



District Assembly Meeting
December 3, 2019
3:00-4:00 p.m.
SBCCD Boardroom
550 E. Hospitality Lane, Suite 200
San Bernardino, CA 92408

ADDENDUM

As of 12/3/19
9:08 a.m.

Agenda Page: 23

Agenda Item: 4.A.e – AP 7210 Academic Employees

Description: Amended to include additional modifications to the Administrative Procedure as attached.

Agenda Page: 44

Agenda Item: 5.A.a – CCLC Legal Update #35

Description: Schedule of 1st Reads

Agenda Page: 73

Agenda Item: 5.E.a – AP 3505 Emergency Response Plan

Description: Final draft for 1st read consideration.

Agenda Page: n/a

Agenda Item: 6A – TESS Quarterly Update

Description: Material is included as attached.



Origination: 01/1990
 Last Approved: N/A
 Last Revised: 11/2019
 Next Review: 10 years after approval
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References: Good Practice/Optional

AP 7210 Academic Employees

(Replaces current SBCCD AP 7210 and from current AP 7240 titled Academic Employees, Non-Management AP 7210)

- ~~From current SBCCD AP 7240 titled Academic Employees, Non-Management~~

~~HIRING OF FULL-TIME FACULTY~~ HIRING OF FULL-TIME FACULTY

~~The San Bernardino Community College -District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.~~ The San Bernardino Community College -District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.

~~The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty that will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.~~ The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty that will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.

~~Hiring faculty, classified staff, and administrators is accomplished through selection committees, which produce a recommendation of a final candidate from the President, or other appropriate administrator, to the Chancellor to recommend to the Board for employment.~~ Hiring faculty, classified staff, and administrators is accomplished through screening committees, which produce a recommendation of a final candidate from the President, or other appropriate administrator, to the Chancellor to recommend to the Board for employment.

~~HIRING QUALIFICATIONS~~ HIRING QUALIFICATIONS

~~Minimum Qualifications~~ Minimum Qualifications

~~The San Bernardino Community College District has established the following hiring qualifications for all faculty positions:~~ The San Bernardino Community College District has established the following hiring qualifications for all faculty positions:

- ~~1. Demonstrated sensitivity to, understanding of and respect for the diverse academic, socioeconomic, cultural, religious, sexual orientation, disability, and ethnic backgrounds of community college students.~~ Demonstrated sensitivity to, understanding of and respect for the diverse academic, socioeconomic, cultural, religious, sexual orientation, disability, and ethnic backgrounds of community college students.
- ~~2. The Minimum Qualifications adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.~~ The Minimum Qualifications adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.
- ~~3. All applicants will be provided the opportunity to have equivalent qualifications reviewed and considered for meeting minimum qualifications.~~ All applicants will be provided the opportunity to have equivalent qualifications reviewed and considered for meeting minimum qualifications.

~~Application Procedure~~ Application Procedure

- ~~1. The Human Resources Office will determine which applicants meet minimum qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures.~~ The Human Resources Office will determine which applicants meet minimum qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Human Resources may review applicant minimum qualifications when initiated by the area manager/Dean. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures.
- ~~2. The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the selection committee. The selection~~

~~committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. Should the selection committee have any concern about the pool or process, the selection committee chair may confer with the Vice Chancellor of Human Resources & Employee Relations regarding these concerns.~~ The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the screening committee. The screening committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. Should the screening committee have any concern about the pool or process, the screening committee chair may confer with the Vice Chancellor of Human Resources & Employee Relations regarding these concerns.

~~For disciplines for which the master's degree is not generally expected or available (as designated in Minimum Qualifications for Faculty & Administrators in California Community Colleges, adopted by the Board of Governors), a "year of professional experience" shall be considered the period of time which the District accepts as a regular work year on a full-time basis. One year of professional experience must have been completed within the three years prior to the closing date for applications for the position. The minimum qualifications listed on the job announcement should identify the specific types of professional experience required for the position.~~

~~For disciplines for which the master's degree is not generally expected or available (as designated in Minimum Qualifications for Faculty & Administrators in California Community Colleges, adopted by the Board of Governors), the appropriate, valid certification or license to practice shall be stipulated based on the instructional responsibilities of the position. If no certificate or license is appropriate to the position, no certificate or license will be listed as a minimum qualification.~~

~~Desirable Qualifications:~~ Desirable Qualifications:

- ~~Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable characteristics that support the responsibilities of the position.~~ Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable characteristics that support the responsibilities of the position.
- ~~The combination of the minimum qualifications and the job-related desirable qualifications will be used as the basis for decision-making throughout the selection, interview, and recommendation of applicants.~~ The combination of the minimum qualifications and the job-related desirable qualifications will be used as the basis for decision-making throughout the screening, interview, and recommendation of applicants.

~~Establishing Minimum and Desirable Qualifications (See AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies)~~ Establishing Minimum and Desirable Qualifications (See AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies)

- ~~The minimum and desirable qualifications will be identified by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator and included in an initial draft. When no full-time faculty member currently teaches the discipline, at least two full-time faculty in a reasonably related discipline will draft the desirable qualifications in consultation with the Division/Department Dean or appropriate administrator.~~ The minimum and desirable qualifications will be identified by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator and included in an initial draft. When no full-time faculty member currently teaches the discipline, at least two full-time faculty in a reasonably related discipline will draft the desirable qualifications in consultation with the Division/

Department Dean or appropriate administrator.

- ~~The Vice Chancellor of Human Resources and Employee Relations or her/his designee will monitor the minimum and desirable qualifications for adverse impact on groups that have been historically under-represented. If the Vice Chancellor of Human Resources and Employee Relations or designee believes the qualifications appear to be too restrictive, he/she will meet with the discipline faculty and the Division/ Department Dean or appropriate administrator to review the qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of Human Resources and Employee Relations shall confer with the appropriate Vice President and the Academic Senate President to determine necessary remedies.~~
The Vice Chancellor of Human Resources and Employee Relations or her/his designee will monitor the minimum and desirable qualifications for adverse impact on groups that have been historically under-represented. If the Vice Chancellor of Human Resources and Employee Relations or designee believes the qualifications appear to be too restrictive, he/she will meet with the discipline faculty and the Division/ Department Dean or appropriate administrator to review the qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of Human Resources and Employee Relations shall confer with the appropriate Vice President and the Academic Senate President to determine necessary remedies.

~~PROCEDURES~~ PROCEDURES

~~The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.~~
The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.

~~Establishing the Position~~ Establishing the Position

~~Any request to fill new or vacant positions must be processed through the appropriate Manager and the Human Resources Office, and must receive approval by the Chancellor before any position announcement is made.~~
Any request to fill new or vacant positions must be processed through the appropriate Manager and the Human Resources Office, and must receive approval by the Chancellor before any position announcement is made.

- ~~Faculty positions are identified by a process established by each College and Fiscal Services.~~
Faculty positions are identified by a process established by each College and Fiscal Services.
- ~~Chancellor approves faculty positions from those requested by the Colleges.~~
Chancellor approves faculty positions from those requested by the Colleges.
- ~~Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.~~
Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.

~~Position Announcement~~ Position Announcement

- ~~The Announcement of a Position will be drafted by the faculty of the discipline and the Division/ Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See "Establishing Minimum and Desirable Qualifications") in consultation with the Vice Chancellor of Human Resources and Employee Relations or designee and the appropriate Vice President.~~

~~Job announcements shall clearly state job specifications setting forth the minimum and desired qualifications for the position. Job announcements including any "desired" qualifications beyond the~~

~~minimums shall be reviewed by Human Resources before the position is announced to ensure conformity with the guidelines of the Board of Governors for the California Community Colleges, the requirements of Title 5 and State and Federal non-discrimination laws.~~ The Announcement of a Position will be drafted by the faculty of the discipline and the Division/Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See "Establishing Minimum and Desirable Qualifications") in consultation with the Vice Chancellor of Human Resources and Employee Relations or designee and the appropriate Vice President.

Job announcements shall clearly state job specifications setting forth the minimum and desired qualifications for the position. Job announcements including any "desired" qualifications beyond the minimums shall be reviewed by Human Resources before the position is announced to ensure conformity with the guidelines of the Board of Governors for the California Community Colleges, the requirements of Title 5 and State and Federal non-discrimination laws.

2. ~~Position announcements will include the following sections:~~ Position announcements will include the following sections:

~~Position Title~~ Position Title

~~Application Deadline~~

~~Introduction: A brief description of the position and the relationship of the position to college offerings and activities.~~

~~Minimum Qualifications:—A statement including the established minimum qualifications, the appropriate valid credential(s), the provision for equivalencies, and reference to "demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, ethnic background of community college students." (See Minimum Qualifications for Faculty and Administrators in California Community Colleges.)~~

~~Desirable Qualifications: Those job related qualifications that are desirable but not essential to perform the job.~~

~~Duties of the Position: A list of typical duties including the following:~~ Application Deadline

Introduction: A brief description of the position and the relationship of the position to college offerings and activities.

Minimum Qualifications:—A statement including the established minimum qualifications, the appropriate valid credential(s), the provision for equivalencies, and reference to "demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, ethnic background of community college students." (See Minimum Qualifications for Faculty and Administrators in California Community Colleges.)

Desirable Qualifications: Those job related qualifications that are desirable but not essential to perform the job.

Duties of the Position: A list of typical duties including the following:

- ~~A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus).~~ A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus).
- ~~A description of any co-curricular responsibilities (e.g. coaching, directing).~~ A description of any co-curricular responsibilities (e.g. coaching, directing).
- ~~Reference to scheduling considerations (e.g. assignment to evening duties).~~ Reference to scheduling considerations (e.g. assignment to evening duties).
- ~~Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).~~ Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).
- ~~A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).~~ A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).
- ~~A description of any other duties unique to the position.~~ A description of any other duties unique to the position.
- ~~Closing date and address for submission of application materials.~~ Closing date and address for submission of application materials.

~~**Salary and Benefits:** A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.~~

~~**Application Process:** Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee.~~

~~The application process will include the following:~~ **Salary and Benefits:** A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.

Application Process: Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the screening committee.

The application process will include the following:

- ~~An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.~~ An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.
- ~~A Letter of Application (A cover letter indicating explicitly how each of the minimum qualifications are met.)~~ A Letter of Application (A cover letter indicating explicitly how each of the minimum qualifications are met.)

- ~~Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).~~ Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).
- ~~A curriculum vitae or resume.~~ A curriculum vitae or resume.
- ~~When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or license).~~ When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or license).
- ~~When appropriate, verification of "professional experience" as articulated in the minimum and desirable qualifications.~~

~~When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videotapes, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.~~ When appropriate, verification of "professional experience" as articulated in the minimum and desirable qualifications.

When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videotapes, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.

Selection Screening Process: ~~A brief description of the selection process including:~~ A brief description of the screening process including:

- ~~The review by a selection committee to select candidates for interviews~~ The review by a screening committee to select candidates for interviews
- ~~An interview of candidates by the selection committee of faculty, administration, academic senate representatives and other appropriate district personnel~~ An interview of candidates by the screening committee of faculty, administration, academic senate representatives and other appropriate district personnel
- ~~An interview of finalists by the President or designee~~ An interview of finalists by the President or designee
- ~~Final recommendation to the Board of Trustees by the Chancellor of the District~~ Final recommendation to the Board of Trustees by the Chancellor of the District
- ~~A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, role playing, sample assignments, a questionnaire)~~ A description of any other screening activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, role playing, sample assignments, a questionnaire)
- ~~Notice to All Candidates:~~ Notice to All Candidates:
 - ~~The requirements of the Immigration Reform and Control Act of 1987~~ The requirements of the Immigration Reform and Control Act of 1987
 - ~~Initial assignment information~~ Initial assignment information
 - ~~Reasonable accommodation notice:~~ Reasonable accommodation notice:

- ~~If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform the Human Resources Office. The application/interview process may involve speaking, reading, writing, and answering questions or other test taking procedures. If you believe you may need reasonable accommodation to perform any of these tasks, need to inquire as to the specific nature of the tasks, or to assure physical access to the interview site, please contact the Office of Human Resources at (909) 382-4040 and ask for the individual responsible for the scheduling and monitoring of employment interviews.~~ If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform the Human Resources Office. The application/interview process may involve speaking, reading, writing, and answering questions or other test taking procedures. If you believe you may need reasonable accommodation to perform any of these tasks, need to inquire as to the specific nature of the tasks, or to assure physical access to the interview site, please contact the Office of Human Resources at (909) 382-4040 and ask for the individual responsible for the scheduling and monitoring of employment interviews.

~~Statement of Equal Employment Opportunity including reference to "encouraging applications from underrepresented minorities and the disabled."~~ Statement of Equal Employment Opportunity including reference to "encouraging applications from underrepresented minorities and the disabled."

3. ~~The Vice Chancellor of Human Resources & Employee Relations or designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of "Establishing Minimum and Desirable Qualifications."~~ The Vice Chancellor of Human Resources & Employee Relations or designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of "Establishing Minimum and Desirable Qualifications."
4. ~~The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources.~~ The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources.
5. ~~Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Selection committee orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources & Employee Relations or designee and the appropriate Vice President.~~ Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Screening committee orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources & Employee Relations or designee and the appropriate Vice President.

~~Applications~~ Applications

~~Human Resources accepts applications and supplemental materials until 4:30 pm on the closing date.~~ Human Resources accepts applications and supplemental materials until 4:30 pm on the closing date.

~~Human Resources will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary to establish an adequate and representative pool, the application closing date shall be extended and additional recruitment shall be conducted. (A "monitored group" means those groups identified by state and federal regulations for which monitoring and reporting are required. According to the provisions of Title 5 53004 (B), each applicant shall be afforded the opportunity to identify his or her gender, ethnic group~~

~~identification, and if applicable, his or her disability.) After the pool is approved, all complete applications will be forwarded to the Selection Committee for consideration.~~ Human Resources will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary to establish an adequate and representative pool, the application closing date shall be extended and additional recruitment shall be conducted. (A "monitored group" means those groups identified by state and federal regulations for which monitoring and reporting are required. According to the provisions of Title 5 53004 (B), each applicant shall be afforded the opportunity to identify his or her gender, ethnic group identification, and if applicable, his or her disability.) After the pool is approved, all complete applications will be forwarded to the Screening Committee for consideration.

~~Recruitment and Advertising~~ Recruitment and Advertising

~~Faculty positions are advertised for a minimum of thirty (30) days.~~ Faculty positions are advertised for a minimum of thirty (30) days.

~~Any ads placed in publications will contain the statement "An Equal Opportunity Employer."~~ Any ads placed in publications will contain the statement "An Equal Opportunity Employer."

~~New faculty will be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. This dissemination will be the responsibility of the Office of Human Resources.~~ New faculty will be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. This dissemination will be the responsibility of the Office of Human Resources.

~~A complete record will be maintained of all efforts to disseminate information and the response regarding the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of applicants.~~ A complete record will be maintained of all efforts to disseminate information and the response regarding the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of applicants.

~~Notification of position openings will be mailed to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended by the appropriate Division/Department Dean or a Vice President.~~ Notification of position openings will be mailed to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended by the appropriate Division/Department Dean or a Vice President.

~~SELECTION COMMITTEE~~ SCREENING COMMITTEE

~~Membership~~ Membership

~~Selection committees for faculty positions will be established and convened by the Division/Department Dean or other appropriate administrator or his/her designee.~~ Screening committees for faculty positions will be

established and convened by the Division/Department Dean or other appropriate administrator or his/her designee.

- ~~The Division/Department Dean or appropriate administrator for the position will consult with the faculty in the discipline covered by the job announcement to formulate a preliminary list of candidates to serve as selection committee members. If no full-time faculty currently teaches in the discipline, the Division/Department Dean or appropriate administrator will consult with at least two full-time faculty in reasonably related disciplines.~~The Division/Department Dean or appropriate administrator for the position will consult with the faculty in the discipline covered by the job announcement to formulate a preliminary list of candidates to serve as screening committee members. If no full-time faculty currently teaches in the discipline, the Division/Department Dean or appropriate administrator will consult with at least two full-time faculty in reasonably related disciplines.
- ~~The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint the faculty to serve on the selection committee.~~

~~Membership on all selection committees is confidential.~~The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint the faculty to serve on the screening committee.

Membership on all screening committees is confidential.

- ~~An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the Vice Chancellor of Human Resources and Employee Relations or his/her designee. The Equal Opportunity Representative is a non-voting member.~~An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the Vice Chancellor of Human Resources and Employee Relations or his/her designee. The Equal Opportunity Representative is a non-voting member.
- ~~The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position. If a classified employee is selected to serve on the committee, the President of CSEA will provide the names of individuals nominated to serve as the representative from the Senate. The hiring supervisor will select appropriate committee member(s) from those nominees.~~The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position. The hiring manager will determine if classified representation is needed and select appropriately.
- ~~The Search Committee should normally have no fewer than five (5) and no more than nine (9) members.~~The Search Committee should normally have no fewer than five (5) and no more than nine (9) members.
- ~~A majority of the membership of the selection committee shall be faculty.~~A majority of the membership of the screening committee shall be faculty.
- ~~Every Selection Committee will include the Division/Department Dean or appropriate administrator or their designee.~~Every Screening Committee will include the Division/Department Dean or appropriate administrator or their designee.
- ~~The chair of the Committee will be chosen by a majority vote of the committee.~~The chair of the Committee will be chosen by a majority vote of the committee.
- ~~When possible, every effort will be made, within the limits allowed by federal and state law, to ensure selection/screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Selection/screening committees will be encouraged to include members from monitored groups.~~When possible, every effort will be made, within the limits

allowed by federal and state law, to ensure screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Screening committees will be encouraged to include members from monitored groups.

- ~~The supervising administrator on the Committee will provide clerical/technical support and coordination~~The supervising administrator on the Committee will provide clerical/technical support and coordination

~~If unusual circumstances prevent the formation of a Selection Committee as described herein, the Division/ Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Employee Relations or designee to determine a reasonable representation. However, the final composition of the Selection committee shall remain confidential.~~If unusual circumstances prevent the formation of a Screening Committee as described herein, the Division/Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Employee Relations or designee to determine a reasonable representation. However, the final composition of the Screening committee shall remain confidential.

~~The Selection committee membership list will be forwarded to the Vice Chancellor of Human Resources and Employee Relations or designee for review. If the Vice Chancellor of Human Resources and Employee Relations or designee has concerns about the membership list relative to the representation requirements set forth in this regulation, that officer will recommend changes to the Division/Department Dean or appropriate administrator. It will be the responsibility of the Division/Department Dean or appropriate administrator to communicate the resolution of any concerns to the individual(s) in question. The Human Resources Generalist will be copied on all membership lists.~~The Screening committee membership list will be forwarded to the Vice Chancellor of Human Resources and Employee Relations or designee for review. If the Vice Chancellor of Human Resources and Employee Relations or designee has concerns about the membership list relative to the representation requirements set forth in this regulation, that officer will recommend changes to the Division/ Department Dean or appropriate administrator. It will be the responsibility of the Division/Department Dean or appropriate administrator to communicate the resolution of any concerns to the individual(s) in question. The Human Resources Generalist will be copied on all membership lists.

~~Training~~Training

~~All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by the Office of Human Resources at the first meeting of the Committee. It is the responsibility of the Chair to insure that each Committee member receives the required training that includes:~~All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by the Office of Human Resources at the first meeting of the Committee. It is the responsibility of the Human Resources representative to insure that each Committee member receives the required training that includes:

- ~~Discussion of District commitment to equal opportunity, diversity, and student success~~Discussion of District commitment to equal opportunity, diversity, and student success
- ~~The search and selection process~~The search and screening process
- ~~Role of the Selection Committee~~Role of the Screening Committee
- ~~Development of selection criteria~~Development of screening criteria
- ~~Writing effective interview questions~~Writing effective interview questions
- ~~Role of the Equal Opportunity Representative~~Role of the Equal Opportunity Representative
- ~~Confidentiality~~Confidentiality

~~Responsibilities of the Selection Committee~~ Responsibilities of the Screening Committee

~~Members of the Search Committee have the following responsibilities:~~ Members of the Search Committee have the following responsibilities:

- ~~1. Participate fully in all selection committee meetings.~~ Participate fully in all screening committee meetings.
- ~~2. Disclose personal relationships with or knowledge of or potential conflict of interest regarding any applicant.~~

~~The relative or spouse or registered domestic partner of an applicant will not serve on a selection committee for which a relative/spouse/registered domestic partner is a candidate. For the purpose of this regulation, a relative is the mother, father, grandfather, grandmother, grandchild, son, daughter, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, niece, or nephew of the committee member. It is the responsibility of the committee member to notify the committee if it is not immediately clear that a candidate is a relative.~~ Disclose personal relationships with or knowledge of or potential conflict of interest regarding any applicant.

The relative or spouse or registered domestic partner of an applicant will not serve on a screening committee for which a relative/spouse/registered domestic partner is a candidate. For the purpose of this regulation, a relative is the mother, father, grandfather, grandmother, grandchild, son, daughter, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, niece, or nephew of the committee member. It is the responsibility of the committee member to notify the committee if it is not immediately clear that a candidate is a relative.

- ~~3. Review the Administrative Regulations for hiring full-time faculty~~ Review the Administrative Regulations for hiring full-time faculty
- ~~4. Review the position announcement.~~ Review the position announcement.
- ~~5. Identify selection criteria based on the minimum and desired qualifications for the position. Selection criteria will include an evaluation of the extent to which applicants explicitly demonstrate sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.~~ Identify screening criteria based on the minimum and desired qualifications for the position. Screening criteria will include an evaluation of the extent to which applicants explicitly demonstrate sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.
- ~~6. Develop job related interview questions designed to distinguish candidates who will best meet the needs of the students, the department/division, the College, and the District as well as criteria by which to evaluate applicant responses. Interview questions will be forwarded from the chair of the committee to the Equal Opportunity Representative. In the interest of confidentiality, interview questions will not be forwarded to all committee members via e-mail. All interview questions will be returned to the Office of Human Resources.~~

~~All questions will be reviewed and approved by the Vice Chancellor of Human Resources and Employee Relations or designee. Interview questions are confidential and will not be shared outside of the committee.~~ Develop job related interview questions designed to distinguish candidates who will best meet

the needs of the students, the department/division, the College, and the District as well as criteria by which to evaluate applicant responses. Interview questions will be forwarded to the Equal Opportunity Representative. In the interest of confidentiality, interview questions will not be forwarded to all committee members via e-mail. All interview questions will be returned to the Office of Human Resources.

All questions will be reviewed and approved by the Vice Chancellor of Human Resources and Employee Relations or designee. Interview questions are confidential and will not be shared outside of the committee.

7. ~~Determine whether to require candidates to perform a skills test or make a presentation in addition to responding to interview questions. When appropriate, such demonstrations should reflect the candidate's ability to work effectively in a diverse community college environment. Criteria for evaluating and weighting work examples, such as writing samples, role play, or teaching demonstrations, will be established by the selection committee prior to interviewing the candidates.~~ Determine whether to require candidates to perform a skills test or make a presentation in addition to responding to interview questions. When appropriate, such demonstrations should reflect the candidate's ability to work effectively in a diverse community college environment. Criteria for evaluating and weighting work examples, such as writing samples, role play, or teaching demonstrations, will be established by the screening committee prior to interviewing the candidates.
8. ~~Screen all applications to select candidates for interview. Establish an interview schedule that accommodates all committee members' schedules including the Equal Opportunity Representative.~~ Screen all applications to select candidates for interview. Establish an interview schedule that accommodates all committee members' schedules including the Equal Opportunity Representative.
9. ~~Interview all selected candidates using only the questions previously agreed upon by the committee members. Follow-up questions may be used if they are based directly on a candidate's response to a question, if they are not leading, if they do not seek information outside of the scope of the established hiring criteria, if they do not impinge on the candidate's interview time, and if they are not in violation of equal opportunity guidelines. Refer to Appendix D-II for guidelines on follow-up questions.~~ Interview all selected candidates using only the questions previously agreed upon by the committee members.
10. ~~Recommend no more than three candidates for selection to the College President or his/her designee. (In the event that the Selection Committee is recommending candidates for more than one position in a particular discipline, the committee will recommend no more than three names for each position to the College President or his/her designee.)~~ Recommend no more than three candidates for selection to the College President or his/her designee. (In the event that the Screening Committee is recommending candidates for more than one position in a particular discipline, the committee will recommend no more than three names for each position to the College President or his/her designee.)
11. ~~Fill out evaluation forms on all interviewees.~~ Fill out evaluation forms on all interviewees.
12. ~~Maintain confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Search Committee and the College President or his/her designee. Confidentiality must be maintained permanently. Each member of the committee will receive and agree to abide by the statement of guiding principles as noted in Appendix A.~~

~~If a committee member is found to have violated confidentiality or engaged in any misconduct, that committee member may be prevented from serving on future selection committees. Depending on the level and seriousness of the misconduct, the committee member may also be subject to disciplinary action.~~ Maintain confidentiality of the interviews as well as evaluative comments made during the

screening process. Such information may be shared only with members of the Search Committee and the College President or his/her designee. Confidentiality must be maintained permanently. Each member of the committee will receive and agree to abide by the statement of guiding principles as noted in Appendix A.

If a committee member is found to have violated confidentiality or engaged in any misconduct, that committee member may be prevented from serving on future screening committees. Depending on the level and seriousness of the misconduct, the committee member may also be subject to disciplinary action.

~~Selection & Application Screening Criteria~~ Application Screening Criteria

~~Selection criteria and interview questions must be approved by the Equal Opportunity Representative before the Selection Committee can access the applications. Selection criteria must be job related and are developed from the position description and the qualifications and requirements listed in the position announcement. Selection criteria help members to review each application objectively. The selection criteria must be listed on an appropriate selection form that must be used by each member of the Committee. Each Committee member must participate in the selection process.~~ Screening criteria and interview questions must be approved by the Equal Opportunity Representative before the Screening Committee can access the applications. Screening criteria must be job related and are developed from the position description and the qualifications and requirements listed in the position announcement. Screening criteria help members to review each application objectively. The screening criteria must be listed on an appropriate screening form that must be used by each member of the Committee. Each Committee member must participate in the screening process.

~~After all applications have been reviewed by all committee members, the Selection Committee will determine which applicants shall be invited for an interview based on the established criteria.~~ After all applications have been reviewed by all committee members, the Screening Committee will determine which applicants shall be invited for an interview based on the established criteria.

~~The Committee selects applicants to interview who will best meet the needs of the students, the division, and the College. The committees will consider the special needs of the division/department/program and the student population to be served in the selection of candidates.~~ The Committee selects applicants to interview who will best meet the needs of the students, the division, and the College. The committees will consider the special needs of the division/department/program and the student population to be served in the selection of candidates.

~~The Committee will determine the number of candidates they wish to interview based on the pool of applicants and the apparent strengths and weaknesses of the candidates. Ideally, no fewer than (3) three candidates will be invited for interview. Each committee member will name by number the candidate or candidates he or she chooses. If more candidates are selected than the number determined for interview, the committee would discuss until consensus is reached on the highest three.~~ The Committee will determine the number of candidates they wish to interview based on the pool of applicants and the apparent strengths and weaknesses of the candidates. Ideally, no fewer than (3) three candidates will be invited for interview. Each committee member will name by number the candidate or candidates he or she chooses. If more candidates are selected than the number determined for interview, the committee would discuss until consensus is reached on the highest three.

~~The Equal Opportunity Representative reviews the pool selected for interview to ensure that no selection or~~

~~selection criteria has adversely affected any monitored group. The Equal Opportunity Representative may recommend that additional candidates be interviewed or that further recruitment be initiated before proceeding.~~ The Equal Opportunity Representative reviews the pool selected for interview to ensure that no screening criteria has adversely affected any monitored group. The Equal Opportunity Representative may recommend that additional candidates be interviewed or that further recruitment be initiated before proceeding.

~~Applications of those candidates who are not to be interviewed shall be filed in the Office of Human Resources.~~ Applications of those candidates who are not to be interviewed shall be filed in the Office of Human Resources.

~~Interviews~~ Interviews

~~Interviews are scheduled by the Human Resources Generalist—Each candidate must be provided the same interview information and offered a choice of interview times whenever possible.~~ Interviews are scheduled by the Human Resources Generalist—Each candidate must be provided the same interview information and offered a choice of interview times whenever possible.

~~Each member of the Search Committee must be present for all interviews. If a member misses an interview, that committee member is removed from the Search Committee.~~ Each member of the Search Committee must be present for all interviews. If a member misses an interview, that committee member is removed from the Search Committee.

~~Each member of the Committee documents the interview in a format agreed upon by the Committee.~~ Each member of the Committee documents the interview in a format agreed upon by the Committee.

~~The Selection Committee will interview all candidates using the list of questions formulated by the Committee. Appropriate job related "follow-up" questions that focus on the intent of the question or appropriate information in the initial response may be included in the interview so long as (1) they are based directly on the candidate's response to a question, (2) do not seek information outside of the scope of the established hiring criteria, (3) are not in violation of Equal Employment Opportunity guidelines and (A) do not exceed or truncate the time allotted for the interview. See Appendix D II for guidelines on follow-up questions.~~ The Screening Committee will interview all candidates using the list of questions formulated by the Committee. Appropriate job related "follow-up" questions that focus on the intent of the question or appropriate information in the initial response may be included in the interview so long as (1) they are based directly on the candidate's response to a question, (2) do not seek information outside of the scope of the established hiring criteria, (3) are not in violation of Equal Employment Opportunity guidelines and (A) do not exceed or truncate the time allotted for the interview. See Appendix D II for guidelines on follow-up questions.

~~Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in decision-making.~~ Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in decision-making.

~~After interviews are completed, members of the selection committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of a diverse student population. Consensus will be achieved in the same way as during the individual assessment.~~ After interviews are completed, members of the screening committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of a diverse student population. Consensus will be achieved in the same way as during the individual assessment.

~~No discussion will occur until all candidates have been interviewed. If consensus is not possible, the Chair may request a vote or a prioritization by each selection committee member. Each selection committee member will~~

~~have equal voting privileges. The committee chair will be responsible for documentation if less than three candidates are forwarded to the next level.~~ No discussion will occur until all candidates have been interviewed. If consensus is not possible, the Chair may request a vote or a prioritization by each screening committee member. Each screening committee member will have equal voting privileges. The committee chair will be responsible for documentation if less than three candidates are forwarded to the next level.

~~The Search Committee recommends no more than three (3) candidates, unranked, to the College President or his/her designee for second-level interview. Selection of the successful candidate will not be made by the committee.~~ The Search Committee recommends no more than three (3) candidates, unranked, to the College President or his/her designee for second-level interview. Selection of the successful candidate will not be made by the committee.

~~The Equal Opportunity Representative reviews the selected candidate(s) to determine whether any selection criteria or procedures used in the interview phase has had an adverse impact on any monitored group. If the Equal Opportunity Representative believes that adverse impact exists, he/she shall consult with the committee Chair, and the Vice Chancellor of Human Resources and Employee Relations or his/her designee to determine whether additional steps should be taken to ensure equal employment opportunity.~~ The Equal Opportunity Representative reviews the selected candidate(s) to determine whether any screening criteria or procedures used in the interview phase has had an adverse impact on any monitored group. If the Equal Opportunity Representative believes that adverse impact exists, he/she shall consult with the committee Chair, and the Vice Chancellor of Human Resources and Employee Relations or his/her designee to determine whether additional steps should be taken to ensure equal employment opportunity.

~~If, after the interviews, in consultation with the Vice Chancellor of Human Resources and Employee Relations or designee, the Search Committee is not satisfied with the interviewed candidates, the Committee may:~~ If, after the interviews, in consultation with the Vice Chancellor of Human Resources and Employee Relations or designee, the Search Committee is not satisfied with the interviewed candidates, the Committee may:

- ~~Review the applicant pool to ensure that qualified applicants have not been overlooked;~~ Review the applicant pool to ensure that qualified applicants have not been overlooked;
- ~~On those positions that are opened until filled, request to have any additional complete applications that have been submitted since the first review date forwarded for selection;~~ On those positions that are opened until filled, request to have any additional complete applications that have been submitted since the first review date forwarded for selection;
- ~~Request that Human Resources contact applicants with incomplete applications to request the missing application materials; or~~ Request that Human Resources contact applicants with incomplete applications to request the missing application materials; or-
- ~~Extend or re-open the search.~~ Extend or re-open the search.

~~Immediately following the interviews, the Committee Chair returns all the selection and interview forms and all other non-finalist application materials to Human Resources.~~ Immediately following the interviews, the Committee Chair returns all the screening and interview forms and all other non-finalist application materials to Human Resources.

Selection

~~The Committee Chair shall review with the College President or his or her designee the Committee's recommendation of candidates using a summary signed by each Committee member.~~ The Committee Chair shall review with the College President or his or her designee the Committee's recommendation of candidates using a summary signed by each Committee member.

~~Second-Level Interview Procedures~~ Second-Level Interview Procedures

~~Second level interviews will be conducted on all finalists by the College President or his/her designee with the academic senate president or his/her designee acting in an advisory capacity. In the case of the District office, second level interviews will be conducted by the appropriate administrator.~~ Second level interviews will be conducted on all finalists by the College President or his/her designee with the academic senate president or his/her designee acting in an advisory capacity. In the case of the District office, second level interviews will be conducted by the appropriate administrator.

~~Following second level interviews, the College President or appropriate administrator may elect one of the following~~ Following second level interviews, the College President or appropriate administrator may elect one of the following

- ~~1. Select one of the finalists.~~ Select one of the finalists.
- ~~2. Review the applicant pool to ensure that qualified applicants have not been overlooked;~~ Review the applicant pool to ensure that qualified applicants have not been overlooked;
- ~~3. Extend or reopen the search.~~ Extend or reopen the search.

~~Reference Checking~~ Reference Checking

~~Reference checks are made by the Office of Human Resources upon the recommendation of the selected candidates by the Committee, and must be completed before a recommendation of employment is made to the Board of Trustees.~~ Reference checks are made by the Office of Human Resources upon the recommendation of the selected candidates by the Committee, and must be completed before a recommendation of employment is made to the Board of Trustees.

~~Reference checks must be completed in accordance with the policies and principles of equal opportunity. Reference information must be held in strict confidence.~~ Reference checks must be completed in accordance with the policies and principles of equal opportunity. Reference information must be held in strict confidence.

~~Final Selection and Eligibility List~~ Final Selection and Eligibility List

~~The appropriate administrator will make the final decision on the candidates and notify the Human Resources Office to forward the selection to the Board of Trustees for approval. Those finalists not selected will be placed on an eligibility list that will be valid for 90 calendar days following the date a candidate is selected by the President or other appropriate district manager. In the event a vacancy occurs for the same position, the President or appropriate administrator will conduct second level interviews from those individuals on the eligibility list.~~ The appropriate administrator will make the final decision on the candidates and notify the Human Resources Office to forward the selection to the Board of Trustees for approval. Those finalists not selected will be placed on an eligibility list that will be valid for 90 calendar days following the date a candidate is selected by the President or other appropriate district manager. In the event a vacancy occurs for the same position, the President or appropriate administrator will conduct second level interviews from those individuals on the eligibility list.

~~The Human Resources Generalist will contact the successful candidate to make a provisional offer of employment, contingent upon passing reference checks and Board approval.~~ The Human Resources

Generalist will contact the successful candidate to make a provisional offer of employment, contingent upon passing reference checks and Board approval.

~~The Human Resources Generalist will conduct all reference checks.~~The Human Resources Generalist will conduct all reference checks.

~~Once the successful candidate has been hired and Board-approved, the unsuccessful candidates will be notified by letter that they were not selected.~~Once the successful candidate has been hired and Board-approved, the unsuccessful candidates will be notified by letter that they were not selected.

~~During the lifetime of the selection committee, all applications for positions will be kept on file at a secure location at the hiring site and will be available to members of the committee for study.~~During the lifetime of the screening committee, all applications for positions will be kept on file at a secure location at the hiring site and will be available to members of the committee for study.

~~NOTE: See the additional 23 pages of appendices in current AP 7210~~NOTE: See the additional 23 pages of appendices in current AP 7210

~~Also see BP/AP 7120 titled Recruitment and Hiring as well as AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies~~Also see BP/AP 7120 titled Recruitment and Hiring as well as AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies

~~References:~~ References:

~~Education Code Sections 87400 et seq., 87600 et seq., and 87482.8; Title 5 Section 51025~~Education Code Sections 87400 et seq., 87600 et seq., and 87482.8; Title 5 Section 51025

Attachments:



ISSUE

04

DECEMBER
2019

AB 705 Online Self Guided Placement

TESS is working with student services at both colleges along with Laserfiche to develop an online self-guided placement for our distance education students. This will be the same form used by our on-campus students and Laserfiche will be giving us an export from their form that we can import into Colleague to accurately give students their placements based upon their answers.

Contract Module

TESS has been working with the Human Resources department to develop a module that will support the tiered salary schedule for adjunct faculty. The amount of pay is based upon the number of consecutive terms of service as well as level of education.



this issue

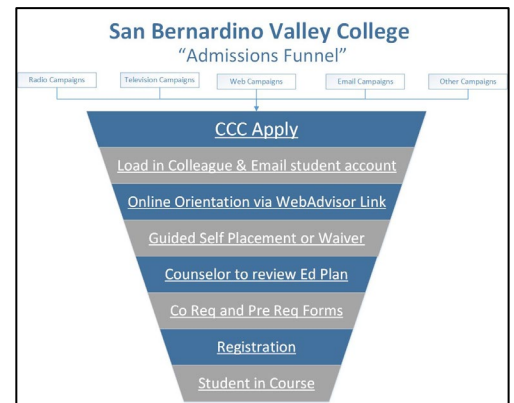
- Technology Update **P.1**
- Student Information System **P.2**
- Help Desk & Canvas Update **P.3**
- Project Summary **P.4**
- Project Summary - Continued **P.5**

Technology and Educations Support Services

In October, Technology and Educational Support Services (TESS) along with the Chancellor's Office and District Support Services moved into a new District Building at 550 East Hospitality Lane in San Bernardino. As part of the move, there have been several technology enhancements in the new building, including technology for the Board Room. The Board Room will provide live streaming of Board Meetings, and enhanced technology for audio, video and teleconferencing. TESS and Facilities are working with the vendor to get this technology functioning properly.

The Print Shop also moved in October, and they are now located in Building 14 in the East Complex at Crafton Hills College. The new location offers several improvements over the Redlands Annex location, including better temperature control with the reduced ceiling height. We are working through some of the adjustments to the new location and the team did a great job of keeping up with the requests during the move.

One of the recent projects that we are excited to work on is creating a new Admissions Funnel for the San Bernardino Valley College Team. Below is a prototype that we are working on that outlines the key steps that students take after applying online so we can help the students to move through enrollment.



If you have any questions or if you would like more information about any of these projects please let me know. I look forward to working with you on these projects and any future projects.

Sincerely,
Luke Bixler,
Chief Technology Officer

Promise Program

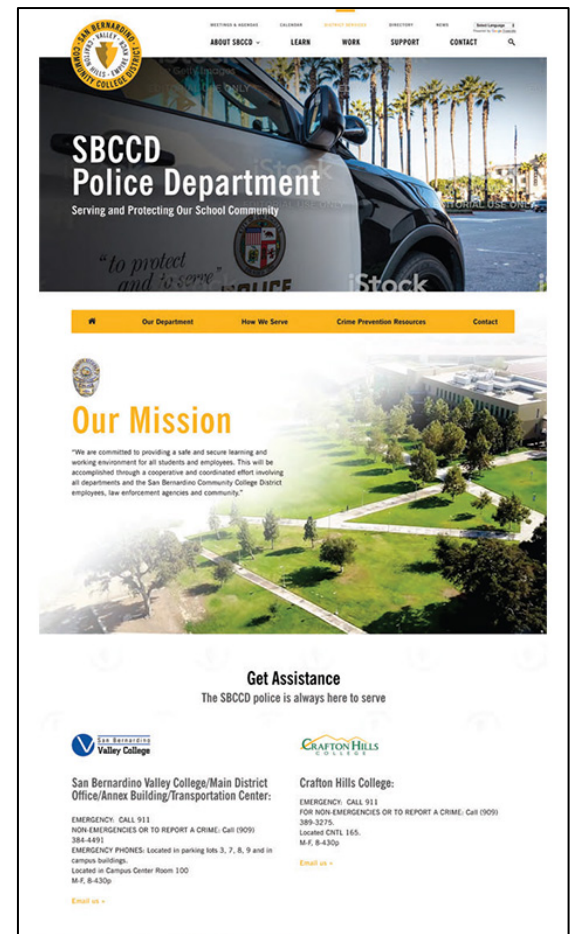
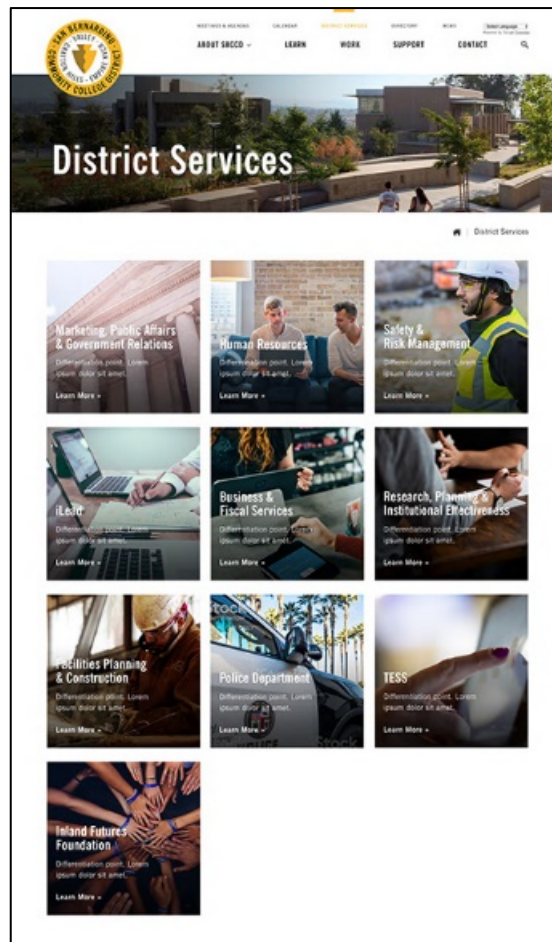
TESS has been working with the Promise program stakeholders at both colleges to setup an automated messaging workflow that guides prospective promise program applicants along the various steps to be accepted into the program. Currently the messaging is a manual process that takes up a lot of staff time and effort. The goal of this project is to make it easier for students to understand what steps they need to do (such as Orientation, Assessments etc.) and free up staff time to address other tasks.



New District Web Design and Upgrade

TESS and Marketing have been working together to launch a new District Web Site that matches the new district brand and imaging.

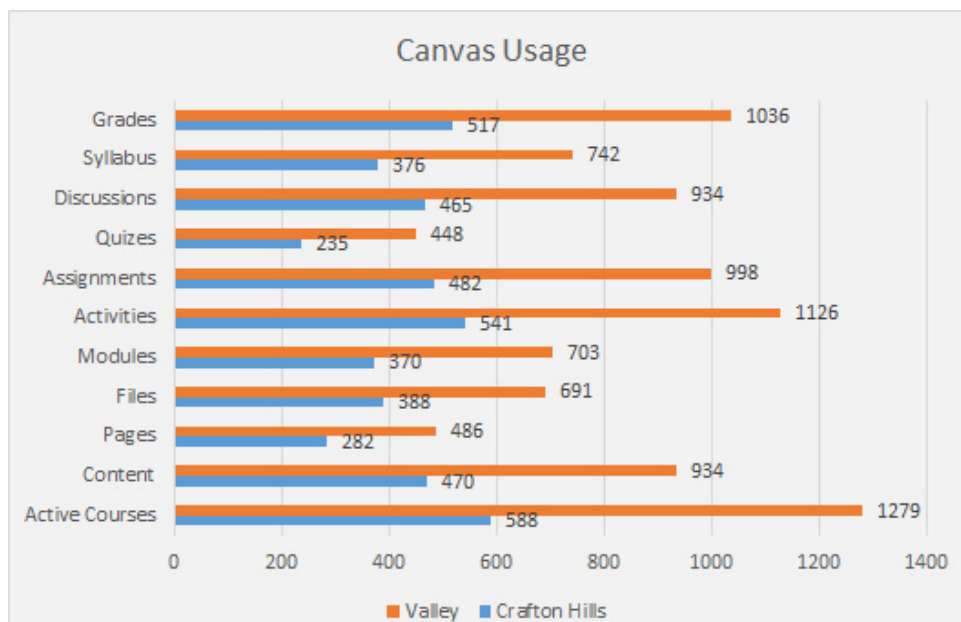
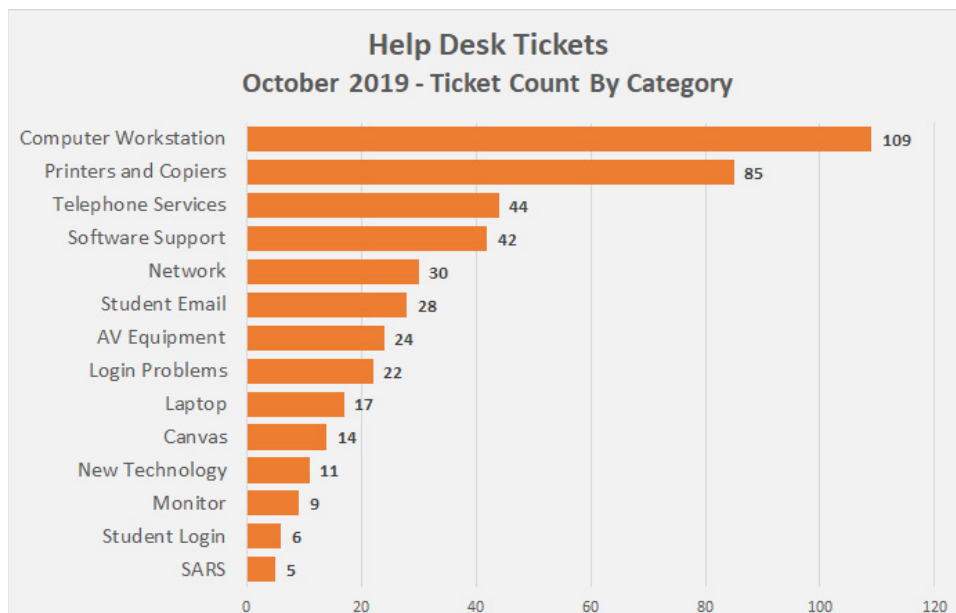
The new District Web Site is on schedule to be completed in February 2020. The scope of this project includes new landing pages, new site navigation, and new sites for each of the areas within the District. Below are a few of the new page templates to show you how the design will look as you navigate throughout the site:





Help Desk and Canvas Dashboards

The first chart below shows the type of Help Desk tickets that are received by volume. Over the past 30 days the Service Desk received 581 tickets excluding project requests. The second chart below shows the activity on Canvas. You can see that there has been an increase in the overall usage of Canvas by both colleges in the majority of the areas below.



Distance Education

The District's Distance Education (DE) department provides services to assist in the delivery of face-to-face and online course work. DE provides instructional system support as well as workshops and training for faculty and staff through coordination with each college's professional development department.

DE Important Information

DE Department is continuing with Canvas based training at both Crafton and Valley. Training this semester are looking to encourage all faculty to utilize tools within Canvas. The DE department is actively encouraging faculty teaching face-to-face to take advantage of the resources in Canvas.

Printing and Graphic Services

The Print Shop recently completed name badges for the Board Room, Pop Up Banners for the new District Building, and the 2019 SBVC Football Bowl program.

Printing and Graphics Services

As part of the new district brand identity, we are designing templates for fliers, newsletters, brochures, letterhead, envelopes, name badges, memos, agendas, thank you cards, note pads and business cards.

These templates are being added to a new software called Design Conductor that works in conjunction with the Print Shop Pro online ordering system. This will allow customers to fill out an order, and preview the output by selecting the templates before completing the order.

Current and Recently Completed Project Summary

- **TESS Technical Services Projects**

KVCR has been relocated from the temporary trailers into the newly renovated spaces and Inland Futures has been relocated into the old District building.

Technology Services is working with the CCCSecurity team to implement technology to help us identify and mitigate vulnerabilities on the networks. This technology will be key in keeping our network safe going forward and will provide the reporting capabilities needed for future Information security audits.

- **Crafton Hills College Projects**

Technology Services is working on replacing staff computers across the campus that are due for replacement in accordance with the 5 year refresh cycle. The team also replaced 25 hard drives in computers to improve their performance until their lifecycle is up in 2 years.

Technology Services is currently researching cost-effective backup and disaster recovery solution options for campus applications and data.

Technology Services staff will soon replace the desktop computers in the Assessment Center lab.

- **Valley College Projects**

Valley College CTS is in the process of upgrading all campus computers from Windows 7 to Windows 10. Less than 60 computers remain. Our goal is to have this completed by Spring Break.

We have upgraded 80% of the switch gear on campus. Progress has stalled while we wait on an opportunity to have buildings offline for several hours. The following buildings have not been upgraded yet: CTS, B, HLS, T, G, and WH.

We have purchased new servers and storage for the Academic labs and systems. The new equipment should be in place by January 31, 2020.

- **Security Initiatives**

Portal Guard – The District has evaluated and selected to implement PortalGaurd for securing access to our systems. PortalGaurd will replace our current Shiboleth Single Sign-On application. We have moved all of the applications to PortalGaurd except for Oracle. We will be moving Oracle over within the next few months. Once all of the applications are moved we will begin rolling out SSO Portal, Self-Help Password Reset and Multi-Factor Authentication.



Alternate Text Production Center

The ATPC grant serves the needs of students with print disabilities throughout the California Community College system by providing electronic and braille textbooks at no cost. We currently house over 34,000 textbooks that are available to all 115 colleges and serve approximately 10,000 requests per year.

This quarter we have created 1332 accessible electronic textbooks that have helped students across the state. Of these books, 39 were transcribed into braille. We have continued to participate in the Accessibility Standards Workgroup (ASWG) in conjunction with the California Community College Chancellor's Office to develop a statewide accessibility standard.

Current and Recently Completed Project Summary - Continued

- **Distance Education Projects**

We are excited to announce that we are moving forward with the replacement of our current plagiarism tool. Unicheck offers All-Around Plagiarism Detection in Schools & Universities. Seamlessly embedded into your eLearning system, Unicheck automatically scans every paper and provides easy-to-read similarity results. The transition is scheduled to happen just in time for the Summer 2020 semester.

We are currently working on the best process for archiving the fall 2017 courses by the end of the Fall 2020 semester. We have started notifying our users as they will be required to export any Fall 2017 course content needed prior to the end of the Fall 2020 semester. Even though this is slated approximately a year in advance we like to provide the faculty with as much notice to limit any concerns and/or provide solutions for unique circumstances. Our course archive process is based off of the 3 year grade change procedure put in place by the district.

DE Department is continuing with Canvas based training at both Crafton and Valley. In addition we are working on creating Tableau reports for our Canvas Data and Reporting needs.

- **Accessibility Standards Workgroup**

In an effort to promote the equal access of instructional materials ATPC is currently participating in the Accessibility Standards Workgroup (ASWG). In 2017, the California Community College Chancellor's Office responded to a Telecommunications & Technology Advisory Committee recommendation by forming the ASWG and charging it with developing an accessibility statement for the Chancellor's Office to adopt. The ASWG has been meeting since June, 2017 and is comprised of a diverse array of stakeholders working on accessibility issues across the system.

Legal Update 35
District Assembly First Reads

Policy/Procedure	First Read	Note
AP 3435 Discrimination and Harassment Resolution Procedures	None	No Action Needed
AP 3600 Auxiliary Organizations	Apr 2020	
AP 4105 Distance Education	Mar 2020	
AP 5015 Residence Determination	Feb 2020	
AP 5050 Student Success and Support Program	Mar 2020	
AP 6365 Contracts – Accessibility of Information Technology	None	No Action Needed
AP 7211 Faculty Service Areas, Minimum Qualifications ...	None	No Action Needed
AP 7337 Fingerprinting	Feb 2020	
AP 7346 Employees Called to Military Duty	None	Simple Update

AP 3505 Emergency Response Plan — FINAL DRAFT (11/27/19)

References:

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

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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

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

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

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

The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community. District, SBCCD PD and Campus Personnel will determine the content of messaging and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

In the event of a serious incident that poses an immediate threat to members of the campus community, the SBCCD PD will use some or all of the ENS components described below to communicate that threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular campus, building, or segment of the population. The District ENS has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These ENS methods of communication components include:

- Network e-mail
- emergency SMS text messages that can be sent to a mobile phones or other digital devices (requires individuals to "opt in" to receiving SMS messaging via WebAdvisor)
- can sign up for this service on the District website), Live voice broadcasts via speakerphone
- the public address systems
- Posted information on District and/or college websites
- Social media sites and applications
- Scrolling emergency messages on District connected computers
- Hand-held radios
- Recorded voice messages: (909) -382-4002
- Phone calling trees, the district website and scrolling emergency messages on District connected computers

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

~~a critical incident on the District website at www.sbccd.org. Individuals can call the District's recorded information telephone line at (909) 382-4002 for updates.~~

~~The District's ENS has the ability to send text messages to the personal mobile phones of faculty, staff and students who opt in to the system via our website.~~

~~The involved campus and/or District Public Information Officer District's Sr. Director, Strategic Communications & Institutional Advancement Director of Marketing, Public Affairs & Governmental Relations will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.~~

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

- ~~• Active Shooter-/Armed Intruder~~
- ~~• Earthquakes~~
- ~~• Wildfires~~
- ~~• Utility interruption Gas leaks~~
- ~~• Terrorist incident~~
- ~~• Bomb threat~~
- ~~• Civil unrest or rioting~~
- ~~• Explosion~~
- ~~• Approaching extreme weather~~
- ~~• Campus closure~~
- ~~• Other incident or situation requiring rapid communication of life safety information~~

~~The SBCCD students, faculty, and staff recipients of ENS messages are responsible for providing, and updating maintaining as current, their personal emergency contact information with the District SBCCD. All members of the campus SBCCD community are encouraged to include their cellular phone number and "opt in" to receiving ENS messages via text, which is the quickest form of communication.~~

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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

~~s of the emergency exits in campus buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation.~~

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

~~The District conducts announced and unannounced drills and exercises each year and conducts follow through activities designed for assessment and evaluation of emergency plans and capabilities. The SBCCD PD and College Lead Safety Officers coordinate announced evacuation drills two times per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the Site Safety Officer and/or the SBCCD PD will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.~~

PURPOSE

The ~~e~~Emergency ~~p~~Procedures are the District's planned responses to all hazards on or affecting each the campus, District facilities, or the surrounding community. ~~The e~~Emergency ~~p~~Procedures will be activated by the Chief of Police or designee after consultation with the members of the consultation group Chancellor ~~(or their designated representative) or the SBCCD PD.~~ The ~~e~~Emergency ~~p~~Procedures detail actions and responsibilities for all employees of the District.

~~While efforts are made to confer with the consultation group prior to activating the Emergency Procedures, the Chief of Police or designee has authority to activate the Emergency Procedures without consultation when necessary to ensure the safety of the campus community.~~

RESPONSIBILITY

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

EMERGENCY COMMAND POSTS (CIVILIAN AND LAW ENFORCEMENT)

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

The Command Posts shall jointly:

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

All press releases will be prepared by the involved campus and/or District Public Information Officer~~District's Sr. Director Strategic Communications & Institutional Advancement. Director of Public and Governmental Relations.~~ In the absence of this person, the key administrator will designate an individual responsible for this function.

PREPAREDNESS

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

EMERGENCY TELEPHONE LIST

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

EMERGENCY ASSEMBLY AREAS

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

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

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

EMERGENCY NUMBERS

- **POLICE/FIRE/MEDICAL EMERGENCY** **911**
- SBCCD POLICE DEPARTMENT: (909) 384-4491
- SBCCD OFFICE OF EMERGENCY SERVICES: (909) 382-4005
- FACILITIES-/MAINTENANCE - SBVC: (909) 384-
8906/8965//8958
- FACILITIES-/MAINTENANCE - CHC: (909) 389-3384
- SAN BERNARDINO POLICE DEPARTMENT (24/7 Non-Emergency Dispatch): (909) 383-5311
- YUCAIPA POLICE DEPARTMENT: (909) 918-2305
- SAN BERNARDINO CO. SHERIFF'S DEPT. (24/7 Non-Emergency Dispatch): (909) 790-3100
- AMERICAN RED CROSS – SAN BERNARDINO: (909) 888-1481
- SOUTHERN CALIFORNIA EDISON: (800) 611-1911
- SOUTHERN CALIFORNIA GAS COMPANY: (800) 427-2200
- CALIFORNIA POISON CONTROL CENTER: (800) 222-1222

~~POLICE/FIRE/MEDICAL EMERGENCY:----- 911~~
~~SBCCD POLICE:----- (909) 384 4491~~
~~EMERGENCY MANAGEMENT OFFICE:----- (909) 382-4005~~
~~FACILITIES / MAINTENANCE - SBVC:----- (909) 384-8906~~
~~FACILITIES / MAINTENANCE - CHC:----- (909) 389-3384~~
~~SAN BERNARDINO POLICE DEPARTMENT:----- (909) 383-5311~~
~~SAN BERNARDINO CO. SHERIFF'S DEPT.----- (909) 918-2305~~
~~AMERICAN RED CROSS:----- (909) 888-1481~~
~~THE GAS COMPANY:----- (800) 427-2200~~
~~POISON CONTROL CENTER:----- (800) 222-1222~~
~~THE ELECTRIC COMPANY:----- (800) 611-1911~~

ADDITIONAL RESOURCES

There are a number of additional resources that are available regarding crisis response. These include, but are not limited to, the following:

- www.dhs.gov Department of Homeland Security
- www.fema.gov Federal Emergency Management Agency

www.redcross.org		American Red Cross
KVCR	91.9 FM	San Bernardino, CA
KFRG	95.1 FM	San Bernardino, CA
KOLA	99.9 FM	San Bernardino, CA
KEZY	1240 AM	San Bernardino, CA
KKDD	1290 AM	San Bernardino, CA
KCAL	96.7 FM	Redlands, CA
KLRD	90.1 FM	Yucaipa, CA
KLYY	97.5 FM	Riverside, CA
KGGI	99.1 FM	Riverside, CA
KSPA	1510 AM	Ontario, CA
KVFG	103.1 FM	Victorville, CA

EMERGENCY PROCEDURES

AIRPLANE or VEHICLE CRASH

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

ASSAULT/FIGHTING

- Call or have someone else call 911 immediately.
- If safe to do so, verbally Approach in a calm manner and direct combatants to stop fighting.
- DO NOT attempt to separate combatants during a physical altercation.

- Try to keep combatants isolated from others, if possible, until SBCCD PD Police arrive.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

CHEMICAL OR HAZ MAT SPILL

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

- Call or have someone call 911 immediately.
- Evacuate the affected area at once, and if it is safe to do so, seal it off to prevent further contamination of other areas; stay upwind of any contamination.

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

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

FIRE

Upon discovery of an actual fire:

- Pull a fire alarm if one is nearby.
- Call or have someone else call 911 immediately and describe the location and size of the fire.
- Evacuate the area if you are unable to put the fire out.
- Close all doors and windows to confine the fire and reduce oxygen—but DO NOT LOCK THEM.
- EVACUATE when the sound of the fire alarm is heard.
- DO NOT attempt to save possessions or collections at the risk of personal injury.
- DO NOT USE ELEVATORS to evacuate a building.
- Never allow the fire to come between you and the exit.
- Report to an evacuation site away from the fire.

- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility ~~unless and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS. it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.~~

BOMB THREAT

If you receive a direct bomb threat via phone:

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

If a bomb threat alert is issued:

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

EXPLOSION

- Take cover under tables, desk, and similar places that will give protection against flying glass and debris.
- Call or have someone else call 911 immediately.

- If directed to do so by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, SBCCD administration, district police, or other official emergency responders, activate the fire alarm system and eEvacuate from the building to a safe evacuation area.
- Beware of falling debris and electrical wires as you evacuate.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an “ALL CLEAR” message distributed via the ENS.~~it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.~~

ACTIVE SHOOTER /-ARMED INTRUDER

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

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

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

1. **Run** – Escape the area whenever possible and then notify authorities only when it’s safe to do so.
2. **Hide** – Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities only if it’s safe to do so.

Note: If possible, you should remain ~~in the secured location-~~ in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an “ALL CLEAR” message distributed via the ENS. ~~until law enforcement personnel have cleared the area and the police or SBCCD administration have given an all clear command to EVACUATE to a designated evacuation zone.~~

3. **Fight** – This is the option of last resort. If you’re unable to secure your hiding location, prepare to fight or use force against the shooter.

To report a crime, suspicious person, suspicious situation, or for non-emergency inquiries call the SBCCD P~~olice~~ Department at (909) 384~~2~~-4491.

LOCKDOWN

LOCKDOWN is a security measure used to prevent ~~violent intruders~~ an armed violent intruder from entering occupied ~~areas of~~ buildings and facilities, or areas of buildings

and facilities, and or to isolate students, faculty, staff, faculty, students and visitors from danger while on campus or at any District facility.

The order to LOCKDOWN will/shall be communicated via the SBCCD Emergency Notification System (ENS) to ensure wide and rapid distribution of the order. The LOCKDOWN order may be further announced or communicated, announcements made by faculty, staff, students and District or campus administrators, instructors, or workplace supervisors, or announcements made by Building Captains who are trained in emergency response procedures.

Building Captains are designated trained individuals who are tasked with helping to respond appropriately to emergency situations. In the event of an emergency, any District employee trained in emergency procedures Building Captains will assist building occupants to respond appropriately correctly to LOCKDOWN procedures.

When ~~If~~ a LOCKDOWN order is given, you should:

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

SHELTER-IN-PLACE

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff, faculty, students and visitors from the any outdoor hazard (environment extreme weather, airborne contaminants, chemical release, and temporary incident.) ~~to prevent exposure to airborne contaminants or temporary hazards.~~

This procedure includes closing all doors, windows and vents to outside air.

The order to SHELTER-IN-PLACE shall be communicated via the District's SBCCD Emergency Notification System (ENS) to ensure wide and rapid distribution of the order. In addition, ~~t~~The SHELTER-IN-PLACE order may be further announced or

communicated by faculty, staff, students and District or campus administrators/instructors, workplace supervisors, or Building Captains who are trained in emergency response procedures.

will be communicated via the SBCCD emergency notification system, announcements made by instructors or workplace supervisors, or announcements made by Building Captains.

Building Captains are designated individuals who are tasked with helping to respond appropriately to emergency situations. In the event of an emergency, any District employee trained in emergency procedures will assist building occupants to respond appropriately to Building Captains will assist building occupants to respond correctly to SHELTER-IN-PLACE procedures.

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

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

POWER OUTAGE~~Failure~~

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

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

THE SBCCD WILL REMAIN OPEN DURING A POWER OUTAGE EVENT.

Power Failure/Outage

Faculty shall include, in their class syllabus, instructions to students regarding electrical power outages.

Daylight Power Outage

Faculty:

- If there is natural lighting in the classroom, remain in the classroom and continue the class session.
- If there is no natural lighting in the classroom, proceed to a naturally lighted area. If sufficient class time remains, return to the classroom when the event has ended and resume class.
- If less than 60 minutes of class time remain and there is not sufficient light to teach the class, the instructor has the option to suspend the remainder of the class time.
- Should a power outage occur before a class session begins, students should ~~(wait/be instructed to wait)~~ outside the building until power is restored.
- Once the power outage has ended, faculty and students can enter the building and the class session can begin.

Staff:

- If there is insufficient light in the work area, proceed to a naturally lighted area.
- Staff ~~will~~ should return to their work area when the power outage has ended.
- If less than 60 minutes remain in the workday, staff supervision have the option to release staff for the remainder of the workday.
- If staff supervision releases staff with less than 60 minutes remaining in the workday, one employee ~~will~~ should remain in each department until the end of the workday, on a rotational basis, to provide departmental coverage.

After Dark Power Outage

Faculty/Staff:

———If safe to do so, please wait 10-15 minutes to see if power is restored.

• _____

- If power is not restored, follow the evacuation procedures as described below.:

In Laboratory Settings (Daylight or After Dark):

- Stop or stabilize all experiments immediately.
- Secure all chemicals that are being used.
- Turn off all heat sources (gas or electric burners) to prevent fires.
- If you are using a fume hood, and fumes are present, shut the fume hood sashes to prevent fumes from escaping.

- Place a “DO NOT OPEN” sign on freezer doors.
- If an evacuation notice has been given, calmly leave the building.

When power is restored:

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

Faculty/Staff Evacuation Guidelines

- REMAIN CALM
- Gather your personal belongings.
- Prior to leaving, turn off all light switches, computers, and electrical devices.
- Proceed to the nearest exit.
- If on the 2nd floor or above DO NOT USE ELEVATORS, even if they appear to be functioning.
- If on the 2nd floor or above, proceed to the nearest stairwell and exit to the ground level then proceed to the designated evacuation site for your building.
- If on the 2nd floor or above, Individuals in wheelchairs should proceed to the nearest stairwell and wait for assistance to be evacuated.
- Faculty and staff ~~are to~~ should assist with building evacuation and ~~to~~ assist individuals with disabilities.
- If directed to leave campus, drive in an orderly and safe manner and follow the directions of public and/or campus safety personnel.
- ~~Help to clear everyone from hallways.~~
- ~~Keep everyone in classrooms or offices until further instructions are received.~~
- ~~Assist those needing any special assistance.~~
- ~~Secure classrooms and offices by closing and locking doors and windows.~~
- ~~Remain in the classroom, or secured area, and wait for further instructions from SBCCD administration, district police, or other official emergency responders.~~

MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?

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

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

Calmly communicate the following information to the 911 operator:

- What is the emergency situation?
- What is the background of the emergency?
- What's your assessment?
- What response do you expect?
- Where is the location of the emergency? – SBVC or CHC, bBuilding nName, rRoom nNumber, pPhone nNumber, etc.

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

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

FOR MINOR INJURY OR ILLNESS:

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

EMERGENCY EVACUATION PROCEDURES

Building Captains will be called upon to be leaders in any evacuation scenario. Building Captain's will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed.

- Each Building Captain is responsible for the direct supervision of ANY individual located in their assigned building and will do the following:
 - Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see [EEvacuation](#) [SSite](#) [mMap](#)).
 - Immediately shut down all hazardous operations (equipment in use, etc.).
 - Take personal items you can safely carry with you (Building Captain Response Kit, phone, purse, [briefcaseand briefcase](#)).
 - Shut all doors behind you as you go to slow the spread of fire, smoke, and water.
 - Proceed as quickly as possible, but in an orderly manner.
 - Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.
 - Once outside, move away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.
 - Document and report the names of individuals who are unaccounted for or absent.
 - If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

Evacuation of Persons with Disabilities

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

EARTHQUAKE

If indoors:

- When the earth begins shaking DROP, COVER and HOLD.

- DO NOT evacuate immediately during the earthquake.
- Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- If the classroom, building or facility is heavily damaged, initiate immediate evacuation.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

If outdoors:

- When the earth begins shaking DROP, COVER and HOLD.
- Move quickly away from buildings, utility poles, and other structures.
- Be alert for gas leaks, live wires, flooding, etc.
- Protect yourself at all times and be prepared for aftershocks.
- Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- Assist any individuals with physical disabilities and find a safe place for them.
- Call or have someone else call 911 immediately.
- Proceed to the designated evacuation site.
- Document and report the names of individuals who are unaccounted for or absent.
- If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS. ~~to do so by SBCCD administration, district police, or other official emergency responders.~~

DISASTER MANAGEMENT

Should an emergency or other major disaster strike a particular campus or the entire District ~~SBCCD campus~~, the need for a coordinated response will be necessary. The District's Emergency Response Plan ~~SBCCD's emergency response plan~~ for a major

disaster is contained in the Emergency Operations Plan that is aligned with the State of California “Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

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

These individuals will provide leadership, policy guidance, gather intelligence on the emergency and development specific plans of action to best address the emergency. Our Campus Emergency Response Team (CERT) will act on the behalf of the involved cCollege, providing necessary resources and support, timely situation analysis and needs assessments. The CERT will report to a pre-determined Emergency Operations Center (EOC), which is properly equipped with communication capabilities to support emergency response operations and provide coordination with outside agencies.

SBCCD administration will provide for the staff and students in an emergency.

Through the coordination of the EOC, the members of the campuscollege community will provide a skilled pool of professionals to deal with the myriad of technical, medical, logistical and human relations challenges that are certain to arise in a major disaster. It is to this end that these general emergency instructions are targeted.

FLOODING

If indoors:

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

- ~~to do so by SBCCD administration, district police, or other official emergency responders.~~

If outdoors:

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

After the flood:

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

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

Legal Responsibilities of Public Employees During an Emergency

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

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

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life,

property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

CIVILIAN EMERGENCY COMMAND POST

The Civilian Emergency Command Post, from which the Chancellor or designee ~~(or their designated representative)~~ will direct operations, will be activated ~~dictated~~ by the Chancellor or designee, -taking into account the safety of the District, campus community considerations and, and necessitated by the emergency situation.

LAW ENFORCEMENT COMMAND POST

The Law Enforcement Command Post, from which the ~~SBCGD PD C~~ Chief of Police or designee, SBCCD PD, ~~(or their designated representative)~~ will direct public safety operations, will be activated ~~dictated~~ by the SBCCD PD Chief of Police or designee, taking into account the safety of the District, campus community and considerations, and necessitated by the ~~the~~ emergency situation.

ASSIGNMENT OF DUTIES

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

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

The administrator on duty will direct the college staff in the implementation of e ~~E~~mergency p ~~P~~rocedures and the assignment of duties as outlined until their respective campus P ~~p~~resident or designee ~~(or their designated representative)~~ assumes control of the emergency situation. The administrator on duty will be contacted immediately and apprised of the emergency situation by SBCCD PD and will, in turn, report this information directly to the respective campus President or designee ~~(or their designated representative)~~ and the involved campus and/or District ~~and to the Director of Marketing, Public Affairs & Governmental Relations~~ (Public Public Information Officer).

The respective campus Presidents or designee and Campus ~~Lead~~ Safety Officers will proceed to the evacuation assembly areas designated for their personnel and confer with them to determine who may need rescue and the last known location(s) of the missing. The respective campus Presidents or designee and Campus ~~Lead~~ Safety Officers will assign their personnel further activities, which may include providing assistance to the injured, relocating groups of people, or responding to the Civilian Emergency Command Post to assist as necessary.

Faculty members, managers, and supervisors will escort their students, personnel, and visitors to their designated evacuation assembly areas and determine who did not arrive as well as seek medical attention for the injured and note any additional people who may be present in their evacuation assembly area. They will report this information and the last known location of the missing to their respective campus Presidents or designee and Campus ~~Lead~~ Safety Officers. They will also report to their respective campus Presidents or designee and Campus ~~Lead~~ Safety Officers other information they deem important such as hazards noted in their areas during their egress.

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

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

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

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

REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

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