



# Chancellor's Chat

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

VOLUME 6 • ISSUE 1

January 15, 2016

## BOARD MEETING REMINDERS

January 21, 2016  
4-6pm  
Regular Meeting

January 28, 2016  
12-2pm  
Study Session

February 4, 2016  
12-3pm  
Study Session

## COLLEGE HIGHLIGHTS

To view the Crafton Hills President's Report click [here](#).

To view the San Bernardino Valley President's Report click [here](#).

### Search for SBVC President

We will begin our search for SBVC's 14th president in early February, with postings to 23 local and national job boards. If we are able to find a qualified, well-suited candidate, we hope to submit the individual for board approval in May. The approximate recruitment timeline is provided below.



### SBVC College President 2015 Recruitment Timeline

- January 25-31st, 2016 Campus wide survey of desired qualities
- February 1, 2016 Post Position
- March 31, 2016 Position Closes 60 days
- February 1, 2016 Committee Appointment
- April 1, 2016 HR Minimum Qualification Screening
- March 21-25, 2016 1st Screening Committee Meeting
- April 11-15, 2016 2nd Screening Committee Meeting
- April 18-20, 2016 1st Level Interviews
- April 20-22, 2016 2nd Level Interviews, Forums, SBVC Campus Tour
- April 25 -27, 2016 Begin references and Background
- April 27, 2016 Job Offer
- May 12, 2016 Board Approval

### Update on ACCJC and Accreditation in CA

With last week primarily focused on the release of Governor Brown's 2016-17 budget proposal, I want to ensure you were aware of the decision made regarding the Accrediting Commission for Community and Junior Colleges (ACCJC).

## *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](#)

On Monday, January 4, 2016, Acting Education Secretary John King reached a decision to uphold two 2014 findings concerning the ACCJC. The letter from the Department of Education can be found here. In addition, the following is a link to an article from the January 7, 2016 edition of Inside Higher Ed discussing this decision: California Accreditor Loses Appeal.

We will continue to keep you informed of further developments regarding the ACCJC and accreditation in California.

## *Kyle Webb Joins EDCT Foundation Board*

We are very happy that Mr. Kyle Webb will be joining the Economic Development and Corporate Training (EDCT) Foundation as a Board member. Kyle Webb is the Chief Financial Officer of Webb Family Enterprises. He is responsible for all administrative (non-operations) functions for a company that manages 17 Southern California McDonald's locations. As the Chief Executive Officer of Webb Family Investments, he is responsible for real estate, angel, and other portfolio investments.



Mr. Webb is the member of the following organizations and committees: University of La Verne College of Business and Public Management Advisory Board, Loma Linda Ronald McDonald House Advisory Council, McDonald's of Southern California People Team and Health Care Reform Task Force, and National Black McDonald's Owner Association.

## *EEO - Revised Funding Allocation Model*

In December 2015, the State Chancellor's office took action to amend the funding model for distribution of Equal Employment Opportunity (EEO) funds to "increase compliance in meeting the legal EEO requirements and provide our students with the educational benefits of a diverse workforce." Nine multiple methods have been identified as meeting the requirements and have been delineated by "pre-hiring, hiring, and post-hiring," methods. Minimally, all districts must have an EEO Advisory Committee and updated EEO plan to qualify for receipt of the EEO Fund (Multiple Method 1), which must be submitted once every three (3) years.

As each district is working toward transitioning to the new model, they will receive allocated funds for the 2015-16 year, which was

similar to last year, based on FTES. In addition, penalty money assessed from the FON has been included in the EEO Fund pursuant to Education Code, Section 87482.7 and will be distributed to each district in the amount of \$45,000 by demonstrating at least five (5) of the multiple methods. Starting in the 2016-17 year, all districts are required to meet all nine (9) methods in order to receive funds, and not penalty, for non-participation. EEO funds are to be solely used for the following purposes (Education Code 87108 and Title 5, Section 53030):

- Outreach and recruitment;
- In-service training on equal employment opportunity;
- Accommodations for applicants and employees with disabilities pursuant to Title 5, Section 53025;
- Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators; and
- Other activities to promote equal employment opportunity

### *Contracts Threshold Increased*

Effective January 1, 2016, the threshold has been increased for certain school district contracts which are required to be awarded to the lowest responsible bidder. The new bid limit is \$87,800. Attached is the related bulletin from the California Department of Education, in addition to excerpts of Public Contract Code Section 20111 and 20651.

### *HR Publishes Professional Workshop Calendar*

The Human Resource Department is excited to publish our first quarter professional development workshop calendar. Please take time to review the courses and plan to grow this year through our free professional development workshop offerings.

Courses are open to all unless otherwise noted and we hope that you find these course beneficial to both your personal and professional growth. The investment you make in yourself as in individual and as an employee of SBCCD will have great return on your future.



To register for a course please contact Secret Brown at [sbrown@sbccd.org](mailto:sbrown@sbccd.org) The first workshop of this month is Excel Basics.

#### January

22nd Intro to Excel; 8am-4pm; PDC TR 101

29th 4 Lenses; 11-1230; ATTC RM 119

\*5th The Art of Writing the Performance Evaluation; 9am-12pm; ATTC 119 (webinar)

18th Investigation and Interviewing; 9am-12pm; ATTC 119 (Pt 1 of 3 FRISK series)

19th Excel Intermediate; 8am-4pm; PDC TR 101  
 25th 4 Lenses; 11-1230; ATTC 119  
 4th Leaves, Leaves and More Leaves; 9am-12pm (webinar)  
 11th Power Point Introduction; 8am-4pm; PDC Training Room  
 \*24th Leading Across Generations; 11-1pm

## *Governor Releases State Budget*

The Governor has released his initial budget proposal for FY 2016-17 and based on our preliminary analysis, it looks to be very solid with a few changes from the current year. While it is too soon to analyze the entire budget, we wanted to communicate to you key highlights that affect SBCCD.

### Summary

Although the FY 2016-17 proposed budget appears to be a solid proposal for SBCCD, there are a few challenges in the upcoming year such as increases to STRS/PERS and the phasing out of Proposition 30 at the end of this year. The State Chancellor's Office continues to caution us to avoid "overcommitting to ongoing obligations" which "may lead to budget difficulties in the near future".

### Details

Growth	2% (This is the growth that we expected and are utilizing within our multi-year forecast!)
COLA	.47% (This lower-than-expected COLA, combined with the lack of a base allocation increase, will make it difficult for districts to address increasing operating costs.)
Student Equity & SSSP	Same level of funding we are receiving for 2015-16.
One-time Funding (General Operating)	No additional one-time funding for general operating support.
Physical Plant & Instructional Equipment (Block Grant)	There is a very significant increase of almost 100%, which is great news. Similar to 2015-16, we will have the flexibility to distribute funds among maintenance, instructional equipment, and drought response activities with no local match required.
Proposition 39 – Energy Efficiency	Proposition 39 includes an increase in funding of about 16% from the current fiscal year.
Tuition Fees	No increases in tuition fees for our students!

### Other items to Note

The budget proposal contains a couple of items worth mentioning; however, not enough information is available as of now. First item is the additional \$30 million increase to Basic Skills. According to the information we received, this additional funding is to incentivize and support



colleges that successfully implement research-based practices that transition students from basic skills to college-level programs. The second item is the \$5 million set aside in order to provide incentives to programs that have no cost to students for the use of textbooks.

### Next Steps

We will continue to monitor the State budget process and keep you updated on important developments. In the meantime, we are working with our partners in Sacramento to advocate for increases to COLA and the base allocation.

### *CPR Saves a Life*

The contribution of classified staff to the campuses they serve is often overlooked until an unusual event shines a light on the depth and breadth of service we provide. Such an event occurred recently in the Financial Aid Department. Classified employees were busy with their usual business of assisting students when they heard a woman cry out that her child had stopped breathing. Trish Berry later described the coordinated and effective response of the staff:

- ♥ Jeanette Frausto performed CPR on the child
- ♥ Trish Berry assisted Jeanette with CPR
- ♥ Maria Trujillo provided comfort to the child's mother
- ♥ Gabby Padilla provide support to the child's father
- ♥ Jennine Enriquez escorted waiting students out of the reception area and away from the incident.
- ♥ Patrice Hollis called 911 to summon emergency services
- ♥ Marie Perez and Margie Soto worked to organize the waiting students into an orderly line and then continued to serve students at the counter through the exit door.
- ♥ Sam Trejo brought another employee trained in CPR to the area in case more assistance was needed.

**Heartsaver®**  
**Infant CPR**



**American Heart Association®**  
*Learn and Live*

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	<p><i>Tap and shout</i></p> <p><i>Yell for help. Send someone to phone 911</i></p>
	<p><i>Look for no breathing or only gasping</i></p> <p><i>Push hard and fast. Give 30 compressions</i></p>
	<p><i>Open the airway and give 2 breaths</i></p> <p><i>Repeat sets of 30 compressions and 2 breaths</i></p>
	<p><i>If you are alone after 5 sets of 30 compressions and 2 breaths, phone 911, and then resume sets of 30:2</i></p>

The child resumed breathing and once emergency services arrived the child was transported to the hospital. Although he suffered febrile seizures at the hospital, he is expected to make a full recovery. We are proud of the actions of our members and grateful for the good out-come. We also urge our members to take full advantage of the opportunity for training in CPR and in the use of the defibrillators (AED) that are located throughout the campuses.

The SBCCD in the News for 01-14.2016 can be viewed [here](#):

The following stories were included:

- ◆ Crafton Hills College Hosts San Bernardino Cares Concert
- ◆ Public TV station KVCR enters auction to sell airwaves
- ◆ SBVC Sports Roundup
- ◆ SBVC to Host Event Honoring MLK, Jr.
- ◆ The Science Experience Looking for Home

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

## *My Vision*

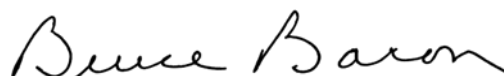
As I continue to reflect on my vision for the San Bernardino Community College District, I feel, stronger than ever, the importance of maintaining my commitment to these ideals. We have been successful in many areas of this vision. In other areas, the progress toward the vision will take time, but I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

## *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. Zombos, 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](#)

## *Contact Us*

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



DATE: December 29, 2015

TO: Chief Business Officials and Directors of Purchasing and Fiscal Services  
San Bernardino County School Districts (K-12, Community Colleges, ROP's)

SUBJECT: **Bid Limit Increase for 2016**

Effective January 1, 2016, the threshold has been increased for certain school district contracts which are required to be awarded to the lowest responsible bidder. **The new bid limit is \$87,800.** Attached is the related bulletin from the California Department of Education, in addition to excerpts of Public Contract Code Sections 20111 and 20651.

The following types of contracts are impacted: 1) the purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district; 2) services, except construction services; and 3) repairs, including maintenance, that are not a public project.

Shown below is a historical recap of bid limits throughout the years:

Effective Date	Bid Threshold	Percentage Change
Pre- 1997	\$50,000	
January 1, 1997	\$51,500	3.02%
January 1, 1998	\$52,900	2.77%
January 1, 1999	\$53,900	1.80%
January 1, 2000	\$54,900	1.94%
January 1, 2001	\$56,900	3.69%
January 1, 2002	\$58,900	3.50%
January 1, 2003	\$59,600	1.18%
January 1, 2004	\$60,900	2.26%
January 1, 2005	\$62,400	2.54%
January 1, 2006	\$65,100	4.78%
January 1, 2007	\$69,000	6.05%
January 1, 2008	\$72,400	4.94%
January 1, 2009	\$76,700	5.89%
January 1, 2010	\$78,500	2.31%
January 1, 2011	\$78,900	0.572%
January 1, 2012	\$81,000	2.72%
January 1, 2013	\$83,400	2.99%
January 1, 2014	\$84,100	.858%
January 1, 2015	\$86,000	2.26%
<b>January 1, 2016</b>	<b>\$87,800</b>	<b>2.12%</b>



***\*\*\*Please note that the bid limit for public works contracts remains at \$15,000.\*\*\****

As always, feel free to call District Financial Services if you have any questions.

Sincerely,

Ted Alejandre  
County Superintendent of Schools

*Signed Melissa L. Anderson*

Melissa L. Anderson, Chief  
District Financial Services

MLA:vg

Attachment A – Memo from the California Department of Education Re: Annual Adjustment to Bid Threshold for Contracts Awarded by School Districts

Attachment B - Public Contract Code Section 20111, Re: Bid Threshold

Attachment C - Public Contract Code Section 20651, Re: Community College Districts



CALIFORNIA  
DEPARTMENT OF  
EDUCATION

**TOM TORLAKSON**  
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

**California Department of Education  
Official Letter**

December 22, 2015

Dear County and District Superintendents, County and District Chief Business Officials, and Charter School Administrators:

**ANNUAL ADJUSTMENT TO BID THRESHOLD FOR CONTRACTS  
AWARDED BY SCHOOL DISTRICTS**

*Public Contract Code (PCC)* Section 20111(a) requires school district governing boards to competitively bid and award any contracts involving an expenditure of more than \$50,000, adjusted for inflation, to the lowest responsible bidder. Contracts subject to competitive bidding include:

1. Purchase of equipment, materials, or supplies to be furnished, sold, or leased to the school district.
2. Services that are not construction services.
3. Repairs, including maintenance as defined in *PCC* Section 20115, that are not public projects as defined in *PCC* Section 22002(c).

The State Superintendent of Public Instruction (SSPI) is required to annually adjust the \$50,000 amount specified in *PCC* Section 20111(a) to reflect the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce, for the 12-month period ending in the prior fiscal year. The inflation adjustment is rounded to the nearest one hundred dollars (\$100).

Pursuant to the above calculation, and effective January 1, 2016, the SSPI has determined that the inflation adjusted bid threshold will increase by \$1,800, from \$86,000 to \$87,800. Shown below are the inflation adjusted bid thresholds for the current and two prior years.

Calendar Year	Bid Threshold	Percentage Change in Implicit Price Deflator
2014	\$84,100	.858%
015	\$86,000	2.26%
2016	\$87,800	2.12%

Also note that public projects as defined in *PCC* Section 22002(c), such as construction or reconstruction of publicly owned facilities, have a lower bid threshold of \$15,000 that is not adjusted for inflation. For more information on bidding requirements for all projects, refer to *PCC* sections 20110 to 20118.4.

This letter is posted on the Office of Financial Accountability and Information Services Web page at <http://www.cde.ca.gov/fq/ac/co/>.

Business Services • Richard De Nava, Assistant Superintendent

District Financial Services • Melissa Anderson, Chief  
760 East Brier Drive • San Bernardino, CA 92408 • P: 909.388.5701 • F: 909.388.5735 • [www.sbcss.k12.ca.us](http://www.sbcss.k12.ca.us)

If you have questions regarding this subject, please contact the Office of Financial Accountability and Information Services by phone at 916-322-1770 or by e-mail at [sacsinfo@cde.ca.gov](mailto:sacsinfo@cde.ca.gov).

Sincerely,

Peter Foggiato, Director  
School Fiscal Services Division

Last Reviewed: Wednesday, December 23, 2015

# Attachment B

## Public Contract Code Section 20111, Re Bid Threshold

**20111.** (a) The governing board of any school district, in accordance with any requirement established by that governing board pursuant to subdivision (a) of Section 2000, shall let any contracts involving an expenditure of more than fifty thousand dollars (\$50,000) for any of the following:

(1) The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.

(2) Services, except construction services.

(3) Repairs, including maintenance as defined in Section 20115, that are not a public project as defined in subdivision (c) of Section 22002.

The **contract** shall be let to the lowest responsible bidder who shall give security as the board requires, or else reject all bids.

(b) The governing board shall let any **contract** for a public project, as defined in subdivision (c) of Section 22002, involving an expenditure of fifteen thousand dollars (\$15,000) or more, to the lowest responsible bidder who shall give security as the board requires, or else reject all bids. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security:

(1) Cash.

(2) A cashier's check made payable to the school district.

(3) A certified check made payable to the school district.

(4) A bidder's bond executed by an admitted surety insurer, made payable to the school district.

Upon an award to the lowest bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the school district beyond 60 days from the time the award is made.

(c) This section applies to all equipment, materials, or supplies, whether patented or otherwise, and to contracts awarded pursuant to subdivision (a) of Section 2000. This section shall not apply to professional services or advice, insurance services, or any other purchase or service otherwise exempt from this section, or to any work done by day labor or by force account pursuant to Section 20114.

(d) Commencing January 1, 1997, the Superintendent of Public Instruction shall annually adjust the dollar amounts specified in subdivision (a) to reflect the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the prior fiscal year. The annual adjustments shall be rounded to the nearest one hundred dollars (\$100).

# Attachment C

## Public Contract Code Section 20651, Re Community College Districts

**20651.** (a) The governing board of any community college district shall let any contracts involving an expenditure of more than fifty thousand dollars (\$50,000) for any of the following:

(1) The purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district.

(2) Services, except construction services.

(3) Repairs, including maintenance as defined in Section 20656, that are not a public project as defined in subdivision (c) of Section 22002.

The **contract** shall be let to the lowest responsible bidder who shall give security as the board requires, or else reject all bids.

(b) The governing board shall let any **contract** for a public project, as defined in subdivision (c) of Section 22002, involving an expenditure of fifteen thousand dollars (\$15,000) or more to the lowest responsible bidder who shall give security as the board requires, or else reject all bids. All bids for construction work shall be presented under sealed cover and shall be accompanied by one of the following forms of bidder's security:

(1) Cash.

(2) A cashier's check made payable to the community college district.

(3) A certified check made payable to the community college district.

(4) A bidder's bond executed by an admitted surety insurer, made payable to the community college district.

Upon an award to the lowest bidder, the security of an unsuccessful bidder shall be returned in a reasonable period of time, but in no event shall that security be held by the district beyond 60 days from the time the award is made.

(c) This section applies to all equipment, materials, or supplies, whether patented or otherwise. This section shall not apply to professional services or advice, insurance services, or any other purchase or service otherwise exempt from this section, or to any works done by day labor or by force account pursuant to Section 20655.

(d) Commencing January 1, 1997, the Board of Governors of the California Community Colleges shall annually adjust the dollar amounts specified in subdivision (a) to reflect the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the prior fiscal year. The annual adjustments shall be rounded to the nearest one hundred dollars (\$100).



**PROFESSIONAL DEVELOPMENT QUARTERLY  
CALENDAR  
JAN-MAR 2016**

**January**

22<sup>nd</sup> Intro to Excel; 8am-4pm; PDC TR 101

29<sup>th</sup> 4 Lenses; 11-1230; ATTC RM 119

**February**

\*5<sup>th</sup> The Art of Writing the Performance Evaluation; 9am-12pm; ATTC 119  
(webinar)

18<sup>th</sup> Investigation and Interviewing; 9am-12pm; ATTC 119 (Pt 1 of 3 FRISK  
series)

19<sup>th</sup> Excel Intermediate; 8am-4pm; PDC TR 101

25<sup>th</sup> 4 Lenses; 11-1230; ATTC 119

**March**

4<sup>th</sup> Leaves, Leaves and More Leaves; 9am-12pm (webinar)

11<sup>th</sup> Power Point Introduction; 8am-4pm; PDC Training Room

\*24<sup>th</sup> Leading Across Generations; 11-1pm

Refreshments provided

**CONTACT SECRET BROWN AT 382-4048 FOR COURSE APPLICATION AND  
REGISTRATION!**

*\*Recommended for management*

## Course Descriptors:

**Intro to Excel:** Microsoft Excel is the standard spreadsheet application for both the business world and personal use. Excel is a powerful tool to build spreadsheets for organizing, visualizing, and calculating your data. This basic introduction to Excel is a precursor to follow up workshops to help you get a solid handle on how to make the power of Excel work for you.

Upon completion participants will learn the basics to Excel and have strong tools to build upon with follow up workshops for intermediate Excel.

**4 Lenses:** The 4 Lenses Assessment is a proven personality assessment which helps organizations build a solid understanding in the innate talent and potential of its individuals. The instrument was created from the research of the Myers Briggs Personality Type Indicator, as well as David Kersey's modifications to this instrument in his book, Please Understand Me. This instrument has been simplified to create a more enjoyable experience with longer lasting application retention.

Upon completion of the workshop individuals will be able to fill team deficiencies, practice a better communication styles based on personality types and build team cohesion. Certificate of participation will be awarded upon completion of course.

**The Art of Writing Performance Evaluations:** Participants will learn the art and science of writing effective employee evaluations. Supervisors should know how to use the evaluation process as a mechanism to motivate and lead staff to perform at a superior level. This course will provide an overview of the certificated and classified evaluation process to include timelines, formal and informal observations, observation feedback and relevant documents. Learning how to identify and clearly articulate relevant and meaningful information within the evaluation will lead to continuous employee improvement.

Participants will gain the skills and vocabulary to write effective formal and informal employee evaluations as well as summarize observation results as described through rubrics. Participants will be able to identify methods and techniques to provide effective feedback.

**Investigation and Interviewing:** Conducting a thorough investigation requires an understanding of how to gather evidence. Such information may include understanding the physical location, relevant witnesses and any substantial information that can assist the investigator toward gaining a better understanding of the circumstances surrounding the occurrence. This workshop will include basic interview techniques that will help the investigator appropriately facilitate the interview process.

Upon completion of the workshop participants will be able to describe administrative leave provisions, understand employee union rights during an investigation, provide proper notice to involved parties and summarize investigative results and recommend personnel action.

**Leading Across Generations:** Great leaders tap into the unique contributions of each generation and bridge generational gaps in the workplace. This leadership-development module gives leaders a profound understanding of the differences between generations. But great leaders don't just understand the differences, they also recognize the importance of putting those differences to work in finding more creative solutions to problems; fostering robust, productive dialog; and engaging team members in giving their highest and best contributions.

Participants will have an understanding of the specific differences between the four generations in today's workforce. Learn why the typical approaches no longer work with four generations in the workplace and what does. Discover how stereotyping hinders communication and engagement.