



Chancellor's Chat

A SAN BERNARDINO COMMUNITY COLLEGE DISTRICT PUBLICATION
ENHANCING YOUR LIFE WITH QUALITY EDUCATION

VOLUME 5 • ISSUE 17

November 20, 2015

Useful Links

[Accreditation Update](#)

[Board Policies & Procedures](#)

[Board Meeting Agenda & Minutes](#)

[District Assembly Agenda & Minutes](#)

[Master Calendar of Events](#)

[Chancellor's Webpage, Photo Gallery and Presentations](#)

[SBCCD WIKI](#)

[Business & Fiscal Services Payroll](#)

[Environmental Health & Safety](#)

[Human Resources](#)

[Technology & Educational Support Services](#)

[District Police Department Information](#)

[Classification & Compensation Study](#)

[San Bernardino Valley College](#)

[Crafton Hills College](#)

[Economic Development & Corporate Training](#)

Per Diem Meal Allowances Reduced to \$64



In compliance with District Travel Policy and Administrative Procedure 7400, effective

12/1/2015, the per diem meal allowance for the district will be reduced to **\$64.00 for full days of travel, and \$48.00 for the first and last days of travel.**

Policy states that meals are reimbursed at the maximum U.S. General Services Administration (www.gsa.gov/perdiem) per diem rate for the Los Angeles-Orange County area. This means that the rates will fluctuate from year to year. This year the rate was reduced from \$71 to \$64.

Reimbursement remains based upon actual and necessary meal costs, including tax and gratuity. A maximum acceptable gratuity is 20% of allowable meal expenses and taxes. Itemized receipts are still required by the County Office of Education who handles the District's payment processing. Please refer to AP 7400 and AP 2735 for further details.

Board Policies & Procedures

Review and Update Schedule

As many of you know, the District has been undergoing an update to all of our board policies and administrative procedures. The purpose of the update is to ensure compliance with Title 5, California Education Code, current laws, and current district/college needs. The numbering system of the policies and procedures found on the District Website aligns with the California Community College League's numbering system for consistency with other community colleges throughout the state. Current

Board Policy

Policies and Procedures are linked on the District Website [http://www.sbccd.org/Board_of_Trustees/Policies , -a-, Procedures](http://www.sbccd.org/Board_of_Trustees/Policies_-_a_-_Procedures)

Policies & Procedures moving forward for Board approval per District Assembly approval on 11/3/15:

- BP 2200 Board Duties & Responsibilities - District Assembly agreed. This will go to Board in December.
- BP 2210 Officers - District Assembly agreed with changes and recommended adding who the conference host is. "The Board President will attend a New Board Chair Workshop hosted by the California Community College League in January." This will go to Board in December.
- BP 2220 Committees of the Board – District Assembly recommended the board reference standing committees on the District website and not on the Board Policy. This will go to Board in December.
- BP 2305 Annual Organizational Meeting - District Assembly agreed. This will go to Board in December.
- AP 7250 Educational Administrators - District Assembly agreed with the AP. The BP was presented to District Assembly for 1st reading and is under review (noted below).

Policies & Procedures Currently Under Review:

- BP/AP 7150 Evaluation - District Assembly asked for the Management Association to review and recommend changes (if any) by District Assembly's December meeting.
- BP 7250 Educational Administrators
- BP/AP 7340 Leaves

Board of Governors asks for change in Accreditation Model

The California Community Colleges Board of Governors on Monday unanimously directed the state Chancellor's Office to develop a new model for accrediting the system's colleges and to report back in March 2016 on details and a timeline for implementing the changes.



A Blend of Direct and Referral Services Available to Employees and Their Family Members

myACIonline is a user-friendly platform that provides 24/7 instant access to all of your EAP benefits. San Bernardino Community College District's Employee Assistance Program (EAP) is a confidential, prepaid, results-oriented service with resources designed to address everyday problems. The EAP is designed to help employees and family members better manage life stress, overcome challenges and enhance quality of life.

EAP Benefits

Confidential & professional assessment and referral services for employees and family members.

✦ Relationship issues	✦ Eldercare referrals
✦ Emotional well-being	✦ Nursing homes
✦ Legal & financial referrals	✦ Grief/loss
✦ Balancing work/life	✦ Parenting concerns
✦ Childcare referrals	✦ Conflict resolution
✦ Preschools	✦ Stress management

Through myACIonline, you can easily request referrals, access personalized benefits information and services, and contact ACI directly for any work/life need. Responses are just as timely as other methods, including phone and email.

Logging in to myACIonline for the first time is easy:

Go to <http://sbcc.acieap.com/>

1. Click the myACIonline link.
 2. Create a new account using your company code: **SBC-537**
- Sign in and start accessing benefits immediately!



District Fills Vice Chancellor of Business and Fiscal Services

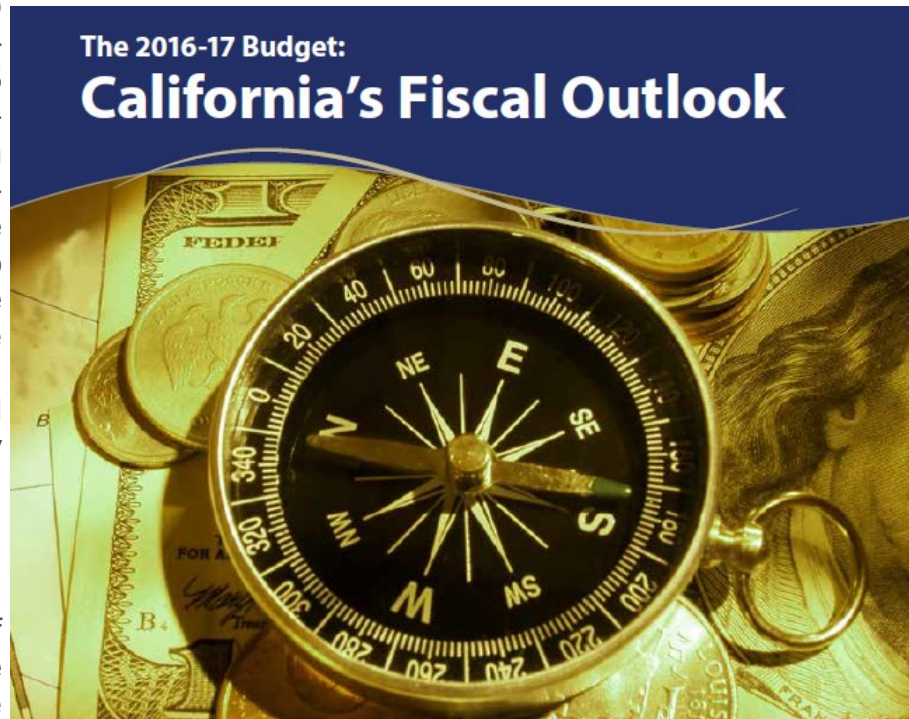
We'd like to officially welcome Jose Torres as the permanent Vice Chancellor of Business & Fiscal Services. Jose successfully participated in the recruitment process and was recommended to the Chancellor as a finalist. The Board unanimously approved the appointment at the November

12 Board Meeting. Jose first joined the District in July 2013 as the Director of Fiscal Services and had an opportunity to serve as Interim Vice Chancellor in November 2014. Please join us in congratulating Jose Torres and wishing him the best in his permanent role at the District.

LAO Releases Fiscal Outlook

The Legislative Analyst's Office (LAO) has just released their Fiscal Outlook. This document, released annually each November, provides projections on state revenues for the current and recent prior years and provides a 5-year revenue forecast to help the Legislature with their deliberations on the budget. Included in this analysis, is an updated projection of the Proposition 98 minimum funding guarantee which is crucial to community college funding.

The LAO finds that the Prop 98 guarantee has been underfunded in the 14-15 and 15-16 fiscal years by a cumulative \$2.3B. If this projection turns out to be accurate, additional 1-time funds would be available for appropriation to K14 districts. Assuming the community colleges receive the traditional 11% split within the guarantee, this would equate to approximately \$253M in 1-time funds. Please note that these funds, to the extent they materialize, would likely be appropriated in concert with the approval of the 2016-17 budget, so the cash would not be available until the next fiscal year.



For the 2016-17 fiscal year, the LAO projects that \$3.6B in new ongoing proposition 98 funds would be available for K14 education. Again, assuming the traditional 11% split, this means community colleges would receive approximately \$396M in ongoing increases for the 16-17 fiscal year. They estimate the statutory COLA at 1.99%.

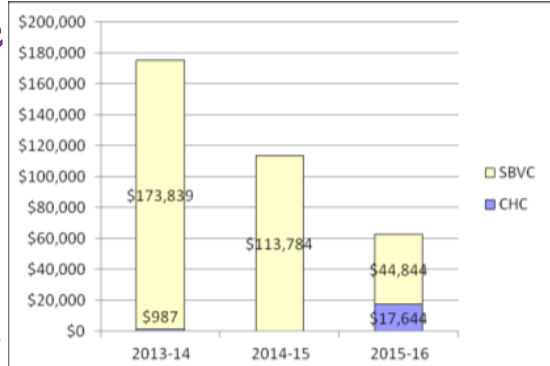
These projections are balanced by the unknown future of Proposition 30 revenues. The LAO analysis does NOT assume an extension of Proposition 30 revenues. If an extension of some kind is approved by the voters, the outlook for the 18-19 and subsequent fiscal years would improve significantly.

Of course, these are merely point-in-time projections, which can change as more data is gathered during the year. The Governor will provide his estimate of revenues when he released his 2016-17 budget proposal in January.

The full LAO report can be found at this link: <http://www.lao.ca.gov/Publications/Report/3305>

Worker's Compensation Claims Trending Downward

Attached is the quarterly report for November, provided by our Department of Environmental Health and Safety, which indicates that we are trending downward with our worker's compensation loss frequency (number of claims) and severity (dollar amount of claims).



We are down from \$114,784 this same time last year to \$44,844 this year, which is a \$69,940 reduction in losses.

All the sites (SBVC, CHC & District) across the board are showing reductions in workers compensation claims.

We hope to continue to see a downward trend district-wide with the implementation of the new online safety training software, UL Pure Safety.

Update: Over the last two days faculty has expressed concern with the training. Consequently, we have put the training on hold until the union and district discuss this at the negotiations table. We will keep you updated with the progress. **ATTACHMENT (p.9)**

Chancellor's Personal Invitation

Please accept my personal invitation to the Chancellor's Holiday party and Board of Trustees meet and greet. We look forward to seeing you.



The SBCCD in the News for 11.19.2015 can be viewed [here](#):

The following stories were included:

- ◆ Chancellors Column Reviving the Promise in the California Education Master Plan
- ◆ CHC Professor collecting donations funds for YouthHope
- ◆ College District contracts with state group for job-training
- ◆ EDCT to Offer Free Training to Help Businesses Stay Competitive-Letter to the Editor
- ◆ San Bernardino Valley College president retiring
- ◆ SBVC Sports Roundup
- ◆ Tough Year for Community College District
- ◆ Valley College President to retire
- ◆ Viricel appointed to SBCCD Board

More news on the District can be viewed [here](#)

My Vision

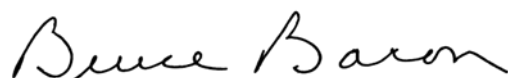
As I continue to reflect on my vision for the San Bernardino Community College District, I feel, stronger than ever, the importance of maintaining my commitment to these ideals. We have been successful in many areas of this vision. In other areas, the progress toward the vision will take time, but I remain faithful in the desire to achieve these ideals.

We Will:

- Be considered the "best" community college in the State.
- Build a culture of trust with open and respectful communication.
- Increase all partnerships with business and industry, other academic institutions, non-profit agencies so that we can be stronger through combining resources and working together.
- Improve student success as measured by the State Chancellor's Office and any additional indicators that we determine are appropriate.
- Increase our resource development and bring new grants and fundraising dollars to the colleges.
- Continue to develop and implement new academic programs that Meet the needs of our community.
- Use technology to work smarter and to improve opportunities for student success.
- Provide service to students that reflects quality and excellence.
- Enhance our safety programs and be responsive to staff concerns about environmental health and safety.
- Hold professional development, including wellness, to be an integral part of our commitment to faculty and staff.

Please let me know how I can help you in the performance of your important work on behalf of our great District.

Sincerely,



Bruce Baron
Chancellor

Contact Us

Chancellor's Office - 114 S. Del Rosa Dr. - San Bernardino, CA 92408
(909) 382-4091 - chancellor@sbccd.org - www.sbccd.org



Mission Statement

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

This mission is achieved through the District's two colleges, San Bernardino Valley College (SBVC) and Crafton Hills College (CHC); the Economic Development and Corporate Training Center (EDCT); and public broadcast system (KVCR TV-FM) by providing to the students and communities we serve; high quality, effective and accountable instructional programs and services.

Board of Trustees

The Board of Trustees of the San Bernardino Community College District is the governing body of the District. The Board is established by, and derives its power and duties from, the Constitution of the State of California and the Statutes of California as adopted by the Legislature and issued in the California Education Code, and the directives of the Board of Governors, California Community Colleges, listed in Title V, California Code of Regulations.

Seven trustees, elected from your communities, and two student representatives elected by their respective campuses govern the San Bernardino Community College District. Trustees serve a four-year term, while the non-voting student trustees serve a one-year term.

All regular and special meetings of the Board, except as otherwise required or permitted by law, are open to the public so that citizens may have the benefit of Board deliberations concerning items under consideration.

[John Longville, President](#)
Trustee Area 3

[Joseph Williams, Vice President](#)
Trustee Area 2

[Gloria Macias Harrison, Clerk](#)
Trustee Area 5

[Dr. Donald L. Singer, Trustee](#)
Trustee Area 4

[Nickolas W. Zoumbos, Trustee](#)
Trustee Area 5

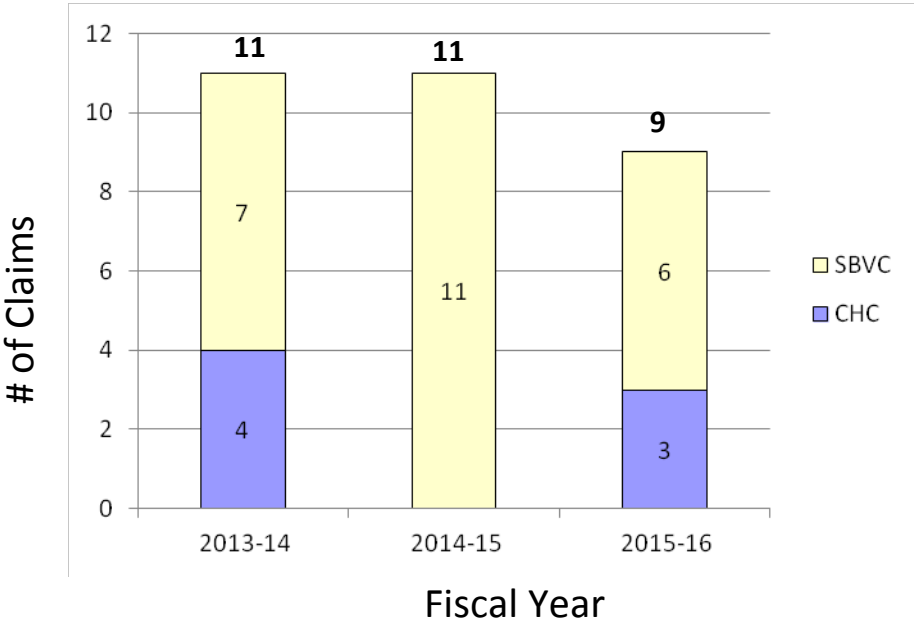
[Esmeralda Vazquez,](#)
[CHC Student Trustee](#)

[Donna Ferracone, Trustee](#)
Trustee Area 6

[Dr. Anne L. Viricel, Trustee](#)
Trustee Area 7

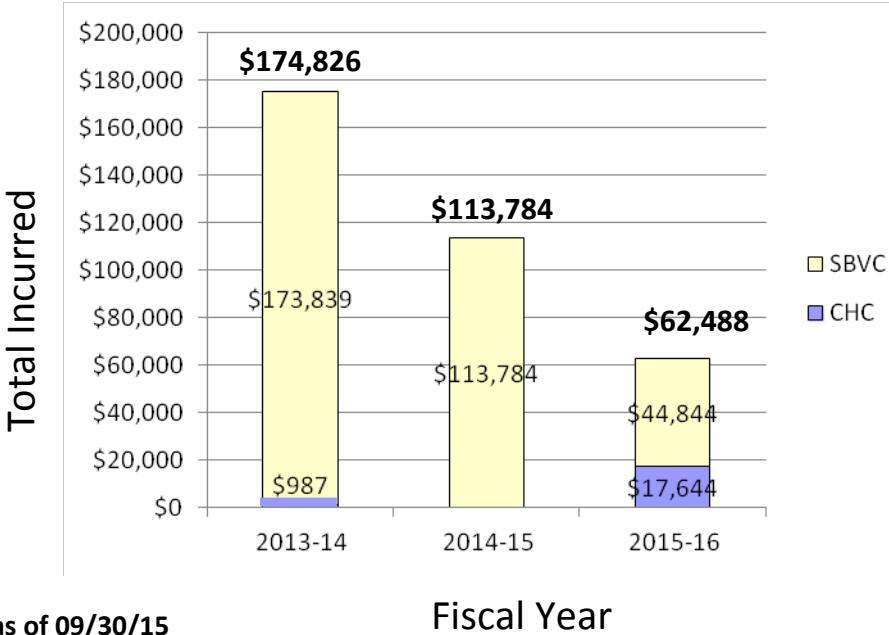
[Thomas Robles](#)
[SBVC Student Trustee](#)

SBCCD – District-Wide Comparison



of Claims Per 100 Full Time Employees

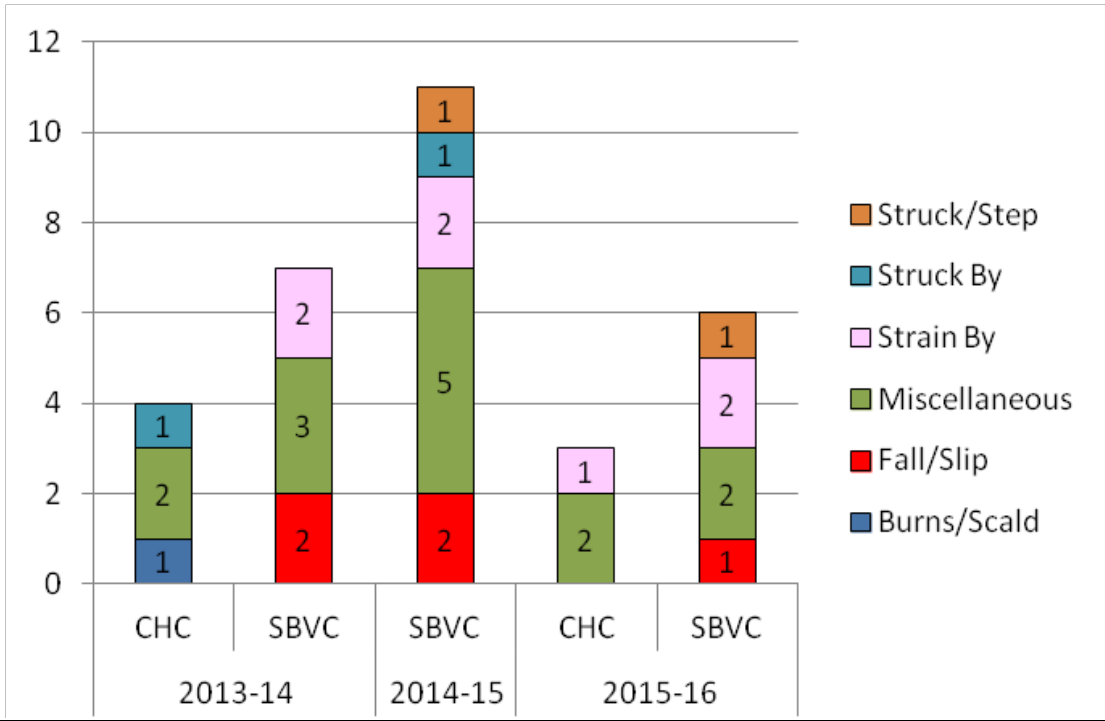
	CHC	SBVC	DISTRICT
7/1/12 - 3/31/12	2.4	1.9	0.0
7/1/13 - 3/31/13	0.0	3.1	0.0
7/1/14 - 3/31/14	1.6	1.6	0.0



*Claims Valued as of 09/30/15

CONFIDENTIALITY NOTICE: This communication is the property of San Bernardino CCD and its attachments may contain non-public, confidential or legally privileged information. The unlawful interception, use or disclosure of such information is prohibited. If you are not the intended recipient, or have received this communication in error, please notify the Human Resources Department at (909) 382-4040 immediately and dispose of or delete all copies of this communication and attachments without reading or saving them.

Cause of Injury by Location



***Claims Valued as of 09/30/15**

CONFIDENTIALITY NOTICE: This communication is the property of San Bernardino CCD and its attachments may contain non-public, confidential or legally privileged information. The unlawful interception, use or disclosure of such information is prohibited. If you are not the intended recipient, or have received this communication in error, please notify the Human Resources Department at (909) 382-4040 immediately and dispose of or delete all copies of this communication and attachments without reading or saving them.

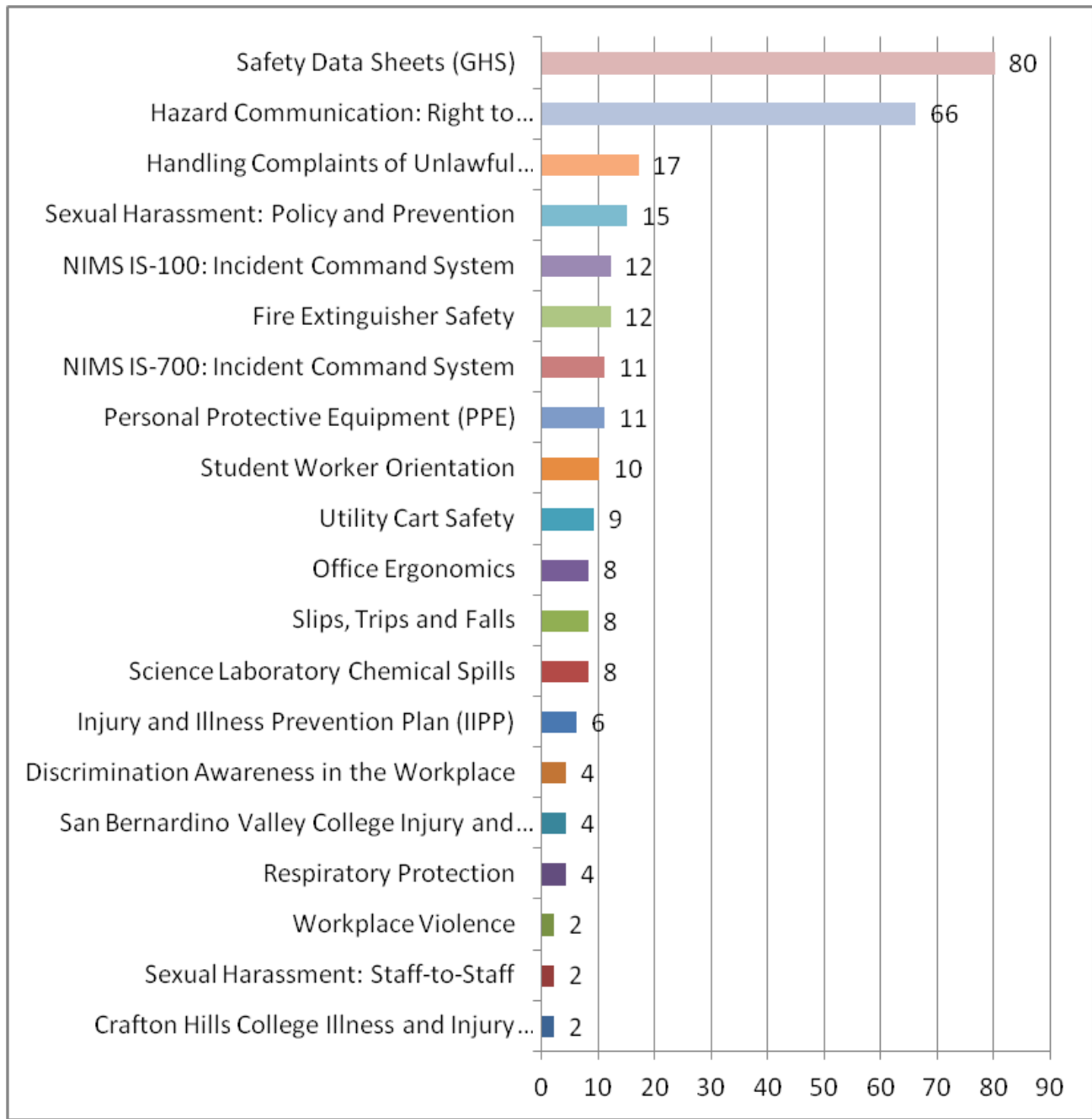
SBCCD – District-Wide Claim Comparison

FISCAL YEAR	LOCATION	CAUSE	OCCUPATION	TOTAL # OF CLAIMS	TOTAL INCURRED	
7/1/13-9/30/13	CHC	ABSORPTION	STUDENT WORKER	2	\$371	
		ELECTRIC SHOCK	MAINTENANCE	1	\$290	
		FOREIGN BODY IN EYE	MAINTENANCE	1	\$326	
	SBVC	CUMULATIVE	ADMINISTRATIVE	1	\$25,000	
		FALL/SLIP	CHILD DEVELOPMENT TEACHER	1	\$209	
			TEACHER	1	\$385	
		FALL/SLIP Total			2	\$595
		MENTAL STRESS/PSYCHE	COUNSELOR	1	\$309	
			TEACHER	1	\$0	
	MENTAL STRESS/PSYCHE Total			2	\$309	
	STRAIN BY MISCELLANEOUS	CLERICAL	1	\$0		
		CUSTODIAN	1	\$147,936		
	STRAIN BY MISC Total			2	\$147,936	
7/1/13-9/30/13 Total				11	\$174,826	
7/1/14-9/30/14	SBVC	CUMULATIVE	FOOD SERVICE	1	\$19,654	
		FALL/SLIP	CHILD DEVELOPMENT TEACHER	1	\$5,741	
			CUSTODIAN	1	\$64,170	
	FALL/SLIP Total			2	\$69,911	
	FOREIGN BODY IN EYE	CUSTODIAN	1	\$311		
	MENTAL STRESS/PSYCHE	CLERICAL	2	\$3,609		
	MISCELLANEOUS	CUSTODIAN	1	\$313		
	STRAIN BY LIFTING	CUSTODIAN	2	\$2,238		
	STRUCK/INJURED BY	CLERICAL	1	\$323		
		CUSTODIAN	1	\$17,425		
	STRUCK/INJURED BY Total			2	\$17,748	
	7/1/14-9/30/14 Total				11	\$113,784
	7/1/15-9/30/15	CHC	CUMULATIVE	CLERICAL	1	\$14,144
			GROUNDKEEPING	1	\$0	
CUMULATIVE Total				2	\$14,144	
SBVC		STRAIN BY LIFTING	SECURITY	1	\$3,500	
		ABSORPTION	CUSTODIAN	1	\$0	
		CUMULATIVE	CLERICAL	1	\$22,483	
		FALL/SLIP	CLERICAL	1	\$508	
		MENTAL STRESS/PSYCHE	ADMINISTRATIVE	1	\$19,838	
		STRAIN BY MISCELLANEOUS	MAINTENANCE	1	\$515	
		STRUCK/INJURED BY	CLERICAL	1	\$1,500	
7/1/15-9/30/15 Total				9	\$62,488	

*Claims Valued as of 09/30/15

CONFIDENTIALITY NOTICE: This communication is the property of San Bernardino CCD and its attachments may contain non-public, confidential or legally privileged information. The unlawful interception, use or disclosure of such information is prohibited. If you are not the intended recipient, or have received this communication in error, please notify the Human Resources Department at (909) 382-4040 immediately and dispose of or delete all copies of this communication and attachments without reading or saving them.

Keenan SafeColleges
Online Courses Completed from 07/01/15 through 9/30/15
Top 20 Completions



***Claims Valued as of 09/30/15**

CONFIDENTIALITY NOTICE: This communication is the property of San Bernardino CCD and its attachments may contain non-public, confidential or legally privileged information. The unlawful interception, use or disclosure of such information is prohibited. If you are not the intended recipient, or have received this communication in error, please notify the Human Resources Department at (909) 382-4040 immediately and dispose of or delete all copies of this communication and attachments without reading or saving them.