



Chancellor's Chat

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

VOLUME 6 • ISSUE 2

Revised 2/1/16

BOARD MEETING REMINDERS

February 4, 2016
12-3pm
Study Session

February 25, 2016
4pm
Business Meeting

COLLEGE HIGHLIGHTS

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

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

Chancellor's 2016 Vision and Call to Action:

Let's Accomplish Together

*Our blueprint for action and accomplishment as we move forward in 2016 must be built on the foundation of **A.C.T.I.O.N.** –*

Accountability. My reflections and thoughts on accountability (of my position, to my leadership team, colleges, students, the community) and my motivation for action and accomplishment through accountability at all levels.

Collegiality. My reflections and thoughts on collegiality (board, leadership team, intra-district collaboration, district office & college stakeholders, shared governance, etc.) and my motivation for action and accomplishment (maybe describe the "Extended Cabinet," "Chancellor's Advisory Council," etc.).

Transformation. My reflections and thoughts on transformation (of the district, colleges, etc., of where we were in 2014/2015, what's occurred, and the need for transformation), and my motivation for action and accomplishment with regard to positive transformation.

Interaction. My reflections and thoughts on the need for meaningful and consistent interaction (the goal being engagement and teambuilding through rapport, idea-sharing, etc.), and my motivation for action and accomplishment with regard to interaction.

Objectivity. My reflections and thoughts on the need for objectivity (in addressing district-wide challenges and issues without reproach - blame, criticism, admonishment), and my motivation for action and accomplishment with regard to objectivity.

Necessity. My reflections and thoughts on the need to consider necessity as the basis for efficiency and effectiveness as stewards of district resources, sustainability, and most importantly, service to our students and the community.

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](#)

[KVCR](#)

Community Report – Doing What Matters in the Inland Empire

As you are aware, SBCCD has been participating in the state-wide “Doing What MATTERS for Jobs and the Economy” program. In order to meet the needs of employers for a qualified candidate pool, community colleges must be essential catalysts to California’s economic recovery and jobs creation at the local, regional and state levels to close the skills gap. The four prongs of the program are to:

Give Priority for jobs and the economy
Make Room for jobs and the economy
Promote Student Success
Innovate for jobs and the economy

A new update for the Inland Empire has just been released that focuses on the work of the regions community colleges, including SBCCD. The report can be viewed at: [http://www.sbccd.org/District News and Events/Community Report - Doing What Matters in the Inland Empire](http://www.sbccd.org/District_News_and_Events/Community_Report_-_Doing_What_Matters_in_the_Inland_Empire)

Search for SBVC President

Our search for SBVC’s 14th president begins on Monday, 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. Human Resources is working hard to stay on track with the timeline presented 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

CSEA Negotiations Recap

Yesterday, the District conducted negotiations with CSEA and was successful in reaching agreement on a proposal we presented to CSEA in July 2015, regarding the creation of a career pathway for College Security Officers to become Campus Police Officers. This MOU was addressed by the District as a way to provide career opportunities to our CSO employees and would also help assist with the shortage of police officers.

In addition, after negotiating Article 19: Vacations, for the last few sessions, the District and CSEA agreed that their positions were not going to drastically change. As such, the District provided that Article 19.6 contains a “cap” for unit members based on the hours they accrue from the previous year, and that due to a lack of enforcement over the years, 93 members have far exceeded this maximum amount specified. It was agreed that this was a management issue and we would work together to find solutions to enforce this article.

One area they mentioned was providing a substitute pool, which would make it easier for CSEA staff to take their vacations during the course of the year. There was no final decisions made on this end as this was a part of our beginning discussions to address this issue.

As a result, this consensus will alleviate the District from having to expend an approximate \$500K for vacation pay-outs during this fiscal year. Through attrition and working with the unit on Article 19.6 we anticipate that this will mitigate ongoing liability to the District regarding vacations. The vice chancellors are working together to address an oversight plan to account for vacation usage, which will be shared with management.

19.6 VACATION SCHEDULING. All earned vacation must be taken prior to December 31 of the year following the fiscal year in which it was earned.

Early Retirement Incentive

Attention All Employees:

At the Thursday, January 21, 2016 Board of Trustee meeting, the SBCCD 2016-2017 Early Retirement Incentive Plan was approved for eligible employees effective July 1, 2016.

The incentive plan serves as a cost savings strategy and a proactive approach to increasing full-time faculty levels. It is important to note that this is not a typical SERP or supplemental employee retirement plan; retirement health benefits are not being offered. However, employees will still be eligible to participate in the service retirement options afforded by their bargaining unit contract.

In order for the plan's goals to be successful, a minimum number of employees must participate. If minimum levels of participation cannot be confirmed by March 25, 2016, the offer will be withdrawn. In order for the Plan's goals to be successful, we will require a minimum of 15 CTA resignations and 10 resignations from any other classification to accept this incentive.

The eligibility requirements and timelines are identified below:

Eligibility Requirements as of June 30, 2016	1. Employee must be at least 60 years of age as of June 30, 2016 <u>and</u>	
	2. Have a minimum of 5 years of service with the District	
	\$10,000	Management/Non-Bargaining
	\$20,000	CTA
	\$10,000	CSEA
Classification Payout Amount	\$10,000	Confidential
	February 4	Q&A District Education Workshop on Retirement Incentive Plan District Board Room 3pm
	March 18	Letters of resignation due to Human Resources
	March 25	Last day to rescind resignation
	May 12	Board approves resignations
	June 30	Participants retire from District
	July 1	2016-17 Early Retirement Incentive Plan becomes effective

A Question & Answer (Q&A) Education Workshop on the Early Retirement Incentive Plan is scheduled for Thursday, February 4, 2016 at 3pm in the District Board Room. If you are interested in the Early Retirement Incentive Plan, please attend the workshop.

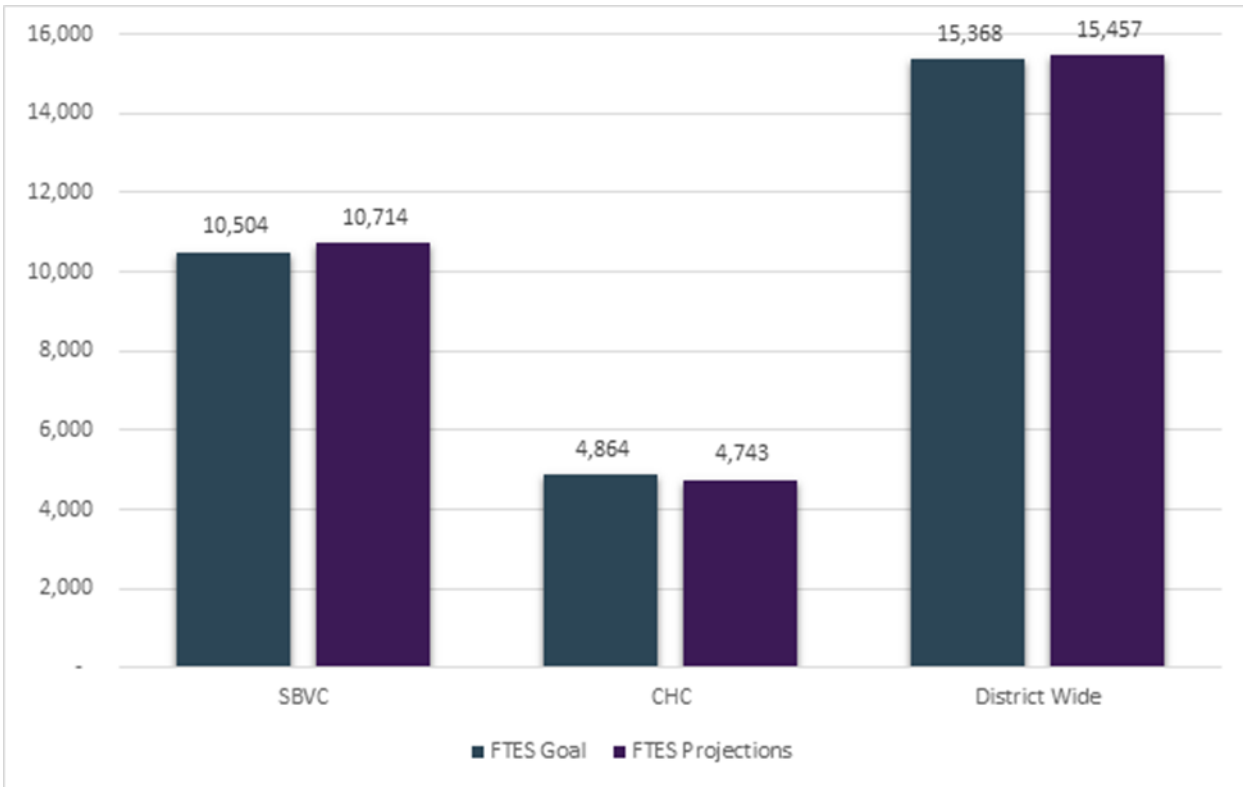
SBVC Asset Inventory to Start on Monday

Beginning Monday February 1, the District will be completing a detailed asset inventory at SBVC. The project is expected to be completed by February 12. A representative from AssetWorks will be onsite to conduct this inventory of all items valued over \$1,000. In order to complete the inventory, the AssetWorks representative will need access to all areas in every building, including classrooms, offices, closets, computer labs, etc. Any personal property valued at \$1,000 or greater should be clearly identified, otherwise it may be recorded mistakenly. Thank you in advance for your assistance with this important project.

*2015-16 FTES Update as of PT**

Due to the 2015-16 restructuring of the State Growth Formula, SBCCD is now in an unprecedented position to capture additional FTES funding. We began the year with a goal to

increase the number of FTES by 4.42% or 651 FTES districtwide. Although subject to change, our initial projections demonstrate that by fiscal year end we will meet our goal, and possibly exceed it by 89 FTES. To stay on track with these projections, the colleges must continue to do marketing outreach, implement growth strategies, and expand course offerings.



*Funds are transmitted to community college districts throughout the year via the apportionment process. The apportionment timeline is as follows: Advance Apportionment in July, First Principal Apportionment (P1) in February, Second Principal Apportionment (P2) in June, and Final Recalculation (R1) in February.

- ◆ FTES (Full-time Equivalent Students): An FTES represents 525 class (contact) hours of student instruction/activity in credit and noncredit courses. FTES is one of the workload measures used in the computation of state aid for California Community Colleges.

How Will Our "One-Time" State Revenue be Spent?

In 2015-16 SBCCD received approximately \$8.2 million in one-time revenues from the state. How will this money be spent?

One-time resources are defined as those that cannot reasonably be expected to be received on an ongoing basis. One-time expenditures are those that are non-recurring and not permanently included in baseline expenditures. With this in mind, we established the following budget for use of one-time revenues for 2015-16.

Enterprise Resource Planning Solution (\$500,000)

The District's software systems and processes are no longer sufficient to support its human resources, finance, operations, and business functions. This deficiency exposes SBCCD and all its entities to increasing risk in the areas of compliance, financial activities, and day-to-day operations. It also places the colleges at a strategic disadvantage in meeting the needs of their students.

As adopted in the 2014-20 District Strategic Plan and approved through the program review process, SBCCD began developing the best approach to meeting its business, finance, human resources and payroll system needs. This action was taken in order to increase administrative and operational efficiency and effectiveness with the anticipated eventual outcome of becoming fiscally independent from the San Bernardino County Superintendent of Schools.

While the total cost exceeds the \$500,000 set aside from the \$8.2 million, the variance will be funded from the Capital Outlay fund.

SBVC Health Life Science Building Ventilation & Generator Replacement for Districtwide Technology Equipment Projects (\$1.5 million)

The Health Life Science Building project was listed as a need by SBVC's program review committee and prioritized number 1 by the Facilities and Safety Committee. It was then reviewed and approved by the SBVC College Council.

The generator project is a carry-over from two years ago. The current generator, which supports all communications district-wide, does not meet Air Quality Management District (AQMD) standards and must be replaced.

Non-Potable Water Conservation at CHC (\$1.2 million)

This project was part of Crafton's Capital Improvement/Replacement Plan and is in partnership with the City of Redlands in order to meet state water conservation mandates. It is anticipated that this project will result in future savings.

Increases in STRS & PERS Rates (\$1.5 million)

The State Chancellor's Office has strongly recommended that districts prepare for the upcoming STRS and PERS rate increases.

"...college budgets will face additional stresses in the coming years, as PERS and STRS obligations are scheduled to increase rapidly and the state faces the sunset of Proposition 30 revenues. Given these circumstances and our knowledge of the volatility of the state's revenue system, we suggest that districts plan carefully now so they are prepared to meet the challenges ahead. Overcommitting these funds to ongoing concerns this year could result in problems in future years when payments for the PERS and STRS contributions come due and the state faces another economic downturn." [i]

We have taken a proactive approach to this anticipated expense and set aside \$1.5 million for future rate increases.

Enrollment Management (\$1 million)

SBCCD is in an unprecedented position to capture FTES^[ii] with very minimal risk due to the 2015-16 restructure of the State Growth Formula, as explained below. However, our colleges need financial support in their endeavor to meet the increased enrollment goals by offering additional sections, providing for increased support needs, and conducting the necessary marketing outreach.

Based on the number of people in our district's boundaries without a college degree, and the number that are unemployed, have limited English skills, are in poverty, or exhibit other signs of being disadvantaged, the State Chancellor's Office determined that SBCCD should be serving 2.12% of California's entire community college population. However, we have only been receiving enough funding to serve 1.28%. Based on this gap, SBCCD is expecting a one-time adjustment of approximately 7.44% in FTES.

Beginning in 2016-17, it is anticipated that growth will be equally distributed among all districts.

Program Review Needs (\$500,000)

Unfunded program review needs exist districtwide. Over the next couple months, we will evaluate and prioritize these needs, funding them accordingly. Stay tuned for details.

Unallocated Funds (\$2 million)

There is an additional \$2 million dollars which will be held in reserve. This is to maintain a 15% fund balance against 2016-17 expense projections, in accordance with Board of Trustee directives.

^[i]Source: http://extranet.cccco.edu/portals/1/executiveoffice/board/2015_agendas/july/3.1-2015-16-budget-update.pdf

^[ii] FTES (Full-time Equivalent Students): An FTES represents 525 class (contact) hours of student instruction/activity in credit and noncredit courses. FTES is one of the workload measures used in the computation of state aid for California Community Colleges.

EDCT Update

Workforce Development

- EDCT is invited to partner with Goodwill Industries to provide skill-upgrades on contract to 60 veterans. Deanna Krehbiel, Workforce Development Manager, is leading the project.
- EDCT initiated a partnership with Lynam Industries that resulted in Lynam donating

materials for San Bernardino Valley College's Welding Department. These materials will be used for Welding classes. Deanna Krehbiel is leading this partnership.

- A new partnership is developed between EDCT and OHL Company to provide specialized training to improve job performance of 60 – 80 of their employees.
- EDCT has offered 17 classes, including 12 classes offered at PDC facility, to assist employers in their human capital development needs. A total of 241 incumbent workers from 34 different companies were trained at both off- and on-campus sites in January.

Career and Technical Education (CTE) Community Collaborative

- EDCT's CTE Community Collaborative was awarded a \$6,050 contract by the San Bernardino County Superintendent of Schools to provide STEM professional development training for their staff. This project is led by Wendy Zinn, Manager, CTE Community Collaborative.
- A partnership Memorandum of Understanding (MOU) was signed by EDCT and the Curiosity Quest that designated EDCT to serve as an Educational Liaison for future Curiosity Quest Problem Solvers.

Regional Office of Information Communication Technology/Digital Media (ICT Digital Media)

- The Deputy Sector Navigator (DSN), Alan Braggins, of the Regional Office of the ICT Digital Media hosted by EDCT, made presentations at the UAV Education Curriculum Planning Meeting and the IE Cyber Community Meeting.

Economic Development and Corporate Training Foundation (EDCT Foundation)

- The EDCT Foundation was chosen by the Port of Los Angeles to host their "Trade Connect Regional Trade Forum" in partnership with the Port of LA at the San Bernardino International Airport (SBIA) on March 2, 2016 from 9:00 a.m. to 12 Noon. This Regional Forum is coordinated by Ashley Gaines, EDCT Foundation Director

The SBCCD in the News for 01-28.2016 can be viewed [here](#):

The following stories were included:

Black History Month celebration to be held at Valley College

Chancellor's Column: Middle College High School - A Short Cut to a Successful Future

CHC Students involved in Elect Her program at University of Redlands

Don't sell KVCR-TV short (opinion column)

High schoolers in Redlands offered free college-level courses

SBVC Alum receives Military Achievement Award and Medal

SBVC instructor exhibits interactive art

SBVC is Aspen Prize Eligible

SBVC Sports Roundup

Trustee among community members remembering family killed in fire

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

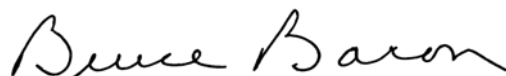
As I continue to reflect on my vision for the San Bernardino Community College District, I feel, stronger than ever, the importance of maintaining my commitment to these ideals. We have been successful in many areas of this vision. In other areas, the progress toward the vision will take time, but I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

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