

# DISTRICT ASSEMBLY AGENDA

March 1, 2016  
3:00pm  
Location: ATTC

Attendance: See Sign In Sheet

TOPIC	DISCUSSION
Call to Order -Stanskas	
Chancellor's Report	
Approval of Minutes – 2/2/16  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><b>OLD BUSINESS</b> Click Here to access the policies for review <a href="#">View files</a></p> <p><b>1. Policies &amp; Procedures for 2<sup>nd</sup> Read and Approval</b></p> <ul style="list-style-type: none"><li>○ BP/AP 7250 Educational Administrators</li><li>○ AP 3435 Discrimination and Harassment Complaints and Investigations (old to new format) (send to HR)</li><li>○ AP 3540 Sexual and Other Assaults on Campus (brand new) (send to Police)</li><li>○ AP 3720 Computer and Network Use (old to new format) (send to TESS)</li><li>○ BP/AP 2710 Conflict of Interest</li><li>○ AP 2712 Conflict of Interest Code</li><li>○ BP/AP 3500 Campus Safety</li><li>○ BP/AP 3518 Child Abuse Reporting</li><li>○ BP/AP 3810 Claims Against the District</li><li>○ AP 4021 Program Discontinuance</li><li>○ AP 4022 Course Approval</li><li>○ BP/AP 4026 Philosophy and Criteria for International Education</li></ul> <p><b>2. Consideration to approve the composition of the hiring committee for the president recruitment only as follows:</b></p> <p>Composition:</p> <ul style="list-style-type: none"><li>(1) ASG</li><li>(1) CSEA</li><li>(1) CTA</li><li>(3) Academic Senate</li><li>(2) Classified Senate</li><li>(1) Chancellor's Selection</li><li>(3) Manager's appointment</li><li>(1) SBVC Foundation</li><li>(1) Staff/Confidential</li><li>(1) Community member</li></ul>	

**NEW BUSINESS**

Click Here to access the policies for review [View files](#)

1. **Policies & Procedures for 1<sup>st</sup> Read**
  
2. **Board would like to invite members of District Assembly to a Meet & Greet Reception prior to an upcoming board meeting.**

**REPORTS**

- o Policy & Procedure Software Testing
- o Calendar Committee Update
- o Non-Credit Updates from Senates
- o Doing What Matters Initiative Update (Alan Braggins)
- o Academic Senates
- o Classified Senates
- o Student Senates

**WRITTEN DISTRICT REPORTS**

- o Human Resources

**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
- AB 86 Update
- District Strategic Plan Update
- Educational & Facilities Master Plan Update
- District Budget & Enrollment Update (April)
- AP 4102 Career and Technical Education Programs (return for 2<sup>nd</sup> read to April DA meeting)
- Annual approval of 6-year AP/BP review schedule (September)
- 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

February 2, 2016  
3:00pm  
Location: ATTC

ATTENDANCE: See Sign In Sheet

TOPIC	DISCUSSION
Call to Order -Stanskas	Meeting was called to order at 3:06pm
Chancellor's Report	<p>Chancellor shared his ACTION plan. President's search at SBVC update. Chancellor suggested increasing the search committee to 15 members. Vice Chancellor Norman reminded District Assembly that the board policy may require updating before the recruitment begins. If this happens the policy would have to move quickly through the approval process. Chancellor reported the Latino Faculty Association also expressed an interest in being represented on the hiring committee.</p> <p><u>Danely motioned, Levesque seconded the motion.</u> Unanimous approval to support the Chancellor's recommendation of increasing the President search committee to 15 members.</p> <p>Chancellor Baron also reported the SB Sun article named SBVC and others as the top 150 colleges in the country. The Climate Survey is available on the district website and results showed employees are most pleased with the PD.</p>
<p>Approval of Minutes – 12/1/15 (p.3)</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><u>Pires motioned, Rowley seconded the motion to approve the minutes of 12/1/15.</u> Unanimous approval with Gilbert abstaining.</p>

**OLD BUSINESS**

Click Here to access the policies for review [View files](#)

- **Policies & Procedures for 2<sup>nd</sup> Read and Approval**
  - BP 2310 Regular Meetings of the Board
  - BP/AP 2340 Agendas
  - BP/AP 2510 Collegial Consultation
  - BP/AP 2714 Distribution of Tickets or Passes
  
  - BP 3820 Gifts (old to new format) (INFO)
  - BP 7335 Health Examinations (old to new format) (INFO)
  - AP 3510 Workplace Violence (old to new format) (INFO)
  
  - BP/AP 7330 Communicable Disease (brand new) (send to HR)
  - AP 3435 Discrimination and Harassment Complaints and Investigations (old to new format) (send to HR)
  - AP 3515 Reporting of Crimes (brand new) (send to Police)
  - AP 3540 Sexual and Other Assaults on Campus (brand new) (send to Police)
  - AP 3720 Computer and Network Use (old to new format) (send to TESS)
  - AP 4102 Career and Technical Education Programs (old to new format) (send to Academic Senates)
  - AP 5520 Student Discipline Procedures (brand new) (send to VPSS)
  - AP 6800 Safety (old to new format) (Police)

Allen motioned, Brink seconded the motion to approve old business items with the following exceptions:

Redline and bring back AP 3435, AP 3540, and AP 3720. AP 4102 is with the Academic Senates and should come back to DA in April.

Unanimous approval.

**NEW BUSINESS**

Click Here to access the policies for review [View files](#)

- **Policies & Procedures for 1<sup>st</sup> Read**
  - BP/AP 2710 Conflict of Interest
  - AP 2712 Conflict of Interest Code
  - BP/AP 3500 Campus Safety
  - BP/AP 3518 Child Abuse Reporting
  - BP/AP 3810 Claims Against the District
  - AP 4021 Program Discontinuance
  - AP 4022 Course Approval
  - BP/AP 4026 Philosophy and Criteria for International Education

AP 4021, AP 4022, and BP/AP 4026 were deemed Academic & Professional and are ready to move forward to DA in March.

Reports:

- Calendar Committee Update
- Non-Credit Updates from Senates
- District Budget, Ed Master Plan, & Enrollment Update
- Academic Senates
- Classified Senates
- Student Senates

Written District Reports

- Business & Fiscal Services (p.7)

Calendar Committee Update – The goal is to have the calendar completed by the end of this academic year.

Non-Credit update from CHC – the job description for researcher for faculty member to lead the research will be sent for approval at both Senates. SBVC is concerned with the leadership and support from the District.

Jose Torres gave an update on the budget, FTES/Enrollment Management. Dr. Keith Wurtz gave an update on the Ed Master Plan. The goal is to have the plans completed by the fall. Brief updates were given by Academic Senates.

<p><b>Public Comments</b>  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>	None
<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>• Policies &amp; Procedures per review cycle spreadsheet</li> <li>• Master Plan Update</li> <li>• AB 86 Update</li> <li>• District Strategic Plan Update</li> <li>• Doing What Matters Initiative Update (March)</li> <li>• Fiscal Services Update (written reports Feb, May, Aug, Nov)</li> <li>• KVCR Update (written reports Feb, July)</li> <li>• Police Department Update (written reports Apr, Sept)</li> <li>• TESS Updates (written reports May, Oct)</li> <li>• Human Resources Update (written reports Jan, Apr, July, Oct)</li> <li>• EDCT Update (written reports Apr, Dec)</li> </ul>	
<p><b>Adjourn</b></p>	Meeting adjourned at 4:31pm.

District Assembly Sign In List (initial beside your name)  
Terms Ending 2016-2017

President: John Stankas  
Vice President: Denise Allen

FACULTY

Crafton Hills College (4)

*h* T.L. Brink (16)  
~~Patricia Menchaca (16)~~  
Jim Holbrook (17)  
Kathy Crow (17)  
Yvonne Beebe (17)

San Bernardino Valley College (6)

John Stankas (16) *JS*  
Celia Huston (16)  
Jay Danley (16) *JD*  
Stephanie Briggs (16) *SB*  
Romana Pires (17) *RP*

CLASSIFIED STAFF

Central Services (1)

Stacy Garcia (16)

Crafton Hills College (2)

Alicia Hallex (16)  
Ben Gamboa (17)

San Bernardino Valley College (3)

John Feist (16) *JPF*  
Cassandra Thomas (17) *CT*  
Sarah Miller (17)

MANAGEMENT STAFF

*RL* Central Services (1) Crafton Hills College (2)

Robert Levesque (16) Ericka Paddock (16)  
Rejoice Chavira (17) *RC*

San Bernardino Valley College (3)

April Dale Carter (17)  
Kay Weiss (16)  
Kathleen Rowley (16) *KR*

STUDENTS

Crafton Hills College (2)

Aaron Burgess (16)  
Esmeralda Vazquez (alternate)

San Bernardino Valley College (2)

~~Linda Subero (16)~~  
Gabriel Jaramillo (Alternate)

EX-OFFICIO

- |  |  |
|--|--|
| 1. Chancellor of the District                          | Bruce Baron                            |
| 2. President of Crafton Hills College                  | Cheryl Marshall <i>Cheryl Marshall</i> |
| 3. President of San Bernardino Valley College          | Gloria Fisher                          |
| 4. President of the CHC Academic Senate (16)           | Denise Allen <i>DA</i>                 |
| 5. President of the SBVC Academic Senate (16)          | Jeremiah Gilbert <i>JG</i>             |
| 6. President of the CHC Classified Senate (16)         | Michelle Tinoco                        |
| 7. President of the SBVC Classified Senate (16)        | Aaron Beavor <i>Kathryn Jaramillo</i>  |
| 8. President of the CHC Student Body Association (16)  | Aaron Burgess II                       |
| 9. President of the SBVC Student Body Association (16) | <del>Linda Subero</del>                |

VESTED

CSEA for the Classified Employees  
CTA for the Faculty  
Black Faculty and Staff Association  
Latino Faculty and Staff Association

*Human Resources Association*

KEITH WURTZ *KW*

Grayling Eaton  
Sheri Lillard  
Clyde Williams  
Marco Cota  
(designee Mary Valdemar)

**6** *Jose F. Torres (Fiscal)*

## NEW YEAR, NEW THINGS!



With the winter break coming to a close and a new year in full swing, the Human Resources department has many new and exciting activities and events on the horizon. The new Leadership Professional Development catalog has launched and with it training opportunities to enhance and learn new skills, knowledge and abilities. In this endeavor, we are very excited to have partnered with our Employment Development Center on select trainings as well as provide a variety of both in-house and outside facilitators who will present cutting edge topics to enrich our professional learning.

As the department has sought to bring new activities and opportunities to the District, we embarked on our wellness journey in the fall of 2015, which will continue throughout the year. Future activities to look forward to include a wellness challenge and future opportunities to join 24-Hour Fitness at a reduced rate provided to District employees. In addition, the District has begun discussions on potential changes to our health and benefit coverage in the effort to provide the best and most affordable coverage to all our employees.

Finally, recruitment is in full swing as we have moved into the official time of the year for recruitment season. To kick the season off, on January 29, 2016, SBCCD participated in the State Registry as one of many community college districts. This event brought over 1,000 participants seeking employment and led to a full day of non-stop recruitment. We enjoyed and greatly appreciated the participation from the colleges in this event as SBCCD came out in full force to show our dedication and commitment to our District. We look forward to future opportunities in our efforts to support the campuses that make a positive difference in transforming the lives of the students we serve.

**Dr. Lisa Norman**  
Vice Chancellor of HR

### CONTENT:

- ◆ *Diversity and Recruitment Happenings*
- ◆ *Professional Development Happenings*
- ◆ *Safety and Risk*
- ◆ *Health & Wellness*
- ◆ *Upcoming Events*
- ◆ *New Hires*



## AND THE DIVERSITY COORDINATOR SAYS...

When we hear the word DIVERSITY we tend to want to run to the hills to get away from having a conversation because we just don't want to talk about it. The discussion of Diversity is a discussion that needs to be had. It's time we get comfortable about being uncomfortable. Diversity is just about understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. Let's open the door and start a dialogue. Let's begin with looking at our bias's which I know none of us have but I challenge you to look anyway. There is a series of test you can take to give you a reality check called the Implicit Association Test (IAT) at [:https://implicit.harvard.edu/implicit](https://implicit.harvard.edu/implicit).

Your results are just between you and your bias's but it may cause you to ponder.

AND THE DOOR IS OPEN!

**"I alone cannot change the world, but I can cast a stone across the water to create many ripples." —Mother Teresa**

## PROFESSIONAL DEVELOPMENT

AAUUGGHHH there is so much to say and share that this little box can't contain it all! (Great, I just used up some of my valuable space)

The Human Resource's PLOE (Professional Learning and Organizational Effectiveness) department is in full swing. In January we kicked off our very first workshop and had a great turn out. In partnership with the Economic Development and Corporate Training (EDCT) department we are able to put on several workshops to include Intro to Excel, Excel Intermediate and Power Point Basics. Managers have the opportunity to receive training on Progressive Discipline from a well known community leader and attorney Sharon Ormond. Space for the three part series is limited so sign up as soon as you can.

We are excited about the next quarter of workshops where we will feature SBCCD's very own presenters in a TED Talk style, where your friends and colleagues will share their stories of victories to help encourage us all to be better employees, colleagues and friends. If you are interested in being a presenter some time in the future contact me.

We would like to thank you all for your support of the PLOE department by attending and participating in the workshops designed with you in mind. A need for professional development was expressed by you all and you have risen to the call of self development.

So much more is to come!





# SAFETY & RISK

## FACTS ABOUT ZIKA

Zika virus is spread to people through mosquito bites. The most common symptoms of Zika virus disease are fever, rash, joint pain, and conjunctivitis (red eyes). The illness is usually mild with symptoms lasting from several days to a week. Severe disease requiring hospitalization is uncommon.

### **Zika in the United States and its territories:**

- No locally transmitted Zika cases have been reported in the continental United States, but cases have been reported in returning travelers.
- Locally transmitted Zika virus has been reported in the Commonwealth of Puerto Rico, the U.S. Virgin Islands, and American Samoa.
- With the recent outbreaks, the number of Zika cases among travelers visiting or returning to the United States will likely increase.
- These imported cases could result in local spread of the virus in some areas of the United States.

### **Symptoms**

- About 1 in 5 people infected with Zika virus become ill (i.e., develop Zika).
- The most common symptoms of Zika are fever, rash, joint pain, or conjunctivitis (red eyes). Other common symptoms include muscle pain and headache. The incubation period (the time from exposure to symptoms) for Zika virus disease is not known, but is likely to be a few days to a week.
- The illness is usually mild with symptoms lasting for several days to a week.
- People usually don't get sick enough to go to the hospital, and they very rarely die of Zika.
- Zika virus usually remains in the blood of an infected person for about a week but it can be found longer in some people.

### **Diagnosis**

- The symptoms of Zika are similar to those of dengue and chikungunya, diseases spread through the same mosquitoes that transmit Zika.
- See your healthcare provider if you develop the symptoms described above and have visited an area where Zika is found.
- Your healthcare provider may order specialized blood tests to look for Zika or other similar viruses like dengue or chikungunya.

### **Treatment**

- There is no vaccine to prevent or specific medicine to treat Zika infections.

#### **Treat the symptoms:**

Get plenty of rest.

Drink fluids to prevent dehydration.

Take medicine such as acetaminophen (Tylenol®) to relieve fever and pain.

Do not take aspirin and other non-steroidal anti-inflammatory drugs.

If you are taking medicine for another medical condition, talk to your healthcare provider before taking additional medication.

### **If you have Zika, prevent mosquito bites for the first week of your illness.**

- During the first week of infection, Zika virus can be found in the blood and passed from an infected person to a mosquito through mosquito bites.
- An infected mosquito can then spread the virus to other people.

For additional information or resources, log on to the Center for Disease Control website at <http://www.cdc.gov/zika/index.html>.

## HEALTH AND WELLNESS

### New Tax Forms Being Mailed To You

Beginning in 2016, two new tax forms each calendar year will be sent out. As part of, *The Patient Protection and Affordable Care Act* (PPACA), commonly called the Affordable Care Act (ACA) or, colloquially, Obamacare, there are new tax reporting requirements that impact your tax filing for calendar year 2015. The form's title and purpose are summarized below:

**Form 1095-B:** This form is sent from the medical insurance carriers, such as Anthem Blue Cross and Kaiser Permanente, directly to any of their members that were covered on any of their insurance policies for a minimum of one calendar month in the previous year. The information contained in this form also includes any dependents, such as spouses and children that were covered on the plan through you.

**Form 1095-C:** This form is sent from an employer with more than 50 employees, such as SBCCD, directly to any of its employees that were covered on any the employer's group health plan for a minimum of one calendar month in the previous year. The information contained in this form specifies what calendar months you and your eligible dependents were offered medical coverage. However, your dependents information such as names will not appear on this form.

As you read this, many of you will have probably already received your form 1095-B from your medical insurance carrier. The deadline for employers to send the form 1095-C was extended to March 31, 2016. It's the District's goal to have the form 1095-C sent out to employees well before the deadline. Both forms provide you with information that will assist you in answering specific questions with regards to your health care coverage in 2015. Your answers to these questions during your annual tax filing will help the IRS determine if you are subject to any tax penalties.

## UPCOMING EVENTS

### FEBRUARY

- 18 INVESTIGATIONS
- 19 EXCEL INTERMEDIATE
- 25 4 LENSES WORKSHOP

### MARCH

- 4 LEAVES, LEAVES AND MORE LEAVES WEBINAR
- 11 POWER POINT BASICS
- 17 FRISK
- 18 MILITARY HIRING EVENT
- 24 LEADING ACROSS GENERATIONS

### MAY

- TBD DAY AT THE PARK, SBCCD 66'ERS DAY

### *STAY TUNED...*

#### **HR Roadshow will be coming your way!**

HR will be traveling this season, getting out to different locations and holding open door hours. We will be in your location with the benefits coordinator, generalist and the director to answer individual questions as it concerns you and your HR needs.

Stay tuned for dates and locations.

-WORKSHOPS

-RECRUITMENT EVENTS

-SPECIAL EVENTS

# WELCOME ABOARD!

## District's new Risk Management Coordinator



Please welcome Maria B. Ramirez! Maria is the new Risk Management Coordinator, joining the Safety & Risk Management division, in Human Resources, as the newest team member.

Maria will work with Whitney Fields, the Director, Safety & Risk Management and will be tasked with updating safety programs, conducting accident/incident investigations, working with the new online safety training database and conducting routine safety inspections/audits, at both college campuses and the district-site locations.

Maria brings a wealth of experience to the district and will assist, in ensuring compliance with local, state and federal regulations. Maria grew up in El Monte, California and upon graduation of Arroyo High School; she joined the United States Marine Corps and became the first person in her family to join the military. She served just over 4 years active duty spending her time in the Safety, Logistics and Training offices. While stationed in Camp Pendleton and Marine Corps Base Hawaii Maria attended several courses for the transportation of Hazardous Materials and Occupational Safety.

Maria worked for the Marine Corps as a Civil Servant at Marine Depot Maintenance Command (MDMC). During her time at MDMC, along with her team, she rewrote all the State and Federally mandated Occupational Health and Safety programs, with the guidance of OSHA's Voluntary Protection Program. The MDMC went from being #1 on the Department of Defense's injury list, to having zero recordable injuries in a month.

Maria has worked as a Risk Manager, at a local school district. During her time with the school district, she learned an extensive amount of the Education Code and how it intertwines with Federal and State regulations. Maria has a passion for the safety field and has learned that safety is a culture; it is a way of thinking and living.

We are excited to have Maria on board and she is excited for this opportunity and looks forward to her time at SBCCD.

## NEW HIRES

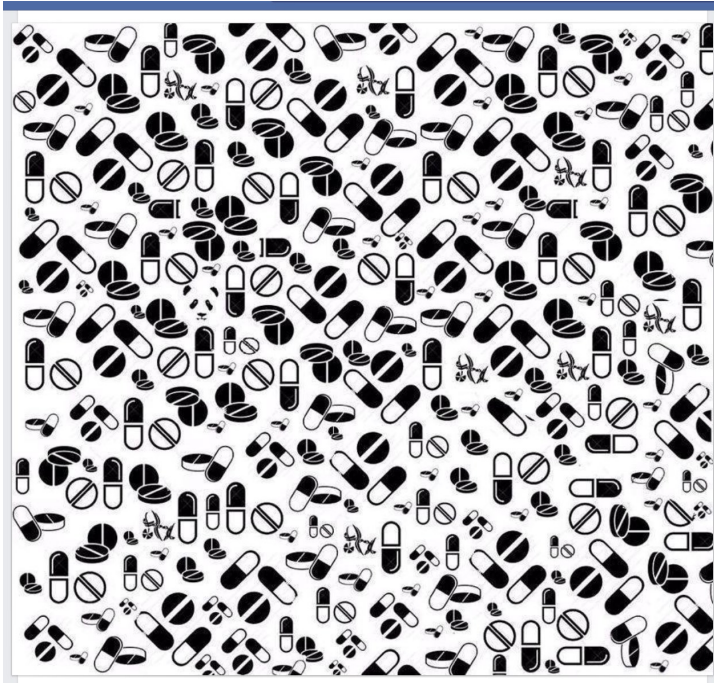
- \* Chris Williams, Student Success Services and Programs (SSS&P) Coordinator, Transfer and Career Center, SBVC, effective October 26, 2015
- \* Alejandra Campos, Student Services Technician II, SBVC, effective October 26, 2015
- \* Shawna Gibson, Child Development Center Clerical Assistant I (19 hours), SBVC, effective October 26, 2015
- \* Liliana Molina, Account Clerk I, College Business Office, SBVC, effective October 26, 2015
- \* Claudia Herrera, Library Media Clerk, SBVC, effective October 26, 2015
- \* Kashaunda Harris, Counselor, EOPS, effective September 14, 2015
- \* Yancie Carter, Matriculation Coordinator, SBVC, effective November 30, 2015
- \* Ericka Morgan, Custodian, SBVC, effective November 30, 2015
- \* Keenan Giles, EOPS Counselor, SBVC, effective November 13, 2015
- \* Maribel Cisneros, EOPS Counselor, SBVC, effective January 4, 2016
- \* Krista Ornelas-Mora, Secretary II, Financial Aid, SBVC, effective January 4, 2016
- \* Kenneth Wilkerson, Laboratory Technician, Aeronautics, SBVC, effective January 4, 2016
- \* Amelia Gonzales, Secretary II, Police Science, SBVC, effective January 4, 2016
- \* Bruce Underwood, Business Instructor, SBVC, effective January 4, 2016
- \* Anthony Castro, Mathematics Instructor, SBVC, effective January 4, 2016
- \* Brandy Nelson, Human Services Instructor, SBVC, effective January 4, 2016
- \* Andrea Hecht, Counselor, SBVC, effective January 4, 2016
- \* Debbie Orozco, Counselor, SBVC, effective January 4, 2016

## PROMOTIONS

- \* Kristina Heilgeist, Administrative Secretary, CHC, promoted to Schedule/Catalog Data Specialist, CHC, effective October 9, 2015
- \* Martha Camacho-Kelly, Account Clerk II, District, promoted to Purchasing Agent, District effective November 16, 2015

# FUN TIMES

## FIND THE PANDA



## WHAT'S IN A NAME:

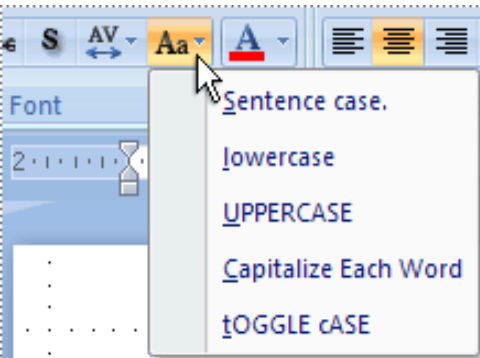
1. The name **Wendy** was made up for the movie Peter Pan, there was never a recorded Wendy before it.
2. Mountain Dew is an old slang term for moonshine.
3. Muhammad is the most common first name in the world.
4. Jiffy Lube: Jiffy is an actual unit of time for 1/100th of a second

## You got jokes!

A husband and wife were celebrating their 50th birthdays together when a genie appeared and granted them each one wish for their birthday. The wife wished for a couples trip around the world. Poof! Tickets appear in her hand. The husband sheepishly says "I wish for a woman 30 years younger than me." Poof! The husband was 80 years old!

If you have a joke to submit email to: [sbrown@sbccd.cc.ca.us](mailto:sbrown@sbccd.cc.ca.us)

## SHORT CUT:



- To capitalize the first letter of a sentence and leave all other letters as lowercase, click **Sentence case**.
- To exclude capital letters from your text, click **lowercase**.
- To capitalize all of the letters, click **UPPERCASE**.
- To capitalize the first letter of each word and leave the other letters lowercase, click **Capitalize Each Word**.
- To shift between two case views (for example, to shift between **Capitalize Each Word** and the opposite, **CAPITALIZE EACH-WORD**), click **TOGGLE cASE**.