



If there are topics you would like to read in the e-newsletter, please send your suggestions to Amalia Perez, HR Analyst, amperez@sbccd.cc.ca.us.

ON SITE HR GENERALIST OFFICE HOURS . . .

In order to provide better service to all employees, the Human Resources Generalists will be available at the campuses once a week beginning April 2010. The Generalists will be available to respond to your inquiries and concerns regarding: Employment Services, Benefits, Leave of Absence, and Workers Compensation.

The following Generalist will be available during the respective days and times:

SBVC	Wednesdays	1:30pm to 4:30pm	ADSS 200E	Tommi Ng & Cheryl Burge
CHC	Thursdays	8:00am to 11:00am	LADM 300E	Lizanna Ocampo
DETS	Thursdays	8:00am to 9:00am		Jeremiah McFarland
KVCR	Thursdays	9:00am to 10:00am		Jeremiah McFarland
Police	Thursdays	10:00am to 11:00am		Jeremiah McFarland
EDCT	Thursdays	11:00am to 12noon		Jeremiah McFarland

UPCOMING EVENTS

APRIL 2010

- April 1—*SafeColleges* Training Deadline – Email Notification Activated
- April 1—Final Weigh-In for SBCCD Biggest Loser Challenge
- April 8—Board of Trustees Meeting at SBVC
- April 12—16—Diversity Week At SBVC
- April 21— Open Enrollment Begins
- April 23—LCW Workshop for Managers *12 Steps to Avoiding Liability and Retaliation*
- April 27—Annual Ask & Enroll Event at CHC
- April 28—Annual Ask & Enroll Event at District
- April 29—Annual Ask & Enroll Event at SBVC
- April 30—Biennial Evaluations Due to HR

MAY 2010

- May 7— Last Day for Open Enrollment
- May 13—Employee Service Recognition—Board Room
- May 13—Board of Trustees Meeting
- May 14—LCW Workshops for Managers Advanced Investigations of Harassment Complaints
- May 15—Second Year & Third & Fourth Year Faculty Contracts Due to HR
- May 20— CHC Graduation
- May 21—SBVC Graduation

HR SPOTLIGHTS...KAREN DECK, SBVC

HR would like to recognize Karen Deck, Administrative Secretary, for Social Science, Human Development, and Physical Education at San Bernardino Valley College. Karen has been with the District since 2005 and continues to be a stellar employee. She is always supportive and goes the extra mile for the employees in her Division. Kudos to Karen.



**SAN BERNARDINO
COMMUNITY
COLLEGE DISTRICT**

114 S. Del Rosa Drive
San Bernardino. CA 92408

Tel: 909-382-4040

Fax: 909-382-0173

Office Hours:

Mondays through Fridays
8:00am to 5:00pm
Closed on Holidays

Summer Hours:

Mondays through
Thursdays
7:00am to 6:00pm

Any HR Questions Contact::

Renee Brunelle, Vice Chancellor
Ext. 4041

Dio Shipp, Director
Ext. 4046

Amalia Perez, Analyst
Ext. 4047

Tommi Ng, Generalist
(SBVC—President's Office &
Instruction)
Ext. 4044

Lizanna Ocampo, Generalist
(CHC)
Ext. 4064

Cheryl Burge, Generalist
(SBVC—Administrative & Student
Services)
Ext. 4016

Jeremiah McFarland, Generalist
(District Offices, KVCR, DETS,
Police, EDCT & Adjuncts)
Ext. 4080

Stacey Cole,
Sr. Staff Assistant
(Students, Short-Terms &
Professional Experts)
Ext. 4069

Lorraine Norton,
Administrative Assistant II
Ext. 4042

Maria Torres,
Clerical Assistant II (Reception)
Ext. 4040

WELCOME OUR NEW EMPLOYEE...

Ryan Bethke, Theater Technician, SBVC

WHAT'S NEW AND UPCOMING. . .

BILINGUAL STIPEND PROGRAM

As a part of the implementation of the Bilingual Stipend Program, the classified employees were given the opportunity to submit their interest in the program. 35 employees submitted their interest in the program. The Bilingual Test to determine eligibility was conducted on March 31.

BIGGEST LOSER CHALLENGE

Final Weigh-in was on April 1st. Presentation to each winning team and "Campus Cause" will be at the April 8th Board of Trustees Meeting at 5pm. Four (4) Individual gifts for the Biggest Losers will also be awarded.

The prizes are: 1st Place Cash Prize \$400.00
2nd Place Cash Prize \$200.00
3rd Place Cash Prize \$100.00

Congratulations to all participants... Let's all continue to Stay Healthy!

OPEN ENROLLMENT

Open Enrollment for all employees is scheduled from April 21 to May 7. Attendance at the Open Enrollment Meeting is encouraged since there are changes to the plans and carriers. The Annual Ask & Enroll Events are scheduled beginning April 27 through April 29. REMINDER: All Employees are required to enroll online through BenefitBridge.

EMPLOYEE SERVICE RECOGNITION PROGRAM

Human Resources will be celebrating an Employee Service Recognition ceremony on May 13th. This year, 123 employees will be recognized for their 5, 10, 15, 20, 25, 30, 35 and 40 years of employment with the District. Mark your calendars and stay tuned for more information.

HR CORNER...

The Board of Trustees recently approved the ***Unlawful Discrimination and Sexual Harassment: Complaint and Investigation Procedures for Employees and Students***. The procedure and required forms are available on the HR Website.

District Assembly recently approved the revisions to Board Policy and Administrative Procedures 7230 *Classified, Employees, Non-Management*. The revisions are scheduled for 1st Reading and approval during the April 8th Board of Trustees Meeting.

DID YOU KNOW?? THAT YOU CAN ACCESS THE FOLLOWING ONLINE:

- **Vacation & Sick Leave Balances** - <http://ccentral.sbccd.cc.ca.us/HomePage/index.php>
 1. Enter USERNAME— sbccd\YOUR EMAIL PREFIX
PASSWORD—Email Password
 2. Click EMPLOYEE MENU
- **BenefitBridge** - www.benefitbridge.com/sbccd
- **CA Public Employees' Retirement System (CalPERS)** - www.calpers.ca.gov
- **CA State Teacher's Retirement System (CalSTRS)** - www.calstrs.com



WWW.SBCCD.ORG

⇒ Human Resources Website

⇒ Environmental, Health & Safety

⇒ Board Policies & Administrative Procedures

⇒ Online Employment Opportunities

⇒ SafeColleges Online Training

⇒ Bargaining Agreements

CONGRATULATIONS & BEST WISHES TO THE SERP PARTICIPANTS...

DISTRICT

Marshall Gartenlaub, PDC
Alfred Gondos, KVCR
Charles Green, DETS
Deborah Kelley, Fiscal

Steve Kelley, Facilities
Stephen Ward, KVCR
Ernestine Warren, PDC
Charlotte Williams, Fiscal

CRAFTON HILLS COLLEGE

Karen (Beth) Crooks, Business Office
Leroy Edwards, Maintenance
Kathryn Farmer, EOP&S
Mamerto Licerio, DSP&S
Linda Litvinoff, Occupational Ed
Stanley Lovingfoss, Science

Gregory Miller, Chemistry
Catherine Pace-Pequeno, CIS
Mario Perez, History
Susan Trost, DSP&S
Frances White, Counseling

SAN BERNARDINO VALLEY COLLEGE

Cecilia Aguilar, Child Development Center
Esther Arciero, Financial Aid
Bernadette Barber, Child Dev. Center
Janet Berry, Library
Carlos Busselle, Elect/Elect& Refrigeration
Gary Calote, Art
William Clarke, Machine Trades
Theresa Conboy, Library
Carol Cook, Anatomy/Physiology
Stan Corella, Career Center
Nancy Davis, Financial Aid
Clement DeBeaubien, Anatomy/Physiology
Ralph Dennington, Electricity& Refrigeration
Dorothy Fierro, Health Education
Mary Fierros, Transfer Ctr./Matriculation
Gregory Fife, Maintenance
Darlene Gamboa, Biology
Suzan Hall, Student Services

Marie Hollis, PE
Cheri Jollie, Administrative Services
Gary Kelly, Vocational Education
Gilbert Maez, Counseling
Kenneth Michaelis, Anatomy/Physiology
Allen Moore, Aeronautics
William Rankin, Facilities Planning
Odette Salvaggio-McGinnis, Learning Resource
Barbara Saxon, Office Info. Systems
Troy Sheffield, President's Office
Vernon Stauble, Business Administration
Jacque Takano, President's Office
Eileen Vines-Jackson, Admissions & Records
Marjorie Wheatley, Child Development Center
Rebecca Whitfield, Nursing
Robyn Wicklund, Learning Resources Center
Chris Williams, Business Administration

PROFESSIONAL DEVELOPMENT AT THE CAMPUS...

San Bernardino Valley College

- April 9—Section 508 Road to Compliance
 - April 13—Creating Accessible Web Presentations from MS PowerPoint
- To Register, please contact S. Courtney Hunter at Ext. 8623

Crafton Hills College

- April 6—Using Camtasia
- April 6, 13, 20 & 27—The DELTA Classroom Teaching & Learning Academy
- April 7, 14 & 21—Open Lab
- April 8, 15, 22 & 29—Blackboard LMS
- April 9—Leadership Development: Managing Stressful Situations
- April 13—Using Online Communication Tools
- April 20—Google: It's Not Just a Search Engine
- April 23—Tour of Local Flora

To Register, please contact Daniel Bahner at Ext. 3330

Join the SBVC and the Diversity Committee in celebrating Diversity Week April 12 through April 16. Free Concert on April 14th 12noon -5pm at the Greek Theatre. For more information contact Mary Valdemar at Ext. 8673

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114 S. Del Rosa Drive
San Bernardino, CA 92408

**Any Safety Questions
Contact::**

Renee Brunelle, Vice
Chancellor
909-382-4041

Dio Shipp, Director HR,
District Safety Officer
909-382-4046

Charlie Ng, Vice
President,
CHC Safety Officer
909-389-3210

James Hansen, Vice
President, SBVC Safety
Officer
909-384-8958

SAFETY CALENDAR:

- April 1—SafeColleges Training Deadline
- April 5—SBVC Safety & Facilities Committee Meeting
- April 12—CHC Safety Committee Meeting
- April 19—SBVC Safety & Facilities Committee Meeting
- April 30—District-Wide Safety Committee Meeting
- May 3—SBVC Safety & Facilities Committee Meeting
- May 10—CHC Safety Committee Meeting

SAFETY INSIGHT

DISTRICT WIDE SAFETY COMMITTEE

In a continuing effort to advance the District's Safety Program and focus on the issues that impact the entire District, the District-Wide Safety Committee was developed. The District-Wide Safety Committee will convene its first meeting on Friday, April 30, 2010 at 2:00pm at the District Offices.

The District-Wide Safety Committee is comprised of the following:

- Vice Chancellor, Human Resources & Employee Relations—Committee Chair
- Vice President, Instruction SBVC & CHC
- Vice President, Administrative Services, SBVC & CHC
- Distributed Ed & Tech Services
- Business Manager
- Director, Human Resources
- Chief of Police
- Academic Senate, SBVC & CHC (1 representative each)
- CTA, 1 representative
- CSEA, SBVC, CHC, District & Confidential (1 representative each)

SAFETY TRAINING SCHEDULE

San Bernardino Valley College

- April 5—Personal Protective Equipment (PPE)
- April 19—Heat Illness Prevention
- May 3—Injury Illness Prevention Program (IIPP)
- May 17—Hazard Communications/MSDS

SAFECOLLEGES

April 1st was the deadline to complete all assigned online training courses. Beginning April 1st, email notifications will be activated so that all employees will know of pending and newly assigned trainings on *SafeColleges*.

SAFETY TIP FOR THE MONTH...

WHY ERGONOMICS?

Ergonomics is the relationship between people and their work environments. It deals with preventing repetitive motion injuries.

Better comfort on the job leads to:

- ⇒ Less Fatigue: It takes more energy to work in an incorrect posture. Use good body mechanics when working throughout the day.
- ⇒ Increased Productivity: Being comfortable on the job will allow you to get more work done in less time. Work on items at waist height. Get tools and supplies off floor level. Store heavier items at waist height.

REMEMBER: Arrange your work to fit YOU, rather than bending and twisting your body to fit a poor work area!