

# DISTRICT ASSEMBLY AGENDA

December 1, 2015  
3:00pm  
**New Location: ATTC**

**Present:**  
**Absent:**  
**Guests:**

TOPIC	DISCUSSION
Call to Order -Stanskas	
Chancellor's Report	
<p>Approval of Minutes – 11/3/15 (p.4)</p> <p>Once approved, minutes and materials will be posted on the District web-site: <a href="http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a-,_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a></p>	
<p>Information Items <a href="#">Click here to view CCLC Policies &amp; Procedures.</a></p> <ul style="list-style-type: none"> <li>• <b>CCLC Mandatory Legal Updates</b> <ul style="list-style-type: none"> <li>• BP 3510 Workplace Violence</li> <li>• BP/AP 4070 Course Auditing and Auditing Fees</li> <li>• BP/AP 5030 Fees</li> <li>• AP 5013 Students in Military</li> </ul> </li> </ul>	
<p>Old Business <a href="#">Click here to view CCLC Policies &amp; Procedures.</a></p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures for 2<sup>nd</sup> Reading           <ul style="list-style-type: none"> <li>• BP/AP 7150 Evaluation (No response from mgmt. Expected completion date to be provided and brought back to DA in February for review)</li> <li>• BP 7250 Educational Administrators</li> <li>• BP/AP 7340 Leaves</li> <li>• AP/BP 2410 Board Policies &amp; Procedures</li> </ul> </li> </ul>	

New Business [Click here to view CCLC Policies & Procedures.](#)

- **Policies & Procedures for 1<sup>st</sup> Read**
  - BP 2310 Regular Meetings of the Board  
Requested by Board of Trustees
  - BP/AP 2340 Agendas  
Requested by Board of Trustees
  - BP/AP 2510 Collegial Consultation  
Requested by Board of Trustees
  - BP/AP 2714 Distribution of Tickets or Passes  
Requested by Board of Trustees
- **Policies & Procedures for 1<sup>st</sup> Read – CCLC Legal Updates  
(Brand New P&Ps or Old to New Format)**
  - BP 3820 Gifts (old to new format)
  - BP/AP 7330 Communicable Disease (brand new)
  - BP 7335 Health Examinations (old to new format)
  - AP 2712 Conflict of Interest Code (old to new format)
  - AP 3435 Discrimination and Harassment Complaints and Investigations (old to new format)
  - AP 3510 Workplace Violence (old to new format)
  - AP 3515 Reporting of Crimes (brand new)
  - AP 3540 Sexual and Other Assaults on Campus (brand new)
  - AP 3720 Computer and Network Use (old to new format)
  - AP 4102 Career and Technical Education Programs (old to new format)
  - AP 4225 Course Repetition (old to new format)
  - AP 5015 Residence Determination (old to new format)
  - AP 5520 Student Discipline Procedures (brand new)
  - AP 6800 Safety (old to new format)

Reports:

- Calendar Committee Update
- Non-Credit Updates from Senates
- Enrollment Update
- Human Resources Department Update
- Academic Senates
- Classified Senates
- Student Senates

Written District Reports

- EDCT Update

Public Comments

District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. 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) 382-4091 as far in advance of the meeting as possible.

Future Agenda Items

- Policies & Procedures per review cycle spreadsheet
- Master Plan Update
- AB 86 Update
- Enrollment Update
- District Strategic Plan Update
- Fiscal Services Update (written reports Feb, May, Aug, Nov)
- KVCR Update (written reports Feb, July)
- Police Department Update (written reports Apr, Sept)
- TESS Updates (written reports May, Oct)
- Human Resources Update (written reports Jan, Apr, July, Oct)
- EDCT Update (written reports Apr, Dec)

Adjourn

# DISTRICT ASSEMBLY MINUTES

November 3, 2015  
3:00pm  
District Board Room

**Present:** Stankas, Allen, Brink, Holbrook, Crow, Beebe, Huston, Danley, Briggs, Pires, Levesque, Carter, Marshall, Gilbert, (K. Jaramillo) for Beavor

**Absent:** Garcia, Hallex, Gamboa, Feist, Thomas, Miller, Paddock, Chavira, Weiss, Rowley, Burgess, Vazquez, G. Jaramillo. Baron, Fisher, Tinoco, Eaton, Lillard, Cota

**Guests:** Torres, Norman

TOPIC	DISCUSSION
Call to Order -Stankas	Stankas called the meeting to order at 3:05pm Allen gave an update on a coordinator meeting for online exchange distance education programs. Stansaks gave an update on Scorecard CTE Skilllevel scorecard results show older age brushing up job skills, which translates to increased salaries.
Chancellor's Report	None
<p>Approval of Minutes – 10/6/15</p> <p>Once approved, minutes and materials will be posted on the District web-site: <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly</a></p>	<p>Pires motioned, Gilbert seconded to approve the minutes of <u>10/6/15</u></p> <p><b>AYES:</b> Stankas, Allen, Crow, Huston, Danley, Briggs, Pires, Levesque, Carter, Marshall, Gilbert, (K. Jaramillo) for Beavor</p> <p><b>NOS:</b> None</p> <p><b>Absent:</b> Garcia, Hallex, Gamboa, Feist, Thomas, Miller, Paddock, Chavira, Weiss, Rowley, Burgess, Vazquez, G. Jaramillo. Baron, Fisher, Tinoco, Eaton, Lillard, Cota</p> <p><b>Abstain:</b> Brink, Holbrook, Beebe</p>
<p>Old Business</p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures for 2<sup>nd</sup> Reading               <ul style="list-style-type: none"> <li>• BP 2200 Board Duties &amp; Responsibilities</li> <li>• BP 2210 Officers (<b>Assembly suggested adding language to line 49-50 item #12: hosted by the California Community College League</b>)</li> <li>• BP 2220 Committees of the Board (<b>recommend not listing committees on the BP – reference that a list of committees are located on the website so the BP does not have to go through the approval process when changes are made</b>)</li> <li>• BP 2305 Annual Organizational Meeting</li> <li>• AP 7250 Educational Administrators</li> <li>• BP/AP 7150 Evaluation (<b>AP &amp; BP need input from managers by December District Assembly meeting</b>)</li> </ul> </li> </ul>	<p>Allen motioned, Gilbert seconded to approve APs &amp; BPs listed under <u>old business with the amendments as noted.</u></p> <p><b>AYES:</b> Stankas, Allen, Crow, Huston, Danley, Briggs, Pires, Levesque, Carter, Marshall, Gilbert, (K. Jaramillo) for Beavor</p> <p><b>NOS:</b> None</p> <p><b>Absent:</b> Garcia, Hallex, Gamboa, Feist, Thomas, Miller, Paddock, Chavira, Weiss, Rowley, Burgess, Vazquez, G. Jaramillo. Baron, Fisher, Tinoco, Eaton, Lillard, Cota</p> <p><b>Abstain:</b> Brink, Holbrook, Beebe</p> <p>Legally required updates will be presented to District Assembly as information. Legally recommended will be presented on the consent agenda.</p>
<p>New Business</p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures for 1<sup>st</sup> Read               <ul style="list-style-type: none"> <li>• BP 7250 Educational Administrators (as requested by VC Human Resources)</li> <li>• BP/AP 5530 Student Rights &amp; Grievances (as requested by VP Student Services and VP Instruction)</li> <li>• BP/AP 7340 Leaves (as requested by VC Human Resources)</li> </ul> </li> </ul>	<p>Norman provided the reasons why 7150 and 7250 were brought forward. 7250 is to strike old language and 7150 to add clarity around the evaluation process. April Dale Carter is to take AP and BP 7150 to the managers for review. Input is requested from the managers at the December District Assembly meeting.</p> <p>BP/AP 5530 Student Rights &amp; Grievances (as requested by VP Student Services and VP Instruction) was not presented. It should come back to DA in December.</p> <p>BP/AP 7340 Leaves was distributed at the meeting.</p>

<p>Reports:</p> <ul style="list-style-type: none"> <li>• Non-Credit Updates from Senates</li> <li>• Calendar Committee Recap and Update</li> <li>• Master Plan Update</li> <li>• Academic Senates</li> <li>• Classified Senates</li> <li>• Student Senates</li> </ul> <p>Written District Reports</p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p>Senates gave an update on non-credit. CHC is working on a job description for a coordinator position to Research non-credit. SBVC asked for planning committee to do research. Committee is reviewing coordinator job description and duties.</p> <p>Calendar meeting November 17 at 2:30 with direction to constituent groups. Discussion needs to happen to review flex and in-service definitions. Should the passing time be adjusted from 15 minutes to 10 minutes since class schedules don't change?</p> <p>Jose Torres gave an update on the Master Plan. Consultants have met with presidents, attended DSPC, and will attend academic senates. To create a good master planning document with both colleges input that can be updated annually.</p> <p>Vice Chancellor Torres invited District Assembly and Academic Senate to a District budget Committee Meeting.</p> <p>Gilbert gave a brief update on SBVC Academic Senate. District Reserve 15% resolution is moving to 1<sup>st</sup> reading.</p> <p>Allen reported Student Success plan went though. Student Equity plan to first read. Completed and adopted the District Budget resolution for the next board meeting.</p>
<p>Public Comments</p> <p>District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. 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) 382-4091 as far in advance of the meeting as possible.</p>	<p>None.</p>
<p>Future Agenda Items</p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures per review cycle spreadsheet</li> <li>• Non-Credit Updates from Senates</li> <li>• Calendar Committee Recap and Update</li> <li>• Master Plan Update</li> <li>• AB 86 Update</li> </ul>	<p>Enrollment Update and Faculty Application Update should be given in December.</p>
<p>Adjourn</p>	<p>4:12pm</p>

Policy & Procedure Subscriber Service  
Community College League of California  
Liebert Cassidy Whitmore

**Legal Update #27**  
October 2015

**OVERVIEW**

This is the 27th update to subscribing district members of the League's Policy & Procedure Subscriber Service, offered in partnership with the law firm of Liebert Cassidy Whitmore. The update is in response to new laws and regulations, legal opinions, and questions from subscribers that have occurred since legal Update 26, disseminated to member districts in April 2015.

**Revisions to the Board Policy Templates**

**BP 3510 Workplace Violence** – The title of this policy was updated for clarity.

**BP 3820 Gifts** – This policy was updated to add military or veterans status to the list of grounds upon which a potential donor may not discriminate in order for a district to accept a donation from that donor.

**BP 4070 Course Auditing and Auditing Fees** – The title of this policy was updated for clarity.

**BP 5030 Fees** – This policy was updated to add a new fee that must be charged for students enrolled in a baccalaureate degree pilot program.

**BP 7330 Communicable Disease** – This policy was updated to clarify the requirement that newly hired employees provide certification that they are free from active tuberculosis.

**BP 7335 Health Examinations** – This policy was updated to clarify that the policy is legally advised for those districts that require pre-employment medical examinations and to clarify language in the policy regarding conditional job offers.

**Revisions to the Administrative Procedure Templates**

**AP 2712 Conflict of Interest Code** – This procedure was updated to reflect an amendment to the Political Reform Act regulations increasing the annual gift limit from \$440 in a calendar year to \$460 in a calendar year.

**AP 3435 Discrimination and Harassment Complaints and Investigations** – The title of this procedure was updated for clarity. The procedure was updated to clarify the differences between formal and informal complaints as well as the differences in handling both. The procedure was also updated to clarify different appeal and notification requirement for complaints based on employment and those not related to employment.

**AP 3510 Workplace Violence** – The title of this procedure was updated for clarity.

**AP 3515 Reporting of Crimes** – A note in this procedure was updated to add a link to resources offered by the California Attorney General’s Office to assist Districts comply with AB 1433 reporting requirements.

**AP 3540 Sexual and Other Assaults on Campus** – A note in this procedure was updated to add a link to resources offered by the Department of Justice’s Office on Violence Against Women.

**AP 3720 Computer and Network Use** – This procedure was updated to permit employees to use a district’s email system to engage in protected concerted activities during non-work time.

**AP 4070 Course Auditing and Auditing Fees** – The title of this procedure was updated for clarity.

**AP 4102 Career and Technical Education Programs** – This procedure was updated to add a legal citation to the Federal Education Department General Administrative Regulations (EDGAR) 2<sup>nd</sup> Edition and include language regarding EDGAR’s new written procedure requirements in the list of local practices that districts must address under this procedure.

**AP 4225 Course Repetition** – This procedure was updated to reflect changes in Title 5 Regulations pertaining to the repetition of cooperative work experience courses.

**AP 5013 Students in Military** – This procedure was updated to add citations to Education Code Section 68075.7 and 38 U.S. Code Section 3679. A provision was also added to address children or spouses of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty, as individuals eligible for resident status.

**AP 5015 Residence Determination** – This procedure was updated to add Education Code Section 68075.7 and 38 U.S. Code Section 3679 to the legal references and to include a provision regarding children or spouses of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty, as individuals eligible for resident status.

**AP 5030 Fees** – This procedure was updated to add a provision allowing districts to waive enrollment fees that were not collected due to a district’s error in awarding a Board of Governors Fee Waiver to an ineligible student. This procedure was also updated to include baccalaureate degree pilot program fees as a required fee.

**AP 5520 Student Discipline Procedures** – This procedure was updated to correct a typographical error and to make clarifications.

**AP 6800 Safety** - The legal citations in this procedure were revised to clarify the penal code reference.

**AP 7330 Communicable Disease** - This procedure was updated to clarify that only successful applicants for academic positions are required to submit certification that the applicant is free from any communicable disease.

10/29/15





***Report of the Economic Development  
and Corporate Training Division  
District Assembly, December 1, 2015***



***Prepared by:***

***Matthew Isaac, Ph.D.  
Associate Vice Chancellor  
Economic Development and Corporate Training (EDCT)***

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## Workforce Development

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### Grants

**\$1.7 Million Grant from CDCR:** The EDCT-Professional Development Center (PDC) received a verbal commitment for a second-term grant of \$1.75 million from the California Department of Corrections and Rehabilitation (CDCR) to continue the Parolee Work-Crew Project in partnership with Caltrans for 2-years beginning on July 1, 2016.

**\$949,962.00 Grant from ETP:** The Employment Training Panel (ETP), a state agency supported by business and labor, approved its fifth Agreement with EDCT-PDC to enhance local worker competitiveness. This 24 month, \$949,962 project is designed to serve 1,961 workers employed at large and small businesses in the Inland Region.

### Awards of Recognition

EDCT is selected to receive the Authorized Center (MAC) Award from Manufacturing Skill Standards Council (MSSC). This award is given to schools and centers in the nation that are leaders in assessing individuals for MSSC industry-recognized nationally portable certifications and providing exemplary service in creating a better workforce pipeline.

### Programs and Services Offered

From May to October EDCT-PDC provided 13,276 instructional hours of performance improvement training solutions to 489 incumbent workers representing 27 different companies in the Inland Empire in October. EDCT-PDC conducted 33 classes.

EDCT-PDC also provided training to the Metropolitan Water District of Southern California. Apprentices received instruction in welding and machining training. The welding training was provided to 30 individuals. The machining training was provided to 26 individuals.

Mechanical Craft training funded by the TAACCCT grant began in September. A cohort of 18 trainees from six companies is participating in the 136-hour program. Participating employers include Excel Logistics, California Steel Industries, Leggett & Platt, TST Inc., 3M, and Fender.

Our project with Amazon was launched. Beta testing of employees for the purpose of designing a customized training program started on September 22, 2015. EDCT staff successfully trained to become ACT Work Keys Test administrators.

### Personnel

Robert Levesque, Director of Workforce Development, was voted in as an Executive Board Member of the Employment Training Panel Multiple Employer Contractor's Consortium (ETP MEC). This Committee promotes to the Panel the role and benefit of Not-for-Credit Contract Education available through the community colleges.

Robert Levesque, Director of Workforce Development, was selected to serve on the Statewide Contract Education Advisory Group.

Submitted by: Robert Levesque, Director, Workforce Development  
Professional Development Center (PDC), EDCT, Phone: (909) 382-4039

## **Office of the Information Communication Technology (ICT)/Digital Media**

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**EDCT's Regional ICT Digital Media:** The program was reauthorized to receive \$300,000 in funding from the California Community College Chancellors Office for fiscal year 2015-16

### **Mini-grants Offered by this Program to Other Colleges and Schools from its Own Funds**

The Regional ICT Digital Media program operated by EDCT awarded a total of **\$29,732.00** in mini-grants to the following community college and school districts for Digital Media capacity building projects:

1. Crafton Hills College for Curriculum-Industry Alignment Project : \$5,000.00
2. Colton Redland Yucaipa ROP for Cyber Patriot Program: \$2,100.00
3. Mt. San Jacinto College Digital Media Curriculum-Industry Alignment: \$4,957.00
4. Mt. San Jacinto College Digital Media Storyboard Curriculum Project: \$4,655.00
5. SB County Superintendent of Schools ROP Cyber Patriot Programs: \$7,000.00
6. San Geronio Girl Scout Council Cyber Security Career Exploration Program: \$5,000.00
7. Moreno Valley USD Cyber Patriot Program: \$700.00
8. San Bernardino Valley College for faculty Professional Development: \$320.00

The implementation of the above eight projects will enhance instruction and impact nearly 2,000 students in the region.

### **Other Funding Offered by ICT Digital Media Program for Projects**

The ICT/Digital Media program provided **\$20,500** in funding for the following special programs that impacted 65 faculty members and 70 students:

1. STEM/EDA Training for Middle School Faculty at California State University San Bernardino in partnership with National Integrated Cyber Education Research Center (NICERC): \$500
2. *Xtreme Summer Camp Cyber Security* activity through CRYROP: \$5,000
3. Girl Reporter Cyber Security Career Exploration with San Geronio Girl Scout Council: \$5,000
4. For developing A-G curriculum for High School students in Cyber Security in Civics and in Physics in partnership with University of California Curriculum Institute (UCCI) and San Bernardino County Superintendent of Schools ROP: \$10,000

### **Programs Sponsored**

The ICT Digital Media program sponsored a Regional Cyber Symposium at the National Orange Show Convention Center on October 15<sup>th</sup>. This Symposium was attended by 137 faculty and administrators.

ICT Digital Media program also offered a Cal Pass Training Seminar for 18 administrators at the Donald F. Averill Applied Technology Training Center (ATTC).

### **Personnel**

Alan Braggins, ICT Digital Media Program Manager, was selected as the Southern California Community College liaison for Cyber Watch West.

Submitted by: Alan Braggins, Deputy Sector Navigator  
Regional Information Communication Technology/Digital Media, EDCT  
Phone: (909) 382-4067

## Career and Technical Education (CTE) Community Collaborative

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### Programs Offered

ICREATE – Collaborating with San Bernardino County Superintendent of Schools, Cal State University San Bernardino and the *Discovery Cube ICreate* continues as STEM professional development for Inland Empire teachers and after school providers. Monthly classes begin in November and go through April. The *ICreate Fair* is held at CSUSB in April as a showcase for student projects and is open to the public. This year we will be adding the first Cyber competition for elementary and middle school students

**Cyber Security:** A new *Cyber Security Afterschool Program* was created for elementary and middle school students to be piloted in 2016 with the After School Program and Cyber Innovation in Region 10. Curriculum development, pathway alignment, field trips, summer camps, and professional development for 40 teachers are underway.

**SeaPerch** – Robotics Camp for 30 middle school students and a regional competition are being planned.

**Mobil Tech Lab** – Part of the *STEMapalooza* at SBVC where over 100 students created catapults

**STEM Certificate for Educators:** This is a joint program with CSUSB, SBCCD, and the Science Experience. A pilot program for over 30 educators was successfully completed. Over 100 instructors signed up for the program to begin in winter 2016.

**Victor Valley Ramp Up Grant** – Chosen as the one representative to accompany the VV Ramp Up contingency to the first round CCCPT meeting in Berkeley.

**Curiosity Quest Problem Solvers:** Filming is initiated for City of Colton and the Colton Joint Unified School District and the City of Rialto and the Rialto Unified School District. Programs were planned for Sempra Gas, Cal Fire and Small Business DSN and Loma Linda School of Dentistry.

**STEM Program Development:** Received a contract to develop a training program to train the teachers of the Norton Elementary School in Nanotechnology.

### Funding Received

**The 8<sup>th</sup> Annual Counselor Conclave:** The CTE Community Collaborative was contracted to coordinate the Eighth Annual Counselor Conclave at the Riverside Convention Center in November 2015. The \$40,000 contract received by EDCT was funded through the SB1070 regional grant administered by Mount San Jacinto College. Wendy Zinn will be leading the region in planning and implementation.

**Allied Health Boot Camp:** Received \$3,000 funding for the development and implementation of a boot camp for middle and high school students at Crafton Hills College to be held in summer 2016.

### Personnel

**Global STEM Leadership Alliance** – Wendy Zinn, Manager, is invited to be a founding member of the Global STEM Leadership Alliance (GSLA) Advisory Board.

Submitted by: Wendy Zinn, Manager  
CTE Community Collaborative, EDCT  
Phone: (909) 382-4083

## **Entrepreneurship Institute of San Bernardino (EIOSB)**

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### **2015 Business Plan Development Competition**

The Entrepreneurship Institute of San Bernardino (EIOSB) held the “2015 Best Business Plan Competition” in summer 2015. Participants in the competition had previously completed the EIOSB six-course program which awarded them a Certificate endorsed by the San Bernardino Community College District. In addition to the Business Plan submission, the competitors, on behalf of their respective businesses, must submit a detailed grant application and then provide a post-grant accounting of how the funds were spent. The First Place winner, Breanna Strauss, received a \$3,000 grant from the EDCT Division, which oversees the EIOSB. Ms. Strauss owns Breanna Strauss Photography, a commercial and editorial photography company that specializes in providing high-quality photography for small business and corporate use.

### **Grants**

The Entrepreneurship Institute was selected to receive a Faculty Entrepreneurship Champion Mini-grant award of \$7,500 from the Small Business Sector Navigator of the California Community Colleges Chancellors Office. The grant funds will enable Professors Bruce Underwood and Michael Assumma at San Bernardino Valley College to develop a non-credit Entrepreneurship Training program for economically disadvantaged entrepreneurs.

For a mini-grant proposal submitted to the Small Business Development Deputy Sector Navigator hosted by the Victor Valley Community College District, the EIOSB was awarded a min-grant of \$5,000. The grant funds will help the EIOSB to support the development of a Youth Entrepreneurship training program.

### **Student Success**

Thirty-six (36) prospective entrepreneurs have been provided the knowledge and skills to become effective business leaders in 2014-15. It is hoped that many of these 36 individuals will become successful in opening new small businesses that will not only provide employment for themselves but also for others from within our community.

Submitted by:            Bruce Underwood, Professional Expert/Coordinator  
                                  Entrepreneurship Institute of San Bernardino (EIOSB), EDCT  
                                  Phone: (909) 382-4037

## **Economic Development and Corporate Training Foundation (EDCT Foundation)**

As the arm of the District that delivers training, the Economic Development and Corporate Training (EDCT) Division of the San Bernardino Community College District (SBCCD) was not eligible to apply for grants offered by private Foundations of major corporations or is able to receive tax deductible bequests, devises, transfers or gifts from individuals or charitable organizations. In order to apply for these additional sources of private funding to help our needy residents, EDCT has formed a non-profit corporation called the Economic Development and Corporate Training Foundation (EDCT Foundation). The mission of the new EDCT Foundation is to seek philanthropic support from individuals, corporations, and private Foundations which will enable us to support the workforce and economic development goals of the EDCT Division.

The Economic Development and Corporate Training Foundation (EDCT Foundation) was organized as a non-profit public benefit corporation under the Non-profit Public Benefit Corporation Law for public and charitable purposes to support the “workforce and economic development” mission of the EDCT. This non-profit corporation is an “Auxiliary Organization” of the San Bernardino Community College District (SBCCD) and operates in compliance with the SBCCD Board Policies and Procedures. The Foundation is governed by its own Board of Directors.

On October 20, 2015, the US Department of Treasury approved the EDCT Foundation as a “tax exempt” organization from federal income tax under Internal Revenue Code (IRC) Section 501 © (3) and classified it as a public charity. As a Tax Exempt 501c3, the EDCT Foundation is now eligible to apply for grants offered by private Foundations of major corporations and is able to receive tax deductible bequests, devises, transfers or gifts from individuals or charitable organizations.

### **Foundation Director**

The Board of Trustees of the San Bernardino Community College District appointed Ms. Ashley E. Gaines as the Interim EDCT Foundation Director on June 28, 2015. In this capacity, she is responsible for grants and resource development, major event planning, and community relations. She possesses over 17 years of combined experience in the higher education, private, public economic and workforce development, casino gaming, and small business (ownership) sectors, where she gained extensive expertise in community college teaching and grant project development, business development, advertising and marketing, program promotion, and community and public relations.

### **Foundation Logo**

Since the EDCT Foundation was organized to support the mission of the EDCT Division, a logo complimentary to the logo of the EDCT Division was designed and was adopted by the Foundation for its use.

### **Foundation Website and Social Media**

A website was developed for the EDCT Foundation and was launched in October 2015. The Website address is: [www.edctfoundation.org](http://www.edctfoundation.org). Social Media accounts for the Foundation were set up including Facebook, Twitter, Google+, and LinkedIn and can be found as follows:

- Facebook.com/edctfoundation
- Twitter.com/edctfoundation
- Instagram.com/edctfoundation

### **Grants**

A proposal developed by Ashley Gaines, Director of EDCT Foundation, on behalf of the Entrepreneurship Institute of San Bernardino (EIOSB) received a mini-grant of \$7,500 from the California Community Colleges Chancellors Office Small Business Sector Navigator in October 2015.

Another grant proposal developed by Ms. Gaines received a mini-grant of \$5,000 from the Deputy Sector Navigator for developing a Youth Entrepreneurship Training program from the regional Deputy Sector Navigator hosted by the Desert Region Consortium of Community Colleges.

Submitted by: Ashley Gaines, Interim Director  
Economic Development and Corporate Training Foundation  
Phone: (909) 382-4074