakfast on Oct. 30 where they were presented with the donation from Ken Colby, president (far right). Pictured with them is David Avila, Rotarian and Yucaipa City Councilman, who arranged for Rotary to make the scholarship donation.

## ACCT LEADERSHIP CONGRESS IN NEW YORK OCT. 24 - 27



SBCCD executive leadership and board of trustees joined over 2,000 trustees, presidents, chancellors, government officials, foundation representatives, and experts in October as they exchanged critical information and ideas on successful new models, innovations, programs, and actively networked with community college leaders from across the country.

## EDCT FOUNDATION SPONSORS LEADERSHIP DEVELOPMENT



EDCT Foundation is sponsoring the first Next Steps Leadership Development

Program, through the Academy for Dynamic Leadership. This program will be offered to driven individuals within the Inland Empire who are looking to rise within a company, take over a business, or start an organization of their own. Beginning in January 2019 with a kick-off retreat at the UCLA Conference Center in Lake Arrowhead, CA, program participants will examine and evaluate personal leadership style, strengths and weaknesses, and focus on team building. Email Tayte Olma at [tolma@sbccd.org](mailto:tolma@sbccd.org) for more information.

## KVCR PARTNERED WITH U.S. RESILIENCE COUNCIL



The Management team of KVCR with Producer Erik Martinez-Westley partnered with the US Resiliency Council to tackle a subject that's important to San Bernardino and Riverside County and all California residents as well...EARTHQUAKES. The October 27th television premiere of THE WHISTLE, was ushered in Monday night, October 22 by inviting local residents, stakeholders, and SBCCD staff to gather at KVCR studios to watch the first episode, and to have answered pertinent questions about Disaster Preparedness,

Public Safety, the Government's role in preparation and how and why San Bernardino Valley College is a seismically safe campus.



## District Assembly

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

# Meeting Minutes – October 2, 2018, 3:00 PM

### 1. CALL TO ORDER

Denise Allen, Chair called the meeting to order at 3:05pm. There were self-introductions.

- A. Meeting Norms were shared with the assembly.
- B. Constitution & Membership were reviewed. **Stephanie Briggs suggested including the Manager's Association. Celia Huston moved to agendize the constitution and membership for the next meeting to allow for 1<sup>st</sup> and 2<sup>nd</sup> read. James Smith seconded the motion. Unanimous approval. Email changes to Denise Allen.**

### 2. CHANCELLOR'S REPORT

Bruce Baron, Chancellor

- A. General Updates/Highlights – Chancellor Baron gave an update on Ellucian/Webadvisor. We are in the RFP process with new vendors. Enrollments are doing well with both colleges on track to reach their target. He gave an update on the new funding formula. The Chancellor reported the SBCCD is in the process of purchasing new office buildings and have plans to repurpose the existing district offices.

### 3. APPROVAL OF MINUTES

- A. Laurie Green moved approval of the September 4, 2018 minutes. Jose Torres seconded the motion. Keith Wurtz abstained. All others in attendance approved.

### 4. OLD BUSINESS

#### A. APPROVAL OF NON-ACADEMIC & PROFESSIONAL APs and BPs FOR 2<sup>ND</sup> READING

- i. AP 3435 Discrimination and Harassment Resolution
- ii. BP & AP 6100 Delegation of Authority, Business and Fiscal Affairs
- iii. BP & AP 6150 Designation of Authorized Signatures
- iv. BP & AP 7140 Collective Bargaining

**Keith Wurtz moved approval of BPs and APs listed. Mark McConnell seconded the motion. Stephanie Briggs abstained. All others in attendance approved.**

#### ITEMS PULLED FOR SEPARATE ACTION

- i. BP & AP 3505 Emergency Response Plan – **approved with changes made to the placement of the Emergency Numbers list for better flow of the AP.**
- ii. AP 7120 Recruitment & Hiring - **There was discussion about the pre-screening process and a possibility of qualified candidates being screened out. HR advised the hiring manager has access to all applications, which should help. District Assembly asked for the management handbook to be reviewed and approved before strikes can be eliminated. EEO requires a reason why there were fewer than three forwarded during the initial screening process. HR will work with CSEA to create a pool of eligible candidates and it will be clarified in the AP. Stephanie Briggs moved to bring the AP back in November. Laurie Green seconded the motion. Unanimous approval.**

- B. ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR INFORMATION
- i. BP & AP 4060 Delineation of Functions Agreements – Keith Wurtz moved approval to changes in the BP: “noncredit” to “adult continuing education” and add “All courses being considered for transfer will be submitted, reviewed and considered for approval through the college’s adopted curriculum approval process prior to being adopted.” Celia Huston seconded the motion. Unanimous approval.
  - ii. BP & AP 4100 Graduation Requirements for Degrees and Certificates - bring back in November due to additional revision recommendations.
  - iii. BP & AP 4226 Multiple and Overlapping Enrollments
  - iv. BP & AP 4232 Pass/No Pass
  - v. BP & AP 5110 Counseling  
Keith Wurtz moved approval of BP & AP 4226, BP & AP 4232, and BP & AP 5110. Mark McConnell seconded the motion. Unanimous approval.
- C. CHAPTER 2 APs and BPs SUBMITTED FOR INFORMATION  
(Board approved 9/13/18)
- i. BP 2010 Board Membership (no AP)
  - ii. BP 2310 Regular Meetings of the Board (no AP)
  - iii. BP 2315 Closed Sessions (no AP)
  - iv. BP & AP 2320 Special and Emergency Meetings
  - v. BP 2710 Conflict of Interest (AP was approved May 2017)
- (For Board approval 10/11/18)
- vi. BP 2100 Board Elections (no AP)
  - vii. BP 2220 Committees of the Board (no AP)
  - viii. BP & AP 2305 Annual Organizational Meeting
  - ix. BP 2350 Speakers (no AP)
  - x. BP 2360 Minutes (AP is new suggested. Do not need new AP)
  - xi. BP 2430 Delegation of Authority to the Chancellor (AP is new suggested. Do not need new AP)
  - xii. BP 2745 Board Self-Evaluation (no AP)
- D. BP & AP 2410 Board Policies & Procedures – Chancellor Baron gave an overview and history. A collegial group was convened to revise the language that would be acceptable to the BOT. No second read. Final approval of AP & BP 2410 will take place at the October board meeting.

## 5. NEW BUSINESS

- A. NON-ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR 1<sup>ST</sup> READING
- i. BP 1100 The San Bernardino Community College District (no AP)
  - ii. BP 1200 District Mission Statement (no AP)
  - iii. BP & AP 3720 Computer and Network Use
  - iv. BP & AP 6751 Parking Citation Payment Plan
  - v. BP & AP 7250 Educational Administrators – Jose Torres moved approval to forward changes p116: H1 changes only. Chancellor will provide the explanation to the BOT. Keith Wurtz seconded the motion. Unanimous approval.
  - vi. BP & AP 7260 Classified Supervisors and Managers. Kristina will bring changes to the next meeting (handbook reference and all red strikes).

- B. ACADEMIC & PROFESSIONAL APs and BPs
  - i. BP & AP 5030 Fees - AP 5030 Fees should be consistent at both colleges. Consult CCLC to see if specific fees are required. Jose will find the language in the law and update 5030.
  - ii. BP & AP 5130 Financial Aid - Jose will find the language in the law and update 5130.
- C. CONSTITUTION REVIEW AND UPDATE – item was discussed and will be agendized for November to allow for 1<sup>st</sup> and 2<sup>nd</sup> read.

## 6. UPDATES

- A. Brand Identity Update - Angel Rodriguez distributed materials and provided an update on brand identity as attached.
- B. District Program Review & District Strategic Plan Update – Materials were distributed as attached.
- C. Police Department – Chief Jackson provided a department update and distributed the Annual Security Report <http://sbccd.org/asr>.

## 7. REPORTS

- A. An update was given by CHC and SBVC Academic Senates.
- B. Classified Senates – no update
- C. Student Senates - no update

## 8. PUBLIC COMMENTS

None

## 9. FUTURE TOPICS

- A. TESS Written Report (November 2018)
- B. Human Resources Written Report (November 2018)
- C. Strong Workforce CHC & SBVC Update (November 2018)
- D. District Support Services Update (December 2018)
- E. Budget Update (December 2018/February 2019)
- F. Progress on accomplishments, opportunities and challenges in working towards the EMPs, DSSSP, and Accreditation (February 2019)
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- Q. Brand Identity Update (October 2019)
- R. District Program Review & District Strategic Plan Update (October 2019)
- S. Police Department Written Report (October 2019)

## 10. ADJOURN

Next meeting: November 6, 2018  
Meeting adjourned at 4:40pm.



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** *BOT Board of Trustees:*  
**Policy Area:** *Chapter 1 The District*  
**References:**

## BP 1100 The San Bernardino Community College District

*(Replaces SBCCD BP 1000)*

The District has been named the San Bernardino Community College District. The name is the property of the District. No person shall, without the permission of the Board of Trustees, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and/or education centers:

- San Bernardino Valley College  
701 S. Mt. Vernon Avenue  
San Bernardino, CA 92410
- Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, CA 92399
- Technology and Educational Support Services  
1289 Bryn Mawr Avenue, Suite B  
Redlands, CA 92374
- District Office and Professional Development Center  
114 S. Del Rosa Drive  
San Bernardino, CA 92408
- Economic Development and Corporate Training  
114 S. Del Rosa Drive  
San Bernardino, CA 92408
- KVCR TV-FM  
701 S. Mt. Vernon Avenue  
San Bernardino, CA 92410

The District holds classes and conducts programs at its campus locations and other off-campus sites.

### References:

Education Code Section 72000(b);

### Attachments:

No Attachments



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 1 The District</i>
References:	

## BP 1200 District Mission Statement

*(Replaces SBCCD BP 1100)*

The mission of the San Bernardino Community College District is to transform lives through the education of our students for the benefit of our diverse communities.

This ~~mission~~ is achieved through the District's two colleges, and public broadcast system (~~KVCR~~), ~~Economic Development and Corporate Training Center (EDCT)~~ by providing ~~to the students and communities we serve~~ high quality, effective and accountable instructional and training programs and services ~~in the following areas:~~ to the students and communities we serve.

- ~~Transfer education~~ programs that ensure the greatest possibility of success in baccalaureate programs.
- ~~General education~~ programs designed to give students a substantial and coherent exposure to the major broad domains of higher education.
- ~~Vocational/technical~~ education programs that offer opportunities in training, retraining, and skill building to provide business, industry and government with a qualified work force.
- ~~Workforce Development~~ programs of fee-based classes that provides an opportunity for individuals to develop occupational skills in preparation for employment or to improve or upgrade job skills to enhance performance in current employment.
- ~~Economic Development~~ programs that promote partnerships with corporate and commercial enterprise as well as government agencies to enhance the economic base of the community served.
- ~~A Public Broadcasting System~~ that contributes to meeting the educational and communications needs of the Inland Empire and partners with educational agencies and public agencies to broaden the scope of services to the community.
- ~~Education~~ programs that are coordinated with delivery systems and provide enhanced access and educational opportunities

These instructional programs will be supported by specific student services as identified below:

- ~~Comprehensive Support Services~~ enhanced by matriculation that provides for counseling and guidance to encourage student growth and development through assessment, academic planning, career planning and personal development.
- ~~Developmental Program~~ services that provide under-prepared students with the skills they need to enter transfer, general education, or vocational/technical programs.
- ~~Disabled and Disadvantaged Student~~ that provide students the opportunity for equitable access to the educational offerings of the college.
- ~~Commitment to Diversity~~ that recognizes the varied needs of diverse student population.

~~This mission is carried out in an environment that encourages intellectual development, enhances personal~~



~~growth, and fosters openness to a wide range of ideas, cultures and people. Admission to these educational programs is open to adults, high school graduates and others as identified by law who can profit from the instruction.~~

~~The Board of Trustees of the San Bernardino Community College District reaffirms the role of the community colleges as defined in the California Master Plan for Higher Education. The District has adopted and is committed to an Affirmative Action policy of nondiscrimination in all of its dealings with students, employees, and the community. This statement of mission is designed to assist the Board in carrying out its role and responsibility in developing fiscal, physical, and human resources on behalf of the people of this District.~~

The mission is evaluated and revised on a regular basis.

## Reference:

ACCJC Accreditation Standard I.A

## Attachments:

No Attachments

### Applicability

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San Bernardino Community College District



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** *Chancellor's Cabinet*  
*Chancellor's Cabinet:*  
**Policy Area:** *Chapter 3 General Institution*  
**References:**

## BP 3720 Computer and Network Use

*(Replaces current SBCCD BP 3720)*

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

### References:

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

### Attachments:

- [BP 3720 Computer and Network Use - Comments](#)
- [BP 3720 Computer and Network Use - Legal Citations](#)
- [BP3720 -OLD.pdf](#)

### Applicability

San Bernardino Community College District



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Chancellor's Cabinet</i> <i>Chancellor's Cabinet:</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Legally Advised</i>

## AP 3720 Computer and Network Use

*(Replaces current SBCCD AP 3720)*

### OWNERSHIP RIGHTS

The San Bernardino Community College District (“District”) owns, leases, and/or operates a variety of computer and communication systems, including but not limited to: host computers, file servers, work stations, stand-alone computers, laptops, software, and internal or external communications networks (Internet, email, mass notification systems, cloud storage, telephone and voicemail systems). These systems are provided for the use of District faculty, administrators, staff, and students in support of the programs of the colleges and District. Hereinafter, this system and all of its component parts shall be referred to as the “District Network.”

Modification or Removal of Equipment – Computer users must not attempt to modify or remove computer equipment, software, or peripherals without proper authorization.

### PRIVACY INTERESTS

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

### DISTRICT RIGHTS

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

## **PASSWORD PROTECTION**

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

## **USAGE**

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

## **MISREPRESENTATION AND LIABILITY**

Users of Electronic Communications Resources shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless appropriately authorized to do so. The District is not responsible for any loss or damage incurred by an individual as a result of personal use of the District's Electronic Communications Resources.

## **PERSONAL IDENTIFIABLE INFORMATION (PII)**

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

## **HARRASSMENT**

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

## **UNLAWFUL MESSAGES**

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

## **COMMERCIAL USE**

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

## **POLITICAL AND COMMERCIAL USE**

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

## **FAIR USE**

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

## **REPORTING PROBLEMS**

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

## **SOFTWARE LICENSING**

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

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

## **EXCEPTIONS**

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

## **COPYING**

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

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

## **NETWORK ACCESS, MEDIA, AND SOCIAL NETWORKING**

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

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

## **PERSONAL MOBILE DEVICES**

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

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

## **MOBILE DEVICE ENCRYPTION**

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

## **BRING YOUR OWN DEVICE**

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

This procedure provides standards and rules of behavior for the use of personal Devices to access District network resources and information for District business purposes. Users may access District information on personal Devices only in the conduct of District business. The District's interests are to foremost protect District data and information while allowing Users to utilize personal Devices.

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

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

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

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

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

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

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

b. Users shall password protect Devices using existing password protect utilities available on the User’s device. This is inclusive of but not limited to alpha numeric passwords, swipe, finger print and pin codes. Users shall use strong passwords and keep them well protected. It is recommended that when appropriate, Users choose long password of at least 8 characters and change them periodically. Users shall immediately notify the District’s IT Department Help Desk if you believe your passwords have been compromised.

c. Users shall not share the Device with other individuals or family members due to the business use of the Device.

d. Users shall notify the District’s IT Department Help Desk at 877-241-1756 and their cellular providers if the device is lost or stolen within one hour, or as soon as practical, after you notice the device is missing. If the device is a cell phone or tablet with District email the District will remotely wipe the device removing all data from the phone and possible rendering the device unusable in any capacity.

e. If a Device has a remote tracking device, such as the “find my device” option on the iPhone, it should be turned on by the User.

f. Users shall maintain anti-virus (AV) protection on a device when appropriate and possible. Instructions on the recommended AV protection is provided by the District’s IT Department.

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

#### 5. Compliance with Applicable Laws.

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

a. Family Educational Rights and Privacy Act (FERPA) and corresponding Education Code provisions that provide students right of access to their education records and generally prohibits the disclosure of student education records without the prior written consent of the student.

b. Health Insurance Portability and Accountability Act (HIPAA) which imposes various privacy and security requirements on personal health information collected or maintained by covered entities.

c. Financial Services Modernization Act of 1999 (“Gramm Leach Bliley”) and accompanying FTC Standards for Safeguarding Customer Information Requires the District to develop and implement an information security program designed to protect nonpublic personal information gathered and

maintained with respect to certain financial activities.

d. The Fourth Amendment to the U.S. Constitution, and various federal and state laws concerning access by law enforcement to information and establishes the procedures and circumstances under which law enforcement authorities may gain access to District data. All warrants, subpoenas, and other legal requests, demands, or orders seeking access to institutional data or systems must be forwarded immediately to the District's Human Resources Department.

e. California Public Records Act provides for public access to District records that are not otherwise exempt from disclosure. All requests for records shall be forwarded to the District's Human Resources Department.

f. California invasion of privacy laws that prohibit the disclosure of personal information about an individual.

g. Civil Discovery and E-Discovery Rules, including the duty to preserve data

## References:

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

**Penal Code Section 502, Cal. Const., Art. 1 Section 1;**

**Government Code Section 3543.1(b);**

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

## Attachments:

[AP 3720 Computer and Network Use - Comments](#)

[AP 3720 Computer and Network Use - Legal Citations](#)

## Applicability

San Bernardino Community College District





**Origination:** 08/2018  
**Last Approved:** 08/2018  
**Last Revised:** 08/2018  
**Next Review:** 08/2024  
**Owner:** *Policy Stat*  
**Policy Area:** *Chapter 6 General Institution*  
**References:**

## BP 6751 Parking Citation Payment Plan

The Board shall establish an Administrative Procedure where a registered owner (CVC 460, 505) or person responsible for vehicle citations received on San Bernardino Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

### Reference:

California Assembly Bill No. 503 (Chapter 741)

### Attachments:

No Attachments

### Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018

### Applicability

San Bernardino Community College District



Origination:	08/2018
Last Approved:	08/2018
Last Revised:	08/2018
Next Review:	08/2024
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Brand New - required</i>

## AP 6751 Parking Citation Payment Plan

A registered owner (CVC 460, 505) or person responsible for vehicle citations received on San Bernardino Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

- A. Once this threshold is met, any citations associated with this vehicle, registered owner, or person responsible may be added to the payment plan, at the time of enrollment.
- B. If additional citations are accrued during the payment plan period, the plan may not be modified to include these citations, nor will a concurrent payment plan be offered.
- C. Citations in a payment plan will not count towards immobilization/tow/impound eligibility pursuant to CVC 22651(i)(l).
- D. Once a vehicle is towed/impounded due to other violations, all citations, including those on a payment plan, are immediately due pursuant to CVC 22551(i)(l)(C).

The fee to enroll in a payment plan is \$25.

Applied late fees, as well as any late fees not yet applied, will be placed in abeyance while the payment plan is in place. If the individual adheres to the plan terms, these late fees will be waived once the payment plan is complete.

- A. If an individual defaults on the payment plan, a subsequent payment plan will not be offered for those citations and any late fees placed in abeyance will be immediately reinstated. The total amount due, including all late fees, will be submitted to the appropriate Department of Motor Vehicles for a Registration hold on the vehicle. An Academic Hold will be placed on the Students records until the total fees are paid in full.
- B. The request for a payment plan must be made before the citation is transferred to DMV for collection. (21 days after issue of the citation}.

Once the payment plan is in place and the individual is adhering to its terms, an itemization of unpaid parking penalties and service fees will not be filed with the DMV (also known as a "DMV Registration Hold") and any DMV Registration Hold in place will be temporarily removed pending satisfactorily completing the payment plan.

At plan enrollment, an initial payment of \$25 or 10% of the amount owed (whichever amount is greater), plus the \$25 enrollment fee, is required.

Payments must be made each calendar month.

- A. There is no grace period for late payments.
- B. For mailed payments, a postmark is acceptable to meet this requirement.

## Payment plan duration

1st months payment will be \$25 or 10% of unpaid fines (whichever amount is greater) plus the \$25 enrollment plan fee. Subsequent month payments will be determined by dividing the remaining balance by 4.

## Definitions

Late: The citation is past 21 days from issuance and 14 days from mailing of the reminder notice and additional fees may be applied.

Delinquent: The citation is unpaid. Late fees may or may not have been applied. Person responsible: The individual who has opted to enter into the payment plan with the campus.

## Reference:

California Assembly Bill No. 503 (Chapter 741)

## Attachments:

No Attachments

## Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018

## Applicability

San Bernardino Community College District



**Origination:** 06/2004  
**Last Approved:** 04/2018  
**Last Revised:** 12/2014  
**Next Review:** 04/2024  
**Owner:** [Human Resources Human Resources](#)  
**Policy Area:** [Chapter 7 Human Resources](#)  
**References:**

## BP 7120 Recruitment and Hiring

*(Replaces current SBCCD BP 7120)*

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and Board Policy 3420 titled Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring instructional/non-instructional academic employees shall be established and implemented in accordance with board policies and administrative procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established by the Board of Trustees.

### References:

Education Code Sections 70901.2, 70902(b)(7) & (d), and 87100 et seq.;  
 Title 5 Sections 53000, et seq. and 51023.5;  
 ACCJC Accreditation Standard III.A.1

### Attachments:

[BP 7120 Recruitment and Hiring- Comments](#)  
[BP 7120 Recruitment and Hiring- Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	07/2018
Board of Trustees 1st reading	Board Board: [SN]	01/2018
District Assembly Recommendation	District Assembly District Assembly: [SN]	11/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	10/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	09/2017



Origination:	10/2014
Last Approved:	N/A
Last Revised:	10/2018
Next Review:	09/2017
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	

## AP 7120 Recruitment & Hiring

The District employs persons for positions categorized as Faculty, Classified, Confidential, Educational Administrators, and Classified ~~Supervisors and Managers~~ Administrators as outlined in corresponding board policies and administrative procedures:

BP/AP 7210 titled Faculty

BP/AP 7230 titled Classified Employees

BP/AP 7240 titled Confidential Employees

BP/AP 7250 titled Educational Administrators

BP/AP 7260 titled Classified ~~Supervisors and Managers~~ Administrators

The information in this procedure does not apply to the recruitment and hiring for the position of Chancellor (see AP 2431 Chancellor Selection).

### Position Approval Process

Every department, program, or discipline in the District, whether associated with a District function or on a campus/college, completes an annual program review, identifying needed positions for the coming fiscal year. Needed positions could be new positions or positions that are vacant at the time of the review. Once the positions are identified, they are submitted to the strategic planning process for review. The various strategic planning committees make recommendations to the site manager. All positions are subject to funding.

### Job Opening/Application Processes

The District utilizes a completely electronic process for posting all job openings and the application process. The online applicant tracking system serves as the mechanism for submittal of recruitment requests, routes them through approval process and serves as the tool for job posting and application submittal. Initial screening is coordinated between Human Resources and screening committee members. Application materials may be submitted to the District Office during regular business hours.

### Job Postings

When a position is approved for recruitment, the job is posted on the District's Human Resources webpage, and advertised in other appropriate venues.

### Applying for a Job

Applicants can apply for any open position by logging onto the District's Human Resources webpage.

Applicants will be expected to electronically attach all required documentation, such as, but not limited to: resume, cover letter, transcripts, certifications, etc., to the application.

The District has established the following hiring qualifications for all educational administrator positions:

- A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.
- B. Meet the minimum qualifications as stated in the job description.
- C. Commitment to participate in the collegiate consultation process of the College and the District.
- D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.

## Recruitment

The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications including any "required", "desired" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize shall be reviewed by the appropriate administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements of Title 5 (53022) and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the appropriate administrator and the Office of Human Resources and must be approved by the ~~Vice Chancellor~~Executive Director of Human Resources ~~& Employee Relations~~ or Designee.

The position announcement must include the following:

- 1. A description of the duties and responsibilities;
- 2. Minimum qualifications;
- 3. Additional desirable qualifications that are job related and support the responsibilities of the position;
- 4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
- 5. Notification of testing if required; and
- 6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. Title 5, Title VII, EEO and ADA).

## Pre-Screening Process

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement ~~and~~, will consult expertise as needed, and, on that basis, will certify the "qualified" pool of applicants. The District's Office of Human Resources shall conduct applicant pool reviews and take appropriate action as necessary consistent with all of the requirements set forth in Section 53023 of Title 5 of the California Code of Regulations. The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall

be reviewed in conducting the analysis described in section 53006(a).

## The Screening Committee

1. The appropriate administrator in consultation with the Office of Human Resources will designate the composition of the Screening Committee to ensure appropriate representation from the affected department.
2. ~~The Screening Committee for management positions shall have no less than three (3) and no more than nine (9) members who have been trained by the Office of Human Resources.~~ The Screening Committee make up can be found in the Screening Committee Guidelines and in accordance the EEO Plan.
3. All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources.
4. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.
5. Every Screening Committee shall have at least one management member and one California Schools Employee Association (CSEA) appointee and when appropriate, an appointee from the Academic Senate.
6. The administrator of the vacant position will appoint the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.
7. The Equal Employment Opportunity representative's role and responsibility is to maintain confidentiality and ensure the hiring process remains fair and equitable.
8. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
9. The appropriate administrator of the vacant position submits the membership of the Screening Committee to the Office of Human Resources for approval.

## Interview Process

1. In cases where fewer than three (3) candidates are ~~invited for~~ selected for a first level interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources for approval.
2. The screening Committee develops job related interview questions. All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or designee. All Interview questions are confidential.
3. The Screening Committee will determine the candidates, date, and time to interview.
4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
6. All Screening Committee members must sign a confidentiality statement prior to the interviews and are

required to fill out an evaluation form and rank all interviewees.

7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation unless otherwise determined by the ~~Vice Chancellor of Human Resources & Employee Relations~~ Department.
8. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to 2nd level interviews.
9. The supervisor may participate on the 1st level interviews on recommendation of the appropriate administrator. In unique situations where the only representative of the affected department is the supervisor, the Office of Human Resources will assess the particular circumstance.
10. The Screening Committee will recommend at least three (3) candidates to the appropriate administrator for 2nd level interviews. The Screening Committee shall recommend no less than three (3), unless fewer were interviewed or unless the Screening Committee Chair presents written justification for submitting fewer than three (3) for 2nd level interview.
11. Second level interviews will be convened for all finalists by the appropriate administrator or designee. An EEO representative will be present for second level interviews.
12. The Office of Human Resources will contact the finalists to be interviewed at 2nd level and communicate the arrangements for the time and place for the interview, as determined by the appropriate administrator or designee.

## Selection Process

The appropriate administrator and designee shall select one of the finalists, who is best qualified to fill the position and shall recommend such person to the Chancellor. An eligibility list can be established for multiple non academic positions.

The appropriate administrator will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

## Reference Check

Upon receipt of the selected candidate, the Office of Human Resources or the College President will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.

The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.

Once the successful candidate has accepted the offer, the Office of Human Resources will notify the unsuccessful candidates in writing of non-selection. If an eligibility list is established, candidates will be informed of their rank and duration.

## Loyalty Oath

All management personnel will be required to sign the legally prescribed oath of allegiance upon employment with the District.



## Scheduling of Interviews

Applicants who are invited for an initial interview and who live more than ~~200~~100 miles away will be scheduled for an interview with the college president or chancellor, if possible, in addition to the committee interview on the same day as the initial interview.

Finalists who are invited for a second interview and live more than ~~200~~100 miles away will be reimbursed for actual travel and meal expenses incurred as set forth in the Employee Travel Policy.

Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity; BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; and AP 7126 Applicant Background Checks

## References:

Education Code Sections 87100 et seq., 87400, and 88003;  
ACCJC Accreditation Standard III.A.1 (formerly III.A)

## Attachments:

[AP 7120 Recruitment and Hiring - Comments](#)  
[AP 7120 Recruitment and Hiring - Legal Citations](#)

## Applicability

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San Bernardino Community College District



Origination:	07/2010
Last Approved:	10/2018
Last Revised:	10/2018
Next Review:	10/2024
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Legally Required</i>

## BP 7250 Educational Administrators

*(Replaces current SBCCD BP 7250)*

An educational administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding instructional or student services programs of the District.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law and by District policies and administrative procedures.

Educational Administrators shall be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be employed by an appointment or contract and shall receive up to two (2) year contracts. Presidents and Vice Chancellors shall receive up to three (3) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic

Senate to determine whether an administrator possesses minimum qualifications for employment as a faculty member.

- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The District has a vacancy for which the administrator meets minimum qualifications.

## References:

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

## Attachments:

[BP 7250 Educational Administrators - Comments](#)

[BP 7250 Educational Administrators - Legal Citations](#)

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

## Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018
	Stacey Nikac: Administrator	07/2018

## Applicability

San Bernardino Community College District



**Origination:** 05/2013  
**Last Approved:** N/A  
**Last Revised:** 10/2018  
**Next Review:** 6 years after approval  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:**

## AP 7250 Educational Administrators

(Replaces current SBCCD AP 7250)

### HIRING QUALIFICATIONS

For California educational administrators, the minimum qualifications are a master’s degree (in any discipline), and one year of formal training, internship, or leadership experience reasonably related to the administrator’s assignment. Public California community college districts have hiring authority and must adhere to the minimum qualifications when establishing hiring criteria and/or determining hiring eligibility. The districts may include additional criteria over and above the minimums, but can never hire below the minimums.

San Bernardino Community College District has established the following additional hiring qualifications for all educational administrator positions:

- A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, gender expression, and ethnic backgrounds of community college students. Board Policy 3410 refers.
- B. Commitment to participate in the collegiate consultation process of the College and the District.

### GENERAL HIRING PROVISIONS

#### A. Approval to Fill a Position

Requests to fill newly created or vacant positions must be approved by the appropriate administrator, college president, fiscal officer and Human Resources to validate an approved job description. Requests will be submitted and approved through the online application process described below. Additional manual approvals may be required by the Chancellor, depending on the particular position or general financial condition of the District. Such manual approvals will be managed by the Executive Vice Chancellor, who serves in the role of District Equal Opportunity Officer for this procedure.

#### B. Online Employment Application Process

Once a request to fill a position is approved, a designated Human Resources staff member will set up an online application process for proper publications, control and record-keeping purposes. All applicants must submit the required application materials through the online system, unless they contact the Human Resources Department and request a disability accommodation. Such accommodations will be decided and made available by the Human Resources Department.

## C. Recruitment

The District shall maintain a program of verifiable equal employment opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

## D. Job Announcements

Job announcements ~~online and in print media~~ shall clearly state job specifications setting forth the ~~responsibilities as well as the requisite~~ knowledge, skills, and abilities necessary for job performance. ~~Job~~ All job specifications including any "required", "desired" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize shall be jointly determined reviewed by the appropriate administrator and the ~~responsible~~ Office of Human Resources staff member, to assure ~~before the position is announced to ensure~~ conformity with the ~~approved job description and the~~ requirements of Title 5, ~~and (53022) and both~~ State and Federal non-discriminatory laws. ~~Final approval of~~ The content of the job announcements ~~announcement~~ is the responsibility of the appropriate administrator and the Office of Human Resources and must be approved by the Executive Director of Human Resources or Designee. ~~The job announcement must include the following:~~

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum qualifications;
3. Desirable qualifications (must be job related and support the responsibilities of the position);
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing (if required); and
6. Legal qualifiers, established by the Human Resources Department to comply with Federal, State, and District policies and procedures

## E. Pre-Screening Process

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement and, on that basis, will certify the "qualified" pool of applicants. The District's Office of Human Resources shall conduct applicant pool reviews and take appropriate action as necessary consistent with all of the requirements set forth in Section 53023 of Title 5 of the California Code of Regulations. The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in section 53006(a)

The responsible Human Resources staff member will pre-screen applications prior to release to the screening committee. ~~The Hiring~~ Incomplete applications will not be forwarded to the committee and those applicants will be so advised. Those who do not meet minimum qualifications will be identified. The manager or committee subject matter expert (when appropriate) may ~~create desirable~~ be asked to validate those who are identified. If validated, the Human Resources staff member will notify the applicants accordingly. If the manager believes an applicant meets minimum qualifications ~~prior to the job announcement being posted.~~

~~Incomplete applications will not be forwarded to the committee and those, but has been identified otherwise, a justification will be send to the Executive Vice Chancellor, or designee, which will include a rationale for inclusion of such applicant. The Executive Vice Chancellor, or designee shall make the final determination regarding the inclusion of such~~ applicants will be so advised. Those who do not meet minimum qualifications will be identified. The screening committee may be asked to validate those who are identified. If validated, the Human Resources staff member will notify the applicants accordingly. If the committee believes an applicant meets minimum qualifications, but has been identified otherwise, the committee shall notify the Executive Vice Chancellor, or designee, in writing and include a rationale for inclusion of such applicant. All screening committee members must sign the petition. The Executive Vice Chancellor, or designee shall make the final determination regarding the inclusion of such applicants for further consideration.

## **F. The Screening Committee**

1. For a president's recruitment, the screening committee shall consist sixteen (16) members: (1) Associated Student Government appointee; (2) California School Employee Association appointee; (1) California Teachers Association appointee; (4) Academic Senate appointees; (2) Classified Senate appointees; (3) Manager's Association appointees (at least one Vice President); (1) foundation board member; (1) confidential staff member; and (1) community member. Additional members may be added by the Chancellor or the Governing Board. If a member is unable to participate in all meetings or continue through the process, the committee may continue with less than the original fifteen members. Members may not be added to the process once it begins.
2. For all other educational administrator positions, the screening committee shall be representative of the following categories: (1) California Teachers' Association appointee; (1) California School Employee Association appointee; (1) Classified Senate appointee; (3) Academic Senate appointees; and (2) Manager's Association appointees (at least one should be in an equivalent position). The appropriate administrator, in consultation with the Executive Vice Chancellor, or designee, may add other appointees, based on working relationships the position has with other areas of the college, District or community. If a member is unable to participate in all meetings or continue through the process, the committee may proceed with fewer members. New members may not be added to the process once it begins.
3. In both 1. And 2. Above, at least one member of the committee must be from the department or area in which the position is assigned.
4. Each Screening Committee will include an Equal Employment Opportunity representative designated by the Human Resources Department. The representative shall serve to maintain confidentiality and ensure the hiring process remains fair and equitable.
5. Each screening committee member must receive annual training on equal opportunity, diversity, and the employment process for each type of hiring process (educational administrator, faculty, classified/confidential, or non-academic administrator). Such training will be provided by the Human Resources Department.
6. The administrator requesting the position recruitment is responsible for contacting the various organizations and securing members for the screening committee. The list shall be submitted to Human Resources, for approval, to ensure there is a broad representation on the committee.
7. At the first meeting of the screening committee, the members will:
  - A. Elect a chair
  - B. ~~Be asked to~~ Review the Screen Committee Guidelines Handbook and sign a confidentiality agreement.
  - C. Acknowledge the requirement to fill out evaluation forms and rankings for the candidates.

- D. Develop job-related interview questions
- E. Decide if video conferencing is an acceptable method for interviews (must be offered to all candidates regardless of location)
- F. Determine the candidates for interview and the schedule to accommodate those interviews
- G. Provide a job-related reason for NOT selecting candidates for interview (cannot be a general statement relative to those selected)
- H. Provide written justification for selecting fewer than three (3) candidates for first level interview.

8. The Executive ~~Vice Chancellor~~Director, or designee, will review the questions, candidate selections, reasons for non-selection, and any justifications or notations from the committee. He/she will authorize the designated Human Resources staff member to proceed with the interview phase or may contact the chair of the committee to determine additional considerations for the screening committee.

9. The designated Human Resources staff member will contact the candidates to be interviewed and schedule them according to the dates and times provided by the screening committee. Candidates will be asked if they require any disability accommodation and the Human Resources staff member will handle that request. If the committee has decided to offer video conferencing for the interview, the staff member will offer that option to each candidate.

10. Interviews will be conducted by the members of the screening committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees. Committee members shall use rating sheets to assess the candidates' answers.

11. The Equal Employment Opportunity representative will ensure all documentation is completed for the interview ratings and recommendation(s). The screening committee will identify strengths and concerns for all candidates advance to the next level of interviews. In addition, a job-related reason for non-selection shall be recorded and provided for those not advancing to the next level.

12. Three or more candidates will be recommended for second level interviews. Anything less than three recommended candidates will require written justification signed by all members of the screening committee. The Executive Vice Chancellor, or designee, shall determine whether to reopen the search, request further considerations by the committee, or pursue some other course of action.

#### **H. Selection Process**

1. Second level interview arrangements shall be made by the appropriate administrator or designee. Arrangements shall include time/place for interviews and inviting those who may assist in the second level interview, (which may include the direct supervisor, someone above the position in the hierarchy, and/or other appropriate advisors. An EEO representative mayshall be present for the second level interview.

2. The designated Human Resources staff member will contact the finalists for second level interviews and communicate the arrangements for the time/place, panel members, and any additional information they may need for the appointment. All candidates for first and second level interviews will be advised that if they must travel more than 100 miles, they may be reimbursed for travel expenses, in accordance with the provisions of the Employee Travel Policy. Mileage will be determined by Google Maps. A District travel claim must be submitted after travel is complete.

3. After the second level interviews have been completed, the administrator will recommend a finalist for the College President or Chancellor to consider. An online notification shall be forwarded to the designated Human Resources staff member.

4. For college-based positions, the President shall arrange for reference checks, final interview, and any additional information he/she may need to substantiate an offer of employment. For District positions, the Human Resources Department shall conduct reference checks, schedule a final interview, and secure additional information for the Chancellor.
5. Upon completion of reference checking, the President and/or Chancellor shall approve the selection and authorize a provisional offer of employment.
6. The designated Human Resources staff member will contact the successful candidate to make the provisional offer of employment, contingent upon passing a Department of Justice background check, demonstrating freedom from tuberculosis, employment eligibility verification (I-9), completing a loyalty oath, and getting Governing Board approval.
7. If the candidate accepts the provisional offer, Human Resources will schedule Governing Board approval consideration and will notify the unsuccessful candidates in writing at the appropriate time.

## **Faculty work**

As indicated in Ed Code Section 87003, faculty members shall not be management. Therefore, Educational Administrators shall not take on duties that are the purview of faculty. As well, in accordance with the Educational Employment Relations Act (EERA), Sections 3540.1(b) and (i) defining what the “Certified Organization” consists of, Educational Administrators are excluded from the faculty bargaining- unit and shall not take faculty bargaining- unit work.

## **ADMINISTRATOR RETREAT RIGHTS**

A. An educational administrator hired after June 30, 1990, who does not have tenure in the District at the time of hire, may be reassigned to a first-year probationary faculty position and to such a position only if he or she meets the following criteria:

1. He/she holds an educational administrative position that is not part of the classified service.
2. He/she has served in this district a total of at least two years as a full time faculty member or administrator. The requirements of Education Code 87458(c) and (d), or any successor statute, must be met with respect to prior satisfactory service and reason for termination of the educational administrator assignment.
3. He/she is being reassigned for reasons other than for cause, as defined in the Education Code.
4. Reassignment shall not result in the lay-off or forced change in the contract assignment for any contract faculty member.
5. The Academic Senate must certify to the Governing Board that the administrator meets the minimum qualifications for the Faculty Service Area to which the incumbent is to be assigned. The Academic Senate will be given an opportunity to present its views on the reassignment prior to the Board’s decision. A written record of the Board’s decision, including the views of the Academic Senate, shall be available for review.
6. Reassignment must be in a Faculty Service Area where sufficient assignments exist and are held only by temporary faculty or by contract overload. Likewise, the administrator must provide a statement of interest in the assignment.
7. Unless otherwise specified in the administrator’s contract, reassignment to a faculty position shall be compensated based on placement on the faculty salary schedule, according to his/her education and experience. Placement shall include years served as an educational administrator



8. Retreat rights are subject to annual review by the joint Academic Senate Executive Committee along with the Vice Presidents of Instruction from each college. Such review shall take place no later than 15 April of each year, with changes proposed as a joint agreement and forwarded through the Vice Chancellor of Human Resources and Employees Relations and the Chancellor to the Governing Board for approval.

## **PRE-RETIREMENT REDUCED WORKLOAD OPTION**

To apply, the educational administrator must:

1. Be 55 years of age before the beginning of the college year or semester in which the reduction in workload is to start.
2. Must have been employed in an academic position for at least ten (10) years, of which the last five years were full time. Sabbaticals and other approved leaves do not constitute a break in service for this purpose. However, such leaves shall not be used to compute the last five years of full time service for this requirement.
3. Request the pre-retirement reduced workload, and once approved, may only terminate the agreement by mutual consent of the administrator and the District.
  - i. The educational administrator must notify the District in writing, not later than 15 January for the ensuing school year, of his/her request for the pre-retirement reduced workload.
  - ii. The District and the administrator must finalize their agreement by 15 March for the ensuing school year.
4. Make contributions to STRS or PERS (retirement systems) equal to the amount required of a full time (100%) employees.

### **The District:**

1. May approve or disapprove the educational administrator's request for reduced workload, but shall provide the administrator a written rationale for disapproval.
2. Will provide the administrator the same benefits provided to a regular, full time administrator, but shall reduce the salary commensurate with the reduced workload.
3. Will make contributions to STRS or PERS in accordance with the law.

### **The pre-retirement reduced workload option:**

1. Is limited to a period not to exceed five (5) years or until the administrator reaches age 65, whichever comes first.
2. Is limited to no less than one-half the number of service days required by an educational administrator under a full time contract.
3. May only be increased or decreased by mutual consent of the District and the educational administrator.
4. Includes a reduction in sick leave and vacation accrual and usage, commensurate with the reduction in workload.

## **References:**

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)



**Origination:** 06/2004  
**Last Approved:** 06/2018  
**Last Revised:** 06/2018  
**Next Review:** 06/2024  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## BP 7260 Classified Supervisors and Managers

*(Replaces current SBCCD BP 7260)*

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor

Classified administrators shall be employed by an appointment or contract. Supervisors, Managers, Administrators, Directors, Vice Presidents, and Associate Vice Chancellors shall receive up to two (2) year contracts. Vice Chancellors shall receive up to three (3) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

### References:

Education Code Section 72411;  
 Government Code Section 3540.1 (c), (g), and (m)  
*Government Code Section 3540.1(c)*

### Attachments:

[BP 7260 Classified Supervisors and Managers-Comments](#)  
[BP 7260 Classified Supervisors and Managers-Legal Citations](#)



Origination: 06/2002  
 Last Approved: N/A  
 Last Revised: 10/2018  
 Next Review: 03/2018  
 Owner: Human Resources Human Resources  
 Policy Area: Chapter 7 Human Resources  
 References:

## AP 7260 Classified Supervisors, Managers and Administrators

(Replaces current SBCCD AP 7260)

**NOTE:** This procedure is **optional**. ~~BP 7260 titled Classified Supervisors and Managers addresses legal requirements related to educational administrators. Local practice regarding contracts for classified managers may be inserted, if any.~~

- ~~From current SBCCD AP 7260 titled Classified Supervisors, Managers, and Confidential Employees~~

### ~~HOURS OF EMPLOYMENT~~

~~The workweek for all confidential and supervisory employees shall be a minimum of forty (40) hours.~~

### ~~TRANSFER AND REASSIGNMENT~~

~~All confidential/supervisory employees are District employees and may be assigned anywhere in the District to those positions for which they are qualified, subject to these regulations. This policy applies only to voluntary transfers.~~

~~A. Vacancies to be filled by transfer or reassignment:~~

- ~~1. Vacancies will be announced to all employees in that classification, at the same or higher pay range, and those who have taken a voluntary demotion.~~
- ~~2. Employees who are qualified and desire to transfer to another position and/or location must apply for the vacant position with the Director, Personnel Services & Employee Relations.~~
- ~~3. An employee within the same class or a higher class may volunteer to transfer. The employee requesting a voluntary demotion to a lower class will be given preference.~~
- ~~4. Should there be more than one employee requesting a transfer to the same vacancy, all things being equal, the position will be filled by the employee having the most seniority in that classification.~~
- ~~5. Each applicant shall be given, upon request, written rationale for non-acceptance to the vacant position.~~
- ~~6. An approved transfer resulting from the request of an employee is considered permanent; therefore, no additional probationary period is required.~~

7. ~~The salary of the transferring employee shall be at a level of pay equal to the old pay range, but in no case greater than Step E of the new range.~~
8. ~~An employee transferring within the class or taking a voluntary reduction in class will retain his/her old anniversary date and all seniority rights.~~
9. ~~If the position from which an employee took a demotional transfer is again vacant, that employee will be given first consideration to fill the former position and, if selected, will regain his/her higher classification.~~
10. ~~If no transfer or reassignment is requested, the vacancy will be announced publicly.~~

*Approved: March 14, 1990*

**NOTE:** ~~The information in the following sections of current SBCCD AP 7260 is addressed in new APs 7233, 7234, 7237, 7340, 7366, and 7381.~~

## ~~RE-EMPLOYMENT AFTER LAYOFF~~

**(NOTE:** ~~The information in the following section is addressed in new APs 7237 and 7366)~~

- A. ~~Confidential and supervisory employees who are terminated as a result of lack of work or lack of funds shall, upon re-employment within thirty-nine (39) months from the termination date, be reinstated with no loss of fringe benefits and seniority.~~
- B. ~~Fringe benefits and seniority are not earned during the period of the layoff.~~
- C. ~~Upon re-employment, the employee shall be credited with the fringe benefits to which he/she was entitled as of the date of his/her layoff.~~

*Approved: March 14, 1990*

## ~~DIFFERENTIAL PAY~~

- A. ~~Shift differential pay shall be for all classifications at a rate of 2 1/2% for swing shift or split shift; and a 5% rate of pay for the graveyard shift.~~
- B. ~~Definitions:~~
  1. ~~**Swing:** When hours of work regularly assigned exceed 4:30 p.m. by more than three (3) hours per day (regular five-day consecutive workweek). Employees must work this shift at least three of the five normal workdays.~~
  2. ~~**Graveyard:** When hours of work regularly assigned exceed 12 midnight by more than three (3) hours per shift (regular five-day consecutive workweek). Employees must work this shift for at least three of the five normal workdays.~~
  3. ~~**Split:** When hours of work regularly assigned are split by a break of two or more hours. Employees must work this shift for at least three of the five normal workdays.~~
  4. ~~**Overtime:** When hours worked are in excess of any shift, pay shall be at the overtime rate of that shift.~~
  5. ~~Approval for shift change or overtime must be obtained in advance from the appropriate manager.~~

*Approved: March 14, 1990*

# ~~WORKING OUT OF CLASSIFICATION~~

~~(NOTE: The information in the following section is addressed in new AP 7233)~~

~~Any confidential/supervisory employee who is required to work out of classification for a period of more than five (5) working days within a fifteen (15) working day period shall have his/her salary adjusted upward for the entire period he/she is required to work out of classification. These amounts will reasonably reflect the duties required to be performed outside his/her normally assigned duties.~~

~~The following procedures regulate the salary determination for a confidential employee working out of class:~~

- ~~A. A manager can make such an assignment but must have written approval by the Director, Personnel Services & Employee Relations.~~
- ~~B. Payment for working out of classification will be paid with the contract pay.~~
- ~~C. When an employee, who is assigned to work in a higher classification qualifies for extra pay, he/she will be paid at the probationary step on the range of the classification to which he/ she is assigned. If that salary is the same or less than his/her regular salary, he/she will be paid on the next step of the higher range which will give a salary increase for the additional responsibility. The increase will be no less than 5%.~~

## ~~EXAMPLE~~

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Range 10</b>	555	583	612	653	675
<b>Range 12</b>	583	612	643	675	709
<b>Range 16</b>	643	675	709	744	781

~~If the Range 10 employee were required to work in a Range 12 classification, he/she would be paid at the rate of Range 12, Step C. If he/she were assigned a responsibility in Range 16, his/her rate of pay would be Range 16, Step A.~~

## ~~OVERTIME~~

~~(NOTE: The information in the following section is addressed in new AP 7234)~~

- ~~A. Overtime is defined to include any time required to be worked in excess of eight (8) hours in any one day and in excess of forty (40) hours in any calendar week.~~
- ~~B. Compensation for overtime shall be at one and one-half times the regular rate of pay of the employee designated and authorized to perform the overtime.~~
- ~~C. Work performed for the Associated Students is not affected by the college policy. The hourly rate of pay for compensation received from the Associated Students has not been changed. Time and one-half pay is related only to work performed for the college.~~
- ~~D. Travel time of thirty (30) minutes each way will be allowed if the employee is called back for an emergency situation. If service is continuous, no travel time will be allowed.~~
- ~~E. All overtime for which employees are to be paid must be authorized in advance by the Chancellor, Chancellor's designee, or college president for the site.~~
- ~~F. Employees shall not be paid unauthorized overtime.~~

- ~~G. Overtime shall be reported on the time sheet at the end of the month by dates, hours and emergency or event requiring overtime. The immediate supervisor shall sign the time sheet.~~
- ~~H. The foregoing provisions are not intended to apply to properly designated part-time positions with an assigned workday of less than eight (8) hours and a workweek of less than forty (40) hours.~~
- ~~I. Positions in the Security Department are exempt from the provisions of this policy.~~

~~Approved: March, 1990~~

## ~~LONG-SERVICE RECOGNITION~~

- ~~A. Recognition for length of service shall be provided in the form of an annual stipend in accordance with the following schedule:~~

<del>YEARS OF SERVICE WITH THE DISTRICT</del>	<del>COMPLETED NUMBER OF YEARS OF EMPLOYMENT WITH THE DISTRICT</del>	<del>AMOUNT OF STIPEND</del>
<del>6-11</del>	<del>5-10</del>	<del>\$850</del>
<del>12-16</del>	<del>11-15</del>	<del>\$1000</del>
<del>17-21</del>	<del>16-20</del>	<del>\$1150</del>
<del>22-26</del>	<del>21-25</del>	<del>\$1300</del>
<del>27-31</del>	<del>26-30</del>	<del>\$1450</del>

- ~~B. The first long service payment will be made in December of the first year following five complete years of service. The maximum service credit to be allowed is for thirty years.~~
- ~~C. The amount of long service pay will be paid by separate check and will be available to Confidential/ Supervisory employees no later than December 10, and only to those actually employed on the date of payment, except upon retirement in which case the long service payment will be in proportion to the fraction of the year worked. The payment date and method is subject to change in accordance with County of San Bernardino payroll processing.~~
- ~~D. In order to be eligible for long service pay, an employee must qualify for inclusion in the Retirement Program, i.e., must be employed half time or more.~~
- ~~E. Any year in which an employee receives an unsatisfactory performance evaluation will not be counted as a year of service for the purpose of calculating long service recognition credit.~~

~~Approved: February 14, 2002~~

## ~~HEALTH AND WELFARE BENEFITS~~

~~(NOTE: The information in the following section is addressed in new AP-7381)~~

- ~~A. A program of health and welfare benefits shall be provided to all confidential and supervisory employees.~~
- ~~B. Hospitalization/Medical  
The District pays the insurance premium for the Board approved hospitalization/medical plan for the employee, spouse, and dependents.~~
- ~~C. Dental  
The District pays the insurance premium for the Board approved dental plan for the employee.~~

~~D. Life Insurance~~

~~The District pays the insurance premium for the Board-approved life insurance plan for the employee.~~

~~E. Health Service, Continuation After Retirement~~

~~Any confidential or supervisory employee who opts for early retirement will continue to receive hospitalization/medical plan benefits available to classified employees of the district, until age 65, subject to all the conditions for one of the following:~~

~~1. Service Retirement #1~~

- ~~a. Has attained the age of 60 before terminating employment with the district.~~
- ~~b. Has completed a minimum of ten years service with the district.~~
- ~~c. Has been an employee of the district immediately preceding retirement status.~~
- ~~d. Must be on retirement with the Public Employees Retirement System.~~

~~OR~~

~~2. Service Retirement #2~~

- ~~a. Has attained the age of 55 before terminating employment with the district.~~
- ~~b. Has completed a minimum of twenty years with the district.~~
- ~~c. Has been an employee of the district immediately preceding retirement status.~~
- ~~d. Must be on retirement with the Public Employees Retirement System.~~

~~OR~~

~~3. Disability Retirement~~

- ~~a. Regardless of age before terminating employment, has completed a minimum of five years of service with the district.~~
- ~~b. Has been an employee of the district immediately preceding retirement.~~
- ~~c. Must be accepted by and remain on disability retirement with the Public Employees Retirement System.~~
- ~~d. Retiree agrees to enroll in Parts A & B and pay the full premium as soon as they are eligible.~~

~~Approved: March 14, 1990~~

## ~~LEAVES OF ABSENCE~~

~~(NOTE: The information in the following section could be addressed in new AP-7340)~~

~~A. Sick Leave~~

- ~~1. Every confidential or supervisory employee employed five days a week shall be entitled to twelve days leave of absence for illness and injury with full pay for a fiscal year of service.~~
- ~~2. A confidential or supervisory employee employed five days a week, who is employed for less than a full fiscal year, is entitled to that proportion of twelve days leave of absence for illness or injury as the number of months he/she is employed bears to 12.~~
- ~~3. A confidential or supervisory employee employed less than five days per week shall be entitled, for a fiscal year of service, to that proportion of twelve days leave of absence for illness or injury as the~~

~~number of days he is employed per week bears to 5. When such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.~~

- ~~4. Pay for any day of such absence shall be the same as the pay that would have been received had the employee served during the day.~~
- ~~5. Credit for leave of absence need not be accrued prior to taking such leave by the employee, and such leave of absence may be taken at any time during the year. However, a new employee of the district shall not be eligible to take more than six days, or the proportionate amount to which he/she may be entitled under this section, until the first day of the calendar month after completion of six months of active service with the district.~~
- ~~6. If an employee does not take the full amount of leave allowed in any year under this policy, the amount not taken shall be accumulated from year to year.~~
- ~~7. The Board of Trustees may require proof of illness or injury.~~

#### ~~B. Maternity Leave~~

- ~~1. An employee may use sick leave for absences necessitated by pregnancy, miscarriage, childbirth, and recovery therefrom. The length of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.~~
- ~~2. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities, and shall be treated as such under any health or temporary disability insurance or sick leave.~~
- ~~3. This provision shall be construed as requiring the district to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leaves for illness, injury, or disability.~~

#### ~~C. Bereavement Leave~~

- ~~1. Every person employed in a confidential or supervisory position is entitled to a paid leave of absence, not to exceed three days, or five days if travel out-of-state or a round trip of over 500 miles is required, on account of the death of any members of his/her immediate family.~~
- ~~2. Member of the immediate family means the mother, father, grandparent or a grandchild of the employee or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law or sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.~~

#### ~~D. Personal Necessity Leave~~

- ~~1. Any days of leave of absence for illness or injury allowed pursuant to Section 88207 of the Education Code may be used by a confidential or supervisory employee, at his/her election, in case of personal emergency.~~
- ~~2. No such accumulated leave in excess of six days may be used in any school year. Request for such leave of absence shall be submitted to the Chancellor or College President as appropriate prior to absence, explaining the specific nature of the personal emergency.~~

#### ~~E. Industrial Accident and Illness Leave~~

- ~~1. An employee must have been with the district a minimum of nine months.~~



- ~~2. Evidence must support the fact that the illness or accident arose out of employment. The Board of Trustees may require a physician's report on probable causes.~~
- ~~3. An employee absent from his/her duties due to an industrial accident or illness leave shall receive his/her full pay from the district. The employee is required to endorse temporary disability indemnity checks received from Workers' Compensation to the district. Arrangements may be made with Workers' Compensation to have the checks mailed directly to the district.~~
- ~~4. Industrial accident or illness leave of absence shall not exceed sixty days in any one fiscal year for the same accident or illness.~~
- ~~5. At such time as the employee has used his full entitlement of sixty days industrial leave, he/she may use his/her accumulated sick leave. Sick leave will be used at a rate equal to the pay received from the district less any contribution from Workers' Compensation. For example: An employee's daily rate is \$20.00; the district receives \$10.00 per day from Workers' Compensation. The employee receives his/her full pay but is charged only one-half sick leave.~~
- ~~6. Industrial leave is not accumulative.~~
- ~~7. When accident or illness overlaps into the next fiscal year, the employee is entitled only to the balance of the sixty days not used.~~
- ~~8. The employee may not leave the state during the leave period unless authorized by the Board of Trustees.~~
- ~~9. When all industrial leave and sick leave benefits have been exhausted, the employee must be placed on the reemployment list for a period of 30 months.~~

#### F. ~~Military Leave~~

~~Regular employees or probationary employees whose combined district service and military service total one full year shall be entitled to full pay for the first 30 calendar days of absence for reserve training in any one fiscal year. Such leave must be verified by a copy of the military orders requiring military pay.~~

#### G. ~~Jury Duty Leave~~

~~When a confidential or supervisory employee is absent because of a mandatory court appearance as a juror, said employee shall suffer no monetary loss by reason of said service. Such employee shall receive his/her regular salary upon receipt by the district of a valid jury duty verification, but shall reimburse to the district the amount of fees received from the court, excluding those paid for mileage.~~

#### H. ~~Unpaid Leave~~

~~An unpaid leave of absence may be granted by the Board upon the recommendation of the Chancellor subject to the following provisions:-~~

- ~~1. A request for leave that clearly articulates the terms and conditions requested must be submitted to the immediate supervisor. The supervisor will act upon the request and, in the case of a favorable response, will forward the request through the appropriate channels. If the immediate supervisor opposes the leave, he/she shall notify the applicant within 15 working days of the date of submission. Applicants who are denied leave have the right to appeal through the usual organizational channels.~~
- ~~2. No more than one full year unpaid leave will be granted to an employee, and such leave shall not extend beyond one year.~~
- ~~3. No unpaid leave will be granted to an employee who takes a position with another organization that~~

~~by its nature is considered to be permanent and continuing.~~

- ~~4. An individual on unpaid leave retains the right to District employment at the end of the leave but does not retain the right to return to the specific position vacated.~~
- ~~5. A notice of intent to return must be filed in writing with the District Personnel Office three months prior to the anticipated date of return.~~
- ~~6. An unpaid leave will be treated as a "break" in service. An individual on unpaid leave will not receive advancement credit on any salary schedule, will not be credited with sick days or vacation days, and will not receive retirement credit while on leave.~~
- ~~7. An individual on unpaid leave may purchase continued coverage under District health, dental, and life insurance plans.~~

#### ~~I. Family Care Leave~~

- ~~1. An employee with more than one year of continuous service with the District who is eligible for other leave benefits shall be granted upon request an unpaid family care leave up to a total of four months in any twenty four month period pursuant to the requirements of this policy.
  - ~~a. For purposes of this policy, the term "family care leave" means either:
    - ~~1. Leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child by the employee, or the serious illness of a child of the employee; or~~
    - ~~2. Leave to care for a parent or spouse who has a serious health condition.~~~~~~
- ~~2. An unpaid family care leave granted pursuant to this policy shall be in addition to any other leave pursuant to the Government Code Section 12945.2, except that an unpaid family care leave used in conjunction with a pregnancy leave of four months or more may be limited by the District within its discretion to one month.~~
- ~~3. An unpaid family care leave shall be treated as any other unpaid leave. During an unpaid family care leave, an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care leave shall have no less seniority than when the leave commenced.~~
- ~~4. If an employee's need for an unpaid family care leave is foreseeable the employee shall provide the District with reasonable advance notice of the need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.~~
- ~~5. The District requires that an employee's request for an unpaid family care leave for the purposes of caring for a child, spouse or parent who has a serious health condition be supported by a written certification issued by the health care provider of the individual family member requiring care. This written certification must include:
  - ~~a. The date on which the serious health condition commenced;~~
  - ~~b. The probable duration of the condition;~~
  - ~~c. An estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care; and~~~~

- ~~d. A statement that the serious health condition warrants the participation of a family member to provide care during a period the treatment or supervision of the individual requiring care.~~
  - ~~e. If additional leave is requested by the employee upon expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written recertification consistent with the requirements for an initial certification.~~
- ~~6. Definitions—for purposes of this policy and consistent with current law:~~
  - ~~a. The term "child" mean a biological, adopted, or foster child, a step child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.~~
  - ~~b. The term "parent" means biological, foster, or adoptive parent, stepparent, or a legal guardian.~~
  - ~~c. The term "serious health condition" means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of the treatment or supervision, and involves either of the following:
    - ~~1. Inpatient care in a hospital, hospice, or residential health care facility; or~~
    - ~~2. Continuing treatment or continuing supervision by a health care provider.~~~~
  - ~~d. The term "health care provider" means an individual holding either a physician's and surgeon's certificate issued pursuant to applicable law, or an osteopathic physician's and surgeon's certificate issued pursuant to applicable law.~~
- ~~7. The District within its discretion may allow an employee upon written request to utilize accumulated illness and accident leave for the purpose of family care leave.~~
- ~~8. An employee taking unpaid family care leave pursuant to this policy shall continue to be entitled to participate in health plans and other benefits to the same extent and under the same conditions as apply to other unpaid leaves of absence.~~
- ~~9. The District may refuse to grant an employee's request for unpaid family care leave under this policy even though all requirements of this policy have been satisfied if:
  - ~~a. The refusal is necessary to prevent undue hardship to the operations of the District;~~
  - ~~b. The employee and the other parent would receive unpaid family care leave exceeding four months in any twenty-four hour period; or~~
  - ~~c. The other parent is also taking family care leave at the same time or is unemployed.~~~~
- ~~10. Any employee returning from an unpaid family care leave shall be assigned to the same or comparable position. For purposes of this policy and consistent with current law, the term "same or comparable position" means a position that has the same or similar duties and pay which can be performed at the same or similar geographic location as the position held prior to the leave.~~
- ~~11. This policy shall not be construed to require any changes in existing collective bargaining agreements during the life of the contract, or until January 1, 1993, whichever occurs first.~~
- ~~12. This policy shall not be construed to entitle the employee to receive disability benefits under Part I (commencing with Section 3200) of Division 4 of the Labor Code.~~

~~Approved: March 12, 1992~~

## ~~VACATIONS~~

- ~~A. Confidential and classified supervisory employees earn vacation at the rate of 1.91 days per month for each complete month of service. In determining vacation accrued at the end of any calendar month, the product of 1.91 X months worked shall be rounded to the nearest whole number.~~
- ~~B. All vacation computation is based on a fiscal year of July 1 to June 30.~~
- ~~C. New employees with an employment date other than the first working day of the month shall not start accruing vacation until the first working day of the following month of employment.~~
- ~~D. Each July all confidential and classified supervisory employees shall be notified by the Payroll Department of their June 30 accrued vacation credits. Confidential and supervisory employees can accrue vacation credits up to 46 days. Once vacation credits reach the maximum accrual level no more vacation credits will be earned.~~
- ~~E. Vacations will be set at the convenience of both the employee and the District, and are subject to the approval of the manager to whom he/she is responsible, and the Campus President or Chancellor, as appropriate.~~
- ~~F. Upon leaving the employment of the District, a confidential or classified supervisory employee shall be entitled to lump sum compensation for earned and unused vacation at his/her current salary. Payment shall be made up to the accrued number of vacation days not to exceed forty-six (46) days.~~

## ~~INTERRUPTION OR EARLY TERMINATION OF VACATION~~

- ~~A. Any permanent confidential or supervisory employee may interrupt or terminate his/her regular vacation leave, in case of illness, and use sick leave before continuing regular leave or returning to work.~~
- ~~B. The employee must notify the district personnel office and/or his/her supervisor of the interruption or termination of his/her vacation to use his/her sick leave.~~
- ~~C. The District Personnel Officer and/or the supervisor is responsible for notifying the employee if he/she may continue his/her vacation leave, after use of sick leave, or if he/she must report to his/her normally assigned work.~~
- ~~D. Upon returning to his/her regularly assigned work, the employee must furnish relevant supporting information regarding interruption or termination of vacation leave.~~

~~Approved: March 14, 1990~~

## ~~BREAK PERIODS~~

~~Break periods are allowed as released time from fatiguing work. Such periods shall not exceed fifteen minutes in the morning and fifteen minutes in the afternoon for full-time employees. Half-time employees have only one such break period.~~

~~Approved: March 14, 1990~~

# ~~STATUS REPORTS ON VACATION AND SICK LEAVE~~

~~The Payroll Office will issue all confidential and supervisory employees an individual status report of vacation entitlement and accrued sick leave quarterly.~~

~~Approved: March 14, 1990~~

# ~~PROFESSIONAL GROWTH~~

~~(NOTE: The information in the following section could be addressed in new AP-7160)~~

- ~~A. Classified Supervisors and Confidential Employees on the classified supervisory and confidential salary schedules shall be eligible for tuition cost reimbursement from an accredited institution.~~
- ~~B. Reimbursement will only be given for courses completed with a grade of "C" or better, "credit", or equivalent grade, which pertain to their position.~~
- ~~C. Such reimbursement shall not exceed costs of 18 semester units of course work per year.~~
- ~~D. Reimbursement shall not be allowed for courses carrying zero units.~~
- ~~E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.~~
- ~~F. Only Classified Supervisors and Confidential Employees who have completed their probation period as a Classified Supervisor or Confidential Employee shall be eligible for this benefit.~~
- ~~G. All courses for which a Classified Supervisor or Confidential Employee seeks tuition reimbursement must have prior approval by their Supervisor, the Chancellor, and the Board.~~

~~Approved: May 10, 2007~~

# ~~CELLULAR TELEPHONE USAGE~~

~~(NOTE: The information in the following section could be addressed in new AP-6450)~~

- ~~A. Authorization  
Each college president and each vice chancellor may designate supervisors to receive partial reimbursement for the use of a cellular telephone in conducting District business.~~
- ~~B. Application  
Supervisors shall make application through the appropriate channel. Approved applications shall be forwarded from the campus to the Vice Chancellor Fiscal Affairs for implementation.~~
- ~~C. Reimbursement  
Reimbursement shall be at a rate not to exceed \$50 per month, which shall include purchase of the telephone, activation, monthly service charges, and air use time—including long distance calls. While monthly application for reimbursement is not required, periodic verification of telephone usage may be requested.~~
- ~~D. Review  
This policy shall receive periodic review to assess the appropriateness of the reimbursement rate.~~

~~Approved: June 14, 2002~~

~~Also see BP/AP 7120 titled Recruitment and Hiring~~

## Classified Supervisors, Managers and Administrators

The terms and conditions of employment for classified supervisors, managers and classified administrators shall be developed by the Chancellor under the recommendation of the Management Association. Recruitment and Hiring shall be in accordance with all state and federal guidelines and in accordance with AP 7120 and the District EEO Plan.

## Faculty work

As indicated in Ed Code Section 87003, faculty members shall not be management. Therefore, Classified Supervisors, Managers, and Administrators shall not take on duties that are the purview of faculty. As well, in accordance with the Educational Employment Relations Act (EERA), Sections 3540.1(b) and (i) defining what the “Certified Organization” consists of, Classified Supervisors, Managers, and Administrators are excluded from the faculty bargaining- unit and shall not take faculty bargaining- unit work.

## Reference:

Education Code Section 72411

Management Handbook 2018

## Attachments:

AP 7260 Classified Supervisors and Managers -  
Comments  
AP 7260 Classified Supervisors and Managers -  
Legal Citations  
AP7260 -OLD.pdf

## Applicability

San Bernardino Community College District



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Academic Senates Academic Senates</i>
Policy Area:	<i>Chapter 4 Academic Affairs</i>
References:	

## BP 4100 Graduation Requirements for Degrees and Certificates

(Replaces current SBCCD BP 4100)

**NOTE:** The information in current SBCCD BP 4100 parallels the **legally required**

- ~~From current SBCCD BP 4100 titled Graduation Requirements for Degrees and Certificates~~

The District grants the degrees of Associate in Arts ~~and~~, Associate in [Arts-Transfer](#), Associate in Science ~~and Associate in Science-Transfer~~ to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations [and Education Code](#).

Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher of a minimum of ~~18~~[16](#) or more semester units or ~~27~~[24](#) or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

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

### References:

Education Code Section [66746 \(a\) and \(b\)](#), 70902(b)(3);

Title 5, Sections ~~55070, 55800, et seq. 55060 et seq.~~ [55002\(b\), 55070, 55800, et seq. 55060 et seq.](#)

### Attachments:

[BP 4100 Graduation Requirements for Degrees and Certificates - Comments](#)  
[BP 4100 Graduation Requirements for Degrees and Certificates - Legal Citations](#)  
[BP4100 -OLD.pdf](#)



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** *Academic Senates Academic Senates*  
**Policy Area:** *Chapter 4 Academic Affairs*  
**References:**

## AP 4100 Graduation Requirements for Degrees and Certificates

*(Replaces current SBCCD AP 4100)*

Requirements for graduating with a degree or certificate are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work.

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

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

The work must include at least 12 semester units ~~or 18 quarter units~~ of study in residence; exceptions to the residence requirement can be made by the ~~Board~~ Scholastic Standards Committee when an injustice or undue hardship would result.

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

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

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of ~~48~~ 16 or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs at either college are



consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

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

## References:

Education Code Section 70902(b)(3);

Title 5, Sections 55070, 55800, et seq. ~~55060 et seq.~~ [55060 et seq.](#)

## Attachments:

[AP 4100 Graduation Requirements for Degree and Certificates - Comments](#)

[AP 4100 Graduation Requirements for Degree and Certificates - Legal Citations](#)

[AP4100 -OLD.pdf](#)

## Applicability

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San Bernardino Community College District



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** Farrah Farzaneh  
**Policy Area:** Chapter 3 General Institution  
**References:**

## BP 3590 Energy Conservation

(Replaces current SBCCD BP 3590)

- ~~From current SBCCD BP 3590 titled Energy Conservation~~

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

The Board recognizes the importance of adopting an energy conservation policy. The Board also affirms the implementation of this policy will be the joint responsibility of the Board, District administration, faculty, staff, students, and support personnel. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

- A designated campus/site administrator will be accountable for energy conservation on his/her campus/site along with the Energy Education Administrator, conducting energy audits and providing timely feedback.
- All personnel at each campus/site are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
- The District will implement its energy conservation program primarily through an energy management team led by the Energy Education Administrator ~~in accordance with Administrative Procedure 3590~~ in accordance with Administrative Procedure 3590.
- Accurate records of energy consumption and cost will be maintained by the Energy Education Administrator for each campus/site to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus/site shall review and adhere to the preventive maintenance and monitoring plan administered by the campus/site physical plant for its facilities and systems, including heating, ventilation and air conditioning, building envelope, and moisture management.

### Reference:

No references

### Attachments:

[BP 3590 Energy Conservation - Comments](#)  
[BP 3590 Energy Conservation - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Farrah Farzaneh</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	

## AP 3590 Energy Conservation

*(Replaces current SBCCD AP 3590)*

The District is committed to and responsible for a safe and healthy learning environment. Every person is encouraged to become an "energy saver" as well as an "energy consumer."

- Faculty and staff members are encouraged to implement these guidelines during the times that they are present in the instruction room/office.
- The custodial staff is responsible for control of common areas, i.e. lights in hallways, dining areas, etc.
- Security personnel are responsible for verification of the nighttime shutdown.
- The Energy Education Administrator provides regular (at least semiannually) program update reports to District and college administration.
- The Energy Education Administrator has the authority to enter all District facilities, without prior notice, in order to perform routine audits. Audit results will be communicated to the appropriate personnel.
- The Energy Education Administrator is responsible for either directly or indirectly making adjustments to the organization's energy management system (EMS), including temperature settings and run times for heating, ventilation, and air conditioning (HVAC), and other controlled equipment.
- The Energy Education Administrator provides monthly energy savings reports to facilities management detailing performance results.
- Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.
- To complement the organization's behavioral-based energy conservation program, the District shall strive to develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture control.

### General

1. Instruction room doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout campus buildings to ensure compliance with guidelines.
3. All exhaust fans should be turned off daily.
4. All office machines (printers, copy machines, laminating equipment, etc.) should be switched off each night and during unoccupied times. Fax machines may remain on.

5. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network (i.e. LAN) equipment is excluded.
6. All capable personal computers should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this, ensure the monitor "sleeps" after 10-minutes of inactivity.

## Air Conditioning Equipment

Cooling Season Set Points: Occupied–74-78°F, Unoccupied–85°F

1. Occupied temperature settings shall NOT be set below 74°F.
2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the faculty remains in the instruction room after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Relative humidity levels shall not exceed 60% for any 24 hour period.
7. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust the temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

## Heating Equipment

Heating Season Set Points: Occupied–68-72°F, Unoccupied–55°F

1. Occupied temperature settings shall NOT be above 72°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
7. For heat pumps, ensure a 6°F dead-band between heating and cooling modes.

## Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. Faculty and staff members should make certain that lights are turned off when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.

2. All outside lighting shall be off during daylight hours.
3. Gymnasium lights should not be left on unless the gymnasium is being utilized.
4. All lights will be turned off when students and staff leave for the day. Custodial staff will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

## Water

1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
2. Ground watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am – 8pm.
3. When spray irrigating, ensure the water does not directly hit the facility.
4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

The organization encourages the adoption, observation and implementation of these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or facility management.

## Reference:

No references

## Attachments:

[AP 3590 Energy Conservation - Comments](#)  
[AP 3590 Energy Conservation - Legal Citations](#)  
[AP3590 -OLD.pdf](#)

## Applicability

San Bernardino Community College District



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Business & Fiscal Services*  
           *Business & Fiscal Services*  
 Policy Area: *Chapter 6 General Institution*  
 References:

## BP 6330 Purchasing

*(Replaces current SBCCD BP 6330)*

~~The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.~~

~~All such transactions shall be reviewed by the Board every 60 days.~~

The authority to purchase supplies, materials, apparatus, equipment, and services is vested in the Board of Trustees. This authority is delegated to the Chancellor.

The Chancellor shall establish administrative procedures for purchasing, subject to the following:

- The 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 year shall be published on the Business Service webpage. Any purchase request to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require approval by the Board of Trustees to constitute an enforceable agreement.
- In accordance with Public Contract Code Section 17605, the Board of Trustees delegates authority to approve purchase requests under the formal bid limit to the named agents on the authorized signature list. Such purchase requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

### References:

Education Code Section 81656;  
Public Contract Code Sections 20650 and 20651

### Attachments:

[BP 6330 Purchasing - Comments](#)  
[BP 6330 Purchasing - Legal Citations](#)

### Applicability

San Bernardino Community College District



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	

## AP 6330 Purchasing

(Replaces current SBCCD AP 6330)

### GENERAL PURCHASING

#### **Authority to Purchase**

~~The authority to contract for goods and/or services is vested in the Board of Trustees. Authority to purchase supplies, materials, apparatus, equipment and services is annually delegated by Board action to designated officers. The purchase of goods and services shall be made through the Purchasing Department following authorized procedures in accordance with established policies and laws. Any purchase made by an employee without proper authorization will be considered an obligation and liability of the employee and not the San Bernardino Community College District.~~

#### **Conflict of Interest**

~~See Administrative Procedure 2260.~~

#### A. **Authority to Purchase**

Authority to purchase goods and services under the formal bid limit has been delegated by the Board to the named agents on the authorized signature list. Only these district officers are authorized to execute purchase orders and contracts on behalf of the District. Purchase requests which meet or exceed the formal bid limit require pre-approval by the Board.

The purchase of goods and services shall be a centralized function performed by the Purchasing Department whereby all requests for purchase orders, contracts, and procurement cards shall be routed. The Purchasing Department shall comply with all applicable laws and regulations and established policies and procedures in conducting purchasing and contracting activities on behalf of the District.

#### B. **Purchasing Ethics**

Purchasing functions will be carried out with fairness, dignity, honesty, integrity and in the most efficient manner consistent with service to the District, legal requirements, and sound procurement practices. The District's purchasing philosophy is to maintain professional relationships with all vendors. While vendors are free to advertise, their promotional efforts should not include gifts, favors, or any form of personal gratuities to any District employee.

### Employee-Vendor Relationships

An employee-vendor relationship is any relationship between a District employee, officer, or agent and a proposed vendor that might create a conflict of interest. Employee-vendor relationships may cause the appearance of favoritism and have legal ramifications. District policy attempts to avoid preferential treatment in purchasing goods and services by separating employees' personal interests from the interests of the District.

### Conflict of Interest

Employees, officers, or agents of the District must not be financially interested in any purchase for goods and services under the following conditions:

- The contract is between the District and the employee, or any member of his/her immediate family.
- The contract is between the District and a partnership, or unincorporated association of which the employee, or any member of his/her immediate family, is a partner or in which he/she is the owner or holder, directly or indirectly, of a proprietorship interest and/or shall benefit financially due to the contract or purchase.
- The contract is between the District and corporation in which any employee, or any members of his/her immediate family, is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.

Also, see the District Board Policy and Administrative Procedures 2710 titled Conflict of Interest.

## C. **General Purchasing Information**

1. ~~Except for small~~All purchases from petty cash or on procurement cards, all purchases or commitments to buy are made through the use of or commitments to buy require the issuance of a purchase order. Purchase orders will be issued by the Purchasing Department only upon receipt of a properly authorized purchase requisition. Departments shall not order or authorize the purchase of goods and/or services until a purchase order is issued by the Purchasing Department.
2. **Specifications**  
Departments may submit their own specifications for supplies and/or equipment; however, the Purchasing Department has the authority to question ~~need~~requests, such as necessity, quantity, quality, and materials requested and to make recommendations where the general health and welfare or economy is in question. The Purchasing Department will provide assistance in the development of specifications as requested.
3. **Selection of Vendor**  
The Purchasing Department will accept recommendations from the requesting department for potential vendors, ~~but~~. New vendors will only be considered upon submittal of a completed vendor application and supporting documents that have been approved by the Purchasing Department. The District will endeavor, where possible, to encourage the use of local and small business enterprises in its procurement activities. On all procurement activities that must be competitively bid, or for which the District must receive quotes, such will be evaluated with a ten (10%) percent preference for local vendors. The vendor must claim local vendor preference to be considered. Please note the following exceptions:
  - ~~Those contracts which~~Where State Law or, other law or regulation precludes this local preference.
  - Purchases made through cooperative purchasing and leveraged procurement agreements and piggy-back purchases.
  - Public Works construction projects.

A "local" vendor will be approved as such when, 1) it conducts business in a physical location within



the County of San Bernardino; and 2) it holds a valid business license issued by an agency within the County of San Bernardino; and 3) business has been conducted in such a manner for not less than six months prior to being able to receive the preference. Proof of eligibility will be provided to the District as part of the vendor application process. Subject to the Local Vendor Preference, final vendor designation will be made by the Purchasing Department.

4. **Sole Source Purchasing**

Sole source products are one-of-a-kind and are not sold through distributors but are provided by a sole distributor. Sole source purchases will require documented, legitimate justification on the SBCCD Sole Source Justification Memo Form. The requesting department must address the unique performance features of the product that are not available in any other product or brand; why such features are required; and other products or brands evaluated and why they were rejected. Departments contemplating a sole source purchase should contact the Purchasing Department for further guidance. Requests for sole source purchases will be vetted by the Purchasing Department.

5. **Price Quotations & Bids**

For purchases of equipment, materials, or supplies to be furnished, sold, or leased to the District; purchases of services that are not construction services, not professional services, not insurance services nor any work done by day labor or by force account pursuant to Public Contract Code (PCC) Section 20655; and purchases of repairs, including maintenance as defined in PCC Section 20656, that are not public projects as defined in PCC Section 22002(c):

- If a purchase request is under a unit cost of \$20,000, only a verbal quote or vendor price list is required to determine cost.

- If a purchase request is a unit cost of \$20,000 or more, but under the formal bid limit set annually by the Board of Governors, at least three (3) written quotes on vendors' letterhead must be submitted with the purchase requisition.

- If a purchase request meets or exceeds the formal bid limit set annually by the Board of Governors, please refer to the bid procedures in AP 6340 titled Bids and Contracts.

**NOTE: The formal bid limit is annually adjusted by the Board of Governors as required by PCC Section 20651(d):**

For construction and public works projects under UCCAP:

- If a purchase request is under a unit cost of \$20,000, only a single written quote on vendor's letterhead is required with submission of the purchase requisition.

- If a purchase request is a unit cost of \$20,000 or more, but under \$45,000, at least three written quotes on vendors' letterhead are required with submission of the purchase requisition.

- If a purchase request is \$45,000 or more, please refer to bid thresholds and applicable bid procedures in AP 6350 titled Bids and Contracts – Construction.

The Purchasing Department may require price quotations for items regardless of the cost if it determines that such quotes would be in the best interest of the District.

6. **Bid & Contract Requirements**

See the following board policies and administrative procedures:

- BP and AP 6340 titled Bids and Contracts

- AP 6350 titled Bids and Contracts – Construction

- AP 6370 Contracts – Professional Services

7. **Date of Delivery**

Materials and services must be charged against and paid from appropriations within the fiscal year in which the material or service is actually received.

8. **Delivery Location**

Generally, all goods will be shipped to the District Warehouses. Each Warehouse shall receive and distribute purchased materials and equipment to the requesting department. Material and equipment subject to inventory shall be tagged and inventoried at the time of receipt.

9. **Procurement with Grant Funding**

Procurements made with grant funding will follow all applicable guidelines as outlined in the granting agency's letter of award as well as the District's policies and procedures. For federal awards this may include, but is not limited to, following the guidelines as detailed in the Code of Federal Regulations Title II, Part 200. State funded grants may require special processing as noted in the grant. Grant awardees and grant administrators are ultimately responsible for complying with any grant-related purchasing restrictions or requirements.

D. **Procurement by Competitive Proposals for Federal Awards**

The District conducts all procurement transactions in a manner providing full and open competition. The District does not place unreasonable requirements on firms, have noncompetitive pricing practices between firms, or specify only a brand name product instead of allowing an equal product and describing the performance or requirements of the procurement.

If competitive proposals are used, the District publicizes the requests for proposals and identifies all evaluation factors and their relative importance, solicits proposals from an adequate number of qualified sources available, and has a written method for conducting technical evaluations of the proposals received and for selecting recipients. The District considers any response to publicized requests for proposals to the extent practical, and awards contracts to the firm whose proposal is most advantageous to the program, with price and other factors considered.

For federal awards, the District conducts procurements in a manner that prohibits geographical preferences, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering services, geographic location may be a selection criterion if it leaves an appropriate number of qualified firms to compete for the contract.

E. **Purchase Requisitions**

A purchase requisition is prepared by an individual or department to request the Purchasing Department to buy specific items. The requisition will be routed to obtain all required approvals based on established approval paths. Required approvals will depend on the amount of the contemplated purchase, the type of items requested for purchase, and approving limits. Major purchases may require additional approvals. The requested information on the requisition provides guidance to the Purchasing Department as to the requester's preferences regarding vendor, specifications, etc. The Purchasing Department will review each purchase requisition ~~to determine if the request meets established~~ for legality; availability of funds; proper use of expense account code based on the description of the requested purchase; and compliance with applicable laws, standards, funding restrictions and the District's policies and procedures, ~~standards, and laws and will test the object, location, and program codes to determine the availability of funds.~~

F. **Purchase Order**

~~After a purchase requisition has been reviewed and approved, a purchase order is prepared which authorizes the vendor to deliver the supplies/equipment or provide the service requested. No vendor has authority to provide materials or services until a purchase order has been issued, and signed.~~

#### **Authorization of Purchase Orders**

After a purchase requisition has been reviewed by the Purchasing staff, a purchase order is prepared and routed to an authorized district officer for approval. The named agents on the authorized signature list have been delegated authority to approve purchase orders under the formal bid limit. A purchase order under the formal bid limit only requires approval by one of the authorized district officers, and does not require approval by the Board to be legally enforceable. Purchase orders for contracted ERP catalog vendors are considered approved at the time of purchase order creation, with no additional authorization required.

Any purchase request which meets or exceeds the formal bid limit set annually by the Board of Governors requires approval by the Board of Trustees to constitute an enforceable agreement.

Only an approved purchase order authorizes the vendor to deliver the supplies/equipment or provide the service requested. No vendor has authority to provide materials or services until an approved purchase order has been issued, signed and received by the vendor.

#### **G. Change Orders**

A change order may be required if there are material changes to the purchase order. The requisitioning department must ~~contact~~ submit a purchase order change notice form to the Purchasing Department to request a change order. A proper request will include the purchase order number, vendor name, the cause of the change order, a detailed description of the changes to be made on the purchase order, and the budget codes affected, if applicable.

#### **H. Emergencies**

In the event of ~~an~~ health and safety emergency, authority to purchase may be obtained from the Purchasing Department and a purchase order can be issued without a fully authorized purchase requisition. Such approval must be obtained from the Purchasing Department in advance of the purchase.

#### **I. Procurement Card Program**

The District administers a Procurement Card Program, which provides a simplified method for end-users to procure low-value purchases of authorized commodities and services using a specialized credit card. Refer to the Procurement Card Document Library located on the Business Services webpage, for information on eligibility, rules and restrictions.

#### **J. Fuel Card Program**

The District also administers a Fuel Card Program, which provides a simplified method for end-users to procure fuel for District-owned vehicles using a specialized credit card.

#### **K. Policy and Procedural Violations**

Any violation of purchasing policies and or procedures, whether contained in this or other administrative

procedures, board policies, or document libraries, will require the submittal of an audit exception memo to Business Services. Violations deemed serious enough may result in disciplinary action up to and including termination of employment.

## **BID PROCEDURES**

### **A. Approval**

All purchases requiring bid procedures require an "award of bid" by the Board. All vendors involved in a bid process shall be notified that Board action is required before materials are delivered or a project can begin.

### **B. Purchase and Contract Specifications**

Bid documents or requests for price quotations must contain specifications and/or drawings, if appropriate, which standardize the purchase and provide a basis for selection of a vendor. The Purchasing Department can advise on the level of specificity required based on the nature of the purchase. In general, specifications should be generic in nature and not specify a particular brand, manufacturer or vendor. It may be necessary to involve a consultant in the development and/or review of specifications. Some specifications may require legal review. Development of specifications may require several weeks or months.

### **C. Energy Efficiency Specifications**

Vendors must provide equipment and appliances that earn the ENERGY STAR and meet ENERGY STAR specifications for energy efficiency where ratings exist. Complete product specifications and updated lists of qualifying products may be found at [www.energystar.gov](http://www.energystar.gov).

### **D. Bid Documents**

Bid documents are prepared by the Purchasing Department in consultation with the individual initiating the request. Bid documents contain a variety of standard provisions required by law and are supplemented by specifications and special requirements. Bid documents are made available on District website at [www.sbccd.org/bids](http://www.sbccd.org/bids).

### **E. Advertisement for Bids**

Advertisements for bids are prepared by the Purchasing Department to meet the legal bidding requirements. Ads are placed in newspapers and through other sources that are designed to reach the appropriate vendors. Ads must appear twice, once a week for two consecutive weeks, in a newspaper with general circulation in the District. Vendors will be provided at least two weeks from the date of the first advertisement to prepare their bids.

### **F. Bid Opening**

A time and place of bid opening is stated in the bid document and the bid advertisement. Bids are accepted via physical delivery in the Purchasing Department up to the exact time of the bid opening. Bids received before the opening are kept unopened until the designated time, in the Purchasing Department. Late bids will not be accepted and will be returned to the bidder unopened. The District has the sole right to determine the time a bid is received. A public bid opening is held during which all bids are opened and read aloud. Bids are a matter of public record and the results are available in the Purchasing Department after the bid opening. Bids are considered to be "responsive" if they meet the specifications as published. The services of an outside consultant may be required to evaluate responsiveness. Reference checks may be applied to any and all bids that are responsive and competitive. A summary of the prices quoted is prepared for the Board.

### **G. Bid Bonds/Guarantees**

Bid bonds or other bid guarantees may be required of all bidders and are kept on file until the Board

~~awards a contract. Bonds/guarantees are returned to all bidders after the award of bid.~~

#### ~~H. Award of Bid~~

~~A summary of the bids received is prepared for the Board. The bids are evaluated per the criteria established in the bid, to include local vendor preference procedures, and a recommendation is made to the Board for the award of bid. Contracts are not signed until after the bid award and no bidder should move to deliver supplies or equipment or start of project until after the Board takes action and the contract is executed. The Board has the right to reject all bids or waive any irregularities. If that occurs, bidders will be notified in writing.~~

#### ~~I. Bid Protest~~

~~The bid documents will contain procedures allowing a bidder to protest an impending award of bid. Bid protests must be made in writing to the designated agent of the district. The decision of the Board shall be final.~~

#### ~~J. Amendments and Addenda~~

- ~~1. Any changes to the bid document prior to the award of bid will be published prior to the bid opening. It is the sole responsibility of the bidder to acknowledge any amendment or addendum in its bid. If the change will require substantial time for bidders to reconfigure their quotes, the bid opening may have to be extended.~~
- ~~2. Any change to specifications or terms and conditions of the bid after the opening will require a change notice approved by the Board.~~

### **PROCUREMENT CARD PROGRAM OVERVIEW**

~~The Procurement Card Program simplifies the purchasing/disbursement process by facilitating point-of-sale procurement. Purchasing responsibility is delegated to an authorized cardholder who may place an order directly with a vendor/supplier. When a purchase authorization is requested by a vendor/supplier at the point of sale, VISA validates the transaction against pre-set limits established by the District in conjunction with department administrators. All transactions are approved or declined instantaneously based on the following Procurement Card authorization criteria:~~

- ~~1. Number of transactions allowed per day.~~
- ~~2. Number of transactions allowed per month.~~
- ~~3. Single purchase limit.~~
- ~~4. Spending limit per month.~~
- ~~5. Approved commodity codes.~~

~~The authorization process occurs through an electronic system that supports the Procurement Card Program. The Program Administrator for the Procurement Card Program shall be the Business Manager. In the absence of the Business Manager, Cardholders may contact the Purchasing Department for guidance and information. All forms listed herein and all Cal Card procedures shall be made available on the District website.~~

#### **Authorized/Prohibited Purchases and Practices**

~~Procurement cards are District property issued in the employee's name. Use is restricted exclusively for qualified business-related purchases. Applicable purchase categories are summarized as:~~

- ~~1. Authorized Purchases~~

- ~~• Purchases of supplies, goods, and materials up to \$1,000.00 per transaction~~
- ~~• Equipment purchases under \$1,000.00 (a cardholder shall verify with their site technology manager technology equipment is compatible with District systems)~~
- ~~• Software purchases less than \$200 classified under object code 4430 (a cardholder shall verify with their site technology manager the software is compatible with District systems)~~
- ~~• Web site domain name purchases~~
- ~~• Travel Expenses, such as Airfare, Ground Transportation, Lodging, Conference Registration Fees, and /or meals, excluding alcohol. Itemized receipt is required for meals. A maximum acceptable meal gratuity is 20% of allowable meal expenses and taxes.~~
- ~~• Refreshments and other goods for official business meetings~~
- ~~• Postage and shipping expenses~~

## ~~2. Prohibited Purchases~~

- ~~• Purchases for supplies, goods, material and equipment over \$1,000.00 per transaction~~
- ~~• Services, such as consultants, instructors, speakers, repairs, maintenance, personnel, labor, rentals, leases, lease to purchases, and public works~~
- ~~• Computers~~
- ~~• Software over \$200.00~~
- ~~• Software licenses and other copyright use licenses~~
- ~~• Alcohol~~
- ~~• Other purchases where the vendor requires a signed contract, agreement, MOU or other similar document~~

## ~~3. Prohibited Practices~~

- ~~• Cash Refunds~~
- ~~• Cash Advances~~
- ~~• Split Orders/Purchases to exceed established limits~~
- ~~• Transferring cards between individuals~~
- ~~• Wire transfers — money orders~~

## ~~4. Exceptions~~

~~The Program Administrator has the authority to grant exceptions to prohibited purchases on a case by case basis. Requests for exceptions shall be made in writing from the Cardholder to the Program Administrator.~~

## References:

Education Code Section 81656;  
 Public Contract Code Sections 20650 and 20651  
 Code of Federal Regulations, Title 2, 200.318, 200.319, 200.320

## Attachments:

AP 6330 Purchasing- Comments



**Origination:** 11/2016  
**Last Approved:** N/A  
**Last Revised:** 11/2016  
**Next Review:** 11/2017  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:** *Brand New - advised*

## AP 7126 Applicant Background Investigations and Reference Checks

Applicants for positions may be subject to background or reference checks.

Where a background investigation is performed by a third party, *[designate position]* shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured. The applicant shall be provided an option to receive or not receive the report. If the applicant is not hired, or the District takes other action that adversely effects any applicant based in whole or in part upon the third-party report, *[designate position]* shall provide oral, written, or electronic notice of:

- the adverse action to the applicant;
- the name, address, and telephone number of the third party agency that furnished the report;
- the applicant's right to obtain a free copy of the report; and
- the applicant's right to dispute the accuracy or completeness of any of the information in the report.

### References:

Civil Code Sections 47, 1785.16, 1785.20, and 1786.16 et seq.;

Federal Fair Credit Reporting Act

### Attachments:

No Attachments

### Applicability

San Bernardino Community College District



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Human Resources Human Resources*  
 Policy Area: *Chapter 7 Human Resources*  
 References:

## BP 7130 Compensation

*(Replaces current SBCCD BP 7130)*

~~Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code section 72411, shall be established by the Board of Trustees.~~ Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code section 72411, shall be established by the Board of Trustees.

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

### Prohibition of Incentive Compensation

~~Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.~~ Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

### References:

Education Code Sections 70902(b)(4);, 72411, 87801; ~~and~~, and 88160;

~~Government Code Section 53200;~~

~~34 Code of Federal Regulations 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)~~ Government Code Section 53200; 34 Code of Federal Regulations 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

### Attachments:

[BP 7130 Compensation - Comments](#)





Origination: 06/1994  
 Last Approved: N/A  
 Last Revised: 10/2018  
 Next Review: 3 years after approval  
 Owner: Kristina Hannon  
 Policy Area: Chapter 7 Human Resources  
 References:

## AP 7130 Compensation

(Replaces current SBCCD AP 7130)

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit. Managers and Confidential Employees shall refer to their handbooks for information specific to their group.

### ~~Prohibit of Incentive Compensation~~

~~Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual student contact or the other covered activities will not generally be subject to the incentive compensation ban.~~

~~The Superintendent/President/Chancellor shall identify any covered employees of the District and determine whether the District's compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the Superintendent/President shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the District can make to any applicable contract.~~

~~Also see BP/AP 6540 titled Insurance and AP 7342 titled Holidays.~~

The following general benefits are provided for all employees employed 50% or More in a Full-Time Position.

- Dental Insurance
- Leaves of Absence as specified in collective bargaining contracts and/or Board policy
- Life Insurance
- Medical Insurance
- Retirement (PERS or STRS)
- Social Security for those who belong to the PERS retirement system
- Unemployment Insurance
- Vacation
- Workers' Compensation Insurance

The District, as a receiver of federal awards, follows its Board Policies and Administrative Procedures to ensure compliance with the Code of Federal Regulations, Title 2, Part 200. The District compensates employees engaged in work on federal awards in a manner that is consistent with that paid for similar work in other activities of the District.

The District pays fringe benefits to employees engaged in work on federal awards, including costs of leave, employee insurance, pensions, unemployment benefit plans, and other benefits. The District ensures that the costs of fringe benefits are reasonable and are as required by law, District-employee agreements, or District policies.

## References:

Education Code Sections 87801 and 88160;

Government Code Section 53200;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

Code of Federal Regulations, Title 2, 200.430, 200.431

## Attachments:

[AP 7130 Compensation - Comments](#)

[AP 7130 Compensation - Legal Citations](#)

[AP7130 -OLD.pdf](#)

[Changes Prior to Federal Language Revision](#)

## Approval Signatures

Step Description	Approver	Date
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## Applicability

San Bernardino Community College District



**Origination:** 11/2016  
**Last Approved:** N/A  
**Last Revised:** 11/2016  
**Next Review:** 01/2018  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:** Brand New - advised

## AP 7145 Personnel Files

Personnel records are private, accurate, complete, and permanent. *(Insert local procedures that meet this standard.)*

Every employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that were:

- a. obtained prior to the employment of the person involved,
- b. prepared by identifiable examination committee members,
- c. obtained in connection with a promotional examination or interview.

### References:

Education Code Section 87031;

Labor Code Section 1198.5

### Attachments:

No Attachments

### Applicability

San Bernardino Community College District



**Origination:** 05/2013  
**Last Approved:** 03/2018  
**Last Revised:** 03/2018  
**Next Review:** 03/2024  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## BP 7150 Evaluation

*(Replaces current SBCCD BP 7251)*

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified members.

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

### Reference:

WASC/ACCJC Accreditation Standard III.A.1.b

### Attachments:

- [BP 7150 Evaluation- Comments](#)
- [BP 7150 Evaluation- Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018

### Applicability

San Bernardino Community College District



**Origination:** 05/2013  
**Last Approved:** N/A  
**Last Revised:** 10/2018  
**Next Review:** 6 years after approval  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:**

## AP 7150 Evaluation

*(Replaces current SBCCD AP 7251)*

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

### Frequency of Evaluation

Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

For managers within the first year of evaluation, the supervisor and employee will establish goals and objectives to be accomplished. The manager will be solely responsible for providing an evaluation within the first six months of hire. In the subsequent year and each year thereafter, the evaluation committee process will be instituted.

Interim Manager assignments will be evaluated during the sixth month of interim appointment and annually thereafter if the assignment is greater than one semester in length. The manager will be solely responsible for providing the evaluation. Evaluations may be held on a more frequent basis as appropriate.

### EVALUATION TIMELINE:

No later than October 1 of each calendar year the supervisor and employee will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year.

By November 1 of each year, the committee shall be formed. The committee will meet and convene and provide a written summary report to the immediate supervisor no later than December 30 of each calendar year.

The final evaluation report shall be provided to the evaluatee no later than January 30 of each calendar year.

### Goals/Objectives

Each manager will meet with his/her supervisor at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

In an effort to ensure that employee evaluations are completed in a timely manner, the following process will be followed by Human Resources:

1. The immediate supervisor of the employee who is to be evaluated will receive an email directly from HR notifying the supervisor that an evaluation is due.
2. The evaluating supervisor's manager will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to HR within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

## Committee

In the case of campus-Directors, Deans and Vice Presidents, the committee shall include the immediate supervisor as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee ~~appointed by CSEA~~. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made. All supervisors and managers will be evaluated by the hiring manager. Surveys will be sent district wide for input.

In the case of the College Presidents, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee ~~appointed by CSEA~~ as appropriate to the campus. In each case, the President will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee ~~appointed by CSEA~~. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made. All supervisors and managers will be evaluated by the hiring manager. Surveys will be sent district wide for input.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the committee meeting.

## Campus/District Survey ~~and Committee~~

As appropriate to the assignment, the manager shall seek written feedback from the campus and/or district community. In obtaining this feedback, the manager shall use an approved evaluation form. Using the approved form, the manager shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the evaluatee is performing assigned responsibilities. Responses on the approved form shall be signed, and the manager shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the committee ~~shall seek written feedback from the campus and/or district community. In obtaining this feedback, the committee shall use an evaluation form approved by the Board of Trustees. Using the approved form, the committee shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities. To assist in this task, the manager will provide the committee with a preliminary list of those with whom he/she interacts with on a regular basis. Responses on the approved form~~

~~shall be signed, and the committee shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the manager at the conclusion of the evaluation procedure.~~

## Evaluatee

Prior to the evaluation conference, the person being evaluated will submit to the supervisor a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The employee may submit a portfolio of representative work, or any other items he/she considers appropriate.

## Evaluation Report

The direct supervisor will produce a written evaluation report by January 30. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and his/her supervisor.
3. An assessment of the extent to which the **managerevaluated** meets his/her stated goals and objectives.
4. An assessment of the management and leadership strengths of the **managerevaluated**.
5. The identification of any areas in which the manager can improve his/her performance or management skills.
6. A copy of the consolidated summary of the ratings and comments

The written report shall specify one of the following:

1. Commendation for superior performance;
2. Confirmation of satisfactory performance;
3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the immediate supervisor before being placed in his/her file. The **managerevaluated** shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in the District Office Human Resources Department. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

There will be only two copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated and the original will become a part of the official file in the Human Resources Department.

## Procedures in the Case of Unsatisfactory Performance of Responsibilities

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged

unsatisfactory. This work plan shall be reviewed and approved by the immediate supervisor (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the immediate supervisor will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervisor, but in no case later than six months after the initial findings of the evaluation committee. The re-evaluation process shall include the submission of new goals and objectives to the immediate supervisor, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

## Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract non-renewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

Classified employee evaluations will be conducted in accordance with the Agreement between the District and the Chapter of the California School Employees' Association.

Confidential employee evaluations will be conducted every three months for the first ~~nine~~twelve months of service, then every two years thereafter.

Faculty evaluations (both full and part-time) will be conducted in accordance with the Agreement between the District and Chapter of CCA/CTA/NEA.

Additional documents related to evaluation can be reviewed on the Human Resources web-page.

Also see BP/AP 2435 titled Evaluation of the Chancellor

### Reference:

Accreditation Standard III.A.5 (formerly III.A.1.b)

### Attachments:

No Attachments

### Approval Signatures

Step Description	Approver	Date
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### Applicability

San Bernardino Community College District





**Origination:** 01/2015  
**Last Approved:** N/A  
**Last Revised:** 06/2015  
**Next Review:** 6 years after approval  
**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:**

## BP 7160 Professional Development

The Chancellor shall provide professional development opportunities, consistent with the institutional mission and based on identified needs for all employees.

### Reference:

ACCJC Accreditation Standard III.A.14

### Attachments:

[BP 7160 Professional Development-Comments](#)  
[BP 7160 Professional Development- Legal Citations](#)

### Applicability

San Bernardino Community College District



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: 02/2018  
 Owner: *Human Resources Human Resources*  
 Policy Area: *Chapter 7 Human Resources*  
 References:

## AP 7160 Professional Development

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit. Managers and Confidential shall refer to their handbooks for information specific to their group.

~~The [ CEO ] shall annually submit to the chancellor of the California Community Colleges an affidavit that contains all of the following:~~

- ~~• A statement that [ the college ] [ each campus within the community college district ] has an advisory committee, composed of administrators, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;~~
- ~~• The [ college ] [ district ] has completed a campus human development resources plan for the current and subsequent fiscal years; and~~
- ~~• A report of the actual expenditures for faculty and staff development for the preceding year.~~
  - ~~A. Classified Supervisors and Confidential Employees on the classified supervisory and confidential salary schedules shall be eligible for tuition cost reimbursement from an accredited institution.~~
  - ~~B. Reimbursement will only be given for courses completed with a grade of "C" or better, "credit", or equivalent grade, which pertain to their position.~~
  - ~~C. Such reimbursement shall not exceed costs of 18 semester units of course work per year for year-round training may require more units.~~
  - ~~D. Reimbursement shall not be allowed for courses carrying zero units.~~
  - ~~E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.~~
  - ~~F. Only Classified Supervisors and Confidential Employees who have completed their probation period as a Classified Supervisor or Confidential Employee shall be eligible for this benefit.~~
  - ~~G. All courses for which a Classified Supervisor or Confidential Employee seeks tuition reimbursement must have prior approval by their Supervisor, the Chancellor, and the Board.~~

The District and colleges shall establish integrated professional development plans consistent with the Educational Master Plans and District strategic priorities.

Needs assessments surveys will be conducted at least annually to identify professional development needs among employees. Professional development activities will be collegiately planned and presented based on the results of the needs assessments and institutional priorities. Professional development activities will be

evaluated and the results will be used to improve programs and activities to ensure District and employee needs are being met.

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## Reference:

Education Code Sections 87150, et seq.;  
ACCJC Accreditation Standard III.A.14 (formerly III.A.5)

## Attachments:

[AP 7160 Professional Development -  
Comments](#)  
[AP 7160 Professional Development - Legal  
Citations](#)

## Applicability

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San Bernardino Community College District



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** 08/2020  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## BP 7385 Salary Deductions

*(Replaces current SBCCD BP 6360)*

An employee may request reduction of his / her salary in any amount for any or all of the following purposes:

- Participation in a deferred compensation program.
- Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them.
- Paying rates, dues, fees, or other periodic charges on any hospital service contract.

The request provided for above shall be revocable by the employee.

The District shall ~~without charge~~, *without charge*, reduce the salary payment by the amount that the employee has authorized in writing for the purpose of paying his / her membership dues in any local, statewide , or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

### Tax Sheltered Annuities

The District will provide employees an opportunity to designate salary deductions that are used to purchase tax sheltered annuities.

Annuities are purchased only through "admitted" companies, subject to appropriate regulations provided by the Chancellor, and the Board must approve each annuity plan.

### References:

Education Code Sections 87040 , 87833 , 87834 , and 88167

### Attachments:

- [BP 7385 Salary Deductions - Comments](#)
- [BP 7385 Salary Deductions - Legal Citations](#)
- [BP7385 -OLD.pdf](#)

### Applicability

San Bernardino Community College District



**Origination:** 06/1994  
**Last Approved:** 04/2018  
**Last Revised:** 06/1994  
**Next Review:** 08/2020  
**Owner:** [Human Resources Human Resources](#)  
**Policy Area:** [Chapter 7 Human Resources](#)  
**References:**

## AP 7385 Salary Deductions

*(Replaces current SBCCD AP 6360)*

### Deductions Required by Law

Deductions from the employee's wage, mandated by law, shall be made for the following reasons:

- State and federal income tax
- Public employees' retirement (PERS & STRS)
- Court-ordered deductions
- Other statutory deductions

### Union Dues

The employee organization(s) recognized as the exclusive representative unit(s) shall have the right to have membership dues deducted.

Any timely revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

### Voluntary Deductions

The District may deduct, without charge, from the employee's wage, an amount requested by said employee for:

- Participation in a tax-sheltered annuity and/or deferred compensation program.
- Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them.
- Paying rates, dues, fees, or other periodic charges on any hospital service contract.
- Donations to the College Foundation.
- any other District-authorized voluntary deductions

To request a deduction for a purpose not specifically listed above, the employee shall submit a request in writing to the Payroll Department or designee.

The authorization by the employee shall contain the amount to be deducted per month and the effective date the deduction(s) will begin. Such authorization shall remain in effect until expressly revoked in writing by the employee. All authorizations must be submitted to the Payroll Department and becomes effective commencing with the next pay period.

Any timely revocation of an employee's written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.



**Origination:** 04/2009  
**Last Approved:** N/A  
**Last Revised:** 10/2018  
**Next Review:** 6 years after approval  
**Owner:** Academic Senates Academic Senates  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## BP 4226 Multiple and Overlapping Enrollments

(Replaces current SBCCD BP 4226)

~~**NOTE:** The language in current SBCCD BP 4226 reflects the information.~~

- ~~**From current SBCCD BP 4226 titled Multiple and Overlapping Enrollments**~~

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, 55007.

### Reference:

Title 5, Section 55007

### Attachments:

- [BP 4226 Multiple and Overlapping Enrollments - Comments](#)
- [BP 4226 Multiple and Overlapping Enrollments - Legal Citations](#)
- [BP4226 -OLD.pdf](#)

### Approval Signatures

Step Description	Approver	Date
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018



**Origination:** 02/2009  
**Last Approved:** N/A  
**Last Revised:** 10/2018  
**Next Review:** 6 years after approval  
**Owner:** Academic Senates Academic Senates  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## AP 4226 Multiple and Overlapping Enrollments

(Replaces current SBCCD AP 4226)

~~**NOTE:** The language in current SBCCD AP 4226 reflects the information.~~

• ~~**From current SBCCD AP 4226 titled Multiple and Overlapping Enrollments**~~

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting time for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The Vice President for Instruction and the instructor of record approve the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.
- The colleges maintain a record of the make-up time completed by the student.

### Reference:

Title 5, Section 55007

### Attachments:

- [AP 4226 Multiple and Overlapping Enrollments - Comments](#)
- [AP 4226 Multiple and Overlapping Enrollments - Legal Citations](#)
- [AP4226 -OLD.pdf](#)

### Approval Signatures

Step Description	Approver	Date
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018



**Origination:** 04/2009  
**Last Approved:** N/A  
**Last Revised:** 10/2018  
**Next Review:** 6 years after approval  
**Owner:** Academic Senates Academic Senates  
**Policy Area:** Chapter 4 Academic Affairs  
**References:**

## BP 4232 Pass/No Pass

(Replaces current SBCCD BP 4231)

- ~~From current SBCCD BP 4231 titled Pass/No Pass~~

Students may elect to be graded on a Pass/No Pass basis in order to explore a variety of disciplines by following appropriate administrative regulations.

### Reference:

Title 5, Section 55022

### Attachments:

- [BP 4232 Pass/No Pass - Comments](#)
- [BP 4232 Pass/No Pass - Legal Citations](#)
- [BP4232 -OLD.pdf](#)

### Approval Signatures

Step Description	Approver	Date
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018

### Applicability

San Bernardino Community College District





Origination: 02/2009  
 Last Approved: N/A  
 Last Revised: 10/2018  
 Next Review: 6 years after approval  
 Owner: Academic Senates Academic Senates  
 Policy Area: Chapter 4 Academic Affairs  
 References:

## AP 4232 Pass/No Pass

(Replaces current SBCCD AP 4231)

**NOTE:** ~~This procedure is legally advised if the District offers courses for pass/no pass basis. Local practice may be inserted, but should comply with the following.~~

### Application

~~Courses may be offered in either or both of the following categories:~~ Courses may be offered in either or both of the following categories

- ~~• Courses in which all students are evaluated on a "pass/no pass" basis.~~
- ~~• Courses in which each student may elect on registration, or within [time limit established by District], to take the course on a "pass/no pass" basis.~~

A. Courses in which all students are evaluated on a "pass/no pass" basis.

B. A student may elect to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short-term classes.

### Grade

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

~~A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.~~ A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.

~~A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.~~ A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.

~~The student is held responsible for all assignments and examinations required in the course. The~~

~~standards of evaluation are identical for all students in the course.~~

~~*NOTE: The District may insert its local practice on how pass/no pass classes are identified and how students select the pass/no pass option. The District must replace "credit/no credit" with "pass/no pass" by Fall 2009.*~~

- ~~• From current SBCCD AP 4231 titled Pass/No Pass~~

~~A. Application~~

~~A student may elect to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short term classes.~~

~~The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.~~

~~B. Grade~~

~~A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.~~

~~After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.~~

~~C. Unit Limits~~

~~No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.~~

~~D. GPA~~

~~Units earned as P shall not be included in the determination of a student's grade point average.~~

~~E. Credit Units Applied to Major~~

~~Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:~~

- ~~1. A student has earned P units and subsequently declares a major in which those units are required.~~
- ~~2. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.~~

**Unit Limits**

No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.

**GPA**

Units earned as P shall not be included in the determination of a student's grade point average.

**Credit Units Applied to Major**

Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:

- A. A student has earned P units and subsequently declares a major in which those units are required.

B. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.

## Reference:

Title 5, Section 55022

## Attachments:

[AP 4232 Pass/No Pass - Comments](#)  
[AP 4232 Pass/No Pass - Legal Citations](#)  
[AP4232-OLD.pdf](#)

## Approval Signatures

Step Description	Approver	Date
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018

## Applicability

San Bernardino Community College District



## POLICY & PROCEDURE SERVICE OVERVIEW FOR LEGAL UPDATE 33

### **Policy & Procedure Subscriber Service**

Community College League of California  
Liebert Cassidy Whitmore

### **Legal Update #33**

October 2018

### **OVERVIEW**

This is the 33<sup>rd</sup> update to subscribing district members of the League's Policy & Procedure Subscriber Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update is in response to new statutes and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 32, disseminated to member districts in April 2018.

### **Revisions to the Board Policy Templates**

**BP 2315 Closed Sessions** – This policy was updated to add a citation to Government Code Section 54957.1.

**BP 2330 Quorum and Voting** – This policy was updated to add the requirement from Education Code Section 15266 for a 2/3 majority vote by all members of the Board for a resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution

**BP 2720 Communications Among Board Members** – This policy was updated to reflect the language of Government Code Section 54952.2 that prohibits Board Members from using any form of communication to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board.

**BP 3550 Drug Free Environment and Drug Prevention Program** – This policy was updated to reflect new legal citations for the Drug Free Schools and Communities Act and the Drug Free Workplace Act.



## POLICY & PROCEDURE SERVICE OVERVIEW FOR LEGAL UPDATE 33

**NEW BP 3800 Personal Data Protection** – This is a *new policy* that is legally advised for those districts that must comply with the European Union's (EU) General Data Protection Regulation (GDPR).

**BP 3900 Speech: Time, Place, and Manner** – This policy was updated to reflect recent court decisions and trends.

**BP 4100 Graduation Requirements for Degrees and Certificates** – This policy was updated to reflect an amendment to Title 5 Section 55070 regarding the number of units required for a certificate of achievement.

**BP 6750 Parking** – This policy was updated to add a legal citation to Vehicle Code Section 40220

### **Revisions to the Administrative Procedure Templates**

**AP 3435 Discrimination and Harassment Complaints and Investigations** – This procedure was updated to clarify that the 150-day deadline to provide the California Community Colleges Chancellor's Office a complaint and other materials pertaining to complaints that do not involve employment discrimination. This procedure was also updated to clarify certain rights pertain to both the reporting and responding parties to a complaint based on guidance from the U.S. Department of Education's Office for Civil Rights.

**AP 3540 Sexual and Other Assaults on Campus** – This procedure was updated to reflect the requirement based on the requirement in Education Code Section 67386 that a sexual assault policy address the participation of victim advocates and other supporting people. This procedure was also updated to clarify that under a Title IX complaint, all parties must agree to an information resolution process in order for that process to relieve the district from completing a full investigation and adjudication of a report of sexual misconduct.

**AP 3550 Drug Free Environment and Drug Prevention Program** – This procedure was updated to reflect new legal citations for the Drug Free Schools and Communities Act and the Drug Free Workplace Act.



## POLICY & PROCEDURE SERVICE OVERVIEW FOR LEGAL UPDATE 33

**AP 3570 Smoking on Campus** – This procedure was updated to include sample language for those districts that want to implement a 100% smoke and tobacco-free policy.

**NEW AP 3800 Personal Data Protection** – This is a *new procedure* that is legally advised for those districts that must comply with the European Union’s (EU) General Data Protection Regulation (GDPR).

**AP 3810 Claims Against the District** – This procedure was updated to add a legal reference to Government Code Section 935.

**AP 3900 Speech: Time, Place, and Manner** – This procedure was updated to reflect recent court decisions and trends.

**AP 4100 Graduation Requirements for Degrees and Certificates** – This procedure was updated to reflect an amendment to Title 5 Section 55070 regarding the number of units required for a certificate of achievement.

**AP 4222 Remedial Coursework** – This procedure was updated to reflect an amendment to Education Code Section 78213 that places certain limits on enrolling students in remedial English or mathematics coursework.

**AP 4230 Grading and Academic Record Symbols** – This procedure was updated to include a citation to Title 5 Section 55024.

**AP 6750 Parking** – This procedure was updated to add a legal citation to Vehicle Code Section 40220 and a note identifying a new requirement that districts that issue parking citations must adopt a parking citation payment plan.

Technology and Educational  
Support Services  
Department and Committee Reports

October 19, 2018



**TABLE OF CONTENTS**

**Administrative Applications.....3**

**Distance Education Coordination Council .....4**

**District Applications Workgroup .....4**

**CHC Technology Services.....5**

**District Technology Services .....6**

**MIS Executive Committee.....8**

**Printing Services.....8**

**SBVC Technology Services .....9**

**Web Standards Committee.....10**



## ADMINISTRATIVE APPLICATIONS

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### **Operations:**

The new fiscal and HR ERP systems are officially live. TESS staff along with HR and Fiscal staff are currently supporting post go-live troubleshooting and configuration as the kinks are worked out.

We have recently found out that support for the current version of Colleague UI that SBCCD uses will be stopping in the near future from Ellucian. The plan is to migrate us to UI version 5.6 from 5.4 and we are in the midst of working with Ellucian to make that change. We have pushed the changes to our test environment and our team is testing and documenting changes. Once we are confident it is ready for consumption, we will push it out to Live for our users to use. Good thing is the link will not change and so far it looks like the user experience is largely the same.

The operations team continue to prepare our systems for each new term. New fees as permitted by the board was put in place as well as increases to current fees. We also have a new book store management at both colleges called Follett and TESS worked with Follett over the summer to get book grants for EOPS, CalWorks and CARE students over to Follett's system so that those student populations are able to purchase books directly using those grants.

### **Mandates/Reporting:**

We recently had our data analyst leave for another job closer to home. In her place there is an interim appointment while we look to hire a permanent position soon. Hoping for a October or at the latest November board date for the new person to start.

The MIS team continues to work with our users out there in submitting data to the state and federal authorities. They continue to work closely with users at the colleges and at district to ensure data is submitted cleanly and on-time. They have sent out the calendar for MIS submissions this fiscal year to all relevant parties and will continue to reach out and give notice ahead of submission deadlines.

This year the state Chancellor's office has brought out some new MIS elements that we will investigate how to incorporate into our regular reporting routine. Some of those elements include categories such as transgender status and gender bias

### **Special Projects:**

The data warehouse project is nearing the finish with the vendor Huron consulting. The intent of this phase of the data warehouse implementation is to replace the current EIS system that sends out snapshots to administrators regarding FTE and active seat counts amongst other data. The current EIS system is 15+ years old and the people with knowledge on how it was put together and programmed have long since left the district so support is a question. The new data warehouse was built from the ground up using formulas researchers have approved and the numbers provided by the new system is supposed to be more accurate although they are close to what is provided by the current EIS system. Once the system is handed over to us by Huron, the colleges will work on rolling out the system to their users and once TESS gets the go ahead, we will cut over to the new system.

The CourseLeaf project has started with TESS working with the VPI at SBVC to coordinate the project. Strata Information Group (SIG) has provided a programmer to do the data extract from Colleague that will provide CourseLeaf with the necessary data for the catalog, schedule and curriculum components.

TESS is also working on the project to populate rosters with a students preferred name. Originally the request was to bring the information in from OpenCCCApplly but that was recently changed by the colleges to be a process where the student has to go to Admissions and request the name change which will then be entered manually by the A&R staff. The changes have been made to this project per the request of both colleges and is currently with the A&R staff for testing. Since fall term just started, they have not had the time to do testing yet so TESS is going to wait until they give the go ahead before we make the same changes to our production tenant

-Submitted by: Andy Chang – Interim Executive Director  
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## **Distance Education Coordination Council**

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### **OEI**

Valley College is now part of the Online Education Initiative, and the DE department will be assisting with professional development and Canvas tool integration. The integration of tools such as NetTutor and Cranium Café will make this a districtwide tool as Crafton already utilizes it.

### **Timeline for Archive/Course Removal**

It is important to archive Canvas course shells to keep Canvas streamlined for both faculty and students. Archiving of courses means the shell will be placed in a read-only state which will not allow students or faculty to make edits. The semester archiving will take place at the end of the following semester. The schedule for archiving is as follows Fall is archived May 31, Spring is archived on August 31, and the archive of Summer is on December 31. For example, fall 2018's archive will take place on May 31, 2019.

There are approximately 3000 courses added to Canvas every academic year. Again, to keep Canvas streamlined DE will be removing courses after being available for 3 years. The 3-year timeline is a courtesy to faculty as students have up to 3 years to contest a grade. Final dates are still to be determined for the first-semester deletion. Despite the 3-year timeline, we do remind faculty to download student work, and grades, for their records every semester.

### **Video Integration**

Interest in video integration tools for use within Canvas has begun. Arc is a tool offered by Instructure, and the DECC will also look at other platforms which can integrate with our LMS. Other platforms mention include GoReact which is a tool currently used by ASL instructors on both campuses.

### **Survey Tool for Course Evaluation**

For Fall 2018, the DECC will be reviewing some survey tools; current tools use in-house do not meet the needs when integrating with Canvas. In Blackboard the system contained a survey tool that allowed for Valley to push online course evaluations to the DE courses and to pull the

data for review. Canvas does not currently have an integrated survey tool. Current tools that integrate with Canvas include Blue, EvaluationKit, and CourseEvalHQ . The temporary workaround to create shells manually and to batch the respective students into the evaluation shells is not sustainable. The Valley VPI office creates the survey in Canvas, push out communications for the surveys to the students, and pull the resulting data.

Submitted by: Rhiannon Lares  
Instructional Technology Specialist  
(909) 384-4318  
[distanceeducation@sbccd.cc.ca.us](mailto:distanceeducation@sbccd.cc.ca.us)

## **District Applications Workgroup (DAWG)**

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### **Removing Section from WebAdvisor:**

“Student Educational Plans (Prior to Fall 2014)” will be removed from WebAdvisor. The parameters of the old Ed Plan are not being maintained, causing confusion when counselors use it.

### **Courses Configuration in Colleague:**

On the current student Ed Plan, when there are multiple versions of the same course without an end date, the new version is automatically picked up. This can cause confusion and create errors in the counseling dept.

### **Pre-Requisites Challenges:**

Colleges encountering issues when entering waivers. They are seeing some students being dropped even after a waiver was entered into the system. Upon some investigation we found that there are specific commands used before class start and a different command after class starts, it was a timing issue.

### **Non-Credit Transcripts:**

A non-credit transcript was created, and it is showing the non-credit courses. Some of these course will lead to a certificate, however, users found that these certificates for the non-credit programs are not showing. A ticket will be submitted to investigate this issue.

### **Chosen / Preferred Name Project:**

Work with both colleges to confirm workflow, identify the screen where Chosen Name is to be entered. This project includes updates to the class rosters.

### **SARS Anywhere Implementation Schedule:**

Colleges will setup their own demo and training schedule with SARS Anywhere and go through the implementation process. Someone from TESS will be assigned to support both Colleges.

### **Uniformed, Data-driven Calculation:**

The PPA allows Colleges to participate in the financial aid program. We are asked to identify how long it will take a student to complete our programs. Some testing will be setup, starting with Crafton, to make sure all the calculations are correct. Velly’s testing will follow.

### **Changing the eschedule for online classes:**

The current eschedule does not display the online class information clearly and is causing some confusion. Users suggest adding extra header and content to the eschedule screen, most of the requested fields can be added via configuration.

**XRGD Calculation Error:**

The current short-term class end dates are not being calculated correctly. Both Colleges and TESS are working together to resolve this. This calculation is based on board policy AP 5075.

**DAWG Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of the month.**

-Submitted by: Joe Ho – DAWG Committee Chair  
Senior Programmer/Analyst  
Administrative Applications Systems

**(909) 384-4366**  
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**CHC Technology Services**

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***Projects***

***Projects***

CTS projects

- Replace two math lab’s computers (include additional 16 workstations.)
- Continuing work on the replacement of edge switches (continuing as funds permit)
- Update and expand wireless connectivity to include selected outside locations (currently paused due to staffing)
- Optimize and document network physical layer (on going)
- Cleaning of campus data closets
- Pick up work from summer remodel projects
- Implementation of Asset Tracking program – waiting on vendor to remedy non-functioning RFID printers.

**Technology Committee**

- Has not yet met this year.
- Modify Technology Plan by May of 2019
- Committee will be co-chaired – Joe Cabrales, Wayne Bogh

**Other**

**Gino Barabani (Senior Technology Support Specialist) will retire on September 1, 2018. The search for his replacement is underway.**

-Submitted by: Wayne Bogh – Director  
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## District Technology Services

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### TESS Technical Services Committee:

**Office 365 ProPlus:** Microsoft has released Office 365 ProPlus free for 5 devices for all staff, faculty and students. This includes Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Lync, InfoPath and OneDrive for Business

- Project Status:
  - Ongoing Training: We have rolled out Office 365 ProPlus for students and staff. Staff are required to go through training prior to being assigned a license.
- Current Issues:
  - None
- Tasks Pending Completion:
  - Ongoing training

**Virtual Environment Upgrade:** TESS will be upgrading the aged virtual environment hardware and software. The hardware will be upgraded with the latest servers, SAN, enclosures and 10gb connectivity. VMware ESXi will be upgraded from version 5.5 to the latest version 6.

- Project Status:
  - All physical servers and storage have been installed and configured.
  - DIS-fs-01 is the last VM to be moved. Scheduling is currently underway
- Current Issues:
  - None
- Tasks Pending Completion:
  - Migration of last VM

**Veeam Backup:** TESS will be upgrading its backup system from HP Data Protector to Veeam. This will backup the complete virtual environment to disk and tape.

- Project Status:
  - Configuring
- Current Issues:
  - None
- Tasks Pending Completion:
  - Configuring software

**Endpoint Protection:** TESS is looking for a possible replacement for Symantec Endpoint Protection.

- Project Status:
  - POC completed for Cylance
  - POC completed for Traps
  - POC completed for Maleware Bytes
  - PR in place for Purchase of Traps

- Current Issues:
  - None
- Tasks Pending Completion:
  - PO creation
  - Product deployment

**Cisco Unified Contact Center Express:** UCCX for short is currently used at SBVC A&R to help with call volume and routing. Crafton and the District are also looking to utilize the software.

- Project Status:
  - UCCX deployment for CHC A&R Complete
  - UCCX deployment for CHC Student Services being scheduled
- Current Issues:
  - Our version of UCCX 9.0 is becoming end of support. Reporting and Agent/supervisor desktops are not supported on windows 10
- Tasks Pending Completion:
  - UCCX Upgrade to 11.5
  - Deployment of Finesse desktop

**District Website Redesign:** The district will be revamping the look and feel of the district website.

- Project Status:
  - Vendor Chosen. Waiting on district rebranding before we start
- Current Issues:
  - None
- Tasks Pending Completion:
  - District rebranding

**ATTC A/V Replacement:** ATTC audio and visual equipment is old and failing. TESS is working with facilities on its replacement

- Project Status:
  - Currently installing hardware and software
  - Scheduled for completion on 9/21
- Current Issues:
  - None
- Tasks Pending Completion:
  - Installation completion
  - Training 9/21

**Cisco Voice Server Upgrades:** The current version of our Cisco Voice servers are going end of support in December. The servers will need to be upgraded to the latest supported version.

- Project Status:
  - PR for project is in oracle
- Current Issues:
  - None
- Tasks Pending Completion:
  - PO creation
  - Installation
  - Training

**Physical Asset Tracking:** TESS and CTS have decided to invest in a Physical asset tracking system. Currently District policy only requires physical asset tracking for item over \$5k. This puts TESS and CTS at a disadvantage with the majority of its assets being \$1k-\$3K.

- **Project Status:**
  - E-Quip asset tracking system purchased
  - Currently waiting replacement hardware
- **Current Issues:**
  - Lansweeper integration not working
  - RFID Printers not working correctly with E-quip software and RFID labels
  - RFID scanner not supported on IOS devices
- **Tasks Pending Completion:**
  - E-quip testing Lansweeper integration for proper implementation
  - RFID printers are being RMA-ed. Still waiting on what the replacement printer will be and why we were sold something that does not work.
  - E-quip building out RFID software for use with IOS devices

**TESS and District Relocation:** TESS and the district will be relocating to 550 w Hospitality lane. TESS is moving due to its current location lease being up 3/24/2019.

- **Project Status:**
  - We are still in the planning phases of the move.
  - 1st space assessment meeting has taken place
  - The next panning meeting is scheduled for 9/18
- **Current Issues:**
  - TESS lease is up 3/24/2019
- **Tasks Pending Completion:**
  - Order TLS Circuit
  - Move CENIC Internet connection from current location to new
  - Order PRI Circuit
  - Order DIDs
  - Design Network and Datacenter
  - Purchase Technology

**Open Positions:**

- Telecommunications Specialist: Kevin Limoges has taken Interim role. 1<sup>st</sup> and 2<sup>nd</sup> level interview scheduled 9/20-9/21

-Submitted by:           Jeremy Sims - Director  
District Technical Services  
(909) 384-4355  
[jsims@sbccd.edu](mailto:jsims@sbccd.edu)

## MIS Executive Committee

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**The Management Information Systems (MIS) Executive Committee continues to meet bi-weekly to review state and federal mandates and regulations that affect state MIS and regulatory reporting requirements.**

The Management Information Systems (MIS) Executive Committee meetings are held bi-weekly to review state and federal mandates and regulations that affect state MIS and regulatory reporting requirements.

The MIS team has tested and implemented the summer 2018 regulatory changes mandated by the State Chancellor's Office. They include the following new and/or updated data elements:

- ◆ Student Basic (*SB34-SB37*) new data elements capturing CCC-ID, SS-ID, as well as Transgender and Sexual Orientation statuses on an existing Colleague form restricted to specific research & IT staff only. Since only the District Researcher can download the SB36/37 Transgender/Sexual Orientation data, this field will be coded and reported as 'X-Unknown/ uncollected' unless it is provided for MIS reporting.
- ◆ CalWorks (*SC18 Eligibility-Time-Limit-Status*) new data element provided and is available for updating by the college CalWorks departments.
- ◆ Special Population (SG14-SG21) new data elements are included in the SG file. These are currently being reported as 'Unknown/unreported' until we have the opportunity to develop a method to update the SG populate form with the special groups data.
- ◆ Student Assessment file (SA07) has a new data element to indicate a student's educational functioning level, from '*1B-Beginning ABE Literacy/ESL to 6S-High/Advanced*', evaluated using federally approved assessment instruments. It appears that this *may* require some additional logic for our assessment import process.
- ◆ Student Financial Aid (SF21) awards for *Stafford Subsidized/Unsubsidized* loans are to be removed from the list of award codes.

The Chancellor's Office has also implemented a new *Student Success Completion Grant* (SSCG) which consolidates the FTSSG and the CCCG grants into one, SSCG. This new program provides for \$131 million in funding for a capstone grant for the 2018-19 year with ongoing funding.

The committee continues to actively participate in state and federal webinars, listservs, task forces, and conferences.

**Dianna Jones**  
**Senior Programmer/Analyst**  
**Chair, MIS Executive Committee**  
[dijones@sbccd.edu](mailto:dijones@sbccd.edu)

## Printing Services

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**The Department has replaced the Konica/Minolta copy equipment this year. It has been replaced with Xerox Equipment. It was attained and will be serviced directly from Xerox**



Corp. It will help us offer more types of services and more reliable service to our District and Colleges.

**Xerox Nuvera 144:**

This piece has replaced our Konica/Minolta 2250 black ink copier. The 2250 had limited use and more down time than run time in the last few years. The Nuvera is a more heavy duty and dependable piece of equipment.

**Xerox Versant 180:**

This piece has replaced our Konica/Minolta 1070 color ink copier. The 1070 had limited use and more down time than run time in the last few years. The Versant is a more heavy duty and dependable piece of equipment with more printing and finishing options.

**Xerox D95CP:**

This piece is an addition and back up for our black ink copier. It was included in our new lease at very minimal cost. It will insure that we are always up and running, to make sure print order deadlines are met.

**Print Advisory Committee:**

We met with August 29, 2018. We have been meeting three to four times a year. This ensures that Printing and Graphics Services is meeting the print needs of the District and Colleges. The committee consists of the Marketing Directors of SBCCD, SBVC and CHC. It also includes faculty and staff from those locations. At this meeting we discussed printing needs for upcoming events.

**Bookstore transition to Follett:**

This change has not affected our print orders from the Bookstores. We met and arranged to work with Follett to make sure we continue to print most of the orders for SBVC and CHC.

**CHC Move:**

We have met and supplied SBCCD Facilities Department and their vendors for this project with equipment electrical, network and weight specs for the Print Shop.

-Submitted by: **Anna Mendez-Supervisor**  
**Printing and Graphics Services**  
**(909) 384-4312**  
**amendez@sbccd.org**

**SBVC Technology Services**

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***CTS Staffing***

No vacant positions at this time.

***Projects***

CTS Projects

- Computers have been purchased for employee computer rotation
- Completed upgrading AV systems in LA Building to Extron. All new equipment.

- Purchasing 20 additional cell phone charging stations.
- Near the end of replacing outdated phones on campus. Project is 90% complete.
- CTS assisted Student Services with issuing 250 of 383 Chromebooks purchased by SSSP.
- The Following Projects were completed during the summer
  - Contractor replaced all data cabling and move BDF in LA building. Involved the following projects for CTS
    - Move out must be completed by end of day Commencement
      - Telephony moved staff phones to new locations.
      - Moved DSPS lab to CTS 106.
      - Moved Reading and Writing lab personnel.
      - Faculty to used adjunct offices in other buildings on campus.
      - Removed all data equipment (Wi-Fi, switchgear, etc.).
      - Un-patched and unplugged all technology equipment (computers, phones, printers, etc.).
    - After work was complete.
      - Reinstalled all switchgear, Wi-Fi, ect.
      - Connected and configured new emergency notification equipment (clocks & paging speakers).
      - Telephony returned all staff phones.
      - Returned all lab equipment and staff.
      - Plugged in and re-patched all digital devices.
  - With Contractor assistance modified instructional technology in B217/220
  - Replaced 185 computers in the Business labs (part of computer rotation fund 41)
  - Reimaged and updated computer labs across campus as needed.
  - Contractor installed electric projector screens in 25 classrooms.

### Technology Committee

- Met and elected David Bastedo as Faculty Co-Chair. Rick Hrdlicka remains Administrative Co-Chair.

-Submitted by: Rick Hrdlicka - Director  
 SBVC Campus Technology Services  
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### Web Standards Committee

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Web Standards meetings are usually held at least the week before the Executive Committee, but can get moved if necessary or can have more if some work warrants it. We will have a few extra meetings before the next Executive to work on reviewing the Web Accessibility Tool.

## Chancellor's Letter and the new CCC Accessibility Center

We discussed a letter from the Chancellor to [CEO-ALL@listserve.cccco.edu](mailto:CEO-ALL@listserve.cccco.edu) on accessibility. It mentions a state audit of our system that pointed out numerous instances of where the colleges and districts not meeting their institutional accessibility obligations. This includes the following areas, but also emphasizes that it touches nearly every aspect of the colleges:

- Accessible Technology Development and Procurement
- Accessible Electronic Documents for students, employees, and the public
- Accessible Course Materials and Curriculum Design
- Accommodations by DSP&S at both the Colleges and the District

With this, a new CCC Accessibility Center has been established (<https://cccaccessibility.org>) under Sean Keegan and an Accessibility Standard was formally defined. This center will provide resources and suggest steps to address these issues and to meet our obligations.

## Review of Current Accessibility Web Tool and Possible Replacements

We also discussed the need to review our current Web Accessibility Tool and see if we should replace it, or if the one provided by the CCC Accessibility Center is sufficient. A review will be scheduled in October and may include more meetings before the February 1<sup>st</sup> Executive meeting.

## Making Staff Directory and Organizational Information Employee Only

We discussed making the Staff Directory and Organizational Information employee only. This is a recommendation that was brought up at the Security Workshop held by the CCC Information Security Center on July 30<sup>th</sup>. This information provides everything for a malicious party to attempt to trick an employee in to giving away confidential information, access, or resources. This will be rolled out over time, and departments will be directed to provide contact points with phone and email instead of employee names, when possible.

## Monitoring Non-District Web Content Usage due to Security Concerns

We discussed monitoring the websites for non-district web content, such as trackers for Marketing or Twitter feeds. Compromises of these other parties would affect our websites and our reputations, even if not directly our fault.

## Current, Recent, and Future Web Projects

Jason mentioned the following projects that are in progress or upcoming:

- District Website Redesign (after District Rebranding is complete)
- Valley Website Redesign
- Print Shop Redesign
- SLOCloud
- Staff Directory and Organizational Information made employee only

Kristi was unable to attend, but provided a list before the meeting:

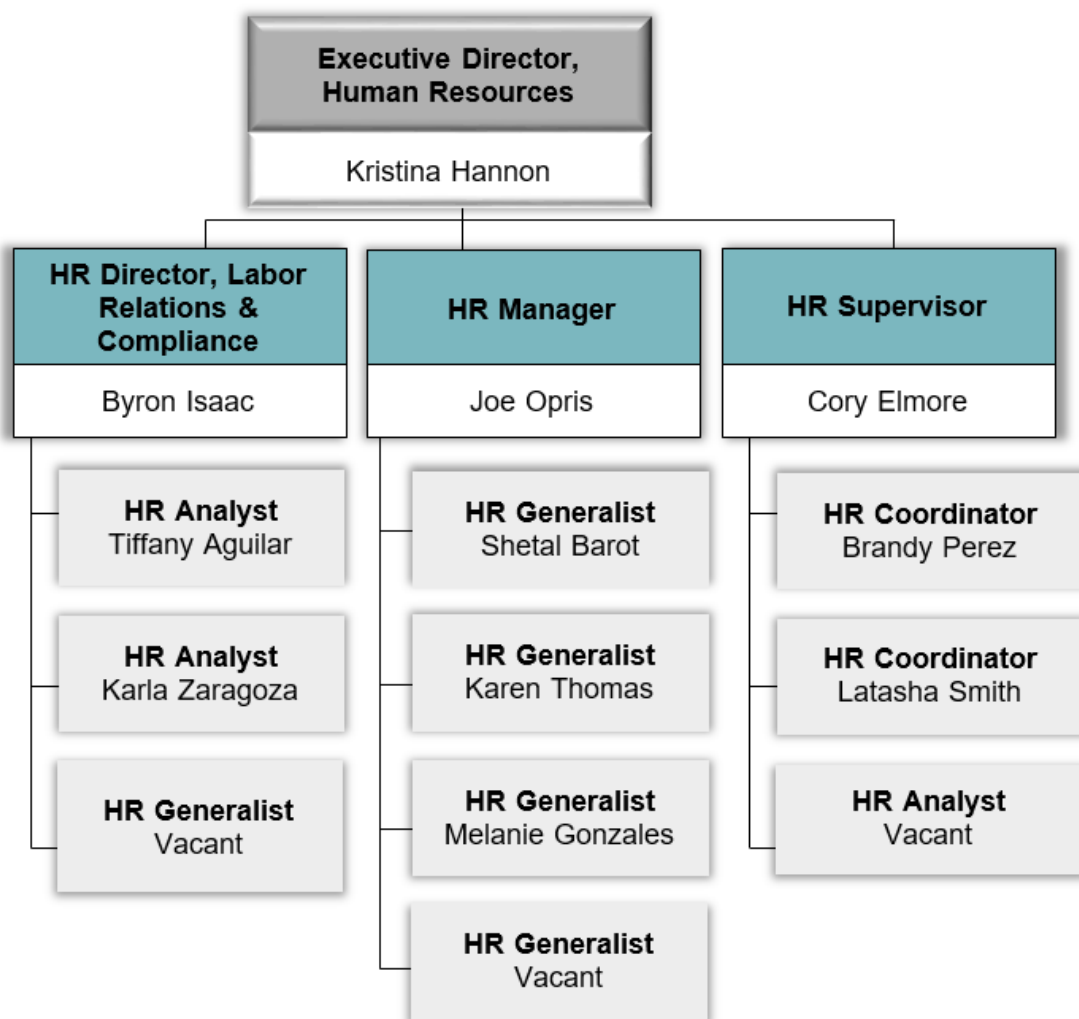
- Crafton Website Refresh, to be launched in the coming weeks.

-Submitted by: Jason Brady – Committee Chair  
Web Service  
(909) 384-8691

# Human Resources

## Report to District Assembly

November 6, 2018



# Contents

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Human Resources  
 Labor Relations ..... 2  
 Operations)..... 4

## Labor Relations

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**Kristina Hannon, Executive Director ▪ (909)382-4041 ▪ khannon@sbccd.cc.ca.us**  
**Byron Isaac, Labor Relations & Compliance ▪ (909) 382-4047 ▪ bisaac@sbccd.cc. ca.us**

Human Resources Labor Relations is striving to assist management with developing, maintaining and improving employee relationships via communication, performance management, processing grievances and/or disputes, as well as interpreting and conveying SBCCD policies. We are responsible for negotiations and administration of the collective bargaining agreements for the two employee unions, and deal with matters such as investigations, counseling and disciplinary action. Employee & Labor Relations offers a balanced advocacy to management and individual employees to protect their respective rights and facilitate a more harmonious work environment.

We will continue to focus on compliance trainings for all employees in Sexual Harassment, Title IX, and Mandated Reporter. Work will also continue on building relationships and trust with management and employees.

<b>1. Overall Goal:</b> <i>Improve Collective Bargaining</i>		<b>Target Date:</b> Ongoing
<b>Task</b>	<b>Progress/Status</b>	
a. Rebuild bargaining negotiations team with strong leadership from the colleges	District CSEA Team – Byron Isaac Marty Milligan, Joe Cabrales and Colleen Gamboa District CTA Team – Van Muse, Carmen Rodriguez, Byron Isaac, Kay Weiss and Kirsten Colvey	Completed
b. Identify and provide training to negotiations team	District Team completed the following: <ul style="list-style-type: none"> <li>• Negotiable Items – Wages, Hours, and Working Conditions Webinar (LCW) – October 2018                             <ul style="list-style-type: none"> <li>▸ Collective Bargaining Essentials Proposals, Contract Language &amp; Contract Administration</li> <li>▸ Communication: Board, District, Community</li> </ul> </li> </ul>	Ongoing

<b>1. Overall Goal:</b> <i>Improve Collective Bargaining</i>		<b>Target Date:</b> Ongoing
<b>Task</b>	<b>Progress/Status</b>	
	<ul style="list-style-type: none"> <li>▸ The Negotiations Process: Bargaining Strategies &amp; Tactics</li> <li>▸ Personal Communication Skills to Enhance Positive Relations</li> </ul>	
c. Provide frequent and consistent communications to SBCCD leadership regarding negotiations	Ongoing updates regarding negotiations will be communicated to SBCCD leadership.	
d. Conduct a salary study (Total Comp)	In progress. Forsberg Consulting has been contracted by the District to conduct a compensation study for classified, confidential, academic and management positions.	Completed and Implemented
e. Evaluate the possibility of multi-year management staff contracts (work with Kristina)	In-progress. Surveyed multi-District CCDs on the terms of management contracts.	Completed and Implemented

<b>2. Overall Goal:</b> <i>Recruitment for all Vacancies within HR</i>		<b>Target Date:</b> 12/31/2018
<b>Task</b>	<b>Progress/Status</b>	
a. Fill all positions in order to accomplish the established goals	Hired Director in September 2018	New vacancies, recruitments in progress

<b>3. Overall Goal:</b> <i>Pursue Professional &amp; Leadership Development</i>		<b>Target Date:</b> Ongoing
<b>Task</b>	<b>Progress/Status</b>	
a. Review and modify existing Board policies and Administrative procedures to clarify existing professional development opportunities and leadership development	In progress. Conducting research and reviewing policies and procedures of other CCDs. Still in process	Ongoing

<b>4. Overall Goal:</b> <i>Complete the Staffing and Succession Plans</i>		<b>Target Date:</b> Pending
<b>Task</b>	<b>Progress/Status</b>	
a. Work with HR, Staffing Plan Committee, and Executive Vice Chancellor	Staffing plan research has begun; plan to be ready in March	4/1/2019

## Human Resources Operations

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**Kristina Hannon, Executive Director** ▪ (909)382-4041 ▪ [khannon@sbccd.cc.ca.us](mailto:khannon@sbccd.cc.ca.us)

The Human Resources Operations area is striving to create clarity and consistency in our recruitment, hiring and retention efforts. We are in the process of making changes to policies and procedures and aligning our internal processes to ensure we follow EEO guidelines. Next year we plan to revamp the onboarding process, create a Manager's handbook and continue to offer professional development for all members of the district.

<b>1. Overall Goal:</b> <i>Implement ADP to Streamline Processes, Create Efficiencies And Increase Support to our Colleges.</i>		<b>Target Date:</b> Ongoing
<b>Task</b>	<b>Progress/Status</b>	
a. Kristina to become the Administrator for ADP software	Cross training with Joe Opris began in October. We will continue working together on the transition.	Completed Karla is now lead
b. Provide end-user training	This has been continuous since May 2017.	Ongoing
c. Align ADP with the new procedures identified by goal #2	In progress. Working with managers on updating the hiring/recruitment process and using ADP for our system of record.	Ongoing
d. Resources: Karla is the point of contact for training	In progress and continuous training for all members as needed.	Ongoing

<b>2. Overall Goal:</b> <i>Evaluate Board Policies and Administrative Procedures and Recommend Changes to Streamline Processes, Create Efficiencies and Increase Support to our Colleges</i>		<b>Target Date:</b> Ongoing
<b>Task</b>	<b>Progress/Status</b>	
a. As part of the alignment with the Institutional Innovation and Effectiveness Plan, the Human Resources department will:		
‣ Codify its processes/procedures	Working on all APs/BPs; updated five-year cycle	Ongoing
‣ Perform a ground-up review and revision of BPs/APs	All APs/BPs identified and timeline updated	Ongoing
‣ Clarify organizational structure and how the department serves, interacts, and relates to colleges	Concurrently aligning internal process and procedures and providing training throughout the district.	Ongoing
b. Together with Business and Fiscal Services, develop an end-user advisory group	Working with business services on developing end-user advisory group and communication	
c. Initial BPs and APs are:		
‣ Any BP/AP related to hiring/recruitment	In progress; hiring and recruitment to be submitted 11/1/2017	Ongoing
‣ Including 3420, 7100, 7110, 7120, 7125, and 7210-7260 (multi-year contract – work w/ Amalia)	In progress and ongoing	Completed
i. Include delegation of authority (Erika Almaraz, Internal Audits Director)	Completed in October 2017	Completed
d. Resources:		
‣ Engage a professional expert to achieve this goal using funds from Institutional Effectiveness Partnership Initiative to work on BPs and APs	HR generalist is working out of class as an HR Analyst to review IEPI and APs/BPs	Hired two analysts
‣ Policy Analyst: Provide consultation and advice on policy and procedure development, develop human resources related policies and procedures, conduct Business Process Analysis, and facilitate policy and procedure development discussions with staff as needed.		
1) Identify and analyze deficiencies in HR Board Policies (BPs) and Administrative Procedures (APs)	Completed this review in September 2017	Completed



<b>2. Overall Goal:</b> <i>Evaluate Board Policies and Administrative Procedures and Recommend Changes to Streamline Processes, Create Efficiencies and Increase Support to our Colleges</i>		<b>Target Date:</b> Ongoing
<b>Task</b>	<b>Progress/Status</b>	
2) Review and revise HR related BPs/APs ensuring alignment with HR department process	In progress and working according to schedule	Ongoing
3) Recommend new procedures and processes on revised BPs/APs as necessary	In progress and working according to schedule	Ongoing
4) Work with the HR, HR Advisory Committee, and Vice Chancellor for feedback and sustainability	In progress and working according to schedule	Ongoing
5) Disseminate revisions and provide training to HR Staff as needed on any new adopted procedures	In progress and working according to schedule	Ongoing

<b>3. Overall Goal:</b> <i>Recruitment for all Vacancies within HR</i>		<b>Target Date:</b>
<b>Task</b>	<b>Progress/Status</b>	
a. Fill all positions in order to accomplish the established goals	Hired HR Supervisor, two Coordinators, and one generalist in September 2017.	New vacancies; see above

<b>4. Overall Goal:</b> <i>Create a Standard for On-Boarding New Employees</i>		<b>Target Date:</b> 01/31/2018
<b>Task</b>	<b>Progress/Status</b>	
a. Create an on-boarding process to provide new employees with any necessary information/training	Working on revamping the onboarding and new hire process according to state regulations. Completed revamp onboarding with professional development coordinators. Soft launch included new hires from the last two years.	Completed Fall 2018; ongoing