



District Assembly Meeting

March 3, 2020

3:00 – 4:00 p.m.

SBCCD Boardroom Extension

550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

AGENDA

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1. **CALL TO ORDER** Mark McConnell

 2. **CHANCELLOR'S REPORT** Jose Torres

 3. **APPROVAL OF MINUTES**
 - A. February 4, 2020 minutes (p2)

 4. **OLD BUSINESS**
 - A. Approval of APs & BPs for 2nd Reading & Approval
 - a. AP/BP 3710 Securing Copyright (p6,12)
 - b. AP/BP 3715 Intellectual Property (p13,19)
 - c. AP/BP 3725 Information & Communications Technology (p20,22)
 - d. AP 3750 Use of Copyrighted Material (p23)
 - e. AP/BP 5015 Residence Determination (p27,32)
 - f. AP 5017 Responding to Inquiries of Immigration Status (p33)
 - B. DA Constitution and Membership for 2nd Reading & Approval (p35)

 5. **NEW BUSINESS**
 - A. APs & BPs for 1st Reading
 - a. AP/BP 3505 Emergency Response Plan (p48,73)
 - b. AP/BP 4103 Work Experience (p74,76)
 - c. AP/BP 6320 Investments (p77,79)

 6. **UPDATES & REPORTS**
 - A. TESS Report – Bixler (p82)
 - B. Membership Nominations (p90)
 - C. District Committee Flowchart Update (p91)

 7. **PUBLIC COMMENTS**

Any member of the public who wishes to address the Committee on any matter is limited to five minutes. The total time for members of the public to speak on the same or a similar issue shall be limited to 20 minutes. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 388-6902 as far in advance of the meeting as possible.

 8. **ADJOURN**

Next Meeting: April 7, 2020



District Assembly Meeting
February 4, 2020
3:00 – 4:00 p.m.
SBCCD Boardroom Extension
550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

MINUTES

1. **CALL TO ORDER** Jeremiah Gilbert
J. Gilbert called the meeting to order at 3:02pm
2. **CHANCELLOR'S REPORT** Jose Torres
Interim Chancellor gave update on board retreat outcomes and his goals for the next six months, which included restructuring the reporting structure to become more efficient. Interim Vice Chancellor, Kristina shared proposed HR reorganization chart. Paul Walker will be added to the HR reorganization chart.
3. **APPROVAL OF MINUTES**
A. December 3, 2019 minutes (p3)
L. Bixler moved approval of the December 3, 2019 minutes as presented. L. Green seconded the motion. B. Tasaka abstained. All others approved.
4. **OLD BUSINESS**
A. Approval of APs & BPs for 2nd Reading & Approval
 - a. AP/BP 3900 Speech: Time, Place, and Manner (p6,12)
 - b. AP/BP 4320 Off Campus Speakers (p13,15)
 - c. AP/BP 4400 Community Services Programs (p16,18)
 - d. AP/BP 4500 Student News Media (p19,22)
 - e. AP 5203 Lactation Accommodations (p23)
 - f. AP/BP 6540 Insurance (p24,26)
 - g. AP/BP 7210 Academic Employees (p27,45)
 - h. AP/BP 7270 Student Workers (p46,53)
 - i. AP 7348 Accommodations (p54)M. McConnell moved approval of items in 4A, with the exception of 4Ag - AP/BP 7210 Academic Employees which will be brought back in March for 2nd reading and approval. L. Bixler seconded the motion. Unanimous approval.

B. DA Constitution and Membership for 2nd Reading & Approval (p58)
DA unanimously agreed to revise the DA Constitution and Membership to replace Jose Torres with Kristina Hannon for District Management representation and replace Bruce Baron with Jose Torres as Interim Chancellor. Unstrike Brown Act on p58. Representatives will send out to constituent groups and bring back for final approval in March.
5. **NEW BUSINESS**
A. APs & BPs for 1st Reading
 - a. AP/BP 3505 Emergency Response Plan (Rodriguez/Jackson) (p71,96)
 - b. AP/BP 3710 Securing Copyright (p97,103)
 - c. AP/BP 3715 Intellectual Property (p104,110)
 - d. AP/BP 3725 Information & Communications Technology (p111,113)
 - e. AP 3750 Use of Copyrighted Material (p114)
 - f. AP/BP 5015 Residence Determination (p118,123)
 - g. AP 5017 Responding to Inquiries of Immigration Status (p124)S. Stark reported SBVC Safety committee has a few other changes (chemical spill section). C. Thomas reported CHC Safety Committee will also have changes. All edits should be worked through Paul Walker who will manage all changes and bring it back to DA in March.

B. Districtwide Institutional Effectiveness Committee Membership Update (p126)
M. McConnell moved approval of the Districtwide Institutional Effectiveness Committee Membership. K. Palkki seconded the motion. J. Gilbert reported the committee reports to DA. Flowcharts and reporting structure are being updated and will be posted on committee webpages. The flowcharts are moving through DIEC and will be shared with DA in March/April.

6. **UPDATES & REPORTS**

- A. Campus Emergency Response Update – Thomas
- B. Black Faculty & Staff Association Update – Buffong
- C. Latino Faculty & Staff Association Update – Padilla

C.Thomas - working on AP 3505, more robust and useful. Chief is piloting a safety App (livesafe). Intended for all students.
Buffong – BFSA student engagement activities to increase success of African-American students. Community member mentors in the works. Would like more professional development and upward movement with staff. 40th anniversary this year. The group meets every Thursday 1pm in the Library.

Gomez – LFSA scholarships open to all. Coming to board to speak to chancellor selection/representation. Informational item – how much funding do we receive through HSI and how is district spending the funds? LFSA meets on the last Monday of the month 1pm in the Library.

7. **PUBLIC COMMENTS**

C.Thomas – Requested AP 7150 for consideration at the March meeting. Will send language ahead of time for consideration. The committee is not effective under the current AP. Purpose is to be unbiased and ensure process of the evaluation is being followed. Thomas will work with Kristina and bring AP back with revised language if needed.

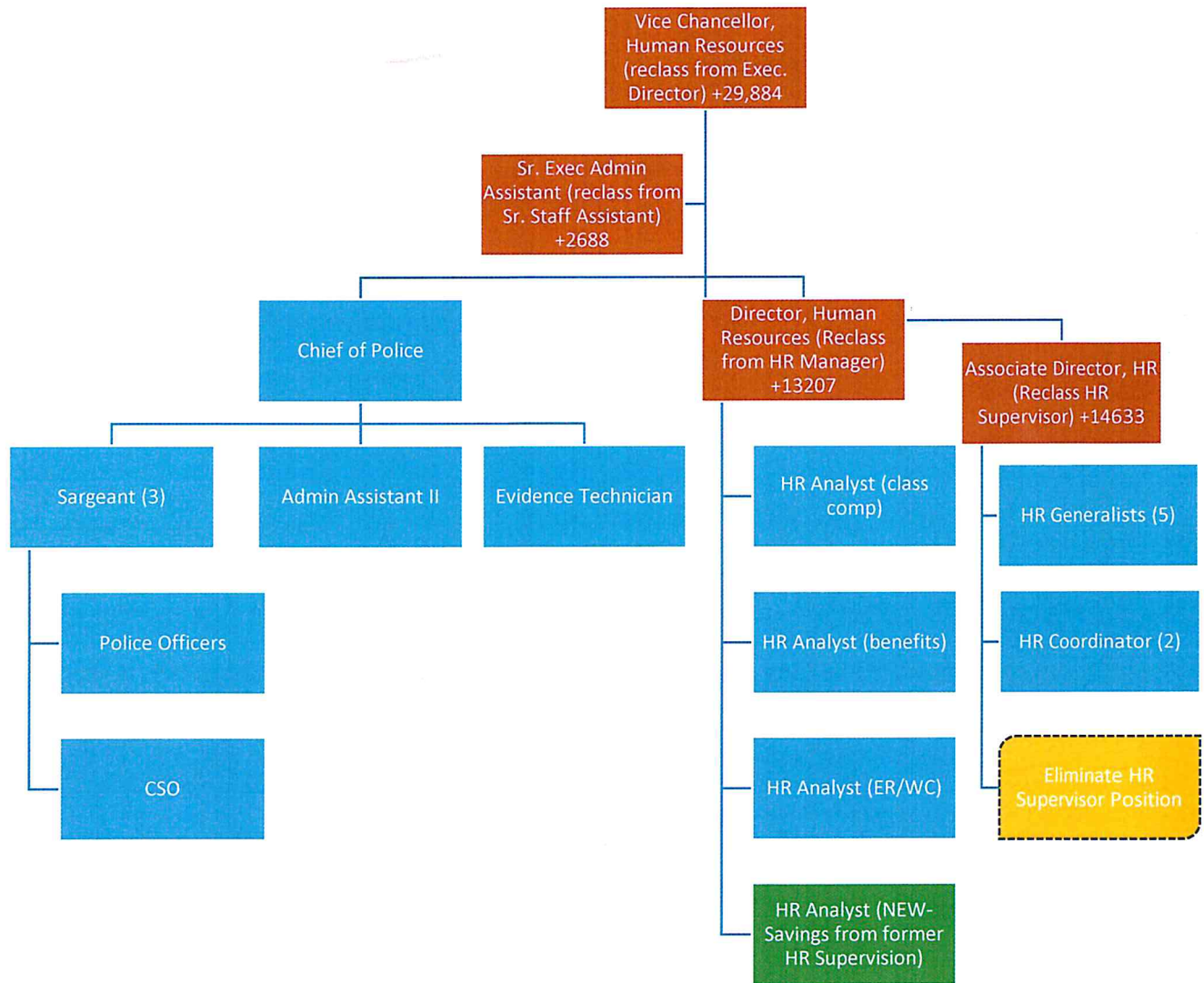
8. **ADJOURN**

Next Meeting: March 3, 2020. J. Gilbert adjourned the meeting at 4:06pm.

2019-2020 DA Committee
Meeting Attendance Roster

First Name	Last Name	Term Ends (May)	Sept	Oct	Nov	Dec	Feb	Mar	Apr	May
Jeremiah	Gilbert (President)	2020	x	x		x	x			
Mark	McConnell (VP)	2020	x	x	x	x	x			
Stacey	Nikac (Recorder)	2020	x	x	x	x	x			
Bruce	Baron	2020	x	x		x				
Leen	Alkaddumi	2020								
T.L.	Brink	2020	x	x	x	x	x			
Sean	Brown	2020								
Keynasia	Buffong	2020				x	x			
Jeff	Cervantez	2020	x		x		x			
Stacey	Esparza	2020								
Ginny	Evans-Perry	2020	x	x			x			
Laurie	Green	2022	x		x		x			
Kevin	Horan	2020	x	x	x	x				
Celia	Huston	2020		x	x	x				
Rhiannon	Lares	2020	x	x	x					
Stephanie	Lewis	2020	x		x		x			
Craig	Luke	2022	x			x	x			
Brandi	Mello	2020								
Ed	Gomez	2020					x			
Kevin	Palkki	2020	x		x	x	x			
Adrian	Rios	2020								
Diana	Rodriguez	2020								
Judy	Rodriguez	2020	x		x					
Cyndie	St. Jean	2020	x	x	x	x	x			
Bethany	Tasaka	2020	x	x	x		x			
Cassandra	Thomas	2022		x	x	x	x			
Jose	Torres	2020	x	x	x	x	x			
Keith	Wurtz	2022	x	x	x	x				
Ruby	Zuniga	2020	x							

Human Resources Reorganization



Total Cost= 0- Savings from unfilled Director of Labor and Compliance; savings from under-filling HR Supervisor



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

AP 3710 Securing of Copyright

~~Sample 1 from another district:~~

~~Material subject to copyright in the form of books, musical or dramatic compositions, architectural designs, paintings, sculptures, or other works of comparable type developed by employees shall be the property of the author unless the material is prepared by means of a District grant or an externally-funded grant or contract to the District. Prior to securing a copyright for the materials, the employee shall reimburse the District for all direct costs. Provisions of any external funding agency regarding copyright shall be followed. Materials produced during sabbatical leave do not constitute an exception and shall be the property of the author unless special funding provisions described above are applicable.~~

~~Performance Rights~~

~~The District shall pay a licensing fee to the appropriate performing rights agency as required. Public performances that require a license from a performing rights agency will follow the guidelines established by the Performing Arts Department at the colleges.~~

~~A recording of a copyrighted work performed by at the District may be made for classroom instructional use. Any public performance of this recording requires written authorization by the performing rights agency.~~

~~The District shall comply with all current federal and state laws and regulations regarding the use of copyrighted material.~~

~~Sample 2 from another district:~~

~~The Chancellor or designee, through legal counsel, shall initiate the process for securing copyright for any materials the District is entitled to ownership and for which the District wishes to obtain copyright protection to safeguard its rights of using, selling, giving or exchanging and licensing of those materials. Through legal counsel, the Chancellor shall initiate action to protect the District's copyrights against infringement.~~

~~The District abides by all relevant sections of the Education Code and United States copyright law. This procedure establishes guidelines for acceptable use of copyrighted materials by employees and students. It also outlines ownership determination of intellectual property created by employees and describes the intent to protect the District's intellectual property from copyright infringement.~~

Principles

- I. ~~An intellectual environment that encourages creation, innovation, and collaboration is in the best interest of the District, its employees, and students.~~
- II. ~~The District needs to balance the interests of the individual creators of intellectual property with the educational objectives of the District.~~
- III. ~~The District has a responsibility to protect the rights of its intellectual property from unauthorized use.~~
- IV. ~~Individual circumstances and the uniqueness of each situation may require a variety of approaches to intellectual property questions.~~

Elements

- I. ~~Employees and students of the District may not duplicate or distribute copyrighted property using District technology or equipment without written permission from the copyright owner, except as allowed under the principles of "fair use".~~
- II. ~~Works in the public domain are generally excepted from copyright provisions. Generally speaking, exceptions of copyrighted intellectual property include works of the federal and state governments unless they are commissioned works unrelated to the official duties of the governments. In addition, works published more than seventy-five years ago, which are not subsequently updated, are not protected by the Copyright Act. Furthermore, facts and ideas are not copyrightable (but the manner in which the author expresses a fact or idea is copyrighted).~~
- III. ~~Employees who willfully violate the copyright law do so at their own risk and if legal action is commenced by the holder of the copyright, the employee will not be defended or indemnified by the District. In addition, the employee will be required to remunerate the District in the event of a loss resulting from litigation. Willful infringement of copyrights will result in disciplinary action.~~
- IV. ~~In the absence of a specific contract or agreement, intellectual property created for the purpose of teaching courses within the employee's contracted teaching area(s) belongs to the employee and will be used for such purposes without additional compensation to the employee by the District.~~
- V. ~~Intellectual property created by an employee within the confines of his/her contract with the District, and making use of "extraordinary resources" of the District (i.e. beyond the use of office space, routine computer resources, library resources, etc. that are provided to all employees), is considered District property unless relinquished by a prior written agreement. Materials created specifically to conduct the support services of the District (internal documents, web pages, etc.) are considered to be property of the District.~~
- VI. ~~If there is a reasonable determination that a particular work created by an employee may be sold or traded commercially, the District and the employee may draw up a contract specifying the terms of ownership of the work.~~
- VII. ~~If the receipt of grant funds restricts or specifies ownership of employee-created work, the District will abide by the requirements of the grant agreement.~~
- VIII. ~~If the District and employee wish for any other reason to change or share ownership of a work, they may jointly draw up a contract specifying terms of this ownership.~~
- IX. ~~The District will ensure the protection of copyrighted materials owned solely or partially by the~~

~~District.~~

References:

~~Education Code Sections 72207 and 81459;
17 United States Code 201~~

The following securing of copyright procedure shall be interpreted consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations. This procedure shall also be interpreted consistent with all collective bargaining agreements.

Definitions

For the purposes of this procedure, the following definitions apply to the following words or phrases:

"Administrative Activity" means the execution of the District's management or administrative functions such as preparing budgets, policies, contracts, personnel management, printing course materials and catalogs, maintenance of computer data, long range planning, and keeping inventories of equipment. Teaching and academic endeavors are not administrative activities.

"Author" or "Creator" means an individual who alone or as part of a group of other creators, invent, author, discover, or otherwise create intellectual property.

"District Resources" means all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.

"Course Materials" Materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, materials, syllabus, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.

"Course Syllabus" means a document that includes information about the outline, standards for student evaluation, and additional information which reflects the academic work of the faculty member.

"Digital Encoded Work" means a work (on a bit-sequence) that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks.

"District facilities" include buildings, equipment, and other facilities under the control of the District, that are designated by the appropriate administrative officer as requiring an advance agreement, from non-District personnel and District personnel acting outside the scope of their employment, concerning the disposition of any copyrighted works that are originated with the use of these facilities. Such facilities normally include campus computer centers and normally do not include District libraries.

"District funds," regardless of source, are administered under the control, and responsibility, or authority of the District.

"Employee" means an individual employed by the District, and shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with "no salary" appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

"Intellectual Property" means works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership which are

recognized and protected from unauthorized exploitation by law. Examples of intellectual property include scholarly, artistic, and instructional materials.

"Student" means an individual who was or is enrolled in a class or program at the District at the time the intellectual property was created.

"Student Employee" means a student who is paid by the District, and may include students participating in a work study program or who receive stipends while they are acting within the scope of their employment at the District at the time the intellectual property was created.

A. "Use of District Resources" means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project, or program. The use of District resources must be important and instrumental to the creation of the intellectual property. The following do not constitute substantial use of the District's resources: (1) incidental use of District resources and/or (2) extensive use of District resources commonly available to District employees. A substantial use of the District's resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator's teaching activity.

"Work" means an "original work of authorship fixed in a tangible medium" as used in the Copyright Act.

Intellectual Property

Please reference AP 3715 Intellectual Property for information regarding intellectual property.

Securing of Copyright

The general provisions for ownership of intellectual property rights may be modified by the parties as follows:

Sabbatical Works

Intellectual property created by District employees during a sabbatical is defined as an academic work. However, where a work to be created as part of an approved sabbatical plan requires resources beyond those normally provided to other employees during a sabbatical (substantial use District resources), the parties may enter into an written agreement to define the District and employee's intellectual property rights in the sabbatical work.

Assignment of Rights

When the conditions outlined in the sections on employee intellectual property rights or student intellectual property are met, ownership will reside with the employee or student responsible for creating the intellectual property. In these circumstances, the creator may pursue intellectual property protection, marketing, and licensing activities without involving the District. If such a decision is made, the creator is entitled to all revenues received.

Any person may agree to assign some or all of his or her intellectual property rights to the District.

In the event the creator offers to share or assign intellectual property rights in the creation to the District, the District may support and finance application for intellectual property protection (trademark, patent, or copyright) or it may enter into an agreement for other exploitation of the work, including management, development and commercialization of the property under terms and conditions as may be agreeable to the parties. After evaluating the creator's offer, the District may or may not decide to become involved in a joint investment

agreement. A negative response from the District will be communicated in writing to the creator. An affirmative response from the District will be summarized as an offer to enter into a written contract. If the creator accepts the District's proposed contract, any revenues received from commercialization of the intellectual property will be distributed as defined in the contract.

Sponsorship Agreements

A sponsored work is a work first produced by or through the District in the performance of a written agreement between the District and a sponsor. Sponsored works generally include interim and final technical reports, software, and other works first created in the performance of a sponsored agreement. Sponsored works do not include journal articles, lectures, books or other copyrighted works created through independent academic effort and based on the findings of the sponsored project, unless the sponsored agreement states otherwise. Ownership of copyrights to sponsored works shall be with the District unless the sponsored agreement states otherwise. Where a sponsorship agreement does not define ownership of the intellectual property, ownership shall be determined under applicable law. Any sponsorship agreement that provides for ownership of the work by one other than the District generally shall provide the District with a nonexclusive, world-wide license to use and reproduce the copyrighted work for education and research purposes.

Collaboration/Partnership Agreements

The District may participate in projects with persons/organizations that result in the creation of intellectual property. Ownership rights of such intellectual property will be defined by the collaboration/partnership agreement, or shall be determined under applicable law.

Special Commissions

Intellectual property rights to a work specially ordered or commissioned by the District from a faculty member, professional staff member, other District employee, or other individual or entity, and identified by the District, as a specially commissioned work at the time the work was commissioned, shall belong to the District. The District, and the employee shall enter into a written agreement for creation of the specially commissioned work.

Use of Substantial District Resources

In the event the District provides substantial resources to an employee for creation of a work and the work was not created under an agreement (such as a sponsorship agreement, individual agreement, or special commission) the District and the creator shall own the intellectual property rights jointly in proportion to the respective contributions made.

Encoded Works/Software for Administrative Activities

The District may hire an individual or entity to develop software or other encoded works, to be used in the District's administrative activities. The District shall maintain ownership of the intellectual property rights in such encoded works. Similarly, the District shall have ownership of the intellectual property rights in encoded works created by an employee, even where the work was created out of the employee's own initiative, if the work is related to the employee's job responsibilities. For example, if an employee in the student records office creates a software program, on his own initiative, which will organize student records, such work is related to the employee's job duties and will belong to the District. Where an employee creates a program that does not relate to his or her job duties, and that program was created on the employee's own time, the work belongs to the employee.

Collective Bargaining Agreement

In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.

Jointly Created Works

Ownership of jointly created works shall be determined by separately assessing which of the above categories applies to each creator, respectively. Rights between joint owners of a copyright shall be determined pursuant to copyright law.

Work Acquired by Assignment or Will

The District may acquire copyrights by assignment or will pursuant to the terms of a written agreement or testament. The terms of such agreements should be consistent with District policies and these procedures.

Materials Implicating Third Party Rights

District employees and students must comply with District policies and state and federal laws, including copyright and privacy laws, in creating works. District employees and students must obtain all required licenses, consents, and releases necessary to avoid infringing the rights of third parties. District employees and students with questions or concerns regarding third party rights should direct all inquiries to the Chancellor or his/her designee.

Intellectual Property Coordinator

The Chancellor or his/her designee shall be the District's Intellectual Property Coordinator. The coordinator shall administer this procedure and will implement the District's Intellectual Property Policy. The Intellectual Property Coordinator will also monitor the development and use of the District's intellectual property. Any questions relating to the applicability of the District Intellectual Property or this procedure may be directed and answered by the Intellectual Property Coordinator.

References:

17 U.S Code Sections 101 et seq.;
35 U.S Code Sections 101 et seq.; and
37 Code of Federal Regulations Sections 1.1 et seq.

Attachments

[AP 3710 Securing of Copyright - Comments](#)
[AP 3710 Securing of Copyright - Legal Citations](#)



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: [Angel Rodriguez](#)
Policy Area: [Chapter 3 General Institution](#)
References: [Legally Advised](#)

BP 3710 Securing of Copyright

(Replaces current SBCCD BP 3710)

The Chancellor shall develop appropriate administrative procedures to implement the provisions of the Education Code that authorize the securing of copyrights protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District in the name of the District to all copyrightable works developed by the District.

The procedures developed by the Chancellor shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Chancellor shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision-making.

References:

Education Code Sections 72207, and 81459;
17 U.S. Code Section 201

Attachments

- [BP 3710 Security of Copyright - Comments](#)
- [BP 3710 Security of Copyright - Legal Citations](#)
- [BP3710 -OLD.pdf](#)



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

AP 3715 Intellectual Property

(Replaces [the Intellectual Property portion of the current SBCCD AP 3710](#))

The following intellectual property procedure shall be interpreted consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations. This procedure shall also be interpreted consistent with all collective bargaining agreements.

Definitions

For the purposes of this procedure, the following definitions apply to the following words or phrases:

"Administrative Activity" means the execution of the District's management or administrative functions such as preparing budgets, policies, contracts, personnel management, printing course materials and catalogs, maintenance of computer data, long range planning, and keeping inventories of equipment. Teaching and academic endeavors are not administrative activities.

"Author" or "Creator" means an individual who alone or as part of a group of other creators, invent, author, discover, or otherwise create intellectual property.

"District Resources" means all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.

"Course Materials" Materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, materials, syllabus, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.

"Course Syllabus" means a document that includes information about the outline, standards for student evaluation, and additional information which reflects the academic work of the faculty member.

"Digital Encoded Work" means a work (on a bit-sequence) that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks.

"District facilities" include buildings, equipment, and other facilities under the control of the District, that are designated by the appropriate administrative officer as requiring an advance agreement, from non-District personnel and District personnel acting outside the scope of their employment, concerning the disposition of any copyrighted works that are originated with the use of these facilities. Such facilities normally include campus computer centers and normally do not include District libraries.

"District funds," regardless of source, are administered under the control, and responsibility, or authority of the

District.

"Employee" means an individual employed by the District, and shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with "no salary" appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

"Intellectual Property" means works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership which are recognized and protected from unauthorized exploitation by law. Examples of intellectual property include scholarly, artistic, and instructional materials.

"Student" means an individual who was or is enrolled in a class or program at the District at the time the intellectual property was created.

"Student Employee" means a student who is paid by the District, and may include students participating in a work study program or who receive stipends while they are acting within the scope of their employment at the District at the time the intellectual property was created.

"Substantial Use of District Resources" means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project, or program. The use of District resources must be important and instrumental to the creation of the intellectual property. The following do not constitute substantial use of the District's resources: (1) incidental use of District resources and/or (2) extensive use of District resources commonly available to District employees. A substantial use of the District's resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator's teaching activity.

"Work" means an "original work of authorship fixed in a tangible medium" as used in the Copyright Act.

Ownership of Intellectual Property

The ownership rights to a creation at the District shall be determined generally as set forth below, unless ownership is modified by an agreement.

Employee Intellectual Property Rights

A District employee who is the creator of a work owns the copyright of that work. Work includes textbooks, lecture notes and other course materials, literary work, artistic work, musical work, architectural work and software produced with no more than nominal or incidental use of the District's resources. Work described in this paragraph is owned by the employee even though such work may have been developed within the employee's scope of employment.

Intellectual property unrelated to an individual's employment responsibilities at the District, and that is developed on an individual's own time and without the District's support or use of District facilities is the exclusive property of the creator and the District has no interest in any such property and holds no claim to any profits resulting from such intellectual property.

District Intellectual Property Rights

Except for work done during a sabbatical, the District owns all other intellectual property, including but not limited to patentable inventions, such as computer software, created by its employees under the following

circumstances:

1. If intellectual property is created through the District's administrative activities by an employee working within his or her scope of employment; or
2. If intellectual property is created through the substantial use of District resources; or
3. If intellectual property is commissioned by the District pursuant to a signed contract; or
4. If intellectual property is produced within one of the nine categories of works considered works for hire under copyright law pursuant to a written contract, or
5. If intellectual property is produced from research specifically supported by state or federal funds or third party sponsorship. Grant funds obtained by faculty members for the creation of works shall be considered substantial support provided by the District only if the District is involved in the fiscal administration of the grant.

Where circumstances give rise to District intellectual property rights, as described above, the creator of the potential intellectual property will promptly disclose the intellectual property to the District. The District and the creator may enter into a written agreement whereby the creator executes documents assigning intellectual property rights to the District.

The Chancellor may waive the District's interests in its intellectual property by executing a written waiver.

Student Intellectual Property Rights

District students who created a work are owners of and have intellectual property rights in that work. District students own the intellectual property rights in the following works created while they are students at the District: (1) intellectual property created to meet course requirements using college or District resources, and (2) intellectual property created using resources available to the public. Intellectual property works created by students while acting as District employees shall be governed under provisions for employees.

~~Modification of Ownership Rights~~

~~The general provisions for ownership of intellectual property rights set forth in Section II may be modified by the parties as follows:~~

~~Sabbatical Works~~

~~Intellectual property created by District employees during a sabbatical is defined as an academic work. However, where a work to be created as part of an approved sabbatical plan requires resources beyond those normally provided to other employees during a sabbatical (substantial use District resources), the parties may enter into an written agreement to define the District and employee's intellectual property rights in the sabbatical work.~~

~~Assignment of Rights~~

~~When the conditions outlined in the sections on employee intellectual property rights or student intellectual property are met, ownership will reside with the employee or student responsible for creating the intellectual property. In these circumstances, the creator may pursue intellectual property protection, marketing, and licensing activities without involving the District. If such a decision is made, the creator is entitled to all revenues received.~~

~~Any person may agree to assign some or all of his or her intellectual property rights to the District.~~

~~In the event the creator offers to share or assign intellectual property rights in the creation to the District, the District may support and finance application for intellectual property protection (trademark, patent, or copyright) or it may enter into an agreement for other exploitation of the work, including management, development and commercialization of the property under terms and conditions as may be agreeable to the parties. After evaluating the creator's offer, the District may or may not decide to become involved in a joint investment agreement. A negative response from the District will be communicated in writing to the creator. An affirmative response from the District will be summarized as an offer to enter into a written contract. If the creator accepts the District's proposed contract, any revenues received from commercialization of the intellectual property will be distributed as defined in the contract.~~

~~**Sponsorship Agreements**~~

~~A sponsored work is a work first produced by or through the District in the performance of a written agreement between the District and a sponsor. Sponsored works generally include interim and final technical reports, software, and other works first created in the performance of a sponsored agreement. Sponsored works do not include journal articles, lectures, books or other copyrighted works created through independent academic effort and based on the findings of the sponsored project, unless the sponsored agreement states otherwise. Ownership of copyrights to sponsored works shall be with the District unless the sponsored agreement states otherwise. Where a sponsorship agreement does not define ownership of the intellectual property, ownership shall be determined under applicable law. Any sponsorship agreement that provides for ownership of the work by one other than the District generally shall provide the District with a nonexclusive, world-wide license to use and reproduce the copyrighted work for education and research purposes.~~

~~**Collaboration/Partnership Agreements**~~

~~The District may participate in projects with persons/organizations that result in the creation of intellectual property. Ownership rights of such intellectual property will be defined by the collaboration/partnership agreement, or shall be determined under applicable law.~~

~~**Special Commissions**~~

~~Intellectual property rights to a work specially ordered or commissioned by the District from a faculty member, professional staff member, other District employee, or other individual or entity, and identified by the District, as a specially commissioned work at the time the work was commissioned, shall belong to the District. The District, and the employee shall enter into a written agreement for creation of the specially commissioned work.~~

~~**Use of Substantial District Resources**~~

~~In the event the District provides substantial resources to an employee for creation of a work and the work was not created under an agreement (such as a sponsorship agreement, individual agreement, or special commission) the District and the creator shall own the intellectual property rights jointly in proportion to the respective contributions made.~~

~~**Encoded Works/Software for Administrative Activities**~~

~~The District may hire an individual or entity to develop software or other encoded works, to be used in the District's administrative activities. The District shall maintain ownership of the intellectual property rights in~~

~~such encoded works. Similarly, the District shall have ownership of the intellectual property rights in encoded works created by an employee, even where the work was created out of the employee's own initiative, if the work is related to the employee's job responsibilities. For example, if an employee in the student records office creates a software program, on his own initiative, which will organize student records, such work is related to the employee's job duties and will belong to the District. Where an employee creates a program that does not relate to his or her job duties, and that program was created on the employee's own time, the work belongs to the employee.~~

~~Collective Bargaining Agreement~~

~~In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.~~

~~Jointly Created Works~~

~~Ownership of jointly created works shall be determined by separately assessing which of the above categories applies to each creator, respectively. Rights between joint owners of a copyright shall be determined pursuant to copyright law.~~

~~Work Acquired by Assignment or Will~~

~~The District may acquire copyrights by assignment or will pursuant to the terms of a written agreement or testament. The terms of such agreements should be consistent with District policies and these procedures.~~

~~Materials Implicating Third Party Rights~~

~~District employees and students must comply with District policies and state and federal laws, including copyright and privacy laws, in creating works. District employees and students must obtain all required licenses, consents, and releases necessary to avoid infringing the rights of third parties. District employees and students with questions or concerns regarding third party rights should direct all inquiries to the Chancellor or his/her designee.~~

~~Intellectual Property Coordinator~~

~~The Chancellor or his/her designee shall be the District's Intellectual Property Coordinator. The coordinator shall administer this procedure and will implement the District's Intellectual Property Policy. The Intellectual Property Coordinator will also monitor the development and use of the District's intellectual property. Any questions relating to the applicability of the District Intellectual Property or this procedure may be directed and answered by the Intellectual Property Coordinator.~~

Securing of Copyright

[For information on securing of copyright, please see AP 3710 Securing of Copyright.](#)

Preservation of Intellectual Property Right

Protection of Rights

The District shall undertake such efforts, as it deems necessary to preserve its rights in original works for which the District is the sole or joint owner of intellectual property rights. The District may apply for a patent, for

trademark registration, for copyright registration, or for other protection available by law on any new work in which it maintains intellectual property rights.

Payment of Costs

The District may pay some or all costs required for obtaining a patent, trademark, copyright, or other classification on original works for which it exclusively owns intellectual property rights. If the District has intellectual property rights in a jointly owned work, the District may enter into an agreement with the joint owners concerning payment of such costs.

Commercialization of Intellectual Property

Right of Commercialization

The District may commercialize its Intellectual Property using its resources or it may enter into agreements with others to commercialize the work as authorized by law.

Distribution of Proceeds

An employee who creates a work and retains an intellectual property interest in such work in which the District maintains intellectual property rights is entitled to share in royalties, licenses, and any other payments from commercialization of the work in accordance with applicable agreements and applicable laws. All expenses incurred by the District in protecting and promoting the work including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, shall be deducted and reimbursed to the District before the creator is entitled to share in the proceeds.

Intellectual Property Account

The District shall deposit all net proceeds from commercialization of intellectual property in its own general intellectual property account. The Chancellor or his/her designee may use the account to reimburse expenses related to creating or preserving the District's intellectual property rights or for any other purpose authorized by law and District policy including the development of intellectual property.

Notification

The Intellectual Property Coordinator shall provide a copy of these Intellectual Property Procedures to persons upon request. The District shall arrange training on a periodic basis for faculty, staff and/or other persons who are covered by this Intellectual Property Procedure.

References:

17 U.S Code Sections 101 et seq.;
35 U.S Code Sections 101 et seq.; and
37 Code of Federal Regulations Sections 1.1 et seq.

Attachments

[AP 3715 Intellectual Property - Comments](#)



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

BP 3715 Intellectual Property

The Chancellor shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.

References:

17 U.S. Code Sections 101 et seq.;
35 U.S. Code Sections 101 et seq.;
37 Code of Federal Regulations Sections 1.1 et seq.

Attachments

[BP 3715 Intellectual Property - Comments](#)
[BP 3715 Intellectual Property - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Luke Bixler
Policy Area:	Chapter 3 General Institution
References:	Good Practice/Optional

AP 3725 Information and Communications Technology Accessibility & Acceptable Use

Definitions

The following definitions apply to this procedure:

Accessible: An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.

Equally Effective: Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

Individual with a Disability: An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

Information and Communication Technology (ICT): Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, Web sites, and electronic documents.

Web Page Standards: The San Bernardino Community College District (District) is committed to providing information via the Internet and Web pages that is reasonably accessible to all students and interested parties regardless of physical ability. The District will establish and maintain Web Page Accessibility Standards. A Web Standards committee will be established and be responsible for establishing and documenting the Web Page Accessibility Standards for the district and the colleges. The approved Standards will be available electronically on the district and college web sites. The information will be available in alternative formats as needed. Web Page Accessibility Standards compliance is inclusive of all web pages for colleges, departments, and the District. It is encouraged, but not required, to have individual faculty, staff and student web pages comply with the accessibility standards. Mandatory compliance, however, is required for any faculty, staff or student web page that contains information necessary for students to complete required course work; these

pages must comply with the accessibility standards or be made available to students in an alternative format when requested, consistent with ADA regulations concerning reasonable accommodation.

Instructional Materials: Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials as technology evolves.

Timely: As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

ICT and Instructional Material Accessibility Standard Statement

The District is committed to ensuring equal access to instructional materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 by:

- Developing, purchasing and/or acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- Using and maintaining instructional materials and ICT that is consistent with this Standard; and
- Promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

Ensuring equal access to equally effective instructional materials and ICT is the responsibility of all District administrators, faculty, and staff.

References:

Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d);36 Code of Federal Regulations Parts 1194.1 et seq.

Attachments:



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Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Luke Bixler</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Good Practice/Optional</i>

BP 3725 Information and Communications Technology Accessibility & Acceptable Use

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

The Chancellor shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.

References:

Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d); 36 Code of Federal Regulations Parts 1194.1 et seq. Also see BP/AP 3410 Nondiscrimination, BP/AP 3720 Computer and Network Use, AP 3725 Accessibility and Acceptable Use, BP/AP 5140 Disabled Student Programs and Services, and AP 6365 Contracts – Accessibility of Information Technology.

Attachments:



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Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Andy Chang
Policy Area:	Chapter 3 General Institution
References:	

AP 3750 Use of Copyrighted Material

~~**NOTE:** A procedure on use of copyrighted materials is suggested as good practice. Insert local practice. The example highlights key criteria for the procedure(s), but is not exhaustive.~~

The following use of copyrighted material procedure shall be interpreted consistent with other District policies. This procedure shall also be interpreted consistent with all collective bargaining agreements.

A number of associations provide excellent resources related to use of copyrighted materials. Please see the following websites for information that expands on the general checklists in this procedure, which may be used to develop and refine local practice. The booklets, "Questions and Answers on Copyright for the Campus Community" and "Guidelines for Campus Copying" are available on the first three websites and are excellent resources.

1. The Association of American Publishers, www.publishers.org, click on "conferences and publications."
2. National Association of College Stores, www.nacs.org, click on "industry information" Software and Information Industry Association, www.sija.net, click on "bookstore"
3. Copyright Clearance Center, www.copyright.com
4. American Libraries Association, www.ala.org, click on "Washington Office" or "issues and advocacy"

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine.

Fair Use

Reference:

Copyright Act, Section 107

The "fair use" doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright may be required for works that fall within "fair use."

NOTE: The following is excerpted from the legislative history of the 1976 Copyright Act, which established congressionally endorsed guidelines related to classroom copying for educational use.

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book

- B. An article from a periodical or newspaper
- C. A short story, short essay or short poem, whether or not from a collective work
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and
- B. Meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright

Definitions:

Brevity:

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety: however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

Spontaneity:

- i. The copying is at the instance and inspiration of the individual teacher: and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect:

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 1. substitute for the purchase of books, publisher's reprints or periodicals
 2. be directed by higher authority
 3. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

Compilations

References:

Basic Books, Inc, v. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758 F.Supp. 1522: and Princeton University Press v. Michigan Document Services. Inc. (6th Cir. 1996) F.3d 1381

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or "course packs," even if the excerpts fall under the definitions in the "fair use" doctrine.

Online Courses

References:

The TEACH (Technology, Education and Copyright Harmonization) Act;
U.S. Code 17. Copyright Act, Sections 110(2) and 112

The Teach Act provides instructors greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

- The online instruction is mediated by an instructor.
- The transmission of the material is limited to receipt by students enrolled in the course.
- Technical safeguards are used to prevent retention of the transmission for longer than the class session.
- The performance is either of a non-dramatic work or a "reasonable and limited portion" of any other work that is comparable to that displayed in a live classroom session.
- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
- The District does not know, or have reason to know, that the copy of the work was not lawfully made or

acquired.

- The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

Obtaining Permission to Use Copyrighted Material

NOTE: Insert local procedures that describe the process faculty and others shall use to obtain permission to use copyrighted material.

References:

Education Code Sections 32360 and 67302;

U. S. Code Title 17. Copyright Act of 1976

Attachments

[AP 3750 Use of Copyrighted Material.doc](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 5 Student Services
References:	Legally Required

AP 5015 Residence Determination

(Replaces current SBCCD AP 5015)

Residence Classification

Residency classifications shall be determined for each student at the time of each [application for admission or registration](#) and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any [session semester](#) during which the student proposes to attend.
- Residence classification is the responsibility of the Admissions [& Records](#) Office.

Students must be notified of residence determination within 14 calendar days of submission of application.

[A student seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, shall not be subject to this residency classification requirement.](#)

~~The District~~[Each college](#) shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the ~~District~~[college](#) catalog or addenda thereto.

Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
- A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.

- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his/her residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
 - A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time

necessary to become a resident.

- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.
- A student who is a member of the armed forces of the United States stationed in this state ~~on active duty~~, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.
- A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
- An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
- A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in

California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Vice President of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure

The appeal is to be submitted to the Admissions Office, which must forward it to the Vice President of Student Services within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Vice President of Student Services shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Vice President of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to the Admissions Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college district (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Vice President of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002,
- completion of a questionnaire form prescribed by the State Chancellor's Office and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Vice President of Student Services. Students may appeal the decision.

References:

Education Code Sections 68000 et seq., 68130.5, ~~and 68075~~ [68074-68075.7](#), and [68068](#);

Title 5 Sections 54000 et seq.

38 U.S. Code Section 3679



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: *Academic Senates Academic Senates*
Policy Area: *Chapter 5 Student Services*
References: *Legally Required*

BP 5015 Residence Determination

(Replaces current SBCCD BP 5015)

~~Students~~ Except for students seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of athe semester ~~or summer session~~ for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

References:

Education Code Sections 68040, 68086, and 76140;
 Title 5 Sections 54000 et seq.

Attachments

- [BP 5015 Residence Determination - Comments](#)
- [BP 5015 Residence Determination - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Policy Stat</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	<i>Legally Required</i>

AP 5017 Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information

Unless required by federal or state law, the District shall not inquire specifically about a student’s citizenship or immigration status or the citizenship or immigration status of a student’s parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student’s immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of immigration status or citizenship status information to satisfy the requirements of a special program, the District shall not use that documentation or information for decisions related to admissions or enrollment in courses or degree programs.

The District is not permitted to use immigration status, citizenship status, or national origin information in personal statements outside the application process, other than for legitimate educational interests, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement or financial aid.

If the District learns of a student’s immigration status through its application process (including the students’ personal statement or answers to personal insight questions), the District shall create policies and procedures to protect such personal identifiable information and retain the information only to the extent it is necessary or required by law. The District shall avoid the disclosure of information that might indicate a student or family’s citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA) or state law.

Where permitted by law, the Director of Admissions & Records of the District shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal information related to citizenship or immigration status.

Examples of documents that can be used as proof of residency include but are not limited to:

- Registering a motor vehicle operated in California;
- Obtaining a California driver’s license or California identification card;
- Filing a resident or nonresident California state income tax return;
- Listing a California address on a federal income tax return;

- Listing a permanent military address or home of record in California;
- A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);
- Maintaining active resident memberships in California based professional organizations (e.g., police union, teachers' union); and
- Maintaining an active bank account at a California bank.

Where a District is permitted by law to request a minor student's parent's residency information in order to determine tuition or aid, the educational institution shall only require documentation or information that is available to persons regardless of immigration status (as noted above).

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this administrative procedure, the District's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this administrative procedure.

Specifically, where the District must determine a student's residency for purposes of in-state tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status, and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the college or university shall only require documents to determine whether the parent has resided in California for one year (e.g. vehicle registration, lease agreements, etc.)

References:

Education Code Sections 66093, 66093.3, and 68076; Title 5 Section 41905

Attachments:

ARTICLE 1: NAME

This organization shall be known as the District Assembly of the San Bernardino Community College District and shall be referred to as the Assembly in these Articles.

ARTICLE 2: PURPOSE

District Assembly is the primary district-wide body ensuring that each appropriate constituent group participates in the decision-making process. Members of the Assembly advise and make recommendations to the Chancellor regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of the San Bernardino Community College District. The Assembly shall be subject to the Ralph M. Brown Act, Sections 54950 et. seq. of the Government Code.

ARTICLE 3: MEMBERSHIP

- The Assembly shall be the sole judge of the qualifications of its members.
- There will be 3 types of Members in the Assembly:

SECTION 1: GENERAL MEMBERSHIP

The General Membership shall be elected from the recognized constituent groups as defined below. The Classified Staff and the Management Staff are further defined as being primarily employed at the District Support Services site, Crafton Hills College, or San Bernardino Valley College. If a Staff member divides his/her time between two or more of the identified areas, the Staff member must select one area for the purpose of representation in the election for the General Membership of the Assembly.

- a. The Faculty of Crafton Hills College will elect 2 members of the Assembly.
- b. The Faculty of San Bernardino Valley College will elect 3 members of the Assembly.
- c. The Classified Staff¹ of the District (as defined by the Board of Governors of the California Community Colleges Minimum Standards for Staff Participation in Governance, dated January 10, 1991) will elect 3 members of the Assembly¹. Representation of the Classified Staff from the 3 District areas will be as follows:
 - i. From the ~~Central~~ District Support Services Staff: 1 member
 - ii. From Crafton Hills College Staff: 1 member
 - iii. From San Bernardino Valley College Staff: 1 member

¹ To satisfy Education Code section 70901.2, two Classified representatives from the General Membership (as defined in Article 3, Section 3 c) are to be appointed by CSEA.

- d. The Management Staff of the District (as defined by the Board of Governors of the California Community Colleges Minimum Standards for Staff Participation in Governance, dated January 10, 1991) will elect 3 members of the Assembly. Representation of the Management Staff from the 3 District areas will be as follows:
 - i. From District Staff: 1 member
 - ii. From Crafton Hills College Staff: 1 member
 - iii. From San Bernardino Valley College Staff: 1 member
- e. The Student Senate at each college will each elect one primary member of the Assembly and one alternate member, who will serve when the primary member is unable to attend. The names will be forwarded to the Assembly recorder.

SECTION 2: ~~STANDING-EX-OFFICIO~~ MEMBERSHIP

The Ex-Officio Membership is made up of those individuals whose position in the collegiate structure of the District makes their presence in the Assembly essential to the successful completion of its goals. The Standing Membership will consist of:

- a. The Chancellor of the District (non-voting)
- b. The President of Crafton Hills College
- c. The President of San Bernardino Valley College
- d. The President of the CHC Academic Senate
- e. The President of the SBVC Academic Senate
- f. The President of the CHC Classified Senate
- g. The President of the SBVC Classified Senate
- h. The President of the CHC Student Body Assoc.
- i. The President of the SBVC Student Body Assoc.
- j. The Executive Director of Research, Planning, and Institutional Effectiveness

SECTION 3: VESTED MEMBERSHIP

The Vested Membership filled by election is made up of representatives from the identified Advocacy Groups that have petitioned the Assembly for representation. Each recognized Advocacy Group will elect a single representative from a slate of candidates nominated from that Advocacy Group.

a. Collective Bargaining Agencies

The President/Designee of each recognized Collective Bargaining Agency (CSEA and CTA) will be a Vested Member of the Assembly and will represent its members in the Assembly.

b. Advocacy Groups

Identified Advocacy Groups shall consist of recognized memberships that share common goals and ideals. Moreover, their membership must make up a part of the employee pool in the District. Each identified Advocacy Group shall be represented by one Vested Member elected from a slate of candidates nominated from the membership of that Advocacy Group.

Any Advocacy Group made up of employees of the District may apply to be recognized.

At the end of each academic year, the Assembly President will notify the District Advocacy Groups of the opportunity to be recognized for the subsequent year.

As long as the Advocacy Group remains active in the District, it may retain its position on the Assembly by annually re-electing its representative. The Vested Membership will consist of:

- i. Black Faculty & Staff Association
- ii. Latino Faculty & Staff Association
- iii. CTA President
- iv. CSEA President
- v. Confidential Group
- ~~vi. Management Association~~

~~SECTION 4: QUALIFICATIONS OF MEMBERSHIP~~

~~The Assembly shall be the sole judge of the qualifications of its members.~~

~~SECTION 5: FILLING VACANCIES~~

~~In the event of a vacancy in the General Membership (as defined in Article 3, Section 1), a replacement Member will be selected by a caucus of the remaining members of the recognized constituent group. The replacement members will serve until the next regular election.~~

~~In the event of a vacancy in one of the represented Advocacy Groups in the Vested Membership (as defined in Article 3, Section 3 b) a replacement member will be selected by a special election conducted by that Advocacy Group. The replacement will serve until the next regular election.~~

ARTICLE 4: ELECTIONS

SECTION 1: DATE OF ELECTION

Elections will be held April of each year. Service in the Assembly will commence on the first Tuesday in September.

SECTION ~~1~~2: ELECTIONS COMMITTEE

Elections for membership in the Assembly will be conducted by the Elections Committee chaired by the Vice President of the Assembly.

The following rules and procedures will be in effect:

—The Vice President of the Assembly will email the Notice of Election and Nomination form to all constituent and advocacy groups no later than March 10.

- a. Upon close of nominations (no later than March 31), a Doodle poll will be emailed to each member of the constituent and/or advocacy group to break any ties.
- b. All contract members (50% or more) of the Constituent or Advocacy Group are eligible to vote only for their respective group at their respective site.
- c. Results of the election will be posted at each site and an email announcement will be sent district-wide no later than April 15. An invitation to attend the May Assembly meeting shall be sent to all elected members who will serve as members of the Assembly for the upcoming academic year.

SECTION 2: GENERAL MEMBERSHIP

~~The General Membership is made up of elected and appointed representatives from the constituent groups that are identified and defined under Article 3, Section 1: General Membership.~~

~~The Classified Staff and the Management Staff are further defined as being primarily employed at the Central Services site, Crafton Hills College, or San Bernardino Valley College. If a Staff member divides his/her time between two or more of the identified areas, the Staff member must select one area for the purpose of representation in the election for the General Membership of the Assembly.~~

SECTION 3: VESTED MEMBERSHIP

~~The Vested Membership filled by election is made up of representatives from the identified Advocacy Groups that have petitioned the Assembly for representation. Each recognized Advocacy Group will elect a single representative from a slate of candidates nominated from that Advocacy Group.~~

SECTION 43: NOMINATIONS

- a. Any full-time (50% or more) employee of the District can be nominated for General Membership by the written application of three peers.
- b. Each nominated candidate must agree to serve before being placed on the ballot for election.
- c. Notice of Election and Nomination form will be emailed to all constituent and advocacy groups no later than March 10.
- d. Nominations must be received by the Chair of the Election Committee no later than March 31.

SECTION 54: TERM OF OFFICE

The term of office for the elected members shall be two (2) years. For the sake of continuity in the membership of the Assembly, terms will be staggered, with half of the members elected each year.

SECTION 6: DATE OF ELECTION

~~Elections will be held April of each year. Service in the Assembly will commence on the first Tuesday in September.~~

SECTION 7: ELECTIONS COMMITTEE – RULES AND PROCEDURES

~~The following rules and procedures will be in effect:~~

- ~~a. The Vice President of the Assembly will email the Notice of Election and Nomination form to all constituent and advocacy groups no later than March 10.~~
- ~~b.a. Upon close of nominations (no later than March 31), a Doodle poll will be emailed to each member of the constituent and/or advocacy group to break any ties.~~
- ~~c.a. All contract members (50% or more) of the Constituent or Advocacy Group are eligible to vote only for their respective group at their respective site.~~
- ~~d.a. Results of the election will be posted at each site and an email announcement will be sent district wide no later than April 15. An invitation to attend the May Assembly meeting shall be sent to all elected members who will serve as members of the Assembly for the upcoming academic year.~~

SECTION 5: FILLING VACANCIES

In the event of a vacancy in the General Membership (as defined in Article 3, Section 1), a replacement Member will be selected by a caucus of the remaining members of the recognized constituent group. The replacement members will serve until the next regular election.

In the event of a vacancy in one of the represented Advocacy Groups in the Vested Membership (as defined in Article 3, Section 3 b) a replacement member will be selected by a special election conducted by that Advocacy Group. The replacement will serve until the next regular election.

ARTICLE 5: OFFICERS

SECTION 1: DUTIES

Officers of the Assembly shall be President, Vice President, and Recorder. The President and Vice President shall be elected from the Membership. The Recorder's position shall be filled by the Administrative Officer ~~to the Chancellor~~. All members, with the exception of the Chancellor and the College Presidents, are eligible to hold office. Duties of the elected officers shall be:

- a. President of the Assembly
The President will preside at all meetings and will, in consultation with the Executive Committee, set the agenda for the meetings. The President will represent the Assembly whenever it becomes necessary for the views of the Assembly to be presented orally to the Board of Trustees or any other body. The following responsibilities are representative of the Assembly needs and may be amended by the Assembly as needed:
 - i. Work with the Chancellor, respective senates, College Councils, and other District representative bodies to identify key issues to be dealt with by the Assembly.
 - ii. Participate as an active member of the District Budget Committee.
 - iii. Work with the Assembly ad hoc committees to ensure assigned tasks are completed in a timely manner.
 - iv. Participate in shared governance activities at each campus as invited.
 - v. Participate in governance activities at the District, including but not limited to participating on management evaluation committees.
 - vi. Co-chair the Calendar Committee (or designate a co-chair from the Assembly).
 - vii. At the end of each academic year, the Assembly President will notify the District Advocacy Groups of the opportunity to be recognized for the subsequent year.

b. Vice President of the Assembly

The Vice President will serve in the capacity of President in the absence of the President and will chair the Elections Committee. The following additional responsibilities are representative of the Assembly needs and may be amended by the Assembly as needed:

- i. Meet with the Assembly Executive Committee to assist in setting the agenda.
- ii. Participate as an active member of the District Training Committee.
- iii. Work with the Assembly ad hoc committees to ensure assigned tasks are completed in a timely manner.
- iv. Participate in shared governance activities at each campus as invited.
- v. Participate on campus committees that require input from the Assembly.
- vi. Participate in governance activities at the district, including but not limited to participating on management evaluation committees.

c. Recorder

The recorder shall be responsible for records and minutes of the meetings and for the distribution of the minutes to the membership in a timely manner. The minutes shall record all formal action taken by the Assembly and shall reflect the essence of the discussion concerning issues brought before the Assembly.

SECTION 2: ELECTION OF OFFICERS

Officers will be elected from the Membership in May. Elected Officers will assume the duties of office on the first Tuesday in September. Voting membership will consist of those members, excluding the chancellor, who will serve as members of the Assembly for the upcoming academic year.

SECTION 3: TERM OF OFFICE

Officers will serve a term of one (1) year. Officers may succeed themselves in office.

SECTION 4: VACANCIES IN OFFICE

In the event that the Office of President becomes vacant, the Vice President shall assume the duties of President for the remainder of the term and a new Vice President will be elected. In the event of a vacancy in the Office of Vice President the vacant office will be filled by an election at the first regular meeting following the notice of vacancy. A vacancy in the Recorder's position will be filled by the Chancellor, or designee.

SECTION 5: REMOVAL FROM OFFICE

Any motion to suspend the term of any Officer of the Assembly shall become the first item of business at the next regularly scheduled meeting. A special quorum of two-thirds of the membership is required before the motion may be brought to a vote. A two-thirds majority of those members present and voting and constituting at least 51% of the total membership is required for passage of the motion to suspend the term of office.

ARTICLE 6: EXECUTIVE COMMITTEE

SECTION 1: MEMBERSHIP

The Executive Committee of the Assembly shall consist of the Chancellor, the two College Presidents, the two Academic Senate Presidents, the two Classified Senate Presidents, one student representative and the Officers of the Assembly. Meetings of the Executive Committee will be chaired by the President of the Assembly.

SECTION 2: MEETINGS

The Executive Committee shall meet as often as necessary but at least once before each regular Assembly meeting and shall set the agenda for the regular meetings. More frequent meetings may be scheduled by the President of the Assembly if deemed necessary.

SECTION 3: AGENDA

Agenda items may be submitted to the Executive Committee by any member of the Assembly or any employee of the SBCCD. Agenda items must be submitted in writing. Those items that require Assembly action must include a written summary and supporting documents.

ARTICLE 7: MEETINGS

SECTION 1: REGULAR AGENDA MEETINGS

Meetings will be held on the first Tuesday of each month, except in January, June, July, and August which are dark. Regular Assembly meetings will be held at the District Office. Unless otherwise specified, meetings will commence at 3:00 pm. If an issue to be addressed by the Assembly is of particular importance to either campus, the meeting will be held on that campus or on each campus in two consecutive months. Announcements of Assembly meetings on the campus will be made at least two weeks prior to the meeting, if possible.

SECTION 2: SPECIAL AGENDA MEETINGS

“Special meetings” may be called by the President of the Assembly. Members of the Assembly must be notified of “special meetings” in a timely manner. The meeting notice must identify

the reasons for the “special meeting” and only the specific issue identified may be discussed and/or acted on at this meeting. No other business will be conducted.

SECTION 3: QUORUM

- a. At Regular Agenda Meetings a Quorum shall consist of the members present 10 minutes following the time the regular meeting is scheduled to start.
- b. At Special Agenda Meetings a Quorum shall consist of at least two (2) members from each recognized constituent group (as defined in Article 3, section 1).
- c. Once a Quorum has been established, the meeting shall be terminated only by a successful motion to adjourn the meeting.

SECTION 4: OPEN MEETINGS

All meetings of the Assembly are open. An opportunity for public comment will be a consistent item on the agenda.

SECTION 5: CONDUCT OF BUSINESS

All business shall be conducted in a manner consistent with the spirit of Shared Governance. Decisions will be reached by consensus whenever possible. When consensus cannot be reached, issues of a general concern will be decided by a simple majority vote. Voting shall be by voice or show of hands when appropriate. Each member, excluding the chancellor, shall have one vote.

SECTION 6: DISPOSITION OF ISSUES

In the spirit of Shared Governance, the Chancellor will normally accept the recommendations of the Assembly in matters of District policy and procedures; and, when appropriate, forward these recommendations to the Board of Trustees. If the Chancellor does not agree with the Assembly recommendations, both views will be forwarded to the Board of Trustees in writing, and copies of the written recommendations will be presented to the members of the Assembly.

SECTION 7: REGULAR ATTENDANCE

Regular attendance by the Membership of the Assembly is essential to the success of the Assembly. If a member misses three (3) consecutive meetings, that member shall be terminated as a member and a new election to replace that person shall be called (see Article 4, section 5 for filling vacancies). Attendance is defined as physical presence at the meeting.

The Assembly may establish rules and procedures to encourage prompt and regular attendance.

SECTION 8: PARLIAMENTARY PROCEDURE

Roberts Rules of Order (revised) shall govern the parliamentary proceedings at all meetings unless otherwise provided for herein.

ARTICLE 8: COMMITTEES

The Assembly shall have the right to establish committees in order to conduct the business of the Assembly. Committee membership will be appointed by the Executive Committee of the Assembly and will be ratified by the Assembly as a whole.

ARTICLE 9: DISTRICT RESPONSIBILITIES

SECTION 1: FACULTY AND STAFF PARTICIPATION

The success of the mission of the Assembly depends on the effective participation of all of the constituent groups. To provide the time necessary for the Assembly to do its work, the District allocates to the Assembly reassigned time equivalent to .9 FTE, to be used as follows:

- a. President of the Assembly 0.4 FTE
- b. Vice President of the Assembly 0.1 FTE*
*The remaining 0.4 reassigned time is to be used at the discretion of the Executive Committee and can be granted to members who take on special tasks.
- c. Classified staff who are elected to these offices and for whom reassigned time is impractical will be compensated with an appropriate stipend, to be determined by the Executive Committee. Faculty who are elected to these offices can elect either the stipend described above or the reassigned time.

SECTION 2: SUPPORT PERSONNEL

The success of the mission of the Assembly depends on the effective communication of the Assembly with the various constituencies represented by Assembly membership. In order to accomplish this goal of effective communication, the District will provide clerical assistance and appropriate office space as necessary.

ARTICLE 10: AMENDMENTS

Any Assembly member may propose an amendment. Amendments to the Constitution must be submitted in writing to the Executive Committee for review prior to its presentation to the whole Assembly. The first presentation to the full Assembly shall constitute the First Reading where the proposed amendment can be debated. No vote may be taken on a proposed amendment until the next regular meeting following the First Reading. The provision for First Reading may be waived by the unanimous approval of the whole Assembly. Amendments to the Constitution of the District Assembly

will require a two-thirds majority vote of the members present and voting for approval. The approving vote must constitute at least 51% of the total membership of the Assembly.

President: Jeremiah Gilbert (2020)
Vice President: Mark McConnell (2020)

Recorder: Stacey Nikac

FACULTY

Crafton Hills College (2)
T.L. Brink (2020)
Laurie Green (2022)

San Bernardino Valley College (3)
Craig Luke (2022)
Bethany Tasaka (2020)
Ginny Evans-Perry (2020)

CLASSIFIED STAFF¹

¹To satisfy Education Code section 70901.2, two classified representatives from the General Membership is to be appointed by CSEA.

District (1)
Rhiannon Lares (2020)

Crafton Hills College (1)
Ruby Zuniga (2020)

San Bernardino Valley College (1)
Cassandra Thomas¹ (2022)

MANAGEMENT STAFF

District (1)
~~Jose Torres~~Kristina
Hannon (2020)

Crafton Hills College (1)
Keith Wurtz (2022)

San Bernardino Valley College (1)
Stephanie Lewis (2020)

STUDENTS

Crafton Hills College (2)
Leen Alkaddumi (2020)
Sean Brown (alternate) (2020)

San Bernardino Valley College (2)
Adrian Rios (2020)
Stacey Esparza(alternate) (2020)

EX-OFFICIO

- | | |
|---|---|
| 1. Chancellor of the District | Bruce Baron <u>Jose Torres</u> |
| 2. President of Crafton Hills College | Kevin Horan |
| 3. President of San Bernardino Valley College | Diana Rodriguez |
| 4. President of the CHC Academic Senate | Mark McConnell |
| 5. President of the SBVC Academic Senate | Celia Huston |
| 6. President of the CHC Classified Senate | Brandi Mello |
| 7. President of the SBVC Classified Senate | Judy Rodriguez |
| 8. President of the CHC Student Body Association | Tyrone Ross |
| 9. President of the SBVC Student Body Association | Adrian Rios |
| 10. Executive Director of Research, Planning, & Institutional Effectiveness | Jeremiah Gilbert |

VESTED

- | | |
|--------------------------------------|--|
| Black Faculty and Staff Association | Keynasia Buffong |
| Latino Faculty and Staff Association | Gabby Padilla <u>Ed Gomez</u> |
| CTA President (or designee) | Jeff Cervantez |
| CSEA President (or designee) | Kevin Palkki |
| Confidential Group | Cyndie St. Jean |
| <u>Management Association</u> | <u>Colleen Gamboa</u> |



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

AP 3505 Emergency Response Procedures

(Replaces current SBCCD AP 3740)

EMERGENCY ~~RESPONSE AND EVACUATION~~ COMMUNICATION 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 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 ~~on~~ in the District. 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 has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the 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, the SBCCD PD personnel have responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the~~ community. If so, federal law requires that the institution 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 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. ~~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 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 methods of communication include network e-mails, emergency text messages that can be sent to a~~

~~mobile phone or other digital device (individuals can sign up for this service on the District website), the public address system, phone calling trees, the district website and scrolling emergency messages on District connected computers. The SBCCD PD will post updates 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.~~

When reasonable, a consultation group will be responsible for initiating emergency procedures and/or issuing an ENS message. The consultation group consists of some or all of the following: 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.

In the event a serious incident poses an immediate threat to members of the campus community or segment 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. These ENS communication components include:

- : Network e-mail
- : SMS text messages sent to mobile phones or other digital devices (requires individuals to "opt in" to receiving SMS messaging via WebAdvisor)
- : Live voice broadcasts through on-campus speakerphones
- : 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

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

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.

The involved campus and/or District's Director of Marketing, Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, Public Affairs & Governmental Relations will be responsible for the dissemination of emergency information to the larger community through 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
- Earthquake
- Wildfire
- Utility interruption
- Terrorist incident
- Bomb threat
- Civil unrest or rioting
- Explosion
- Approaching extreme weather
- Campus closure
- Emergency preparedness drills
- Other incident or situation requiring rapid communication of life safety information

The recipients of ENS messages are responsible for providing and updating their personal emergency contact information with the District. All members of the District community are encouraged to include their cellular phone number and "opt in" to receive ENS messages via text, which is the quickest form of communication.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

~~An evacuation drill is coordinated by the College Lead Safety Officers and the SBCCD PD two (2) times per year for all facilities on campus. During exercises, students, faculty and staff learn the locations of the emergency exits in campus building and are provided guidance about the direction they should travel when exiting each facility for a short term building evacuation.~~

A minimum of two (2) evacuation drills for all facilities at each District site are scheduled annually and coordinated by the Site Safety Officers and the SBCCD PD to test emergency response and evacuation procedures, as well as to assess and evaluate emergency evacuation plans and capabilities. 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.

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

~~The District conducts announced and unannounced drills and exercises For 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 ~~Emergency Procedures~~emergency procedures are the District's planned responses to all hazards on or ~~affecting the~~effecting each campus ~~or, District facilities, or the~~ surrounding community. The ~~Emergency~~

~~Procedures~~emergency procedures will be activated by the ~~Chancellor (or their designated representative) or the SBCCD PD~~Chief of Police or designee, or Campus President or designee after consultation with the members of the consultation group as appropriate. The ~~Emergency Procedures~~emergency procedures detail actions and responsibilities for all employees of the District.

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~~require 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~~After consultation with the members of the consultation group, the Chief of Police, Campus President, and/or the Chancellor, or their respective designee(ors), will activate their ~~designated representative) and the SBCCD PD Chief of Police (or their designated representative) will activate their respective~~local 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.~~
Declare a major emergency in the event of earthquake, explosion, flood, etc.
- ~~Assess the overall disaster based on reports from area managers.~~
Assess the overall disaster based on reports from area managers.
- ~~Initiate the emergency notification chain (call back of employees) if necessary.~~
Initiate the emergency notification chain (call back of employees) if necessary.
- ~~Mobilize any additional staff to heavily damaged areas.~~
Mobilize any additional staff to heavily damaged areas.
- ~~Determine the —"All-Clear" when the disaster is over.~~
Determine the —"All-Clear" when the disaster is over.

All press releases will be prepared by the ~~Director of~~involved campus and/or District Public ~~and Governmental Relations~~Information Officer. In the absence of this person, the ~~key~~lead 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 ~~Administrative Staff~~administrative personnel and is not published in a public document.

~~EMERGENCY NUMBERS~~

- ~~• 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) 888-1484~~
- ~~• THE GAS COMPANY:----- (800) 427-2200~~
- ~~• POISON CONTROL CENTER:----- (800) 222-1222~~
- ~~• THE ELECTRIC COMPANY:----- (800) 611-1914~~

EMERGENCY ASSEMBLY AREAS

Emergency ~~Designated~~-Assembly areas have been determined and designated on each campus and at each District facility location, and are shownindicated on the Arealocation specific Evacuation ~~Map~~Maps. Assembly areas will be subject to change during ~~the~~-construction period~~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) 384-8965/8958
- FACILITIES/MAINTENANCE - CHC:----- (909) 389-3384/3217/3211
- 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

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~~ **EMERGENCY PROCEDURES**

AIRPLANE or VEHICLE CRASH

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~Move staff, faculty, students and visitors away from immediate vicinity of the crash.~~

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.~~

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.~~

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.~~

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.~~

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 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 further instructions are provided by SBCCD administration, district police, or other official emergency responders.~~

Remain in the evacuation area and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ASSAULT/FIGHTING

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~Approach in a calm manner and direct combatants to stop fighting.~~

If safe to do so, verbally direct combatants to stop fighting.

- ~~DO NOT attempt to separate combatants during a physical altercation.~~

DO NOT attempt to separate combatants during a physical altercation.

- ~~Try to keep combatants isolated from others, if possible, until Police arrive.~~

Try to keep combatants isolated from others, if possible, until SBCCD PD arrive.

- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

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.~~

- Evacuate the area as necessary for safety:

- Notify attending laboratory technician, faculty, staff, and/or supervisor of the spill

- If it is safe to do so, seal off the spill area to prevent further contamination of other areas; stay upwind of any contamination.

- Attending laboratory technician, faculty, staff, and/or supervisor consult to determine proper cleanup is not safe, then call 911 for emergency response.
- Follow Chemical Hygiene Plan Protocols for notifications, containment, and cleanup/disposal.

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.~~
Avoid physical contact with others as much as possible.
- ~~Remain in the vicinity, and provide their names to first responders.~~
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.~~
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 to do so by SBCCD administration, district police, or other official emergency responders.~~
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.
- ~~Required first aid and clean-up by specialized authorities should begin as soon as possible.~~
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.~~

- 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.~~
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.~~
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 attempt to save possessions or collections at the risk of personal injury.
- ~~DO NOT USE ELEVATORS to evacuate a building.~~
DO NOT USE ELEVATORS to evacuate a building.

- ~~Never allow the fire to come between you and the exit.~~
Never allow the fire to come between you and the exit.
- ~~Report to an evacuation site away from the fire.~~
Report to an evacuation site away from the fire.
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
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 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 to do so by SBCCD administration, district police, or other official emergency responders.~~
DO NOT return to any affected area, building or facility and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

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.~~
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:~~
Keep the caller on the phone as long as possible and ask the following questions:
 - ~~When and where is the bomb right now?~~
When and where is the bomb right now?
 - ~~When is the bomb going to explode?~~
When is the bomb going to explode?
 - ~~What kind of bomb is it?~~
What kind of bomb is it?
 - ~~What does it look like?~~
What does it look like?
 - ~~Why did you place the bomb?~~
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.~~

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.~~

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.~~

If a suspicious device or package is found ... DO NOT TOUCH.

- ~~Clear the immediate area and call 911 immediately from a safe distance.~~

Clear the immediate area and call 911 immediately from a safe distance.

- ~~If directed by SBCCD administration, district police, or other official emergency responders, evacuate a safe distance away from buildings.~~

If directed by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, evacuate a safe distance away from buildings.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

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 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.~~

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.~~

Call or have someone else call 911 immediately.

- ~~If directed to do so by SBCCD administration, district police, or other official emergency responders, activate the fire alarm system and Evacuate from the building to a safe evacuation area.~~

If directed to do so by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, activate the fire alarm system and evacuate from the building to a safe evacuation area.

- ~~Beware of falling debris and electrical wires as you evacuate.~~

Beware of falling debris and electrical wires as you evacuate.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

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

DO NOT return to any affected area, building or facility unless it declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ACTIVE SHOOTER / ARMED INTRUDER

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

- ~~• Immediately call or direct someone to call 911~~

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~~

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.)~~

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.

~~A. **Run**— Escape the area whenever possible and then notify authorities *only when it's safe to do so.*~~

~~B. **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 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.*~~

~~A. **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.~~

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 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.*

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 ~~Police Department~~PD at (909) ~~382-4491~~384-4491.

LOCKDOWN

LOCKDOWN is a security measure used to prevent an armed violent ~~intruders~~intruder from entering occupied ~~areas of~~ buildings and facilities, or areas of buildings and facilities, and to isolate students, faculty, staff, ~~faculty, students~~ and visitors from danger while on campus or at any ~~district~~District facility.

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

The order to LOCKDOWN 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 by faculty, staff, students, and District or campus administrators.

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

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

- ~~Immediately close and lock doors (if possible).~~
Immediately close and lock all doors (if possible and safe to do so).
- ~~Close window shades or blinds if it appears safe to do so.~~
Close all windows and lower/close all window shades or blinds (if possible and safe to do so).
- ~~Turn off the lights.~~
Turn off the lights.
- ~~Block any hallway windows (in doors) if it appears safe to do so.~~
Block any hallway in-door windows (if possible and safe to do so).
- ~~Move away from doors and windows, and get down on the floor to avoid discovery.~~
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.~~
Assist those needing any special assistance.
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
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 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 from SBCCD administration, district police, or other official emergency responders.~~

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.

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 ~~environment to prevent exposure to hazard~~ (extreme weather, airborne contaminants ~~or, chemical release, and~~ temporary ~~hazards incident~~). This procedure includes closing all doors, windows, and vents to outside air.

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

~~The order to SHELTER-IN-PLACE will be communicated via the SBCCD emergency notification system, announcements made by instructors or workplace supervisors, or announcements made by Building Captains.~~

The order to SHELTER-IN-PLACE shall be communicated via the District's ENS to ensure wide and rapid distribution of the order. In addition, the SHELTER-IN-PLACE order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

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

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

- ~~Help to clear everyone from hallways.~~

Help to clear everyone from hallways.

~~Keep everyone in classrooms or offices until further instructions are received.~~

- Immediately close and lock all doors.
- Close and secure all windows.
- Move away from doors and windows.
- ~~Assist those needing any special assistance.~~

Assist those needing any special assistance.

~~Secure classrooms and offices by closing and locking doors and windows.~~

- 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 from SBCCD administration, district police, or other official emergency responders.~~

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

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 occurs. When a power outage occurs, information regarding the power outage (up to and including the possibility of campus closure) will be communicated 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/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:

Daylight Power Outage

Faculty:

- If safe to do so, wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below).
- If power is not restored in 15 minutes, exit the building (if not already done so) to a safe location and await further instructions.
- Follow the instructions of administration throughout the outage.
- If there is no natural lighting in the classroom, proceed to a naturally lit area. If sufficient class time remains when the power is restored, return to the classroom when the event has ended and resume class.
- If less than 60 minutes of class time remains when the power is restored, the instructor has the option to continue or suspend the remainder of the class time.
- Should a power outage occur before a class session begins, students should 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 (for laboratories, refer to Laboratory section below).

Staff:

- If there is insufficient light in the work area, proceed to a naturally lit area.
- Staff should follow the instructions of their supervisor throughout the outage.
- If less than 60 minutes remain in the workday, supervisors have the option to release staff for the remainder of the workday at the direction of the President or designee.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.
- Multi-day power outage: Staff are required to follow directions received through emergency notifications.

After Dark Power Outage

Faculty/Staff:

- If safe to do so, please wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory

section below). 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.
- If an evacuation notice has been given, if power is out, or if ventilation is down, calmly leave the building.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.

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 if safe to do so.
- Proceed to the nearest exit.
- Faculty and staff should assist with building evacuation and assist individuals with disabilities.
- DO NOT USE ELEVATORS to exit 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.
- If directed to leave campus, drive in an orderly and safe manner and follow the directions of public and/or campus safety personnel.

MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?

- ~~Respirations — difficulty or no breathing?~~

Respirations – difficulty or no breathing?

- ~~Pulse—weak or no heart rate?~~

Pulse – weak or no heart rate?

- ~~Responsive— not awake /not alert?~~

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 emergency situation?

- ~~What is the background of the emergency?~~

What is the background of the emergency?

- ~~What's your assessment?~~

What's your assessment?

- ~~What response do you expect?~~

What response do you expect?

- ~~Where is the location of the emergency?—SBVC or CHC, Building Name, Room Number, Phone Number~~

Where is the location of the emergency? – SBVC or CHC, building name, room number, phone number, etc.

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

- ~~Bleeding—apply pressure.~~

Bleeding – apply pressure.

- ~~Fracture— don't move the person unless they must be moved to avoid further injury.~~

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.~~

No Breathing or Pulse – begin CPR and send someone for AED.

- ~~Seizure— help to the floor, protect head; do not try to restrain.~~

Seizure – help to the floor, protect head; do not try to restrain.

- ~~Choking— Back blows and abdominal thrusts.~~

Choking – Back blows and abdominal thrusts.

- ~~Emotional Upsets/Suicidal— stay with person until help arrives.~~

Emotional Upsets/Suicidal – stay with person until help arrives.

- ~~Impaled Object — don't remove the object, just support the object with bandages.~~
Impaled Object – don't remove the object, just support the object with bandages.
- ~~Vomiting — move person onto their side.~~
Vomiting – move person onto their side.
- ~~Stay with the victim providing reassurance that help is on the way and keep them comfortable.~~
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~~
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.~~
Provide first aid using available campus medical supplies.
- ~~After initial treatment, students should be referred to the Student Health Center.~~
After initial treatment, students should be referred to the Student Health Center.
- ~~Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).~~
Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).

EMERGENCY EVACUATION PROCEDURES

Those assigned as Building Captains and Emergency Site Coordinators will be called upon to be leaders in any evacuation scenario. Building ~~Captain's~~Captains and Emergency Site Coordinators 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:~~

Each Building Captain and Emergency Site Coordinator is responsible for the direct evacuation in their assigned area and will do the following:

- ~~Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site Map).~~

Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site map).

- ~~Immediately shut down all hazardous operations (equipment in use, etc.).~~

If safe to do so, immediately shut down all potentially hazardous operations (equipment in use, etc.).

- ~~Take personal items you can safely carry with you (Building Captain Response Kit, phone, purse, briefcase).~~

If safe to do so, take personal items you can safely carry with you. If the emergency is potentially life-threatening, access emergency supplies (i.e. Building Captain response bags (CHC, Emergency Site Coordinator emergency supply boxes (SBVC)).

- ~~Shut all doors behind you as you go to slow the spread of fire, smoke, and water.~~
Shut all doors behind you to slow the spread of fire, smoke, and water.
- ~~Proceed as quickly as possible, but in an orderly manner.~~
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.~~
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.~~
Once outside, move everyone 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.~~
Document and report the names of any known 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 trained, and the scene is safe, be prepared to initiate first aid.

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 and Emergency Site Coordinators help individuals with disabilities evacuate by quickly assigning a “buddy” to lead them to the closest evacuation site or area of safe refuge.
- ~~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.~~
Building Captains and Emergency Site Coordinators should be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available or is unsafe to use, direct wheelchair users to the top of the nearest staircase where an Evac+Chair is located or the nearest area of safe refuge.
- ~~Only individuals trained in the use of an Evac Chair should attempt to transport someone using the chair.~~
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.~~
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.~~

When the earth begins shaking DROP, COVER and HOLD ON. If in a Lab, move away from the lab bench, unsecured equipment, or exposed chemicals and DROP, COVER and HOLD ON.

- ~~If in a lab, when shaking stops and when safe to do so, turn off all heat sources (gas or electric burners) to prevent fires.~~

DO NOT evacuate immediately during the earthquake.

- ~~Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.~~

Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.

- ~~Protect yourself at all times and be prepared for aftershocks.~~

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.~~

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.~~

Assist any individuals with physical disabilities and find a safe place for them.

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~If the classroom, building or facility is heavily damaged, initiate immediate evacuation.~~

If the classroom, building or facility is heavily damaged, initiate immediate evacuation.

- ~~Proceed to the designated evacuation site.~~

Proceed to the designated evacuation site.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

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 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.~~

When the earth begins shaking DROP, COVER and HOLD.

- ~~Move quickly away from buildings, utility poles, and other structures.~~

Move quickly away from buildings, utility poles, and other structures.

- ~~Be alert for gas leaks, live wires, flooding, etc.~~

Be alert for gas leaks, live wires, flooding, etc.

- ~~Protect yourself at all times and be prepared for aftershocks.~~

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.~~

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.~~

Assist any individuals with physical disabilities and find a safe place for them.

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~Proceed to the designated evacuation site.~~

Proceed to the designated evacuation site.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

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

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.

DISASTER MANAGEMENT

Should an emergency or other major disaster strike a ~~SBCCD~~particular campus or the entire District, the need for a coordinated response will be necessary. The ~~SBCCD~~plan for a major disaster is contained in the District's emergency responseEmergency Operations Plan. The 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 College, 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 college 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.~~

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 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.~~

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.~~

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.~~

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

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.

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.~~

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 flooded areas unless authorities ask for volunteers.

- ~~Stay away from downed power lines.~~

Stay away from downed power lines.

- ~~Be aware of areas where flood waters may have receded and may have weakened road surfaces.~~

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.~~

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.~~

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.~~

Report broken utility lines to the appropriate authorities.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

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

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.

- ~~Do not throw away any flood-damaged items until an official inventory has been taken.~~

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 their designated representative)~~ or designee will direct operations, will be ~~dictated~~ activated by the Chancellor or designee, taking into account the safety considerations of the District, and necessitated by campus community, and the emergency situation.

LAW ENFORCEMENT COMMAND POST

The Law Enforcement Command Post, from which the Chief of Police or designee, SBCCD PD ~~Chief of Police (or their designated representative)~~, will direct public safety operations, will be ~~dictated by SBCCD PD~~ activated by the Chief of Police or designee, taking into account the safety considerations of the District, and necessitated by campus community, and 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 ~~its~~ all students. The Chancellor ~~(or designee directs the college staff in the implementation of emergency procedures and the assignment of duties as outlined. The Chancellor, Campus President, or their designated representative) directs the college staff in the implementation of EMERGENCY PROCEDURES and the assignment of duties as outlined. The Chancellor (or~~ respective designee 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 ~~designated representative)~~ safety is the overall commander of any and all operations secured, the Chancellor or designee may instruct Campus Presidents or designee, Chief of Police or designee, and the involved campus and/or District Public Information Officer to meet at the Civilian Command Post where they will be briefed on ~~the campus during normal and emergency operations. After the people present~~ findings from personnel after which they will give direction for further activities. The Chancellor or designee will brief the Board of Trustees as necessary and to the extent possible on ~~campus have been evacuated to an appropriate evacuation assembly area and their safety is secured, the Chancellor may instruct College Presidents, Chief of Police, and 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. They Chancellor 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 ~~Emergency Procedures~~emergency procedures and the assignment of duties as outlined until their respective ~~president (or their designated representative)~~Campus President or designee 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 their designated representative) and to the Director of Marketing, or designee and the involved campus and/or District Public Affairs & Governmental Relations (Public Information Officer).

~~Presidents and~~The respective Campus ~~Lead~~President or designee and Site Safety ~~Officers~~Officer 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 ~~Presidents and~~respective Campus ~~Lead~~President or designee and Site Safety ~~Officers~~Officer 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~~guide students, personnel, and visitors to designated evacuation assembly areas and attempt to determine who did not arrive as well as seek medical attention for the injured and note any conditions/hazards in their designated evacuation assembly areas and determine who did not arrive as well as seek~~area that would require facilities~~ medical attention for the injured and note, or other response. They will report this information and the last known location of any additional people who may be present in missing to their evacuation assembly area~~respective Campus President or designee and Site Safety Officer. They will report this information and the last known location of the missing to their Presidents and Campus Lead Safety Officers. They will also report to their Presidents and Campus Lead Safety Officers other information they deem important such as hazards noted in their areas during their egress.~~

Facilities ~~Department~~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:

- ~~A. Survey the campus and report damage through their chain of command.~~
 - ~~B. Assist in rescue operations as directed (i.e., operate lifting equipment, cutting torches to free victims, etc.).~~
 - ~~C. Assist in disaster fire suppression activities if trained and directed to do so.~~
 - ~~D. Assist in controlling main shut-off valves for gas, water, and electricity.~~
 - ~~E. Disburse emergency equipment as needed.~~
1. Survey the campus and report damage through their chain of command.
 2. Assist in rescue operations as directed.
 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 SBCCD PD for assistance. Dial extension 4491 from on-campus phones or dial (909) 384-4491 from a mobile phone or when off campus.~~

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.~~

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.~~

Quickly notify your instructor or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.

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)

Attachments

- [AP 3505 Emergency Response Plan - Comments](#)
- [AP 3505 Emergency Response Plan - Legal Citations](#)



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

BP 3505 Emergency Response Procedures

(Replaces current SBCCD BP 3740)

The District shall have emergency response and evacuation and notifications procedures for communicating to the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff and visitors occurring at District Facilities and/or College Campuses.

The **Chancellor** shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and shall incorporate the functions and principles of the Incident Management System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among various responding and assisting agencies in the event of an emergency or natural disaster. Additionally, the District must be compliant with NIMS and SEMS standards in order to receive federal or state funding.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures and an Emergency Operations Plan (EOP); And
- The completion of training by college personnel in compliance with NIMS and SEMS guidelines
- Training requirements vary based on job titles or assigned roles within the emergency plan

District and College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The **Chancellor** should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and State.

The EOP shall contain information regarding response protocols, emergency operations activation procedures and chain of command responsibilities. Compliance with NIMS mandates requires addressing all phases of emergency management; Mitigation, Planning, Preparedness, Response, and Recovery. The District must ensure that its plan is updated regularly.



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References:	

AP 4103 Work Experience

(Replaces current SBCCD AP 4106)

NOTE: ~~This procedure is legally required if the District permits work experience. Local practice may be inserted, but must involve:~~

The SBCCD has developed a Cooperative Work Experience plan which has been submitted to the State Chancellor's Office. The plan delineates::

~~A plan is developed and submitted to the State Chancellor's Office, which includes:~~

- ~~The systematic design of a program whereby students gain realistic learning experiences through work;~~ The systematic design of the program so that students gain realistic learning experiences through work;
- ~~A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;~~ The respective responsibilities of the college, the student, the employer and other cooperating agencies;
- ~~Guidance services;~~ The guidance services offered to prospective and accepted students;
- ~~A sufficient number of qualified academic personnel to direct the program;~~ The academic personnel who have been hired to manage and direct the program;
- ~~Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;~~ The process for documenting the students' on-the-job learning experiences is documented with written measurable learning objectives;
- The learning objective students are required to meet certain criteria and how the objectives are evaluated;
- The basis for awarding grades and credit;
- ~~Adequate clerical and instructional services are provided~~ How adequate clerical and instructional services is being provided

NOTE: ~~In addition, procedures should address:~~

- ~~the maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.~~
- ~~Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.~~
- From current SBCCD AP 4106 titled Work Experience**

~~The colleges of the District shall provide sufficient services for maintaining the Work Experience program that~~

~~should include:~~

- ~~• The systematic design of a program whereby students gain realistic learning experiences through work;~~
- ~~• A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;~~
- ~~• Guidance services;~~
- ~~• A sufficient number of qualified academic personnel to direct the program;~~
- ~~• Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described; and~~
- ~~• Adequate clerical and instructional services are provided;,-~~

~~Work experience records are maintained by the office responsible for work experience on each campus.~~

In addition, the plan procedures address the maintenance of records including the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of, and issuance of a work permit.

To enroll in a work experience class a student must:

- Be simultaneously enrolled in a class that relates to the Cooperative Work Experience
- Identify their Faculty Advisor in a related discipline and their Worksite Supervisor

Supervising faculty maintain records documenting consultation with the employer and the student, evaluation of the student's achievement, and basis upon which the final grade was awarded. Final grades will be determined by the work experience instructor who may consult with the employer.

The Cooperative Work Experience Plan is posted on the SBBCD website.

References:

Education Code Section 78249;
Title 5, Sections 55250 et seq.

Attachments

[AP 4103 Work Experience - Comments](#)
[AP 4103 Work Experience - Legal Citations](#)
[AP4103-OLD.pdf](#)



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Policy Area: [Chapter 4 Academic Affairs](#)
References:

BP 4103 Work Experience

(Replaces current SBCCD BP 4106)

The District allows students to receive credit for work experience. The Chancellor is responsible for regulations governing this program.

References:

Education Code Section 78249;
Title 5 Sections 55250 et seq.

Attachments

[BP 4103 Work Experience - Comments](#)
[BP 4103 Work Experience - Legal Citations](#)
[BP4103-OLD.pdf](#)



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References:	<i>Legally Required</i>

AP 6320 Investments

(Replaces current SBCCD AP 6320)

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County's investment Advisory Committee.

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

Funds invested by SBCCD shall be in the following instruments, under the parameters outlined in Government Code Sections 53635, 53601, and 53631.5:

- Negotiable Certificates of Deposit
- Money Market Funds
- Collateralized Bank Deposits
- Time Deposits
- County Pooled Investment Funds

Pursuant to Government Code Section 53601.6, funds of the San Bernardino Community College District shall not be invested in any of the following instruments:

- Inverse Floaters
- Range Notes
- Interest Only Strips
- Any Security That Could Result in ZERO INTEREST ACCRUAL

Authorized Personnel

The Chancellor, Vice Chancellor of Business & Fiscal Services, or designee shall request approval from the

Board to investment surplus funds.

Both the Chancellor or designee and the Vice Chancellor of Business & Fiscal Services must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and Vice Chancellor of Business & Fiscal Services and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

References:

Government Code Sections 53600 et seq., 87200

Attachments

[AP 6320 Investments- Comments](#)

[AP 6320 Investments- Legal Citations](#)



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

BP 6320 Investments

(Replaces current SBCCD BP 6320)

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including Government Code Sections 53600 which states:

“The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.”

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

This Policy applies to all funds of the District.

The authority to invest funds not deposited with the San Bernardino County Treasurer is granted to the Chancellor. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program, consistent with applicable law and this Policy, may be delegated at the discretion of the Chancellor.

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of *Government Code* Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including

the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.

- b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
 - f. State of California notes.
 - g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
 3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to *Government Code* Section 53635.2.
 4. San Bernardino County Treasurer's Office, whenever required by law.

Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The Chancellor, pursuant to *Government Code* Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:

- Investment types
- Names of issuers
- Maturity dates
- Par and dollar amounts invested in each security, investment, and money
- Weighted average maturity of investments

- Any funds being managed by contracted parties
- Market value as of date of report and source of valuation
- Description of compliance with investment policy
- Current market value of funds managed by a consultant

The primary objectives of the District's investment activities shall be:

1. SAFETY

Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.

2. LIQUIDITY

The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.

3. RETURN ON INVESTMENT

The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651, 53820

Attachments

No Attachments



BOARD OF TRUSTEES REPORT

TECH NEWS

San Bernardino Community College District
Technology and Educational Support Service

In this newsletter:

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TECHNOLOGY AND EDUCATION SUPPORT SERVICES

As part of the Institutional Effectiveness Partnership Initiative, we were approved for the \$200,000 seed grant in December 2019. This seed grant will help to expedite the implementation of our PRT plan that was finalized in September 2019. The plan includes improving the following areas within the Information Technology throughout the district:

- District Wide IT Strategic Planning
- Technology Governance
- Organizational Structure
- Software Procurement
- Effective District Infrastructure
- Project Management
- Support Services

Several of these initiatives are underway and we will be meeting with the PRT team in May to provide updates on our progress in each of these areas.

- Luke Bixler, Chief Technology Officer

ADMINISTRATIVE APPLICATIONS



ESL ASSESSMENTS

We have been working with the ESL and counseling departments to implement the CELSA assessment for SBVC. These include multiple meetings with the vendor to detail out the necessary steps on both sides for a successful implementation. This also required some re-programming of the import program (formerly used for Accuplacer imports) so the scores from the CELSA program can be imported and update Colleague appropriately. Admin Apps team tested with local assessment staff to ensure the file produced by CELSA was compatible with the import program. Also coordinated with SBVC CTS to load the application on a network server and make it available for students in the Assessment center.

ALMA LIBRARY SYSTEM MIGRATION

Starting March of 2020, both SBVC and CHC's contract with the current library system provider OCLC will end. Knowing this, TESS has been working with key stakeholders at both college libraries to migrate their system to the new state sponsored platform called Ex Libris Alma. Through a centralization effort, Ex Libris has been provided to the CCC's as a no charge option (similar to Starfish/Hobsons). A TESS programmer has been working to integrate and feed data from our Colleague student information system to the new platform during the Fall term. Currently SBVC has gone live on the Alma platform as of January 2020 and CHC is slated to go live on Alma in March 2020.



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 35,000 textbooks that are available to all 115 colleges and serve approximately 10,000 requests per year.

This fiscal year we have created 1368 new accessible electronic textbooks that have helped students across the state. Of these books, 188 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.

CRAFTON HILLS BUILDING NUMBERS

In certain designated areas on the Crafton Hills campus there are physical map signs that are intended to help students navigate their way around campus. Buildings are usually denoted by their respective abbreviations such as CCR for the Crafton Center and SSB for the student support building. In recent maps there are now building numbers associated with each building as well. The request was to allow in WebAdvisor and the online schedule a place to display the building number. In WebAdvisor and the online schedule (eSchedule), there is now a place in the course description where a student can also see the building number so they can find their classes easier.



CRAFTON HILLS TECHNOLOGY SERVICES

UPDATED WIRELESS SYSTEM

Technology Services recently updated CHC's wireless system. This update will provide CHC staff with campus-owned devices access to internal network resources, such as departmental network shares. Students will login using their student username and password to an Internet only wireless network. Guests will also have the ability to login through the captive portal. This change will be made during the summer for a smooth transition.

SOFTWARE UPGRADES

Technology Services has identified computers running Office 13 and Office 16. We are in the process of updating all computers still running those older versions of Office to Office365. All staff using Office365 have access to OneDrive allowing them to save files securely in the cloud and work anywhere with an internet connection, share files with CHC employees and automatically sync files saved to the desktop.

NEW TECHNOLOGY SERVICES WEBSITE

We have recently updated the Technology Services website. On the website Faculty & staff have access to the Technology Services Reference Guide, the CHC newsletter, and other information regarding services provided by CHC Tech Services. Students have access to information regarding computer lab location & hours, printing locations & discount software. Other information includes how to submit work orders and cybersecurity information.



Prospective Students | Current Students | Faculty and Staff | Visitors and Alumni | Find People | Give to Crafton | Logins - Q

CRAFTON HILLS COLLEGE | Apply | Register

Admissions | Academics | Campus Life | Student Services | About

Technology Services

Home » Technology Services

Need Assistance? We are here to help!

[Submit a Work Request](#)

Faculty/Staff

Students

Tech Resources

Technology Services

- Faculty/Staff
- Students
- Technology Resources

Contact Us

Hours

Monday - Thursday: 7 a.m. - 9 p.m.
Friday: 7 a.m. - 4 p.m.

Phone

Help Desk: 909-384-4357
CHC Classroom and AV support: 909-389-3560

[Work Order Request](#)

Crafton Hills College
17711 Sand Canyon Road
Yucca, CA 92399
909-794-2161
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Campus Map
Driving Directions
Site Map
Annual Security Report
Photo and Video Policy
Contact Us, Comment or Complain

Give someone a thumbs-up with an Applause Card

SBCCD | SBVC | KVCR-TVEM

Select Language | Powered by Google Translate

San Bernardino Community College District does not discriminate on the basis of age, color, creed, religion, disability, marital status, veteran status, national origin, race, sex, sexual orientation, gender identity or gender expression.

TESS TECHNOLOGY SERVICES

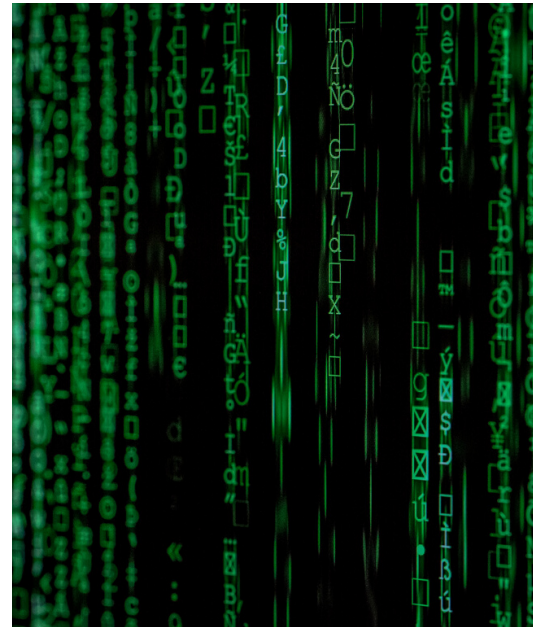


DISTRICT BUILDING TECH ADVANCEMENTS

Construction is complete at the new building. Backup power, telephony, network, firewall and training room are all complete. Our server infrastructure will be completed the week of 2/17 and we will then begin to build and migrate servers to the new infrastructure. Audio and visual systems are currently up and functional but new features will be added in the coming months. Separate projector control will be added to the board extension room to allow for softer voices to be heard throughout the room without the use of personal microphones. Higher quality cameras will be installed in the boardroom to allow for better livestream, production quality for our board meetings and other events.

ACCOUNT SECURITY

We have continued work on migrating Oracle to Portal Guard. We have successfully implemented SSO for Oracle with Portal Guard in our test environment and will be moving it to production in the coming weeks. Once complete we will have a fully functional SSO Portal that will allow our users to login to one system, <https://idp.sbccd.edu>, to access all SSO applications. To help secure our user accounts we will be implementing multi-factor authentication with Portal Guard in the coming months.



DISTRICT SUPPORT SERVICES WEBSITE

The District Support Services website is wrapping up its re-design and is hoping for go-live date the week of February 24th. Our templates and basic navigation are complete. We are currently working with the vendor to fix issues found in testing. The majority of our content has been migrated over to the new site. We are still finalizing the content migration for ILEAD and TESS.

TESS TECHNOLOGY SERVICES

SBVC SWITCH GEAR UPGRADE

In the Summer of 2019 we started on a project to upgrade all the switch gear at SBVC. We have upgraded 85% of the switch gear on campus. These upgrades require downtime to complete. The HLS, CDC, and CTS buildings were completed over Winter Break. The following buildings have not been upgraded yet. B, T, G, and WH. We will upgrade B and WH buildings over Spring Break. The equipment for T and G needs to be purchased and will be completed in the Summer.



WINDOWS UPGRADE

Valley College CTS is in the process of upgrading all campus lab and office computers from Windows 7 to Windows 10. We had over 250 computers in need of upgrades in July of 2019. We have about 25 computers remaining. Our goal is to have this complete by Spring Break.

SERVER MANAGEMENT

The local server and storage equipment managed by SBVC CTS were at end of life. New equipment was acquired and has been deployed. All existing lab and administrative servers are being migrated to the new hardware. The migration will be completed within the next two weeks.



PRINT SHOP

PRINTSHOP PRO

Deborah is currently working with Jason on updating our Printing Services Website. They were able to start working on it again, since the new SBCCD logo has been established along with new branding guidelines. We hope to get it updated soon. It has not been updated in about five years. The website provides information on the Print shop and links to all of our services.

<http://printingservices.sbccd.org/>

GLORIA PIGGOTT RETIRES

Gloria Piggott, our Graphics Specialist, retired in December after working in our Printing Services Department for over 30 years. We are hoping to find a replacement for this position soon, so that we can continue to meet everyone's deadlines and graphic expectations

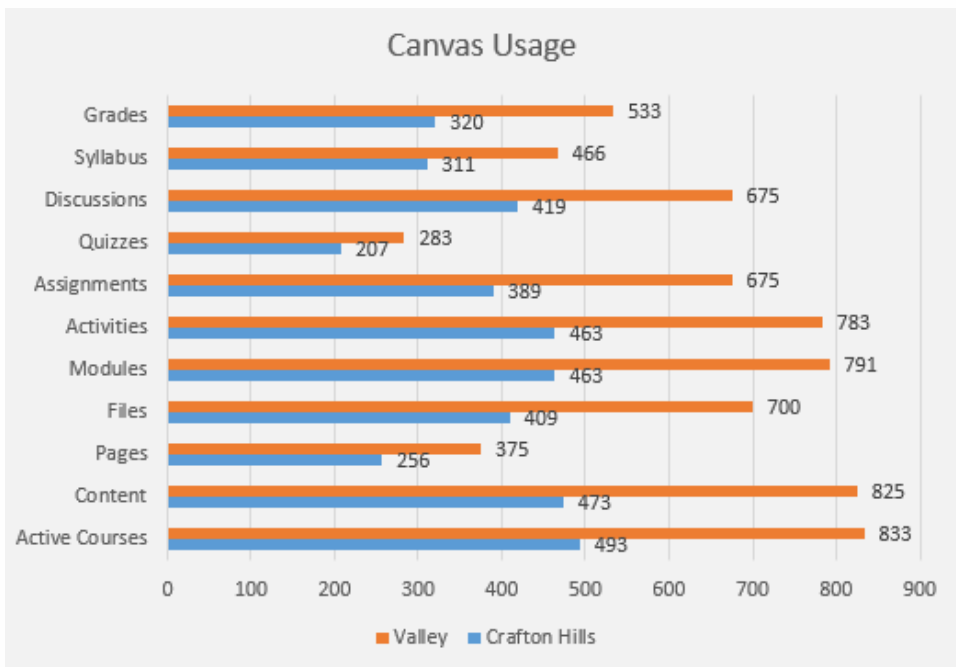
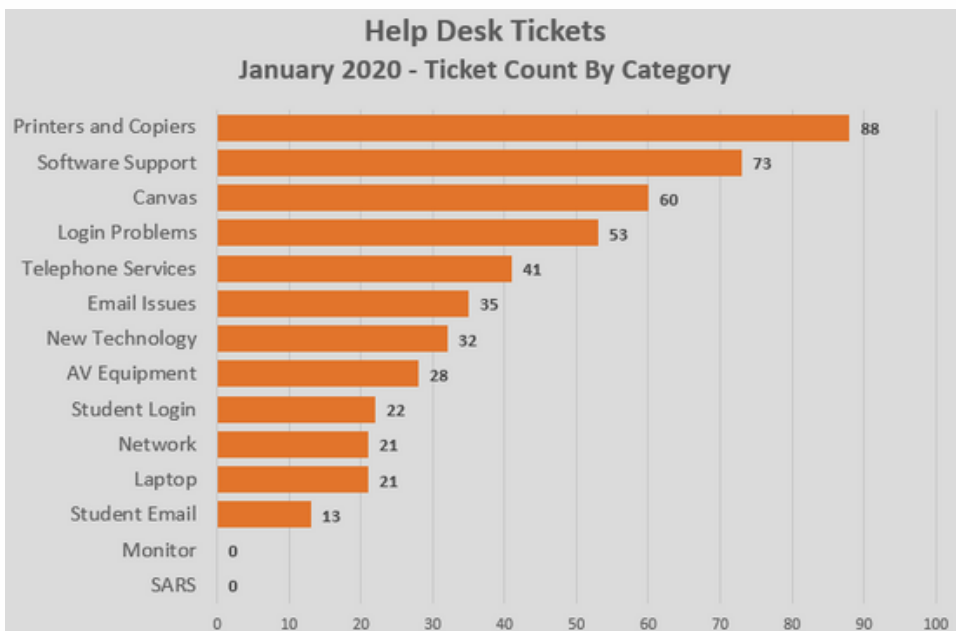
UPDATED NAME BADGES

The Print Shop is also working on a new design for the SBCCD name tag we offer on Print Shop Pro. We will be offering a new option starting this month. We are going from a name tag with a white background to a new one on silver with black type and the yellow logo.



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 632 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.



ORACLE UPDATE

On February 7th Oracle's authentication method for user access was upgraded from Shibboleth, our previous federated identification system, to Portal Guard. This change puts Oracle in alignment with the rest of SBCCD's other secure websites and presents uniformity to the user. Users will only experience minor changes however the benefits to security make the upgrade worthwhile.

Towards the end of February Oracle will be receiving a system upgrade, 20A. This will be the first of four for the calendar year. The TEST environment will obtain the patch on February 7th and District personnel will inspect functionality. Any changes to the user experience will be addressed and instructions will be circulated.



District Assembly Nomination Form

The following positions are open for nomination. The membership shall be elected from the recognized constituent groups as defined below (and in the [Constitution](#))

Crafton Hills College

- One (1) Faculty
- One (1) Classified *to be appointed by CSEA*
- One (1) Student Senate
- One (1) Student Senate (alt)

San Bernardino Valley College

- Two (2) Faculty
- One (1) Management
- One (1) Student Senate
- One (1) Student Senate (alt)

District Support Services

- One (1) Classified *to be appointed by CSEA*
- One (1) Management

The District Assembly of the San Bernardino Community College District is seeking nominees for the Assembly. District Assembly is the primary district-wide body ensuring that each appropriate constituent group participates in the decision-making process. Members of the Assembly advise and make recommendations to the Chancellor regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of the San Bernardino Community College District. Any full time (50% or more) employee of the District can be nominated for General Membership by the written application of three peers. Each nominated candidate must agree to serve before being appointed/elected by their constituency group. The term of office for the general membership shall be two (2) years. The term of office for vested membership shall be one (1) year. All terms commence on the first Tuesday in September.

For more information in District Assembly, see our webpage at http://www.sbccd.org/District_Faculty_-_a-Staff_Information-Forms/District_Committee_Minutes/District_Assembly

Name of candidate _____

Candidate signature _____

Candidate Site _____

Three signatures from candidate's constituency:

1. Name _____

Signature _____

2. Name _____

Signature _____

3. Name _____

Signature _____

