



San Bernardino Community College District  
 Board Meeting  
 July 09, 2020  
 4:00 pm-6:00 pm Pacific Time

*Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N-29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to "attend" a meeting via teleconference WITHOUT having to admit members of the public into the location from which they are participating (N-25-20) and orders that "such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment" (N-29-20).*

*Anyone wishing to participate may do so via the Zoom link which is listed above. The meetings are also recorded. Public comments must be submitted electronically by emailing [snikac@sbccd.edu](mailto:snikac@sbccd.edu). Submissions must be received 24 hours in advance of the meeting. From the comments received, the Chair of the Board will call each speaker to make their public comment.*

*Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure.*

*In accordance with Board Policy 2350, persons may address the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. Public comments will take place at the time designated at the meeting for public comment. 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, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board 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) 388-6902 as far in advance of the Board meeting as possible.*

## **AGENDA**

### **Meeting of the Board of Trustees**

**July 9, 2020**

**4:00 p.m. (Public Meeting); 5:30 p.m. (Closed Session)**

**LOCATION: Zoom Conference:**

**<https://cccconfer.zoom.us/j/549366869>**

**Dial: (669) 900-6833 or (346) 248-7799 - Meeting ID: 549 366 869**

#### **I. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

#### **II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**

*Public comments must be submitted electronically by emailing [snikac@sbccd.edu](mailto:snikac@sbccd.edu). Submissions must be received 24 hours in advance of the meeting. From the comments received, the Chair of the Board or staff will call each speaker to make their public comment.*

#### **III. APPROVAL OF MINUTES**

- A. 2020-06-11 Board Meeting Minutes p6

#### **IV. CELEBRATIONS**

- A. Applause Cards p33

#### **V. ACTION AGENDA**

- A. Board Handbook - Second Reading p36
- B. Board Meeting Dates p64
- C. Board Policies - Second Reading p68
- D. District Technology Strategic Plan - Second Reading p158
- E. Endorse Nomination of CCCT Student Trustee Member Election p174
- F. Governance Priorities and Strategic Directions p177
- G. Resolution to Compensate Trustees for Absence p180
- H. Consideration to Rescind Notice of Recommendation Not to Reemploy p182

#### **VI. CONSENT AGENDA**

*The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.*

##### **1. Instruction/Student Services**

- i. Consideration of Approval of Curriculum - CHC p183

##### **2. Human Resources**

- i. Adjunct and Substitute Academic Employees p189
- ii. Classification Advancement for Academic Employees p199
- iii. Non-Instructional Pay p201

- iv. Payment of Stipends p218
  - v. Appointment of District Employees p221
  - vi. Employee Promotions p223
  - vii. Employee Transfers p225
  - viii. Consideration of Approval of Transfer in Lieu of Layoff p227
  - ix. Consideration of Approval of Unpaid Leave of Absence for Classified Employee p228
  - x. Confidential Tuition Reimbursement p229
  - xi. Appointment of Interim Managers p230
- 3. Business & Fiscal Services**
- i. Award RFP 2020-05 and Contract to Southern California Mountains Foundation of San Bernardino, CA p232
  - ii. Contracts at or Above \$92,500 p233
  - iii. Resolution #2020-07-09-FS01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications p235
  - iv. Resolution #2020-07-09-FS02 Approving the Appropriation of Funds for the 2020-21 Fiscal Year p238
  - v. Vacation Payout p240
- 4. Facilities**
- i. Amendment 01 to the Contract with Ecorp Consulting Inc. p241
  - ii. Award Bid #01-1920-03 and Contract to Robertson Industries, Inc. of Tempe, AZ p242
  - iii. Master Services Agreements and Task Orders for Bond Construction Program p244
  - iv. 2022-23 Five Year Construction Plan p247

## VII. REPORTS

- A. Board Committee Reports p356
- B. Chancellor's Report p358
- C. Key Performance Indicators p359
- D. San Bernardino Valley College Academic Senate
- E. San Bernardino Valley College Classified Senate
- F. San Bernardino Valley College Associated Students
- G. Crafton Hills College Academic Senate
- H. Crafton Hills College Classified Senate
- I. Crafton Hills College Associated Students
- J. CSEA
- K. CTA
- L. San Bernardino Valley College President
- M. Crafton Hills College President

## VIII. INFORMATION ITEMS

- A. AB 705 p367
- B. Board Master Planning Action Calendar p379
- C. Budget Report p382
- D. Contracts Below \$92,500 p385
- E. General Fund Cash Flow Analysis p389
- F. MOUs between SBCCD and the CSEA p391
- G. Professional Expert, Short-Term, and Substitute Employees p395
- H. Purchase Orders p402
- I. Resignations p405
- J. Volunteers p407

#### **IX. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- A. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representatives: Jose F. Torres and Kristina Hannon – CSEA, CTA,  
Management/Supervisors, and Confidential Employees
- B. Workers Compensation Case Review
- C. Public Employee Discipline/Dismissal/Release/Non Re-Employment Government  
Code 54957
- D. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2) (1 case)
- E. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1)
- F. Conference with Real Property Negotiator  
Government Code 54956.8

Pro-Swap-Meet, San Bernardino, 22.79 Total Acres

Negotiating Parties: San Bernardino  
Community College District (Proposed  
Buyer), Real Property Negotiator: Jose Torres

Under Negotiation: Instruction to Proposed  
Buyer's Real Property Negotiators will  
concern price and terms of payment  
associated with the possible purchase of the  
identified Properties.

Real property located at 114 & 124 Del Rosa Drive, San Bernardino, CA  
92408 (Property)

Negotiating Parties: San Bernardino  
Community College District (Lessor), and  
Constance Schwindt, Atkinson, Andelson,  
Loya, Rudd & Romo (District Counsel); and  
California Preparatory College (CPC)  
(Potential Lessee)

Purpose: Instructions to negotiators will  
concern price and terms of payment for the  
lease of the identified Property.

**X. CONVENE CLOSED SESSION**

**XI. RECONVENE PUBLIC MEETING**

**XII. REPORT OF ACTION IN CLOSED SESSION**

**XIII. ADJOURN**

The next meeting of the Board: Zoom Conference  
<https://cccconfer.zoom.us/j/549366869>  
Strategy Session: Board Education - July 23, 2020 at 12pm

**Supplemental Handouts (not part of the agenda)**

Crafton Hills College Report to the Board p409

Economic Development and Corporate Training (EDCT) Report to the Board p417

KVCR Report to the Board

San Bernardino Valley College Report to the Board p421



## Meeting of the Board of Trustees

June 11, 2020

4:00 p.m. (Closed Session); 5:00 p.m. (Public Meeting)

**LOCATION:** Zoom Conference: <https://cccconfer.zoom.us/j/549366869>

Dial: (669) 900-6833 or (346) 248-7799 - **Meeting ID: 549 366 869**

## MINUTES

### MEMBERS PRESENT VIA TELECONFERENCE

Dr. Anne L. Viricel, Chair

Dr. Stephanie Houston, Vice Chair

Gloria Macías Harrison, Clerk

John Longville, Trustee

Frank Reyes, Trustee (arrived at 4:10pm)

Joseph Williams, Trustee

Adrian Rios, SBVC Student Trustee (arrived at 4:30pm, departed at 6:41pm)

Alex Ramos, CHC Student Trustee

### ABSENT

Dr. Donald L. Singer, Trustee

### ADMINISTRATORS PRESENT

Jose Torres, Interim Chancellor

Diana Rodriguez, SBVC President

Dr. Kevin Horan, CHC President

### ADMINISTRATORS ABSENT

None

### The following text was read and all votes were taken by roll call.

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N-29-20 on March 17, 2020.

Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to "attend" a meeting via teleconference WITHOUT having to admit members of the public into the location from which they are participating (N-25-20) and orders that "such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment" (N-29-20).

Anyone wishing to participate may do so via the Zoom link which is listed above. The meetings are also recorded.

We kindly request all public comments be submitted electronically by emailing [snikac@sbccd.edu](mailto:snikac@sbccd.edu). Submissions must be received **prior to 2:00pm** on the day of the meeting to allow Board Members time to review prior to the start of the meeting.

- Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure.
- Submissions will be played continuously on the screen from 4:00-5:00pm and will be included in the minutes of the meeting.

In accordance with Board Policy 2350, persons may address the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. Public comments will take place at the time designated at the meeting for public comment. 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, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board 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) 388-6902 as far in advance of the Board meeting as possible.

**1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

Board Chair Viricel called the meeting to order at 4:00pm. Trustee Houston led the pledge of allegiance.

**2. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- 2.1. Conference with Labor Negotiators  
 Government Code 54957.6  
 Agency Representatives: Jose F. Torres and Kristina Hannon – CSEA, CTA, Management/Supervisors, and Confidential Employees
- 2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
 Government Code 54957
- 2.3. Conference with Legal Counsel – Anticipated Litigation  
 Government Code 54956.9(d)(2)  
 (1 case)
- 2.4. Conference with Legal Counsel – Existing Litigation  
 Government Code 54956.9(e)(3) or (d)(1)  
 (1 case)
- 2.5. Conference with Real Property Negotiator  
 Government Code 54956.8
- Property:
    - Pro-Swap-Meet, San Bernardino, 22.79 Total Acres
      - Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiator: Jose Torres
      - Under Negotiation: Instruction to Proposed Buyer's Real Property Negotiators will concern price and terms of payment associated with the possible purchase of the identified Properties.
    - Real property located at 114 & 124 Del Rosa Drive, San Bernardino, CA 92408 (Property)
      - Negotiating Parties: San Bernardino Community College District (Lessor), and Constance Schwindt, Atkinson, Andelson, Loya, Rudd & Romo (District Counsel); and California Preparatory College (CPC) (Potential Lessee)
      - Purpose: Instructions to negotiators will concern price and terms of payment for the lease of the identified Property.

**3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None.

**4. CONVENE CLOSED SESSION**

Closed session convened at 4:03pm.

**5. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**

Public comments were played continuously on the screen from 4:00-5:00pm (attached).

**6. RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:21pm.

**7. REPORT OF ACTION IN CLOSED SESSION**

- On June 11, 2020, the Board unanimously took action to approve the release of probationary employee #29445 as Secretary II effective June 12, 2020.

Public comments were read and recorded.

**8. OATH OF OFFICE**

Chair Viricel gave the student trustees the Oath of Office: Alex Ramos Huaman, CHC Student Trustee  
 Adrian Rios, SBVC Student Trustee

**9. REPORTS**

9.1. Board Committee Reports

- Trustee Harrison reported on the Board Finance Committee. The committee received an update on the technical building at SBVC. They viewed a timeline, rendition, and other details the Board will see at the July meeting. Received a budget update and will continue to receive updates until the budget is approved in September. Reviewed expenditures of COVID-19 and request for reimbursement.
- Trustee Reyes reported progress for funding for District. Thanks to partners in Sacramento, he was just informed receiving close to \$800,000 to develop an apprenticeship program for SBCCD. Selected to the Inland Empire Labor Council Committee.
- Chair Viricel thanked the IT staff and faculty for their ability to rapidly move us to an online platform.

9.2. Chancellor's Report

- Interim chancellor commended staff for receiving SB-1 program award in receiving \$736,757.40 grant for the regional apprenticeship program. Mr. Torres read the text from the Chancellor's Update.

9.3. Key Performance Indicators

9.4. San Bernardino Valley College Academic Senate – Amy Avelar

- First read on emergency Resolution SU20.01 Infusion of anti-racism/ no hate education. It will be listed on the website and disseminated to all groups.

9.5. San Bernardino Valley College Classified Senate – Ernest Gullen

- Developing an anonymous workshop via Zoom to address stress management and crisis resources, with the assistance of HR. Yash Patel gave an overview of the sustainability plan. Hosting open forums to discuss systemic racism and bias and unfair practices.

9.6. San Bernardino Valley College Associated Students - Taylor DeBenedictis

- Working with Student Life with ongoing Trivia, Yoga, Zumba and wellness events. Planning student engagement conferences.

9.7. Crafton Hills College Academic Senate – Brandi Bailes

- Written report was provided and attached.

9.8. Crafton Hills College Classified Senate – Alex Jaco

- Alex provided a brief update on elections and activities.

9.9. Crafton Hills College Associated Students – Jake Fuller

- Meeting with senators. Student Senate's #1 goal is to update the CHC website. Developing a virtual town hall to discuss racism. Exploring ways to support students affected by COVID-19.

9.10. CSEA – Kevin Palkki

- Acknowledged classified members on the retirement list. Furloughs is a negotiated item. Participating in SBVC's taskforce to be a part of change

9.11. CTA – Meridyth McLaren

- Executive Board meeting discussion on impact on faculty with remote instruction. Developing an E-board statement to address current events.

9.12. San Bernardino Valley College President – Diana Rodriguez

- First ever virtual commencement and scholarship ceremony was well-done. 430 scholarships were awarded. Hosted a campus meeting last week – call to action on equity, inclusion, and racism with over 200 attendees. SBVC will continue work on equity, inclusion, and racism through workshops and events.

9.13. Crafton Hills College President – Kevin Horan

- Welcomed new constituent leaders. CHC is committed to equity and inclusion. Update on foundation.



**10. APPROVAL OF MINUTES**

- 10.1. April 23, 2020
- 10.2. May 14, 2020

Trustee Williams moved approval to approve the minutes of April 23 and May 14, 2020. Trustee Houston seconded the motion. Trustee Harrison commented the May 14, 2020 minutes regarding change orders. She would like to have an item on a future agenda or study session to discuss change orders and RFPs and how they are communicated. Interim Torres will bring the item to the BFC for discussion next month.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory), Rios (advisory)

NOES: None

ABSENT: Singer

ABSTENSIONS: None

**11. CONSENT AGENDA**

**Instruction/Student Services**

- 11.1 Curriculum – CHC
- 11.2 Curriculum – SBVC

**Human Resources**

- 11.3 Adjunct and Substitute Academic Employees
- 11.4 Temporary Academic Employees
- 11.5 Non-Instructional Pay
- 11.6 Payment of Stipends
- 11.7 Classified Salary Schedule
- 11.8 District Employees
- 11.9 Reclassification of Employees
- 11.10 Early Retirement Incentive
- 11.11 Transfer in Lieu of Layoff
- 11.12 Interim Managers
- 11.13 Employment Contracts for Executive Managers
- 11.14 Employment Contracts for Academic and Classified Managers
- 11.15 Retreat Rights for Management Employee

**Business & Fiscal Services**

- 11.16 2020-21 Gann Limit
- 11.17 Authorized Signature List for 2020-21
- 11.18 Award RFP 2020-04 and Contract to Sodick Corporation of Yorba Linda CA
- 11.19 Contracts at or Above \$95,200
- 11.20 District & College Expenditures
- 11.21 District Bank Accounts
- 11.22 Resolution #2020-06-11-FS01 Expenditure of Proposition 30 Education Protection Account Funds
- 11.23 Resolutions and Signature Authorizations for State of California
- 11.24 Surplus Property
- 11.25 Vacation Payout

**Facilities**

- 11.26 Amendment 03 to the Contract with Nineteen-Six Architects
- 11.27 Name the SBVC Media-Communications Building
- 11.28 Reappoint Members to the CBOC
- 11.29 Resolution #2020-06-11-FPC01 Design-Build Delivery Method

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Longville moved to approve the consent agenda as presented. Trustee Williams seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory)  
 NOES: None  
 ABSENT: Singer, Rios (advisory)  
 ABSTENSIONS: None

## 12. ACTION AGENDA

### 12.1 Board Handbook - First Reading

Trustee Houston moved to approve the Board Handbook for first reading. Trustee Longville seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory)  
 NOES: None  
 ABSENT: Singer, Rios (advisory)  
 ABSTENSIONS: None

### 12.2 Board Policies - First Reading

Trustee Williams moved to approve board policies for first reading. Trustee Houston seconded the motion.

BP 1100 San Bernardino Community College District  
 BP 3226 Awards  
 AP/BP 3715 Intellectual Property  
 AP/BP 3725 Information & Communications Technology  
 AP 3750 Use of Copyrighted Material  
 AP/BP 5040 Student Records, Directory Information, and Privacy  
 AP/BP 5150 Extended Opportunity Programs and Services  
 AP/BP 6700 Civic Center and Other Facilities Use  
 AP/BP 7400 Travel

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory)  
 NOES: None  
 ABSENT: Singer, Rios (advisory)  
 ABSTENSIONS: None

### 12.3 Board Policies - Second and Final Reading

Trustee Harrison moved approval of board policies for second and final reading as amended. Trustee Reyes seconded the motion.

BP 2015 Student Trustees  
 BP 2210 Officers  
 AP/BP 2305 Annual Organizational Meeting  
 BP 2310 Regular Meetings of the Board  
 AP/BP 2320 Special & Emergency Meetings  
 AP/BP 2435 Evaluation of the Chancellor  
 BP 2725 Board Member Compensation  
 AP/BP 2730 Board Member Health Benefits  
 AP/BP 2735 Board Member Travel  
 BP 2745 Board Self-Evaluation  
 AP/BP 3505 Emergency Response Plan  
 AP/BP 4103 Work Experience  
 AP/BP 4400 Community Services Programs  
 AP/BP 6320 Investments  
 AP/BP 6530 District Vehicles  
 \*AP/BP 7210 Academic Employees (Academic Rank)

Amended to unstrike "at the discretion of the Board of Trustees."

- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, ~~at the discretion of the Board of Trustees.~~

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory)  
NOES: None  
ABSENT: Singer, Rios (advisory)  
ABSTENSIONS: None

12.4 District Technology Strategic Plan - First Reading

Trustee Williams moved approval of the District Technology Strategic Plan for first reading. He would like to see alignment with and when the Strategic Planning process begins. Trustee Houston seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory)  
NOES: None  
ABSENT: Singer, Rios (advisory)  
ABSTENSIONS: None

12.5 Granting Student Trustees Authorization to Submit Board Agenda Items

Student Trustee Ramos moved approval to grant student trustee authorization to submit board agenda items. Trustee Williams seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory)  
NOES: None  
ABSENT: Singer, Rios (advisory)  
ABSTENSIONS: None

12.6 Board Self-Evaluation Instrument and Process

Trustee Houston moved approval of the Board self-evaluation instrument and process. Chair Viricel seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory)  
NOES: None  
ABSENT: Singer, Rios (advisory)  
ABSTENSIONS: None

12.7 Order of Election and Specifications of the Election Order

Trustee Houston moved approval of the Order of Election and Specifications of the Election Order. Trustee Longville seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory)  
NOES: None  
ABSENT: Singer, Rios (advisory)  
ABSTENSIONS: None

12.8 Resolution (George Floyd)

Trustee Williams moved adoption as amended. Trustee Harrison seconded the motion.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**RESOLUTION IN HONOR OF GEORGE FLOYD**  
**REAFFIRMING OUR COMMITMENT TO**  
**RACIAL EQUITY & JUSTICE**

June 11, 2020

**WHEREAS**, the San Bernardino Community College District mourns the death of George Floyd in Minneapolis, Minnesota, Breonna Taylor in Louisville, Kentucky, Ahmaud Arbery in Brunswick, Georgia, Nathaniel Pickett in Barstow, California and **stands in solidarity with countless Americans who have suffered in other unarmed victims, killed at the hands of police brutality, unequal treatment and racism, and law enforcement.**

**WHEREAS**, the needless death of George Floyd occurred in Minneapolis on May 25, 2020, when a Minneapolis police officer **assaulted Mr. Floyd, handcuffed him lying face-down on the road, and knelt on Mr. Floyd's neck for 8 minutes and 46 seconds. Two minutes and 53 seconds of this was after Mr. Floyd was non-responsive, and**

**WHEREAS**, the San Bernardino Community College District is saddened and horrified by the actions of members of the Minneapolis Police Department, **and other law enforcement entities and officers, for whom individual and structural racism has allowed police brutality, racial profiling, and excessive use of deadly force to victimize people of color and black people specifically for decades; and**

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~~WHEREAS, the San Bernardino Community College District expresses its heartfelt condolences to George Floyd's family and his loved ones; and~~

~~WHEREAS, the San Bernardino Community College District values the sanctity of life and rejects a culture that dehumanizes people; and~~

~~WHEREAS, the San Bernardino Community College District empathizes with the hurt and rightful anger felt by so many against the unjustified killing of George Floyd, and recently, Breonna Taylor in Louisville, Kentucky and Ahmaud Arbery in Brunswick, Georgia who were not doing anything but normal everyday activities; and~~

~~WHEREAS, the response of frustration is that these tragedies continue to occur and there is no immediate the lack of systemic action taken to address the systematic issues structural racism which have allowed these incidents to continue to take place; and~~

~~WHEREAS, the unified, diverse outpouring of protest by people of all walks of life, black, white and brown, affirming the value of black life which underscores our shared belief that regardless of the color of our skin, injustice is unacceptable; and~~

~~WHEREAS, the San Bernardino Community College District values the sanctity of life and rejects a culture that dehumanizes people; and~~

~~WHEREAS, the mission of the San Bernardino Community College District, Crafton Hills College, San Bernardino Valley College and Empire KVCR is to educate and enrich the lives of students and families; and~~

~~WHEREAS, our students, faculty and staff reflect the diversity of our community; and~~

~~WHEREAS, we provide higher education and career preparation for future police officers and first responders; and,~~

~~WHEREAS, our students, faculty and staff reflect the diversity of our community; and~~

~~WHEREAS, we recognize that racism and oppression have dramatically affected the populations who experienced slavery, genocide, poverty, and forced relocation and continues to contribute to intergenerational and historical trauma in millions of citizens in California and San Bernardino County.~~

~~THEREFORE, BE IT RESOLVED that the San Bernardino Community College District Board of Trustees reaffirms its public responsibility to promote equity, opportunity and empathy, regardless of race; and~~

~~THEREFORE, BE IT FURTHER RESOLVED that the San Bernardino Community College District Board of Trustees reaffirms its Board Policy 7100, stating, "The District commits to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all programs. The District recognizes the rights of all individuals to mutual respect; acceptance of others without biases based on differences of any kind. The District makes a commitment to individual and organizational efforts to build respect, dignity, fairness, caring, equality, and self-esteem. The District acknowledges and honors the fundamental value of all individuals and pledges to create and maintain an environment that respects diverse traditions, heritages, and experiences;" and~~

~~THEREFORE, BE IT FURTHER RESOLVED that the San Bernardino Community College District will promote and encourage all policies that prioritize the health of people of color, and support local, state, regional, and federal initiatives that advance efforts to dismantle systematic racism and trauma as a result of campus climate such as emotional and psychological harm of overexposure to criminalizing practices on campus that disproportionately impact students of color, and racial bias, racial exclusion, and discrimination in campus practices; and~~

~~BE IT FURTHER RESOLVED that the San Bernardino Community College District will pursue racial equity, implicit bias, workplace bias training among all personnel as a matter of public health urgency; and~~

~~BE IT FURTHER RESOLVED that the San Bernardino Community College District will incorporate educational efforts to address and dismantle racism, and expand understanding of racism and how racism affects individual and population health; and~~

~~BE IT FURTHER RESOLVED that the San Bernardino Community College District will promote community engagement, actively engaging citizens on issues of racism, and providing tools to engage actively and authentically with communities of color; and~~

~~BE IT FURTHER RESOLVED that the San Bernardino Community College District will commit to reviewing all district and campus policies with a racial equity lens, and commit to assigning the staffing and resources required to intentionally study and address operations, policies and procedures that may cause Black and African American students to be disproportionately impacted and fall behind in student success measures as it relates to other ethnic groups; and~~

~~BE IT FURTHER RESOLVED that the San Bernardino Community College District will continue encouraging Board of Trustees encourages everyone to work together towards greater accountability, justice, and a better tomorrow by participating in the 2020 U.S. Census and voting in every local, state and national election; and,~~

~~FINALLY, BE IT RESOLVED that the San Bernardino Community College District will advocate for, and secure adequate resources to successfully accomplish the above activities.~~

~~APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on the 11<sup>th</sup> day of June 2020, by the following vote:~~

~~AYES:  
NOES:  
ABSENTIONS:  
ABSENT:~~

~~I, Dr. Anne L. Vireo, Chair of the San Bernardino Community College District Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of the resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which resolution is on file in office of said Board.~~

\_\_\_\_\_  
Chair of the Board of Trustees  
San Bernardino Community College District

(SIGNATURES)

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AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory)  
 NOES: None  
 ABSENT: Singer, Rios (advisory)  
 ABSTENSIONS: None

#### 12.9 Tentative Budget

Trustee Harrison moved approval of the tentative budget. Chair Viricel seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Ramos (advisory)  
 NOES: None  
 ABSENT: Singer, Rios (advisory)  
 ABSTENSIONS: None

### 13. **INFORMATION ITEMS**

- 13.1. Accreditation Timeline
- 13.2. Analysis of AB 705 Compliance, Implementation, Student Success, and Student Retention by Age
- 13.3. Applause Cards
- 13.4. Board Master Planning Action Calendar
- 13.5. Budget Report
- 13.6. CCFS-320 Apportionment Attendance Report for FY 2020 Period 2
- 13.7. Chancellor Search Timeline
- 13.8. Clery Report
- 13.9. Construction Contracts Change Orders and Amendments Below \$60,000
- 13.10. Contracts Below \$95,200
- 13.11. General Fund Cash Flow Analysis
- 13.12. MOUs between SBCCD and the CTA
- 13.13. New Student Trustee Orientation
- 13.14. Professional Expert, Short-Term, and Substitute Employees
- 13.15. Purchase Orders
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### 14. **ADJOURN**

The next meetings of the Board: Zoom Conference <https://cccconfer.zoom.us/j/549366869>  
 July 9, 2020 at 4:00pm  
 Chair Viricel adjourned the meeting in memory of faculty member Frank Madrid at 7:21 pm.

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Gloria Macias Harrison, Clerk  
 SBCCD Board of Trustees



# Board Meeting

June 11, 2020

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All public comments must be submitted electronically by emailing [snikac@sbccd.edu](mailto:snikac@sbccd.edu)

- Submissions must be received prior to 2:00pm on the day of the meeting to allow Board Members time to review prior to the start of the meeting.
- Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure
- Submissions will be played continuously on the screen from 4:00-5:00pm and will be included in the minutes of the meeting.
- The Chat feature will be disabled to avoid disruption during the meeting.

# Constituent Group Reports

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Please keep reports brief and not to exceed five (5) minutes. Speakers will be unmuted during their reports.

- San Bernardino Valley College Academic Senate – **Amy Avelar**
- San Bernardino Valley College Classified Senate – **Ernest Guillan**
- San Bernardino Valley College Associated Students – **Taylor DeBenedictis**
- Crafton Hills College Academic Senate – **Brandi Bailes**
- Crafton Hills College Classified Senate – **Alex Jaco**
- Crafton Hills College Associated Students – **Jake Fuller**
- CSEA – **Kevin Palkki**
- CTA – **Meridyth McLaren**



# Constituent Group Report

## Crafton Hills College Academic Senate

JUNE 2020 BOARD REPORT

### The Best of 2019/2020

Full-Time Professor of the Year

~~Marianna Marino~~ Mariana Moreno

Brandi Bailes

Part-time Professor of the Year

Cynthia Hamlett

Classified of the Year

Tina Gimple





# Constituent Group Report

## Meeting the COVID-19 Challenge

This semester tested Crafton Hills faculty, students, classified, and administration. We rose to the occasion. We worked together. We supported each other. And we grew as a community. We have shown not just a willingness--but a wholehearted enthusiasm--to meet this challenge and support our students. Our students, in turn, have shown an optimistic attitude, positive spirit, and an inspiring dedication to their education.

## Supporting the Black Lives Matter Movement

The CHC Academic Senate recognizes the importance of the Black Lives Matter movement. We support our Crafton Family-- students, faculty, and staff--as they exercise their first amendment right to peacefully protest. Due to the complications that COVID-19 is creating for engagement in this movement, we encourage those who can to consider donating to organizations such as Black Lives Matter and the ACLU.



# Constituent Group Report

## Remembering Frank Madrid

We are mourning the loss of professor Frank Madrid. Frank taught computer science, was an honorary member of the math department, Chair of Multimedia and Information Technology, and faculty advisor for the Math Club. He cared deeply for our students and was dedicated to their success. He was funny, smart, enthusiastic, and a good friend. He will be greatly missed.



"The comfort of having a friend may be taken away, but not that of having had one."

—Seneca



# Constituent Group Report

## Finishing Strong

At the end of our semester, the Grafton Hills College Academic Senate was able to approve Emergency Remote Instruction (ERI) document and complete a first reading of the Emergency Remote Instruction resolution. We also acknowledged those who had been granted tenure:

**Jonathan Anderson, Kenny George, Jimmy Grabow, Laurie Green, Vonda O'Shaughnessy, Raquel Schoenfeld, and Thomas Serrano.**

## New AS President

Mark McConnell resigned his position as AS President at the end of the Spring semester. We thank Mark for his dedication and hard work to support our faculty.

AS has elected a new president, Brandi Bales, to serve the remainder of Mark's term. Brandi is an alumni of CHC and co-chair of the math department.

Miss-Missoc  
CHC Academic Senate



# Public Comments

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*We kindly request all public comments be submitted electronically by emailing [snikac@sbccd.edu](mailto:snikac@sbccd.edu) Submissions must be received **prior to 2:00pm** on the day of the meeting to allow Board Members time to review prior to the start of the meeting.*

- Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure.*
- Submissions will be played continuously on the screen from 4:00-5:00pm and will be included in the minutes of the meeting.*



## Public Comments

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### Public comments on XII. Action Agenda, Item H Keynasia Buffong

While we, as Black Faculty and Staff, honor and respect the transformative movement across the nation and all over the world that has become associated with the passing of George Floyd, we wholeheartedly know and understand, THAT particular incident was just the catalyst that garnered everyone else's attention to something that has been an issue ALL of our lives.. AND BEFORE. As mentioned in the "Resolution in Honor of George Floyd", the issues of intergenerational and historical trauma, structural racism, systemic conditions and institutions that have allowed injustices and oppression to persist and disproportionately effect populations who have experienced slavery, genocide, poverty, and forced relocation, etc., obviously did not start with death of Mr. Floyd. Although, as an organization, and as a people, we appreciate the world's response to the hot button issue, and we welcome them to the party, the "systemic action to address structural racism which have allowed incidents to continue to take place" is long overdue...NOT because it is the "popular thing to do", BUT because it is the "right thing to do"!

In "Reaffirming Our Commitment to Racial Equity and Justice", District goals, missions, and values are highlighted, and the mention of valuing the sanctity of life and the rejection of a culture that dehumanizes people, as well as the commitment to individual and organizational efforts to build respect, dignity, fairness, caring,



# Public Comments

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equality and self-esteem is explicitly stated. Although we appreciate the kind words of condolence, and the idea of “standing in solidarity”, we specifically and unapologetically are demanding that, as a District, SBCCD honor their commitment and public responsibility to promote equity, opportunity, empathy, equitable treatment and ELIMINATION of discrimination in all its forms at all organizational levels and throughout all programs.

With the understanding that changing racism IS changing policy, and in order to change results and conditions, something different must be done and not just said. SBCCD needs to reconsider how policing happens on campus that creates unsafe environments for Black/African American students, faculty, and staff. Furthermore, funding and staffing need to be allocated to address anti-black racism throughout this entire district. It is not a matter of exclusivity or exclusion of others...rather inclusion, and attention to a population that has been historically marginalized, specifically OUR Black/African American students. Intentional and deliberate actions need to be taken to, and for the population that has CONSISTANLTY been identified in all statistical categories as the lowest performing with the lowest rates of success.

Now is the time for action not lip service!

## **Public Comments on XII. Action Agenda, Item H: Anthony Blacksher, Ph.D**

While an admirable and important step in creating substantial change for the safety, health, and educational experiences of Black students as well as Black faculty and staff, the resolution as stated does not go far enough in its specific addressing of anti-Black racism as constructed and perpetuated system-wide.



# Public Comments

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With the exception of one state resolution, the third to the last resolution specifically, this resolution perpetuates the institutional anti-Black racism and oppression that occurs when issues of diversity and equity are generalized.

While we can be appreciative of the district's attention to this matter, please be assured the campuses need to address, specifically, anti-Black oppression in all forms.

## Public Comments

**Alex Ramos, CHC Student Body**

To the Board of Trustees of San Bernardino Community College District,

As you well know, the Spring Term pushed our limits and opened up a discussion about serving our underrepresented community members. In times of crisis, action and data are everything. We are thankful to The Board and members of the administration who sent out surveys and enacted new guidelines in a timely manner. Your action and attention are helping us weather the storm. At Crafton Hills College, our student government wanted to help out your efforts by starting an outreach program to guide students to the right resources. Using social media, classroom announcements, and word of mouth to contact our peers, we focused on four areas: financial aid, health, academics, and social life. Overall, we found one pervasive theme around each student's concerns -- the internet and computers. We must remember that even in a first world country, there are still students who do not have a computer at home and even then those who cannot use the internet and computers to their full potential. Our current world demands technological accessibility. Our students need to be equipped with the rudimentary tools to face an ever-changing climate that awards adaptability more than anything. Even teachers struggled with the technology, which made it difficult for them to provide their lessons as envisioned. Some areas of concern we found are:



# Public Comments

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1. Amount and method of Chromebooks distributed
2. Chromebooks not having the capability nor software for a few courses
3. the User interface and User experience hinder effective use of the school-related sites (SBVCs website is clean-cut and straight to the point, whereas Crafton's is wordy and cluttered, although as of now, it has improved somewhat)
4. Teachers struggling to connect to online programs or struggling to maneuver through Canvas to post grades, assign work, and teach lessons

There was little chance of predicting a crisis like this, so it is no one's fault. In fact, it was because our district came together that we were able to enact change to the best of our abilities.

There is much to do, but I am hopeful. I recall Trustee Williams speaking about advocacy and proactiveness. There is great potential for coming together to solve these problems. Our students deeply care about the community and want to be an active participant in it. The drive is there, it only has to be developed and encouraged. Imagine our students putting together a fundraiser or bringing forth their skillsets to promote our values. There are two advantages to bringing students into this effort:

1. Our students gain real-world experience, by helping out to the best of their ability
2. The Board can better serve our students through closer communication with them

This advocacy campaign can develop into a district-wide community effort where efficiency in numbers leads the way for the implementation of our vision, even in dire times.





# Public Comments

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## Public Comment

### Jewel Patterson

Good evening everyone,

My name is Jewel Patterson, the youth organizer for Congregations Organized for Prophetic Engagement.

I truly appreciate and admire the resolution in honor of George Floyd, and want to be sure to take this moment to uplift the names of Breonna Taylor of Louisville, Kentucky and Tony Mcdade of Tallahassee and all Black women and Black Queer/Trans people who often get left from the narrative.

While I'm excited about the George Floyd resolution on the agenda, I'm submitting this comment to you tonight to reiterate the same things we've asked for in the past. Action to ensure this district continues to show your dedication to Black students. Although you have made some strides on the road to equity with AB 705, your work is not done. It is not nearly enough to say that Black Lives Matter, you must show it. Right now you have the power to ensure that you intentionally show up for Black, Indigenous and Latinx students by calling for:

- A root cause analysis of the opportunity gaps that were previously identified by race and gender
- Success data broken out by campus, race and gender
- Success rates of students in remedial courses versus transfer level courses
- Success rates of students who enrolled in corequisite courses versus those that did not



# Public Comments

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We are also asking that the District and all campuses consider the following investments:

- Additional supports outside of the classroom for Black students;
- Implicit bias training for faculty, because we know that Black students do not feel welcomed in these classes;
- Cross-culturally informed curriculum;
- Recruitment and retention of Black faculty

It is easy for us to lose sight of so many things during this time. We want to encourage you to stay the course and keep going strong with the attention to Black students' success. Now is not the time to become complacent, now is the time to be brave and show up for our most vulnerable students in ways that so many other institutions have not been. We urge you to take action now.

## Public Comment

### Dr. April Clay

Greetings Board of Trustees,

My name is Dr. April Clay and I am lifting my virtual voice in support of the resolution to honor George Floyd. As the CEO and founder of Clay Counseling Solutions, my agency provides mental health here in San Bernardino. Our team provides support to individuals for a variety of needs, but too often we find ourselves providing services for African American students impacted by acts of racism.

It does not come as a surprise to hear that Black students have experienced grave mistreatment since the inception of the American education system. In fact, it is well known that schools in the United States have always been a key agent in socialization, teaching children the written and invisible rules around race.



# Public Comments

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Today you have an opportunity to publicly denounce the 400 plus years of racism in our nation. I implore the board to use the power, privilege and responsibility bestowed upon you by the people to take a stand against racism. I urge you that after adopting the resolution, you go further and develop a strategy to assess disparities plaguing the San Bernardino Community College District. Specifically, the board needs to prioritize the needs of Umoja-Tumaini program students. These students, mostly Black, are oftentimes subjected to microaggressions on and off campus. Not only do microaggressions have the potential to cause physiological symptoms from the anxiety they create. They also make it difficult and sometimes impossible to focus on academic pursuits. I urge you to use your seat to give voice to this and other groups of color by first passing this resolution, then taking a proactive stand to support the Umoja-Tumaini program.

My team and I are ready and willing to partner with the community and your board as you take steps to make ending racism a priority.

## **Public Comment**

### **Felicia Jones**

My name is Felicia Jones. I am the Associate Director with Congregations Organized for Prophetic Engagement (COPE) and a San Bernardino County resident.

I support the resolution in honor of George Floyd and also remember Breonna Taylor of Louisville, Kentucky, Tony Mcdade of Tallahassee, Florida, Ahmaud Arbery in Brunswick, Georgia, Nathaniel Pickett of Barstow, California and countless other unarmed victims, far too many to list in this public comment, killed at the hands of law enforcement and racial bigotry. While this is a moment to condemn these senseless acts, it is also a moment to acknowledge the history of systematic discrimination and oppression in schooling that has unfairly targeted Black and Latinx students. Now is the time for SBCCD to affirm and assert its



# Public Comments

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public responsibility to promote equity in tangible ways. In addition to this resolution, the SBCCD must:

- a. Adequately invest in programs, like the Umoja-Tumaini Program, that provide critical support to black students outside of the classroom;
- b. Recruit and retain black faculty and staff;
- c. Continue to seek racial equity in implementation of community college district reforms like AB 705 by conducting a root cause analysis of the opportunity gaps by race and gender, monitoring and reporting success data, success rates in remedial courses vs. transfer level courses and enrollment in corequisite course versus those that do not by campus, race and gender;
- d. Use the additional \$15M from Prop. 30 funds to advance equity through racial bias training, improving racial climate on campus, and expanding student supports.

## Public Comments

### Deja Holland

Good evening everyone,

My name is Deja Holland. I'm a student in the nursing program at San Bernardino Valley College.

Like so many others, the recent events in the world have made me take a step back from my regular routine and view the communities around me differently. As an Afro Latina student, I want to make sure that this community college district does all that it can to ensure that Black students and all students of color feel welcomed and supported.

I know that San Bernardino Community College District is receiving \$15 million of additional Proposition 30 funds from the state



# Public Comments

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and I'm asking you to distribute these funds intentionally to support Black, Latinx and Indigenous students. For example, some of these funds can go toward ensuring that students in the nursing program receive cross-culturally informed curriculum that discusses medical racism, how implicit biases work to harm Black people in this field and how not to perpetuate this injustice. These funds should also be used to hire and retain Black faculty, and ensure Black students have support outside of the classroom, like more tutors for the nursing program.

I appreciate your consideration and look forward to seeing the actions you take to support your Black students' success.

## Public Comments Stephanie Lewis

Hello,  
We have all been devastated by the recent events ignited by the George Floyd tragedy. Our District can do must to advance racial equality. One way of advancing racial equality at SBCCD, is to invest in the hiring of black professionals throughout the District, and provide administrative mentorship opportunities for Black faculty and other professionals seeking career advancement.

## Public Comments Stephani Congdon

My name is Stephani Congdon. I am speaking in support of item H, to condemn the killing of George Floyd and reaffirm your public responsibility to promote equity, opportunity and empathy, regardless of race. Valley College is a leader in innovation and serving all regardless of their unique abilities or race. I sincerely hope you will continue this effort with the support of this resolution.



# Public Comments

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Public Comments  
Ellen Soakaie

"We support this resolution and the ongoing work with SBCCD to make proactive investments to improve racial equity and diversity. Programs like the Umoja-Tumaini program, provide academic advisement, tutoring, and a host of other supports for black students, is one of many ways the district can make a tangible investment and commitment to equity and black student achievement."



# Public Comments

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## Public Comments

**Roxanne Williams**

Board of Trustees,

My name is Roxanne Williams, and I would like you all to openly stand in support of George Floyd and Black Lives Matter.

This is the time. This is the moment. Join our movement.

## Public Comments

**XII. Action Agenda, Item H**

**Samuel J. Casey**

"We support this resolution and the ongoing work with SBCCD to make proactive investments to improve racial equity and diversity. Programs like the Umoja-Tumaini program, provide academic advisement, tutoring, and a host of other supports for black students, is one of many ways the district can make a tangible investment and commitment to equity and black student achievement."



# Public Comments

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## Public Comments

**Najayra Valdovinos Soto**

To whom it may concern,

We support this resolution and the ongoing work with SBCCD to make proactive investments to improve racial equity and diversity. Programs like the Umoja-Tumaini program, provide academic advisement, tutoring, and a host of other supports for black students, is one of many ways the district can make a tangible investment and commitment to equity and black student achievement.





**SAN BERNARDINO COMMUNITY COLLEGE**

**DISTRICT TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** July 9, 2020

**SUBJECT:** Applause Cards

**RECOMMENDATION**

This item is for information only. No action is required.

**OVERVIEW**

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance.

**ANALYSIS**

The *Caring Hands* Applause Card was developed so that employees, students, visitors, and vendors have an opportunity to recognize someone at SBCCD who provides outstanding quality and service.

At the Chancellor's Holiday Party and Service Awards in December, recipients with the most applause cards awarded at SBVC, CHC, and District are recognized and presented with an award.

**INSTITUTIONAL VALUES**

I. Institutional Effectiveness

**FINANCIAL IMPLICATIONS**

None



## Applause Cards

Submitted for Information July 9, 2020

SITE	NAME	DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Matthew Coleman	Maintenance	Matthew went above and beyond writing a report for updating the vehicle lists. The task was just to write down any changes. He updated the actual Excel spreadsheets.	Kevin Grishow, M&G Supervisor
San Bernardino Valley College	Matthew Coleman	Maintenance	Matthew continuously accepts work outside his normal duties without question or hesitation. He shows a true willing attitude to learn new things.	Kevin Grishow, M&G Supervisor
San Bernardino Valley College	Matthew Nordstrom	Geography	Professor Nordstrom hung in there with us after our Weather and Climate class was not able to meet. He met with us through conferences. Great class! Great teacher!	Corinne L
San Bernardino Valley College	Kris Shafer	Maintenance	Kris should be recognized for his quality workmanship. Kris completes his work orders to the best of his ability and it shows in the results of painting skills.	Kevin Grishow, M&G Supervisor

San Bernardino Valley College	Jorge Vivar	Maintenance	Jorge continually goes above and beyond his normal work duties by checking for other issues not on the original work order which may cause issues later on.	Kevin Grishow, M&G Supervisor
Crafton Hills College	Melissa Huynh	Radiologic Technology	Thank you for going above and beyond for our Rad Tech students this year. Your recognition of their accomplishments was much needed and well deserved - YOU ROCK!	Carrie Audet
DSO	Angela Davis	Purchasing	Angela is a life saver. Her quick response in resolving issues not only helped our theatre program but all of the students within the Department. Thank you	Kevin Palkki
DSO	Marcela Navarro	Human Resources	Thank you for going above and beyond in your research to assist with the new employee requirements (TB testing). I appreciate your follow through and prompt responses!	Stacey Nikac
DSO	DSO - TESS IT Team	TESS	Thank you for going above and beyond to make our Zoom meetings run smoothly. I appreciate your patience and quick response to get us all meeting online!	Stacey Nikac



**BOARD ORIENTATION HANDBOOK**  
Submitted for approval 7/9/20

Board Approved: 11/14/19, 10/8/15

Return to Agenda

## SBCCD Orientation Handbook

The Board Orientation Handbook was developed in October 2015, with the input of the Board of Trustees, Chancellor, and constituents from throughout the District. –The handbook represents the most current information regarding local policies, procedures, and information trustees must be kept abreast of to perform their governing roles effectively. The handbook is updated regularly and compliments the trustee training provided by the Community College League of California.

It is the responsibility of the Chancellor to ensure that the Board Orientation Handbook is updated regularly and the responsibility of the [President Chair](#) of the Board to ensure that all new Board members and student trustees receive training. Each year the new trustee(s), board [presidentChair](#), and Chancellor must sign off on a form documenting that they have received this training.

The Board of Trustees of the San Bernardino Community College District consists of seven members, one from each of the seven trustee areas in the District. Qualified voters in each of the seven areas (which include Big Bear, Calimesa, Colton, Fontana, Grand Terrace, Highland, Loma Linda, Redlands, Rialto, San Bernardino, and Yucaipa) elect a trustee for a four-year term. The Chancellor of the District serves as Secretary to the Board.

The Board is the policy-forming body of the District, deriving power from, and subject to, the U.S. Constitution, statutes of the State of California, and directives from the Board of Governors of the California Community Colleges.

The powers and duties of the Board include approval of college policy, community services of the college interpreting the college needs to the public, adoption of an annual budget for the district, approval of expenditure of all District funds, acquisition of property for District purposes, and approval of employment of academic and classified personnel. The Board typically meets on the 2nd Thursdays of the month. You may direct questions or comments to the individual Board members via e-mail or to the Secretary to the Board.

### [State of California](#) [EDUCATION CODE Section 70902](#)

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the

governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. (AB 1029) Effective January 1, 2012. Section operative January 1, 2014, by its own provisions.)



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## Section 1 – Orientation

***The Community College League of California ("League") is a nonprofit public benefit corporation whose voluntary membership consists of the 72 local community college districts in California.***

### **Annual Convention**

The Annual Convention is The League's largest annual meeting featuring educational sessions, special events and networking, state and nationally known speakers, and an educational showcase expo. Trustees, administrators, staff and faculty attend the event.

### **Annual Legislative Conference**

The League's Annual Legislative Conference provides a unique opportunity to connect with other advocates and learn the latest news on higher education in California. During this two-day conference, attendees are encouraged to visit their legislative representatives.

### **Annual Trustees Conference**

This conference helps strengthen the skills and knowledge of trustees and CEOs to lead districts and colleges and be accountable to their communities.

### **Effective Trusteeship & Board Chair Workshops**

This annual workshop is an overview of responsibilities required for board members of California community colleges. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee.

### **Student Trustees Workshop**

This workshop is designed to help student board members become knowledgeable, influential, education policy-makers.

***The Association of Community College Trustees (ACCT) is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. Located in Washington, D.C., ACCT is a major voice of community college trustees to the presidential administration, U.S. Congress, the Departments of Education and Labor and more.***

### **National Legislative Summit**

The National Legislative Summit is the premier community college advocacy event in Washington, DC, bringing together more than 1,000 community college leaders.

### **Government Leadership Institute**

The Governance Leadership Institute for New & Experienced Trustees and Presidents is a great opportunity for the entire board, the [president](#)[chair](#), and board staff! This institute is tailored to review the principles of effective board leadership.

### **Leadership Congress**

Learn about innovative strategies taking place nationwide, network with major foundations, philanthropies, government officials and corporations that support community colleges, stay updated on the latest federal

policies affecting your college, and participate in the only national meeting that focuses on providing community college boards the information and tools needed to govern and develop policies that focus on meeting community needs.

## Section 2 – Chancellor/Chancellor Office Orientation

### 2.1 District and College Mission Statements - See Appendix 1

### 2.2 District and College Organizational Charts - See Appendix 2

### 2.3 Board Member Compensation (Reference: BP 2725)

Members of the Board of Trustees and Student Trustees who attend all Board meetings shall receive compensation per Board Policy 2725. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

### 2.4 Board Membership (Reference: BP 2010)

The Board of Trustees shall consist of seven members elected by the qualified voters of the District. The Board shall be elected by geographical area for terms of four years as defined in BP 2100 titled Board Elections.

### 2.5 Student Trustees (Reference: BP 2015)

The Board of Trustees shall include two (2) non-voting student members (one representing each college in the District). The term of office shall be one year commencing ~~at the first Board meeting in June and terminating on the last Board meeting in May of each academic year~~ June 1.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

~~The student trustees have the responsibility to be contributing and ethical members of the board.~~

The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties may include:

- Represent the District at community events
- Advocate for the colleges and students to the legislatures
- Attend ASO/ Associated Student Government meetings
- Meet regularly with senior administrators

### 2.6 Election of Student Trustees (Reference: BP 2105)

Each college will elect a student trustee for a one-year term. An election will be held in the Spring semester so that the office is filled by June 1.

An election will be conducted at each college in accordance with administrative procedures. The successful candidate must receive a simple majority of all votes cast.

### 2.7 Vacancies on the Board (Reference: BP 2110)

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

Vacancies for the student board member(s) are addressed BP 2105 titled Election of Student Trustees. A vacancy exists in the student Board position when the student Board member resigns from the Board. A vacancy may occur if the student Board member misses three (3) consecutive Board meetings without authorization, is enrolled for fewer than nine (9) units or does not maintain a cumulative grade point average of 2.5. The unit load and the GPA are to be maintained during the entire term of office.

### 2.8 Term Limits (Reference: BP 2130)

The District does not currently limit the number of terms a member of the Board of Trustees may serve on the Board.

The Board may adopt, or the residents of the District may propose, by initiative, a proposal to limit the number of terms a member of the Board of Trustees may serve on the Board. Any proposal to limit the number of terms a member of the Board may serve shall not become operative unless it is submitted to the electors of the District at a regularly scheduled election and a majority of the votes cast on the question favor adoption of the proposal. Any such proposal shall be subject to requirements set forth in Elections Code Sections 9500 et seq.

### 2.9 Personal Use of Public Resources (Reference: BP 2717)

No member of the Board of Trustees shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

### 2.10 Communication To/From District Personnel

Except for discussion in or about closed session, any communication with the Chancellor, written or verbal, should be considered public.

Board members should be mindful of their role as members of the board and any comments made should not be presented as views of the Board of Trustees. If there is a question related to the District, it is best to go through the Chancellor's Office. It is inappropriate to call a staff member directly without the permission of the Chancellor. Remember, the Chancellor works for the Board. All other employees of the District work for the Chancellor.

### 2.11 Campus Visits

Board members are always welcome to visit the District campuses; however, there are protocols that Board members should follow in order to avoid possible miscommunication or an unintended misunderstanding. Following are a few points:

- As a matter of professional courtesy, Board members should always inform the Chancellor when they visit a District campus.
- As a matter of protocol, Board members should always inform the Chancellor's/President's Office of invitations they receive by District groups to visit a District campus.
- If Board members desire to visit a facility that will be discussed as part of an agenda item, the Board members need to contact the Chancellor in order to arrange for an escorted site visit with a staff member.
- When on a District campus, Board members should be aware that their comments can be taken out of context.

### 2.12 Foundations

#### Crafton Hills College (independent foundation)

In an effort to extend educational opportunities to CHC students, Crafton Hills College (CHC) established the CHC Foundation. The Foundation is a nonprofit corporation devoted exclusively to raising funds for scholarships, grants, and other types of assistance for CHC students and faculty.

Gifts to the college can be allocated for the college's greatest need or designated specifically. Gifts may be designated to an academic area, to scholarships, to any of the various cultural or community programs of the college, or to current capital projects. You can also remember a loved one by donating a memorial or honorarium in their name.

#### San Bernardino Valley College (independent foundation)

We believe everyone should have an opportunity to go to college. Through its work, the San Bernardino Valley College Foundation supports SBVC in providing quality education and services that support a diverse community of learners. The Foundation is a non-profit 501(c)(3) organization; therefore, contributions to the Foundation are tax-deductible.

### Inland Futures Foundation (IFF) (auxiliary foundation)

This board-approved auxiliary foundation provides resource development to support the mission of the San Bernardino Community College District and its programs, initiatives, colleges, and entities. The recognized functions of the Foundation are: facilities and equipment; loans, scholarships, grants-in-aids; workshops, conferences, institutes, and federal projects; gifts, bequests, devises, endowments, and trusts; and public relations programs.

### 2.13 Board Member Health Benefits (Reference: BP 2730)

Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District. ~~Board members are afforded the opportunity to opt out of receiving health benefits from the District and be reimbursed under the same terms and conditions as other employees of the District.~~

### 2.14 Board Member Travel (Reference: BP 2735)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Board member travel requests shall be made in accordance with the District's travel request and approval processes. Also see BP/AP 7400 titled Travel

### 2.15 Political Activity (Reference: BP 2716)

Members of the Board of Trustees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

### 2.16 Conflict of Interest (Reference: BP 2710)

The public office is a public trust created in the interest and for the benefit of the people. Members of the Board and employees of the District are expected to act with integrity, fidelity, and without bias for the primary benefit of the public.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

### 2.18 Constituency Groups

The Board embraces the concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students the right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations, while retaining its own right and responsibilities in all areas defined by state laws and regulations.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

### Academic Senate

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board of Trustees recognizes the definition of “academic and professional matters” as stated in the Title 5 regulations:

1. Curriculum including establishing prerequisites and placing courses within disciplines;
2. degree and certificate requirements;
3. grading policies;
4. education program development;
5. standards or policies regarding student preparation and success;
6. District and college consultation structures, as related to faculty roles;
7. faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. policies for faculty professional development activities;
9. processes for program review;
10. process for institutional planning and budget development; and
11. other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

The Board also recognizes its obligation, under Title 5 Regulations, to “consult collegially” with the Academic Senate on these “academic and professional matters.” Additional academic and professional matters may be added as specified in #11 only through formal resolution of the Board.

The Board further recognizes that, under Title 5, it may choose to “consult collegially” through the option of “mutual agreement” on policy issues, or the option of “relying primarily on the advice and judgment of the senate” when adopting policies and procedures on “academic and professional matters.”

The Board of Trustees shall have the final responsibility for developing all policies governing the community college district, including academic and professional matters. For purposes of academic and professional matters, the Board shall rely primarily on the advice of the Academic Senate. If the Board has a compelling reason for not accepting the advice of the Academic Senate, it shall provide that reason in writing upon request of the Academic Senate. The decision of the Board on all policy shall be final.

### Classified Senate

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the classified staff will be given every reasonable consideration.

### Associated Students

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

### California School Employees Association (CSEA)

The California School Employees Association (CSEA) is the bargaining unit for the classified employees.

### California Teachers Association (CTA)

The California Teachers Association (CTA) is the bargaining unit for the teachers.

### 2.20 Board's Role in Accreditation - See Appendix 3

### 2.21 Standard Outlining Board's Responsibility – See Appendix 4

Accreditation Standard IVC1 describes the Board's role and responsibilities. Key points include the following:

- The Board is designated as having the responsibility to set policies for the District and to act in a manner consistent with those policies.
- Through such policies the Board has ultimate responsibility for the educational quality, legal matters, and financial integrity of the institution.
- The Board establishes policies consistent with the mission statement.
- The Board regularly evaluates its policies and practices and revises them as necessary.
- The Board advocates for and defends the institution and protects it from undue influence or pressure.
- The Board is responsible for selecting and evaluating the Chancellor and for delegating full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district.
- Once the Board reaches a decision, it acts as a whole.
- The Board is responsible for Board development, self-evaluation, and improvement.
- The Board has a code of ethics which is enforced by the Board.
- The Board is informed about and involved in the accreditation process.

## **Section 3 – ~~Board of Trustee's President~~Chair of the Board**

### 3.1 Institutional Values and ~~Board Operational~~Governance Priorities - See Appendix 5 and Education Code Section 70902 - Appendix 6

### 3.2 Board Duties and Responsibilities (Reference: BP 2200)



The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902 (see [appendix 8Appendix 6](#)).

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Select, hire, and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

### 3.4 Board Elections (Reference: BP 2100)

Elections shall be held every two years, in even numbered years, for four-year overlapping terms. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the [first-second](#) Friday in December next succeeding his/her election.

The Board of Trustees has provided for the election of trustees by trustee areas. Effective January 16, 2014, the trustee areas include:

- Areas 1, 3, 5, and 7 from which governing board members will be elected in November [2016-2020](#) and every four years thereafter.
- Areas 2, 4, and 6 from which governing board members will be elected in November [2018-2022](#) and every four years thereafter.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee area(s).

### 3.5 Officers of the Board (Reference: BP 2210)

At the annual organizational meeting (See BP 2305 titled Annual Organizational Meeting), the Board of Trustees shall elect officers from among its members. The terms of officers shall be for one year, [beginning the following January 1 through December 31.](#)

#### **Duties of the [President-Chair](#) of the Board:**

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the Chancellor on the Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;

5. Participate in the orientation process for new Board members as outlined in the Board Orientation Handbook; Ultimately responsible for the orientation process for new Board members and Student Trustees;
6. Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
7. Represent the Board at official events or ensure Board representation.
8. The Board President Chair may contact District legal counsel regarding business of the District as ~~he/she deems~~ necessary and the Board President Chair will provide a report to the Board and Chancellor ~~regarding the topic of the call and the associated costs~~.
9. The President Chair has the right to vote on all issues and to participate in the discussions.
10. The Board President Chair shall establish ad hoc committees to comply with Board Policies and deadlines.
11. When applicable, the Board Chair will orient the incoming Board Chair in duties and responsibilities.
- ~~10.~~12. The Board Chair will attend a New Board Chair Workshop hosted by the California Community College League in January.

#### Duties of the Vice President Chair of the Board:

1. To perform in the absence of the President Chair, all the duties of the President Chair;
2. To attest the signature of the President Chair or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the President Chair or other members of the Board on all other documents of the District when the attestation is a legal requirement.

#### Duties of the Clerk of the Board:

1. To perform in the absence of the President Chair, or the Vice President Chair all the duties of the President Chair;
2. To attest the signature of the President Chair or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the President Chair or other members of the Board on all other documents of the District when the attestation is a legal requirement;
4. To certify copies of records of the District as required.
5. Monitor the board calendar as it refers to meeting dates required by board policy and reminding the board president Chair and the board of impending deadlines.

#### Board Secretary

The Chancellor of the District shall serve as the Secretary to the Board.

#### Duties of the Secretary to the Board:

1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
2. Prepare and post the Board meeting agendas;
3. Have prepared for adoption minutes of the Board meetings;

4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;
5. Conduct the official correspondence of the Board;
6. Certify as legally required all Board actions;
7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The Board does not have an official system of rotation or officers; it elects the officers each year from among all its members.

### 3.6 Committees of the Board (Reference: BP 2220)

The Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board can be found on the Board of Trustees page of the District Website [http://www.sbccd.org/Board\\_of\\_Trustees](http://www.sbccd.org/Board_of_Trustees)

### 3.7 Board Education (Reference: BP 2740)

The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. Such assistance shall include, but shall not be limited to, providing of written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

### 3.8 Code of Ethics / Standards of Practice (Reference: BP 2715)

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

- Act only in the best interests of the entire community.
- Ensure public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.
- Prevent conflicts of interest and the perception of conflicts of interest.

- Exercise authority only as a Board.
- Use appropriate channels of communication.
- Respect others; acting with civility.
- Be informed about the District, educational issues, and responsibilities of trusteeship.
- Devote adequate time to Board work.
- Maintain confidentiality of closed sessions.

### 3.9 Board Representatives

At the annual organizational meeting the Board appoints representatives to the various organizations and bodies requiring representation. Currently, the Board appoints the following representatives:

- Representative and Alternate to the Nominating Committee for the County Committee on School District Organization
- Committee Assignment for San Bernardino Regional Emergency Training Center Joint Powers Authority)
- Standing Committees

### 3.10 Meetings of the Board (Reference BP 2310)

All regular and special meetings of the Board of Trustees are open to the public, must be accessible to persons with disabilities, and comply with the Brown Act provisions, except as otherwise required or permitted by law.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted prior to the meeting and shall remain posted until the day and time of the meeting.

Regular meetings of the Board shall be held on the second Thursday of each month. Meetings will be held in the District ~~Assembly Room~~[Boardroom, 114 S. Del Rosa Avenue](#)~~550 E. Hospitality Ln.~~, San Bernardino, California, 92408, or as otherwise specified by previous Board action. Meetings will begin at 4:00 p.m. or as otherwise specified by previous Board action. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in AP 2340 titled Agendas and AP 2345 titled Public Participation at Board Meetings.

### 3.11 Institutional Values and ~~Board Operational Governance~~ Priorities - See Appendix 5

### 3.12 Meeting Protocol

Board behavior can have both a positive or negative ripple effect throughout the District community. Often a simple comment can take on a life of its own with the original intended meaning misunderstood. The following recommendations may help to keep individual Board members from being misunderstood:

- Keep the Board discussion at the policy level versus getting into how something will be accomplished.
- Ask questions of staff as necessary to make an informed decision, but try to avoid questions that may imply the Board is trying to micromanage the District.
- Be cautious about making statements that might be interpreted as belittling the staff.

- Praise in public and discipline in private.
- Be professional and courteous to fellow Board members.

### 3.13 Quorum and Voting (Reference: BP 2330)

Four Board members, other than the Student Trustees, shall constitute a quorum for the transaction of business. The Board of Trustees shall act by majority vote of all voting members of the Board. In the event of a minimum quorum, all four Board members must vote in favor of motions to pass motions.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a **two-third majority** of all members of the Board:

1. Resolution of intention to sell or lease real property (except where a unanimous vote is required);
2. Resolution of intention to dedicate or convey an easement;
3. Resolution authorizing and directing the execution and delivery of a deed;
4. Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
5. Resolution providing for the transfer from the reserve for contingencies to any expenditure classification.
6. Resolution to condemn real property.

The following actions require a **unanimous vote** of all members of the Board:

1. Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
2. Resolution authorizing lease of District property under a lease for the production of gas.
3. Any authorization to change an existing construction contract.

### 3.14 Special and Emergency Meetings (Reference: BP 2320)

**Special meetings** may from time to time be called by the ~~President of the Board of Trustees~~[Chancellor](#) or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

**Emergency meetings** may be called by the ~~President of the Board~~[Chancellor](#) when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

### 3.15 Closed Session (Reference: BP 2315)

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

Pursuant to Government Code Section 54957, if any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not first resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee against whom the charges or complaints are directed shall be given at least 24 hours written notice of the closed session and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board of Trustees.

### 3.16 How the Board Takes Action

Official Board action can be taken only at Board meetings and by affirmative action of at least four of the seven voting Board members. No one Board member or administrator makes official commitments for the Board, except as directed by Board action. The Board has final control over District matters and policies, subject to limitations imposed by California and federal law, and all employees and administrators of the District are bound to abide by such policies.

### 3.17 Consent Agenda

Items that are calendared as requiring little or no discussion by the Board or the public are listed on the agenda as "Consent" items. The Board may act on these items in one motion without discussion. Any Board member or individual attending the Board meeting can request at the time of the meeting that an item listed on the consent agenda be considered separately ("pulled from the consent agenda") as part of the regular agenda, thus allowing discussion of the item. The Board reserves the right to consider if an item on the Consent Agenda is pulled.

### 3.18 Preparing for Meetings

~~Two weeks prior~~Prior to the Board meeting, the Chancellor meets with the ~~Board President~~Officers of the Board (and the Executive Board, as requested) to review the agenda prior to the board book going to print.

~~By the Friday preceding the Thursday~~One week prior to the Board meeting, the Chancellor's Office will deliver Board packets with an agenda and supporting materials. This information is also posted to the District Website. This timeline gives the Board members ~~six days~~one week to review the materials prior to the meeting. When possible, Board members should submit their questions to the Chancellor prior to the Board meeting so that the staff can provide a thorough response, prior to or, at the time of the meeting. Also, any

Board member can call the Chancellor prior to the Board meeting for clarification regarding any agenda item rather than waiting until the Board meeting. It is always best not to surprise the Chancellor or staff at the Board meeting. Response to information is supplied to all Board members.

### 3.19 Recording (Reference: BP 2365)

Any audio or video recording of an open and public Board of Trustees Meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video recording device or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the [President-Chair](#) of the Board to stop.

### 3.20 Speakers (Reference: BP 2350)

Those wishing to speak to the Board are subject to the following:

- The [President-Chair](#) of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Any member of the public who wishes to address the Board on any matter on the agenda of a regular Board meeting or on the notice for a special Board meeting is limited to five minutes per person and 20 minutes per agenda topic unless the time limit is extended by a majority vote of the Board.

As a matter of law, members of the Board may not discuss or respond to public comments unless the matters are properly noticed for discussion or action in Open Session.

### 3.22 Communications Among Board Members (Reference: BP 2720)

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board of Trustees.

Under California's Public Records Act, "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics" is a public record and must be disclosed to the public upon request unless a provision of the PRA exempts it from disclosure. Gov't Code Section 6252-6253. (see 5.2 Brown Act)

### 3.23 Media/Email

Any Board member is allowed to speak with the media. However, Board members should keep in mind the following:

- When speaking to the press, remind the interviewer that you do not represent the views of the Board, but speak as an individual.
- When contacted by the press, defer to the Chancellor or Board Chair for official Board positions.
- When speaking to the media, be an advocate for the District.
- Never speak about personnel matters or other closed session topics to the press.

Board members should keep in mind that electronic communications can facilitate a Brown Act violation. Emails are subject to disclosure laws per BP and AP 3310.

### 3.24 Annual Retreat

Each year the Board holds an annual retreat with the Board and the Chancellor. This retreat is the opportunity for the Board to conduct its annual self-evaluation and set goals for the upcoming year.

### 3.25 Board Self-Evaluation (Reference: BP 2745)

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

### 3.26 Setting the Board's Goals

The Board uses the results of the self-evaluation to set internal goals for the upcoming year.

### 3.27 Annual Organizational Meeting (Reference: BP 2305)

The annual organizational meeting of the Board is held at the regular meeting during the first two weeks of December.

In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. See BP 2100 Board Elections.

The purpose of the annual organizational meeting is to elect a chair, vice chair, and a clerk, and conduct any other business as required by law or determined by the Board. See BP 2200 Officers of the Board.  
~~The Board shall hold an annual organizational meeting on a day within fifteen calendar days of the last Friday in November~~



~~The purpose of the annual organizational meeting is to elect a president, vice president, and a clerk, and conduct any other business as required by law or determined by the Board.~~

### 3.28 Chancellor - Hiring and Contract

Without doubt, the most important role of the Board is to appoint the Chancellor. It is exclusively the Board's role, although the process itself generally includes District personnel who will participate in the interviewing and screening process. A District committee may assist in screening the applications and narrowing the pool of candidates to a manageable group that will be invited for confidential screening interviews. From the confidential interviews, the committee selects a small group of 3-5 finalists to recommend to the Board for interviews and on-campus forums. After the finalists accept the invitation to interview as a finalist, the names of the finalists become public information and usually there will be a press release involved.

From the finalists, the Board selects their top candidate to make an offer. It is not guaranteed that the first choice will accept the offer since it is common for candidates to be finalists in more than one college presidential search at the same time. Therefore, it is important that this part of the process remains confidential until an offer and an acceptance of offer has been reached. During this part of the process the Board must negotiate with the candidate the terms of the contract, which includes salary, starting date, and benefits. The process can easily take from six months to a year.

### 3.29 Evaluation of the Chancellor (Reference: BP 2435)

The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed in accordance with AP 2435 titled Evaluation of the Chancellor.

### 3.30 Setting the Chancellor's Salary

After the initial starting salary negotiated with the Chancellor at the time of employment, the Board will need to consider the salary of their one employee on an annual basis. This process is usually done in conjunction with the Chancellor's annual evaluation. Although the discussion of the Chancellor's performance and determination of any salary adjustment is a closed session item, the actual setting of the salary adjustment is an open session agenda item.

### 3.31 Graduation

Graduation is the highlight of both colleges each year. Graduation and graduation activities and times vary from year to year (refer to Master Academic Calendar). Board members participate as part of the processional and the ceremony. The Board President Chair accepts the graduating class and board members wear a graduation robe commencement regalia with the colors of the discipline appropriate for their degree.

## **Section 4 – Chapter 1 and 2 Board Policies and Procedures**

#### 4.0 Board Policies

The references to the board policies above represent a snapshot/summary of the policy and may not include the entire policy. For complete policies and procedures, please visit the District website [www.sbccd.org](http://www.sbccd.org) or click the link here [Board Policies & Procedures](#).

### **Section 5 – Orientation Checklist and Sign-Off Form**

#### 5.0 Board Member Orientation

Per Board Policy 2740, orientation sessions shall be scheduled for new Board of Trustee appointees.

The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. Such assistance shall include, but shall not be limited to, providing of written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

Orientation to the institution includes:

- Walking tours of the district, campuses, and off-site locations
- Institutional data review
- College history and development, and college catalogs
- Lists and contact information for trustees, college personnel, and student leaders
- Structure and operations of board of trustees
- Structure of higher education at the state level
- Briefings on organization, programs, budget, and facilities of the colleges and sites
- Collegial Consultation, inclusive of 10+1 Board handbook, meeting agendas, and minutes
- Affirmative action plans
- Printed college materials
- Opportunities to meet informally with campus leaders and faculty, staff, students, administrators, and fellow trustees
- Email records disclosure responsibilities

Orientation to trusteeship includes:

- Roles of board and of individual trustees
- Attendance at local, state and national meetings, including the League's New Trustee Orientation Workshop and Legislative Conference
- Review of pertinent laws and board policy
- Board Budget

## Appendix 1

### San Bernardino Community College District

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

### San Bernardino Valley College

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

### Crafton Hills College

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

### Economic Development & Corporate Training

The mission of the Economic Development and Corporate Training division of San Bernardino Community College District (EDCT) is to stimulate the economic prosperity of the Inland Empire through workforce development. This mission will be achieved by:

- Offering customized training solutions that meets the human capital development needs of regional employers;
- Providing innovative job training to the workforce in emerging technologies and high growth areas to foster economic prosperity in the region;
- Building and nurturing partnerships to obtain local/state/federal funds necessary for
- Preparing a highly skilled workforce through short-term training.

### EMPIRE NETWORK/KVCR

KVCR's mission is to be the cultural, educational, informational and communication center of the Inland Empire. KVCR additionally will focus its mission on students. KVCR will become a training ground for students who want to train and work in the media world. This will include:

- TV, Radio, Broadband, internet, social media and any form of the media world.

## Appendix 2

Organizational charts can be accessed using the links provided below.

- [District Organizational Charts](#)
- [Crafton Hills College Organizational Charts](#)
- [San Bernardino Valley College Organizational Charts](#)

## Appendix 3

### Board's Role in Accreditation

The Board must be fully informed of all accreditation actions, reports, visits and progress on accreditation recommendations as they pertain to the Colleges. All reports created in response to Commission actions must be approved or ratified by the Board.

The Accrediting Commission for Community and Junior Colleges (ACCJC) provides a list of Standards that are the basis for comprehensive institutional evaluations for reaffirmation of accreditation on their website <http://www.accjc.org/eligibility-requirements-standards>.

## Appendix 4

### Standard Outlining Board's Responsibility

#### Standard IVC (Appendix in Board Orientation Handbook, referenced in Section 2.21)

IV.C.1: The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution.

IV.C.2: The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.

IV.C.3: The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.

IV.C.4: The governing board is an independent, policy-making body that reflects the public interest in the institution's educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure.

IV.C.5: The governing board establishes policies consistent with the college/district/sys-tem mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.

IV.C.6: The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.

IV.C.7: The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

IV.C.8: To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.

IV.C.9: The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

IV.C.10: Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.

IV.C.11: The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

IV.C.12: The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.

IV.C.13: The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college's accredited status, and supports through policy the college's efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.

## Appendix 5

### Institutional Values

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

### Board Operational Governance Priorities

In order for the Board to support the strategic directions and institutional values, the board will hold itself accountable for the following board activities. They will be a focus of Board inquiry, discussion, and operational priorities.

- Continue participation in the California Community Colleges Trustee Fellowship and adopt the Aspen Institute College Excellence Model.
- The Board will continue engaging in a continuous process of training and development.
- The Board will continue informing the local community about District offerings, needs, and issues.
- ~~Engage & support equity initiatives~~
- ~~Be more visible on both campuses~~
- ~~Actively connect to community~~
- ~~Conduct efficient and effective board meetings focused on big picture~~
- ~~Monitor the SBCCD Strategic Directions utilizing the quarterly dashboard and student scorecard presentations~~
- ~~Participate in professional development contributing to an excellent, cohesive, and proactive board~~

## Appendix 6

### **State of California EDUCATION CODE Section 70902**

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

- (6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.
- (7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.
- (8) Establish rules and regulations governing student conduct.
- (9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.
- (10) In its discretion, receive and administer gifts, grants, and scholarships.
- (11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.
- (12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.
- (13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.
- (14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.
- (c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.
- (d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.
- (e) This section shall become operative on January 1, 2014.  
(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. (AB 1029) Effective January 1, 2012. Section operative January 1, 2014, by its own provisions.)

## Appendix 7

### The Brown Act (Open Meeting Law)

The Board is subject to the Brown Act, also known as the Open Meeting Law. The Brown Act requires that public boards conduct their business in the open. This means that all meetings are open to the public except for a limited number of circumstances, as permitted by the Brown Act. Examples of these limited circumstances include agenda items concerning personnel actions, labor negotiations, and the negotiation of real property.

References: For more information regarding the Brown Act, refer to <http://ag.ca.gov/publications/brownAct2003.pdf>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** July 9, 2020

**SUBJECT:** Approval of Board Meeting Dates

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the schedule of board meeting dates as attached.

### **OVERVIEW**

All regular meetings of the Board take place in the SBCCD Boardroom. Business meetings begin at 4:00 p.m. on the second Thursday of each month. Meeting dates, times, and location are subject to change and are posted on the district website 72-hours prior to the meeting date [www.sbccd.edu](http://www.sbccd.edu).

The Board may hold strategy sessions for the study of general topics of interest to the Board or the community in the operation of the District Board procedures and programs. Strategy Sessions begin at 12:00 p.m.

### **ANALYSIS**

The Board approves the Board meeting calendar at least annually. Education Code Section 5017 (effective January 1, 2019) provides:

Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his/her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified. The term of the successor shall begin upon the expiration of the term of his/her predecessor.

What do we need to do?

The term of office for a newly elected governing board member commences on the second Friday in December. Thus, there necessarily has to be a swearing in on or prior to the second Friday in December so that the newly elected board member may begin his/her term in office by that date. Swearing in on 2nd Thursday, not with annual meeting. Add an Annual meeting to be within 15 days of December 11 (when board members take office).

[Return to Agenda](#)



Additionally, in election years, the organizational meeting date is connected to the date when the newly elected member(s) take office. Under Education Code Section 72000 subdivision (c)(2)(A), the annual meeting must occur within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Thus, if a board member takes office on the second Friday in December, the organizational meeting must occur within 15 days of the second Friday in December.

### **INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

No impact to the budget.



## Board Meeting Dates

Submitted for Board Approval July 9, 2020

Date	Time	Meeting Type
<b>09/10/20</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
09/24/20	12:00pm-2:00pm	Strategy Session: HOLD DATE
<b>10/08/20</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
10/22/20	12:00pm-2:00pm	Strategy Session: HOLD DATE
11/05/20	12:00pm-2:00pm	Strategy Session: HOLD DATE
<b>11/12/20</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
<b>12/11/20 (Friday)</b>	<b>4:00pm-6:00pm</b>	<b>Annual Meeting</b> (Annual meeting moved to Friday due to change in Ed Code 5017 and Ed Code 72000(c)(2)(A))
<b>01/14/21</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
01/26/21-1/27/21	9:00am-4:00pm	2-DAY BOARD MID-YEAR RETREAT (Location TBD)
<b>02/11/21</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
02/25/21	12:00pm-2:00pm	Strategy Session: HOLD DATE
<b>03/11/21</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting @ SBVC B-100</b>
03/25/21	12:00pm-2:00pm	Strategy Session: HOLD DATE
<b>04/08/21</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting @ CHC LRC-231</b>
04/29/21	12:00pm-2:00pm	Strategy Session: HOLD DATE
<b>05/13/21</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
05/27/21	12:00pm-2:00pm	Strategy Session: Preliminary Budget Presentation

<b>06/10/21</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
06/29/21-6/30/21	9:00am-4:00pm	2-DAY BOARD RETREAT (Location TBD)
<b>07/08/21</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
07/29/21	12:00pm-2:00pm	Strategy Session: HOLD DATE
<b>08/12/21</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
08/26/21	12:00pm-2:00pm	Strategy Session: Final Budget Review

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** July 9, 2020

**SUBJECT:** Final Approval of Board Policies

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Board Policies for second reading and final approval. Administrative Procedures are submitted for information and review for consistency with Board policies.

BP 1100 San Bernardino Community College District  
 BP 3226 Awards  
 AP/BP 3715 Intellectual Property  
 AP/BP 3725 Information & Communications Technology  
 AP 3750 Use of Copyrighted Material  
 AP/BP 5040 Student Records, Directory Information, and Privacy  
 AP/BP 5150 Extended Opportunity Programs and Services  
 AP/BP 6700 Civic Center and Other Facilities Use  
 AP/BP 7400 Travel

### **OVERVIEW**

The SBCCD has a process of continuous review of its Board Policies and Administrative Procedures to ensure compliance with Title 5, California Education Code and current district/college needs. The attached policies and procedures have been modified and or reviewed and have gone through the collegial consultation process as outlined in Board Policy 2410.

### **ANALYSIS**

The Board approved first reading on June 11, 2020. The changes to these policies include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the district.

### **INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

None.

Current Status: *Draft*

PolicyStat ID: 7862971



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 1 The District</i>
References:	<i>Legally Required</i>

## BP 1100 The San Bernardino Community College District

*(Replaces SBCCD BP 1000)*

The District has been named the San Bernardino Community College District. The name is the property of the District. No person shall, without the permission of the Board of Trustees, use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and/or education centers:

- San Bernardino Valley College  
701 S. Mt. Vernon Avenue  
San Bernardino, CA 92410
- Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, CA 92399
- ~~Technology and Educational Support Services~~  
~~1289 Bryn Mawr Avenue, Suite B~~  
~~Redlands, CA 92374~~ [DSO](#)  
[550 E. Hospitality Ln., Suite 200](#)  
[San Bernardino, CA 92408](#)
- ~~District Office and~~ Professional Development Center  
~~114 S. Del Rosa Drive~~  
~~San Bernardino, CA 92408~~
- [114 S. Del Rosa Drive](#)  
[San Bernardino, CA 92408](#)
- Economic Development and Corporate Training  
114 S. Del Rosa Drive  
San Bernardino, CA 92408
- ~~Empire/KVCR-TV-FM~~  
701 S. Mt. Vernon Avenue  
San Bernardino, CA 92410

The District holds classes and conducts programs at its campus locations and other off-campus sites.



Current Status: Draft

PolicyStat ID: 7865112



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<a href="#">Chancellor's Cabinet</a> <a href="#">Chancellor's Cabinet:</a>
Policy Area:	<a href="#">Chapter 3 General Institution</a>
References:	<a href="#">Legally Required</a>

## BP 3226 Awards

(Replaces current SBCCD BP 3225)

### A. Authorization

The Board of Trustees authorizes the granting of awards to students or staff for outstanding achievement.

### B. Recognition

Recognition may be given in the form of certificates, plaques, ribbons, badges, books, pens, trophies, rings, medals, bumper stickers, shirts, jackets, comestible items, and such other appropriate symbols of appreciation.

### C. Approval

The Chancellor or designee may approve such awards up to the limit \$200 per individual. Any award that exceeds that limit requires Board approval prior to the purchase of the Award.

### D. Certificates & Awards Issued by the Board of Trustees

In cases of exemplary service or accomplishment, the Board of Trustees may present a certificate of Congratulations to an employee of the District or to a member of the community. The determination for the awarding of such certificates will be made by the ~~Executive Advisory~~ Committee of the Board and the Chancellor, ~~and~~ Certificates issued by the Board of Trustees will be approved signed by the Board of Trustees Chair and Chancellor and may be presented by the requesting Board member.

## Reference:

Education Code Sections 78210 et seq., and 84754.6;  
ACCJC Accreditation Standard I.B.5 - 9

## Attachments

[BP 3226 Awards- Comments](#)

[BP 3226 Awards- Legal Citations](#)

Current Status: *Draft*

PolicyStat ID: 6893742



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Chancellor's Cabinet</i> <i>Chancellor's Cabinet:</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	

## AP 3715 Intellectual Property

(Replaces [the Intellectual Property portion of the current SBCCD AP 3710](#))

The following intellectual property procedure shall be interpreted consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations. This procedure shall also be interpreted consistent with all collective bargaining agreements.

### Definitions

For the purposes of this procedure, the following definitions apply to the following words or phrases:

"Administrative Activity" means the execution of the District's management or administrative functions such as preparing budgets, policies, contracts, personnel management, printing course materials and catalogs, maintenance of computer data, long range planning, and keeping inventories of equipment. Teaching and academic endeavors are not administrative activities.

"Author" or "Creator" means an individual who alone or as part of a group of other creators, invent, author, discover, or otherwise create intellectual property.

"District Resources" means all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.

"Course Materials" Materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, materials, syllabus, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.

"Course Syllabus" means a document that includes information about the outline, standards for student evaluation, and additional information which reflects the academic work of the faculty member.

"Digital Encoded Work" means a work (on a bit-sequence) that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks.

"District facilities" include buildings, equipment, and other facilities under the control of the District, that are designated by the appropriate administrative officer as requiring an advance agreement, from non-District personnel and District personnel acting outside the scope of their employment, concerning the disposition of any copyrighted works that are originated with the use of these facilities. Such facilities normally include campus computer centers and normally do not include District libraries.

"District funds," regardless of source, are administered under the control, and responsibility, or authority of the

District.

"Employee" means an individual employed by the District, and shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with "no salary" appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

"Intellectual Property" means works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership which are recognized and protected from unauthorized exploitation by law. Examples of intellectual property include scholarly, artistic, and instructional materials.

"Student" means an individual who was or is enrolled in a class or program at the District at the time the intellectual property was created.

"Student Employee" means a student who is paid by the District, and may include students participating in a work study program or who receive stipends while they are acting within the scope of their employment at the District at the time the intellectual property was created.

"Substantial Use of District Resources" means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project, or program. The use of District resources must be important and instrumental to the creation of the intellectual property. The following do not constitute substantial use of the District's resources: (1) incidental use of District resources and/or (2) extensive use of District resources commonly available to District employees. A substantial use of the District's resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator's teaching activity.

"Work" means an "original work of authorship fixed in a tangible medium" as used in the Copyright Act.

## Ownership of Intellectual Property

The ownership rights to a creation at the District shall be determined generally as set forth below, unless ownership is modified by an agreement.

## Employee Intellectual Property Rights

A District employee who is the creator of a work owns the copyright of that work. Work includes textbooks, lecture notes and other course materials, literary work, artistic work, musical work, architectural work and software produced with no more than nominal or incidental use of the District's resources. Work described in this paragraph is owned by the employee even though such work may have been developed within the employee's scope of employment.

Intellectual property unrelated to an individual's employment responsibilities at the District, and that is developed on an individual's own time and without the District's support or use of District facilities is the exclusive property of the creator and the District has no interest in any such property and holds no claim to any profits resulting from such intellectual property.

## District Intellectual Property Rights

Except for work done during a sabbatical, the District owns all other intellectual property, including but not limited to patentable inventions, such as computer software, created by its employees under the following



circumstances:

1. If intellectual property is created through the District's administrative activities by an employee working within his or her scope of employment; or
2. If intellectual property is created through the substantial use of District resources; or
3. If intellectual property is commissioned by the District pursuant to a signed contract; or
4. If intellectual property is produced within one of the nine categories of works considered works for hire under copyright law pursuant to a written contract, or
5. If intellectual property is produced from research specifically supported by state or federal funds or third party sponsorship. Grant funds obtained by faculty members for the creation of works shall be considered substantial support provided by the District only if the District is involved in the fiscal administration of the grant.

Where circumstances give rise to District intellectual property rights, as described above, the creator of the potential intellectual property will promptly disclose the intellectual property to the District. The District and the creator may enter into a written agreement whereby the creator executes documents assigning intellectual property rights to the District.

The Chancellor may waive the District's interests in its intellectual property by executing a written waiver.

## Student Intellectual Property Rights

District students who created a work are owners of and have intellectual property rights in that work. District students own the intellectual property rights in the following works created while they are students at the District: (1) intellectual property created to meet course requirements using college or District resources, and (2) intellectual property created using resources available to the public. Intellectual property works created by students while acting as District employees shall be governed under provisions for employees.

## ~~Modification of Ownership Rights~~

~~The general provisions for ownership of intellectual property rights set forth in Section II may be modified by the parties as follows:~~

### ~~Sabbatical Works~~

~~Intellectual property created by District employees during a sabbatical is defined as an academic work. However, where a work to be created as part of an approved sabbatical plan requires resources beyond those normally provided to other employees during a sabbatical (substantial use District resources), the parties may enter into an written agreement to define the District and employee's intellectual property rights in the sabbatical work.~~

### ~~Assignment of Rights~~

~~When the conditions outlined in the sections on employee intellectual property rights or student intellectual property are met, ownership will reside with the employee or student responsible for creating the intellectual property. In these circumstances, the creator may pursue intellectual property protection, marketing, and licensing activities without involving the District. If such a decision is made, the creator is entitled to all revenues received.~~

~~Any person may agree to assign some or all of his or her intellectual property rights to the District.~~

~~In the event the creator offers to share or assign intellectual property rights in the creation to the District, the District may support and finance application for intellectual property protection (trademark, patent, or copyright) or it may enter into an agreement for other exploitation of the work, including management, development and commercialization of the property under terms and conditions as may be agreeable to the parties. After evaluating the creator's offer, the District may or may not decide to become involved in a joint investment agreement. A negative response from the District will be communicated in writing to the creator. An affirmative response from the District will be summarized as an offer to enter into a written contract. If the creator accepts the District's proposed contract, any revenues received from commercialization of the intellectual property will be distributed as defined in the contract.~~

## ~~Sponsorship Agreements~~

~~A sponsored work is a work first produced by or through the District in the performance of a written agreement between the District and a sponsor. Sponsored works generally include interim and final technical reports, software, and other works first created in the performance of a sponsored agreement. Sponsored works do not include journal articles, lectures, books or other copyrighted works created through independent academic effort and based on the findings of the sponsored project, unless the sponsored agreement states otherwise. Ownership of copyrights to sponsored works shall be with the District unless the sponsored agreement states otherwise. Where a sponsorship agreement does not define ownership of the intellectual property, ownership shall be determined under applicable law. Any sponsorship agreement that provides for ownership of the work by one other than the District generally shall provide the District with a nonexclusive, world-wide license to use and reproduce the copyrighted work for education and research purposes.~~

## ~~Collaboration/Partnership Agreements~~

~~The District may participate in projects with persons/organizations that result in the creation of intellectual property. Ownership rights of such intellectual property will be defined by the collaboration/partnership agreement, or shall be determined under applicable law.~~

## ~~Special Commissions~~

~~Intellectual property rights to a work specially ordered or commissioned by the District from a faculty member, professional staff member, other District employee, or other individual or entity, and identified by the District, as a specially commissioned work at the time the work was commissioned, shall belong to the District. The District, and the employee shall enter into a written agreement for creation of the specially commissioned work.~~

## ~~Use of Substantial District Resources~~

~~In the event the District provides substantial resources to an employee for creation of a work and the work was not created under an agreement (such as a sponsorship agreement, individual agreement, or special commission) the District and the creator shall own the intellectual property rights jointly in proportion to the respective contributions made.~~

## ~~Encoded Works/Software for Administrative Activities~~

~~The District may hire an individual or entity to develop software or other encoded works, to be used in the District's administrative activities. The District shall maintain ownership of the intellectual property rights in~~

~~such encoded works. Similarly, the District shall have ownership of the intellectual property rights in encoded works created by an employee, even where the work was created out of the employee's own initiative, if the work is related to the employee's job responsibilities. For example, if an employee in the student records office creates a software program, on his own initiative, which will organize student records, such work is related to the employee's job duties and will belong to the District. Where an employee creates a program that does not relate to his or her job duties, and that program was created on the employee's own time, the work belongs to the employee.~~

## ~~Collective Bargaining Agreement~~

~~In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.~~

## ~~Jointly Created Works~~

~~Ownership of jointly created works shall be determined by separately assessing which of the above categories applies to each creator, respectively. Rights between joint owners of a copyright shall be determined pursuant to copyright law.~~

## ~~Work Acquired by Assignment or Will~~

~~The District may acquire copyrights by assignment or will pursuant to the terms of a written agreement or testament. The terms of such agreements should be consistent with District policies and these procedures.~~

## ~~Materials Implicating Third Party Rights~~

~~District employees and students must comply with District policies and state and federal laws, including copyright and privacy laws, in creating works. District employees and students must obtain all required licenses, consents, and releases necessary to avoid infringing the rights of third parties. District employees and students with questions or concerns regarding third party rights should direct all inquiries to the Chancellor or his/her designee.~~

## ~~Intellectual Property Coordinator~~

~~The Chancellor or his/her designee shall be the District's Intellectual Property Coordinator. The coordinator shall administer this procedure and will implement the District's Intellectual Property Policy. The Intellectual Property Coordinator will also monitor the development and use of the District's intellectual property. Any questions relating to the applicability of the District Intellectual Property or this procedure may be directed and answered by the Intellectual Property Coordinator.~~

## Securing of Copyright

[For information on securing of copyright, please see AP 3710 Securing of Copyright.](#)

# Preservation of Intellectual Property Right

## Protection of Rights

The District shall undertake such efforts, as it deems necessary to preserve its rights in original works for which the District is the sole or joint owner of intellectual property rights. The District may apply for a patent, for

trademark registration, for copyright registration, or for other protection available by law on any new work in which it maintains intellectual property rights.

## **Payment of Costs**

The District may pay some or all costs required for obtaining a patent, trademark, copyright, or other classification on original works for which it exclusively owns intellectual property rights. If the District has intellectual property rights in a jointly owned work, the District may enter into an agreement with the joint owners concerning payment of such costs.

# **Commercialization of Intellectual Property**

## **Right of Commercialization**

The District may commercialize its Intellectual Property using its resources or it may enter into agreements with others to commercialize the work as authorized by law.

## **Distribution of Proceeds**

An employee who creates a work and retains an intellectual property interest in such work in which the District maintains intellectual property rights is entitled to share in royalties, licenses, and any other payments from commercialization of the work in accordance with applicable agreements and applicable laws. All expenses incurred by the District in protecting and promoting the work including costs incurred in seeking patent or copyright protection and reasonable costs of marketing the work, shall be deducted and reimbursed to the District before the creator is entitled to share in the proceeds.

## **Intellectual Property Account**

The District shall deposit all net proceeds from commercialization of intellectual property in its own general intellectual property account. The Chancellor or his/her designee may use the account to reimburse expenses related to creating or preserving the District's intellectual property rights or for any other purpose authorized by law and District policy including the development of intellectual property.

## **Notification**

The Intellectual Property Coordinator shall provide a copy of these Intellectual Property Procedures to persons upon request. The District shall arrange training on a periodic basis for faculty, staff and/or other persons who are covered by this Intellectual Property Procedure.

## **References:**

17 U.S Code Sections 101 et seq.;  
35 U.S Code Sections 101 et seq.; and  
37 Code of Federal Regulations Sections 1.1 et seq.

## **Attachments**

[AP 3715 Intellectual Property - Comments](#)

Current Status: *Draft*

PolicyStat ID: 6893935



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Last Revised:	N/A
Next Review:	N/A
Owner:	<a href="#">Chancellor's Cabinet</a>
	<a href="#">Chancellor's Cabinet:</a>
Policy Area:	<a href="#">Chapter 3 General Institution</a>
References:	

## BP 3715 Intellectual Property

The Chancellor shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by the District employees and students.

### References:

17 U.S. Code Sections 101 et seq.;  
 35 U.S. Code Sections 101 et seq.;  
 37 Code of Federal Regulations Sections 1.1 et seq.

### Attachments

[BP 3715 Intellectual Property - Comments](#)  
[BP 3715 Intellectual Property - Legal Citations](#)

Current Status: *Pending*

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**Owner:** *Luke Bixler*  
**Policy Area:** *Chapter 3 General Institution*  
**References:** *Good Practice/Optional*

## AP 3725 Information and Communications Technology Accessibility & Acceptable Use

### Definitions

The following definitions apply to this procedure:

**Accessible:** An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.

**Equally Effective:** Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

**Individual with a Disability:** An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

**Information and Communication Technology (ICT):** Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, Web sites, and electronic documents.

**Instructional Materials:** Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials as technology evolves.

**Timely:** As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

### ICT and Instructional Material Accessibility Standard Statement

Return to Agenda

The District is committed to ensuring equal access to instructional materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 by:

- Developing, purchasing and/or acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- Using and maintaining instructional materials and ICT that is consistent with this Standard; and
- Promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

Ensuring equal access to equally effective instructional materials and ICT is the responsibility of all District administrators, faculty, and staff.

### **References:**

Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d);36 Code of Federal Regulations Parts 1194.1 et seq.

## **Attachments**

No Attachments

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Owner:	<i>Luke Bixler</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Good Practice/Optional</i>

## BP 3725 Information and Communications Technology Accessibility & Acceptable Use

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

The Chancellor shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.

### References:

Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d); 36 Code of Federal Regulations Parts 1194.1 et seq. Also see BP/AP 3410 Nondiscrimination, BP/AP 3720 Computer and Network Use, AP 3725 Accessibility and Acceptable Use, BP/AP 5140 Disabled Student Programs and Services, and AP 6365 Contracts – Accessibility of Information Technology.

### Attachments

No Attachments





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 Owner: [Andy Chang](#)  
 Policy Area: [Chapter 3 General Institution](#)  
 References:

## AP 3750 Use of Copyrighted Material

**~~NOTE: A procedure on use of copyrighted materials is suggested as good practice. Insert local practice. The example highlights key criteria for the procedure(s), but is not exhaustive.~~**

The following use of copyrighted material procedure shall be interpreted consistent with other District policies. This procedure shall also be interpreted consistent with all collective bargaining agreements.

A number of associations provide excellent resources related to use of copyrighted materials. Please see the following websites for information that expands on the general checklists in this procedure, which may be used to develop and refine local practice. The booklets, "Questions and Answers on Copyright for the Campus Community" and "Guidelines for Campus Copying" are available on the first three websites and are excellent resources.

1. The Association of American Publishers, [www.publishers.org](http://www.publishers.org), click on "conferences and publications."
2. National Association of College Stores, [www.nacs.org](http://www.nacs.org), click on "industry information" Software and Information Industry Association, [www.sija.net](http://www.sija.net), click on "bookstore"
3. Copyright Clearance Center, [www.copyright.com](http://www.copyright.com)
4. American Libraries Association, [www.ala.org](http://www.ala.org), click on "Washington Office" or "issues and advocacy"

Employees and students shall not reproduce copyrighted materials without prior permission of the copyright owner, except as allowed by the "fair use" doctrine.

## Fair Use

### Reference:

Copyright Act, Section 107

The "fair use" doctrine permits limited use of copyrighted materials in certain situations, including teaching and scholarship. In some instances, copyright may be required for works that fall within "fair use."

**NOTE:** The following is excerpted from the legislative history of the 1976 Copyright Act, which established congressionally endorsed guidelines related to classroom copying for educational use.

#### I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book

- B. An article from a periodical or newspaper
- C. A short story, short essay or short poem, whether or not from a collective work
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper

## II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and
- B. Meets the cumulative effect test as defined below; and
- C. Each copy includes a notice of copyright

## Definitions:

### Brevity:

- i. Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or (b) from a longer poem, an excerpt of not more than 250 words.
- ii. Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. (Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)
- iii. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- iv. "Special" works: Certain works in poetry, prose, or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "i" above notwithstanding such "special works" may not be reproduced in their entirety: however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof may be reproduced.

### Spontaneity:

- i. The copying is at the instance and inspiration of the individual teacher: and
- ii. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

### Cumulative Effect:

- i. The copying of the material is for only one course in the school in which the copies are made.
- ii. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
- iii. There shall not be more than nine instances of such multiple copying for one course during one class term. (The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.)

## Prohibitions

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or are reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
  1. substitute for the purchase of books, publisher's reprints or periodicals
  2. be directed by higher authority
  3. be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

## Compilations

### References:

Basic Books, Inc, v. Kinko's Graphics Corp. (S.D.N.Y. 1991) 758 F.Supp. 1522: and Princeton University Press v. Michigan Document Services. Inc. (6th Cir. 1996) F.3d 1381

Permission from the copyright owner should be obtained when using excerpts of copyrighted work to create anthologies or "course packs," even if the excerpts fall under the definitions in the "fair use" doctrine.

## Online Courses

### References:

The TEACH (Technology, Education and Copyright Harmonization) Act;  
U.S. Code 17. Copyright Act, Sections 110(2) and 112

The Teach Act provides instructors greater flexibility to use third party copyrighted works in online courses. An individual assessment will be required to determine whether a given use is protected under the Act. The following criteria are generally required:

- The online instruction is mediated by an instructor.
- The transmission of the material is limited to receipt by students enrolled in the course.
- Technical safeguards are used to prevent retention of the transmission for longer than the class session.
- The performance is either of a non-dramatic work or a "reasonable and limited portion" of any other work that is comparable to that displayed in a live classroom session.
- The work is not a textbook, course pack, or other material typically purchased or acquired by students for their independent use and retention, including commercial works that are sold or licensed for the purposes of digital distance education.
- The District does not know, or have reason to know, that the copy of the work was not lawfully made or

acquired.

- The District notifies students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

## Obtaining Permission to Use Copyrighted Material

*NOTE: Insert local procedures that describe the process faculty and others shall use to obtain permission to use copyrighted material.*

### References:

Education Code Sections 32360 and 67302;

U. S. Code Title 17. Copyright Act of 1976

### Attachments

[AP 3750 Use of Copyrighted Material.doc](#)



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Owner:	<a href="#">Academic Senates Academic Senates</a>
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References:	<a href="#">Legally Required</a>

## AP 4105 Distance Education

*(Replaces current SBCCD AP 4108)*

The Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education or correspondence education course or program is the same student who participates in and completes the program and receives academic credit. A district will meet this requirement if it follows the language below. Note that the Federal Regulations do not require districts to charge students fees associated with the verification of the student's identify. However, any district that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student's privacy.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The District shall utilize secure credentialing/login and password to authenticate or verify the student's identity.

The District Educational Coordinating Committee (DECC) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

**Definition:** Distance Education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

**Course Approval:** Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

**Certification:** When approving distance education courses, the Board of Trustees will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to ~~traditional classroom courses~~ [in-person classes](#).
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures.

- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students, as well as among students, either synchronously or asynchronously.
- **Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:
  - How course outcomes will be achieved in a distance education mode;
  - How the portion of instruction delivered via distance education provides regular and effective contact between instructors and students; and
  - How the portion of instruction delivered via distance education meets the requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.
- **Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

## References:

Title 5 Sections 55200 et seq.

34 CF Section 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard. II.A.1

## Attachments

[AP 4105 Distance Education - Comments](#)

[AP 4105 Distance Education - Legal Citations](#)

[AP 4105 Update #30.pdf](#)

[AP4105-OLD.pdf](#)

Current Status: *Active*

PolicyStat ID: 2882047



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Owner: *Academic Senates Academic Senates*Policy Area: *Chapter 4 Academic Affairs*References: *Legally Required*

## BP 4105 Distance Education

*(Replaces current SBCCD BP 4108)*

In order to expand access and provide greater flexibility, the Chancellor is responsible for establishing standards for distance education programs. These programs will utilize current and new technologies to deliver quality educational opportunities and will facilitate the attainment of students' personal and academic goals.

All distance education programs will adhere to the same programmatic requirements as traditional classroom programs.

### References:

Title 5 Sections 55200 et seq.

### Attachments

- [BP 4105 Distance Education - Comments](#)
- [BP 4105 Distance Education - Legal Citations](#)
- [BP4105-OLD.pdf](#)

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 References:

## AP 5030 Fees

(Replaces current SBCCD AP 5030 and AP 5033)

### Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)

As prescribed by state law.

- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under 18 U.S. Code Section 1101(a)(15), who meet the following requirements:
  - high school attendance in California for three or more years;
  - graduation from a California high school or attainment of the equivalent thereof;
  - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
  - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
  - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
- ~~Enrollment~~ Student representation (Education Code Section ~~76300 and 76300~~ 76060.5; Title 5 Sections ~~58500 and 58509~~ 54801 and 54805)

~~Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):~~

- ~~• All nonresident students enrolling for 6 or fewer units; or~~
- ~~• A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);~~
- ~~• All students, other than non immigrant aliens under 18 U.S. Code Section 1101(a)(15), who meet the following requirements:~~
  - ~~▪ high school attendance in California for three or more years;~~
  - ~~▪ graduation from a California high school or attainment of the equivalent thereof;~~
  - ~~▪ registration or enrollment in a course offered for any term commencing on or after January 1,~~



~~2002;~~

- ~~▪ completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and~~
- ~~▪ in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.~~

## Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- ~~Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)~~
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit ~~by Examination~~ **for Prior Learning** (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

## Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- Field trip (Title 5 Sections 55450 and 55451)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee

Handbook)

- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- [For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California \(Education Code Section 68120\)](#)
- [For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions \(Education Code Section 69000\)](#)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

## Collection and Refund of Fees

### A. [Associated Students Discount Sticker](#)

[\\$9.50 - CHC](#)

[\\$7.50 - SBVC](#)

[\\$4.00 - Replacement for lost card](#)

### B. [Breakage/Lost Property Fee](#)

[Replacement cost of item\(s\) broken or lost](#)

### C. [Campus Center Fee](#)

[\\$1.00/unit \(not to exceed \\$10 per fiscal year\)](#)

### D. [Capital Outlay Fee](#)

[As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.](#)

~~Associated Students Discount Sticker~~

~~\$9.00 - CHC~~

~~\$7.50 - SBVC~~

~~\$4.00 - Replacement for lost card~~

~~Breakage/Lost Property Fee~~

~~Replacement cost of item(s) broken or lost~~

~~Campus Center Fee~~

~~\$1.00/unit (not to exceed \$10 per fiscal year)~~

~~Capital Outlay Fee for Students on a Visa~~

~~\$41.00/unit~~

- A. Catalog  
\$6.00 - purchased on campus
- B. Credit by Examination  
\$20.00 plus class unit fee
- C. Document Fee Handling  
\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;  
minimum charge of 1 hour  
\$0.15 per side copy cost  
Fees must be paid prior to document release
- D. Enrollment Fee  
\$46.00/unit
- E. Insufficient Funds Check  
\$15.00
- F. International Student Application  
\$25.00 (nonrefundable)
- G. Key Deposit/Replacement  
\$15.00 plus cost of rekeying if needed (metal/electronic key)
- H. Learning Center Reproduction Fees, SBVC  
\$0.20 - Laser printout: text, black and white printer  
\$0.50 - Laser printout: graphics, black and white printer (over ½ page)  
\$1.00 - Laser printout: graphics and/or text, color  
\$2.00 - Scan text or graphics to disk, per scan
- I. Library Fines – SBVC/CHC  
\$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value  
\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value  
\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals  
\$2.00 - replacement for lost library card
- J. Parking Permit Fees  
~~\$90~~100.00 - annual permit  
~~\$35~~39.00 - one semester (\$20 BOGG student)  
~~\$20~~22.00 - summer session  
\$3.00 - daily
- K. Parking Violation Fees  
\$ 50.00 - illegal parking  
\$ 50.00 - decal violation  
\$275.00 - handicap violation
- L. Refund Processing Charge  
A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.
- M. Replacement – Diploma/Certificate  
\$10.00

**Schedule of Classes**

~~\$3.00 – mailed in U.S. only~~

- N. Student Health and Accident Insurance  
 \$~~20~~21.00 - per semester (includes \$1.50 accident insurance)  
 \$~~17~~18.00 - summer session (includes \$1.50 accident insurance)  
 \$1.50 - accident insurance only
- O. Student Representation  
 \$~~12~~.00
- P. Supplemental Health Services Fee  
 \$10.00 - TB skin test (one-step test)  
 \$10.00 - TB skin test (two-step test)  
 At cost - All Vaccines  
 \$25.00 - Physical Exams  
 \$50.00 - DMV Physical Exams  
 At cost - Prescription medications  
 At cost - In-house Lab Tests  
 At cost - Lab Test sent to external lab  
 At cost - Optional Medical Procedures  
 At cost - Optional Medical Supplies  
 \$ 8.00 - Vision screening (Titmus vision tester)  
 \$ 2.00 per item - Duplication of medical records  
 \$10.00 - Hearing Screening (Audiometer)  
 At cost - Birth Control Pills
- Q. Testing Fees  
 At cost - Paramedic National Registry Testing  
 \$ 25.00 - Retest per skill  
 \$ 10.00 - CPR card  
 Repeat course from Career Tech Department  
 0.5 units - \$12.00  
 1.0 units - \$23.00  
 2.0 units - \$46.00  
 3.0 units - \$70.00
- R. Transcripts/Verification  
 No cost - First two transcripts  
 \$10.00 - Additional transcripts  
~~\$8.00 – 24-hour requests for transcripts~~  
 \$20.00 - Immediate requests for transcripts  
 \$5.00 plus cost - Online transcripts
- S. Transportation Fee  
 Students registering for Spring or Fall semester to pay:  
 \$9.00 for 6 or more credits/semester  
 \$8.00 for less than 6 credits/semester  
\$6.00 for 6 or more credits/summer  
\$5.00 for less than 6 credits/summer
- T. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

\$8.00 per semester

## Fee Refunds

### A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

### B. Conditions

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

### C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

### D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

1. Fees collected in error

Fees collected in error will be refunded in their entirety.

2. Class cancelled by the college

If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.

3. Withdrawal from the College
  - a. Enrollment Fee/Nonresident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

- b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

#### 4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

- 5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

#### E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for cancelled classes or over-payment.

## Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

## References:

Education Code Sections 66025.3, [68120](#), 70902(b)(9), 76300, and 76300.5;

Title 5 Sections 51012, 58520, 58629

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Standard I.C.6

## Attachments

[AP 5030 Fees- Comments](#)

[AP 5030 Fees- Legal Citations](#)

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## BP 5030 Fees

*(Replaces current SBCCD BP 5030 and BP 5033)*

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes).

### **Enrollment Fee** (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

### **Course Auditing Fees** (Education Code Section 76370)

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

### **Parking Fee** (Education Code Section 76360)

Students shall be required to pay a fee (see AP 5030).

To encourage ride sharing, a student may certify in writing at the time of payment of the fee that he/she regularly has two or more passengers commuting with him/her.

### **Instructional Materials** (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

### **Physical Education Facilities** (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

### **Student Representation Fee** (Education Code Section 76060.5)

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

**Student Transportation Costs** (Education Code Section 76361)

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

**Transcript Fees** (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

**International Students Application Processing Fee** (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

**Fee Refunds**

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

## References:

Education Code Sections 76300 et seq., 76370, 76355, 76360, 76365, 76395, 76060.5, 76361, 76223, and 76142;

Title 5 Sections 59400 et seq., 58520

ACCJC Accreditation Standard I.C.6

## Attachments

[BP 5030 Fees - Comments](#)

[BP 5030 Fees - Legal Citations](#)



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References:	<i>Legally Required</i>

## AP 5040 Student Records, Directory Information, and Privacy

*(Replaces current SBCCD AP 5040)*

### STUDENT RECORDS

- A. The colleges shall maintain appropriate records to document and verify student enrollment, attendance, and withdrawal information as required for state apportionment purposes.
- B. Data provided by the instructor shall be readily available for audits, internal controls, and other verification.
- C. Data for Enrollment (Data)
  1. Student Applications
  2. Change of Program Data
  3. Fee Data
  4. Credit by Examination
  5. Student Academic Records
  6. Assessment Scores

### ACCESS TO STUDENT RECORDS

- A. Definitions
  1. "Student" means any person who is currently enrolled or formally enrolled in classes in the San Bernardino Community College District.
  2. The following data and documents will be maintained by the colleges and classified as "Student Records":
    - a. admission data
    - b. discipline records
    - c. health records
    - d. veteran records
    - e. educational records

3. The following are not classified as "Student Records":
  - a. information provided by a student's parents relating to applications for financial aid or scholarships.
  - b. information related to a student compiled by a college officer or employee:
    1. appropriate for such officer or employee's performance of his/her responsibility; and
    2. which remains in the sole possession of the maker thereof; and
    3. is not accessible or revealed to any other person except a substitute. For the purposes of this subdivision, "substitute" shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in his/her position.
  - c. information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional:
    1. acting or assisting in his professional or para-professional capacity; and
    2. the record is created, maintained or used in connection with the provision of treatment to the student; and
    3. the record is not available to anyone other than persons providing such treatment provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.
  - d. information maintained by a college law enforcement unit:
    1. necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the district;
    2. unit personnel do not have access to other student records; and
    3. such information is kept apart from other student records; and
    4. maintained solely for law enforcement purposes; and
    5. is available only to other law enforcement officials of the same jurisdiction.
  - e. any data or records not identified in part 2 is not to be considered a student record.

#### **B. Access to Student Records**

1. Students, as defined in this policy, have the right to review and receive copies of all student records relating to the student as maintained by the colleges. Expressly exempted from the right of inspection:
  - a. financial records of the parents of the students;
  - b. confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1975. After January 1, 1975, confidential recommendations and other materials regarding admission to special departmental programs or honorary recognition for students may be acquired and remain confidential if the student has signed a waiver of his/her right to review and inspect such documents. In the event a student does not sign a waiver, such student must be given access to these records;
  - c. records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a substitute;

- d. records of employees at the college, who are not in attendance at the college, made and maintained in the normal course of college business; and
  - e. records of students made and maintained by the college Health Office that are used in the treatment of students.
2. Procedures shall be developed by each college to provide for access to student records that will include:
- a. a written request from the individual student;
  - b. access to student records not to exceed ten working days;
  - c. a review and inspection process that will be under the direct supervision of a designated employee
  - d. the option to obtain copies of their student records at a designated fee for each page copied.
3. If any material or document in the education record of a student includes information on more than one student, the student shall have the right to inspect and review only such part of the material or document as relates to him/her or to be informed of the specific information contained in such part of the material or document.

### C. Release of Student Records

1. Release of or access to individual student records is not authorized without specific written consent of the individual student or under judicial order, except that access may be permitted to the following
- a. officials and employees of the college, provided that any such person has a legitimate educational interest to inspect a record.
  - b. authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
  - c. other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
  - d. accrediting organizations in order to carry out their accrediting functions.
  - e. organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
  - f. appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Health,

Education and Welfare.

2. The agencies and individuals listed above are expressly forbidden from permitting access of said educational records to third parties.
3. Where the colleges receive a judicial order to review and/or release a student record, the student involved will receive notification of this action by the colleges as soon as possible.
4. No person, persons, agency or organization permitted access to student records pursuant to this policy shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student; however, this paragraph shall not be construed as to require prior student consent when information obtained pursuant to this section is shared with other persons within the educational institution, agency or organization obtaining access as long as such person(s) have a legitimate educational interest in the information.

**D. Record of Access**

1. A log or record shall be maintained of each person, agency, or organization requesting or receiving information from individual student records. Such listing need not include college officials, instructors, or counselors.
2. The log or record shall be open to inspection only by the student and the college official or his/her designee responsible for the maintenance of student records, and to other school officials with legitimate educational interests in the records, and to the Comptroller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency as defined in Public Law 93.380, and state educational authorities as a means of auditing the operation of the system.
3. Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of the student. (As an example, information released to agencies for auditing purposes or for improving instruction.) The following statement will accompany student records released under these circumstances:

"All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

**E. Challenge of Student Records**

1. See Administrative Procedure 5045 titled Student Records: Challenging Content and Access Log

**F. Annual Notice to Students**

1. Students of the *San Bernardino Community College* District shall be notified annually of their rights under this procedure.
2. Standard college publications may be used to satisfy this annual notice to students.

**G. Destruction of Records**

Nothing in this policy shall prevent the destruction of records per established District procedure. (See BP/ AP 3310 titled Records Retention and Destruction)

## References:

Education Code Sections 71091 and 76200 et seq. ;  
Title 5 Sections 54600 et seq.,;

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## BP 5040 Student Records, Directory Information, and Privacy

*(Replaces current SBCCD BP 5040 and BP 5045)*

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right to review any and all student records relating to him/ or her maintained by the District.

No District representative shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

Directory information as required by law is included in the College Catalog which is updated and posted to the college website annually.

### References:

Education Code Sections 76200, et seq.;  
 Title 5, Sections 54600, et seq.  
 20 U.S. Code Section 1232g(j);  
 ACCJC Accreditation Standard II.C.8

### Attachments

[BP 5040 Student Records, Directory Information, and Privacy - Comments](#)  
[BP 5040 Student Records, Directory Information, and Privacy - Legal Citations](#)  
[BP5040 -OLD.pdf](#)

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## AP 5150 Extended Opportunity Programs and Services

*(Replaces current SBCCD AP 5150)*

***NOTE: This procedure is legally required. Local practice may be inserted. Insert local administrative procedures here and/or reference the EOPS Plan. At a minimum, the procedures, plan, or description of the program and services must address:***

The colleges within the District shall provide services through the Extended Opportunity Programs and Services (EOPS) as described in the college EOPS plan, pursuant to Title 5 Section 56270. The college EOPS plan will be updated at intervals required by applicable laws and regulations and shall include the following:

- *Staffing and program management*
  - *Documentation and data collection system*
  - *An EOPS advisory committee*
  - *A full time director*
  - *Eligibility criteria*
  - *Student responsibility requirements*
  - *Recruitment and outreach services*
  - *Cognitive and non-cognitive assessment, advising, orientation services and registration assistance*
  - *Basic skills instruction, seminars, and tutorial assistance*
  - *Counseling and retention services*
  - *Career employment services*
  - *Transfer services*
  - *Direct aid.*
  - *Establishment of objectives to achieve the goals in implementing extended opportunity programs and services.*
  - *Review and evaluation of the programs and services and submission of related reports.*
- ***From current SBCCD AP 5150 titled Extended Opportunity Programs and Services (EOPS)/CARE***

***Title 5 Regulations for EOPS/CARE are the District's adopted regulations.***

### References:

Education Code Sections 69640-69656;  
Title 5 Sections 56200 et seq.



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## BP 5150 Extended Opportunity Programs and Services

(Replaces current SBCCD BP 5150)

**NOTE:** The language in red ink is .

- From current SBCCD BP 5150 titled Extended Opportunity Programs and Services

~~Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.~~ Support services and programs that are in addition to the traditional student services programs shall be provided in order to assist students who have language, social, and economic disadvantages to succeed academically in the District.

~~The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.~~ The Extended Opportunity Programs and Services (EOPS) is established to provide services that may include, but are not limited to, outreach, recruitment, orientation, assessment, tutorial services, counseling and advising, and financial aid.

~~**NOTE:** The following paragraphs are shown as struck as they contain prescriptive details more appropriate for inclusion in administrative procedures.~~

~~The Extended Opportunity Programs and Services (EOPS) was established by the Legislature in 1969 through SB 164 (Alquist.) The intent of the program is to provide services to students affected by language, social and economic handicaps to achieve their educational objective and goals; including, but not limited to, obtaining job skills, occupational certificates, or associate degrees, and transferring to four year institutions.~~

~~EOPS provides financial and academic support to community college students whose educational and socioeconomic backgrounds might prevent them from successfully attending college. Services are specifically designed for at-risk students and their special needs. Counseling contacts are mandatory and a Student Educational Plan (SEP) is developed for each student to assist the student in achieving their educational goals.~~

~~To qualify for the EOPS Program, a student must meet the following criteria:~~

- ~~• Be a resident of California~~
- ~~• Be enrolled full time, 12 units; DSPS students must have a letter from the DSPS Program stating the number of units the DSPS student can be enrolled in~~

- ~~Have fewer than 70 degree-applicable college units~~
- ~~Be eligible for the Board of Governor's Fee Waiver A or B~~
- ~~Be educationally disadvantaged as determined by one or more of the following Title 5—EOPS Implementing Guidelines:~~
  - ~~Not qualified for enrollment into either the minimum college level English or minimum college level mathematics courses~~
  - ~~Not have graduated from High School or obtained the GED~~
  - ~~Graduated from High School with a grade point average below 2.5 on a 4.0 scale~~
  - ~~Previously enrolled in remedial education coursework in high school or college~~
  - ~~Student is a first generation college student~~
  - ~~Parent's first language is not English~~
  - ~~Student is an emancipated foster youth~~

~~EOPS provides services that are specifically designed to supplement the college's offered programs in an over and above manner to help EOPS students complete their educational goals. The services available to eligible students may include but are not limited to: EOPS/CARE outreach and recruitment, EOPS/CARE orientation, priority registration, specialized counseling (for assistance with educational planning and career assessment), academic progress monitoring, basic skills instruction, tutoring, transfer assistance, career guidance, fee waivers to the UC/CSU system, child care referrals, book services, and academic excellence grants.~~

The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant laws and regulations.

## References:

Education Code **Sections** 69640 – 69656;  
 Title 5 Sections 56200 et seq.

## Attachments

- [BP 5150 Extended Opportunity Programs and Services - Comments](#)
- [BP 5150 Extended Opportunity Programs and Services - Legal Citations](#)
- [BP5150 -OLD.pdf](#)



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References:	<i>Legally Required</i>

## AP 6700 Civic Center and Other Facilities Use

(Replaces current SBCCD AP 6700)

### General Provisions

District facilities identified as Civic Centers or as designated public forums are available for community use when such use does not conflict with District programs and operations. Facility use shall be limited to places and time identified by the ~~[designate administrator's position]~~ Chancellor or President, or their designee, but shall be sufficiently frequent, and available on specific dates and times, so as to allow meaningful use by outside groups. Except as provided in these procedures, or as authorized by law, no organizations shall be denied the use of District facilities because of the content of the speech to be undertaken during the use.

The ~~[designate position]~~ Vice President of Administrative Services is responsible for the coordination and implementation of these procedures. The ~~[designate position]~~ Office of Administrative Services shall determine all applicable fees to be charged.

Outside the designated public forum areas, the following shall apply:

- All user groups shall be required to provide the District with a hold harmless and indemnification agreement acknowledging that they will be financially responsible for any losses, damages, or injuries incurred by any person as a result of their use of the facilities.
- All user groups shall also be required to provide a certificate of insurance with limits acceptable to the District and/or other proof of financial responsibility acceptable to the District.

### Civic Centers

Eligible persons or groups may use District buildings or grounds designated as the Civic Center for public, literary, scientific, recreational, or educational meetings, or for discussion of matters of general or public interest, subject to this procedure.

The groups identified in Education Code Section 82542(a) will be permitted, "when an alternative location is not available," as described in the statute, to use District facilities upon payment only of the following:

- the cost of opening and closing the facilities, if no District employees would otherwise be available ~~be~~ to perform that function as a part of their normal duties;
- the cost of a District employee's presence during the organization's use of the facilities if it is determined that the supervision is needed, and if that employee would not otherwise be present as part of his/her normal duties;

- the cost of custodial services, if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties; and
- the cost of utilities directly attributable to the organization's use of the facilities.

Except as provided herein, other groups shall be charged an amount not to exceed the direct costs of District facilities. Direct costs shall include costs of supplies, utilities, custodial services, services of any other District employees, and salaries paid District employees necessitated by the organization's use of District facilities. Additionally, except for classroom-based programs that operate after school hours and organizations retained by the college or District to provide instruction or instructional activities to students during school hours, direct costs shall also include the costs for maintenance, repair, restoration and refurbishment of college facilities and grounds used by the group.

The following shall be charged fair rental value for the use of District facilities:

- Any church or religious organization for the conduct of religious services, which may be conducted for temporary periods where the church or organization has no suitable meeting place for the conduct of such services.
- Entertainment or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes.

The American Red Cross or other public agencies may use District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and the District will cooperate with these agencies in furnishing and maintaining services deemed by the Board of Trustees to be necessary to meet the needs of the community.

~~Note: The following section is legally advised.~~

## Rules for Facilities Use

Requests for use of the District's Civic Center ~~must~~should be made at least ~~[specify number of 10 business days, ideally no more than 10 (or 20 business days)] days for requests requiring Board approval~~ in advance of the first date of use being requested. Requests shall be made to ~~[designate official]~~the Office of Administrative Services on forms provided by the District. Authorization to use the Civic Center shall be based on a reservation system and the priorities for student and other use detailed at the end of this Section.

Note: This request requirement does not apply to groups intending to use available designated public forums for expressive activities. Rules applicable to those areas are described in the procedure for Speech: Time, Place, and Manner.

Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.

~~Note: The following paragraph is optional. The District may include the following provision to prevent overnight use, including demonstrations, so long as the District's purpose is unrelated to the content of any expected speech or other expression.~~

Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.

All charges for the use of District facilities are payable ~~[insert number] hours~~ a minimum of 5 days in advance. Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.

The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.

No person applying for use of District property shall be issued a key to District facilities. Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.

No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.

No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the ~~[designate position]~~ Chancellor or President, or their designee.

All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.

~~Note: The following section is legally advised. Public Resources Code Section 42648.3 applies only "upon request by the local agency," but does not specifically require the local agency to so request.~~

## ~~Recycling: Large Venues and Events~~

~~"Large venue" means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the District per day of operation of the venue facility.~~

~~"Large event" means an event that charges an admission price or is operated by a local agency and serves an average of more than 2,000 individuals per day of operation of the event.~~

~~A District with a large venue or large event shall, on or before July 1, 2005, and on or before July 1, biennially thereafter, meet with recyclers and with the solid waste enterprise that provides solid waste handling services to the large venue or large event to determine the solid waste reduction, reuse, and recycling programs that are appropriate for the large venue or large event. In determining feasible solid waste reduction, reuse, and recycling programs, the operator may do any of the following:~~

- ~~• Develop solid waste reduction, reuse, and recycling rates and a solid waste reduction, reuse, and recycling plan that would achieve those solid waste reduction, reuse, and recycling rates.~~
- ~~• Determine a timeline for implementation of the solid waste reduction, reuse, and recycling plan and solid waste reduction, reuse, and recycling rates.~~

### ~~A. Authorization and Conditions~~

- ~~1. Designated District facilities are authorized for civic use by the California Education Code. Civic organizations formed for recreational, educational, political, economic, artistic or special interest activities may meet and discuss any subjects and questions which, in their judgment appertain to the education, political, economic, artistic, and special interest activities of the citizens of the communities in which they reside. Such use is subject to the limitations, requirement, and restrictions set forth in this policy and in the Education Code, including a signed statement that the facility will not~~

~~be used for the commission of any act intended to further any program or movement the purpose of which is to accomplish the overthrow of the government of the United States by force, violence or other unlawful means;~~

- ~~2. No use shall be granted in a manner that constitutes a monopoly for the benefit of any person or organization.~~
- ~~3. Special consideration will be given so that the use of any Ddistrict facility or grounds shall not interfere with any educational or training purpose.~~
- ~~4. Outside organizations using Ddistrict facilities must include a statement in their promotions indicating the event is not a district or college sponsored event.~~

## **B. Charges for Use**

- ~~1. Certain nonprofit organizations, clubs and associations organized for general character building or welfare purposes shall be granted use of designated facilities or grounds without charge, except for direct costs as described in B.2 of this regulation, when an alternative location is not available. Examples of such organizations are student clubs and organizations; fund raising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the Ddistrict; parent teachers associations; school community advisory councils, boys or girls clubs or groups; senior citizen's organizations; other public agencies; organizations, clubs or associations organized for cultural activities and general character building or welfare purposes; disaster relief organizations.~~

### **2. Direct Costs**

~~Groups identified in B.1. above shall be charged an amount not to exceed direct costs. The groups identified in Education Code Section 82542(a) will be permitted, "when an alternative location is not available," as described in the statute, to use District facilities upon payment only of the following items listed in the bullets below.~~

~~Direct costs are defined as those costs of supplies, utilities, *janitorial* custodial services, services of any other Ddistrict employees, and salaries paid community college district employees necessitated by the organization's use of the Ddistrict facilities and/or grounds. Examples of direct costs include:~~

- ~~a. the cost of opening and closing the facilities, if no Ddistrict employees would otherwise be available to perform that function as part of their normal duties;~~
- ~~b. the cost of a Ddistrict employee's presence during the organization's use of the facilities if the governing Bboard of Trustees determines that the supervision is needed, and if that employee would not otherwise be present as part of his/ or her normal duties.~~
- ~~c. the cost of *janitorial* custodial services, if the services are necessary, and would not have otherwise been performed as part of the *janitor's* custodian's normal duties;~~
- ~~d. the cost of utilities directly attributable to the organization's use of the facilities.~~
- ~~e. the cost of technical support.~~

### **3. Fair Rental Value**

~~Groups other than those identified in B.1 above shall be charged the "fair rental value" of Ddistrict facilities and grounds. Fair rental values are specified in the Schedule of Direct Costs and Fair Rental Values. *(Link to See the Fee Schedule)*~~

~~Fair rental value means the direct costs to the District, plus the amortized costs of the District facilities or grounds used for the duration of the activity authorized.~~

#### ~~4. Churches/Religious Organizations~~

~~Churches and religious organizations may use District facilities or grounds for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place for the conduct of services. The charge for such use shall be an amount at least equal to the fair rental value of the facilities or grounds.~~

#### ~~5. Admission Fees~~

~~In the case of entertainments or meetings where admission fees are charged or contributions are solicited and the net receipts of the admission fees or contributions are not expended for the welfare of the students of the District or for charitable purposes, a charge shall be made for the use of the District facilities, property, and grounds. The charge shall not be less than the fair rental value for the use of the District facilities, property and grounds.~~

#### ~~6. Disaster Relief~~

~~The American Red Cross or other disaster relief agency may be granted the use of District facilities, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare, and may cooperate with those agencies in furnishing and maintaining services necessary to meet the needs of the community.~~

#### ~~C. Use of Facilities Insurance~~

~~Any person, group, or organization granted the use of District property for the purpose of any activities shall furnish a certificate of insurance from a liability insurance carrier to the District for approval prior to using any District property. The certificate shall evidence a minimum coverage of one million dollars (\$1,000,000) per occurrence for any liability, injury, or damage to property that may arise out of such use. The certificate must list the San Bernardino Community College District as an additional insured. The certificate must also cover the time period requested for the use of the facility. The Business Services Department may require lower or higher coverage limits based upon the proposed activity to be held on requested facility.~~

#### ~~D. Schedule of Direct Costs and Fair Rental Values~~

~~Those facilities/grounds listed in the Schedule of Direct Costs and Fair Rental Values are available for civic center use.~~

## ~~Rules for Facilities Use~~

~~Requests for use of the District's Civic Center must be made at least 30 days in advance of the first date of use being requested. Requests shall be on forms provided by the District. Permission to use facilities shall be granted by the *[designate positions and approvals]*.~~

~~Permission to use District facilities shall not be granted for a period to exceed one fiscal year. No person or organization may be granted a monopoly on any facility.~~

~~Overnight camping on District facilities, including in the designated public forum areas, is prohibited. No person~~

~~or organization may use any District facility for living accommodation purposes such as sleeping activities, or making preparations to sleep (including the laying down of bedding for the purpose of sleeping), or storing personal belongings, or making any fire, or using any tents or other structure for sleeping, or doing any digging or earth breaking, or carrying on cooking activities.~~

~~All charges for the use of District facilities are payable *[insert number]* hours in advance.~~

~~Any persons applying for use of District property on behalf of any groups shall be a member of the groups and, unless he/she is an officer of the group, must present written authorization to represent the group. Each person signing an application shall, as a condition of use, agree to be held financially responsible in the case of loss or damage to District property.~~

~~The District may require security personnel as a condition of use whenever it is deemed to be in the District's best interests.~~

~~No person applying for use of District property shall be issued a key to District facilities.~~

~~Future facility requests may be denied on grounds including, but not limited to, abuse or misuse of District property and failure to pay promptly for any damage to District property.~~

~~No alcoholic beverages, intoxicants, controlled substances, or tobacco in any form shall be brought onto the property of the District. Persons under the influence of alcohol, intoxicants, or controlled substances shall be denied participation in any activity.~~

~~No structures, electrical modifications, or mechanical apparatus may be erected or installed on District property without specific written approval by the *[designate position]*.~~

~~All decorative materials, including but not limited to draperies, hangings, curtains, and drops shall be made or treated with flame-retardant processes approved by the State Fire Marshall.~~

## ~~Recycling: Large Venues and Events~~

~~"Large venue" means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the District per day of operation of the venue facility.~~

~~"Large event" means an event that charges an admission price or is operated by a local agency and serves an average of more than 2,000 individuals per day of operation of the event.~~

~~A District with a large venue or large event shall, on or before July 1, 2005, and on or before July 1, biennially thereafter, meet with recyclers and with the solid waste enterprise that provides solid waste handling services to the large venue or large event to determine the solid waste reduction, reuse, and recycling programs that are appropriate for the large venue or large event. In determining feasible solid waste reduction, reuse, and recycling programs, the operator may do any of the following:~~

- ~~• Develop solid waste reduction, reuse, and recycling rates and a solid waste reduction, reuse, and recycling plan that would achieve those solid waste reduction, reuse, and recycling rates.~~
- ~~• Determine a timeline for implementation of the solid waste reduction, reuse, and recycling plan and solid waste reduction, reuse, and recycling rates.~~

~~Reserving parking, or requests for suspending parking, for events shall be approved by the President's Office for each campus.~~

# Priority for the Use of District Facilities

Priority for the use of District Civic Center facilities will be as follows:

1. Student clubs and organizations
2. Fundraising entertainment or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the District
3. Parent-teachers' associations
4. School-community advisory councils

## References:

Education Code Sections 82537 and 82542;

Public Resources Code Section 42648.3;

Clark v. Community For Creative Non-Violence (1984) 468 U.S. 288, 104 S.Ct. 3065, 82 L.Ed.2d 221

## Attachments

[AP 6700 Civic Center and Other Facilities Use - Comments](#)

[AP 6700 Civic Center and Other Facilities Use - Legal Citations](#)

[AP 6700 Civic Center and Other Facilities Use Rev. 4-4-16.docx](#)

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Policy Area:	<a href="#">Chapter 6 General Institution</a>
References:	<a href="#">Legally Required</a>

## BP 6700 Civic Center and Other Facilities Use

*(Replaces current SBCCD BP 6700)*

There is a Civic Center at each of the colleges *and Centers*. The Civic Centers are the auditoriums and outdoor sporting fields. Use of the Civic Center shall be granted as provided by law. The Chancellor shall establish procedures regarding the use of *college* District property and facilities, including *but not limited to* property designated by the District as a Civic Center, *facilities, equipment and supplies*, by community groups, *and other* outside contractors, and others.

The administrative procedures shall reflect the requirements of applicable law, including Education Code Section 82537, regarding Civic Centers. The *regulations* procedure shall include reasonable rules regarding the time, place, and manner of use of District facilities. They shall assure that persons or organizations using *college* District property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities of the District on behalf of students.

No group or organization may use District property to unlawfully discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics, or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss, from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

### References:

Education Code Sections 82537 and 82542  
Title 5 Sections 59601 et seq.



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## AP 7150 Evaluation

*(Replaces current SBCCD AP 7251)*

### Frequency of Evaluation

Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

For managers within the first year of evaluation, the supervising manager and manager being evaluated will establish goals and objectives to be accomplished. The supervising manager will be solely responsible for providing an evaluation within the first six months of hire. In the subsequent year, and each year thereafter, the evaluation committee process will be instituted.

Interim Managers will be evaluated during the sixth month of interim appointment, and annually thereafter if the assignment is greater than one semester in length. The supervising manager will be solely responsible for providing the evaluation. A survey will be sent campus/district wide for all interims when appropriate. Evaluations may be held on a more frequent basis as appropriate.

### EVALUATION TIMELINE:

No later than October 1 of each calendar year the supervising manager and manager will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year.

By November 1 of each year, the committee shall be formed. The committee will convene and provide a written report to the supervising manager no later than December 31 of each calendar year.

The final evaluation report shall be provided to the manager no later than January 31 of each calendar year.

### Goals/Objectives

Each manager will meet with his/her supervising manager at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

In an effort to ensure that evaluations are completed in a timely manner, the following process will be followed by Human Resources:

1. The supervising manager will receive an email from Human Resources notifying him or her that an evaluation of the manager is due.

2. The person whom the supervising manager reports will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to Human Resources within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

## **Committee**

In the case of campus Directors, Deans, and Vice Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the College Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA.

All supervisors and managers will be evaluated by the supervising manager.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the first committee meeting. Once the committee has met, no new members may be added.

At the discretion of the supervising manager, committee meetings may take place using teleconference and/or video conferencing.

## **Campus/District Survey**

As appropriate to the assignment, the supervising manager shall seek written feedback from the campus and/or district community. In obtaining this feedback, the supervising manager shall use an approved evaluation form. Using the approved form, the supervising manager shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities. Responses on the approved form shall be signed, and the supervising manager shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the committee.

## **Evaluatee**

Prior to the evaluation conference, the manager being evaluated will submit, to their supervising manager, a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The manager may submit a portfolio of representative work, or any other items he/she considers appropriate.

## **Evaluation Report**

The supervising manager will produce a written evaluation report by January 31. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and his/her supervising manager.

3. An assessment of the extent to which the manager meets his/her stated goals and objectives.
4. An assessment of the management and leadership strengths of the manager.
5. The identification of any areas in which the manager can improve his/her performance or management skills.
6. A copy of the consolidated summary of the ratings and comments

The written report shall specify one of the following:

1. Commendation for superior performance;
2. Confirmation of satisfactory performance;
3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the supervising manager and the manager before being placed in the manager's file. The manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within 15 working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in Human Resources. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

There will be only two copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated and the original will become a part of the official file in Human Resources.

### **Procedures in the Case of Unsatisfactory Performance of Responsibilities**

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the supervising manager (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the supervising manager will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervising manager, but in no case later than six months after the initial findings of the supervising manager. The re-evaluation process shall include the submission of new goals and objectives to the supervising manager, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

### **Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration**

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract non-renewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

### **Non-Management Employees**

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

The criteria for confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Additional documents related to evaluation can be reviewed on the Human Resources web-page.

Also see BP/AP 2435 titled Evaluation of the Chancellor

**Reference:**

Accreditation Standard III.A.5 (formerly III.A.1.b)

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**Attachments**

No Attachments

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Owner: *Human Resources Human Resources*Policy Area: *Chapter 7 Human Resources*References: *Legally Required*

## BP 7150 Evaluation

*(Replaces current SBCCD BP 7251)*

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified members.

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

### Reference:

WASC/ACCJC Accreditation Standard III.A.1.b

### Attachments

[BP 7150 Evaluation- Comments](#)

[BP 7150 Evaluation- Legal Citations](#)



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## AP 7210 Academic Employees

(Replaces current SBCCD) AP 7210}

- From current SBCCD AP 7240 titled *Academic Employees, Non-Management*

### **HIRING OF FULL-TIME FACULTY**

The San Bernardino Community College -District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.

The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty that will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.

Hiring faculty, classified staff, and administrators is accomplished through selection committees, which produce a recommendation of a final candidate from the President, or other appropriate administrator, to the Chancellor to recommend to the Board for employment.

### **HIRING QUALIFICATIONS**

#### **Minimum Qualifications**

The San Bernardino Community College District has established the following hiring qualifications for all faculty positions:

1. Demonstrated sensitivity to, understanding of and respect for the diverse academic, socioeconomic, cultural, religious, sexual orientation, disability, and ethnic backgrounds of community college students.
2. The Minimum Qualifications adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.
3. All applicants will be provided the opportunity to have equivalent qualifications reviewed and considered for meeting minimum qualifications.

## **Application Procedure**

1. *The Human Resources Office will determine which applicants meet minimum qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures.*
2. *The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the selection committee. The selection committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. Should the selection committee have any concern about the pool or process, the selection committee chair may confer with the Vice Chancellor of Human Resources & Employee Relations regarding these concerns.*
3. *For disciplines for which the master's degree is not generally expected or available (as designated in Minimum Qualifications for Faculty & Administrators in California Community Colleges, adopted by the Board of Governors), a "year of professional experience" shall be considered the period of time which the District accepts as a regular work year on a full-time basis. One year of professional experience must have been completed within the three years prior to the closing date for applications for the position. The minimum qualifications listed on the job announcement should identify the specific types of professional experience required for the position.*
4. *For disciplines for which the master's degree is not generally expected or available (as designated in Minimum Qualifications for Faculty & Administrators in California Community Colleges, adopted by the Board of Governors), the appropriate, valid certification or license to practice shall be stipulated based on the instructional responsibilities of the position. If no certificate or license is appropriate to the position, no certificate or license will be listed as a minimum qualification.*

## **Desirable Qualifications:**

1. *Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable characteristics that support the responsibilities of the position.*
2. *The combination of the minimum qualifications and the job-related desirable qualifications will be used as the basis for decision-making throughout the selection, interview, and recommendation of applicants.*

### **Establishing Minimum and Desirable Qualifications** (See AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies)

1. *The minimum and desirable qualifications will be identified by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator and included in an initial draft. When no full-time faculty member currently teaches the discipline, at least two full-time faculty in a reasonably related discipline will draft the desirable qualifications in consultation with the Division/Department Dean or appropriate administrator.*
2. *The Vice Chancellor of Human Resources and Employee Relations or her/his designee will monitor the*

*minimum and desirable qualifications for adverse impact on groups that have been historically under-represented. If the Vice Chancellor of Human Resources and Employee Relations or designee believes the qualifications appear to be too restrictive, he/she will meet with the discipline faculty and the Division/ Department Dean or appropriate administrator to review the qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of Human Resources and Employee Relations shall confer with the appropriate Vice President and the Academic Senate President to determine necessary remedies.*

## **PROCEDURES**

*The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.*

### **Establishing the Position**

*Any request to fill new or vacant positions must be processed through the appropriate Manager and the Human Resources Office, and must receive approval by the Chancellor before any position announcement is made.*

- 1. Faculty positions are identified by a process established by each College and Fiscal Services.*
- 2. Chancellor approves faculty positions from those requested by the Colleges.*
- 3. Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.*

### **Position Announcement**

- 1. The Announcement of a Position will be drafted by the faculty of the discipline and the Division/ Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See "Establishing Minimum and Desirable Qualifications") in consultation with the Vice Chancellor of Human Resources and Employee Relations or designee and the appropriate Vice President.*

*Job announcements shall clearly state job specifications setting forth the minimum and desired qualifications for the position. Job announcements including any "desired" qualifications beyond the minimums shall be reviewed by Human Resources before the position is announced to ensure conformity with the guidelines of the Board of Governors for the California Community Colleges, the requirements of Title 5 and State and Federal non-discrimination laws.*

- 2. Position announcements will include the following sections:*

#### **Position Title**

#### **Application Deadline**

**Introduction:** *A brief description of the position and the relationship of the position to college offerings and activities.*

**Minimum Qualifications:**—*A statement including the established minimum qualifications, the appropriate valid credential(s), the provision for equivalencies, and reference to "demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, ethnic background of*



community college students." (See *Minimum Qualifications for Faculty and Administrators in California Community Colleges.*)

**Desirable Qualifications:** *Those job related qualifications that are desirable but not essential to perform the job.*

**Duties of the Position:** *A list of typical duties including the following:*

- *A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus).*
- *A description of any co-curricular responsibilities (e.g. coaching, directing).*
- *Reference to scheduling considerations (e.g. assignment to evening duties).*
- *Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).*
- *A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).*
- *A description of any other duties unique to the position.*
- *Closing date and address for submission of application materials.*

**Salary and Benefits:** *A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.*

**Application Process:** *Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee.*

*The application process will include the following:*

- *An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.*
- *A Letter of Application (A cover letter indicating explicitly how each of the minimum qualifications are met.)*
- *Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).*
- *A curriculum vitae or resume.*
- *When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or license).*
- *When appropriate, verification of "professional experience" as articulated in the minimum and desirable qualifications.*

*When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videotapes, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.*

**Selection Process:** *A brief description of the selection process including:*

- *The review by a selection committee to select candidates for interviews*
- *An interview of candidates by the selection committee of faculty, administration, academic senate representatives and other appropriate district personnel*
- *An interview of finalists by the President or designee*
- *Final recommendation to the Board of Trustees by the Chancellor of the District*
- *A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, role playing, sample assignments, a questionnaire)*
- *Notice to All Candidates:*
  - *The requirements of the Immigration Reform and Control Act of 1987*
  - *Initial assignment information*
  - *Reasonable accommodation notice:*
    - *If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform the Human Resources Office. The application/interview process may involve speaking, reading, writing, and answering questions or other test taking procedures. If you believe you may need reasonable accommodation to perform any of these tasks, need to inquire as to the specific nature of the tasks, or to assure physical access to the interview site, please contact the Office of Human Resources at (909) 382-4040 and ask for the individual responsible for the scheduling and monitoring of employment interviews.*

*Statement of Equal Employment Opportunity including reference to "encouraging applications from underrepresented minorities and the disabled."*

3. *The Vice Chancellor of Human Resources & Employee Relations or designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of "Establishing Minimum and Desirable Qualifications."*
4. *The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources.*
5. *Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Selection committee orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources & Employee Relations or designee and the appropriate Vice President.*

## **Applications**

*Human Resources accepts applications and supplemental materials until 4:30 pm on the closing date.*

*Human Resources will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary to establish an adequate and representative pool, the application closing date shall be extended and additional recruitment shall be conducted. (A "monitored group" means those groups identified by state and federal regulations for which monitoring and reporting are required. According to the provisions of Title 5 53004 (B), each applicant shall be afforded the opportunity to identify his or her gender, ethnic group*

identification, and if applicable, his or her disability.) After the pool is approved, all complete applications will be forwarded to the Selection Committee for consideration.

## **Recruitment and Advertising**

Faculty positions are advertised for a minimum of thirty (30) days.

Any ads placed in publications will contain the statement "An Equal Opportunity Employer."

New faculty will be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. This dissemination will be the responsibility of the Office of Human Resources.

A complete record will be maintained of all efforts to disseminate information and the response regarding the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of applicants.

Notification of position openings will be mailed to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended by the appropriate Division/Department Dean or a Vice President.

# **SELECTION COMMITTEE**

## **Membership**

Selection committees for faculty positions will be established and convened by the Division/Department Dean or other appropriate administrator or his/her designee.

- The Division/Department Dean or appropriate administrator for the position will consult with the faculty in the discipline covered by the job announcement to formulate a preliminary list of candidates to serve as selection committee members. If no full-time faculty currently teaches in the discipline, the Division/Department Dean or appropriate administrator will consult with at least two full-time faculty in reasonably related disciplines.
- The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint the faculty to serve on the selection committee.

Membership on all selection committees is confidential.

- An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the Vice Chancellor of Human Resources and Employee Relations or his/her designee. The Equal Opportunity Representative is a non-voting member.
- The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position. If a classified employee is selected to serve on the committee, the President of CSEA will provide the names of individuals nominated to serve as the representative from the Senate. The hiring supervisor will select appropriate committee member(s) from those nominees.
- The Search Committee should normally have no fewer than five (5) and no more than nine (9) members.
- A majority of the membership of the selection committee shall be faculty.
- Every Selection Committee will include the Division/Department Dean or appropriate administrator or their

designee

- *The chair of the Committee will be chosen by a majority vote of the committee.*
- *When possible, every effort will be made, within the limits allowed by federal and state law, to ensure selection/screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Selection/screening committees will be encouraged to include members from monitored groups.*
- *The supervising administrator on the Committee will provide clerical/technical support and coordination*

*If unusual circumstances prevent the formation of a Selection Committee as described herein, the Division/ Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Employee Relations or designee to determine a reasonable representation. However, the final composition of the Selection committee shall remain confidential.*

*The Selection committee membership list will be forwarded to the Vice Chancellor of Human Resources and Employee Relations or designee for review. If the Vice Chancellor of Human Resources and Employee Relations or designee has concerns about the membership list relative to the representation requirements set forth in this regulation, that officer will recommend changes to the Division/Department Dean or appropriate administrator. It will be the responsibility of the Division/Department Dean or appropriate administrator to communicate the resolution of any concerns to the individual(s) in question. The Human Resources Generalist will be copied on all membership lists.*

## **Training**

*All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by the Office of Human Resources at the first meeting of the Committee. It is the responsibility of the Chair to insure that each Committee member receives the required training that includes:*

- *Discussion of District commitment to equal opportunity, diversity, and student success*
- *The search and selection process*
- *Role of the Selection Committee*
- *Development of selection criteria*
- *Writing effective interview questions*
- *Role of the Equal Opportunity Representative*
- *Confidentiality*

## **Responsibilities of the Selection Committee**

*Members of the Search Committee have the following responsibilities:*

1. *Participate fully in all selection committee meetings.*
2. *Disclose personal relationships with or knowledge of or potential conflict of interest regarding any applicant.*

*The relative or spouse or registered domestic partner of an applicant will not serve on a selection committee for which a relative/spouse/registered domestic partner is a candidate. For the purpose of this regulation, a relative is the mother, father, grandfather, grandmother, grandchild, son, daughter, son-in-law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, niece, or nephew of the committee member. It is the responsibility of the committee member to notify the committee if it is not immediately clear that a candidate is a relative.*

3. *Review the Administrative Regulations for hiring full-time faculty*
4. *Review the position announcement.*
5. *Identify selection criteria based on the minimum and desired qualifications for the position. Selection criteria will include an evaluation of the extent to which applicants explicitly demonstrate sensitivity to and understanding of, the diverse academic, socioeconomic, cultural, disability, religious, sexual orientation, and ethnic backgrounds of community college students.*
6. *Develop job related interview questions designed to distinguish candidates who will best meet the needs of the students, the department/division, the College, and the District as well as criteria by which to evaluate applicant responses. Interview questions will be forwarded from the chair of the committee to the Equal Opportunity Representative. In the interest of confidentiality, interview questions will not be forwarded to all committee members via e-mail. All interview questions will be returned to the Office of Human Resources.*

*All questions will be reviewed and approved by the Vice Chancellor of Human Resources and Employee Relations or designee. Interview questions are confidential and will not be shared outside of the committee.*

7. *Determine whether to require candidates to perform a skills test or make a presentation in addition to responding to interview questions. When appropriate, such demonstrations should reflect the candidate's ability to work effectively in a diverse community college environment. Criteria for evaluating and weighting work examples, such as writing samples, role play, or teaching demonstrations, will be established by the selection committee prior to interviewing the candidates.*
8. *Screen all applications to select candidates for interview. Establish an interview schedule that accommodates all committee members' schedules including the Equal Opportunity Representative.*
9. *Interview all selected candidates using only the questions previously agreed upon by the committee members. Follow-up questions may be used if they are based directly on a candidate's response to a question, if they are not leading, if they do not seek information outside of the scope of the established hiring criteria, if they do not impinge on the candidate's interview time, and if they are not in violation of equal opportunity guidelines. Refer to Appendix D-II for guidelines on follow-up questions.*
10. *Recommend no more than three candidates for selection to the College President or his/her designee. (In the event that the Selection Committee is recommending candidates for more than one position in a particular discipline, the committee will recommend no more than three names for each position to the College President or his/her designee.)*
11. *Fill out evaluation forms on all interviewees.*
12. *Maintain confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Search Committee and the College President or his/her designee. Confidentiality must be maintained permanently. Each member of the committee will receive and agree to abide by the statement of guiding principles as noted in Appendix A.*

*If a committee member is found to have violated confidentiality or engaged in any misconduct, that committee member may be prevented from serving on future selection committees. Depending on the level and seriousness of the misconduct, the committee member may also be subject to disciplinary action.*

## **Selection & Application Screening Criteria**

*Selection criteria and interview questions must be approved by the Equal Opportunity Representative before the Selection Committee can access the applications. Selection criteria must be job related and are developed from the position description and the qualifications and requirements listed in the position announcement. Selection criteria help members to review each application objectively. The selection criteria must be listed on an appropriate selection form that must be used by each member of the Committee. Each Committee member must participate in the selection process.*

*After all applications have been reviewed by all committee members, the Selection Committee will determine which applicants shall be invited for an interview based on the established criteria.*

*The Committee selects applicants to interview who will best meet the needs of the students, the division, and the College. The committees will consider the special needs of the division/department/program and the student population to be served in the selection of candidates.*

*The Committee will determine the number of candidates they wish to interview based on the pool of applicants and the apparent strengths and weaknesses of the candidates. Ideally, no fewer than (3) three candidates will be invited for interview. Each committee member will name by number the candidate or candidates he or she chooses. If more candidates are selected than the number determined for interview, the committee would discuss until consensus is reached on the highest three.*

*The Equal Opportunity Representative reviews the pool selected for interview to ensure that no selection or selection criteria has adversely affected any monitored group. The Equal Opportunity Representative may recommend that additional candidates be interviewed or that further recruitment be initiated before proceeding.*

*Applications of those candidates who are not to be interviewed shall be filed in the Office of Human Resources.*

## **Interviews**

*Interviews are scheduled by the Human Resources Generalist—Each candidate must be provided the same interview information and offered a choice of interview times whenever possible.*

*Each member of the Search Committee must be present for all interviews. If a member misses an interview, that committee member is removed from the Search Committee.*

*Each member of the Committee documents the interview in a format agreed upon by the Committee.*

*The Selection Committee will interview all candidates using the list of questions formulated by the Committee. Appropriate job related "follow-up" questions that focus on the intent of the question or appropriate information in the initial response may be included in the interview so long as (1) they are based directly on the candidate's response to a question, (2) do not seek information outside of the scope of the established hiring criteria, (3) are not in violation of Equal Employment Opportunity guidelines and (4) do not exceed or truncate the time allotted for the interview. See Appendix D II for guidelines on follow-up questions.*

*Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in decision-making.*

*After interviews are completed, members of the selection committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of a diverse student population. Consensus will be achieved in the same way as during the individual assessment.*

*No discussion will occur until all candidates have been interviewed. If consensus is not possible, the Chair may request a vote or a prioritization by each selection committee member. Each selection committee member will have equal voting privileges. The committee chair will be responsible for documentation if less than three candidates are forwarded to the next level.*

*The Search Committee recommends no more than three (3) candidates, unranked, to the College President or his/her designee for second-level interview. Selection of the successful candidate will not be made by the committee.*

*The Equal Opportunity Representative reviews the selected candidate(s) to determine whether any selection criteria or procedures used in the interview phase has had an adverse impact on any monitored group. If the Equal Opportunity Representative believes that adverse impact exists, he/she shall consult with the committee Chair, and the Vice Chancellor of Human Resources and Employee Relations or his/her designee to determine whether additional steps should be taken to ensure equal employment opportunity.*

*If, after the interviews, in consultation with the Vice Chancellor of Human Resources and Employee Relations or designee, the Search Committee is not satisfied with the interviewed candidates, the Committee may:*

- *Review the applicant pool to ensure that qualified applicants have not been overlooked;*
- *On those positions that are opened until filled, request to have any additional complete applications that have been submitted since the first review date forwarded for selection;*
- *Request that Human Resources contact applicants with incomplete applications to request the missing application materials; or-*
- *Extend or re-open the search.*

*Immediately following the interviews, the Committee Chair returns all the selection and interview forms and all other non-finalist application materials to Human Resources.*

## **Selection**

*The Committee Chair shall review with the College President or his or her designee the Committee's recommendation of candidates using a summary signed by each Committee member.*

## **Second-Level Interview Procedures**

*Second level interviews will be conducted on all finalists by the College President or his/her designee with the academic senate president or his/her designee acting in an advisory capacity. In the case of the District office, second level interviews will be conducted by the appropriate administrator.*

*Following second level interviews, the College President or appropriate administrator may elect one of the following*

1. *Select one of the finalists.*
2. *Review the applicant pool to ensure that qualified applicants have not been overlooked;*
3. *Extend or reopen the search.*

## **Reference Checking**

*Reference checks are made by the Office of Human Resources upon the recommendation of the selected candidates by the Committee, and must be completed before a recommendation of employment is made to the Board of Trustees.*

*Reference checks must be completed in accordance with the policies and principles of equal opportunity. Reference information must be held in strict confidence.*

## ***Final Selection and Eligibility List***

*The appropriate administrator will make the final decision on the candidates and notify the Human Resources Office to forward the selection to the Board of Trustees for approval. Those finalists not selected will be placed on an eligibility list that will be valid for 90 calendar days following the date a candidate is selected by the President or other appropriate district manager. In the event a vacancy occurs for the same position, the President or appropriate administrator will conduct second level interviews from those individuals on the eligibility list.*

*The Human Resources Generalist will contact the successful candidate to make a provisional offer of employment, contingent upon passing reference checks and Board approval.*

*The Human Resources Generalist will conduct all reference checks.*

*Once the successful candidate has been hired and Board-approved, the unsuccessful candidates will be notified by letter that they were not selected.*

*During the lifetime of the selection committee, all applications for positions will be kept on file at a secure location at the hiring site and will be available to members of the committee for study.*

*NOTE: See the additional 23 pages of appendices in current AP 7210*

*Also see BP/AP 7120 titled Recruitment and Hiring as well as AP 7211 titled Faculty Service Areas, Minimum Qualifications, and Equivalencies*

## ***References:***

*Education Code Sections 87400 et seq., 87600 et seq., and 87482.8; Title 5 Section 51025*

## **Attachments**

No Attachments



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## BP 7210 Academic Employees

(Replaces current SBCCD BP 7210)

~~Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.~~ Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which the Board of Governors has established minimum qualifications for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and the for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

**References:**

### References:

Education Code Sections 87400 et seq; 87419.1; 87482.8, and 87600 et seq;  
Title 5, Section 51025

### Attachments

[BP 7210 Academic Employees- Comments](#)  
[BP 7210 Academic Employees- Legal Citations](#)

Current Status: *Pending*

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**Policy Area:** Chapter 7 Human Resources  
**References:**

## AP 7250 Educational Administrators

(Replaces current SBCCD AP 7250)

### HIRING QUALIFICATIONS

For California educational administrators, the minimum qualifications are a master's degree (in any discipline), and one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment. Public California community college districts have hiring authority and must adhere to the minimum qualifications when establishing hiring criteria and/or determining hiring eligibility. The districts may include additional criteria over and above the minimums, but can never hire below the minimums.

San Bernardino Community College District has established the following additional hiring qualifications for all educational administrator positions:

A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, gender expression, and ethnic backgrounds of community college students. Board Policy 3410 refers.

B. Commitment to participate in the collegiate consultation process of the College and the District.

### GENERAL HIRING PROVISIONS

#### A. Approval to Fill a Position

Requests to fill newly created or vacant positions must be approved by the appropriate administrator, college president, fiscal officer and Human Resources to validate an approved job description. Requests will be submitted and approved through the online application process described below. Additional manual approvals may be required by the Chancellor, depending on the particular position or general financial condition of the District. Such manual approvals will be managed by the Executive Vice Chancellor, who serves in the role of District Equal Opportunity Officer for this procedure.

#### B. Online Employment Application Process

Once a request to fill a position is approved, a designated Human Resources staff member will set up an online application process for proper publications, control and record-keeping purposes. All applicants must submit the required application materials through the online system, unless they contact the Human Resources Department and request a disability accommodation. Such accommodations will be decided and made available by the Human Resources Department.

### C. Recruitment

The District shall maintain a program of verifiable equal employment opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

### D. Job Announcements

Job announcements ~~online and in print media~~ shall clearly state job specifications setting forth the ~~responsibilities as well as the requisite~~ knowledge, skills, and abilities necessary for job performance. ~~Job~~ All job specifications including any "required", "desired" or "preferred" qualifications beyond the state minimum qualifications which the District wishes to utilize shall be jointly determined reviewed by the appropriate administrator and the ~~responsible~~ Office of Human Resources staff member, to assure ~~before the position is announced to ensure~~ conformity with the ~~approved job description and the~~ requirements of Title 5, ~~and (53022)~~ and both State and Federal non-discriminatory laws. ~~Final approval of~~ The content of the job announcements ~~announcement~~ is the responsibility of the appropriate administrator and the Office of Human Resources and must be approved by the Executive Director of Human Resources or Designee. ~~The job announcement must include the following:~~

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum qualifications;
3. Desirable qualifications (must be job related and support the responsibilities of the position);
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing (if required); and
6. Legal qualifiers, established by the Human Resources Department to comply with Federal, State, and District policies and procedures

### E. Pre-Screening Process

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement and, on that basis, will certify the "qualified" pool of applicants. The District's Office of Human Resources shall conduct applicant pool reviews and take appropriate action as necessary consistent with all of the requirements set forth in Section 53023 of Title 5 of the California Code of Regulations. The composition of the qualified applicant pool shall be reviewed and compared to the composition of the initial applicant pool. If the Chief Human Resources Officer or designee finds that the composition of the qualified pool may have been influenced by factors which are not job related, appropriate action will be taken. This applicant pool data shall be reviewed in conducting the analysis described in section 53006(a)

The responsible Human Resources staff member will pre-screen applications prior to release to the screening committee. ~~The Hiring~~ Incomplete applications will not be forwarded to the committee and those applicants will be so advised. Those who do not meet minimum qualifications will be identified. The manager or committee subject matter expert (when appropriate) may ~~create desirable~~ be asked to validate those who are identified. If validated, the Human Resources staff member will notify the applicants accordingly. If the manager believes an applicant meets minimum qualifications ~~prior to the job announcement being posted.~~

~~Incomplete applications will not be forwarded to the committee and those, but has been identified otherwise, a justification will be send to the Executive Vice Chancellor, or designee, which will include a rationale for inclusion of such applicant. The Executive Vice Chancellor, or designee shall make the final determination regarding the inclusion of such~~ applicants ~~will be so advised. Those who do not meet minimum qualifications will be identified. The screening committee may be asked to validate those who are identified. If validated, the Human Resources staff member will notify the applicants accordingly. If the committee believes an applicant meets minimum qualifications, but has been identified otherwise, the committee shall notify the Executive Vice Chancellor, or designee, in writing and include a rationale for inclusion of such applicant. All screening committee members must sign the petition. The Executive Vice Chancellor, or designee shall make the final determination regarding the inclusion of such applicants~~ for further consideration.

## **F. The Screening Committee**

1. For a president's recruitment, the screening committee shall consist sixteen (16) members: (1) Associated Student Government appointee; (2) California School Employee Association appointee; (1) California Teachers Association appointee; (4) Academic Senate appointees; (2) Classified Senate appointees; (3) Manager's Association appointees (at least one Vice President); (1) foundation board member; (1) confidential staff member; and (1) community member. Additional members may be added by the Chancellor or the Governing Board. If a member is unable to participate in all meetings or continue through the process, the committee may continue with less than the original fifteen members. Members may not be added to the process once it begins.
2. For all other educational administrator positions, the screening committee shall be representative of the following categories: (1) California Teachers' Association appointee; (1) California School Employee Association appointee; (1) Classified Senate appointee; (3) Academic Senate appointees; and (2) Manager's Association appointees (at least one should be in an equivalent position). The appropriate administrator, in consultation with the Executive Vice Chancellor, or designee, may add other appointees, based on working relationships the position has with other areas of the college, District or community. If a member is unable to participate in all meetings or continue through the process, the committee may proceed with fewer members. New members may not be added to the process once it begins.
3. In both 1. And 2. Above, at least one member of the committee must be from the department or area in which the position is assigned.
4. Each Screening Committee will include an Equal Employment Opportunity representative designated by the Human Resources Department. The representative shall serve to maintain confidentiality and ensure the hiring process remains fair and equitable.
5. Each screening committee member must receive annual training on equal opportunity, diversity, and the employment process for each type of hiring process (educational administrator, faculty, classified/confidential, or non-academic administrator). Such training will be provided by the Human Resources Department.
6. The administrator requesting the position recruitment is responsible for contacting the various organizations and securing members for the screening committee. The list shall be submitted to Human Resources, for approval, to ensure there is a broad representation on the committee.
7. At the first meeting of the screening committee, the members will:
  - A. Elect a chair
  - B. ~~Be asked to~~ Review the Screen Committee Guidelines Handbook and sign a confidentiality agreement.
  - C. Acknowledge the requirement to fill out evaluation forms and rankings for the candidates.

- D. Develop job-related interview questions
- E. Decide if video conferencing is an acceptable method for interviews (must be offered to all candidates regardless of location)
- F. Determine the candidates for interview and the schedule to accommodate those interviews
- G. Provide a job-related reason for NOT selecting candidates for interview (cannot be a general statement relative to those selected)
- H. Provide written justification for selecting fewer than three (3) candidates for first level interview.

8. The Executive ~~Vice Chancellor~~Director, or designee, will review the questions, candidate selections, reasons for non-selection, and any justifications or notations from the committee. He/she will authorize the designated Human Resources staff member to proceed with the interview phase or may contact the chair of the committee to determine additional considerations for the screening committee.

9. The designated Human Resources staff member will contact the candidates to be interviewed and schedule them according to the dates and times provided by the screening committee. Candidates will be asked if they require any disability accommodation and the Human Resources staff member will handle that request. If the committee has decided to offer video conferencing for the interview, the staff member will offer that option to each candidate.

10. Interviews will be conducted by the members of the screening committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees. Committee members shall use rating sheets to assess the candidates' answers.

11. The Equal Employment Opportunity representative will ensure all documentation is completed for the interview ratings and recommendation(s). The screening committee will identify strengths and concerns for all candidates advance to the next level of interviews. In addition, a job-related reason for non-selection shall be recorded and provided for those not advancing to the next level.

12. Three or more candidates will be recommended for second level interviews. Anything less than three recommended candidates will require written justification signed by all members of the screening committee. The Executive Vice Chancellor, or designee, shall determine whether to reopen the search, request further considerations by the committee, or pursue some other course of action.

#### **H. Selection Process**

1. Second level interview arrangements shall be made by the appropriate administrator or designee. Arrangements shall include time/place for interviews and inviting those who may assist in the second level interview, (which may include the direct supervisor, someone above the position in the hierarchy, and/or other appropriate advisors. An EEO representative mayshall be present for the second level interview.

2. The designated Human Resources staff member will contact the finalists for second level interviews and communicate the arrangements for the time/place, panel members, and any additional information they may need for the appointment. All candidates for first and second level interviews will be advised that if they must travel more than 100 miles, they may be reimbursed for travel expenses, in accordance with the provisions of the Employee Travel Policy. Mileage will be determined by Google Maps. A District travel claim must be submitted after travel is complete.

3. After the second level interviews have been completed, the administrator will recommend a finalist for the College President or Chancellor to consider. An online notification shall be forwarded to the designated Human Resources staff member.

4. For college-based positions, the President shall arrange for reference checks, final interview, and any additional information he/she may need to substantiate an offer of employment. For District positions, the Human Resources Department shall conduct reference checks, schedule a final interview, and secure additional information for the Chancellor.
5. Upon completion of reference checking, the President and/or Chancellor shall approve the selection and authorize a provisional offer of employment.
6. The designated Human Resources staff member will contact the successful candidate to make the provisional offer of employment, contingent upon passing a Department of Justice background check, demonstrating freedom from tuberculosis, employment eligibility verification (I-9), completing a loyalty oath, and getting Governing Board approval.
7. If the candidate accepts the provisional offer, Human Resources will schedule Governing Board approval consideration and will notify the unsuccessful candidates in writing at the appropriate time.

## Faculty work

As indicated in Ed Code Section 87003, faculty members shall not be management. Therefore, Educational Administrators shall not take on duties that are the purview of faculty. As well, in accordance with the Educational Employment Relations Act (EERA), Sections 3540.1(b) and (i) defining what the “Certified Organization” consists of, Educational Administrators are excluded from the faculty bargaining- unit and shall not take faculty bargaining- unit work.

## ADMINISTRATOR RETREAT RIGHTS

- A. An educational administrator hired after June 30, 1990, who does not have tenure in the District at the time of hire, may be reassigned to a first-year probationary faculty position and to such a position only if he or she meets the following criteria:
  1. He/she holds an educational administrative position that is not part of the classified service.
  2. He/she has served in this district a total of at least two years as a full time faculty member or administrator. The requirements of Education Code 87458(c) and (d), or any successor statute, must be met with respect to prior satisfactory service and reason for termination of the educational administrator assignment.
  3. He/she is being reassigned for reasons other than for cause, as defined in the Education Code.
  4. Reassignment shall not result in the lay-off or forced change in the contract assignment for any contract faculty member.
  5. The Academic Senate must certify to the Governing Board that the administrator meets the minimum qualifications for the Faculty Service Area to which the incumbent is to be assigned. The Academic Senate will be given an opportunity to present its views on the reassignment prior to the Board’s decision. A written record of the Board’s decision, including the views of the Academic Senate, shall be available for review.
  6. Reassignment must be in a Faculty Service Area where sufficient assignments exist and are held only by temporary faculty or by contract overload. Likewise, the administrator must provide a statement of interest in the assignment.
  7. Unless otherwise specified in the administrator’s contract, reassignment to a faculty position shall be compensated based on placement on the faculty salary schedule, according to his/her education and experience. Placement shall include years served as an educational administrator

8. Retreat rights are subject to annual review by the joint Academic Senate Executive Committee along with the Vice Presidents of Instruction from each college. Such review shall take place no later than 15 April of each year, with changes proposed as a joint agreement and forwarded through the Vice Chancellor of Human Resources and Employees Relations and the Chancellor to the Governing Board for approval.

## **PRE-RETIREMENT REDUCED WORKLOAD OPTION**

To apply, the educational administrator must:

1. Be 55 years of age before the beginning of the college year or semester in which the reduction in workload is to start.
2. Must have been employed in an academic position for at least ten (10) years, of which the last five years were full time. Sabbaticals and other approved leaves do not constitute a break in service for this purpose. However, such leaves shall not be used to compute the last five years of full time service for this requirement.
3. Request the pre-retirement reduced workload, and once approved, may only terminate the agreement by mutual consent of the administrator and the District.
  - i. The educational administrator must notify the District in writing, not later than 15 January for the ensuing school year, of his/her request for the pre-retirement reduced workload.
  - ii. The District and the administrator must finalize their agreement by 15 March for the ensuing school year.
4. Make contributions to STRS or PERS (retirement systems) equal to the amount required of a full time (100%) employees.

### **The District:**

1. May approve or disapprove the educational administrator's request for reduced workload, but shall provide the administrator a written rationale for disapproval.
2. Will provide the administrator the same benefits provided to a regular, full time administrator, but shall reduce the salary commensurate with the reduced workload.
3. Will make contributions to STRS or PERS in accordance with the law.

### **The pre-retirement reduced workload option:**

1. Is limited to a period not to exceed five (5) years or until the administrator reaches age 65, whichever comes first.
2. Is limited to no less than one-half the number of service days required by an educational administrator under a full time contract.
3. May only be increased or decreased by mutual consent of the District and the educational administrator.
4. Includes a reduction in sick leave and vacation accrual and usage, commensurate with the reduction in workload.

## **References:**

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

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Policy Area:	<a href="#">Chapter 7 Human Resources</a>
References:	<a href="#">Legally Required</a>

## BP 7250 Educational Administrators

*(Replaces current SBCCD BP 7250)*

An educational administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding instructional or student services programs of the District.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law and by District policies and administrative procedures.

Educational Administrators shall be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be employed by an appointment or contract and shall receive up to two (2) year contracts. Presidents and Vice Chancellors shall receive up to three (3) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

An educational administrator who has not previously acquired tenure as a faculty member in the District shall have the right to become a first year probationary faculty member once his/her administrative assignment expires or is terminated, if the following criteria are met:

- The administrator meets the criteria established by the District for minimum qualifications for a faculty position, in accordance with procedures developed jointly by the Chancellor and the Academic Senate and approved by the Board. The Board shall rely primarily on the advice and judgment of the Academic



Senate to determine whether an administrator possesses minimum qualifications for employment as a faculty member.

- The requirements of Education Code Section 87458(c) and (d), or any successor statute, are met with respect to prior satisfactory service and reason for termination of the administrative assignment.
- The District has a vacancy for which the administrator meets minimum qualifications.

## References:

Education Code Sections 72411 et seq., 87002(b), and 87457-87460; Government Code Section 3540.1(g) and (m)

## Attachments

[BP 7250 Educational Administrators - Comments](#)

[BP 7250 Educational Administrators - Legal Citations](#)

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



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 References:

## AP 7260 Classified Supervisors, Managers and Administrators

(Replaces current SBCCD AP 7260)

**NOTE:** This procedure is **optional**. ~~BP 7260 titled Classified Supervisors and Managers addresses legal requirements related to educational administrators. Local practice regarding contracts for classified managers may be inserted, if any.~~

- ~~From current SBCCD AP 7260 titled Classified Supervisors, Managers, and Confidential Employees~~

### ~~HOURS OF EMPLOYMENT~~

~~The workweek for all confidential and supervisory employees shall be a minimum of forty (40) hours.~~

### ~~TRANSFER AND REASSIGNMENT~~

~~All confidential/supervisory employees are District employees and may be assigned anywhere in the District to those positions for which they are qualified, subject to these regulations. This policy applies only to voluntary transfers.~~

#### ~~A. Vacancies to be filled by transfer or reassignment:~~

- ~~1. Vacancies will be announced to all employees in that classification, at the same or higher pay range, and those who have taken a voluntary demotion.~~
- ~~2. Employees who are qualified and desire to transfer to another position and/or location must apply for the vacant position with the Director, Personnel Services & Employee Relations.~~
- ~~3. An employee within the same class or a higher class may volunteer to transfer. The employee requesting a voluntary demotion to a lower class will be given preference.~~
- ~~4. Should there be more than one employee requesting a transfer to the same vacancy, all things being equal, the position will be filled by the employee having the most seniority in that classification.~~
- ~~5. Each applicant shall be given, upon request, written rationale for non-acceptance to the vacant position.~~
- ~~6. An approved transfer resulting from the request of an employee is considered permanent; therefore, no additional probationary period is required.~~

7. ~~The salary of the transferring employee shall be at a level of pay equal to the old pay range, but in no case greater than Step E of the new range.~~
8. ~~An employee transferring within the class or taking a voluntary reduction in class will retain his/her old anniversary date and all seniority rights.~~
9. ~~If the position from which an employee took a demotional transfer is again vacant, that employee will be given first consideration to fill the former position and, if selected, will regain his/her higher classification.~~
10. ~~If no transfer or reassignment is requested, the vacancy will be announced publicly.~~

*Approved: March 14, 1990*

**NOTE:** ~~The information in the following sections of current SBCCD AP 7260 is addressed in new APs 7233, 7234, 7237, 7340, 7366, and 7381.~~

## ~~RE-EMPLOYMENT AFTER LAYOFF~~

**(NOTE:** ~~The information in the following section is addressed in new APs 7237 and 7366)~~

- A. ~~Confidential and supervisory employees who are terminated as a result of lack of work or lack of funds shall, upon re-employment within thirty-nine (39) months from the termination date, be reinstated with no loss of fringe benefits and seniority.~~
- B. ~~Fringe benefits and seniority are not earned during the period of the layoff.~~
- C. ~~Upon re-employment, the employee shall be credited with the fringe benefits to which he/she was entitled as of the date of his/her layoff.~~

*Approved: March 14, 1990*

## ~~DIFFERENTIAL PAY~~

- A. ~~Shift differential pay shall be for all classifications at a rate of 2 1/2% for swing shift or split shift; and a 5% rate of pay for the graveyard shift.~~
- B. ~~Definitions:~~
  1. ~~**Swing:** When hours of work regularly assigned exceed 4:30 p.m. by more than three (3) hours per day (regular five-day consecutive workweek). Employees must work this shift at least three of the five normal workdays.~~
  2. ~~**Graveyard:** When hours of work regularly assigned exceed 12 midnight by more than three (3) hours per shift (regular five-day consecutive workweek). Employees must work this shift for at least three of the five normal workdays.~~
  3. ~~**Split:** When hours of work regularly assigned are split by a break of two or more hours. Employees must work this shift for at least three of the five normal workdays.~~
  4. ~~**Overtime:** When hours worked are in excess of any shift, pay shall be at the overtime rate of that shift.~~
  5. ~~Approval for shift change or overtime must be obtained in advance from the appropriate manager.~~

*Approved: March 14, 1990*

# ~~WORKING OUT OF CLASSIFICATION~~

~~(NOTE: The information in the following section is addressed in new AP 7233)~~

~~Any confidential/supervisory employee who is required to work out of classification for a period of more than five (5) working days within a fifteen (15) working day period shall have his/her salary adjusted upward for the entire period he/she is required to work out of classification. These amounts will reasonably reflect the duties required to be performed outside his/her normally assigned duties.~~

~~The following procedures regulate the salary determination for a confidential employee working out of class:~~

- ~~A. A manager can make such an assignment but must have written approval by the Director, Personnel Services & Employee Relations.~~
- ~~B. Payment for working out of classification will be paid with the contract pay.~~
- ~~C. When an employee, who is assigned to work in a higher classification qualifies for extra pay, he/she will be paid at the probationary step on the range of the classification to which he/ she is assigned. If that salary is the same or less than his/her regular salary, he/she will be paid on the next step of the higher range which will give a salary increase for the additional responsibility. The increase will be no less than 5%.~~

## ~~EXAMPLE~~

	<del>A</del>	<del>B</del>	<del>C</del>	<del>D</del>	<del>E</del>
<del>Range 10</del>	<del>555</del>	<del>583</del>	<del>612</del>	<del>653</del>	<del>675</del>
<del>Range 12</del>	<del>583</del>	<del>612</del>	<del>643</del>	<del>675</del>	<del>709</del>
<del>Range 16</del>	<del>643</del>	<del>675</del>	<del>709</del>	<del>744</del>	<del>781</del>

~~If the Range 10 employee were required to work in a Range 12 classification, he/she would be paid at the rate of Range 12, Step C. If he/she were assigned a responsibility in Range 16, his/her rate of pay would be Range 16, Step A.~~

## ~~OVERTIME~~

~~(NOTE: The information in the following section is addressed in new AP 7234)~~

- ~~A. Overtime is defined to include any time required to be worked in excess of eight (8) hours in any one day and in excess of forty (40) hours in any calendar week.~~
- ~~B. Compensation for overtime shall be at one and one-half times the regular rate of pay of the employee designated and authorized to perform the overtime.~~
- ~~C. Work performed for the Associated Students is not affected by the college policy. The hourly rate of pay for compensation received from the Associated Students has not been changed. Time and one-half pay is related only to work performed for the college.~~
- ~~D. Travel time of thirty (30) minutes each way will be allowed if the employee is called back for an emergency situation. If service is continuous, no travel time will be allowed.~~
- ~~E. All overtime for which employees are to be paid must be authorized in advance by the Chancellor, Chancellor's designee, or college president for the site.~~
- ~~F. Employees shall not be paid unauthorized overtime.~~

- ~~G. Overtime shall be reported on the time sheet at the end of the month by dates, hours and emergency or event requiring overtime. The immediate supervisor shall sign the time sheet.~~
- ~~H. The foregoing provisions are not intended to apply to properly designated part-time positions with an assigned workday of less than eight (8) hours and a workweek of less than forty (40) hours.~~
- ~~I. Positions in the Security Department are exempt from the provisions of this policy.~~

~~Approved: March, 1990~~

## ~~LONG-SERVICE RECOGNITION~~

- ~~A. Recognition for length of service shall be provided in the form of an annual stipend in accordance with the following schedule:~~

<del>YEARS OF SERVICE WITH THE DISTRICT</del>	<del>COMPLETED NUMBER OF YEARS OF EMPLOYMENT WITH THE DISTRICT</del>	<del>AMOUNT OF STIPEND</del>
<del>6-11</del>	<del>5-10</del>	<del>\$850</del>
<del>12-16</del>	<del>11-15</del>	<del>\$1000</del>
<del>17-21</del>	<del>16-20</del>	<del>\$1150</del>
<del>22-26</del>	<del>21-25</del>	<del>\$1300</del>
<del>27-31</del>	<del>26-30</del>	<del>\$1450</del>

- ~~B. The first long service payment will be made in December of the first year following five complete years of service. The maximum service credit to be allowed is for thirty years.~~
- ~~C. The amount of long service pay will be paid by separate check and will be available to Confidential/ Supervisory employees no later than December 10, and only to those actually employed on the date of payment, except upon retirement in which case the long service payment will be in proportion to the fraction of the year worked. The payment date and method is subject to change in accordance with County of San Bernardino payroll processing.~~
- ~~D. In order to be eligible for long service pay, an employee must qualify for inclusion in the Retirement Program, i.e., must be employed half time or more.~~
- ~~E. Any year in which an employee receives an unsatisfactory performance evaluation will not be counted as a year of service for the purpose of calculating long service recognition credit.~~

~~Approved: February 14, 2002~~

## ~~HEALTH AND WELFARE BENEFITS~~

~~(NOTE: The information in the following section is addressed in new AP-7381)~~

- ~~A. A program of health and welfare benefits shall be provided to all confidential and supervisory employees.~~
- ~~B. Hospitalization/Medical  
The District pays the insurance premium for the Board approved hospitalization/medical plan for the employee, spouse, and dependents.~~
- ~~C. Dental  
The District pays the insurance premium for the Board approved dental plan for the employee.~~

~~D. Life Insurance~~~~The District pays the insurance premium for the Board-approved life insurance plan for the employee.~~~~E. Health Service, Continuation After Retirement~~~~Any confidential or supervisory employee who opts for early retirement will continue to receive hospitalization/medical plan benefits available to classified employees of the district, until age 65, subject to all the conditions for one of the following:~~~~1. Service Retirement #1~~

- ~~a. Has attained the age of 60 before terminating employment with the district.~~
- ~~b. Has completed a minimum of ten years service with the district.~~
- ~~c. Has been an employee of the district immediately preceding retirement status.~~
- ~~d. Must be on retirement with the Public Employees Retirement System.~~

~~OR~~~~2. Service Retirement #2~~

- ~~a. Has attained the age of 55 before terminating employment with the district.~~
- ~~b. Has completed a minimum of twenty years with the district.~~
- ~~c. Has been an employee of the district immediately preceding retirement status.~~
- ~~d. Must be on retirement with the Public Employees Retirement System.~~

~~OR~~~~3. Disability Retirement~~

- ~~a. Regardless of age before terminating employment, has completed a minimum of five years of service with the district.~~
- ~~b. Has been an employee of the district immediately preceding retirement.~~
- ~~c. Must be accepted by and remain on disability retirement with the Public Employees Retirement System.~~
- ~~d. Retiree agrees to enroll in Parts A & B and pay the full premium as soon as they are eligible.~~

~~Approved: March 14, 1990~~~~**LEAVES OF ABSENCE**~~~~(NOTE: The information in the following section could be addressed in new AP-7340)~~~~A. Sick Leave~~

- ~~1. Every confidential or supervisory employee employed five days a week shall be entitled to twelve days leave of absence for illness and injury with full pay for a fiscal year of service.~~
- ~~2. A confidential or supervisory employee employed five days a week, who is employed for less than a full fiscal year, is entitled to that proportion of twelve days leave of absence for illness or injury as the number of months he/she is employed bears to 12.~~
- ~~3. A confidential or supervisory employee employed less than five days per week shall be entitled, for a fiscal year of service, to that proportion of twelve days leave of absence for illness or injury as the~~

~~number of days he is employed per week bears to 5. When such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.~~

- ~~4. Pay for any day of such absence shall be the same as the pay that would have been received had the employee served during the day.~~
- ~~5. Credit for leave of absence need not be accrued prior to taking such leave by the employee, and such leave of absence may be taken at any time during the year. However, a new employee of the district shall not be eligible to take more than six days, or the proportionate amount to which he/she may be entitled under this section, until the first day of the calendar month after completion of six months of active service with the district.~~
- ~~6. If an employee does not take the full amount of leave allowed in any year under this policy, the amount not taken shall be accumulated from year to year.~~
- ~~7. The Board of Trustees may require proof of illness or injury.~~

#### ~~B. Maternity Leave~~

- ~~1. An employee may use sick leave for absences necessitated by pregnancy, miscarriage, childbirth, and recovery therefrom. The length of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.~~
- ~~2. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities, and shall be treated as such under any health or temporary disability insurance or sick leave.~~
- ~~3. This provision shall be construed as requiring the district to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leaves for illness, injury, or disability.~~

#### ~~C. Bereavement Leave~~

- ~~1. Every person employed in a confidential or supervisory position is entitled to a paid leave of absence, not to exceed three days, or five days if travel out-of-state or a round trip of over 500 miles is required, on account of the death of any members of his/her immediate family.~~
- ~~2. Member of the immediate family means the mother, father, grandparent or a grandchild of the employee or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law or sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.~~

#### ~~D. Personal Necessity Leave~~

- ~~1. Any days of leave of absence for illness or injury allowed pursuant to Section 88207 of the Education Code may be used by a confidential or supervisory employee, at his/her election, in case of personal emergency.~~
- ~~2. No such accumulated leave in excess of six days may be used in any school year. Request for such leave of absence shall be submitted to the Chancellor or College President as appropriate prior to absence, explaining the specific nature of the personal emergency.~~

#### ~~E. Industrial Accident and Illness Leave~~

- ~~1. An employee must have been with the district a minimum of nine months.~~

- ~~2. Evidence must support the fact that the illness or accident arose out of employment. The Board of Trustees may require a physician's report on probable causes.~~
- ~~3. An employee absent from his/her duties due to an industrial accident or illness leave shall receive his/her full pay from the district. The employee is required to endorse temporary disability indemnity checks received from Workers' Compensation to the district. Arrangements may be made with Workers' Compensation to have the checks mailed directly to the district.~~
- ~~4. Industrial accident or illness leave of absence shall not exceed sixty days in any one fiscal year for the same accident or illness.~~
- ~~5. At such time as the employee has used his full entitlement of sixty days industrial leave, he/she may use his/her accumulated sick leave. Sick leave will be used at a rate equal to the pay received from the district less any contribution from Workers' Compensation. For example: An employee's daily rate is \$20.00; the district receives \$10.00 per day from Workers' Compensation. The employee receives his/her full pay but is charged only one-half sick leave.~~
- ~~6. Industrial leave is not accumulative.~~
- ~~7. When accident or illness overlaps into the next fiscal year, the employee is entitled only to the balance of the sixty days not used.~~
- ~~8. The employee may not leave the state during the leave period unless authorized by the Board of Trustees.~~
- ~~9. When all industrial leave and sick leave benefits have been exhausted, the employee must be placed on the reemployment list for a period of 30 months.~~

#### F. ~~Military Leave~~

~~Regular employees or probationary employees whose combined district service and military service total one full year shall be entitled to full pay for the first 30 calendar days of absence for reserve training in any one fiscal year. Such leave must be verified by a copy of the military orders requiring military pay.~~

#### G. ~~Jury Duty Leave~~

~~When a confidential or supervisory employee is absent because of a mandatory court appearance as a juror, said employee shall suffer no monetary loss by reason of said service. Such employee shall receive his/her regular salary upon receipt by the district of a valid jury duty verification, but shall reimburse to the district the amount of fees received from the court, excluding those paid for mileage.~~

#### H. ~~Unpaid Leave~~

~~An unpaid leave of absence may be granted by the Board upon the recommendation of the Chancellor subject to the following provisions:-~~

- ~~1. A request for leave that clearly articulates the terms and conditions requested must be submitted to the immediate supervisor. The supervisor will act upon the request and, in the case of a favorable response, will forward the request through the appropriate channels. If the immediate supervisor opposes the leave, he/she shall notify the applicant within 15 working days of the date of submission. Applicants who are denied leave have the right to appeal through the usual organizational channels.~~
- ~~2. No more than one full year unpaid leave will be granted to an employee, and such leave shall not extend beyond one year.~~
- ~~3. No unpaid leave will be granted to an employee who takes a position with another organization that~~



~~by its nature is considered to be permanent and continuing.~~

- ~~4. An individual on unpaid leave retains the right to District employment at the end of the leave but does not retain the right to return to the specific position vacated.~~
- ~~5. A notice of intent to return must be filed in writing with the District Personnel Office three months prior to the anticipated date of return.~~
- ~~6. An unpaid leave will be treated as a "break" in service. An individual on unpaid leave will not receive advancement credit on any salary schedule, will not be credited with sick days or vacation days, and will not receive retirement credit while on leave.~~
- ~~7. An individual on unpaid leave may purchase continued coverage under District health, dental, and life insurance plans.~~

#### ~~I. Family Care Leave~~

- ~~1. An employee with more than one year of continuous service with the District who is eligible for other leave benefits shall be granted upon request an unpaid family care leave up to a total of four months in any twenty four month period pursuant to the requirements of this policy.~~
  - ~~a. For purposes of this policy, the term "family care leave" means either:~~
    - ~~1. Leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child by the employee, or the serious illness of a child of the employee; or~~
    - ~~2. Leave to care for a parent or spouse who has a serious health condition.~~
- ~~2. An unpaid family care leave granted pursuant to this policy shall be in addition to any other leave pursuant to the Government Code Section 12945.2, except that an unpaid family care leave used in conjunction with a pregnancy leave of four months or more may be limited by the District within its discretion to one month.~~
- ~~3. An unpaid family care leave shall be treated as any other unpaid leave. During an unpaid family care leave, an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care leave shall have no less seniority than when the leave commenced.~~
- ~~4. If an employee's need for an unpaid family care leave is foreseeable the employee shall provide the District with reasonable advance notice of the need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.~~
- ~~5. The District requires that an employee's request for an unpaid family care leave for the purposes of caring for a child, spouse or parent who has a serious health condition be supported by a written certification issued by the health care provider of the individual family member requiring care. This written certification must include:~~
  - ~~a. The date on which the serious health condition commenced;~~
  - ~~b. The probable duration of the condition;~~
  - ~~c. An estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care; and~~

- d. ~~A statement that the serious health condition warrants the participation of a family member to provide care during a period the treatment or supervision of the individual requiring care.~~
  - e. ~~If additional leave is requested by the employee upon expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written recertification consistent with the requirements for an initial certification.~~
6. ~~Definitions – for purposes of this policy and consistent with current law:~~
- a. ~~The term "child" mean a biological, adopted, or foster child, a step child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.~~
  - b. ~~The term "parent" means biological, foster, or adoptive parent, stepparent, or a legal guardian.~~
  - c. ~~The term "serious health condition" means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of the treatment or supervision, and involves either of the following:~~
    - 1. ~~Inpatient care in a hospital, hospice, or residential health care facility; or~~
    - 2. ~~Continuing treatment or continuing supervision by a health care provider.~~
  - d. ~~The term "health care provider" means an individual holding either a physician's and surgeon's certificate issued pursuant to applicable law, or an osteopathic physician's and surgeon's certificate issued pursuant to applicable law.~~
7. ~~The District within its discretion may allow an employee upon written request to utilize accumulated illness and accident leave for the purpose of family care leave.~~
8. ~~An employee taking unpaid family care leave pursuant to this policy shall continue to be entitled to participate in health plans and other benefits to the same extent and under the same conditions as apply to other unpaid leaves of absence.~~
9. ~~The District may refuse to grant an employee's request for unpaid family care leave under this policy even though all requirements of this policy have been satisfied if:~~
- a. ~~The refusal is necessary to prevent undue hardship to the operations of the District;~~
  - b. ~~The employee and the other parent would receive unpaid family care leave exceeding four months in any twenty-four hour period; or~~
  - c. ~~The other parent is also taking family care leave at the same time or is unemployed.~~
10. ~~Any employee returning from an unpaid family care leave shall be assigned to the same or comparable position. For purposes of this policy and consistent with current law, the term "same or comparable position" means a position that has the same or similar duties and pay which can be performed at the same or similar geographic location as the position held prior to the leave.~~
11. ~~This policy shall not be construed to require any changes in existing collective bargaining agreements during the life of the contract, or until January 1, 1993, whichever occurs first.~~
12. ~~This policy shall not be construed to entitle the employee to receive disability benefits under Part I (commencing with Section 3200) of Division 4 of the Labor Code.~~

~~Approved: March 12, 1992~~

## ~~VACATIONS~~

- ~~A. Confidential and classified supervisory employees earn vacation at the rate of 1.91 days per month for each complete month of service. In determining vacation accrued at the end of any calendar month, the product of 1.91 X months worked shall be rounded to the nearest whole number.~~
- ~~B. All vacation computation is based on a fiscal year of July 1 to June 30.~~
- ~~C. New employees with an employment date other than the first working day of the month shall not start accruing vacation until the first working day of the following month of employment.~~
- ~~D. Each July all confidential and classified supervisory employees shall be notified by the Payroll Department of their June 30 accrued vacation credits. Confidential and supervisory employees can accrue vacation credits up to 46 days. Once vacation credits reach the maximum accrual level no more vacation credits will be earned.~~
- ~~E. Vacations will be set at the convenience of both the employee and the District, and are subject to the approval of the manager to whom he/she is responsible, and the Campus President or Chancellor, as appropriate.~~
- ~~F. Upon leaving the employment of the District, a confidential or classified supervisory employee shall be entitled to lump sum compensation for earned and unused vacation at his/her current salary. Payment shall be made up to the accrued number of vacation days not to exceed forty-six (46) days.~~

## ~~INTERRUPTION OR EARLY TERMINATION OF VACATION~~

- ~~A. Any permanent confidential or supervisory employee may interrupt or terminate his/her regular vacation leave, in case of illness, and use sick leave before continuing regular leave or returning to work.~~
- ~~B. The employee must notify the district personnel office and/or his/her supervisor of the interruption or termination of his/her vacation to use his/her sick leave.~~
- ~~C. The District Personnel Officer and/or the supervisor is responsible for notifying the employee if he/she may continue his/her vacation leave, after use of sick leave, or if he/she must report to his/her normally assigned work.~~
- ~~D. Upon returning to his/her regularly assigned work, the employee must furnish relevant supporting information regarding interruption or termination of vacation leave.~~

~~Approved: March 14, 1990~~

## ~~BREAK PERIODS~~

~~Break periods are allowed as released time from fatiguing work. Such periods shall not exceed fifteen minutes in the morning and fifteen minutes in the afternoon for full-time employees. Half-time employees have only one such break period.~~

~~Approved: March 14, 1990~~

## ~~STATUS REPORTS ON VACATION AND SICK LEAVE~~

~~The Payroll Office will issue all confidential and supervisory employees an individual status report of vacation entitlement and accrued sick leave quarterly.~~

~~Approved: March 14, 1990~~

## ~~PROFESSIONAL GROWTH~~

~~(NOTE: The information in the following section could be addressed in new AP-7160)~~

- ~~A. Classified Supervisors and Confidential Employees on the classified supervisory and confidential salary schedules shall be eligible for tuition cost reimbursement from an accredited institution.~~
- ~~B. Reimbursement will only be given for courses completed with a grade of "C" or better, "credit", or equivalent grade, which pertain to their position.~~
- ~~C. Such reimbursement shall not exceed costs of 18 semester units of course work per year.~~
- ~~D. Reimbursement shall not be allowed for courses carrying zero units.~~
- ~~E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.~~
- ~~F. Only Classified Supervisors and Confidential Employees who have completed their probation period as a Classified Supervisor or Confidential Employee shall be eligible for this benefit.~~
- ~~G. All courses for which a Classified Supervisor or Confidential Employee seeks tuition reimbursement must have prior approval by their Supervisor, the Chancellor, and the Board.~~

~~Approved: May 10, 2007~~

## ~~CELLULAR TELEPHONE USAGE~~

~~(NOTE: The information in the following section could be addressed in new AP-6450)~~

- ~~A. Authorization  
Each college president and each vice chancellor may designate supervisors to receive partial reimbursement for the use of a cellular telephone in conducting District business.~~
- ~~B. Application  
Supervisors shall make application through the appropriate channel. Approved applications shall be forwarded from the campus to the Vice Chancellor Fiscal Affairs for implementation.~~
- ~~C. Reimbursement  
Reimbursement shall be at a rate not to exceed \$50 per month, which shall include purchase of the telephone, activation, monthly service charges, and air use time—including long distance calls. While monthly application for reimbursement is not required, periodic verification of telephone usage may be requested.~~
- ~~D. Review  
This policy shall receive periodic review to assess the appropriateness of the reimbursement rate.~~

~~Approved: June 14, 2002~~

~~Also see BP/AP 7120 titled Recruitment and Hiring~~

## Classified Supervisors, Managers and Administrators

The terms and conditions of employment for classified supervisors, managers and classified administrators shall be developed by the Chancellor under the recommendation of the Management Association. Recruitment and Hiring shall be in accordance with all state and federal guidelines and in accordance with AP 7120 and the District EEO Plan.

## Faculty work

As indicated in Ed Code Section 87003, faculty members shall not be management. Therefore, Classified Supervisors, Managers, and Administrators shall not take on duties that are the purview of faculty. As well, in accordance with the Educational Employment Relations Act (EERA), Sections 3540.1(b) and (i) defining what the "Certified Organization" consists of, Classified Supervisors, Managers, and Administrators are excluded from the faculty bargaining- unit and shall not take faculty bargaining- unit work.

## Reference:

Education Code Section 72411

Management Handbook 2018

## Attachments

[AP 7260 Classified Supervisors and Managers - Comments](#)  
[AP 7260 Classified Supervisors and Managers - Legal Citations](#)  
[AP7260 -OLD.pdf](#)

Current Status: *Draft*

PolicyStat ID: 7688099



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Legally Required</i>

## BP 7260 Classified Supervisors, Managers and Administrators

*(Replaces current SBCCD BP 7260)*

Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified supervisors are those classified administrators, regardless of job description, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor

Classified administrators shall be employed by an appointment or contract. Supervisors, Managers, Administrators, Directors, Vice Presidents, and Associate Vice Chancellors shall receive up to two (2) year contracts. Vice Chancellors shall receive up to three (3) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

### References:

Education Code Section 72411;  
 Government Code Section 3540.1 (c), (g), and (m)  
 Government Code Section 3540.1(c)

Current Status: *Pending*

PolicyStat ID: 7842673



**Origination:** 10/2007  
**Last Approved:** N/A  
**Last Revised:** 03/2020  
**Next Review:** 10 years after approval  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:** *Legally Advised*

## AP 7400 Travel

(Replaces current SBCCD AP 7400)

### A. Application

This procedure should be followed when travel is for District employees or individual student travelers. Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, webinars, or other meetings of interest to the District; overnight student travel to conferences; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

### B. Travel Requests

1. Travel for employees or students must be requested using the SBCCD Travel/Conference Request and Claim Form (Section A). Travel must be approved by the appropriate administrators prior to the onset of travel and prior to incurring any travel related expenses.
2. A student traveler must include his or her student ID on the SBCCD Travel Conference Request and Claim Form (Subsection A.1).
3. The SBCCD Travel/Conference Request and Claim Form, including a detailed cost estimate, must be prepared if travel involves costs other than mileage or the employee's salary while absent from work. All costs must be included, including those on the Cal-card.
4. The traveler or designee must also prepare a purchase requisition(s) in the District's financial system to ensure sufficient funds are encumbered for the trip. The traveler or designee should list the purchase requisition number(s) on the SBCCD Travel/Conference Request and Claim Form (Section A) and then electronically route the form to the appropriate administrator, as defined in this Administrative Procedure, for electronic approval. Before submitting the purchase requisition, the traveler or designee must electronically attach the SBCCD Travel/Conference Request and Claim Form, with Section A approved by the appropriate administrator, to the purchase requisition.

**Non-Oracle Users:** The traveler or designee must submit purchase requisitions to cover 100% of estimated travel expenses. All estimated expenses reimbursable to the traveler must be on a single purchase requisition. Any estimated expenses that will be charged to the Cal-card must be on a separate purchase requisition. If any expenses will be prepaid by the District consistent with Part D of this procedure, the traveler or designee must prepare a separate PR for each vendor.

**Oracle Users:** The traveler or designee must submit a single purchase requisition in Oracle that covers 100% of estimated travel expenses, including Cal-card expenses.

5. Once submitted, the purchase requisition is automatically routed to the appropriate Responsibility Center Manager(s) for approval and then to Business Services for final approval. Please note: If Board approval is required, Business Services will not approve travel until Board approval is obtained.
6. A request to travel has been completely approved only if an approved purchase order is in place. The traveler must ensure that approved purchase orders to encumber sufficient funds are in place prior to requesting a travel advance or prepayment of expenses and prior to incurring any travel related expenses.

#### C. Travel Requests - Required Approvals

Travel requests must be approved by the appropriate administrator and documented on the SBCCD Travel/Conference Request and Claim Form (Section A). The appropriate administrator is:

- For employee travel, the traveler's immediate supervisor
- For student travel, the College President
- For the Chancellor's travel, the Board President or other designated Board Member
- For Board Member travel, the Board President or designee

Additionally, travel requests must be approved by the Responsibility Center Manager(s) and Business Services. Approvals from the Responsibility Center Manager(s) and Business Services are obtained through the electronic routing of the purchase requisition in the District's financial system.

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must also have **prior Board approval** in addition to the approvals noted above. Travel approval should be listed under the board agenda conference attendance section.

The Chancellor or designee may approve any exceptions for employees or students. Any exceptions for the Chancellor must be approved by the Board President or designee.

#### D. District Prepaid Expenses

The following are the only expenses that may be paid in advance by a District check payable to vendors other than the traveler:

- Conference registration for employees or students.
- Hotel for students only.

Requests to pay travel expenses in advance must be listed on the SBCCD Travel/Conference Request and Claim Form (Section A). For processing of prepayment, the SBCCD Travel/Conference Request and Claim Form (Section A) must be submitted to [sbccdapd@sbccd.org](mailto:sbccdapd@sbccd.org) (Accounts Payable Department) with the corresponding purchase requisition number, approval by the appropriate administrator, and adequate documentation including:

- Conference literature;
- Conference registration form/brochure or confirmation showing fees if requesting prepayment of conference registration;



- Hotel quotes and hotel confirmation if requesting prepayment of student hotel expense;
- Pro forma invoice or invoice provided by vendor if available.

#### E. Travel Advance Payable to the Traveler

1. A request for a travel advance will only be considered if estimated travel expenses include reimbursable expenses other than mileage and/or meals.
2. **Non-Oracle Users:** Each traveler must request a travel advance on the SBCCD Travel/Conference Request and Claim Form (Section B), electronically sign Section B and attach all required documentation, and email the request to [sbccdapd@sbccd.org](mailto:sbccdapd@sbccd.org) or [sbccdapd@sbccd.edu](mailto:sbccdapd@sbccd.edu) (Accounts Payable Department).  
**Oracle Users:** Traveler must request a travel advance through the Oracle Expense Module and electronically attach all required documentation to his or her request.
3. All travel advance requests must be accompanied by the following required documentation:
  - Proper approval to travel and PR number (on the SBCCD Travel/Conference Request and Claim Form, Section A);
  - Conference literature; and
  - Support for all estimated travel-related expenses. This may include conference registration brochure showing registration fees or confirmation; quote for airfare; quote for nightly lodging rate, quote for rental car or shuttle service; MapQuest or Google Maps printout showing total mileage; etc.
4. The travel advance must only be used for reimbursable travel expenses necessary in attending to District business.
5. A travel advance must not exceed 80% of the anticipated expenses unless actual payments have been made and are substantiated in which case a request for 100% will be considered, upon written request.
6. Employees with Cal Cards may not request advances.
7. If travel requires Board approval, no advance request will be processed until approved by the Board of Trustees.
8. All advances must be followed by a resubmission of the SBCCD Travel/Conference Request and Claim Form or by submitting an Expense Report in Oracle within thirty (30) calendar days of the trip end date. If an advance exceeds actual cost, the claimant must reimburse the District upon submission of the SBCCD Travel/Conference Request and Claim Form.
9. If the trip is cancelled, the requestor will return the advance to Fiscal Services within three (3) business days from the date of cancellation.
10. Employees and students may not have more than two (2) travel advances open at any given time. A travel advance request may be rejected if travel claims from a previous trip have not been submitted in accordance with these procedures.
11. By receiving a travel advance, the requestor authorizes the Payroll Department to automatically deduct the travel advance from the requestor's payroll check or place a hold on the requestor's student records (if applicable) should the requestor fail to return monies owed to the District or fail to submit a completed SBCCD Travel/Conference Request and Claim Form or Expense Report in Oracle in accordance with these procedures.

#### F. Travel Claims

1. Whenever travel is properly authorized and costs are incurred, a claim must be filed showing in detail

all actual expenditures. The claim must be submitted with all required claim support including:

- Proper approval to travel and the corresponding PR number(s) (Section A of the SBCCD Travel/Conference Request and Claim Form);
- Conference literature; and
- Itemized receipts or invoices for all actual and eligible expenses. Mileage must be supported by a MapQuest or Google Maps printout showing total mileage.

**Non-Oracle User:** Each traveler must file his or her travel claim electronically by resubmitting the SBCCD Travel/Conference Request and Claim Form with all required claim support to [sbccdapd@sbccd.org](mailto:sbccdapd@sbccd.org) [sbccdapd@sbccd.edu](mailto:sbccdapd@sbccd.edu) (Accounts Payable Department).

**Oracle User:** Traveler must file his or her travel claim by submitting an Expense Report and attaching all required claim support in Oracle.

2. The traveler must certify that all amounts claimed were actual and necessary, and that only allowable expenses are included.
3. If the traveler paid for another employee's or student's expenses, and the expense is reimbursable, the traveler must obtain a signed waiver from each person for whom the traveler paid for. The signed waivers must be attached to the SBCCD Travel/Conference Request and Claim Form or the Expense Report when submitted.
4. **Non-Oracle User:** After the traveler has completed the SBCCD Travel/Conference Request and Claim Form, the form must be reviewed and electronically signed by the traveler's supervisor if the traveler is an employee, or the Responsibility Center Manager if the traveler is a student.  
**Oracle User:** Once an Expense Report is submitted, it will be automatically routed for proper approvals.
5. If total travel expenses (including any advances) exceed the approved cost estimate in Section A, a change order must be requested and approved by the Responsibility Center Manager to increase the purchase order.
6. Claims must be filed within thirty (30) calendar days after return from travel. Claims submitted after 30 calendar days may be denied. Traveler shall be reimbursed within forty five days (45) from claim submission.
7. A receipt must be an itemized bill or invoice from the vendor showing proof of payment (e.g. invoice stamped PAID or showing the amount of money received). A photocopy of a cancelled check showing both front and back can also be submitted with the vendor's itemized bill or invoice to prove the vendor was paid.

#### G. Mileage

Please refer to AP 7450 for mileage rate and calculation.

#### H. Meals and Incidentals

~~Reimbursement~~ **Non Cal-card holders** shall be ~~based~~ reimbursed at the per diem rate for all days of business travel, and no receipts for meals and incidentals will be required.

**Cal-card holders** will choose (on a per conference basis) from the following two options for reimbursement by marking their preference on the Travel/Conference Request & Claim Form.

1) I choose to be reimbursed at the per diem rate for meals and incidentals; I will not use a Cal-card for these expenses and no receipts will be required.

2) I choose to use my Cal-card for meals and incidentals: I will provide itemized receipts and will limit spending to the per diem rate.

SBCCD follows per diem rates for the San Francisco area as established by the U.S. General Services Administration ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). The applicable GSA per diem rates shall apply for all days of business travel. ~~The rates shall and~~ be updated in accordance with GSA ~~per diem~~ adjustments, which normally occur annually. ~~Meals are not reimbursable if provided at the conference or event. Itemized receipts are not required for meals. Cal-card users will be reimbursed for meal expenses that appear on the Cal-card statement up to the per diem rate.~~ Incidentals include fees and tips given to porters, baggage carriers, and hotel staff.

#### I. Lodging

Travelers are expected to use lodging that is necessary and reasonable, selecting the lowest standard room rates available. Travelers attending a conference should make reservations early enough to take advantage of conference rates.

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof of payment is required. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

#### J. Transportation

Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Purchasing refundable airline tickets is prohibited, unless there is a valid business reason and it is approved by a supervisor.

Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized. Receipt is required.

Toll fees only payable by Internet must be paid by the traveler and are reimbursable.

Necessary rental car expenses (including fuel and insurance) are reimbursable, not to exceed the costs of Compact class cars, unless there is a valid business reason and it is approved by a supervisor.

Itemized receipts for all transportation expenses are required.

#### K. Registration/Conference Fees

Event registration fees will only be reimbursed if the event is related to the traveler's employment at the District and for the benefit of the District. Student travel must serve an educational purpose. Itemized receipts are required.

Conference literature must be submitted with the SBCCD Travel/Conference Request and Claim Form, or attached to the Expense Report in Oracle. Conference literature must include the cost, dates, location of the event, and the conference agenda, program, or description.

#### L. Miscellaneous Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. Explanation for these expenses must be attached. Itemized receipts are required. These expenses include reasonable telephone charges, internet charges, and postage, only if necessary for business purposes. These expenses do not include personal expenses such as toothpaste, razor blades, or laundry.

**M. Unallowable Travel Expenses**

Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are alcohol; personal domestic ATM/credit card fees; traffic, parking or toll citations; movie rentals; personal phone calls; early check in fees; fees for social/recreational activities; and gratuities in excess of 20%.

No reimbursement for lodging or subsistence shall be paid to an employee for travel to a destination for his/her own convenience in advance of the necessary time of arrival, or if he/she remains at the destination following a meeting/conference.

**N. Federal Awards Requirements**

The District reimburses expenses for transportation, lodging, and related items incurred by employees who travel on official business of the District. For travel associated with federal awards, costs incurred by employees and officers must be reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy.

If the District charges these costs directly to a federal award, documentation justify that participation of the individual is necessary to the federal award, and that costs are reasonable and consistent with District's travel policy.

## Reference:

Education Code Section 87032

Code of Federal Regulations, Title 2, 200.474

## Attachments

- [AP 2735 Board Member Travel.docx](#)
- [AP 7400 Travel- Comments](#)
- [AP 7400 Travel- Legal Citations](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)

## Approval Signatures

Step Description	Approver	Date
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Current Status: Active

PolicyStat ID: 6761129



**Origination:** 10/2007  
**Last Approved:** 07/2019  
**Last Revised:** 07/2019  
**Next Review:** 07/2029  
**Owner:** [Human Resources Human Resources](#)  
**Policy Area:** [Chapter 7 Human Resources](#)  
**References:** [Legally Required](#)

## BP 7400 Travel

*(Replaces current SBCCD BP 7400)*

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must have prior Board approval.

### Reference:

Education Code Section 87032; Government Code Section 11139.8

### Attachments

- [BP 2735 Board Member Travel.docx](#)
- [BP 7400 Travel- Comments](#)
- [BP 7400 Travel- Legal Citations](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)

### Approval Signatures

Step Description	Approver	Date
	Policy Stat	08/2019
	Policy Stat	08/2019

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Luke Bixler, Chief Technology Officer

**DATE:** July 9, 2020

**SUBJECT:** District Technology Strategic Plan for Approval

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept District Technology Strategic Plan 2021 - 2023 for second reading and final approval.

### **OVERVIEW**

The SBCCD District Technology Strategic Plan was developed and reviewed with the Technology and Educational Support Services (TESS) Managers, TESS Executive Committee, Chancellor's Cabinet, and District Assembly. The Board received the District Technology Strategic Plan for first reading on June 11, 2020.

### **ANALYSIS**

In developing the District Technology Strategic Plan, the team reviewed the Goals from the previous District Strategic Plan, the Crafton Hills College Technology Plan and the San Bernardino Valley College Technology Plan. In alignment with each of these plans, the District has identified the following five overarching goals: Enhance Information Security District-Wide, Support Instruction and Learning, Improve Services to Students, Support Innovation across the District, Enhance Stability and Reliability of Technology.

### **INSTITUTIONAL VALUES**

- II. Enhanced and Informed Governance and Leadership
- III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This plan identifies goals and direction for technology at the District. As new technologies are researched and implemented as part of this plan, the costs will be identified as part of the individual projects.

## **District Technology Strategic Plan**

“2020 – 2023”

*April 6, 2020*

**“ROUGH DRAFT”**

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## Overview of the District Technology Strategic Plan

The District Technology Strategic Plan (DTSP) represents a macro view of the District's technology needs. It provides a long range view that anticipates the emerging technological needs of the Colleges and District entities and requires an understanding and accommodation for federal, state, and local requirements. The DTSP anticipates and provides for the technological needs necessary to enable other planning documents at the District and College level to succeed and ensures a continuous two-way alliance with the College technology requirements to support instructional and student-focused services.

## District Mission Statement

The San Bernardino Community College District (SBCCD) transforms lives through the education of our students for the benefit of our diverse communities. This is achieved through the District's two Colleges (San Bernardino Valley College and Crafton Hills College) and public broadcast system (Empire Network - KVCR FM/TV) by providing high quality, effective and accountable instructional and training programs and services to the students and communities we serve.

## Technology Planning

SBCCD believes that there are key features and characteristics of planning documents that increase their likelihood for success and make them more meaningful to stakeholders. These include:

- The DTSP should invite and encourage input from all stakeholders and is representative of all areas of the District, Colleges, and the communities we serve;
- The DTSP should be placed where stakeholders can readily have access to it;
- The DTSP planning process should be clearly articulated and publicly known. The content should reflect the needs and issues raised during the planning processes and any changes should be communicated and ratified by the planning committee;
- The DTSP should accommodate the changes in the needs of the District, Colleges, and the communities we serve as reflected by changes in other District and College plans, Board Imperatives, accreditation and licensing requirements, and technology overall;
- The DTSP should have a 3-5 year focus and should include a collectively defined vision, mission, purpose, goals, objectives, and guiding principles;
- The DTSP's objectives should be quantifiable and realistic. Each objective should have a direct link to financial requirements;
- Progress towards meeting planned goals should be examined annually as part of a cyclical review process;
- The entire DTSP process should be evaluated with each three year cycle.

## SBCCD District Technology Strategic Plan

The purpose of SBCCD's District Technology Strategic Plan (DTSP) is to encourage and enable all District constituencies to participate in the assessment of technology needs and the development of the vision, direction, and prioritization of solutions to address those needs. It ensures ongoing focus and

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

two-way alignment with the Educational Master Plans of the Colleges, the District Strategic Plan (including the Board Imperatives), and other plans and processes and provides a guiding framework for site-level planning and expenditure.

The plan enables all District entities to utilize data in decision making processes through the meaningful integration of disparate information systems and training; provide the technology necessary to enable College and District entities to respond to federal, state, and local accreditation, licensing, and reporting requirements; as well as maintain technological currency through the ongoing review of effective practices, emerging technologies, and the provision of training to technical staff and end-users.

The District Technology Strategic Plan encourages regular review of business practices, technologies, and strategies to find new and innovative ways to enhance operational efficiencies and maximize the value of the dollar in procuring new technologies and ensuring that a Total Cost of Ownership (TCO) model is followed.

## Process

The development of the District Technology Strategic Plan involved active participation by all District stakeholders via five District-wide committees: TESS Executive Committee, Technical Infrastructure Committee, District Applications Work Group, and the SBVC and CHC Campus Technology Committees. While this plan is intended to provide a three year direction, this latest version of the DTSP builds upon the progress made in previous DTSP and is intended to be dynamic and will be updated as frequently and as is necessary to accommodate for the emerging needs of the District and our two Colleges.

## Planning Team

### Technology and Educational Support Services (TESS) Executive Committee

**Charge:** Develop, monitor, and update the Technology Strategic Plan and District IT Prioritization Process, ensuring alignment between the District-wide use of technology and the Board of Trustee's imperatives; Review, prioritize and monitor District-wide IT projects.

### Membership:

- Brandi Bailes – CHC Academic Senate Appointee
- Celia Huston – SBVC Academic Senate President
- Steve Sutorus – District Business Manager
- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Melissa Oshman – CHC Director, Technology Services
- Jason Brady – District Web Developer
- Jeremy Sims – District Director of Technical Services
- Larry Strong – District Director Fiscal Services
- Kristina Hannon – Interim Vice Chancellor Human Resources
- Pavel Bratulin – SBVC Director of Marketing and Public Relations
- Jeremiah Gilbert – Executive Director, Research, Planning and Institutional Effectiveness

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- Luke Bixler – Chief Technology Officer
- Andy Chang - Director, Administrative Application Systems
- Al Jackson – Police Chief
- Delmy Montenegro-Spencer – CHC Vice-President Student Services
- Scott Thayer – SBVC Vice-President Student Services
- Scott Stark – SBVC Vice-President Administrative Services
- Mike Strong – CHC Vice-President Administrative Services
- Dina Humble – SBVC Vice-President Instruction
- Keith Wurtz – CHC Vice-President Instruction

## **District-wide Applications Work Group (DAWG)**

**Charge:** To provide a communication conduit and working environment to: bring and discuss current issues related to District applications and College services, including new and changing state and federal mandates and College/District policies and procedures; To bring stakeholders together to complete tasks and resolve issues related to approved projects and operational tasks.

## **Membership:**

- Andy Chang – Director, Administrative Application Systems
- Kristi Simonson – CHC Web Developer
- Jason Brady – District Web Developer
- Arlene McGowan – Systems Analyst
- Dianna Jones – Sr. Programmer Analyst
- Joyce Bond – Sr. Programmer Analyst
- DyAnn Walter – Systems Analyst
- Mike Tran – Sr. Programmer Analyst
- Joe Ho – Sr. Programmer Analyst
- Delmy Montenegro-Spencer – CHC Vice-President Student Services
- Keith Wurtz – CHC Vice-President Instruction
- Kristen Colvey – CHC Dean of Student Services
- Joe Cabrales – CHC Dean of Student Services
- James Smith – SBVC Dean of Research and Planning
- Scott Stark – SBVC Vice-President Administrative Services
- Marco Cota – SBVC Dean of Student Services
- Christie Gabriel – SBVC Sr. Researcher
- Maria Rodriguez – SBVC Dean of Student Equity and Success
- Michael Strong – CHC Vice-President Administrative Services
- Veada Benjamin – SBVC Admissions Coordinator
- Steven Silva – SBVC Admissions Evaluator
- Robert McAtee – CHC Counselor

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- April Dale-Carter – SBVC Director of Admissions and Records
- Corrina Baber – Data Analyst
- Larry Aycock – CHC Director of Admissions and Records
- Herlinda Molina – SBVC Admissions
- Sophin Im – SBVC Clerk
- Julie Ulloa – SBVC Admissions
- Ailsa Aguilar-Ktibr – SBVC Counselor
- Lidya Alamsyah – Fiscal services accountant
- Soutsakhone Xayaphanthong – Interim Director Promise program
- Noemi Elizalde – Fiscal services accountant
- Lawrence Strong – District Director Fiscal Services
- Kristin Flores – CHC Admissions Evaluator
- Kristina Heilgeist – CHC Catalog specialist
- Veronica Lehman – CHC Financial Aid specialist
- Elizabeth Lopez – CHC Catalog Specialist
- Kay Dee Yarbrough – SBVC Catalog Specialist
- Patricia Quach – SBVC Dean of the Academic Success and Learning Services Division
- Janice Wilkins – SBVC Counselor
- Michael Aquino – Sr. Programmer Analyst
- Robert Scudder – User Liaison
- Reyna Uribe – CHC Admissions technician
- Giovanni Sosa – CHC Dean of Research and Planning
- Yancie Carter – SBVC Counselor
- Scott Thayer – SBVC Vice-President Student Services
- Delmy Montenegro-Spencer – CHC Vice-President Student Services
- Christopher Crew – District Sr. Researcher
- Artour Aslanian – CHC Sr. Researcher
- Sharaf Williams – SBVC Director First Year Experience
- Luke Bixler – Chief Technology Officer
- Dina Humble – SBVC Vice-President of Instruction
- Breanna Curry – SBVC Schedule Catalog specialist

## **College Technology Committees (One for Each College)**

**CHC Charge:** The Technology Planning Committee uses research and evidence to develop and oversee a comprehensive technology plan for the college, identify and troubleshoot technology issues at a strategic level and evaluate technology opportunities.

## **CHC Membership:**

- Melissa Oshman – CHC Director, Technology Services (Co-Chair)
- Nicholas Reichert – Tutoring Coordinator

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- Van Muse – Dean Instruction
- Anthony White – Sr. Technology Support Specialist
- Alan Oshiro – Sr. Technology Support Specialist
- Brandi Bailes – Faculty Mathematics (Co-Chair)
- Kristina Heilgeist – Schedule and Catalog Data Specialist
- Kristi Simonson – Web Developer
- Larry Cook – Director Facilities
- Jeremy Sims – District Director of Technology Services
- Luke Bixler – Chief Technology Officer
- Joe Cabrales – Dean Student Services
- Frank Madrid – Instructor Computer Science
- Gwendolyn DiPonio – Full-time professor
- Krista Ivy – Librarian
- Frances Rodriguez – Student
- Suzanne Delahanty – Alternative Media and Assistive Technology Specialist

**SBVC Charge:** Provide the campus with a plan for implementing current technologies. Provide Campus Technology staff with effective training that allows them to meet the technology needs of the campus. Provide our students with current technology resources to help them achieve their educational goals. Make a positive impact in our community. Cultivate partnerships that allow us to continue to serve and benefit our community. Effectively manage technology resources for the campus. Obtain revenue resources to adequately support technology initiatives. Provide universal accessibility to technology resources for constituents.

## **SBVC Membership:**

- Rick Hrdlicka – SBVC Director of Campus Technology Services Co-Chair
- Dave Bastedo – Faculty Science
- Mandi Batalo – Faculty Arts & Humanities
- Anna Bojorquez – Assistive Technology Specialist
- Andy Chang - Director, Administrative Application Systems
- Lucas Cuny – Faculty RTVP and Media Academy Director
- John Feist - Classified Senate, Technology Support Specialist II
- Jonathan Flaa - Technology Support Specialist I
- Rania Hamdy - Professional and Organizational Development Coordinator
- Ron Hastings – Director of Library and Learning Support Services
- Wallace Johnson – Dean, Social Science Human Development and Kinesiology
- Kathy Kafela - Transfer and Career Services Coordinator
- Jeanne Marquis - Counselor
- Malik Stalbert – Faculty, Computer Information Technology
- Reggie Metu – Department Chair Computer Information Technology

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- Aldo Sifuentes - Technology Support Specialist II (Co-chair)
- Jeremy Sims - District Director of Technical Services
- Bruce Underwood – Faculty Accounting
- Patti Wall – Associate Professor Department Chair, Library
- Nathan Yearyeen - Technology Support Specialist II

## **TESS Management Team**

### **Membership:**

- Jeff Baugher – Director ATPC
- Luke Bixler – Chief Technology Officer
- Andy Chang – Director, Administrative Applications Systems
- Rick Hrdlicka – SBVC Director of Campus Technology Services
- Anna Mendez – Supervisor Printing Services
- Melissa Oshman – CHC Director, Technology Services
- Jeremy Sims – District Director of Technical Services
- Yvette Tram – Business Systems Administrator

## **Technology Vision**

### **Our Technology Vision:**

- Technologies will enable and enhance collaboration, communication, and partnerships within the District, and with federal, state, local, and community partners;
- Technologies will enable and enhance support towards academic and student success.
- Administrative applications will communicate seamlessly, enabling real time exchange of reliable data between systems;
- Information systems will expand and enhance services while maintaining forward and backward compatibility;
- Students, faculty, and staff will have an environment that is technologically current;
- The privacy and security of information within our technology systems will be ensured.

## **Technology Mission**

To support the San Bernardino Community College District (SBCCD) by providing the secure technology that helps the District transform the lives of our students.

## **Guiding Principles**

In the context of our organizational values, Technology and Educational Support Services (TESS) strives to provide the appropriate support by following these principles:

- Our first priority is in ensuring and facilitating student learning and success from pre-enrollment to graduation;

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- Technology facilitates faculty and staff professional development and assists employees to maximize their effectiveness;
- Administrative applications will be able to communicate seamlessly, enabling real time exchange of reliable data between systems;
- SBCCD's systems provide a stable infrastructure and ready access to valid/reliable data;
- Technologies are responsive, inclusive, and relevant to the communities we serve and collaborate with;
- SBCCD strives for excellence in the services it provides and the technologies it deploys and maintains;
- SBCCD encourages the pursuit and adoption of innovative practices and technologies that enhance services to its stakeholders;
- SBCCD provides value, effective communication, and excellent service to all faculty, staff and students.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## District Technology Goals and Initiatives

In developing the District Technology Strategic Goals, the District reviewed the Goals from the District Strategic Plan, the Crafton Hills College Technology Plan and the San Bernardino Valley College Technology Plan. In alignment with each of these plans, the District has identified the following five overarching goals: Enhance Information Security District-Wide, Support Instruction and Learning, Improve Services to Students, Support Innovation across the District, Enhance Stability and Reliability of Technology. These five goals and the related strategies will support and strengthen the goals from the plans across the District.

### Goal 1: Enhance Information Security District-Wide

The following strategies will be used to meet the goal of enhancing Information Security across the District:

- 1.1 Security Framework: Identify and implement a security framework (NIST, ISO 27001, etc.) including policies that addresses Information Security in a higher education environment.
- 1.2 Security Processes: Establish monthly security processes at the District and each of the Colleges that ensures the latest security patches are being deployed on all devices.
- 1.3 Security Audit: Establish an annual audit with an external security company. This audit will review, scan and report on the status of the security posture across the District.
- 1.4 Security Solutions: Review, evaluate and implement new technology related security systems.
- 1.5 Security Training: Establish a security training program that will train and educate the faculty, staff, and students.

### Goal 2: Support Instruction and Learning

The following strategies will be used to meet the goal of supporting instruction and learning across the District:

- 2.1 Research New Software: Work closely with the instructional offices at each of the Colleges to identify and implement solutions that will support instruction and learning.
- 2.2 System Upgrades: Review and upgrade existing software implementations to take advantage of new features and functionality.
- 2.3 Project Management Procedures: Establish project management procedures so that instructional projects are completed on time and under budget.
- 2.4 Learning Management System: Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify changes and enhancements to our Learning Management System.
- 2.5 Campus Technology Committees: Partner with the Campus Technology Committees at each College to get feedback on instructional areas that can be improved across the District.

### Goal 3: Improve Services to Students

The following strategies will be used to meet the goal of improving services to students across the District:



# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- 3.1 New Technology: Evaluate technologies that can improve the student experience.
- 3.2 Student Information System: Evaluate new versions of the Student Information System system that may offer new functionality for students.
- 3.3 State Initiatives: Partner with the administrative staff at the Colleges to review student facing solutions offered by the state.
- 3.4 Distance Education: Partner with the Distance Education Coordination Council to identify changes and enhancements that will improve the student experience.
- 3.5 Campus Technology Committees: In collaboration with the Campus Technology Committees at each College, obtain feedback on technologies that will improve the student experience.
- 3.6 Accessibility: Ensure that the appropriate accessibility training and technology is available to align with accessibility regulations and to meet the needs of our students.

## Goal 4: Support Innovation across the District

The following strategies will be used to meet the goal of supporting innovation across the District:

- 4.1 Technology Research: Review innovative technology solutions, such as Customer Relationship Management systems, that are being implemented at other institutions.
- 4.2 Infrastructure: Review and implement infrastructure and technologies that support innovation.
- 4.3 Technology Surveys: Review District and Campus surveys to identify challenge areas and collaborate with the Colleges to find technologies that can provide solutions.
- 4.4 Learning Management System: Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify new software or plugins that work with the Learning Management System.
- 4.5 Campus Technology Committees: Partner with the Campus Technology Committees at each College to get feedback on technologies that can lead to innovation across the District.

## Goal 5: Enhance Stability and Reliability of Technology

The following strategies will be used to meet the goal to enhance stability and reliability of technology across the District:

- 5.1 Cloud Strategy: Evaluate and implement a Cloud Strategy that will move from a local infrastructure to a cloud hosted infrastructure.
- 5.2 Disaster Recovery Plan: Develop and implement a Business Continuity and Disaster Recovery Plan to cover all areas of technology at the District and at the Colleges.
- 5.3 Fault Tolerance: Create redundant pathways to create fault tolerance for internet and voice circuits at the District and the Colleges.
- 5.4 Redundancy: Evaluate, document and make recommendations for full redundancy in server rooms, core network and WAN environments.
- 5.5 Test Plans and Procedures: Establish and execute annual and semi-annual test plans to ensure disaster recovery procedures work properly and systems are operating as expected.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## Technology Strategic Plan Goals and Timeline Summary

This table shows the timeline for the SBCCD Technology Strategic Plan Goals					
SBCCD Technology Goals		Timeline			
2020 - 2023 District Technology Goals		FY 20-21	FY 21-22	FY 22-23	Progress
1.0	Enhance Information Security	X	X	X	
1.1	Security Framework		X		
1.2	Security Processes	X	X		
1.3	Security Audit	X	X	X	
1.4	Security Solutions		X		
1.5	Security Training		X	X	
2.0	Support Instruction and Learning	X	X	X	
2.1	Research New Software	X	X	X	
2.2	System Upgrades		X	X	
	Project Management Procedures		X		
2.3					
2.4	Learning Management System	X	X	X	
	Campus Technology Committees				
2.5		X	X	X	
3.0	Improve Services to Students	X	X	X	
3.1	New Technology	X	X	X	
3.2	Student Information System			X	
3.3	State Initiatives		X	X	
3.4	Distance Education	X	X	X	
	Campus Technology Committees				
3.5		X	X	X	
4.0	Support Innovation across District	X	X	X	
4.1	Technology Research	X	X	X	
4.2	Infrastructure	X	X		
4.3	Technology Surveys	X	X	X	
4.4	Learning Management System	X	X	X	
	Campus Technology Committees				
4.5		X	X	X	
5.0	Enhance Stability and Reliability		X	X	
5.1	Cloud Strategy		X		
5.2	Disaster Recovery		X		
5.3	Fault Tolerance	X			
5.4	Redundancy		X		
5.5	Test Plans and Procedures		X	X	

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## Alignment of Technology Goals with District Strategic Plan

This table demonstrates the alignment of the SBCCD Technology Strategic Plan Goals with the Districts Strategic Plan Goals					
SBCCD Technology Goals		SBCCD Strategic Plan Goals			
2020 - 2023 District Technology Goals		Student Success	Enrollment and Access	Partnership of Strategic Importance	District Operational Systems
1.0	Enhance Information Security	X	X	X	X
1.1	Security Framework	X	X		X
1.2	Security Processes	X	X		X
1.3	Security Audit			X	X
1.4	Security Solutions	X	X		X
1.5	Security Training	X	X		X
2.0	Support Instruction and Learning	X	X	X	X
2.1	Research New Software	X	X		X
2.2	System Upgrades	X	X		X
2.3	Project Management Procedures			X	X
2.4	Learning Management System	X	X	X	X
2.5	Campus Technology Committees			X	X
3.0	Improve Services to Students	X	X	X	X
3.1	New Technology	X	X		X
3.2	Student Information System	X	X		X
3.3	State Initiatives	X	X	X	X
3.4	Distance Education			X	X
3.5	Campus Technology Committees			X	X
4.0	Support Innovation across the District	X	X	X	X
4.1	Technology Research	X	X		X
4.2	Infrastructure				X
4.3	Technology Surveys	X	X		X
4.4	Learning Management System	X		X	X
4.5	Campus Technology Committees			X	X
5.0	Enhance Stability and Reliability	X	X	X	X
5.1	Cloud Strategy	X	X		X
5.2	Disaster Recovery	X	X		X
5.3	Fault Tolerance	X	X		X
5.4	Redundancy	X	X		X
5.5	Test Plans and Procedures			X	X

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## Alignment of Technology Goals with Crafton Hills College Technology Plan

This table demonstrates the alignment of the SBCCD Technology Strategic Plan Goals with the CHC Technology Plan						
SBCCD Technology Goals		CHC Technology Plan Goals				
2020 - 2023 District Technology Goals		Secure Technology Infrastructure	Technology Access and Resources	Professional Development Technology	Evaluate & Improve Technology	Improve Student Relationship
1.0	Enhance Information Security	X	X		X	X
1.1	Security Framework	X	X			
1.2	Security Processes	X	X			
1.3	Security Audit	X	X			
1.4	Security Solutions	X			X	
1.5	Security Training	X		X		X
2.0	Support Instruction and Learning		X	X	X	X
2.1	Research New Software		X			
2.2	System Upgrades		X		X	
2.3	Project Management Procedures				X	
2.4	Learning Management System		X		X	X
2.5	Campus Technology Committees		X	X	X	
3.0	Improve Services to Students		X	X	X	X
3.1	New Technology		X	X	X	X
3.2	Student Information System		X		X	X
3.3	State Initiatives		X	X	X	X
3.4	Distance Education		X	X	X	X
3.5	Campus Technology Committees		X	X	X	X
4.0	Support Innovation across District	X	X	X	X	X
4.1	Technology Research	X	X	X	X	
4.2	Infrastructure	X			X	
4.3	Technology Surveys	X	X	X	X	X
4.4	Learning Management System		X	X	X	X
4.5	Campus Technology Committees	X	X	X	X	X
5.0	Enhance Stability and Reliability		X		X	X
5.1	Cloud Strategy		X		X	
5.2	Disaster Recovery		X		X	
5.3	Fault Tolerance		X		X	X
5.4	Redundancy		X		X	
5.5	Test Plans and Procedures		X		X	

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## Alignment of Technology Goals with San Bernardino Valley College Technology Plan

This table demonstrates the alignment of the SBCCD Technology Strategic Plan Goals with the SBVC Technology Plan							
SBCCD Technology Goals		SBVC Technology Plan Goals					
2020 - 2023 District Technology Goals		Technology Resources and Support	Online Program Support	Partner-ships	District Collaboration	Professional Development	Access-ibility
1.0	Enhance Information Security	X	X		X		
1.1	Security Framework	X	X		X		
1.2	Security Processes	X	X		X		
1.3	Security Audit	X	X		X		
1.4	Security Solutions	X	X		X		
1.5	Security Training	X	X		X	X	
2.0	Support Instruction/Learning	X	X	X	X	X	X
2.1	Research New Software	X		X	X		X
2.2	System Upgrades	X	X		X	X	X
2.3	Project Management	X		X	X		
2.4	Learning Management	X	X		X		X
2.5	Campus Technology			X	X		X
3.0	Improve Services to Students	X	X	X	X	X	X
3.1	New Technology	X	X		X		
3.2	Student Information System	X	X		X		
3.3	State Initiatives	X	X	X	X		
3.4	Distance Education	X	X	X	X		
3.5	Campus Technology	X		X	X	X	X
4.0	Support Innovation	X	X		X	X	X
4.1	Technology Research	X	X		X		X
4.2	Infrastructure	X	X		X		
4.3	Technology Surveys	X					
4.4	Learning Management	X	X	X	X	X	X
4.5	Campus Technology	X	X	X	X	X	X
5.0	Enhance Stability/Reliability	X	X		X	X	X
5.1	Cloud Strategy	X	X		X	X	
5.2	Disaster Recovery	X	X		X		
5.3	Fault Tolerance	X			X		
5.4	Redundancy	X	X		X		
5.5	Test Plans and Procedures	X			X		X

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** July 9, 2020

**SUBJECT:** Endorse Nomination of 2020 CCCT Student Trustee Member

### **RECOMMENDATION**

It is recommended that the Board of Trustees endorse the nomination of Alex Ramos Huaman for the CCCT Student Trustee Member Election.

### **OVERVIEW**

The California Community College Trustees (CCCT) Board consists of 21 members elected statewide by the 73 district governing boards and a student-member elected by the student trustees. The CCCT Board takes positions on and formulates education policy issues that come before the California Community Colleges Board of Governors, the State Legislature, and other relevant state-level boards and commissions. This policy board provides input to the League Board to advance the mission and effectively serve the organization's member colleges.

### **ANALYSIS**

SBCCD Student Trustees received election packets via email. CHC Student Trustee, Alex Ramos Huaman submitted his nomination forms for consideration. Nominees must have the support of their board and/or CEO.

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

No impact to the budget.

## STATEMENT OF CANDIDACY

First Name \*

Alex

Last Name \*

Ramos Huaman

What do you see as the major issues and activities relating to community college students that should be considered by CCCT in the next year? \*

13 words remaining

1. Full Student Trustee vote, passing AB 2910
2. Academic/Grading Policies during times of crisis. Support for essential workers, transfer students, and STEM majors.
3. Resources (computers, food, financial support) for disadvantaged students during the economic downturn

(50 words or less. Any portion of the statement beyond this limit will not be included for distribution.)

What do you feel you can contribute in these areas? \*

2 words remaining

- I have the necessary experience and drive:
1. My predecessor, Elijah Gerard, focused on AB 2910. He's guided me through the remaining actions
  2. <https://bit.ly/3dtJAtn>  
I drafted a grading policy in response to COVID-19
  3. <https://bit.ly/2A77hu4>  
I organized an outreach program that focused on student outreach and support

Years of Service on Local Board \*

currently in 1st year

Offices and Committee Memberships on Local Board \*

Student Trustee

### Student Government Activities

Present Role \*

Student Trustee

Past Role \*

Senator at Large



### Civic and Community Activities

Civic engagement and community service related volunteer work

Volunteer - Jerry L. Pettis Memorial Veterans Hospital

### Other

CCCT and other organizations' boards, committees, workshop presenter, Chancellor's Committees, etc.

Submit



### Bio Sketch

**Alex Ramos Huaman** is an Economics major at Crafton Hills College. He was elected by his peers to the position of Student Trustee for the 2020 - 2021 academic year.

As an Honors student, a student worker, and a registered volunteer at the Jerry L. Pettis Memorial Veterans Hospital, he is an active participant in the community. After joining Crafton's Student Senate, he focused on outreach and student support during the COVID-19 crisis. Alex brings his experience in communicating, planning, and collaborating with Crafton's administration in order to promote equity and efficiency.

Return to Agenda



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** July 9, 2020

**SUBJECT:** Governance Priorities and Strategic Directions for 2020-2021

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Operational Priorities and Strategic Directions for 2020-2021.

### **OVERVIEW**

*Governance Priorities (formerly Board Goals/Operational Priorities):* The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines (BP 3225).

*Strategic Directions (from District Strategic Plan – formerly Chancellor's Goals):* The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research (BP 3225).

### **ANALYSIS**

The Board of Trustees met for their annual Board Retreat on June 23-24, 2020. As part of the discussions, the Governance Priorities and Strategic Directions were developed and attached for approval.

### **INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

No impact to the budget.



## 2020-2021 GOVERNANCE PRIORITIES

In order for the Board to support the Strategic Directions and Institutional Values, the board will hold itself accountable for the following board activities. They will be a focus of Board inquiry, discussion, and operational priorities.

- Continue participation in the California Community Colleges Trustee Fellowship and adopt the Aspen Institute College Excellence Model.
- The Board will continue engaging in a continuous process of training and development.
- The Board will continue informing the local community about District offerings, needs, and issues.



## 2020-2021 STRATEGIC DIRECTIONS

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Our goals and objectives will be viewed through the lens of equity, diversity, inclusion, and anti-racism.

### GOAL - DEVELOP A STRATEGIC PLAN

#### *Objectives:*

1. Student Success
  - a. Guided Pathways Implementation
    - i. Maximize the one-time funding to implement a Guided Pathways Framework to increase student success.
2. Equity & Diversity
  - a. Continue Implementing EEO Plan
  - b. Support ACA 5 (Weber) as Recommended by the Community College League of California
  - c. Participate in the California Community College Equity Leadership Alliance
3. Operational Efficiencies
  - a. KVCR
    - i. Define KVCR's purpose and take action.
4. Facilities
  - a. Develop a Master Plan for Swap Meet Property, SBVC Student Services Building, Highland Avenue Property, 8th Street, and Del Rosa Properties.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Stacey K. Nikac, Administrative Officer  
**DATE:** July 9, 2020  
**SUBJECT:** Adopt Annual Resolution to Grant Excused Absence and Pay Trustees

**RECOMMENDATION**

It is recommended that the Board of Trustees adopt an annual resolution to grant the excused absence and pay Trustees.

**OVERVIEW**

Education Code 72024 provides that a member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill, on jury duty, performing other district business, or the absence was due to a hardship deemed acceptable by the Board. Board Members will be paid, to the extent and in the manner permitted by law, for missed District board meetings and will be documented on the Compensation for Trustees Memorandum from the Office of the Chancellor.

**INSTUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

**FINANCIAL IMPLICATIONS**

Included in the budget.

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

**ANNUAL RESOLUTION #2020-07-09 BOT-1  
COMPENSATION FOR BOARD TRUSTEES**

**WHEREAS**, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72024; and

**WHEREAS**, Education Code 72024 provides that a member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill, on jury duty, performing other district business, or the absence was due to a hardship deemed acceptable by the Board; and

**NOW, THEREFORE, BE IT RESOLVED** that a Board Member’s absence is excused if due to one of the reasons allowed by Education Code section 72024.

**BE IT FURTHER RESOLVED** that Board Members will be paid, to the extent and in the manner permitted by law, for missed District board meetings and will be documented on the Compensation for Trustees Memorandum from the Office of the Chancellor.

**BE IT FURTHER RESOLVED** that this annual resolution shall be incorporated into the minutes per Education Code section 72024, effective on the date this resolution is adopted.

The foregoing Resolution was adopted by the Governing Board of the San Bernardino Community College District on the 9<sup>th</sup> day of July, 2020, by the following vote:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Chair, Governing Board of the  
San Bernardino Community College District

I, Gloria Macias Harrison, Clerk of the Governing Board of the San Bernardino Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on July 9, 2020.

\_\_\_\_\_  
Clerk, Governing Board of the  
San Bernardino Community College District

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor of Human Resources and Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Consideration of Approval to Rescind Notice of Recommendation Not to Reemploy Employee #25872

**RECOMMENDATION**

It is recommended that the Board of Trustees rescind the Notice of Recommendation Not to Reemploy Employee #25872.

**ANALYSIS**

Rescind the Notice of Recommendation Not to Reemploy Employee #25872 and said employee continues employment past the intended last day of June 30, 2020.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Crafton Budget

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose Torres, Interim Chancellor  
**REVIEWED BY:** Dr. Kevin Horan, President, CHC  
**PREPARED BY:** Dr. Keith Wurtz, Vice President, Instruction, CHC  
**DATE:** July 9, 2020  
**SUBJECT:** Consideration of Approval of Curriculum - CHC

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the CHC curriculum modifications.

**OVERVIEW**

The courses, certificates, and degrees at CHC are continually being revised and updated to reflect and meet student needs.

**ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2020-2021 and 2021-2022 College Catalog.

**INSTITUTIONAL VALUES**

II. Learning Centered Institution for Student Access, Retention, and Success.

**FINANCIAL IMPLICATIONS**

None.

Conjoint Meeting: 06/24/20  
Board of Trustees Meeting: 07/09/20

**CRAFTON HILLS COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL  
July 9, 2020**

**INFORMATION ONLY**

**Courses Covered by Emergency DE Addendum**

<b>COURSE ID (CB01):</b>	<b>COURSE TITLE (CB02):</b>	<b>Number of Distance Education Course Sections</b>	<b>Total number of Students that may enroll in the distance education course sections</b>
ACCT-208	Intro to Financial Accounting	2	64
ACCT-209	Intro to Managerial Accounting	1	32
ANAT-101	Essentials of Human A & P	2	51
ANAT-150	Human Anatomy & Physiology I	6	154
ANAT-151	Human Anat and Physiology II	3	77
ANTHRO-100	Intro to Archaeology	1	44
ANTHRO-102	Cultural Anthropology	1	40
ANTHRO-106	Biological Anthropology	1	40
ART-100	Art Hist I:Prehstrc-Mdvl Art	2	82
ART-102	Art Hist II Rena Art-Contemptry	2	80
ART-103	Art Appreciation	2	64
ASL-101	American Sign Language I	1	28
ASL-102	American Sign Language II	1	24
BIOL-123	Ecology & Environment	2	48
BUSAD-100	Intro to Bus	1	44
BUSAD-105	Entrprnshp & Small Bssnss Mgm	1	32
BUSAD-200	Business Mgmt	1	34
BUSAD-210	Business Law	1	35
CD-105	Child Growth & Dev	1	32
CHC-062	Intro to Online Learning	1	28
CHEM-101	Intro to Chemistry	2	42
CHEM-123	Chemistry for Everyone	2	59
CHEM-150	General Chemistry I	1	19
CIS-101	Intro to Computer & Info Tech	2	56
CIS-117	Web Page Scripting	1	24
CIS-141	Routing Switching Essentials	1	24
CIS-190A	Web Design Work Experience	1	4
CIS-190B	Network Admin Work Experience	1	4



Conjoint Meeting: 06/24/20  
Board of Trustees Meeting: 07/09/20

CIS-190C	Hardware Technician Work Exper	1	4
CIS-190E	Digital Media Design Work Expe	1	4
COA/N-605	Plnt Bsd Nutrton Fr Oldr Adlts	1	28
COMMST-100	Elements of Public Speaking	6	142
COMMST-100H	Elements of Pub Speaking-Honor	1	2
COMMST-111	Interpersonal Communication	4	96
COMMST-111H	Intrprsnl Communication Honors	1	2
COUN-100	Stdnt Sccss & Cllg Exprnc	2	56
COUN-110	Intro Career, Edu, & Life Pln	1	24
COUN-120	Strss Mgmt & Emo Well-Being	1	24
CSCI-110	Intro to Cmptr Science I (c++)	1	24
DANCE-103	Ballet I	1	20
DANCE-163A	Ballroom/Swing/Salsa I	1	16
DANCE-163B	Ballroom/Swing/Salsa II	1	16
DANCE-163C	Ballroom/Swing/Salsa III	1	16
DANCE-163D	Ballroom/Swing/Salsa III	1	16
EA-907	Learning Disability Assessment	1	48
ECON-100	Intro to Econ	2	88
ECON-200	Principles of Macroeconomics	1	44
ECON-201	Principles of Microeconomics	1	44
EMS-160	Didactic Refresher Paramedic	1	22
EMS-161	Field Refresher Paramedic	1	22
ENGL-101	Freshman Composition	11	220
ENGL-101H	Freshman Composition-Honors	1	4
ENGL-102	Intermd Comp&Critcal Thinking	6	120
ENGL-102H	Intermd Comp&Critcal Thinking	2	8
ENGL-175	Lit & Religion of the Bible	1	16
FIRET-100	Fire Protection Organization	2	54
FIRET-101	Fire Prevention Technology	1	27
HEALTH-102	Intro to Health and Wellness	2	88
HEALTH-263	Nutrition and Health	4	176
HIST-100	History of U.S. to 1877	3	132
HIST-100H	History the US to 1877-Honors	1	2
HIST-101	History of U.S. - 1865 to Prs	3	132
HIST-101H	Hstry of US 1865 to present H	1	2
HIST-170	Wrldcvlztns(3500BCE-1500CE)	1	44
HIT-101	Medical Terminology	3	113
HUM-102	The Humanities II:Ren Pst Mdn	1	28

Conjoint Meeting: 06/24/20  
Board of Trustees Meeting: 07/09/20

HUM-140	Humanities Through the Arts	1	28
KIN/D-163A	Ballroom/Swing/Salsa I	1	20
KIN/D-163B	Ballroom/Swing/Salsa II	1	20
KIN/D-163C	Ballroom/Swing/Salsa III	1	20
KIN/D-163D	Ballroom/Swing/Salsa IV	1	20
KIN/F-106A	Total Body Fitness I	1	16
KIN/F-106B	Total Body Fitness II	2	32
KIN/F-106C	Total Body Fitness III	2	32
KIN/F-106D	Total Body Fitness IV	2	32
KIN/F-108A	Resistance and Weight Train I	1	16
KIN/F-108B	Resistance & Wght Training II	1	16
KIN/F-108C	Rsstnce & Weigh Trng III	1	16
KIN/F-108D	Resstnce & Weight Training IV	1	16
KIN/F-121A	Mind Body Fusion I	1	20
KIN/F-168A	Yoga I	3	48
KIN/F-168B	Yoga II	3	48
KIN/F-168C	Yoga III	3	48
KIN/F-168D	Yoga IV	3	48
KIN/F-970A	Personal Fitness Assmt I	1	40
KIN/F-970B	Personal Fitness Assessment II	1	40
KIN/F-970C	Personal Fitness Assessmnt III	1	40
KIN/F-970D	Persnl Fitness Assessment IV	1	40
KIN/S-111A	Circus Arts I	1	16
KIN/S-116A	Soccer I	1	16
KIN/S-116B	Soccer II	1	16
KIN/S-116C	Soccer III	1	16
KIN/S-116D	Soccer IV	1	16
KIN/X-170CX3	Intrclgte Swmng-Womn Presn Ath	1	32
KIN/X-171CX3	Intrclegte Swmng-Mn Presn Athl	1	32
KIN/X-180CX3	Intrclgt Wtr Plo-Wmn Presn Ath	1	32
KIN/X-181CX3	Intrclgt Wtr Plo-Men Presn Ath	1	32
KIN-200	Intro to Kinesiology	1	28
KIN-231	First Aid and CPR	1	24
LRC-900	Supervised Tutoring	2	320
MATH-095	Intermediate Algebra	3	84
MATH-102	College Algebra	3	84
MATH-103	Plane Trigonometry	1	28
MATH-110	Intro to Probability/Statistic	7	196
MATH-115	The Ideas of Mathematics	1	28
MATH-250	Single Variable Calculus I	1	32

Conjoint Meeting: 06/24/20  
Board of Trustees Meeting: 07/09/20

MATH-910	Intr to Prob & Stats Support	1	28
MATH-995	Intermediate Algebra Support	1	28
MICRO-150	Medical Microbiology	1	26
MICRO-247A	Special Problems in Micro	1	4
MICRO-247B	Special Problems in Micro	1	4
MICRO-247C	Special Problems in Micro	1	4
MICRO-247D	Special Problems in Micro	1	4
MICRO-248A	Special Problems in Micro	1	4
MICRO-248B	Special Problems in Micro	1	4
MICRO-248C	Special Problems in Micro	1	4
MICRO-248D	Special Problems in Micro	1	4
MULTI-100	Multimedia Foundations	1	24
MULTI-111	Adobe Photoshop I	1	24
MUSIC-103	Apprec of Ameri Popular Music	4	160
MUSIC-120	Appreciation of Musical Lit	1	43
PHIL-101	Intro to Philosophy	2	72
PHIL-103	Critical Thnkg & Argumentation	2	56
POLIT-100	American Politics	4	176
POLIT-100H	American Politics-Honors	1	2
PSYCH-100	General Psychology	3	108
PSYCH-102	Personal & Social Adjustment	1	36
PSYCH-111	Developmental Psych: Lifespan	2	72
PSYCH-120	Stats for Soc & Bhvral Sci	1	34
RELIG-100	Intro to Religious Studies	1	40
RELIG-101	Intro to World Religions	2	80
RELIG-175	Literature and Religion of	1	16
RESP-050	Intro to Resp Care	1	28
RESP-051	Crdplmnry Rssctn: Bsc Lf Sprt	1	32
RESP-209A	ClnclRefrshr:AdvClncl Appl II	1	4
RESP-230	Adv Theory Respiratory Care I	1	32
RESP-231	Adv Rsprtry Care Skills Lab I	1	32
RESP-232	Physlgc Bas Rsprtry Disease I	1	32
RESP-233	Adv Rsprtry Clinical Appctn I	1	32
SOC-100	Intro to Sociology	4	176
SOC-100H	Introduction to Sociology-Hnrs	2	5
SOC-105	Social Problems	1	40
SOC-130	Marrg,Famly&Intimt Relatnshps	1	40
SPAN-101	College Spanish I	1	28
THART-100	Introduction to Theatre	1	28
THART-150	Summer Theatre Workshop	1	24

Conjoint Meeting: 06/24/20  
Board of Trustees Meeting: 07/09/20

### Face to Face Course

COURSE ID (CB01):	COURSE TITLE (CB02):	Number of Face- to-Face Course Sections	Total number of Students that may enroll in the Face-to-Face course sections
EMS-156	Clinical Internship Paramedic	1	26

### Program Greater than 50% DE

American Sign Language	30451	American Sign Language Certificate of Achievement
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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Consideration of Approval of Adjunct and Substitute Academic Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as indicated on the attached list.

**OVERVIEW**

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis.

**ANALYSIS**

All requirements for employment processing have been completed and Human Resources has cleared the individuals for employment.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost for employment of adjunct and substitute academic employees is included in the appropriate budgets.



# Adjunct and Substitute Academic Employees

## Submitted for Board Approval July 9, 2020

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### San Bernardino Valley College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
<b>Buckner, Leonard</b>	Student Development	Counseling
<b>Ibarra Leon, Gabriela Ali</b>	English	English
<b>Leighton, Nita</b>	Electricity	Electricity
<b>Rocha, Eliliwe</b>	Psychiatric Technology	Psychiatric Technician
<b>Segovia, Lorena</b>	Student Development	Counseling

### Crafton Hills College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
<b>Abad, Jeremy</b>	English	English
<b>Acosta, Wendy</b>	Biology	Biological Sciences
<b>Aguilar, Edward</b>	Emergency Medical Services	Emergency Medical Services
<b>Alatorre, Guadalupe</b>	Communication Studies	Communication Studies
<b>Alderson, Kristin</b>	Marketing	Marketing
<b>Anderson, Debra</b>	Radiologic Technology	Radiological Technology
<b>Antilla, Ruben</b>	Marketing	Marketing
<b>Atkinson, Anne</b>	Health	Science
<b>Baccari, Angelica</b>	Mathematics	Mathematics
<b>Baldwin, Melissa</b>	Chemistry	Chemistry
<b>Baldwin, Spencer</b>	Fine Arts	Arts
<b>Barger, Heather</b>	Business Administration	Business
<b>Barker, Jason</b>	Religion	Religious Studies
<b>Bastedo, Yvonne</b>	Kinesiology	Kinesiology
<b>Bauer, Jeremiah</b>	History	History
<b>Beard, Joseph</b>	Geology	Earth Science
<b>Beechko, Alex</b>	Anatomy	Biological Sciences
<b>Begley, David</b>	Mathematics	Mathematics
<b>Behmer, Elizabeth</b>	Anatomy	Biological Sciences
<b>Berry, Emily</b>	Respiratory Care	Respiratory Technologies
<b>Blanck, Robert</b>	English	English
<b>Blanco, Glenn</b>	Anatomy	Biological Science
<b>Bogens, Mary</b>	Fire Technology	Fire Technology
<b>Booth, Geoffrey</b>	Respiratory Care	Respiratory Technologies
<b>Bouzidi, Djemoui</b>	Physics	Physics
<b>Branson, Joanna</b>	English	English
<b>Bridges, Andrew</b>	Religion	Religious Studies

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# Adjunct and Substitute Academic Employees

## Submitted for Board Approval July 9, 2020

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### Crafton Hills College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
<b>Brown, Amy</b>	Kinesiology	Kinesiology
<b>Brown, Joshua</b>	Music	Music
<b>Buchanan, Jamie</b>	Psychology	Psychology
<b>Bungard, Patrick</b>	Communication Studies	Communication Studies
<b>Burke, Jeffrey</b>	Mathematics	Mathematics
<b>Burkhart, Angelina</b>	Communication Studies	Communication Studies
<b>Burlison, Debra</b>	Health	Science
<b>Burnett, Jennifer</b>	American Sign Language	American Sign Language
<b>Buttice, Jacqueline</b>	Multimedia	Multimedia
<b>Callahan, Kenyon</b>	American Politics	Political Science
<b>Carreon-Bailey, Rebecca</b>	Child Development	Child Development
<b>Carver, Memory</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Castillo, Andrew</b>	English	English
<b>Castillo, Bryan</b>	Geology	Earth Science
<b>Castro, Janet</b>	Communication Studies	Communication Studies
<b>Cazares, Michelle</b>	Business Administration	Business
<b>Cazares, Michelle</b>	Marketing	Marketing
<b>Ceja Vazquez, Suria</b>	Spanish	Foreign Languages
<b>Chairez, Octavio</b>	Mathematics	Mathematics
<b>Chappell, Dempsey</b>	Fire Technology	Fire Technology
<b>Chittenten, Heather</b>	Public Safety and Services	Public Safety
<b>Cifelli, Jessica</b>	Child Development	Child Development
<b>Clarke, Sally</b>	Health Information Technology	Health Information Technology
<b>Clerc, Antoine</b>	Political Science	Political Science
<b>Cline, Melissa</b>	Dance	Dance
<b>Cline, Melissa</b>	Health	Health
<b>Cline, Melissa</b>	Kinesiology	Kinesiology
<b>Commander, John</b>	Emergency Medical Services	Emergency Medical Services
<b>Costello, Gerarda</b>	History	History
<b>Cowles, Randee</b>	English	English
<b>Cranon-Charles, Angela</b>	Political Science	Political Science
<b>Crews, Carly</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Crosby, Charles</b>	Fire Technology	Fire Technology
<b>Cruz, Jason</b>	Business Administration	Business
<b>Culotta, Donald</b>	Fire Technology	Fire Technology

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# Adjunct and Substitute Academic Employees

## Submitted for Board Approval July 9, 2020

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### Crafton Hills College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
Davalos, Vanessa	English	English
Davila, Rosa	Mathematics	Mathematics
Davis, Garett	Anatomy	Biological Sciences
Davis, Mark	Fire Technology	Fire Technology
De Boer, Frank	Fire Technology	Fire Technology
Dinu, Razvan	Mathematics	Mathematics
Dobbs, Anne	English	English
Dolson-Andrew, Stephen	Political Science	Political Science
Domenech, Esther	Spanish	Foreign Languages
Downey, Jennifer	Psychology	Psychology
Drake-Green, Penny	Communication Studies	Communication Studies
Eads, Courtney	Kinesiology	Kinesiology
Edison, Thomas	Chemistry	Chemistry
Ellsberry, Richard	Fire Technology	Fire Technology
Emamy, Mina	Microbiology	Biological Sciences
Eshun, Kwame	Microbiology	Biological Sciences
Estus, Steven	English	English
Fellenz, Kathryn	Public Safety and Services	Public Safety
Ferrari, Edward	English	English
Files, Shannon	Fire Technology	Fire Technology
Firtha, Christie	English	English
Flores, Allison	Respiratory Care	Respiratory Technologies
Flowers, Tanisha	Psychology	Psychology
Flowers, Todd	Education	Education
Ford, Megan	Fire Technology	Fire Technology
Ford, Patricia	Health	Health
Franko, Karla	Religion	Religious Studies
Friday, Brian	Mathematics	Mathematics
Fuentes-Garcia, Melina	Astronomy	Astronomy
Fuller, Brent	Emergency Medical Services	Emergency Medical Technologies
Gaddy, Duran	Fire Technology	Fire Technology
Gairson, Phillip	Fire Technology	Fire Technology
Gilbert, Princess	Anatomy	Biological Sciences
Gilbert, Princess	Biology	Biological Sciences
Gill, Jon	Philosophy	Philosophy
Gill, Jon	Religion	Religious Studies

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# Adjunct and Substitute Academic Employees

## Submitted for Board Approval July 9, 2020

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### Crafton Hills College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
<b>Gillette, Jeffrey</b>	Fire Technology	Fire Technology
<b>Gimple, Tina</b>	Computer Information Systems	Computer Information Systems
<b>Goliff, Wendy</b>	Chemistry	Chemistry
<b>Gordon, Lissette</b>	Sociology	Sociology
<b>Graff, Richard</b>	Accounting	Accounting
<b>Granado, Alycia</b>	Child Development	Child Development
<b>Grigsby, Michael</b>	Mathematics	Mathematics
<b>Grinbold, Alexis</b>	Art	Art
<b>Groff, Nathan</b>	Fire Technology	Fire Technology
<b>Grounds, John</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Gutierrez, Juan</b>	Mathematics	Mathematics
<b>Guzman, Jose</b>	Philosophy	Philosophy
<b>Hamlett, Cynthia</b>	English	English
<b>Hammond-Williams, Heather</b>	Child Development	Child Development
<b>Harmon, Lacey</b>	Mathematics	Mathematics
<b>Harold, Ryan</b>	Fire Technology	Fire Technology
<b>Harris, Matti</b>	English	English
<b>Hawkins, Damaris</b>	English	English
<b>Hawkins, Judith</b>	English	English
<b>Hayes, Chauncey</b>	Health	Health
<b>Hayes, Chauncey</b>	Kinesiology	Kinesiology
<b>Herrick, Theresa</b>	Psychology	Psychology
<b>Hicks, Ashley</b>	Respiratory Care	Respiratory Technologies
<b>Higgins, Meagan</b>	Psychology	Psychology
<b>Ho, Oscar</b>	Computer Information Systems	Computer Information Systems
<b>Holod-Andrew, Sarah</b>	American Sign Language	American Sign Language
<b>Hopper, Randi</b>	Child Development	Child Development
<b>Hosch, Roland</b>	Computer Information Systems	Computer Science
<b>Houlihan, Francis</b>	Art	Art
<b>House, Kevin</b>	Biology	Biological Sciences
<b>Hoyle, Dani</b>	Respiratory Care	Respiratory Technologies
<b>Hubbell, Grant</b>	Fire Technology	Fire Technology
<b>Huynh, Melissa</b>	Radiologic Technology	Radiological Technology
<b>Janssen, Joshua</b>	Fire Technology	Fire Technology
<b>Jaravato-Hanson, Rodolfo</b>	Health Information Technology	Health Information Technology

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# Adjunct and Substitute Academic Employees

Submitted for Board Approval July 9, 2020

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## Crafton Hills College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
<b>Jeide, William</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Jenkins, Mitchell</b>	Biology	Biological Sciences
<b>Johansen, Jacquelyn</b>	Biology	Biological Sciences
<b>Johnson, Elizabeth</b>	Kinesiology	Kinesiology
<b>Jordan, Jessica</b>	Psychology	Psychology
<b>Jraisat, Issa</b>	Sociology	Sociology
<b>Keissieh, Claude</b>	Engineering	Engineering Technology
<b>Kennedy, Pia</b>	Humanities	Humanities
<b>Ketcherside, David</b>	Fire Technology	Fire Technology
<b>Keys, Scott</b>	History	History
<b>Khalaj-Le Corre, Monica</b>	English	English
<b>Kim, Nha</b>	American Sign Language	American Sign Language
<b>King, Clara Jo</b>	Biology	Biological Sciences
<b>Knight, Valerie</b>	Computer Information Systems	Computer Information Systems
<b>Kunkel, Cory</b>	Biology	Biological Sciences
<b>Lagace, Paul</b>	Fire Technology	Fire Technology
<b>Lamb, Wendy</b>	English	English
<b>Lapointe, Stacy</b>	English	English
<b>Lastra, Ulises</b>	Mathematics	Mathematics
<b>Lee, James</b>	English	English
<b>Lee, Joo</b>	Art	Art
<b>Lehar, Jade</b>	English	English
<b>Lemos, Alex</b>	Accounting	Accounting
<b>Leon, Ralph</b>	Mathematics	Mathematics
<b>Leora, Anthony</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Liang, Jian</b>	Art	Art
<b>Liu, David</b>	Computer Information Systems	Computer Information Systems
<b>Loera, Anthony</b>	Emergency Medical Services	Emergency Medical Services
<b>Malik, Neal</b>	Health	Health
<b>Malinowsky, Grant</b>	Fire Technology	Fire Technology
<b>Manzano, David</b>	Respiratory Care	Respiratory Technologies
<b>Masner, Patricia</b>	Kinesiology	Kinesiology
<b>McClurg, Bruce</b>	Music	Music
<b>McNamara, Laurence</b>	Art	Art
<b>Meekins, Jack</b>	Mathematics	Mathematics

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# Adjunct and Substitute Academic Employees

## Submitted for Board Approval July 9, 2020

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### Crafton Hills College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
<b>Mello, Brandice</b>	History	History
<b>Membreno, Nelson</b>	Anatomy	Biological Sciences
<b>Menzing, Todd</b>	History	History
<b>Mermilliod, Michelle</b>	English	English
<b>Micham, Wendy</b>	Psychology	Psychology
<b>Millan, Christopher</b>	English	English
<b>Miller, Cameron</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Mills, Bryan</b>	Computer Information Systems	Computer Information Systems
<b>Mills, Bryan</b>	Multimedia	Computer Information Systems
<b>Minter, Kristin</b>	Health	Health
<b>Mogrovejo, Pablo</b>	History	History
<b>Mohammed, Saquib</b>	Anatomy	Biological Sciences
<b>Molloy David</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Moore, Melissa</b>	Kinesiology	Kinesiology
<b>Moreira, Tifany</b>	Psychology	Psychology
<b>Moreno, Melissa</b>	Communication Studies	Communication Studies
<b>Moreno, Omar</b>	Mathematics	Mathematics
<b>Morgan, Douglas</b>	Religion	Religious Studies
<b>Morning, Sara</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Morris, Nicholas</b>	Respiratory Care	Respiratory Technologies
<b>Najera, Francisco</b>	History	History
<b>Nakamura, Aki</b>	Japanese	Foreign Languages
<b>Nalbandia, Nicole</b>	Microbiology	Biological Sciences
<b>Nambela, Grace</b>	English	English
<b>Nelson, Kristina</b>	Psychology	Psychology
<b>Neumann, Brent</b>	Physics	Physics
<b>Nguyen, Nicholas</b>	Respiratory Care	Respiratory Technologies
<b>Nguyen, Uyen</b>	Mathematics	Mathematics
<b>Niessen, Amy</b>	English	English
<b>O'Brien, Alexander</b>	Multimedia	Multimedia
<b>Ocegueda, Hector</b>	Spanish	Foreign Languages
<b>Olivas, David</b>	Public Safety and Services	Public Safety
<b>Olivas, David</b>	Fire Technology	Fire Technology
<b>Orosco, Jennifer</b>	Emergency Medical Services	Emergency Medical Technologies

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# Adjunct and Substitute Academic Employees

## Submitted for Board Approval July 9, 2020

[v.6.18.2020.p.7]9]

### Crafton Hills College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
<b>Ortiz, Francisco</b>	Fire Technology	Fire Technology
<b>Overstreet-Murphy, Penni</b>	Fire Technology	Fire Technology
<b>Pacheco, Gabriel</b>	Anatomy	Biological Sciences
<b>Page, Tony</b>	Fire Technology	Fire Technology
<b>Parker, Andrew</b>	Fire Technology	Fire Technology
<b>Parsa, Masoud</b>	Economics	Economics
<b>Partain, Jeff</b>	English	English
<b>Pasala, Sumana</b>	Microbiology	Biological Sciences
<b>Patchen, Dustin</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Pelayo, Zuleima</b>	Spanish	Foreign Languages
<b>Perez, Daniella</b>	Child Development	Child Development
<b>Piamonte, Rennard</b>	Mathematics	Mathematics
<b>Pierce, Leah</b>	Mathematics	Mathematics
<b>Plaxton-Hennings, Charity</b>	Child Development	Child Development
<b>Poffek, Christine</b>	Kinesiology	Kinesiology
<b>Polson, Elizabeth</b>	English	English
<b>Pritchard, Bekki</b>	Sociology	Sociology
<b>Punsalan, Kevin</b>	Mathematics	Mathematics
<b>Purper, Cammy</b>	Child Development	Child Development
<b>Rafeedie, Nidal</b>	Respiratory Care	Respiratory Technologies
<b>Ramirez, Robert</b>	Mathematics	Mathematics
<b>Ramkissoon, Rhiannon</b>	Child Development	Child Development
<b>Ramos, Sefferino</b>	English	English
<b>Randolph, Christopher</b>	Fire Technology	Fire Technology
<b>Raney, Bret</b>	Fire Technology	Fire Technology
<b>Reid, Shirley</b>	Mathematics	Mathematics
<b>Rives, Ryan</b>	Respiratory Care	Respiratory Technologies
<b>Roberts, Charles</b>	Oceanography	Earth Science
<b>Robertson, Jillian</b>	Mathematics	Mathematics
<b>Robinson, Jesse</b>	Mathematics	Mathematics
<b>Roche, Joshua</b>	Mathematics	Mathematics
<b>Romano, Nicholas</b>	Computer Information Systems	Multimedia
<b>Romero, Jose</b>	Accounting	Accounting
<b>Rose, Kendra</b>	American Sign Language	American Sign Language
<b>Ruiz, Sandra</b>	Computer Information Systems	Multimedia
<b>Saadeh, Miriam</b>	Business Administration	Business

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# Adjunct and Substitute Academic Employees

Submitted for Board Approval July 9, 2020

[v.6.18.2020.p.8]9]

## Crafton Hills College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
<b>Sadiq, Fahima</b>	Mathematics	Mathematics
<b>Saenz, Heather</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Salvi, Lisa</b>	Anthropology	Anthropology
<b>Sanderman, Linda</b>	Biology	Biological Science
<b>Sanford, Conchi</b>	Art	Art
<b>Schulz, Arianne</b>	Anthropology	Anthropology
<b>Schulz, Kathleen</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Seager, Elena</b>	Mathematics	Mathematics
<b>Seaton, Thomas</b>	Respiratory Care	Respiratory Technologies
<b>Senn, Ivylee</b>	Kinesiology	Kinesiology
<b>Sheikh, Shazia</b>	Anatomy	Biological Sciences
<b>Shinnerl, Eva</b>	English	English
<b>Simmers, Jennifer</b>	Sociology	Sociology
<b>Simonson, Scott</b>	Music	Music
<b>Smith, Jeffrey</b>	Mathematics	Mathematics
<b>Stevens, Sara Robin</b>	English	English
<b>Stupin, Mary</b>	Music	Music
<b>Sutter, Oliver</b>	Art	Art
<b>Sveen, Kristopher</b>	Music	Music
<b>Swanson, Justin</b>	Kinesiology	Kinesiology
<b>Sweeney, Michael</b>	Fire Technology	Fire Technology
<b>Ta, Canh</b>	Anatomy	Biological Sciences
<b>Tamayo, Jesse</b>	Chemistry	Chemistry
<b>Thaten, Kristeena</b>	American Sign Language	American Sign Language
<b>Thornton, Carla</b>	Social Work	Sociology
<b>Toering, Noelle</b>	Emergency Medical Services	Emergency Medical Technologies
<b>Tovar, Rafael</b>	Fire Technology	Fire Technology
<b>Townsend, Jonathan</b>	English	English
<b>Troiano, Kyle</b>	Kinesiology	Kinesiology
<b>Turner, Austen</b>	Anatomy	Anatomy
<b>Urbanovich, Rene</b>	Humanities	Humanities
<b>Urbanovich, Rose</b>	Philosophy	Philosophy
<b>Valencia, Samantha</b>	Communication Studies	Communication Studies
<b>Vasquez, Alta</b>	Computer Information Systems	Multimedia



# Adjunct and Substitute Academic Employees

## Submitted for Board Approval July 9, 2020

[v.6.18.2020.p.9]9]

### Crafton Hills College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
Vasquez, Henry	Emergency Medical Services	Emergency Medical Technologies
Verschell, Jeff	Mathematics	Mathematics
Vonk, David	English	English
Walter, Michael	Computer Information Systems	Multimedia
Walter, Michael	Multimedia	Multimedia
Wasbotten, Deborah	Child Development	Child Development
Wassing, Amy	Communication Studies	Communication Studies
Weiler, Lindsay	History	History
Westholder, Joshua	Respiratory Care	Respiratory Technologies
Weston, Aubrey	Accounting	Accounting
White-Elliott, Cassandra	English	English
Williams, Carolyn	English	English
Williams, Lynn	Child Development	Child Development
Winokur, Robert	Music	Music
Winter, Daniel	Respiratory Care	Respiratory Technologies
Youssef, Suzan	Chemistry	Chemistry
Zarate, Tabitha	English	English
Zeeb, John	Psychology	Psychology
Zein, George	American Sign Language	American Sign Language

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Consideration of Approval of Classification Advancement for Academic Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the advancement of classification for academic employees as indicated on the attached list.

**OVERVIEW**

The advancement of classification for academic employees on the attached list is submitted for approval.

**ANALYSIS**

The academic employees listed on the attached have completed the number of units necessary for classification advancement per the agreement between SBCCD and SBCCDTA (San Bernardino Community College District Teachers Association).

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The financial implications resulting from these reclassifications will be an additional cost to the appropriate budgets.



## Classification Advancement for Academic Employees

Submitted for Board Approval on July 9, 2020

[v.6.18.2020.p.2|2]

	From Column	To Column	Annual Salary	Days of Service	Effective Date
<b>Jacques, Paul</b> Instructor, Theater Arts CHC Theater Arts	G	H	\$100,064.20	177	07/01/20
<b>Gregory, Leslie</b> Counselor SBVC CalWorks	D	E	\$116,012.00	200	07/01/20
<b>Knight, Denise</b> Instructor, Child Development SBVC Child Development	C	D	\$105,205.28	177	07/01/20



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services

**PREPARED BY:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval of Non-Instructional Pay for Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

### **OVERVIEW**

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

### **ANALYSIS**

As of July 1, 2019, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was Board approved May 16, 2019.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of the non-instructional pay is included in the appropriate budget.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.1|16]

#### District Support Offices

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>DiBartolo, Cheryl</b> Human Resources General Fund	07/09/20	07/31/20	\$52.00	6	\$312.00	CTA Negotiations
<b>Hecht, Andrea</b> Human Resources General Fund	07/09/20	07/31/20	\$52.00	6	\$312.00	CTA Negotiations
<b>Herrera, Jaime</b> Human Resources General Fund	07/09/20	07/31/20	\$52.00	6	\$312.00	CTA Negotiations
<b>Lillard, Sheri</b> Human Resources General Fund	07/09/20	07/31/20	\$52.00	6	\$312.00	CTA Negotiations
<b>McLaren, Meridyth</b> Human Resources General Fund	07/09/20	07/31/20	\$52.00	6	\$312.00	CTA Negotiations
<b>Reichert, Nicholas</b> Human Resources General Fund	07/09/20	07/31/20	\$52.00	6	\$312.00	CTA Negotiations

#### San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Bernardo, Yecica</b> Counseling & Matriculation Categorical Fund	07/01/20	08/14/20	\$58.00	133	\$7,714.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 10 to 133 and to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.2|16]

#### San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Bernardo, Yecica</b> Counseling & Matriculation Categorical Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>
<b>Burckel, Georgia</b> Middle College High School Grant Fund	08/01/20	12/24/20	\$54.00	252	\$13,608.00	Ms. Burckel will be supporting the Middle College High School Program.
<b>Castro, Anthony</b> Basic Skills Categorical Fund	07/10/20	08/07/20	\$52.00	30	\$1,560.00	Directed Learning Activities - quick, self-paced lessons on basic skills topics that students frequently forget or need to revisit in order to be successful in a college-level or above class
<b>Chiem, Vinh</b> Promise Program Grant	05/26/20	06/30/20	\$56.00	138	\$7,728.00	Adjunct Counselor <i>Ratification: This item is being ratified due to failure on the division office to send for prior board approval. In the future the division office will work more diligently to meet board deadlines.</i>
<b>Cruz, Judy</b> CTE Online Pathways Grant Fund	07/10/20	08/15/20	\$52.00	40	\$2,080.00	Research & development related to CTE courses moving from face-to-face to online format.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.3|16]

#### San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Fierro, Marie</b> Student Equity Categorical Fund	05/25/20	06/30/20	\$54.00	138	\$7,452.00	Adjunct Counselor <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 12 to 138 and to reflect the change in funding source from Promise Program Categorical Fund to Student Equity Categorical Fund.</i>
<b>Fierro, Marie</b> Student Equity Categorical Fund	07/01/20	08/14/20	\$54.00	161	\$8,694.00	Adjunct Counselor <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 14 to 161 and to reflect the change in funding source from Promise Program Categorical Fund to Student Equity Categorical Fund.</i>
<b>Ghazaleh, Rema</b> Middle College High School Grant Fund	08/01/20	12/24/20	\$54.00	252	\$13,608.00	Ms. Ghazaleh will be supporting the Middle College High School Program.
<b>Glover, Earline</b> Counseling & Matriculation Categorical Fund	07/01/20	08/14/20	\$58.00	133	\$7,714.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 10 to 133 and to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.4|16]

#### San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Glover, Earline</b> Counseling & Matriculation Categorical Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>
<b>Gomez, Laura</b> Counseling & Matriculation Categorical Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 10 to 70 and to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>
<b>Gomez, Laura</b> Counseling & Matriculation Categorical Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>
<b>Hall, Courtney</b> Promise Program Grant	05/26/20	06/30/20	\$54.00	138	\$7,452.00	Adjunct Counselor <i>Ratification: This item is being ratified due to failure on the division office to send for prior board approval. In the future the division office will work more diligently to meet board deadlines.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.5]16]

#### San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Hassanzadah, Ali</b> Basic Skills Categorical Fund	07/10/20	08/07/20	\$52.00	30	\$1,560.00	Directed Learning Activities - quick, self-paced lessons on basic skills topics that students frequently forget or need to revisit in order to be successful in a college-level or above class
<b>Hill, Monique</b> EOPS Categorical Fund	05/26/20	06/30/20	\$58.00	138	\$8,004.00	Adjunct Counselor <i>Ratification: This item is being ratified due to failure on the division office to send for prior board approval. In the future the division office will work more diligently to meet board deadlines.</i>
<b>Hoage, Scott</b> CTE Online Pathways Grant Fund	07/10/20	08/15/20	\$52.00	40	\$2,080.00	Research & development related to CTE courses moving from face-to-face to online format.
<b>Jauregui, Janeth</b> Promise Program Grant	05/26/20	06/30/20	\$56.00	138	\$7,728.00	Adjunct Counselor <i>Ratification: This item is being ratified due to failure on the division office to send for prior board approval. In the future the division office will work more diligently to meet board deadlines.</i>
<b>Laguna, Tania</b> Promise Program Grant	05/26/20	06/30/20	\$56.00	138	\$7,728.00	Adjunct Counselor <i>Ratification: This item is being ratified due to failure on the division office to send for prior board approval. In the future the division office will work more diligently to meet board deadlines.</i>
<b>Lee, Dirkson</b> Human Resources General Fund	05/26/20	06/02/20	\$52.00	16	\$832.00	Hiring Committee - Counselor



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.6|16]

#### San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Lochard, Armone</b> Counseling & Matriculation Categorical Fund	07/01/20	08/14/20	\$58.00	133	\$7,714.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 10 to 133 and to reflect the change in funding source from Counseling and Matriculation General funds to Counseling and Matriculation Categorical Fund.</i>
<b>Lochard, Armone</b> Counseling & Matriculation Categorical Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>
<b>Martin, David</b> Basic Skills Categorical Fund	07/10/20	08/07/20	\$52.00	30	\$1,560.00	Directed Learning Activities - quick, self-paced lessons on basic skills topics that students frequently forget or need to revisit in order to be successful in a college-level or above class
<b>Martin, Desiree</b> Counseling & Matriculation Categorical Fund	07/01/20	08/14/20	\$58.00	133	\$7,714.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 10 to 133 and to reflect the change in funding source from Counseling and Matriculation General funds to Counseling and Matriculation Categorical Fund.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.7|16]

#### San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Martin, Desiree</b> Counseling & Matriculation Categorical Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>
<b>Miller, Frank</b> Basic Skills Categorical Fund	01/09/20	05/21/20	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Palmer, Edward</b> Counseling & Matriculation Categorical Fund	07/01/20	08/14/20	\$58.00	84	\$4,872.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 10 to 84 and to reflect the change in funding source from Counseling and Matriculation General funds to Counseling and Matriculation Categorical Fund.</i>





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.8|16]

#### San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Palmer, Edward</b> Counseling & Matriculation Categorical Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>
<b>Perez, Alecia</b> Student Equity Categorical Fund	05/25/20	06/30/20	\$54.00	138	\$7,452.00	Adjunct Counselor <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 54 to 138 and to reflect the change in funding source from Promise Program Categorical Fund to Student Equity Categorical Fund.</i>
<b>Perez, Alecia</b> Student Equity Categorical Fund	07/01/20	08/14/20	\$54.00	161	\$8,694.00	Adjunct Counselor <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 63 to 161 and to reflect the change in funding source from Promise Program Categorical Fund to Student Equity Categorical Fund.</i>
<b>Quezada, Reyes</b> STAR Program Categorical Funds	08/01/20	12/31/20	\$58.00	400	\$23,200.00	STAR Program Counseling Advising



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.9|16]

#### San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Rodriguez, Andrea</b> STAR Program Categorical Funds	08/01/20	12/31/20	\$56.00	400	\$22,400.00	STAR Program Counseling Advising
<b>Sacdalan, Alvin</b> Basic Skills Categorical Fund	07/10/20	08/07/20	\$52.00	30	\$1,560.00	Directed Learning Activities - quick, self-paced lessons on basic skills topics that students frequently forget or need to revisit in order to be successful in a college-level or above class
<b>Sanchez, Crystal</b> Basic Skills Categorical Fund	01/09/20	05/21/20	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Smith, Joyce</b> Counseling & Matriculation Categorical Fund	07/01/20	08/14/20	\$58.00	84	\$4,872.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 10 to 84 and to reflect the change in funding source from Counseling and Matriculation General funds to Counseling and Matriculation Categorical Fund.</i>
<b>Smith, Joyce</b> Counseling & Matriculation Categorical Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.10]16]

#### San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Smith, Tanya</b> Office of Instruction General Fund	08/01/20	12/24/20	\$52.00	297.5	\$15,470.00	Mrs. Smith will be assisting in the tutoring center as a SI Faculty Lead
<b>Solorio, Carlos</b> Counseling & Matriculation Categorical Fund	07/01/20	08/14/20	\$58.00	133	\$7,714.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 10 to 133 and to reflect the change in funding source from Counseling and Matriculation General funds to Counseling and Matriculation Categorical Fund.</i>
<b>Solorio, Carlos</b> Counseling & Matriculation Categorical Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>
<b>Tasaka, Bethany</b> Basic Skills Categorical Fund	07/09/20	08/07/20	\$52.00	30	\$1,560.00	Directed Learning Activities - quick, self-paced lessons on basic skills topics that students frequently forget or need to revisit in order to be successful in a college-level or above class
<b>Turnbull, Sarah</b> STAR Program Categorical Funds	08/01/20	12/31/20	\$58.00	400	\$23,200.00	STAR Program Counseling Advising



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.11|16]

#### San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Urell, Mary Kathryn</b> Counseling & Matriculation Categorical Fund	07/01/20	08/14/20	\$58.00	133	\$7,714.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 10 to 133 and to reflect the change in funding source from Counseling and Matriculation General funds to Counseling and Matriculation Categorical Fund.</i>
<b>Urell, Mary Kathryn</b> Counseling & Matriculation Categorical Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>
<b>Valdez-Flynn, Veronica</b> Counseling & Matriculation Categorical Fund	07/01/20	08/14/20	\$58.00	133	\$7,714.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect an increase in hours from 10 to 133 and to reflect the change in funding source from Counseling and Matriculation General funds to Counseling and Matriculation Categorical Fund.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.12|16]

### San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Valdez-Flynn, Veronica</b> Counseling & Matriculation Categorical Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling <i>AMENDMENT: This item was previously board approved at the May 14, 2020 meeting. This item is being amended to reflect the change in funding source from Counseling and Matriculation General Fund to Counseling and Matriculation Categorical Fund.</i>
<b>Villanueva, Romana</b> Promise Program Grant	05/26/20	06/30/20	\$56.00	138	\$7,728.00	Adjunct Counselor <i>Ratification: This item is being ratified due to failure on the division office to send for prior board approval. In the future the division office will work more diligently to meet board deadlines.</i>
<b>Williamson, Asia</b> CTE Online Pathways Grant Fund	07/10/20	08/15/20	\$52.00	40	\$2,080.00	Research & development related to CTE courses moving from face-to-face to online format.

### Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Callahan, Kenyon</b> Honors Program General Fund	07/10/20	08/02/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Caress, Wendy</b> Contract Education, Dual Enrollment	06/08/20	06/30/20	\$54.00	20	\$1,080.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.13|16]

#### Crafton Hills College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Caress, Wendy</b> Contract Education, Dual Enrollment	07/01/20	08/14/20	\$54.00	30	\$1,620.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>
<b>Clement, Brooke</b> Student Success & Support Program (SSSP)	08/17/20	12/23/20	\$58.00	422	\$24,476.00	Adjunct Counselor - Provide counseling, Ed plan development and other counseling services in counseling
<b>Cummings, Lou'Rie</b> Student Success & Support Program (SSSP)	08/17/20	12/23/20	\$58.00	422	\$24,476.00	Adjunct Counselor - Provide counseling, Ed plan development and other counseling services in counseling
<b>Delmonico, Shana</b> Contract Education, Dual Enrollment	06/08/20	06/30/20	\$54.00	20	\$1,080.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>
<b>Delmonico, Shana</b> Contract Education, Dual Enrollment	07/01/20	08/14/20	\$54.00	30	\$1,620.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>
<b>Estus, Steven</b> Honors Program General Fund	07/10/20	08/16/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Garcia, Claudia</b> Student Success & Support Program (SSSP)	08/17/20	12/23/20	\$58.00	422	\$24,476.00	Adjunct Counselor - Provide counseling, Ed plan development and other counseling services in counseling
<b>Farley, Diana</b> Contract Education, Dual Enrollment	06/08/20	06/30/20	\$54.00	20	\$1,080.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>
<b>Farley, Diana</b> Contract Education, Dual Enrollment	07/01/20	08/14/20	\$54.00	30	\$1,620.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.14|16]

#### Crafton Hills College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Gordon, Lisette</b> Honors Program General Fund	07/10/20	08/06/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Hoehn, Marisela</b> Student Success & Support Program (SSSP)	08/17/20	12/23/20	\$58.00	422	\$24,476.00	Adjunct Counselor - Provide counseling, Ed plan development and other counseling services in counseling
<b>Hogan, Ryan</b> Student Success & Support Program (SSSP)	08/17/20	12/23/20	\$58.00	422	\$24,476.00	Adjunct Counselor - Provide counseling, Ed plan development and other counseling services in counseling
<b>Hogrefe, Richard</b> Honors Program General Fund	07/10/20	08/06/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Keys, Scott</b> Honors Program General Fund	06/01/20	07/02/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Instructor just assigned to class.</i>
<b>Kusko, Vaughan</b> Contract Education, Dual Enrollment	06/08/20	06/30/20	\$54.00	20	\$1,080.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>
<b>Kusko, Vaughan</b> Contract Education, Dual Enrollment	07/01/20	08/14/20	\$54.00	30	\$1,620.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>
<b>McKee, Julie</b> Honors Program General Fund	06/01/20	07/02/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Instructor just assigned to class.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.15]16]

#### Crafton Hills College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>O'Shaughnessy, Vonda</b> Honors Program General Fund	07/10/20	08/06/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Ramos, Sefferino</b> Honors Program General Fund	07/10/20	08/06/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Scott, Shella</b> Student Success & Support Program (SSSP)	08/17/20	12/23/20	\$58.00	422	\$24,476.00	Adjunct Counselor - Provide counseling, Ed plan development and other counseling services in counseling
<b>Shum, Cynthia</b> Student Success & Support Program (SSSP)	08/17/20	12/23/20	\$58.00	422	\$24,476.00	Adjunct Counselor - Provide counseling, Ed plan development and other counseling services in counseling
<b>Sibley, Pamela</b> Contract Education, Dual Enrollment	06/08/20	06/30/20	\$56.00	20	\$1,120.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>
<b>Sibley, Pamela</b> Contract Education, Dual Enrollment	07/01/20	08/14/20	\$56.00	30	\$1,680.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>
<b>Sosa, Sara</b> EOPS	07/10/20	05/25/21	\$56.00	1000	\$56,000.00	EOPS Adjunct Counselor
<b>Sosa, Sara</b> Student Success & Support Program (SSSP)	08/17/20	12/23/20	\$56.00	422	\$23,632.00	Adjunct Counselor - Provide counseling, Ed plan development and other counseling services in counseling
<b>Walsh, Sherry</b> Contract Education, Dual Enrollment	06/08/20	06/30/20	\$54.00	20	\$1,080.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 9, 2020

[v.6.24.2020.p.16|16]

#### Crafton Hills College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Walsh, Sherry</b> Contract Education, Dual Enrollment	07/01/20	06/30/20	\$54.00	30	\$1,620.00	Counseling - Dual Enrollment <i>Ratification: Last minute hire for dual enrollment</i>
<b>Weiler, Lindsay</b> Honors Program General Fund	07/10/20	08/06/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Wilson, Debbie</b> Student Success & Support Program (SSSP)	08/17/20	12/23/20	\$58.00	422	\$24,476.00	Adjunct Counselor - Provide counseling, Ed plan development and other counseling services in counseling
<b>Zepeda, Isidro</b> Honors Program General Fund	07/10/20	08/06/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Consideration of Approval to Pay Stipends

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

**OVERVIEW**

The stipends listed on the attachment are submitted for approval.

**ANALYSIS**

Stipends are based on negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The payment of stipends is included in the appropriate budgets.



## Payment of Stipends

Submitted for Board Approval July 9, 2020

[v.6.18.2020.p.1|2]

### Faculty Coordinators 07/01/20 – 06/30/21

	Site & Department	Stipend
<b>Deanne Rabon*</b>	SBVC STAR Program	\$4,800.00
<b>Elaine Akers*</b>	SBVC Student Health Services	\$4,800.00
<b>Kathy Kafela*</b>	SBVC Transfer and Career Center	\$4,800.00
<b>Yancie Carter*</b>	SBVC Matriculation	\$4,800.00

\* The ratification of this item is needed in order to ensure that the stipend is paid in full on a monthly basis to the faculty member listed. Prior approval was not sent and was an oversight of the division office. The department will take measures in order to meet board deadlines in the future.

### Head Coach – Fall 2020

	Site & Department	Stipend
<b>Abrams, Eric</b>	SBVC Women's Cross Country	\$7,000.00
<b>Algattas, Daniel</b>	SBVC Football	\$7,000.00
<b>Brewer, Quincy</b>	SBVC Men's Basketball	\$7,000.00
<b>Brown, Joshua</b>	SBVC Men's Soccer	\$7,000.00
<b>Hauge, Kristin</b>	SBVC Women's Soccer	\$7,000.00
<b>Holder, Patricia</b>	SBVC Volleyball	\$7,000.00
<b>Ratigan, James</b>	SBVC Men's Cross Country	\$7,000.00
<b>Torres, Christina</b>	SBVC Women's Basketball	\$7,000.00

### Assistant Coach – Fall 2020

	Site & Department	Stipend
<b>Carter, Thomas</b>	SBVC Women's Soccer	\$5,000.00
<b>Escobar, Joshua</b>	SBVC Men's Soccer	\$2,000.00
<b>Green, Tawon</b>	SBVC Football	\$5,000.00
<b>Hoover, David</b>	SBVC Football	\$5,000.00
<b>Hosea, Bobby</b>	SBVC Football	\$5,000.00
<b>Hutcheson, Thomas</b>	SBVC Men's Soccer	\$5,000.00
<b>Javernick, Gunner</b>	SBVC Football	\$5,000.00
<b>Lachelt, Andrew</b>	SBVC Football	\$2,500.00
<b>Lawler, Kenneth</b>	SBVC Football	\$7,000.00
<b>Lefay, Jenna</b>	SBVC Women's Soccer	\$5,000.00
<b>Loczi, Zachary</b>	SBVC Women's Soccer	\$5,000.00



## Payment of Stipends

Submitted for Board Approval July 9, 2020

[v.6.18.2020.p.2|2]

### Assistant Coach – Fall 2020

	Site & Department	Stipend
<b>Medina, Kyle</b>	SBVC Men's Cross Country	\$4,000.00
<b>Middleton, Samantha</b>	SBVC Volleyball	\$5,000.00
<b>Nelson, Kevin</b>	SBVC Football	\$5,000.00
<b>Placencia, Gabriel</b>	SBVC Men's Soccer	\$3,000.00
<b>Reyes, Elliott</b>	SBVC Football	\$5,000.00
<b>Romero, Laura</b>	SBVC Women's Cross Country	\$5,000.00
<b>Sanchez, Eric</b>	SBVC Football	\$2,500.00
<b>Sartori, Matthew</b>	SBVC Men's Cross Country	\$1,000.00

### Other Stipend – Summer 2020

	Site & Department	Stipend
<b>Boebinger, Kelly</b>	CHC - Support the adaptation of Chemistry lab courses being offered in the remote format.	\$300.00
<b>Bouzidi, Djemoui</b>	CHC - Support the adaptation of Physics lab courses being offered in the remote format.	\$300.00
<b>Gilbert, Princess</b>	CHC - Support the adaptation of Anatomy lab courses being offered in the remote format.	\$300.00
<b>Greyraven, Cynthia</b>	CHC - Support the adaptation of Anatomy lab courses being offered in the remote format.	\$300.00
<b>House, Kevin</b>	CHC - Support the adaptation of Anatomy lab courses being offered in the remote format.	\$300.00
<b>Johansen, Jacquelyn</b>	CHC - Support the adaptation of Anatomy lab courses being offered in the remote format.	\$300.00
<b>Truong, Sam</b>	CHC - Support the adaptation of Anatomy lab courses being offered in the remote format.	\$300.00

### Other Stipend – 07/10/20-08/30/20

	Site & Department	Stipend
<b>Hamdy, Rania</b>	SBVC - Professional Development - Peer Online Course Review (POCR) Training	\$2,000.00
<b>Metu, Reginald</b>	SBVC – CIT Peer Online Course Review (POCR) Training	\$2,000.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Consideration of Approval to Appoint District Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts as well.

**OVERVIEW**

The employees on the attached list are submitted for approval.

**ANALYSIS**

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the appropriate budgets.



## Appointment of District Employees

### Submitted for Board July 9, 2020

[v.6.17.2020.p.1|1]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Gonzalez, Pedro</b> Adult Education Block Counselor SBVC Counseling	07/01/20	Academic D2	\$80,512.00 per year	Pedro Gonzalez	Counseling General Fund	07/31/12
<b>Lopez, Maria</b> Adult Education Block Counselor SBVC Counseling	07/01/20	Academic E3	\$86,246.00 per year	Maria Lopez	Counseling General Fund	10/13/17
<b>Parks, Michael</b> Grounds Caretaker SBVC Grounds	07/13/20	Classified 30C	\$23.11 per hour	Laurens Dekoekkoek	Grounds General Fund	TBD
<b>Razo, Alexander</b> College Police Officer DSO College Police	07/10/20	Classified 50A	\$34.35 Per hour	Peter Ali	Police General Fund	05/21/20
<b>Zaldivar, Marie</b> Braille Program Manager DSO Computing Services	07/13/20	Management 9C	\$78,737.00 per year	Dawn Gross	Computing Services General Fund	TBD

\*Salary placement to be determined upon verification of education and experience.

†Live Scan clearance pending; employee will not start without clearance.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Consideration of Approval of Employee Promotions

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the promotion of SBCCD employees as indicated on the attached list.

**OVERVIEW**

The promotion of employees on the attached list is submitted for approval.

**ANALYSIS**

These employees have gone through the recruitment process and are being recommended for promotion.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of these promotions is included in the appropriate budget.



# Employee Promotions

Submitted for Board Approval July 9, 2020

[v.6.22.2020.p.1|1]

	From	To	New/ Replacing	Fund	Effective Date
<b>Gonzales, Melanie</b>	DSO Human Resources <b>Human Resources Generalist</b> Confidential Salary Schedule Range 15, Step B \$36.79 per hour	DSO Human Resources <b>Human Resources Analyst</b> Confidential Salary Schedule Range 21, Step A \$41.39 per hour	New	Human Resources General Fund	07/10/20



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Consideration of Approval of Employee Transfers

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the transfer of District employees as indicated on the attached list.

**OVERVIEW**

The transfer of employees on the attached list is submitted for approval.

**ANALYSIS**

These employees have gone through the recruitment process and are being recommended for these positions.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of these transfers is included in the appropriate budgets.



## Employee Transfers

Submitted for Board Approval July 9, 2020

[v.6.17.2020.p.1|1]

	From	To	New/ Replacing	Fund	Effective Date
<b>Demsky, Jeff</b>	SBVC History Instructor, History Academic Schedule Range I, Step 15 \$114,359.74 per year	SBVC Political Science Instructor, Political Science Academic Schedule Range I, Step 15 \$114,359.74 per year	N/A	Political Science	07/01/20
<b>Miller, Karen</b>	SBVC Child Development Center Child Development Assistant Classified Schedule Range 20, Step B \$17.19 per hour	CHC Child Development Center Child Development Assistant Classified Schedule Range 20, Step B \$17.19 per hour	Susan Burdick	Child Development	08/03/20

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor of Human Resources and Police Services

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval of Transfer in Lieu of Layoff

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the transfer of Stacy Sysawang in lieu of layoff.

### **OVERVIEW**

Stacy Sysawang change of position from Secretary II, PDC/EDCT, to Secretary II, Emergency Medical Services (EMS), CHC, full-time, 12-month position, with no change in salary, effective June 8, 2020. At the June 11, 2020 Board meeting, the board approved a transfer in lieu of layoff, effective July 1, 2020. CSEA and the District have negotiated an early effective date of June 8, 2020 as reflected in the MOU.

### **ANALYSIS**

The Board of Trustees approved elimination of the Secretary II position in PDC/EDCT at District on May 14, 2020. Ms. Sysawang has elected to accept a transfer in lieu of layoff.

### **INSTITUTIONAL VALUES**

None

### **FINANCIAL IMPLICATIONS**

No financial impact.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose Torres, Interim Chancellor

**REVIEWED BY:** Jose Torres, Interim Chancellor

**PREPARED BY:** Kristina Hannon Vice Chancellor, Human Resources & Police Services

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval of Unpaid Leave of Absence for Classified Employee

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve an unpaid leave of absence for Andrew Gebara, Secretary II, Crafton Hills College from August 17, 2020 to December 31, 2020.

### **OVERVIEW**

Andrew Gebara is requesting an unpaid leave of absence during the Fall 2020 semester.

### **ANALYSIS**

In accordance with the CSEA Agreement, Article 14: Leaves, the District may grant such additional leaves of absence, with or without pay, for such purposes and periods of time as it deems advisable. Andrew Gebara is requesting an unpaid leave of absence to participate in the Crafton Hills College 2020 Fire Academy program. Employee will not accrue seniority, maintain health benefits, accrue CalPERS service credit or accrue sick and vacation time while out on unpaid leave of absence.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

Included in the 2020-21 budget.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval of Tuition Reimbursement for Confidential Employee

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve tuition reimbursement for Karla Zaragoza, Human Resources Analyst and Melanie Gonzales, Human Resources Generalist.

### **OVERVIEW**

Karla Zaragoza, Human Resources Analyst at the District Office, is requesting tuition reimbursement to obtain a Master of Arts in Organizational Leadership from Brandman University.

Melanie Gonzales, Human Resources Generalist at the District Office, is requesting tuition reimbursement to obtain a Master of Business Administration from University of Redlands.

### **ANALYSIS**

This request is in compliance with Administrative Procedure 7260 which allows that Classified Supervisors and Confidential Employees on the classified supervisory and confidential salary schedule shall be eligible for tuition cost reimbursement from an accredited institution. All courses for which a Classified Supervisor or Confidential Employee is seeking tuition reimbursement be approved by the Board of Trustees.

### **INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- II. Learning-Centered Institution for Student Access, Retention and Success
- IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

The cost of this reimbursement will be covered by the General Fund.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Consideration of Approval to Appoint Interim Managers

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of, and ratify the employment contracts for, the employees on the attached list.

**OVERVIEW**

The employees on the attached list are submitted for approval.

**ANALYSIS**

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the appropriate budgets.



## Appointment of Interim Managers

### Submitted for Board Approval July 9, 2020

[v.6.25.2020.p.1|1]

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
<b>Krehbiel, Deanna</b> Interim Executive Director, Economic Development, Corporate Training And Technology SBVC Professional Development Center	07/01/20 to 12/31/20	23A	\$146,681.00 per year	Robert Levesque	Professional Development Center General Fund	05/17/10
<b>Massad, Sana</b> Interim Associate Dean of Health Science and Director of Nursing SBVC Nursing	08/06/20 to 12/31/20	19A	\$120,674.00 per year	Carol Wells	Nursing General Fund	12/09/15

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval to Award Request for Proposal 2020-05 and Contract to Southern California Mountains Foundation of San Bernardino, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Request for Proposal (RFP) and Contract for RFP 2020-05 Prison 2 Employment Transitional Work Crews to Southern California Mountains Foundation of San Bernardino, CA. The total amount of the contract is not to exceed \$270,775 over a two-year period.

### **OVERVIEW**

SBCCD received a grant from the San Bernardino Workforce Development Department and the State of California's Prison 2 Employment Initiative for the placement of parolees in a re-entry work program. The District requires services from a qualified vendor to administer the program.

### **ANALYSIS**

The District received and evaluated one proposal from Southern California Mountains Foundation, which was deemed responsive to this solicitation. Through an analysis of the proposal received and a committee based review process, Southern California Mountains Foundation has been determined to be the vendor that will best meet the needs of SBCCD.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in Fiscal Year 2021 through 2023 budgets.



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Ratification for Contracts at or Above \$95,200

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the contracts on the attached list which are routine in nature, support the ongoing operation of the District, and have a total contract cost at or above \$95,200.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. District staff is presenting the attached purchase and/or contract requests, which meet or exceed the formal bid limits, for Board approval in the form of ratification.

### **ANALYSIS**

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$95,200. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase and or contract requests have been budgeted for via purchase requisition.

# Contracts and Agreements for Ratification

Board Date 07/09/2020

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
19573	<b>Hobsons, Inc.</b>	FCCC Educational Software	TESS/SBCCD	\$503,082.00	
Software License for Starfish - Student Success management software				Term 07/01/2020 to 06/30/2024	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval to Adopt Resolution #2020-07-09-FS01  
Approving Transfers from the Reserve for Contingencies to Various  
Expenditure Classifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #2020-07-09-FS01 approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

### **OVERVIEW**

The 2019-20 Final Budget adopted by the Board of Trustees on September 12, 2019 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

### **ANALYSIS**

The Board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies to the expenditure classifications indicated on the attached resolution.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The approval of this board item will reduce the reserve for contingency accounts by the amounts indicated in the attached resolution.

**RESOLUTION #2020-07-09-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.6.17.2020.p.1|2]

ON MOTION of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_,  
the following resolution is hereby adopted:

WHEREAS, on the 12<sup>th</sup> day of September, 2019, the San Bernardino Community College District (the District) adopted the 2019-20 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58307 of the California Code of Regulations and District Administrative Procedure 6250 allows the Board of Trustees to approve transfers from the reserve for contingencies to any expenditure classification via a resolution adopted by a two-thirds majority; and

WHEREAS, the transfers listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a two-thirds majority vote, to approve said transfers.

PASSED AND ADOPTED by the Board of Trustees on July 9, 2020, by the following majority vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )

I, Jose Torres, Secretary of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Secretary of the Board of Trustees

**RESOLUTION #2020-07-09-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.6.17.2020.p.2]2]

## EXHIBIT A

Fund 110 General Fund, Unrestricted			26,421,765	2019-20 Audited Initial Fund Balance	
			(1,168,788)	Net Change from Previously Approved Transfers	
			25,252,977	Fund Balance Before Transfer(s)	
			22.4%		
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
7/9/2020	5/1/2020	201003	(17,330)	4000 Supplies & Materials	Pay prior year invoices
7/9/2020	5/14/2020	201206	(18,763)	5000 Other Expenses	Pay prior year invoice
7/9/2020	6/10/2020	201266	(420,000)	7000 Other Outgo	Fund early retirement incentive
7/9/2020	6/16/2020	201274	(21,000)	7000 Other Outgo	Fund administrative cost of early retirement incentive
			(477,093)	Total Approved at this Board Meeting	
			24,775,884	Fund Balance After Transfer(s)	
			22.0%		

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval to Adopt Resolution #2020-07-09-FS02  
Approving the Appropriation of Funds for the 2020-21 Fiscal Year

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt a resolution approving the appropriation of funds for the 2020-21 fiscal year.

### **OVERVIEW**

According to Title 5, §58307 and §58308 and in accordance with Administrative Procedure 6250, all income in excess of budgeted amounts shall be added to the general reserve. However, the Board of Trustees may approve the appropriation of such funds, according to need, by the adoption of a resolution by a majority vote.

### **ANALYSIS**

During the course of the fiscal year, revisions become necessary to bring budgeted revenues and expenditures in balance with actual receipts and expenses. Therefore, we are recommending that the Board of Trustees authorize staff to process necessary transfers of appropriations during 2019-20 to allow for the appropriation of excess funds, transfers between designated and/or un-appropriated fund balances and any expenditure classifications, or balance any expenditure classification of the budget.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

[v.2020-06-17.p.1/1]

**RESOLUTION #2020-07-09-FS02 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
APPROVING THE APPROPRIATION OF FUNDS FOR THE 2020-21 FISCAL YEAR**

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that during the fiscal year budget revisions become necessary to bring the budgeted revenues and expenditures in balance with actual receipts and expenses; and

WHEREAS, by making these appropriation adjustments to actuals, the District will reflect a more realistic picture of actual spending patterns of funds; and

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that additional income is assured in excess of the amounts previously budgeted and the timely posting of adjustments will keep each account up-to-date with accurate uncommitted balances;

NOW, THEREFORE, BE IT RESOLVED that pursuant Title 5, §58307 and §58308, and in accordance with its Administrative Procedure 6250, the District may appropriate any such funds, and identify and make such transfers as needed throughout the 2020-21 fiscal year.

BE IT FURTHER RESOLVED that the San Bernardino Community College District Board of Trustees authorizes staff to process the necessary transfers to revise budget amounts during the course of the fiscal year to allow appropriation of excess funds, transfers between designated and/or un-appropriated fund balances and any expenditure classifications, or balance any expenditure classification of the budget.

PASSED AND ADOPTED by the Board of Trustees on July 9, 2020, by the following majority vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )

I, Jose Torres, Secretary of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Secretary of the Board of Trustees

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval of Vacation Payout

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve payout of the following vacation time.

	# Days	Rate	Total
<b>Hannon, Kristina</b> Vice Chancellor of Human Resources and Police Services	10	\$ 835.47	\$ 8,354.70

### **OVERVIEW**

Based on legal opinion, the County of San Bernardino requires that the payout of vacation time to the SBCCD Chancellor, Executive Vice Chancellor, or Vice Chancellor be approved by its governing board.

### **ANALYSIS**

SBCCD's current process allows for the payout of accrued vacation on an as-needed basis in the case of a personal hardship. Approval is based on the knowledge that these days have been earned and are the employee's property right.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Payment will be made from the appropriate funds.



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval of Amendment 01 to the Contract with Ecorp Consulting Inc.

**RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 01 to the contract with Ecorp Consulting Inc. for Agreement No. 18501 District Wide California Environmental Quality Act Services.

**OVERVIEW**

On August 8, 2019, the Board of Trustees approved a contract with Ecorp Consulting Inc. to develop District Wide California Environmental Quality Act (CEQA) services. Based on the new project list approved May 14, 2020, an update to the CEQA document is required. The Ecorp Consulting, Inc. agreement is amended to include the additional related environmental and CEQA update scope of services as follows:

1. Crafton Hills College CEQA Amendment
2. San Bernardino Valley College CEQA Amendment
3. Phase 1 Environmental Site Assessment

**ANALYSIS**

Amendment 01 will allow for the California Environmental Quality Act Services update to include the project changes approved by the Board of Trustees on May 14, 2020. It will also provide the analysis, review, and required reporting associated with a Phase I environmental study. The additional scope of services is necessary to comply with all CEQA requirements related to the Measure CC Bond program.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

There is no additional cost associated with this Amendment. The original contract amount is included in the Fund 445, Measure CC budget.

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval to Award Bid #01-1920-03 and Contract to Robertson Industries, Inc. of Tempe, AZ

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Bid #01-1920-03 and contract to Robertson Industries, Inc. of Tempe, AZ for the “New Surface for Playground in CDC” project at San Bernardino Valley College in the amount of \$75,675.40. The contract will include a provision for the approval of change orders by the Executive Vice Chancellor up to 5% (or \$3,783.75) of the original contract price as approved by the Board. All change orders exceeding 5% of the original contract price will require Board approval.

### **OVERVIEW**

To ensure compliance with safety requirements, the playground surface at the SBVC Child Development Center will be replaced.

### **ANALYSIS**

A public bid opening was conducted on June 4, 2020 and the District received one responsive and responsible bid.

<b>Vendor</b>	<b>Total Bid</b>
Robertson Industries, Inc. of Tempe, AZ	\$75,675.40

An analysis of the bid received indicates that Robertson Industries, Inc. of Tempe, AZ is the lowest, most responsive bidder.

### **INSTITUTIONAL VALUES**

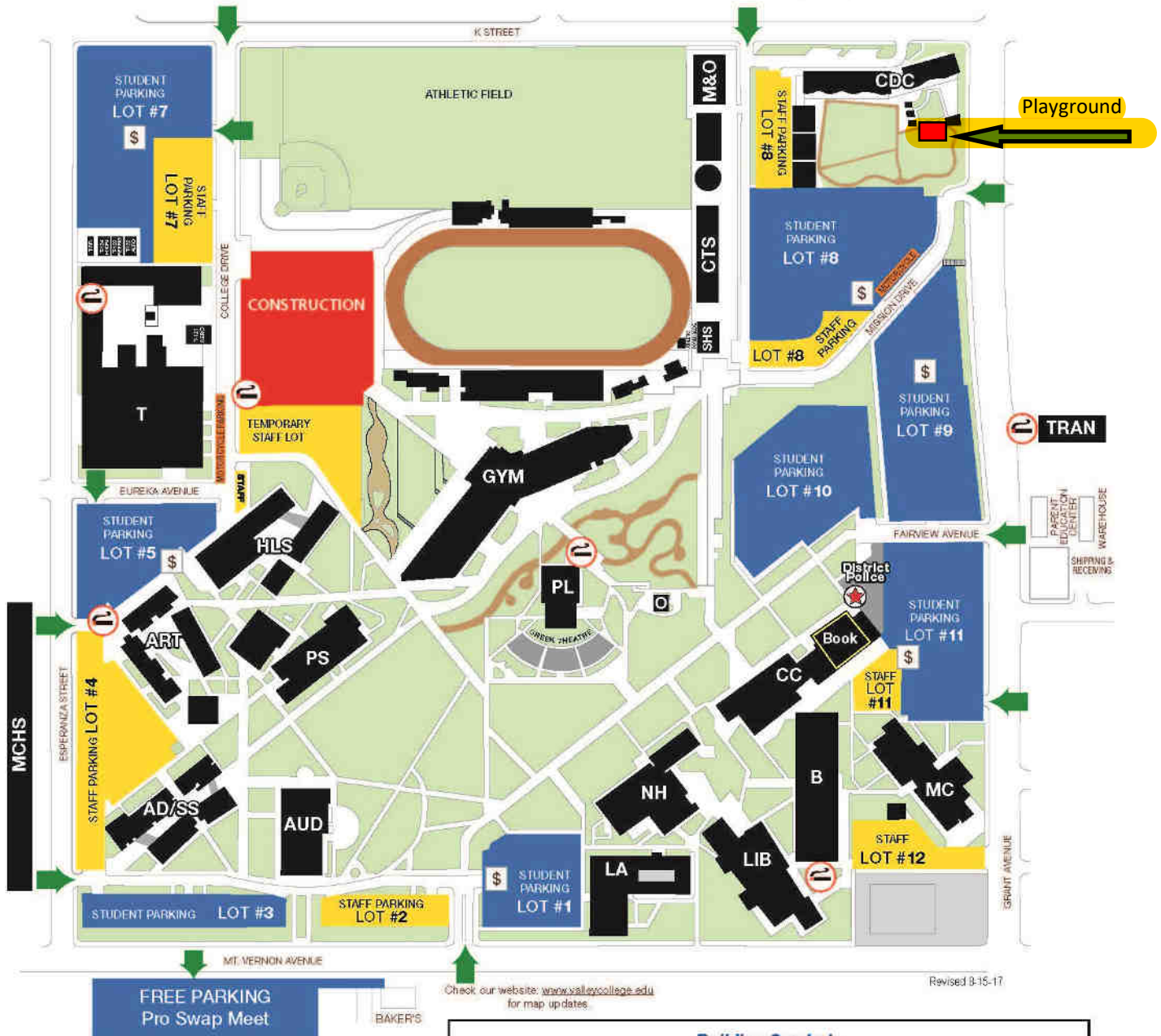
III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this project is included in Fund 335 Child Development.

# San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



Check our website: [www.sbccd.edu](http://www.sbccd.edu) for map updates.

Revised 8-15-17

- INDICATES CONSTRUCTION AREAS
- ← ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- \$ INDICATES PARKING PERMIT DISPENSER
- INDICATES APPROVED SMOKING AREAS (6)  
This is a smoke-free campus - smoking in non-designated areas of buildings may result in the issuance of a citation (Board Policy #3570, Government Code #7597)

**DISTRICT POLICE**  
Campus Center Rm. 100  
(909) 384-4491

Building Symbols	
AD/SS.....	Administration/Student Services
ART.....	Art Center
AUD.....	Auditorium
B.....	Business
BOOK.....	Bookstore
CC.....	Campus Center
CDC.....	Child Development Center
CTS.....	Computer Technology Services
GYM.....	Gym
HLS.....	Health & Life Science
LA.....	Liberal Arts
LIB.....	Library
MC.....	Media/Communications
MCHS.....	Middle College High School
M&O.....	Maintenance & Operations
MP.....	Motor Cycle Parking
NH.....	North Hall
O.....	Observatory
PL.....	Planetarium
PS.....	Physical Sciences
SHS.....	Student Health Services
T.....	Technical
TRAN.....	Transportation Center

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

Revised 8-15-17

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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning Emergency Management & Construction

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Ratification of GO Architects Task Order for Architectural and Engineering services for Crafton Hills College Gym Demolition project

**RECOMMENDATION**

It is recommended that the Board of Trustees ratify Task Orders (TO) for GO Architects of Upland CA, for professional services from the pre-qualified Board approved list related to the bond construction program as indicated on the attached.

**OVERVIEW**

To support the bond construction program master schedule and maintain an acceptable speed to market for the projects, SBCCD has created various professional service consultant prequalified shortlists using an in-depth Request for Qualifications (RFQ) process. On December 12, 2019, the Board approved prequalified professional service shortlists for Architectural and Engineering, Civil Surveying, Geo-Technical, as well as Mechanical, Electrical, and Plumbing services. On February 13, 2020, the Board approved prequalified professional service consultant shortlists for Commissioning, Special Inspection & Material Testing, Hazardous Material Assessment, and Landscape Architect Services. The creation of these prequalified shortlists will greatly reduce procurement time and allow pre-design, design, and engineering tasks to be assigned to consultants in accordance with the program master schedule.

As design consultant services are needed, Requests for Task Order Proposals (RFTOP) have been issued to the firms of each applicable professional service consultant prequalified shortlist. Master Services Agreements are then executed and Task Orders assigned for specific project scopes. The individual Master Service Agreements listed herein are submitted for Board ratification.

**ANALYSIS**

The award of this Task Order from the prequalified shortlists of professional service consultants was performed in accordance with the established Request for Qualifications (RFQ) and Request for Task Order Proposal (RFTOP) processes.

The Board approved short list of pre-qualified Architectural and Engineering Services included twenty (20) firms. Six (6) firms out of the twenty (20) firms submitted proposals in response to the RFTOP for Architectural and Engineering services for Crafton Hills College Gym Demolition

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project. GO Architects is the Professional Service Consultant who was selected by the Selection Committee based on the highest score and best value.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

The cost of any task orders issued will be included in Fund 445, Measure CC budget.



## Master Services Agreements & Task Orders for Bond Construction Program Submitted for Board Ratification July 9, 2020

[v.6.30.2020.p.1|1]

Professional Services Firm	Pool Approval	MSA Dated	MSA Number	Task Order Description	Task Order Amount
<b>GO Architects of Upland, CA</b>	Architectural & Engineering 12/12/19	5/07/20	CC03-3640-03	002 CHC A&E Gym Demo	\$90,400.00

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

**DATE:** July 9, 2020

**SUBJECT:** Consideration of Approval of 2022-23 Five Year Construction Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2022-23 Five Year Construction Plan.

### **OVERVIEW**

Each year the District is required to submit a Five Year Construction Plan to the California Community Colleges Chancellor's Office. The Plan provides a list of proposed capital construction projects, including those supported by local funds like Measure CC and those supported with a combination of State and local funds. The project list and prioritization are the outcome of the comprehensive districtwide master planning process. The plan summary is attached.

### **ANALYSIS**

The Five Year Construction Plan addresses the highest priority capital construction needs throughout SBCCD. These needs were identified through planning and development with each college. Based on an in-depth analysis of the State's criteria for funding projects, coupled with the results of the Education and Facilities Master Planning process, the following proposals are being submitted with this year's report.

- Final Project Proposal (FPP) – CHC Central Complex 2
- Final Project Proposal (FPP) – SBVC Instructional and Student Services
- Initial Project Proposal (IPP) – CHC New Gymnasium
- Initial Project Proposal (IPP) – CHC West Complex Renovation
- Initial Project Proposal (IPP) – SBVC Administration and Campus Center Secondary Effects

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Approval of the Five Year Construction Plan will not have a direct impact on the budget.

2022-2026 FIVE YEAR CAPITAL OUTLAY PLAN  
(2022-2023 FIRST FUNDING YEAR)

**San Bernardino Community College District**

Prepared in reference to the Community College Construction Act of 1980  
and  
approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

Signed \_\_\_\_\_  
Jose Torres  
(Chief Executive Officer or their designee)

Title \_\_\_\_\_ Interim Chancellor

Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Jose Torres

Telephone \_\_\_\_\_ 909-388-6901

Date Received at  
Chancellor's Office:

\_\_\_\_\_

Chancellor's Office  
Reviewed by:

\_\_\_\_\_

Notice of Approval

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**San Bernardino Community College District 980**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>1 Technical Building Replacement</b>									
San Bernardino Valley College			Phases C, E						
Occupancy: 2022-23	STATE:	\$27,854,000	\$25,649,000						
Net ASF: 7,073	DISTRICT:	\$33,384,000	\$31,318,000						
<b>2 Technical Building Demolition</b>									
San Bernardino Valley College			Phase C						
Occupancy: 2023-24	STATE:	\$0	\$0						
Net ASF: 0	DISTRICT:	\$6,286,000	\$5,689,000						
<b>3 M&amp;O Repurposing</b>									
San Bernardino Valley College			Phase P Phase W Phases C, E						
Occupancy: 2023-24	STATE:	\$0	\$0						
Net ASF: 0	DISTRICT:	\$1,477,000	\$18,000	\$122,000	\$1,337,000				
<b>4 Softball Field</b>									
San Bernardino Valley College			Phase P Phases C, W						
Occupancy: 2022-23	STATE:	\$0	\$0						
Net ASF: 0	DISTRICT:	\$6,239,000	\$78,000	\$6,161,000					
<b>5 Instructional &amp; Student Services Building</b>									
San Bernardino Valley College			Phases P, W Phases C, E						
Occupancy: 2026-27	STATE:	\$31,632,000	\$2,196,000 \$29,436,000						
Net ASF: 17,319	DISTRICT:	\$31,632,000	\$2,196,000 \$29,436,000						
<b>6 Administration and Campus Center Secondary Effects</b>									
San Bernardino Valley College			Phases P, W Phases C, E						
Occupancy: 2026-27	STATE:	\$10,224,000	\$717,000 \$9,507,000						
Net ASF: -4,476	DISTRICT:	\$10,224,000	\$717,000 \$9,507,000						
<b>7 Crafton Hall Renovation (SSC)</b>									
Crafton Hills College			Phase P Phase W Phase C Phase E						
Occupancy: 2024-25	STATE:	\$0	\$0						
Net ASF: 0	DISTRICT:	\$4,119,000	\$51,000	\$340,000	\$3,511,000 \$216,000				
<b>8 Student Support Building Renovation (SSB)</b>									
Crafton Hills College			Phases P, W Phase C Phase E						
Occupancy: 2022-23	STATE:	\$0	\$0						
Net ASF: 0	DISTRICT:	\$2,199,000	\$209,000	\$1,875,000	\$115,000				
<b>9 Gymnasium Demolition</b>									
Crafton Hills College			Phase C						
Occupancy: 2020-21	STATE:	\$0	\$0						
Net ASF: -22,428	DISTRICT:	\$3,370,000	\$3,050,000						
<b>10 East Valley Public Safety Training Center</b>									
Crafton Hills College			Phase W Phase C Phase E						
Occupancy: 2022-23	STATE:	\$0	\$0						
Net ASF: 4,675	DISTRICT:	\$9,538,000	\$787,000	\$8,131,000	\$501,000				
<b>11 Career Pathways Phase 2</b>									
San Bernardino Valley College			Phase P Phase W Phase C Phase E						
Occupancy: 2025-26	STATE:	\$0	\$0						
Net ASF: 33,037	DISTRICT:	\$89,055,000	\$1,113,000	\$7,347,000	\$75,920,000	\$4,675,000			
<b>12 Health and Life Sciences Secondary Effects</b>									
San Bernardino Valley College			Phase P Phase W Phase C						
Occupancy: 2027-28	STATE:	\$0	\$0						
Net ASF: 0	DISTRICT:	\$4,425,000	\$55,000 \$365,000 \$3,773,000						

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**San Bernardino Community College District 980**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>13 East Instructional Building</b>									
Crafton Hills College					Phases P, W	Phase C	Phase E		
Occupancy: 2025-26	STATE:	\$0			\$0	\$0	\$0		
Net ASF: 0	DISTRICT:	\$54,140,000			\$5,143,000	\$46,155,000	\$2,842,000		
<b>14 Central Complex 2 Renovation (CHS)</b>									
Crafton Hills College					Phases P, W	Phases C, E			
Occupancy: 2025-26	STATE:	\$7,578,000			\$697,000	\$6,881,000			
Net ASF: 0	DISTRICT:	\$7,578,000			\$697,000	\$6,881,000			
<b>15 Child Development Center Renovation</b>									
Crafton Hills College			Phases P, W	Phase C	Phase E				
Occupancy: 2022-23	STATE:	\$0	\$0	\$0	\$0				
Net ASF: 0	DISTRICT:	\$3,784,000	\$360,000	\$3,226,000	\$199,000				
<b>16 Campus-wide Infrastructure</b>									
San Bernardino Valley College			Phase C						
Occupancy: 2023-24	STATE:	\$0	\$0						
Net ASF: 0	DISTRICT:	\$32,849,000	\$29,729,000						
<b>17 Campus-wide Infrastructure</b>									
Crafton Hills College			Phase C						
Occupancy: 2024-25	STATE:	\$0	\$0						
Net ASF: 0	DISTRICT:	\$11,974,000	\$10,837,000						
<b>18 Performing Arts Center Renovation</b>									
Crafton Hills College			Phases P, W	Phases C, E					
Occupancy: 2023-24	STATE:	\$6,009,000	\$519,000	\$5,490,000					
Net ASF: 58	DISTRICT:	\$5,925,000	\$519,000	\$5,406,000					
<b>19 Warehouse Facilities</b>									
San Bernardino Valley College							Phase P	Phase W	Phase C
Occupancy: 2028-29	STATE:	\$0					\$0	\$0	\$0
Net ASF: 269	DISTRICT:	\$25,109,000					\$314,000	\$2,072,000	\$21,406,000
<b>20 New Gymnasium</b>									
Crafton Hills College						Phases P, W		Phases C, E	
Occupancy: 2026-27	STATE:	\$7,382,000				\$538,000		\$6,844,000	
Net ASF: 22,428	DISTRICT:	\$7,382,000				\$538,000		\$6,844,000	
<b>21 Library Repurposing</b>									
San Bernardino Valley College							Phase P	Phase W	Phase C
Occupancy: 2028-29	STATE:	\$0					\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$4,799,000					\$60,000	\$396,000	\$4,091,000
<b>22 Greek Theater &amp; Planetarium Renovation</b>									
San Bernardino Valley College							Phase P	Phase W	Phase C
Occupancy: 2028-29	STATE:	\$0					\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$6,301,000					\$79,000	\$520,000	\$5,372,000
<b>23 Athletic Fields</b>									
Crafton Hills College								Phase P	Phase W
Occupancy: 2028-29	STATE:	\$0						\$0	\$0
Net ASF: 0	DISTRICT:	\$9,797,000						\$122,000	\$808,000
<b>24 Teaching Pool</b>									
Crafton Hills College								Phase P	Phase W
Occupancy: 2028-29	STATE:	\$0						\$0	\$0
Net ASF: 0	DISTRICT:	\$5,714,000						\$71,000	\$471,000

Return to Agenda

**San Bernardino Community College District 980**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
<b>25 West Complex Renovation (CL)</b>									
Crafton Hills College						Phases P, W		Phase C	Phase E
Occupancy: 2026-27	<b>STATE:</b>	\$1,884,000				\$195,000		\$1,689,000	\$0
Net ASF: 0	<b>DISTRICT:</b>	\$1,884,000				\$195,000		\$1,689,000	\$0
<b>26 Parking Structure</b>									
San Bernardino Valley College							Phase P	Phase W	Phase C
Occupancy: 2028-29	<b>STATE:</b>	\$0					\$0	\$0	\$0
Net ASF: 0	<b>DISTRICT:</b>	\$50,347,000					\$629,000	\$4,154,000	\$45,564,000
<b>27 Performing Arts Center</b>									
San Bernardino Valley College							Phase P	Phase W	Phase C
Occupancy: 2028-29	<b>STATE:</b>	\$0					\$0	\$0	\$0
Net ASF: 0	<b>DISTRICT:</b>	\$0					\$0	\$0	\$0
<b>GRAND TOTALS</b>									
	<b>Total Cost</b>		<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
	<b>STATE:</b>	\$92,563,000	\$26,168,000	\$5,490,000	\$2,893,000	\$37,767,000	\$0	\$18,040,000	\$0
	<b>DISTRICT:</b>	\$429,531,000	\$76,809,000	\$18,785,000	\$16,587,000	\$101,806,000	\$80,115,000	\$30,415,000	\$81,485,000

# Final Project Proposal

## 2022-23

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

Central Complex 2 Renovation (CHS)

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Proposal Name

San Bernardino Community College District

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Community College District

Crafton Hills College

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College or Center

August 1, 2020

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Date

## Final Project Proposal Checklist

<b>District:</b>	San Bernardino Community College District	<b>Date:</b>	August 1, 2020
<b>College/Center:</b>	Crafton Hills College		
<b>Project:</b>	Central Complex 2 Renovation (CHS)		
<b>Prepared by:</b>	ALMA Strategies		

Section	Description	Status	Date
1.1	Title Page	Complete	06/01/2020
2.1	Final Project Proposal Checklist	Complete	06/01/2020
3.1	Approval Page - Final Project Proposal (with original signatures)		
3.2	Project Terms and Conditions	Complete	06/01/2020
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	06/01/2020
5.1	Cost Estimate Summary - JCAF 32	Complete	06/01/2020
5.2	Quantities and Unit Costs supporting the JCAF 32	Complete	06/01/2020
6.1	Board of Governors Energy and Sustainability Policy	Complete	06/01/2020
7.1	Responses to Specific Requirements – State Administrative Manual	Complete	06/01/2020
8.1	California Environmental Quality Act	Complete	06/01/2020
9.1	Analysis of Future Costs	Complete	06/01/2020
10.1	Campus Plot Plan	Complete	06/01/2020
10.2	Site Plan	Complete	06/01/2020
10.3	Floor Plans	Complete	06/01/2020
10.4	Exterior Elevations	Complete	06/01/2020
10.5	Electrical Plans <i>(as needed)</i>	N/A	N/A
10.6	Mechanical Plans <i>(as needed)</i>	N/A	N/A
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	06/01/2020
12.1	Justification of Additional Costs exceeding Guidelines <i>(as needed)</i>	Complete	06/01/2020
13.1	Detailed Equipment List <sup>1/</sup>	N/A	N/A

*1/ Traditional projects--To be submitted when the Plan Year for requesting for CE funding is due.*

**APPROVAL PAGE**  
**Final Project Proposal**  
Budget Year 2022-23

**District:** San Bernardino Community College District

**Project Location:** Crafton Hills College  
*(College or Center)*

**Project:** Central Complex 2 Renovation (CHS)

The district proposes funds for inclusion in the state capital outlay budget (check items):  
preliminary plans , working drawings , construction , equipment

**District Certification**

**Contact Person:** Farrah Farzaneh **Telephone:** (909) 388-6935  
*(Facilities, Planning and Development)*

**E-Mail Address:** [ffarzaneh@sbccd.edu](mailto:ffarzaneh@sbccd.edu) **Fax:** ( )

**Approved for submission:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Chancellor/President/Superintendent Signature)*

**District Board of Trustees Certification**

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

\_\_\_\_\_  
*(President of the Board of Trustees Signature and Date)* *(Secretary of the Board of Trustees Signature and Date)*

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:  
Facilities Planning and Utilization  
Chancellor’s Office  
California Community Colleges  
1102 Q Street, 4th Floor (Ste. 6549)  
Sacramento, CA 95811-6549

**Chancellor's Office Certification**

Reviewed by \_\_\_\_\_

Date Completed \_\_\_\_\_

## PROJECT TERMS AND CONDITIONS

**District:** San Bernardino CCD **College/Center:** Crafton Hills College  
**Project:** Central Complex 2 Renovation (CHS) **Budget Year:** 2022-23

1. The applicant hereby requests state funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
2. The applicant hereby assures the Board of Governors of the California Community Colleges that:
  - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single-purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
  - b. Any state funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.  
  
If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
  - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
  - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services, Division of the State Architects.
  - e. Pursuant to the provisions of Section 57011 of Title 5, upon completion of a project the governing board shall submit to the Chancellor's Office, within 30 days after the closure of the current fiscal year, a final report on all expenditures in connection with the sources of the funds expended. The district shall be subject to a state post-audit review of fund claims for all such projects.
  - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms to the approved plans and specifications.

**Project Terms and Conditions (Continued)**

- g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.
3. It is understood by the applicant that:
    - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
    - b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
    - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.
  4. It is further understood that:
    - a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
    - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
    - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.



**DISTRICT San Bernardino Community College District (980)**
**CAMPUS Crafton Hills College (981)**
**Project:** Central Complex 2 Renovation (CHS)

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
110	Classroom	0099	General Assignment	0	0		2,344	608	2,056	288
110	Classroom	4900	Interdisciplinary Studies	0	0		0	-5,797	2,742	-2,742
115	Classroom Service	0099	General Assignment	0	0		0	-528	250	-250
210	Class Lab	1902	Physics, General	0	0		3,913	0	3,913	0
210	Class Lab	4900	Interdisciplinary Studies -	0	0		2,704	717	862	1,842
215	Class Lab Service	1902	Physics, General	0	0		1,900	-79	2,102	-202
215	Class Lab Service	4900	Interdisciplinary Studies -	0	0		0	-102	263	-263
310	Office	0099	General Assignment	0	0		771	0	355	416
310	Office	1902	Physics, General	0	0		0	0	214	-214
680	Meeting Room	4900	Interdisciplinary Studies	0	0		862	0	0	862
685	Meeting Room Service	4900	Interdisciplinary Studies	0	0		263	0	0	263
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	-	<b>12,757</b>	<b>-5,181</b>	<b>12,757</b>	<b>0</b>

Report Generated: 05/30/2020

**DISTRICT** San Bernardino Community College District (980) **CAMPUS** Crafton Hills College (981)

**Project:** Central Complex 2 Renovation (CHS) **Date Prepared:** 05/30/2018 **Estimate CCI:** 6924 **CFIS Ref. #:**  
**Request For:** L  P  W  C  E **Prepared by:** **Estimate EPI:** 3737 **DoF Project ID:**

	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
<b>1. Site Acquisition (Acres: 0)</b>	\$0				
<b>2. Preliminary Plans (Estimate CCI: 6924)</b>	\$739,364	\$369,682	\$369,682	\$0	
A. Architectural Fees (for preliminary plans)	\$403,950				
B. Project Management (for preliminary plans)	\$115,414				
C. Division of the State Architect Plan Check Fee	\$0				
D. Preliminary Tests (soils, hazardous materials)	\$75,000				
E. Other Costs (for preliminary plans)	\$145,000				
<b>3. Working Drawings (Estimate CCI: 6924)</b>	\$654,713	\$327,357	\$327,356	\$0	
A. Architectural Fees (for working drawings)	\$461,657				
B. Project Management (for working drawings)	\$0				
C. Division of the State Architect, Plan Check Fee	\$105,081				
D. Community College Plan Check Fee	\$32,975				
E. Other Costs (for working drawings)	\$55,000				
<i>Total PW may not exceed 13% of construction</i>	<b>True</b>				
<b>4. Construction (Estimate CCI: 6924)</b>	\$11,541,428	\$6,023,359	\$5,518,069	\$0	
A. Utility Service	\$772,265				
B. Site Development, Service	\$3,140,858				
C. Site Development, General	\$434,011				
D. Other Site Development	\$52,927				
E. Reconstruction	\$6,933,366				
F. New Construction (building) (w/Group I equip)	\$0				
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$208,001				
H. Other	\$0				
<b>5. Contingency</b>	\$807,899	\$403,950	\$403,949	\$0	
<b>6. Architectural and Engineering Oversight</b>	\$288,535	\$144,268	\$144,267	\$0	
<b>7. Tests and Inspections</b>	\$369,106	\$184,553	\$184,553	\$0	
A. Tests	\$115,414				
B. Inspections	\$253,692				
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$249,750	\$124,875	\$124,875	\$0	
A. Construction Management	\$230,829				
B. Labor Compliance Program	\$18,921				
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$13,256,718	\$6,881,005	\$6,375,713	\$0	
<b>10. Furniture and Group II Equipment (Estimate EPI: 3737)</b>	\$505,291	\$0	\$505,291	\$0	
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$15,156,086	\$7,578,044	\$7,578,042	\$0	
<b>12. Project Data</b>	<b>Gross Square Feet</b>	<b>Assignable Square Feet</b>	<b>ASF:GSF Ratio</b>	<b>Unit Cost Per ASF</b>	<b>Unit Cost Per GSF</b>
New Construction	0	0	0.00	\$0	\$0
Reconstruction	17,238	12,757	0.74	\$544	\$402

<b>13. Anticipated Time Schedule</b>							
Start Preliminary Plans	07/01/2022	Start Working Drawings	03/01/2023	Complete Working Drawings	11/01/2023	DSA Final Approval	07/01/2024
Advertise Bid for Construction	08/01/2024	Award Construction Contract	10/01/2024	Advertise Bid for Equipment	07/01/2025	Complete Project	03/01/2026

14. Phase	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Acquisition	\$0	\$0	\$0	\$0
Preliminary Plans	\$369,682	\$369,682	\$0	\$369,682
Working Drawings	\$327,357	\$327,356	\$0	\$327,356
Construction	\$6,881,005	\$6,375,713	\$0	\$6,375,713
Equipment	\$0	\$505,291	\$0	\$505,291
<b>Total Costs</b>	<b>\$7,578,044</b>	<b>\$7,578,042</b>	<b>\$0</b>	<b>\$7,578,042</b>
% of SS Total	50.00%	50.00%	<b>SS Total:</b>	<b>\$15,156,086</b>

Report Generated: 05/30/2020

## QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32

Site Acquisition				
Plans				
				<b>\$739,364</b>
a. Architect's Fee (Preliminary Plans)				
RECONST x 10% x 35%				\$403,950
b. Project Management Fee (Preliminary Plans)				
CONST x 1%				\$115,414
c. Preliminary Tests (soils, hazardous materials)				
Soil Testing				\$25,000
Geotechnical Report				\$50,000
d. Other Costs				
Hazardous Substance Consultant				\$30,000
Data/Technology Consultant				\$40,000
Waterproofing Consultant				\$30,000
Constructability Review Consultant				\$25,000
CEQA Consultant				\$20,000
Working Drawings				
				<b>\$654,713</b>
a. Architect's Fee (Working Drawings)				
RECONST x 10% x 40%				\$461,657
b. Project Management Fee (Working Drawings)				
CONST x 1%				
All Allocated to Preliminary Plans				\$0.00
c. Office of the State Architect, Plan Check Fee				
Plan Check Fee, Structural, Fire, Life Safety Review				\$105,081
d. Community College Plan Check Fee				
CONST x 0.0028571				\$32,975
e. Other Costs:				
Advertising, Printing & Legal Fees				\$55,000
Construction				
				<b>\$11,541,428</b>
	<b>Quantity</b>	<b>Unit</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
A. Utility Services				
Plumbing				



<i>Subtotal Site Development General</i>				<i>\$434,011</i>
<b>D. Other Site Development</b>				
Temporary Fencing	1.00	LS	\$10,585.56	\$10,586
Temporary Utilities	1.00	LS	\$42,341.22	\$42,341
<i>Subtotal Other Site Development</i>				<i>\$52,927</i>
<b>E. Reconstruction</b>				
<b>Cost By Room Use/Top Code (CCI 6924)</b>				
110 Classroom (99 General Assignment)	2344	ASF	\$573	\$1,343,112.00
210 Class Lab (1902 Physics, General)	3913	ASF	\$891	\$3,486,483.00
210 Class Lab (4900 Interdisciplinary Studies)	2704	ASF	\$597	\$1,614,288.00
215 Class Lab Service (1902 Physics, General)	1900	ASF	\$891	\$1,692,900.00
Office (99 General Assignment)	771	ASF	\$605	\$466,455.00
680 Meeting Room (4900 Interdisciplinary Studies)	862	ASF	\$570	\$491,340.00
685 Meeting Room Service (4900 Interdisciplinary Studies)	263	ASF	\$570	\$149,910.00
<i>Subtotal Reconstruction</i>				<i>\$6,933,366</i>
<b>F. New Construction/Addition</b>				
Not Applicable				
<i>Subtotal New Construction/Addition</i>				<i>\$0</i>
<b>G. Other Construction</b>				
BOG Energy incentive allowance (3% of Reconst.)				\$208,001
<i>Subtotal Other Construction</i>				<i>\$208,001</i>
<b>H. Other Construction</b>				
Not Applicable				
<i>Subtotal Other Construction</i>				<i>\$0</i>
<b>Contingency</b>				<b>\$807,899</b>
RECONST x 7%				\$807,899
<b>Architectural &amp; Engineering &amp; Oversight</b>				<b>\$288,535</b>
RECONST x 10% x 25%				\$288,535
<b>Tests &amp; Inspections</b>				<b>\$369,106</b>
(a) Test = 1% x CONST				\$115,414
(b) Inspection = 18 months x \$14,094				\$253,692

<b>Construction Management</b>				<b>\$249,750</b>
(a) Construction Management CONST x 2%				\$230,829
(b) Labor Compliance				\$18,921
<b>Total Construction Costs</b>				<b>\$13,256,718</b>
(Items 4 through 8 above)				
<b>Furniture &amp; Group II Equipment</b>				<b>\$505,291</b>
<b>Total Project Cost</b>				<b>\$15,156,086</b>
(Items 1, 2, 3, 9 and 10)				
<b>Cost per Gross Square Foot</b>	<b>17,238</b>	<b>GSF</b>		<b>\$402.21</b>

## BOARD OF GOVERNORS ENERGY AND SUSTAINABILITY POLICY

This project will be designed to exceed Title 24, Part 6 Energy Code by 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.
- Overhangs have been incorporated to shade glazing.
- Low E dual glazing will be incorporated to reduce heat gain.
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.
- Heating and cooling will be provided by a highly energy efficient HVAC system.
- Independent HVAC controls provided where applicable.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting with automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Requested participation in the local utility's energy incentive program.
- Photovoltaic panels will be incorporated where appropriate.



<b>STATE OF CALIFORNIA</b> <b>CAPITAL OUTLAY</b> <b>BUDGET CHANGE PROPOSAL (COBCP)</b> <b>COVER PAGE (REV 06/12)</b> <b>BUDGET YEAR 2022-23</b>	<b>DEPARTMENT OF FINANCE</b> <b>915 L Street</b> <b>Sacramento, CA 95814</b> <b>IMS Mail Code: A15</b>
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ORG CODE: \_\_\_\_\_ COBCP NO. \_\_\_\_\_ PRIORITY: \_\_\_\_\_ PROJECT ID: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

TOTAL REQUEST (DOLLARS IN THOUSANDS): \$ \_\_\_\_\_ MAJOR/MINOR: \_\_\_\_\_

PHASE(S) TO BE FUNDED: \_\_\_\_\_ PROJ CAT: \_\_\_\_\_ CCCI/EPI: \_\_\_\_\_

SUMMARY OF PROPOSAL:

**\*\*\*\*\* THIS PAGE IS TO BE COMPLETED BY FPU. \*\*\*\*\***

HAS A BUDGET PACKAGE BEEN COMPLETED FOR THIS PROJECT? (E/U/N/?): \_\_\_

REQUIRES LEGISLATION (Y/N): \_\_\_\_\_ IF YES, LIST CODE SECTIONS: \_\_\_\_\_

REQUIRES PROVISIONAL LANGUAGE (Y/N) \_\_\_\_\_

IMPACT ON SUPPORT BUDGET: ONE-TIME COSTS (Y/N): \_\_\_ FUTURE COSTS (Y/N): \_\_\_

FUTURE SAVINGS (Y/N):\_\_\_ REVENUE (Y/N):\_\_\_

DOES THE PROPOSAL AFFECT ANOTHER DEPARTMENT (Y/N): \_\_\_ IF YES, ATTACH COMMENTS OF AFFECTED DEPARTMENT SIGNED BY ITS DIRECTOR OR DESIGNEE.

**SIGNATURE APPROVALS:**

_____	_____	_____	_____
PREPARED BY	DATE	REVIEWED BY	DATE

_____	_____	_____	_____
DEPARTMENT DIRECTOR	DATE	AGENCY SECRETARY	DATE

\*\*\*\*\*

**DOF ANALYST USE**

DOF ISSUE # \_\_\_\_\_ PROGRAM CAT: \_\_\_ PROJECT CAT: \_\_\_ BUDG PACK STATUS: \_\_\_\_\_

ADDED REVIEW: SUPPORT: \_\_\_\_\_ OCIU: \_\_\_\_\_ FSCU/ITCU: \_\_\_\_\_ OSAE: \_\_\_\_\_ CALSTARS: \_\_\_\_\_

PPBA: \_\_\_\_\_

Date: \_\_\_\_\_

DF-151 (Rev. 04/11)

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## **RESPONSES TO SPECIFIC REQUIREMENTS OF THE STATE ADMINISTRATIVE MANUAL**

### **A. PURPOSE OF THE PROJECT:**

#### **A1. EXECUTIVE SUMMARY**

This project will renovate Crafton Hills College's Central Complex 2, a two-story 17,238 gross square foot (GSF) / 12,757 assignable square foot (ASF) building. Usable space within the building will be reconstructed to consist of 2,344 ASF of classroom, 8,517 ASF of laboratory, 771 ASF of office, and 1,125 ASF of other support space. The reconstruction of Central Complex 2 will repurpose most general classrooms into computer labs to support student success and provide flexible technology-rich learning environments. The facility will continue to house general physics laboratories, minimize general lecture classrooms, accommodate faculty offices, and provide meeting room space to support faculty as well as students.

The proposed project will also provide the College with an opportunity to respond to outdated building infrastructure and systems (roof, electrical, mechanical, and plumbing) that are nearing the end of their useful life cycles. The project will improve fire/life safety systems, accessibility/ADA compliance, and bring the facility to current building code standards.

Total project cost is estimated at \$15,156,086 (per Construction Cost Index (CCI) 6924 and is not escalated to mid-point of construction).

The State Capital Outlay system considers the proposed project as a Category M project, for modernization of instructional and institutional support space.

#### **A2. PROBLEM STATEMENT**

Crafton Hills College (CHC) is part of the San Bernardino Community College District (SBCCD). CHC is located above the Yucaipa Valley in the Inland Empire of Southern California. The campus serves students from the Riverside-San Bernardino metropolitan area, and offers more than 50 majors in liberal arts, sciences, vocations, and technical areas. CHC enrolled approximately 9,079 students and generated 4,655 Full-Time Equivalent Students (FTES) during the 2018-19 academic year. During the same academic year, approximately 55% of students at CHC received some form of financial aid assistance (4,991 students). The Inland Empire is a region recognized by the State-wide Vision for Success Initiative as being a high-need area, historically not served equitably by community colleges.

Since its occupancy in 1980, the Central Complex 2 has not been renovated or undergone any major reconstruction efforts. Central Complex 2 has multiple building systems that require replacement or nearing the end of their useful life cycles. The HVAC, roofing and plumbing systems are original and require replacement. The following building deficiencies are identified in the State-wide FUSION database as in need of replacement: interior finishes/ceilings/hardware, fire and safety detection systems, elevator, windows, and electrical components. ADA accessibility to instructional spaces on the first floor is in need of improvement and abatement of

hazardous materials used during the buildings original construction needs to be completed. The Facilities Condition Index (FCI) measures a facilities repair cost compared to its replacement value. FCI measurements start at 0%, which indicates that there are no deficiencies in the building. An FCI of 15% or higher implies a poor building condition. The Central Complex 2 has an FCI of 60.23%.

Usage within the Central Complex 2 has evolved as the College expanded into a comprehensive campus. The original chemistry labs were repurposed into physics labs. Since these spaces were not originally designed for physics instruction, they lack appropriate storage and equipment space. Safety showers and eyewash stations were installed to meet minimum OSHA requirements, but do not have drainage. Some labs lack an instructor workstation, which limit the faculty's ability to perform instructional demonstrations.

Evolving class labs and educational methods require changes to not only technology and utilities, but to room usage. The existing building contains 5,048 ASF of general lecture classrooms that are not well utilized. Programs are in need of computer labs and flexible technology rich spaces for instruction rather than classic lecture classrooms. Furthermore, the current electrical system requires additional power to adequately support instructional functions. The lighting, especially in the lecture halls, is inadequate and the building esthetic is negatively impacted.

### **A3. SOLUTION CRITERIA**

To mitigate these problems, the College seeks a solution that meets the following criteria:

- Educational Impacts – Repurpose and reconfigure space to increase instructional utilization
- Educational Impacts – Provide a flexible technology-rich educational environment that supports evolving instructional methods
- Campus Integration – Consistency with goals/objectives within the College's Educational and Facilities Master Plans
- Safety/Security – Improve fire/life safety systems, accessibility, and code compliance
- Energy Efficiency and Sustainability – Improve water and energy efficiency
- Delivery Timeline – Deliver a solution in the shortest amount of time
- Cost – Implement the least cost solution

### **B. RELATIONSHIP TO THE STRATEGIC PLAN:**

The College Facilities Master Plan (FMP) includes the modernization, construction, and/or demolition of facilities to meet the College's educational requirements. The FMP specifies the reconstruction of Central Complex 2 as a necessary project aimed at improving the student learning environment. This project is also supported within the College's Educational Master Plan (EMP) by responding to technological needs for instruction, flexibility within learning environments, and maximizing space utilization. Furthermore, CHC seeks to advance goals of the State-wide Vision for Success initiative by providing facilities that will support student success, completion, transfer, and/or career pathways for students. This project is included

within the District's Five Year Construction Plan and is supported by campus capacity load ratios.

Other institutional goals, such as upgrading building structural integrity, infrastructure, systems, accessibility, and security will be achieved if the solution criteria are met. Additionally, the proposed solution adheres to the State's environmental sustainability measures which include, but are not limited to, energy efficient systems/infrastructure, integration of water conservation elements, minimizing solar heat gain, and possible participation in the local investor owned utility energy incentive program.

### **C. ALTERNATIVES:**

Four alternatives were evaluated in order to solve existing building deficiencies discussed in the above Problem Statement. The Solution Criteria Matrix identifies how each alternative responds to measures set forth in the Solution Criteria section. The Economic Matrix at the end of this section details the economic impact of each alternative.

Alternative #1 – Central Complex 2 Reconstruction

Alternative #2 – Central Complex 2 Replacement

Alternative #3 – Installation of Temporary Portables

Alternative #4 – Lease Space Off-Campus

#### ***Alternative #1 – Central Complex 2 Reconstruction***

Reconstruct the existing 17,238 GSF Central Complex 2. Assignable space will include 2,344 ASF of classroom, 8,517 ASF of laboratory, 771 ASF of office, and 1,125 ASF of other support space. This option is estimated to cost \$15,156,086 at Construction Cost Index (CCI) 6924 and Equipment Price Index (EPI) 3737 (not escalated to mid-point of construction).

#### **Pros:**

- Educational Impacts – Repurposes and reconfigures space to increase instructional utilization
- Educational Impacts – Provides a flexible technology-rich educational environment that supports evolving instructional methods
- Campus Integration – Is consistent with goals/objectives within the College's Educational and Facilities Master Plans
- Safety/Security – Improves fire/life safety systems, accessibility, and code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency
- Delivery Timeline – Delivers a solution in the shortest amount of time
- Cost – Is the least cost solution

#### **Cons:**

- None

#### ***Alternative #2 – Central Complex 2 Replacement***

Construct a new Central Complex 2 building of approximately 17,238 GSF. Assignable space will include 2,344 ASF of classroom, 8,517 ASF of laboratory, 771 ASF of office, and 1,125

ASF of other support space. The secondary effects of this alternative would require demolition of the existing building. This option is estimated to cost \$15,998,872 at CCI 6924 and EPI 3737 (not escalated to mid-point of construction).

Pros:

- Educational Impacts – Repurposes and reconfigures space to increase instructional utilization
- Educational Impacts – Provides a flexible technology-rich educational environment that supports evolving instructional methods
- Campus Integration – Is consistent with goals/objectives within the College’s Educational and Facilities Master Plans
- Safety/Security – Improves fire/life safety systems, accessibility, and code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency

Cons:

- Delivery Timeline – Does not deliver a solution in the shortest amount of time (demolition timeline is longer with this option).
- Cost – Is not the least cost solution (some hard construction costs are estimated to be higher with this alternative).

***Alternative #3 – Installation of Temporary Portables***

Install approximately 17,238 GSF of temporary portable buildings. Assignable space will include 2,344 ASF of classroom, 8,517 ASF of laboratory, 771 ASF of office, and 1,125 ASF of other support space. Portables would require replacement every 30 years to maintain building standards and would require at least 2 installations to compare this option to a permanent facility. This alternative is estimated to cost \$17,471,852 at CCI 6924 and EPI 3737 (not escalated to mid-point of construction).

Pros:

- Educational Impacts – Provides a flexible technology-rich educational environment that supports evolving instructional methods
- Safety/Security – Improves fire/life safety systems, accessibility, and code compliance

Cons:

- Educational Impacts – Does not repurpose or reconfigure space to increase instructional utilization (moving programs off campus would not increase utilization)
- Campus Integration – Is not consistent with goals/objectives within the College’s Educational and Facilities Master Plans (does not provide a long-term permanent solution).
- Energy Efficiency and Sustainability – Does not improve water and energy efficiency (footprint requires duplication of building systems)
- Delivery Timeline – Does not deliver a solution in the shortest amount of time (multiple installation phases)
- Cost – Is not the least cost solution (multiple installation phases)

***Alternative #4 - Leasing an Off-Campus Facility***

Lease a facility off-campus of approximately 17,238 GSF (12,757 ASF). To compare this alternative to a facility that is owned by the District, the lease would have to be maintained for approximately 60 years. This option is estimated to cost \$19,122,331 at CCI 6924 and EPI 3737 (not including costs for tenant improvements or escalation to mid-point of construction).

Pros:

- Educational Impacts – Repurposes and reconfigures space to increase instructional utilization
- Educational Impacts – Provides a flexible technology-rich educational environment that supports evolving instructional methods
- Safety/Security – Improves fire/life safety systems, accessibility, and code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency

Cons:

- Campus Integration – Is not consistent with goals/objectives within the College’s Educational and Facilities Master Plans (disjoints students/faculty from the main campus and College may not fully control course scheduling)
- Delivery Timeline – Does not delivers a solution in the shortest amount of time (requires long-term lease agreement and substantial tenant improvements)
- Cost – Is not the least cost solution (requires long-term lease agreement and tenant improvements)

**SOLUTION CRITERIA MATRIX**

<b>SOLUTION CRITERIA</b>	<b>ALTERNATIVES</b>			
	<b>#1 Reconstruction</b>	<b>#2 Replacement</b>	<b>#3 Temporary Portables</b>	<b>#4 Lease Space Off-Campus</b>
Repurpose and reconfigure space to increase instructional utilization	YES	YES	YES	NO
Provide a flexible technology-rich educational environment	YES	YES	YES	YES
Consistency with goals/objectives within the College's Educational and Facilities Master Plans	YES	YES	NO	NO
Improve fire/life safety systems, accessibility, and code compliance	YES	YES	YES	YES
Improve water and energy efficiency	YES	YES	NO	YES
Deliver a solution in the shortest amount of time	YES	NO	NO	NO
Implement the least cost alternative	YES	NO	NO	NO

## ECONOMIC ANALYSIS

ECONOMIC ANALYSIS	(All costs estimated to CCI 6924, EPI 3737)			
	#1 Reconstruction	#2 Replacement	#3 Temporary Portables	#4 Lease Space Off-Campus
Site Acquisition	\$0	\$0	\$0	\$0
Plans and Working Drawings	\$1,394,077	\$1,323,678	\$1,743,432	Unknown
Construction Costs:				
Utility Service	\$772,265	\$1,042,558	\$2,085,116	Unknown
Site Development-Service	\$3,140,858	\$1,331,244	\$2,662,489	Unknown
Site Development-General	\$434,011	\$585,914	\$1,171,829	Unknown
Other Site	\$52,927	\$71,451	\$142,902	Unknown
Reconstruction	\$6,933,366	\$0	\$0	Unknown
New Construction	\$0	\$9,244,488	\$0	Unknown
Other Construction	\$208,001	\$357,270	\$142,731	Unknown
Construction Soft Costs	\$1,715,290	\$1,536,978	\$1,881,530	Unknown
<b>Total Construction Costs</b>	<b>\$13,256,718</b>	<b>\$14,169,903</b>	<b>\$8,086,596</b>	<b>Unknown</b>
Equipment (Group II)	\$505,291	\$505,291	\$505,291	\$505,291
Other – Lease Space or Portable Costs			\$7,136,532	\$18,617,040
<b>Total Project Cost @ CCI 6924 and EPI 3737</b>	<b>\$15,156,086</b>	<b>\$15,998,872</b>	<b>\$17,471,852</b>	<b>\$19,122,331</b>
Escalated per Department of Finance Budget Letter BL05-21	<b><u>CCC Calculates this amount based on latest DOF directions</u></b>			

- 1.) Professional estimate obtained from ALMA Strategies using State allowances at CCI 6924 and EPI 3737. This estimate includes the reconstruction of the Central Complex 2 Building (12,757 ASF/17,238 GSF). The estimate also includes costs for structural code upgrades and hazardous materials identification/removal within the existing building.
- 2.) Professional estimate obtained from ALMA Strategies using State allowances at CCI 6924 and EPI 3737. This estimate includes the new construction of the Central Complex 2 Building (12,757 ASF/17,238 GSF). The estimate includes costs for demolition and hazardous materials identification/removal within the existing building.
- 3.) Portables are estimated to cost \$207 per square foot (17,238 GSF x \$207 = \$3,568,266). Total cost estimate includes replacement for every 30 years over a 60-year period (\$3,568,266 x 2 installations = \$7,136,532). Project costs for preliminary planning, working drawings, soft construction, and equipment were estimated using State allowances on a JCAF 32 form at CCI 6924 and EPI 3737.
- 4.) Lease rates are approximately \$18.00 annually per sq. ft. x 17,238 GSF x 60 years = \$18,617,040. (annual per sq. foot lease cost was obtained using 2020 market estimates from loopnet.com for the City of Yucaipa and does not include tenant improvement costs).



## **D. RECOMMENDED SOLUTION:**

### **D1. WHICH ALTERNATIVE AND WHY?**

The recommended solution is **Alternative #1**, to renovate Central Complex 2, because it is the only option that meets all stated goals of the solution criteria. The recommended reconstruction solution maximizes efficiency of instructional space within the facility and allows for advanced technology capabilities. The reconstruction will provide updated technology, building systems, and infrastructure to accommodate a student-centered approach to education. The project is consistent with goals/objectives within the College's Educational Master Plan and Facilities Master Plan. The reconstruction solution also addresses life safety and accessibility concerns by including modernized structural support, elevators, and fire suppression system. The reconstruction option delivers a solution in the shortest amount of time and is also the least cost alternative. This alternative also preserves the residual value of the existing building.

Other studied alternatives fell short of responding to all stated goals within the established solution criteria. The new construction option (Alternative #2) is not the least cost solution and would require more overall time to complete than the recommended solution. Alternatives #3 and #4 (installing portables and leasing space off-campus) are not only exceedingly costly, but require extended project duration. These alternatives (#3 and #4) are inconsistent with goals/objectives with the College's Educational and Facilities Master Plans.

The recommended alternative (Alternative #1) does not adversely impact the campus' operations budget, and is the least cost solution. Total project costs are \$15,156,086, which includes \$7,578,044 of requested state-supportable funds, and \$7,578,044 of state-supportable District funds (50% of total state-supportable project costs). Of the total project cost, \$739,364 is for Preliminary Plans, \$654,713 is for Working Drawings, \$13,256,718 is for Total Construction, and \$505,291 is for Group II Equipment. There are no anticipated non-state supportable costs associated with this project.

### **D2. DETAILED SCOPE DESCRIPTION**

This project will reconstruct Central Complex 2 at Crafton Hills College and will assist the campus in increasing student success and access. Instructional space throughout the building will be reconstructed to accommodate academic program needs by increasing technology capabilities within teaching spaces, repurposing general classrooms into flexible computer labs, and reconfiguring specialized Physics laboratory spaces. The reconstructed Central Complex 2 building will consist of approximately 12,757 ASF (17,238 GSF), comprised of 2,344 ASF of classroom, 8,517 ASF of laboratory, 771 ASF of office, and 1,125 ASF of other support spaces.

During construction users within the existing building will need to be relocated into temporary housing until the project is ready for occupancy. Costs associated with relocation and swing space are not included in the proposed project scope.

The building design will include features to exceed the requirements of Title 24, part 6 Energy Efficiency by at least 15%. This project will include the installation of increasingly efficient

mechanical and electrical devices, as well as the use of improved materials. Ultimately the operational and maintenance costs will be reduced. The building will be reconstructed to current code and accessibility (ADA) requirements. The identification and removal of any hazardous materials used in the original construction of the building is included within the project scope.

This is a no growth, modernization capital construction project (Category M). The proposed project is aimed to provide Crafton Hills College with a reconstructed Central Complex 2 that would positively impact the campus while taking into account the College's capacity load ratios. The project will only construct the minimum amount of lecture space required for instructional programs and does not exacerbate an overbuild status in classroom capacity load. Lecture capacity load at project start is estimated to be 256% and is expected to decrease to 232% by project completion. This project contributes to lowering lecture capacity load by decreasing classroom space by 2,704 ASF on campus. The beginning capacity load ratio for the laboratory category is approximately 107%. The proposed project increases laboratory by 1,377 ASF while decreasing lab capacity load ratio to 104% by project occupancy. Beginning capacity load ratio for the office category is approximately 138%. The proposed project slightly increases office space by 202 ASF, however, decreases the capacity load ratio to 132% by project occupancy. The following table outlines the space impact of this project on campus ASF and capacity load ratios:

#### Space Analysis (ASF):

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	2,344	8,517	771	0	0	1,125	12,757
Secondary ASF	-5,048	-7,140	-569	0	0	0	-12,757
Net ASF	-2,704	1,377	202	0	0	1,125	0
Net Capacity Change	-5,717 WSCH	536 WSCH	1 FTE	0 ASF	0 ASF	N/A	N/A
<b>Initial Cap/Load (FY2022)</b>	<b>256%</b>	<b>107%</b>	<b>138%</b>	<b>169%</b>	<b>46%</b>	<b>N/A</b>	<b>143%</b>
<b>Final Cap/Load (FY2025)</b>	<b>232%</b>	<b>104%</b>	<b>132%</b>	<b>166%</b>	<b>46%</b>	<b>N/A</b>	<b>136%</b>

### D3. BASIS FOR COST INFORMATION

Cost information for the project hard construction was provided by the professional firm of ALMA Strategies and reflects their experience for similar projects in the general area. Soft costs associated with the project are based on state supportable cost allowances recommended within the State's JCAF 32 Form, (CCI 6924; EPI 3737), and have not been escalated to the mid-point of construction.

### D4. FACTORS/BENEFITS FOR RECOMMENDED SOLUTION OTHER THAN THE LEAST EXPENSIVE ALTERNATIVE

Aside from doing nothing, the recommended option presents the least cost alternative and is the only feasible option that provides an adequate solution to each of the identified solution criteria.

**D5. COMPLETE DESCRIPTION OF IMPACT ON SUPPORT BUDGET**

San Bernardino Community College District affirms that it will budget for ongoing maintenance and operations costs associated with the proposed project with existing local resources. For further analysis, refer to the “Analysis of Future Cost” in section 9.1 of this document.

This project does not result in a need for additional faculty or staff positions. Any additional expenses for the required staff to support the reconstruction of existing space will come from any increased apportionments generated by such programs/services within the building. This project includes the installation of increasingly efficient mechanical and electrical systems, and the use of improved materials that reduces operational and maintenance costs. The District provides funding for deferred maintenance project needs at each campus annually. Regular adjustments to the deferred maintenance budget are made accordingly through the annual budget allocation process.

**D6. IDENTIFY AND EXPLAIN ANY PROJECT RISKS**

There are no unusual or extraordinary project risks. Any removal of hazardous materials during demolition will be conducted by persons trained for such work. Other portions of the work will be executed by persons who are familiar with construction, its attendant risks, and who will implement activities as necessary to minimize risks.

**D7. LIST REQUESTED INTERDEPARTMENTAL COORDINATION AND/OR SPECIAL PROJECT APPROVAL**

- The Division of State Architect – Title 24 structural, access compliance and energy reviews;
- State Fire Marshal – fire/life safety;
- State Public Works Board – Approval of Preliminary Plans and Working Drawings

**E. CONSISTENCY WITH GOVERNMENT CODE SECTION 65041.1**

Consistent with the provisions within Government Code Section 65041.1 - 65042, the California Community Colleges are exempt from these specific provisions of this government code section.

**F. ATTACHMENTS:**

JCAF 31

JCAF 32

JCAF 33

**CALIFORNIA ENVIRONMENTAL QUALITY ACT**  
*(Reference: California Code of Regulations, Title 5 Section 57121)*

District will have CEQA review requirements completed prior to request for Preliminary Plans approval.

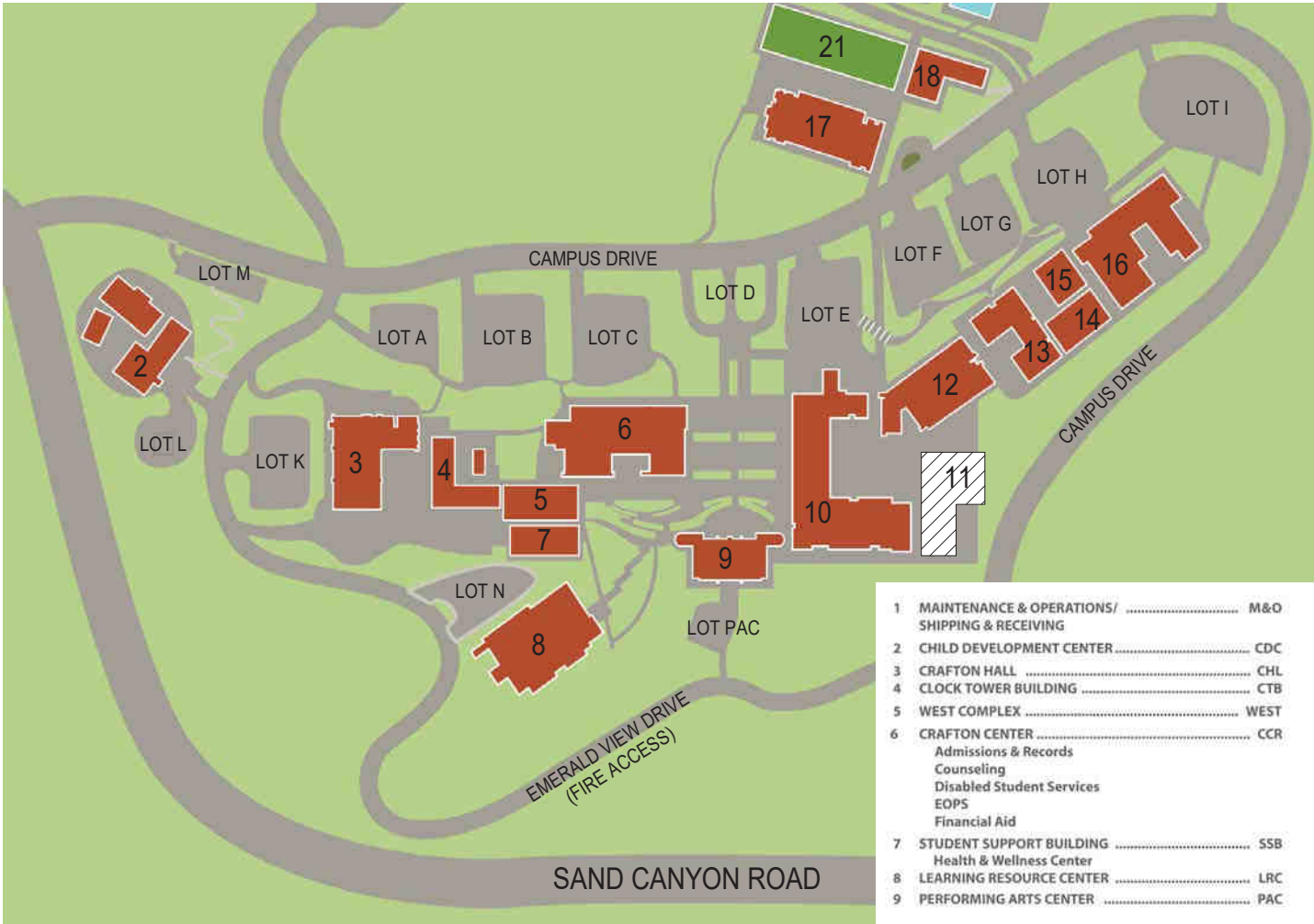
## ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor’s Office review.

<p><b>Personnel Costs</b></p> <p><b>Certificated:</b></p> <p>No additional certificated staff need estimated with the proposed reconstruction project.</p> <p><b>Classified:</b></p> <p>No additional classified staff need estimated with the proposed reconstruction project.</p>										
<p><b>Depreciation, Maintenance, and Operation</b></p> <p>The energy efficient building systems, equipment and technology throughout the renovated building will decrease maintenance and operations costs from current levels. The project will not result in an increase to the overall campus assignable square footage. Energy efficiency measures will help reduce energy cost per square foot over the current building, but custodial costs and ongoing maintenance will be relatively unchanged.</p>										
<p><b>Program/Course/Service Approvals</b></p> <p>List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are no new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border-bottom: 1px solid black;">Name of New Program/Course/Service</th> <th style="text-align: center; border-bottom: 1px solid black;">Date of Approval</th> </tr> </thead> <tbody> <tr> <td style="border-bottom: 1px solid black;">None</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </tbody> </table>	Name of New Program/Course/Service	Date of Approval	None							
Name of New Program/Course/Service	Date of Approval									
None										

## **DIAGRAMS OF CAMPUS, PROJECT SITE, BUILDING AREAS, AND ELEVATIONS**

Provide the following pre-schematics in lieu of this sheet: Campus Plot Plan, Site Plan, Floor Plans, and Exterior Elevations. If the project has unusual characteristics that require further explanation, please provide the following conceptual drawings as needed: Electrical Plans and Mechanical Plans.



1 MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING	M&O	10 CENTRAL COMPLEX 1	CNTL 1
2 CHILD DEVELOPMENT CENTER	CDC	11 CENTRAL COMPLEX 2	CNTL 2
3 CRAFTON HALL	CHL	12 CANYON HALL	CYN
4 CLOCK TOWER BUILDING	CTB	13 VISUAL ARTS	ARTS
5 WEST COMPLEX	WEST	14 EAST COMPLEX 1	EAST 1
6 CRAFTON CENTER	CCR	15 EAST COMPLEX 2	EAST 2
Admissions & Records		16 PUBLIC SAFETY & ALLIED HEALTH	PSAH
Counseling		17 GYMNASIUM	GYM
Disabled Student Services		18 NORTH COMPLEX	NRTH
EOPS		19 KINESIOLOGY, HEALTH EDUCATION & AQUATICS COMPLEX	KHA
Financial Aid		20 ATHLETIC FIELD	AF
7 STUDENT SUPPORT BUILDING	SSB	21 TENNIS COURTS	TC-CRTS
Health & Wellness Center			
8 LEARNING RESOURCE CENTER	LRC		
9 PERFORMING ARTS CENTER	PAC		

**CAMPUS PLOT PLAN**

SCALE: 1" = 200'-0"

ISSUE DATE: 05/28/20

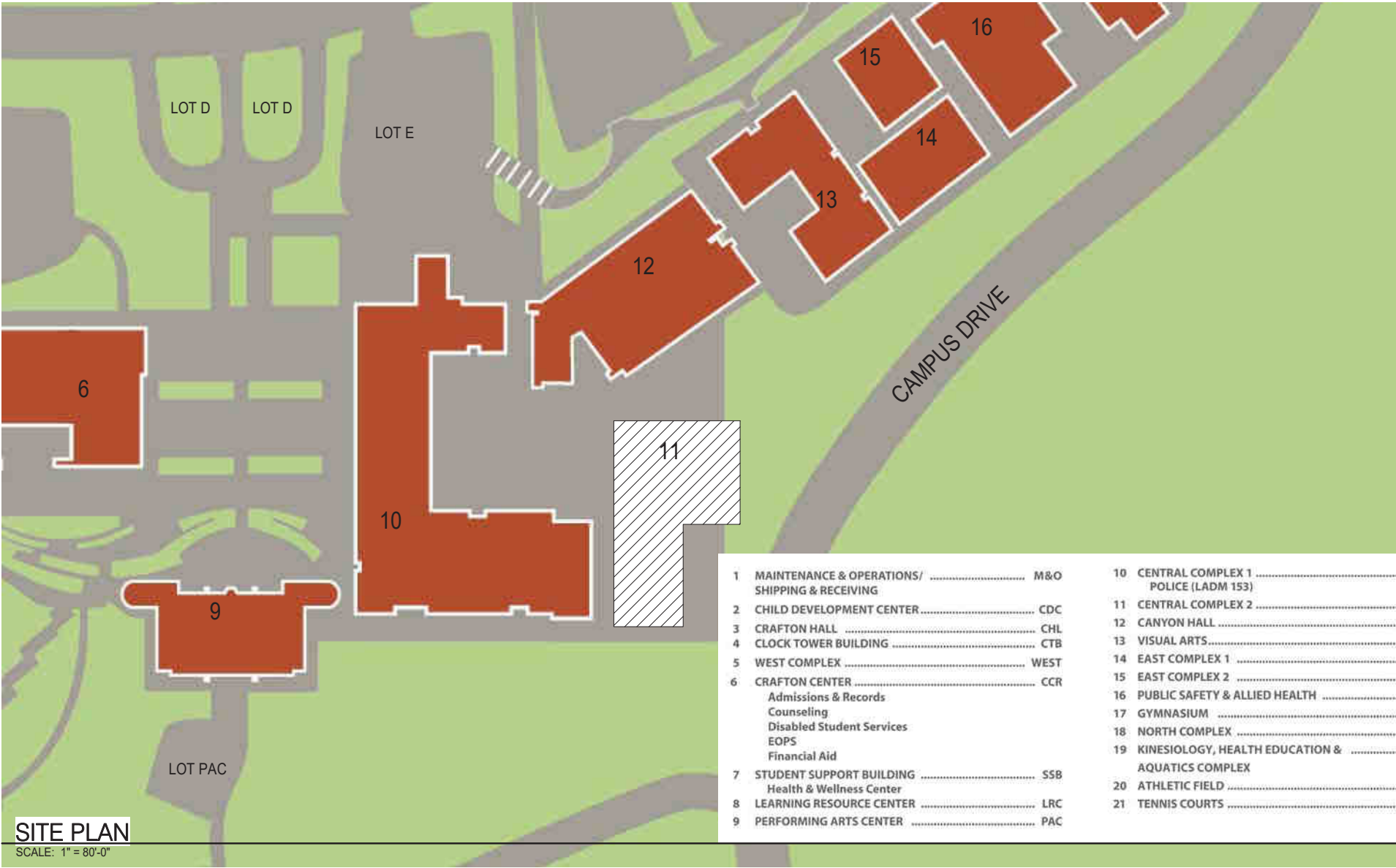


CRAFTON HILLS COLLEGE

10.1

PROJECT NAME - Central Complex 2 Renovation FPP

CAMPUS PLOT PLAN



**SITE PLAN**

SCALE: 1" = 80'-0"

ISSUE DATE: 05/28/20



CRAFTON HILLS COLLEGE

10.2

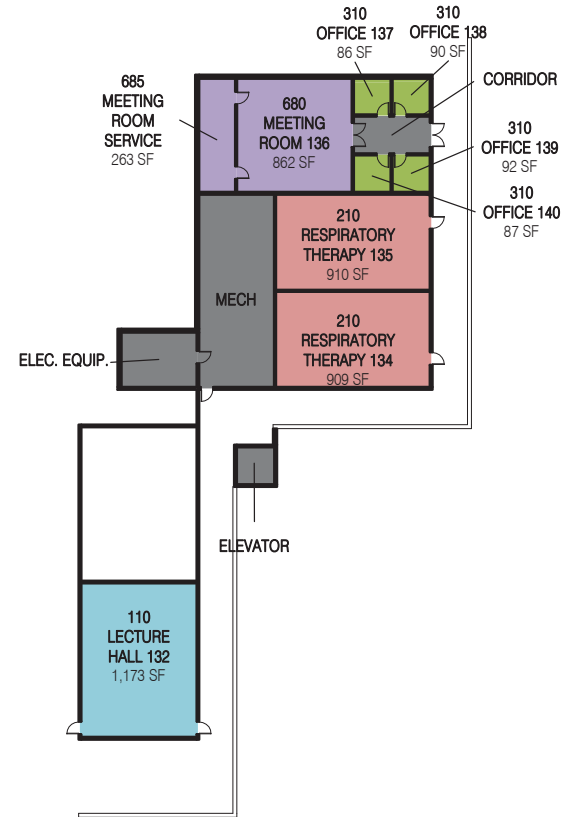
PROJECT NAME - Central Complex 2 Renovation FPP

ENLARGED SITE PLAN



**LEVEL 01 PROGRAM**

ROOM USE	TOP CODE	AREA
110 CLASSROOM	4900 Interdisciplinary Studies	1,173 SF
210 CLASS LAB	4900 Interdisciplinary Studies	1,819 SF
310 OFFICE	99 General Assignment	354 SF
680 MEETING ROOM	99 GENERAL ASSIGNMENT	862 SF
685 MEETING ROOM SERVICE	99 GENERAL ASSIGNMENT	263 SF
LEVEL 01 TOTAL NSF		4,471 SF
UNASSIGNABLE		1,973 SF
LEVEL 01 TOTAL GSF		6,443 SF



**FP01 - FIRST FLOOR PLAN**

SCALE: 1/32" = 1'-0"

ISSUE DATE: 05/28/20



CRAFTON HILLS COLLEGE

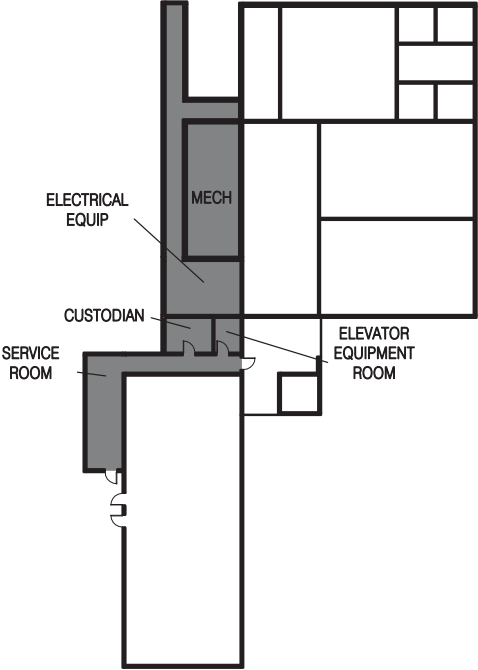
10.3

PROJECT NAME - Central Complex 2 Renovation FPP

FIRST FLOOR PLAN

MEZZANINE PROGRAM

ROOM USE	TOP CODE	AREA
UNASSIGNABLE		1,908 SF
LEVEL 02 TOTAL GSF		1,908 SF



FP02 - MEZZANINE FLOOR PLAN

SCALE: 1/32" = 1'-0"

ISSUE DATE: 05/28/20



CRAFTON HILLS COLLEGE

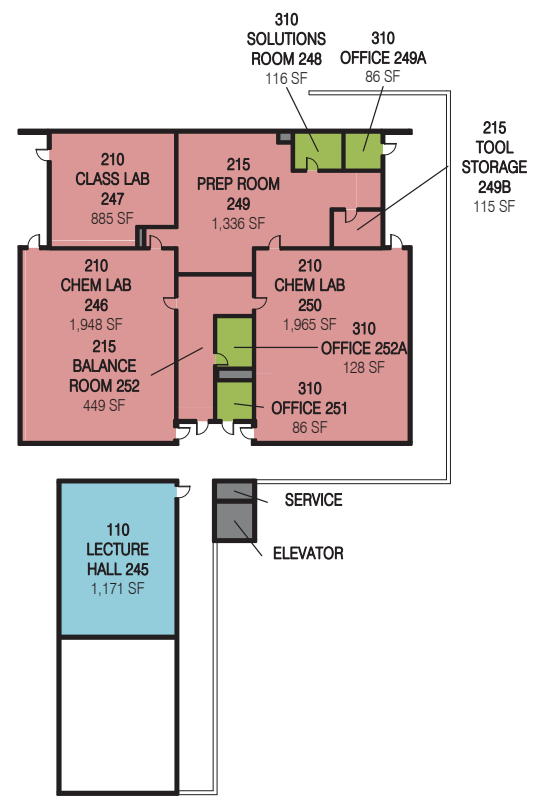
10.3

PROJECT NAME - Central Complex 2 Renovation FPP

MEZZANINE FLOOR PLAN

**LEVEL 02 PROGRAM**

ROOM USE	TOP CODE	AREA
110 CLASSROOM	99 GENERAL ASSIGNMENT	1,171 SF
210 CLASS LAB	1902 PHYSICS/GENERAL	3,913 SF
210 CLASS LAB	4900 INTERDISCIPLINARY STUDIES	885 SF
215 CLASS LAB SERVICE	1902 PHYSICS/GENERAL	1,900 SF
310 OFFICE	99 GENERAL ASSIGNMENT	415 SF
LEVEL 01 TOTAL NSF		8,284 SF
UNASSIGNABLE		604 SF
LEVEL 02 TOTAL GSF		8,887 SF



**FP02 - SECOND FLOOR PLAN**

SCALE: 1/32" = 1'-0"

ISSUE DATE: 05/28/20

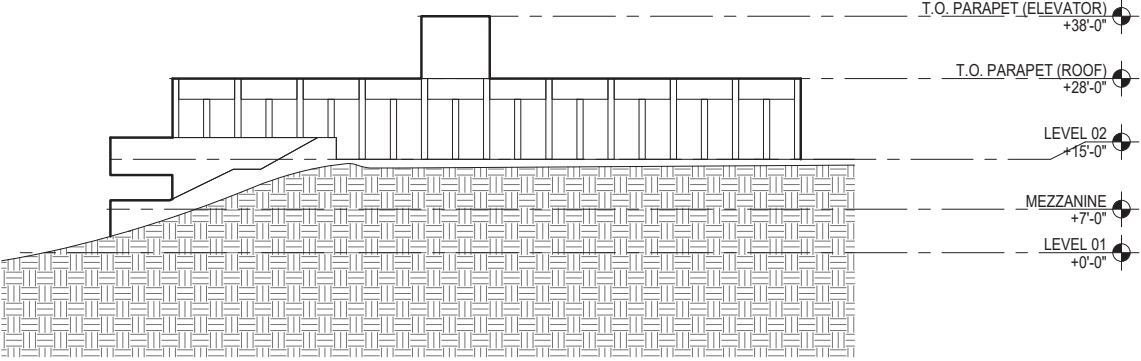


CRAFTON HILLS COLLEGE

10.3

PROJECT NAME - Central Complex 2 Renovation FPP

SECOND FLOOR PLAN



**NORTH ELEVATION**

SCALE: 1" = 20'-0"

ISSUE DATE: 05/28/20

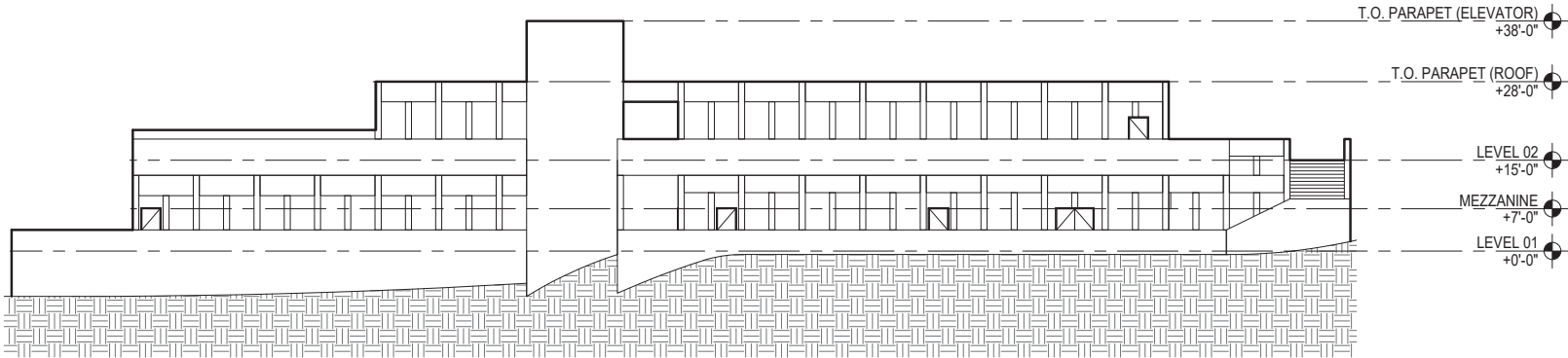


CRAFTON HILLS COLLEGE

10.4

PROJECT NAME - Central Complex 2 Renovation FPP

NORTH ELEVATION



**EAST ELEVATION**

SCALE: 1" = 20'-0"

ISSUE DATE: 05/28/20

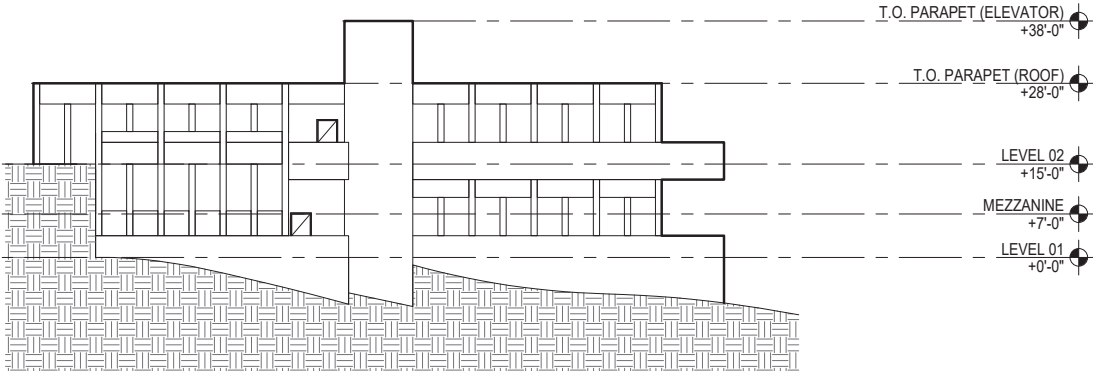


CRAFTON HILLS COLLEGE

10.4

PROJECT NAME - Central Complex 2 Renovation FPP

EAST ELEVATION



**SOUTH ELEVATION**

SCALE: 1" = 20'-0"

ISSUE DATE: 05/28/20

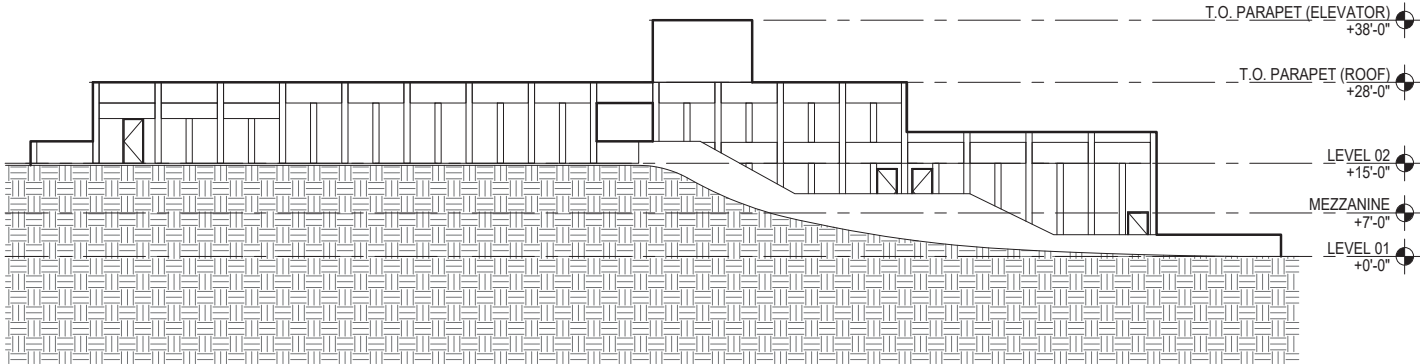


CRAFTON HILLS COLLEGE

10.4

PROJECT NAME - Central Complex 2 Renovation FPP

SOUTH ELEVATION



WEST ELEVATION

SCALE: 1" = 20'-0"

ISSUE DATE: 05/28/20



CRAFTON HILLS COLLEGE

10.4

PROJECT NAME - Central Complex 2 Renovation FPP

WEST ELEVATION

**DISTRICT San Bernardino Community College District (980)**
**CAMPUS Crafton Hills College (981)**
**Project:** Central Complex 2 Renovation (CHS)

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
110-115	Classroom	0099-4999		0	0	2,344	5,048	-2,704	\$17.47	\$664
210	Class Lab	1902	Physics, General	0	0	3,913	3,913	0	\$88.82	\$0
210	Class Lab	4900	Interdisciplinary Studies	0	0	2,704	862	1,842	\$254.03	\$467,923
215	Class Lab Service	1902	Physics, General	0	0	1,900	2,102	-202	\$88.82	\$0
215	Class Lab Service	4900	Interdisciplinary Studies	0	0	0	263	-263	\$254.03	\$0
300-355	Faculty Offices	0099 - 4999	General Assignment, Physics, General	0	0	771	569	202	\$27.32	\$11,365
680-685	Meeting Rooms	0000-9600		0	0	1,125	0	1,125	\$28.31	\$31,849
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	<b>12,757</b>	<b>12,757</b>	<b>0</b>	-	<b>\$505,291</b>

Report Generated: 05/30/2020



## JUSTIFICATION FOR ADDITIONAL COSTS EXCEEDING GUIDELINES

Construction (including Group I equipment),  Equipment (Group II and Furniture)

**District:** San Bernardino Community College District **College:** Crafton Hills College

**Project:** Central Complex 2 Renovation

Please use this and additional pages or diagrams to explain and justify items of cost not easily explained on other forms. Examples of items needing justification: site improvements, unusual or high-cost construction methods, or items of equipment that exceed ASF cost guidelines. This form, when completed, supplements both the “Quantities and Unit Costs Supporting the JCAF 32” and the “Guidelines-based Group II Equipment Cost Estimate” forms.

All estimated state-supportable estimated project costs are within state guidelines.

### DETAILED EQUIPMENT LIST

College: \_\_\_\_\_ Project: \_\_\_\_\_

Item #	Item Name <sup>1</sup>	Units	Cost per Unit	Total Cost
<div data-bbox="604 542 1486 711" style="border: 1px solid black; padding: 10px; background-color: #e0e0e0; text-align: center;"><p><b>List to be provided when the Plan Year of funding the equipment phase is due to FPU:</b></p><ul style="list-style-type: none"><li>• Traditional= due year after initial FPP submittal</li></ul></div>				

<sup>1</sup>Cost requests for equipment are to be limited to those required for new programs or for net expansion space in existing programs.

# Final Project Proposal

## 2022-23

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

Instructional & Student Services Building  
Proposal Name

San Bernardino Community College District  
Community College District

San Bernardino Valley College  
College or Center

August 1, 2020  
Date

## Final Project Proposal Checklist

<b>District:</b>	San Bernardino Community College District
<b>College/Center:</b>	San Bernardino Valley College
<b>Project:</b>	Instructional & Student Services Building
<b>Prepared by:</b>	ALMA Strategies
<b>Date:</b>	August 1, 2020

Section	Description	Status	Date
1.1	Title Page	Complete	06/29/2020
2.1	Final Project Proposal Checklist	Complete	06/29/2020
3.1	Approval Page - Final Project Proposal (with original signatures)	TBD	TBD
3.2	Project Terms and Conditions	Complete	06/29/2020
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	06/29/2020
5.1	Cost Estimate Summary - JCAF 32	Complete	06/29/2020
5.2	Quantities and Unit Costs supporting the JCAF 32	Complete	06/29/2020
6.1	Board of Governors Energy and Sustainability Policy	Complete	06/01/2020
7.1	Responses to Specific Requirements – State Administrative Manual	Complete	06/29/2020
8.1	California Environmental Quality Act	Complete	06/29/2020
9.1	Analysis of Future Costs	Complete	06/29/2020
10.1	Campus Plot Plan	Complete	06/29/2020
10.2	Site Plan	Complete	06/29/2020
10.3	Floor Plans	Complete	06/29/2020
10.4	Exterior Elevations	Complete	06/29/2020
10.5	Electrical Plans <i>(as needed)</i>	N/A	N/A
10.6	Mechanical Plans <i>(as needed)</i>	N/A	N/A
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	06/29/2020
12.1	Justification of Additional Costs exceeding Guidelines <i>(as needed)</i>	Complete	06/29/2020
13.1	Detailed Equipment List <sup>1/</sup>	N/A	N/A

*1/ Traditional projects--To be submitted when the Plan Year for requesting for CE funding is due.*

**APPROVAL PAGE**  
**Final Project Proposal**  
Budget Year 2022-23

**District:** San Bernardino Community College District  
**Project Location:** San Bernardino Valley College  
*(College or Center)*  
**Project:** Instructional & Student Services Building

The district proposes funds for inclusion in the state capital outlay budget (check items):  
preliminary plans , working drawings , construction , equipment

**District Certification**

**Contact Person:** Farrah Farzaneh **Telephone:** (909) 388-6935  
*(Facilities, Planning and Development)*  
**E-Mail Address:** ffarzaneh@sbccd.edu **Fax:** ( )  
**Approved for submission:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Chancellor/President/Superintendent Signature)*

**District Board of Trustees Certification**

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

\_\_\_\_\_  
*(President of the Board of Trustees Signature and Date)* \_\_\_\_\_  
*(Secretary of the Board of Trustees Signature and Date)*

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:  
Facilities Planning and Utilization  
Chancellor’s Office  
California Community Colleges  
1102 Q Street, 4th Floor (Ste. 6549)  
Sacramento, CA 95811-6549

**Chancellor's Office Certification**

Reviewed by \_\_\_\_\_

Date Completed \_\_\_\_\_

## PROJECT TERMS AND CONDITIONS

**District:** San Bernardino CCD **College/Center:** San Bernardino Valley College  
**Project:** Instructional & Student Services Building **Budget Year:** 2022-23

1. The applicant hereby requests state funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
2. The applicant hereby assures the Board of Governors of the California Community Colleges that:
  - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single-purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
  - b. Any state funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.  
  
If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
  - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
  - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services, Division of the State Architects.
  - e. Pursuant to the provisions of Section 57011 of Title 5, upon completion of a project the governing board shall submit to the Chancellor's Office, within 30 days after the closure of the current fiscal year, a final report on all expenditures in connection with the sources of the funds expended. The district shall be subject to a state post-audit review of fund claims for all such projects.
  - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the

### Project Terms and Conditions (Continued)

provisions of Section 81130 of the *Education Code* and that it conforms to the approved plans and specifications.

- g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.

3. It is understood by the applicant that:

- a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
- b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
- c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.

4. It is further understood that:

- a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
- b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
- c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.

**DISTRICT San Bernardino Community College District (980)**
**CAMPUS San Bernardino Valley College (982)**
**Project:** Instructional & Student Services Building

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
050	Inactive Area	1500	Humanities (Letters)	0	0		0	0	159	-159
110	Classroom	0099	General Assignment	0	0		2,000	-3,892	3,670	-1,670
115	Classroom Service	0099	General Assignment	0	0		0	-256	110	-110
210	Class Lab	4900	Interdisciplinary Studies - Interdisciplinary Studies-computer terminals	0	0		8,000	2,111	2,576	5,424
220	Spec Class Lab	4900	Interdisciplinary Studies - Interdisciplinary Studies-computer terminals	0	0		0	-1,454	3,736	-3,736
225	Special Class Lab Service	4900	Interdisciplinary Studies -	0	0		0	-19	50	-50
250	Non-Class Lab	4900	Interdisciplinary Studies - Interdisciplinary Studies-computer terminals	0	0		12,900	4,176	2,168	10,732
255	Non-Class Lab Service	4900	Interdisciplinary Studies -	0	0		450	112	163	287
310	Office	0099	General Assignment	0	0		0	0	1,735	-1,735
310	Office	0300	Environmental Sciences and Technologies	0	0		0	0	77	-77
310	Office	1500	Humanities (Letters)	0	0		0	0	2,173	-2,173
310	Office	2001	Psychology, General	0	0		0	0	79	-79
310	Office	2207	Political Science	0	0		0	0	80	-80
310	Office	4902	Biological and Physical Sciences (and Mathematics)	0	0		0	0	372	-372
310	Office	6100	Instructional Support Services	0	0		0	0	1,394	-1,394
310	Office	6110	Learning Center (Learning Resource Center)	0	0		0	0	216	-216
310	Office	6210	Registrations, Transfers, Transcripts, Certificati	0	0		0	0	2,356	-2,356
310	Office	6300	Counseling and Guidance	0	0		5,150	0	0	5,150
310	Office	6310	Counseling Services	0	0		0	0	4,018	-4,018
310	Office	6320	Placement Services	0	0		0	0	341	-341
310	Office	6400	Other Student Services	0	0		14,090	0	0	14,090
310	Office	6420	Disabled Students Programs and Services (DSPS)	0	0		0	0	1,307	-1,307
310	Office	6430	Extended Opportunity Programs and Services (EOPS)	0	0		0	0	1,729	-1,729
310	Office	6440	Health Services	0	0		0	0	719	-719
310	Office	6450	Student Personnel Administration	0	0		0	0	2,153	-2,153
310	Office	6460	Financial Aid	0	0		0	0	1,870	-1,870
310	Office	6470	Job Placement Services	0	0		0	0	1,710	-1,710



**DISTRICT San Bernardino Community College District (980)**
**CAMPUS San Bernardino Valley College (982)**
**Project:** Instructional & Student Services Building

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH		Increase In Space
								Capacity	Sec. ASF	
310	Office	6480	Veterans Services	0	0		0	0	341	-341
310	Office	6780	Management Information Services	0	0		0	0	138	-138
310	Office	6920	Child Development Centers	0	0		0	0	64	-64
315	Office Service	0099	General Assignment	0	0		0	0	153	-153
315	Office Service	1500	Humanities (Letters)	0	0		0	0	321	-321
315	Office Service	6100	Instructional Support Services	0	0		0	0	416	-416
315	Office Service	6110	Learning Center (Learning Resource Center)	0	0		0	0	120	-120
315	Office Service	6210	Registrations, Transfers, Transcripts, Certificati	0	0		0	0	1,200	-1,200
315	Office Service	6300	Counseling and Guidance	0	0		2,635	0	0	2,635
315	Office Service	6310	Counseling Services	0	0		0	0	493	-493
315	Office Service	6400	Other Student Services	0	0		3,350	0	0	3,350
315	Office Service	6420	Disabled Students Programs and Services (DSPS)	0	0		0	0	242	-242
315	Office Service	6430	Extended Opportunity Programs and Services (EOPS)	0	0		0	0	160	-160
315	Office Service	6450	Student Personnel Administration	0	0		0	0	116	-116
315	Office Service	6460	Financial Aid	0	0		0	0	785	-785
315	Office Service	6470	Job Placement Services	0	0		0	0	203	-203
350	Conference Room	6100	Instructional Support Services	0	0		0	0	76	-76
410	Read/Study Room	0099	General Assignment	0	0		0	0	3,101	-3,101
410	Read/Study Room	4900	Interdisciplinary Studies	0	0		0	0	627	-627
410	Read/Study Room	6110	Learning Center (Learning Resource Center)	0	0		8,550	0	139	8,411
410	Read/Study Room	6420	Disabled Students Programs and Services (DSPS)	0	0		0	0	419	-419
410	Read/Study Room	6430	Extended Opportunity Programs and Services (EOPS)	0	0		0	0	1,078	-1,078
440	Processing Room	0099	General Assignment	0	0		0	0	213	-213
525	Athletic/Physical Ed Service	0835	Physical Education	0	0		0	0	734	-734
540	Clinic St Care	6320	Placement Services	0	0		1,300	0	726	574
540	Clinic St Care	6420	Disabled Students Programs and Services (DSPS)	0	0		0	0	212	-212
545	Clinic Service	6320	Placement Services	0	0		800	0	269	531
590	Other	7091	Noninstitutional Activity	0	0		0	0	210	-210
610	Assembly	0099	General Assignment	0	0		3,000	0	2,618	382

**DISTRICT San Bernardino Community College District (980)**
**CAMPUS San Bernardino Valley College (982)**
**Project:** Instructional & Student Services Building

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH		Increase In Space
								Capacity	Sec. ASF	
615	Assembly Service	0099	General Assignment	0	0		620	0	815	-195
650	Lounge	0099	General Assignment	0	0		4,720	0	1,285	3,435
650	Lounge	1500	Humanities (Letters)	0	0		0	0	304	-304
650	Lounge	6110	Learning Center (Learning Resource Center)	0	0		0	0	96	-96
650	Lounge	6440	Health Services	0	0		0	0	114	-114
650	Lounge	6450	Student Personnel Administration	0	0		0	0	102	-102
650	Lounge	6480	Veterans Services	0	0		0	0	879	-879
650	Lounge	6920	Child Development Centers	0	0		0	0	440	-440
670	Recreation	6960	Students and Co-curricular Activities	0	0		750	0	0	750
675	Recreation Service	6960	Students and Co-curricular Activities	0	0		400	0	0	400
680	Meeting Room	0099	General Assignment	0	0		4,790	0	986	3,804
680	Meeting Room	6100	Instructional Support Services	0	0		0	0	233	-233
680	Meeting Room	6320	Placement Services	0	0		0	0	579	-579
680	Meeting Room	6920	Child Development Centers	0	0		0	0	954	-954
685	Meeting Room Service	0099	General Assignment	0	0		650	0	89	561
685	Meeting Room Service	6320	Placement Services	0	0		0	0	62	-62
685	Meeting Room Service	6920	Child Development Centers	0	0		0	0	550	-550
820	Patient Bath	6440	Health Services	0	0		150	0	0	150
830	Nurse Station	6440	Health Services	0	0		100	0	117	-17
850	Treatment	6440	Health Services	0	0		480	0	228	252
870	Supplies	6440	Health Services	0	0		200	0	0	200
880	Public Waiting	6440	Health Services	0	0		250	0	166	84
895	Health Care Service	6440	Health Services	0	0		300	0	182	118
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	-	<b>75,635</b>	<b>778</b>	<b>58,316</b>	<b>17,319</b>

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**DISTRICT** San Bernardino Community College District (980) **CAMPUS** San Bernardino Valley College (982)

**Project:** Instructional & Student Services Building **Date Prepared:** 03/28/2017 **Estimate CCI:** 6924 **CFIS Ref. #:**  
**Request For:** L  P  W  C  E **Prepared by:** **Estimate EPI:** 3737 **DoF Project ID:**

	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
<b>1. Site Acquisition (Acres: 0)</b>	\$0				
<b>2. Preliminary Plans (Estimate CCI: 6924)</b>	\$2,065,487	\$1,032,744	\$1,032,743	\$0	
A. Architectural Fees (for preliminary plans)	\$1,359,833				
B. Project Management (for preliminary plans)	\$485,654				
C. Division of the State Architect Plan Check Fee	\$0				
D. Preliminary Tests (soils, hazardous materials)	\$75,000				
E. Other Costs (for preliminary plans)	\$145,000				
<b>3. Working Drawings (Estimate CCI: 6924)</b>	\$2,326,889	\$1,163,445	\$1,163,444	\$0	
A. Architectural Fees (for working drawings)	\$1,554,094				
B. Project Management (for working drawings)	\$0				
C. Division of the State Architect, Plan Check Fee	\$579,039				
D. Community College Plan Check Fee	\$138,756				
E. Other Costs (for working drawings)	\$55,000				
<i>Total PW may not exceed 13% of construction</i>	<b>True</b>				
<b>4. Construction (Estimate CCI: 6924)</b>	\$48,565,447	\$26,799,174	\$21,766,273	\$0	
A. Utility Service	\$2,027,468				
B. Site Development, Service	\$1,396,050				
C. Site Development, General	\$3,067,148				
D. Other Site Development	\$311,758				
E. Reconstruction	\$0				
F. New Construction (building) (w/Group I equip)	\$40,944,140				
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$818,883				
H. Other	\$0				
<b>5. Contingency</b>	\$2,428,273	\$1,214,137	\$1,214,136	\$0	
<b>6. Architectural and Engineering Oversight</b>	\$971,309	\$485,655	\$485,654	\$0	
<b>7. Tests and Inspections</b>	\$823,910	\$411,955	\$411,955	\$0	
A. Tests	\$485,654				
B. Inspections	\$338,256				
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$1,050,291	\$525,146	\$525,145	\$0	
A. Construction Management	\$971,309				
B. Labor Compliance Program	\$78,982				
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$53,839,230	\$29,436,067	\$24,403,163	\$0	
<b>10. Furniture and Group II Equipment (Estimate EPI: 3737)</b>	\$5,032,902	\$0	\$5,032,902	\$0	
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$63,264,508	\$31,632,256	\$31,632,252	\$0	
<b>12. Project Data</b>	<b>Gross Square Feet</b>	<b>Assignable Square Feet</b>	<b>ASF:GSF Ratio</b>	<b>Unit Cost Per ASF</b>	<b>Unit Cost Per GSF</b>
New Construction	105,050	75,635	0.72	\$541	\$390
Reconstruction	0	0	0.00	\$0	\$0

13. Anticipated Time Schedule							
Start Preliminary Plans	08/01/2022	Start Working Drawings	03/01/2023	Complete Working Drawings	11/01/2023	DSA Final Approval	07/01/2024
Advertise Bid for Construction	09/01/2024	Award Construction Contract	11/01/2024	Advertise Bid for Equipment	01/01/2026	Complete Project	10/01/2026

14. Phase	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Acquisition	\$0	\$0	\$0	\$0
Preliminary Plans	\$1,032,744	\$1,032,743	\$0	\$1,032,743
Working Drawings	\$1,163,445	\$1,163,444	\$0	\$1,163,444
Construction	\$29,436,067	\$24,403,163	\$0	\$24,403,163
Equipment	\$0	\$5,032,902	\$0	\$5,032,902
<b>Total Costs</b>	<b>\$31,632,256</b>	<b>\$31,632,252</b>	<b>\$0</b>	<b>\$31,632,252</b>
% of SS Total	50.00%	50.00%	<b>SS Total:</b>	<b>\$63,264,508</b>

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## QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32

<b>1</b>	<b>Site Acquisition</b>				
<b>2</b>	<b>Plans</b>				<b>\$2,065,487</b>
	<b>a. Architect's Fee (Preliminary Plans)</b>				
	CONST x 8% x 35%				\$1,359,833
	<b>b. Project Management Fee (Preliminary Plans)</b>				
	CONST x 1%				\$485,654
	<b>c. Preliminary Tests (soils, hazardous materials)</b>				
	Soil Testing				\$25,000
	Geotechnical Report				\$50,000
	<b>d. Other Costs</b>				
	Hazardous Substance Consultant				\$30,000
	Data/Technology Consultant				\$40,000
	Waterproofing Consultant				\$30,000
	Constructability Review Consultant				\$25,000
	CEQA Consultant				\$20,000
<b>3</b>	<b>Working Drawings</b>				<b>\$2,326,889</b>
	<b>a. Architect's Fee (Working Drawings)</b>				
	CONST x 8% x 40%				\$1,554,094
	<b>b. Project Management Fee (Working Drawings)</b>				
	CONST x 1%				
	All Allocated to Preliminary Plans				\$0.00
	<b>c. Office of the State Architect, Plan Check Fee</b>				
	Plan Check Fee, Structural, Fire, Life Safety Review				\$579,039
	<b>d. Community College Plan Check Fee</b>				
	CONST x 0.0028571				\$138,756
	<b>e. Other Costs:</b>				
	Advertising, Printing & Legal Fees				\$55,000
<b>4</b>	<b>Construction</b>				<b>\$48,565,447</b>
		<b>Quantity</b>	<b>Unit</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
	<b>A. Utility Services</b>				

<b>Mechanical Utilities</b>					
Water Supply	105,050	SF	\$2.31	\$242,666	
Sanitary Sewer	105,050	SF	\$2.31	\$242,666	
Storm Sewer	105,050	SF	\$1.58	\$165,979	
Fuel Distribution (Natural Gas)	105,050	SF	\$1.87	\$196,444	
Fire Protection	105,050	SF	\$1.87	\$196,444	
Other Site Mechanical Utility	105,050	SF	\$0.72	\$75,636	
<b>Electrical Utilities</b>					
Electrical Distribution	105,050	SF	\$4.32	\$453,816	
Site Lighting	105,050	SF	\$1.87	\$196,444	
Site Communications & Security	105,050	SF	\$1.87	\$196,444	
Other Site Electrical Utilities	105,050	SF	\$0.58	\$60,929	
<i>Subtotal Utility Services</i>					<i>\$2,027,468</i>
<b>B. Site Development Service</b>					
<b>Site Improvements</b>					
Roadways/Vehicular Paving	1,000	SF	\$13.62	\$13,620	
Pedestrian Paving	21,000	SF	\$20.43	\$429,030	
Site Signage & Accessories	60,000	SF	\$6.05	\$363,000	
Landscaping & Irrigation	30,000	SF	\$19.68	\$590,400	
<i>Subtotal Site Development Service</i>					<i>\$1,396,050</i>
<b>C. Site Development General</b>					
<b>Site Preparation</b>					
Site Clearing, Grub, Grading	105,050	SF	\$2.69	\$282,585	
Prepare Building Pad, Over Excavation & Recompaction	26,667	CY	\$37.84	\$1,009,079	
<b>Selective Demolition</b>					
Demolition & Haz Mat Abatement/Removal (Liberal Arts)	39,359	GSF	\$45.11	\$1,775,484	
<i>Subtotal Site Development General</i>					<i>\$3,067,148</i>
<b>D. Other Site Development</b>					
Temporary Fencing	1	LS	\$62,352.74	\$62,353	
Temporary Utilities	1	LS	\$249,404.97	\$249,405	
<i>Subtotal Other Site Development</i>					<i>\$311,758</i>
<b>E. Reconstruction</b>					
Not Applicable					

					<i>\$0</i>
	<b>F. New Construction/Addition</b>				
	<b>Cost By Room Use/Top Code (CCI 6924)</b>				
	110 Classroom (0099 General Assignment)	2,000	ASF	\$553	\$1,106,000
	210 Class Lab (4900 Interdisciplinary Studies)	8,000	ASF	\$597	\$4,776,000
	250 Non-Class Lab (4900 Interdisciplinary Studies)	12,900	ASF	\$597	\$7,701,300
	255 Non-Class Lab Service (4900 Interdisciplinary Studies)	450	ASF	\$597	\$268,650
	310 Office (6300 Counseling & Guidance)	5,150	ASF	\$580	\$2,987,000
	310 Office (6400 Other Student Services)	14,090	ASF	\$580	\$8,172,200
	315 Office Service (6300 Counseling & Guidance)	2,635	ASF	\$580	\$1,528,300
	315 Office Service (6400 Other Student Services)	3,350	ASF	\$580	\$1,943,000
	410 Read/Study Room (6110 Learning Resource Center)	8,550	ASF	\$445	\$3,804,750
	540 Clinic Student Care (6320 Placement Services)	1,300	ASF	\$576	\$748,800
	545 Clinic Student Care Service (6320 Placement Services)	800	ASF	\$576	\$460,800
	610 Assembly (0099 General Assignment)	3,000	ASF	\$0	\$0
	615 Assembly Service (0099 General Assignment)	620	ASF	\$0	\$0
	650 Lounge (0099 General Assignment)	4,720	ASF	\$550	\$2,596,000
	670 Recreation (6960 Students and Co-curricular Activities)	750	ASF	\$672	\$504,000
	675 Recreation Svc (6960 Student & Co-curricular Activities)	400	ASF	\$672	\$268,800
	680 Meeting Room (0099 General Assignment)	4,790	ASF	\$550	\$2,634,500
	685 Meeting Room Service (0099 General Assignment)	650	ASF	\$550	\$357,500
	820 Patient Bathroom (6440 Health Services)	150	ASF	\$754	\$113,100
	830 Nursing Station (6440 Health Services)	100	ASF	\$728	\$72,800
	850 Treatment (6440 Health Services)	480	ASF	\$728	\$349,440
	870 Supplies (6440 Health Services)	200	ASF	\$754	\$150,800
	880 Public Waiting (6440 Health Services)	250	ASF	\$728	\$182,000
	895 Health Care Service (6440 Health Services)	300	ASF	\$728	\$218,400
					<i>\$40,944,140</i>
	<b>G. Other Construction</b>				
	BOG Energy incentive allowance (2% of New Const.)				\$818,883
					<i>\$818,883</i>
	<b>H. Other Construction</b>				
					<i>\$0</i>
<b>5</b>	<b>Contingency</b>				<b>\$2,428,273</b>
	CONST x 5%				\$2,428,273

<b>6</b>	<b>Architectural &amp; Engineering &amp; Oversight</b>				<b>\$971,309</b>
	CONST x 8% x 25%				\$971,309
<b>7</b>	<b>Tests &amp; Inspections</b>				<b>\$823,910</b>
	(a) Test = 1% x CONST				\$485,654
	(b) Inspection = 24 months x \$14,094				\$338,256
<b>8</b>	<b>Construction Management</b>				<b>\$1,050,291</b>
	(a) Construction Management CONST x 2%				\$971,309
	(b) Labor Compliance				\$78,982
<b>9</b>	<b>Total Construction Costs</b>				<b>\$53,839,230</b>
	(Items 4 through 8 above)				
<b>10</b>	<b>Furniture &amp; Group II Equipment</b>				<b>\$5,032,902</b>
<b>11</b>	<b>Total Project Cost</b>				<b>\$63,264,508</b>
	(Items 1, 2, 3, 9 and 10)				
<b>12</b>	<b>Cost per Gross Square Foot</b>	<b>105,050</b>	<b>GSF</b>		<b>\$389.76</b>



## BOARD OF GOVERNORS ENERGY AND SUSTAINABILITY POLICY

This project will be designed to exceed Title 24, Part 6 Energy Code by 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.
- Overhangs have been incorporated to shade glazing.
- Low E dual glazing will be incorporated to reduce heat gain.
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.
- Heating and cooling will be provided by a highly energy efficient HVAC system.
- Independent HVAC controls provided where applicable.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting with automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Requested participation in the local utility's energy incentive program.
- Photovoltaic panels will be incorporated where appropriate.

<b>STATE OF CALIFORNIA</b> <b>CAPITAL OUTLAY</b> <b>BUDGET CHANGE PROPOSAL (COBCP)</b> <b>COVER PAGE (REV 06/12)</b> <b>BUDGET YEAR 2022-23</b>	<b>DEPARTMENT OF FINANCE</b> <b>915 L Street</b> <b>Sacramento, CA 95814</b> <b>IMS Mail Code: A15</b>
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ORG CODE: \_\_\_\_\_ COBCP NO. \_\_\_\_\_ PRIORITY: \_\_\_\_\_ PROJECT ID: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

TOTAL REQUEST (DOLLARS IN THOUSANDS): \$ \_\_\_\_\_ MAJOR/MINOR: \_\_\_\_\_

PHASE(S) TO BE FUNDED: \_\_\_\_\_ PROJ CAT: \_\_\_\_\_ CCCI/EPI: \_\_\_\_\_

SUMMARY OF PROPOSAL:

**\*\*\*\*\* THIS PAGE IS TO BE COMPLETED BY FPU. \*\*\*\*\***

HAS A BUDGET PACKAGE BEEN COMPLETED FOR THIS PROJECT? (E/U/N/?): \_\_\_\_\_

REQUIRES LEGISLATION (Y/N): \_\_\_\_\_ IF YES, LIST CODE SECTIONS: \_\_\_\_\_

REQUIRES PROVISIONAL LANGUAGE (Y/N) \_\_\_\_\_

IMPACT ON SUPPORT BUDGET: ONE-TIME COSTS (Y/N): \_\_\_\_\_ FUTURE COSTS (Y/N): \_\_\_\_\_

FUTURE SAVINGS (Y/N): \_\_\_\_\_ REVENUE (Y/N): \_\_\_\_\_

DOES THE PROPOSAL AFFECT ANOTHER DEPARTMENT (Y/N): \_\_\_\_\_ IF YES, ATTACH COMMENTS OF AFFECTED DEPARTMENT SIGNED BY ITS DIRECTOR OR DESIGNEE.

**SIGNATURE APPROVALS:**

_____	_____	_____	_____
PREPARED BY	DATE	REVIEWED BY	DATE

_____	_____	_____	_____
DEPARTMENT DIRECTOR	DATE	AGENCY SECRETARY	DATE

\*\*\*\*\*

**DOF ANALYST USE**

DOF ISSUE # \_\_\_\_\_ PROGRAM CAT: \_\_\_\_\_ PROJECT CAT: \_\_\_\_\_ BUDG PACK STATUS: \_\_\_\_\_

ADDED REVIEW: SUPPORT: \_\_\_\_\_ OCIU: \_\_\_\_\_ FSCU/ITCU: \_\_\_\_\_ OSAE: \_\_\_\_\_ CALSTARS: \_\_\_\_\_

PPBA: \_\_\_\_\_

Date: \_\_\_\_\_

DF-151 (Rev. 04/11)

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## **RESPONSES TO SPECIFIC REQUIREMENTS OF THE STATE ADMINISTRATIVE MANUAL**

### **A. PURPOSE OF THE PROJECT**

#### **A1. EXECUTIVE SUMMARY**

This project will construct a new Instructional Student Services Building of approximately 105,050 Gross Square Feet (GSF) on the San Bernardino Valley College campus. Functional space within the new building will consist of 2,000 ASF of classroom, 21,350 ASF of laboratory, 25,225 ASF of office, 8,550 ASF of library, and 18,510 ASF of other support space. Student support programs and services are currently dispersed throughout seven buildings on campus, making it difficult for students to navigate where to go for student support needs. By constructing a new Instructional Student Services Building, the College will be able to better support students by creating a one-stop shop approach for accessing support services. The project will also provide the campus with an opportunity to replace traditional general classroom space with more flexible computer laboratories that better respond to instructional needs of programs on campus.

The existing Liberal Arts building will be demolished to provide a site for the new Instructional Student Services Building. Once the new facility is occupied the Student Health Services Building, Parent Education Center, Portable Classroom CTS, and Portable Conference Building will be inactivated for future demolition. Additionally, vacated student services space within the Administration/Student Services (AD/SS) and Campus Center buildings will also be inactivated a secondary effect of this project. The inactivated space within the Administration/Student Services and Campus Center buildings will eventually be repurposed as a separate capital construction project.

Total project cost is estimated at \$63,264,508 (per Construction Cost Index (CCI) 6924 and is not escalated to mid-point of construction).

The State Capital Outlay system considers the proposed project as a Category G project, for growth of instructional and institutional support space.

#### **A2. PROBLEM STATEMENT**

Established in 1926, San Bernardino Valley College (SBVC) is located in San Bernardino, California, in the Inland Empire of Southern California. The SBVC campus serves students from the San Bernardino metropolitan area, and offers 52 undergraduate degrees, concentrated into 45 majors within 27 broad fields of study. During the 2018-19 academic year, SBVC enrolled approximately 19,308 students and generated 11,024 Full-Time Equivalent Students (FTES). During this same academic year (2018-19), approximately 67% of students received some type of financial aid assistance (12,901 students). The Inland Empire is a region recognized by the State-wide Vision for Success Initiative as being a high-need area, historically not served equitably by community colleges.

Since its opening in 1970, the Liberal Arts building has not undergone any renovation or reconstruction and currently has a Facility Condition Index (FCI) of 58.62%. The Facilities Condition Index (FCI) measures a facilities repair cost compared to its replacement value. FCI measurements start at 0%, which indicates that there are no deficiencies in the building. An FCI of 15% or higher implies a poor building condition. The Liberal Arts facility has significant electrical, plumbing and mechanical deficits. Heating and cooling are inadequate, lighting is poor, and the building does not have adequate ADA access. Essential mechanical functions of the building are failing. The 50-year-old Liberal Arts building still contains original building systems and infrastructure which do not support the demands of current academic programs and services. Current instructional space in the Liberal Arts building lacks adequate infrastructure to accommodate technology and academic delivery methods.

Over its 50 years of operation, users within the Liberal Arts building have changed while functional space within the building has remained the same. Today, many on the student services programs housed within the building have had to adapt to existing building conditions and make the best use of available spaces. For example, tutoring and learning support functions on the second floor of the building have needed to carve out a large room to serve multiple needs. This has created issues with noise, interior circulation, and use of available equipment. Student services offices are dispersed on multiple levels of the building and are located adjacent to faculty offices, creating wayfinding issues for students and discouraging them from utilizing program services. Traditional lecture classrooms within the Liberal Arts building have become less utilized as instructional delivery methods require more flexibility and technology within spaces. Many of the classrooms within the building are also too small to accommodate more than 30 students at a time, limiting the type of courses that may be scheduled within these rooms.

The Administration/Student Services, Campus Center, Student Health Services, Parent Education Center, Portable Classroom CTS, and Portable Conference are 6 additional building (aside from Liberal Arts) that currently house the remainder of the College's student services functions. Since these facilities are dispersed on campus, student service functions are not cohesive, cannot share resources, and not easily accessible to students. For example, the disabled students services (DSPS) High Technology Center is located in the Liberal Arts building, however, the main DSPS office is located within the AD/SS building. Furthermore, the STAR-TRIO, EOPS, CalWORKs, and Parent Education Center programs all share functional adjacency needs, however these programs are dispersed between the AD/SS, Campus Center, and Parent Education Center buildings.

In addition to being disjointed throughout campus, many student services programs do not have adequate space to meet their needs. Many categorical and special services programs require specific spaces to function. The campus recognizes a need for increasing space capacity for disabled students, veterans' resources, student outreach and equity programs, counseling, and tutoring/learning services.

Critical goals of SBVC are to increase student access and success. Providing facilities that are conducive to realizing these goals is vital. Collocating student services programs within a single

facility that has adequate space to meet student demand would be a critical step in helping the College implement its student access and success goals.

### **A3. SOLUTION CRITERIA**

To mitigate these problems, the College seeks a solution that meets the following criteria:

- Educational Impact – Consolidate student services programs into a single location on campus
- Educational Impact – Increase space capacity dedicated for student services programs and flexible interdisciplinary computer labs
- Educational Impact – Provide functional adjacencies for an effective flow of communication and resource allocation
- Campus Integration – Consistency with goals/objectives within the College’s Educational and Facilities Master Plans
- Safety/Security – Improve fire/life safety systems, accessibility, and code compliance.
- Energy Efficiency and Sustainability – Improve water and energy efficiency
- Delivery Timeline – Deliver a solution in the shortest amount of time
- Cost – Implement the least cost solution

### **B. RELATIONSHIP TO THE STRATEGIC PLAN**

The College Comprehensive Master Plan (CMP) includes the construction, and/or demolition of facilities to meet the community’s educational requirements. Construction of the Instructional & Student Services Building will enhance student learning, support services. A goal of the Facilities Master Plan (FMP) is to remove outdated and obsolete facilities, including portables, to bolster functionality and cohesion between the campus. This project is also included within the District’s Five Year Construction Plan and is supported by capacity load ratios at the College. This project also supports the College’s Educational Master Plan (EMP) by enhancing accessibility and resources for academic programs and student services.

Other institutional goals, such as upgrading building systems, infrastructure, accessibility, and security would also be achieved if the solution criteria are met. Additionally, the proposed solution will adhere to the State’s environmental sustainability measures which include, but are not limited to, energy efficient systems/infrastructure, integration of water conservation elements, minimizing solar heat gain, and possible participation in the local investor owned utility energy incentive program.

### **C. ALTERNATIVES**

Four alternatives were evaluated in order to solve existing building deficiencies discussed in the above Problem Statement. The Solution Criteria Matrix identifies how each alternative respond to measures set forth in the Solution Criteria section. The Economic Matrix at the end of this section details the economic impact of each alternative.

- Alternative #1 – New Construction
- Alternative #2 – Reconstruction and Addition
- Alternative #3 – Installation of Temporary Portables
- Alternative #4 – Lease Space Off-Campus

***Alternative #1 – New Construction***

Construct a new Instructional & Student Services Building of approximately 75,635 ASF (105,050 GSF). Assignable space will include 2,000 ASF of classroom, 21,350 ASF of laboratory, 25,225 ASF of office, 8,550 ASF of library, and 18,510 ASF of other support space. The existing Liberal Arts building will be demolished to provide a building site. Student services space within the AD/SS, Campus Center, Student Health Services, Parent Education Center, Portable Classroom CTS, and Portable Conference buildings would be inactivated. This option has been estimated to cost \$63,264,508 Construction Cost Index (CCI) 6924 and Equipment Price Index (EPI) 3737 (not escalated to mid-point of construction).

Pros:

- Educational Impact – Consolidates student services programs into a single location on campus
- Educational Impact – Increases space capacity dedicated for student services programs and flexible interdisciplinary computer labs
- Educational Impact – Provides functional adjacencies for an effective flow of communication and resource allocation
- Campus Integration – Is consistent with goals/objectives within the College’s Educational and Facilities Master Plans
- Safety/Security – Improves fire/life safety systems, accessibility, and code compliance.
- Energy Efficiency and Sustainability – Improves water and energy efficiency
- Delivery Timeline – Delivers a solution in the shortest amount of time
- Cost – Is the least cost solution

Cons:

- None

***Alternative #2 – Reconstruction and Addition***

Reconstruct the existing Liberal Arts Building (39,359 GSF) and construct an addition to the building of approximately (65,691 GSF). Assignable space will include 2,000 ASF of classroom, 21,350 ASF of laboratory, 25,225 ASF of office, 8,550 ASF of library, and 18,510 ASF of other support space. Student services space within the AD/SS, Campus Center, Student Health Services, Parent Education Center, Portable Classroom CTS, and Portable Conference buildings would be inactivated. This option has been estimated to cost \$67,675,836 Construction Cost Index (CCI) 6924 and Equipment Price Index (EPI) 3737 (not escalated to mid-point of construction).

Pros:

- Educational Impact – Increases space capacity dedicated for student services programs and flexible interdisciplinary computer labs

- Educational Impact – Provides functional adjacencies for an effective flow of communication and resource allocation
- Safety/Security – Improves fire/life safety systems, accessibility, and code compliance.
- Energy Efficiency and Sustainability – Improves water and energy efficiency

Cons:

- Educational Impact – Does not consolidate student services programs into a single location on campus (limited existing building footprint does not allow for growth space required for student services functions to be consolidated is a single location)
- Campus Integration – Is not consistent with goals/objectives within the College’s Educational and Facilities Master Plans (would not collocate student services within a single facility)
- Delivery Timeline – Does not deliver a solution in the shortest amount of time (reconstruction and new construction at same site location impacts project duration)
- Cost – Is not the least cost solution (swing space, building code upgrade requirements impact project costs)

***Alternative #3 – Installation of Temporary Portables***

Install approximately 75,635 ASF (105,050 GSF) of temporary portable buildings. Portables would require replacement every 30 years to maintain building standards and would require at least 2 installations to compare this option to a permanent facility. The estimated cost of this alternative at CCI 6924 and EPI 3737 is \$75,601,172 (not escalated to mid-point of construction).

Pros:

- Educational Impact – Increases space capacity dedicated for student services programs and flexible interdisciplinary computer labs
- Educational Impact – Provides functional adjacencies for an effective flow of communication and resource allocation
- Safety/Security – Improves fire/life safety systems, accessibility, and code compliance.

Cons:

- Educational Impact – Does not consolidate student services programs into a single location on campus (multiple portables across a large footprint would be required)
- Campus Integration – Is not consistent with goals/objectives within the College’s Educational and Facilities Master Plans (increases dependency on temporary facilities)
- Energy Efficiency and Sustainability – Does not improve water and energy efficiency (large footprint and requires duplication of building systems)
- Delivery Timeline – Does not delivers a solution in the shortest amount of time (multiple installation phases impact project duration)
- Cost – Is not the least cost solution (multiple installation phases impact project costs)

***Alternative #4 - Leasing an Off-Campus Facility***

Lease a 75,635 ASF (105,050 GSF) facility off-campus. To compare this alternative to a facility that is owned by the District, the lease would have to be maintained for approximately 60 years. This alternative would require a significant investment from the College’s operational budget as

its primary funding source. The leasing of an off-site facility in the Inland Empire for at least 60 years using CCI 6924 and EPI 3737 has been estimated to cost \$118,486,902 (not including costs for tenant improvements).

Pros:

- Educational Impact – Increases space capacity dedicated for student services programs and flexible interdisciplinary computer labs
- Educational Impact – Provides functional adjacencies for an effective flow of communication and resource allocation
- Safety/Security – Improves fire/life safety systems, accessibility, and code compliance.
- Energy Efficiency and Sustainability – Improves water and energy efficiency

Cons:

- Educational Impact – Does not consolidate student services programs into a single location on campus (would move student service away from the main campus)
- Campus Integration – Is not consistent with goals/objectives within the College's Educational and Facilities Master Plans (disjoins students/faculty from the main campus and College may not fully control of operating hours)
- Delivery Timeline – Does not deliver a solution in the shortest amount of time (requires long-term lease agreement and substantial tenant improvements)
- Cost – Is not the least cost solution (requires long-term lease agreement and substantial tenant improvements)



**SOLUTION CRITERIA MATRIX**

<b>SOLUTION CRITERIA</b>	<b>ALTERNATIVES</b>			
	<b>#1 New Construction</b>	<b>#2 Reconstruction &amp; Addition</b>	<b>#3 Temporary Portables</b>	<b>#4 Lease Space Off-Campus</b>
Consolidate student services programs into a single location on campus	YES	NO	NO	NO
Increase space capacity for student services and flexible computer labs	YES	YES	YES	YES
Provide functional adjacencies for an effective flow of communication and resource allocation	YES	YES	YES	YES
Consistency with goals/objectives within the College's Educational and Facilities Master Plans	YES	NO	NO	NO
Improve fire/life safety systems, accessibility, and code compliance	YES	YES	YES	YES
Improve water and energy efficiency	YES	YES	NO	YES
Deliver a solution in the shortest amount of time	YES	NO	NO	NO
Implement the least cost solution	YES	NO	NO	NO

## ECONOMIC ANALYSIS

ECONOMIC ANALYSIS	(All costs estimated to CCI 6924, EPI 3737)			
	#1 New Construction	#2 Reconstruction & Addition	#3 Temporary Portables	#4 Lease Space Off-Campus
Site Acquisition	\$0	\$0	\$0	\$0
Plans and Working Drawings	\$4,392,376	\$5,305,264	\$5,973,188	Unknown
Construction Costs:				
Utility Service	\$2,027,468	\$2,027,468	\$4,054,936	Unknown
Site Development-Service	\$1,396,050	\$1,396,050	\$2,792,100	Unknown
Site Development-General	\$3,067,148	\$3,067,148	\$6,134,297	Unknown
Other Site	\$311,758	\$311,758	\$623,515	Unknown
Reconstruction	\$0	\$8,753,963	\$0	Unknown
New Construction	\$40,944,140	\$29,272,190	\$0	Unknown
Other Construction	\$818,883	\$5,767,938	\$869,814	Unknown
Construction Soft Costs	\$5,273,138	\$6,741,156	\$6,629,720	Unknown
<b>Total Construction Costs</b>	<b>\$53,839,230</b>	<b>\$57,337,670</b>	<b>\$21,104,382</b>	<b>Unknown</b>
Equipment (Group II)	\$5,032,902	\$5,032,902	\$5,032,902	\$5,032,902
Other – Lease Space or Portable Costs			\$43,490,700	\$113,454,000
<b>Total Project Cost @ CCI 6924 and EPI 3737</b>	<b>\$63,264,508</b>	<b>\$67,675,836</b>	<b>\$75,601,172</b>	<b>\$118,486,902</b>
Escalated per Department of Finance Budget Letter BL05-21	<b><u>CCC Calculates this amount based on latest DOF directions</u></b>			

- 1.) Professional estimated obtained from AECOM and ALMA Strategies at CCI 6924 and EPI 3737
- 2.) This estimate includes the reconstruction of Liberal Arts (23,455 ASF/39,359 GSF) and a new construction addition (52,180 ASF/65,691 GSF). The estimate is based on CCI 6924 and EPI 3737. The estimate also includes costs for structural and building code upgrades within the existing Liberal Arts building.
- 3.) Portables are estimated to cost \$207 per square foot (105,050 GSF x \$207 = \$21,745,350). Total cost estimate includes replacement for every 30 years over a 60-year period (\$21,745,350 x 2 installations = \$43,490,700). Project costs for preliminary planning, working drawings, soft construction, and equipment were estimated using State allowances on a JCAF 32 form at CCI 6924 and EPI 3737.
- 4.) Lease rates are approximately \$18.00 annually per sq. ft. x 105,050 GSF x 60 years = \$113,454,000. (\$18.00 annual per sq. foot lease cost was obtained using 2020 market estimates from loopnet.com for the City of San Bernardino and does not include tenant improvement costs).

## **D. RECOMMENDED SOLUTION**

### **D1. WHICH ALTERNATIVE AND WHY?**

The recommended solution is **Alternative #1**, to construct a new Instructional & Student Services Building. This is the only option that meets all the stated goals of the solution criteria. A new building will create a one-stop shop student services building to consolidate programs into a single location on campus. The new building will increase space capacity for student services programs and provide flexible interdisciplinary computer labs. This option will provide an opportunity to organize users within the building with functional adjacencies that increase communication and promote sharing of resources. This alternative is consistent with student success and access goals with the College's Comprehensive Master Plan. A new building improves campus fire/life safety accessibility and code compliance. Demolition and inactivation of outdated facilities on campus will contribute to improving energy efficiency. New construction will include an energy efficient design and building systems. The new construction option delivers a solution in the shortest amount of time and is also the least cost alternative.

Other alternatives were analyzed but failed to address many goals within the established solution criteria. The reconstruction and addition option (Alternative #2) is not the least cost solution, requires more overall time to complete than the recommended solution, and does not respond to the goals of the CMP and EMP. A primary goal of the College is to consolidate student services within a single facility; however, site restrictions make this option unfeasible with a reconstruction/addition option. Alternative 3 (installing portables) only met 3 of the 7 criteria solutions and is not a viable long-term solution to the College's problems. Alternative 4 (leasing space) would move vital student services off-campus, which would disjoint students/staff from the main campus and is not consistent with the College's student success and access goals.

The recommended alternative (Alternative #1) does not adversely impact the campus' operations budget, and is the least cost solution. Total project costs are \$63,264,508, which includes \$31,632,256 requested state-supportable funds, and \$31,632,252 of state-supportable District funds (50% of total state-supportable project costs). Of the total project cost, \$2,065,487 is for Preliminary Plans, \$2,326,889 is for working drawings, \$53,839,230 is for total construction, and \$5,032,902 is for Group II Equipment. There are no anticipated non-state supportable costs associated with this project.

### **D2. DETAILED SCOPE DESCRIPTION**

This project will construct a new Instructional & Student Services Building on the SBVC campus. The proposed building will increase space on campus to support flexible computer lab and student services program needs. The new building will consist of approximately 75,635 ASF (105,050 GSF). Functional space within the buildings will consist of 2,000 ASF of classroom, 21,350 ASF of laboratory, 25,225 ASF of office, 8,550 ASF of library, and 18,510 ASF of other support space.

The existing Liberal Arts building will be demolished to provide a site location for the new Instructional & Student Services Building. Costs associated with demolition of the Liberal Arts

building are included within the proposed project scope. The identification and removal of any hazardous materials used in the original construction of the building is also included.

Once the new facility is occupied the Student Health Services Building, Parent Education Center, Portable Classroom CTS, and Portable Conference Building will be inactivated for future demolition. Additionally, vacated student services space within the Administration/Student Services (AD/SS) and Campus Center buildings will also be inactivated a secondary effect of this project. The inactivated space within the Administration/Student Services and Campus Center buildings will eventually be repurposed as a separate capital construction project. During construction users within the existing Liberal Arts building will need to be relocated into temporary housing until the project is ready for occupancy. Costs associated with relocation and swing space are not included in the proposed project scope.

The building design will include features to exceed the requirements of Title 24, part 6 Energy Efficiency by at least 15%. This project will include the installation of increasingly efficient mechanical and electrical devices, as well as the use of improved materials, to ultimately reduce operational and maintenance costs. The building will be constructed to current code and accessibility (ADA) requirements.

This is a growth (Category G) capital construction project. The proposed project will increase space capacity on campus while positively impacting capacity load ratios.

The beginning capacity load ratio for the lecture category is approximately 217%. The proposed project responds to this by decreasing overall classroom space on campus by 1,780 ASF. The decrease in classroom space is expected to decrease classroom capacity load to 179% by project occupancy. Beginning capacity load ratio for the laboratory category is approximately 69%. The proposed project responds to this by increasing lab space on campus by 12,657 ASF, resulting in increasing lab capacity load to 87% by building occupancy. Beginning capacity load ratio in the office category is approximately 105%. The proposed project responds to this by decreasing the capacity load ratio to 99% by project occupancy. The project increases library space on campus by 2,973 ASF and contributes to increasing library capacity load from 77% to 98%. The following table outlines the space impact of this project on campus ASF and capacity load ratios:

### Space Analysis

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	2,000	21,350	25,225	8,550	0	18,510	75,635
Secondary ASF	-3,780	-8,693	-27,157	-5,577	0	-13,109	-58,316
Net ASF	-1,780	12,657	-1,932	2,973	0	5,401	17,319
Applied Net ASF	0	12,657	0	2,973	0	N/A	15,630
Net Capacity Change	-4,148	4,925	-14	2,973	0	N/A	N/A
<b>Initial Cap/Load (FY2022)</b>	<b>217%</b>	<b>69%</b>	<b>105%</b>	<b>77%</b>	<b>55%</b>	<b>N/A</b>	<b>105%</b>
<b>Final Cap/Load (FY2026)</b>	<b>179%</b>	<b>87%</b>	<b>99%</b>	<b>98%</b>	<b>54%</b>	<b>N/A</b>	<b>103%</b>

### **D3. BASIS FOR COST INFORMATION**

Cost information for the project hard construction was provided by the professional firms of AECOM and ALMA Strategies and reflects their experience for similar projects in the general area. Soft costs associated with the project are based on state supportable cost allowances recommended within the state's JCAF 32 Form (CCI 6924; EPI 3737), and have not been escalated to the mid-point of construction.

### **D4. FACTORS/BENEFITS FOR RECOMMENDED SOLUTION OTHER THAN THE LEAST EXPENSIVE ALTERNATIVE**

Aside from doing nothing, the recommended option presents the least cost alternative and is the only feasible option that provides an adequate solution to each of the identified solution criteria.

### **D5. COMPLETE DESCRIPTION OF IMPACT ON SUPPORT BUDGET**

San Bernardino Community College District affirms that it will budget for ongoing maintenance and operations costs associated with the proposed project with existing local resources. For further analysis, refer to the "Analysis of Future Cost" in section 9.1 of this document.

This project does not result in a need for additional faculty or staff positions. Any additional expenses for the required staff to support the new construction will come from any increased apportionments generated by such programs/services within the building. This project includes the installation of increasingly efficient mechanical and electrical systems, and the use of improved materials that reduces operational and maintenance costs. The District provides funding for deferred maintenance project needs at each campus annually. Regular adjustments to the deferred maintenance budget are made accordingly through the annual budget allocation process.

### **D6. IDENTIFY AND EXPLAIN ANY PROJECT RISKS**

There are no unusual or extraordinary project risks. Any removal of hazardous materials during demolition will be conducted by persons trained for such work. Other portions of the work will be executed by persons who are familiar with construction, its attendant risks, and who will implement activities as necessary to minimize risks.

### **D7. LIST REQUESTED INTERDEPARTMENTAL COORDINATION AND/OR SPECIAL PROJECT APPROVAL**

- The Division of State Architect – Title 24 structural, access compliance and energy reviews
- State Fire Marshal – fire/life safety
- State Public Works Board – Approval of Preliminary Plans and Working Drawings

**E. CONSISTENCY WITH GOVERNMENT CODE SECTION 65041.1**

Consistent with the provisions within Government Code Section 65041.1 - 65042, the California Community Colleges are exempt from these specific provisions of this legislation.

**F. ATTACHMENT**

JCAF 31

JCAF 32

JCAF 33

**CALIFORNIA ENVIRONMENTAL QUALITY ACT**

*(Reference: California Code of Regulations, Title 5 Section 57121)*

District will have CEQA review requirements completed prior to request for Preliminary Plans approval.

## ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor’s Office review.

<p><b>Personnel Costs</b></p> <p><b>Certificated:</b> No additional certificated staff need estimated with the proposed construction project.</p> <p><b>Classified:</b> No additional classified staff need estimated with the proposed construction project.</p>	
<p><b>Depreciation, Maintenance, and Operation</b></p> <p>The energy efficient building systems, equipment and technology throughout the new building will decrease maintenance and operations costs from current levels. The project will result in an increase to the overall campus assignable square footage. However, demolition and inactivation of exceedingly inefficient building will contribute to lowering M&amp;O costs. Energy efficiency measures will help reduce energy cost per square foot over the current building, but custodial costs and ongoing maintenance will be relatively unchanged.</p>	
<p><b>Program/Course/Service Approvals</b></p> <p>List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are no new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.</p>	
<p style="text-align: center;"><b>Name of New Program/Course/Service</b></p> <p>None _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;"><b>Date of Approval</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>



## DIAGRAMS OF CAMPUS, PROJECT SITE, BUILDING AREAS, AND ELEVATIONS

Provide the following pre-schematics in lieu of this sheet: Campus Plot Plan, Site Plan, Floor Plans, and Exterior Elevations. If the project has unusual characteristics that require further explanation, please provide the following conceptual drawings as needed: Electrical Plans and Mechanical Plans.

**DISTRICT San Bernardino Community College District (980)**
**CAMPUS San Bernardino Valley College (982)**
**Project:** Instructional & Student Services Building

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
050	Inactive Area	1500	Humanities (Letters)	0	0	0	159	-159	\$0.00	\$0
110-115	Classroom	0099-4999		0	0	0	110	-110	\$17.47	\$0
110-115	Classroom	0099-4999		0	0	2,000	3,670	-1,670	\$16.87	\$0
210	Class Lab	4900	Interdisciplinary Studies	0	0	8,000	2,576	5,424	\$254.03	\$1,377,859
220	Spec Class Lab	4900	Interdisciplinary Studies	0	0	0	3,736	-3,736	\$254.03	\$0
225	Special Class Lab Service	4900	Interdisciplinary Studies	0	0	0	50	-50	\$254.03	\$0
250	Non-Class Lab	4900	Interdisciplinary Studies	0	0	12,900	2,168	10,732	\$254.03	\$2,726,250
255	Non-Class Lab Service	4900	Interdisciplinary Studies	0	0	450	163	287	\$254.03	\$72,907
300-355	Administration Offices	6000 - 9600	Child Development Centers,Instructional Support Services	0	0	0	1,874	-1,874	\$30.09	\$0
300-355	Administration Offices	6000 - 9600	Counseling and Guidance,Counseling Services,Disabled Students Programs and Services (DSPS),Extended Opportunity Programs and Services (EOPS),Financial Aid,Health Services,Instructional Support Services,Job Placement Services,Learning Center (Learning Resource Center),Management Information Services,Other Student Services,Placement Services,Registrations, Transfers, Transcripts, Certificati,Student Personnel Administration,Veterans Services	0	0	25,225	20,293	4,932	\$31.17	\$786,263
300-355	Faculty Offices	0099 - 4999	Biological and Physical Sciences (and Mathematics),Environmental Sciences and Technologies,General Assignment,Humanities (Letters),Political Science,Psychology, General	0	0	0	3,255	-3,255	\$27.32	\$0
300-355	Faculty Offices	0099 - 4999	General Assignment	0	0	0	1,735	-1,735	\$26.37	\$0
410-420	Library - Reading and Stack Space	6110, 6120		0	0	0	5,225	-5,225	\$0.00	\$0
410-420	Library - Reading and Stack Space	6110, 6120		0	0	8,550	139	8,411	\$41.01	\$344,935
430-440	Library- Electronic Carrels and Processing Room	6110, 6120		0	0	0	213	-213	\$0.00	\$0
520-525	Physical Education	0835, 0837		0	0	0	734	-734	\$15.88	\$0
540-545	Clinic (non-health)	6230, 6320, 6400		0	0	2,100	995	1,105	\$38.20	\$42,211

**DISTRICT San Bernardino Community College District (980)**
**CAMPUS San Bernardino Valley College (982)**
**Project:** Instructional & Student Services Building

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
540-545	Clinic (non-health)	6230, 6320, 6400		0	0	0	212	-212	\$0.00	\$0
590	Other	7091	Noninstitutional Activity	0	0	0	210	-210	\$0.00	\$0
610-615	Theater Arts	1006, 1007, 1008		0	0	3,620	3,433	187	\$0.00	\$0
650-655	Staff Lounge	0000-9600		0	0	0	1,495	-1,495	\$28.31	\$0
650-655	Staff Lounge	0000-9600		0	0	4,720	1,725	2,995	\$27.33	\$93,879
670-675	Recreation Areas	6960		0	0	1,150	0	1,150	\$118.17	\$135,896
680-685	Meeting Rooms	0000-9600		0	0	5,440	3,453	1,987	\$27.33	\$119,295
800-895	Health Care	6440		0	0	1,130	693	437	\$53.72	\$23,476
800-895	Health Care	6440		0	0	350	0	350	\$55.66	\$19,481
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	<b>75,635</b>	<b>58,316</b>	<b>17,319</b>	-	<b>\$5,032,902</b>

Report Generated: 06/24/2020

## JUSTIFICATION FOR ADDITIONAL COSTS EXCEEDING GUIDELINES

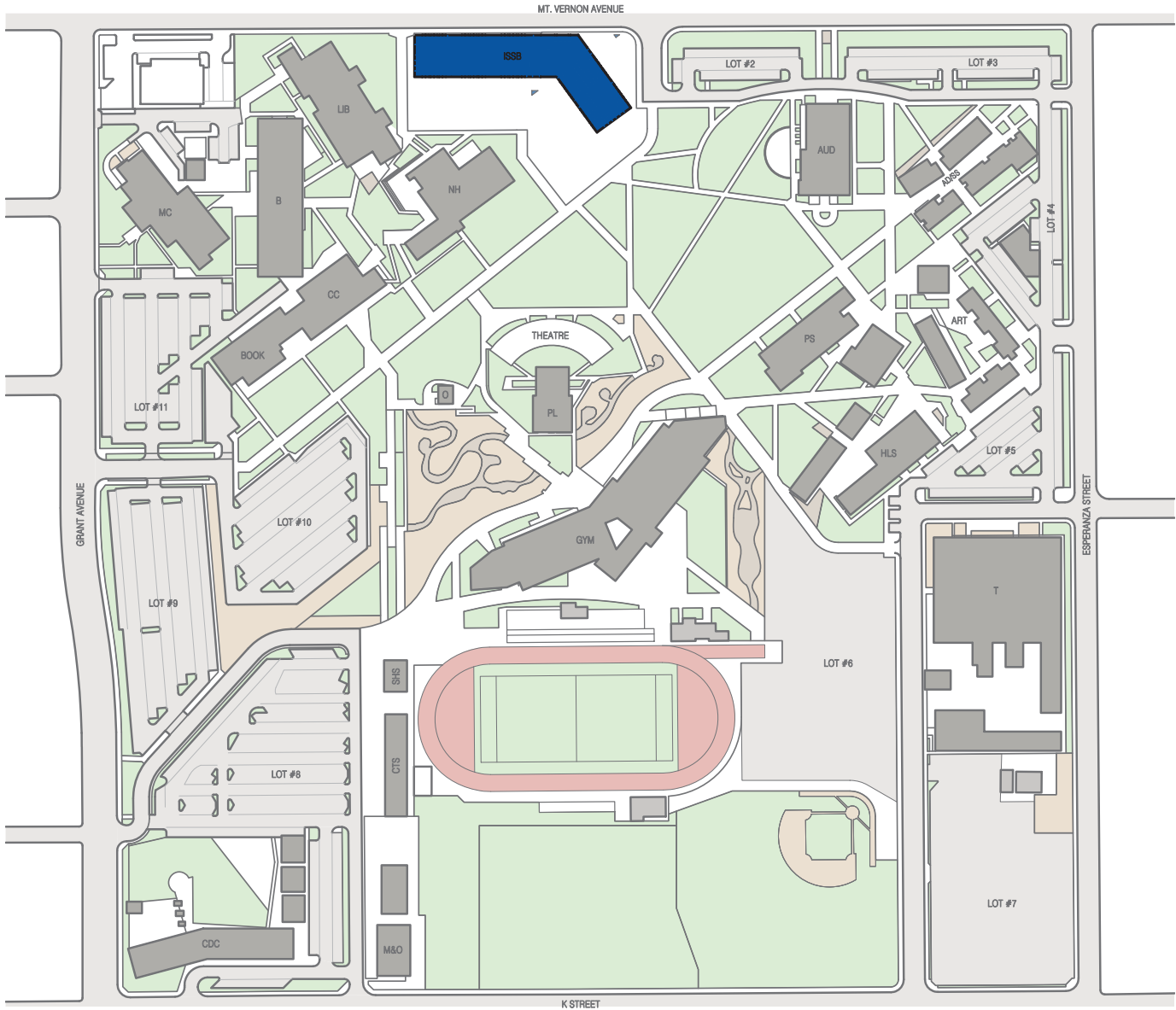
Construction (including Group I equipment),  Equipment (Group II and Furniture)

**District:** San Bernardino Community College District **College:** San Bernardino Valley College

**Project:** Instructional & Student Services Building

Please use this and additional pages or diagrams to explain and justify items of cost not easily explained on other forms. Examples of items needing justification: site improvements, unusual or high-cost construction methods, or items of equipment that exceed ASF cost guidelines. This form, when completed, supplements both the "Quantities and Unit Costs Supporting the JCAF 32" and the "Guidelines-based Group II Equipment Cost Estimate" forms.

All estimated state-supportable estimated project costs are within state guidelines.



ISSUE DATE: 06/26/2020



10.1

INSTRUCTIONAL & STUDENT SERVICES BUILDING

CAMPUS PLOT PLAN



**SITE PLAN**

SCALE: 1" = 80'-0"

ISSUE DATE: 06/26/2020



10.2

INSTRUCTIONAL & STUDENT SERVICES BUILDING

ENLARGED SITE PLAN

**LEVEL 01 PROGRAM**

ROOM USE	TOP CODE	AREA
250 NON-CLASS LAB	4900 INTERDISCIPLINARY STUDIES	3,400 SF
255 NON-CLASS LAB SERVICE	4900 INTERDISCIPLINARY STUDIES	200 SF
310 OFFICE	6300 COUNSELING & GUIDANCE	4,610 SF
310 OFFICE	6400 OTHER STUDENT SERVICES	7,040 SF
315 OFFICE SERVICE	6300 COUNSELING & GUIDANCE	2,125 SF
315 OFFICE SERVICE	6400 OTHER STUDENT SERVICES	1,400 SF
540 CLINIC STUDENT CARE	6320 PLACEMENT SERVICES	300 SF
650 LOUNGE	99 GENERAL ASSIGNMENT	2,220 SF
680 MEETING ROOM	99 GENERAL ASSIGNMENT	2,850 SF
685 MEETING ROOM SERVICE	99 GENERAL ASSIGNMENT	500 SF
820 PATIENT BATH	6440 HEALTH SERVICES	150 SF
830 NURSE STATION	6440 HEALTH SERVICES	100 SF
850 TREATMENT	6440 HEALTH SERVICES	480 SF
870 SUPPLIES	6440 HEALTH SERVICES	200 SF
880 PUBLIC WAITING	6440 HEALTH SERVICES	250 SF
895 HEALTH CARE SERVICE	6440 HEALTH SERVICES	300 SF
<b>LEVEL 01 TOTAL ASF</b>		<b>26,125 SF</b>
<b>LEVEL 01 TOTAL GSF</b>		<b>35,017 SF</b>



**FIRST FLOOR PLAN**

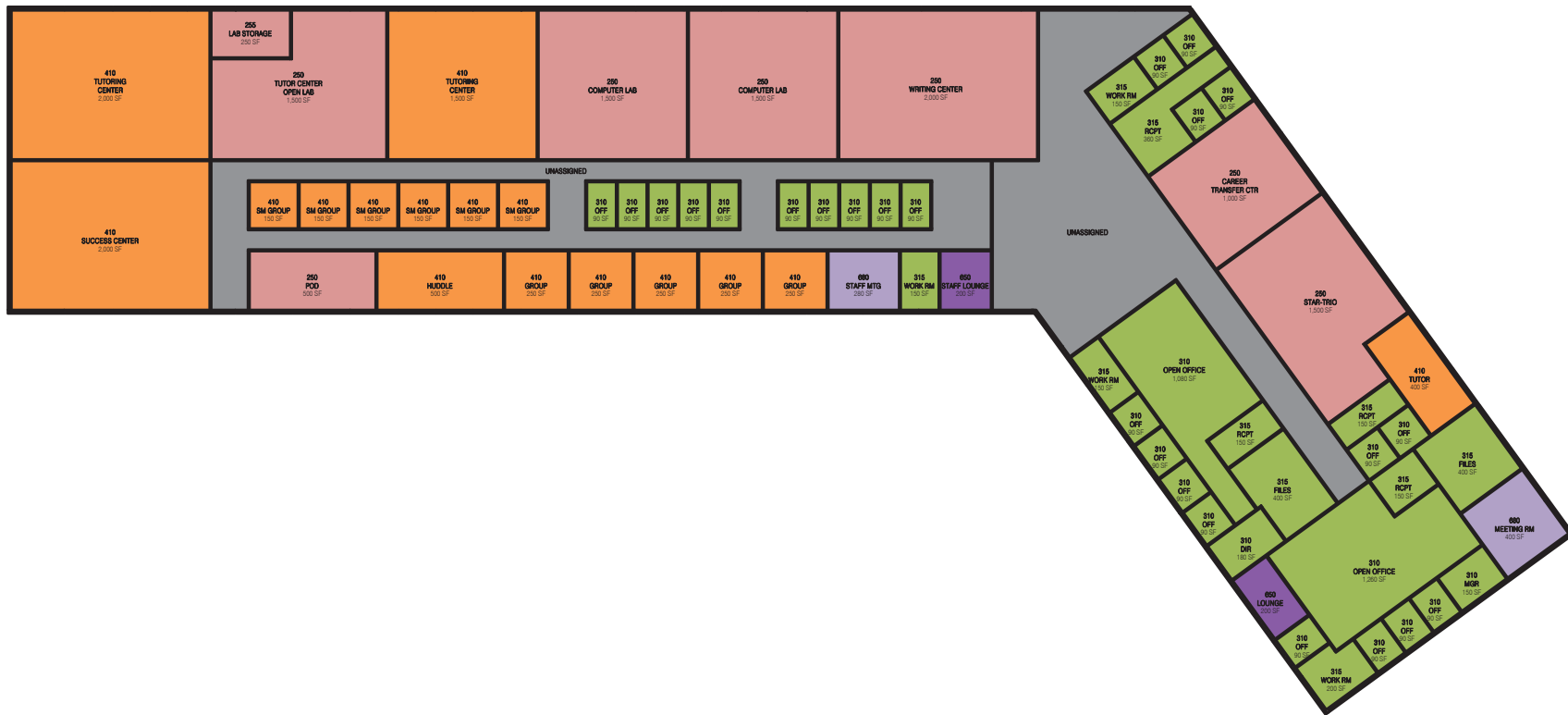
SCALE: 1" = 30'-0"

ISSUE DATE: 06/26/2020



**LEVEL 02 PROGRAM**

ROOM USE	TOP CODE	AREA
250 NON-CLASS LAB	4900 INTERDISCIPLINARY STUDIES	9,500 SF
255 NON-CLASS LAB SERVICE	4900 INTERDISCIPLINARY STUDIES	250 SF
310 OFFICE	6300 COUNSELING & GUIDANCE	360 SF
310 OFFICE	6400 OTHER STUDENT SERVICES	4,470 SF
315 OFFICE SERVICE	6300 COUNSELING & GUIDANCE	510 SF
315 OFFICE SERVICE	6400 OTHER STUDENT SERVICES	1,750 SF
410 READ/STUDY ROOM	6110 LEARNING CENTER (LRC)	8,550 SF
650 LOUNGE	99 GENERAL ASSIGNMENT	400 SF
680 MEETING ROOM	99 GENERAL ASSIGNMENT	680 SF
<b>LEVEL 02 TOTAL ASF</b>		<b>26,470 SF</b>
<b>LEVEL 02 TOTAL GSF</b>		<b>35,017 SF</b>



**SECOND FLOOR PLAN**

SCALE: 1" = 30'-0"

ISSUE DATE: 06/26/2020



10.3.2

INSTRUCTIONAL & STUDENT SERVICES BUILDING

SECOND FLOOR PLAN





### THIRD FLOOR PLAN

SCALE: 1" = 30'-0"

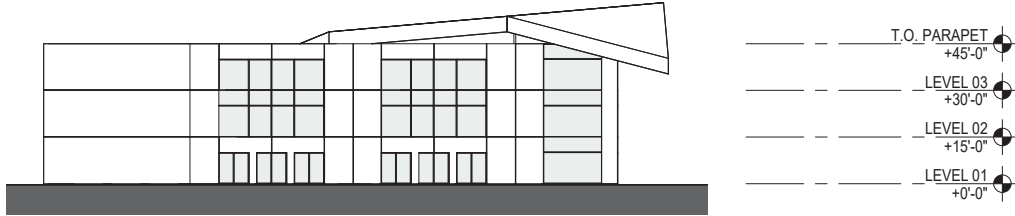
ISSUE DATE: 06/26/2020



10.3.3

INSTRUCTIONAL & STUDENT SERVICES BUILDING

THIRD FLOOR PLAN



**NORTH ELEVATION**

SCALE: 1" = 40'-0"

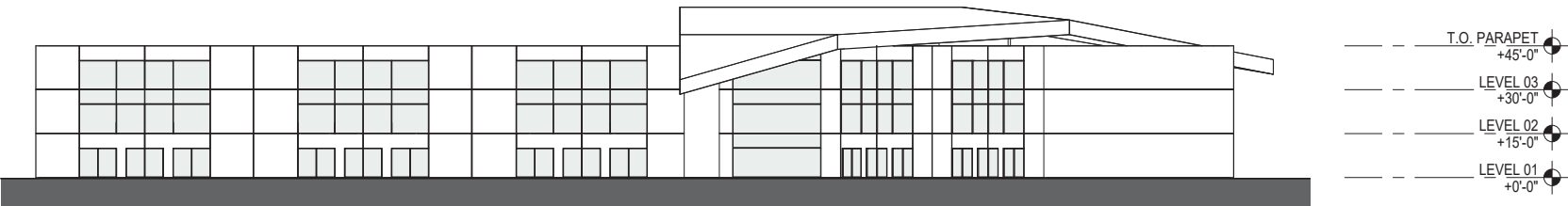
ISSUE DATE: 06/26/2020



10.4.1

INSTRUCTIONAL & STUDENT SERVICES BUILDING

NORTH ELEVATION



**EAST ELEVATION**

SCALE: 1" = 40'-0"

ISSUE DATE: 06/26/2020



10.4.2

INSTRUCTIONAL & STUDENT SERVICES BUILDING

EAST ELEVATION



**SOUTH ELEVATION**

SCALE: 1" = 40'-0"

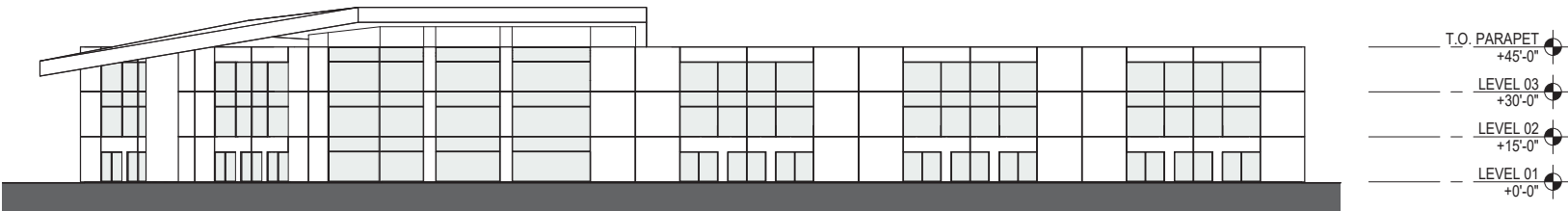
ISSUE DATE: 06/26/2020



10.4.3

INSTRUCTIONAL & STUDENT SERVICES BUILDING

SOUTH ELEVATION



**WEST ELEVATION**

SCALE: 1" = 40'-0"

ISSUE DATE: 06/26/2020



10.4.4

INSTRUCTIONAL & STUDENT SERVICES BUILDING

WEST ELEVATION

**DETAILED EQUIPMENT LIST**

**College:** San Bernardino Valley College

**Project:** Instructional & Student Services Building

Item #	Item Name <sup>1</sup>	Units	Cost per Unit	Total Cost
			\$	\$
<div data-bbox="604 542 1486 708" style="border: 1px solid black; padding: 10px; background-color: #e0e0e0;"> <p><b>List to be provided when the Plan Year of funding the equipment phase is due to FPU:</b></p> <ul style="list-style-type: none"> <li>• Traditional= due year after initial FPP submittal</li> </ul> </div>				

<sup>1</sup>Cost requests for equipment are to be limited to those required for new programs or for net expansion space in existing programs.

Initial Project Proposal (IPP)

**District:** San Bernardino Community College District  
**College / Center:** Crafton Hills College  
**Project Name:** New Gymnasium  
**Project Type:** New Construction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Aquisition:	\$0	\$0	Budget Year: 2023
Prelim. Plans:	\$250,356	\$250,355	Const. Cost Index: 6924
Working Draw:	\$288,036	\$288,035	5 yr. Plan Priority: 20
Construction:	\$6,843,991	\$6,475,041	Net ASF: 22,428
Equipment:	\$0	\$368,941	Total GSF: 34,505
	\$7,382,383	\$7,382,372	

**Total Cost:** **\$14,764,755**

**Project Description:** The proposed project will construct a New Gymnasium. The originally gymnasium was constructed in 1975 and is currently mostly inactive space. The demolition of the existing gymnasium is a locally funded priority project and is projected to take in 2020/2021. The existing building is not functional with the curriculum of today which focuses on fitness and wellness programs. The New Gymnasium will provide the necessary space to meet the demands of the Kinesiology program, and will provide adequate locker room space for health, wellness and collegiate sports programs. The new facility will satisfy current program needs and meet gender equity and ADA compliance.

**Master Plan Comments:** The proposed project supports the College's 2017 Comprehensive Master Plan by replacing obsolete and inefficient facilities on campus. This project will allow the College to replace an outdated facility that is primarily inactive with a new building that responds to current institutional needs and campus demand. This project is included in the College's 5-Year Construction Plan and will not negatively impact capacity load ratios.

**CEQA Status:**

	<b>Project Under Review</b>	<b>Hearing Underway</b>	<b>Approved District/Filed Clearinghouse</b>	<b>Not Required</b>
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

**Type of Project and Qualifying Information:**

- NA **Life Safety Project** - Required Supporting report is attached and establish imminent danger
- Yes **Project Design** - Construction and equipment design conform with State design and cost guidelines
- No **Infrastructure**  
 Type of project: N/A
- No **Loss Imminent** - Loss or failure of infrastructure is imminent
- No **Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund
- No **Instructional Space**  
 Type of space: N/A  
 Major ASF: N/A

Return to Agenda

**Initial Project Proposal (IPP)**

Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio

No **Academic Support, Student Services or Administrative Space**

Type of space: N/A

Major ASF: N/A

Yes **Other Facility Projects**

Type of space: New Construction

Primary ASF of request space: Physical Educ.

Yes - There is an existing facility building in use for this proposed project

**Supplemental Information and Alternatives Explored**

No - There is an existing facility in use for this proposed project

NA - Cost to reconstruct existing building is more than 50% of cost of a new building

NA - Usage in the new building will be the same as usage in the building replaced

NA - Replaced building will be demolished and costs are included in the project

No - Alternative instructional delivery system, distance learning, other such means

No - District or private funding sources

Yes - Other :local bond funds

- Total construction period in number of Months:18

**Additional Forms/Pages enclosed**

Yes - District Five-Year Construction Plan or project related pages of said document

NA - Critical Life-safety third party justification

No - Engineering test or other related documents

Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule

Yes - Other FPP related forms: JCAF 31, 33

District Contact: Jose Torres Phone No: (909) 388-6901

Date: 05/30/2020 12:26 AM Fax No: (909) 382-0116

Prepared By: Bobby Khushal E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date



**DISTRICT San Bernardino Community College District (980)**

**CAMPUS Crafton Hills College (981)**

**Project:** New Gymnasium

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
520	Athletics/Physical Education	0835	Physical Education	0	0		16,000	0	0	16,000
525	Athletic/Physical Ed Service	0835	Physical Education	0	0		6,428	0	0	6,428
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	-	<b>22,428</b>	<b>0</b>	<b>0</b>	<b>22,428</b>

Report Generated: 05/30/2020

**DISTRICT** San Bernardino Community College District (980) **CAMPUS** Crafton Hills College (981)

**Project:** New Gymnasium **Date Prepared:** 04/03/2017 **Estimate CCI:** 6924 **CFIS Ref. #:**  
**Request For:** L  P  W  C  E **Prepared by:** **Estimate EPI:** 3737 **DoF Project ID:**

	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
<b>1. Site Acquisition (Acres: 0)</b>	\$0				
<b>2. Preliminary Plans (Estimate CCI: 6924)</b>	\$500,711	\$250,356	\$250,355	\$0	
A. Architectural Fees (for preliminary plans)	\$332,103				
B. Project Management (for preliminary plans)	\$118,608				
C. Division of the State Architect Plan Check Fee	\$0				
D. Preliminary Tests (soils, hazardous materials)	\$25,000				
E. Other Costs (for preliminary plans)	\$25,000				
<b>3. Working Drawings (Estimate CCI: 6924)</b>	\$576,071	\$288,036	\$288,035	\$0	
A. Architectural Fees (for working drawings)	\$379,546				
B. Project Management (for working drawings)	\$0				
C. Division of the State Architect, Plan Check Fee	\$107,637				
D. Community College Plan Check Fee	\$33,888				
E. Other Costs (for working drawings)	\$55,000				
<i>Total PW may not exceed 13% of construction</i>	<b>True</b>				
<b>4. Construction (Estimate CCI: 6924)</b>	\$11,860,824	\$6,114,883	\$5,745,941	\$0	
A. Utility Service	\$304,124				
B. Site Development, Service	\$456,186				
C. Site Development, General	\$760,309				
D. Other Site Development	\$0				
E. Reconstruction	\$0				
F. New Construction (building) (w/Group I equip)	\$10,137,456				
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$202,749				
H. Other	\$0				
<b>5. Contingency</b>	\$593,042	\$296,522	\$296,520	\$0	
<b>6. Architectural and Engineering Oversight</b>	\$237,217	\$118,609	\$118,608	\$0	
<b>7. Tests and Inspections</b>	\$372,300	\$186,151	\$186,149	\$0	
A. Tests	\$118,608				
B. Inspections	\$253,692				
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$255,649	\$127,826	\$127,823	\$0	
A. Construction Management	\$237,216				
B. Labor Compliance Program	\$18,433				
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$13,319,032	\$6,843,991	\$6,475,041	\$0	
<b>10. Furniture and Group II Equipment (Estimate EPI: 3737)</b>	\$368,941	\$0	\$368,941	\$0	
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$14,764,755	\$7,382,383	\$7,382,372	\$0	
<b>12. Project Data</b>	<b>Gross Square Feet</b>	<b>Assignable Square Feet</b>	<b>ASF:GSF Ratio</b>	<b>Unit Cost Per ASF</b>	<b>Unit Cost Per GSF</b>
New Construction	34,505	22,428	0.65	\$452	\$294
Reconstruction	0	0	0.00	\$0	\$0

<b>13. Anticipated Time Schedule</b>							
Start Preliminary Plans	07/01/2023	Start Working Drawings	03/01/2024	Complete Working Drawings	11/01/2024	DSA Final Approval	07/01/2025
Advertise Bid for Construction	08/01/2025	Award Construction Contract	10/01/2025	Advertise Bid for Equipment	07/01/2026	Complete Project	03/01/2027

14. Phase	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Acquisition	\$0	\$0	\$0	\$0
Preliminary Plans	\$250,356	\$250,355	\$0	\$250,355
Working Drawings	\$288,036	\$288,035	\$0	\$288,035
Construction	\$6,843,991	\$6,475,041	\$0	\$6,475,041
Equipment	\$0	\$368,941	\$0	\$368,941
<b>Total Costs</b>	<b>\$7,382,383</b>	<b>\$7,382,372</b>	<b>\$0</b>	<b>\$7,382,372</b>
% of SS Total	50.00%	50.00%	<b>SS Total:</b>	<b>\$14,764,755</b>

Report Generated: 05/30/2020

**DISTRICT** San Bernardino Community College District (980)

**CAMPUS** Crafton Hills College (981)

**Project:** New Gymnasium

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
520-525	Physical Education	0835, 0837		0	0	22,428	0	22,428	\$16.45	\$368,941
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	<b>22,428</b>	<b>0</b>	<b>22,428</b>	-	<b>\$368,941</b>

Report Generated: 05/30/2020

### Project Summary Report

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (980), CRAFTON HILLS COLLEGE (981): NEW FACILITY

#### Description:

The proposed project will construct a New Gymnasium. The originally gymnasium was constructed in 1975 and is currently mostly inactive space. The demolition of the existing gymnasium is a locally funded priority project and is projected to take in 2020/2021. The existing building is not functional with the curriculum of today which focuses on fitness and wellness programs. The New Gymnasium will provide the necessary space to meet the demands of the Kinesiology program, and will provide adequate locker room space for health, wellness and collegiate sports programs. The new facility will satisfy current program needs and meet gender equity and ADA compliance.

**Project Type:** New Construction

**Occupancy Year:** 2026-27

**District Priority:** 20

**CCI:** 6924

**Net ASF:** 22,428

**Last Edit Date:** May 27, 2020

**Online:** No

**Acres:** 0

**Contact:** Jose Torres

**EPI:** 3737

**Total OGSF:** 34,505

**Last Edit By:** Bobby Khushal

**Complete:** No

#### Project Score:

Score Type	Score	Supporting Data
Age of Site	41	Applied Site Age: 51 years
Program / Services	30	Facility needed for a degree or certificate (20 points) & Infrastructure needed to meet code, existing enrollment demands or facilitate projected enrollment potential (10 points)
Project Design	30	Project replaces structurally or functionally inadequate facilities (30 points)
Local Contribution	50	District Contribution: 50%
<b>Total Score</b>	<b>151</b>	

#### Space Analysis:

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	0	0	0	0	0	22,428	22,428
Secondary ASF	0	0	0	0	0	0	0
Net ASF	0	0	0	0	0	22,428	22,428
Applied Net ASF	0	0	0	0	0	N/A	0
Net Capacity Change	0 WSCH	0 WSCH	0 FTE	0 ASF	0 ASF	N/A	N/A
<b>Initial Cap/Load (FY2023)</b>	<b>265%</b>	<b>105%</b>	<b>135%</b>	<b>168%</b>	<b>46%</b>	<b>N/A</b>	<b>144%</b>
<b>Final Cap/Load (FY2026)</b>	<b>242%</b>	<b>104%</b>	<b>129%</b>	<b>165%</b>	<b>46%</b>	<b>N/A</b>	<b>137%</b>

#### Project Cost:

Phase	FY	State Funds	Non-State Funds	Total Cost
Preliminary Plans	2023-24	\$250,356	\$250,355	\$500,711
Working Drawings	2023-24	\$288,036	\$288,035	\$576,071
Construction	2025-26	\$6,843,991	\$6,475,041	\$13,319,032
Equipment	2025-26	\$0	\$368,941	\$368,941
<b>Project Total</b>		<b>\$7,382,383</b>	<b>\$7,382,372</b>	<b>\$14,764,755</b>

**District:** San Bernardino Community College District  
**College / Center:** Crafton Hills College  
**Project Name:** West Complex Renovation (CL)  
**Project Type:** Reconstruction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Aquisition:	\$0	\$0	Budget Year: 2023
Prelim. Plans:	\$89,089	\$89,089	Const. Cost Index: 6924
Working Draw:	\$105,480	\$105,479	5 yr. Plan Priority: 25
Construction:	\$1,689,146	\$1,689,144	Net ASF: 0
Equipment:	\$0	\$0	Total GSF: 6,800
	\$1,883,715	\$1,883,712	

**Total Cost:** **\$3,767,427**

**Project Description:** This project will renovate the West Complex to modernize instructional space and create more flexible classroom space. Building systems will be upgraded for sustainability, along with network infrastructure and connectivity upgrades. The existing building was constructed in 1972 and has had no major renovations. This project will provide the campus to respond to space utilization, technology infrastructure, and building systems needs.

**Master Plan Comments:** The proposed project supports the initiatives of Crafton Hills College's 2017 Comprehensive Master Plan, and is a part of its 5-Year Construction Plan. This project will renovate the outdated West Complex with sustainable design goals to maintain and refresh the campus and improve the building life-cycle and operational costs.

**CEQA Status:**

	<b>Project Under Review</b>	<b>Hearing Underway</b>	<b>Approved District/Filed Clearinghouse</b>	<b>Not Required</b>
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

**Type of Project and Qualifying Information:**

- NA **Life Safety Project** - Required Supporting report is attached and establish imminent danger
- Yes **Project Design** - Construction and equipment design conform with State design and cost guidelines
- No **Infrastructure**  
 Type of project: Reconstruction
- No **Loss Imminent** - Loss or failure of infrastructure is imminent
- No **Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund
- Yes **Instructional Space**  
 Type of space: Alteration  
 Major ASF: Classroom
- Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio
- No **Academic Support, Student Services or Administrative Space**  
 Type of space: N/A

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Major ASF: N/A

No **Other Facility Projects**

Type of space: N/A

Primary ASF of request space: N/A

Yes - There is an existing facility building in use for this proposed project

**Supplemental Information and Alternatives Explored**

Yes - There is an existing facility in use for this proposed project

No - Cost to reconstruct existing building is more than 50% of cost of a new building

NA - Usage in the new building will be the same as usage in the building replaced

NA - Replaced building will be demolished and costs are included in the project

No - Alternative instructional delivery system, distance learning, other such means

No - District or private funding sources

Yes - Other :Local Bond Funds.

- Total construction period in number of Months:12

**Additional Forms/Pages enclosed**

Yes - District Five-Year Construction Plan or project related pages of said document

NA - Critical Life-safety third party justification

No - Engineering test or other related documents

Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule

Yes - Other FPP related forms: JCAF 31, 33

District Contact: Jose Torres Phone No: (909) 382-6901

Date: 05/30/2020 12:30 AM Fax No: (909) 382-0116

Prepared By: Bobby Khushal E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

**DISTRICT** San Bernardino Community College District (980)

**CAMPUS** Crafton Hills College (981)

**Project:** West Complex Renovation (CL)

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
110	Classroom	0099	General Assignment	0	0		5,390	0	5,390	0
115	Classroom Service	0099	General Assignment	0	0		227	0	227	0
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	-	<b>5,617</b>	<b>0</b>	<b>5,617</b>	<b>0</b>

Report Generated: 05/30/2020



**DISTRICT** San Bernardino Community College District (980) **CAMPUS** Crafton Hills College (981)

**Project:** West Complex Renovation (CL) **Date Prepared:** 05/30/2018 **Estimate CCI:** 6924 **CFIS Ref. #:**  
**Request For:** L  P  W  C  E **Prepared by:** **Estimate EPI:** 3737 **DoF Project ID:**

	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
<b>1. Site Acquisition (Acres: 0)</b>	\$0				
<b>2. Preliminary Plans (Estimate CCI: 6924)</b>	\$178,178	\$89,089	\$89,089	\$0	
A. Architectural Fees (for preliminary plans)	\$99,694				
B. Project Management (for preliminary plans)	\$28,484				
C. Division of the State Architect Plan Check Fee	\$0				
D. Preliminary Tests (soils, hazardous materials)	\$25,000				
E. Other Costs (for preliminary plans)	\$25,000				
<b>3. Working Drawings (Estimate CCI: 6924)</b>	\$210,959	\$105,480	\$105,479	\$0	
A. Architectural Fees (for working drawings)	\$113,936				
B. Project Management (for working drawings)	\$0				
C. Division of the State Architect, Plan Check Fee	\$33,885				
D. Community College Plan Check Fee	\$8,138				
E. Other Costs (for working drawings)	\$55,000				
<i>Total PW may not exceed 13% of construction</i>	<b>True</b>				
<b>4. Construction (Estimate CCI: 6924)</b>	\$2,848,409	\$1,424,205	\$1,424,204	\$0	
A. Utility Service	\$72,417				
B. Site Development, Service	\$108,626				
C. Site Development, General	\$181,043				
D. Other Site Development	\$0				
E. Reconstruction	\$2,413,906				
F. New Construction (building) (w/Group I equip)	\$0				
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$72,417				
H. Other	\$0				
<b>5. Contingency</b>	\$199,388	\$99,694	\$99,694	\$0	
<b>6. Architectural and Engineering Oversight</b>	\$71,210	\$35,605	\$35,605	\$0	
<b>7. Tests and Inspections</b>	\$197,612	\$98,806	\$98,806	\$0	
A. Tests	\$28,484				
B. Inspections	\$169,128				
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$61,671	\$30,836	\$30,835	\$0	
A. Construction Management	\$56,968				
B. Labor Compliance Program	\$4,703				
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$3,378,290	\$1,689,146	\$1,689,144	\$0	
<b>10. Furniture and Group II Equipment (Estimate EPI: 3737)</b>	\$0	\$0	\$0	\$0	
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$3,767,427	\$1,883,715	\$1,883,712	\$0	
<b>12. Project Data</b>	<b>Gross Square Feet</b>	<b>Assignable Square Feet</b>	<b>ASF:GSF Ratio</b>	<b>Unit Cost Per ASF</b>	<b>Unit Cost Per GSF</b>
New Construction	0	0	0.00	\$0	\$0
Reconstruction	6,800	5,617	0.83	\$430	\$355

<b>13. Anticipated Time Schedule</b>							
Start Preliminary Plans	07/01/2023	Start Working Drawings	03/01/2024	Complete Working Drawings	11/01/2024	DSA Final Approval	07/01/2025
Advertise Bid for Construction	08/01/2025	Award Construction Contract	10/01/2025	Advertise Bid for Equipment	07/01/2026	Complete Project	09/01/2026

14. Phase	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Acquisition	\$0	\$0	\$0	\$0
Preliminary Plans	\$89,089	\$89,089	\$0	\$89,089
Working Drawings	\$105,480	\$105,479	\$0	\$105,479
Construction	\$1,689,146	\$1,689,144	\$0	\$1,689,144
Equipment	\$0	\$0	\$0	\$0
<b>Total Costs</b>	<b>\$1,883,715</b>	<b>\$1,883,712</b>	<b>\$0</b>	<b>\$1,883,712</b>
% of SS Total	50.00%	50.00%	<b>SS Total:</b>	<b>\$3,767,427</b>

Report Generated: 05/30/2020

**DISTRICT** San Bernardino Community College District (980)

**CAMPUS** Crafton Hills College (981)

**Project:** West Complex Renovation (CL)

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
110-115	Classroom	0099-4999		0	0	5,617	5,617	0	\$17.47	\$0
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	<b>5,617</b>	<b>5,617</b>	<b>0</b>	-	<b>\$0</b>

Report Generated: 05/30/2020

**Project Summary Report**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (980), CRAFTON HILLS COLLEGE (981): WEST COMPLEX (5)

**Description:**

This project will renovate the West Complex to modernize instructional space and create more flexible classroom space. Building systems will be upgraded for sustainability, along with network infrastructure and connectivity upgrades. The existing building was constructed in 1972 and has had no major renovations. This project will provide the campus to respond to space utilization, technology infrastructure, and building systems needs.

**Project Type:** Reconstruction

**Occupancy Year:** 2026-27

**District Priority:** 25

**CCI:** 6924

**Net ASF:** 0

**Last Edit Date:** May 30, 2020

**Online:** No

**Acres:** 0

**Contact:** Jose Torres

**EPI:** 3737

**Total OGSF:** 6,800

**Last Edit By:** Bobby Khushal

**Complete:** No

**Project Score:**

Score Type	Score	Supporting Data
Age of Building or FCI	92	Applied Age: 46
Activates Unused Space	0	No, project does not activate unused space (room use 050)
Local Contribution	50	District Contribution: 50%
<b>Total Score</b>	<b>142</b>	

**Space Analysis:**

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	5,617	0	0	0	0	0	5,617
Secondary ASF	-5,617	0	0	0	0	0	-5,617
Net ASF	0	0	0	0	0	0	0
Applied Net ASF	0	0	0	0	0	N/A	0
Net Capacity Change	0 WSCH	0 WSCH	0 FTE	0 ASF	0 ASF	N/A	N/A
<b>Initial Cap/Load (FY2023)</b>	<b>265%</b>	<b>105%</b>	<b>135%</b>	<b>168%</b>	<b>46%</b>	<b>N/A</b>	<b>144%</b>
<b>Final Cap/Load (FY2026)</b>	<b>242%</b>	<b>104%</b>	<b>129%</b>	<b>165%</b>	<b>46%</b>	<b>N/A</b>	<b>137%</b>

**Project Cost:**

Phase	FY	State Funds	Non-State Funds	Total Cost
Preliminary Plans	2023-24	\$89,089	\$89,089	\$178,178
Working Drawings	2023-24	\$105,480	\$105,479	\$210,959
Construction	2025-26	\$1,689,146	\$1,689,144	\$3,378,290
Equipment	2026-27	\$0	\$0	\$0
<b>Project Total</b>		<b>\$1,883,715</b>	<b>\$1,883,712</b>	<b>\$3,767,427</b>

**District:** San Bernardino Community College District  
**College / Center:** San Bernardino Valley College  
**Project Name:** Administration and Campus Center Secondary Effects  
**Project Type:** Reconstruction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Aquisition:	\$0	\$0	Budget Year: 2023
Prelim. Plans:	\$321,690	\$321,690	Const. Cost Index: 6924
Working Draw:	\$395,555	\$395,552	5 yr. Plan Priority: 6
Construction:	\$9,506,902	\$5,606,816	Net ASF: -4,476
Equipment:	\$0	\$3,900,081	Total GSF: 68,006
	\$10,224,147	\$10,224,139	

**Total Cost:** **\$20,448,286**

**Project Description:** This project will renovate space within the Administration/Student Services and Campus Center buildings. Space within each building will be vacated following occupancy of the new Instructional & Student Services building. Vacated space within the Administration/Student Services building will be repurposed for instruction and institutional support functions. Vacated space within the Campus Center will be repurposed for instructional support, student lounge space, and increased Student Life space. The existing Campus Technology Services building will be demolished as a secondary effect of this project.

**Master Plan Comments:** The repurposing of the Administration and Campus Center aligns with the goals of San Bernardino Valley College's 2016 Comprehensive Master Plan. This project will repurpose inactivate space and will positively impact capacity load ratios. This project is also included within the College's 5-Year Construction Plan.

**CEQA Status:**

	<b>Project Under Review</b>	<b>Hearing Underway</b>	<b>Approved District/Filed Clearinghouse</b>	<b>Not Required</b>
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

**Type of Project and Qualifying Information:**

- NA **Life Safety Project** - Required Supporting report is attached and establish imminent danger
- Yes **Project Design** - Construction and equipment design conform with State design and cost guidelines
- Yes **Infrastructure**  
 Type of project: Reconstruction
- No **Loss Imminent** - Loss or failure of infrastructure is imminent
- No **Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund
- No **Instructional Space**  
 Type of space: N/A  
 Major ASF: N/A
- Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio
- Yes **Academic Support, Student Services or Administrative Space**

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Type of space: Alteration

Major ASF: Other

No **Other Facility Projects**

Type of space: N/A

Primary ASF of request space: N/A

Yes - There is an existing facility building in use for this proposed project

**Supplemental Information and Alternatives Explored**

Yes - There is an existing facility in use for this proposed project

No - Cost to reconstruct existing building is more than 50% of cost of a new building

NA - Usage in the new building will be the same as usage in the building replaced

NA - Replaced building will be demolished and costs are included in the project

No - Alternative instructional delivery system, distance learning, other such means

No - District or private funding sources

Yes - Other :Local Bond Funds.

- Total construction period in number of Months:18

**Additional Forms/Pages enclosed**

Yes - District Five-Year Construction Plan or project related pages of said document

NA - Critical Life-safety third party justification

No - Engineering test or other related documents

Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule

Yes - Other FPP related forms: JCAF 31, 33

District Contact: Jose Torres Phone No: (909) 388-6901

Date: 05/30/2020 12:17 AM Fax No: (909) 382-0116

Prepared By: Bobby Khushal E-mail Address: bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

**DISTRICT San Bernardino Community College District (980)**
**CAMPUS San Bernardino Valley College (982)**
**Project:** Administration and Campus Center Secondary Effects

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
050	Inactive Area	6000	Instructional Administration	0	0		0	0	25,471	-25,471
210	Class Lab	4900	Interdisciplinary Studies -	0	0		9,471	3,685	0	9,471
310	Office	0099	General Assignment	0	0		2,000	0	0	2,000
310	Office	6130	Media Services	0	0		0	0	1,064	-1,064
410	Read/Study Room	6110	Learning Center (Learning Resource Center)	0	0		1,500	0	0	1,500
680	Meeting Room	0099	General Assignment	0	0		3,500	0	0	3,500
710	Data Processing/Computer	6130	Media Services	0	0		5,000	0	0	5,000
715	DP/Computer Service	6130	Media Services	0	0		4,000	0	3,412	588
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	-	<b>25,471</b>	<b>3,685</b>	<b>29,947</b>	<b>-4,476</b>

Report Generated: 05/30/2020

**DISTRICT** San Bernardino Community College District (980) **CAMPUS** San Bernardino Valley College (982)

**Project:** Administration and Campus Center Secondary Effects **Date Prepared:** 05/29/2018 **Estimate CCI:** 6924 **CFIS Ref. #:**  
**Request For:** L **P** **W** **C** **E** **Prepared by:** **Estimate EPI:** 3607 **DoF Project ID:**

	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
<b>1. Site Acquisition (Acres: 0)</b>	\$0				
<b>2. Preliminary Plans (Estimate CCI: 6924)</b>	\$643,380	\$321,690	\$321,690	\$0	
A. Architectural Fees (for preliminary plans)	\$461,518				
B. Project Management (for preliminary plans)	\$131,862				
C. Division of the State Architect Plan Check Fee	\$0				
D. Preliminary Tests (soils, hazardous materials)	\$25,000				
E. Other Costs (for preliminary plans)	\$25,000				
<b>3. Working Drawings (Estimate CCI: 6924)</b>	\$791,107	\$395,555	\$395,552	\$0	
A. Architectural Fees (for working drawings)	\$527,449				
B. Project Management (for working drawings)	\$0				
C. Division of the State Architect, Plan Check Fee	\$170,984				
D. Community College Plan Check Fee	\$37,674				
E. Other Costs (for working drawings)	\$55,000				
<i>Total PW may not exceed 13% of construction</i>	<b>True</b>				
<b>4. Construction (Estimate CCI: 6924)</b>	\$13,186,222	\$8,543,152	\$4,643,070	\$0	
A. Utility Service	\$335,243				
B. Site Development, Service	\$502,864				
C. Site Development, General	\$838,107				
D. Other Site Development	\$0				
E. Reconstruction	\$11,174,765				
F. New Construction (building) (w/Group I equip)	\$0				
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$335,243				
H. Other	\$0				
<b>5. Contingency</b>	\$923,035	\$461,518	\$461,517	\$0	
<b>6. Architectural and Engineering Oversight</b>	\$329,655	\$164,828	\$164,827	\$0	
<b>7. Tests and Inspections</b>	\$385,554	\$192,777	\$192,777	\$0	
A. Tests	\$131,862				
B. Inspections	\$253,692				
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$289,252	\$144,627	\$144,625	\$0	
A. Construction Management	\$263,724				
B. Labor Compliance Program	\$25,528				
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$15,113,718	\$9,506,902	\$5,606,816	\$0	
<b>10. Furniture and Group II Equipment (Estimate EPI: 3607)</b>	\$3,900,081	\$0	\$3,900,081	\$0	
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$20,448,286	\$10,224,147	\$10,224,139	\$0	
<b>12. Project Data</b>	<b>Gross Square Feet</b>	<b>Assignable Square Feet</b>	<b>ASF:GSF Ratio</b>	<b>Unit Cost Per ASF</b>	<b>Unit Cost Per GSF</b>
New Construction	0	0	0.00	\$0	\$0
Reconstruction	68,006	25,471	0.37	\$439	\$164

<b>13. Anticipated Time Schedule</b>							
Start Preliminary Plans	07/01/2023	Start Working Drawings	03/01/2024	Complete Working Drawings	11/01/2024	DSA Final Approval	07/01/2025
Advertise Bid for Construction	08/01/2025	Award Construction Contract	10/01/2025	Advertise Bid for Equipment	07/01/2026	Complete Project	03/01/2027



14. Phase	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Acquisition	\$0	\$0	\$0	\$0
Preliminary Plans	\$321,690	\$321,690	\$0	\$321,690
Working Drawings	\$395,555	\$395,552	\$0	\$395,552
Construction	\$9,506,902	\$5,606,816	\$0	\$5,606,816
Equipment	\$0	\$3,900,081	\$0	\$3,900,081
<b>Total Costs</b>	<b>\$10,224,147</b>	<b>\$10,224,139</b>	<b>\$0</b>	<b>\$10,224,139</b>
% of SS Total	50.00%	50.00%	<b>SS Total:</b>	<b>\$20,448,286</b>

Report Generated: 05/30/2020

**DISTRICT San Bernardino Community College District (980)**
**CAMPUS San Bernardino Valley College (982)**
**Project:** Administration and Campus Center Secondary Effects

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
050	Inactive Area	6000	Instructional Administration	0	0	0	25,471	-25,471	\$0.00	\$0
210	Class Lab	4900	Interdisciplinary Studies	0	0	9,471	0	9,471	\$245.19	\$2,322,194
300-355	Administration Offices	6000 - 9600	Media Services	0	0	0	1,064	-1,064	\$30.09	\$0
300-355	Faculty Offices	0099 - 4999	General Assignment	0	0	2,000	0	2,000	\$26.37	\$52,740
410-420	Library - Reading and Stack Space	6110, 6120		0	0	1,500	0	1,500	\$39.58	\$59,370
680-685	Meeting Rooms	0000-9600		0	0	3,500	0	3,500	\$27.33	\$95,655
710-715	Data Processing/Computer Lab	0000-9600		0	0	9,000	3,412	5,588	\$245.19	\$1,370,122
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	<b>25,471</b>	<b>29,947</b>	<b>-4,476</b>	-	<b>\$3,900,081</b>

Report Generated: 05/30/2020

**Project Summary Report**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (980), SAN BERNARDINO VALLEY COLLEGE (982): ADMIN. STUDENT SERVICES

**Description:**

This project will renovate space within the Administration/Student Services and Campus Center buildings. Space within each building will be vacated following occupancy of the new Instructional & Student Services building. Vacated space within the Administration/Student Services building will be repurposed for instruction and institutional support functions. Vacated space within the Campus Center will be repurposed for instructional support, student lounge space, and increased Student Life space. The existing Campus Technology Services building will be demolished as a secondary effect of this project.

**Project Type:** Reconstruction

**Occupancy Year:** 2026-27

**District Priority:** 6

**CCI:** 6924

**Net ASF:** -4,476

**Last Edit Date:** May 27, 2020

**Online:** No

**Acres:** 0

**Contact:** Jose Torres

**EPI:** 3607

**Total OGSF:** 68,006

**Last Edit By:** Bobby Khushal

**Complete:** No

**Project Score:**

Score Type	Score	Supporting Data
Age of Building or FCI	26	Applied Age: 13
Activates Unused Space	0	No, project does not activate unused space (room use 050)
Local Contribution	50	District Contribution: 50%
<b>Total Score</b>	<b>76</b>	

**Space Analysis:**

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	0	9,471	2,000	1,500	0	12,500	25,471
Secondary ASF	0	0	-1,064	0	0	-28,883	-29,947
Net ASF	0	9,471	936	1,500	0	-16,383	-4,476
Applied Net ASF	0	9,471	0	1,500	0	N/A	10,971
Net Capacity Change	0 WSCH	3,685 WSCH	7 FTE	1,500 ASF	0 ASF	N/A	N/A
<b>Initial Cap/Load (FY2023)</b>	<b>194%</b>	<b>68%</b>	<b>104%</b>	<b>92%</b>	<b>55%</b>	<b>N/A</b>	<b>103%</b>
<b>Final Cap/Load (FY2026)</b>	<b>187%</b>	<b>75%</b>	<b>102%</b>	<b>101%</b>	<b>54%</b>	<b>N/A</b>	<b>104%</b>

**Project Cost:**

Phase	FY	State Funds	Non-State Funds	Total Cost
Preliminary Plans	2023-24	\$321,690	\$321,690	\$643,380
Working Drawings	2023-24	\$395,555	\$395,552	\$791,107
Construction	2025-26	\$9,506,902	\$5,606,816	\$15,113,718
Equipment	2025-26	\$0	\$3,900,081	\$3,900,081
<b>Project Total</b>		<b>\$10,224,147</b>	<b>\$10,224,139</b>	<b>\$20,448,286</b>

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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** July 9, 2020

**SUBJECT:** Board Committee Reports

**RECOMMENDATION**

This item is for information only.

**OVERVIEW**

Per Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board can be found on the Board of Trustees page of the District Website [http://www.sbccd.org/Board\\_of\\_Trustees](http://www.sbccd.org/Board_of_Trustees)

**ANALYSIS**

The purpose of the reports is for BOT Committee Chairs to communicate information to the full Board, leading to more engagement and interaction at upcoming board meetings. Updates are provided orally by the BOT Committee Chairs, as needed. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

**INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

**FINANCIAL IMPLICATIONS**

No impact to the budget.

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## Committees of the Board

Subject to the Brown Act

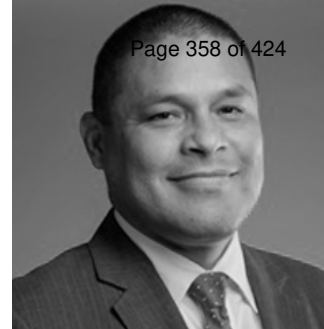
BOT COMMITTEES (with committee charge)	2020 BOARD MEMBERS (chairs are bold)
<p><b>Finance Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf.</li> <li>• Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>• Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.</li> <li>• Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.</li> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Gloria Harrison</b></li> <li>2. Donald Singer</li> <li>3. Stephanie Houston</li> </ol>
<p><b>Legislative Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• To develop and enhance relationships with legislators and legislative groups that represent the communities served by the district.</li> <li>• To advocate for legislative change that can positively impact SBCCD and its mission to serve students.</li> <li>• To examine proposed legislation and determine what legislation should be supported through Board resolutions.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Frank Reyes</b></li> <li>2. Anne Viricel</li> <li>3. John Longville</li> </ol>



# Chancellor's Report

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

July 2020 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR

Dear SBCCD Family:

The past few weeks have been a period of deep pain and reflection here in our community and across the nation. As we continue to grapple with the unnecessary and inhumane murder of George Floyd, Breonna Taylor, Ahmaud Arbery, and countless others, these tragedies have sparked renewed urgency to address the systemic racism within our public institutions.

From my perspective, this is a time to listen and take action. Districtwide, we have held a series of open forums with students, faculty, and staff to learn how discrimination has affected our lives. As we continue to listen and take stock of how we can be better, the forums have reaffirmed my belief that we all share the same need to feel safe, respected, and valued inside and outside our college community.

Research indicates that student access, success, and equity improves when our faculty and staff reflect our student body's diversity. That is why I applaud our board of trustees for viewing our goals and objectives through the lens of equity, diversity, inclusion, and anti-racism.

Tonight's agenda includes an Equity & Diversity Objective with three actions to be taken in the following months:

- a. Continue Implementing our Equal Employment Opportunity (EEO) Plan
- b. Support ACA 5 (Weber) as Recommended by the Community College League of California
- c. Participate in the California Community College Equity Leadership Alliance

This is true commitment from our Board and the District's leadership to continue working towards an inclusive environment for all of us.

As we look forward to a final state budget and the extent to which policymakers will invest in our community colleges this coming year, our fight for equity will continue.

More work needs to be done to fulfill our responsibility and mission, and I thank you for everything you are doing to make a positive difference.

Take care, be kind to others, and stay healthy,

Jose F. Torres, Interim Chancellor  
San Bernardino Community College District

**SBCCD District-wide Forums:  
An Open Conversation About  
Race, Healing, and Action**

June 16th at 10:00 a.m.

June 22nd at 10:00 a.m.

June 29th at 10:00 a.m.

July 9th at 10:00 a.m.

July 16th at 10:00 a.m.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose Torres, Interim Chancellor

**REVIEWED BY:** Jose Torres, Interim Chancellor

**PREPARED BY:** Christopher M. Crew, Senior Research & Planning Analyst

**DATE:** July 9, 2020

**SUBJECT:** Key Performance Indicator (KPI) Dashboard Updates

### **RECOMMENDATION**

This item is for information only. No action is required.

### **OVERVIEW**

The attached data sheets provide updates to the KPIs that have been revised with 2018-19 data.

### **ANALYSIS**

The KPI Dashboard has been revised and renumbered. The complete dashboard is included for reference. In addition, to provide the Board with a monthly update, the following KPIs have also been included. These contain 2018-19 data as 2019-20 data will not become available until November 2020.

- KPI II.C (Number of Students Receiving a California Promise Grant)
- KPI II.D (Number of Students Receiving a Pell Grant)
- KPI II.E (Licensure and Certification Pass Rates)
- KPI II.F (Participation Rate in Service Area)

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None.



## Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

- = Percent Increase since 2017-18 academic year
- = Minimal or No Change since 2017-18 academic year (< ±1%)
- = Percent Decrease since 2017-18 academic year

Key Performance Indicators		2017-18 Total	2018-19 Total	% Change Since 2017-18		
<b>GOAL I</b>	<b>Student Success:</b> Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.					
I.A	Percent of Students with a Student Education Plan (SEP)	83.96%	83.64%	- 0.32%	<span style="color: yellow;">●</span>	
I.B	Fall to Spring Retention (i.e., Persistence)	69.81%	69.55%	- 0.26%	<span style="color: yellow;">●</span>	
I.C	Number of Degrees and Certificates Awarded Each Year	2780	3231	+ 16.22%	<span style="color: green;">●</span>	
I.D	Number of Students Completing Transfer-Level Math and English in 1 Year	248	256	+ 3.23%	<span style="color: green;">●</span>	
I.E	Number of Students Who are Transfer Ready	2178	2187	+ 0.41%	<span style="color: yellow;">●</span>	
I.F	Course Success Rate (i.e., Grade of A, B, C, or P)	69.13%	70.30%	+ 1.17%	<span style="color: green;">●</span>	
<b>GOAL II</b>	<b>Enrollment and Access:</b> Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.					
II.A	Number of Full-Time Equivalent Students (FTES)	15,636	15,372	- 1.69%	<span style="color: red;">●</span>	
II.B	Number of Sections Fully Online (Excluding Hybrids)	723	831	+ 14.94%	<span style="color: green;">●</span>	
II.C	Number of Students Receiving a California Promise Grant	17,716	17,481	- 1.33%	<span style="color: red;">●</span>	
II.D	Number of Students Receiving a Pell Grant	5916	6045	+ 2.18%	<span style="color: green;">●</span>	
II.E	Licensure and Certification Pass Rates	89.24%	89.29%	+ 0.05%	<span style="color: yellow;">●</span>	
II.F	Participation Rate in Service Area	62.78%	62.72%	- 0.06%	<span style="color: yellow;">●</span>	
<b>GOAL III</b>	<b>District Operational Systems:</b> Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.					
III.A	Reserves Above 10% as Set by Board	20%	20%	<b>Met</b>	<span style="color: green;">●</span>	
III.B	50% Law Met	51.19%	50.36%	<b>Met</b>	<span style="color: green;">●</span>	
III.C	Faculty Obligation Number (FON) Met	<i>Requirement:</i>	246.4	235.4	<b>Met</b>	<span style="color: green;">●</span>
		<i>Actual:</i>	250.0	256.5		





## Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

### Goal II – Enrollment and Access

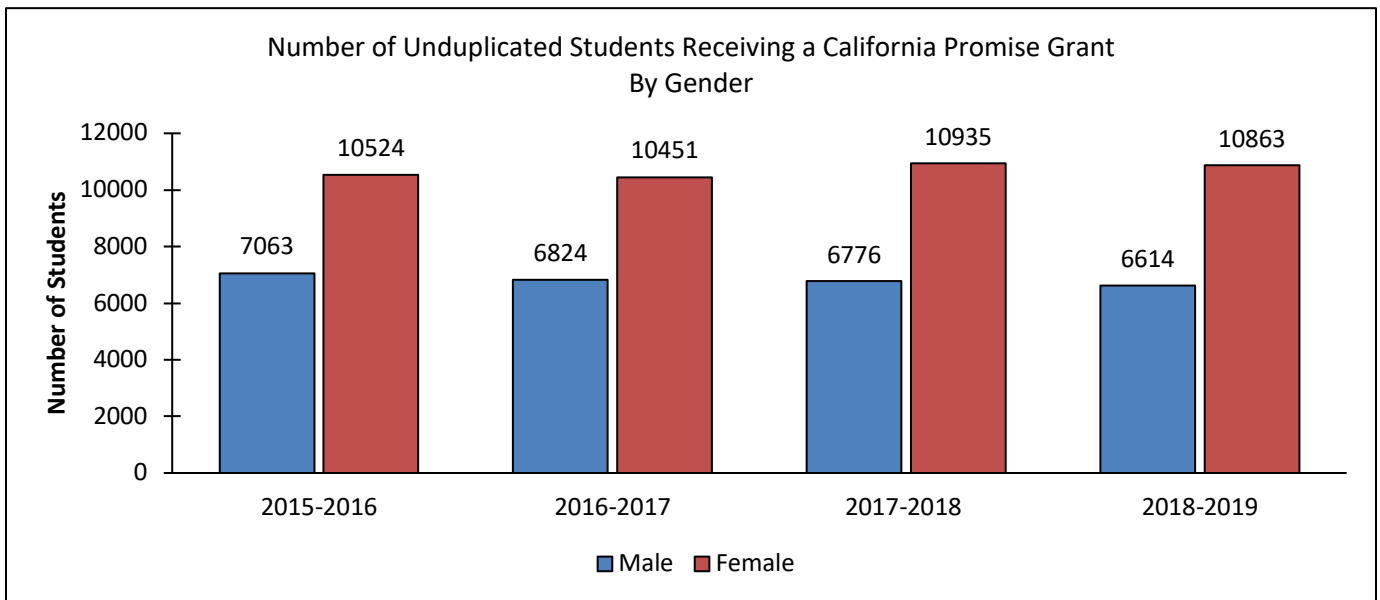
#### KPI II.C – Number of Unduplicated Students Receiving a California Promise Grant

**Objective:** Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

**Definition:** This measurement reflects a count of the number of enrolled students that received a California Promise Grant in the academic year.

**Measurement Frequency:** Annual

KPI II.C: # of Unduplicated Students Receiving a California Promise Grant	2015-2016	2016-2017	2017-2018	2018-2019
Crafton Hills College (CHC)	4,640	4,234	4,792	4,929
San Bernardino Valley College (SBVC)	12,952	13,046	12,924	12,552
SBCCD (District Total)	17,592	17,280	17,716	17,481

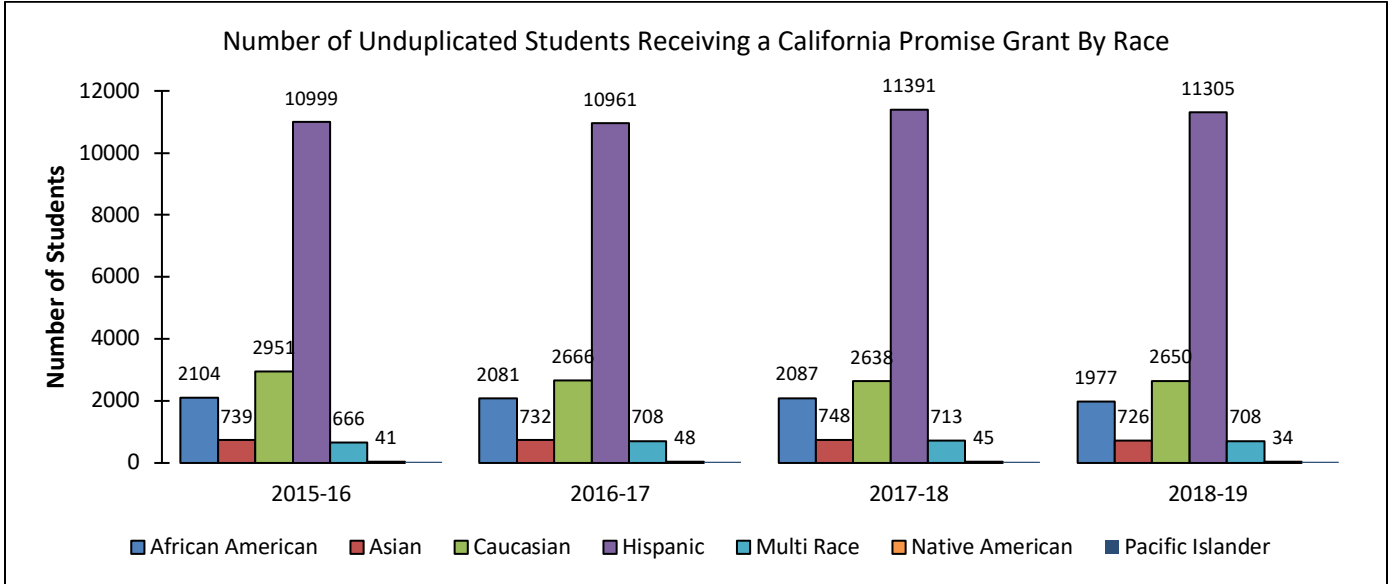


**Note:** Unknown gender students were excluded from this Bar Graph but were included in SBCCD total in Table above.

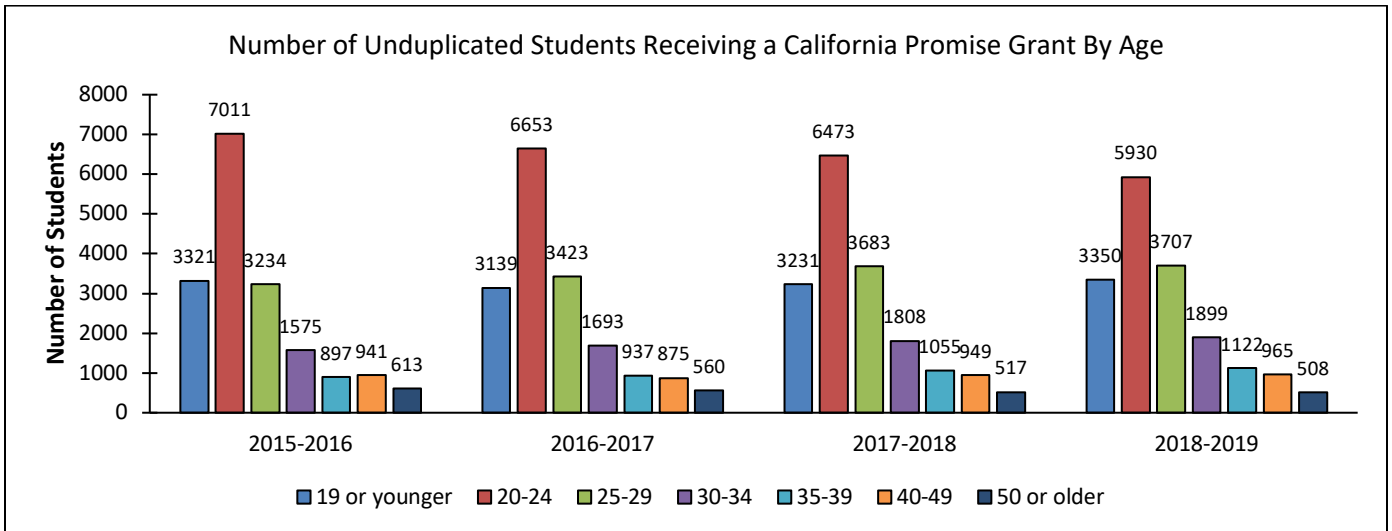
**Analysis:** The total number of unduplicated students receiving a California Promise Grant has remained stable over the last four years (four-year average of 17521). On average, more females received a California Promise Grant than males (four-year average of 10793 and 6819, respectively). The number of females receiving a California Promise Grant increased by 3.2%, while the number of males receiving a California Promise Grant declined by 6.4%.



## Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard



**Analysis:** On average, over this four-year period, Hispanics had the highest number of students receiving a California Promise Grant (11164 students per year). The percentage of Hispanics rose from 62.5% of recipients in 2015-2016 to 64.7% in 2018-2019. The next highest was Caucasians (2726), followed by African Americans (2026), Asians (736), Multi Race (699), Native Americans (42), and Pacific Islanders (41).



**Analysis:** On average, over this four-year period, the 20-24 age group comprised approximately 37.2% (6517 students per year) of all SBCCD California Promise Grant recipients. The next highest was the 25-29 age group (3512), followed by the 19 or Younger age group (3260), the 30-34 age group (1744), the 35-39 age group (1003), the 40-49 age group (993), and the age 50 or older group (550).



Office of Research, Planning & Institutional Effectiveness  
Key Performance Indicator (KPI) Dashboard

Goal II – Enrollment and Access

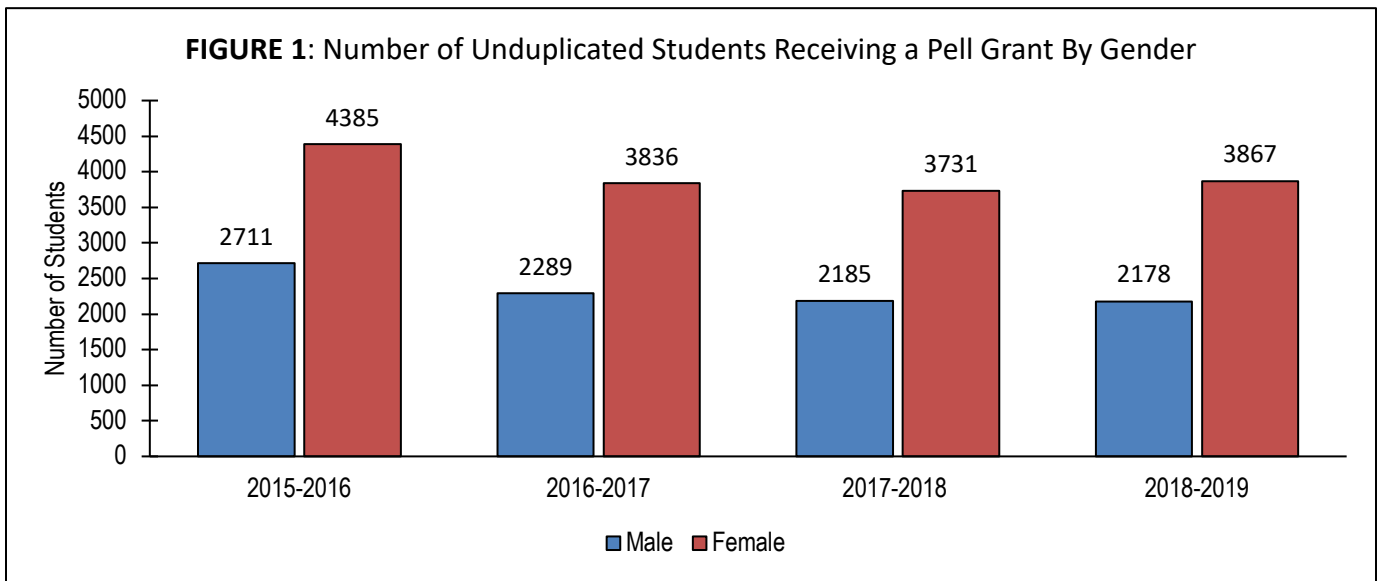
**KPI II.D – Number of Unduplicated Students Receiving a Pell Grant**

**Objective:** Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

**Definition:** This measurement reflects a count of the number of enrolled students that received a Pell Grant in the academic year.

**Measurement Frequency:** Annual

KPI II.D: # of Unduplicated Students Receiving a Pell Grant	2015-2016	2016-2017	2017-2018	2018-2019
Crafton Hills College (CHC)	1,402	1,148	1,116	1,038
San Bernardino Valley College (SBVC)	5,694	4,978	4,800	5,007
SBCCD (District Total)	7,096	6,126	5,916	6,045

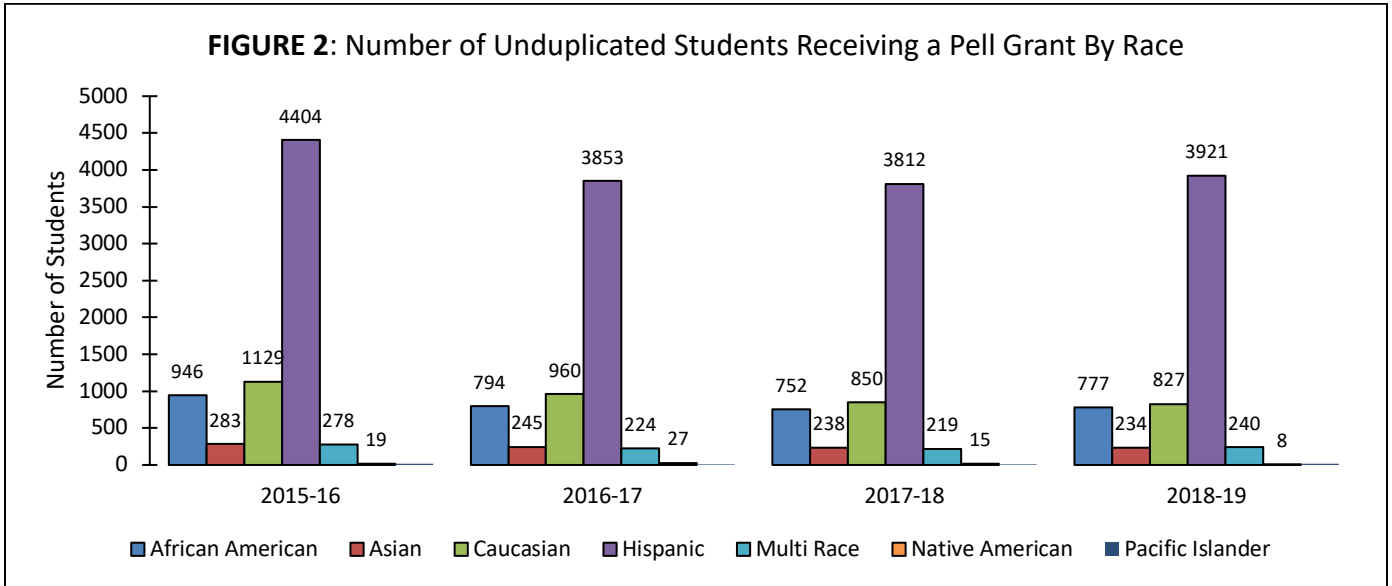


**Note:** Unknown gender students were excluded from this Bar Graph but were included in SBCCD total in Table above.

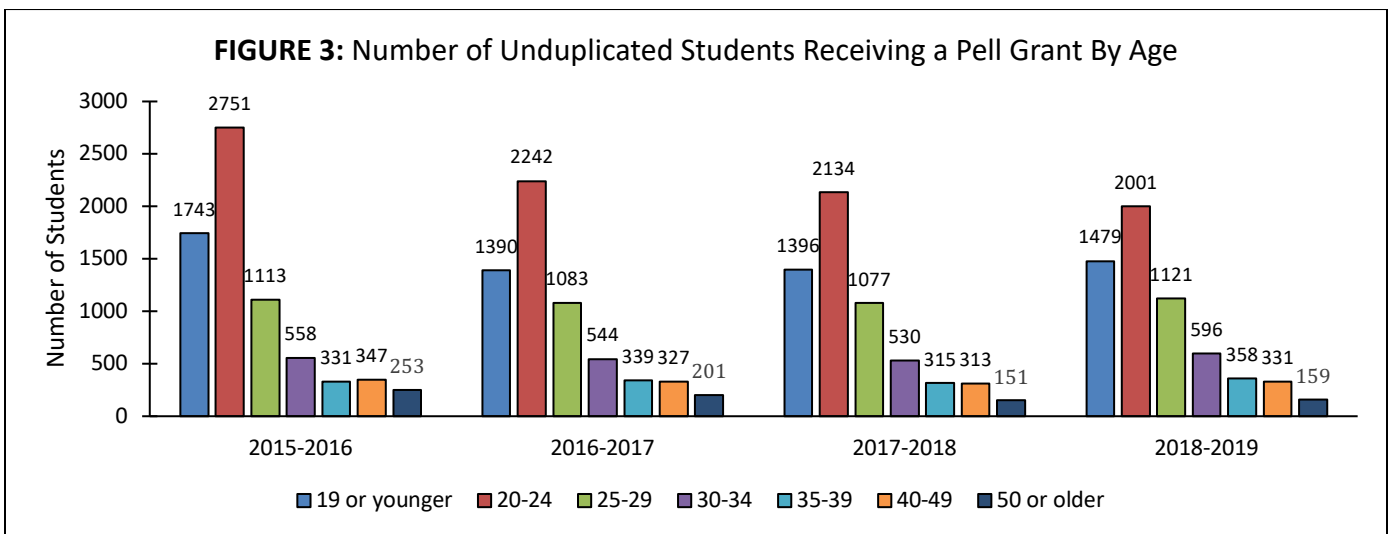
**Analysis:** The total number of unduplicated students receiving a Pell Grant declined by 14.8%, from 7096 in 2015-16 to 6045 in 2018-19, with a four-year average of 6296. On average, more females received a Pell Grant than males (four-year average of 3955 and 2341, respectively). The number of females and males receiving a Pell Grant declined by 11.8% and 19.7%, respectively.



Office of Research, Planning & Institutional Effectiveness  
Key Performance Indicator (KPI) Dashboard



**Analysis:** On average, over this four-year period, Hispanics had the highest number of students receiving a Pell Grant (3998 students per year). The percentage of Hispanics rose from 62.1% of recipients in 2015-2016 to 64.9% in 2018-2019. The next highest was Caucasians (942), followed by African Americans (817), Asians (250), Multi Race (240), Native Americans (17), and Pacific Islanders (15). Caucasians and Asians saw a consistent decrease in number of students who received a Pell Grant.



**Analysis:** On average, over this four-year period, the 20-24 age group comprised approximately 36.2% (2282 students per year) of all SBCCD California Pell Grant recipients. The next highest was the 19 or Younger age group (1502), followed by the 25-29 age group (1099), the 30-34 age group (557), the 35-39 age group (336), the 40-49 age group (330), and the age 50 or older group (191).



Office of Research, Planning & Institutional Effectiveness  
Key Performance Indicator (KPI) Dashboard

Goal II – Enrollment and Access

KPI II.E – Licensure and Certification Pass Rates

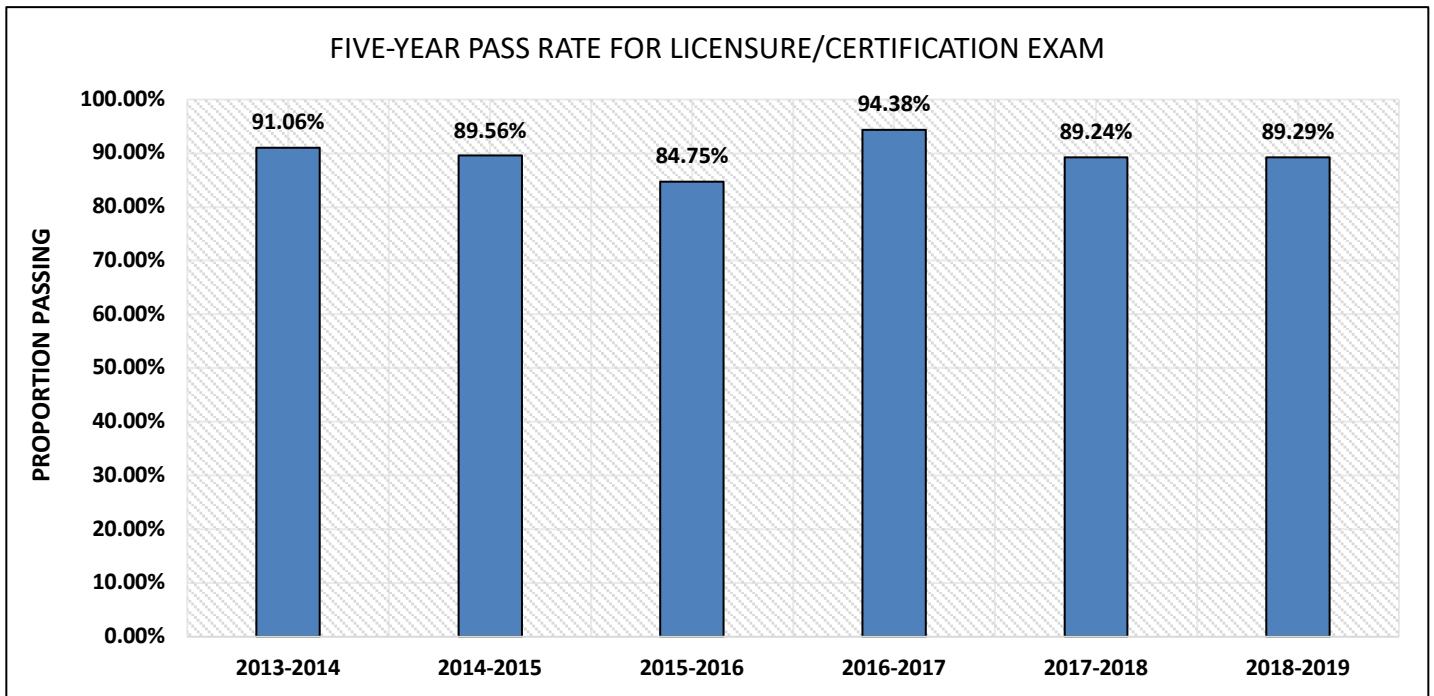
**Objective:** Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

**Definition:** The total number of examinees that received a passing score divided by the total number of examinees that took a licensure or certification examination. Note, this data is collected and distributed by the ACCJC.

**Measurement Frequency:** Annual

KPI II.E: Licensure/Certification Pass Rates	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Crafton Hills College (CHC)	91.13%	82.13%	83.50%	92.75%	93.00%	95.25%
San Bernardino Valley College (SBVC)	91.00%	97.00%	86.00%	96.00%	85.48%	83.33%
SBCCD (Total)	91.06%	89.56%	84.75%	94.38%	89.24%	89.29%

**Note:** Data for this KPI is collected from the various licensure agencies. They do not provide equity data in their reports; thus, the graph below simply shows the overall SBCCD pass rates for the past six years.



**Analysis:** The average licensure/certification pass rate is 89.71% during this 6-year period, with a high of 94.38% in 2016-17 and a low of 84.75% in 2015-16.



## Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

### Goal II – Enrollment and Access

#### KPI II.F – Participation Rate in Service Area

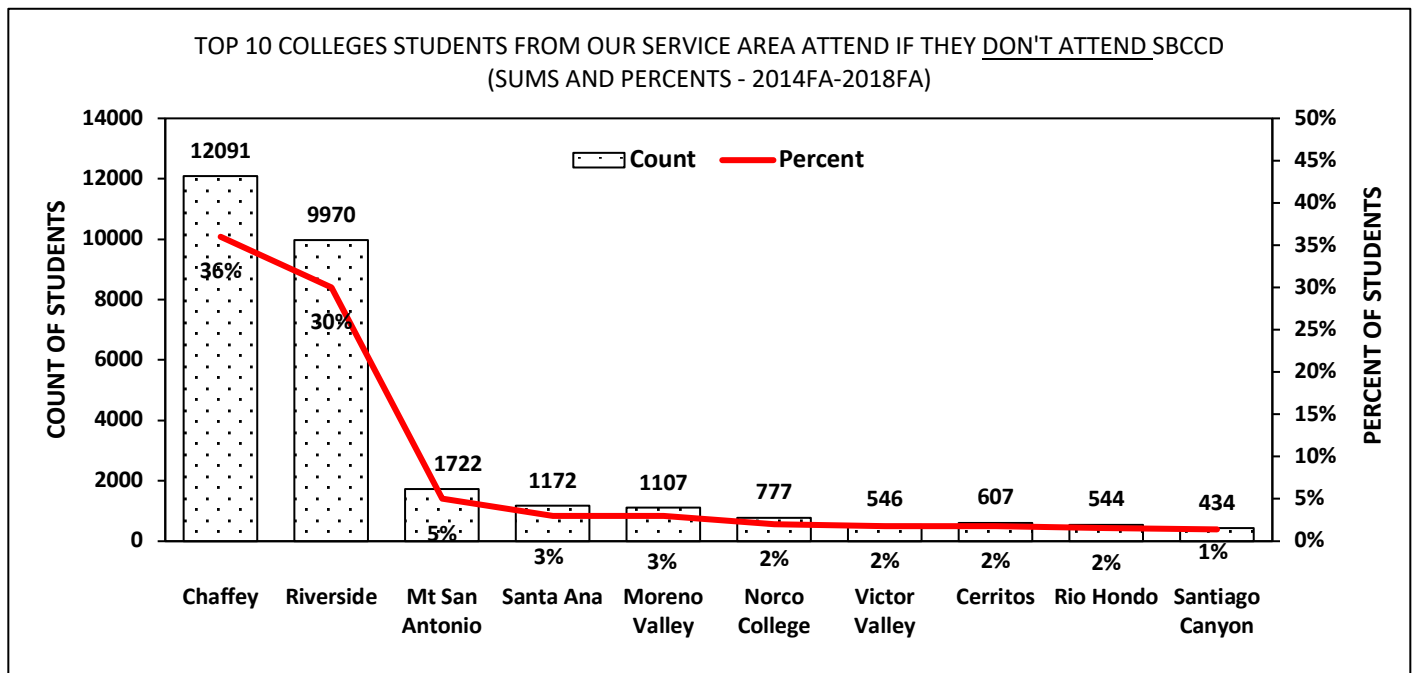
**Objective:** Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

**Definition:** The rate of matriculating SBCCD students that are residents of cities in our service area. It is measured by taking the total number of SBCCD matriculating students that are residents of our service area divided by the total number of community college students from our service area.

**Measurement Frequency:** Annual

KPI II.F: Participation Rate in Service Area	2014-2015 Total	2015-2016 Total	2016-2017 Total	2017-2018 Total	2018-2019 Total
Crafton Hills College (CHC)	20.56%	20.04%	19.81%	19.14%	19.78%
San Bernardino Valley College (SBVC)	45.93%	44.68%	42.67%	43.64%	42.94%
SBCCD (Total)	66.49%	64.72%	62.48%	62.78%	62.72%

**EQUITY ANALYSIS:** Please note that current data sources do not provide the race/ethnicity or gender for students in each service area city. Also note that college participation rates are for the entire service area.



**Analysis:** Over this five-year period (Fall 2014 to Fall 2018), 33,627 students from our service area chose not to attend SBCCD. The majority (76%) of these students attended Chaffey (36%), Riverside CCD (35%) or Mt. San Antonio College (5%).

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose Torres, Interim Chancellor

**REVIEWED BY:** Jose Torres, Interim Chancellor

**PREPARED BY:** Christopher M. Crew, Senior Research & Planning Analyst

**DATE:** July 9, 2020

**SUBJECT:** Analysis of AB 705 Compliance, Implementation, Student Success, and Student Retention for Special Populations

### **RECOMMENDATION**

This item is for information only. No action is required.

### **OVERVIEW**

The attached report provides an analysis of AB 705 compliance and implementation, along with student success and retention for Special Populations.

### **ANALYSIS**

AB 705 was designed to maximize the probability that a student will enter and complete transfer-level coursework in English and Math within a one-year timeframe. The attached report provides information on SBCCD's compliance with the measures, instruments, and placement model components of the AB 705 legislation (Table 1) and briefly describes SBCCD's implementation approach (Table 2). This is followed by enrollment comparisons pre and post AB 705 along with success and retention rates for Special Populations.

### **INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

None.



## PRELIMINARY ANALYSIS OF AB 705 COMPLIANCE, IMPLEMENTATION, STUDENT SUCCESS, AND STUDENT RETENTION

### REPORT 5 of 6: SPECIAL POPULATIONS

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SBCCD Office of Research, Planning, and Institutional Effectiveness:

Jeremiah A. Gilbert, Ph.D. – Executive Director

Christopher M. Crew, Ph.D. – Senior Research and Planning Analyst

Myung H. Koh, Ph.D. – Research and Planning Analyst

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**OVERVIEW:** AB 705 was designed to increase the number of students that complete transfer-level Math and English within one year of matriculation at a Community College. One key component of the legislation is that the placement of students into English and Math courses must use a combination of high school coursework, high school grades, and high school grade point average in lieu of traditional placement exams.

The bill also gives the Board of Governors the authority to establish and modify regulations on the use of measures, instruments, and placement models. A few regulations and compliance metrics are provided in the tables on the subsequent page. Table 1 provides information on SBCCD's compliance with the measures, instruments, and placement model components of the AB 705 legislation and Table 2 briefly describes our implementation approach.

**ISSUES TO CONSIDER:** There remains some confusion around compliance with the legislation as it relates to the start of the 1-year timeframe (the confusion is state-wide). However, both colleges are corresponding with the State Chancellors Office and making use of professional development opportunities to ensure adherence to the regulations.



**TABLE A: COMPLIANCE WITH MEASURES, INSTRUMENTS, AND PLACEMENT MODELS**

	CRAFTON HILLS COLLEGE		VALLEY COLLEGE	
	English	Math	English	Math
No remedial courses greater than 1 level below transfer.	✓	✓	✓	✓ *
Guided Self-placement using multiple measures.	✓	✓	✓	✓
Transfer-level placement percentages publicly available. **	In progress	In progress	In progress	In progress

\* SBVC's Mathematics department still offers courses greater than 1-level below transfer-level Math but placement is based on the students' self-assessment and the decision on where to be placed is up to the student. This approach is still in compliance with AB 705 legislation.

\*\* AB-1805 – Is a requirement to provide students with easily understandable community college placement policies and requires colleges to report the percentage of students placed into college-level courses.

**TABLE B: IMPLEMENTATION**

	CRAFTON HILLS COLLEGE		VALLEY COLLEGE	
	English	Math	English	Math
Increased the number of sections for transfer-level Math and English.	✓	✓	✓	✓
Faculty are attending community of practice workshops to support integration.	✓	✓	✓	✓
Developed linked support courses with embedded tutors. Used corequisite model.	✓	✓	✓	✓
The same faculty teaches the transfer course and the support course.	✓	✓	✓	✓

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### **NOTE ABOUT SPECIAL POPULATIONS:**

Special populations were selected from the California Community Colleges Chancellor’s Office Management Information System (CCCCO MIS) Data Element Dictionary. We chose 4 special population groups using MIS data files: (1) Disabled Students – MIS SD file (2) Veteran Students – MIS SG file (3) Foster Youth Students – MIS SG file (4) First-Generation Students – MIS SB file. These groups were chosen because they exist at both campuses.

Gen-Pop is short for general population. We chose this group as a comparison group to the 4 special groups to see how success and retention for the 4 chosen special groups compared to students that were not members of a special group.

[Return to Agenda](#)

## EXECUTIVE SUMMARY:

### DISTRICT-LEVEL SUMMARY OF SUCCESS AND RETENTION IN TRANSFER-LEVEL ENGLISH:

**Table C: Change in Course Enrollment, Successes, and Retention Post-AB 705 by Special Population**

	Change in Enrollments	Change in Successes <sup>A</sup>	Change in Success Rate <sup>B</sup>	Change in Retention	Change in Retention Rate <sup>C</sup>
<b>DSPS<sup>X</sup></b>	+132 (192.7%)	+65 (127.5%)	-16.56%	+116 (185.6%)	-2.22%
<b>Veteran</b>	+20 (36.2%)	+10 (28.2%)	-3.73%	+21 (46.7%)	+6.37%
<b>Foster</b>	+22 (191.4%)	+11 (183.3%)	-1.43%	+15 (143.8%)	-14.96%
<b>First-Gen</b>	+924 (110.6%)	+502 (97.5%)	-3.84%	+771 (106.8%)	-1.55%
<b>Gen-Pop<sup>Y</sup></b>	+655 (66.0%)	+391 (60.0%)	-2.36%	+580 (66.3%)	+0.17%

<sup>A</sup> **Change in Successes** = Number of students that completed the course with a grade of A, B, C, P, IA, IB, IC, or IPP

<sup>B</sup> **Change in Success Rate** = (A, B, C, P, IA, IB, IC, and IPP Grades / A, B, C, D, F, P, NP, I\*, IPP, INP, FW, and W Grades) × 100

<sup>C</sup> **Change in Retention Rate** = (A, B, C, D, F, I\*, IPP, P, NP, & FW Grades / A, B, C, D, F, FW, I\*, IPP, P, NP, FW, & W Grades) × 100

<sup>X</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>Y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

#### Post-AB 705 Change in Course Enrollment and Success:

Enrollment in transfer-level English courses **increased** for all special groups post AB 705 (+1,098 enrollments), most notably for first-generation students (+924 enrollments; from 835 to 1,759). Additionally, the number of successes also **increased** in all special groups post AB 705 (+588 successes).

However, **success rates fell** in all special groups (overall decrease of 4.8%), with the largest **decreases** occurring in the DSPS and first-generation populations (-16.6% and -3.84%, respectively).

Taken together, the SBCCD implementation of the AB 705 legislation has been successful. We have increased enrollments and success in transfer-level English across all special populations.

**Note:** See tables 1, 5, and 9 below for a more detailed district and college-level analysis of course enrollments and successes in transfer-level English.

#### Post-AB 705 Change in Course Retention:

As seen with course enrollments and successes, course retention in transfer-level English also **increased** in all special populations post AB 705 (+923 enrollments), most notably for first generation students (+771, increase from 722 to 1,493), although the greatest percent increase in retention was seen by DSPS students (+185.6%).

However, retention rates **fell** in most special populations, with the largest **decrease** occurring for the foster youth (-14.96%). Veterans had a notable **increase** in retention rate (+6.37%)

**Note:** See Tables 2, 6, and 10 below for a more detailed district and college-level analysis of course retention and retention rate in transfer-level English.

## DISTRICT-LEVEL SUMMARY OF SUCCESS AND RETENTION IN TRANSFER-LEVEL MATH:

**Table D: Change in Course Enrollment, Successes, and Retention Post-AB 705 by Special Population**

	Change in Enrollments	Change in Successes <sup>A</sup>	Change in Success Rate <sup>B</sup>	Change in Retention	Change in Retention Rate <sup>C</sup>
<b>DSPS<sup>X</sup></b>	+66 (110.0%)	+27 (94.1%)	-3.57%	+58 (111.5%)	+0.63%
<b>Veteran</b>	+36 (63.3%)	+27 (77.1%)	+5.26%	+33 (68.5%)	+2.74%
<b>Foster</b>	+12 (125.0%)	+4 (100.0%)	-4.76%	+8 (114.3%)	-3.57%
<b>First-Gen</b>	+770 (95.1%)	+306 (70.7%)	-6.68%	+671 (100.4%)	+2.26%
<b>Gen-Pop<sup>Y</sup></b>	+636 (63.0%)	+255 (56.6%)	-7.20%	+550 (64.0%)	+0.51%

<sup>A</sup> **Change in Successes** = Number of students that completed the course with a grade of A, B, C, P, IA, IB, IC, or IPP

<sup>B</sup> **Change in Success Rate** = (A, B, C, P, IA, IB, IC, and IPP Grades / A, B, C, D, F, P, NP, I\*, IPP, INP, FW, and W Grades) × 100

<sup>C</sup> **Change in Retention Rate** = (A, B, C, D, F, I\*, IPP, P, NP, & FW Grades / A, B, C, D, F, FW, I\*, IPP, P, NP, FW, & W Grades) × 100

<sup>X</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>Y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

### Post-AB 705 Change in Course Enrollment and Success:

Enrollment in transfer-level Math courses **increased** in all special populations post AB 705 (+884 enrollments), most notably for first generation students (+770 enrollments, from 810 to 1,580). Additionally, the number of successes also **increased** in all age ranges post AB 705 (+306 successes).

However, **success rates decreased** for most special populations (overall decrease of -5.9%), with the largest **decreases** occurring for first-generation and foster youth (-6.7% and -4.8%, respectively). Notable success rate **increases** were achieved by Veterans (+5.3%).

Taken together, the SBCCD implementation of the AB 705 legislation has been successful in **increasing** access to and success in transfer-level Math across all special populations.

**Note:** See Tables 3, 7, and 11 below for a more detailed district and college-level analysis of course enrollments and successes in transfer-level Math.

### Post-AB 705 Change in Course Retention:

As seen with course enrollments and successes, course retention in transfer-level Math also **increased** all special groups post AB 705(+XXX enrollments), most notably for first generation students (+671, increase from 669 to 1,340).

However, unlike transfer-level English, retention rates in transfer-level Math had **notable increases** for all special groups except for foster youth (-3.6%).

**Note:** See Tables 4, 8, and 12 below for a more detailed district and college-level analysis of course retention and retention rate in transfer-level Math.

## COURSE SUCCESS AND RETENTION BY SPECIAL POPULATIONS (SBCCD)

**Table 1: Comparison of Transfer-Level English Success Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
<b>DSPS<sup>x</sup></b>	69	51	74.3%	201	116	57.7%	-16.56%	+65 (127.5%)
<b>Veteran</b>	54	34	63.2%	74	44	59.5%	-3.73%	+10 (28.2%)
<b>Foster</b>	12	6	51.4%	34	17	50.0%	-1.43%	+11 (183.3%)
<b>First-Gen</b>	835	515	61.7%	1,759	1,017	57.8%	-3.84%	+502 (97.5%)
<b>Gen-Pop<sup>y</sup></b>	993	651	65.6%	1,648	1,042	63.2%	-2.36%	+391 (60.0%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

**Table 2: Comparison of Transfer-Level English Retention Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
<b>DSPS<sup>x</sup></b>	69	62	90.8%	201	178	88.6%	-2.22%	+116 (185.6%)
<b>Veteran</b>	54	45	82.8%	74	66	89.2%	+6.37%	+21 (46.7%)
<b>Foster</b>	12	11	91.4%	34	26	76.5%	-14.96%	+15 (143.8%)
<b>First-Gen</b>	835	722	86.4%	1,759	1,493	84.9%	-1.55%	+771 (106.8%)
<b>Gen-Pop<sup>y</sup></b>	993	875	88.1%	1,648	1,455	88.3%	+0.17%	+580 (66.3%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

**Table 3: Comparison of Transfer-Level Math Success Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
<b>DSPS<sup>x</sup></b>	60	28	47.2%	126	55	43.7%	-3.57%	+27 (94.1%)
<b>Veteran</b>	56	35	62.1%	92	62	67.4%	+5.26%	+27 (77.1%)
<b>Foster</b>	9	4	42.9%	21	8	38.1%	-4.76%	+4 (100.0%)
<b>First-Gen</b>	810	433	53.5%	1,580	739	46.8%	-6.68%	+306 (70.7%)
<b>Gen-Pop<sup>y</sup></b>	1,009	593	58.8%	1,645	848	51.6%	-7.20%	+255 (56.6%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

**Table 4: Comparison of Transfer-Level Math Retention Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
<b>DSPS<sup>x</sup></b>	60	52	86.7%	126	110	87.3%	+0.63%	+58 (111.5%)
<b>Veteran</b>	56	49	86.4%	92	82	89.1%	+2.74%	+33 (68.5%)
<b>Foster</b>	9	7	75.0%	21	15	71.4%	-3.57%	+8 (114.3%)
<b>First-Gen</b>	810	669	82.6%	1,580	1,340	84.8%	+2.26%	+671 (100.4%)
<b>Gen-Pop<sup>y</sup></b>	1,009	860	85.2%	1,645	1,410	85.7%	+0.51%	+550 (64.0%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

## COURSE SUCCESS AND RETENTION BY SPECIAL POPULATIONS (SBVC)

**Table 5: Comparison of Transfer-Level English Success Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
<b>DSPS<sup>x</sup></b>	38	27	70.8%	140	68	48.6%	-22.23%	+41 (155.0%)
<b>Veteran</b>	36	22	59.6%	59	32	54.2%	-5.40%	+10 (47.7%)
<b>Foster</b>	7	3	45.0%	19	9	47.4%	+2.37%	+6 (200.0%)
<b>First-Gen</b>	594	354	59.7%	1,349	749	55.5%	-4.13%	+395 (111.4%)
<b>Gen-Pop<sup>y</sup></b>	518	312	60.3%	978	554	56.6%	-3.62%	+242 (96.7%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

**Table 6: Comparison of Transfer-Level English Retention Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
<b>DSPS<sup>x</sup></b>	38	35	92.0%	140	120	85.7%	-6.32%	+85 (246.2%)
<b>Veteran</b>	36	29	79.8%	59	51	86.4%	+6.62%	+22 (75.9%)
<b>Foster</b>	7	6	85.0%	19	14	73.7%	-11.32%	+8 (147.1%)
<b>First-Gen</b>	594	507	85.3%	1,349	1,129	83.7%	-1.61%	+622 (122.8%)
<b>Gen-Pop<sup>y</sup></b>	518	440	84.9%	978	845	86.4%	+1.47%	+405 (92.2%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

**Table 7: Comparison of Transfer-Level Math Success Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
<b>DSPS<sup>x</sup></b>	34	16	45.6%	75	28	37.3%	-8.30%	+12 (78.7%)
<b>Veteran</b>	39	23	59.8%	55	38	69.1%	+9.26%	+15 (62.9%)
<b>Foster</b>	6	3	47.1%	9	3	33.3%	-13.73%	+0 (12.5%)
<b>First-Gen</b>	584	313	53.6%	1,189	557	46.8%	-6.78%	+244 (77.8%)
<b>Gen-Pop<sup>y</sup></b>	544	319	58.7%	929	460	49.5%	-9.15%	+141 (44.1%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

**Table 8: Comparison of Transfer-Level Math Retention Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
<b>DSPS<sup>x</sup></b>	34	29	84.5%	75	64	85.3%	+0.87%	+35 (120.7%)
<b>Veteran</b>	39	34	87.2%	55	49	89.1%	+1.91%	+15 (44.1%)
<b>Foster</b>	6	4	76.5%	9	5	55.6%	-20.92%	+1 (15.4%)
<b>First-Gen</b>	584	482	82.4%	1,189	1,013	85.2%	+2.77%	+531 (110.3%)
<b>Gen-Pop<sup>y</sup></b>	544	456	83.8%	929	776	83.5%	-0.30%	+320 (70.1%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)



## COURSE SUCCESS AND RETENTION BY SPECIAL POPULATIONS (CHC)

**Table 9: Comparison of Transfer-Level English Success Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
<b>DSPS<sup>x</sup></b>	31	24	78.5%	61	48	78.7%	+0.19%	+24 (97.3%)
<b>Veteran</b>	18	13	70.4%	15	12	80.0%	+9.63%	-1 (-5.3%)
<b>Foster</b>	5	3	60.0%	15	8	53.3%	-6.67%	+5 (166.7%)
<b>First-Gen</b>	241	161	66.6%	410	268	65.4%	-1.21%	+107 (66.8%)
<b>Gen-Pop<sup>y</sup></b>	475	339	71.4%	670	488	72.8%	+1.45%	+149 (43.8%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

**Table 10: Comparison of Transfer-Level English Retention Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
<b>DSPS<sup>x</sup></b>	31	28	89.2%	61	58	95.1%	+5.83%	+30 (109.6%)
<b>Veteran</b>	18	16	88.9%	15	15	100.0%	+11.11%	-1 (-6.3%)
<b>Foster</b>	5	5	100.0%	15	12	80.0%	-20.00%	+7 (140%)
<b>First-Gen</b>	241	215	89.2%	410	364	88.8%	-0.45%	+149 (69%)
<b>Gen-Pop<sup>y</sup></b>	475	435	91.6%	670	610	91.0%	-0.54%	+175 (51.4%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

**Table 11: Comparison of Transfer-Level Math Success Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
<b>DSPS<sup>x</sup></b>	26	13	49.4%	51	27	52.9%	+3.59%	+14 (113.2%)
<b>Veteran</b>	17	12	67.3%	37	24	64.9%	-2.44%	+12 (105.7%)
<b>Foster</b>	4	1	36.4%	12	5	41.7%	+5.30%	+4 (275.0%)
<b>First-Gen</b>	226	120	53.0%	391	182	46.5%	-6.48%	+62 (52.1%)
<b>Gen-Pop<sup>y</sup></b>	465	274	58.9%	716	388	54.2%	-4.66%	+114 (41.8%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

**Table 12: Comparison of Transfer-Level Math Retention Rates Pre- and Post-AB 705**

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
<b>DSPS<sup>x</sup></b>	26	23	89.6%	51	46	90.2%	+0.59%	+23 (100.0%)
<b>Veteran</b>	17	15	84.6%	37	33	89.2%	+4.57%	+18 (125.0%)
<b>Foster</b>	4	3	72.7%	12	10	83.3%	+10.61%	+7 (275.0%)
<b>First-Gen</b>	226	187	82.9%	391	327	83.6%	+0.77%	+140 (74.9%)
<b>Gen-Pop<sup>y</sup></b>	465	404	86.8%	716	634	88.5%	+1.74%	+230 (57.1%)

<sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** July 9, 2020

**SUBJECT:** Board Master Planning Action Calendar

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

The Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and board meeting dates and times are posted on the district website 72-hours prior to the meeting date [www.sbccd.edu](http://www.sbccd.edu).

### **ANALYSIS**

The Board Master Planning Action Calendar serves as a blueprint that can be used to increase transparency and efficiency districtwide.

### **INSTITUTIONAL VALUES**

- I. Institutional Effectiveness
- IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

No impact to the budget.

## Board Master Planning Action Calendar

As of 6/29/2020 5:07 PM

Monthly	B&FS	- Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - FTES Reports	- Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout	- Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report - Surplus Property
	FPC	- RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP)	- Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments	- Bond Construction COs/Amendments - CBOC Appointees
	HR	- <b>Closed Session Items (Separate Agenda)</b> - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase	- Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic	- Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	OOC & PRES	- AB 705 Report - Accreditation Timeline - Applause Report - Board Committee Reports	- Board Master Planning Action Calendar - Board Policies & Procedures - Chancellor's Report - Clergy Report	- Curriculum - Key Performance Indicators - Minutes

JANUARY		FEBRUARY		MARCH	
<ul style="list-style-type: none"><li>Budget Calendar (by 2/1)</li></ul>		<ul style="list-style-type: none"><li>Closed Session – Notice of Intent to Non-Renew (by 3/15)</li></ul>		<ul style="list-style-type: none"><li>CBOC Annual Report (by 3/31)</li></ul>	
<ul style="list-style-type: none"><li>Budget Directives 1<sup>st</sup> Reading</li></ul>		<ul style="list-style-type: none"><li>Budget Directives 2<sup>nd</sup> Reading/Approval (by 3/1)</li></ul>		<ul style="list-style-type: none"><li>Selection of Auditor (by 4/1)</li></ul>	
<ul style="list-style-type: none"><li>National Community College Month Resolution (by 2/1)</li></ul>		<ul style="list-style-type: none"><li>Nonresident Tuition Fee (by 3/1)</li></ul>		<ul style="list-style-type: none"><li>Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)</li></ul>	
<ul style="list-style-type: none"><li>Sabbaticals Granted</li></ul>		<ul style="list-style-type: none"><li>Apportionment Attendance Report P1</li></ul>		<ul style="list-style-type: none"><li>Grant Tenure/Tenure Contracts</li></ul>	
		<ul style="list-style-type: none"><li>Quarterly Investment Report</li></ul>		<ul style="list-style-type: none"><li>Elect BOT Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument &amp; Process</li></ul>	
				<ul style="list-style-type: none"><li>Classified Employee of the Year (by 3/15)</li></ul>	
APRIL		MAY		JUNE	
<ul style="list-style-type: none"><li>Interfund Transfer Resolution</li></ul>		<ul style="list-style-type: none"><li>Quarterly Investment Report</li></ul>		<ul style="list-style-type: none"><li>AP/BP 6320 Investments 1<sup>st</sup> Reading (annually)</li></ul>	
<ul style="list-style-type: none"><li>Constitutional Advance (optional)</li></ul>		<ul style="list-style-type: none"><li>Apportionment Attendance Report P2</li></ul>		<ul style="list-style-type: none"><li>Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)</li></ul>	
<ul style="list-style-type: none"><li>HR Diversity in Hiring Report (April &amp; October)</li></ul>		<ul style="list-style-type: none"><li>EEO Multiple Method Certification (by 6/1)</li></ul>		<ul style="list-style-type: none"><li>Authorized Signature List (annually)</li></ul>	
<ul style="list-style-type: none"><li>4/10 Alternate Summer Work Schedule for Management &amp; Confidential Employees</li></ul>		<ul style="list-style-type: none"><li>Board Orientation Handbook 2<sup>nd</sup> Reading</li></ul>		<ul style="list-style-type: none"><li>Bank Accounts (annually)</li></ul>	
<ul style="list-style-type: none"><li>Board Orientation Handbook 1<sup>st</sup> Reading</li></ul>		<ul style="list-style-type: none"><li>Preliminary Budget &amp; Presentation (study session)</li></ul>		<ul style="list-style-type: none"><li>Tentative Budget (by 7/1)</li></ul>	
<ul style="list-style-type: none"><li>District Technology Strategic Plan – 1<sup>st</sup> Reading (last plan 2020-2023)</li></ul>		<ul style="list-style-type: none"><li>Resolution for Outgoing Student Trustees</li></ul>		<ul style="list-style-type: none"><li>Prop 30 EPA Expenditures Resolution (annually)</li></ul>	
		<ul style="list-style-type: none"><li>ACCJC Institutional Self-Evaluation Report 1<sup>st</sup> Reading (by 8/1 every six years. Last report 2014)</li></ul>		<ul style="list-style-type: none"><li>GANN Limit (by 7/1)</li></ul>	
		<ul style="list-style-type: none"><li>District Technology Strategic Plan – 2<sup>nd</sup> Reading (last plan 2020-2023)</li></ul>		<ul style="list-style-type: none"><li>Meals, Refreshments, Open POs for Next FY</li></ul>	
				<ul style="list-style-type: none"><li>Order of Election and the Specifications of the Election Order (every 2 years on even numbered years)</li></ul>	
				<ul style="list-style-type: none"><li>New Student Trustee Orientation</li></ul>	
				<ul style="list-style-type: none"><li>ACCJC Institutional Self-Evaluation Report 2<sup>nd</sup> Reading/Approval (by 8/1 every six years. Last report 2014)</li></ul>	

[Return to Agenda](#)

**Board Master Planning Action Calendar**  
As of 6/29/2020 5:07 PM

<b>Monthly</b>	<b>B&amp;FS</b>	- Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - FTES Reports	- Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout	- Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report - Surplus Property
	<b>FPC</b>	- RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP)	- Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments	- Bond Construction COs/Amendments - CBOC Appointees
	<b>HR</b>	- <b>Closed Session Items (Separate Agenda)</b> - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase	- Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic	- Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	<b>OOC &amp; PRES</b>	- AB 705 Report - Accreditation Timeline - Applause Report - Board Committee Reports	- Board Master Planning Action Calendar - Board Policies & Procedures - Chancellor's Report - Clery Report	- Curriculum - Key Performance Indicators - Minutes

JULY		AUGUST		SEPTEMBER	
<ul style="list-style-type: none"><li>AP/BP 6320 Investments 2<sup>nd</sup> Reading/Approval (annually)</li></ul>	<ul style="list-style-type: none"><li>Quarterly Investment Report</li></ul>	<ul style="list-style-type: none"><li>Final Budget Public Hearing and Approval (by 9/15)</li></ul>	<ul style="list-style-type: none"><li>Transfer of Appropriations Resolution (annually)</li></ul>	<ul style="list-style-type: none"><li>Prop 30 EPA Expenditure Accounting (if figures change dramatically based on ReCalc)</li></ul>	<ul style="list-style-type: none"><li>Initial Proposals to Reopen Negotiations with CSEA/CTA</li></ul>
<ul style="list-style-type: none"><li>Board Meeting Dates for Next FY</li></ul>	<ul style="list-style-type: none"><li>Apportionment Attendance Report P3</li></ul>	<ul style="list-style-type: none"><li>Annual Security Report (by 10/1)</li></ul>	<ul style="list-style-type: none"><li>Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities</li></ul>	<ul style="list-style-type: none"><li>Final Budget Presentation (study session)</li></ul>	<ul style="list-style-type: none"><li>ACCJC Midterm Report 2<sup>nd</sup> Reading/Approval (by 10/1 every six years. Last report 2017)</li></ul>
<ul style="list-style-type: none"><li>Elect Chancellor's Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument &amp; Process</li></ul>	<ul style="list-style-type: none"><li>ACCJC Midterm Report 1<sup>st</sup> Reading (by 10/1 every six years. Last report 2017)</li></ul>		<ul style="list-style-type: none"><li>Annual Resolution to Pay Trustees</li></ul>		
OCTOBER		NOVEMBER		DECEMBER	
<ul style="list-style-type: none"><li>HR Diversity in Hiring Report (April &amp; October)</li></ul>	<ul style="list-style-type: none"><li>Closed Session – Notice of Intent to Non-Renew</li></ul>	<ul style="list-style-type: none"><li>Closed Session – Notice of Intent to Non-Renew</li></ul>	<ul style="list-style-type: none"><li>Quarterly Investment Report</li></ul>	<ul style="list-style-type: none"><li>Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)</li></ul>	<ul style="list-style-type: none"><li>Reaffirm FCC Auction Guiding Principles (annually)</li></ul>
	<ul style="list-style-type: none"><li>Annual Sabbatical Completion Report from last spring and fall (by first semester after return)</li></ul>			<ul style="list-style-type: none"><li>Audit Reports: District, CBOC, KVCR (by 12/31)</li></ul>	<ul style="list-style-type: none"><li>New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)</li></ul>
				<ul style="list-style-type: none"><li>BOT Annual Organizational Meeting</li></ul>	<ul style="list-style-type: none"><li>BOT Committee Member Assignments</li></ul>
				<ul style="list-style-type: none"><li>BOT Member Assignment to the SBRETCJPA</li></ul>	<ul style="list-style-type: none"><li>BOT Member Assignment County Committee on School District Organization</li></ul>
				<ul style="list-style-type: none"><li>BOT Executive Board</li></ul>	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services

**DATE:** July 9, 2020

**SUBJECT:** Budget Report

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The attached Revenue and Expenditure Summary reflects activity for the 2019-20 fiscal year through June 16, 2020. As of that date, SBCCD was 95.6% through the fiscal year and had spent and/or encumbered approximately 80.9% of its budgeted general fund.

### **ANALYSIS**

While year to date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2019-20 budget unless noted here. For explanations of any significant variances in year to date revenues/expenditures from fiscal year elapsed, please see the attached summary.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item



## Budget Revenue & Expenditure Summary

Year to Date 06/16/2020

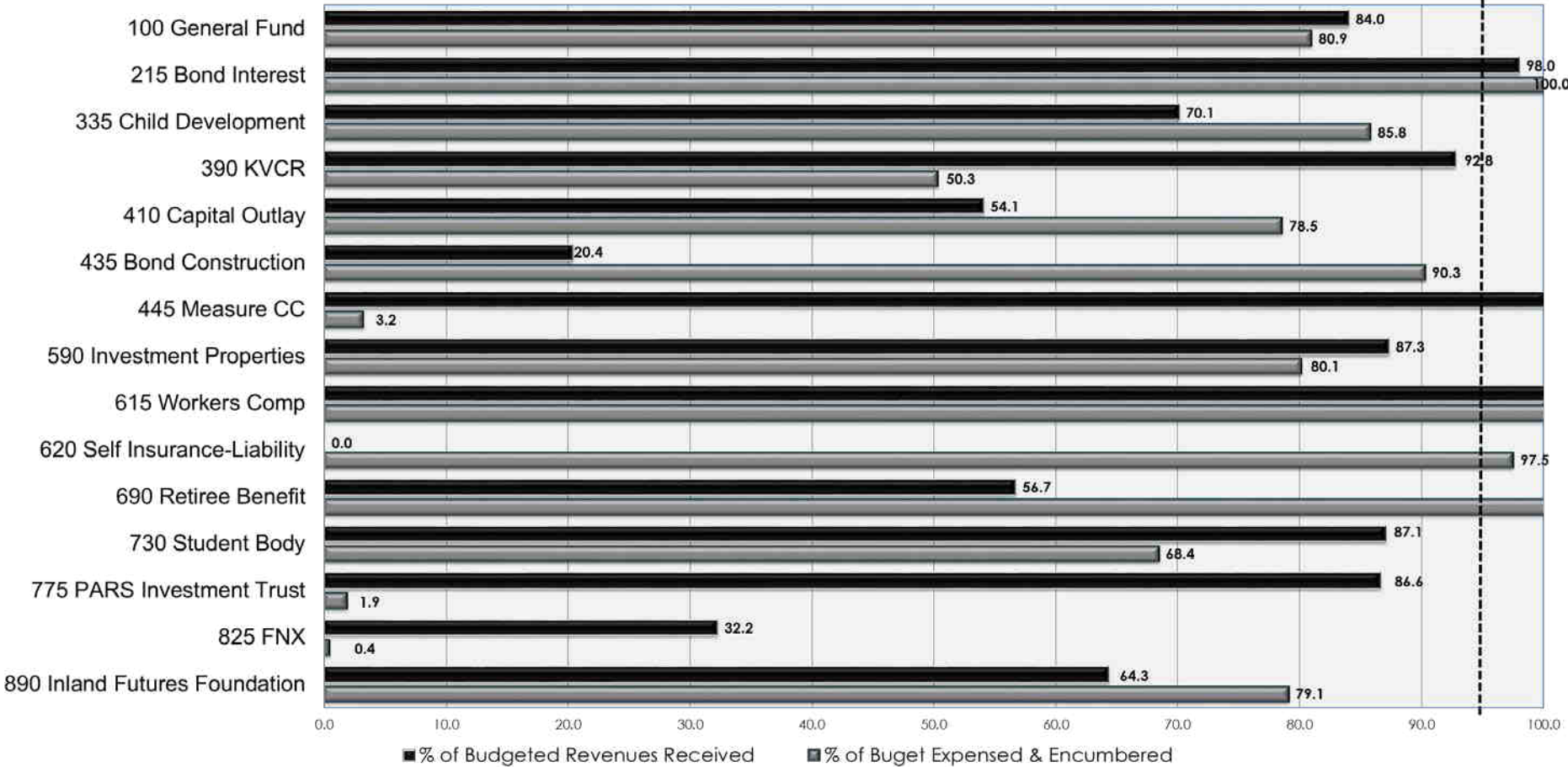
	95.6% of Fiscal Year Elapsed							COMMENTS
	REVENUES			EXPENDITURES				
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD			
100 General Fund	\$ 182,257,726	\$ 153,132,273	84.0%	\$ 189,145,385	\$ 153,107,468	80.9%	Revenue and expenditures are reflective of the effects of the State's current public health climate.	
215 Bond Interest & Redemption	\$ 48,250,000	\$ 47,290,760	98.0%	\$ 37,970,000	\$ 37,964,427	100.0%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund. County initiated budget adjustment in process.	
335 Child Development	\$ 3,825,649	\$ 2,681,977	70.1%	\$ 3,825,649	\$ 3,282,177	85.8%	Recording grant revenue for February in process.	
390 KVCR	\$ 4,746,407	\$ 4,403,611	92.8%	\$ 7,023,285	\$ 3,531,627	50.3%	Revenue and expenditure budgets are currently under review.	
410 Capital Outlay Projects	\$ 2,565,391	\$ 1,386,968	54.1%	\$ 3,703,867	\$ 2,908,887	78.5%	RDA revenue posted by the County.	
435 Bond Construction	\$ 39,900	\$ 8,125	20.4%	\$ 5,771,123	\$ 5,209,191	90.3%	Interest income expected to be posted during year end reconciliation.	
445 Measure CC	\$ 300,000,000	\$ 300,222,133	100.1%	\$ 300,000,000	\$ 9,516,698	3.2%	Bond proceeds received and interest income posted. Expenditures are consistent with the current needs of the bond projects.	
590 Investment Properties	\$ 4,772,966	\$ 4,167,229	87.3%	\$ 26,804,046	\$ 21,471,093	80.1%	Expenditures are consistent with the needs of this program.	
615 Workers Compensation	\$ 1,480,000	\$ 1,682,806	113.7%	\$ 1,820,000	\$ 1,826,841	100.4%		
620 Self Insurance-Liability	\$ 565,000	\$ 557,193	98.6%	\$ 905,000	\$ 882,441	97.5%		
690 Retiree Benefit	\$ 250,200	\$ 141,800	56.7%	\$ 250,200	\$ 395,161	157.9%	Year-end cash reconciliation (revenue) in process. Expenditures are consistent with retiree benefit obligations.	
730 Student Body Center Fee	\$ 303,567	\$ 264,279	87.1%	\$ 345,567	\$ 236,502	68.4%	Expenditures are consistent with the needs of this program.	
775 PARS Investment Trust	\$ 12,750,000	\$ 11,046,994	86.6%	\$ 3,100,000	\$ 57,426	1.9%	Interfund transfers-out (expenditures) posted annually.	
825 FNX	\$ 3,232,014	\$ 1,041,423	32.2%	\$ 3,232,014	\$ 1,306,399	40.4%	Revenues expected to be significantly lower than budget. Expenditures are consistent with terms of agreement.	
890 Inland Futures Foundation	\$ 1,297,106	\$ 834,553	64.3%	\$ 1,297,106	\$ 1,025,976	79.1%	Revenues have slowed due to the current status of programs associated with this fund.	



# Budget Revenue & Expenditure Summary

Year to Date 06/16/2020

Fiscal Year Elapsed - 95.6%





## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** July 9, 2020

**SUBJECT:** Contracts Below \$95,200

### **RECOMMENDATION**

This item is being presented for information only. No further action is necessary.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

### **ANALYSIS**

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$95,200. Construction services are not included in this board item.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase and or contract requests have been budgeted for via purchase requisition.

## Contract and Agreements

Board Date 07-09-2020

1 of 3

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19568	Alma Strategies, LLC	Professional Services	Facilities Planning/SBCCD	\$35,000.00		
19569	Alma Strategies, LLC	Professional Services	Facilities Planning/SBCCD	\$30,000.00		
19522	Amazon Web Service Inc.	Software/Online Services	TESS/SBCCD	\$8,300.31		\$2,300.31
19561	Anaca Technologies dba Xello	Software/Online Services	Transfer Center/SBVC	\$745.00		
19571	Ardent Diagnostics	Testing Services	EDCT/SBCCD	\$5,000.00		
19563	Brickley Construction Company Inc. dba Brickley Environmental	Professional Services	Maintenance/SBVC	\$1,650.00		
18359	Butte Glenn CCD	Customized Training	EDCT/SBCCD	\$68,000.00		Add to Scope of Work
19572	Digital Dynamics 360, Inc.	Marketing	Marketing/CHC	\$21,500.00		
19562	Facilities Protection Systems	Maintenance Agreement	TESS/SBCCD	\$1,382.00		
19567	File Keepers, LLC	Software/Online Services	Counseling/SBVC	\$800.00		
19565	Fox, Roger E. MD DBA Fox Occupational Medical Center	Medical Services	Human Resources/SBCCD	\$5,000.00		
18112	Janson, Patrick	Braille Transcribing	ATPC/SBCCD	\$90,000.00		\$50,000.00
18110	Krzywicki, Jewel	Braille Transcribing	ATPC/SBCCD	\$55,000.00		\$15,000.00
19551	Los Angeles, City Of, Department of Building & Safety	Licensing	Welding/SBVC	No cost		

## Contract and Agreements

Board Date 07-09-2020

2 of 3

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19549	Mountains Community Hospital	Clinicals	Nurse/SBVC	No cost		
19553	Nestle USA Inc.	Licensing	Sunroom/SBVC	\$7,000.00		
19556	New Mexico PBS	Income - Broadcast Licensing	FNX/KVCR		No Charge	
19560	OCLC, Inc	Software/Online Services	TESS/SBCCD	\$6,634.00		
19555	PBS - Public Broadcasting Service	Income - Grant	KVCR/KVCR		\$8,900.00	
19558	Quality Power Solutions LLC	Repairs	Maintenance/CHC	\$1,815.00		
18114	Quilalang, Roger	Braille Transcribing	ATPC/SBCCD	\$60,000.00		
19564	R Dependable Construction Inc.	Repairs	Maintenance/SBVC	\$9,200.00		
19570	Regents of University of CA, The	Income - Grant	Counseling/SBVC		\$5,500.00	
18303	Riverside CCD	Income - Grant	EDCT/SBCCD		\$298,494.00	\$20,000.00
18701	Riverside CCD	Income - Grant	EDCT/SBCCD		\$50,000.00	Extend Term by 6 months
18537	Riverside CCD	Income - Grant	EDCT/SBCCD		\$184,045.00	Extend Term by 6 months
19559	RPI Consultants, LLC	Consultants	TESS/SBCCD	\$31,200.00		
19557	Smoke Guard California Inc.	Repairs	Maintenance/CHC	\$3,505.00		

**Contract and Agreements**

Board Date 07-09-2020

3 of 3

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
18534	Sunstate Equipment Company	Rental	Facilities/CHC	\$4,000.00		\$1,000.00
19552	TLC Auctions- The Liquidation Company	Auction Services	Business Services/SBCCD		\$10,000.00	
19550	TMDCommunications	Consultants	Marketing/SBCCD	\$6,000.00		
19566	ZOOM Video Communications	Software/Online Services	TESS/SBCCD	\$104.99		

Total Number of Contract: 33

\$451,836.30

\$556,939.00

\$88,300.31

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services

**DATE:** July 9, 2020

**SUBJECT:** General Fund Cash Flow Analysis

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the restricted and unrestricted General Fund monthly cash flow analysis for the District.

### **ANALYSIS**

The General Fund cash balance as of June 30, 2020, is estimated to be \$20,078,028.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This is an information item only. There are no financial implications.



# General Fund Cash Flow Analysis – Restricted & Unrestricted Fiscal Year 2019-20

(as of June 16, 2020, rounded to the nearest \$1,000)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	42,362	39,459	37,645	35,409	26,063	23,733	37,891	33,597	37,567	36,165	36,056	37,072		
<b>Receipts</b>														
Federal	35	227		135		-3	306	88	107	270	-378	2,344		3,129
State	6,276	5,137	13,881	6,307	5,692	8,152	14,614	9,409	14,052	6,242	5,771	11,207		106,740
State Deferrals												-11,207		-11,207
Local	821	966	84	568	3,403	17,398	8,886	5,583	-4,597	7,650	6,872	1,355		48,990
Temporary Borrowings														
Interfund Transfer & Sale of Assets	894	894	899	894	902	894	898	-4,805	6,603	494	1,295	92		9,954
Accounts Receivable/Accruals	227	1,657	1,932	522	440	585	1,876	436	507	461	1,637	1,575		11,855
Total Receipts	8,254	8,881	16,796	8,426	10,437	27,027	26,580	10,710	16,672	15,116	15,196	5,366		169,461
<b>Disbursements</b>														
Academic Salaries	11	2,541	4,310	4,849	4,947	4,898	5,391	4,317	4,880	4,823	4,900	8,088		53,955
Classified Salaries	2,371	2,713	2,806	2,997	2,977	3,103	2,965	2,854	2,703	3,020	3,062	4,510		36,082
Benefits	1,163	2,041	2,357	2,467	2,500	2,500	2,497	2,383	2,474	2,505	2,525	3,871		29,284
Supplies & Materials	242	192	230	300	173	144	189	190	225	195	-430	2,221		3,869
Other Operating Exp	2,333	1,964	2,038	4,117	1,002	1,496	1,636	1,566	1,864	1,060	-2,181	12,873		29,767
Capital Outlay	1,146	677	299	536	264	372	398	456	319	902	-1,184	1,796		5,979
Other Outgo	325	363	1,977	2,496	926	853	958	1,295	1,483	1,802	-62	3,299		15,716
Longterm Post-Employment Benefits	-7	-10	-10	-10	-10	-10	42	-1	-1	-1	-2	-3		-22
Accounts Payable/Accruals	3,572	214	5,025	21	-12	-487	16,799	-6,320	4,128	918	7,551	-14,294		17,114
Total Disbursements	11,158	10,695	19,031	17,773	12,767	12,869	30,874	6,740	18,074	15,225	14,180	22,360		191,745
Increase / (Decrease) in Cash Balance	-2,903	-1,814	-2,236	-9,346	-2,329	14,157	-4,294	3,970	-1,402	-109	1,016	-16,994		
Estimated Ending Cash Balance	39,459	37,645	35,409	26,063	23,733	37,891	33,597	37,567	36,165	36,056	37,072	20,078		

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

**RECOMMENDATION**

This item is for information only and no action is required.

**OVERVIEW**

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

**ANALYSIS**

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this information item.

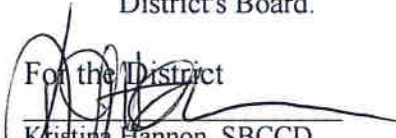
MEMORANDUM OF UNDERSTANDING  
By And Between  
SAN BERNARDINO COMMUNITY COLLEGE  
DISTRICT And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its  
SAN BERNARDINO CCD CHAPTER 291

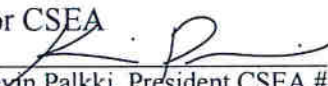
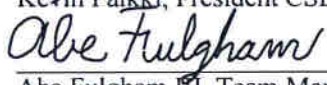
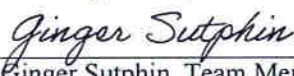
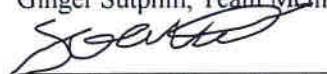


May 29, 2020

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

The parties agree to the following as it relates to the bargaining unit members who are being laid-off effective 05/14/2020, as contained in Resolution No. 2020-05-14-HR01 adopted by the Board at their 05/14/2020, regular meeting:

1. Documentation: The District will provide the Association with a final list of the placement of the affected bargaining unit members and all communication sent to affected bargaining unit members. The District will provide the most recent contact information that has been provided by the affected bargaining unit members.
  - a. Effective 06/08/2020, Stacy Sysawang (Secretary II, C313202, 1 FTE, Economic Development & Corporate Training (EDCT)) will be transferred, in accordance with Article 9.4, to the position of Secretary II Emergency Medical Services (EMS) Department at Crafton Hills College, in the position as Secretary II. (Secretary II, C240801, 1 FTE, Emergency Medical Services Program)
2. The District recognizes that layoffs impact the amount of work that can be done by remaining bargaining unit members. The remaining bargaining unit members shall not be required to perform duties outside of their job description, except when working out of classification as authorized by law. Further, such employee(s) shall not be required to perform overtime work as a result of the layoffs.
3. The District and CSEA will meet to discuss workload issues as a result of layoff as the need arises.
4. The agreement is subject to approval as per CSEA Policy 610 and ratification by the District's Board.

For the District  
  
 Kristina Hannon, SBCCD  
 Vice Chancellor, Human Resources &  
 Police Services

For CSEA  
  
 Kevin Palkki, President CSEA #291  
  
 Abe Fulgham III, Team Member  
  
 Ginger Sutphin, Team Member  
  
 Stacy Garcia, Team Member  
  
 David Stevenson, Team Member  
  
 Myesha Kennedy, CSEA LRR



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**June 2, 2020**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties" concerning the District's response to the coronavirus ("COVID-19") pandemic.

The Parties recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its faculty and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using district facilities from being exposed to or infected with COVID-19. We agree that care should be taken to identify potential exposure and prevent the spread of the disease. We agree that all unit members are essential employees; continuity of district operations should be maintained, and provisions should be made for District employees who are impacted by the pandemic.

To these ends, the Parties agree as follows:

- 1) The District will inform Association as soon as possible should it learn of a confirmed or likely COVID-19 infection of District employees or students.
- 2) The District will continue provide information to its employees outlining guidelines related to public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer).

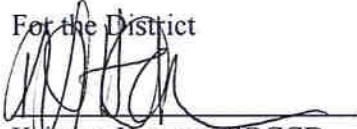
The Association will cooperate with the District in any necessary public health actions. Unit members are reminded of their duty to do assigned work absent reasonable fears for their health or safety (that is, to grieve assignments rather than refuse them absent evidence that the assigned task puts their own health or another's health at risk). The District will continue to follow the suggested guidelines of the CDC and any required guidelines from State and Federal officials.

- a. The District will continue to provide face coverings and hand sanitizer.
- b. The District will ensure that workspaces support social distancing.
- c. The District and external experts will do an assessment of the areas that will need barriers and floor markings.
- d. The District will meet with CSEA to review locations for all barriers and floor markings prior to implementation. CSEA maintains the right to negotiate the effects of the implementation.

- 3) Based on recent guidance, all unit members that are sixty-five (65) or older may work remotely. Unit members will be required to coordinate with their immediate supervisor to verify if working remotely is operationally feasible.
  - a. Unit members that are the primary caregiver for an immediate family member that is sixty-five (65) or older may work remotely.
- 4) Unit members that unable to come to work due to a COVID-19 daycare or school closure that requires them to be home with their child may work remotely. Unit members will be required to coordinate with their immediate supervisor to verify if working remotely is operationally feasible. The supervisor will make every effort to make working remotely feasible. If working remotely is not feasible, unit members are authorized to use their accrued vacation or sick leave to cover the absence (Labor Code section 230.8).
- 5) In the event a unit member is exposed to COVID-19 or is taken ill with COVID-19, the District's sick leave policies will be liberally construed to encourage such unit member not to infect others by coming to work. Similarly, those unit members with medical proof of susceptibility to the virus should it be detected among students or staff at a District site will be granted leave as liberally as possible when consistent with the District's operational needs. The Association will notify its members of the District's commitments but shall not encourage its members to take leave unless there is reason to do so.
- 6) In the event any district facility must be closed, or any District operations are curtailed due to the COVID-19 pandemic, CSEA bargaining unit members will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment. Thus, for example the District will continue to pay bargaining unit members even if they are unable to work due to COVID-19-related reduction in use of district facilities. Unit members who are not ill will not be required to use paid sick leave or any other form of paid time off during such an eventuality. This paragraph will apply to up to one month of any such closure or curtailment; in the event the closure or curtailment seems likely to last more than one month, the District and CSEA will meet to negotiate the effects of all working conditions.
- 7) In the event the District moves to distance education due to the pandemic, the District will ensure that CSEA bargaining unit members suffer no loss of pay or benefits as a result. The District will keep the Association informed of any changes to its operations due to the emergency adoption of distance education, including of any increased need for Information Technology/Information Systems services or for other any other operations that could potentially be performed by bargaining unit members, and will promptly respond to further requests to bargain over such issues.
- 8) The Association will support efforts to maintain funding pursuant to Education Code §§ 41422 and 46392 (or California Code of Regulations § 58146 for community colleges) in the event of a closure of any district facilities due to pandemic.
- 9) All unit members are required to continue working remotely unless otherwise directed to come on site. Unit members will be provided hotspots and District computers for those who need it to work remotely

- 10) This MOU will take effect upon July 1, 2020.
- 11) The agreement is subject to approval as per CSEA Policy 610 and ratification by the District's Board.
- 12) In the event that conditions change the Parties will reevaluate this MOU and adjust to accommodate unforeseen circumstances.

For the District

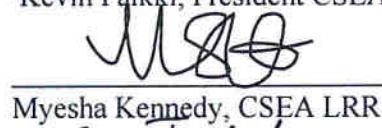


Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources

For CSEA



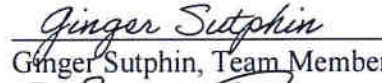
Kevin Palkki, President CSEA #291



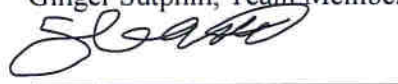
Myesha Kennedy, CSEA LRR



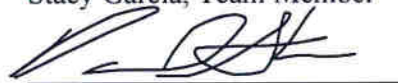
Abe Fulgham, Team Member



Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Professional Expert, Short-Term, and Substitute Employees

**RECOMMENDATION**

This item is for information only.

**OVERVIEW**

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

**ANALYSIS**

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the appropriate budgets.

Return to Agenda



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 9, 2020

[v.6.18.2020.p.1|5]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Rodriguez, Heather</b> CHC Career Education & Human Development	Program Assistant	07/01/20	12/31/20	\$30.00
<b>Sysawang, Brittany</b> CHC Career Education & Human Development	Program Assistant	07/01/20	12/31/20	\$45.00
<b>Agyemang-Boakye, Gilbert</b> CHC Health & Wellness	Nurse Practitioner II	07/01/20	12/31/20	\$60.00
<b>Franco, David</b> CHC Health & Wellness	Post Masters Counseling Associate I	07/01/20	12/31/20	\$25.00
<b>Olmos, Araceli</b> CHC Health & Wellness	Post Masters Counseling Associate I	07/01/20	12/31/20	\$25.00
<b>Cook, Bruce</b> CHC Kinesiology	Program Assistant	07/01/20	12/31/20	\$30.00
<b>Mekbib, Hwariawe</b> CHC Marketing	Content Specialist	07/01/20	12/31/20	\$28.00
<b>Pang, Sonja E.</b> CHC Marketing	Special Events Planner	07/01/20	12/31/20	\$30.00
<b>Downard, Megan</b> CHC Outreach and Educational Partnerships	Program Assistant	07/01/20	12/31/20	\$20.00
<b>Hogate, Courtney</b> CHC Outreach and Educational Partnerships	Program Assistant	07/01/20	12/31/20	\$20.00
<b>Aguilar Jr., Edward</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00
<b>Commander, John</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00
<b>Fuller, Brent</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00
<b>Moore, Steven</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00
<b>Nguyen, Phong</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00



## Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 9, 2020

[v.6.18.2020.p.2]5]

### Professional Expert

	Duties	From	To	Hourly Rate
<b>Orosco, Jennifer</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00
<b>Patchen, Dustin</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00
<b>Saenz, Heather</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00
<b>Seek, Gabriel</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00
<b>Vasquez, Henry</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00
<b>Yamamoto, Yoshi</b> CHC Public Safety and Emergency Services	Lab Inst/Primary Inst/EMS Specialist	07/01/20	12/30/20	\$20.00/ \$25.00/ \$30.00
<b>Acosta, Justin</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Arias, Jose</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Cardenas, Christopher J.</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Clark, Devan</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Elite, Evan A.</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Flores, Kevin</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Flores, Terence</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Gonerig, Kyle</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00



## Professional Expert, Short-Term & Substitute Employees Presented for Information on July 9, 2020

[v.6.18.2020.p.3|5]

### Professional Expert

	Duties	From	To	Hourly Rate
<b>Grindle, Gail</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Kelly, Claire</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Miller, Matthew J.</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Moledor, Kevin</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Odebralski, Tim</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Reis, Dennis</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Schuster, Jordan</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Tucker, Dustin</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Valencia, Dennis</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Valenti, Richard</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Williams, Bradford</b> CHC Public Safety and Emergency Services	Lab Instructor	07/01/20	12/30/20	\$20.00
<b>Nguyen, Phong</b> CHC Public Safety and Emergency Services	Medical Director (EMT)	07/01/20	12/30/20	\$3500/ semester
<b>LaCroix, Jason</b> CHC Tutoring Center	Tutor I	07/01/20	12/18/20	\$13.00
<b>Smit, Suzanna</b> CHC Tutoring Center	Tutor I	07/01/20	12/18/20	\$13.00



## Professional Expert, Short-Term & Substitute Employees Presented for Information on July 9, 2020

[v.6.18.2020.p.4|5]

### Professional Expert

	Duties	From	To	Hourly Rate
<b>Ruiz, Adolfo</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	07/01/20	12/31/20	\$75.00
<b>Deak, Rachel J</b> SBVC Academic Success Center	Program Assistant	07/01/20	12/30/20	\$25.00
<b>Cobb, Karissa J</b> SBVC Academic Success Center	Tutor III	07/01/20	12/31/20	\$16.50
<b>Lu, Brian</b> SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	07/01/20	12/23/20	\$30.00
<b>Thornton, Eric D</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	07/01/20	12/31/20	\$45.00
<b>Vega, Heather M</b> SBVC Police Academies/Criminal Justice	Police Office/RTO/Facilitator/Eval	07/01/20	12/31/20	\$35.00/ \$50.00
<b>De Leon, Nicholas</b> SBVC START Program/TRIO	Tutor III	07/01/20	12/31/20	\$16.50

### Short-Term

	Duties	From	To	Hourly Rate
<b>Michelson, Leonard</b> CHC Aquatics	Project Assistant II	08/14/20	12/23/20	\$14.50
<b>den Hartog, Cory</b> CHC Aquatics	Lifeguard	07/06/20	12/23/20	\$13.00
<b>Durkee, Nicole</b> CHC Aquatics	Lifeguard	07/06/20	12/23/20	\$13.00
<b>Gamboa, Ruby</b> CHC Aquatics	Lifeguard	07/06/20	12/23/20	\$13.00
<b>Hamilton, Brendon</b> CHC Aquatics	Lifeguard	07/06/20	12/23/20	\$13.00
<b>Herron, Jordan</b> CHC Aquatics	Lifeguard	07/06/20	12/23/20	\$13.00
<b>Holguin, Dominique</b> CHC Aquatics	Lifeguard	07/06/20	12/23/20	\$13.00
<b>Schell, Clara</b> CHC Aquatics	Lifeguard	07/06/20	12/23/20	\$13.00
<b>Sheble, Andrew</b> CHC Aquatics	Lifeguard	07/06/20	12/23/20	\$13.00





## Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 9, 2020

[v.6.18.2020.p.5]5]

### Short-Term

	Duties	From	To	Hourly Rate
<b>Van Hoozen, Meagan</b> CHC Aquatics	Lifeguard	07/06/20	12/23/20	\$13.00
<b>Nunez, Alberto</b> CHC Aquatics	Project Assistant II	08/14/20	12/23/20	\$14.50
<b>Salinas, Jakob</b> CHC Aquatics	Project Assistant II	08/14/20	12/23/20	\$14.50
<b>Adling, Makenna</b> CHC Marketing	Project Assistant I	07/01/20	12/31/20	\$13.00
<b>Samberg, Veronica</b> CHC Kinesiology	Project Assistant I	07/01/20	12/31/20	\$13.00
<b>Ramirez, Jesse</b> SBVC Counseling	Project Assistant III	07/01/20	12/31/20	\$16.50
<b>Cross, Matilda</b> SBVC STAR Program/TRIO	Project Assistant III	07/01/20	12/30/20	\$16.50

### Substitute

	Duties	From	To	Hourly Rate
<b>Burundi, Allen</b> SBVC Admissions & Records <i>Ext: Vacancy in recruitment.</i>	Admissions & Records Technician	03/10/20	05/10/20	\$22.03
<b>Burundi, Allen</b> SBVC Admissions & Records <i>Ext: Vacancy in recruitment.</i>	Admissions & Records Technician	05/10/20	06/30/20	\$22.03

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** July 9, 2020

**SUBJECT:** Purchase Orders

### **RECOMMENDATION**

This item is being presented for information only. No further action is necessary.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

### **ANALYSIS**

Purchase orders issued between the dates of 5/20/2020 – 6/15/2020 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase orders are included in the appropriate budgets.

Purchase Order Report  
July 9, 2020

PO#	Supplier Name	Amount
2005681	ACADEMIC SENATE FOR CA COMM COLLEGES, THE	\$ 1,000.00
2005689	KNORR SYSTEMS INC	\$ 6,115.89
2005690	FERGUSON ENTERPRISES INC	\$ 3,071.05
2005693	VERIZON WIRELESS	\$ 5,695.11
2005697	DIGITAL RIVER INC	\$ 25,546.56
2005700	SANCHEZ, CELIA	\$ 203.92
2005701	YOUHANNA, MARIEM	\$ 305.88
2005702	VELOZ, DELIA	\$ 509.80
2005703	VELAZQUEZ, MARTHA	\$ 178.43
2005704	VALDEZ, JESSICA	\$ 229.41
2005705	TURNER, RENEE	\$ 254.90
2005706	TORRES, LESLIE	\$ 229.41
2005707	SOTO, JACQUELINE	\$ 509.80
2005708	SMITH, SHANEAH	\$ 305.88
2005709	SIGALA, EMILY	\$ 331.37
2005710	SANTANA, ALMA	\$ 662.74
2005711	SANDOVAL-OCHOA, MARIA	\$ 101.96
2005712	SANCHEZ, ANDREW	\$ 178.43
2005713	RUIZ, VIRGINIA	\$ 229.41
2005714	REYNOSA, CATHRYNE	\$ 229.41
2005715	RAMOS, ADRIANA	\$ 178.43
2005716	PEREZ, JACQUELINE	\$ 76.47
2005717	MORA, JULIANA	\$ 637.25
2005718	MOETELL, MARY	\$ 229.41
2005719	MENDEZ, CANDIDA	\$ 76.47
2005720	MATA, JOEY	\$ 178.43
2005721	MARTINEZ JIMENEZ, CRYSTAL	\$ 25.49
2005722	LEHMAN, BAILEY	\$ 484.31
2005723	KAUR, HARPREET	\$ 407.84
2005724	JACKSON, DESIREE	\$ 305.88
2005725	JACKSON, JANELLE	\$ 229.41
2005726	HERNANDEZ, XOCHIQUETZAL	\$ 280.39
2005727	HERNANDEZ, MARIA	\$ 76.47
2005728	GONZALEZ, VIDAL	\$ 484.31
2005729	GAMA-CARREON, MAYRA	\$ 152.94
2005730	FONSECA, MAYRA A	\$ 178.43
2005731	FIGUEROA, FELICIA	\$ 611.76
2005732	ESQUIBEL, MARISSA	\$ 152.94
2005733	COOTH, XIOMARA	\$ 254.90
2005734	COLEMAN, KIMBERLY	\$ 101.96
2005735	CHACON, JOCELYN	\$ 229.41
2005736	CASH, BRENDA	\$ 76.47
2005737	BUENO, EILEEN	\$ 688.23
2005738	BOUTROS, HAIDY	\$ 484.31
2005739	LOPEZ, SONIA	\$ 382.35

Purchase Order Report  
July 9, 2020

PO#	Supplier Name	Amount
2005740	BOTELLOPARK, BRIANA	\$ 382.35
2005741	BERUMEN, ARACELI	\$ 407.84
2005742	BECK, ROSA	\$ 76.47
2005743	BARRERA, ROXANA	\$ 152.94
2005744	BANCES, KAROLINA	\$ 764.70
2005745	AVILA, ALEXIS	\$ 152.94
2005746	ALVARADO, EVELYN	\$ 382.35
2005747	ATLAMIRANO CASTILLO, JAMIE	\$ 637.25
2005748	ABOYTES, BRITTANY	\$ 178.43
2005750	JACOBY, JANA E	\$ 50.00
2005751	PEREZ, BRANDY	\$ 100.00
2005752	THOMAS, KAREN	\$ 100.00
2005753	ZARAGOZA, KARLA	\$ 100.00
2005754	NAVARRO, MARCELA	\$ 100.00
2005755	GONZALES, MELANIE	\$ 100.00
2005756	HOLLOWAY, STACY	\$ 100.00
2005757	AGUILAR, TIFFANY	\$ 100.00
2005758	B&H PHOTO VIDEO	\$ 1,199.95
2005759	CDW LLC	\$ 2,516.25
2005762	NEW YORK PUBLIC RADIO	\$ 10,820.00
2005765	QUEEN BEAN CAFFE	\$ 30.00
2005766	BONE CLONES INC	\$ 18,500.11
2005767	B&H PHOTO VIDEO	\$ 1,283.12
2005772	DELL COMPUTER COMPANY	\$ 3,560.31
2005774	CDW LLC	\$ 1,727.48

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Resignations

**RECOMMENDATION**

This item is for information only.

**OVERVIEW**

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the resignation of any employee.

**ANALYSIS**

The employees on the attached list have submitted in writing their intention to resign.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



# Resignations

Presented for Information July 9, 2020

[v.6.24.2020.p.1|1]

	Years of Service	Last Date of Employment
<b>Gross, Dawn</b> Braille Program Manager DSO Computing Services	6.5	06/30/20

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Diana Rodriguez, President, SBVC  
Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** July 9, 2020  
**SUBJECT:** Volunteers

**RECOMMENDATION**

This item is for information only.

**OVERVIEW**

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

**ANALYSIS**

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



# Volunteers

Presented for Information on July 9, 2020

[v.6.17.2020.p.1|1]

	Site	Assignment	From	To
<b>Zak-Jorgensen, Judy</b>	SBVC	Architecture	7/1/2020	01/01/21





Photo: EMT students learning on campus before social distance requirements.

## Crafton Hills EMT Students Graduate Against All Odds

The Crafton Hills College Emergency Medical Technician Program has completed final testing, with 76 students graduating the program during the most stressful semester in recent memory.

The class endured extensive changes to the program due to COVID-19. During the first portion of the stay-at-home order, lectures were conducted online. "The transition was taxing for both students and faculty since this program is heavily based in personal contact and teamwork," said Laurie Green, EMT Program Director. Later, the students were able to meet

Continued on page 2.

## Judy Cannon Recognized by Redlands Rotarians

On June 11, Crafton Hills College Honors Coordinator Judy Cannon was honored by the Rotary Club of Redlands as Peacemaker of the Year 2020.

Cannon received this award in recognition of her outstanding service that promotes peace, understanding, reconciliation, and cooperation between individuals, groups, and the community at large.

The Rotary Club stated, "Judy Cannon has heightened a spirit of peace that contributes to the quality of life in the city of Redlands and beyond."

An international peace scholarship will be awarded in Cannon's honor to a young person with promise to become a stellar peacemaker in the future.



Photo: Judy Cannon with 2019 Honors Students.

# Crafton Hills EMT Students Graduate Against All Odds continued..



on campus with social distancing guidelines in place to complete skills practice and testing. "This had its own challenges," Green said, "since the students had formed a bond and we now required them to space out every six feet."

hours and the rest were able to conduct patient contact in the simulation lab. "This worked out because of the awesome equipment we have been provided in the lab, though nothing replaces the learning experience of a live patient," Green said.

**"This worked out because of the awesome equipment we have been provided in the lab, though nothing replaces the learning experience of a live patient," Green said.**

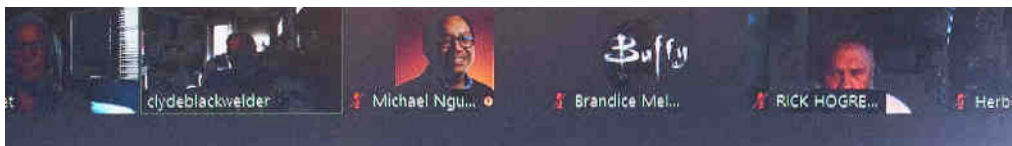
After Spring Break, students were not allowed to perform ride outs with community partners. This greatly limited the options students had to gain traditional hands-on experience;

Students who complete this State accredited allied health certificate program are prepared to take the National Registry examination and obtain entry-level employment as Emergency

however, 10 students were able to complete their required field contact

Medical Technicians or Emergency Department Technicians.

Photo: EMT students with patient.



## On The Couch



Photo: Zoom ergonomics training.

## CHC Classified Senate

The Classified Senate organized ten professional development opportunities for staff, faculty, and administrators to participate in virtually during the week of May 26. Sessions included a variety of HR training opportunities, instructions on better ergonomics at home, Thai Chi, and How to Zoom.

Brandice Mello, who has served as classified senate president for the past two and a half years will be stepping into the role of vice president and Herberth Alex Jaco will assume the role of president for the next two years.

The executive team also includes Rebecca Abeyta as secretary, Carrie Audet as treasurer, and Eva Bell as public information officer. Rosemarie Hansen, Monique Ware, and Ruby Zuniga will serve as senators.



Photo: Kirsten Adair, scholarship recipient.

## Crafton Hills College Student Receives SoCalGas Scholarship

Kirsten Adair, recent Crafton Hills College graduate and resident of Yucaipa, was awarded a \$5,000 scholarship from the Southern California Gas Company (SoCalGas).

This scholarship will provide Adair with the opportunity to pursue her academic and career goals. “I am extremely grateful to have received this generous scholarship,” said Adair. “I plan on continuing my education at California State University San Bernardino as a biology major. In my future career, I hope to focus on the environment

and the protection of our natural resources.”

Each spring SoCalGas, a Sempra

**“In my future career, I hope to focus on the environment and the protection of our natural resources.”**

Utility Company, awards Scholarships to community college students who plan to transfer to a four-year university in the fall. The SoCalGas scholarship program is just a small portion of how the local community supports Crafton Hills College and

the College’s Foundation.

“I am honored to represent SoCalGas, as they know the value of giving back to the communities we serve,” said Robert Visconti, SoCalGas Regional Affairs Manager and Director of the CHC Foundation Board. “I’ve supported Crafton’s students for years as a Foundation Director and have also enjoyed supporting the the scholarship program with the annual \$5000 scholarship that goes to a deserving Crafton student.”

“As a proud resident of Yucaipa, I am absolutely honored to award the 2020 SoCalGas’ Scholarship to a local student that absolutely excelled at Crafton Hills College,” said Visconti. “We anticipate she will have a stellar career at CSUSB studying environmental science. SoCalGas has been providing clean, efficient and affordable energy for 150 years and we embrace the environmental sciences as we strive to achieve greater sustainability and clean air goals.”

This year, the Crafton Hills College Foundation awarded \$161,950 in scholarships to more than 170 students. “The Crafton Hills College Foundation supports the College by raising money and building relationships and partnerships to support the success of our students,” said Michelle Riggs, Director of Institutional Advancement.

“Scholarships are made possible by more than 15 organizations, such as SoCalGas, and 100 individual donors. During these difficult times, financial support from our donors is not only appreciated but vital for our students to stay on course to achieve their educational and career goals.”



Photo: 2020 Radiologic Technology graduates.

## Eight Students Complete Crafton Hills Rad Tech Program

This spring, eight students completed the Radiologic Technology (Rad Tech) program at Crafton Hills College. The 22 ½-month program, offered in partnership with Arrowhead Regional Medical Center, prepares students to perform diagnostic imaging examinations. Each student received his or her associate degree in Radiologic Technology or Radiologic Technology certificate and is eligible to take state and national board examinations to qualify for entry-level employment in radiography.

The graduates are Jason Brown, Fabian Cano, Lewis Middleton, Jerry Padgett Jr., Desiree Perez, Julianne Richter, John Shields and Alexis Ward.

These individuals endured a difficult final semester with the onset of the coronavirus pandemic.

“All of the graduates worked hard and persevered through all of life’s unexpected surprises in 2020,” said program director Melissa Huynh. “I’m so proud of them!”

In addition to the awarding of degrees and certificates, the program faculty also presented awards and scholarships at the informal “socially distant” gathering

on June 9.

Jerry Padgett, Jr. received the Clinical Achievement Award for his superior clinical performance and commendable attendance record. Padgett plans to continue his education in computed tomography (CT).

Alexis Ward was recognized for her

memory of Michael Scott.

Scott, an alumnus of the CHC Rad Tech program was the recipient of the Cristi Hall Award in 2012. He went on to become an instructor in the program until he passed away in 2019. Scott’s family endowed a scholarship in his name this year that will accompany the award given to a deserving grad in perpetuity.

“I was blessed to have known Mike personally,” Perez declared. “The scholarship will go towards covering my State exam fees as well as my fluoroscopy license exam fees. As I continue my journey to become a rad tech, I hope I can exemplify all the qualities that Mike had. He was kind, compassionate, and eager to help the students.” Perez will be continuing her education in magnetic resonance imaging (MRI).

Each of the students were commended by Huynh for being flexible through this unprecedented time and finishing the program strong. In lieu of a formal ceremony, a graduation recognition video, which includes messages from faculty and staff along with individual photos of each graduate is available on the CHC website under “Latest News.”

**“All of the graduates worked hard and persevered through all of life’s unexpected surprises in 2020,” said program director Melissa Huynh. “I’m so proud of them!”**

academic excellence in the didactic portion of the program with the Academic Achievement Award. Ward is continuing her education and pursuing a license in mammography.

Another award, the Cristi Hall Award of Excellence in Radiography, in memory of Cristi Hall RT(R), who exemplified the value of being a caregiver and team player, went to Desiree Perez, selected for demonstrating these values. This year, the award was accompanied with an inaugural \$500 scholarship in



## Online Forms replace Paper Forms at A&R and VRC

The Admissions and Records office and the Veterans Resource Center have been working diligently over the past few months to move all forms to a fully digital format. This update will allow students, faculty, and counselors to submit routine forms online, creating more efficient processes and enabling the College

to offer more services remotely. Eight forms are now live and available on the website. They include requests for grade-change, unit overload, and Veteran’s benefits. Nine additional forms are pending in various stages of development.

Photo: VRC form.



Photo: Promise program faculty and staff at Zoom meeting.

## Summer Bridge Kicks off for Promise Students

The 2020 Free College Promise cohort at Crafton began a nine-hour summer bridge program on June 16. Five summer bridge sessions are scheduled over the next four weeks to provide information to the over 500 students who have met the program requirements. The goal of

summer bridge is to help these new students transition from high school to college. Students are introduced to available programs and services at the college that will help them build a solid foundation for success. Presentations during summer bridge include mental health, time

management, goal setting, Starfish, degree planner, Canvas, an overview of degree and certificate programs, and an introduction to career and transfer services.



## CHC Faculty Trains over 1,000 CCC Faculty to Teach Online

Crafton Hills College Career Center Coordinator Trinette Barrie was invited to repeat her well received workshop “Common Mistakes Online Instructors Make and How to Avoid Them,” for the CCC Online Teaching Conference, held virtually June 17 through 19. When this workshop was initially presented in person, it attracted about 50 attendees, but

with COVID-19 restrictions and the necessity to conduct classes online in the summer and next fall, 1072 CHC instructors attended the online presentation. Since the presentation, many participants have contacted Barrie, thanking her for her very informative session and asking for more information about the resources she provided.

Photo: CCC online Instructor Training.



Photo: Paramedic students and faculty.

## CHC Foundation Provides Lunch for Paramedic Students

The CHC Foundation provided lunch on Thursday, June 11, for students in the paramedic program to celebrate their last day on campus together. Twenty-four students successfully completed the didactic (i.e., classroom) portion of the program, which included 460 hours of lectures, interactive presentations, skills labs, and simulations. With COVID-19 causing the campus to close on March 19, the program was disrupted, delayed, and transitioned to an online format. Students were brought back to campus on May 12 to practice isolated skills, including learning to place IV's and intubate, before testing and moving on to the clinical and field portions of the program.

Students returned to campus with increased precautions, including temperature checks, social distancing, limited groups, and increased cleaning. A major challenge this year is increased health concerns for clinical sites. According to program director Amanda Ward, each of these students will need to rotate through 17 clinical shifts in the Burn Unit,

Operating Room, Labor and Delivery, Pediatric Emergency Department, County Fire Department, Acute Care Pediatric Unit, and Emergency Department. According to Ward, many of the specialty hospitals are not allowing students as a precaution

**“The Crafton Hills College Foundation is here to provide support for our students and programs across campus.”**

for their high-risk patients. Ward is working with program faculty to help students meet these requirements by running scenarios through the high-definition simulation lab and simulation ambulance at Crafton.

“This program is stressful enough as it is,” Ward expressed, concerned for the students who have had a challenging semester, “and most of these students are employed as first responders.” She explained often these students come directly to class after 12-hour shifts in an ambulance. Ward is grateful to the Foundation for recognizing

these students and appreciates the Foundation’s continued support of the program.

“The Crafton Hills College Foundation is here to provide support for our students and programs across campus,” explained program Medical Director Dr. Phong Nguyen, who also serves as a Foundation Director. Before lunch, Nguyen expressed his encouragement and pride in the perseverance of these students on behalf of the Foundation.

Next up for these students is 170 hours of clinical internship, where they will practice and refine the technical skills learned during didactic before they head to the 600-720 hours of field internships. During the field portion of the program, students are placed at various fire departments and transport agencies in Riverside and San Bernardino County. At that point, the environment will change from the controlled to the uncontrolled and will afford these students the opportunity to “put it all together”.

# ADULT ED Summer Bridge Program and Training for Online College



Photo: Adult Ed online class.

The California Adult Education Program and EOPS office at Crafton Hills College developed an Adult Ed Summer Bridge Program to help graduating adult school students from both Redlands and Yucaipa Adult Schools transition into college. This year marks the third annual Adult Ed Summer Bridge Cohort.

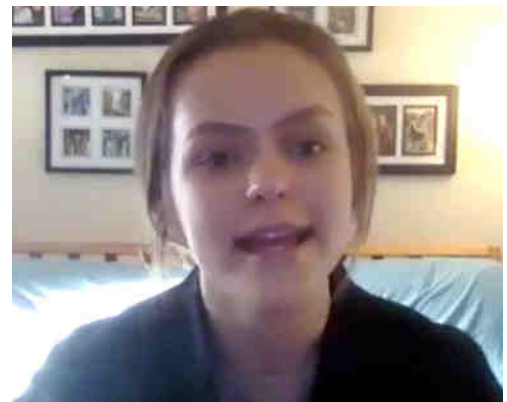
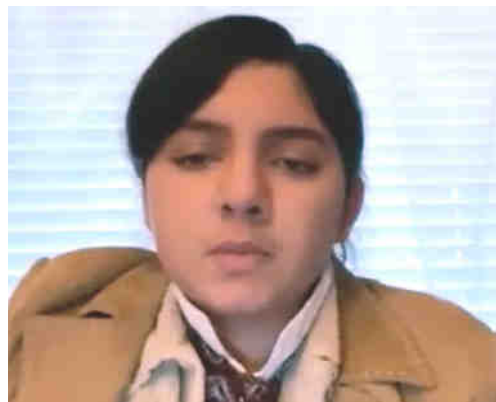
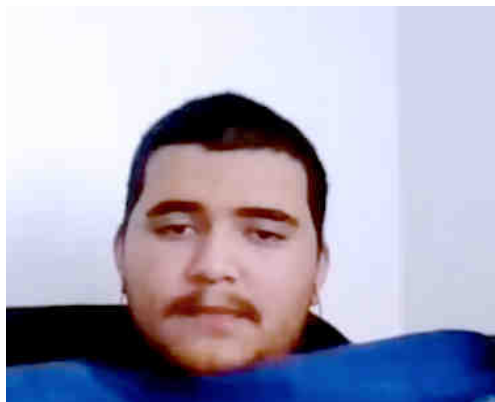
The program involves a five-week course, "Student Success and the College Experience," in which participants learn about Crafton's counseling, DSPS, financial aid, learning resource center, career and transfer programs, and health and wellness center services. Daily workshops on computer literacy, mathematics, and other areas of professional development along with weekly field trips to four-year institutions or cultural centers provide students with a broad understanding of college life.

"In the face of the COVID-19 pandemic, educators and students had to transition

into an online environment. The bar has been raised for our transition program now that all classes for summer and fall 2020 are fully online," explained Herberth Alex Jaco, adult education transition advisor.

This year's program began with an online "boot camp" on June 8 for new adult school students and those who had already successfully transitioned to Crafton, to help with digital literacy skills and web-based services, such as CANVAS, WebAdvisor, and student email. For students who lack internet access or face additional barriers in this environment, Chromebooks and hot spots were provided.

"Our faculty, Brooke Clement and Arline Troncoza, have worked hard to provide the same experience of the in-person program to our online audience, and we are proud of the success and positive responses we've received so far," Jaco added.



## Crafton Hills College Summer Theatre Workshops

Crafton Hills College theatre department is providing opportunities this summer for students and our community members who love musical theatre to get involved.

"From June 15 to August 6, Crafton Hills has scheduled eight new, unpublished scripts that playwrights have graciously let us have a crack at work-shopping," said Paul Jacques, Professor of

Theatre Arts. Students enrolled in the Theatre-130 begin remote rehearsals for a new play each Monday and that play is presented, via Zoom and YouTube live, each Thursday night.

Due to the unique format of these summer workshops, which are traditionally held on stage, the reach is extended as both the audience and students are able to participate from

anywhere.

"This is truly a one-of-a-kind opportunity for our community and our students," added Jacques. "I cannot wait to see what our current students and new students bring to these courses. Their talent is endless, and we are honored to be able to join them in this experience."

## Employees of the Year

Each year, the CHC Academic and Classified Senates recognize the achievements of employees across campus.

The results for the 2020 Professionals of the Year, as voted on by the CHC Classified Senate:

**Manager of the Year:**  
Gio Sosa

**Faculty of the Year:**  
Ernesto Rivera

**Classified of the Year:**  
Artour Aslanian and  
Veronica Lehman

The 2020 Professors and Classified Staff of the year, as voted on by the CHC Academic Senate:

**Full Time Professors of the Year:**  
Brandi Bailes and  
Mariana Moreno

**Part Time Professor of the Year:**  
Cynthia Hamlet

**Classified Employee of the Year:**  
Tina Gimple

*Congratulations and thank you for your dedication and hard work!*



Photo: Liza Mejia, 2020 CHC graduate.

## Liza Mejia is headed to UCLA

Liza Mejia, a 2020 graduate of Crafton Hills College, had the cards stacked against her as a single mother high-school dropout and first-generation college student. Mejia shares her story in hopes of encouraging other non-traditional learners to pursue a college degree.

“I never imagined that I’d attend a four-year college, especially not while raising and supporting a son,” said Mejia, who is transferring to UCLA in the fall. Three and a half years ago, Mejia suffered an alcohol and drug overdose. Waking up in ICU, Mejia recounts, The nurse said, “What are you going to do? You have a second chance.”

From that experience, Mejia committed to creating a better life for herself and her son. She enrolled at Crafton Hills College and credits the Extended Opportunity Programs and Services and University Transfer Center with helping her reach her goals.

There were several individuals across campus, including a custodian, who Mejia depended on for encouragement and help. “You never know the exact form in which support may come, but you know it when you feel it,” says Mejia. “Faculty and administration at Crafton were instrumental in helping me both realize my potential and achieve my goal of transferring. The president personally assisted me in some of the communications with four-year colleges, and Mariana, my transfer counselor, helped me see things in myself that I could not see.”

Mejia’s message to other student-parents and first-generation college students: “Getting to college won’t always be easy. It might not be as fast as you hoped. But keep going. It’s worth it.”

Source: <https://hechingerreport.org/student-voice-i-never-imagined-that-id-attend-college/>





# ECONOMIC DEVELOPMENT & CORPORATE TRAINING



Monthly Board of Trustees Report | July 2020

## EDCT Receives Regional Equity Project Award



San Bernardino Community College District's Economic Development and Corporate Training (EDCT) will manage a new regional Strong Workforce Program (SWP) project supporting equitable learning environments in community colleges. The proposal went before the IEDRC (Inland Empire Desert Regional Consortium) Steering Committee in May 2020 and was approved. The IEDRC is comprised of twelve community colleges that collaborate on regional projects and initiatives.

This project assists community colleges, their faculty, administrators, and Career Technical Education (CTE) staff with reaching, engaging, and supporting diverse student populations, especially students belonging to historically underserved populations. Equitable learning environments increase student engagement and improve student success. Improving engagement among diverse student populations will better prepare students to enter the workforce and be gainfully employed.

A total of three, three-part webinar series are planned to be delivered virtually to the region for the 2020/2021 academic year. Virtual webinars will consist of topics such as culturally affirming equity-minded practices for both classroom and online instruction, advancing equity in a climate of resistance, supporting community college students who experience basic need insecurities, and more.



Participants of EDCT's 2019 BIA Training Program pose with their in-class construction project.

## WDB Awards EDCT Regional Grant

The California Workforce Development Board (CWDB) has awarded San Bernardino Community College District's Economic Development and Corporate Training's (EDCT) proposal for the HRCC: SB1 Program in the amount of \$736,757.40. This grant supports the development of regionally-based pre-apprenticeship training programs and partnerships that systematically connect disadvantaged Californians to long-term middle-class careers.

EDCT's accepted proposal is a groundbreaking collaborative project with the San Bernardino-Riverside Building Trades Council, the Building Industry Association (BIA) of California Baldy View Chapter, the California Construction and Industrial Materials Association (CalcIMA), the San Bernardino and Riverside Workforce Development Department and several other industry partners including community-based organizations, educational institutions, and social services providers.

Participants in this project will receive Multi-Craft Core Curriculum instruction and select from multiple career pathways to earn industry recognized certifications. Participants have several options: continue under one of EDCT's industry-created training programs affiliated with BIA or CalcIMA, enter into a registered apprenticeship program, or enroll into a CTE program at a community college. Support and wraparound services, including job placement assistance, will also be provided. Performance for this innovative pre-apprenticeship program begins September 1, 2020 through August 31, 2022.

# FACILITIES MANAGEMENT & HOSPITALITY REGIONAL ADVISORY



The need for Facility Management professionals is growing worldwide due to the aging workforce, and with the lack of enough skilled Facility Managers, employers are having trouble filling millions of middle-skill jobs. However, through Regional Advisory Communities, educators and industry partners are vigorously working together to strengthen and improve career pathways to fill that gap.

Due to the COVID-19 pandemic, the first ever virtual Regional Advisory & Industry Skills Panel was held on Friday, May 29, 2020 for Facilities Management & Hospitality (FM-H). Over sixty educators (high school and community college) and industry partners were in attendance. Susanne Mata, Regional Director, Employer Engagement for ICT & Digital Media, led the meeting. The presentation and industry panel discussed the IFMA (International Facility Management Association) Facility Management Training & Development Framework, as well as highlighted Chaffey College's Facility Management Program. There is nearly 100% job placement for individuals graduating with IFMA's Facility Management Coursework. The virtual advisory meeting received tremendous positive feedback, and the process of expanding the Facility Management program throughout the Inland Empire/Desert Region is now underway. College of the Desert, Mt. San Jacinto College and Moreno Valley College have all expressed interest, and currently a working group has been assembled to draft a proposed Facility Management + Hospitality Certificate.

For more information regarding Facility Management, please contact Susanne Mata at [smata@sbccd.edu](mailto:smata@sbccd.edu)  
For additional information, please visit:

<https://www.ecusector.com/career-in-fm-video.html> - Video: What is Facility Management?

<https://www.ifma.org/know-base/coronavirus-preparedness-resource-center> – Pandemic Manual

<https://foundation.ifma.org/> - IFMA Foundation Website

<https://careerreadycalifornia.com/> - Career Ready California

# EDCT'S VIRTUAL TRAINING SCHEDULE



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
 Economic Development & Corporate Training  
**UPCOMING LIVE VIDEO CONFERENCE TRAINING**  
 JUNE AND JULY 2020  
 UPDATED 6/22/2020

FEE FOR TRAINING MAY BE COVERED BY ETP ENROLLMENT IN THE EDCT ETP PROGRAM.  
 CONTACT OUR OFFICE FOR MORE INFORMATION OR TO SEE IF YOU QUALIFY.

Training Title	Instructor	Weekday	Dates	Time Block	Session hours	Total Hours
Cal OSHA 10 (New)	Roger Hillard	Fridays	June 19, 26	8am-1:30pm (1/2 hr lunch)	5	10
Managing Priorities (New)	Frank Ortiz	Tuesday	June 23	1pm-3pm	2	2
Change Management	Charles Radney	Mondays	July 20, 27	9am to 11am	2	4
Goal Setting	Charles Radney	Wednesdays	July 22, 29	10am to 12pm	2	4
Stress Management	Charles Radney	Thursdays	July 23, 30	9am to 11am	2	4

**ENROLL4ETP@SBCCD.EDU**

EMAIL ADDRESS - TO ENROLL, WITHDRAW, OR TO RECEIVE TRAINING OUTLINES AND TRAINER BIOS, PLEASE EMAIL:  
 ENROLL4ETP@SBCCD.EDU OR CALL US AT: (909) 387-1635

FOR ALL OTHER INQUIRIES OR TO SET UP A PRIVATE GROUP TRAINING, PLEASE CONTACT:

**Briana Flores    Katie Myler    Cynthia Bernal    Roanne Holliman    Wendy Lester**  
 909-381-2987    909-387-1686    909-382-4011    909-382-4084    909-382-4086



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San Bernardino  
Valley College

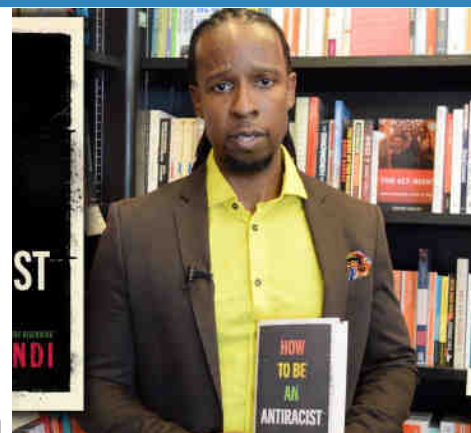


# President's Board of Trustees Report

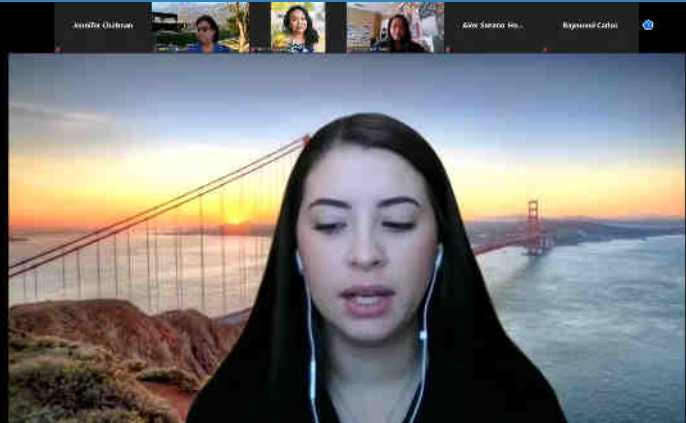
The President's Monthly Report to the Board of Trustees, Campus & Community

## Campus Engages in Open Dialogue on Systemic Racism & Oppression

Protests in response to the death of George Floyd, and more broadly to police violence against people of color, quickly spread across the United States and internationally this spring. In immediate response, President Diana Z. Rodriguez gathered campus staff and faculty for an open discussion about systemic racism, hate and oppression, how the college can work to combat any local manifestations of these issues, and how SBVC can help to ensure that all employees and students feel safe, respected, and valued. SBVC's professional development team has developed numerous workshops and trainings on unconscious bias, microaggressions, and connecting with students of color. A district-wide forum, *An Open Conversation About Race, Healing and Action*, was launched in June to discuss districtwide workplace and instructional culture. SBVC's Academic Senate issued an emergency resolution outlining its plan to infuse anti-racism/no hate education into the college curriculum. Necessary implementations include integrating an accurate portrayal of the roles and contributions of all groups throughout history across curricula, particularly groups that have been underrepresented historically, and actively recruiting, hiring, and promoting positive and diverse role models as employees. SBVC also hosted a thought-provoking discussion called *How to Be an Antiracist* by Dr. Ibram X. Kendi (above). Webinar presenters emphasized the need to move beyond an awareness of racism to the next step: contributing to the formation of a just and equitable society. SBVC is committed to helping each employee nurture their personal and professional growth to best serve our diverse student body so that all feel welcome, included and seen, and by making space for diverse voices, as well as connecting, listening and learning.



## SBVC President Featured in ASG's First Virtual Student Q&A Session



In May, SBVC's Associated Student Government (ASG) hosted an online Q&A session with President Diana Z. Rodriguez with students enrolled in the spring semester. Over 40 students tuned in for the first-ever event of its kind and covered a variety of questions, including coping with the disruption caused by the COVID-19 pandemic, the status of Commencement, the fall semester, and how the campus will continue to operate while the risk to students and employees remains too high to resume in-person instruction. President Rodriguez commended students for their dedication and resilience in the face of overwhelming challenges.

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## SBVC HIGHLIGHTS

### Umoja-Tumaini Program Launches Virtual Study Tools for Student Success

SBVC's Umoja-Tumaini program recently launched its Virtual Study Corner, which reaches out to students who need extra help with their classes and provides discussion and encouragement during stressful times. "They do not necessarily need to be a Tumaini member, but our focus is on our community and student success," said Tumaini club president, Frederick Jones. Adding Zoom and a podcast to Tumaini's outreach efforts has been a great tool to lift students' spirits and provide tutoring. Beyond the academics, he said they decided to step up their Zoom club access because students also need social affirmation and to visually see each other. "We can come and talk and learn from each other. It was more important than just talking over the phone. We need to see each other smile, and that we're okay," he said.



### SBVC Library Staff Introduce New & Updated Resources for Virtual Learning



The SBVC Library has made several resources available to faculty to ensure student success while campus continues its transition to online learning. The library website has been updated to allow all students and faculty full access to databases, ebooks and resources. One updated subscription includes a film database where faculty members can easily embed recorded learning sessions or PDF "quick guides" into Canvas. In a webinar, librarian Patti Wall (left) discussed the importance of library orientations, how they can be embedded in faculty courses, and how library resource usage increases student success. Orientations are available online, as well as training, guides and best practices for using databases. Students have easy access to resources and guides that will help them to format research papers correctly, including citations. Students are encouraged to use the resources available through online databases and ebooks when possible, though the library is still open two days per week if physical books are needed.

### SBVC Student Juggles Pandemic Life as an Essential Worker & Campus Tutor

As an essential worker during a global pandemic, SBVC student Narishia Laye has had her work hours increase while swinging six college classes. Laye earned her first degree in sociology recently and is set to pick up her second degree in communications in December, all the while volunteering as treasurer of the Umoja-Tumaini Club at SBVC. Her own side business to pay the bills, WrappedNRoyalty African Headwraps, also suffered when the campus shut down. Yet, she said the hardest part has been to see how one on one connections were cut with students and teachers, which made Umoja-Tumaini even more vital to help students graduate. "I'd go in early to work or come home late at night, and was like lets get this [Umoja] study session open," she said. "I knew student tutors on campus who had their hours cut and asked them to come to our study session room to help." She is proud of what they've been able to accomplish during the worst of times, during the global pandemic and nonstop protests, with students persevering and completing the semester.





# SBVC SNAPSHOTS

## Digital Marquee Celebrates SBVC's Class of 2020

Despite the campus closure, SBVC is still celebrating its graduating Class of 2020, for which a virtual graduation ceremony was held in May. The names of all 2020 graduates have been scrolling on the college's digital marquee on Mt. Vernon throughout the summer to recognize their hard work. Congratulations, Wolverines!

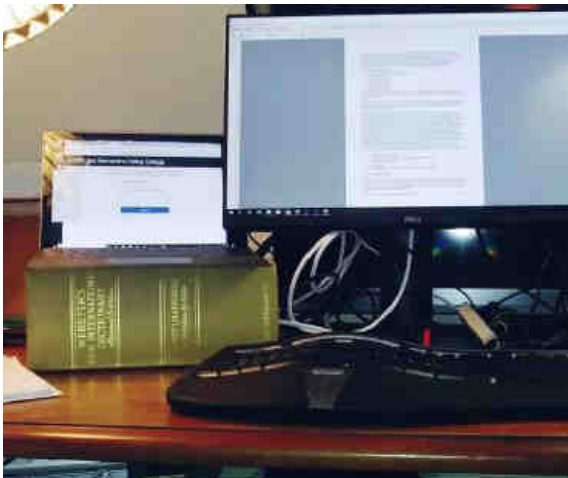


## CTS Provides Virtual Student Computer Systems

Campus Technology Services (CTS) has developed a process to assign virtual computers to students who need access to campus-provided software applications. A virtual machine app creates an online environment that behaves like a separate computer system, complete with virtual hardware devices. The virtual machine runs as a process in a window on a student's current operating system. Students would log in, using their student email username and password, to get access to Windows, Adobe, and all other applications for which the campus is licensed.

## Webinars Aim to Optimize Work-From-Home Setups

As campus adjusts to working from home, SBVC has provided numerous tips to make these spaces more comfortable. The "Ergonomics for Working at Home Webinar" included advice for optimizing posture, creating a standing desk workstation, stretches for mini-breaks, and the various ways a Webster dictionary can be used to create an ergonomic home office.



## SBVC Foundation Recognizes Scholars & Donors Virtually

The SBVC Foundation's Scholarship Awards Ceremony was a virtual event that commemorated the success of more than 250 student scholarship recipients, with 55 of those students receiving multiple scholarship awards. During the 2019-2020 academic year, more than 1,000 students applied for scholarships. Dozens of faculty and staff at SBVC and the Foundation selected students for awards based on their academic performance, financial need, community service, faculty recommendations, personal essays, and a demonstrated commitment to higher education. SBVC Foundation scholarships are funded by over 135 donors. These generous sponsors have made possible a total of 426 scholarships, collectively exceeding \$200,000. For more information, visit [www.sbvcfoundation.org](http://www.sbvcfoundation.org).





## SBVC HIGHLIGHTS

### Pharmacy Technology Graduates Hired for Regional Full-Time Positions

This spring, 29 students in the Pharmacy Technology program graduated, with each one accomplishing something major: "They all made it through COVID," instructor Robyn Seraj said. Several have already secured jobs as pharmacy technicians, including Kristina Nunez at Rite Aid; Kaitlyn Finn at CVS; Emily Wood at Loma Linda University Medical Center; Meagan Pimentel at Redlands Community Hospital; and Ezekial Lopez (right) at Arrowhead Regional Medical Center. Under the supervision of a pharmacist, students learn to fill prescriptions, establish and maintain patient profiles, prepare insurance claim forms, take inventory, and stock medications. SBVC's acclaimed pharmacy technology program is designed to prepare students for employment as a pharmacy technician while working under the supervision of a pharmacist.



### Three Wolverines to Continue their Athletics Success at 4-Year Universities



Three Wolverines are headed to 4-year universities to continue their athletic prowess and academic pursuits. Women's cross country runner Kimberly Pena won the first-ever Inland Empire Athletic Conference individual championship, destroying the field en route to helping SBVC win the team championship. She earned a trip to the state championships, where she finished 14th, earning All-American honors in the process. Pena has signed to run for Sonoma State next fall. Women's soccer player Caitlyn Saucedo will continue her athletic career next season at the

University of Indianapolis. Saucedo was key performer both seasons at SBVC, where she was a two-time All-Conference selection, two-time All-Region and All-State selection by the CCC Soccer Coaches Association, and a two-time selection to the All-West Region by the United Soccer Coaches. Irene Carter played for SBVC's track and basketball teams, but it was on the volleyball court where the 5-foot-9 middle was the most imposing. And that imposing frame will be headed back east to continue her career in the fall at NCAA Division 2 Livingstone College in North Carolina. Carter tallied 169 kills in two seasons at SBVC, helping to lead a much improved attack during her sophomore year. Congratulations, Wolverines!

## UPCOMING EVENTS

**July 6**  
Summer Session 3 Begins

**August 11**  
Flex Day

**August 17**  
Fall Semester Begins

