



Meeting of the Board of Trustees

October 10, 2019

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

SBCCD Boardroom

114 S. Del Rosa Dr., San Bernardino, CA 92408

AGENDA

1. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**
2. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**
 - 2.1. Conference with Labor Negotiators
Government Code 54957.6
Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors,
and Confidential Employees
 - 2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
(4 cases)
 - 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) (Case Name and Number)
 - 2.5. Conference with Real Property Negotiator pursuant to Government Code section
54956.8
 - Properties:
 - Sand Canyon Road, Yucaipa, 18.75 Acre Parcel
 - Pro-Swap-Meet, San Bernardino, 22.79 Total Acres
 - Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiators Bruce Baron, Chancellor; Jose F. Torres, Executive Vice Chancellor
 - 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 Property.
 - 2.6. Public Employee Performance Evaluation
Government Code 54957(b)(1)
Title: Chancellor

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. 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) 382-4091 as far in advance of the Board meeting as possible.

4. CONVENE CLOSED SESSION

5. RECONVENE PUBLIC MEETING

6. REPORT OF ACTION IN CLOSED SESSION

7. PUBLIC COMMENTS ON AGENDA ITEMS

This is an opportunity for members of the public to address the Board concerning items on the agenda.

8. PRESENTATIONS

8.1. The Caltrans Project <https://caltrans.empirenetwork.org>

8.2. Equal Employment Opportunity Bi-Annual Update (p5)

Presenter: Kristina Hannon, Executive Director Human Resources

9. REPORTS

9.1. Board Committee Reports (p9)

9.2. Board Information Requests (p12)

9.3. Key Performance Indicators (p14)

9.4. Good News (p17)

9.5. San Bernardino Valley College Academic Senate

9.6. San Bernardino Valley College Classified Senate

9.7. San Bernardino Valley College Associated Students

9.8. Crafton Hills College Academic Senate

9.9. Crafton Hills College Classified Senate

9.10. Crafton Hills College Associated Students

9.11. CSEA

9.12. CTA

10. APPROVAL OF MINUTES

10.1. September 12, 2019 (p18)

11. 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.

Instruction/Student Services

- 11.1 Advisory Committees – CHC (p26)
- 11.2 Curriculum – CHC (p34)
- 11.3 Advisory Committees – SBVC (p41)
- 11.4 Curriculum – SBVC (p63)

Human Resources

- 11.5 Adjunct and Substitute Academic Employees (p67)
- 11.6 Appointment of Temporary Academic Employees (p69)
- 11.7 Non-Instructional Pay for Academic Employees (p71)
- 11.8 Payment of Stipends (p80)
- 11.9 Appointment of Interim Managers (p82)
- 11.10 Management Job Descriptions (p84)
- 11.11 District Employees (p102)
- 11.12 Employee Promotions (p105)

Business & Fiscal Services

- 11.13 Contracts at or Above \$92,600 (p107)
- 11.14 Surplus Property and Donation to San Bernardino Valley Concert Association (p111)
- 11.15 Vacation Payout (p112)
- 11.16 District & College Expenses (p113)
- 11.17 Individual Memberships (p117)
- 11.18 Travel Requests (p119)
- 11.19 Resolution to Grant Excused Absence of Trustee (p121)

Facilities

- 11.20 Award RFQP CC03.3640.01 and Contract to Nineteen Six Architects of Santa Barbara CA (p124)
- 11.21 Resolution #2019-10-10-FPC01 Authorizing District's Lease of Real Property (p125)

12. ACTION AGENDA

- 12.1 Board Orientation Handbook - First Reading (p127)
- 12.2 Community Benefits Agreement – First Reading (p159)
- 12.3 Board Policies – First Reading (p195)

13. INFORMATION ITEMS

- 13.1. Appendix, College and Career Access Pathways (CCAP) – CHC (p200)
- 13.2. Applause Cards (p206)
- 13.3. Budget Report (p211)
- 13.4. Clery Report (p231)
- 13.5. Contracts Below \$92,600 (p233)
- 13.6. General Fund Cash Flow Analysis (p243)
- 13.7. MOUs between SBCCD and the SBCCDTA (p245)
- 13.8. Professional Expert, Short-Term, and Substitute Employees (p247)
- 13.9. Purchase Orders (p252)
- 13.10. Resignations and Retirements (p259)
- 13.11. Small Scale Construction Contracts, Change Orders, and Amendments (p261)
- 13.12. Volunteers (p263)

14. PUBLIC COMMENT ON NON-AGENDA ITEMS

This is an opportunity for members of the public to address the Board concerning non-agenda items.

15. ADJOURN

The next meeting of the Board: Study Session - District Strategic Plan Update (objectives with targets), October 24, 2019 at 12pm.



BOARD PRESENTATION – October 11, 2019

SBCCD Equal Employment Opportunity Initiatives Kristina Hannon, Executive Director, Human Resources

[v.9.24.2019.p.1|2]

Introduction

The presentation will provide an update on our efforts to improve faculty diversification and student success, provide effective training for screening committees and support campus initiatives on implementing equity-minded frameworks.

Highlights

- The Chancellor's Office has requested each district to commit to the vision of success by improving diversity in the recruitment and retention of its faculty and staff.
- SBCCD has responded to the call to action by expanding training programs, conducting the classification study and examining our policies and practices to determine any barriers in hiring.

SBCCD Summary

Education Code section 87360(a) provides that:

- "In establishing hiring criteria for faculty and administrators, district governing boards ***shall*** ... develop criteria that include a sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students."

In effect, section 87360 requires that sensitivity to and understanding of diversity be included in the district's final hiring criteria.

Efforts to improve employee diversification include having discussions surrounding equity-mindedness and challenging conversations that move our colleges forward to improving services to students. Crafton Hills College has hired eight full time tenure track faculty in the 2018-2019 school year (numbers not reflected in the fall 2018 report) with over 50% gender and ethnicity diversification. San Bernardino Valley College has sent a team of faculty and administrators to be trained at the Equity-Minded Conference. Faculty were given techniques on embedding equity into their teaching practices and creating an inclusive classroom culture for students from minority groups. Faculty senates at both campuses have been engaged in equity mindfulness and improving diversity in hiring, along with supporting districtwide initiatives to improve our equivalency process and screening committee handbook.

Other efforts include:

- Fall Job Fair (early November 2019) focused on providing training for the community, students and current employees on how to be strong candidates for our positions. This will include resume writing, mock interviews and a panel discussion with faculty, managers and classified professionals.



BOARD PRESENTATION – October 11, 2019

SBCCD Equal Employment Opportunity Initiatives Kristina Hannon, Executive Director, Human Resources

[v.9.24.2019.p.2|2]

- › Screening Committee Handbook will be ready for use in spring 2020
- › Diversity and EEO training opportunities for district employees (ongoing)
- › Professional Development opportunities for district employees (ongoing)
- › Creating adjunct pools/internships with local K-12 administrators and certificated staff
- › Implementation of equity-minded framework through collaboration with student equity and inclusion advocates.



“Equity-mindedness is a schema that provides an alternative framework for understanding the causes of equity gaps in outcomes and the action needed to close them.”



Concept of “equity-mindedness” to describe actions that demonstrate individuals’ capacity



“To recognize and address racialized structures, policies, and practices that produce and sustain racial inequities”



BOARD PRESENTATION – October 11, 2019

SBCCD Equal Employment Opportunity Initiatives Kristina Hannon, Executive Director, Human Resources

Employee Demographics for Three Largest Ethnicities

[v.9.24.2019.p.3|2]

		Total		Hispanic		African American		White Non-Hispanic	
		Head Count	%	Amount	%	Amount	%	Amount	%
Crafton Hills College	Educational Administrator	11		3	27%	1	9%	6	55%
	Female	5	45%	1	20%	1	20%	2	40%
	Male	6	55%	2	33%	-	0%	4	67%
	Classified Staff	109		41	38%	7	6%	55	50%
	Female	66	61%	24	36%	5	8%	34	52%
	Male	43	39%	17	40%	2	5%	21	49%
	Academic, Temporary	215		42	20%	7	3%	135	63%
	Female	113	53%	15	13%	4	4%	79	70%
	Male	102	47%	27	26%	3	3%	56	55%
	Academic, Tenured/Tenure Track	77		14	18%	6	8%	49	64%
	Female	43	56%	6	14%	5	12%	28	65%
	Male	34	44%	8	24%	1	3%	21	62%
	Faculty and Staff	412		100	24%	21	5%	245	59%
	Female	227	55%	46	20%	15	7%	143	63%
Male	185	45%	54	29%	6	3%	102	55%	
San Bernardino Valley College	Educational Administrator	19		6	32%	4	21%	6	32%
	Female	9	47%	3	33%	2	22%	3	33%
	Male	10	53%	3	30%	2	20%	3	30%
	Classified Staff	210		109	52%	26	12%	59	28%
	Female	138	66%	73	53%	20	14%	37	27%
	Male	72	34%	36	50%	6	8%	22	31%
	Academic, Temporary	426		83	19%	39	9%	234	55%
	Female	200	47%	41	21%	21	11%	107	54%
	Male	226	53%	42	19%	18	8%	127	56%
	Academic, Tenured/Tenure Track	181		43	24%	35	19%	83	46%
	Female	107	59%	27	25%	21	20%	48	45%
	Male	74	41%	16	22%	14	19%	35	47%
	Faculty and Staff	836		241	29%	104	12%	382	46%
	Female	454	54%	144	32%	64	14%	195	43%
Male	382	46%	97	25%	40	10%	187	49%	



BOARD PRESENTATION – October 11, 2019

SBCCD Equal Employment Opportunity Initiatives Kristina Hannon, Executive Director, Human Resources

Employee Demographics for Three Largest Ethnicities

[v.9.24.2019.p.4|2]

		Total		Hispanic		African American		White Non-Hispanic	
		Head Count	%	Amount	%	Amount	%	Amount	%
District Office Total	Educational Administrator	1		-	0%	-	0%	1	100%
	Female	-	0%	-	n/a	-	n/a	-	n/a
	Male	1	100%	-	0%	-	0%	1	100%
	Classified Staff	138		37	27%	21	15%	58	42%
	Female	79	57%	22	28%	13	16%	32	41%
	Male	59	43%	15	25%	8	14%	26	44%
	Academic, Temporary	-		-		-		-	
	Female	-	n/a	-	n/a	-	n/a	-	n/a
	Male	-	n/a	-	n/a	-	n/a	-	n/a
	Academic, Tenured/Tenure Track	-		-		-		-	
	Female	-	n/a	-	n/a	-	n/a	-	n/a
	Male	-	n/a	-	n/a	-	n/a	-	n/a
	Faculty and Staff	139		37	27%	21	15%	59	42%
	Female	79	57%	22	28%	13	16%	32	41%
Male	60	43%	15	25%	8	13%	27	45%	
Districtwide	Educational Administrator	31		9	29%	5	16%	13	42%
	Female	14	45%	4	29%	3	21%	5	36%
	Male	17	55%	5	29%	2	12%	8	47%
	Classified Staff	457		187	41%	54	12%	172	38%
	Female	283	62%	119	42%	38	13%	103	36%
	Male	174	38%	68	39%	16	9%	69	40%
	Academic, Temporary	641		125	20%	46	7%	369	58%
	Female	313	49%	56	18%	25	8%	186	59%
	Male	328	51%	69	21%	21	6%	183	56%
	Academic, Tenured/Tenure Track	258		57	22%	41	16%	132	51%
	Female	150	58%	33	22%	26	17%	76	51%
	Male	108	42%	24	22%	15	14%	56	52%
	Faculty and Staff	1,387		378	27%	146	11%	686	49%
	Female	760	55%	212	28%	92	12%	370	49%
Male	627	45%	166	26%	54	9%	316	50%	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: October 10, 2019

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

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.



Committees of the Board

BOT STANDING COMMITTEES (with committee charge)	2019 BOARD MEMBERS (chairs are bold)
<p>Finance Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> • Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf. • Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. • Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum. • Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees. • Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures. 	<ol style="list-style-type: none"> 1. Gloria Harrison 2. Donald Singer 3. Anne Viricel 4. Elijah Gerard (Student Trustee is not included in quorum)
<p>Legislative Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> • To develop and enhance relationships with legislators and legislative groups that represent the communities served by the district. • To advocate for legislative change that can positively impact SBCCD and its mission to serve students. • To examine proposed legislation and determine what legislation should be supported through Board resolutions. 	<ol style="list-style-type: none"> 1. Frank Reyes 2. Anne Viricel 3. John Longville

BOT AD HOC COMMITTEES (with committee charge)	2019 BOARD MEMBERS (chairs are bold)
<p>Executive Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> • Reviewing the board agenda with the Chancellor, prior to and after printing, and to offer guidance and initial direction to the Chancellor in items of board importance, prior to them coming to the Board for further discussion and/or action. • Reviewing current board policies and administrative procedures in accordance with the requirements for accreditation and to stay current with any statutory or legal changes. • It may also develop new policies at the direction of the Board of Trustees. 	<ol style="list-style-type: none"> 1. John Longville, President 2. Dr. Anne L. Viricel, VP 3. Joseph Williams, Clerk

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: October 10, 2019

SUBJECT: Board Information Requests

RECOMMENDATION

This item is for information only. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

OVERVIEW

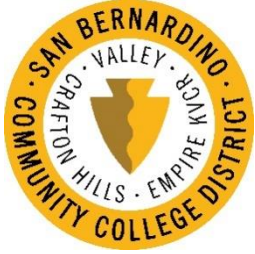
The Board of Trustees requested a form be developed to track requests made by the board and updates be provided at board meetings.

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.



BOT Information Requests

Updated as of September 25, 2019

Date of Request: 7/11/2019

Requested by: Williams

Request: Update on measure CC and the groundbreaking of the CTE building.

Planned Completion Date: 10/10/19

Comments: The BOT Finance Committee will discuss at their 10/10/19 meeting and the Measure CC Timeline will be a regular item on the committee agenda.

Date of Request: 6/20/2019

Requested by: Williams

Request: Make certain we publicize the policy for student stipends so our students are aware it is available to them.

Planned Completion Date: 12/31/19

Comments: The policy has to go through the collegial consultation process and is expected to come to the Board for approval by December 2019. The Chancellor will ensure the approved policy is communicated district-wide and to the students through the Offices of Student Life.

Date of Request: 5/16/2019

Requested by: Williams

Request: Move KPI report to the front of the agenda (with Board Information Requests).

Planned Completion Date: Completed

Comments: The Chancellor will move the KPI report as requested. The next KPI report will follow at the September/October meeting when the new data is available.

Date of Request: 4/11/2019

Requested by: Houston

Request: Would like to see updates on the progress of diversity in hiring.

Planned Completion Date: Completed

Comments: The Chancellor will have updates under Reports every six months, beginning at October's meeting. The presentation is included in the 10/10/19 Board agenda.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Jeremiah Gilbert, Executive Director, Research & Planning

DATE: October 10, 2019

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

2018-19 data is now available for KPI 3.4 (Government and Community Relationships) and KPI 3.5 (Relationships in the Developmental Stage). We have developed an improved method for tracking the information for the Goal 3 KPIs, which accounts in part for the increase in 2018-19 numbers. Once all KPIs have been updated with 2018-19 data, the full dashboard will be revised and updated online.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.



Office of Research, Planning & Institutional Effectiveness
Key Performance Indicator (KPI) Dashboard

Goal 3 – Partnerships of Strategic Importance

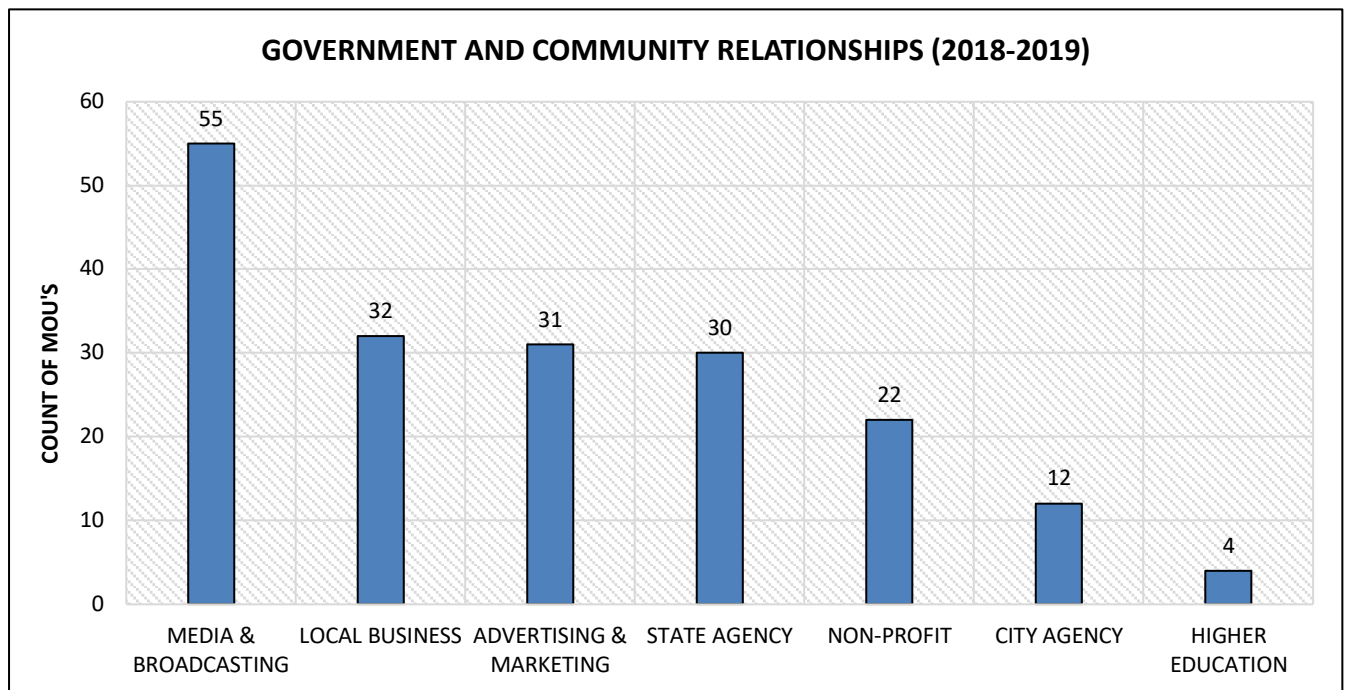
KPI 3.4 – Government and Community Relationships

Objective: Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.

Definition: A count of the number of relationships SBCCD has with Government and Community entities. A Government and Community Relationship is defined as having an MOU on file. This is a district total.

Measurement Frequency: Annual

KPI 3.4: Government and Community Relationships	2017-2018	2018-2019
SBCCD (Total)	73	187



Analysis: SBCCD had 187 Government and Community relationships across 10 industries/agencies in 2018-2019 compared to 77 relationships across 7 industries in 2017-2018. This is a 154% increase. **Local Businesses** included Education To Go, Ryder Truck Rentals, and San Gorgonio Ballet Company. **Media and Broadcasting** included CNN, BBC Worldwide American Inc, and the National Film Board of Canada. **Non-Profits** included the US Olympic Committee, American Heart Association, and the Inland Empire Economic Partnership. **Advertising and Marketing** included Facebook, Google, Pandora, and Scripps National Spelling Bee. The most frequent relationships centered on Media/Broadcasting (55), Local Businesses (32), Advertising/Marketing (31) and State Agencies (30). In 2017-2018, Non-Profit Organizations, Higher Education Institutions, Local Business and City Agencies were the most frequent.



Office of Research, Planning & Institutional Effectiveness
 Key Performance Indicator (KPI) Dashboard

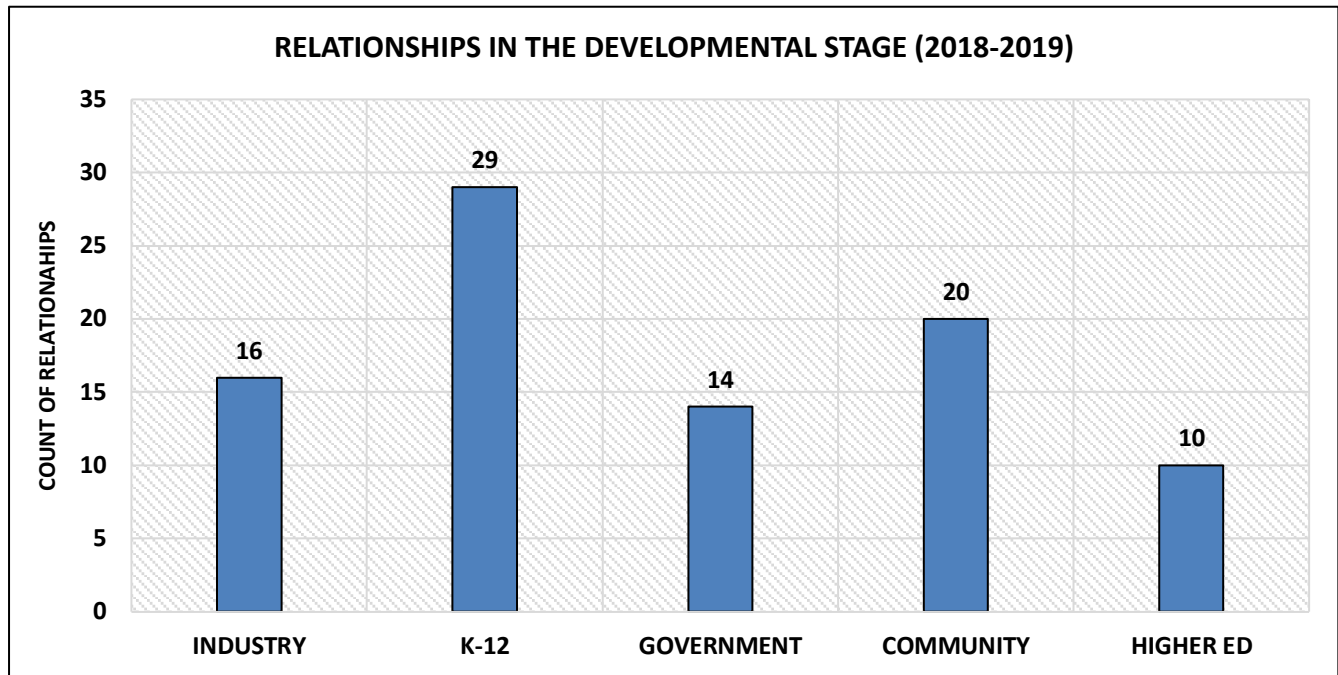
Goal 3 – Partnerships of Strategic Importance
KPI 3.5 – Partnerships in Developmental Stage

Objective: Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.

Definition: Captures progress towards ultimately establishing an MOU with a partner (i.e., scheduled meetings, previous relationships, phone calls, joint venues, etc.). A relationship is counted as developmental if any of the above activities have occurred. This is a district total, so college data is not provided.

Measurement Frequency: Annual

KPI 3.5: Partnerships in Developmental Stage	2017-2018	2018-2019
SBCCD (Total)	33	89



Analysis: In 2017-2018 SBCCD had 33 developmental relationships across 4 industries/agencies. Within Government, SBCCD mostly worked with local, city agencies. Within industry, SBCCD mostly worked with manufacturing companies. The most frequent relationship was with Government agencies (e.g., city and state – 11 total) followed by Industry (10).

Of the 33 “developmental” relationships in 2017-2018, 27 currently have MOUs on file in 2018-2019. 83 of the 2018-2019 developmental relationships are new and 6 are continuations from 2017-2018.



GOOD NEWS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

October 2019 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR

3RD ANNUAL CHANCELLOR'S LEADERSHIP ACADEMY LEAD CHANGE. FOSTER INNOVATION. INSPIRE MOTIVATION.

Chancellor Bruce Baron, President Diana Rodriguez, and President Kevin Horan have announced the talented and diverse 2019 cohort of outstanding individuals at the San Bernardino Community College District (SBCCD) who are ready to develop, practice and apply new leadership skills by participating in the 3rd Annual Chancellor's Leadership Academy.

The goal of the Chancellor's Leadership Academy is to further develop leadership capabilities and inspire staff and faculty to take part in shaping the future of San Bernardino Community College District. This experience will prepare the invited attendees to take risks, disrupt old patterns and make way for new ways of thinking, doing, and leading.

SBCCD PARTNERS WITH U.S. CENSUS BUREAU

We're excited to announce that we're partnering with the U.S. Census Bureau, California Census 2020, IE Counts and non-profit organizations to support the #2020Census! As a partner, we'll be working to ensure that our students at Crafton Hills College and San Bernardino Valley College, and the wider community, are counted. An accurate 2020 Census count will determine the distribution of billions of federal dollars for our local roads, hospitals, and schools. Learn how to participate at www.2020census.gov



United States
Census
2020

Connect with us
@uscensusbureau

SBCCD PARTNERS WITH THE COMMUNITY FOUNDATION

SBCCD's Inland Futures Foundation is pleased to announce a partnership with The Community Foundation to manage SBCCD's endowment fund.

The partnership's investment goals are to preserve the original value of gifts in terms of inflation, and grow the assets as much as market conditions allow so SBCCD can:

- Improve the quality of life in our region by investing in programs that address community needs now.
- Ensure there will be resources available to address community needs in the future.

DISTRICT LEADERSHIP ATTENDED HACU 33RD ANNUAL CONFERENCE

HACU's Annual Conference provides a unique forum for the sharing of information and ideas for the best and most promising practices in the education of Hispanics.

The HACU 33rd Annual Conference was held in Chicago, Illinois and hosted several workshops including Successful Endowment Matching, Leadership Development, a college and career fair, Latino Higher Education Institute, PreK-12/Higher Education Symposium, HACU Government Relations Update, Transforming Educational Trajectories, and Building Support for Prevention Education at a Hispanic-Serving Institution.

SBCCD was represented by Trustees, executive leadership, faculty, staff, and students from Crafton Hills College and San Bernardino Valley College.

A San Bernardino Community College District publication by the Office of the Chancellor

114 S. Del Rosa Drive, San Bernardino, CA 92408 | 909.382.4000 | www.SBCCD.edu



Meeting of the Board of Trustees

September 12, 2019

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

SBCCD Boardroom

114 S. Del Rosa Dr., San Bernardino, CA 92408

MINUTES

MEMBERS PRESENT

John Longville, President

Dr. Anne L. Viricel, Vice President

Gloria Macías Harrison, Trustee

Dr. Stephanie Houston, Trustee

Frank Reyes, Trustee

Dr. Donald L. Singer, Trustee

Elijah Gerard, CHC Student Trustee (arrived at 5:36pm)

Maritza Mariscal-Medina, SBVC Student Trustee (arrived at 4:45pm)

ABSENT

Joseph Williams, Clerk

ADMINISTRATORS PRESENT

Bruce Baron, Chancellor

Jose Torres, Executive Vice Chancellor

Diana Rodriguez, SBVC President

Kevin Horan, CHC President

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 4:02pm. Trustee Reyes led the pledge of allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

2.1. Conference with Labor Negotiators

Government Code 54957.6

Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees

2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment

Government Code 54957

(3 cases)

2.3. Conference with Legal Counsel – Anticipated Litigation

Government Code 54956.9(d)(2)

(4 cases)

2.4. Conference with Legal Counsel – Existing Litigation

Government Code 54956.9(e)(3) or (d)(1) (Case Name and Number)

2.5. Conference with Real Property Negotiator pursuant to Government Code section 54956.8

- Properties:

- 1888 East Highland Avenue, San Bernardino CA (Property) Sand Canyon Road, Yucaipa, 18.75 Acre Parcel

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

- Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiators Bruce Baron, Chancellor; Jose F. Torres, Executive Vice Chancellor; Richard Galope, Vice Chancellor Workforce Development, Advancement & Media Systems

- 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 Property.

- 2.6. Public Employee Performance Evaluation
Government Code 54957(b)(1)
Title: Chancellor

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

None.

4. **CONVENE CLOSED SESSION**

Closed session convened at 4:06pm.

5. **RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:09pm.

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

- The Board unanimously took action to approve settlement authority for liability claim #544975 with employee #27651.
- The Board met with its legal counsel and real property negotiators in closed session pursuant to Government Code Section 54956.8. Direction was provided to finalize Purchase and Sale Agreements for the acquisition by the District of the properties in the State of California described as:
 - Sand Canyon Rd., Yucaipa, 18.75 acre parcel, and
 - Pro-Swap-Meet, San Bernardino, 22.79 total acres.

The Board of Trustees voted unanimously to approve a delegation of authority to the District's Executive Vice Chancellor, or his designee, to:

1. Execute and deliver any and all documents and otherwise do any and all things which he and legal counsel deem necessary or advisable in order to finalize Purchase and Sale Agreements for the Properties,
2. Pay deposits, open escrow, and otherwise perform pursuant to the terms of such final Purchase and Sale Agreements, and
3. Bring the final Purchase and Sale Agreements to the Board for ratification.

- The Board unanimously took action to approve settlement authority for workers comp claim #540393 with employee #8942.
- The Board by majority vote with Trustee Singer voting against, took action to approve settlement authority for liability claim #570535 with employee #3949.
- In closed session, the Board unanimously took action to approve the release of probationary employee #8371 from the position of tutorial coordinator.
- In closed session, the Board unanimously took action to approve the release of probationary employee #29977 from the position of student services technician II.

7. **PUBLIC COMMENTS ON AGENDA ITEMS**

Lupe Camacho – Item 12.10
Lysandra Diaz – Item 12.10
Esmeralda Vasquez – Item 12.10
Adan Chavez – Item 12.10

12.10 Resolution #2019-09-12-GA01 To Increase Public Awareness Around Census 2020 (p164)

Without objection, the Board unanimously pulled item 12.10 to hear public comments on the item.

Trustee Harrison moved to approve a resolution to support the public awareness activities of the 2020 Census. Trustee Singer seconded the motion.

AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Mariscal

NOES: None

ABSENT: Williams

ABSTENTIONS: Gerard

8. PRESENTATIONS

8.1. None

9. REPORTS

9.1. Board Committee Reports (p7)

- Trustee Harrison gave a brief report on the BOT Finance Committee.
- Trustee Reyes reported for the BTO Legislative Committee.

9.2. Board Information Requests (p10)

9.3. Key Performance Indicators (p13)

9.4. Good News (p17)

9.5. San Bernardino Valley College Academic Senate

- Celia Huston stated accreditation is the Senate's focus and this is her last year as Senate President.

9.6. San Bernardino Valley College Classified Senate

- Judy Rodriguez reported on Valley Classified Senate held their first senator retreat, seeing an increase in classified participation, and collaboration with Crafton.

9.7. San Bernardino Valley College Associated Students

- Mariella, VP Marketing for ASG indicated they are utilizing software to track activities on campus, planning a 12 Reasons Why event, and a Pride Festival for students.

9.8. Crafton Hills College Academic Senate

- Mark McConnell reported the Academic Senate is revisiting the Facilities Master Plan on Measure CC, focusing on campus safety, improving upon the recognition for Professor and Classified Staff of the Year Awards.

9.9. Crafton Hills College Classified Senate

9.10. Crafton Hills College Associated Students

9.11. CSEA

9.12. CTA

- Meridyth McLauren reported the Executive Board positions are filled. CTA tries to meet with one Trustee on the 1st Friday of the month. Podcasts, Twitter, and Instagram are used to get the word out about the unions. CTA has started negotiations. On September 25, the State Association President will visit.

10. APPROVAL OF MINUTES

- 10.1. August 8, 2019 (p18)
- 10.2. August 29, 2019 (p23)

Trustee Harrison moved approval of the August 8 and August 29, 2019 minutes. Trustee Houston seconded the motion.

AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard, Mariscal

NOES: None

ABSENT: Williams

ABSTENTIONS: None

11. 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.

Instruction/Student Services

- 11.1 Curriculum-CHC (p25)
- 11.2 Donation – SBVC (p27)
- 11.3 Serve Wine Spirits and Beer at a Campus Events-SBVC (p28)

Human Resources

- 11.4 Adjunct and Substitute Academic Employees (p29)
- 11.5 Appointment of Temporary Academic Employees (p33)
- 11.6 Non-Instructional Pay for Academic Employees (p35)
- 11.7 Salary Advancement for Academic Employees (p48)
- 11.8 Payment of Stipends (p50) - **Amended title to Acting Director of Nursing**

Other Stipend		
	Site & Department	Stipend*
Massad, Sana (1/7/19 – 6/30/19)*	SBVC Nursing	\$5,000
Massad, Sana (7/1/19 – 12/20/19)*	SBVC Nursing	\$25,000

**Ratification is requested in order to compensate Sana for her time and extra work as the Acting Director ~~Associate Dean~~ of Nursing during that time.*

- 11.9 Sabbatical Leaves for the 2020-2021 Academic Year (p53)
- 11.10 Appointment of Interim Managers (p54) – **Amended to include Soutsakhone Xayaphanthong**

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
Bangasser, Susan Interim Dean, Science SBVC Science	8/5/2019 to 9/20/2019	21D	\$145,774 per year	L. Burnham	Science	9/3/1991
Xayaphanthong, Soutsakhone Interim Director of Outreach & Educational Partnerships CHC Department of Outreach, Dual Enrollment & Transition Services	9/13/2019 to 6/30/2020	18A	\$114,928 per year	New	Restricted General Fund	1/16/2015

- 11.11 Employee Promotions (p56)
- 11.12 Appointment of District Employees (p58)

Business & Fiscal Services

- 11.13 Contracts at or Above \$92,600 (p61)
- 11.14 ~~Resolution #2019-09-12-FS01 Authorizing a Separate Bank Account (p63)~~ **Item was pulled for separate action.**
- 11.15 Surplus Property (p65)
- 11.16 Vacation Payout (p67) - **Amended to revise the analysis.**

ANALYSIS

~~SBCCD's current process allows administrative personnel to be paid for accrued vacation on an as-needed basis in the case of a personal hardship. Approval is based on the knowledge that these hours have been earned and are the employee's property right. This board item authorizes the payout of vacation to SBCCD administrative personnel.~~

- 11.17 ~~Board Orientation Handbook (p68)~~ - **Item was pulled for separate action.**
- 11.18 District & College Expenses (p100) - **Amended to remove expense for event on 10/27/19.**

Site: Empire Network Event: Floral & Charcutier DIY Workshop Date of Event: 10/27/19	Item Being Purchased: Permit, Refreshments; Give-Aways Total Estimated Cost: \$-650 Funding Source: KVCR
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- 11.19 Individual Memberships (p110)
- 11.20 Travel Requests (p113)
- 11.21 Resolution to Grant Excused Absence of Trustee (p115)

Facilities

- 11.22 Small Scale Construction Contract with Allen Communications of Whittier CA (p118)
- 11.23 Award RFQP CC01.3601 and Contract to HMC Architects of Ontario CA (p119)
- 11.24 Resolution #2019-09-12-FPC01 Ratifying Agreement for the Acquisition of Real Property (1888 E Highland Avenue, San Bernardino CA) (p121) - **Amended to revise the overview and analysis.**

OVERVIEW

~~Purchase of this property was first discussed in closed session on June 20, 2019. Pursuant to prior direction from the District Board of Trustees, District staff, in consultation with District legal counsel, negotiated a Purchase and Sale Agreement which details the terms and conditions of the sale of the Property to the District. As directed, the Final Purchase and Sale Agreement is being brought to the Board for ratification and is attached hereto as Exhibit "A" of Resolution #2019-09-12-FPC01.~~

ANALYSIS

~~Government Code section 27281 requires that deeds or grants conveying an interest in real estate to a governmental agency for public purposes cannot be accepted for recording without the consent of the agency evidenced by its certificate or resolution. Adoption of the attached resolution will establish the Board's directives concerning the acquisition of 1888 E. Highland Avenue, San Bernardino CA.~~

Trustee Singer moved approval of the Consent Agenda as amended. Trustee Viricel seconded the motion.

AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard, Mariscal

NOES: None

ABSENT: Williams

ABSTENTIONS: None

ITEMS PULLED FROM CONSENT FOR SEPARATE ACTION

11.14 Resolution #2019-09-12-FS01 Authorizing a Separate Bank Account (p63)

Trustee Harrison moved approval to authorize a separate bank account for IFF Trustee Houston seconded the motion.

AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer
NOES: Gerard
ABSENT: Williams
ABSTENTIONS: Mariscal

11.17 Board Orientation Handbook (p68)

Trustee Harrison moved to table the handbook to the next meeting and task the Executive Committee to review and bring back to the October Board for first reading. Trustee Gerard seconded the motion.

AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard, Mariscal
NOES: None
ABSENT: Williams
ABSTENTIONS: None

12. ACTION AGENDA

12.1 Public Hearing on Initial Proposals to Reopen Negotiations Between SBCCD and CSEA Chapter 291 (p138)

President Longville opened the public hearing on Initial Proposals to Reopen Negotiations Between SBCCD and CSEA Chapter 291. Hearing no comments, the public hearing was closed.

12.2 Acknowledgement of Initial Proposals to Reopen Negotiations Between SBCCD and CSEA Chapter 291 (p139)

Trustee Viricel moved approval to acknowledge the proposals and that SBCCD and CSEA Chapter 291 commence negotiations. Trustee Reyes seconded the motion.

- **As proposed by the District, Article 6: Hours of Work & Overtime – Sections 6.1, 6.2, 6.3, and 6.4; and Article 14: Leaves.**

AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard, Mariscal
NOES: None
ABSENT: Williams
ABSTENTIONS: None

12.3 Public Hearing on Initial Proposals to Reopen Negotiations Between SBCCD and the SBCCDTA (p140)

President Longville opened the public hearing on Initial Proposals to Reopen Negotiations Between SBCCD and SBCCDTA. Hearing no comments, the public hearing was closed.

- 12.4 Acknowledgement of Initial Proposals to Reopen Negotiations Between SBCCD and the SBCCDTA (p142)

Trustee Houston moved approval to acknowledge the proposals and that the SBCCD and SBCCDTA commence negotiations. Trustee Reyes seconded the motion.

- **As proposed by the SBCCDTA (attached), Article 11: Health and Welfare Benefits – Full-Time and Part-Time Faculty; and Article 13: Workload – Learning Communities; Lecture, Lab, and Clinical Parity**
- **As proposed by the District, Article 13: Workload – Section C. Class Size and Article 2: Unit Description/Recognition – Section B.**

AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard, Mariscal

NOES: None

ABSENT: Williams

ABSTENTIONS: None

- 12.5 Public Hearing for CCAP Agreement-CHC (p144)

President Longville opened the public hearing for CCAP Agreement with Yucaipa Calimesa Joint Unified School District. Hearing no comments, the public hearing was closed.

- 12.6 Adoption of College and Career Access Pathways (CCAP) Agreement – CHC (p145)

Trustee Houston moved approval to adopt the Career Access Pathways (CCAP) dual enrollment partnership agreement between the San Bernardino Community College District and Yucaipa Calimesa Joint Unified School District. Trustee Gerard seconded the motion.

AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard, Mariscal

NOES: None

ABSENT: Williams

ABSTENTIONS: None

- 12.7 Public Hearing on the Final Budget for Fiscal Year 2019-20 (p161)

President Longville opened the public hearing on the final budget for fiscal year 2019-20. Hearing no comments, the public hearing was closed.

- 12.8 Final Budget for Fiscal Year 2019-20 (p162) – **Amended to include the Final Budget for Fiscal Year 2019-2020.**

Trustee Harrison moved approval to adopt the final budget for fiscal year 2019-2020. Trustee Viricel seconded the motion.

Discussion: Trustee Houston expressed her concerns with the conservative budget assumptions, ongoing deficit and fund balance, ongoing expense of the Promise, ongoing expense and deficit of KVCR, and would like to see the surplus/deficit for each campus.

AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard, Mariscal

NOES: None

ABSENT: Williams

ABSTENTIONS: None

- 12.9 San Manuel Band of Mission Indians Building Naming Rights (p163)

Trustee Harrison moved to approve facility commemoration of KVCR/FNX Studios in honor of the San Manuel Band of Mission Indians. Trustee Viricel seconded the motion.

AYES: Longville, Viricel, Harrison, Houston, Reyes, Singer, Gerard, Mariscal

NOES: None

ABSENT: Williams

ABSTENTIONS: None

- 12.10 ~~Resolution #2019-09-12-GA01 To Increase Public Awareness Around Census 2020 (p164)~~ – **Item was pulled and voted on to hear public comments.**

13. INFORMATION ITEMS

- 13.1. Advancement in Rank –CHC (p166)
- 13.2. Applause Cards (p168)
- 13.3. Budget Report (p171)
- 13.4. CCFS-320 Apportionment Attendance Report for FY 2019 Period 3 (p191)
- 13.5. Clery Report (p195)
- 13.6. Contracts Below \$92,600 (p197)
- 13.7. District Volunteers (p212)
- 13.8. General Fund Cash Flow Analysis (p225)
- 13.9. MOUs between SBCCD and the CSEA (p227)
- 13.10. Professional Expert, Short-Term, and Substitute Employees (p231)
- 13.11. Purchase Orders (p238)
- 13.12. Resignations and Retirements (p250)

14. PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

15. ADJOURN

The next meeting of the Board: Study Session - College Educational Master Plan Updates (spring activities) on September 26, 2019, at 12pm. President Longville adjourned the meeting at 6:42 pm.

Joseph Williams, Clerk
SBCCD Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Kevin Horan, President, CHC
PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC
DATE: October 10, 2019
SUBJECT: Consideration to Approve Advisory Committees

RECOMMENDATION

It is recommended that the Board of Trustees approve the Advisory Committee Members who serve the various academic programs throughout our campus.

OVERVIEW

According to Title 5, all vocational programs must have an Advisory Committee. These committees must be presented and approved by the institution's Board of Trustees.

ANALYSIS

Title 5 of the California Code of Regulations explicitly states that vocational programs serving higher educational facilities must have Advisory Committee's. these Advisory Committees are compiled of CHC faculty, local business, community and industry leaders along with other experts in the field who have extensive knowledge, and/or education, of the subject matter in which they are serving as committee members of. These committee members offer the most up to date knowledge, expertise and guidance through up and coming trends within their chosen field and discipline at hand.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Division			
Advisory Committee	Member	Affiliation	Years on Committee
Career Education and Human Development			
Child Development	Adams, Kathy	San Bernardino Valley College	17
	Blue, Robyn	Crafton Hills College	17
	Bogh, Debbie	Crafton Hills College	17
	Chernobieff, Christine	Christ the King Child Care Center	17
	Colvey, Kirsten	Crafton Hills College	17
	Dial, Troy	Crafton Hills College	17
	Diaz, Gabriela	Redlands High School	12
	Gaitan, Patty	Redlands Day Nursery	17
	Herndon, Deanna	Children's Center	7
	Johle, Christina	Crafton Hills College	17
	Knight, Denise	San Bernardino Valley College	17
	McLaren, Meridyth	Crafton Hills College	17
	Smith, Kimberly	Orangewood High School	12
	Thames, Becky	San Bernardino County Superintendent of Schools	14
	Turnpaugh, Stacey	Redlands High School	12
	Wagner, Tamara	Inland Preschool	4
	Wasbotten, Deborah	Crafton Hills College	17
	Wilcox, Amanda	California State University, San Bernardino	12
	Word, Dan	Crafton Hills College	17
Emergency Medical Technician	Aguilar, Eddie, Field Representative	Crafton Hills College	3
	Aten, David, Lab Technician	Crafton Hills College	3
	Grabow, Jimmy, Counselor	Crafton Hills College	3
	Green, Laurie, Program Director	Crafton Hills College	3
	Loera, Anthony, Adjunct Faculty	Crafton Hills College	3

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Malinowski, Grant	Cal Fire – San Bernardino Unit	3
	Molloy, David	AMR – Redlands	3
	Word, Dan, Dean	Crafton Hills College	3
Fire Technology	Alder, Mike, Chief	Crafton Hills College	5
	Bender, Jeff, Chief	Loma Linda Fire Department	9
	Gaddy, Duran, Battalion Chief	Cal Fire - San Bernardino	8
	Grayson, Shawn, Chief	Rialto City Fire Department	3
	Janssen, Ron, Battalion Chief	Cal Fire - Yucaipa	6
	Ketcherside, David, Battalion Chief	Redlands City Fire Department	2
	Littlefield, Shane, Division Chief	Cal Fire - San Bernardino	7
	McHargue Tim, Chief	Colton City Fire Department	9
	Moore, Michael, Chief	Riverside City Fire Department	5
	Porter, Tim, Assistant Chief	San Bernardino County Fire Department	3
	Smith, Mike, Chief	San Manuel Fire Department	13
	Sullivan, Dan, Faculty	Crafton Hills College	12
	Willis, Jeff, Chief	Big Bear Lake City Fire Department	7
Paramedic	Clements, Kristin, Faculty	Crafton Hills College	1
	Crews, Carly	Redlands Fire Department	4
	Crow, Kathy, Program Director	Crafton Hills College	8
	Nguyen, Phong, Dr.	Redlands Community Hospital	14
	Malinowski, Grant	Cal Fire – San Bernardino Unit	7
	Potts, Bob	Public Member	2
	Tyson, Bob	Redlands Community Hospital	8

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Vasquez, Henry	AMR - Redlands	3
	Ward, Amanda, Faculty	Crafton Hills College	2
	Word, Dan, Dean	Crafton Hills College	8
Radiologic Technology	Anderson, Debra	Arrowhead Regional Medical Center	7
	Cundieff, Shannon	Arrowhead Regional Medical Center	1
	Huynh, Melissa	Arrowhead Regional Medical Center	5
	Le, Ha, M.D.	Arrowhead Regional Medical Center	9
	McAtee, Robert	Crafton Hills College	8
	Word, Dan	Crafton Hills College	2
Respiratory Care	Alipoon, Ala	Loma Linda University	17
	Anderson, Dave	San Gorgonio Hospital	7
	Anderson, Debra	Crafton Hills College	7
	Baldwin, Stan	Loma Linda University	4
	Bedolla, Sedrick	Eisenhower Medical Center	5
	Bell, Rey	Crafton Hills College	19
	Broman, Don	Dignity Health	17
	Connelly, Mark	Arrowhead Regional Medical Center	4
	Davidson, James	Corona Regional	17
	Duff, Glen	Riverside Community Hospital	17
	Erickson, Lief	Redlands Community Hospital	17
	Garcia, Ed	Riverside University Health System	3
	Hudson, Tracie	San Gorgonio Hospital	8
	Langdon, Ed	Dignity Health	17
	Musselman, Susan	Riverside Community Hospital	17
	Myer, Carolyn	Redlands Community Hospital	1
	Rafeedie, Nidal	Arrowhead Regional Medical Center	4
	Ramirez, Carol	Totally Kids	17
	Reese, Matthew	Riverside Community Hospital	4

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Rinnander, Paul	Eisenhower Medical Center	7
	Rojas III, Daniel	Crafton Hills College	4
	Scott, Lori	Loma Linda University	4
	Seheult, Roger	Medical Director	8
	Serrano, Thomas	Crafton Hills College	10
	Sheahan, Mike	Crafton Hills College	10
	Taylor, Tom	Loma Linda VA	7
Social, Information and Natural Sciences			
Computer Information Systems	Allen, Denise	Crafton Hills College, Computer Information Science Retired Faculty	16
	Bagg, Mike	Yucaipa High School	16
	Barger, Heather	City of Yucaipa	2
	Baylus, Vicki	Regional Director	1
	Brown, Taylor	Graphic Designer, GHP	1
	Dean, Galen	Colton-Redlands-Yucaipa Regional Occupational Program	3
	Jara, LRod	Colton-Redlands-Yucaipa Regional Occupational Program	3
	Johnson, Corey	Crafton Hills College, Lab Technician	1
	Kern-Foster, Iris	Crafton Hills College, Multimedia Faculty	1
	Madrid, Frank	Crafton Hills College, Computer Science Faculty	1
	Mansourian, Farhad	Crafton Hills College, Economics Faculty	1
	Mills, Jason	Yucaipa High School, Vice President	1
	Muse, William (Van)	Crafton Hills College, Dean, Social, Information, and Natural Sciences	1

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Papp, Edward	Crafton Hills College, Computer Information Science Faculty	3
	Puentes, Deidra	Colton-Redlands- Yucaipa Regional Occupational Program	1
	Tynan, Bill	Educational Director, GHP	1
	Toomey, Paul	City of Yucaipa	1
	Walter, Mike	Crafton Hills College, Computer Information Science Faculty	15
Counseling			
EOPS and DSPS	Andrews, Breanna	Crafton Hills College	7
	Baeza, Mario	California State University, San Bernardino	7
	Boring, Connie	Department of Rehabilitation	7
	Brink, T. L.	Crafton Hills College	7
	Burdick, Andrew	Inland Regional Center	2
	Cabrales, Joe	Crafton Hills College	7
	Chavira, Rejoice	Crafton Hills College	7
	Colvey, Kirsten	Crafton Hills College	7
	Coombs, Cathleen	Department of Rehabilitation	7
	Ditchfield, Desmond	Department of Rehabilitation	7
	Edwards, Raemon	Children and Family Services	7
	Fry, Maureen	Crafton Hills College	7
	Kelly, Conor	Redlands Unified School District	7
	Main, Steve	Department of Employment	2
	Muskavitch, John	Crafton Hills College	7
	Orta, Rebecca	Crafton Hills College	7
	Rodriguez, Nati	Crafton Hills College	7
	Rosa, Laura	Department of Rehabilitation	7
	Sandy, Hannah	Crafton Hills College	7

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Southerland, Frances	Crafton Hills College	7
	Williams, Amy	University of Redlands	7
Guardian Scholars	Aguilar, Myriam	Children and Family Services	3
	Angel, Guadalupe	Apiranet	3
	Bell, Eva	Crafton Hills College	3
	Bogan, Andrea	Aspiranet	3
	Boyce, Anwar	Walden	3
	Chavira, Rejoice	Crafton Hills College	3
	Dowdy, Brenda	San Bernardino County Superintendent of Schools – Homeless Education	3
	Harris, Jatori	Independent Living Program	3
	Langford, Krista	Inspire	3
	Lehman, Veronica	Crafton Hills College	3
	Lock, Peter	Redlands Unified School District	3
	Montana, Pam	Children and Family Services	3
	Orta, Rebecca	Crafton Hills College	3
	Perry, Shonie	San Bernardino County Superintendent of Schools – Homeless Education	3
	Pinchback, Bernadette	San Bernardino County Superintendent of Schools	3
	Rawls, Michael	Children and Family Services	3
	Rivera, Marissa	San Bernardino County Economic Development	3
	Aguilar, Myriam	Children and Family Services	3
	Robles, Amanda	California State University, San Bernardino	3

Division			
Advisory Committee	Member	Affiliation	Years on Committee
	Ruffolo, Mariann	San Bernardino County Workforce Development	3
	Urquidies, Angela	San Bernardino County Superintendent of Schools	3
	Valdez, Olga	San Bernardino County Superintendent of Schools – Foster Youth Services	3

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Kevin Horan, President, CHC
PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC
DATE: October 10, 2019
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 2019-2020 and 2020-2021 College Catalog.

INSTITUTIONAL VALUES

II. Learning Centered Institution for Student Access, Retention, and Success.

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
October 10, 2019

INFORMATION ONLY

Changes to the 2019-2020 College Catalog

Associate of Science Multimedia with an Emphasis in Digital Animation

Program Title Change: Associate of Science Multimedia: Digital Animation
Rationale: Per the State, Emphasis cannot be used in the title.
Effective: Fall 2019

INFORMATION ONLY

Changes to the 2019-2020 College Catalog

Associate of Science Multimedia with an Emphasis in Graphic and Media Design

Program Title Change: Associate of Science Multimedia: Graphic and Media Design
Rationale: Per the State, Emphasis cannot be used in the title.
Effective: Fall 2019

INFORMATION ONLY

Changes to the 2019-2020 College Catalog

Associate of Science Multimedia with an Emphasis in Web Development and Interface Design

Program Title Change: Associate of Science Multimedia: Web Development and Interface Design
Rationale: Per the State, Emphasis cannot be used in the title.
Effective: Fall 2019

INFORMATION ONLY

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/F 970A	PERSONAL FITNESS ASSESSMENT I

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY

Changes to the 2019-2020 College Catalog

COURSE ID	COURSE TITLE
KIN/F 970B	PERSONAL FITNESS ASSESSMENT II

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY***Changes to the 2019-2020 College Catalog***

COURSE ID	COURSE TITLE
KIN/F 970C	PERSONAL FITNESS ASSESSMENT III

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY***Changes to the 2019-2020 College Catalog***

COURSE ID	COURSE TITLE
KIN/F 970D	PERSONAL FITNESS ASSESSMENT IV

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY***Changes to the 2019-2020 College Catalog***

COURSE ID	COURSE TITLE
KIN/X 150AX3	INTERCOLLEGIATE GOLF – WOMEN IN-SEASON

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY***Changes to the 2019-2020 College Catalog***

COURSE ID	COURSE TITLE
KIN/X 150BX3	INTERCOLLEGIATE GOLF – WOMEN OFF-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 151AX3	INTERCOLLEGIATE GOLF – MEN IN-SEASON

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 151BX3	INTERCOLLEGIATE GOLF – MEN OFF-SEASON

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 160AX3	INTERCOLLEGIATE TENNIS – WOMEN IN-SEASON

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 160BX3	INTERCOLLEGIATE TENNIS – WOMEN OFF-SEASON

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 161AX3	INTERCOLLEGIATE TENNIS – MEN IN-SEASON

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 161BX3	INTERCOLLEGIATE TENNIS – MEN OFF-SEASON

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 170AX3	INTERCOLLEGIATE SWIMMING – WOMEN IN-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 170BX3	INTERCOLLEGIATE SWIMMING – WOMEN OFF-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 170CX3	INTERCOLLEGIATE SWIMMING – WOMEN PRE-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 171AX3	INTERCOLLEGIATE SWIMMING – MEN IN-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 171BX3	INTERCOLLEGIATE SWIMMING – MEN OFF-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 171CX3	INTERCOLLEGIATE SWIMMING – MEN PRE-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 180AX3	INTERCOLLEGIATE WATER POLO – WOMEN IN-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 180BX3	INTERCOLLEGIATE WATER POLO – WOMEN OFF-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 180CX3	INTERCOLLEGIATE WATER POLO – WOMEN PRE-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 181AX3	INTERCOLLEGIATE WATER POLO – MEN IN-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 181BX3	INTERCOLLEGIATE WATER POLO – MEN OFF-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

INFORMATION ONLY*Changes to the 2019-2020 College Catalog*

COURSE ID	COURSE TITLE
KIN/X 181CX3	INTERCOLLEGIATE WATER POLO – MEN PRE-SEASON ATHLETICS

Schedule Description: Add: Open entry, open exit course.
Catalog Description: Add: Open entry, open exit course.
Rationale: Adding open entry, open exit to the course
Effective: Fall 2019

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez President, SBVC
PREPARED BY: Dina Humble, Vice President of Instruction, SBVC
DATE: October 10, 2019
SUBJECT: Consideration to Approve Advisory Committees

RECOMMENDATION

It is recommended that the Board of Trustees approve the Advisory Committee members who serve the various academic programs throughout our campus.

OVERVIEW

According to Title 5, all Career Technical Education programs must have an Advisory Committee. These committees must be presented and approved by the institution's Board of Trustees.

ANALYSIS

Title 5 of the California Code of Regulations explicitly states that Career Technical Education (CTE) programs serving higher educational facilities must have Advisory Committee's. These Advisory Committees are composed of SBVC faculty, local business, community and industry leaders along with other experts in the field who have extensive knowledge, and/or education, of the subject matter in which they are serving as committee members. These committee members offer the most up to date knowledge, expertise and guidance within their chosen field.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Division			
Advisory Committee	Member	Affiliation	Years on Committee
Academic Success			
Library Technology	Carter, George	San Bernardino County Law Library	8
	Erjavek, Ed	Director, San Bernardino Public Library	14
	Evena-Perry, Virginia	San Bernardino Valley College	10
	Gideon, Angie	San Bernardino Valley College	22
	Huston, Calia	San Bernardino Valley College	17
	Wall, Patty	San Bernardino Valley College	15
Applied Technology, Transportation, and Culinary Arts			
Aeronautics	Bonner, David	United Postal Service	3
	Burrows, Michael	Exec. Dir. SBD International Airport	3
	Byars, Chris	SBVC Aeronautics Faculty	1
	Casillas, David	SBVC/United Postal Service	2
	Fenton, Sherrie	SBVC Aeronautics Faculty	1
	Gablin, Theodore	SBVC Aeronautics Faculty	1
	Gibbs, Mark	San Bernardino Airport	3
	Guzman, Edmond	SBVC Aeronautics Faculty	1
	Halabi, Tarif	SBVC Aero Faculty Chair	2
	Hook, Rory	SBVC Aeronautics Faculty	2
	Hoyt, James	SBVC Aeronautics Faculty	4
	Moore, Allen	SBVC Aeronautics Faculty	8
	Orozco, Debbie	SBVC Counseling	1
	Pike, Mark	Jet Zone	2
	Pritchett, Catherine	San Bernardino Airport	1
	Rice, Larry	Old Guys CFI/SBVC	3

		Aero Faculty	
	Siddiqui, Rehan	World Wide Wings	2
	Snyder, Keith	Ontario Airport	2
	Teegarden, Thomas	SBVC Aeronautics Faculty	4
	Wilkerson, Kenneth	SBVC Aeronautics Lab Tech	2
Automotive Technician	Bodnar, William	SBVC Automotive Faculty	5
	Ferguson, Ed	Goodyear Tire	4
	Ferguson, Jim	Goodyear Tire	4
	Hinrichs, Guy	SBVC Automotive Faculty	8
	Jaramillo, Richard	SBVC Automotive Faculty	8
	Ramirez, Richard	SBVC Automotive Faculty	6
	Wilson, Don	SBVC Automotive Faculty	8
Automotive Collision	Bodnar, William	SBVC Automotive Faculty	4
	Bonar, Mark	Snap-On Tools	3
	Cruz, Curtis	Redlands High School	4
	Funn, Wayne	Funtastic Collision	5
	Loera, Manuel	SBVC Automotive Faculty	8
	Molina, Art	SBVC Automotive Faculty	3
	Oliver, Shawn	Thermo Air	3
	Paz, Oscar	Presta Products	4
	Reid, Paul	Pro Spray	4
	Russell, Jeff	SBVC Auto Professional Expert	4
	Scheurer, Mark	Genuine Auto Parts	5
	Sievers, Jerry	SBVC Automotive Faculty	6
	Williams, Mark	SBVC Automotive Faculty Chair	8
	Wilson, Randall	Wilson's Towing	5
Culinary Arts/Food and Nutrition	Ammerman, Drew	SYSCO	4
	Babin, Danny	SBVC Culinary Arts	2

		Faculty	
	Brewster, Kimberly	Public Health	3
	Geurds, Michael	Job Corps	4
	Hammond, Brian	Teen Challenge	3
	Martinez, Luis	Marriott Hotels	4
	Meyer, Stacy	SBVC Culinary Arts Faculty Chair	8
	Morgan, Marjorie	Apple Valley High School	3
	Moghaddam, Bobby	Riverside City College	3
	Schlinkert, Tamara	SBVC Culinary Arts Lab Tech	4
	Smith, Glenn	SBVC Culinary Arts Faculty	1
	Zardkoohi, Sohrab	SBVC Culinary Arts Faculty	1
Electricity/Electronics	Ababat, Anthony	SBVC Electricity Faculty	2
	Chase, Gerald	SBVC Electricity Faculty	8
	Corral, Lupe	SBVC OSHA Faculty	2
	Daraei, Khosrow	SBVC Electricity Faculty	4
	Dowlatabadi, Mohammad	SBVC Electricity Faculty	3
	Falls, Anthony	SBVC Electricity Faculty	5
	Halabi, Tarif	SBVC Electricity Faculty Chair	4
	Haz, Dik	Mettler Toledo	3
	Hill, Travis	SBVC Student	1
	Monin, Craig	Lons Electric	5
	Montgomery, William	SBVC Electricity Faculty	5
	Panjabi, Raj	Raneco	4
	Raya, Frank	Brenner Fieldler	3
	Romero, Markazan	SBVC Electricity Faculty	4
	Salazar, Sal	FedEx	4
	Saouli, Mohamad	DeVry University	5
	Trujillo, Albert	Sirius	3
	Valle, Samuel	SBVC Electricity Faculty	4
Machine Trades	Aguirre, David	California Steel	1
	Arenas, Miguel	Dixie Fabrication	1

	Gazelle, Eric	Gazelle Machining	1
	Hatch, Bill		1
	Hoehn, Taz	Wilden Pump	1
	Jankins, Brent	Dixie Fabrication	1
	Lopez, Judy	Microdyne Plastics, Inc.	1
	Martinez, Jesus	Trademark Plastics	1
	Moran, Chris	Wilden Pump	1
	Munoz, Erick	Precision Hermetic Technology	1
	Ortiz, Miguel	SBVC Machine Faculty	6
	Waltzer, Eric	MAT	1
	West, Todd	Wilden Pump	1
Heating, Ventilation, Air Conditioning/Refrigeration	Aguilera, Senobio	HVAC Faculty, Riverside City College	2
	Bianco, Al	Danfoss	2
	Bowlin, Brad	SBVC HVAC/R Faculty	1
	Buffum, Bennie		2
	Cortes, Manuel		2
	Duwel, Chris	SBVC HVAC/R Faculty	1
	Grable, Jon	Sporlan	2
	Halabi, Tarif	SBVC HVAC/R Faculty Chair	3
	Husein, Aziz	Climatec	5
	Karcher, Les	Carrier	1
	Kelly, Gary	Retired, SBVC	7
	Lawton, Phillip	Kaiser Permanente	6
	Lindeman, Dave	SBVC HVAC/R Faculty	6
	Mitchell, Tom		2
	Quiroz, Jose		2
	Ramirez, Alan		1
	Salvail, Oscar		2
	Shackleford, Rudy		2
	Sherman, Robert	Air-Heat	2
	Stinson, Brian		2
	Szumski, Ed	Retired SBVC HVAC Faculty	2
	Worley, Ed	Wingate	6
Transportation/Diesel	Barretta, Larry	Operating Engineers Training Trust	5
	Castellanos, Rene	Operating Engineers Training Trust	5

	Diskin, Les	SBVC Diesel Faculty	4
	Gutierrez, Juan	TCI Leasing	5
	Hernandez, Jose	TCI Leasing	5
	Johnson, Jessica	Penske	4
	Melancon, Berchman	SBVC Diesel Faculty Chair	6
	Nieuheid, Kurt	Penske	4
	Ramirez, Richard	SBVC Diesel Faculty	2
	Rosvall, Scott	SBVC Diesel Faculty	2
	Savietta, Do	Operating Engineers Training Trust	3
	Torres, Thomas	NAPA	4
	Vasquez, Timothy	SBCCD/EDCT	4
Water Supply Technology	Aguirre, Jennifer	San Bernardino Water Reclamation	2
	Ariza, Ernest	SBVC Water Faculty	5
	Armstead, Moria	SBVC Water Faculty	3
	Arrington, Shyrra	SBVC Water Student	3
	Baxley, Linda	Advanced Envrio. Technology	1
	Blackburn, Berlinda	Coachella Water District	1
	Brandon, Preston	SBVC Water Faculty	1
	Bratulin, Paul	SBVC Public Relations	.5
	Caldwell-Betties, Melita	SBVC Water Faculty Chair	6
	Canello, Nidia	SBVC Water Student	1
	Chan, Juanita	Rialto School District	1
	Childers, Karen	SBVC Foundation Director	1
	Coady, Andy	San Bernardino Water Reclamation	6
	Cruz, Michael	SBVC Water Tutor	5
	Earp, Suzie	CSUSB	2
	Firstenberg, Kathleen	CSUSB	2
	Haley, Craig	SBVC Water Student	1
	Hanford, Joseph	San Bernardino Water Reclamation	1
	Helman, Miki	Santa Ana Watershed Project Authority	1
	Hirano, Ryan	Santa Ana Watershed Project Authority	1
	Holiman, Thomas	SBVC Water Faculty	.5
	Huerta, Cindy	SBVC Outreach	1

	Johnson, Jacob	Cucamonga Water District	1
	Laari, Latif	Victor Valley Water District	1
	Letulle, Chander	Inland Empire Utilities Agency/SBVC Water Faculty	3
	Lopes, Rosa	Cucamonga Water District	3
	Loukeh, Alison	SBVC Water Faculty	6
	Maestas, Michael	SBVC Water Faculty	6
	Martinez, Deborah	West Valley Water District	3
	Majors, Michael	SBVC Water Student	2
	Mansell, Clarence	West Valley Water District	3
	Milroy, Patrick	SBVC Water Faculty	3
	Navarro, Gil	San Bernardino Water Department	2
	Opperman, Amanda	California Water Environment Association	1
	Osborn, Richard	SBVC Water Faculty	2
	Padilla, German	San Bernardino Water Reclamation	1
	Perez, Roberta	Cucamonga Water District	3
	Panjabi, Raj	Uneek Educational Solutions	.5
	Parker, Garry	SBVC Water Faculty	1
	Robertson, Deborah	City of Rialto Mayor	.5
	Reed, Carl	California Employment Development	2
	Rodriguez, Angel	SBVC Marketing	.5
	Schwartz, Rebecca	SBVC Water Faculty	6
	Simmons, Shannon	City of Redlands	1
	Sepulveda, Joe	City of Redlands	3
	Steele, Kathleen	San Bernardino CSS	3
	Sweeney, Michael	City of Hesperia	.5
	Sysawang, Brittany	EDCT Foundation	2
	Torner, Luis	Water Employee Services Agency	6
	Torres, Gisele	SBVC Water Student	.5
	Valladao, Gary	SBVC Water Faculty	6
	Valpone, Michael	Teledyne Batteries	.5
	Verholtz, Gary	SBVC Water Faculty	6
	Witherspoon, Boykin	CSUSB	3

Welding/Inspection	Barta, Christopher	CYR-Rop	3
	Bogner, Ed	Miller Sales	2
	Butris, Nabil	SBVC Welding Faculty	3
	Cacho, Bryce	SBVC Welding Faculty	3
	Campa, Mario	California Steel	2
	Estrada, Gil	SBVC Inspection Faculty	4
	Garcia, Jose	San Bernardino Steel	2
	Grossman, Jeremy	Airgas	3
	Hernandez, Ramon	SBVC Inspection Faculty	3
	Houts, Robert	SBVC Inspection Faculty	4
	Ito, Dennis	Lyman Engineering	3
	Krehbiel, Deanna	SBCCD/EDCT	2
	Milligan, Joshua	SBVC Welding Faculty Chair	3
	Moreno, Robert	Fontana High School	2
	Murphy, April	SBVC Welding Faculty	1
	Narvaez, Rene	SBVC Welding Faculty	1
	Plank, Alexander	SBVC Welding Faculty	1
	Rubio, Eddie	SBCCD/EDCT	2
	Smith, Bryan	UA Local 364 Apprenticeship Program	2
	Wellenstein, Nicholas	SBVC Welding Faculty	3
Arts & Humanities			
Graphic Design/Multimedia	Bartman, Vincent	Designer/Marketing ESRI	3
	Bourbeau, Ron	3D Designer, PlayDek Games Adjunct Instructor, SBVC, CHC., RCC – Norco	4
	Butterfield, John	Freelance Designer Adjunct Instructor, SBVC	5
	Caughman, Rick	Art at 5th Alley La Adjunct Instructor La Sierra University and	3

		SBVC	
	Cuny, Lucas	Instructor SBVC, RTF	0
	Fritz, Kathy	Lecturer, Texas University/Instructional Designer/Freelance Designer	0
	Gomez, Ed	Assistant Professor, CSUSB Director, Mexi Cali Biennial	3
	Houlihan, Frank	Lecturer, CSUSB/Freelance Designer	0
	Huntoon, Christopher	Student, SBVC	3
	Jon Kawa	Photographer, Jon & Karlie Photography Adjunct Instructor, SBVC	5
	Kawa, Karlie	Instructor, Platt College Adjunct Instructor, SBVC Freelance Designer	5
	Kates, Phillis	Owner, PK Designs	4
	Oakes, Andrew	Owner, Green Acres Designs Assistant Professor, CSUSB	4
	Ruiz, Xavier	Supplemental Instructor, SBVC	4
	Sasse, Gene	Owner/Photographer Gene Sasse Photogrpahy	3
	Zerovnik, Greg	Marketing and Advertising Consultant/Educator California Institute of Advanced Management, CSU Monterey Bay	4
Radio, Television & Film	Arias, Raymond	Lucas Oil	2
	Becerra, CeCe	Camera Operator 66ers and Dodgers, Editor KVCR	2
	Bibo, Kevin	Assistant Principal	17

		Career Technical Education Palm Desert High School	
	Billings, Mark	Pacific High School SBCD	1
	Curtis, Joey	Producer Director and KVCR	1
	Davis, Sheri	IE Film Commission VP	2
	Dulock, Rick	Radio Producer, KVCR	17
	Fisher, Kevin	Citrus Valley High School, Redlands	4
	Gell, Pam	Alumni and Broadcast Professional	1
	Hendrickson, Erick	Cajon High School SBSD	2
	Itskovich, Richard	Sony Distribution	1
	Kagle, Daniel	Grip/Lighting, Special Purpose Lighting	2
	Kendall, Lacey	KCAL DJ and CSUSB Faculty	1
	Lyons, Kevin	RTVF Adjunct prof	3
	Maddix, Ian	NBC	1
	Metts, C. Rod	CSUSB Professor	2
	Michaud, Natalie	Writer/ Producer	2
	Naveda, Nick	Filmmaker	1
	Rippetoe, James	RTVF Adjunct	11
	Rodriguez, Christian	UCR Media Specialist and CSUSB Adjunct	1
	Sandoval, Manny	PR Specialist, San Manuel	1

	Stoil, Guy	CRY-OP Teacher REV	2
	Stowell, Jason	Location Mangers, LMGI	1
	Taylor, Dan	IE Film Commission President	1
	Trehwella, Donna	KVCR Producer	7
	Trotter, James	Producer, CSUSB	2
	Mathew Trueba	RUSD Teacher RHS	3
	Vanderpoort, Shea	Cinematographer	1
Mathematics, Business & Computer Technology			
Accounting	Bowlby, Barb	Certified Public Accountant	9
	Chen, Ron	Professor, California State University, San Bernardino	9
	Courts, Janet	Accounting Professor, San Bernardino Valley College, Certified Public Accountant	13
	Huh, Sung-Kyoo Dr.	Accounting Professor, California State University, San Bernardino	9
	Jin, Jon	Accounting Professor, California State University, San Bernardino	9
	Kritzberg, Joan	Retired Certified Public Accountant	9
	Lillie, Rick Dr.	Certified Public Accountant	9
	Marion, David	Certified Public Accountant	9

	Orejel, Alicia	Certified Public Accountant	9
	Sarwar, Ghulam	Finance Professor, California State University, San Bernardino	9
	Taylor, Colleen	Certified Public Accountant	9
	Wilson, Matt	Certified Public Accountant	9
	Wilson, Matt	Certified Public Accountant	8
Business Administration	Alexander, Todd	Certified Public Accountant	9
	Assumma, Michael	Department Chair – Business, San Bernardino Valley College	13
	Austin, Robert	Vice President, Crawford Investment Company	9
	Collins, Rodney (DDS)	Orange Tree Dental, Redlands CA	9
	Galindo, Michael	District Manager, Firestone Bridgestone Corp	9
	Magness, John	Senior Vice President, Hillwood Investment Properties	9
	Newman, Eric	Department Chair-Marketing, California State University, San Bernardino	9
	Stauble, Vernon	Retired Business Professor, San Bernardino Valley College	11
	Underwood, Bruce	Business/Accounting Professor, San Bernardino Valley College	6
Computer Information Technology/Computer	Brady, Jason	Web Developer, San Bernardino	7

Science		Community College District	
	Brunke, Jeff	Network Engineer, San Manuel Indian Bingo and Casino	3
	Engel, Aline	Independent IT Contractor	3
	Gomez, Raymond	Systems Analyst, Stater Bros.	3
	Hughes, Christopher	Technical Services Manager, Loma Linda University Medical Center	4
	Lugo, Peter	Automated Systems Engineer, Arrowhead Regional Medical Center	3
	Mulcahy, Brandon	IT Manager, Enkosystems	5
	Nunn, Justin	Operations Manager, Dk MTN Enterprises	3
	Orpilla, Paul	Payment poster, Arrowhead Orthopedics	3
	Planscencia, Hector	Automated Systems Technician, Arrowhead Regional Medical Center	3
	Ramos, Cole	Operations Manager, UPS	3
	Shin, Yui	Teacher, Colton Redlands Yucaipa ROP	9
	Stanton, Karen	Coordinator - Western Academy Support & training Center, Networking Academy	9
Real Estate	Chatfield, Walter Dr.	Retired Economics Professor, San Bernardino Valley College	11
	Dulgeroff, James Dr.	Economics Professor, San Bernardino Valley College	11
	Kridle, Lyne	Administrative Executive, Inland Empire Institute of	9

		Estate Management (IREM) Certified Property Manager	
	Luevana, Maria	Tarbell Realty, Manager	9
	Nagy, John	Residential Appraiser, San Bernardino	9
	Nydam, Don	Totally for Kids, Owner Real Estate Investor	9
	Sims, Alan	General Appraiser Expert Witness – Loan Fraud	9
Retail Management	Assumma, Michael	Department Chair, Business – San Bernardino Valley College	13
	Etchinson, Ashley	Norco College	9
	Hall, Kelley	College of the Desert	9
	Ingoglia, Joe	Safeway/Vons Markets	9
	Jones, Laura	Stater Bros. Markets	9
	Kester-Phipps, Cherie	Western Association of Food Chains, Inc.	9
	Thomas , Vanessa	Chaffey College	9
	Van Dine, Barbara	Smart & Final/Henry's Markets	9
	Zubiate, Jennifer	Ralph's and Food 4 Less Markets	9
			13
Science			
Architecture	Anton, Michael	Instructor, SBVC	20
	Jorgensen, Judy Zak	Faculty, SBVC	20
	Sarenana, Chris	Instructor, SBVC	10
Graphic Information Systems (GIS)	Bangasser, Susan	Interim Dean, Science, SBVC	7
	Bjerke, Jennifer	Faculty, SBVC	3
	Burmudez, April	Student, SBVC	2
	Burnham, Lorrie	Former Dean, Science, SBVC	4

	Caldwell-Betties, Melita	Faculty, SBVC	2
	Chapman, Debbie	Cal Fire	6
	Cohen, Mike	UCR Herbarium Consortium	8
	Conrad, Robert	Instructor, SBVC and Riverside MWD	8
	Cruz, Michael	Alumnus, SBVC	6
	Davis, Cynthia (now Parker)	Alumna, SBVC and City of Corona	4
	DiBiase, David	ESRI	4
	Donoghue, John	Instructor, SBVC and Ironwood Consulting	3
	Enstrom, Vanessa	Santiago Canyon College	8
	Estrada, Nadia	Student, SBVC	2
	Gonzalez, Juan	Instructor, SBVC and Riverside MWD	7
	Hamilton, Sheila	Alumnus, SBVC	6
	Heibel, Todd	Faculty Chair, SBVC	8
	Hidalgo, Alma	Instructor, SBVC and Riverside Flood Control District	8
	Hrdlicka, Rick	Director, Technology Service, SBVC	8
	Ingram, Brace	Colton JUSD and CRY-ROP	8
	Johnson, Ben	Aerial Information Systems, Inc.	4
	Johnson, Debbie	Aerial Information Systems, Inc.	4
	Johnson, Wallace	Dean, Social Science, Human Development, and Physical Education, SBVC	4
	Jorgensen, Judy Zak	Faculty, SBVC	5
	Kelsen, Virginia	Chaffey JUSD	4
	King, Melissa	Faculty, SBVC	4
	Krizek, Jeffrey	Instructor, SBVC and City of Ontario	8
	Levesque, Robert	Manager, Workforce Development	7
	Lillard, Sheri	Faculty, SBVC	3
	Maniaol, Albert	Dean, Applied Technology, transportation, and Culinary Arts, SBVC	4
	Mielke, Jessi	ESRI	3
	Mukundan, Ramaa	Instructor, SBVC	7

	Murillo, Joan	Faculty, SBVC	5
	Nimako, Solomon	Instructor, SBVC and Apple Maps	8
	Parrish, Ruth	City of San Bernardino	7
	Pires, Romana	Faculty, SBVC	2
	Puentes, Deidre	CRY-ROP	2
	Robles, Matthew	Faculty, SBVC	3
	Rogers, Clover	Alumna, SBVC	7
	Rosales, Jessica	ESRI	2
	Sterling, Timothy	Student, SBVC	2
	Vasquez, Tatiana	Faculty, SBVC	3
	Weiss, Kay	Dean, Arts and Humanities, SBVC	5
Pharmacy Technology	Amador, Brian	Pharmacist, San Bernardino Community Hospital Pharmacy Instructor, SBVC	6
	Bangasser, Susan	Dean, Science (Retired) and SBVC Foundation	10
	Burnham, Lorrie	Interim Dean, Science, SBVC	4
	Chota-Ontiveros, Doris	Pharmacy Technician, Loma Linda Children's Hospital Pharmacy Instructor, SBVC	7
	DeCoursey, Ryan	Pharmacy Technician, Sales Manager	4
	Gascon, Mary	Pharmacy Technician Instructor, UEI	10
	Glenny, Scott	Pharmacist, Loma Linda Children's Hospital	10
	Halcon, John	Manager, Walgreens	10
	Hatter, James	Program Manager, CRY ROP Pharmacy Instructor, SBVC	15
	Lopez, Kim	Pharmacy Technician, Loma Linda Children's Hospital Pharmacy Instructor, SBVC	20
	Miles, Justin	Pharmacist Director at RCH	20

	Pooja, Mujumdar	Pharmacist CVS Pharmacy	10
	Seraj, Majid	Pharmacist, LLUMC	25
	Seraj, Robyn	Ascend Pharmaceutical, Pharmacy Technician Pharmacy Instructor, SBVC	25
	Wellls, Carol	Director/Associate Dean, Nursing Program, SBVC	3
	Williams, Sandra	Manager, CVS Pharmacy	20
Registered Nursing	Ankerman, Katheryn	Dignity/St. Bernardine's Med Ctr.	1
	Bangasser, Susan	Private	10
	Baze, Sue	Redlands Community Hospital	7
	Benart, Nancy	Redlands Community Hospital	1
	Booth, Kim	Arrowhead Regional Med Ctr.	2
	Brown, Pat	San Gorgonio Memorial Hospital	1
	Castillo, Yubitza	Adjunct	1
	Chitrathorn, Puttachart	Adjunct	7
	Cozart, Barbara	Community Hospital SB	20
	Cruze, Joan	Dignity/St. Bernardne's Med Ctr.	7
	D'Jhoanna, Kelley	Adjunct	4
	Davis, Hope	Dignity/St. Bernardne's Med Ctr.	1
	DeMarco, Sandi	Adjunct	15
	Drennan, Rynda	San Gorgonio Memorial Hospital	1
	Dubois-Eastman, Kim	Faculty	4
	Duran, Shirlee	Adjunct	1
	Fender, Rochelle	Faculty	8
	Freude, Gayle	San Gorgonio Memorial Hospital	3
	Hardas, Daisey	Arrowhead Regional Med Ctr.	2
	Henry, Michelle	Adjunct	1
	Hill, June	Faculty	22
	Horn, Jaqueline	Adjunct	2
	Hubbell, Daniel	Adjunct	1

	Huddell, Ravanzo	Adjunct	1
	Jackson, Beverlyn	Adjunct	4
	Kappattil, Reshmi	Adjunct	3
	Lola, Tawnia	Jerry L. Pettis Memorial VA Hosp.	1
	Lopez-Flores, Doris	Adjunct	1
	Mahoe, Shyla	Adjunct	2
	Massad, Sana	Faculty	1
	Maurizi, Tamara	Faculty	21
	Morkas, Mona	Dignity/St. Bernardne's Med Ctr.	1
	Nelson, Kim	San Gorgonio Memorial Hospital	7
	Nolan, Rosilyn	Community Hospital SB	21
	Obra, Violeta	Faculty	14
	Ornelas, Carmelita	Adjunct	4
	Ortiz, Grace	Adjunct	8
	Padgett, Desiree	Adjunct	4
	Pascale, Melody	Adjunct	1
	Puerto, Sofia	Jerry L. Pettis Memorial VA Hosp.	15
	Schroder, Geoff	Adjunct	10
	Simental, Yolanda	Faculty	7
	Sumar, Shahla	Adjunct	2
	Tran, Bao	Adjunct	8
	Tumang, Mimi	Adjunct	1
	Valdez, Maria	SBVC Psych Tech	6
	Vara, Richard	Adjunct	6
	Weaver, Teresa	Faculty	2
	Wells, Carol	Asst. Dean	4
	Wysocki, Gwen	Loma Linda University Med Ctr.	15
	Young, Cora	Dignity/St. Bernardne's Med Ctr.	1
Psychiatric Technology	Aguilar-Kitibutr, Ailsa	SBVC	5
	Ahaiwe, Linda	RPAC	1
	Akers, Elaine R	SBVC	8
	Alfano-Wyatt, Marcia	SBVC	20
	Allen, Charles	Patton	1
	Asif, Obed	Patton	15
	Beasley, Larry	Canyon Springs	18
	Brown, Cinde	Patton	2
	Cretarola, Scott	ARMC	5
	Dana Lozano, Heather	SBCUSD Cajon	1
	Dietz, Sarah	SBVC	5
	Dubois-Eastman, Kim	SBVC	8

	L.		
	Escamilla, Micah	SBVC	1
	Estrada, Laura	SBVC	2
	Giese, Eric	Patton	2
	Gonzales, Manuel	SBCUSD Cajon	1
	Goul, Kim	SBVC/ARMC	1
	Gutierrez, Nereida	SBCUSD Anderson	8
	Hardas, Daisey	ARMC	2
	Harris, Christine	SBVC	3
	Hayes, Edward	Patton	10
	Khan, Naveen	SBVC	1
	Klingstrand, Marianne	SBVC	20
	Malone, Candice	Patton	10
	Martinez, Isabelle	Patton	15
	Massad, Sana	SBVC	2
	Maurizi, Tamara L.	SBVC	20
	Molle, Laura	SBVC	6
	Okonkwo, Bernadette	SBVC	1
	Penniman, Walter	SBVC	4
	Puentes, Deidra	CRY-ROP	1
	Ravano, Hudel	SBVC	6
	Reeves-Maxey, La Tanya	SBCUSD Anderson	8
	Reyes, Jun	Patton	15
	Reynolds, Avuse	Canyon Springs	18
	Richard, Rose	Patton	5
	Scates, Cheryl	Canyon Springs	2
	Seraj, Robyn	SBVC	2
	Shaw, Marvin	SBCUSD Cajon	1
	Stowell, Jeni	Canyon Springs	18
	Trusheim, Deb	SBVC	1
	Valkenburg, Jean	CRY-ROP	1
	Wagner, Carol	Del Rosa Villas	1
	Weaver, Teresa	SBVC	5
	Weber, Peggy	SBVC	1
Social Sciences, Human Development & Physical Education			
Child Development	Adams, Kathryn	SBVC Child Development, Contract Faculty Co-Chair	21
	Arth, Patty	Redlands Day Nursery, Site Director	2
	Barnett, Kellie	SBVC Child Development, Contract Faculty	14

	Bogarin, Alex	Rialto Unified School District, Early Education Administrator	2
	Castaneda, Delia	SBCUSD Child Development Coordinator, Child Development Program-San Bernardino	2
	Drew, Linda	San Bernardino Teddy Bear Tymes Child Development Center, Director	9
	Knight, Denise	SBVC Child Development, Contract Faculty Co-Chair	23
	Krause, Judy	ULV LaVerne Regional Academic Coordinator	2
	Krizek, Pat	Rialto Unified School District, Director Early Education	3
	McLaren, Meridyth	CHC Child Development, Faculty Chair	11
	Price, Brandi	SBVC Child Development, Adjunct Faculty	5
	Thompson, Melissa	Moreno Valley College Child Development, Contract Faculty	4
	Wagner, Tamera	Yucaipa Inland Preschool Director, SBVC Child Development Adjunct Faculty	0
	Wallick, Amber	SBVC Child Development, Adjunct Faculty	3
	Wasbotten, Deborah	CHC, Child Development Center Director	6
	Wilcox-Herzog, Amanda	CSUSB Human Development, Contract Faculty	6
Criminal Justice	Cervantes, Brian	San Manuel	2

		Department Public Safety Training Manager	
	Chencharick, John	Police Academy Faculty	10
	Croy, Jeremy	Administration of Justice Department Chair	0
	Dennis, Paul	SBVC Police Academy Director	2
	Dorough, Jeremy	Beaumont Police Department Lieutenant	4
	Gonzales, Amelia	Criminal Justice Secretary	4
	Green, Kenneth	San Bernardino Administration of Justice Adjunct	2
	Gutierrez, John	San Bernardino City Unified School District Sergeant	2
	Jackson, Alvin	San Bernardino Community College District Chief	1
	Johnson, Wallace	San Bernardino Valley College Dean	3
	Lewis, Rosalind	SBVC Police Academy Coordinator	0
	Moore, Robert	San Manuel Department Public Safety Training Manager	1
	Paulino, Joseph	San Bernardino County Unified School District Chief	10
	Zour, Brett	San Bernardino Sheriff's Training Facility Captain	2
Human Services	Bolter, Richard	Riverside County DUI Coordinator	2
	Chagolla, Daniel	Cedar House Life Change Center Director/CEO	2
	Degnan, Russel	New Hope Director of Operations	2
	Honn, Ron	Director of New Origins Recovery, and SBVC Human	0

		Services Adjunct Faculty	
	Hughes, Tina	San Bernardino Recovery Center, Inland Valley Recovery Services, Coordinator	3
	Lozano-Cox, Maria	SBVC Human Services Adjunct Faculty	8
	Moneymaker, Melinda	SBVC Human Services Assistant Professor/Faculty Chair	8
	Nelson, Brandy	SBVC Human Services Contract Faculty	5
	Prewitt, Cynthia	SBVC Human Services Adjunct Faculty	8
	Ruiz, Angelica	San Bernardino County Technical Assistance Department Program Coordinator	2

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Dina Humble, Vice President, Instruction, SBVC 
DATE: October 10, 2019
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the SBVC curriculum modifications.

OVERVIEW

The courses, certificates, and degrees at SBVC 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 2019-2020 or 2020-2021 College Catalog.

INSTITUTIONAL VALUES

II. Learning Centered Institution for Student Access, Retention, and Success.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
October 10, 2019

CORRECTIONS

Corrections may be necessary based off of feedback from the State Chancellor's Office and/or the ACCJC

COURSE CORRECTION

Correction to the 2019-2020 College Catalog

Course ID: CRMJUS 059
Units: 16.5
Rationale: Updating units from 16 to 16.5 to align with previously approved hours.
Previous Board Approval: 06/08/2017
Effective: Fall 2019

COURSE CORRECTION

Addition to the 2020-2021 College Catalog

Course ID: MACH 070
Course Title: Computer Numerical Control Programming (CNC) I
Lecture: 1 contact hour(s) per week
16 - 18 contact hours per semester
Laboratory: 6 contact hour(s) per week
96 - 108 contact hours per semester
Catalog Description: This course focuses on basic numerical control programming and emphasizes math used for toolpath geometry, and the use of a computer CNC Software simulator for verifying toolpath geometry calculations.
Schedule Description: This course focuses on basic numerical control programming and emphasizes math used for toolpath geometry, and the use of a computer CNC Software simulator for verifying toolpath geometry calculations.
Rationale: Updating course from content review to modification. Updating title, lecture and lab hours, and course descriptions.
Previous Board Approval: 06/20/2019
Effective: Fall 2020

COURSE CORRECTION

Addition to the 2020-2021 College Catalog

Course ID:	MUS 135
Prerequisite:	MUS 134, MUS 102, MUS 102L, or an audition with the instructor.
Rationale:	Updating prerequisite from MUS 134A to MUS 134 due to previous curriculum modifications.
Previous Board Approval:	06/20/2019
Effective:	Fall 2020

COURSE CORRECTION

Addition to the 2020-2021 College Catalog

Course ID:	MUS 170x2
Catalog Description:	This course presents the beginning concepts of Jazz improvisation skills and Jazz theory. Emphasis is placed on swing, bebop, and blues. This course is open to instrumentalists and vocalists. An audition with the director is mandatory for participation in this ensemble. (Formerly MUS 170)
Schedule Description:	This course presents the beginning concepts of Jazz improvisation skills and Jazz theory. Emphasis is placed on swing, bebop, and blues. This course is open to instrumentalists and vocalists. An audition with the director is mandatory for participation in this ensemble. (Formerly MUS 170)
Rationale:	Updating course descriptions to include formerly note.
Previous Board Approval:	06/20/2019
Effective:	Fall 2020

COURSE CORRECTION

Addition to the 2020-2021 College Catalog

Course ID:	MUS 171x2
Catalog Description:	This course presents the intermediate to advanced concepts of Jazz improvisation skills and Jazz theory. This is an ensemble with emphasis placed on modal and pentatonic scales, hard bop style, and modern jazz. An audition with the director is mandatory for participation in this ensemble. (Formerly MUS 171)
Schedule Description:	This course presents the intermediate to advanced concepts of Jazz improvisation skills and Jazz theory. This is an ensemble with emphasis placed on modal and pentatonic scales, hard bop style, and modern jazz. An audition with the director is mandatory for participation in this ensemble. (Formerly MUS 171)
Rationale:	Updating course descriptions to include formerly note.
Previous Board Approval:	06/20/2019
Effective:	Fall 2020

COURSE CORRECTION

Correction to the 2019-2020 College Catalog

Course ID: SOC 100, SOC 110, SOC 120, SOC 130, SOC 135, SOC 141, SOC 145, SOC 150
Rationale: Updating effective date from Fall 2020 to Fall 2019.
Previous Board Approval: 05/16/2019
Effective: Fall 2019

COURSE CORRECTION

Correction to the 2019-2020 College Catalog

GRAPHIC DESIGN ASSOCIATE OF ARTS DEGREE

To graduate with a specialization in Graphic Design, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total =60 units). The art courses chosen should reflect the individual student's interests.

REQUIRED COURSES		UNITS
ART 100	Art History: The Stone Age to the Middle Ages	3
ART 120	Two-Dimensional Design	3
ART 124A	Beginning Drawing	3
ART 145	Fundamentals of Graphic Design	3
ART 148	Beginning Computer Graphic Design	3
ART 161	Digital Photography	3
CHOOSE ONE ART HISTORY COURSE LISTED BELOW		
ART 102	Art History: Renaissance to Present	3
ART 102H	Art History: Renaissance to Present - Honors	3
ART 105	History of Modern Art	3
ART 107	Art History: Africa, Oceania and the Americas	3
ART 108	Art of Mexico and Mesoamerica	3
RECOMMENDED COURSES		
ART 121	Three-Dimensional Design	3
ART 126A	Beginning Painting	3
ART 132A	Beginning Life Drawing	3
ART 149	Intermediate Computer Graphic Design	3
ART 180	Beginning 3D Computer Animation	3
ART 185	Beginning Website Design	3
BUSAD 100	Introduction to Business	3
TOTAL UNITS		21

Rationale: Updating units from 24 to 21.
Previous Board Approval: 06/20/2019
Effective: Fall 2019

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Diana Rodriguez, President, SBVC
Dr. Kevin Horan, President, CHC
Kristina Hannon, Executive Director, Human Resources
DATE: October 10, 2019
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 budget



Adjunct and Substitute Academic Employees

Submitted for Board Approval October 10, 2019

[v.9.20.2019.p.1|1]

Crafton Hills College – Academic Year 2019-20

	Course Subject	Discipline per Minimum Qualifications
Clark, Alyssa	English	English

San Bernardino Valley College – Academic Year 2019-20

	Course Subject	Discipline per Minimum Qualifications
Cantos, Michael A.	Physics	Physics
Carlile, Bradley	Aeronautics	Aeronautics
Castro, Aurea M.	Nursing	Nursing
Chiem, Vinh	Student Development	Student Development
Eshun, Oliver	Biology	Biology
Gonzalez, Pedro	Student Development	Student Development
Harmon, Lacey	Mathematics	Mathematics
Henry, Michelle	Nursing	Nursing
Hosford, Tim	Library Technology	Library Technology
Jauregui, Janeth	Adjunct Counselor	Adjunct Counselor
Jauregui, Janeth	Student Development	Student Development
Jehi, Tony	Food and Nutrition	Food and Nutrition
Kunkel, Cory	Biology	Biology
Laguna, Tania	Student Development	Student Development
Mendoza, Felicia	Tutoring Center	Tutoring Center
Reyes, Elliott	Athletics	Athletics
Rivera, Ignacio	Biology	Biology
Seager, Charles	Mathematics	Mathematics
Stayton, Michael	Automotive	Automotive
Tariq, Ayesha	Biology	Biology
Vazquez, Oscar	Nursing	Nursing
Villanueva, Romana	Adjunct Counselor	Adjunct Counselor
Villanueva, Romana	Student Development	Student Development
Wallace, Christopher	Adjunct Counselor	Adjunct Counselor
Wallace, Christopher	Student Development	Student Development

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: October 10, 2019
SUBJECT: Consideration of Approval to Appoint Temporary Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of temporary academic employees per the attached list.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

It is essential that each position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of these appointments is included in the appropriate budget.



Appointment of Temporary Academic Employees

Submitted for Board Approval October 10, 2019

[v.9.20.2019.p.1|1]

	From	To	Range & Step	Rate	Fund	Live Scan Clearance
Lochard, Armone Director, MESA SBVC Instruction	8/15/19	12/31/19	D6	\$457.48 per day	Office of Instruction and Matriculation General	10/19/17
Youssef, Suzann Instructor, Chemistry CHC Social, Information & Natural Sciences	8/19/19	12/31/19	TBD*	TBD*	Chemistry General	8/9/16
Mills, Lisa Counselor, Veteran's Resource Center CHC Student Services	10/14/19	6/30/20	TBD*	TBD*	Strong Workforce	10/26/17

*Salary placement to be determined upon verification of education and experience.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Diana Rodriguez, President, SBVC
Dr. Kevin Horan, President, CHC
Kristina Hannon, Executive Director, Human Resources

DATE: October 10, 2019

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 October 10, 2019

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San Bernardino Valley College

	Not to Exceed					Project
	From	To	Hours	Rate	Amount	
Ababat, Anthony Strong Workforce Program Grant	10/11/19	12/20/19	120	\$52	\$6,240	Collaborating with industry partners/outreach and recruitment for the solar project
Gablin, Theodore Aeronautics Program General Fund	10/11/19	12/20/19	40	\$52	\$2,080	Additional hours necessary in coordinating and facilitating the moving of the aircraft donation
Jackson, Davil Strong Workforce Program Grant Fund	10/11/19	12/20/19	120	\$52	\$6,240	Collaborating with industry partners/outreach and recruitment for the regional SWP apprenticeship project
Lee, Dirkson Office of Instruction General Fund	9/13/19	12/31/19	90	\$52	\$4,680	Mr. Lee will be assisting in the Tutoring Center with evening coverage <i>Ratification: The Non-Instructional Faculty was a late fall hire and missed the September board date due to the recent expansion of an additional academic support lab.</i>
Lewis, Rosalind Extended Police Academy General Fund	10/11/19	12/31/19	422	\$52	\$21,944	Coordinator for police academy
Marrs, Tracy Office of Instruction General Fund	8/20/19	9/26/19	36	\$52	\$1,872	Mrs. Marrs will be assisting in the Math and Science Success Center with evening coverage <i>Ratification: The Non-Instructional Faculty was a late fall hire and missed the August board date due to the recent expansion of an additional academic support lab.</i>
Mendoza, Felicia Office of Instruction General Fund	9/9/19	12/31/19	255	\$52	\$13,260	Ms. Mendoza will be assisting in the Math and Science Success Center with evening and weekend coverage <i>Ratification: The Non-Instructional Faculty was a late fall hire and missed the August board date due to the recent expansion of an additional academic support lab.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 10, 2019

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San Bernardino Valley College

	Not to Exceed					Project
	From	To	Hours	Rate	Amount	
Ortiz, Miguel Strong Workforce Program Grant Fund	10/11/19	12/20/19	120	\$52	\$6,240	Collaborating with industry partners/outreach and recruitment for the regional SWP apprenticeship project.
Porras, Michael Office of Instruction General Fund	8/19/19	12/31/19	460	\$52	\$23,920	Mr. Porras will be assisting in the Math and Science Success Center with evening and weekend coverage <i>Ratification: The Non-Instructional Faculty was a late fall hire and missed the August board date due to the recent expansion of an additional academic support lab.</i>
Regner, Don Strong Workforce Program Grant Fund	10/11/19	12/20/19	120	\$52	\$6,240	Collaborating with industry partners/outreach and recruitment; developing non-credit courses/programs in ELECTRICITY/ELECTRONIS
Seager, Charles Mathematics Division General Fund	9/4/19	12/20/19	144	\$52	\$7,488	Faculty Lead - Student Success Center <i>Ratification: Mr. Seager started prior to board approval as a result of staffing needs (faculty oversight) that became apparent with the opening of the second Tutorial Center.</i>
Tarango, Miguel RTVF-Multimedia Fund	10/11/19	12/31/19	16	\$52	\$832	RTVF/IEMA Workshops - editing work flow, composition, color correction.
Trewhella, Donna RTVF-Multimedia Fund	10/11/19	1/31/20	16	\$52	\$832	RTVF/IEMA Workshops - Basic lighting, camera operations.
Vasquez, Reyes Strong Workforce Program Grant Fund	10/11/19	12/20/19	20	\$52	\$1,040	Collaborating with industry partners/outreach and recruitment; developing non-credit courses/programs in the HVAC/R Program



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 10, 2019

[v.9.20.2019.p.3]8]

San Bernardino Valley College

	Not to Exceed					Project
	From	To	Hours	Rate	Amount	
Wahab, Abena Office of Instruction General Fund	9/3/19	12/31/19	119	\$52	\$6,188	Mrs. Wahab will be assisting in the Math and Science Success Center with evening coverage. <i>Ratification: The Non-Instructional Faculty was a late fall hire and missed the August board date due to the recent expansion of an additional academic support lab.</i>
Williams, Adrian Office of Instruction General Fund	8/20/19	12/20/19	71	\$52	\$3,692	Rim on-site faculty coordinator - open classes, help with student traffic, liaison between Rim High School and SBVC. <i>Ratification: This faculty will be working at Rim of the World High School. The name was given to division late, and we were not able to submit for July board.</i>
Williams, Susan Office of Instruction General Fund	8/20/19	12/20/19	170	\$52	\$8,840	Rim on-site faculty coordinator - open classes, help with student traffic, liaison between Rim High School and SBVC. <i>Ratification: This faculty will be working at Rim of the World High School. The name was given to division late, and we were not able to submit for July board.</i>

Crafton Hills College

	Not to Exceed					Project
	From	To	Hours	Rate	Amount	
Baldwin, Spencer Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 10, 2019

[v.9.20.2019.p.4|8]

Crafton Hills College

	Not to Exceed					Project
	From	To	Hours	Rate	Amount	
Bartlett, Ryan Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Bridges, Andrew Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Burkhart, Angelina Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Castillo, Andrew Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Cervantez, Jeff Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Costello, Gerarda Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
De la Pena, Susana Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
DiBartolo, Cheryl Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 10, 2019

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Crafton Hills College

	Not to Exceed					Project
	From	To	Hours	Rate	Amount	
Doucette, Eric Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Dudash, Leigh Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Gill, Jon Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Hawkins, Judith Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Hellerman, Steve Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
House, Kevin Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Hughes, Richard Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Jacques, Paul Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 10, 2019

[v.9.20.2019.p.6]8

Crafton Hills College

	Not to Exceed					Project
	From	To	Hours	Rate	Amount	
Jimenez, Sabrina Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Jraisat, Issa Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Langenfeld, Elizabeth Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Ledoux, Janine Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Mansourian, Farhad Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Matsuda, Stanley Guided Pathways	9/13/19	12/20/19	8	\$52	\$416	AB-705 Training for Math <i>Ratification: Received faculty name after deadline.</i>
McKee, Julie Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
McNamara, Lawrence Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Micham, Wendy Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 10, 2019

[v.9.20.2019.p.7|8]

Crafton Hills College

	Not to Exceed					Project
	From	To	Hours	Rate	Amount	
Moreno, Melissa Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Morgan, Douglas Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Nambela, Grace Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Reid, Shirley Guided Pathways	9/13/19	12/20/19	8	\$52	\$416	AB-705 Training for Math <i>Ratification: Received faculty name after deadline.</i>
Robles, Joshua Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Rodriguez, Natividad EOPS	10/21/19	5/22/19	280	\$54	\$15,120	EOPS Adjunct Counseling
Simonson, Scott Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Stevens, Sara Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Urbanovich, James Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 10, 2019

[v.9.20.2019.p.8]8

Crafton Hills College

Not to Exceed						
	From	To	Hours	Rate	Amount	Project
Wassing, Amy Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Weiler, Lindsay Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Williams, Gary Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.
Zepeda, Isidro Honors Program General Fund	10/11/19	12/20/19	10	\$52	\$520	Faculty member will work with Honors students to customize their projects and depend knowledge of course subject matter.

District Office

Not to Exceed						
	From	To	Hours	Rate	Amount	Project
Anderson, Jonathan Human Resources General Fund	8/7/19	8/7/19	1	\$52	\$52	Hiring Committee for Schedule/Catalog Data Specialist <i>Ratification: Paperwork not received prior to previous board item due date.</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Dr. Kevin Horan, President, CHC
Diana Rodriguez, President, SBVC
Kristina Hannon, Executive Director, Human Resources
DATE: October 10, 2019
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.

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 October 10, 2019

[v.9.25.2019.p.1|1]

Faculty Chair – 2019-2020 Academic Year*

		Stipend
Grabow, James (Co-Chair)	CHC Counseling	\$3,300.00
Rivera, Ernesto (Co-Chair)	CHC Counseling	\$2,612.50
Xayaphanthong, Soutsakhone (Co-Chair)	CHC Counseling	\$687.50
		\$3,300.00

**Mr. Grabow and Ms. Xayaphanthong were approved on June 20, 2019 as Faculty Co-Chairs. Ms. Xayaphanthong is resigning as Co-Chair after accepting the position of Interim Director of Outreach and Educational Partnerships as of September 13, 2019.*

Assistant Coach – Fall 2019*

		Stipend
Middleborn, Samantha	SBVC Volleyball	\$5,000.00
Gustafson, Keith	SBVC Volleyball	\$5,000.00

**Amendment of August 8, 2019 board approval. Ms. Middleborn will be taking over for Mr. Gustafson who recently resigned this coaching position.*

Other Stipends – Spring 2019*

		Stipend
Khan, Naveen	SBVC Nursing	\$832.00
Weaver, Teresa	SBVC Psychiatric Technology	\$832.00

**These faculty were approved to work on the accreditation report but were inadvertently left off the list.*

Other Stipends – Fall 2019*

		Stipend
Caughman, Rick	SBVC ART	\$2,000.00
Cuny, Lucas	SBVC RTVF	\$2,000.00
Trewhella, Donna	SBVC RTVF	\$2,000.00

**The Project-based Learning grant information was received too late to allow the division to make this request at an earlier Board meeting.*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: October 10, 2019
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 October 10, 2019

[v.9.20.2019.p.1|1]

	Effective Dates	Range & Step	Annual Salary	New or Replacing	Fund	Live Scan Clearance
Curtis, Joey Interim Manager, Production DIST KVCR	10/11/19 to 12/31/19	14A	\$94,552	Timothy Style	KVCR	2/6/19

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: October 10, 2019
SUBJECT: Consideration of Approval of Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the Management job descriptions as attached.

Proposed	New or Replacing
Associate General Manager, Director of Operations, Production & Technology Management Schedule, Range 21	Director of Operations, KVCR Management Schedule, Range 19
Assistant General Manager, Director of First Nations Experience (FNX) Channel Management Schedule, Range 20	Director of First Nations Experience (FNX) Channel Management Schedule, Range 19
Assistant General Manager, News Director Management Schedule, Range 20	New

OVERVIEW

The attached job descriptions have been developed to accurately reflect the intent and nature of each position.

ANALYSIS

The attached job descriptions reflect the representative duties and responsibilities, as well as the appropriate minimum qualifications, for each position.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Associate General Manager, Director, of Operations, KVCR Production & Technology

Management Range: 19-21

Board Approved: 07/13/2017 Pending P. 1 | 8

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Under the administrative direction of the ~~appropriate administrator, the~~ General Manager-Executive Director, Operations, KVCR of Broadcast Media Systems, the Associate General Manager-Director of Operations Production and Technology manages the operations of EMPIRE | KVCR's channels including Radio, Television, Digital and News properties to include but not limited to the supervision of assigned staff, budget administration, planning and programming; ~~coordinates the , oversight of~~ engineering, ~~external fund raising and compliance with the Federal Communications Commission (FCC), the Public Broadcasting Service (PBS) and the Corporation for Public Broadcasting (CPB).~~ The Director of Operations, KVCR creates and executes the long-range plans for the channels, legal compliance, growth and development, staffing, programming digital ecosystems. Additional areas of oversight include OTT, VOD, SVOD, AVOD, Live Streaming, mobile applications, social media, technical needs management, equipment, signal expansion, fund-raising marketing, and academic pathway support, with the goal of improving the station's service to the District and the community. The Director of Operations, KVCR is also responsible for the preparation of all required reports. As the Director of Operations, KVCR, of the channels, the incumbent functions as the administrator of the channel's broadcast, online, operations and content. In this capacity, the incumbent reports to the General Manager and is charged with the responsibility of planning, organizing and administering the public service television channel's operations and related activities.

The Associate General Manager, Director of Operations & Broadcast Media Systems creates and executes the long-range plans for the stations budgetary, technical, brand, broadcast, production, studio operations, digital and content strategies. This position is establishes benchmarks and analyzing station data to develop and assist in the strategic planning and direction, whereby ensure maximum efficiency, ratings, and revenue across all platforms.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans and directs the activities related to ~~a public broadcast network operation~~ media operations of EMPIRE | KVCR.
2. ~~Manages~~ Oversees and participates in the management of a "dual licenses" public broadcast station.
3. Oversee, lead, coordinate and motivate peers, volunteers, staff, and student workers.
- 2-4. Guides and directs the hiring, evaluation, promotion and termination of full-time and Management, Classified and (Professional Experts) part-time employees.
5. Meets, coordinates and consults with operational board and stakeholder groups.
3. ~~Monitors the public broadcast activities and make necessary improvements to enhance programming format and operations.~~



Associate General Manager, Director, of Operations, KVCR Production & Technology

Management Range: ~~19-21~~

Board Approved: ~~07/13/2017~~ Pending P. 2 | 8

- ~~4-6. Analyzes the programming needs of the public and creates the appropriate content programming aligned with Federal Communications Commission ("FCC") rules and regulations and EMPIRE | KVCR ethics, standards and policies; assigns producers, managers and assistant managers to develop and implement programs.~~
- ~~5. Confers and participates with the KVCR Promotion and Development departments regarding special programs, events and fund raising activities.~~
- ~~7. Ensure program content complies with Federal Communications Commission ("FCC") rules and regulations and EMPIRE | KVCR ethics, standards and policies.~~
- ~~6. Plans, monitors, maintains and administers organizes the operation of the budget.~~
- ~~7. Prepare television channel in accordance with Federal Communications Commission ("FCC") rules and submits cash flow analysis to Fiscal Services.~~
- ~~8. Prepares regulations and submits budget to actuals and forecasting analyses to Fiscal Services.~~
- ~~9-8. Ensures internal controls over financial reporting at EMPIRE | KVCR are operating effectively ethics, standards and policies.~~
- ~~10. Reviews the KVCR accountant's bank reconciliations and journal entries for accuracy, completeness and validity.~~
- ~~11. Prepares, reviews, and certifies required financial reporting (including KVCR's annual audited financial statements).~~
- ~~12. Establishes policies, procedures and goals for the channels by estimating needs for content and technology.~~
- ~~13-9. Establishes Establish department goals, objectives and strategies; develops develop and implements implement programs and activities to accomplish goals, foster EMPIRE | KVCR's position in the market and improve the operations at KVCR.~~
- ~~10. Analyze problems, identify alternative solutions, forecasts consequences of proposed actions and implement recommendations in support of station goals.~~
- ~~11. Participate in the development and administration of goals, objectives, and procedures for assigned areas. Gather and analyze data and situations and make appropriate decisions.~~
- ~~12. Ensures Establish policies, procedures, and goals for the broadcast and digital channels by estimating station growth needs for content and technology; including ATSC 3.0 and tower related infrastructure activities.~~
- ~~13. Direct and coordinate all phases of program content complies with all production including development, writing, digital delivery, and social strategies.~~
- ~~14. Ensure the brand is used correctly and appropriately across the public media system and other district and divisional partners.~~
- ~~15. Will define operational priorities, and drive flawless performance identifying risks early, planning contingencies and reacting to issues in real-time to solve problems.~~
- ~~14-16. Attends conferences, meetings and industry events, monitoring all public broadcast activities; use this information to make any necessary state and Federal laws, regulations, and requirements as well as KVCR improvements that will enhance programming policies format and requirements. operations.~~



Associate General Manager, Director, of Operations, KVCR Production & Technology

Management Range: 19-21

Board Approved: ~~07/13/2017~~Pending P. 3|8

- ~~15. Ensures completion of and compliance with necessary public file reports, annual CPB Station Activity Surveys, Equal Employment Opportunity (EEO) mandates, charity registration with state Attorney General, Occupation Safety & Health Administration (OSHA) regulations, or other necessary local, state and Federal filings.~~
- ~~16. Develops and implements, in collaboration with the Development Director, a strategy and long-range plan for organizational sustainability.~~
- ~~17. Identifies, cultivates, supports and oversees KVCR's development efforts.~~
- ~~18-17. _____ Develops, plans and coordinates~~Develop, plan and coordinate community service programming and operations of the television channels resulting in high-quality broadcasting services to ~~the inland Empire~~Inland Southern California and the nation.
- ~~18. Confers and participates with the Fundraising, Membership and Development departments regarding special programs, events, pledge and fundraising activities. _____~~
- ~~19. Anticipates, prevents and resolves difficult and/or sensitive inquiries, conflicts and complaints.~~
20. Establish and maintain high broadcasting standards.
- ~~21. Prepares, submits~~Collaborative partner with other teams and administers grants~~stakeholders in pursuit of shared objectives.~~
- ~~22. Serve as a partner and resource for member stations, internal departments, and other stakeholders to implement co-branded content across all platforms.~~
- ~~23. Lead effort with PBS producers and partners to align on co-branding to build stewardship across the public television channel~~EMPIRE | KVCR content ecosystem.
- ~~24. Inspire and empower staff, stations, producers, and others to leverage and optimize brand in their daily work.~~
- ~~25. Direct strategy and brand vision with senior leadership and internal stakeholders.~~
- ~~26. Leverage brand research and audience insights to identify, develop, strengthen and evolve brand identity across digital and traditional platforms.~~
- ~~19-27. _____ Provide strategic leadership, reporting and guidance to the cross-functional district and division partners.~~
- ~~20-28. _____ Prepares, maintains and submits reports, licenses, and applications to relevant state and federal agencies.~~
- ~~21-1. _____ Meets, coordinates and consults with operational board and stakeholder groups.~~
- ~~22. Represents the television channel at professional meetings.~~
- ~~23. Develops and maintains community engagements.~~
- ~~24. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.~~
- ~~25-29. _____ Performs related duties as required.~~

ADMINISTRATION DUTIES



Associate General Manager, Director, of Operations, KVCR Production & Technology

Management Range: 19-21

Board Approved: ~~07/13/2017~~Pending P. 4|8

The Associate General Manager-Director of Operations, Production and Technology, in coordination with the General Manager-Executive Director, implements EMPIRE | KVCR's administrative, budgeting, digital, technical, strategic and production processes and functions. The Associate General Manager-Director of Operations, Production and Technology will aim to spend budgets as effectively as possible and suggested spending priorities on staffing, productions, technology milestones and equipment needs for the next fiscal year.

STATION AND COMMUNITY OUTREACH

The Associate General Manager-Director of Operations, Production and Technology maintains an ongoing effective relationship with various EMPIRE | KVCR departments, the Community College District, Strategic Partners, and the local community. The Associate General Manager-Director of Operations, Production and Technology will be asked to make appearances at various EMPIRE | KVCR events as appropriate. S/he will participate in fundraising for the station as well as make an appearance on the stations' behalf for the purpose of growing brand awareness.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- ~~Operational characteristics, services, and activities of a public broadcast programming, operations, equipment and systems.~~
- Principles and techniques of producing and directing live and taped television programs in the studio or in the field.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budgeting and purchasing.
- Fiscal preparation and administration, including concepts, methods, techniques, and practices in underwriting.
- Principles and practices of satellite broadcasting procedures and protocols.
- ~~On-Air methods, techniques, principles, procedures and processes.~~
- Principles and practices of program development and administration. On-Air methods, techniques, principles, procedures, and processes.
- The resources, principles, and methods of researching program topics.
- Working knowledge of print, online, digital, social, on-air production terms and processes.
- Understanding of media industry and the nonprofit sector.
- Public television organizational structures, workflows, systems and operating procedures and processes.
- Pertinent federal, state, and local laws, codes, and regulations; including Federal Communications Commission ("FCC") rules and regulations pertaining to station operations.
- ~~Methods and techniques in fundraising preparation and administration.~~
- ~~Concept~~Developing trends in media, including OTT, Mobile, Livestreaming and emerging technologies.



Associate General Manager, Director, of Operations, KVCR Production & Technology

Management Range: 19-21

Board Approved: 07/13/2017 Pending P. 5|8

- Office procedures, methods, techniques and equipment including computers and practices in underwriting media relevant software applications.

Ability to:

- ~~Oversee and participate in the management of a comprehensive public broadcast program.~~
- ~~Manage broadcast program schedules.~~
 - Manage multiple, complex projects simultaneously in a sometimes fast-paced, dynamic environment.
 - Be a strong diplomatic leader, team manager, mentor, enthusiastic brand champion and ambassador.
 - Grasp high-level branding and positioning concepts and translate them into actionable strategies and tactics.
 - Collaborate with cross-functional teams to amplify the brand message across all media and various audiences.
 - Bring teams to consensus and move projects forward;
- ~~Develop interpersonal relationships with a diverse audience.~~
 - Make quick, but informed decisions using independent judgment and discretion.
- ~~Organize, prioritize Act independently and schedule project and other work assignments.~~
- ~~Develop and manage budget and fiscal operations.~~
 - Plan and organize the operation of the television channel in accordance confidently, flexible with FCC rules and regulations and KVCR policies evolving priorities.
- ~~1. Establish and maintain high broadcasting standards.~~
 - ~~Supervise assigned programming, production, development, operations and engineering staff.~~
 - ~~Develop and evaluate comprehensive plans and programs to satisfy present and future broadcasting and public media needs.~~
 - ~~Promote an organizational culture that values creativity, open communications, diversity and tolerance.~~
 - ~~Oversee, direct, lead, coordinate and motivate volunteers, staff and students.~~
 - Participate in the selection and recommendation, supervision, training, and evaluation An iterative learner who will ensure knowledge from various parts of any and all projects are incorporated into future plans and communicated to relevant parties.
 - ~~Collaborative partner with other team members and stakeholders in pursuit of staff.~~
 - ~~Participate in the development and administration of goals, shared objectives, and procedures for assigned area.~~
- ~~1. Gather and analyze data and situations and make appropriate decisions.~~
 - ~~Prepare and present comprehensive plans and programs to satisfy present and future broadcasting and public media needs.~~



Associate General Manager, Director, of Operations, KVCR Production & Technology

Management Range: ~~19-21~~

Board Approved: ~~07/13/2017~~ Pending P. 6|8

- ~~• Promote an organizational culture that values creativity, open communications, diversity and tolerance.~~
- ~~• Oversee, direct, lead, coordinate and motivate volunteers, staff and students.~~
- ~~• Participate in the selection and recommendation, supervision, training, and evaluation of staff.~~
- ~~• Gather and analyze data and situations and make appropriate decisions.~~
- ~~• Prepare and present comprehensive, concise, clear oral and written reports.~~
- ~~• Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.~~
 - ~~• Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws and regulations as it relates to the position.~~
- ~~• Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.~~
 - Demonstrate a sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
 - Demonstrate professionalism, fairness, and honesty in all aspects of the performance of duties.
 - Develop interpersonal relationships with a diverse audience.
 - Make decisions using independent judgment and discretion.
 - Organize, prioritize and schedule projects and/or other work assignments.
 - Provide leadership based on ethics and principles as they relate to public broadcast functions and operations.
- ~~• Communicate clearly and concisely, both orally and in writing.~~
 - Promote an organizational culture that values creativity, open communication, diversity, and tolerance.
 - Establish and maintain effective working relationships with those contacted in the course of work.
 - Plan and organize work to meet changing priorities and deadlines.
 - Meet critical deadlines while working with frequent interruptions.
 - Prepare and present comprehensive, concise, clear oral and written reports.
 - Exceptional written communications, interpersonal and public presentation skills.

Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- A Bachelor's degree from an accredited college or university with major coursework/course work preferably in communications/business, communications, marketing, broadcast and/or journalism ~~or any equivalent combination of education and experience.~~ Additional



Associate General Manager, Director, of Operations, KVCR Production & Technology

Management Range: ~~19-21~~

Board Approved: ~~07/13/2017~~ Pending P. 7|8

experience may be substituted for the educational requirement on a two-for-one basis ~~up to~~
~~a~~ maximum of four years of experience for two years of college ~~and~~

Required Experience:

- Five (5) years of increasingly responsible media experience including three (3) years of administrative and supervisory responsibility.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, general identity, sexual orientation, and ethnic backgrounds of community college students.

License and Certification or Certificate:

- Current and valid California driver's license.

Preferred Experience: Education/Training

- ~~A Master's Degree.~~
- ~~A minimum of two years public media experience.~~
- ~~Experience working in public broadcasting and experience in a degree from an accredited college or university setting.~~
- Experience with start-up of a new and innovative public media service major course work preferaly in business, communcations, marketing, broadcast and/or journalism.
- ~~Experience with national distribution.~~
- ~~Experience with developing partnerships and collaborations.~~
- ~~Experience with diversity programming and services.~~

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: ~~Work is performed primarily in a standard office setting. Occasional experience to work in confined areas and exposure to electrical hazards.~~

Environment: Work is performed in both indoor and outdoor field environments, requiring travel from site to site, exposure to noise and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to ~~work in an office setting; to stand or sit for prolonged periods of time;~~ to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine motor coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.



Associate General Manager, Director, of Operations,
KVCR Production & Technology

Management Range: ~~19-21~~

Board Approved: ~~07/13/2017~~ Pending P. 8|8

Hearing: Hear in the normal audio range with or without correction.



Assistant General Manager, Director of, First Nation's Experience (FNX) Channel

Management Salary Range: ~~19~~ **20**

Board Approved: 06/21/2018, Page 3/4 Board Approved: Pending P. 115

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the administrative direction of the *General Manager-Executive Director of Broadcast Media Systems*, the *Assistant General Manager-Director, First Nations Experience (FNX) Channel* manages the operations of the FNX channel including the supervision of assigned staff, budget administration, planning and programming, coordinates engineering, external fund raising, and compliance with the Federal Communications Commission (FCC), the Public Broadcasting Service (PBS) and the Corporation for Public Broadcasting (CPB), as well as communicates and coordinates, through the General Manager-Executive Director and Vice Chancellor, operations with the San Manuel Band of Mission Indians, the founding partner of the channel. -The *Assistant General Manager-Director FNX Channel* creates and executes the long-range plans for the channel, legal compliance, growth and development, staffing, programming, technical needs, equipment, signal expansion, fundraising and academic support, with the goal of improving the station's service to the District and the community. The incumbent functions as the administrator of the channel's broadcast, online, digital operations, and content. In this capacity, the incumbent is charged with the responsibility of planning, organizing and administering the public service television channel's operations and related activities, and preparation of all required reports.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Works with the General Manager-Executive Director to plan and direct the activities related to the production of programming for public broadcast on Television and Radio as well as related marketing efforts.
2. Works to support and define the vision, planning and policies of the General Manager-Executive Director in developing collaborative strategies with district and college administration, faculty and staff to ensure the KVCR television, radio and digital media operations are an extension of the student learning experience through internship, production, and other career-building opportunities.
3. Manages and participates in the hiring, evaluation, promotion, and termination of full-time and part-time employees.—
4. Monitors the public broadcast activities and makes necessary improvements to enhance programming format and operations to meet the needs of the viewers and the community.
5. Analyzes the programming needs of the public and creates the appropriate content programming; assigns producers to develop and implement programs.
6. Confers and participates with the promotions and development departments regarding special programs, events and fund raising activities.
7. Develops, monitors, maintains, and administers the budget.
8. Establishes policies, procedures and goals for the channels by estimating needs for current and future content and technology.



Assistant General Manager, Director of, First Nation's Experience (FNX) Channel

Management Salary Range: ~~19~~ 20

Board Approved: 06/21/2018, Page 3|4 Board Approved: Pending P. 2|5

9. Establishes department goals, objectives and strategies; develop and implement programs and activities to accomplish goals, foster FNX's position in the market and improve the operations at FNX.
10. Ensures program content complies with all necessary state and Federal laws, regulations, and requirements as well as FNX programming policies and requirements.
11. Ensures completion of and compliance with necessary public file reports, annual CPB Station Activity Surveys, Equal Employment Opportunity (EEO) mandates, charity registration with state Attorney General, Occupational Safety & Health Administration (OSHA) regulations, or other necessary local, state and Federal filings.
12. Collaborates with the Development Foundation Director to design and implement strategies and long-range plans for organizational sustainability.
13. Develops and implements, in collaboration with KVCR-related development functions, a strategy and long-range plan for organizational sustainability.
14. Develops and implements, in collaboration with KVCR-related development functions, a strategy and long-range plan for organizational sustainability.
15. Identifies, cultivates, supports and oversees FNX's development efforts in coordination with the General Manager Executive Director, Vice Chancellor, and the FNX Operating Committee.
16. Develops, plans, and coordinates community service programming and operations of the television channels resulting in high-quality broadcasting services to the nation and the world.
17. Prepares, submits, and administers grants for the public television channel.
18. Prepares, maintains, and submits reports, licenses and applications to relevant state and federal agencies.
19. Meets, coordinates, and consults with operational board and stakeholder groups.
20. Represents the television channel at professional meetings.
21. Develops and maintains community engagements.
22. Anticipates, prevents, and resolves difficult and sensitive inquiries, conflicts and complaints.
23. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of public broadcast programming, operations, equipment and systems.
- Principles and practices of satellite broadcasting procedures and protocols.
- On-Air methods, techniques, principles, procedures and processes.
- Principles and practices of program development and administration.
- Principles and practices of budget, purchasing and fiscal preparation and administration.
- Principles and practices of contract and grant preparation and administration.



Assistant General Manager, Director of, First Nation's Experience (FNX) Channel

Management Salary Range: ~~19~~ 20

Board Approved: 06/21/2018, Page 3|4 Board Approved: Pending P. 3|5

- Public television organizational structures, workflows, systems and operating procedures and processes.
- Federal Communications Commission (FCC) rules and regulations pertaining to station operations.
- Methods and techniques in fundraising preparation and administration.
- Concepts, methods, techniques and practices in underwriting.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Developing trends in public media, including digital, multi-channel and emerging technologies.

Ability to:

- Oversee and participate in the management of a comprehensive public broadcast program.
- Manage broadcast program schedules.
- Develop interpersonal relationships with a diverse audience.
- Make decisions using independent judgment and discretion.
- Organize, prioritize and schedule project and other work assignments.
- Develop and manage budget and fiscal operations.
- Plan and organize the operation of the television channel in accordance with FCC rules and regulations and KVCR/SBCCD policies.
- Establish and maintain high broadcasting standards.
- Supervise assigned programming, production, development, operations and engineering staff.
- Promote an organizational culture that values creativity, open communications, diversity and tolerance.
- Develop and evaluate comprehensive plans and programs to satisfy present and future broadcasting and public media needs.
- Oversee, direct, lead, coordinate and motivate volunteers, staff and students.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to public broadcast functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



Assistant General Manager, Director of, First Nation's Experience (FNX) Channel

Management Salary Range: ~~19~~ **20**

~~Board Approved: 06/21/2018, Page 3|4~~ Board Approved: Pending P. 4|5

Education and Experience Guidelines:

– Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/~~Training:~~

- A Bachelor's degree from an accredited college or university with major coursework preferably in communications, marketing, business management, broadcast or journalism.

Reuired Experience:

- Five (5) years of increasingly responsible media experience including ~~two (2)~~ three (3) years of administrative and supervisory responsibility.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

License or Certificate:

- Current and valid California driver's license.

Preferred Education/Experience:

- A Master's Degree.
- A minimum of two years of public media experience.
- Experience working in public broadcasting and experience in a college or university setting.
- Experience with startup of a new and innovative public media service.
- Experience with national distribution.
- Experience with developing partnerships and collaborations.
- Experience with diversity programming and services.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Occasional exposure to work in confined areas and exposure to electrical hazards.



Assistant General Manager, Director of, First Nation's Experience (FNX) Channel

Management Salary Range: ~~19~~ 20

Board Approved: 06/21/2018, Page 3|4 Board Approved: Pending P. 5|5

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.



Assistant General Manager, News Director

Management Range: 20

Board Approved: Pending P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the administrative direction of the *General Manager-Executive Director of Broadcast Media Systems*, the *Assistant General Manager-News Director* manages the delivery, messaging and editorial operations of EMPIRE | KVCR's News content across Radio, Television, and/or Digital properties to include but not limited to the supervision of assigned staff, budget administration, programming, compliance and digital publishing. Additional areas of responsibility include news studio operations, news content strategies, digital news ecosystem growth, fundraising support, social news engagement and academic pathway support.

The *Assistant General Manager-News Director* creates and executes the short and long-range plans for EMPIRE | KVCR News programming for Radio, Television, and/or Digital properties. This position is setting benchmarks and analyzing station data to ensure maximum efficiency, ratings and revenue across all News properties.

Assistant General Manager-News Director coordinates, produces and directs various aspects of Radio, Television and/or Digital News programming including: shooting video, editing video, audio-recording and editing, composing graphics, planning and creating promotional material. This role is responsible for ensuring the superior quality of news video and audio presentation by maintaining high journalistic, photojournalistic and video editing standards, legal compliance and oversight of the operating and capital budgets.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Produces and directs breaking news for the District-owned television and radio stations; directs live news programs, in the studio or in the field; produces and directs stories, segments, podcast and radio news programming, on-air promotions, and public service announcements.
2. Shoots and/or edits video for a variety of news programs, underwriters, promotions, and related television and radio materials.
3. Management of news staff to include Radio, Television, and/or Digital properties.
4. Researches and develops news programming ideas by contacting a wide variety of experts, discovering topics using a variety of sources; compiles organizes and prepares proposals for upcoming news and fresh programming.
5. Develops and/or delegates staff to prepare audio cues, sets, lighting schemes, scenery, and props for news related productions.
6. Develops and/or delegates staff to the creation of scripts for news programs; selects performers and guests as assigned.
7. Coordinates news program publicity, budgets, permits, and agreements.
8. Coordinates the work of production crews and talent; supervises and evaluates the work of student assistants/interns and students enrolled in TV production courses.



Assistant General Manager, News Director

Management Range: 20

Board Approved: Pending P. 2|4

9. Consults with and provides technical assistance and/or decision making to faculty and staff related to the production of radio and television news programs.
10. Prepares and maintains a variety of reports and logs related to news production activities.
11. Supervise news video editing; remote news broadcast engineering areas and newscast directors.
12. Oversee the planning and use of news technology including newsroom computer & video systems/software and digital publishing software tools. Manage applications for election, traffic and weather reporting systems.
13. Act as primary liaison/coordinator for news requests, and point of contact for news logistics & facilities with external relationships including news bureaus, district partners and weather station locations.
14. Initiate and approve requests as appropriate for the purchase, replacement, or repair of news equipment, subscriptions and services.
15. Planning and management of Radio, Television, and/or Digital News properties operating and capital budgets in coordination with General Manager-Executive Director and the Associate General Manager-Director of Operations, Production and Technology..
16. Helps decide the future direction of EMPIRE | KVCR news operations through regular and clear communications with General Manager-Executive Director and the Associate General Manager, Director of Operations, Production and Technology.
17. Performs related duties as required.

ADMINISTRATION DUTIES

The *Assistant General Manager-News Director*, in coordination with the *General Manager-Executive Director*, implements EMPIRE | KVCR's administrative, budgeting, digital, technical, strategic and production processes and functions. The *Assistant General Manager-News Director* will aim to spend budgets as effectively as possible and suggested spending priorities on staffing, productions, technology milestones and equipment needs for the next fiscal year.

STATION AND COMMUNITY OUTREACH

The *Assistant General Manager-News Director* maintains an ongoing effective relationship with various EMPIRE | KVCR departments, the Community College District, Strategic Partners, and the local community. The *Assistant General Manager-News Director* will be asked to make appearances at various EMPIRE | KVCR events as appropriate. S/he will participate in fundraising for the station as well as make an appearance on the stations' behalf for the purpose of growing brand awareness.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a public television station.
- Journalistic standards, and practices.



Assistant General Manager, News Director

Management Range: 20

Board Approved: Pending P. 3|4

- News story development, methods, and workflows.
- Digital Publishing software tools and live news production operations.
- Principles and techniques of producing and directing live news television and radio programs in the studio or in the field.
- The resources, principles, and methods of researching news program topics
- Operational characteristics of production, editing, and news field equipment.
- Office procedures, methods, equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes and regulations, including FCC rules and regulations pertaining to station news and general operations.

Ability to:

- Delegate, evaluate, select, research, and develop original news programming and stories.
- Direct and coordinate all phases of news program production including scriptwriting, publicity, budgets, recording, and delivery.
- Initiate requests for the purchase, replacement, or repair of equipment for the workgroup.
- Complete required paperwork in an appropriate and timely fashion.
- Selection and processing of new personnel.
- Develop and write promotional news scripts.
- Prepare news story proposals and updates for divisional review.
- Plan and organize work to meet changing priorities and deadlines.
- Oversee assigned staff as necessary.
- Meet critical deadlines while working with frequent interruptions.
- Operate office equipment including computers and supporting word processing audio and video software applications.
- Operate a variety of Television and Radio equipment including computers, editing equipment, audio boards, camcorders, video switchers, and related digital equipment.
- Adapt to changing technologies, a lifelong learner of new equipment and systems for content creation and delivery.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- A Bachelor's degree from an accredited college or university with major course work preferably in business, communications, marketing, broadcast media and/or journalism.



Assistant General Manager, News Director

Management Range: 20

Board Approved: Pending P. 4|4

Additional experience may be substituted for the educational requirement on a two-for-one basis to a maximum of four years of experience for two years of college.

Experience:

- Five (5) years of increasingly responsible media experience including three (3) years of administrative and supervisory news programming responsibility.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

License or Certificate:

- Current valid California driver's license.

Preferred Education/Training

- A Master's degree from and accredited college or university with major course work preferably in business, communications, marketing, broadcast media and/or journalism.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor field environments, requiring travel from site to site, exposure to noise and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: October 10, 2019
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 October 10, 2019

[v.9.25.2019.p.1|2]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
Hopper, Dianna R. Tool Room Specialist SBVC Tool Room	10/14/19	Classified 26E	\$23.07 per hour	Dianna Hopper*	Technical Training General	12/15/14
Coleman, Matthew Maintenance Technician SBVC Maintenance	10/14/19	Classified 37A	\$24.92 per hour	Kevin Grishow	Maintenance General	9/9/19
Andrade, Jorge Accounting Services Manager DIST Fiscal Services	10/11/19	Management 13A	\$90,049 per year	Katherine Myers	Accounting General	9/23/19
Huerta, Maria Custodian SBVC Custodial	10/14/19	Classified 27A	\$19.47 per hour	Darrell Fisher	Custodial General	5/14/18
Rocha-Garcia, Cindi Custodian SBVC Custodial	10/14/19	Classified 27A	\$19.47 per hour	Jonathan Nava	Custodial General	8/30/18
Gonzalez, Natalie Custodian SBVC Custodial	10/14/19	Classified 27A	\$19.47 per hour	Ben Ouellette	Custodial General	5/15/18
Mirza, Hassan Facilities Project Manager DIST Facilities Planning & Construction	10/14/19	Management 14A	\$94,552 per year	Ernie Loera	Facilities Planning General	9/20/19
Maghuyop, Marie Christina Student Activities & Campus Center Specialist SBVC Student Activities	10/14/19	Classified 38A	\$25.53 per hour	Justine Plemons	Student Body Center Fee	TBD [†]

*Returning from 39-month re-employment period.

[†]Live Scan clearance pending; employee will not start without clearance.



Appointment of District Employees

Submitted for Board October 10, 2019

[v.9.25.2019.p.2|2]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
Dana Williams-Hoffman Administrative Secretary SBVC Administrative Services	10/14/19	Classified 37C	\$27.46 per hour	Judy Rodriguez	Administrative Services General	9/24/19

*Returning from 39-month re-employment period.

†Live Scan clearance pending; employee will not start without clearance.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: October 10, 2019
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 October 10, 2019

[v.9.23.2019,p.1|1]

	From	To	New/ Replacing	Fund	Effective Date
Lopez, Elizabeth	CHC Office of Instruction Administrative Secretary Classified Salary Schedule Range 37, Step E \$30.28 per hour	CHC Office of Instruction Schedule/Catalog Data Specialist Classified Salary Schedule Range 42, Step D \$32.65 per hour	Miriam Saadeh	Office of Instruction General	10/11/19

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: October 10, 2019
SUBJECT: Consideration of Ratification for Contracts At or Above \$92,600

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 \$92,600.

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 \$92,600. 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 & Agreements for Ratification

Board Date 10-10-2019

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
14224	ARUP North America Ltd	Professional Services	Facilities/SBCCD	\$250,000.00	\$100,000.00
Professional design, engineering, planning, management consultations and technical specialist services for non-bond projects; Amendment 002 - to increase amount by \$100,000				Term 10/20/2016 to 10/20/2021	
18772	Atkinson Andelson Loya Ruud & Romo	Legal Services	Business Services/SBCCD	\$600,000.00	
Legal services; Rate schedule plus out of pocket expenses; funded through general funds and bond funds				Term 07/01/2019 to 06/30/2021	
18721	Audio Visual Innovations Inc.	CMAS/Joint Powers	Business Services/SBCCD	\$750,000.00	
CMAS 3-17-70-3219B - Audio visual equipment and services as needed; this is to set the CMAS not to exceed limit for contract term				Term 04/17/2017 to 06/30/2021	
14212	CHJ Incorporated DBA CHJ Consultants	Professional Services	Facilities/SBCCD	\$250,000.00	\$100,000.00
Professional soil engineering services for special inspections, materials laboratory testing services for non-bond projects; on an as needed basis; this is to approve Amendment 002 - to increase amount by \$100,000 and extend term				Term 11/10/2016 to 10/20/2021	
15752	ComputerLand of Silicon Valley	Software	TESS/SBCCD	\$130,810.00	\$64,918.00
Software licensing for Microsoft software package for SBVC; this is to increase by \$64,918				Term 07/01/2017 to 09/30/2020	

Contracts & Agreements for Ratification

Board Date 10-10-2019

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
14207	DKC Architects Inc.	Professional Services	Facilities/SBCCD	\$275,000.00	\$100,000.00
Architectural services for non-bond projects; on an as needed basis; this is to approve Amendment 002 - to increase the not to exceed amount by \$100,000 and extend term				Term 10/20/2016 to 10/20/2021	
14208	HMC Architects	Professional Services	Facilities/SBCCD	\$200,000.00	Extend Term
Architectural services for non-bond projects; on an as needed basis; this is to approve Amendment 002 - to extend term				Term 10/20/2016 to 10/20/2021	
14289	Knowland Construction Services	Professional Services	Facilities/SBCCD	\$325,000.00	\$150,000.00
Provide on demand inspection services and project support services for both Division of the State Architect (DSA) projects and non-DSA projects for non-bond construction; this is to approve Amendment 002 - to increase amount by \$150,000				Term 11/10/2016 to 10/20/2021	
14205	P2S Engineering, Inc.	Professional Services	Facilities/SBCCD	\$200,000.00	Extend Term
Engineering services for non-bond projects; on an as needed basis; this is to approve Amendment 002- to extend term				Term 10/20/2016 to 10/20/2021	
18685	PBS - Public Broadcasting Service	Broadcast Rights	FNX/KVCR	\$140,640.00	
Uplink Services for distribution of FNX programs				Term 07/01/2019 to 06/30/2020	

Contracts & Agreements for Ratification

Board Date 10-10-2019

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
14209	Snipes Engineering, Inc. dba Snipes-Dye Associates	Professional Services	Facilities/SBCCD	\$100,000.00	Extend Term
Provide engineering services for non-bond projects; on an as needed basis; this is to approve Amendment 001 - to extend term				Term 10/20/2016 to 10/20/2021	
16597	Stanley Convergent Security Solutions Inc.	General	Facilities/SBCCD	\$1,000,000.00	Add New Service
Master agreement for alarm, panic button, and video monitoring for all sites; this is to approve Amendment 01 - to add new District building				Term 07/01/2019 to 06/30/2023	

Total Number of Contracts 12

Total Value

\$4,221,450.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven Sutorus, Business Manager
DATE: October 10, 2019
SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to San Bernardino Valley Concert Association

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of art equipment to San Bernardino Valley Concert Association.

OVERVIEW

SBVC's Arts and Humanities Division wishes to surplus the items which are no longer used by the District. Education Code 81452 (c) provides that the governing board may, by unanimous vote, declare property of insignificant value as surplus and donate the surplus property to a charitable organization. The items to be donated are: spray booth, blast cabinet, dust collector enclosure, glaze formulation table, pottery wheels, slab roller, clay mixer, arc welder, lapidary wheel, hammer mill, belt sander, and kilns. The estimated value of the donation is \$4,900.

ANALYSIS

The SBVC's Arts and Humanities Division no longer uses the items and they are non-essential to ongoing operations. San Bernardino Valley Concert Association has examined the equipment and is willing to accept the donation for use in supporting their mission.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

No cost to the District.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: October 10, 2019
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
Albert Camacho Custodial Supervisor	30.00	\$ 262.28	\$ 7,868.40
Deanna Krehbiel Director, Economic Development and Corporate Training	20.00	\$ 538.54	\$10,770.80

OVERVIEW

Based on legal opinion, the County of San Bernardino requires that the payout of vacation time to community college district administrative personnel be approved by its governing board.

ANALYSIS

SBCCD’s current process allows administrative personnel to be paid for 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: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: October 10, 2019

SUBJECT: Approval of District and College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the requests for district and college expenses as required by Administrative Procedure 6925 and/or 6330.

OVERVIEW

The list of district and college expenses is attached for approval.

ANALYSIS

AP 6925 requires the Board of Trustees to authorize the expenditure of funds related to various functions planned for the colleges and district office.

For meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total \$1,000 for that meeting or training. Expenditures in excess of \$1,000 require Board approval prior to the meeting or training.

For meetings or training attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, are authorized for up to \$500. Expenditures in excess of a total \$500 for that meeting or training require Board approval prior to the meeting or training.

Events are defined as activities in which non-employees and/or non-students will be or can be attending and/or participating (e.g. job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training. Any refreshments and/or meals for an event require Board approval prior to the event.

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.



District & College Expenses

Submitted for Board Approval October 10, 2019

Site: SBVC

Event: 2019 Annual Hispanic Association of Colleges and Universities (HACU) Conference

Date of Event: 10/04/19-10/08/19

Item Being Purchased: Registration fees, Lodging, Airfare, and Meals. Sponsored by First Year Experience, students and faculty members will be attending the annual HACU Conference in Chicago, IL. Anticipated attendance 23 students and 2 faculty members. Raymond Carlos and Tania Laguna will serve as chaperones.

RATIFICATION:

The expense was not submitted to the Board prior to conference due to a clerical misunderstanding.

Total Estimated Cost: \$ 52,500

Funding Source: Student Equity & Success Categorical Fund

Site: SBVC

Event: Motivational Conference Puente Program

Date of Event: 10/05/19

Item Being Purchased: Transportation. Sponsored by the Puente program, students will trip to UCSD for a Puente motivational conference. The purpose of the trip is to give Puente students a chance to explore different opportunity of higher education. Anticipated attendance is 35 student, staff and faculty members. Alma Lopez and Elizabeth Banuelos will serve as chaperones.

Total Estimated Cost: \$ 2000

Funding Source: Counseling and Matriculation General Fund

Site: SBVC

Event: Perkins Grant Committee, Career Technical Education (CTE) Transition Committee, and Strong Workforce Program Committee

Date of Event: 10/11/19-06/30/19

Item Being Purchased: Refreshments and supplies. For these meetings. Anticipated attendance is 20.

Total Estimated Cost: \$ 175

Funding Source: Perkins Grant Categorical Funds, CTE Grant Categorical Funds and Strong Workforce Grant Categorical Funds

Site: SBVC
Event: Advisory Committee Meetings for Science Department
Date of Event: 10/11/19-06/30/19

Item Being Purchased: Refreshments and supplies. For these meetings. Anticipated attendance is 30.
Total Estimated Cost: \$ 2500
Funding Source: Science General Funds

Site: SBVC
Event: Tumaini: Pali Mountain Retreat
Date of Event: 10/25/19-10/27/19

Item Being Purchased: Lodging, Meals and Contracts. Sponsored by Tumaini and Cosponsored by Student Equity & Success, students and faculty will travel to Pali mountain for a two-day retreat. Students will learn team building activities while also being provided in depth information on the program they are enrolled in. 4 faculty members and 25 students will be traveling. Kathy Kafela and Sandra Blackman will serve as chaperones.
Total Estimated Cost: \$ 10,000
Funding Source: Student Equity & Success Categorical Fund

Site: SBVC
Event: El Día de Los Muertos
Date of Event: 10/30/19

Item Being Purchased: Print Services and Contracts. Sponsored by Arts, Lecture, & Diversity and cosponsored by Latino Faculty, Staff, and Administrators Association, the Día de los Muertos event will bring culture and practices to SBVC and the community. Anticipated attendance is 200 students, staff, faculty and community members. Phylcia Sanchez and Latino Faculty Staff and Administrators Association will serve as chaperones.
Total Estimated Cost: \$ 1200
Funding Source: Diversity General Fund

Site: SBVC
Event: Stemapalooza
Date of Event: 11/01/19

Item Being Purchased: Refreshments. Provided for students, faculty, staff, and partners who will attend the Stemapalooza event which will include breakout sessions, exhibitions and panel discussions. Anticipated attendance is 700 students, and 200 faculty staff and partners. The event will be located in front of the Greek Theatre.
Total Estimated Cost: \$ 3600
Funding Source: Student Success Center General Fund

Site: SBVC
Event: Family Affair & Historical
Date of Event: 11/06/19

Item Being Purchased: Meals and Refreshments.
Sponsored by Umoja-Tumaini, Family Affair is designed to help family and friends have an opportunity to know more about the program so they can understand how to better support family members and friends in school. Anticipated attendance is 75 students, faculty, staff, and community members. Kathy Kafela, Sandra Blackman and Daniele Ramsey will serve as chaperones.
Total Estimated Cost: \$ 750
Funding Source: Tumaini General Fund

Site: SBVC
Event: Valley 360 Resource Center: Holiday Luncheon
Date of Event: 11/22/19

Item Being Purchased: Meals, Supplies and Giveaways.
Sponsored by Student Equity & Success, Valley 360 Resource Center Holiday Luncheon will provide a holiday meal to our staff and students while also bringing awareness to our campus food pantry which helps to support student basic needs. Anticipated attendance is 200 staff, faculty and students. Amanda Moody, Oscar Rodriguez, Carmen Rodriguez and Mary Smith will serve as chaperones.
Total Estimated Cost: \$ 8000
Funding Source: Student Equity & Success Categorical Fund

Site: SBVC
Event: YESS/ILP Graduation Celebration
Date of Event: 12/18/19

Item Being Purchased: Refreshments. Sponsored by Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP). The YESS/ILP graduation celebration is held for the foster youth who have successfully completed the 14-week YESS/ILP Living Skills classes. These classes help to prepare the foster youth to continue their educational or vocational goals and to gain employment. Anticipated attendance is 30 students, faculty and staff members. Rosemary Rivera, Karen Dixon, and Sharaf Williams will serve as chaperones.
Total Estimated Cost: \$ 700
Funding Source: Youth Empowerment Strategies for Success/Independent Living Program Categorical Fund

Site: District
Event: CCC Dreamer's Project Inland Empire Conference
Date of Event: 10/18/19

Item Being Purchased: Speaker and Refreshments.
Total Estimated Cost: \$ 2000
Funding Source: EEO Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey K. Nikac, Administrative Officer
DATE: October 10, 2019
SUBJECT: Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve individual memberships.

OVERVIEW

The list of individual memberships is attached for approval.

ANALYSIS

Individual memberships related to job duties are submitted when institutional memberships are not available and are related to various functions planned for the colleges and district office.

INSTITUTIONAL VALUES

I. Institutional Effectiveness
IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.



Individual Memberships

Submitted for Approval October 10, 2019

Site: District Office

Name: Farrah Farzaneh

Total Cost: \$99

Funding Source: Facilities Planning General Fund

Membership & Purpose: Design-Build Association of America (DBIA), Membership offers access to the latest industry meetings on the design-build construction delivery method for the Director of Facilities Planning & Administration, necessary to SBCCD during implementation of Measure CC.

Site: SBVC

Name: Janice Wilkins

Total Cost: \$100

Funding Source: Articulation General Fund

Membership & Purpose: Southern California Intersegmental Articulation Council (SCIAC), The SCIAC membership offers articulation faculty professional growth and development; membership is required to participate in council and attend annual conferences.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: October 10, 2019

SUBJECT: Travel Requests

RECOMMENDATION

It is recommended that the Board of Trustees approve the travel requests for employees and students.

OVERVIEW

The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.

ANALYSIS

Per Administrative Procedure 7400, all travel outside the contiguous United States or with estimated expenses over \$5,000 must have prior Board approval. Travel includes attendance at workshops, seminars, conventions, conferences, webinars, or other meetings of interest to the District; overnight student travel to conferences; and/or the required use of a personal vehicle in the performance of an employee's duty.

Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions.

INSITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.



Travel Requests

Submitted for Board Approval October 10, 2019

Site: CHC

Department: CTE

Conference Name: XXVII Congreso Mexicano de Psicología

Travel Dates: 10/15/2019 - 10/20/2019

City, State: Guadalajara, Jalisco, Mexico

Estimated Cost Per Person: \$Time only

Funding Source: n/a

Name: TL Brink

Purpose: I attend this international conference each year. This year we submitted to papers for presentation. My co-authors include Margaret Yau and two current students.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey K. Nikac, Administrative Officer
DATE: October 10, 2019
SUBJECT: Adopt Resolution to Grant Excused Absence and Pay Trustee

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to grant the excused absence and pay Trustees Viricel and Williams as if in attendance at said meeting.

Trustee	Meeting	Amount
Joseph Williams	09/12/19 Business Meeting	\$200.00
Anne Viricel	09/26/19 Study Session	\$200.00

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.

INSTUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**RESOLUTION #2019-10-10 BOT-1
TO GRANT EXCUSED ABSENCE AND
PAY TRUSTEE FOR MEETING ATTENDANCE**

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

WHEREAS, the Board finds that the absence of Trustee Williams from the meeting on September 12, 2019 was due to other district business deemed acceptable by the Board; and

WHEREAS, this resolution will constitute action to grant an excused absence of Trustee Williams.

NOW, THEREFORE, BE IT RESOLVED that Trustee Williams shall be paid as if in attendance at said meeting.

PASSED AND ADOPTED by the members of the Board of Trustees of the San Bernardino Community College District on the 10th day of October 2019, by a vote of:

AYES:

NOES:

ABSENT:

I, Bruce Baron, Secretary of the Governing Board, do hereby certify the foregoing to be a full, true and correct copy of a motion adopted by said Board at a regular meeting, thereof, held at its regular place of meeting at the time and by the vote above stated, which motion is contained in the minutes of the meeting of said Board.

Secretary of the Governing Board

**RESOLUTION #2019-10-10 BOT-2
TO GRANT EXCUSED ABSENCE AND
PAY TRUSTEE FOR MEETING ATTENDANCE**

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

WHEREAS, the Board finds that the absence of Trustee Viricel from the meeting on September 26, 2019 was due to a hardship deemed acceptable by the Board; and

WHEREAS, this resolution will constitute action to grant an excused absence of Trustee Viricel.

NOW, THEREFORE, BE IT RESOLVED that Trustee Viricel shall be paid as if in attendance at said meeting.

PASSED AND ADOPTED by the members of the Board of Trustees of the San Bernardino Community College District on the 10th day of October 2019, by a vote of:

AYES:

NOES:

ABSENT:

I, Bruce Baron, Secretary of the Governing Board, do hereby certify the foregoing to be a full, true and correct copy of a motion adopted by said Board at a regular meeting, thereof, held at its regular place of meeting at the time and by the vote above stated, which motion is contained in the minutes of the meeting of said Board.

Secretary of the Governing Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning & Construction

DATE: October 10, 2019

SUBJECT: Consideration of Approval to Award RFQP CC03.3640.01 and Contract to Nineteen Six Architects, of Santa Barbara, CA

RECOMMENDATION

It is recommended that the Board of Trustees award RFPQ CC03.3640.01 and contract to Nineteen Six Architects of Santa Barbara CA for Development of Campus Standards, District-Wide Standards, and Temporary Swing Space in the amount of \$636,336.00.

OVERVIEW

The Measure CC bond program anticipates the construction of a number of new buildings, as well as the renovation of several existing buildings. Current building standards are in need of a complete update. The scope of this contract will provide for the development of standards for all building systems and trades, and can be used to inform various project design teams.

Deliverables will comprise three distinct but related sets of standards. District-wide standards will include those that can be consistent across the campuses and District sites, such as lighting and plumbing fixtures, with the intention of maximizing building systems. There will also be one set of standards for Valley College and one for Crafton Hills College in order to maintain the important architectural character of each campus.

In addition, this contract scope includes planning for *swing space* to house faculty, staff and/or students during the renovation of existing buildings, as well as provide for temporary parking spaces.

ANALYSIS

SBCCD issued a comprehensive Request for Qualifications/Proposals which closed September 16, 2019. One submission was received and evaluated by the selection committee. Scoring results determined that Nineteen Six Architects has the experience and qualifications necessary to provide the best value for this project.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this project will be included in Fund 445 Measure CC.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Jose F. Torres, Executive Vice Chancellor
DATE: October 10, 2019
SUBJECT: Consideration of Approval to Adopt Resolution #2019-10-10-FPC01 Authorizing District's Lease of Real Property

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2019-10-10-FPC01 Authorizing District's Lease of Real Property.

OVERVIEW

Early in 2019, SBCCD acquired commercial properties in San Bernardino located at 550 and 560 E. Hospitality Lane, and 658 E. Brier Drive. Except for a portion of the building located at 550 E. Hospitality Lane, the District anticipates leasing these properties. In May 2019, the Board of Trustees adopted a Resolution authorizing staff to request for waiver of public bid auction requirements in order to maximize revenues and further benefit the public through improved educational opportunities..

At its September 16-17 meeting, the California Board of Governors granted the District's request., waiving Education Code sections 81365, 81368, 81370 [subdivision (a) only] for the purpose leasing these properties. Pursuant to Education Code section 81252, the Board of Governors made its finding that this waiver will promote efficiency and further the public benefit.

ANALYSIS

Adoption of the attached resolution will enable staff to carry out the leasing of space in these properties in accordance with the approved waiver, and approved delegation of authority procedures.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

RESOLUTION #2019-10-10-FPC01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AUTHORIZING DISTRICT'S LEASE OF REAL PROPERTY

[v.9.24.2019.p.1|1]

WHEREAS, the San Bernardino Community College District ("District") owns the following real property located at:

- 550 E. Hospitality Lane, San Bernardino CA 92408;
- 560 E. Hospitality Lane, San Bernardino CA 92408; and
- 658 E. Brier Drive, San Bernardino CA 92408 (collectively, the "Property"); and

WHEREAS, the Property consists of commercial buildings with existing leases in place. Except for the portions of the Property that will be used by the District, the District anticipates leasing unoccupied portions of the Property and potentially entering into new leases for the portions of the Property that are occupied by existing lessees to continue to generate an income stream from the Property to benefit the District; and

WHEREAS, on or about September 16, 2019, the District received a waiver from the Board of Governors of the Education Code provisions associated with the public bid auction requirements for the lease of properties. The statutes waived generally require that the board specify, in a resolution, the minimum rental; fix a time for a public meeting at which sealed proposals will be received and considered; give notice of that meeting; and, at that meeting, open proposals and accept the highest proposal that conforms to the terms and conditions specified in the board's resolution or reject all bids.

WHEREAS, the Board of Trustees desires to delegate authority to the Chancellor, or his/her designee, to negotiate and execute any and all leases for the Property or any part thereof, in accordance with established board policies and administrative procedures regarding delegation of authority.

NOW THEREFORE, be it resolved by the Governing Board of the San Bernardino Community College District as follows:

1. That the above recitals are true and correct.
2. That the Chancellor, or his/her designee, is authorized to negotiate and execute any and all leases for the Property or any part thereof, and will bring all such items to the Governing Board every 60 days.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on the 10th day of October, 2019, by the following vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

President of the Board of Trustees of the
San Bernardino Community College District

Attested to: _____
Clerk of the Board of Trustees of the
San Bernardino Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: October 10, 2019

SUBJECT: Board Orientation Handbook - First Reading

RECOMMENDATION

It is recommended that the Board of Trustees approve the Board Orientation Handbook for first reading.

OVERVIEW

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

The Chancellor and the Board assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. New Board members are encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

ANALYSIS

The Board of Trustee Handbook was developed 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 for trustees to perform their governing roles effectively. The handbook is updated at least once per year and complements the trustee training provided by the Community College League of California.

It is the responsibility of the Chancellor to ensure the Board Orientation Handbook is updated regularly and the responsibility of the President of the Board to ensure that all Board members and student trustees receive training annually.

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 ORIENTATION HANDBOOK

Submitted for first reading October 10, 2019

Board Approved: 10/8/15

Revised:

SBCCD Board of Trustees Handbook

The Board of Trustee 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 of the Board to ensure that all new Board members and student trustees receive training. Each year the new trustee(s), board president, 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.

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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, 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 See Appendix 1

2.2 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.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

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.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he/she resigns as an employee.

No member of the Board shall, during the term for which he/she is elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

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.

The student member shall, during the term of service, be enrolled in and maintain a minimum of nine (9) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.5 grade point average (GPA) during the term of office.

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

On or before May 15 of each year, the Board of Trustees shall consider whether to afford the student trustees any of the following privileges:

- The privilege to receive compensation for meeting attendance per Board Policy 2725. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, at the discretion of the Board of Trustees.
- The privilege to vote in an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15.

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.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures.

If the seat of a student member becomes vacant for any reason during his/her term, the Board of Trustees may authorize the officers of the student body association(s) to appoint a student to serve the remainder of the term in accordance with administrative procedures.

A student trustee may be recalled by the student body at their respective college in a special election held for that purpose in accordance with administrative procedures.

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.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

Any vacancy on the Board shall be filled by special election or provisional appointment in accordance with the provisions of the Education Code. Vacancies are caused by any of the events specified in the Government Code or by failure to elect. Any resignation must be filed in writing with the County Superintendent of Schools.

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.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

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.

Financial interests may be direct or indirect. An indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the official's agents, spouse, and dependent children own directly, indirectly, or beneficially a 10-percent interest or greater.

Board members and employees must avoid conflicts of interest as well as the appearance of impropriety.

If a Board member or employee has a financial interest in a decision being considered by the Board, the financial interest must be disclosed in sufficient detail to the Board during a Board meeting and noted in the official Board minutes. The Board member must disqualify him or herself from discussing and voting on the matter, and must leave the room until after discussion, vote, and any other disposition of the matter is concluded. A Board member or employee who has a financial interest must not influence or attempt to influence the decision.

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.

There are many groups and committees that are a part of the District. There are a few groups that the Board regularly has contact with at Board meetings.

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 See Appendix 4

2.21 Standard IV

Accreditation Standard IVB1 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

3.1 See Appendix 5

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.

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 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 and every four years thereafter.
- Areas 2, 4, and 6 from which governing board members will be elected in November 2018 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.

Duties of the President 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. 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 may contact District legal counsel regarding business of the District as he/she deems necessary and the Board President will provide a report to the Board and Chancellor regarding the topic of the call and the associated costs.
9. The President has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)
10. The Board President shall establish ad hoc committees to comply with Board Policies and deadlines.

Duties of the Vice President of the Board:

1. To perform in the absence of the President, all the duties of the President;
2. To attest the signature of the President 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 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, or the Vice President all the duties of the President;
2. To attest the signature of the President 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 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 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

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.

To that end, the Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Orientation sessions shall be scheduled for new Board of Trustee appointees. A Special Meeting of the Board for the purpose of the orientation shall be called within 30 days of the appointment of a new trustee. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and current members of the Board of Trustees.

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.

The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

Charges by any person that a member of the Board of Trustees has violated laws and regulations of the Board's Code of Ethics shall be directed to the President of the Board or the Board itself. The President of the Board may establish an ad hoc committee to examine the charges and recommend further courses of action to the Board. The Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee. Possible courses of action include:

- If alleged behavior violates laws, legal counsel may be sought, at the discretion of the Board of Trustees, and the violations referred to the District Attorney or Attorney General as provided for in law.
- If the alleged behavior violates this Board Policy on ethical conduct, the President of the Board shall alert the Board member in question regarding the violation of policy, the Board

of Trustees may discuss the violation at an open Board Meeting and affirm its policy expectation, and/or the Board may move to censure the trustee.

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 ten days 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, 114 S. Del Rosa Avenue, 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 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.
7. The following actions require a **unanimous vote** of all members of the Board:
8. 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;
9. Resolution authorizing lease of District property under a lease for the production of gas.
10. 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 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 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. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session.
- Advice of counsel on pending litigation, as defined by law;
- Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- Real property transactions;
- Threats to public security;
- Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- Discussion of student disciplinary action, with final action taken in public;
- Conferring of honorary degrees;
- Consideration of gifts from a donor who wishes to remain anonymous.
- To consider its response to a confidential final draft audit report from the Bureau of State Audits.

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.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

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 to the Board meeting, the Chancellor meets with the Board President (and the Executive Board, as requested) to review the agenda prior to the board book going to print.

By the Friday preceding the Thursday 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 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.

The week of the Board meeting the Chancellor meets with each member of the Board to review the agenda to address any questions.

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 of the Board to stop.

3.20 Speakers (Reference: BP 2350)

Persons may speak to 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.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

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

- The President 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.

The Board acknowledges that the Brown Act, Government Code Section 54954.3, requires that every agenda for regular meetings, but not every notice for special meetings, shall provide an opportunity for members of the public to directly address the Board on items of interest to the public that are not on the agenda.

A member of the public who wishes to address the Board on an item not on the agenda, but related to the business of the District, is limited to five minutes unless a majority of the Board votes to extend the time limit. The total time for members of the public to speak on the same or a substantially similar subject shall be limited to twenty minutes unless a majority of the Board votes to extend the time limit.

Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters.

Members of the public desiring to address the Board shall complete and submit a Public Comment card.

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 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 Calendar). Board members participate as part of the processional and the ceremony. The Board President accepts the graduating class and board members wear a graduation robe 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 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. A Special Meeting of the Board for the purpose of the orientation shall be called within 30 days of the appointment of a new trustee. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and current members of the Board of Trustees.

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.

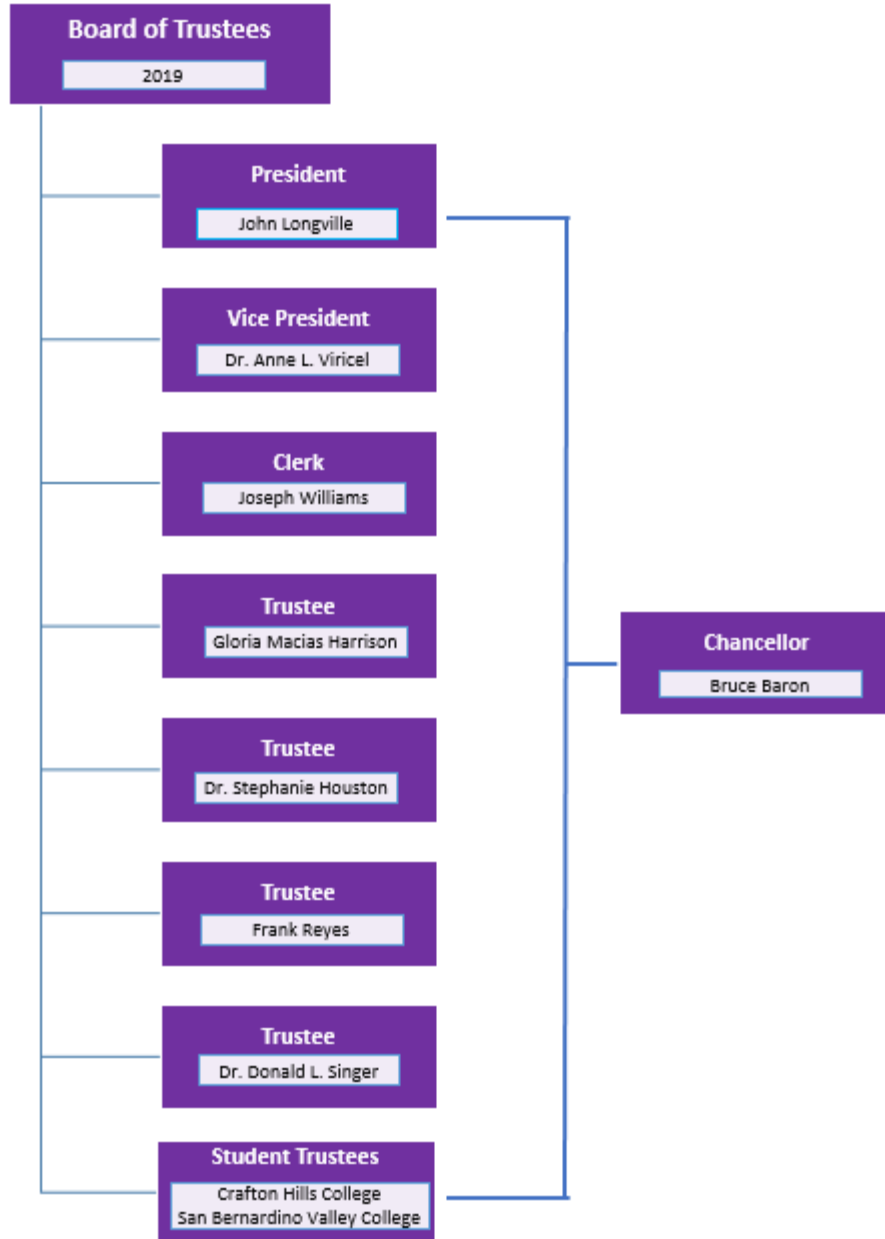
EMPIRE NETWORK/KVCR

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:

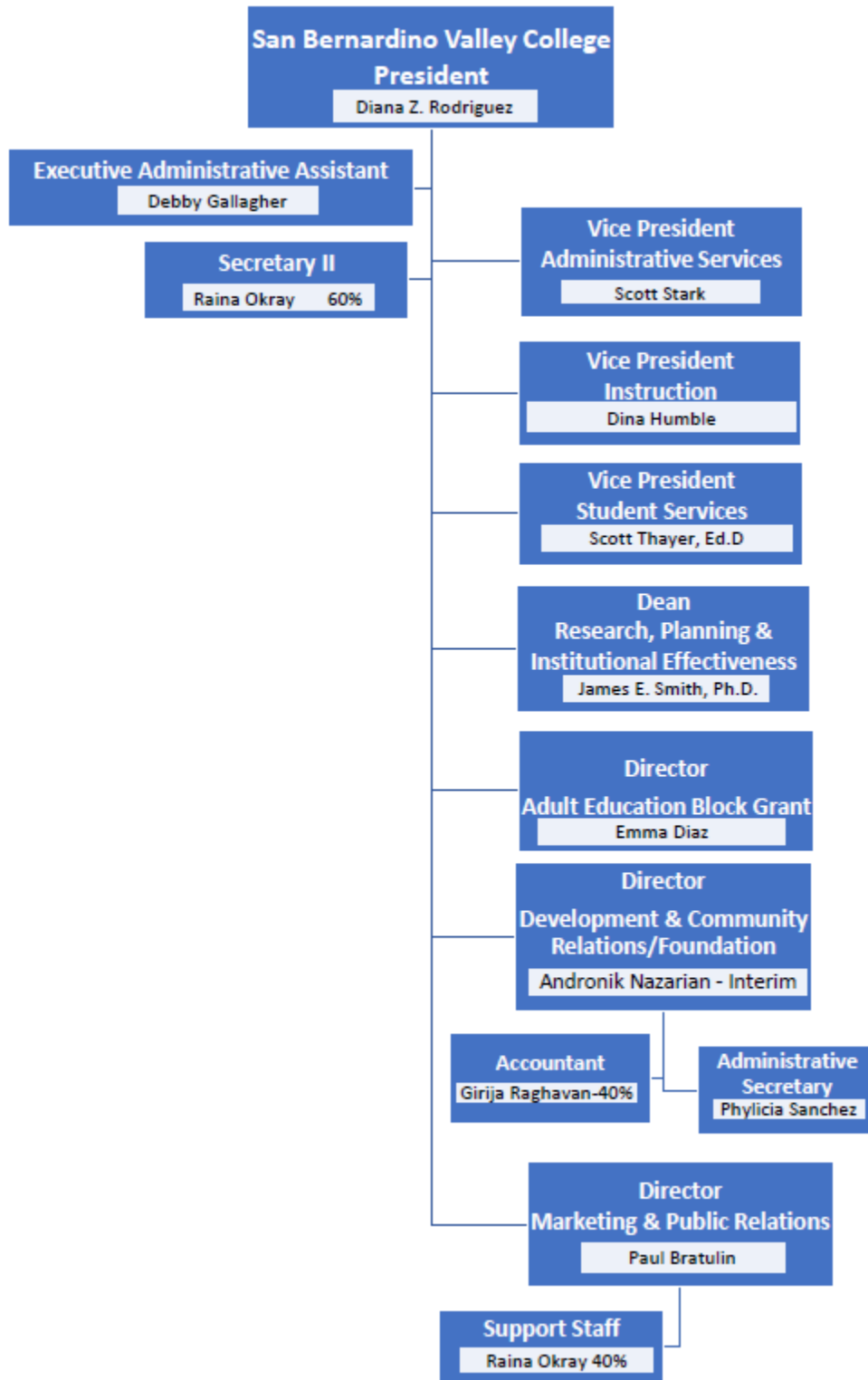
- TV, Radio, Broadband, internet, social media and any form of the media world.

Appendix 2 (as of 8/28/19)

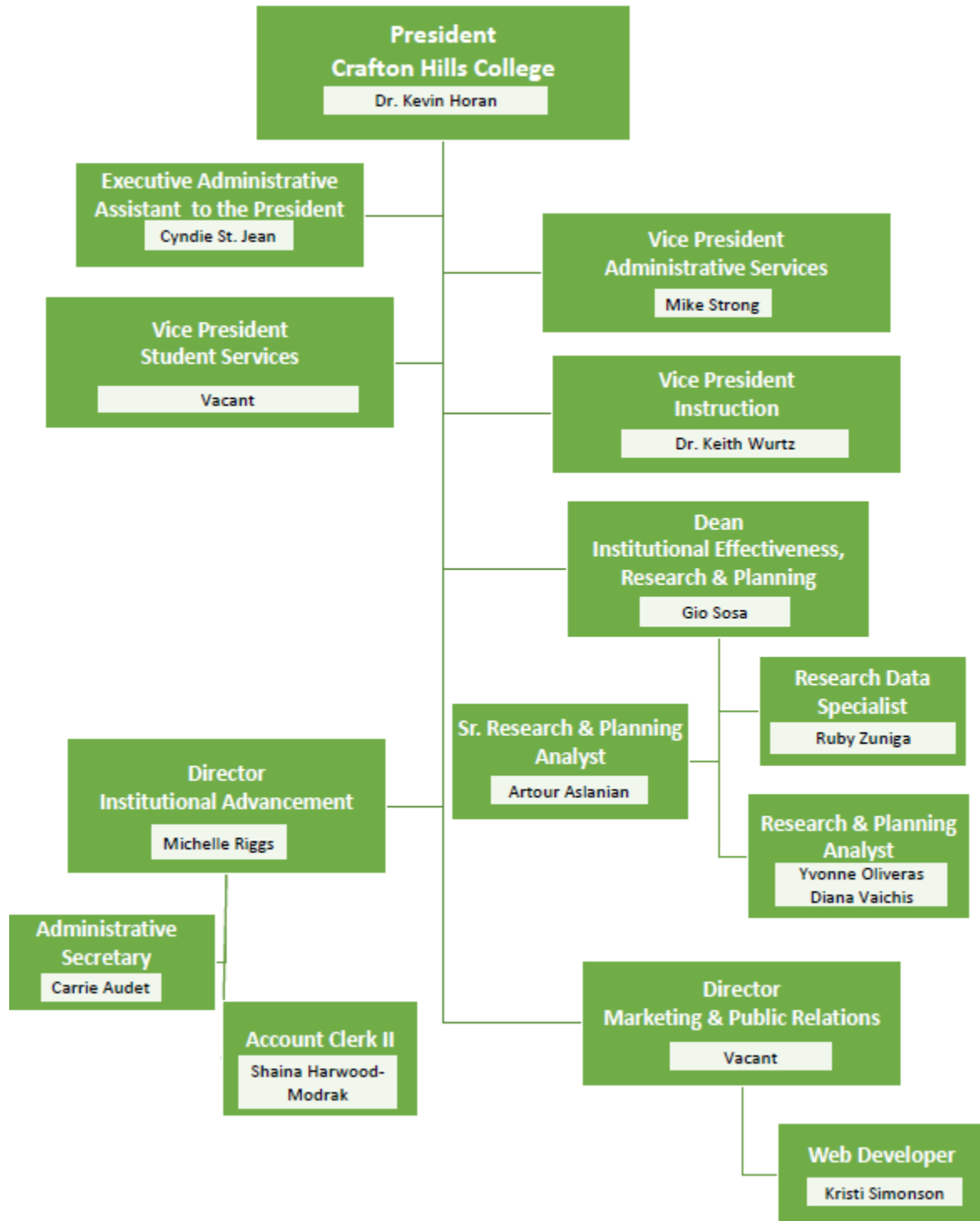
San Bernardino Community College District



San Bernardino Valley College



Crafton Hills College



Appendix 4

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 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 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.

- 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

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: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Jose F. Torres, Executive Vice Chancellor
DATE: October 10, 2019
SUBJECT: Consideration of Approval to Accept a Community Benefits Agreement (CBA) for First Read

RECOMMENDATION

It is recommended that the Board of Trustees accept the attached Community Benefits Agreement (CBA) for Measure M and Measure CC projects for a first read.

OVERVIEW

On December 11, 2014, the Board of Trustees approved a Community Benefits Agreement for Measure M projects with a total cost of \$1,000,000 or more. The attached document has been revised to include Measure CC projects. It is being submitted for a first read by the Board of Trustees.

ANALYSIS

Upon approval of the Board of Trustees, the CBA would apply to all Measure M and Measure CC projects with a cost of \$1,000,000 or more. The CBA would not apply to projects under \$1,000,000, or projects that have been bid or are in progress.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no direct costs associated with this board item, however, a CBA would need to be managed by an outside vendor, the cost of which would be paid by bond measure proceeds.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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This Community Benefits Agreement (hereinafter “**CBA**” or “**Agreement**”) is entered into by and between the San Bernardino Community College District (hereinafter “**District**”) and the San Bernardino/Riverside Counties Building and Construction Trades Council, AFL-CIO (hereinafter “**Council**”), and the signatory Craft Unions (hereinafter, together with the Council, collectively, the “**Union**” or “**Unions**”). This CBA establishes the labor relations policies and procedures for the District, the Contractors awarded contracts for Project Work, and for the craft persons employed by the Contractors and represented by the Unions while engaged in the Project Work defined in Section 2.2. The District, the Council, and the Unions are referred to herein as “**Party**,” or collectively as “**Parties**.”

It is understood by the Parties that by virtue of the approval of this Agreement by the District’s Board of Trustees, it will become the practice of the District for the Project Work to be contracted exclusively to Contractors who agree to be bound by the terms of this CBA through a Letter of Assent (see Exhibit “A”), and to require each of its subcontractors, of whatever tier, to become bound as well. The District shall include, directly or by incorporation by reference, the requirements of this CBA in the advertisement of and/or specifications for every contract for Project Work awarded by the District

It is further understood that the District shall actively administer and enforce its obligations under this Agreement to ensure that the benefits envisioned from it flow to the Parties, the Contractors, the craft persons working under it, Local Residents, and taxpayers of the District. The District ~~shall~~ may retain the services of a CBA Administrator to act as a consultant to the District to monitor compliance with this Agreement; to assist, as the authorized representative of the District, in developing and implementing the programs referenced herein, all of which are critical to fulfilling the intent and purpose of the Parties and this CBA; and to otherwise implement and administer the CBA. The District, as it sees fit, shall have the exclusive right to retain or dismiss the CBA Administrator. The CBA Administrator shall not have the right to expand, terminate, or modify this Agreement without the express written approval of the District. The term “**Project Work**” as used in this CBA includes all construction work undertaken on behalf of the District for the “Project” as defined in Section 2.2

The term “**Contractor**” as used in this CBA includes any Contractor to whom the District awards a construction contract for Project Work, and also to subcontractors, of whatever tier, utilized by such Contractors for Project Work. The term “Contractor” includes any individual, firm, partnership/corporation, or combination thereof, including joint ventures, which have entered into a contract with the District with respect to the Project Work or with another Contractor as a subcontractor for Project Work.

The term “**Labor/Management Apprenticeship Program**” as used in this Agreement shall be defined as an apprenticeship program jointly administered by representatives of labor and construction organizations and certified by the State of California.

The term “**Local Business**” as used in this CBA is defined as those businesses having either their principal office in, or functioning within, the Inland Empire, pursuant to District Board Policy 6610 as defined by the zip codes listed in “Exhibit “B”, and actively engaged in their principal line(s) of business within the Inland Empire on the date that this CBA was approved by the District’s Board of Trustees, or for six months prior to the award of covered work.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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The term “**Local Resident**” as used in this CBA is defined as residents of the Inland Empire, pursuant to District Board Policy 6610 (as defined by the zip codes listed in Exhibit “B”).

No Contractor is or will be required to sign or otherwise become a party to any collective bargaining agreement with a Union as a condition of performing work within the scope of this Agreement. No practice, understanding, or agreement between a Contractor and a Union which is not specifically set forth in this CBA shall be binding on any third party contractor or union on Project Work unless endorsed in writing by the CBA Administrator.

The Parties agree that this CBA will be made available to, and will fully apply to, any successful bidder for Project Work, without regard to whether that successful bidder performs work at other sites on either a union or non-union basis. This CBA shall not apply to any work of any Contractor other than that on Project Work specifically covered by this Agreement. The use of masculine or feminine gender or titles in this CBA should be construed as including both genders and not as gender limitations unless the CBA clearly requires a different construction. Further, the use of Article titles and or Section headings are for information only, and carry no legal significance.

ARTICLE 1. INTENT AND PURPOSE

Section 1.1 Purpose. It is the purpose and intent of the Parties to make every cooperative effort to achieve the timely, safe, and economical construction of the facilities designated as the Project, and to provide opportunities and programs for the Local Residents and Local Businesses to participate in the Project. With this CBA, the Parties have established a framework for fair wages, hours, and working conditions through which these goals may be achieved, which will permit the utilization of the most modern (e.g., LEED Certified), efficient, and effective procedures for construction, which will assure a sufficient supply of skilled craft persons, and which will reduce or eliminate the causes of disruptions or interference with Project Work.

It is critical to the Local Residents, to the taxpayers of the District, and to the District, that the Project Work be completed in as timely and economical manner as possible; that the Project Work provide employment opportunities for Local Residents, as well as opportunities for students and graduates of the District to enter the construction industry through pre-apprenticeship and apprenticeship programs sponsored by Parties to this CBA; that business opportunities be enhanced for Local Businesses; and that this CBA facilitate the achievement of these goals.

Finally, it is the purpose and intent of the Parties to make every cooperative effort to achieve the timely, safe, and economical construction of the facilities designated as the Project, to provide the opportunities and programs for Local Residents and Local Businesses to participate in the Project, and to enforce compliance with the established prevailing wages, benefits, and working conditions affecting the craft employees employed on the Project.

Section 1.2 Identification and Retention of Skilled Labor and Employment of Local Residents. The Parties to this CBA support the development of increased numbers of skilled construction workers from among residents of the District to meet the labor needs of covered projects specifically and the requirements of the local construction industry generally. Towards that end the Parties agree to cooperate respecting the establishment of a work opportunities program for District Residents, the primary goals of which shall be to maximize (1) construction

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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work opportunities, and (2) business opportunities for traditionally underrepresented members of the community, minority and women-owned business, and disabled veteran-owned businesses in the construction industry, the latter goal being consistent with the Government Code requirement that public agencies promote and encourage the use of these organizations. In furtherance of the foregoing, the Unions specifically agree to:

- (a) Encourage the referral and utilization, to the extent permitted by law and hiring hall practices, of qualified District Residents as journeymen, and apprentices on Covered Projects and entrance into such qualified apprenticeship and training programs as may be operated by signatory Unions; and
- (b) Work cooperatively with the District, the Project Labor Coordinator, and other District consultants to identify, or establish and maintain, effective programs, events and procedures for persons interested in entering the construction industry; and
- (c) Participate in District based job fairs, career days and outreach events; and
- (d) Provide speakers to speak at District programs and Academies as requested; and
- (e) Assist District Residents in contacting the Apprenticeship Training Committee for the crafts and trades they are interested in. The Unions shall assist District Residents who are seeking Union jobs on the Project and Union membership in assessing their work experience and giving them credit for provable past experience in their relevant craft or trade, including experience gained working for non-union Contractors. The Unions shall put on their rolls qualified bona fide District Residents for work on this Project; and
- (f) Allow tours of their Joint Apprenticeship Committee as requested; and
- (g) Provide a contact information list for all Union representatives and Joint Apprenticeship Committee representatives; and
- (h) Support local events and programs designed to recruit and develop adequate numbers of competent workers in the construction industry; and The Unions will otherwise carry out the commitments contained in Exhibit C.

~~The Project Work will require large numbers of craft personnel and other supporting employees. It is therefore the explicit understanding and intention of the Parties to use the opportunities provided by the extensive amount of work to be covered on these Projects to identify and promote, through cooperative efforts, programs and procedures (which may include, for example, programs to prepare persons for entrance into formal labor/management apprenticeship and/or training programs) or outreach programs to the community describing opportunities available as a result of the Project Work, for involvement of Local Residents in the construction industry, to assist them in entering the construction trades, and, through utilization of labor/management apprenticeship and/or training programs, to provide training opportunities for Local Residents and students and graduates of the District wishing to pursue a career in construction. Further, with assistance of the CBA Administrator, the District, the Contractors, and the Unions will work together to develop and implement promptly procedures for the identification of craft needs, the scheduling of work to~~

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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~~facilitate the utilization of available craft employees, and the securing of services of craft employees in sufficient numbers to meet the demand of the Project Work to be undertaken.~~

Section 1.3 Encouragement of Local Businesses. The Project Work will provide many opportunities for Local Businesses to participate as Contractors or suppliers, and the Parties agree that they will cooperate with all efforts of the District, the CBA Administrator, and any other organizations retained by the District for the purpose of encouraging and assisting the participation of District in accordance with District Policy 6610. The Parties agrees that they shall employ demonstrable efforts to encourage participation in an effort to achieve such goals. This may include, for example, participation in outreach programs (including for minority, disabled, women, and veteran businesses and employees as defined by California Public Contract Code 2050-2051), education, and assistance to businesses not familiar with working on a public works project, and the encouragement of Local Residents to participate in Project Work through programs and procedures jointly developed to prepare and encourage Local Residents for participation in labor/management apprenticeship and/or training programs, and employment on the Project Work through the referral programs sponsored or supported by the Parties.

The District Council, the Unions hereby commit to supporting and advancing the cooperative efforts as required in AB554, which requires the California Workforce Investment Board (CWIB) and each local board to develop a policy of fostering collaboration between community college and approved apprenticeship programs in the "local hire" area to provide pre-apprenticeship training, apprenticeship training, and continuing education in appreciable occupations, through the approved apprenticeship programs, coordinate efforts through local WIB Youth Councils, community organization and groups to address education, skill and employment needs resulting in career placement of disadvantaged and at-risk youth, low-income and underemployed residents, and dislocated workers.

Section 1.4 Project Work Cooperation. The construction to take place under this CBA involves unique and special circumstances which dictate the need for the Parties to develop specific procedures to promote high quality, rapid, and uninterrupted construction methods and practices. The smooth operation and successful and timely completion of the work is vitally important to the Local Residents. The Parties therefore agree that maximum cooperation among the Parties is required; and that, with multiple Contractors and crafts performing Project Work on multiple sites over an extended period of time, it is essential that the Parties work in a spirit of harmony and cooperation and with an overriding commitment to maintain the continuity of Project Work.

Section 1.5 Peaceful Resolution of All Disputes. In recognition of the special needs of the Project Work, and to maintain a spirit of harmony, labor-management peace and stability during the term of the CBA, the Parties agree to establish effective and binding methods for the settlement of all misunderstandings, disputes, and grievances; and in recognition of such methods and procedures, the Unions agree not to engage in any strike, slowdowns, or interruption or disruption of Project Work, and the Contractors agree not to engage in any lockout.

ARTICLE 2. SCOPE OF THE AGREEMENT

Section 2.1 General. This Agreement shall apply and is limited to all new construction, rehabilitation, and/or renovation work for the development of the District's facilities and

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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infrastructure components that have been designated by the District for inclusion in the Project, as specifically described in Section 2.2, and performed by those Contractors of whatever tier who have contracts awarded for such work more than 30 days after the effective date of this Agreement.

Section 2.2 Specific Facilities/Construction Contained in the Project. The “Project” is defined and limited to all new construction, rehabilitation, and renovation work with a total cost of One Million Dollars (\$1,000,000) or more, and for which Measure “M” or Measure “CC” funds are used (which includes, when an integral part of the Project, demolition, site clearing, and hazard abatement work).

It is understood by the Parties that the District may, at any time, at its sole discretion, determine to add, delete, or modify construction, renovation, or remodeling of any facilities or infrastructure components of the Project , or to modify or not to build any one or more of the particular segments proposed to be covered.

Section 2.3 Exclusions. Items specifically excluded from the scope of this Agreement include the following:

- (a) Work of Contractors’ non-manual employees, including, but not limited to superintendents, supervisors, staff engineers, quality control and quality assurance personnel, time keepers, mail carriers, clerks, office employees, interns, messengers, guards, safety personnel, emergency medical and first aid technicians, and other professional engineering, administrative, supervisory, and management employees (not covered by the master labor agreement of one of the Unions);
- (b) Equipment and machinery owned or controlled and operated by the District;
- (c) All off-site manufacture and handling of materials, equipment, or machinery; provided, however, that lay down or storage areas for equipment or material and manufacturing (prefabrication) sites dedicated solely to the Project or Project Work, and the movement of materials or goods between locations on a Project site, are within the scope of this Agreement;
- (d) All employees of the District, the CBA Administrator, design teams (including, but not limited to architects, engineers, and master planners), and any other consultants for the District (including, but not limited to, program or Project managers, construction managers and their employees, building/construction inspectors, and field soils and materials testers/inspectors) and their sub- consultants, and other employees of professional service organizations not performing manual labor within the scope of this CBA; provided, however, that it is understood and agreed that building or construction inspectors and field soils and material testers (“Inspectors”) as defined in the State of California wage determination for that craft are covered under the CBA when employed by a Contractor and engaged on the Project site in Project Work. Nothing in this Section will be construed to include inspectors certified by the Department of State Architects within the scope of this Agreement;
- (e) Any work performed on or near or leading to or into a site of Project Work and undertaken by state, county, or other governmental bodies, or their agents or contractors, or by public

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utilities, or their contractors; and/or by the District, or its contractors, work for which is not within the scope of this CBA:

- (f) Off-site Maintenance of leased equipment and on-site supervision of such work;
- (g) Work by employees of a manufacturer or vendor necessary to maintain such manufacturers' or vendors' warranty or guaranty;
- (h) Non-construction support services contracted by the District, District consultants, the CBA Administrator, or a Contractor in connection with this Project;
- (i) All work by employees of the District or its contractors involving general maintenance, repair, or cleaning work, except as specifically covered by this CBA; and
- (j) Laboratory work for testing.

Section 2.4 Awarding of Contracts.

- (a) The District or the Contractors, as appropriate, have the absolute right to award contracts or subcontracts on this Project to any Contractor notwithstanding the existence or non-existence of any agreements between such Contractor and any Union, provided only that such Contractor is willing, ready, and able to execute and comply with this CBA should such Contractor be awarded work covered by this CBA.
- (b) It is agreed that all Contractors and subcontractors of whatever tier, who have been awarded contracts for work covered by this CBA, shall be required to accept and be bound by the terms and conditions of this CBA, and shall evidence their acceptance by the execution the Letter of Assent as set forth in Exhibit "A", prior to the commencement of work. No Contractor or subcontractor shall commence Project Work without having first provided a copy of the Letter of Assent as executed by it to the CBA Administrator and to the Council 48 hours before the commencement of Project Work, or within 48 hours after the award of the Project Work to that Contractor or subcontractor, whichever occurs later.

Section 2.5 Coverage Exception. The Parties agree and understand that this CBA shall not apply to any work that would otherwise be Project Work when a governmental agency or granting authority partially or fully funding such Project Work determines that it will not provide this funding if such Project Work is covered by this Agreement, or when a law, regulation, proposition, or measure prohibits such coverage or the use by the District or for its benefit of particular funds. The District agrees that it will make every effort with any such governmental agency or granting authority to permit the implementation of this Agreement with regard to Project Work that the agency or authority may be partially or fully funding

Section 2.6 Schedule A's.

- (a) The provisions of this Agreement, including the Schedule A's, which are the collective bargaining agreements of the signatory Unions having jurisdiction over the work on the Project, as such may be changed from time-to-time consistent with Section 20.3, and which are incorporated herein by reference, shall apply to the work covered by this

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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Agreement, notwithstanding the provisions of any other local, area, and/or national agreement which may conflict with or differ from the terms of the Agreement; provided, however, that such does not apply to work performed under the National Cooling Tower Agreement, the National Stack Agreement, the National Transit Division (NTD), all instrument calibration work and loop checking shall be performed under the terms of the UA/IBEW Joint National Agreement for Instrument and Control Systems Technicians, and the National Agreement of the International Union of Elevator Constructors, with the exception of Article 6, 7, and 9 of this Project Agreement, which shall apply to such work. Where a subject covered by the provisions of this Agreement is also covered by a Schedule A, the provisions of this Agreement shall prevail. Where a subject is covered by a provision of a Schedule A and not covered by this Agreement, the provision of the Schedule A shall prevail. Any dispute as to the applicable source between this Agreement and any Schedule A for determining the wages, hours, or working conditions of employees on this Project shall be resolved under the procedures established in Article 9.

- (b) It is understood that this CBA, together with the referenced Schedule A's, constitutes a self-contained, stand-alone Agreement, and by virtue of having become bound to this CBA, a Contractor will not be obligated to sign any other local or national collective bargaining Agreement as a condition of performing work within the scope of this CBA; provided, however, that the Contractor will be required to sign a uniformly applied, non-discriminatory participation agreement at the request of the trustees or administrator of a trust fund established pursuant to Section 302 of the Labor Management Relations Act, and to which such Contractor is bound to make a contribution under this CBA as a result of his employment of persons working within the craft for which the trust fund provides coverage; but provided further, however, that the Contractor shall have no obligation to execute a participation agreement that binds, or attempts to bind, the Contractor beyond the terms and conditions of this CBA and/or expands the Contractor's obligation to make contributions pursuant thereto. It shall be the responsibility of the Contractor to have each of its subcontractors of whatever tier sign documents as appropriate.

Section 2.7 Binding Signatories Only. This CBA shall be binding only on the Parties, and shall not apply to the parents, affiliates, subsidiaries, or other ventures of any Party.

Section 2.8 Other District Work. This Agreement shall be limited to the Project Work. Nothing contained herein shall be interpreted to prohibit, restrict, or interfere with the performance of any other operation, work, or function not covered by this Agreement which may be performed by District employees or contracted for by the District for its own account on its property or in and around a Project site.

Section 2.9 Separate Liability. It is understood that the liability of the Contractors, and the liability of the Unions under this Agreement shall be several and not joint. The Unions agree that this Agreement does not have the effect of creating any joint employment status between or among the District, the CBA Administrator, and any Contractor.

Section 2.10 Completed Project Work. As areas of Project Work are accepted by the District, this CBA shall have no further force or effect on such items or areas except where the

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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Contractor is directed by the District, or its representatives, to engage in repairs, modifications, check-out, or warranty functions required by its contract with the District.

ARTICLE 3. UNION RECOGNITION AND EMPLOYMENT

Section 3.1 Recognition. The Contractors recognize the Unions as the sole and exclusive bargaining representatives of all craft employees within their respective jurisdictions working on the Project within the scope of this Agreement.

Section 3.2 Contractor Selection of Employees. The Contractor shall have the right to determine the competency of all employees, the number of employees required, and the duties of such employees within their craft jurisdiction, and shall have the sole responsibility for selecting employees to be laid off, consistent with Sections 3.9 and 4.3 herein. The Contractor also shall have the right to reject any applicant referred by a Union for any lawful reason, provided, however, that such right is exercised in good faith and not for the purpose of avoiding the Contractor's commitment to employ qualified employees through the procedures endorsed in this CBA.

Section 3.3 Referral Procedures.

- (a) For Unions having a job referral system contained in a Schedule A, the Contractor agrees to comply with such system, and it shall be used exclusively by such Contractor, except as modified by this CBA. Such job referral system will be operated in a nondiscriminatory manner and in full compliance with federal, state, and local laws and regulations which require equal and non-discriminatory employment opportunities. All hiring procedures, including related practices affecting apprenticeship, shall be operated so as to consider the goals of the District to encourage employment of Local Residents, and utilization of Local Businesses on the Project, and to facilitate the ability of all Contractors to meet their employment needs.
- (b) The Unions will exert their best efforts to recruit and refer sufficient numbers of skilled craft employees to fulfill the labor requirements of the Contractors, including specific employment obligations to which the Contractors may be legally or contractually obligated, and to refer apprentices as requested to develop a larger, skilled workforce and to meet apprenticeship ratios. The Unions will work with their affiliated regional and national Unions, and jointly with the CBA Administrator and any others designated by the District, to identify and refer competent crafts persons as needed for Project Work, and to identify Local Residents for entrance into Joint Labor/Management Apprenticeship Programs, or for participation in other identified programs to assist individuals in qualifying and becoming eligible for such apprenticeship programs, all maintained to increase the available supply of skilled craft personnel for Project Work and future construction, renovation, and rehabilitation work to be undertaken by the District.
- (c) The Unions shall not knowingly refer an employee currently employed by a Contractor on Project Work to any other employer.

Section 3.14 Employment of Local Residents. In recognition of the District's mission to serve Local Residents, the Unions and Contractors agree that, to the extent allowed by law, and as long as they possess the requisite skills and qualification, Local Residents shall be referred

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first for Project Work, including journey-person, apprentice, or other positions which may be established under a Schedule A and covered by applicable prevailing wage for utilization on Project Work, until at least 50% of the positions for Project Work for a particular Contractor (including Contractor's Core Employees), by craft, have been filled with Local Residents.

The CBA Administrator shall work with the Unions and contractors in the administration of this local residency preference; and the contractors and Unions shall cooperate by maintaining adequate records to demonstrate to the CBA Administrator that such preferences have been pursued.

Section 3.25 Non-Discrimination in Referral, Employment, and Contracting. The Unions and Contractors agree that they will not unlawfully discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, national origin, age, union status, sexual orientation, marital status, or disability, or political affiliation.

Section 3.36 Core Employees. The Parties recognize and support the District's commitment to provide opportunities for all businesses to participate on the Project. In furtherance of this commitment, the Parties agree that a Contractor who is not a party to a current collective bargaining agreement with a Union shall have the opportunity to employ its experienced Core Employees on the Project, and that, therefore,

- (a) A Contractor or subcontractor may directly employ, as needed, first, a member of its core workforce, then an employee through a referral from the appropriate union hiring hall, then a second Core Employee, then a second through the referral system, and so on until a maximum of five Core Employees are employed, after which all further employment shall be pursuant to the referral provisions of this Article. On layoff, the reverse process shall be followed if and when the workforce is to be reduced below 10.
- (b) A Contractor's core workforce is comprised of those employees:
 - (i) Whose names appeared on the Contractor's active payroll for 50 of the 100 working days before award of Project Work to the Contractor;
 - (ii) Who possess any license or certification required by state or federal law for the Project work to be performed.
 - (iii) Who have the ability to safely perform the basic functions of the applicable trade, and;
 - (iv) Who are Local Residents on the effective date of this Agreement, or who have been Local Residents for the 100 working days prior to the award of the Project Work to the Contractor.
- (c) A Contractor desiring to use its Core Employees on the Project must identify them at the time it receives the Notice to Proceed, and provide proof of their eligibility to the CBA Administrator who shall provide such proof to the Council at request. For proof of employment eligibility, quarterly tax records or payroll records normally maintained by the contractor (or officially recognized substitutes) shall be utilized; and for residency, proof is demonstrated by a driver's license, voter registration, postal address, utility statements, or other official acknowledgment.

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Section 3.47 Time for Referral. If any Union's referral system does not fulfill the requirements for specific classifications of covered employees (including residency standards) requested by any Contractors within 48 hours (excluding Saturdays, Sundays, and holidays), that Contractor may use employment sources other than Union registration and referral services, and may employ applicants meeting such standards from any other available source. The Contractor should promptly inform the Union of any applicants hired from other sources.

Section 3.58 Lack of Referral Procedure. If a signatory local Union does not have a job referral system as set forth in Section 3.3 above, the Contractors shall give the Union equal opportunity to refer applicants. The Contractors shall notify the Union of employees so hired, as set forth in Section 3.5.

Section 3.69 Union Membership. No employee covered by this Agreement shall be required to join any Union as a condition of being employed, or remaining employed, for the completion of Project Work; provided, however, that any employee who is a member of the referring Union at the time of referral shall maintain that membership in good standing while employed under this CBA. All employees shall, however, be required to comply with the Union security provisions of the applicable Schedule A for the period during which they are performing on-site Project Work. This includes rendering payment of the applicable monthly working dues and any non- initiation or application fees uniformly required of members in the Union.

Section 3.710 Individual Seniority. Except as provided in Section 4.3, individual seniority shall not be recognized or applied to employees on the Project; provided, however, that group or classification seniority in a Union's Schedule A as of the effective date of this Agreement shall be recognized for purposes of layoffs.

Section 3.811 Foremen. The selection and number of craft foremen or general foreman shall be the responsibility of the Contractor. All foremen shall take orders exclusively from the designated Contractor representatives. Craft foremen shall be designated as working foremen at the request of the Contractors.

ARTICLE 4. UNION ACCESS AND STEWARDS

Section 4.1 Access to Project Sites. Authorized representatives of the Union shall have access to the Project sites, provided they do not interfere with the work and further provided such representatives fully comply with posted visitor, security, and safety rules, including checking/signing in with the Contractor representatives on site and with the appropriate construction manager, if present on the site, prior to entering into the Project construction areas.

Section 4.2 Stewards.

- (a) As part of the referral process of Article 3, above, each Union shall have the right to designate a working journeyman as a steward for each shift, and shall notify the Contractor in writing of the identity of the designated steward or stewards prior to the assumption of such person's duties as steward. Such designated steward or stewards shall not exercise any supervisory functions.

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- (b) In addition to his/her work, the steward shall have the right to receive, but not to solicit, complaints or grievances and to discuss and assist in the adjustment of the same with the employee's appropriate supervisor. Each steward shall be concerned only with the employees of the steward's Contractor and, if applicable, subcontractors, and not with the employees of any other Contractor. Contractors shall not discriminate against the steward in the proper performance of his/her Union duties.
- (c) When a Contractor has multiple, non-continuous work locations at one site, the Contractor may request, and the Union shall appoint, such additional stewards as the Contractor may request to provide independent coverage of one or more such locations. In such cases, a steward may not service more than one work location without the approval of the Contractor.
- (d) The stewards shall not have the right to determine when overtime shall be worked or who shall work overtime.

Section 4.3 Steward Layoff/Discharge. The Contractors agree to notify the appropriate Union 24 hours before the layoff of a steward, except in the case of disciplinary discharge for cause. If the steward is protected against such layoff by the provisions of the applicable Schedule A, such provisions shall be recognized when the steward possesses the necessary qualifications to perform the remaining work. In any case in which the steward is discharged or disciplined for cause, the appropriate Union will be notified promptly by the Contractor, and such discharge or discipline shall not become final (subject to any later filed grievance) until 24 hours after such notice has been given.

Section 4.4 Employees on Non-Project Work. On work where the personnel of the District may be working in close proximity to the construction activities covered by this CBA, the Union agrees the Union representatives, stewards, and individual employees will not interfere with the District personnel or with personnel employed by any other employer not a party to this CBA.

ARTICLE 5. WAGES AND BENEFITS

Section 5.1 Wages. All employees covered by this Agreement shall be classified in accordance with work performed and paid the hourly wage rates for those classifications in compliance with the applicable prevailing wage rate determination established pursuant to the California Labor Code by the Department of Industrial Relations, and not pursuant to the Schedule A's. If a prevailing rate increases under state law, the Contractor shall pay that rate as of its effective date under the law. If the prevailing wage laws are repealed during the term of this Agreement, the Contractor shall pay the wage rates established under the Schedule A's, except as otherwise provided in this CBA.

Section 5.2 Benefits.

- (a) Contractors shall pay contributions to the established employee benefit funds in the amounts designated in the appropriate Schedule A, and make all worker- authorized deductions in the amount designated in the appropriate Schedule A for all covered employees. The Parties further agree that, unless otherwise mandated by the applicable

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prevailing wage determination, only such bonafide benefits as accrue to the direct benefit of the employees (such as pension and annuity, health, and welfare, vacation, apprenticeship, and training funds, etc.) shall be included in this requirement and required to be paid on the Project. Such contributions for each benefit shall not exceed the amounts specified for such in the applicable prevailing wage determination. Contractors directly signatory to one or more of the Schedule A's are required to make all contributions set forth in those Schedule A's without reference to the forgoing. Bonafide jointly-trusted benefit plans or authorized employee deductions programs established or negotiated under the applicable Schedule A or by the parties to his Agreement during the life of this Agreement may be added, subject to the limitations upon such negotiated changes contained in Sections 21.3, and provided that the contributions do not exceed the amounts set forth in the applicable prevailing wage determination.

- (b) The Contractor adopts and agrees to be bound by the written terms of the applicable, legally established, trust agreements specifying the detailed basis on which payments are made into, and benefits paid out of, such trust funds for its employees. The Contractors authorize the parties to such trust funds to appoint trustees and successor trustees to administer the trust funds and hereby ratifies and accepts the trustees so appointed as if made by the Contractor.
- (c) Each Contractor and subcontractor is required to certify to the CBA Administrator that it has paid all benefit contributions due and owing to the appropriate employee benefit trust fund or fringe benefit programs prior to the receipt of its final payment or retention. Further, upon timely notification by a Union to the CBA Administrator, the CBA Administrator shall work with any Contractor or subcontractor who is delinquent in payments to assure that proper benefit contributions are made, to the extent of requesting the District or the Contractor to withhold payments otherwise due such Contractor, until such contributions have been made or otherwise guaranteed.

Section 5.3 Wage Premiums. Wage premiums, including, but not limited to, pay based on height of work, hazard pay, scaffold pay, and special skills, shall not be applicable to work under this CBA, except to the extent provided for in any applicable prevailing wage determination.

Section 5.4 Compliance with Prevailing Wage Laws. The Parties agree that the CBA Administrator shall monitor the compliance by all Contractors and subcontractors with all applicable federal and state prevailing wage laws and regulations, and that such monitoring shall not include Contractors engaged in what would otherwise be Project Work but for the exceptions to coverage set forth in Section 2.3. All complaints regarding possible prevailing wage violations shall be referred to the CBA Administrator for processing, investigation, and resolution, and if not resolved within 30 calendar days, may be referred by any Party to the state labor commissioner.

ARTICLE 6. WORK STOPPAGES AND LOCK-OUTS

Section 6.1 During the term of this Agreement, there shall be no strikes, picketing, work stoppages, slowdowns, or other disruptive activity for any reason by the Unions, or by any employee covered by this Agreement, and there shall be no lockout by the Contractors. The establishment of any activity disrupting work, including strikes, pickets, work stoppages, or

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slowdowns, or the failure of any Union or worker to cross any picket line established at the Project site constitutes a material breach of this Agreement.

The Unions shall not sanction, aid, abet, encourage, or continue any work stoppage, strike, picketing, or other disruptive activity, and shall undertake all reasonable means to prevent or to terminate any such activity. No worker covered by this Agreement shall engage in activities which violate this Article. Any worker who participates in or encourages any activities which interfere with the normal operation of the Project shall be subject to disciplinary action, including discharge.

The Unions shall not be liable for acts of employees for whom it has no responsibility. The International Union General President or Presidents shall immediately instruct, order, and use the best efforts of his office to cause the Unions to cease any violations of this Article. An International complying with this obligation shall not be liable for unauthorized acts of its local Union. The principal officer or officers of a local Union will immediately instruct, order and use the best efforts of his office to cause the employees that the local Union represents to cease any violations of this Article. A local Union complying with this obligation shall not be liable for unauthorized acts of employees it represents. The failure of the Contractor to exercise its right in any instance shall not be deemed a waiver of its right in any other instance.

Section 6.2 Worker Violations. The Contractor may discharge any worker in violation of Section 6.1, and any such worker will not be eligible for rehire under this Agreement.

Section 6.3 Standing to Enforce. The District, the CBA Administrator, or any Contractor affected by an alleged violation of Section 6.1 shall have standing and the right to enforce the obligations established therein.

Section 6.4 Expiration of Schedule A' s. All employees shall continue to work and to perform all their obligations with respect to the Project Work despite the expiration of a Schedule "A" Agreement. Any renegotiated Schedule A shall be implemented on Project Work pursuant to Section 20.3.

Section 6.5 No Lockouts. Contractors shall not cause, incite encourage, condone or participate in any lock-out of employees with respect to Project Work during the term of this Agreement. The term "lock-out" refers only to a Contractor's exclusion of employees in order to secure collective bargaining advantage, and does not refer to the discharge, termination or layoff of employees by the Contractor for any reason in the exercise of rights pursuant to any provisions of the Agreement, or any other agreement, nor does "lock-out" include the District's decision to stop, suspend, or discontinue any Project Work or any portion thereof for any reason.

Section 6.6 Best Efforts to End Violations.

- (a) If a Contractor contends there is any violation of this Article, Section 7.3, or the Section 20.4, it shall notify, in writing, the Executive Secretary of the Council, the Senior Executive of the involved Union(s), and the CBA Administrator. The Executive Secretary and the leadership of the involved Union(s) will immediately instruct, order, and use their best efforts, to cause the cessation of any violation of the relevant provision.

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- (b) If the Union contends that any Contractor has violated this Article, it will notify the Contractor and the CBA Administrator, setting forth the facts which the Union contends violate the CBA, at least 24 hours prior to invoking the procedures of Section 6.7. The CBA Administrator shall promptly order the involved Contractor(s) to cease any violation of the Article.

Section 6.7 Expedited Enforcement Procedure. Any Party or the CBA Administrator, may institute the following procedures in lieu of, or before any other action at law or equity, when breach of Sections 6.1, 6.5, 7.3, or 20.4 is alleged.

- (a) The Parties will negotiate in good faith to select a mutually agreeable, unbiased individual to serve as the Permanent Arbitrator under this procedure, as well as two alternate arbitrators who shall be identified as Alternate #1 and Alternate #2. The Party invoking this procedure shall notify the Permanent Arbitrator. If the Permanent Arbitrator is unavailable, the Party invoking this procedure shall first notify Alternate #1. If Alternate #1 is not available, then Alternate #2 shall be selected. Notice to the Arbitrator shall be by the most expeditious means available, with notices to the Parties as well. For purposes of this Article, written notice may be given by facsimile, hand delivery, or overnight mail, and will be deemed effective upon receipt.
- (b) Upon receipt of said notice, the Arbitrator, or his/her alternate, shall sit and hold a hearing within 24 hours if it is contended that the violation still exists, but not sooner than 24 hours after notice has been dispatched to the Executive Secretary and the Senior Official(s), as required by Section 6.6.
- (c) The arbitrator shall notify the Parties of the place and time chosen for this hearing. Said hearing shall be completed in one session, which, with appropriate recesses at the Arbitrator's discretion, shall not exceed 24 hours unless otherwise agreed upon by all Parties. A failure of any Party or Parties to attend said hearings shall not delay the hearing of evidence or issuance of any decision by the Arbitrator.
- (d) The sole issue at the hearing shall be whether or not a violation of Sections 6.1, 6.5, 7.3, or 20.4 has, occurred. The Arbitrator shall have no authority to consider any matter in justification, explanation, or mitigation of such violation, or to assess damages (except for damages as set forth in 6.8 below) which issue is reserved for court proceedings, if any. The Arbitrator's decision shall be issued in writing within three hours after the close of the hearing, and may be issued without an opinion. If any Party desires a written opinion, one shall be issued within 15 days, but its issuance shall not delay compliance with, or enforcement of, the decision. The Arbitrator may order cessation of the violation of the Agreement and other appropriate relief, and such decision shall be served on all Parties by personal delivery, facsimile, or overnight mail to the address or facsimile number that each Party provides to the other Parties. Such decision shall be final and binding on all Parties, and may be enforced by any court of competent jurisdiction. Written notice of the filing of such enforcement proceedings shall be given to the other party. In any judicial proceeding to obtain a temporary order enforcing the Arbitrator's decision as issued under Section 6.7(d), above, all Parties waive the right to a hearing and agree that such proceedings may be conducted on an ex parte basis. Such agreement does not waive any party's right to participate in a hearing for final order of enforcement. The court's order or orders enforcing the Arbitrator's decision shall be served on all Parties pursuant to law.

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- (e) Any rights created by statute or law governing arbitration proceedings inconsistent with the above procedure or which would interfere with compliance hereto, are hereby waived by the Parties to whom they accrue.
- (f) The fees and expenses of the Arbitrator shall be equally divided between the Party or Parties initiating this procedure and the respondent Party or Parties.
- (g) The CBA Administrator shall be sent copies of all notifications required by this Article, and, at its option, may participate as a full party in any proceeding initiated under these Articles.

Section 6.8 Liquidated Damages.

- (a) If the arbitrator determines, in accordance with Section 6.7 above, that a work stoppage has occurred, the respondent Union(s) shall, within eight hours of receipt of the decision, direct all of the employees that they represent on the Project to immediately return to work. If these employees do not return to work by the beginning of the next regularly scheduled shift following such eight hour period after receipt of the Arbitrator's decision, and the respondent Union(s) have not complied with their obligations to immediately instruct, order, and use their best efforts to cause a cessation of the violation and return the employees that they represent to work, then the non-complying respondent Union(s) shall each pay a sum as liquidated damages to the District, and each will pay an additional sum per shift, as set forth in sub-section "c" below, for each shift thereafter on which the craft(s) have not returned to work.
- (b) If the Arbitrator determines, in accordance with Section 6.7, that a lock-out has occurred, the respondent Contractor(s) shall, within eight hours after receipt of the decision, return all the affected employees to work on the Project, or otherwise correct the violation found by the arbitrator. If the respondent Contractor(s) do not take such action by the beginning of the next regularly schedule shift following the eight hour period, each non-complying respondent Contractor shall pay or give as liquidated damages, to the affected Union(s) (to be apportioned among the affected employees and the benefit funds to which contributions are made on their behalf, as designated by the arbitrator) and each shall pay an additional sum per shift, as set forth in sub-section "c" below, for each shift thereafter in which compliance by the respondent Contractor(s) have not been completed.
- (c) The Arbitrator shall retain jurisdiction to determine compliance with this Section and to establish the appropriate sum of liquidated damages, which shall be not less than \$1,000.00, nor more than \$5,000.00 per shift for each non-complying entity.

ARTICLE 7. WORK ASSIGNMENTS AND JURISDICTIONAL DISPUTES

Section 7.1 Assignments of Work. The assignment of work will be solely the responsibility of the Contractor performing the work involved; and such work assignments will be

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in accordance with the Plan for the Settlement of Jurisdictional Disputes in the Construction Industry ("**Plan**"), or any successor plan.

Section 7.2 Resolution of Jurisdictional Disputes. All jurisdictional disputes on this Project, between or among Building and Construction Trades Unions and the Contractors shall be settled and adjusted according to the Plan or any other plan, method, or procedure that may be adopted in the future by the Building and Construction Trades Department. Decisions rendered shall be final, binding, and conclusive on the Parties.

Section 7.2.1. If dispute arising under this Article involves the Southwest Regional Council of Carpenters or any of its subordinate bodies, an Arbitrator shall be chosen by the procedures specified in Article V, Section 5, of the Plan from a list composed of John Kagel, ~~thomas-Thomas~~ angeleAngelo, Robert Hirsch, and Thomas Pagan, and the Arbitrator's hearing on the dispute shall be held at the offices of the applicable Building and Construction Trades Council within 14 days of the selection of the Arbitrator. All other procedures shall be as specified in the Plan."

Section 7.3 No Work Disruption Over Jurisdiction. All jurisdictional disputes shall be resolved without the occurrence of any strike, work stoppage, or slowdown of any nature and the Contractor's assignments shall be adhered to until the dispute is resolved. Individuals violating this provision shall be subject to immediate discharge.

Section 7.4 Pre-Construction Conference. As provided in Article 15, each Contractor and construction manager shall conduct a pre-construction conference with the appropriate affected Union(s) prior to commencing work.

Section 7.5 Resolution of Jurisdictional Disputes. If any actual or threatened strike, sympathy strike, work stoppage, slowdown, picketing, hand-billing, otherwise advising of the public that a labor dispute exists, or any other interference with the progress of Project Work by reason of a jurisdictional dispute, the Parties first shall exhaust the expedited procedures set forth in the Plan, if such procedures are in the Plan then currently in effect, or otherwise as in Article 6 above.

ARTICLE 8. MANAGEMENT RIGHTS

Section 8.1 Contractor and District Rights. The Contractors and the District have the sole and exclusive right and authority to oversee and manage construction operations on Project Work. Where possible, and as allowed by law, purchases are to be made locally unless costs locally differentiate by 5% or greater. In addition to the following and other rights of the Contractors enumerated in this CBA, the Contractors expressly reserve their management rights and all the rights conferred upon them by law. The Contractors' rights include, but are not limited to, the right to:

- (a) Plan, direct, and control operations of all work;
- (b) Hire, promote, transfer, and layoff their own employees as deemed appropriate to satisfy work or skill requirements;

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- (c) Promulgate and require all employees to observe reasonable job rules and security and safety regulations;
- (d) Discharge, suspend, or discipline their own employees for just cause;
- (e) Utilize work methods, procedures, or techniques, and select, use and install any types or kinds of materials, apparatus, or equipment, regardless of source of manufacture or construction; assign and schedule work at their discretion, unless specifically disapproved by the District or its authorized representative; and
- (f) Assign overtime, determine when it will be worked, and determine the number and identity of employees engaged in such work, subject to such provisions in this Agreement and the applicable Schedule A's requiring such assignments be equalized or otherwise made in a non-discriminatory manner.

Section 8.2 Specific District Rights. In addition to the following and other rights of the District enumerated in this Agreement, the District expressly reserves its management rights and all the rights conferred on it by law or contract. The District rights (and those of the CBA Administrator on its behalf) include, but are not limited to, the right to:

- (a) Inspect any construction site, facility, or project to ensure that the Contractor follows the applicable safety and other work requirements;
- (b) Require Contractors to establish a different work week or shift schedule for particular employees as required to meet the operational needs of the District and/or Project Work at a particular location, or in order to accommodate any difficulties at the Project site where schedules may interfere with District or resident requirements during construction activity;
- (c) At its sole option, terminate, delay, or suspend any portion of the Project Work at any time; prohibit some or all work on certain days or during certain hours of the day to accommodate the ongoing operations of the District's facilities or to mitigate the effect of ongoing Project Work on businesses and residents in the neighborhood of the Project site; and require such other operational or schedule changes it deems necessary, in its sole judgment, to effectively maintain its primary mission and remain a good neighbor to those in the area of its facilities. In order to permit the Contractors and Unions to make appropriate scheduling plans, the District will provide the CBA Administrator and the affected Contractors and Unions with reasonable notice of any changes it requires pursuant to this section;
- (d) Approve any work methods, procedures, and techniques used by Contractors, whether or not these methods, procedures, or techniques are part of industry practices or custom; and
- (e) Investigate and process complaints, through its CBA Administrator, in the manner set forth in Sections 6 and 9.

Section 8.3 Use of Materials. There should be no limitations or restrictions by the Unions upon a Contractor's choice of materials or design, regardless of source or location, or

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upon the use and utilization of equipment, machinery, packaging, precast, prefabricated, pre-finished, or pre-assembled materials, tools or other labor saving devices, subject to the application of law, in reference to off-site construction. Generally, the on-site installation or application of such items shall be performed by the craft having jurisdiction over such work. The District and its CBA Administrator shall advise all Contractors of, and enforce as appropriate, the off-site application of the prevailing wage law as it affects Project Work.

Section 8.4 Special Equipment, Warranties, and Guaranties.

- (a) It is recognized that certain equipment of a highly technical and specialized nature may be installed at Project Work sites. The nature of the equipment, together with the requirements for manufacturer's warranties, may dictate that it be prefabricated, pre-piped and/or pre-wired and that it be installed under the supervision and direction of the District's or manufacturer's personnel. The Unions agree that such equipment is to be installed without incident.
- (b) The Parties recognize that the Contractor will initiate from time-to-time the use of new technology, equipment, machinery, tools, and other labor-saving devices and methods of performing Project Work. The Union agrees that they will not restrict the implementation of such devices or work methods. The Unions will accept and will not refuse to handle, install, or work with any standardized or catalog parts, assemblies, accessories, prefabricated items, pre-assembled items, partially assembled items, or materials, whatever their source of manufacture or construction.
- (c) If any disagreement between the Contractor and the Unions concerning the methods of implementation or installation of any equipment, device, item, or method of work arises, or whether a particular part or pre-assembled item is standardized or a catalog part or item, the work will proceed as directed by the Contractor, and the Parties shall promptly consult over the matter. If the disagreement is not resolved, the affected Unions shall have the right to proceed through the procedures set forth in Article 9.

Section 8.5 No Less Favorable Treatment. The Parties expressly agree that Project Work will not receive less favorable treatment than that on any other Project which the Unions, Contractors, and employees work.

ARTICLE 9. SETTLEMENT OF GRIEVANCES AND DISPUTES

Section 9.1 Cooperation and Harmony on Site.

- (a) This Agreement is intended to establish and foster continued close cooperation between management and labor. The Council shall assign a representative to this Project for the purpose of assisting the local Unions, and working with the CBA Administrator, together with the Contractors, to complete the construction of the Project economically, efficiently, continuously, and without any interruption, delays or work stoppages.
- (b) The CBA Administrator, the Contractors, and the Unions, and the employees, collectively and individually, realize the importance to all Parties of maintaining continuous and uninterrupted performance Project Work, and agree to resolve disputes in accordance

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with the grievance provisions set forth in this Article, or, as appropriate, those of Articles 6 or 9.

- (c) The CBA Administrator shall oversee the processing of grievances under this Article and Articles 6 and 9, including the scheduling and arrangements of facilities for meetings, selection of the arbitrator from the agreed-upon panel to hear the case, and any other administrative matters necessary to facilitate the timely resolution of any dispute; provided, however, that it is the responsibility of the Parties to any pending grievance to insure the time limits and deadlines are met.

Section 9.2 Processing Grievances.

Part 1. This Agreement is intended to provide close cooperation between management and labor. Each of the Unions will assign a representative to this Project for the purpose of completing the construction of the Project economically, efficiently, continuously, and without interruptions, delays, or work stoppages.

Part 2. The Contractors, the Unions, and the employees, collectively and individually, realize the importance to all parties to maintain continuous and uninterrupted performance of the work of the Project, and agree to resolve disputes in accordance with the grievance-arbitration provisions set forth in this Article.

Part 3. Any question or dispute arising out of and during the term of this Agreement (other than trade jurisdictional disputes) shall be considered a grievance and subject to resolution under the following procedures:

Step 1.

(a) Employee Grievances. When any employee subject to the provisions of this Agreement feels aggrieved by an alleged violation of this Agreement, the employee shall, through his/her local union business representative or job steward, within ten working days after the occurrence of the violation, give notice to the work site representative of the involved Contractor stating the provision alleged to have been violated. A representative of the Union or the job steward, and the work site representative of the involved Contractor shall meet and endeavor to adjust the matter within ten working days after timely notice has been given. If they fail to resolve the matter within the prescribed period, the grieving party may, within ten working days, provide relevant information, including a short description, the date on which the alleged violation occurred, and the provisions of the Agreement alleged to have been violated. Grievances and disputes settled at Step 1 shall be non- precedential except to the Parties directly involved.

(b) Union or Contractor Grievances. Should the Union(s) or any Contractor have a dispute with any other Party, and, if after conferring within ten working days after the disputing Party knew or should have known of the facts or occurrence given rise to the dispute, a settlement is not reached within five working days, the dispute shall be reduced to writing and processed to Step 2 in the same manner as outlined in 1(a) above for the adjustment of an employee grievance.

Step 2. The business manager of the involved local Union or his/her designee, together with the site representative of the involved Contractor, and a representative of the CBA Administrator, shall meet within seven working days of the referral of the dispute to this second step to arrive at a satisfactory settlement. If the parties fail to reach an agreement, the dispute may be appealed in writing in accordance with the provision of Step 3 within seven working days after the initial meeting at Step 2.

Step 3.

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(a) If the grievance had been submitted but not adjusted under Step 2, either party may request in writing, within seven calendar days thereafter, that the grievance be submitted to an Arbitrator mutually agreed upon by them. The Contractor and the involved Union shall attempt mutually to select an Arbitrator, but if they are unable to do so, they shall request the American Arbitration Association to provide them with a list of arbitrators from which the Arbitrator shall be selected. The rules of the American Arbitration Association shall govern the conduct of the arbitration hearing. The decision of the Arbitrator shall be final and binding on all Parties. The fee and expenses of such Arbitration shall be borne equally by the Contractor and the involved local Union(s).

(b) Failure of the grieving party to adhere to the time limits established herein shall render the grievance null and void. The time limits established herein may be extended only by written consent of the Parties involved at the particular step where the extension is agreed upon. The Arbitrator shall have the authority to make decisions only on issues presented to him or her, and he or she shall not have authority to change, amend, add to, or detract from any of the provisions of this Agreement.

Part 4. The Contractor and District, through the CBA Administrator, shall be notified of all actions at Steps 2 and 3 and shall, upon their request, be permitted to participate in all proceedings at these steps.

Section 9.3 Limit on Use of Procedures. Procedures contained in this Article shall not be applicable to any alleged violation of Article 6 or 7, with the single exception that any employee discharged for violation of Section 6.1 or 7.3 may resort to the procedures of this Article to determine only if he or she was, in fact, engaged in that violation.

Section 9.4 Notice. The CBA Administrator (and the District, in the case of any grievance regarding the scope of this Agreement), shall be notified by the involved Contractor of all actions at Steps 2 and 3, and further, the CBA Administrator shall, upon its own request, be permitted to participate fully as a party in all proceedings at such steps.

ARTICLE 10. REGULATORY COMPLIANCE

Section 10.1 Compliance with All Laws. The Council, the Unions, Contractors, subcontractors, and their employees shall comply with all applicable federal and state laws, ordinances, and regulations, including, but not limited to those relating to safety and health, employment, and applications for employment, and all applicable District Policies and Administrative Procedures, as currently exist and as may be subsequently revised or added. All employees shall also comply with the safety regulations established by the District, the CBA Administrator, or the Contractor. Employees must promptly report any injuries or accidents to a supervisor.

Section 10.2 Monitoring Compliance. The Parties agree that the District shall require, and that the CBA Administrator shall monitor, compliance by all Contractors and subcontractors with all federal and state laws and regulations that, from time-to-time, may apply to Project Work. It shall be the responsibility of the CBA Administrator to investigate or monitor compliance with these various laws and regulations. The Council may recommend to the CBA Administrator or the District procedures to encourage and enforce compliance with these laws and regulations.

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Section 10.3 Prevailing Wage Compliance. The Council or the Unions shall refer all complaints regarding potential prevailing wage violation to the CBA Administrator which shall process, investigate, and resolve such complaints, consistent with Section 5.4. The Council or Union, as appropriate, shall be advised in a timely manner with regard to the facts and resolution, if any, of any complaint. It is understood that this Section does not restrict any individual rights as established under the law, including the rights of an individual to file a complaint with the State Labor Commissioner.

Section 10.4 Violations of Law. Should there be a finding by a court or administrative tribunal of competent jurisdiction that a Contractor has violated federal and or state law or regulation (including any finding of non-compliance with the California prevailing wage obligations as enforced pursuant to DIR regulations), the District, upon notice to the Contractor, that it, or its subcontractors, are in such violation, and on the failure of the Contractor or subcontractor to remedy such violation promptly, may take such action as is permitted by law or contract to encourage or require the Contractor or the subcontractor to come into compliance. Such action may include, if permitted by contract and or law, removing the Contractor or subcontractor from Project Work.

ARTICLE 11. SAFETY AND PROTECTION OF PERSON AND PROPERTY

Section 11.1 Safety.

- (a) It shall be the responsibility of each Contractor to ensure safe working conditions and employee compliance with any safety rules contained herein or established by the District, the CBA Administrator, or the Contractor. It is understood that employees have an individual obligation to use diligent care to perform their work in a safe manner and to protect themselves and the property of the Contractor and the District.
- (b) Employees shall be bound by the safety, security, and visitor rules established by the Contractor and construction manager, the CBA Administrator, and the District. These rules will be published and posted. An employee's failure to satisfy his/her obligations under this section will subject himself/herself to discipline, up to and including discharge. The Parties may establish and implement reasonable substance-abuse testing procedures and regulations, which may include pre-hire, reasonable cause, and random and post-accident testing, to the extent permitted by law. Should the CBA Administrator approve an established program to which the Unions are currently a party, such program may become the Project-wide substance abuse testing program, after consultation with the Unions. Until there is such a Project- wide substance abuse testing procedure negotiated or otherwise adopted by the CBA Administrator, such substance abuse testing procedures as are contained in the Schedule A's shall be applicable to work on the Project, pursuant to their terms.

Section 11.2 Inspection. The inspection of incoming shipments of equipment, machinery, and construction materials of every kind shall be performed at the discretion of the Contractor by individuals of its choice.

Section 11.3 Suspension of Work for Safety. A Contractor may suspend all or a portion of the job to protect the life and safety of the employees. In such cases, employees shall be

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compensated only for the actual time worked; provided, however, that where the Contractor requests employees to remain at the site and be available for work, the employees will be compensated for stand-by time at the applicable rate of pay.

Section 11.4 Water and Sanitary Facilities. The Contractor shall provide adequate supplies of drinking water and sanitary facilities for all employees as required by state law.

ARTICLE 12. TRAVEL AND SUBSISTENCE

Travel expenses, travel time, subsistence allowances, zone rates, and parking reimbursements shall not be applicable to work under this CBA, except to the extent provided for in any applicable prevailing wage determination. Parking for employees covered by this CBA shall be provided by the Contractors according to the provision of the Schedule A's., and upon presentation of proof of any expense incurred.

ARTICLE 13. APPRENTICES

Section 13.1 Importance of Training. The Parties recognized the need to maintain continuing support of the programs designed to develop adequate members of competent employees in the construction industry, the obligation to capitalize on the availability of the local work force in the area served by the District, and the opportunity to provide employment at fair wages and working conditions on Project Work. To these ends, the Parties will facilitate, encourage, and assist Local Residents to enter and progress in labor/management apprenticeship or training programs in the construction industry leading to participation in such apprenticeship programs. The District, the CBA Administrator, other District consultants, and the Council, will work cooperatively to identify, establish, and maintain, effective programs and procedures for persons interested in entering the construction industry which will help prepare them for the formal joint labor/management apprenticeship programs maintained by the Unions.

Section 13.2 Use of Apprentices.

- (a) Apprentices may comprise up to 30% of each craft's work force at any time, unless the standards of the applicable joint apprenticeship committee confirmed by the State Labor Commissioner establish a lower maximum percentage, and where such is the case, the applicable Unions should use their best efforts with the committee and, if necessary, the commissioner to permit up to 30% apprentices on the Project. When available and capable of undertaking the tasks involved, 40% of such apprentice workforce of each craft may consist of first-year apprentices.
- (b) The Unions agree to cooperate with the Contractors in furnishing apprentices as requested up to the maximum percentage. The apprentice ratio for each craft shall be in compliance, at a minimum, with the applicable provisions of the Labor Code relating to the utilization of apprentices. The District shall encourage such utilization, and, both as to apprentices and the overall supply of experienced employees, the CBA Administrator will work with the Council to assure appropriate and maximum utilization of apprentices and the continuing availability of both apprentices and journey persons.

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- (c) The Parties agree that apprentices will not be dispatched to Contractors working under this CBA unless there is a journey person, or other Contractor employee, working on the Project where the apprentice is to be employed who is qualified to assist and oversee the apprentice's progress through the program in which he/she is participating.

Section 13.3 Joint Subcommittee on Training and Apprenticeship. In order to carry out the intent and purpose of this Article, a subcommittee of the Labor Management Committee ("**Subcommittee**") pursuant to Article 16 shall be established, jointly chaired by a designee of the District and a designee of the Council, to oversee the identification and/or effective development of procedures and programs leading to the full utilization of apprenticeship programs, and to work with representatives of each signatory Union's Joint Apprenticeship Committee ("**JAC**") and representatives of the District to establish appropriate criteria for recognition by such JAC's of the educational and work experience possessed by Local Residents toward qualifying for entry or advanced level in the apprenticeship programs under the direction of such JAC's. Specific emphasis will be placed on coordination of the District's existing or planned educational programs with the apprenticeship training programs of the signatory Unions, and the cooperation of the District and the Unions, and the representatives of their JAC's, to encourage District graduates, students, and prospective students to participate in such apprenticeship programs, for the improvement of the construction industry. The Subcommittee will meet as necessary at the call of the joint chairs to promptly facilitate its purposes in an expeditious manner as soon as this CBA becomes effective. In addition to the joint chairs, the membership of the Subcommittee will consist of at least three representatives of the Unions and three representatives of the Contractors.

Section 13.4 Helmets to Hardhats.

- (a) The Parties recognize a desire to facilitate the entry into the building and construction trades of veterans who are interested in careers in the building and construction industry. The Parties agree to utilize the services of the Center for Military Recruitment, Assessment and Veterans Employment (hereinafter "Center"), and the Center's "Helmets to Hardhats" program to serve as a resource for preliminary orientation, assessment of construction aptitude, referral to apprenticeship programs or hiring halls, counseling and mentoring, support network, employment opportunities, and other needs as identified by the Parties.
- (b) The Unions and the Contractors agree to coordinate with the Center to create and maintain an integrated database of veterans interested in working on this Project and of apprenticeship and employment opportunities for this Project. To the extent permitted by law, the Unions will give credit to such veterans for bonafide, provable past experience.

ARTICLE 14. WORKING CONDITIONS

Section 14.1 Rest Periods. There will be no non-working times established during working hours except as may be required by applicable law. Individual coffee containers will be permitted at the work locations.

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Section 14.2 Work Rules. The District, the CBA Administrator, and the Contractors or construction manager shall establish such reasonable work rules as they deem appropriate and not inconsistent with this Agreement. These rules will be posted at the work sites by the Contractor and may be amended thereafter as necessary. Failure to observe these rules and regulations may be grounds for discipline up to and including discharge. Said work rules shall include the prohibition of the playing of portable radios.

Section 14.3 Emergency Use of Tools and Equipment. There should be no restrictions on the emergency use of any tools by any qualified employee or supervisor, or on the use of any tools or equipment for the performance of work within the jurisdiction, provided that the employee can safely use the tools or equipment involved in compliance with law and regulations.

Section 14.4 Access to District Property and Facilities. Recognizing the nature of the work being conducted on the site, employee access by private automobile may be limited by the District to certain roads and parking areas. Further, unless expressly permitted otherwise by the District or its authorized representative, covered employees shall not utilize the public areas of the District's facilities, including without limitation, sanitary and eating facilities.

ARTICLE 15. PRE-CONSTRUCTION CONFERENCES

Consistent with Section 7.4, all work assignments should be disclosed by the Contractor and construction manager at a pre-construction conference held in accordance with industry practice. The Contractor shall notify the CBA Administrator at least two weeks before starting work under this CBA, and the CBA Administrator shall coordinate the scheduling of a pre-construction conference with the Council, the Contractors, and the affected Unions. Should there be any formal jurisdictional dispute raised under Article 7, the CBA Administrator shall be promptly notified. At the pre-construction conference, the CBA Administrator shall review the District's employment and contracting programs and goals with the participants.

ARTICLE 16. LABOR/MANAGEMENT AND COOPERATION

Section 16.1 Joint Committee. The Parties will form a Joint Committee consisting of representatives selected by Council and the CBA Administrator, respectively, to be chaired jointly by a representative of the CBA Administrator and of the Council. The purpose of the Joint Committee shall be to promote harmonious and stable labor management relations on this Project, to ensure effective and constructive communication between labor and management, to advance the proficiency of work in the industry, and to evaluate and ensure an adequate supply of skilled labor for all Project Work. Representatives of the District may participate upon its request.

Section 16.2 Functions of Joint Committee. The Joint Committee shall meet on a schedule to be determined by the Joint Committee, or at the call of the co-chairs, to discuss the administration of this Agreement, the progress of the Project, general labor management problems that may arise, outreach programs (including for minority, disabled, women, and veteran businesses and employees), and any other matters consistent with this CBA. Substantive

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grievances or disputes arising under Articles 6, 7 or 9 shall not be reviewed or discussed by the Joint Committee, but shall be processed pursuant to the provisions of the appropriate Article.

The CBA Administrator shall be responsible for the arrangements for the meetings, and the preparation of the agenda topics (with input from the Unions, the Contractors, and the District). Notice of the date, time, and place of meetings, shall be given to the Joint Committee members at least three days prior to the meeting. The District should be notified of the meetings and invited to send a representative(s) to participate.

The CBA Administrator shall prepare quarterly reports on apprentice utilization and the training and employment of Local Residents, and a schedule of Project Work and estimated number of craft employees needed. The Joint Committee or an appropriate subcommittee, may review such reports and make any recommendations for improvement, if necessary, including increasing the availability of skilled trades, and the employment of Local Residents or other individuals who should be assisted with appropriate training to qualify for apprenticeship programs.

ARTICLE 17. SAVINGS AND SEPARABILITY

Section 17.1 Savings Clause. As it is not the intention of the District, the CBA Administrator, or the Unions to violate any laws governing the subject matter of this Agreement, the Parties agree that in the event that any provision of this Agreement is finally held or determined to be illegal or void as being in contravention of any applicable law or regulation, the remainder of the Agreement shall remain in full force and effect unless the part or parts determined to be void are wholly inseparable from the remaining portions of this Agreement. Further, the Parties agree that if and when any provision of this Agreement is finally determined to be illegal or void by a court of competent jurisdiction, the Parties will promptly enter into negotiations concerning the substantive effect of such decision, for the purpose of achieving conformity with the requirements of any laws and the intent of the Parties. If the legality of this Agreement is challenged and injunctive relief is granted by any court, suspending temporarily or permanently the implementation of this Agreement, then the Parties agree that all Project Work that would otherwise be covered by this Agreement should be continued to be bid and constructed without application of this Agreement so that there is no delay or interference with the ongoing planning, bidding and construction of any Project Work.

Section 17.2 Effect of Injunctions or Other Court Orders. The Parties recognize the right of the District to withdraw, at its absolute discretion, the utilization of this CBA as part of any bid specification should a Court of competent jurisdiction issue any order, or any applicable statute be enacted, which could result temporarily or permanently in delay of the bidding, awarding, or construction of the Project. Notwithstanding such an action by the District, or such court order or statutory provision, the Parties agree that the CBA shall remain in full force and effect on covered Project Work to the maximum extent legally possible.

ARTICLE 18. WAIVER

A waiver of or a failure to assert any provisions of this CBA by any Party shall not constitute a waiver of such provision for the future. Any such waiver shall not constitute a modification of

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the CBA or a change in the terms and conditions of the CBA, and shall not relieve, excuse, or release any of the Parties from any of their rights, duties, or obligations hereunder.

ARTICLE 19. AMENDMENTS

The provisions of this CBA can be renegotiated, supplemented, rescinded, or otherwise altered only by mutual agreement in writing, hereafter signed by the Parties.

ARTICLE 20. DURATION OF THE AGREEMENT

Section 20.1 Duration and Final Termination.

This CBA shall be effective on January 1, 202015, and shall continue in effect through December 31, 202419, or until the Project Work is completed, whichever occurs first. All Project Work awarded prior to the latter date shall continue to be covered by this CBA until the turnover and final acceptance of such work, subject to the specifications, pursuant to Section 20.2. Final termination of all obligations, rights, and liabilities, under this CBA shall occur upon receipt by the Council of a notice from the District saying that no work remains within the scope of the CBA, or on December 31, 202419 (except for Project Work awarded prior to that date and not yet completed and turned over, or unless there is a mutually agreed upon extension), whichever occurs first. This CBA may be extended by mutual written consent of the Parties after approval by the SBCCD Board of Trustees

Section 20.2 Turnover and Final Acceptance of Completed Work.

- (a) Construction on any phase, portion, section, or segment of Project Work shall be deemed complete when such phase, portion, section, or segment has been turned over to the District by the Contractor, and the District has accepted such phase, portion, section, or segment. As areas and systems of the Project are inspected and construction-tested, or approved and accepted by the District or third parties with the approval of the District, the Agreement shall have no further force or effect on such items or areas, except when the Contractor is directed by the District to engage and repairs or modifications are required by its contract with the District.
- (b) Notice of each final acceptance received by the Contractor will be provided to the Council with the description of what portion, segment, etc. has been accepted. Final acceptance may be subject to a "punch" list, and in such case, this CBA will continue to apply to each such item on the list until it is completed to the satisfaction of the District and Notice of Acceptance is given by the District or its representative to the Contractor. At the request of the Union, complete information describing any "punch" list work, as well as any additional work required of a Contractor at the direction of the District pursuant to "a" above, involving otherwise turned-over and completed facilities which have been accepted by the District, will be available from the CBA Administrator.

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Section 20.3 Continuation of Schedule A's. Schedule A's incorporated as part of this Agreement shall continue in full force and effect until the Contractor and Union notify the CBA Administrator of the mutually agreed upon changes in such Agreements and their effective dates.

The Parties agree to recognize and employ all applicable changes on their effective dates, except as otherwise provided by this CBA; provided, however, that any such provisions negotiated in said collective bargaining agreements will not apply to work covered by this CBA if such provisions are less favorable to the Contractor under the CBA than those uniformly required of Contractors for construction work normally covered by those agreements; nor shall any provision be recognized or applied if it may be construed to apply exclusively or predominately to work covered by this CBA. Any disagreement among the Parties over the incorporation into a Schedule A of any such provision agreed upon in a negotiation of the local collective bargaining agreement, which is the basis for a Schedule A, shall be resolved under the procedures established in Article 9.

Section 20.4 No Work Stoppages. The Unions agree that there will be no strikes, work stoppages, sympathy strikes, picketing, slowdowns, or any other disruptive activity affecting the Project by any Union involved in the negotiations of the local collective bargaining agreement and resulting Schedule A's, nor shall there be any lock- out on this Project of the involved Unions during the course of such negotiations

Section 20.5 Notices. Notices under this Agreement to the Parties may be given by personal delivery, facsimile, or overnight mail to the address or facsimile number that each Party provides to the other Parties.

ARTICLE 21. TAXPAYER PROTECTION

Section 21.1 Pursuant to Public Contract Code Section 2500(a), the following additional taxpayer protection provisions are incorporated into this Agreement, to the extent not already expressed herein:

- (a) This Agreement prohibits discrimination based on race, national origin, religion, sex, sexual orientation, political affiliation, or membership in a labor organization in hiring and dispatching employees for the Project.
- (b) This Agreement permits all qualified Contractors and subcontractors to bid for and be awarded work on the Project without regard to whether they are otherwise parties to collective bargaining agreement.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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EXHIBIT A - AGREEMENT TO BE BOUND

The undersigned hereby certifies and agrees that:

1. It is a "Contractor" as defined in the Community Benefits Agreement ("Agreement") of the San Bernardino Community College District.
2. In consideration of the award of a contract or subcontract, and in further consideration of the promises made in the Agreement, and, when appropriate, in the referenced Schedule A's, it accepts and agrees to be bound by the terms and conditions of the Agreement.
3. If it performs Project Work, as defined in the Agreement, it will be bound by the referenced trust agreements designated in local master collective bargaining agreements, and hereby authorizes the parties to such local trust agreements to appoint trustees and successor trustee to administer the trust fund, and hereby ratifies and accepts the trustees so appointed as if made by the undersigned.
4. It has no commitments or agreements that would preclude its full and complete compliance with the terms and conditions of the Agreement.

Dated: _____ Name of Contractor: _____
(Print/Stamp)

Project: _____ Address: _____

_____ City/State/Zip Code: _____

_____ (Authorized Officer & Title)

_____ (Signature)

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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**EXHIBIT B
Inland Empire Zip Codes**

Riverside

92501
92503
92504
92505
92506
92507
92508
92509

Corona

92879
92880
92881
92882
92883

Norco

92860

Chino

91708
91710

Ontario

91710
91758
91761
91762
91764

Montclair

91763

Claremont

91711

Temecula

92590
92591
92592

Murrieta

92562
92563

Lake Elsinore

92530
92532

San Bernardino

92401
92403
92404
92405
92407
92408
92410
92411

Redlands

92373
92374

Grand Terrace

92313
92324

Highland

92343

Colton

92324

Rancho Cucamonga

91701
91730
91737
91739

Pomona

91765
91766
91767
91768

Upland

91784
91785
91786

Victorville

92392
92394
92395

Hesperia

92344
92345

Barstow

92310
92311
92312

Palm Springs

92262
92264

Palm Desert

92210
92211
92260

Cathedral City

92234

Rancho Mirage

92270

Beaumont

92223

Banning

92220

Fontana

92331
92334
92335
92336
92337

Rialto

92376
92377

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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EXHIBIT C
WORKFORCE PPORTUNITY LETTER

San Bernardino & Riverside Counties Building and Construction Trades Council, AFL-CIO ("Council") and its affiliated unions (collectively "Unions") are committed to facilitating and promoting pathways for students and residents of San Bernardino Community College District ("District") to enter the building and construction trades. Specifically, the Unions commit to taking the following actions to promote work opportunities for students and residents of the District:

1. The Council and the Unions will work with the District to arrange for tours by District's career counselors at the affiliated Unions apprenticeship programs in the District's boundaries, so that the counselors are aware of the career opportunities that exist for District students within the building and construction trades;
2. The Council will coordinate with its affiliated Unions to arrange for presentations at the District regarding the Unions apprenticeship programs and opportunities for careers in the construction industry;
3. The Council and the Unions will, in coordination with the District, participate in orientations at least once a quarter for local contractors regarding this CBA;
4. The Council will work with its affiliated Unions to inform local signatory contractors of the opportunities to bid on Projects under this CBA; and
5. The Council and the Unions will work with the District to identify additional opportunities (such as career fairs, in-class presentations, etc.) for outreach to District students and residents regarding construction careers.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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Signatures

Date: _____

San Bernardino Community College District

Signature: _____

Name: _____

Position: _____

Date: _____

**San Bernardino & Riverside Counties Building and
Construction Trades Council, AFL-CIO**

Signature: _____

Name: _____

Position: _____

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COMMUNITY BENEFITS AGREEMENT**

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Signatory Unions

Date: _____ **Heat and Frost Insulators & Allied Workers Local 5**

Signature: _____

Name & Position: _____

Date: _____ **Boilermakers Local 92**

Signature: _____

Name & Position: _____

Date: _____ **Bricklayers Local 4**

Signature: _____

Name & Position: _____

Date: _____ **Cement Masons Local 500**

Signature: _____

Name & Position: _____

Date: _____ **Drywall Finishers Local 36/D.C. #36**

Signature: _____

Name & Position: _____

Date: _____ **Electrical Workers Local 477**

Signature: _____

Name & Position: _____

Date: _____ **Iron Workers Local 416**

Signature: _____

Name & Position: _____

Date: _____ **Iron Workers Local 433**

Signature: _____

Name & Position: _____

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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Signatory Unions *(continued)*

Date: _____

Laborers Local 300

Signature: _____

Name & Position: _____

Date: _____

Laborers Local 783

Signature: _____

Name & Position: _____

Date: _____

Laborers Local 1184

Signature: _____

Name & Position: _____

Date: _____

Operating Engineers Local 12

Signature: _____

Name & Position: _____

Date: _____

Painters & Allied Trades Local 775/D.C. #36

Signature: _____

Name & Position: _____

Date: _____

Plasterers Local 200

Signature: _____

Name & Position: _____

Date: _____

Plaster Tenders Local 1414

Signature: _____

Name & Position: _____

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Signatory Unions *(continued)*

Date: _____

Roofers & Waterproofers Local 220

Signature: _____

Name & Position: _____

Date: _____

Sheet Metal Local 105

Signature: _____

Name & Position: _____

Date: _____

Sprinkler Fitters (Road) Local 669

Signature: _____

Name & Position: _____

Date: _____

Teamsters Local 166

Signature: _____

Name & Position: _____

Date: _____

Tile, Marble, Terrazo Local 18

Signature: _____

Name & Position: _____

Date: _____

Resilient Floor & Decorative Covering Local 1247

Signature: _____

Name & Position: _____

Date: _____

Pipefitters Local 250

Signature: _____

Name & Position: _____

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COMMUNITY BENEFITS AGREEMENT**

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Signatory Unions *(continued)*

Date: _____

Plumbers & Fitters Local 364

Signature: _____

Name & Position: _____

Date: _____

Plumbers & Steamfitters Local 398

Signature: _____

Name & Position: _____

Date: _____

Landscape/Irrigation Local 345

Signature: _____

Name & Position: _____

Date: _____

Southwest Regional Council of Carpenters

Signature: _____

Name & Position: _____

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey K. Nikac, Administrative Office
DATE: October 10, 2019
SUBJECT: Accept Board Policies for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policies for first reading. Administrative Procedures are submitted for information and review for consistency with Board policies.

AP/BP 3550 Drug Free and Drug Prevention

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 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. At its meeting on September 3, 2019, District Assembly agreed to move the AP/BP forward with two legal citation amendments and no other significant changes.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.



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:	<i>Legally Required</i>

AP 3550 Drug Free Environment and Drug Prevention Program

The District is committed to providing its employees and students with a drug free workplace and campus environment. It emphasizes prevention and intervention through education.

Prohibition of Drugs

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

Employee Notification of Workplace Criminal Drug Statute Violation

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that district faculty and staff directly engaged in the performance of work on a Federal contract or grant shall abide by this policy as a condition of employment and shall notify the district within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on district business. The district is required to notify the Federal contracting or granting agency within ten days of receiving notice of such conviction, take appropriate corrective action, or require the faculty or staff member to participate satisfactorily in an approved drug-abuse assistance or rehabilitation program. In addition, employees must notify the District with five days of any conviction for violating a criminal drug statute while in the workplace. The District is required to inform any agencies that require this drug-free policy within ten days after receiving notice of a workplace drug conviction.

Assistance, Resources and Referrals

Drug or alcohol counseling, treatment, or rehabilitation or re-entry programs or referrals are available to employees or students. The College District provides confidential referrals through an Employee-Assistance Program (EAP) for employees and their families needing assistance with drug or alcohol abuse. Please contact the Benefits Office for more information regarding EAP. Students should contact Health Services for resources or for assistance.

Pre-Employment Drug Testing

The District requires pre-employment drug testing of finalists for positions that are safety and/or security sensitive. The following positions require pre-employment drug testing: police officers, dispatchers, campus security officers, drivers, maintenance jobs involving driving and/or use of potentially dangerous tools, jobs involving dangerous chemicals or substances. The District shall use an independent testing laboratory and results will only be made available to Human Resources staff.

Drug Testing Current Employees

The District's drug prevention efforts are meant to focus on prevention and assistance, however the District may require drug tests under certain circumstances. If an employee is employed in a safety or security sensitive position (as described in the foregoing paragraph), post-accident/injury drug testing is allowed and may be conducted. If the employee is not in a safety or security sensitive position, reasonable suspicion must be established in order to test someone. Reasonable suspicion shall be established and documented by a District police officer based on the following factors:

- Observable phenomena, such as direct observation of drug or alcohol use or possession and/or the physical symptoms of being under the influence of drugs or alcohol. The factors listed below may demonstrate physical symptoms of being under the influence of drugs or alcohol (this list is not intended to be exhaustive):
 - Equilibrium – does the person stagger, sway side to side or backward and forward when standing? Does the person stagger when walking?
 - Speech – is the person's manner of speech slurred, rapid, or slow when compared to the person's normal manner of speech?
 - Mental Reaction – during conversations with the person or by observing the person in conversations with others, are the person's statements responsive or consistent with the topic or the sequence of the conversation? Does the person's attention appear to wander?
 - Odor of alcohol or controlled substance on breath, body or clothing – is there any suspicious odor, or is there a lack of such an odor?
 - Eyes – are the person's eyes normal? Are the pupils constricted or dilated? Are the eyes extremely red or red rimmed? Does the person have difficulty focusing his or her eyes?
 - Physical Actions – is a normally calm person hyperactive or nervous? Does he or she appear to act nervous or in a nervous way? Is a normally energetic, active, gregarious person lethargic, inattentive, or withdrawn?
 - Mood – is the person abnormally hostile, angry or short with others, or abnormally sad, or given to uncontrolled crying or depression when compared to the person's normal mood?
- A pattern of abnormal conduct or erratic behavior.
- Conviction for a drug-related or alcohol-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or distribution, while on compensable work time.
- Information provided either by reliable or credible sources or independently corroborated by other sources, to include self-admission of drug/alcohol use.
- Evidence that the employee tampered with a previous drug test.

Refusal to be drug tested based upon evidence of reasonable suspicion may constitute insubordination, and the employee may be subject to discipline up to and including termination from employment.

Drug testing, as arranged by the District, shall be tailored towards the specific signs/symptoms being exhibited

by the employee.

References:

Drug Free Schools and Communities Act Amendment of 1989;

20 U.S. Code Section ~~1145g~~[1011j](#);

34 Code of Federal Regulations 86.1 et seq.;

Federal Drug-Free Workplace Act of 1988;

41 U.S. Code Section ~~7028~~[103](#)

Attachments:

[AP 3550 Drug Free Environment and Drug Prevention Program - Comments](#)

[AP 3550 Drug Free Environment and Drug Prevention Program - Legal Citation](#)

[Legal Update 33 Overview Rev. 10-25-18.docx](#)



Current Status: *Active*

PolicyStat ID: 3411484



Origination:	04/2004
Last Approved:	04/2017
Last Revised:	03/2017
Next Review:	04/2023
Owner:	Chancellor's Cabinet
	Chancellor's Cabinet:
Policy Area:	Chapter 3 General Institution
References:	Legally Required

BP 3550 Drug Free Environment and Drug Prevention Program

(Replaces current SBCCD BP 3550)

The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The District shall provide specific procedures, which prohibit the unlawful possession, use, distribution, manufacturing, or dispensing of illicit drugs and alcohol by students and employees on District property or as a part of District activities.

The Chancellor shall assure that the District distributes annually to each student and employee the information required by the Drug Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

References:

Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;
 34 Code of Federal Regulations Sections 86.1 et seq.;

Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

Attachments:

[BP 3550 Drug Free Environment and Drug Prevention Program- Comments](#)
[BP 3550 Drug Free Environment and Drug Prevention Program- Legal Citations](#)
[BP3550 -OLD.pdf](#)
[Legal Update 33 Overview Rev. 10-25-18.docx](#)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Kevin Horan, President, CHC

PREPARED BY: Dr. Keith Wurtz, Vice President of Instruction, CHC

DATE: October 10, 2019

SUBJECT: Appendix, College and Career Access Pathways (CCAP) - CHC

RECOMMENDATION

This item is for information only.

OVERVIEW

The Appendix is being added as an informational item and no action is required.

ANALYSIS

The Board adopted the College and Career Access Pathways (CCAP) dual enrollment partnership agreement between the San Bernardino Community College District and Yucaipa Calimesa Joint Unified School District on September 12, 2019.

BOARD IMPERATIVE

FINANCIAL IMPLICATIONS

None.

APPENDIX

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) A DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between San Bernardino Community College District on behalf of Crafton Hills College (“COLLEGE”), 11711 Sand Canyon Road, Yucaipa, CA 92399, and Yucaipa-Calimesa Joint Unified School District (“SCHOOL DISTRICT”), 12797 THIRD ST YUCAIPA, CA 92399.

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k)(3)

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. CCAP AGREEMENT

- a. COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- b. COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)
- c. COLLEGE and SCHOOL DISTRICT shall review and establish new or amended CCAP Agreements annually on or before July 1st and follow the protocols set forth in (a) and (b) of this section.

Note: All referenced Sections from AB 288 (Education Code §76004)

d. COLLEGE and SCHOOL DISTRICT point of contact: Sec. 2 (c)(2)

LOCATION	NAME	TELEPHONE	EMAIL
College:	Keith Wurtz, Ph.D. Vice President of Instruction Crafton Hills College	909-389-3202	kwurtz@craftonhills.edu
School District:	Jaime R. Anderson, Ed. D. Assistant Superintendent, Educational Services Yucaipa-Calimesa Joint Unified School District	(909) 797-0174 x 5816	jaime_anderson@ycjUSD.us

2. STUDENT SELECTION

Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142. In all circumstances the COLLEGE shall claim allowable FTES for the enrollment of high school students in a CCAP Agreement community college course.

a. SCHOOL DISTRICT shall select students consistent with the intent of AB 288 to include: high school students “who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” *Sec. 2 (a)* and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” *Sec. 1 (d)*

b. COLLEGE and SCHOOL DISTRICT shall certify that participating students will have a signed parental consent form on file with the COLLEGE. *Preamble and Sec. 2 (c)(1)*

c. COLLEGE and SCHOOL DISTRICT shall certify that participating students may enroll in up to a maximum of 15 unit load per term, the units may not constitute more than four courses per term, the units are part of an academic (educational) program identified as part of this CCAP Agreement and the units are part of an academic (educational) program designed to award students both a high school diploma and an associate degree or a certificate or credential. *Sec. 2 (p)(1-3)*

3. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

a. COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

4. CCAP AGREEMENT PROGRAM YEAR: BEGINNING FALL 2019 THROUGH SPRING 2020 COLLEGE has identified the CSU and UC transfer pathways, course offerings per program year, estimated students served, and projected FTES. The employer of record for all

Note: All referenced Sections from AB 288 (Education Code §76004)

courses under this CCAP Agreement is the COLLEGE and the location of the courses is the DISTRICT. The grid below is intended to project the courses offered, subject to change based on the needs of the student cohorts within the pathway.

Job Readiness Skills Certificate Pathway	
Fall 2019	Spring 2020
	WFPN/-601 Essential Workplace Traits and Skills Non-Credit 18 Hours
	WFPN/-602 Essential Customer Service Non-Credit 18 Hours
	WFPN/-603 Essential Skills for New Employees Non-Credit 9 Hours
	WFPN/-608 Essential Skills for Job Search Success Non-Credit 9 Hours

*Prerequisite or Placement test needed

BEGINNING PROGRAM YEAR: 2019-2020 COLLEGE: Crafton Hills College

EDUCATIONAL PROGRAM: College and Career Readiness and CTE Pathway

SCHOOL DISTRICT: Yucaipa-Calimesa Joint Unified School District

HIGH SCHOOL: Green Valley High School, Yucaipa High School, and / or Oak View High School and Education Center

Required: Describe the criteria used to assess the ability of pupils to benefit from the course(s) offered (Sec. 2 (c)(1):

Students are being prepared to enter the workforce.

Students in a CTE Pathway.

Students are being prepared to be college ready.

Note: All referenced Sections from AB 288 (Education Code §76004)

Projected Number of Students and FTES:

	Fall 2019	Spring 2020
Estimated Student Served	0	35
Estimated FTES	0	3.60

Note: Estimated 35 students generated 54 hours each in positive attendance courses (35*54/525=3.6).

5. **BOOKS** - The total cost of books for students participating as part of this CCAP agreement will be borne by the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks to remain the same throughout the term of the CCAP agreement.

Course Name	Text	ISBN	Cost
Essential Workplace Traits and Skills WFPN/-601	To be determined by instructor teaching section	TBD	\$0
Essential Customer Service WFPN/-602	To be determined by instructor teaching section	TBD	\$0
Essential Skills for New Employees WFPN/-603	To be determined by instructor teaching section	TBD	\$0
Essential Skills for Job Search Success WFPN/-608	To be determined by instructor teaching section	TBD	\$0

6. MANDATED ANNUAL STATE REPORTING

- a. COLLEGE and SCHOOL DISTRICT shall ensure accurate and timely reporting of the total number of full-time equivalent students generated by CCAP partnership community college district participants.
- b. COLLEGE and SCHOOL DISTRICT shall report the annual total number of unduplicated high school student headcount by school site enrolled in each CCAP Agreement aggregated by gender and ethnicity and shall be reported annually in compliance with all applicable state and federal privacy laws. The COLLEGE shall annually report the student data to the office of the Chancellor of the California Community Colleges. *Sec. 2 (t) (1)(A)*
- c. COLLEGE and SCHOOL DISTRICT shall report the annual total number of community college courses by category and type and by school site enrolled in by this CCAP Agreement. *Sec. 2 (t) (1)(B)*
- d. COLLEGE and SCHOOL DISTRICT shall report the annual total number of the unduplicated high school student headcount and the percentage of successful course completions, by course category and type and by school site. *Sec. 2 (t)(1)(C)*

Note: All referenced Sections from AB 288 (Education Code §76004)

e. COLLEGE and SCHOOL DISTRICT shall report the annual total number of full- time equivalent students generated by this CCAP Agreement. *Sec. 2 (t)(I)(D)*

f. COLLEGE and SCHOOL DISTRICT shall ensure that the point of contact for each site establish protocols for the collection and dissemination of participating student data each semester within 30 days of the end of the term.

7. CCAP AGREEMENT DATA MATCH AND REPORTING

a. COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

b. COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

8. PRIVACY OF STUDENT RECORDS

a. COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

b. **Limitation on Use.** COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

c. **Recordkeeping Requirements.** COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and under Education Code § 49064 as applicable.

d. **Acknowledgement of Receipt of Notice of FERPA Regulations.** By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from re- disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian’s prior written consent.

SAN BERNARDINO COMMUNITY COLLEGE

DISTRICT TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey K. Nikac, Administrative Officer
DATE: October 10, 2019
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 October 10, 2019

DISTRICT

Last Name	First Name	Div/Dept/Office	Details of the Service	Recognized By
Aguilar	Margarita	Accounts Payable	Thank you for the accounts payable training session presentation at the SBVC Quarterly All Secretaries meeting on 9-20-19. We appreciated all you do!	Debby Gallagher
Alexander	Tenille	Fiscal Services/Support Services	Thank you for the accounts payable training session presentation at the SBVC Quarterly All Secretaries meeting on 9-20-19. We appreciated all you and your team do!	Debby Gallagher
Torres	Maria	Human Resources	Thank you for all your help in processing professional experts for DSPS. Your professionalism and helpfulness assist us in providing services to our students.	Michelle Crocfer

CRAFTON HILLS COLLEGE

Last Name	First Name	Div/Dept/Office	Details of the Service	Recognized By
Almanza	Jeremiah	Custodial	Thank you for always being there with a listening ear and heart felt smile.	Christin Moore
Boebinger	Kelly	Chemistry	Thank you for contributing your valuable time into research of the 17-week calendar and the excellent presentation of your findings at the Chairs meeting. You are much appreciated.	Sam Truong
Camarena	Armando	Custodial	I would like to commend Mando for his meticulous attention to detail while performing his cleaning duties in the library. He is a pleasure to be around and is a very hard worker. We are grateful to have him!	Annie Pennington
Camarena	Armando	Custodial	The library is so much cleaner now that Mando is here helping us. He is friendly and pays great attention to the small details.	Jessica Macias

Camarena	Armando	Custodial	Mando is doing a great job at keeping the second floor of the LRC building. Thanks Mando!!	Dawn Donaldson
Rahbarnia	Shohreh	Chemistry	Thank you for all your help with interviews and other matters. You are much appreciated!	Sam Truong
Rodarte	Brandon	Bookstore	Wonderful customer service and assistance.	Pia Kennedy
Sierra	Jamie	DSPS	Thank you SO MUCH for your help with setting up for the Scholarship Reception. I absolutely could not have had it all ready in time without you! You are appreciated more than you know!	Carrie Audet
Van Genderen	Laura	Student Services	Thank you for all of your help with the Scholarship Reception. I truly appreciate your willingness to jump in and help me with your amazing event-planning skills. You are appreciated!	Carrie Audet
Wheeler	Kaila	Campus Store	Kaila is a people person. Her laughter can cheer up anyone who walks into the bookstore. She's always willing to help any way she can. Thank you Kaila for being such a trooper.	Anonymous

SAN BERNARDINO VALLEY COLLEGE

Last Name	First Name	Div/Dept/Office	Details of the Service	Recognized By
Aguilar	Lupita	Office of Instruction	Thank you for working so quickly on items relating to MIS. It is very much appreciated!	Corrina Baber
Aguilar	Lupita	Office of Instruction	Thank you for always doing your best in getting things done for us as soon as possible. You're always willing to take my calls even when I call you several times a day and have been so patient with me through this learning process.	Judy Rodriguez
Bender	Robyn	Health Science	Thank you so much for volunteering your time at the 9/14/19 football game so we can raise money for Student Scholarships. You are always a wonderful person to work with. Thank you for going above and beyond.	Judy Rodriguez
Feist	John	Campus Technology Services	Thank you for your assistance in the evening in helping with final setup for upgrades of software programs on desktop for the President's office. You are appreciated!	Debby Gallagher

Flaa	Jonathan	Campus Technology Services	Thank you for your assistance in helping with the setup for upgrades of software programs on desktops for the President's office. You are appreciated!	Debby Gallagher
Grotke	Angela	Social Sciences	Thank you so much for volunteering your time at the 9/7/19 football game so that we can raise money for Student Scholarships. You are great to work with and thank you for going above and beyond.	Judy Rodriguez
Grotke	Angela	Social Science	Thank you so much for volunteering your time at the 9/14/19 football game so that we can raise money for Student Scholarships. You rock!	Judy Rodriguez
Hamdy	Rania	Professional Development	Thank you for the coordination of the Oracle Training Sessions-Accounts Payable/Purchasing presentations with District and our office during the September/October All Secretaries meetings. You are appreciated!	Debby Gallagher
Hrdlicka	Rick	Campus Technology Services	Thank you for your coordination and assistance in helping with the setup for upgrades of software programs on all desktops for the President's office. You are appreciated!	Debby Gallagher
Luke	Dr. Craig	Student Development	Dr. Luke's lecture spoke out to me in terms of my point of view in difficult situations. He opened my eyes to see my personal responsibility in life through his elaborate PowerPoint and specific examples using his own experiences.	Anonymous, Student
Luke	Dr. Craig	Counseling	Dr Craig Luke is one of the best if not the most dedicated professor and counselor I met in the whole valley campus.	Daniel Aguirre, Student
Luke	Dr. Craig	Student Development 101-22	Professor Luke is very outstanding and has a way with his words that makes you want to keep learning about whatever he is talking about and he has a smile constantly on his face that makes you want to smile.	Michelle Barreras
Sanchez	Phylcia	Foundation	You have been such a great asset to Classified Senate. Thank you for constantly going above and beyond. Thank you for volunteering your time at the 9/7/19 football game so that we can raise money for Student Scholarships.	Judy Rodriguez

Sanchez	Phylcia	Foundation	Thank you so much for volunteering your time at the 9/14/19 football game so that we can raise money for Student Scholarships. You rock!	Judy Rodriguez
Thomas	Cassandra	Science Division	Thank you so much for volunteering your time at the 9/7/19 football game so that we can raise money for Student Scholarships. You are always a great person to work with and thank you for going above and beyond.	Judy Rodriguez
Thomas	Cassandra	Science Division	Thank you so much for volunteering your time at the 9/14/19 football game so that we can raise money for Student Scholarships. You rock!	Judy Rodriguez
Vivar	Jorge	Maintenance	Thank you so much Mr. Jorge Vivar as you are always patient, cordial and very professional. You are a wonderful asset to the SBVC campus.	Vivian Marquez
Wrenn	Cedrick	Campus Technology Services	Thank you for your assistance in helping with the setup for upgrades of software programs on desktops for the President's office. You are appreciated!	Debby Gallagher

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: October 10, 2019
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 September 18, 2019. As of that date, SBCCD was 21.6% through the fiscal year and had spent and/or encumbered approximately 22.8% 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 09/18/2019

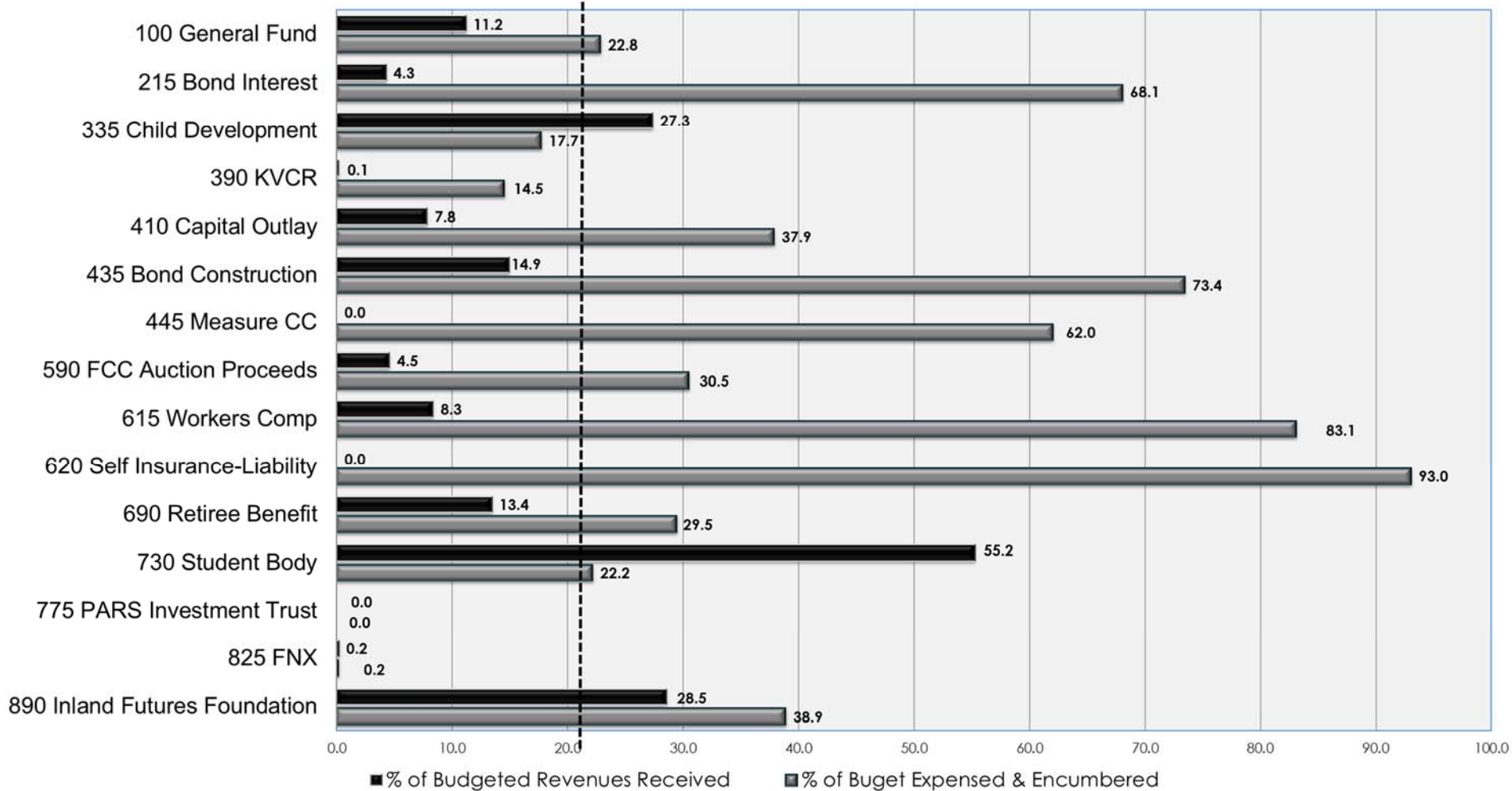
	21.6% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$175,154,297	\$ 19,567,383	11.2%	\$180,618,979	\$ 41,263,552	22.8%	
215 Bond Interest & Redemption	\$ 30,750,000	\$ 1,312,061	4.3%	\$ 30,750,000	\$ 20,928,613	68.1%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
335 Child Development	\$ 3,570,141	\$ 976,250	27.3%	\$ 3,570,141	\$ 632,228	17.7%	
390 KVCR	\$ 3,730,000	\$ 5,088	0.1%	\$ 6,006,878	\$ 872,243	14.5%	<i>Annual revenue budget is projected to be significantly lower than expenditures.</i>
410 Capital Outlay Projects	\$ 1,475,000	\$ 114,995	7.8%	\$ 2,061,226	\$ 781,135	37.9%	<i>\$254,264 encumbered for FY20 expenditures. \$388,577 in capital outlay expenditures.</i>
435 Bond Construction	\$ 39,900	\$ 5,957	14.9%	\$ 5,771,123	\$ 4,237,793	73.4%	<i>\$2.9million balance due for Highland property purchase.</i>
445 Measure CC	\$100,000,000	\$ -	0.0%	\$ 5,296,136	\$ 3,284,865	62.0%	<i>\$2million encumbered for bond program management fees.</i>
590 FCC Auction Proceeds	\$ 4,772,966	\$ 217,033	4.5%	\$ 26,804,046	\$ 8,176,395	30.5%	<i>Interest income posted quarterly.</i>
615 Workers Compensation	\$ 1,480,000	\$ 123,309	8.3%	\$ 1,070,000	\$ 888,749	83.1%	<i>\$439,786 compromise & release claim paid.</i>
620 Self Insurance-Liability	\$ 565,000	\$ 5,357	0.9%	\$ 905,000	\$ 841,989	93.0%	<i>\$668,935 SWACC Annual Insurance payment.</i>
690 Retiree Benefit	\$ 250,200	\$ 33,579	13.4%	\$ 250,200	\$ 73,686	29.5%	
730 Student Body Center Fee	\$ 303,567	\$ 167,659	55.2%	\$ 303,567	\$ 67,347	22.2%	<i>Revenue collected at the beginning of the term.</i>
775 PARS Investment Trust	\$ 12,750,000	\$ -	0.0%	\$ 3,100,000	\$ -	0.0%	
825 FNX	\$ 3,200,000	\$ 5,666	0.2%	\$ 3,200,000	\$ 519,657	16.2%	<i>Timing of revenue receipt based on agreement with San Manuel.</i>
890 Inland Futures Foundation	\$ 1,104,393	\$ 314,811	28.5%	\$ 1,104,393	\$ 429,509	38.9%	<i>\$259,304 enumbered for FY20 expenditures.</i>



Budget Revenue & Expenditure Summary

Year to Date 09/18/2019

Fiscal Year Elapsed - 21.6%





Budget Revenue & Expenditure Summary

Year to Date 09/18/2019

Fund	Title	Type	Total
100	General Fund	Expense	20,349,251
215	Bond Interest	Expense	-
335	Child Development	Expense	231,067
390	KVCR	Expense	448,187
410	Capital Outlay	Expense	254,265
435	Bond Construction Measure M	Expense	316,987
445	Measure CC	Expense	3,232,000
590	FCC Auction Proceeds	Expense	6,614,624
615	Worker's Comp	Expense	113,000
620	Self-Insurance - Liability	Expense	76,675
690	Retiree Benefits	Expense	-
730	Student Body Center Fee	Expense	45,058
825	FNX	Expense	291,335
890	Inland Futures Foundation	Expense	259,304

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 01 GENERAL FUND							
Revenue							
Federal Revenue (810000 to 819999)	3,128,750.72	261,979.00	261,979.00	8.37%	-	2,866,771.72	91.63%
Other State Revenue (860000 to 869999)	106,740,304.33	11,413,096.26	11,413,096.26	10.69%	-	95,327,208.07	89.31%
Other Local Revenue (880000 to 889999)	48,990,059.88	1,806,833.59	1,806,833.59	3.69%	4,296,776.50	42,886,449.79	87.54%
All Other Financing Sources (890000 to 897999)	9,884,561.00	1,788,697.33	1,788,697.33	18.10%	-	8,095,863.67	81.90%
Interfund Transfers In (898000 to 898999)	6,410,621.47	0.00	0.00	0.00%	-	6,410,621.47	100.00%
Total Revenue	175,154,297.40	15,270,606.18	15,270,606.18		4,296,776.50	155,586,914.72	
Expenditure							
Certificated Salary (100000 to 199999)	53,231,185.56	6,826,855.97	6,826,855.97	12.82%	-	46,404,329.59	87.18%
Classified Salary (200000 to 299999)	37,075,609.58	5,422,723.85	5,422,723.85	14.63%	-	31,652,885.73	85.37%
Employee Benefit (300000 to 399999)	30,122,038.28	4,367,943.86	4,367,943.86	14.50%	-	25,754,094.42	85.50%
Books and Supplies (400000 to 499999)	4,302,585.90	96,255.55	96,255.55	2.24%	-	4,206,330.35	97.76%
Services and Operating Expenditures (500000 to 599999)	38,467,934.25	388,622.35	388,622.35	1.01%	(1,017.46)	38,080,329.36	98.99%
Capital Outlay (600000 to 699999)	4,357,374.57	767,351.04	767,351.04	17.61%	-	3,590,023.53	82.39%
Interfund Transfers Out (730000 to 739999)	800,000.00	250,000.00	250,000.00	31.25%	-	550,000.00	68.75%
Other Transfers Out (740000 to 769999)	12,262,250.50	368,520.25	368,520.25	3.01%	-	11,893,730.25	96.99%
Total Expenditure	180,618,978.64	18,488,272.87	18,488,272.87		(1,017.46)	162,131,723.23	
Total Fund 01 GENERAL FUND	(5,464,681.24)	(3,217,666.69)	(3,217,666.69)		4,297,793.96	(6,544,808.51)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 21 BOND INTEREST AND REDEMPTIONF							
Revenue							
Other State Revenue (860000 to 869999)	250,000.00	0.00	0.00	0.00%	-	250,000.00	100.00%
Other Local Revenue (880000 to 889999)	30,000,000.00	1,312,061.40	1,312,061.40	4.37%	-	28,687,938.60	95.63%
All Other Financing Sources (890000 to 897999)	500,000.00	0.00	0.00	0.00%	-	500,000.00	100.00%
Total Revenue	30,750,000.00	1,312,061.40	1,312,061.40		-	29,437,938.60	
Expenditure							
Other Financing Uses (700000 to 729999)	30,750,000.00	20,928,612.75	20,928,612.75	68.06%	-	9,821,387.25	31.94%
Total Expenditure	30,750,000.00	20,928,612.75	20,928,612.75		-	9,821,387.25	
Total Fund 21 BOND INTEREST AND REDEMP	0.00	(19,616,551.35)	(19,616,551.35)		-	19,616,551.35	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 41 CAPITAL OUTLAY PROJECTS FUND							
Revenue							
Other Local Revenue (880000 to 889999)	1,475,000.00	114,995.20	114,995.20	7.80%	-	1,360,004.80	92.20%
Total Revenue	1,475,000.00	114,995.20	114,995.20		-	1,360,004.80	
Expenditure							
Classified Salary (200000 to 299999)	174,487.24	16,089.88	16,089.88	9.22%	-	158,397.36	90.78%
Employee Benefit (300000 to 399999)	72,897.19	6,704.06	6,704.06	9.20%	-	66,193.13	90.80%
Services and Operating Expenditures (500000 to 599999)	453,842.00	81,141.77	81,141.77	17.88%	-	372,700.23	82.12%
Capital Outlay (600000 to 699999)	1,360,000.00	12,701.72	12,701.72	0.93%	-	1,347,298.28	99.07%
Total Expenditure	2,061,226.43	116,637.43	116,637.43		-	1,944,589.00	
Total Fund 41 CAPITAL OUTLAY PROJECTS	(586,226.43)	(1,642.23)	(1,642.23)		-	(584,584.20)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumbered; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 42 REVENUE BOND CONSTRUCTION FUN							
Revenue							
Other Local Revenue (880000 to 889999)	39,900.00	5,956.58	5,956.58	14.93%	-	33,943.42	85.07%
Total Revenue	39,900.00	5,956.58	5,956.58		-	33,943.42	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	58,000.00	750.00	750.00	1.29%	-	57,250.00	98.71%
Capital Outlay (600000 to 699999)	5,713,123.00	20,311.50	20,311.50	0.36%	-	5,692,811.50	99.64%
Total Expenditure	5,771,123.00	21,061.50	21,061.50		-	5,750,061.50	
Total Fund 42 REVENUE BOND CONSTRUCTIO	(5,731,223.00)	(15,104.92)	(15,104.92)		-	(5,716,118.08)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 44 MEASURE CC BOND PROCEEDS FUND							
Revenue							
Other Local Revenue (880000 to 889999)	100,000,000.00	0.00	0.00	0.00%	-	100,000,000.00	100.00%
Total Revenue	100,000,000.00	0.00	0.00		-	100,000,000.00	
Expenditure							
Classified Salary (200000 to 299999)	309,894.07	36,930.32	36,930.32	11.92%	-	272,963.75	88.08%
Employee Benefit (300000 to 399999)	130,641.71	15,835.07	15,835.07	12.12%	-	114,806.64	87.88%
Services and Operating Expenditures (500000 to 599999)	3,855,600.00	100.00	100.00	0.00%	-	3,855,500.00	100.00%
Capital Outlay (600000 to 699999)	1,000,000.00	0.00	0.00	0.00%	-	1,000,000.00	100.00%
Total Expenditure	5,296,135.78	52,865.39	52,865.39		-	5,243,270.39	
Total Fund 44 MEASURE CC BOND PROCEEDS	94,703,864.22	(52,865.39)	(52,865.39)		-	94,756,729.61	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 59 ENTERPRISE FUND-FCC AUCTION							
Revenue							
Other Local Revenue (880000 to 889999)	4,772,966.00	217,032.86	217,032.86	4.55%	-	4,555,933.14	95.45%
Total Revenue	4,772,966.00	217,032.86	217,032.86		-	4,555,933.14	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	2,289,513.00	0.00	0.00	0.00%	-	2,289,513.00	100.00%
Capital Outlay (600000 to 699999)	11,383,912.48	327,293.71	327,293.71	2.88%	-	11,056,618.77	97.12%
Interfund Transfers Out (730000 to 739999)	13,130,621.00	0.00	0.00	0.00%	-	13,130,621.00	100.00%
Total Expenditure	26,804,046.48	327,293.71	327,293.71		-	26,476,752.77	
Total Fund 59 ENTERPRISE FUND-FCC AUCT	(22,031,080.48)	(110,260.85)	(110,260.85)		-	(21,920,819.63)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 68 RETIREE BENEFIT FUND							
Revenue							
Other Local Revenue (880000 to 889999)	250,200.00	21,564.94	21,564.94	8.62%	12,014.00	216,621.06	86.58%
Total Revenue	250,200.00	21,564.94	21,564.94		12,014.00	216,621.06	
Expenditure							
Employee Benefit (300000 to 399999)	250,200.00	73,685.78	73,685.78	29.45%	-	176,514.22	70.55%
Total Expenditure	250,200.00	73,685.78	73,685.78		-	176,514.22	
Total Fund 68 RETIREE BENEFIT FUND	<u>0.00</u>	<u>(52,120.84)</u>	<u>(52,120.84)</u>		<u>12,014.00</u>	<u>40,106.84</u>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 72 CHILD DEVELOPMENT FUND							
Revenue							
Federal Revenue (810000 to 819999)	545,440.00	0.00	0.00	0.00%	-	545,440.00	100.00%
Other State Revenue (860000 to 869999)	2,810,409.00	731,880.00	731,880.00	26.04%	-	2,078,529.00	73.96%
Other Local Revenue (880000 to 889999)	214,291.70	13,303.03	13,303.03	6.21%	-	200,988.67	93.79%
Total Revenue	3,570,140.70	745,183.03	745,183.03		-	2,824,957.67	
Expenditure							
Classified Salary (200000 to 299999)	2,053,353.80	338,053.08	338,053.08	16.46%	-	1,715,300.72	83.54%
Employee Benefit (300000 to 399999)	851,959.74	143,954.29	143,954.29	16.90%	-	708,005.45	83.10%
Books and Supplies (400000 to 499999)	438,481.85	22,331.03	22,331.03	5.09%	-	416,150.82	94.91%
Services and Operating Expenditures (500000 to 599999)	171,545.31	200.00	200.00	0.12%	-	171,345.31	99.88%
Capital Outlay (600000 to 699999)	54,800.00	0.00	0.00	0.00%	-	54,800.00	100.00%
Total Expenditure	3,570,140.70	504,538.40	504,538.40		-	3,065,602.30	
Total Fund 72 CHILD DEVELOPMENT FUND	0.00	240,644.63	240,644.63		-	(240,644.63)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 73 STUDENT BODY CENTER FEE FUND							
Revenue							
Other Local Revenue (880000 to 889999)	303,567.00	167,659.14	167,659.14	55.23%	-	135,907.86	44.77%
Total Revenue	303,567.00	167,659.14	167,659.14		-	135,907.86	
Expenditure							
Classified Salary (200000 to 299999)	187,109.31	16,132.40	16,132.40	8.62%	-	170,976.91	91.38%
Employee Benefit (300000 to 399999)	69,039.17	5,759.96	5,759.96	8.34%	-	63,279.21	91.66%
Books and Supplies (400000 to 499999)	4,465.06	210.52	210.52	4.71%	-	4,254.54	95.29%
Services and Operating Expenditures (500000 to 599999)	499.99	0.00	0.00	0.00%	-	499.99	100.00%
Capital Outlay (600000 to 699999)	42,453.47	0.00	0.00	0.00%	-	42,453.47	100.00%
Total Expenditure	303,567.00	22,102.88	22,102.88		-	281,464.12	
Total Fund 73 STUDENT BODY CENTER FEE	0.00	145,556.26	145,556.26		-	(145,556.26)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumbered; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
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Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 74 KVCR FUND							
Revenue							
Other Local Revenue (880000 to 889999)	2,770,000.35	5,087.71	5,087.71	0.18%	-	2,764,912.64	99.82%
Interfund Transfers In (898000 to 898999)	960,000.00	0.00	0.00	0.00%	-	960,000.00	100.00%
Total Revenue	3,730,000.35	5,087.71	5,087.71		-	3,724,912.64	
Expenditure							
Classified Salary (200000 to 299999)	1,844,011.65	232,501.71	232,501.71	12.61%	-	1,611,509.94	87.39%
Employee Benefit (300000 to 399999)	1,509,302.95	88,235.06	88,235.06	5.85%	-	1,421,067.89	94.15%
Books and Supplies (400000 to 499999)	82,400.00	(0.68)	(0.68)	0.00%	-	82,400.68	100.00%
Services and Operating Expenditures (500000 to 599999)	2,561,163.35	169.25	169.25	0.01%	-	2,560,994.10	99.99%
Capital Outlay (600000 to 699999)	10,000.00	0.00	0.00	0.00%	-	10,000.00	100.00%
Total Expenditure	6,006,877.95	320,905.34	320,905.34		-	5,685,972.61	
Total Fund 74 KVCR FUND	(2,276,877.60)	(315,817.63)	(315,817.63)		-	(1,961,059.97)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
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Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 76 KVCR EDUCATIONAL FOUNDATION							
Revenue							
Other Local Revenue (880000 to 889999)	0.00	8,363.10	8,363.10	100.00%	-	(8,363.10)	0.00%
Total Revenue	0.00	8,363.10	8,363.10		-	(8,363.10)	
Expenditure							
Classified Salary (200000 to 299999)	0.00	63,561.78	63,561.78	100.00%	-	(63,561.78)	0.00%
Employee Benefit (300000 to 399999)	0.00	27,558.87	27,558.87	100.00%	-	(27,558.87)	0.00%
Books and Supplies (400000 to 499999)	0.00	(2.19)	(2.19)	100.00%	-	2.19	0.00%
Services and Operating Expenditures (500000 to 599999)	0.00	6,412.60	6,412.60	100.00%	-	(6,412.60)	0.00%
Total Expenditure	0.00	97,531.06	97,531.06		-	(97,531.06)	
Total Fund 76 KVCR EDUCATIONAL FOUNDAT	0.00	(89,167.96)	(89,167.96)		-	89,167.96	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

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Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 77 PARS INVESTMENT TRUST FUND							
Revenue							
Other Local Revenue (880000 to 889999)	3,750,000.00	0.00	0.00	0.00%	-	3,750,000.00	100.00%
Interfund Transfers In (898000 to 898999)	9,000,000.00	0.00	0.00	0.00%	-	9,000,000.00	100.00%
Total Revenue	12,750,000.00	0.00	0.00		-	12,750,000.00	
Expenditure							
Interfund Transfers Out (730000 to 739999)	3,100,000.00	0.00	0.00	0.00%	-	3,100,000.00	100.00%
Total Expenditure	3,100,000.00	0.00	0.00		-	3,100,000.00	
Total Fund 77 PARS INVESTMENT TRUST FU	9,650,000.00	0.00	0.00		-	9,650,000.00	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
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Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 78 SELF INSURANCE-LIABILITY&PROP							
Revenue							
Other Local Revenue (880000 to 889999)	15,000.00	5,356.56	5,356.56	35.71%	-	9,643.44	64.29%
Interfund Transfers In (898000 to 898999)	550,000.00	0.00	0.00	0.00%	-	550,000.00	100.00%
Total Revenue	565,000.00	5,356.56	5,356.56		-	559,643.44	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	905,000.00	21,658.10	21,658.10	2.39%	-	883,341.90	97.61%
Total Expenditure	905,000.00	21,658.10	21,658.10		-	883,341.90	
Total Fund 78 SELF INSURANCE-LIABILITY	(340,000.00)	(16,301.54)	(16,301.54)		-	(323,698.46)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
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Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 79 EDCT FOUNDATION							
Revenue							
Other State Revenue (860000 to 869999)	250,000.00	0.00	0.00	0.00%	-	250,000.00	100.00%
Other Local Revenue (880000 to 889999)	604,393.32	56,448.02	56,448.02	9.34%	-	547,945.30	90.66%
Interfund Transfers In (898000 to 898999)	250,000.00	250,000.00	250,000.00	100.00%	-	0.00	0.00%
Total Revenue	1,104,393.32	306,448.02	306,448.02		-	797,945.30	
Expenditure							
Certificated Salary (100000 to 199999)	25,000.00	0.00	0.00	0.00%	-	25,000.00	100.00%
Classified Salary (200000 to 299999)	178,819.22	28,786.50	28,786.50	16.10%	-	150,032.72	83.90%
Employee Benefit (300000 to 399999)	57,815.07	9,755.15	9,755.15	16.87%	-	48,059.92	83.13%
Books and Supplies (400000 to 499999)	45,965.74	1,209.25	1,209.25	2.63%	-	44,756.49	97.37%
Services and Operating Expenditures (500000 to 599999)	632,793.29	338.80	338.80	0.05%	-	632,454.49	99.95%
Capital Outlay (600000 to 699999)	164,000.00	0.00	0.00	0.00%	-	164,000.00	100.00%
Total Expenditure	1,104,393.32	40,089.70	40,089.70		-	1,064,303.62	
Total Fund 79 EDCT FOUNDATION	0.00	266,358.32	266,358.32		-	(266,358.32)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

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Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 82 SCHLRSH&LOAN AGENCY KVCR-FNX							
Revenue							
Other Local Revenue (880000 to 889999)	2,750,000.00	5,658.72	5,658.72	0.21%	-	2,744,341.28	99.79%
Interfund Transfers In (898000 to 898999)	450,000.00	0.00	0.00	0.00%	-	450,000.00	100.00%
Total Revenue	3,200,000.00	5,658.72	5,658.72		-	3,194,341.28	
Expenditure							
Classified Salary (200000 to 299999)	1,907,008.36	134,687.81	134,687.81	7.06%	-	1,772,320.55	92.94%
Employee Benefit (300000 to 399999)	918,836.31	45,892.11	45,892.11	4.99%	-	872,944.20	95.01%
Books and Supplies (400000 to 499999)	0.37	376.03	376.03	101,629.73%	-	(375.66)	(101,529.73)
Services and Operating Expenditures (500000 to 599999)	364,154.96	439.25	439.25	0.12%	-	363,715.71	99.88%
Capital Outlay (600000 to 699999)	10,000.00	0.00	0.00	0.00%	-	10,000.00	100.00%
Total Expenditure	3,200,000.00	181,395.20	181,395.20		-	3,018,604.80	
Total Fund 82 SCHLRSH&LOAN AGENCY KVC	0.00	(175,736.48)	(175,736.48)		-	175,736.48	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2019 To: 6/30/2020)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 84 WORKERS COMPENSATION FUND							
Revenue							
Other Local Revenue (880000 to 889999)	1,480,000.00	63,309.35	63,309.35	4.28%	60,000.00	1,356,690.65	91.67%
Total Revenue	1,480,000.00	63,309.35	63,309.35		60,000.00	1,356,690.65	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	1,070,000.00	96,100.52	96,100.52	8.98%	-	973,899.48	91.02%
Total Expenditure	1,070,000.00	96,100.52	96,100.52		-	973,899.48	
Total Fund 84 WORKERS COMPENSATION FUN	410,000.00	(32,791.17)	(32,791.17)		60,000.00	382,791.17	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Al Jackson, Chief of Police
DATE: October 10, 2019
SUBJECT: District Clery Act Compliance Report

RECOMMENDATION

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

OVERVIEW

Postsecondary educational institutions (institutions) that participate in student aid programs under Title IV of the Federal Higher Education Act of 1965, as amended, are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to create an annual security report by October 1 of each year. This security report must contain required crime statistics of the institution as well as certain security policy disclosures. When institutions do not comply with the Clery Act, they inhibit the ability of students and others to make informed decisions about campus security. Further, the U.S. Department of Education can impose financial penalties of up to \$55,907 per violation against noncompliant institutions.

ANALYSIS

Monthly Report of Clery Crimes for August 2019 (See attached).

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
August 2019**

ON CAMPUS:

CRAFTON

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
19-0641	8/10/2019	PC 459	Burglary	Crafton Center	Subjects Arrested

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
19-0628	08/06/2019	PC 11364(A)	Possession of Drug Paraphernalia	Admin Bldg	Subject Arrested
19-0635	08/08/2019	PC 11364(A)	Possession of Drug Paraphernalia	Lot 5	Subject Arrested
19-0646	08/13/2019	BP 25608	Possession of Alcohol on School Property	Lot 2	Subject Arrested
19-0647	08/13/2019	PC 11550	Under the Influence of Control Substance	Admin Bldg	Subject Arrested
19-0697	08/27/2019	PC 647F	Disorderly Conduct	GYM	Subject Arrested

PUBLIC PROPERTY:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

NO INCIDENTS TO REPORT

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: October 10, 2019
SUBJECT: Contracts Below \$92,600

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 \$92,600. 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 Agreements

Board Agenda 10-10-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18699	4 Imprint	Novelty Item with Logo	Inland Futures/SBCCD	\$1,787.00		
18703	4 Imprint	Novelty Item with Logo	Academic Success/SBVC	\$492.71		
18729	4 Imprint	Novelty Item with Logo	Student Life/SBVC	\$3,305.52		
18755	4 Imprint	Novelty Item with Logo	Arts & Humanities/SBVC	\$926.96		
18781	4 Imprint	Novelty Item with Logo	Transfer Center/SBVC	\$565.82		
18074	ABM Building Solutions LLC	Repairs	Administrative Services/SBVC	\$8,185.00		
18698	Allegiance Fundraising Group, LLC	Services	Inland Futures/SBCCD	\$1,775.00		
18762	Allegiance Fundraising Group, LLC	Software/Online Services	Inland Futures/SBCCD	\$26,706.00		
18705	ALSCO, Inc.	Rental	Cafeteria/SBVC	\$6,000.00		
18407	Animiki See Distribution, Inc.	Program Acquisition	FNX/KVCR	\$32,500.00		
18682	AppleOne Employment Services dba Act 1 Group	Professional Services	Fiscal Services/SBCCD	\$75,000.00		
18697	ARS Enterprises, Inc.	Maintenance Agreement	Social Science/CHC	\$3,310.00		
18764	AVID Center	Income - Grant	Instruction/CHC		\$24,225.00	
18743	Bear Valley USD	Rental	Science/SBVC	\$6,226.00		

Contracts Agreements

Board Agenda 10-10-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18719	Beaumont Chamber of Commerce	Sponsorship	Marketing/CHC	\$250.00		
18702	Berg Fire Protection, Inc. dba Red Star Fire Protection	Repairs	Maintenance/SBVC	\$6,674.61		
18728	Biology Laboratory	Professional Services	Health Services/SBVC	\$20,000.00		
18692	BlueEQ LLC	Software/Online Services	EDCT/SBCCD	\$966.00		
18811	Burke, William & Sorensen, LLP	Legal Services	Inland Futures/SBCCD	\$5,000.00		
18765	California Bus Service	Bus Rental	Student Services/SBVC	\$1,080.19		
18766	California Bus Service	Bus Rental	Student Services/SBVC	\$1,080.19		
18752	California Department of Ed	Income - Grant	Child Development/CHC		\$242,237.00	
18740	California Manufacturing Technology Consulting (CMTC)	Income - Grant	EDCT/SBCCD		\$480,000.00	
18706	Career America, LLC Parent Company of Financial Aid TV	Software/Online Services	Financial Aid/SBVC	\$70,942.00		
18708	Carl's Jr Restaurant	Catering	Student Services/SBVC	\$3,418.20		
18763	CCC Chancellor's Office	Income - Grant	Middle College/SBVC		\$100,000.00	
18693	Cerritos College Foundation	Subgrantee	EDCT/SBCCD	\$56,784.00		
18769	Cesena, Greg	Braille Transcribing	ATPC/SBCCD	\$60,000.00		

Contracts Agreements

Board Agenda 10-10-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18716	ChargePoint, Inc.	Software/Online Services	TESS/SBCCD	\$1,206.80		
18669	College Health Services, LLC	Software/Online Services	Health Services/SBVC	\$18,194.25		
18700	College of the Desert	Income - Training Agreement	EDCT/SBCCD		\$50,000.00	
18707	Colton Joint USD	Bus Rental	Student Equity/SBVC	\$480.00		
15751	ComputerLand of Silicon Valley	Software/Online Services	TESS/SBCCD	\$53,070.00		
15748	ComputerLand of Silicon Valley	Software/Online Services	TESS/SBCCD	\$48,701.50		\$ 23,254.00
18753	Corner Lot Inc	Training Services	EDCT/SBCCD	\$3,000.00		
18735	Crescendo Interactive, Inc.	Software/Online Services	Inland Futures/SBCCD	\$3,500.00		
18738	CustomInk LLC	Production of Logo Items	Athletics/CHC	\$655.64		
18776	Cynosure New Media, Inc.	Software/Online Services	Counseling/SBVC	\$38,250.00		
18720	DJL Audio Video Specialists Inc.	Installation Services	TESS/SBCCD	\$6,442.23		
18710	Eagleson, Michael dba Eagleson Alternative Dispute Resolution	Training Services	EDCT/SBCCD	\$15,000.00		
18677	Eastman, Connie J	Services	KVCR/KVCR	\$5,200.00		
18704	Elsevier Inc.	Software/Online Services	Science/SBVC	\$22,000.00		

Contracts Agreements

Board Agenda 10-10-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18748	EMCOR Service Mesa Energy	On Demand Repairs	Maintenance/SBVC	\$15,000.00		
18711	Facebook, Inc.	Advertising	Inland Futures/SBCCD	\$500.00		
18675	FastSigns	Services	Maintenance/SBVC	\$5,000.00		
18758	File Keepers, LLC	Software/Online Services	Counseling/SBVC	\$29,894.00		
18673	Frame.IO Inc.	Software/Online Services	KVCR/KVCR	\$2,700.00		
18773	Girl Scouts of San Gorgonio Council	Independent Contractor	EDCT/SBCCD	\$2,500.00		
18730	Guerrero, Dario Meneses	Speaker	Student Services/SBVC	\$500.00		
18777	H & L Charter Co, Inc.	Bus Rental	Counseling/SBVC	\$1,618.00		
18778	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,240.75		
18779	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,209.25		
18780	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$2,090.48		
18723	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,618.75		
18724	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,654.18		
18725	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,618.75		

Contracts Agreements

Board Agenda 10-10-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18727	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,512.43		
18786	Hyland LLC	Software/Online Services	TESS/SBCCD	\$1,848.00		
18686	IE Gourmet Food Trucks	Catering	Student Life/CHC	\$850.00		
18785	IEHP - Inland Empire Health Plan	General	Student Services/SBVC	No Cost		
18674	Inland Empire Magazine	Advertising	Marketing/SBCCD	\$3,490.00		
18759	Inland Empire Stages LTD	Bus Rental	Geography/SBVC	\$2,721.95		
18774	Innovative Signs and Designs	Novelty Item with Logo	Marketing/SBVC	\$1,551.60		
18747	Institute of Heating & Air Conditioning Industries, Inc.	General	Technical Training/SBVC	No Cost		
18750	KeithRN	Software/Online Services	Nursing/SBVC	\$1,995.00		
18713	Kim, Steve	PO as Contract	Maintenance/SBVC	\$2,000.00		
18760	Kivuto Solutions, Inc.	Software/Online Services	Mathematics/SBVC	\$300.00		
18683	Lawler, Kenny & Mary	Income - Facilities Use	Administrative Services/SBVC		\$200.00	
18744	Ledezma, Jose	Performer	Art/SBVC	\$500.00		
18775	Letterhead Factory Inc.	Production of Logo Items	Student Life/SBVC	\$1,190.63		

Contracts Agreements

Board Agenda 10-10-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18782	MacIntosh, Cindy Lee	Rental	Marketing/SBVC	\$525.00		
18768	Martin, Ryan	Broadcasting Rights	KVCR/KVCR	No Cost		
18717	McKown, Courtney dba Coco McKown Photography	Independent Contractor	Marketing/CHC	\$275.00		
14201	MediWaste Disposal	General	Nursing/SBVC	\$2,000.00		
18736	Mitchell One	Software/Online Services	Technical Training/SBVC	\$1,186.92		
18771	Montalvo, Jose	Braille Transcribing	ATPC/SBCCD	\$60,000.00		
18745	Myers Information Systems	Software/Online Services	KVCR/KVCR	\$19,219.87		
18670	National Educational Telecommunications Association (NETA)	Broadcasting Rights	KVCR/KVCR	\$8,007.00		
18787	Olpin Group, Inc.	Installation Services	Facilities Planning/SBCCD	\$13,080.62		
18689	Operation SafeHouse	Clinicals	Technical Training/SBVC	No Cost		
18767	Pali Mountain Retreat	General	Student Services/SBVC	\$11,388.89		
18726	Party Plus Rental	Rental	Academic Success/SBVC	\$2,700.00		
18709	Party Plus Rental	Rental	Student Services/SBVC	\$4,138.42		
18734	Plastics Plus Technology	Income - Training Agreement	EDCT/SBCCD		\$25,000.00	

Contracts Agreements

Board Agenda 10-10-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18687	Printing Works, Inc	Production of Logo Items	Marketing/SBCCD	\$545.74		
18714	Qless	Software/Online Services	Student Services/CHC	\$3,927.30		
18761	R Dependable Const Inc.	Installation Services	Maintenance/SBVC	\$6,000.00		
18712	Rancho Santiago CCD	Income - Grant	EDCT/SBCCD		\$200,000.00	
18757	Redlands Plumbing, Heating and Air Conditioning Inc.	On Demand Repairs	Facilities/CHC	\$2,000.00		
18741	Rivas, Oscar	Performer	Art/SBVC	\$500.00		
18701	Riverside CCD	Income - Grant	EDCT/SBCCD		\$50,000.00	
18684	Riviere, Sacha	Independent Contractor	KVCR/KVCR	\$10,000.00		
18756	Roll-A-Shade Inc.	Repairs	Facilities/CHC	\$1,000.00		
17921	San Bernardino City USD	Concurrent Enrollment	Academic Success/SBVC	No Cost		Additional Courses
18732	San Bernardino City USD	Educational Site Agreements	Humanities/SBVC	No Cost		
18754	San Bernardino County Sheriff's Department	PO as Contract	Police Science/SBVC	\$1,000.00		
18733	San Bernardino Employees Benefit Association (SEBA)	Sponsorship	Marketing/SBCCD	\$500.00		
18746	San Bernardino, City of	General	Veteran/SBVC	No Cost		

Contracts Agreements

Board Agenda 10-10-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18751	San Bernardino, County of, Dept. of Behavioral Health	Income - Facilities Use	Administrative Services/SBVC		\$554.48	
18737	San Diego Community College District	General	Athletics/CHC	\$200.00		
18139	Shred-It	Services	EOP&S/SBVC	\$10,000.00		
18694	Singleton, Philashon	CalWorks Child Care	Calworks/SBVC	\$6,000.00		
18691	Southwest Aircraft Transportation	Services	Technical Training/SBVC	\$26,000.00		
18739	Spectrum Business	Services	KVCR/KVCR	\$21,658.00		
18679	Stolla, Sadie	Braille Transcribing	ATPC/SBCCD	\$60,000.00		
18715	Strata Information Group (SIG)	Consultants	TESS/SBCCD	\$24,000.00		
18783	Temecula, City of	Rental	KVCR/KVCR	\$500.00		
18742	Texthelp Systems Inc.	Software/Online Services	DSP&S/CHC	\$1,250.00		
18676	Three M (3M) Personal Safety Div	Software/Online Services	Administrative Services/CHC	\$9,918.00		
18718	TMDCommunications	Consultants	Marketing/CHC	\$5,000.00		
18690	Tri-State Accommodations	Services	Anatomy/Physiology/CHC	\$276.94		
18672	Triveni Digital Inc.	Maintenance Agreement	FNX/KVCR	\$2,155.00		

Contracts Agreements

Board Agenda 10-10-2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18671	Trulycreative Network Solutions Inc.	Maintenance Agreement	KVCR/KVCR	\$1,800.00		
18678	Visability of Colorado	Novelty Item with Logo	KVCR/KVCR	\$1,858.69		
18784	WGBH Educational Foundation	Broadcasting Rights	KVCR/KVCR	No Cost		
18731	Yale/Chase Material Handling	PO as Contract	TESS/SBCCD	\$650.00		
18688	Yucaipa-Calimesa Joint USD	Pathways Dual Enrollment	Instruction/CHC	No Cost		
18722	Zoho Corporation	Software/Online Services	TESS/SBCCD	\$9,336.00		

Total Number of Contracts 118

\$1,022,376.78 \$1,172,216.48

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: October 10, 2019
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 \$36,987,996.

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 September 18, 2019, rounded to the nearest \$1,000)

	PROJECTED												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Estimated Beginning Cash Balance	42,362	42,276	43,881	47,541	43,611	39,616	41,469	35,955	45,451	51,431	45,144	42,064		
Receipts														
Federal	35	227		479	-82	706	4	1,080	377	224	523	-176		3,396
State	6,276	5,137	17,867	9,726	10,814	14,169	10,710	22,804	15,002	6,707	8,519	16,625		144,356
State Deferrals														
Local	814	972	386	590	876	3,886	426	1,384	140	1,441	999	65		11,980
Temporary Borrowings														
Interfund Transfer & Sale of Assets	894	894		2				6,031	8,758	2,215	1,963	108		20,865
Accounts Receivable/Accruals	231	1,670	645	2,419	169	-439	4	787	403	230	379	1,575		8,074
Total Receipts	8,250	8,900	18,898	13,215	11,777	18,322	11,143	32,087	24,681	10,818	12,384	18,197		188,671
Disbursements														
Academic Salaries	6	2,530	4,544	4,981	4,928	5,074	4,968	4,666	5,010	5,140	5,118	8,376		55,341
Classified Salaries	2,370	2,713	4,034	3,009	3,005	3,200	2,949	2,700	2,867	2,933	3,183	4,562		37,525
Benefits	1,170	2,024	2,751	2,548	2,558	2,578	2,550	2,681	2,569	2,595	2,627	3,943		30,595
Supplies & Materials	98	-1	128	240	175	236	170	248	267	269	336	2,220		4,386
Other Operating Exp	399	10	2,903	2,074	2,062	3,030	3,914	1,956	1,930	4,937	3,025	13,258		39,499
Capital Outlay	819	-52	98	163	291	160	289	25	275	802	621	1,911		5,402
Other Outgo	195	174	303		2,594	2,123	1,887	-209	903	429	1,733	3,299		13,431
Longterm Post-Employment Benefits	-7	-10	-2	-17	-9	21	-2	-9	5	-9	23	-3		-17
Accounts Payable/Accruals	3,284	-92	479	4,146	168	48	-69	10,534	4,874	8	-1,202	-14,294		7,885
Total Disbursements	8,335	7,296	15,237	17,145	15,773	16,468	16,657	22,591	18,701	17,105	15,464	23,273		194,045
Increase / (Decrease) in Cash Balance	-86	1,604	3,661	-3,930	-3,996	1,854	-5,514	9,495	5,980	-6,287	-3,080	-5,076		
Estimated Ending Cash Balance	42,276	43,881	47,541	43,611	39,616	41,469	35,955	45,451	51,431	45,144	42,064	36,988		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Kristina Hannon, Executive Director, Human Resources

DATE: October 10, 2019

SUBJECT: MOUs between SBCCD and the San Bernardino Community College District Teachers Association (SBCCDTA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

SBCCD staff and the SBCCDTA 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 SBCCDTA.

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
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

This Memorandum of Understanding (“MOU”) is entered by and between the San Bernardino Community College District (“District”) and the San Bernardino Community College District Teachers Association CTA/NEA (“Association”), collectively, “the parties.”

WHEREAS, the parties have collectively negotiated and agreed upon Article 13: Workload;

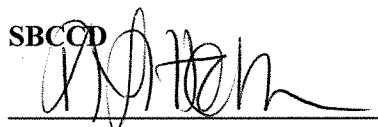
WHEREAS, Section C(2) addresses Maximum Class Size and the adherence to applicable law by the census date, and includes the number of student spaces or work locations, safety and obligation;

THEREFORE, due to honors courses at CHC being over-enrolled involuntarily, both parties have further discussed and negotiated the following as it pertains to honors students for the 2019-2020 year:

1. Faculty at CHC who teach honors classes in Fall 2019 will receive a stipend of \$104 for each honors student, plus an additional stipend of \$104 for any honors student who exceeds the maximum class size at census.
2. The faculty member can opt to forego the additional stipend.
3. Both parties have agreed that further research and discussion will continue during the Fall of 2019, as it pertains to how honors students have been addressed at each campus (Valley College and Crafton Hills College). This will include reviewing and assessing equity and determining common standards of practice. This research and review will include possible future compensation starting Spring 2020, for faculty who teach honors students.
4. Both parties agree to reconvene, if needed, to clarify any additional considerations that fall outside the scope of this understanding.

This MOU shall expire effective June 30, 2020 unless otherwise amended, extended or negotiated by both parties through mutual consent.

Date: 9-4-19

SBCCD


Kristina Hannon, Executive Director, Human Resources,
SBCCD Chief Negotiator

Date: 9/4/2019

SBCCDTA


Sheri Lillard SBCCDTA Chief Negotiator

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: October 10, 2019
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.



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 10, 2019

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Professional Expert

	Duties	From	To	Hourly Rate
Harris, Brooklyn CHC Kinesiology/Athletics	Program Assistant	9/11/19	12/31/19	\$30.00
Pang, Sonja CHC Marketing	Special Events Planner	9/4/19	12/31/19	\$30.00
White, Jacy CHC Marketing	Content Specialist	9/11/19	12/31/19	\$32.00
Flores, Kevin CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	9/10/19	12/31/19	\$20.00/ \$25.00/ \$30.00
Booth, Geoffrey CHC Respiratory Care	Respiratory Care Clinical	10/16/19	12/30/19	\$40.00
Crosby, Charles CHC Respiratory Care	Respiratory Care Clinical	9/10/19	12/31/19	\$40.00
Meraz, Arthur CHC Respiratory Care	Respiratory Care Clinical	9/10/19	12/31/19	\$40.00
Buffington, Christopher CHC Tutoring Center	Tutor I	9/18/19	12/31/19	\$12.00
McCoy, Diedre CHC Tutoring Center	Tutor I	9/10/19	12/31/19	\$12.00
Morales, Hiromi CHC Tutoring Center	Tutor I	9/18/19	12/31/19	\$12.00
Walker, Allicyn CHC Tutoring Center	Tutor I	9/18/19	12/31/19	\$12.00
Payawal, Marinella Justine CHC Tutoring Center	Tutor I	9/10/19	12/31/19	\$12.00
Funderburk, Sydney CHC Tutoring Center	Tutor III	9/18/19	12/31/19	\$15.50
Ruiz, Adolfo DIST EDCT	Workforce Development Trainer	9/11/19	12/31/19	\$60.00
Toland, Steven DIST EDCT	Workforce Development Trainer	9/11/19	12/31/19	\$50.00
Nguyen, Bryan Hoang SBVC Academic Success & Learning Services Division	Program Assistant	10/14/19	12/31/19	\$25.00
Torres, Fabian SBVC Arts & Humanities	Tutor III	8/19/19	12/31/19	\$15.50
Rivera, Jorge SBVC Arts and Humanities	Tutor III	8/9/19	12/31/19	\$13.50



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 10, 2019

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Professional Expert

	Duties	From	To	Hourly Rate
Crabtree, Amanda SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level I	8/19/19	12/31/19	\$18.00
Derryberry, Destiny SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	9/6/19	12/31/19	\$50.00
Jackson, Alicia SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	9/6/19	12/31/19	\$50.00
Patterson, Sherry Lou SBVC Police Academies/Criminal Justice	Police Tactical Office/RTO/ Police Science Facilitator/Evaluator	9/1/19	12/31/19	\$35.00/ \$50.00
Antwi, Elvi Afriyie SBVC Student Helath Services	Nurse Practitioner I	9/3/19	12/31/19	\$55.00
Hernandez-Garcia, David SBVC Student Success Center	Tutor I	9/17/19	12/31/19	\$12.00
Brown, Robert SBVC Writing Center	Tutor III	10/11/19	12/31/19	\$15.50
Ibarra Leon, Gabriela Ali SBVC Writing Center	Tutor III	9/13/19	12/31/19	\$15.50
Massimiano, Adam SBVC Writing Center	Tutor III	10/11/19	12/31/19	\$15.50

Short-Term

	Duties	From	To	Hourly Rate
Sousa, Miranda CHC Art	Model (Undraped)	9/11/19	12/31/19	\$16.00

Substitute

	Duties	From	To	Hourly Rate
Gamez, Floridaalma CHC Child Development Center <i>New: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	9/9/19	11/8/19	\$16.37
Gamez, Floridaalma CHC Child Development Center <i>New: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	11/9/19	1/7/20	\$16.37



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 10, 2019

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Substitute

	Duties	From	To	Hourly Rate
Gamez, Florida CHC Child Development Center <i>New: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	1/8/20	3/7/20	\$16.37
Gamez, Florida CHC Child Development Center <i>New: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	3/8/20	5/7/20	\$16.37
Gamez, Florida CHC Child Development Center <i>New: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	5/8/20	6/10/20	\$16.37
Delahanty, Suzanne CHC DSPS <i>New: Vacancy in Recruitment</i>	Alternate Media & Assistive Technology Specialist	8/26/19	10/26/19	\$32.71
Rodriguez, Heather CHC Social, Information & Natural Sciences <i>New: Vacancy in Recruitment</i>	Administrative Secretary	7/1/19	9/1/19	\$24.92
Rodriguez, Heather CHC Social, Information & Natural Sciences <i>Extension: Vacancy in Recruitment</i>	Administrative Secretary	9/2/19	11/1/19	\$24.92
Fratti, Andrew SBVC Admissions & Records <i>Extension: On Call; Sick/Vacation Coverage</i>	Admissions & Records Technician	9/1/19	11/1/19	\$22.03
Gleason, Kiana SBVC Athletics <i>New: Vacancy in Recruitment</i>	Athletic Trainer	8/28/19	9/13/19	\$28.21
Bonilla, Jose SBVC Biology <i>Extension: On Call; Sick/Vacation Coverage</i>	Laboratory Technician, Anatomy & Physiology	8/30/19	9/16/19	\$25.53
Liang, Hsiao Fang SBVC Biology <i>Extension: On Call; Sick/Vacation Coverage</i>	Laboratory Technician, Anatomy & Physiology	8/30/19	9/13/19	\$25.53
Robles, Sandra SBVC Chemistry <i>Extension: On Call; Sick/Vacation Coverage</i>	Laboratory Technician, Chemistry	8/30/19	9/13/19	\$25.53
Bernasconi, Anna SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian	8/29/19	10/27/19	\$19.47
Bravo, Donna SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian	8/29/19	10/27/19	\$19.47



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 10, 2019

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Substitute

	Duties	From	To	Hourly Rate
Gonzalez, Natalie SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian	8/29/19	10/27/19	\$19.47
Hernandez, Gloria SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian	9/29/19	11/28/19	\$19.47
Huerta, Maria SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian	8/29/19	10/27/19	\$19.47
Rocha-Garcia, Cindi SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian	8/29/19	10/27/19	\$19.47
Torrence, Roshaun SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian	9/29/19	11/28/19	\$19.47
Vargas, Brandon SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian	9/26/19	11/25/19	\$19.47
Bonilla, Monica SBVC Food Services <i>Extension: On Call; Sick/Vacation Coverage</i>	Food Service Worker I	8/1/19	10/1/19	\$15.59
Hautreuz, Luis SBVC Grounds <i>Extension: On Call; Sick/Vacation Coverage</i>	Grounds Caretaker	8/30/19	10/28/19	\$20.96
Clarke, Christopher SBVC Science <i>Extension: Training New Incumbent</i>	Planetarium Production & Presentation Coordinator	8/30/19	10/28/19	\$36.01

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: October 10, 2019
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 8/19/19 – 9/16/19 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
October 10, 2019

PO#	Supplier Name	Amount
2001464	STAPLES BUSINESS ADVANTAGE	\$ 303.33
2001467	STAPLES BUSINESS ADVANTAGE	\$ 237.53
2001470	US BANK CORPORATE PMT SYSTEMS	\$ 475.00
2001471	US BANK CORPORATE PMT SYSTEMS	\$ 450.00
2001472	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2001473	ZAMORANO, VICTORIA	\$ 304.00
2001474	VILLEGAS, LESSETTE	\$ 304.00
2001475	VARGAS, GABRIELA E	\$ 304.00
2001476	EVEREST TRADING CORPORATION	\$ 2,740.04
2001477	FLEET FEET SPORTS	\$ 1,314.55
2001478	CIRCUIT, THE	\$ 968.64
2001479	HARDY DIAGNOSTICS	\$ 978.52
2001482	L N CURTIS & SONS	\$ 391.74
2001485	BRETT RANEY	\$ 750.00
2001486	ALLSTAR FIRE EQUIPMENT	\$ 6,660.03
2001487	QUADMED INC	\$ 1,290.59
2001488	AMERICAN ASSOCIATION FOR RESPIRATORY CARE	\$ 350.00
2001490	US BANK CORPORATE PMT SYSTEMS	\$ 77.03
2001492	STAPLES BUSINESS ADVANTAGE	\$ 81.45
2001493	STAPLES BUSINESS ADVANTAGE	\$ 99.73
2001494	STAPLES BUSINESS ADVANTAGE	\$ 212.36
2001495	STAPLES BUSINESS ADVANTAGE	\$ 176.62
2001500	EDU BUSINESS SOLUTIONS	\$ 600.00
2001501	US BANK CORPORATE PMT SYSTEMS	\$ 270.00
2001503	DMITRIY KALANTAROV	\$ 1,184.13
2001504	US BANK CORPORATE PMT SYSTEMS	\$ 400.00
2001508	STAPLES BUSINESS ADVANTAGE	\$ 540.41
2001509	SWEETWATER SOUND INC	\$ 1,008.54
2001510	SCHUTT SPORTS	\$ 759.64
2001511	SAN BERNARDINO CCD	\$ 632.34
2001513	SAN BERNARDINO CCD	\$ 632.34
2001514	SAN BERNARDINO CCD	\$ 441.72
2001515	US BANK CORPORATE PMT SYSTEMS	\$ 212.07
2001516	SAN BERNARDINO CCD	\$ 100.00
2001517	US BANK CORPORATE PMT SYSTEMS	\$ 15.50
2001518	STEVENS, ELLIS	\$ 737.94
2001519	SOUTH COAST AQMD	\$ 450.00
2001521	US BANK CORPORATE PMT SYSTEMS	\$ 53.63
2001523	ULLOA, JULIE	\$ 250.00
2001524	DALE-CARTER, APRIL	\$ 100.00
2001526	ONE RING NETWORK INC	\$ 897.00
2001529	SAN BERNARDINO CCD	\$ 45,754.20
2001534	DELL COMPUTER COMPANY	\$ 25,701.78
2001535	ALLIED 100 LLC	\$ 1,954.05
2001538	BEST BUY	\$ 2,216.51

Purchase Order Report
October 10, 2019

PO#	Supplier Name	Amount
2001544	STAPLES BUSINESS ADVANTAGE	\$ 87.32
2001545	STAPLES BUSINESS ADVANTAGE	\$ 251.42
2001546	SAN BERNARDINO CCD	\$ 63.57
2001547	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 250.00
2001548	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 250.00
2001556	LANIER, ALYSSA	\$ 400.00
2001560	NATIVE AMERICAN JOURNALISTS ASSOCIATION	\$ 300.00
2001561	US BANK CORPORATE PMT SYSTEMS	\$ 200.00
2001565	CDW LLC	\$ 8,997.13
2001567	CAL POLY POMONA FOUNDATION INC	\$ 2,218.78
2001569	STAPLES BUSINESS ADVANTAGE	\$ 276.40
2001570	STAPLES BUSINESS ADVANTAGE	\$ 231.73
2001571	MAGNASYNC-MOVIOLA CORP	\$ 1,449.98
2001572	QUADMED INC	\$ 937.37
2001576	STATER BROS MARKETS	\$ 64.65
2001577	DTSC ACCOUNTING SECTION	\$ 155.00
2001578	US BANK CORPORATE PMT SYSTEMS	\$ 1,848.74
2001579	WARE, MONIQUE	\$ 800.00
2001581	STAPLES BUSINESS ADVANTAGE	\$ 1,253.66
2001582	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 250.00
2001583	COMMUSA A BEARCOM COMPANY	\$ 10,783.43
2001584	KELLY, DAN	\$ 10.00
2001585	US BANK CORPORATE PMT SYSTEMS	\$ 704.87
2001588	SACRAMENTO COUNTY OFFICE OF EDUCATION	\$ 295.00
2001589	B&H PHOTO VIDEO	\$ 1,105.58
2001590	MSC INDUSTRIAL SUPPLY CO	\$ 432.85
2001591	US BANK CORPORATE PMT SYSTEMS	\$ 300.00
2001592	AIRCRAFT SPRUCE & SPECIALTY	\$ 100.08
2001593	PATTON SALES CORP	\$ 352.21
2001595	BERNAL, CYNTHIA	\$ 250.00
2001596	HARO, JESSICA	\$ 250.00
2001597	VWR INTERNATIONAL LLC	\$ 3,367.98
2001607	SANTOYO, LAURA ROCIO	\$ 2,227.50
2001611	NATIONAL ASSOC OF STUDENT FINANCIAL AID ADMINISTRATORS	\$ 2,074.00
2001612	G/M BUSINESS INTERIORS	\$ 902.17
2001613	STAPLES BUSINESS ADVANTAGE	\$ 73.59
2001615	SAN BERNARDINO CCD	\$ 3,000.00
2001617	HILTON CHICAGO	\$ 16,940.89
2001618	CABRERA, YAJAIRA	\$ 228.00
2001622	BRICENO, YESENIA	\$ 304.00
2001624	FOLLETT HIGHER EDUCATION GROUP INC	\$ 75,000.00
2001625	RAMIREZ, ALBERT	\$ 304.00
2001626	OLIVARES, SILVIA	\$ 304.00
2001627	GOMEZ, LAURA	\$ 304.00
2001628	CEJA GUEVARA, RAMON	\$ 304.00

Purchase Order Report
October 10, 2019

PO#	Supplier Name	Amount
2001629	SAN BERNARDINO CCD	\$ 469.80
2001630	STAPLES BUSINESS ADVANTAGE	\$ 221.47
2001633	SCANTRON CORPORATION	\$ 1,881.00
2001637	US BANK CORPORATE PMT SYSTEMS	\$ 915.88
2001639	US BANK CORPORATE PMT SYSTEMS	\$ 300.00
2001640	MENA-LOPEZ, VICTORIA	\$ 304.00
2001641	AQUINO, JENNIFER	\$ 304.00
2001644	US BANK CORPORATE PMT SYSTEMS	\$ 2,173.24
2001645	SAN BERNARDINO CCD	\$ 100.00
2001647	SAN BERNARDINO CCD	\$ 100.00
2001648	US BANK CORPORATE PMT SYSTEMS	\$ 24.96
2001649	ULINE	\$ 3,992.48
2001650	POCKET NURSE ENTERPRISES INC	\$ 858.50
2001651	US BANK CORPORATE PMT SYSTEMS	\$ 999.00
2001652	POCKET NURSE ENTERPRISES INC	\$ 1,546.69
2001653	CALIFORNIA STATE UNIVERSITY SAN BERNARDINO	\$ 2,181.84
2001654	US BANK CORPORATE PMT SYSTEMS	\$ 700.00
2001655	STATER BROS MARKETS	\$ 4,500.00
2001657	CDW LLC	\$ 983.63
2001660	US BANK CORPORATE PMT SYSTEMS	\$ 1,581.33
2001664	US BANK CORPORATE PMT SYSTEMS	\$ 106.23
2001665	STAPLES BUSINESS ADVANTAGE	\$ 253.52
2001666	STAPLES BUSINESS ADVANTAGE	\$ 104.74
2001667	AVOTEK	\$ 9,098.80
2001668	STATER BROS MARKETS	\$ 4,500.00
2001669	SOUTH CAROLINA, UNIVERSITY OF	\$ 695.00
2001672	HARBOR FREIGHT TOOLS CO	\$ 200.00
2001673	COSTCO	\$ 300.00
2001678	STAPLES BUSINESS ADVANTAGE	\$ 76.91
2001680	ULINE	\$ 580.91
2001682	STAPLES BUSINESS ADVANTAGE	\$ 57.16
2001683	STAPLES BUSINESS ADVANTAGE	\$ 509.44
2001689	US BANK CORPORATE PMT SYSTEMS	\$ 300.00
2001690	US BANK CORPORATE PMT SYSTEMS	\$ 11.00
2001691	STATER BROS MARKETS	\$ 500.00
2001693	US BANK CORPORATE PMT SYSTEMS	\$ 2,500.00
2001694	BELINDA NAVARRETE	\$ 200.00
2001696	STAPLES BUSINESS ADVANTAGE	\$ 98.10
2001697	STAPLES BUSINESS ADVANTAGE	\$ 166.61
2001698	MUSSON THEATRICAL	\$ 1,344.76
2001707	DICK BLICK HOLDINGS INC	\$ 599.19
2001708	DICK BLICK HOLDINGS INC	\$ 226.29
2001710	P & R PAPER	\$ 370.36
2001714	KEY CODE MEDIA INC	\$ 17,260.00
2001715	BROADCAST SUPPLY WORLDWIDE	\$ 5,146.24

Purchase Order Report
October 10, 2019

PO#	Supplier Name	Amount
2001716	US BANK CORPORATE PMT SYSTEMS	\$ 26.00
2001718	DICK BLICK HOLDINGS INC	\$ 203.10
2001719	ULINE	\$ 173.47
2001720	US BANK CORPORATE PMT SYSTEMS	\$ 17.95
2001721	MEDIWASTE DISPOSAL LLC	\$ 500.00
2001727	BIG 5 SPORTING GOODS #142	\$ 135.67
2001728	HOME DEPOT, THE	\$ 1,077.50
2001730	US BANK CORPORATE PMT SYSTEMS	\$ 294.00
2001731	US BANK CORPORATE PMT SYSTEMS	\$ 84.00
2001732	VERIZON WIRELESS	\$ 495.00
2001733	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2001734	NAFSA MEMBERSHIP	\$ 495.00
2001735	SIMULATOR SOLUTIONS LLC	\$ 58,185.00
2001740	US BANK CORPORATE PMT SYSTEMS	\$ 323.25
2001742	US BANK CORPORATE PMT SYSTEMS	\$ 1,882.10
2001745	WARD'S NATURAL SCIENCE EST INC	\$ 219.68
2001746	B&H PHOTO VIDEO	\$ 276.11
2001750	STAPLES BUSINESS ADVANTAGE	\$ 261.61
2001754	SAN BERNARDINO CCD	\$ 147.42
2001756	PANERA BREAD LLC	\$ 484.88
2001757	PANERA BREAD LLC	\$ 2,262.75
2001758	COSTCO	\$ 1,000.00
2001759	CYNMAR CORPORATION	\$ 6,312.72
2001761	CDW LLC	\$ 363,951.81
2001763	JOHN BURTON ADVOCATES FOR YOUTH	\$ 250.00
2001764	BLANQUET, FRANCISCO	\$ 300.00
2001767	CDW LLC	\$ 1,546.01
2001768	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	\$ 75.00
2001769	NATIONAL COUNCIL FOR MARKETING & PUBLIC RELATIONS	\$ 275.00
2001770	HARLOW'S KITCHEN CONCEPTS	\$ 3,248.66
2001771	STAPLES BUSINESS ADVANTAGE	\$ 211.84
2001772	STAPLES BUSINESS ADVANTAGE	\$ 310.72
2001773	QUADMED INC	\$ 9,489.49
2001775	STAPLES BUSINESS ADVANTAGE	\$ 755.60
2001777	OFFICE & ERGONOMICS SOLUTIONS INC	\$ 3,111.17
2001779	BATTLE, YENDIS	\$ 58.26
2001780	DELL COMPUTER COMPANY	\$ 3,224.67
2001782	YALE/CHASE MATERIAL HANDLING	\$ 650.00
2001783	AUDIO VISUAL INNOVATIONS, INC	\$ 1,774.49
2001785	US BANK CORPORATE PMT SYSTEMS	\$ 100.00
2001786	BLUE RIBBON INK & THREAD INC	\$ 728.39
2001787	STAPLES BUSINESS ADVANTAGE	\$ 64.79
2001788	STAPLES BUSINESS ADVANTAGE	\$ 213.56
2001789	STATER BROS MARKETS	\$ 600.00
2001790	SAN BERNARDINO CCD	\$ 900.00

Purchase Order Report
October 10, 2019

PO#	Supplier Name	Amount
2001793	KEVIN HORAN	\$ 46.00
2001794	ACHRO	\$ 2,500.00
2001795	US BANK CORPORATE PMT SYSTEMS	\$ 2,000.00
2001796	STAPLES BUSINESS ADVANTAGE	\$ 114.24
2001797	STAPLES BUSINESS ADVANTAGE	\$ 651.80
2001799	STAPLES BUSINESS ADVANTAGE	\$ 84.12
2001802	FOLLETT HIGHER EDUCATION GROUP INC	\$ 3,500.00
2001803	FOLLETT HIGHER EDUCATION GROUP INC	\$ 3,500.00
2001804	COMMUNITY COLLEGE FACILITIES COALITION	\$ 1,317.00
2001807	COMMUNICATIONSUSA INC	\$ 4,832.59
2001809	SANDERS, ANDREW	\$ 300.00
2001810	ROMERO, GABRIEL	\$ 300.00
2001811	MILLER, CODY	\$ 350.00
2001812	MCDOWELL, JESUS	\$ 1,050.00
2001813	KINKEY, LAURA	\$ 350.00
2001814	DABBOUR, PETER	\$ 350.00
2001819	RENAISSANCE LONG BEACH HOTEL	\$ 1,174.21
2001820	ETR ASSOCIATES	\$ 450.14
2001821	TELEFLEX LLC	\$ 850.90
2001824	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	\$ 695.00
2001827	WHITE CARDIOPULMONARY INC	\$ 5,945.11
2001828	CARD INTEGRATORS CORP	\$ 3,000.00
2001831	US BANK CORPORATE PMT SYSTEMS	\$ 144.00
2001833	STAPLES BUSINESS ADVANTAGE	\$ 200.17
2001836	NIKAC, STACEY	\$ 5.24
2001837	GRAINGER INC	\$ 593.92
2001840	GAINES, ASHLEY	\$ 1,300.00
2001841	SWEETWATER SOUND INC	\$ 4,458.54
2001842	BEAUMONT CHAMBER OF COMMERCE	\$ 70.00
2001843	MOSLEY, BRE'YA	\$ 228.00
2001844	CANTU, CAMRE	\$ 228.00
2001845	MEDINA, MARAELENA	\$ 228.00
2001846	BARRON-RUIOZ, ZULEMA	\$ 228.00
2001847	US BANK CORPORATE PMT SYSTEMS	\$ 200.00
2001848	US BANK CORPORATE PMT SYSTEMS	\$ 149.90
2001849	SOUTHERN CAL INTERSEGMENTAL ARTICULATION COUNCIL	\$ 100.00
2001850	CYCLERY USA INC	\$ 3,804.78
2001851	US BANK CORPORATE PMT SYSTEMS	\$ 500.00
2001853	PAPA, ANTHONY	\$ 151.52
2001854	MAGNASYNC-MOVIOLA CORP	\$ 8,243.58
2001855	SUNDANCE INSTITUTE	\$ 589.39
2001856	COUNCIL OF CHIEF LIBRARIANS	\$ 150.00
2001857	QUEEN BEAN CAFFE	\$ 30.00
2001858	RP GROUP, THE	\$ 500.00
2001859	GUTIERREZ-NOVA, YATZIL	\$ 300.00

Purchase Order Report
October 10, 2019

PO#	Supplier Name	Amount
2001862	G/M BUSINESS INTERIORS	\$ 41,539.81
2001865	GRACE, PARIS	\$ 304.00
2001871	MYBINDING.COM	\$ 1,077.46
2001872	WILBUR'S POWER EQUIPMENT	\$ 500.00
2001874	FIRE ETC	\$ 3,990.72
2001875	US BANK CORPORATE PMT SYSTEMS	\$ 275.00
2001879	US BANK CORPORATE PMT SYSTEMS	\$ 2,324.00
2001880	US BANK CORPORATE PMT SYSTEMS	\$ 2,305.00
2001881	US BANK CORPORATE PMT SYSTEMS	\$ 125.50
2001882	US BANK CORPORATE PMT SYSTEMS	\$ 325.50
2001884	US BANK CORPORATE PMT SYSTEMS	\$ 1,700.02
2001886	STAPLES BUSINESS ADVANTAGE	\$ 327.08
2001887	HEARTLAND VIDEO SYSTEMS INC	\$ 1,117.74
2001888	FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT	\$ 2,000.00
2001889	EVERTZ MICROSYSTEMS LTD	\$ 9,330.51
2001895	PESTICIDE APPLICATIONS PROFESSIONALS ASSOC INC	\$ 320.00
2001896	PESTICIDE APPLICATIONS PROFESSIONALS ASSOC INC	\$ 80.00
2001902	PESTICIDE APPLICATIONS PROFESSIONALS ASSOC INC	\$ 80.00
2001904	CDW LLC	\$ 888.99
2001907	SACRAMENTO COUNTY OFFICE OF EDUCATION	\$ 295.00
2001910	NATIONAL PUBLIC RADIO INC	\$ 13,957.00
2001911	US BANK CORPORATE PMT SYSTEMS	\$ 158.00
2001913	SHEAHAN, MICHAEL	\$ 80.81
2001915	SAN BERNARDINO CCD	\$ 34.48
2001916	STAPLES BUSINESS ADVANTAGE	\$ 470.62
2001918	DELL COMPUTER COMPANY	\$ 3,231.96
2001922	BONNET, BLAKE	\$ 466.06
2001926	SAN BERNARDINO CCD	\$ 1,476.18
2001927	SAN BERNARDINO CCD	\$ 529.05
2001928	TAPIA, YVETTE	\$ 304.00
2001929	US BANK CORPORATE PMT SYSTEMS	\$ 2,951.00
2001930	US BANK CORPORATE PMT SYSTEMS	\$ 2,951.00
2001931	US BANK CORPORATE PMT SYSTEMS	\$ 65.00
2001932	SIQUE, YOLANDA	\$ 304.00
2001933	SANCHEZ, LILY M	\$ 304.00
2001934	RIZO, DIEGO	\$ 304.00
2001935	RIOS, ADRIAN	\$ 304.00
2001936	PEREZ, SONIA	\$ 304.00
2001937	MENDEZ, AMANDA	\$ 304.00
2001938	LUNA, OSCAR	\$ 304.00
2001939	HEREDIA, BRIANA	\$ 304.00
2001942	US BANK CORPORATE PMT SYSTEMS	\$ 200.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: October 10, 2019
SUBJECT: Resignations & Retirements

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 retirement or resignation of any employee.

ANALYSIS

The employees on the attached list have submitted in writing their intention to either retire or resign.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Resignations & Retirements

Presented for Information October 10, 2019

[v.9.25.2019.p.1|1]

Resignations	Years of Service	Last Date of Employment
Rodriguez-Mier, Vanessa Child Development Assistant SBVC Child Development Center	3	9/20/2019
Mena, Matthew Custodian CHC Custodial	9	9/12/2019

Retirements	Years of Service	Last Date of Employment
Miller, Sarah Lab Technician, Biology SBVC Biology	20	10/8/2019

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Farrah Farzaneh, Director, Facilities Planning & Construction
DATE: October 10, 2019
SUBJECT: Small Scale Construction Contracts, Change Orders, and Amendments

RECOMMENDATION

This item is being submitted for information only. No action is necessary.

OVERVIEW

This board item affects small scale construction contracts, as well as any change orders or amendments, which have a total value of \$60,000 or less.

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.

ANALYSIS

Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal proposals were solicited as necessary and an analysis of those received indicates that the contracts selected best suit the needs of SBCCD for the particular projects.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of these projects is included in the appropriate budgets.



Small Scale Construction Contracts, Change Orders, and Amendments

Presented for Information on October 10, 2019

[v.9.25.2019.p.1|1]

Contract Awards

Contractor & Project	Amount	Funding
None		

Change Orders & Amendments*

Contractor & Project	Change #	Original Contract	Previous Changes	Proposed Changes	New Contract Value	Total CO%
Rosendin Electric 02-1819-01 Solar Generation Data Transmission Device at CHC	CA-01	\$24,500.00	\$0.00	\$4,889.00	\$29,389.00	n/a

**Construction change orders* include changes directed by the District to address contractor or architect recommendations for efficiency, occupant needs, or to improve future building or space usability. California Public Contract Code 20118.4 establishes a guideline that limits construction contract change orders to 10% of the base contract amount.

**Construction contract amendments* occur when there is a change in the scope of work due to unforeseen conditions that must be corrected in order for work to proceed. Amendments alter the base contract amount and are not limited to the 10% guideline.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Dr. Kevin Horan, President, CHC
Diana Rodriguez, President, SBVC
Kristina Hannon, Executive Director, Human Resources
DATE: October 10, 2019
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 October 10, 2019

[v.9.24.2019.p.1|6]

	Site	Assignment	From	To
Adams, Joy	SBVC	Athletics	10/11/19	12/31/19
Aguirre, Rosalie	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Aguirre, Sophia	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Alcaraz, Isaac	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Aldapa, Luz	SBVC	Criminal Justice	10/11/19	12/31/19
Amador, Brenda	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Anay, Marcos	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Arana, Jared	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Arellano, Omar	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Aure, Antonie	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Baca, Angel	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Balandran, Jonathan	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Ballestero, Ramon	SBVC	Student Health Services	10/11/19	12/31/19
Barajas, Emily	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Barnes, Daejon	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Bedolla, Dominick	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Bingham, Dominique	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Blanco, Francine	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Blanco, Sylvia	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Carbajal, Mallory	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Cardenas, Daniel	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Carrillo, Alejandra	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Castillo, Melissa	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Castrejon, Andres	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Causar, Daniel	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Cervantes, Lizzy	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Charles, Adrianna	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Clark, Richard	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Collins, Ezven	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Crofton, Cameron	SBVC	Promise - First Year Experience	10/11/19	12/31/19



Volunteers

Presented for Information on October 10, 2019

[v.9.24.2019.p.2|6]

	Site	Assignment	From	To
Cruz, Michael	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Cuevas, Genaro	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Deleon, Chelsea	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Diaz, Carlos	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Diaz, Valeria	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Duran, Axel	SBVC	Promise - First Year Experience	10/11/19	12/31/19
End, Antumn	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Esquivel, Brandi	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Feliz, Toni	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Figueroa, Alejandro	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Flores, Rosa	SBVC	Student Equity	10/11/19	12/31/19
Flores, Valerie	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Flores, Violeta	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Foreman, Emani	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Franco, Krystle	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Garcia Ruiz, Daniel	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Garcia, Katherine	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Garcia, Marissa	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Garcia, Olegario	SBVC	Promise - First Year Experience	10/11/19	12/31/19
George, Damien	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Gonzalez Garcia, Cristofer	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Gonzalez, Bryan	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Gonzalez, Erin	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Gonzalez, Kassandra	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Gray, Sydney	SBVC	Athletics	10/11/19	12/31/19
Greenlee, Jared	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Griego, Marcus	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Guerrero, Alec	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Guzman, Jennifer	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Hall, Elijah	SBVC	Promise - First Year Experience	10/11/19	12/31/19



Volunteers

Presented for Information on October 10, 2019

[v.9.24.2019.p.3|6]

	Site	Assignment	From	To
Hall, Samajah	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Harrop, James	SBVC	Athletics	10/11/19	12/31/19
Hernandez Garcia, Mariana	SBVC	DSPS	10/11/19	12/31/19
Hernandez, Brianna	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Hernandez, Haley	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Hernandez, Johnathan	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Hernandez, Yamilet	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Isaac, Sienna	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Jackson, Elexis	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Jauregui, Izanami	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Jenkins, William	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Kasouha, Samar	SBVC	Tutoring Center	10/11/19	12/13/19
Kleffe, Jared	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Knox, Megan	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lemus, Karmen	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lettis, Robert	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lopez, Brenda	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lopez, Cesar	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lopez, Dayana	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lopez, Ernesto	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lopez, Kelsey	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lubonting, Elleah	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lujan, Steven	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lumintang, Jennifer	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Luna, Matthew	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Lyons, Quentin	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Machado, Samm	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Marban, Lluvia	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Marfil, Jamie	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Mariscal, Joel	SBVC	Promise - First Year Experience	10/11/19	12/31/19



Volunteers

Presented for Information on October 10, 2019

[v.9.24.2019.p.4|6]

	Site	Assignment	From	To
Martinez, Bryan	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Martinez, Dafine	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Martinez, Dorian	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Martinez, Nury	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Mata, Juan	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Medina, Shawna	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Medrano, Ricardo	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Middleborn, Samantha	SBVC	Athletics	10/11/19	12/31/19
Miller, Faith	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Miranda, Matthew	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Montano, Kassandra	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Montes, Carlos	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Mora, Erica	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Moran, Amy	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Nava, Viviana	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Nelson, Diamon	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Neuman, Kayla	SBVC	DSPS	10/11/19	12/31/19
Nuno, Javier	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Ocegueda, Jazmin	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Olea, Layla	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Olivares, Nadia	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Ortega Trejos, Keylin	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Ortega, Dylan	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Osburn, Amos	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Osuna, Evelyn	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Pantan, Laurice	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Pedroza, Eduardo	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Pena, Marcos	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Perez, Jose	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Piatt, Jefferson	SBVC	Promise - First Year Experience	10/11/19	12/31/19



Volunteers

Presented for Information on October 10, 2019

[v.9.24.2019.p.5|6]

	Site	Assignment	From	To
Piza, Destiny	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Prieto, Guadalupe	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Ramirez, Jesus	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Ramirez, Stephanie	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Raygoza, Natalie	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Robles, Conner	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Rodriguez, Ana	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Rodriguez, Edmund	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Rojas, Candice	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Romero, Michael	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Romero, Reiana	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Rosas, Maribel	SBVC	Student Equity	10/11/19	12/31/19
Roszyk, Grant	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Ruiz, Emely	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Salinas, Anthony	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Sanchez, Jannelit	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Sanchez, Laura	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Sanchez, Mariana	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Sandoval, Evelyn	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Santos, Krystal	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Smith-Valdez, Isha	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Solis, Joseph	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Torres, Hendrick	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Trancosa, Lean	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Valentine, DeAnthony	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Valenzuela, Nayar	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Valladares, Erick	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Valles, Marlina	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Vasquez, Jorge	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Vasquez, Victoria	SBVC	Promise - First Year Experience	10/11/19	12/31/19



Volunteers

Presented for Information on October 10, 2019

[v.9.24.2019.p.6|6]

	Site	Assignment	From	To
Vazquez, Hilda	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Vinaley, Maria	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Wiltz, Areauna	SBVC	Promise - First Year Experience	10/11/19	12/31/19
Winters, Anthony	SBVC	Promise - First Year Experience	10/11/19	12/31/19