



## Meeting of the Board of Trustees

March 12, 2020

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

San Bernardino Valley College B-100

701 S. Mt. Vernon Ave., San Bernardino, CA

## 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 Representatives: Jose F. Torres and Kristina Hannon – CSEA, CTA, Management/Supervisors, and Confidential Employees
- 2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957
- 2.3. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2)  
(1 case)
- 2.4. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1)
  - Workers Comp Claim #523390
  - Workers Comp Claim #559027
  - Workers Comp Claim #576017
- 2.5. Conference with Real Property Negotiator  
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 Negotiator Jose F. Torres, Interim 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) 388-6902 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. None

**9. REPORTS**

- 9.1. Board Committee Reports (p5)
- 9.2. Board Information Requests (p7)
- 9.3. Chancellor's Report (p9)
- 9.4. Key Performance Indicators (p10)
- 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
- 9.13. San Bernardino Valley College President
- 9.14. Crafton Hills College President

**10. APPROVAL OF MINUTES**

- 10.1. November 7, 2019 (p20)
- 10.2. January 30-31, 2020 (p21)
- 10.3. February 13, 2020 (p31)

**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 Approval of Curriculum – SBVC (p38)
- 11.2 Approval of Curriculum – CHC (p43)

**Human Resources**

- 11.3 Adjunct and Substitute Academic Employees (p52)
- 11.4 Non-Instructional Pay (p54)
- 11.5 Contracts for Tenure Track Academic Employees (p74)
- 11.6 Granting Tenure (p77)
- 11.7 Appointment of District Employees (p80)
- 11.8 Employee Transfers (p82)
- 11.9 Reclassification of Employees (p84)
- 11.10 Employee Promotions (p86)
- 11.11 Management Classification and Placement on Salary Schedule (p88)
- 11.12 Management Job Descriptions (p93)
- 11.13 Management Tuition Reimbursement (p105)
- 11.14 Appointment of Interim Managers (p106)

**Business & Fiscal Services**

- 11.15 Award RFP 2020-03 and Contract to SynED (p108)
- 11.16 Contracts at or Above \$95,200 (p109)
- 11.17 Resolution #2020-02-13 FS01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p111)
- 11.18 Surplus Property (p114)
- 11.19 Vacation Payout (p116)
- 11.20 District & College Expenses (p117)
- 11.21 Individual Memberships (p125)
- 11.22 Resolution to Excuse Trustee Absence (p128)

**Facilities**

- 11.23 Amendment 02 to HMC Architects Contract (p130)

**12. ACTION AGENDA**

- 12.1 Public Hearing and Acknowledgement of Initial Proposals to Negotiate Successor Agreement Between SBCCD and CSEA Chapter 291(p131)
- 12.2 Board Policies – First Reading (p132)
- 12.3 Board Policies – Second Reading (p166)
- 12.4 CHC & SBVC Scale of Adoption Assessment (SOAA) (p188)
- 12.5 Identify Unrealized Gains for Distribution(p247)
- 12.6 Proposed Human Resources Reorganization Plan AND New and Revised Job Descriptions Relevant to the Proposed Human Resources Reorganization Plan for Approval (p252)
- 12.7 Audit Report of KVCR TV and FM (p275)
- 12.8 Audit Report of the KVCR Educational Foundation, Inc. (p313)
- 12.9 Audit Report of the Inland Futures Foundation (p331)
- 12.10 Approve Ex Officio Directors of the Inland Futures Foundation Board (p349)

**13. INFORMATION ITEMS**

- 13.1. Accreditation Timeline (p351)
- 13.2. Analysis of AB 705 Compliance, Implementation, Student Success, and Student Retention (p353)
- 13.3. Applause Cards (p358)
- 13.4. Budget Report (p365)
- 13.5. Clery Report (p368)
- 13.6. Construction Contracts, Change Orders and Amendments Below \$60,000 (p370)
- 13.7. Construction Contracts, Change Orders and Amendments Subject to UCCAP \$60,000-\$200,000 (p372)
- 13.8. Contracts Below \$95,200 (p374)
- 13.9. General Fund Cash Flow Analysis (p382)
- 13.10. MOUs between SBCCD and the CSEA (p384)
- 13.11. Professional Expert, Short-Term, and Substitute Employees (p389)
- 13.12. Purchase Orders (p394)
- 13.13. Quarterly Financial Status Report (p402)
- 13.14. Tentative Agreements with CSEA (p407)
- 13.15. Volunteers (p410)
- 13.16. Board Master Planning Action Calendar (p438)

**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: Business Meeting at Crafton Hills College LRC 231, April 9, 2020 at 4pm.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** March 12, 2020

**SUBJECT:** Board Committee Reports

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Per Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

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

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

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

### **ANALYSIS**

The purpose of the reports is for BOT Committee Chairs to communicate information to the full Board, leading to more engagement and interaction at upcoming board meetings. Updates are provided orally by the BOT Committee Chairs, as needed. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

No impact to the budget.



## Committees of the Board

Subject to the Brown Act

BOT COMMITTEES (with committee charge)	2020 BOARD MEMBERS (chairs are bold)
<p><b>Finance Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf.</li> <li>• Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>• Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.</li> <li>• Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.</li> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Gloria Harrison</b></li> <li>2. Donald Singer</li> <li>3. Stephanie Houston</li> <li>4. Elijah Gerard (Student Trustee is not included in quorum)</li> </ol>
<p><b>Legislative Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• To develop and enhance relationships with legislators and legislative groups that represent the communities served by the district.</li> <li>• To advocate for legislative change that can positively impact SBCCD and its mission to serve students.</li> <li>• To examine proposed legislation and determine what legislation should be supported through Board resolutions.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Frank Reyes</b></li> <li>2. Anne Viricel</li> <li>3. John Longville</li> </ol>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** March 12, 2020

**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 February 14, 2020

**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:** 12/31/20

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

---



# Chancellor's Report

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

March 2020 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR

## MEASURE CC COMMUNITY OUTREACH IN FULL EFFECT

In the month of February SBCCD staff hosted a monthly industry event, which provides a Measure CC program overview for businesses. Community outreach efforts have included attending local chamber and service club meetings. Recently a presentation was given to the Kiwanis Club of Greater San Bernardino. The presentation highlighted how local businesses can be prepared to bid for upcoming Measure CC opportunities. Announced at the meeting was an upcoming event to be held on Thursday, March 19 from 6 to 8 p.m. at the SBCCD Boardroom. The event, *How can I do Business with Schools and Colleges in the Inland Empire* is co-hosted by the San Bernardino Area Chamber of Commerce and will provide a space for local businesses to understand how to turn contacts into contracts. Presenters include local education institutions, including SBCCD and California State University, San Bernardino.



PUBLIC WORKSHOP & NETWORKING

How can I do business with schools and colleges in the Inland Empire?

## CHANGING THE FACE OF CALIFORNIA'S HIGHER ED

San Bernardino Valley College President Diana Rodriguez presented and represented SBCCD at the Asilomar Leadership Skills Seminar, a 4-day summit providing strategic leadership skills training for women in California's Community Colleges. The Asilomar Leadership Skills Seminar is designed to change the face of leadership in California's higher education system and has produced almost 2,380 alums that come from the ranks of women administrators, staff, faculty, and trustees.

The Seminar focuses on the issues facing women who have made a commitment to community college administration, either in their current position or as a future goal. Its purpose is to provide information, strategies, contacts, and opportunities for personal and professional growth. The expected outcome is that participants will be able to acquire and successfully accept expanded leadership responsibilities within their own or other California community colleges.



## CHC PRESIDENT CONNECTING COMMUNITY TO COLLEGE

Crafton Hills College President Kevin Horan continues to build a strong and trusting relationship with the local community. Campus outreach is the key element in endearing institutions of higher education to their surrounding communities and constituents.

On March 6th, President Horan presented at the Redlands Chamber Rise N' Shine meeting, was honored by the Yucaipa-Calimesa Joint Unified School District Board for CHC partnership, and will be the guest speaker on March 31st at Yucaipa Rotary Club.



## SBVC PRESIDENT HONORED AS 2020 WOMAN OF DISTINCTION

San Bernardino Valley College President Diana Rodriguez is being honored by Zeta Phi Beta Sorority, Inc. - Phi Mu Zeta chapter as a *2020 Woman of Distinction* for her outstanding contributions and years of service to the community in the field of education.

Being a Woman of Distinction is an honor and a responsibility. It means being successful in career, mentorship, leadership, and community. It means always striving for excellence, caring for and supporting our communities.

March 28, 2020 President Rodriguez will be recognized at Phi Mu Zeta chapter's *Centennial Trailblazers in our Community* event as a pillar of the community, while making significant impacts in the lives of others.

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

550 E. Hospitality Lane, Suite 200, San Bernardino, CA 92408 | 909.388.6900 | www.SBCCD.edu

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose Torres, Interim Chancellor

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

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

**DATE:** March 12, 2020

**SUBJECT:** Key Performance Indicator (KPI) Dashboard Updates

### **RECOMMENDATION**

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

### **OVERVIEW**

The attached data sheets provide updates to the KPIs that have been revised with 2018-19 data.

### **ANALYSIS**

2018-19 data is now available for the following KPIs. Once all KPIs have been updated with 2018-19 data, the full dashboard will be revised and updated online.

- KPI 1.3 (Number of Degree and Certificates Awarded each Year)
- KPI 1.4 (Number of Students Completing Transfer-level Math and English in the First Year)
- KPI 2.3 (Number of Unduplicated Students Receiving a California Promise Grant)
- KPI 2.4 (Number of Unduplicated Students Receiving a Pell Grant)

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None.



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

- = **Net increase** since 2016 - 2017 academic year (i.e., annual progress report)
- = **No net change** since 2016 - 2017 academic year (i.e., annual progress report)
- = **Net decrease** since 2016 - 2017 academic year (i.e., annual progress report)

Key Performance Indicators		2016 - 2017 Total	2017 - 2018 Total	Net Change Since 2016 - 2017	
<b>GOAL 1</b>	<b>Student Success:</b> Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.				
1.1	Percent of Students with a Student Ed Plan (SEP)	69.63%	76.49%	+6.89%	●
1.2	Fall to Spring Retention (i.e., Persistence)	73.25%	71.04%	-2.21%	●
1.3	Number of Degrees and Certificates awarded each year	2839	2797	-42	●
1.4	Number of Students Graduating within 3 years	1864	1914	+50	●
1.5	Number of Transfers to 4-year colleges each year	1298	1425	+127	●
1.6	Course Success Rate (i.e., grade of A, B, C, or P)	71.06%	70.06%	-1.00%	●
<b>GOAL 2</b>	<b>Enrollment and Access:</b> Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.				
2.1	Number of Full-Time Equivalent Students (FTES)	15,123.38	15,992.83	+869.45	●
2.2	Number of sections fully online (i.e., excluding hybrid sections)	897	990	+93	●
2.3	Number of unduplicated students receiving a California Promise Grant (formerly a BOG waiver)	16,264	16,565	+301	●
2.4	Number of unduplicated students receiving a Pell Grant	6467	6039	-428	●
2.5	Licensure/Certification Pass Rates	94.38%	89.24%	-5.11%	●
2.6	Participation Rate in Service Area	62.48%	62.78%	+0.30%	●
<b>GOAL 3</b>	<b>Partnerships of Strategic Importance:</b> Invest in strategic relationships and collaborative relationships in higher education, PK-12 education, business and workforce development, government, and other community organizations.				
3.1	Higher Education Relationships	NA	16	Baseline	●
3.2	PK - 12 Relationships	NA	31	Baseline	●
3.3	Business/Workforce Development Relationships	NA	77	Baseline	●
3.4	Government and Community Relationships	NA	73	Baseline	●
3.5	Relationships in the Developmental Stage	NA	33	Baseline	●
<b>GOAL 4</b>	<b>District Operational Systems:</b> Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.				
4.1	Reserves at 12 - 15% level set by Board	20%	20%	--	●
4.2	50% law	51.12%	51.19%	+0.07%	●
4.3	Faculty Obligation Number (FON) Met	237.9	246.4	+8.5	●



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

Goal 1 – Student Success

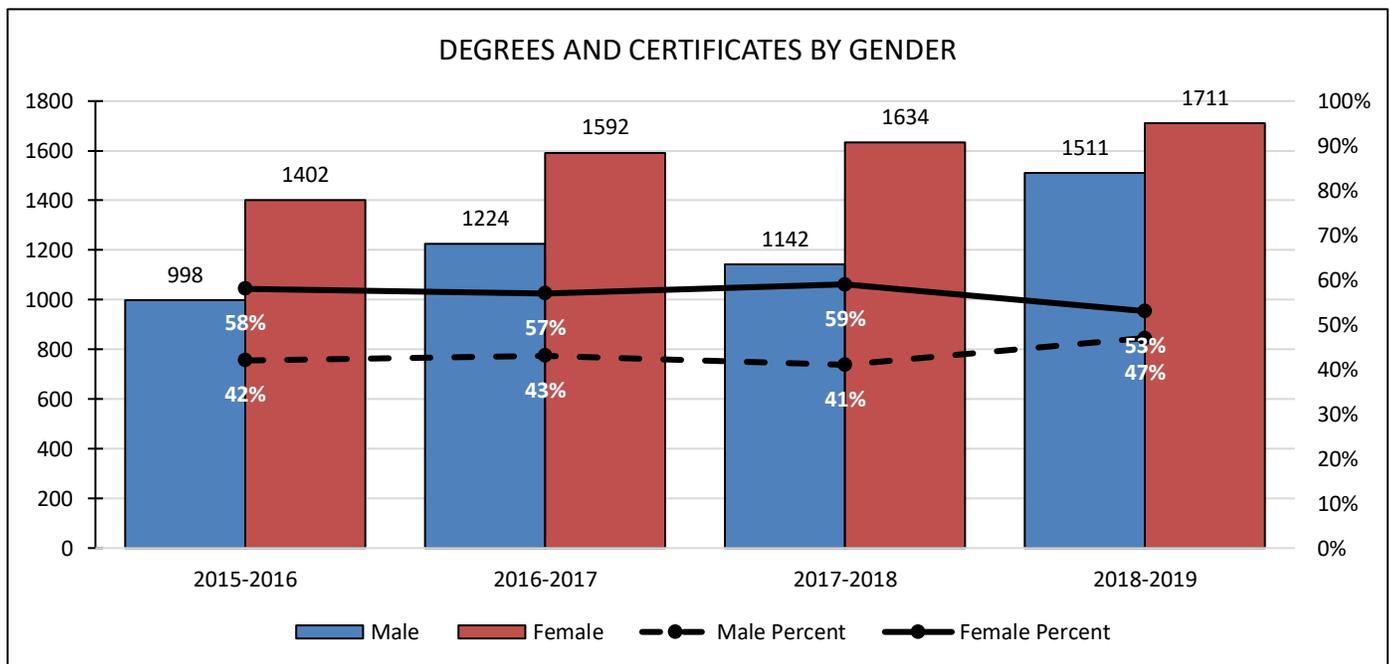
**KPI 1.3 – Number of Degree and Certificates Awarded each Year**

**Objective:** Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

**Definition:** Total number of degrees and certificates earned for the academic year. For this calculation, the academic year goes from summer of the previous year to spring of the subsequent year (e.g. Summer 2018 – Spring 2019 is the calendar for the 2018-2019 academic year).

**Measurement Frequency:** Annual

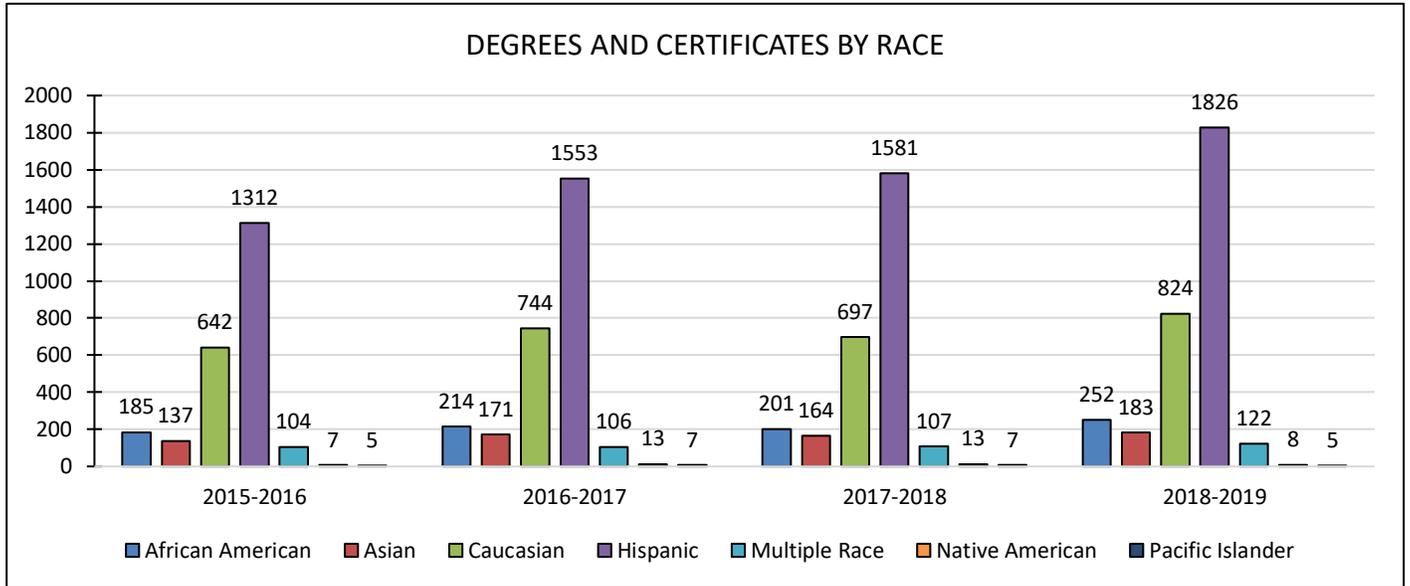
KPI 1.3: # of Degrees and Certificates Awarded	2015-2016	2016-2017	2017-2018	2018-2019
Crafton Hills College (CHC)	961	1,072	1,131	1,336
San Bernardino Valley College (SBVC)	1,443	1,754	1,649	1,895
SBCCD (Total)	2,404	2,826	2,780	3,231



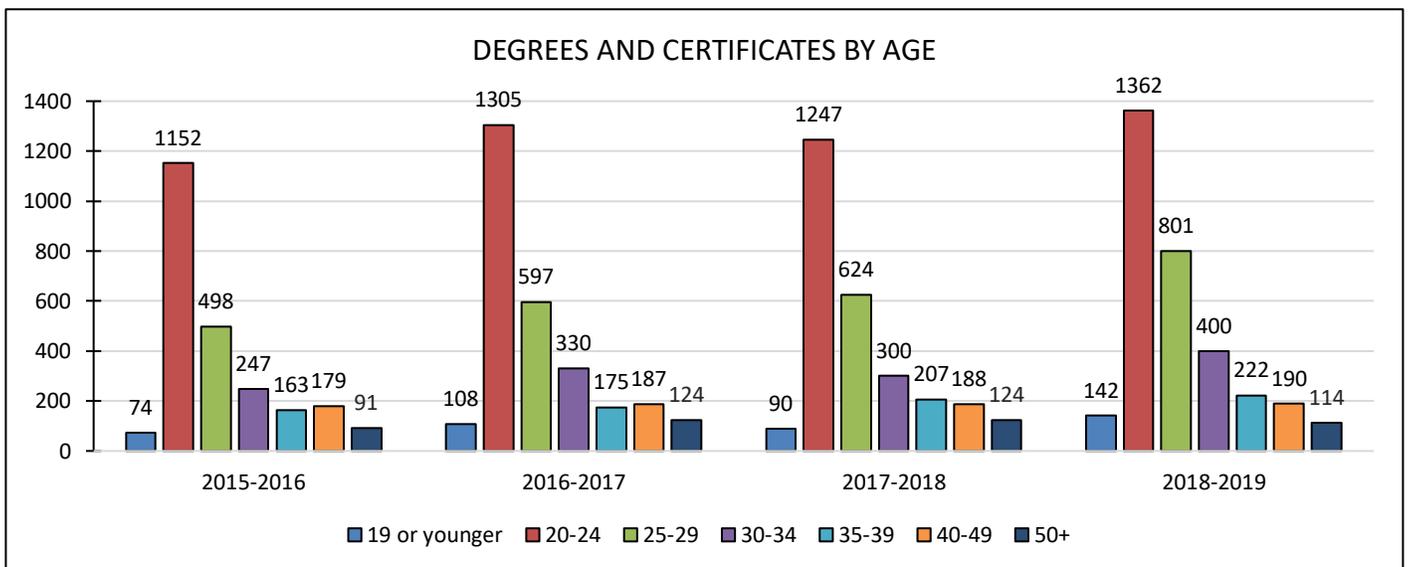
**Graduation Analysis - Overall and by Gender:** The **overall** number of graduates has steadily increased over the last four years (slight decline in 2017-2018). The district has experienced an **average increase of 276 graduates per year** since the 2015-2016 baseline year. Females consistently represented a higher percentage of SBCCD graduates than males over this four-year period (average of **56.5%** vs. **43.5%**, respectively).



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



**Analysis:** On average, over this four-year period, Hispanics comprised approximately 56% (1568 per year) of all SBCCD graduates. The second highest were Caucasians with 26% (727 per year). The lowest were Pacific Islanders and Native Americans (6 per year and 10 per year, respectively). Only Hispanics and Multiple Race saw a consistent increase in graduates over this four-year period (13% per year and 5.8% per year, respectively).



**Analysis:** On average, over this four-year period, the 20-24 age group comprised approximately 45% (1267 graduates per year) of all SBCCD graduates. The second highest was the 25-29 age group with 22% (630 graduates per year) of all SBCCD graduates. The lowest was the 19 or younger age group with 3.7% (104 per year) of all SBCCD graduates.



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

Goal 1 – Student Success

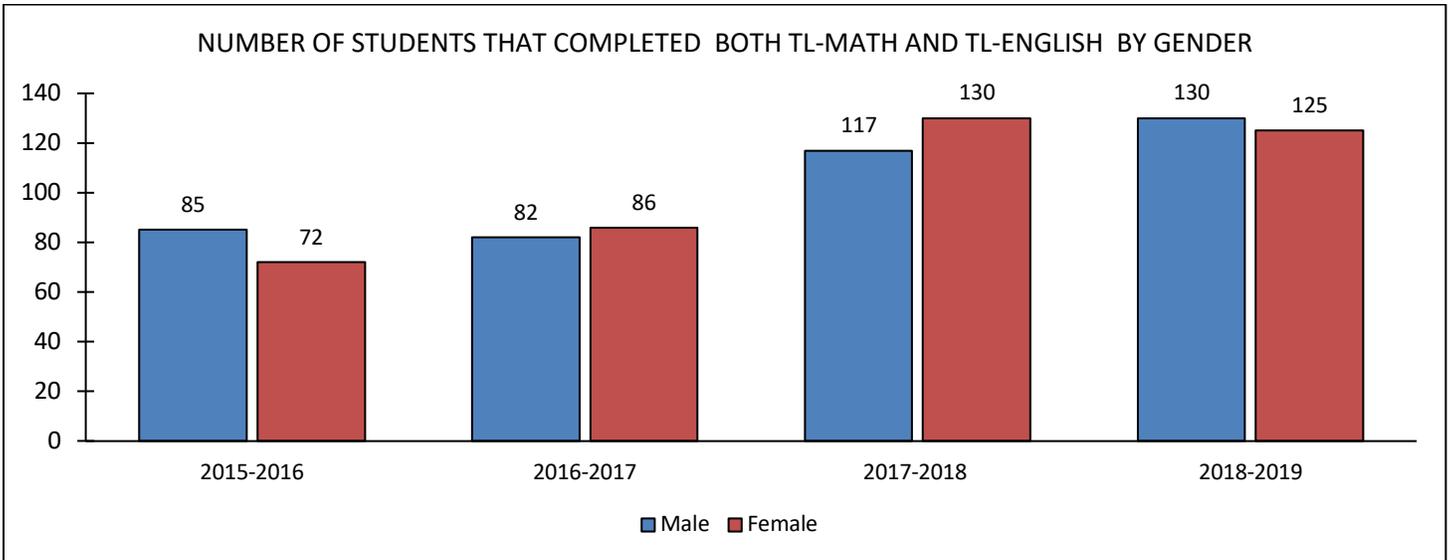
**KPI 1.4 – Number of Students Completing Transfer-level Math and English in the First Year**

**Objective:** Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

**Definition:** The total number of students who complete both transfer-level Math and English within the District in their first year.

**Measurement Frequency:** Annual

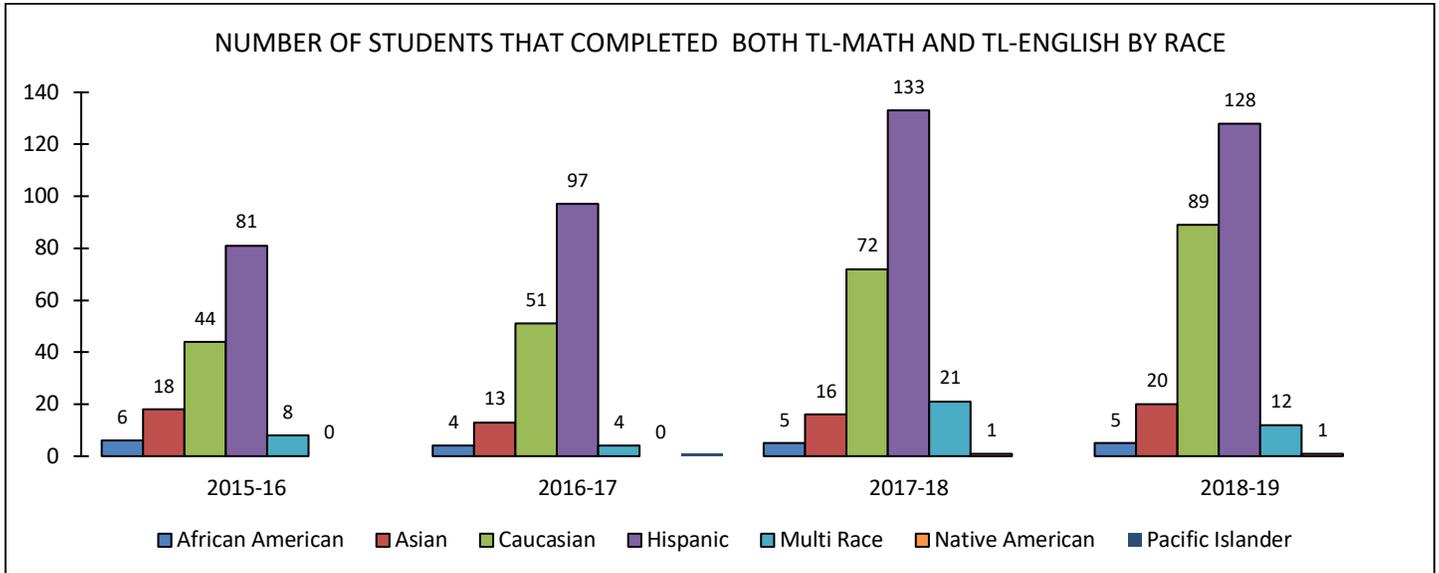
KPI 1.4: # of Students Completing TL Math and English	2015-2016	2016-2017	2017-2018	2018-2019
Transfer-Level English	641	666	759	785
Transfer-Level Math	353	304	464	489
Transfer-Level Math and English	157	171	248	256



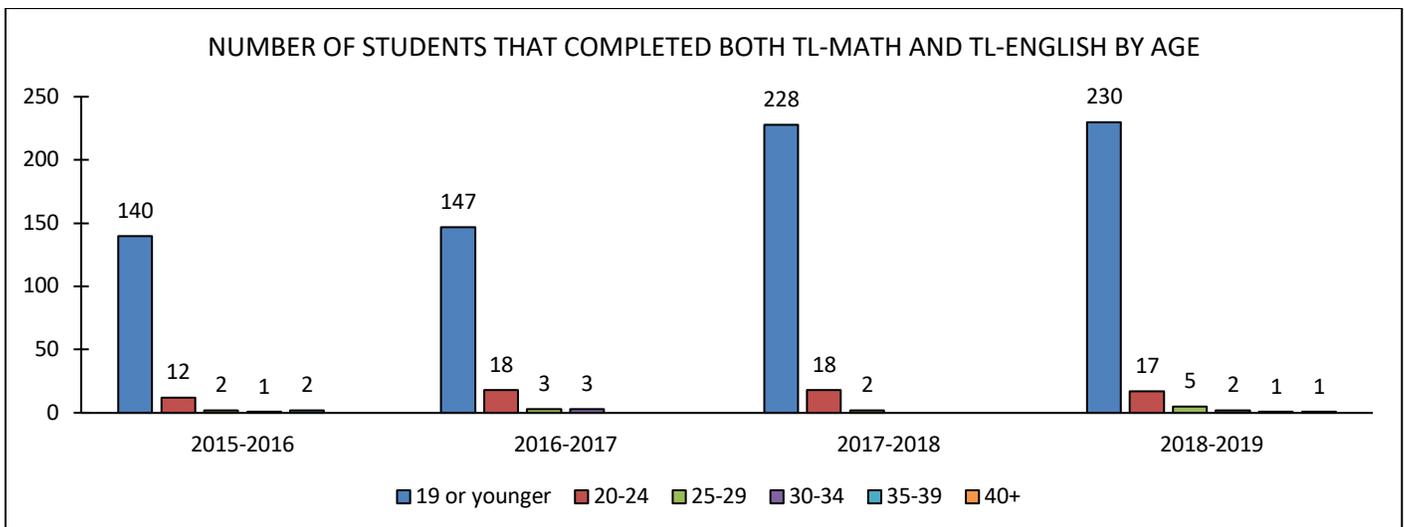
**Overall and By Gender:** The number of students who completed both transfer-level Math and English in their first year within the District increased by 63.1%, from 157 in 2015-16 to 256 in 2018-19, with a four-year average of 208. On average, a slightly more males completed TL-Math and English than females (four-year average of 104 and 103, respectively). The number of females and males completing transfer math and English in the first year increased by 73.6% and 52.9%, respectively.



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



**Analysis:** On average, over this four-year period, Hispanics had the highest number of students completing both transfer-level Math and English in their first year (110 per year). The next highest were Caucasians (64), followed by Asians (17), Multi Race (11), African Americans (5), Native Americans (0.5), and Pacific Islander (0.3). Caucasians saw a consistent increase in the number of students who completed TL-Math/English in their First Year over this four-year period (34% per year).



**Analysis:** On average, over this four-year period, the 19 or younger age group comprised approximately 89.5% (186 students per year) of all students who completed transfer Math and English. The next highest was the 20-24 age group (16), followed by the 25-29 age group (3), the 30-34 age group (2), the 35-39 age group (0.8), and the age 40 or older group (0.3).



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

Goal 2 – Enrollment and Access

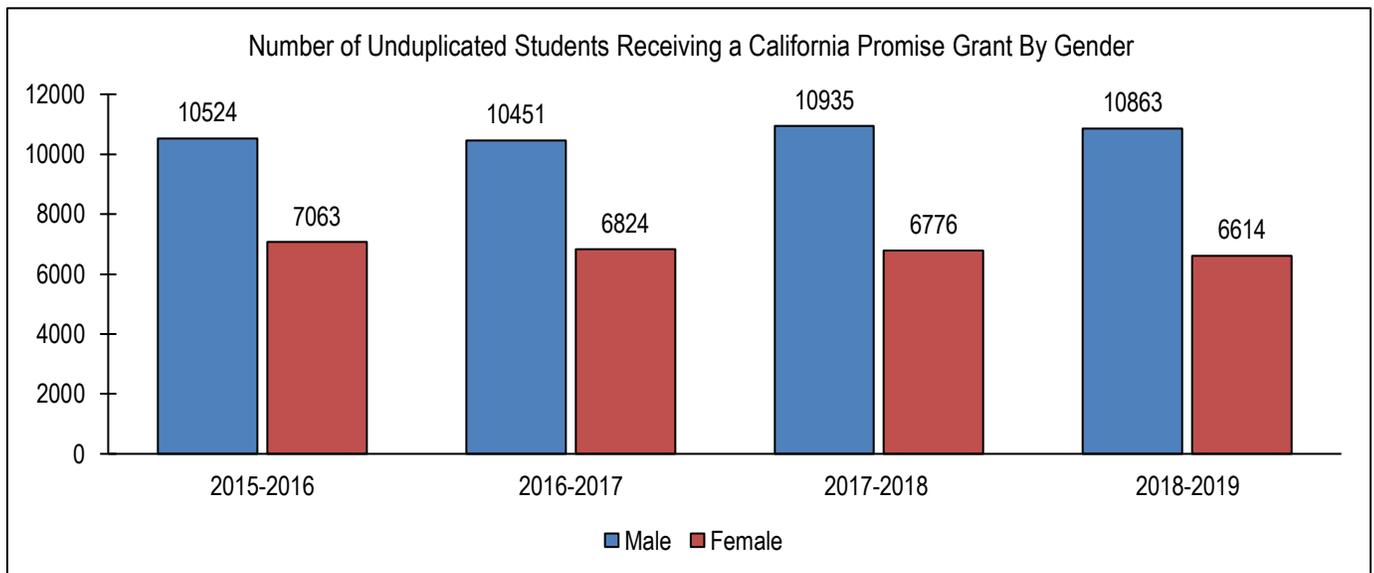
**KPI 2.3 – Number of Unduplicated Students Receiving a California Promise Grant**

**Objective:** Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

**Definition:** This measurement reflects a count of the number of enrolled students that received a California Promise Grant in the academic year.

**Measurement Frequency:** Annual

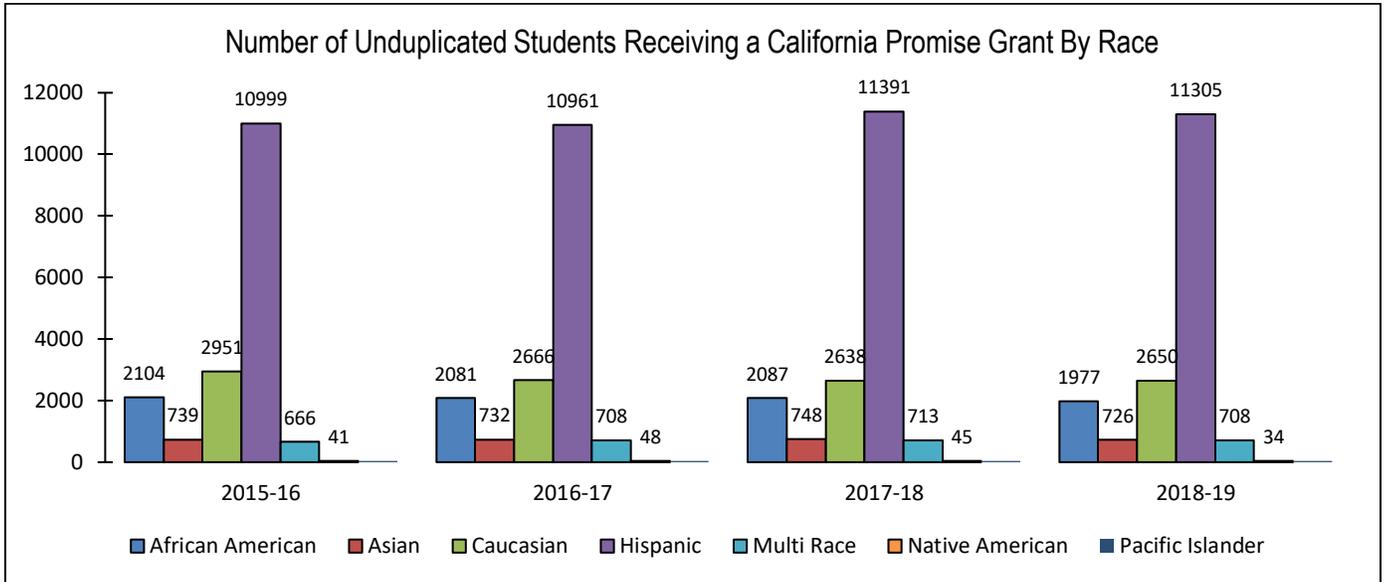
<b>KPI 2.4: Number of Unduplicated Students Receiving a California Promise Grant</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Crafton Hills College (CHC)	4640	4234	4792	4929
San Bernardino Valley College (SBVC)	12,952	13,046	12,924	12,552
SBCCD (District Total)	17,592	17,280	17,716	17,481



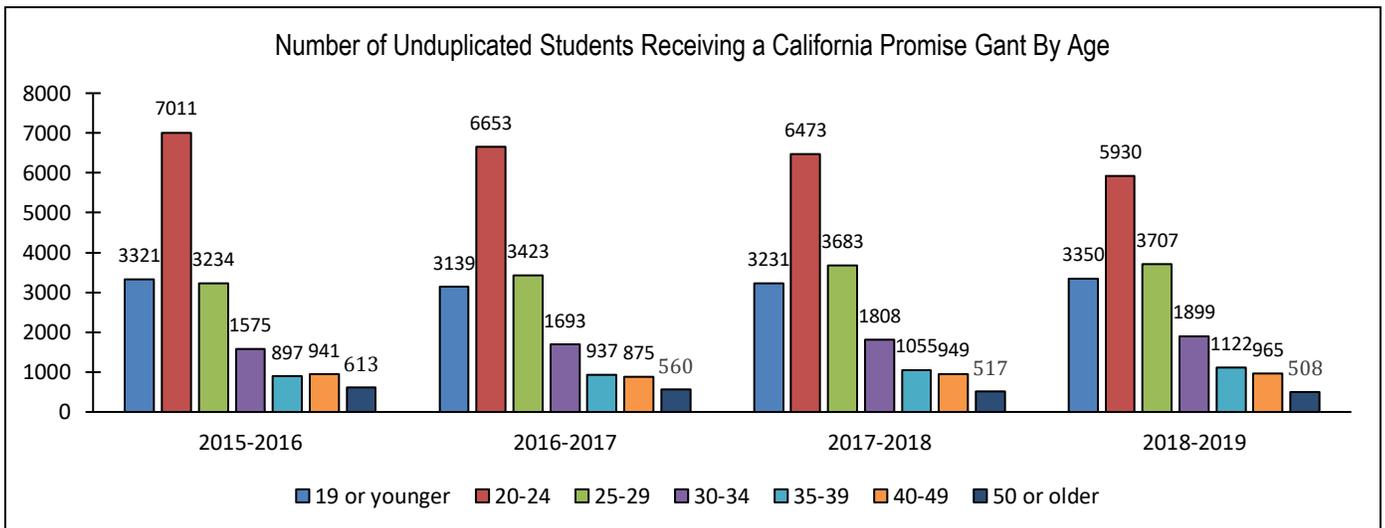
**Analysis:** The total number of unduplicated students receiving a California Promise Grant has remained stable over the last four years (four-year average of 17,521). On average, more females received a California Promise Grant than males (four-year average of 10,793 and 6819, respectively). The number of females receiving a California Promise Grant increased by 3.2%, while the number of males receiving a California Promise Grant declined by 6.4%.



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



**Analysis:** On average, over this four-year period, **Hispanics** had **the highest number of students receiving a California Promise Grant** (11,164 students per year). The percentage of Hispanics rose from 62.5% of recipients in 2015-2016 to 64.7% in 2018-2019. The next highest was Caucasians (2726), followed by African Americans (2026), Asians (736), Multi Race (699), Native Americans (42), and Pacific Islanders (41).



**Analysis:** On average, over this four-year period, **the 20-24 age group** comprised approximately 37.2% (6517 students per year) of all SBCCD California Promise Grant recipients. The next highest was **the 25-29 age group** (3512), followed by the 19 or Younger age group (3260), the 30-34 age group (1744), the 35-39 age group (1003), the 40-49 age group (993), and the age 50 or older group (550).



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

Goal 2 – Enrollment and Access

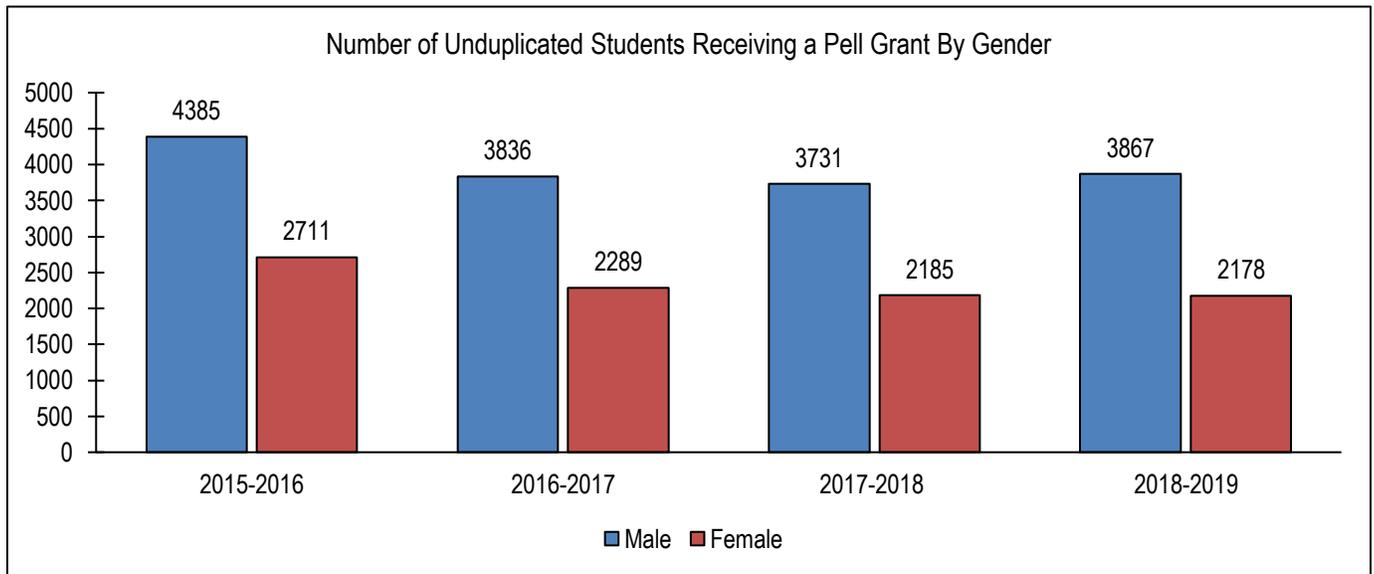
**KPI 2.4 – Number of Unduplicated Students Receiving a Pell Grant**

**Objective:** Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

**Definition:** This measurement reflects a count of the number of enrolled students that received a Pell Grant in the academic year.

**Measurement Frequency:** Annual

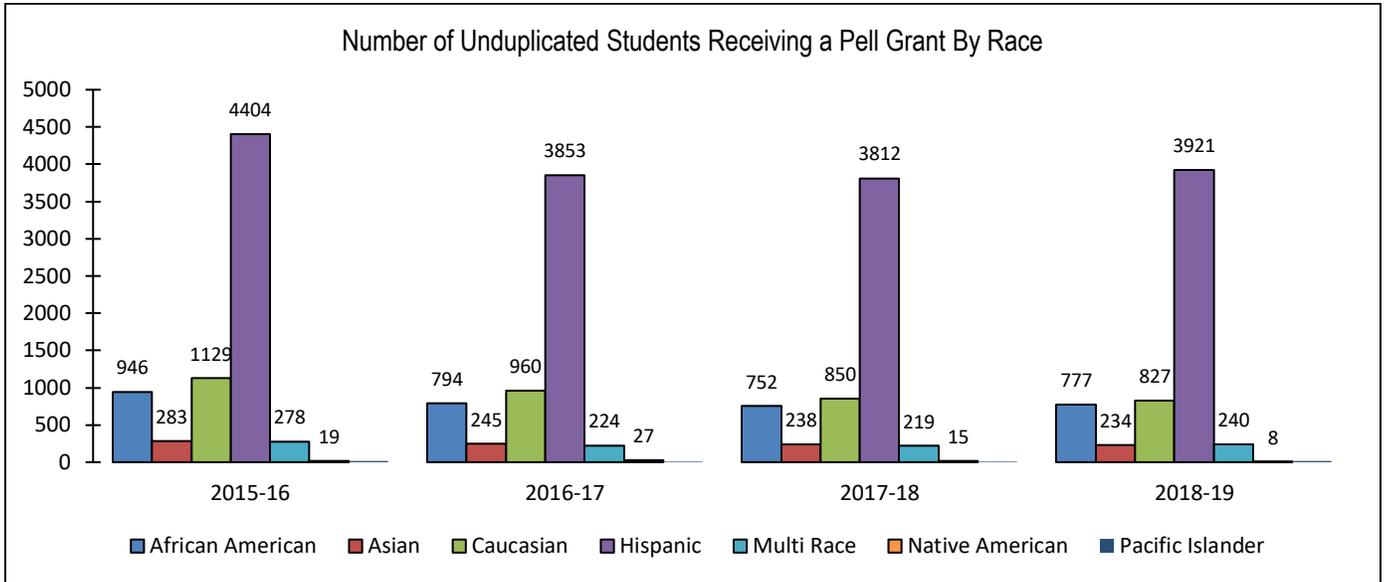
KPI 2.4: Number of Unduplicated Students Receiving a Pell Grant	2015-2016	2016-2017	2017-2018	2018-2019
Crafton Hills College (CHC)	1402	1148	1116	1038
San Bernardino Valley College (SBVC)	5694	4978	4800	5007
SBCCD (District Total)	7096	6126	5916	6045



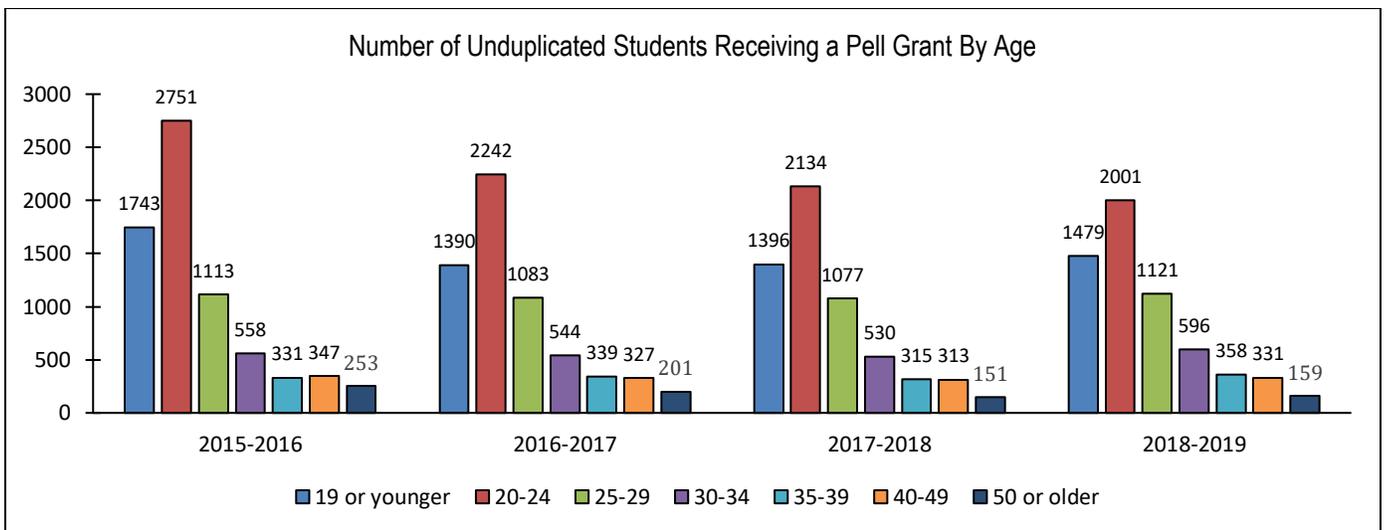
**Analysis:** The total number of unduplicated students receiving a Pell Grant declined by 14.8%, from 7096 in 2015-16 to 6045 in 2018-19, with a four-year average of 6296. On average, more females received a Pell Grant than males (four-year average of 3955 and 2341, respectively). The number of females and males receiving a Pell Grant declined by 11.8% and 19.7%, respectively.



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



**Analysis:** On average, over this four-year period, **Hispanics** had **the highest number of students receiving a Pell Grant** (3998 students per year). The percentage of Hispanics rose from 62.1% of recipients in 2015-2016 to 64.9% in 2018-2019. The next highest was Caucasians (942), followed by African Americans (817), Asians (250), Multi Race (240), Native Americans (17), and Pacific Islanders (15). Caucasians and Asians saw a consistent decrease in number of students who received a Pell Grant.



**Analysis:** On average, over this four-year period, **the 20-24 age group** comprised approximately 36.2% (2282 students per year) of all SBCCD California Pell Grant recipients. The next highest was the **19 or Younger age group** (1502), followed by the 25-29 age group (1099), the 30-34 age group (557), the 35-39 age group (336), the 40-49 age group (330), and the age 50 or older group (191).



## Study Session of the Board of Trustees

November 7, 2019

Study Session 12:00 – 2:00 p.m.

SBCCD Boardroom

550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

MINUTES

---

### MEMBERS PRESENT

John Longville, Chair

Dr. Anne L. Viricel, Vice President

Joseph Williams, Clerk (departed at 1:45pm)

Dr. Stephanie Houston, Trustee

Gloria Macias Harrison (departed at 1:26pm)

Frank Reyes, Trustee

Dr. Donald L. Singer, Trustee

### ABSENT

None

### ADMINISTRATORS PRESENT

Bruce Baron, Chancellor

Jose Torres, Executive Vice Chancellor

Diana Rodriguez, SBVC President

Dr. Kevin Horan, CHC President

### ADMINISTRATORS ABSENT

None

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

President Longville called the meeting to order at 12:03pm. Trustee Williams led the pledge of allegiance.

#### 2. PUBLIC COMMENTS

None.

#### 3. EMPIRE KVCR UPDATE

Presenter: Richard Galope, Vice Chancellor

- Organizational Chart (p2)
- Balance Sheet (p3)
- Statement of Revenues and Expenditures (p4)
- Cash Flow Projection (p5)
- Budget 5-Year Projection (p6)

Larry Strong reported on the 5-year budget. In 18/19 \$2.8M of \$5M was used to supplement the operating cost for the 18/19 year. P4 YTD is (\$436,702) and actual YE 6/30/19 is \$803,300. We will need to transfer to make us whole this year if we follow the budget as presented. Over 6 years the cost would be approximately \$2.2M. Chancellor recommended liquidating \$12M. The board asked to quantify the numbers in the strategy to match the revenue. Any future discussion is to include a well-developed, analyzed plan (prioritized) that addresses where we are currently, challenges we face, any hope for solutions, a timeline, what the cost will be, and where expenses will come from. The organizational chart presented has 30 new positions for uncertain revenues. Richard indicated 21 professional development positions will be replaced with permanent hires.

Stephanie Houston will meet with the Chancellor and Vice Chancellor to discuss the financials before the next scheduled study session.

#### 4. ADJOURN

The next meeting of the Board: Business Meeting, November 14, 2019, at 4pm. President Longville adjourned the meeting at 2:12pm.

---

Joseph Williams, Clerk  
SBCCD Board of Trustees



## Meeting of the Board of Trustees Mid-Year Board Retreat

MINUTES

January 30, 2020, 9:00am – 4:30pm  
January 31, 2020, 8:00am – 4:00pm  
Lake Arrowhead Resort & Spa (Stars Room)  
27984 Hwy 189, Lake Arrowhead, CA 92352

---

### January 30, 2020

#### **MEMBERS PRESENT**

Dr. Anne L. Viricel, President  
Dr. Stephanie Houston, Vice President  
Gloria Macías Harrison, Clerk  
John Longville, Trustee (arrived at 9:38am)  
Frank Reyes, Trustee (departed at 1:45pm)  
Joseph Williams, Trustee

#### **ABSENT**

Dr. Donald L. Singer, Trustee

#### **CALL TO ORDER**

President Viricel called the meeting to order at 9:04am.

#### **PUBLIC COMMENTS ON AGENDA & NON-AGENDA ITEMS**

None.

#### **SELF-INTRODUCTIONS**

Dr. Bruce Leslie, facilitator led self-introductions, reviewed the purpose and objectives of the two-day retreat, and attendees shared one thing no one knows about you.

#### **Higher Education Trends**

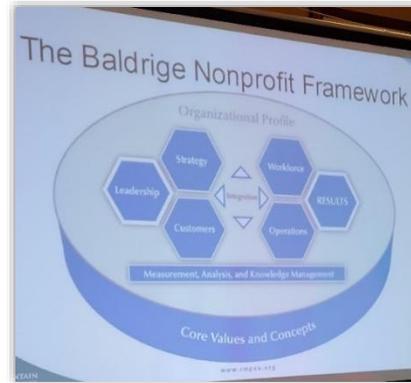
1. Business model is broken
  2. Management of the model is undermining its relevance and value
  3. We need to change but governance and decision-making models do not support rapid innovation
  4. Value of degree is increasing but skepticism is growing
  5. California Performance Funding changes
- We have to simplify and be innovative.
  - Strategy map
  - Lead indicators (where we want to go) and lag indicators (achieved). Project lead indicators 10 years out and projections have to be based on data.

#### **DISCUSSION (Day 1)**

1. Design Alliance for Board
  - a. Strengthen Board Relationships
    - Ask questions and have dialogue to achieve targets
    - Decide as a board not to waiver
  - b. Governance Roles and Responsibilities

**Baldrige Framework**

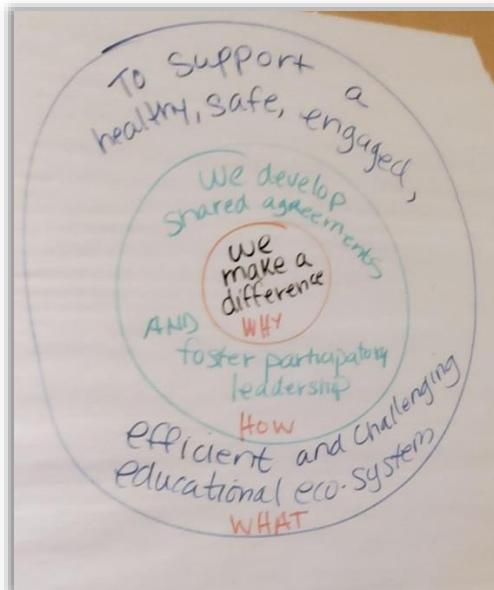
1. 7 elements have to be interrelated
2. Participatory leadership involves everyone.  
Baldrige model- goals on the walls.  
Create clarity, keep bringing it back until it's understood.
3. Silos need to come together to create synergy.
4. All elements need to be part of the solution.
5. Everyone is important to the solution



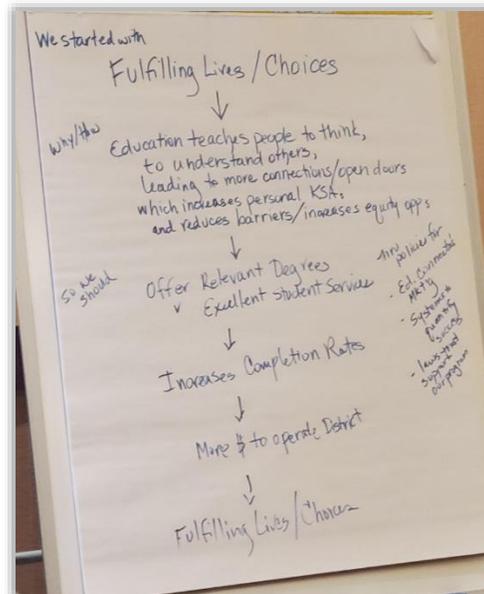
**Why Exercise**

Think about what your real purpose is as a board. Ask why 5 times to get to the fundamental "why". Determine the most meaningful "why"

**Group 1 presented team's Why**



**Group 2 presented team's Why**



**2. Establish Board/CEO Relationship**

- a. Commit to communication protocols
  - Establish Goals and Expectations for the Interim Chancellor
  - Maintain open communications
  - Define the level of information and support desired from the Interim Chancellor
  - Keep the Interim Chancellor informed of major issues (no surprises)
  - Call the Interim Chancellor before Board meetings if there are questions about agenda items
  - The Interim Chancellor will return calls/text messages as soon as he is free to do so
- b. Delegate
  - Monitor how effective the Interim Chancellor is achieving the established goals
  - Direct the interim Chancellor as a Board, not as individual trustees
  - Do not micromanage the Interim Chancellor
  - Refer complaints and comments to the Interim Chancellor
  - Delegate clear authority to the Interim Chancellor to engage in collective bargaining on behalf of the Board

- c. Support
    - Work in partnership with the interim Chancellor
    - Support the Interim Chancellor as the institution's leader
    - The Board has 1 employee the Chancellor. Do not direct staff
    - Be supportive of the Interim Chancellor and Staff in public and criticize in private
    - Support the Interim Chancellor's recommendations on disciplinary actions or terminations when cause is demonstrated and procedures have been followed
    - Advocate for and support the colleges in the community
    - Have "the Chancellor's back" in his efforts to implement the Board's directions and actions
3. Set Goals and Directions
- a. Goal 1: Student Success
    - Objective 1.1
      - 1. Continue the implementation of AB 705
    - Objective 1.2
      - 1. Continue the implementation of Guided Pathways
  - b. Goal 2: Equity & Diversity
    - Improve (?) Diversity, Equity and Inclusion for Student Success
  - c. Goal 3: College Affordability
    - Assess the total costs of attendance for our students
    - Objective 3.1
      - 1. Continue the implementation of The Promise
    - Objective 3.2
      - 1. Explore the feasibility for student housing
  - d. Goal 4: District Functional Departments
    - Evaluate and execute district functional departments for operational efficiency and effectiveness
    - Objective 4.1
      - 1. Evaluate and execute district departments administrative and operational efficiency and effectiveness with an emphasis on KVCR, EDCT and Inland Futures Foundation
  - e. Goal 5: Develop a Board Lead Strategic Planning System
    - Revise the current approach to be replaced with a strategic planning system that is initiated and eventually approved by the Board
    - The Strategic Planning Model should be systematized to ensure a continuous cycle of goal affirmation, target revision and on-going input from the college's constituencies within an annual calendar that completes the cycle in time to impact development of the District's budget and other necessary time-focused actions

**ACTION AGENDA**

Trustee Williams moved approval to pause 2019-2020 goals and priorities to allow the interim chancellor to provide measurable outcomes on the proposed goals and priorities, which will be identified as the San Bernardino Community College District Goals. Trustee Viricel seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams

NOES: None

ABSENT: Singer

ABSTENSIONS: None

Trustee Williams moved approval to officially identify the District Office as District-wide Support Operations (DSO) and reference to it using the acronym. Trustee Viricel seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams  
NOES: None  
ABSENT: Singer  
ABSTENSIONS: None

Trustee Williams moved approval for board officer titles be recognized as chair of the board, vice chair of the board, clerk of the board, and secretary of the board. Trustee Harrison seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams  
NOES: None  
ABSENT: Singer  
ABSTENSIONS: None

What do we not do well?

1. Confronting the facts/making directions without facts/not enough facts
  - a. The Problem:
    - i. Establishing direction without fully vetting relevant facts
    - ii. Rubber stamping because trustees don't have adequate information based on data to make better decisions
    - iii. We don't always have enough data
  - b. Solutions (Charges to the Chancellor):
    - i. Data must be presented efficiently (5 minute presentations/3 slides)
    - ii. José to develop procedure for all presenters, internal and external, to follow at board meetings.
    - iii. All internal presentations and, if possible, external presentations, must follow these guidelines and make presentation to the Chancellor's Cabinet prior to Board Meetings to ensure it meets the guidelines
    - iv. Be provided with more facts/Executive summary format and definitions. Include key top-level points in presentations, not in outline format. Board to come to agreement with quantity and expectations.
2. Asking questions/ Don't have discussion at open board meetings
  - a. The Problem:
    - i. We need to have information and time to ask appropriate questions and fully understand the implications, consequences and outcomes before taking a vote
  - b. Solutions (Charges to the Chancellor):
    - i. The Board should consider a "Committee of the Whole" to provide a pre-meeting to fully vet the agenda items coming before the board at the month's Business meeting
    - ii. The Board should consider establishing a Student Success Committee to place the emphasis on improving student success in alignment with the strategic plan
    - iii. The Board should consider having the College's attorney present at every meeting to properly advise the Board when necessary. José should report back to the Board the additional costs
3. Staying focused/stay with what is important
  - a. Solutions (Charges to the Chancellor):
    - i. Create a follow-up and monitoring system to ensure that the board's charges and actions are enacted, outcomes defined and milestone dates set for implementation
    - ii. Prioritize and triage issues so the Board/administration are pursuing the most important issues and at the proper place within the organization

4. One voice
  - a. The Problem:
    - i. We're not as visible in the community as we should be
  - b. Solutions (Charges to the Chancellor):
    - i. Act as a Board with authority & accountability
    - ii. Develop a Board Calendar so all trustees are aware of college and community functions they might wish to attend; ensure the Chancellor's Office is aware of trustee plans to attend so they can be properly introduced at the event
    - iii. Trustees should coordinate their attendance at events so that board members are recognized at the events and/or provide certificates and/or presentations
    - iv. Elevate the image of the trustees. Never speak board member by first name in public. Highlight trustees first on materials. Give board member cards to emcee at events for recognition. Send certificates from BOT. Reserved parking at Board meetings only.
    - v. Work together as a board. Discourage chancellor and one-on-one board member meetings, Conduct meeting of the whole when agendas are distributed? Send board agenda with Finance committee agenda and discussion about both?
5. Shared accountability
  - a. The Problem:
    - i. The trustees don't always accept their responsibility to share accountability for the decisions and actions of the Board
  - b. Solutions (Charges to the Chancellor):
    - i. The Board should reinforce and reaffirm each member's contribution to the Board's work and their individual contribution to the shared accountability for the decisions and actions the Board takes
6. Does not analyze well
  - a. Solutions (Charges to the Chancellor):
    - i. José to develop a strong data system with agreed upon definitions
    - ii. José to provide the Board an executive summary of the relevant data to help the Board better understand the issues so better decisions are made based on the data
7. Tap into Board expertise:
  - a. The Problem:
    - i. We don't tap into the individual trustee's expertise
  - b. Solutions (Charges to the Chancellor):
    - i. Develop an inventory of Trustee expertise
    - ii. Utilize that expertise to ensure achievement of strategic Plan
8. Attendance at retreats
  - a. The Problem:
    - i. All trustees don't attend retreats
  - b. Solutions (Charges to the Chancellor):
    - i. Improve retreat quality and convenience in day/time/location so that all trustees, including student trustees, are more likely to attend
9. Execution
  - a. The Problem:
    - i. No models guide strategic thinking
    - ii. There is little focus on lead and lag indicators, executing strategies and monitoring achievement of strategies and goals
    - iii. No PDCA approach to continuously improve operations and increase efficiencies

- b. Solutions (Charges to the Chancellor):
    - i. José to propose Organizational Development Models for Board consideration and adoption
    - ii. The Strategic Planning model must include lead & lag indicators, be systematic and begin with the Board
10. Models
- a. The Problem:
    - i. We have no overarching models to guide organizational and operational development and bring greater alignment and clarity to the district/colleges
  - b. Solutions (Charges to the Chancellor):
    - i. As stated above, José to recommend Organizational Development and performance models to the Board for their consideration
11. Regional Eco System
- a. The Problem:
    - i. The District isn't as engaged and visible as we should be with key entities in order to have the desired impact of our WHY
  - b. Solutions (Charges to the Chancellor):
    - i. Relationships: Lead the region's educational leaders
      - 1. K-12
      - 2. University
      - 3. Municipalities
      - 4. Employers
    - ii. Economic Development: Become more active with ED organizations, associations and initiatives
    - iii. Graduation: Ensure that our graduates have the skills employers want
    - iv. Program Review: Provide the Board with an overview assessment of the strengths and weaknesses of our systems and develop strategies, such as PDCA, to increase performance and efficiencies:
      - 1. Academic
      - 2. Student
      - 3. Operations
12. Equity
- a. The Problem:
    - i. Our equity strategies are not well developed
  - b. Solutions (Charges to the Chancellor):
    - i. Greater strategic emphasis, including better data, goals and focus, must be applied to achieve equity goals of access and completion
13. Board Training and Development:
- a. The Problem:
    - i. Need a Trustees Skill Inventory
    - ii. Trustees should attend more professional association (ACCT/AGB) workshops
    - iii. Trustees should visit other colleges to see initiatives that may benefit SBCCD
    - iv. Trustees should become partners with other community/educational organizations, such as the arts, to promote synergy and shared resources
    - v. New Trustees need a Orientation/Mentorship/program
    - vi. Develop a "Program-Focused" organization chart
    - vii. The trustees must stay focused on the issues presented in each month's agenda and retreats in order to ensure specific charges and follow-up is achieved by the Chancellor and Board – No squirrels!
    - viii. The Board must lead the District's, including the colleges', strategic Planning System

- b. Solutions (Charges to the Chancellor):
  - i. A Skill Inventory will provide the Board and Chancellor a list of trustees to utilize for various initiatives and programs
  - ii. The Board Chair and Chancellor should encourage trustee participation in professional association conferences, especially the pre-conference focus workshops, that are relevant to SBCCD
  - iii. The Chancellor should arrange visits to other community colleges that will provide greater understandings of interested initiatives
  - iv. Trustees should, with the Chancellor's support, establish partnerships with civic and municipal programs that can bring greater resources to both organizations
  - v. The Chancellor and Board Leadership should develop an orientation and mentoring program to help new trustees become better integrated into the Board/District
  - vi. In order to create a greater understanding of the program structure at SBCCD, the Chancellor should develop a "Program-Focused" organizational chart for use both by the Board and Students, in order to describe where programs are housed and who is responsible
  - vii. The Board Chair and Chancellor need to collaborate to ensure the trustees stay focused and on task and that there is continuous follow-up presentations showing the board progress being made and/or issues that require further board engagement
  - viii. The Chancellor must develop a Strategic Planning System that begins with the Board and ultimately is approved by the Board
- 14. Fail to assert ourselves as a board
  - a. Solutions (Charges to the Chancellor):
    - i. The Board must assert its authority over leading the strategic planning process through the Chancellor; the colleges and all other operations must align their individual strategic interests with the Board's Strategic Plan
- 15. We don't celebrate as a strategy to build greater rapport across the District
  - a. Solutions (Charges to the Chancellor):
    - i. The board should consider increasing celebrations as an opportunity at each Regular (Business) meeting of the Board

What do we do well?

1. Regroup and reset well/agree to disagree
2. Support the colleges x3
3. Bring resources together
4. Care for communities
5. Serve in our communities
6. Advocate for students
7. Respect each other
8. Support students x2
9. Committees
10. Facilitates functions/donations
11. Represent our communities

What does the interim chancellor need from the board? The top 5 from the list of 20.

1. Establish goals and expectations for the interim chancellor
2. Monitor how effective the interim chancellor is achieving the established goals.
3. Direct the interim chancellor as a board, not as individual trustees.
4. Honor the interim chancellor's leadership role, do not direct staff.
5. If the board approves recommendations from day 2, have our back.

**ACTION AGENDA**

Trustee Williams moved to table the Prioritized Board Directives for the 2020-21 General Fund Budget. Trustee Longville seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams

NOES: None

ABSENT: Singer

ABSTENSIONS: None

**ADJOURN**

President Viricel adjourned the meeting at 4:15 pm.

---

Gloria Macias Harrison, Clerk  
SBCCD Board of Trustees

**January 31, 2020**

**MEMBERS PRESENT**

Dr. Anne L. Viricel, President  
Dr. Stephanie Houston, Vice President  
Gloria Macias Harrison, Clerk  
Joseph Williams, Trustee  
John Longville, Trustee (arrived at 8:24am)  
Dr. Donald L. Singer, Trustee (arrived at 8:48am)  
Frank Reyes, Trustee (arrived at 9:25am)

**ABSENT**

None

**CALL TO ORDER**

President Viricel called the meeting to order at 8:05am.

**PUBLIC COMMENTS ON AGENDA & NON-AGENDA ITEMS**

None.

**DISCUSSION (Day 2)**

1. Review ACCT Board Self-Assessment
  - Student Relations: Encouraged to include student trustees (they don't receive board books early enough and meetings are held while they are in class)
  - Policy Role and Direction: Redesign the planning process, set the direction, and consider feedback
  - Board Education: Develop skillset matrix, pre-conference training, visit other colleges, mechanism to enhance development, calendar (ass't @ Alamo), list of terms, how does the board bring policy forward?
  - Board Information Items: redesign to allow and encourage discussion on items (i.e. placement on agenda), provide more analysis on cover sheets that answers "why".
  - Advocating for the Colleges: org chart of programs and brief description (student services showing programs)

Operational Strategic Directions

1. AB 705
2. Guided Pathways
3. Equity & Diversity
4. Student Affordability: Promise Program, Student Homelessness

Contracts at or Above \$95,200

Trustee Williams moved to approve the contract for ACCT, not to exceed \$100,000, only with Dr. Leslie as the facilitator. Trustee Reyes seconded the motion.

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

NOES: None

ABSENT: None

ABSTENSIONS: None

BOT Ad Committee – Chancellor Recruitment

Trustee Williams moved to approve the members of the Executive Board to serve on the Ad Hoc Committee for the Chancellor's Recruitment, February 1, 2020 through December 31, 2020. Trustee Reyes seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams  
NOES: None  
ABSENT: None  
ABSTENSIONS: None

Trustee Fellowship Program

Trustee Williams moved to approve Joseph Williams and Dr. Stephanie Houston to participate in the State Chancellor's Trustee Fellowship Program. Trustee Reyes seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams  
NOES: None  
ABSENT: None  
ABSTENSIONS: None

**ADJOURN**

The next meeting of the Board: Business Meeting – February 13, 2020 at 4pm. President Viricel adjourned the meeting at 2:05pm.

---

Gloria Macias Harrison, Clerk  
SBCCD Board of Trustees



## Meeting of the Board of Trustees

February 13, 2020

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

SBCCD Boardroom

550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

MINUTES

### MEMBERS PRESENT

Dr. Anne L. Viricel, Chair

Dr. Stephanie Houston, Vice Chair

Gloria Macias Harrison, Clerk

John Longville, Trustee (arrived at 4:15pm)

Frank Reyes, Trustee

Joseph Williams, Trustee

Maritza Mariscal-Medina, SBVC Student Trustee (arrived at 5:12 pm)

Elijah Gerard, CHC Student Trustee (arrived at 4:58 pm)

### ABSENT

Dr. Donald L. Singer, Trustee

### ADMINISTRATORS PRESENT

Jose Torres, Interim Chancellor

Diana Rodriguez, SBVC President

Dr. Kevin Horan, CHC President

### ADMINISTRATORS ABSENT

None

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

Board Chair Viricel called the meeting to order at 4:03pm. Trustee Houston led the pledge of allegiance.

### 2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

2.1. Conference with Labor Negotiators

Government Code 54957.6

Agency Representatives: Jose F. Torres and Kristina Hannon – CSEA, CTA, Management/Supervisors, and Confidential Employees

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

Government Code 54957

2.3. Conference with Legal Counsel – Anticipated Litigation

Government Code 54956.9(d)(2)

(1 case)

2.4. Conference with Legal Counsel – Existing Litigation

Government Code 54956.9(e)(3) or (d)(1)

- Workers Comp Claim #547734
- Workers Comp Claim #567044
- Workers Comp Claim #573023
- Workers Comp Claim #576889

- 2.5. Conference with Real Property Negotiator  
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 Negotiator Jose F. Torres, Interim 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.

3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**  
None.

4. **CONVENE CLOSED SESSION**  
Closed session convened at 4:05pm.

5. **RECONVENE PUBLIC MEETING**  
Public meeting reconvened at 5:11pm.

6. **REPORT OF ACTION IN CLOSED SESSION**
- In closed session the Board unanimously took action to accept the resignation agreement of employee #27000 from the position of Vice Chancellor, Workforce Development, Advancement & Media Systems.
  - In closed session the Board unanimously took action to approve the release of probationary employee #26625 from the position of Grounds Caretaker effective February 14, 2020.
  - In closed session the Board unanimously took action to ratify settlement of Workers Comp Claim #547734 with employee #28582.
  - In closed session the Board unanimously took action to approve settlement of Workers Comp Claim #567044 with employee #28489.
  - In closed session the Board unanimously took action to approve settlement of Workers Comp Claim #573023 with employee #23420.
  - In closed session the Board unanimously took action to approve settlement of Workers Comp Claim #576889 with employee #8371.

7. **PUBLIC COMMENTS ON AGENDA ITEMS**  
None.

Without objection, the Board unanimously agreed to hear Item #14, public comments on non-agenda items.

8. **PRESENTATIONS**  
8.1. None

9. **REPORTS**
- 9.1. Board Committee Reports (p5)
- Trustee Harrison gave a brief update from the BOT Finance Committee. The committee received a training session on FTES to understand how we are funded in the district and the affects of scheduling and offerings on campus. Reviewed timeline on FCC proceeds.
  - Trustee Reyes reported on his legislative trip to Sacramento on student success and funding.
  - Board Chair Viricel participated in the BIA graduation.
- 9.2. Board Information Requests (p7)
- 9.3. Good News (p9)
- Interim Chancellor shared a student video on census participation.
- 9.4. Key Performance Indicators (p10)

- 9.5. San Bernardino Valley College Academic Senate
  - Celia Huston gave a brief report on the SBVC AS: completed review of AP 3505, ACCJC update, advancement in rank, endorsed and reassigned for study abroad faculty lead, mapped institutional learning outcomes with campus climate surveys and SLOs for quantitative data.
- 9.6. San Bernardino Valley College Classified Senate
- 9.7. San Bernardino Valley College Associated Students
- 9.8. Crafton Hills College Academic Senate
  - Mark McConnell reported on efforts on campus diversity, hosting ASCCC in the fall to educate leadership on 10+1, and the need to increase the 50% Law and FON.
- 9.9. Crafton Hills College Classified Senate
  - Brandice Mello reported the classified senate is now incorporating Zoom for meetings, collaborating with classified senate at SBVC to bridge gap, encouraging classified staff to participate on committees, and upcoming elections.
- 9.10. Crafton Hills College Associated Students
  - Elijah Gerard encouraged student participation in census and voting.
- 9.11. CSEA
  - Cassandra Thomas reported progress is being made in the classification study, great progress in the hiring process, good relationship with HR, Leading at the Speed of Trust, AP 3505.
- 9.12. CTA
  - Meridyth McLaren – attended a conference on bargaining, executive board retreat, upcoming CTA election, partnering with CCA regionally, and restarting lunches with BOT.

**10. APPROVAL OF MINUTES**

- 10.1. January 10, 2020 (p14)

Trustee Williams moved approval of the January 10, 2020 minutes. Trustee Longville seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Mariscal-Medina (advisory)

NOES: None

ABSENT: Singer

ABSTENSIONS: Gerard (advisory)

**11. CONSENT AGENDA**

**Instruction/Student Services**

- 11.1 Approval of Curriculum – CHC (p19)
- 11.2 ~~Approval of Curriculum – SBVC (p29) – pulled for separate action~~

**Human Resources**

- 11.3 Adjunct and Substitute Academic Employees (p48)
- 11.4 Non-Instructional Pay (p51)
- 11.5 Appointment of Temporary Academic Employees (p55)
- 11.6 Pre-Retirement Reduced Workload for Academic Employee (p57)
- 11.7 Payment of Stipends (p58)
- 11.8 Employment Contracts for Executive Managers (p60)
- 11.9 Appointment of District Employees (p62)
- 11.10 Employee Transfers (p64)
- 11.11 Reclassification of Employees (p66)

**Business & Fiscal Services**

- 11.12 Contracts at or Above \$95,200 (p68)
- 11.13 Surplus Property for Private Sale or Disposal (p70)

- 11.14 Surplus and Donation to Yucaipa-Calimesa Joint USD (p74)
- 11.15 Resolution #2020-02-13 FS01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p75)
- 11.16 Vacation Payout (p79)
- 11.17 Nonresident Tuition and Capital Outlay Fees (p80)
- 11.18 District & College Expenses (p84)
- 11.19 Individual Memberships (p91)
- 11.20 Resolution to Excuse Trustee Absence (p93)

**Facilities**

- 11.21 ~~Amendment 01 to HMC Architects Contract (p95) – pulled for separate action~~
- 11.22 ~~Bond Construction Professional Services Pools (p97) – pulled for separate action~~

Trustee Harrison moved approval of the consent agenda with the exception of items 11.2, 11.21, and 11.22. Trustee Houston seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Mariscal-Medina (advisory), Gerard (advisory)  
NOES: None  
ABSENT: Singer  
ABSTENSIONS: None

**ITEMS PULLED FOR SEPARATE ACTION**

11.2 Approval of Curriculum – SBVC (p29)

Trustee Williams moved approval of the SBVC curriculum. Trustee Houston seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Mariscal-Medina (advisory), Gerard (advisory)  
NOES: None  
ABSENT: Singer  
ABSTENSIONS: None

11.21 Amendment 01 to HMC Architects Contract

Trustee Williams moved approval of Amendment 01 to HMC Architects Contract. Trustee Mariscal-Medina seconded the motion. Discussion: Process update from President Rodriguez. On schedule with timeline and no expectations of delays. In the planning stages of best practices at other campuses and in discussion with faculty. Aesthetically pleasing, functional, and state of the art. \$300 million in bonds were sold in December 2019. Funds from the State Chancellor's Office is reimbursable after expenses are incurred. After programming is complete, there will be movement in construction (after hiring a construction management company). It will not impact the old building as it is in a different locaton.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Mariscal-Medina (advisory), Gerard (advisory)  
NOES: None  
ABSENT: Singer  
ABSTENSIONS: None

11.22 Bond Construction Professional Services Pools

Trustee Harrison moved to approve the creation of professional services pools to provide as-needed support for the bond construction program; the selection of qualified professional service consultants to be assigned to those pools as indicated on the attached; and the issuance of master service agreements and task orders to the professional service consultants, as needed. Trustee Williams seconded the motion.

Discussion: Local firms to participate in construction projects.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Mariscal-Medina (advisory), Gerard (advisory)  
NOES: None  
ABSENT: Singer  
ABSTENSIONS: None

**12. ACTION AGENDA**

12.1 Board Policies – First Reading (p99)

Trustee Harrison moved to approve the board policies for first reading. Trustee Reyes seconded the motion.

AP 7346 Employees Called to Military Duty

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Mariscal-Medina (advisory), Gerard (advisory)  
NOES: None  
ABSENT: Singer  
ABSTENSIONS: None

12.2 Board Policies – Second Reading (p102)

Trustee Harrison moved to table the board policies for second reading and final approval. Trustee Reyes seconded the motion.

AP/BP 3540 Sexual Assaults on Campus  
AP/BP 6530 District Vehicles  
AP/BP 6750 Parking  
AP/BP 6751 Parking Citation Payment Plan  
AP 7215 Academic Employees: Probationary Contract Faculty

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Mariscal-Medina (advisory), Gerard (advisory)

NOES: None  
ABSENT: Singer  
ABSTENSIONS: None

12.3 Establish Mirror Accounts for FCC Auction Investments (p121)

Trustee Harrison moved approval to direct staff to establish PARS Pension Rate Stabilization Trust (PRST) accounts to mirror existing accounts for the purpose of tracking and preserving unrealized gains identified for distribution. Trustee Longville seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Mariscal-Medina (advisory), Gerard (advisory)  
NOES: None  
ABSENT: Singer  
ABSTENSIONS: None

12.4 Prioritized Board Directives for the 2020-21 General Fund Budget – Second Reading (p124)

Trustee Williams moved to approve the Prioritized Board Directives for the 2020-21 General Fund budget. Trustee Harrison seconded the motion.

- 1) Align unrestricted general fund and student success funding with the State Chancellor's Vision for Success.
- 2) Allocate funding to support the implementation of the SBCCD Promise [following the Guiding Principles for the FCC Auction Proceeds](#).
- 3) Maintain a fund balance range of 10-15% in the Unrestricted General Fund ~~(state minimum is 5%)~~, unless fund balance is utilized for specially identified *one-time*<sup>1</sup> needs as authorized by the Board of Trustees.
- 4) Allocate funding through the ~~resource allocation model~~ [budget process for deferred maintenance](#) ~~to provide for safe, energy efficient and well-maintained facilities that contribute to student success.~~
- 5) ~~Funding for any~~ [New positions must be approved through the process of program review or any other prioritization process as established at the colleges and district offices SBCCD.](#)

AYES: Viricel, Houston, Harrison, Longville, Reyes, Williams, Mariscal-Medina (advisory), Gerard (advisory)

NOES: None

ABSENT: Singer

ABSTENSIONS: None

12.5 Resolution - Supporting Proposition 13, the Public Preschool, K-12, and College Health and Safety Bond Act of 2020 (p126)

Trustee Longville moved approval to adopt Resolution #2020-02-13-FPC01 Supporting Proposition 13, the Public Preschool, K-12, and College Health and Safety Bond Act of 2020. Trustee Gerard seconded the motion.

AYES: Harrison, Longville, Reyes, Williams, Mariscal-Medina (advisory), Gerard (advisory)

NOES: Viricel

ABSENT: Singer

ABSTENSIONS: Houston

### 13. **INFORMATION ITEMS**

- 13.1. Accreditation Timeline (p128)
- 13.2. Applause Cards (p130)
- 13.3. Budget Report (p146)
- 13.4. Clery Report (p149)
- 13.5. Contracts Below \$95,200 (p151)
- 13.6. CCFS-320 Apportionment Attendance Report (p158)
- 13.7. General Fund Cash Flow Analysis (p163)
- 13.8. Quarterly Investment & Deposit Report (p165)
- 13.9. Purchase Orders (p167)
- 13.10. Professional Expert, Short-Term, and Substitute Employees (p172)
- 13.11. Resignations and Retirements (p179)
- 13.12. Volunteers (p181)
- 13.13. MOUs between SBCCD and the CSEA (p183)

### 14. **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Sara Mooney, Chancellor search and AB 705  
Keynasia Buffong, Chancellor search  
Ed Gomez, Chancellor search

15. **ADJOURN**

The next meeting of the Board: Business Meeting at **SBVC B100**, March 12, 2020 at 4pm. Board Chair Viricel adjourned the meeting at 6:47 pm.

---

Gloria Macias Harrison, Clerk  
SBCCD Board of Trustees

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Diana Rodriguez, President, SBVC  
**PREPARED BY:** Dina Humble, Vice President, Instruction, SBVC  
**DATE:** March 12, 2020  
**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 College Addendum, 2020-2021 or 2021-2022 College Catalogs.

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

None.

**Administrative Approval:**

**Approved to submit all proposals to the State prior to the March 12, 2020 board date:**

---

**SAN BERNARDINO VALLEY COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL  
March 12, 2020**

**CONTENT REVIEW**

*No Changes to the College Catalog*

KINA 186A	KINA 186B	KINA 186C	KINA 188A
KINA 188B	KINA 188C	KINA 189A	KINA 189B
KINA 189C	KINF 105A	KINF 105B	KINF 105C
KINF 108A	KINF 108B	KINF 108C	KINF 112A
KINF 112B	KINF 112C	KINF 127A	KINF 127B
KINF 127C	KINF 138A	KINF 138B	KINF 138C
KINF 142A	KINF 142B	KINF 142C	KINF 168A
KINF 168B	KINF 168C	KINF 190A	KINF 190B
KINF 190C	KINS 100A	KINS 100B	KINS 100C
KINS 103A	KINS 103B	KINS 103C	KINS 104A
KINS 104B	KINS 104C	KINS 108A	KINS 108B
KINS 108C	KINS 112A	KINS 112B	KINS 112C
KINS 116A	KINS 116B	KINS 116C	KINS 120A
KINS 120B	KINS 120C	KINS 124A	KINS 124B
KINS 124C			

**Rationale:** Content Review  
**Effective:** Fall 2020

**COURSE MODIFICATION**

*Changes to the 2020-2021 College Catalog*

COURSE ID	COURSE TITLE
KINF 132A	BEGINNING DISTANCE RUNNING

**Catalog Description:** In this course, students will learn beginner level skills, techniques, and strategies of distance running. Instruction will focus on improving the student's running efficiency, cardiovascular fitness, and distance running knowledge.

**Schedule Description:** In this course, students will learn beginner level skills, techniques, and strategies of distance running. Instruction will focus on improving the student's running efficiency, cardiovascular fitness, and distance running knowledge.

**Equate:** Course not offered at CHC.  
**Rationale:** Updating course descriptions, outcomes, and objectives.  
**Effective:** Fall 2020

COURSE ID	COURSE TITLE
KINF 132B	INTERMEDIATE DISTANCE RUNNING

**Catalog Description:** In this course, students will learn intermediate level skills, techniques, and strategies of distance running. Instruction will focus on improving the student's running efficiency, cardiovascular fitness, running biomechanics and strategy development.

**Schedule Description:** In this course, students will learn intermediate level skills, techniques, and strategies of distance running. Instruction will focus on improving the student's

running efficiency, cardiovascular fitness, running biomechanics and strategy development.

**Equate:** Course not offered at CHC.  
**Rationale:** Updating course descriptions, outcomes, and objectives.  
**Effective:** Fall 2020

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>KINF 132C</b>	<b>ADVANCED DISTANCE RUNNING</b>

**Catalog Description:** In this course, students will learn advanced level skills, techniques, and strategies of distance running. Instruction will focus on maximizing running efficiency, improving cardiovascular fitness, and practicing various race strategies.

**Schedule Description:** In this course, students will learn advanced level skills, techniques, and strategies of distance running. Instruction will focus on maximizing running efficiency, improving cardiovascular fitness, and practicing various race strategies.

**Equate:** Course not offered at CHC.  
**Rationale:** Updating course descriptions, outcomes, and objectives.  
**Effective:** Fall 2020

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>THART 135</b>	<b>DIRECTING FUNDAMENTALS</b>

**Departmental Advisory:** THART 120  
**Equate:** Course not offered at CHC.  
**Rationale:** Updating prerequisite to departmental advisory and SLOs.  
**Effective:** Fall 2021

### **COURSE CORRECTION**

*Correction to the 2020-2021 College Catalog*

**Course ID:** **BIOL 104**  
**TOP Code:** **0401.00**  
**Rationale:** Updating TOP Code from 4902.00 to 0401.00 for MIS Reporting.  
**Previous Board Approval:** November 9, 2017  
**Effective:** Fall 2020

### **COURSE CORRECTION**

*Correction to the 2020-2021 College Catalog*

**Course ID:** **DIESEL 028**  
**New Course ID:** **HMDT 028**  
**Rationale:** Adding update to Course ID.  
**Previous Board Approval:** January 9, 2020  
**Effective:** Fall 2020

## COURSE CORRECTION

*Correction to the 2020-2021 College Catalog*

**Course ID:** DIESEL 664  
**New Course ID:** HMDT 664  
**Rationale:** Adding update to Course ID.  
**Previous Board Approval:** January 9, 2020  
**Effective:** Fall 2020

## NEW CERTIFICATE

### DESIGN AND TECHNICAL THEATRE CERTIFICATE OF ACHIEVEMENT

The Design and Technical Theatre Certificate is designed to prepare students for occupational competency as a theatre technician, designer, or manager in educational, community, and resident theatre venues, as well as theme parks, television, and motion picture studios. Theatre technicians may work on set construction, theatrical carpentry, scenery, sound, lighting, costumes, makeup, props, and special effects.

<b>REQUIRED COURSES:</b>		<b>Units</b>
THART 100	Introduction to the Theatre	3
THART 120	Acting Fundamentals I	3
THART 132	Lighting Design Fundamentals	3
THART 136	Introduction to Theatre Design	3
THART 139	Fundamentals of Costume Design	3
THART 160x4	Technical Theatre in Production	3
THART 165	Stage Makeup	3
<b>RECOMMENDED COURSES:</b>		<b>Units</b>
THART 131	Sound for Stage and Screen	3
THART 135	Directing Fundamentals	3
<b>Total Units</b>		<b>21</b>

**Rationale:** New certificate to align with the needs of the industry.  
**Effective:** Fall 2021

## CERTIFICATE CORRECTION

### MODULAR BASIC PEACE OFFICER CERTIFICATE OF ACHIEVEMENT

This modular certificate is designed for state certified entry-level positions in law enforcement agencies. Successful completion of this program and subsequent completion of the hiring agencies probationary period in a Peace Officers' Standards and Training (POST) certified agency qualifies the student for a POST certificate. This program meets Penal Code section 832 requirement of training as a peace officer in the state of California.

This program is broken up into three modules and must be taken in the following order: Module III (approximately 11 weeks), Module II (approximately 16 weeks) and Module I (approximately 26 weeks). Completion of all three modules equals the POST Regular Basic Course.

Students working for this certificate must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

<b>REQUIRED COURSES:</b>	<b>Units</b>
CRMJUS 061    Reserve Level III Officer	6.5
CRMJUS 060    Reserve Level II Officer	12.5
CRMJUS 059    Reserve Level I Officer	16.5
<b>Total Units</b>	<b>35.5</b>

**Rationale:** Updating units for CRMJUS 059 from 16 to 16.5.  
**Previous Board Approval:** June 9, 2016  
**Effective:** Fall 2019

## DEGREE CORRECTION

### KINESIOLOGY ASSOCIATE OF ARTS TRANSFER DEGREE

**Total Units:** 60  
**Rationale:** Updating total units from 82 to 60 to align with State Chancellor's Office.  
**Previous Board Approval:** June 20, 2019  
**Effective:** Fall 2019

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose Torres, Interim Chancellor  
**REVIEWED BY:** Dr. Kevin Horan, President, CHC  
**PREPARED BY:** Dr. Keith Wurtz, Vice President, Instruction, CHC  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval of Curriculum - CHC

**RECOMMENDATION**

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

**OVERVIEW**

The courses, certificates, and degrees at CHC are continually being revised and updated to reflect and meet student needs.

**ANALYSIS**

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2020-2021 and 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**  
**March 12, 2020**

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ANTHRO 110</b>	Tribal and Ethnic Religions

<b>Course Title:</b>	Magic, Witchcraft, and Religion
<b>Catalog Description:</b>	This course introduces the study of beliefs and practices, past and present, associated with magic, witchcraft, and religion. Topics examined include ritual, symbolism, mythology, altered states of consciousness, and healing, as well as syncretism, change, and the social roles of these beliefs and practices. This course is also offered as RELIG 110.
<b>Schedule Description:</b>	This course introduces the study of beliefs and practices, past and present, associated with magic, witchcraft, and religion. Topics examined include ritual, symbolism, mythology, altered states of consciousness, and healing, as well as syncretism, change, and the social roles of these beliefs and practices. This course is also offered as RELIG 110.
<b>Rationale:</b>	Six-year revision; adding DE component
<b>Equate:</b>	ANTHRO 110 at SBVC
<b>Effective:</b>	Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>GEOG 175</b>	Introduction to Information Mapping

<b>Course Title:</b>	Introduction to Geographic Information Systems
<b>Rationale:</b>	Six-year revision
<b>Equate:</b>	GIS 130 at SBVC
<b>Effective:</b>	Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MUSIC 100</b>	Fundamental Skills in Music

<b>Rationale:</b>	Six-year revision
<b>Equate:</b>	Course is not currently equated with SBVC (different C-ID indicators)
<b>Effective:</b>	Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MUSIC 101</b>	Music Theory I

**Catalog Description:** Music 101 develops skills in music fundamentals (scales, chords, rhythm, notation, etc.) and covers cadences, phrase structure analysis, chord function theory, and four-part voice-leading principles. The lab portion of this course develops rhythmic, melodic, and harmonic materials through ear training, sight singing, analysis, and dictation.

**Schedule Description:** Music 101 develops skills in music fundamentals and covers cadences, phrase structure analysis, chord function theory, and four-part voice-leading principles. The lab portion of this course develops rhythmic, melodic, and harmonic materials through ear training, sight singing, analysis, and dictation.

**Rationale:** Six-year revision and C-ID update

**Equate:** MUSIC 101 at SBVC

**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MUSIC 102</b>	Music Theory II

**Catalog Description:** This course incorporates the concepts from Music Theory I. Through guided composition and analysis, the course will include fundamental two voice contrapuntal principles and chromatic chord functions and voice-leading. The lab portion of this course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis, and dictation.

**Schedule Description:** This course incorporates the concepts from Music Theory I. The course will include fundamental two voice contrapuntal principles and chromatic chord functions and voice-leading. The lab portion of this course develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis, and dictation.

**Rationale:** Six-year revision and C-ID update

**Equate:** Course is not currently equated with SBVC (different C-ID indicators)

**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MUSIC 150X4</b>	Concert Choir

**Course Title:** Concert Choir I

**Prerequisite:** Audition required

**Catalog Description:** Study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. The course may be taken four times. Audition required (auditions are held during the first-class meeting).

**Schedule Description:** Study, rehearsal, and public performance of choral literature. Different literature will be studied each semester. The course may be taken four times. Audition required (auditions are held during the first-class meeting).

**Rationale:** To align with AA-T degree

**Equate:** MUSIC 150X4 at SBVC

**Effective:** Fall 2020

<b>MODIFY COURSE</b>
----------------------

COURSE ID	COURSE TITLE
MUSIC 152X4	Concert Choir II

**Prerequisite:** MUSIC 150X4

**Semester Units:** 1

**Minimum Semester Hours:**

**Lab:** 48

**Catalog Description:** Study, rehearsal, and public performance of advanced choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. The course may be taken four times. Audition required.

**Schedule Description:** Study, rehearsal, and public performance of advanced choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. The course may be taken four times. Audition required

**Rationale:** Six-year revision; to align with AA-T degree

**Equate:** Course is not currently equated with SBVC (different C-ID indicators)

**Effective:** Fall 2020

<b>MODIFY COURSE</b>
----------------------

COURSE ID	COURSE TITLE
MUSIC 174X4	Jazz Band I

**Course Title:** Jazz Band I - **Needs to be corrected in the Catalog only**

**Prerequisite:** None

**Catalog Description:** Study, rehearsal, and public performance of Jazz Band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. The course may be taken four times. Audition required (auditions are held during the first-class meeting).

**Schedule Description:** Study, rehearsal, and public performance of Jazz Band literature. Different literature will be studied each semester. The course may be taken four times. Audition required (auditions are held during the first-class meeting).

**Rationale:** To align with AA-T degree

**Equate:** Course is not currently equated with SBVC (different C-ID indicators)

**Effective:** Fall 2020

**MODIFY COURSE**

COURSE ID	COURSE TITLE
MUSIC 175X4	Jazz Band II

**Prerequisite:** MUSIC 174X4  
**Semester Units:** 1  
**Minimum Semester Hours:**

**Lab:** 48

**Catalog Description:** Study, rehearsal, and public performance of advanced Jazz band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. The course may be taken four times. Audition required (auditions are held during the first-class meeting).

**Schedule Description:** Study, rehearsal, and public performance of advanced Jazz band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. The course may be taken four times. Audition required (auditions are held during the first-class meeting).

**Rationale:** Six-year revision; to align with AA-T degree  
**Equate:** Course is not currently equated with SBVC (different C-ID indicators)  
**Effective:** Fall 2020

**MODIFY COURSE**

COURSE ID	COURSE TITLE
MUSIC 190	Songwriting and Composition

**Departmental Recommendation:** None

**Catalog Description:** Techniques in songwriting and composition in different mediums and in different styles utilizing practical tools required for writing and composing music.

**Rationale:** Six-year revision; to align with AA-T degree  
**Equate:** Course is not currently equated with SBVC (different C-ID indicators)  
**Effective:** Fall 2020

**MODIFY COURSE**

COURSE ID	COURSE TITLE
MUSIC 195	Music Technology and Recording

**Semester Units:** 3  
**Minimum Semester Hours:**

**Lecture:** 32

**Lab:** 48

<b>Catalog Description:</b>	Practical study of electronic music and electronic recording methods. Topics will include electronic music, analog and digital recording, field and studio recording, audio editing, microphones, multi-track recording and processing, and open source software. Hardware is not provided-though not required, it is recommended that students have their own hardware (phone, tablet, laptop, desktop).
<b>Schedule Description:</b>	Practical study of electronic music and electronic recording methods. Hardware is not provided-though not required, it is recommended that students have their own hardware (phone, tablet, laptop, desktop).
<b>Rationale:</b>	Six-year revision
<b>Equate:</b>	Course is not currently equated with SBVC (different C-ID indicators)
<b>Effective:</b>	Fall 2020

<b>MODIFY COURSE</b>
----------------------

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MUSIC 201</b>	Music Theory III

<b>Catalog Description:</b>	This course incorporates concepts from Music Theory I and II. Through guided composition and analysis, the course will include more advanced chromatic chord functions and voice leading. The lab portion of the course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory III through ear training, sight singing, analysis, and dictation.
<b>Schedule Description:</b>	This course incorporates concepts from Music Theory I and II. Through guided composition and analysis, the course will include more advanced chromatic chord functions and voice leading. The lab portion of the course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory III through ear training, sight singing, analysis, and dictation.
<b>Rationale:</b>	Six-year revision and C-ID update
<b>Equate:</b>	Course is not currently equated with SBVC (different C-ID indicators)
<b>Effective:</b>	Fall 2020

<b>MODIFY COURSE</b>
----------------------

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MUSIC 202</b>	Music Theory IV

<b>Catalog Description:</b>	This course incorporates the concepts from Music Theory III. Through guided composition and analysis, the course will include late Romantic, neo-Romantic, and Modernist harmonic and rhythmic structures and techniques. The lab portion of the course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory IV through ear training, sight singing, analysis, and dictation.
<b>Schedule Description:</b>	This course incorporates the concepts from Music Theory III. Through guided composition and analysis, the course will include late Romantic, neo-Romantic, and Modernist harmonic and rhythmic structures and techniques. The lab portion of the course applies and develops the rhythmic, melodic, and harmonic materials of Music Theory IV through ear training, sight singing, analysis, and dictation.

**Rationale:** Six-year revision and C-ID update  
**Equate:** Course is not currently equated with SBVC (different C-ID indicators)  
**Effective:** Fall 2020

<b>MODIFY COURSE</b>
----------------------

COURSE ID	COURSE TITLE
PHYSICS 100	Introduction to Physics

**Departmental Recommendation:** Eligibility for MATH 095  
**Rationale:** Six-year revision  
**Equate:** PHYSIC 101 at SBVC  
**Effective:** Fall 2020

<b>MODIFY COURSE</b>
----------------------

COURSE ID	COURSE TITLE
PHYSICS 110	General Physics I

**Rationale:** Six-year revision  
**Equate:** Course is not currently equated with SBVC (different C-ID indicators)  
**Effective:** Fall 2020

<b>MODIFY COURSE</b>
----------------------

COURSE ID	COURSE TITLE
PHYSICS 111	General Physics II

**Schedule Description:** A continuation of PHYSIC 110. Introduction to optics, electricity and magnetism, and atomic and nuclear physics.  
**Rationale:** Six-year revision  
**Equate:** Course is not currently equated with SBVC (different C-ID indicators)  
**Effective:** Fall 2020

<b>MODIFY COURSE</b>
----------------------

COURSE ID	COURSE TITLE
PHYSICS 250	College Physics I

**Rationale:** Six-year revision  
**Equate:** Course is not currently equated with SBVC (different C-ID indicators)  
**Effective:** Fall 2020

<b>MODIFY COURSE</b>
----------------------

COURSE ID	COURSE TITLE
PHYSICS 251	College Physics II

**Rationale:** Six-year revision  
**Equate:** Course is not currently equated with SBVC (different C-ID indicators)

**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>PHYSICS 252</b>	College Physics III

**Rationale:** Six-year revision  
**Equate:** Course is not currently equated with SBVC (different C-ID indicators)  
**Effective:** Fall 2020

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>RELIG 110</b>	Tribal and Ethnic Religions

**Course Title:** Magic, Witchcraft, and Religion  
**Catalog Description:** This course introduces the study of beliefs and practices, past and present, associated with magic, witchcraft, and religion. Topics examined include ritual, symbolism, mythology, altered states of consciousness, and healing, as well as syncretism, change, and the social roles of these beliefs and practices. This course is also offered as ANTHRO 110.  
**Schedule Description:** This course introduces the study of beliefs and practices, past and present, associated with magic, witchcraft, and religion. Topics examined include ritual, symbolism, mythology, altered states of consciousness, and healing, as well as syncretism, change, and the social roles of these beliefs and practices. This course is also offered as ANTHRO 110.  
**Rationale:** Six-year revision; adding DE component  
**Equate:** RELIG 110 at SBVC  
**Effective:** Fall 2020

**COURSE DELETION**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ENGL 914</b>	Basic English Skills

**Rationale:** The course is not being offered due to AB-705.  
**Effective:** Fall 2020

**DISTRIBUTED EDUCATION**

<b>Course ID:</b>	<b>ANTHRO 110</b>	<b>Hybrid and 100% Online</b>
<b>Course Title:</b>	Magic, Witchcraft, and Religion	
<b>Rationale:</b>	Increase DE Offerings	
<b>Effective:</b>	Fall 2020	

**DISTRIBUTED EDUCATION**

<b>Course ID:</b>	<b>PBSF 127</b>	<b>Hybrid</b>
<b>Course Title:</b>	Emergency Services Decision Making and Problem Solving	
<b>Rationale:</b>	Increase DE Offerings	

<b>Effective:</b>	Fall 2020
-------------------	-----------

### DISTRIBUTED EDUCATION

<b>Course ID:</b>	<b>RELIG 110</b>	<b>Hybrid and 100% Online</b>
<b>Course Title:</b>	Magic, Witchcraft, and Religion	
<b>Rationale:</b>	Increase DE Offerings	
<b>Effective:</b>	Fall 2020	

### NEW PROGRAM

#### ASSOCIATE OF ARTS DEGREE ACCOUNTING

The Associate of Arts degree in Accounting at Crafton Hills College is designed to meet the needs of students transferring to four-year Universities who intend to major in accounting or other business-related fields of study.

		<b>Units</b>
BUSAD 053	Business Computations	3
ACCT 105	Accounting with QuickBooks and Excel	4
BUSAD 100	Introduction to Business	3
ACCT 208	Introduction to Financial Accounting	4
ACCT 209	Introduction to Managerial Accounting	4
BUSAD 210	Business Law	3
<b>Total Units</b>		<b>21</b>

<b>Rationale:</b>	The goal of the AA degree in Accounting is to provide lower division major preparation for students wishing to major in an accounting-related field at a four-year University.
<b>Effective:</b>	Fall 2020

### NEW PROGRAM

#### ASSOCIATE OF ARTS DEGREE MARKETING

The Associate of Arts degree in Marketing enables students to transfer to a four-year institution leading to a baccalaureate degree. Career opportunities exist in many areas of marketing.

		<b>Units</b>
MULTI 100	Multimedia Foundations	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
MARKET 100	Introduction to Marketing Principles	3
MARKET 106	Retail Management	3
MARKET 110	Principles of Advertising	3
<b>Total Units</b>		<b>18</b>

<b>Rationale:</b>	The marketing major at Crafton Hills College is comprised of introductory courses in business, marketing and multimedia courses.
<b>Effective:</b>	Fall 2020

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval of Adjunct and Substitute Academic Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as indicated on the attached list.

**OVERVIEW**

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis.

**ANALYSIS**

All requirements for employment processing have been completed and Human Resources has cleared the individuals for employment.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost for employment of adjunct and substitute academic employees is included in the appropriate budgets.



# Adjunct and Substitute Academic Employees

## Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.1|1]

### San Bernardino Valley College – Academic Year 2019-20

	Course Subject	Discipline per Minimum Qualifications
<b>Polonio, Jeffery</b>	Workforce Readiness	Vocational Education
<b>Rice, Larry</b>	Aeronautics	Aeronautics
<b>Vickers, Stephanie</b>	Psychiatric Technology	Psychiatric Technology

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

**REVIEWED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources

**PREPARED BY:** Diana Rodriguez, President, SBVC  
Dr. Kevin Horan, President, CHC

**DATE:** March 12, 2020

**SUBJECT:** Consideration of Approval of Non-Instructional Pay for Academic Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

### **OVERVIEW**

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

### **ANALYSIS**

As of July 1, 2019, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was Board approved May 16, 2019.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of the non-instructional pay is included in the appropriate budget.



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.1|19]

## San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Aguilar-Kitibutr, Ailsa</b> Guided Pathways Grant Funds	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Alvarez, Vicente</b> Basic Skills Categorical Fund	01/09/20	05/21/20	\$52	25	\$1,300.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Begg, Erica</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Buffong, Keynasia</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Cisneros, Maribel</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Cretu, Camelia</b> Basic Skills	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.2]19]

## San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Cruz, Michael</b> Office of Instruction General Fund	02/03/20	05/30/20	\$52	150	\$7,800.00	Mr. Cruz will be assisting in the Math and Science Success Center with evening and weekend coverage <i>Ratification: Due to a Math adjunct declined tutoring assignment last minute, another adjunct has to be recruited. This warranted a late submission to the board.</i>
<b>Garcia, Armando</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Gaynor, Michael</b> Perkins Grant Fund	03/13/20	06/30/20	\$52	40	\$2,080.00	Create, modify and align Water Supply Technology curriculum to meet industry standards and enhance the current program and revise non-credit courses.
<b>Gelenchi, Fanta</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Giles, Keenan</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways
<b>Gregory, Leslie</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.3|19]

## San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Haider, Mourshad</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Henkle, Lisa</b> CA Virtual Campus-Online Education Initiative Grant Fund	07/22/19	07/25/19	\$52	20	\$1,040.00	DE Bootcamp Attendance - Training <i>Ratification: This faculty was invited to attend the Bootcamp when some of the faculty that were in the list for September Board approval cancelled enrollment.</i>
<b>Herrera, Jamie</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Hoang, Dung</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Holliman, Thomas</b> Perkins Grant Fund	03/13/20	06/30/20	\$52	50	\$2,600.00	Create, modify and align Water Supply Technology curriculum to meet industry standards and enhance the current program and revise non-credit courses.



# Non-Instructional Pay for Academic Employees

## Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.4|19]

### San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Huston, Celia</b> Non-Instructional General Fund	01/06/20	06/30/20	\$52	247	\$12,844.00	Accreditation Committee Chair <i>Ratification: Due to an oversight, Mrs. Huston was not submitted on time for board.</i>
<b>Huston, Celia</b> Non-Instructional General Fund	07/01/20	12/30/20	\$52	219	\$11,388.00	Accreditation Committee Chair
<b>Johnson, Heather</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways general Mapping
<b>Kimbrough, Pamela</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Lai, Karen</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Larivee, Elizabeth</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Lawler, Mary</b> Professional Development General Fund	04/01/20	04/08/20	\$52	6	\$312.00	Flex Day Class



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.5]19]

## San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Lawler, Mary</b> Professional Development General Fund	05/25/20	06/01/20	\$52	6	\$312.00	Flex Day Class
<b>Lillard, Sheri</b> Office of Instruction General fund	01/06/20	06/30/20	\$52	50	\$2,600.00	Department chair hours <i>Amendment: Original approval of department chair hours was in the July 2019 board meeting. The balance of the department chair hours (50) to be transferred to the new department chair; the transition was approved at the January 2020 board meeting.</i>
<b>Loukeh, Alison</b> Perkins Grant Fund	03/13/20	06/30/20	\$52	20	\$1,040.00	Create, modify and align Water Supply Technology curriculum to meet industry standards and enhance the current program and revise non-credit courses.
<b>Luna, Jessica</b> Basic Skills Categorical Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Majid, May</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.6|19]

### San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Martin Desiree</b> Guided Pathways Grant Fund	02/19/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways general Mapping
<b>Maurizi, Tamara</b> Office of Instruction General Fund	01/02/20	01/09/20	\$52	52	\$2,704.00	Clearing students for new hospital sites, over winter break, requiring MY Clinical Exchange (MCE) <i>Ratification: We were unable to for see the recent requirements of new hospital sites, over winter break, requiring My Clinical Exchange to clear students</i>
<b>Meekins, Jack</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Mendoza, Maria</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Moeung, Botra</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.7|19]

## San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Naim, Rozaena</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Nevarez, Cirilo</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Nguyen, Bryan</b> Basic Skills Categorical Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Nguyen, Tung</b> Basic Skills Categorical Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.8|19]

## San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
<b>Orozco, Debbie</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Parker, Garry</b> Perkins Grant Fund	03/13/20	06/30/20	\$52	40	\$2,080.00	Create, modify and align Water Supply Technology curriculum to meet industry standards and enhance the current program and revise non-credit courses.
<b>Ramirez, Jessica</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Romero, Markazan</b> Strong Workforce Program Grant Fund	03/13/20	06/30/20	\$52	80	\$4,160.00	Support of the Strong Workforce Program Grant Building & Energy System Professional Consortia (BESP) project by attending meetings, and project coordination.
<b>Sacdalan, Alvin</b> Basic Skills Categorical Fund	01/09/20	05/21/20	\$52	25	\$1,300.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.9|19]

## San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Scully, Matie</b> CA Virtual Campus-Online Education Initiative Grant Fund	07/22/19	07/25/19	\$52	20	\$1,040.00	DE Bootcamp Attendance - Training <i>Ratification: This faculty was invited to attend the Bootcamp when some of the faculty that were in the list for September Board approval cancelled enrollment.</i>
<b>Seager, Charles</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Smith, Daniele</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Tahirah Simpson</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Ting, Lycretia</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Tinoco, Michelle</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.10|19]

## San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Tolstova, Anna</b> Office of Instruction General fund	01/06/20	06/30/20	\$52	50	\$2,600.00	Department chair hours <i>Amendment: Original approval of Department chair hours was in the July 2019 board meeting. The balance of the department chair hours (50) to be transferred to the new department chair; the transition was approved at the January 2020 board meeting.</i>
<b>Valladao, Gary</b> Perkins Grant Fund	03/13/20	06/30/20	\$52	20	\$1,040.00	Create, modify and align Water Supply Technology curriculum to meet industry standards and enhance the current program and revise non-credit courses.
<b>Valle, Samuel</b> Strong Workforce Program Grant Fund	03/13/20	06/30/20	\$52	80	\$4,160.00	Support of the Strong Workforce Program Grant Building & Energy System Professional Consortia (BESP) project by attending meetings, and project coordination.
<b>Wahab, Abena</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Wingson, Kimberly J.</b> Guided Pathways Grant Fund	03/13/20	05/23/20	\$52	60	\$3,120.00	Guided Pathways General Mapping
<b>Yeo, Michelle</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.11|19]

## San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Yoo, Jane</b> Basic Skills Grant Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>
<b>Zuick, Nhan</b> Basic Skills Categorical Fund	01/09/20	05/21/20	\$52	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: We were just able to confirm account numbers and also solidify faculty that will be participating</i>

## Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Abad, Jeremy</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	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 March 12, 2020

[v.2.19.2020.p.12|19]

## Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Alatorre, Guadalupe</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Bogh, Debbie</b> Student Success & Support Program (SSSP)	03/13/20	05/22/20	\$58	130	\$7,540.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling needed for increase of students due to college promise.
<b>Baldwin, Spencer</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Baltierra, Anthony</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Bridges, Andrew</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Costello, Gerarda</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>De Los Rios, Chloe</b> Guided Pathways	06/04/20	06/06/20	\$52	20	\$1,040.00	Leading From The Middle Spring 2020 Academy



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.13|19]

## Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>DiBartolo, Cheryl</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>DiBartolo, Cheryl</b> Institutional Effectiveness Partnership Initiative	03/13/20	06/30/20	\$52	100	\$5,200.00	Develop online materials for Biological Anthropology lab to offer an online lab science.
<b>DiPonio, Gwen</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Ferrari, Edward</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Ferrari, Edward</b> AVID Grant	01/24/19	01/24/19	\$52	6	\$312.00	AVID Reading Workshop <i>Ratification: Name left off list by mistake.</i>
<b>Flory-Sanchez, Pamela</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Gill, Jon</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	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 March 12, 2020

[v.2.19.2020.p.14|19]

## Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Grabow, James</b> Student Success & Support Program (SSSP)	03/13/20	05/22/20	\$58	130	\$7,540.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling needed for increase of students due to college promise.
<b>Greyraven, Ruth</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Guzman, Jose</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Harris, Kashaunda</b> Guided Pathways	06/04/20	06/06/20	\$52	20	\$1,040.00	Leading From The Middle Spring 2020 Academy
<b>Harris, Matti</b> AVID Grant	01/24/19	01/24/19	\$52	6	\$312.00	AVID Reading Workshop <i>Ratification: Name left off list by mistake.</i>
<b>Hayes, Ashley</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Hellerman, Steven</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	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 March 12, 2020

[v.2.19.2020.p.15|19]

### Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Hogrefe, Rick</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>House, Kevin</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Jimenez, Sabrina</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Jraisat, Issa</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Khalaj, Monica</b> AVID Grant	01/24/19	01/24/19	\$52	6	\$312.00	AVID Reading Workshop <i>Ratification: Name left off list by mistake.</i>
<b>Langenfeld, Elizabeth</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Langenfeld, Elizabeth</b> Guided Pathways	06/04/20	06/06/20	\$52	20	\$1,040.00	Leading From The Middle Spring 2020 Academy
<b>Lapointe, Stacy</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	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 March 12, 2020

[v.2.19.2020.p.16|19]

## Crafton Hills College

	From	To	Not to Exceed			Project
			Rate	Hours	Amount	
<b>Ledoux, Janine</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Mansourian, Farhad</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>McAtee, Robert</b> Student Success & Support Program (SSSP)	03/13/20	05/22/20	\$58	130	\$7,540.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling needed for increase of students due to college promise.
<b>McKee, Julie</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>McNamara, Laurence</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Mello, Brandi</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	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 March 12, 2020

[v.2.19.2020.p.17|19]

## Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Millan, Christopher</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Monteil-Doucette, Liliana</b> AVID Grant	01/24/19	01/24/19	\$52	6	\$312.00	AVID Reading Workshop <i>Ratification: Name left off list by mistake.</i>
<b>Montejano, Jordan</b> AVID Grant	01/24/19	01/24/19	\$52	6	\$312.00	AVID Reading Workshop <i>Ratification: Name left off list by mistake.</i>
<b>Morgan, Douglas</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>O'Hare, Daniel</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Polson, Elizabeth</b> AVID Grant	01/24/19	01/24/19	\$52	6	\$312.00	AVID Reading Workshop <i>Ratification: Name left off list by mistake.</i>
<b>Reichert, Nicholas</b> Tutoring Center	01/06/19	05/22/20	\$56	126	\$7,056.00	Tutoring Center Coordinator Overload <i>Ratification: Nick was added to the CTA negotiation team and is receiving .200 release time. This is to cover the backfill.</i>
<b>Rivera, Ernesto</b> Student Success & Support Program (SSSP)	03/13/20	05/22/20	\$58	130	\$7,540.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling needed for increase of students due to college promise.



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.18|19]

## Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Robles, Joshua</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Simonson, Scott</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Sternard, Evan</b> Student Success & Support Program (SSSP)	03/13/20	05/22/20	\$58	130	\$7,540.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling needed for increase of students due to college promise.
<b>Sutter, Oliver</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Urbanovich, James</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Vasquez, Violeta</b> Student Success & Support Program (SSSP)	03/13/20	05/22/20	\$58	130	\$7,540.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling needed for increase of students due to college promise.



# Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.19|19]

## Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
<b>Wassing, Amy</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Weiler, Lindsay</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Williams, Gary</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Zarate, Tabitha</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Zepeda, Isidro</b> Honors Program General Fund	03/13/20	05/16/20	\$52	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Diana Rodriguez, President, SBVC  
Kristina Hannon, Interim Vice Chancellor, Human Resources

**DATE:** March 12, 2020

**SUBJECT:** Consideration of Approval of Contracts for Tenure Track Academic Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve tenure track contracts for academic employees as indicated on the attached.

**OVERVIEW**

The Board of Trustees regularly grants one-year contracts to first year contract employees and two-year contracts to second year faculty per AB-1725.

**ANALYSIS**

The employees on the attached list have been recommended by their division chair/manager to enter into one-year and two-year contracts.

**INSTITUTIONAL VALUES**

I. Institutional Effectiveness

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



# Contracts for Tenure Track Academic Employees Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.1|2]

## Second Year Probationary Status

*The following first-year contract employees have been recommended to receive second year probationary status (1st to 2nd):*

	Site	Division
<b>Bond, Lauren</b>	CHC	Letters, Arts and Mathematics; English
<b>Clements, Kristen</b>	CHC	Career Education and Human Development, EMS
<b>De Los Reyos, Chloe</b>	CHC	Letters, Arts and Mathematics; English
<b>Grounds, John</b>	CHC	Career Education and Human Development, EMS
<b>Hayes, Ashley</b>	CHC	Letters, Arts and Mathematics; English
<b>Jacques, Paul</b>	CHC	Letters, Arts and Mathematics; Fine Arts
<b>Juan, Shirley</b>	CHC	Letters, Arts and Mathematics, Mathematics
<b>Reichert, Nicholas</b>	CHC	Letters, Arts and Mathematics; Tutoring Center
<b>Robles, Joshua</b>	CHC	Letters, Arts and Mathematics; Mathematics
<b>Ward, Amanda</b>	CHC	Career Education and Human Development, EMS
<b>Zepeda, Isidro</b>	CHC	Letters, Arts and Mathematics; English
<b>Chou, Jessy</b>	SBVC	Mathematics, Business & Computer Technology
<b>Croy, Jeremy</b>	SBVC	Social Science
<b>Fehr, Jody</b>	SBVC	Academic Success
<b>Graham, Danielle</b>	SBVC	Social Sciences, Human Development & Physical Education
<b>Hassanzadah, Ali</b>	SBVC	Mathematics, Business & Computer Technology
<b>Khan, Naveen</b>	SBVC	Science
<b>Sacdalan, Alvin</b>	SBVC	Mathematics, Business & Computer Technology

## Two-Year Probationary Contract for Years Three & Four

*The following second-year contract employees have been recommended to enter into a two-year probationary contract for years three and four (2<sup>nd</sup> to 4<sup>th</sup>).*

	Site	Division
<b>Ivy, Krista</b>	CHC	Letters, Arts and Mathematics; Library
<b>Kern-Foster, Iris</b>	CHC	Social, Information and Natural Sciences; Multimedia and Information Technology
<b>Madrid, Frank</b>	CHC	Social, Information and Natural Sciences; Multimedia and Information Technology
<b>McCoy, Danielle</b>	CHC	Letters, Arts and Mathematics; Math
<b>Cuny, Lucas</b>	SBVC	Arts and Humanities
<b>Hutchason, Jacob</b>	SBVC	Science
<b>Martin, David</b>	SBVC	Mathematics, Business, and Computer Technology
<b>Pave, Adam</b>	SBVC	Social Sciences, Human Development & Physical Education



# Contracts for Tenure Track Academic Employees Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.2|2]

## **Two-Year Probationary Contract for Years Three & Four**

*The following second-year contract employees have been recommended to enter into a two-year probationary contract for years three and four (2<sup>nd</sup> to 4<sup>th</sup>).*

	Site	Division
<b>Simpson, Tahirah</b>	SBVC	Student Services
<b>Tinoco, Michelle</b>	SBVC	Student Services

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Diana Rodriguez, President, SBVC  
Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval to Grant Tenure

**RECOMMENDATION**

It is recommended that the Board of Trustees approve tenure for the academic employees on the attached list.

**OVERVIEW**

The campus Tenure Review Committees are recommending approval of tenure to faculty members per the attached list.

**ANALYSIS**

Each academic employee has received four fully satisfactory evaluations per Article 16, Evaluation Procedure, Section F. 7. of the CTA Agreement.

**INSTITUTIONAL VALUES**

I. Institutional Effectiveness

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



## Tenure

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.1|2]

	Site	Division
Anderson, Jonathan	CHC	Letters, Arts, and Mathematics; English
George, Kenneth	CHC	Social, Information and Natural Sciences; Business and Economics
Grabow, James	CHC	Student Services, Counseling
Green, Laurie	CHC	Career Education and Human Development; EMS
O'Shaughnessy, Vonda	CHC	Student Services, DSPS
Schoenfeld, Racquel	CHC	Student Services, EOP&S
Serrano, Thomas	CHC	Career Education and Human Development; Respiratory Care
Ababat, Anthony	SBVC	Applied Technology, Transportation & Culinary Arts
Bjerke, Jennifer	SBVC	Science
Blacksher, Anthony	SBVC	Social Sciences, Human Development & Physical Education
Buffong, Keynasia	SBVC	Student Services
Carter, Yancie	SBVC	Student Services
Castro, Anthony	SBVC	Mathematics, Business & Computer Technology
Cisneros, Maribel	SBVC	Student Services
Halex, Alicia	SBVC	Student Services
Hecht, Andrea	SBVC	Student Services
Henkle, Lisa	SBVC	Social Sciences, Human Development & Physical Education
Jones, Carol	SBVC	Science
Joshua, Judith	SBVC	Arts & Humanities
Lee, Steven	SBVC	Mathematics, Business & Computer Technology
Levine, Michael	SBVC	Social Sciences, Human Development & Physical Education
Martin, Micah	SBVC	Arts & Humanities
Massad, Sana	SBVC	Science
Milligan, Joshua	SBVC	Applied Technology, Transportation & Culinary Arts
Moeung, Botra	SBVC	Student Services
Nelson, Brandy	SBVC	Social Sciences, Human Development & Physical Education
Ortiz, Miguel	SBVC	Applied Technology, Transportation & Culinary Arts
Roberts, John	SBVC	Applied Technology, Transportation & Culinary Arts
Robles, Matthew	SBVC	Science
Sobhanian, Soha	SBVC	Science
Stalbert, Malik	SBVC	Mathematics, Business & Computer Technology
Torres, Christina	SBVC	Social Sciences, Human Development & Physical Education
Underwood, Bruce	SBVC	Mathematics, Business & Computer Technology



## Tenure

Submitted for Board Approval March 12, 2020

[v.2.19.2020,p.2|2]

	Site	Division
Valdez, Maria	SBVC	Science
Worsley, Margaret	SBVC	Arts & Humanities

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval to Appoint District Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts as well.

**OVERVIEW**

The employees on the attached list are submitted for approval.

**ANALYSIS**

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the appropriate budgets.



## Appointment of District Employees

### Submitted for Board March 12, 2020

[v.2.20.2020.p.1|1]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Monroy, Antonio</b> Library Media Clerk SBVC Library	03/16/20	Classified 26A	\$18.99 per hour	Rosemary Bishop	Library General	02/05/20
<b>Cunningham, Brianna</b> Tutorial Coordinator SBVC Tutoring Center	03/16/20	Classified 34A	\$23.13 per hour	Andrea Caldera	Student Success General	TBD <sup>†</sup>
<b>Mount, Haly</b> Student Services Technician II CHC Student Services	03/16/20	Classified 34A	\$23.13 per hour	Allyson Helland	Strong Workforce	TBD <sup>†</sup>
<b>Gutierrez, Nicole</b> Student Services Technician II SBVC Applied Technology	2/18/2020* <del>2/17/2020</del>	Classified 34A	\$23.13 per hour	Micah Escamilla	Strong Workforce	06/18/18

\*To revise date approved on February 13, 2020.

<sup>†</sup>Live Scan clearance pending; employee will not start without clearance.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval of Employee Transfers

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the transfer of District employees as indicated on the attached list.

**OVERVIEW**

The transfer of employees on the attached list is submitted for approval.

**ANALYSIS**

These employees have gone through the recruitment process and are being recommended for these positions.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of these transfers is included in the appropriate budgets.



## Employee Transfers

Submitted for Board Approval March 12, 2020

[v.2.20.2020.p.1|1]

	From	To	New/ Replacing	Fund	Effective Date
<b>Newman, Ida</b>	SBVC Child Development Assistant (15 hrs/wk) Classified Range 20, Step C \$18.06 per hour	SBVC Child Development Assistant (19 hrs/wk) Classified Range 20, Step C \$18.06 per hour	Replacing Priscilla Acosta	Child Development	03/02/20

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval of Reclassification of Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the reclassification of employees as indicated on the attached.

**OVERVIEW**

In accordance with Section 16 of the Collective Bargaining Agreement, either the CSEA or SBCCD may propose a reclassification for any position.

**ANALYSIS**

The reclassifications on the attached list are mutually agreed upon by both parties.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The financial implications resulting from these reclassifications will be an additional cost to the appropriate budgets.



# Reclassifications

Submitted for Board Approval March 12, 2020

[v.2.20.2020.p.1|1]

CSEA Bargaining Unit Member	Effective Date	Current Position	Proposed Reclassification
<b>Kakuska, Zalina</b>	6/11/2019	District Police Police Dispatch Clerk Range 30, Step E, \$25.49/hour	District Police Evidence & Records Technician Range 38, Step B, \$26.82/hour <del>Range 38, Step A, \$25.53/hour</del> <i>To amend item originally approved February 13, 2020.</i>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval of Employee Promotions

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the promotion of SBCCD employees as indicated on the attached list.

### **OVERVIEW**

The promotion of employees on the attached list is submitted for approval.

### **ANALYSIS**

These employees have gone through the recruitment process and are being recommended for promotion.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

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



## Employee Promotions

Submitted for Board Approval March 12, 2020

[v.2.24.2020.p.1|1]

	From	To	New/ Replacing	Fund	Effective Date
<b>Boatman, John</b>	CHS <b>Grounds Caretaker, Maintenance &amp; Operations</b> Classified Salary Schedule Range 30, Step E \$25.49 per hour	CHC <b>Lead Grounds Caretaker, Maintenance &amp; Operations</b> Classified Salary Schedule Range 31, Step E \$26.12 per hour	Patrick Kirkhart	Maintenance & Operations General Fund	03/13/20

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval of Management Classification and Placement on Salary Schedule

**RECOMMENDATION**

It is recommended that the Board of Trustees approve revised classification and placement of impacted managers on salary schedule.

**OVERVIEW**

In order to meet district and state level requirements, an analysis and revision of duties has been completed for the impacted positions. Job descriptions were revised to reflect the appropriate title, the appropriate administrator, the representative duties and responsibilities, and the appropriate minimum qualifications according to our classification process.

**ANALYSIS**

The impacted job descriptions were accepted by the Board of Trustees on March 12, 2020. The effective date of these changes for incumbents is January 1, 2020.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1	▪ Tool Room Supervisor	\$ 50,143	\$ 51,694	\$ 53,292	\$ 54,941	\$ 56,640	\$ 58,391	\$ 60,197	\$ 62,003	\$ 65,103	\$ 68,359
2		\$ 52,650	\$ 54,278	\$ 55,957	\$ 57,688	\$ 59,472	\$ 61,311	\$ 63,207	\$ 65,103	\$ 68,359	\$ 71,777
3		\$ 55,282	\$ 56,992	\$ 58,755	\$ 60,572	\$ 62,445	\$ 64,377	\$ 66,368	\$ 68,359	\$ 71,777	\$ 75,365
4	▪ Assistant Manager, Workforce Development	\$ 58,046	\$ 59,842	\$ 61,692	\$ 63,601	\$ 65,568	\$ 67,595	\$ 69,686	\$ 71,777	\$ 75,365	\$ 79,134
5	▪ Circulation Supervisor	\$ 60,949	\$ 62,834	\$ 64,777	\$ 66,781	\$ 68,846	\$ 70,975	\$ 73,170	\$ 75,365	\$ 79,134	\$ 83,090
6	▪ Food Services Supervisor ▪ Custodial Supervisor	\$ 63,996	\$ 65,975	\$ 68,016	\$ 70,120	\$ 72,288	\$ 74,524	\$ 76,829	\$ 79,134	\$ 83,090	\$ 87,245
7		\$ 67,196	\$ 69,274	\$ 71,417	\$ 73,626	\$ 75,903	\$ 78,250	\$ 80,670	\$ 83,090	\$ 87,245	\$ 91,607
8	▪ Printing & Graphic Services Supervisor	\$ 70,556	\$ 72,738	\$ 74,988	\$ 77,307	\$ 79,698	\$ 82,163	\$ 84,704	\$ 87,245	\$ 91,607	\$ 96,187
9	▪ Aquatics Director ▪ Braille Program Manager ▪ Maintenance & Grounds Supervisor	\$ 74,084	\$ 76,375	\$ 78,737	\$ 81,172	\$ 83,683	\$ 86,271	\$ 88,939	\$ 91,607	\$ 96,187	\$ 100,997
10	▪ Emergency Manager ▪ Manager, Workforce Development	\$ 77,788	\$ 80,194	\$ 82,674	\$ 85,231	\$ 87,867	\$ 90,584	\$ 93,386	\$ 96,187	\$ 100,997	\$ 106,047
11	▪ Project Administrator, Career Education	\$ 81,677	\$ 84,203	\$ 86,808	\$ 89,492	\$ 92,260	\$ 95,113	\$ 98,055	\$ 100,997	\$ 106,047	\$ 111,349
12	▪ Assistant Director of Resource Development ▪ Environmental, Health & Safety Administrator ▪ Police Sergeant	\$ 85,761	\$ 88,413	\$ 91,148	\$ 93,967	\$ 96,873	\$ 99,869	\$ 102,958	\$ 106,047	\$ 111,349	\$ 116,916
13	▪ Accounting Services Manager ▪ Business Systems Administrator ▪ Director, Child Development Center ▪ Director, Workforce Development ▪ <del>Human Resources Supervisor</del> ▪ Payroll Manager ▪ Manager, CalWORKs & Workforce Development	\$ 90,049	\$ 92,834	\$ 95,705	\$ 98,665	\$ 101,717	\$ 104,863	\$ 108,106	\$ 111,349	\$ 116,916	\$ 122,762
14	▪ Facilities Project Manager ▪ Director, Marketing & Public Relations ▪ Manager, Production	\$ 94,552	\$ 97,476	\$ 100,491	\$ 103,599	\$ 106,803	\$ 110,106	\$ 113,511	\$ 116,916	\$ 122,762	\$ 128,900

**Management Salary Schedule**  
Board Approved 6/20/2019

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
15	<ul style="list-style-type: none"> <li>▪ Director of Athletics</li> <li>▪ Director, Adult Education Block Grant (AEBG)</li> <li>▪ Police Lieutenant</li> <li>▪ Sustainability &amp; Energy Manager</li> </ul>	\$ 99,279	\$ 102,350	\$ 105,515	\$ 108,778	\$ 112,143	\$ 115,611	\$ 119,187	\$ 122,762	\$ 128,900	\$ 135,345
16	<ul style="list-style-type: none"> <li>▪ Associate Director, Fiscal Services</li> <li>▪ Associate Director, Human Resources</li> <li>▪ Campus Project Manager - Measure CC</li> <li>▪ Director, Administrative Application Systems</li> <li>▪ Director, Admissions &amp; Records</li> <li>▪ Director, Internal Audit &amp; Advisory Services</li> <li>▪ Director, Facilities, Maintenance &amp; Operations</li> <li>▪ Director, Financial Aid</li> <li>▪ Director, Grants Development &amp; Administration</li> <li>▪ Director, Library and Learning Support Services</li> <li>▪ Director, Student Life</li> <li>▪ Director, Technology Services</li> <li>▪ Director, Television</li> <li>▪ Human Resources Manager</li> <li>▪ Manager, Programming – KVCR TV/FM</li> <li>▪ Local Business Outreach Administrator - Measure CC</li> </ul>	\$ 104,243	\$ 107,467	\$ 110,791	\$ 114,217	\$ 117,750	\$ 121,392	\$ 125,146	\$ 128,900	\$ 135,345	\$ 142,113
17	<ul style="list-style-type: none"> <li>▪ Director, Police Academy</li> <li>▪ Director, Workforce Development DSN ICT</li> <li>▪ Director, Economic Development Corporate Training</li> <li>▪ Director, Alternative Text Production Center</li> <li>▪ Campus Director of Marketing, Creative Services &amp; Public Affairs</li> </ul>	\$ 109,455	\$ 112,840	\$ 116,330	\$ 119,928	\$ 123,637	\$ 127,461	\$ 131,403	\$ 135,345	\$ 142,113	\$ 149,218
18	<ul style="list-style-type: none"> <li>▪ Development Director</li> <li>▪ Director, DSP&amp;S</li> <li>▪ Director, EOPS, CARE &amp; CalWorks, CHC</li> <li>▪ Director, EOPS &amp; CARE, SBVC</li> <li>▪ Director First Year Experience FKCE and College Promise, SBVC</li> <li>▪ Director, Outreach &amp; Educational Partnerships</li> </ul>	\$ 114,928	\$ 118,482	\$ 122,147	\$ 125,925	\$ 129,819	\$ 133,834	\$ 137,973	\$ 142,113	\$ 149,218	\$ 156,679

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
19	<ul style="list-style-type: none"> <li>▪ Associate Dean, Health Services and Director of Nursing</li> <li>▪ Director, Corporate &amp; Strategic Relations - KVCR</li> <li>▪ Director, Development &amp; Community Relations</li> <li>▪ Director, Facilities, Planning &amp; Construction</li> <li>▪ <b>Director, Human Resources</b></li> <li>▪ Director of Institutional Advancement</li> <li>▪ Director, KVCR Broadcast Media Systems</li> <li>▪ General Manager, KVCR TV/FM</li> <li>▪ <b>Labor Relations &amp; Compliance Director</b></li> </ul>	\$ 120,674	\$ 124,407	\$ 128,254	\$ 132,221	\$ 136,310	\$ 140,526	\$ 144,872	\$ 149,218	\$ 156,679	\$ 164,513
20	<ul style="list-style-type: none"> <li>▪ Chief of Police</li> <li>▪ Assistant General Manager, Director of First Nation's Experience (FNX) Channel</li> <li>▪ Assistant General Manager, News Director</li> </ul>	\$ 126,708	\$ 130,627	\$ 134,667	\$ 138,832	\$ 143,126	\$ 147,552	\$ 152,116	\$ 156,679	\$ 164,513	\$ 172,739
21	<ul style="list-style-type: none"> <li>▪ Associate General Manager, Director of Operations, Production &amp; Technology</li> <li>▪ Business Manager</li> <li>▪ Director, Fiscal Services</li> <li>▪ Division Dean (Instructional)</li> <li>▪ Division Dean (Non-Instructional)</li> <li>▪ Senior District Director of Marketing, Public Relations &amp; Legislative Affairs</li> </ul>	\$ 133,044	\$ 137,158	\$ 141,400	\$ 145,774	\$ 150,282	\$ 154,930	\$ 159,722	\$ 164,513	\$ 172,739	\$ 181,376
22	<ul style="list-style-type: none"> <li>▪ <b>Dean of Academic Success, Grants and Learning Services (SBVC)</b></li> <li>▪ <b>Dean of Student Equity and Success (SBVC)</b></li> </ul>	\$ 139,696	\$ 144,016	\$ 148,470	\$ 153,062	\$ 157,796	\$ 162,676	\$ 167,708	\$ 172,739	\$ 181,376	\$ 190,445
23	<ul style="list-style-type: none"> <li>▪ Chief Technology Officer</li> <li>▪ Executive Director, Economic Development &amp; Corporate Training</li> </ul>	\$ 146,681	\$ 151,217	\$ 155,894	\$ 160,715	\$ 165,686	\$ 170,810	\$ 176,093	\$ 181,376	\$ 190,445	\$ 199,967

**Management Salary Schedule**  
Board Approved 6/20/2019

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
24	<ul style="list-style-type: none"> <li>▪ Vice President, Administrative Services</li> <li>▪ Vice President, Instruction</li> <li>▪ Vice President, Student Services</li> <li>▪ Executive Director, Research Planning Institutional Effectiveness</li> <li>▪ Executive Director, Human Resources</li> </ul>	\$ 154,015	\$ 158,778	\$ 163,689	\$ 168,751	\$ 173,970	\$ 179,351	\$ 184,898	\$ 190,445	\$ 199,967	\$ 209,965

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval of Management Job Descriptions

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Management job description for Custodial Supervisor, Dean of Academic Success and Grants and Learning Services SBVC, and Dean of Student Equity and Success, SBVC as attached.

**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.



## Custodial Supervisor

Management Range: 6

Board Approved: 6/20/2019/12/2020

P. 1|3

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 administrative direction of the Director of Facilities, Maintenance & Operations Coordinator or designee, plans, organizes and supervises custodial services, performs related duties as required.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Selects, trains, assigns duties, and evaluates custodians, assigns work schedules, maintains time records for custodial staff, may make arrangements for substitute employees.
2. Develops and implements programs designed to ensure completion of work within standardized levels of cleanliness, appearance and safety.
3. Conducts inspection of building for dangerous, unsightly, or unclean conditions, takes appropriate action as required.
4. Receives and responds to complaints regarding level of custodial services.
5. Determines products, materials and equipment to be used in cleaning; may interact with sales representatives; prepares purchase requisitions, maintains inventories so that adequate custodial supplies are available.
6. Coordinates with various departments regarding the use of school facilities, and special events, coordinates furniture moves, equipment setup and other physical arrangements as required.
7. Coordinates and manages the locking/unlocking of doors in accordance with campus building schedules.
8. Maintains custodial equipment and vehicles in a proper and safe manner.
9. Prepares and maintains annual custodial operational budget which may include such categories as supplies, equipment, repairs, services, and labor.
10. May perform duties of a Custodian during relief or emergency periods.
11. Maintains records, collects necessary data, and prepares reports such as work activity, cost reports, and manpower utilization and requirements, to advise management staff of the status of custodial operations as necessary.
12. Assures that the rules and regulations of the district, policies and procedures of the department, and all safety regulations are known and observed by custodial staff.
13. Prepares and submits waste diversion reports to State agencies and assists in coordinating the campus-wide waste management and recycling programs.
- ~~13.~~14. Assists in the management of all campus waste materials.
- ~~14.~~15. Performs other related duties as assigned.



## Custodial Supervisor

Management Range: 6

Board Approved: 6/20/2019/12/2020

P. 2|3

### **MINIMUM 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.*

#### **Education/Training:**

- High School Diploma or equivalent, ~~an Associate's Degree desirable.~~

~~Two (2) years full-time custodial experience including one (1) year in a lead or supervisory capacity, or an equivalent combination of additional education and experience.~~

OR:

~~Four (4) years full-time custodial experience or an equivalent combination of additional education or experience.~~

#### **Required Experience:**

- Four (4) years full-time custodial experience including one (1) year in a lead or supervisory capacity

~~Five (5) years of increasingly responsible experience including three (3) years of administrative and supervisory responsibility.~~

#### **Knowledge of:**

- Industrial safety practices and building health and safety standards.
- Methods, equipment, and supplies used in the care and maintenance of buildings, furniture, and related facilities.
- Scheduling and planning methods for custodial operations and services.
- Work direction and training techniques.
- Proper materials and methods used in cleaning custodial practices and procedureswork.
- Basic hand tools used in routine building maintenance.
- Care and maintenance of custodial equipment and tools.
- Computer knowledge including word processing, spreadsheets, email and operational databases.

#### **Ability to:**

- Plan, organize, and supervise the work of custodial staff.
- Establish and maintain standards of cleanliness and safety.
- Select and estimate quantity of supplies and equipment.
- Maintain accurate cooperative working relationships.
- Calculate basic arithmetic.
- Operate buffers, vacuum cleaners, and carpet extractors.

#### **License and Certification:**

- Current and valid California driver's license.



## Custodial Supervisor

Management Range: 6

Board Approved: 6/20/2019/3/12/2020

P. 3|3

### Preferred Experience:

- ~~• A Master's Degree.~~
- ~~• A minimum of two years public media experience.~~
- ~~• Experience working in public broadcasting and experience in a college or university setting.~~
- ~~• Experience with start-up 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.*

Position requires the physical ability to bend, twist, stoop, squat, and lift vertically 50 pounds in performance of daily activities. The position also requires the ability to walk and stand for extended periods of time.



## Dean, Academic Success, Grants and Learning Services (SBVC)

Management Range: 22

Board Approved: 03/12/2020

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 Vice President of Instruction (SBVC), the Dean of Academic Success, Grants and Learning Services is responsible for ensuring that the learning-centered programs and services offered by the areas under his/her supervision meet the needs of a diverse student population, comply with all state and federal regulations and comply with the budget goals of the college and the district. This position provides administrative oversight and leadership for the Library and Learning Support Services, Tutoring Centers across the campus, MESA and STEM center program management, GenGo!, Dual Enrollment and Contract Ed, and serves as the Middle College High School liaison. The Dean will oversee all high school CCAP agreements and contracts. In addition, this position will directly manage and oversee area grants.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Provides leadership, direction and commitment to student-centered learning by assessing local and national trends, and by working with others to identify programs and services that will meet the needs of a diverse community.
2. Serves as the liaison between instructional and student services administrators and faculty members regarding the writing of the college's basic skills plan and reports related to the areas under the purview of academic support including, but not limited to, the areas listed above.
3. Works directly with diverse faculty and staff to develop and maintain CTE instruction, curriculum, and continuing education programs, projects, activities, and grants
4. Provide administrative supervision, assistance, and oversight for various academic success and learning programs, projects, and related planning and budget processes.
5. Establish and nurture a partnership with the San Bernardino County Workforce Development Board in the offering of a variety of courses and programs for the community.
6. Is responsible for supervising, planning, developing, organizing and evaluating the Library and Learning Support Services, Tutoring Centers across the campus, Dual Enrollment and Contract Ed, Distance Education, Basic Skills Coordination, Non-credit and Adult Education.
7. Work collaboratively across the campus and community in overseeing the Job Readiness Certificate program.
8. Collaborates with the Dean of Counseling and Matriculation in providing supervision, planning, development, organization and evaluation of Middle College High School Program.
9. Must be a highly visible educational leader seeking positions of significant leadership in community and regional institutions as well as community support organizations and on state boards and committees to articulate, enhance, and improve District programs, offerings, funding, assets, and educational leadership position and reputation at the state and national levels.
10. Works with personnel in appropriate positions to recommend, plan and implement new programs to enhance student success, retention and persistence in distance education, dual enrollment programs, summer bridge/immersion programs, basic skills and non-credit adult education programs, and academic support services (i.e. tutoring and supplemental instruction).



## Dean, Academic Success, Grants and Learning Services (SBVC)

Management Range: 22

Board Approved: 03/12/2020

P. 2|4

11. Direct all activities in the assigned areas including long-term and short-term planning, curriculum redesign and development, accreditation, class scheduling, faculty teaching assignments, classified professional staffing, budget development and management, and partner with other educational and community entities.
12. Works with the Vice President of Instruction to provide effective orientation and progressive in-service training for faculty chairs, faculty and staff in the areas supported.
13. Facilitate the assessment of evidence-based best practices in remediation and persistence.
14. Collaborates with Dean of Student Equity and Dean of Counseling and Matriculation to ensure the development and implementation of the college's Student Success, Student Equity and Basic Skills plan integration.
15. Provides leadership and evaluation to the college's Library and Learning Support Services and the Library instructional programs.
16. Provides leadership and assistance in coordinating the interaction and participation in the enhancements of the campus' academic support services across campus including, but not limited to the Student Success Center and Supplemental Instruction.
17. Participates in the Curriculum Committee and assists faculty in the revision of current curriculum and developing new curriculum and pathways for transitioning students from non-credit to credit courses in academic and CTE programs.
18. Participates in District and community meetings and activities to promote developmental education/basic skills and non-credit pathways to collegiate courses and CTE certificates and degrees.
19. Works cooperatively with college staff, coordinators and administrators to achieve established goals and objectives for all of the programs within the division.
20. Coordinates one or more college-wide initiatives for the improvement of programs or services.
21. Works to address and resolve student, staff and faculty complaints and grievances on both an informal and formal basis, following adopted district procedures.
22. Assists in the preparation of program review documents and division-wide planning and budgeting priorities, working in consultation with program directors and faculty chairs in accordance with the campus budget process.
23. Stays abreast of leading instructional technology changes, and works to incorporate technology as applicable to classroom curriculum or to the service area.
24. Develops and generates statistical data, reports and implements accountability procedures and systems.
25. Serves as the administrator chiefly responsible for the development, administration, supervision and evaluation of workforce and economic development programs of the college and works collaboratively with the regular occupational education program.
26. Serves as the line supervisor for all faculty in the area not already aligned with other divisions and all classified staff reporting to the dean's office.
27. Contributes to the evaluation of all faculty in the areas supervised and all classified staff assigned to the area, maintaining strict adherence to scheduled evaluation intervals.
28. Serves as the administrative representative on screening committees for new contract faculty and classified staff, and oversees the hiring of adjunct faculty and hourly support staff, adhering to District employment policies.
29. Serves as a liaison for workforce and economic development with local businesses, industries, agencies, organizations and the State Chancellor's Office; maintains active involvement at regional, state and national level.
30. Provides information to students and to members of a diverse public who may be interested in enrolling in a program or service offered by the programs under supervision.



## Dean, Academic Success, Grants and Learning Services (SBVC)

Management Range: 22

Board Approved: 03/12/2020

P. 3|4

31. Represents the perspectives of the programs supervised when attending college meetings and shares information obtained in college meetings with appropriate administrators, faculty and staff.
32. Maintains accessibility and strong lines of communication with students, area faculty and staff and encourages strong intramural relationships.
33. Maintains an awareness through continuing study of ideas and research pertaining to the community college, workforce and economic development and exercises initiative in implementing and recommending changes that will improve the operation of the college and its programs.
34. Participates in and attends institutional functions related to instructional and student services programs, including but not limited to convocations, student performances, sporting competitions and other related events.
35. Participates in community events and works with Marketing and Outreach to increase the visibility and viability of the programs under supervision.
36. Upholds professional standards of behavior and ethics in support of the institution's published mission, tenets and values.
37. 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:**

- Principles, practices, and theories of higher education, and the philosophy, objectives, and functions of California community college instructional programs.
- Principles, practices, philosophy. Objective and functions of instructional programs in an Adult Education environment.
- Appropriate sections of the Education Code and Title 5, federal, state, and county regulations as they relate to community college credit and non-credit programs and Adult Education.
- State legislative initiatives involving Basic Skills, Non-Credit, and Dual Enrollment.
- Principles and practices in budget development and management; program planning and evaluation.

#### **Ability to:**

- Plan, organize, supervise, and evaluate the performance of District Police Department personnel and manage a variety of security and safety programs.
- Plan, organize and coordinate multiple activities; design, create, and implement use of resources.
- Develop and evaluate comprehensive plans to satisfy present and future college and community needs.
- Prioritize and execute a wide range of project simultaneously.
- Work independently, assume responsibility, and take initiative in carrying out assignments.
- Communicate effectively both orally and in writing.



## Dean, Academic Success, Grants and Learning Services (SBVC)

Management Range: 22

Board Approved: 03/12/2020

P. 4|4

- Establish and maintain cooperative relationships between the College, community, service area Superintendents of Schools Districts, and key individuals, and with all persons contacted in the course of work.

### **Education and Experience Guidelines**

#### **Education/Training:**

- Possession of a Master's Degree or equivalent from an accredited institution or equivalent in any of the areas of supervision.

#### **Required Experience:**

- Two (2) years formal training, internship or leadership experience reasonably related to the administrative assignment.

#### **Preferred Experience:**

- Teaching experience as a faculty member at the community college level.
- One (1) year experience supervising WFD program

### **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.

**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.



## Dean of Student Equity and Success (SBVC)

Management Range: 22

Board Approved: 03/12/2020

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 general supervision of the Vice President of Student Services, the Dean of Student Equity (SBVC) performs a variety of administrative duties to advance the college's student equity goals of ensuring equitable educational opportunities for all students, regardless of race, gender, age, disability, or economic circumstances. The dean develops and coordinates student equity and success initiatives related to the academic, student support, and social needs of students from culturally and socially diverse backgrounds. Areas of responsibility include, but are not limited to, student support services, categorical programs, EOPS/CARE, Disabled Student Services (DSPS), Student Life, Student Discipline, Behavioral Intervention Team, First Year Experience programs, Outreach, Student Health Services, Promise Program, Foster Youth programs, Title IX, and STAR.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Responsible for the overall leadership, development, implementation, budgeting, supervision, and evaluation of the college's Student Equity Plans and assigned programs.
2. Provides high level oversight and leadership over the First Year Experience (FYE) program, the Promise Program, Valley Bound Commitment, The Dreamer's Resource Center and other counseling services programs.
3. Serves as the liaison between instructional and student services administrators and faculty regarding the submission of the college's Student Equity Plan and related reports.
4. Develop effective partnerships with feeder K-12 and adult education school districts and community organizations to conduct outreach and recruitment efforts to increase enrollment of students in assigned programs
5. Coordinates with research to conduct student needs assessments, assesses for disproportionate impact using the California Community Colleges Chancellors Office guidelines, and develop a schedule and process for evaluating progress in implementing Student Equity goals and activities.
6. Lead the review and update of student learning outcomes and service area outcomes related to College Promise, outreach and transition services and dual enrollment/CCAP programming.
7. Facilitate the assessment of evidence-based best practices in remediation.
8. Prepares and administers the Districts annual and long-range student equity plans and associated student equity reports in conjunction with District planning and budget development processes; monitor plans and timelines to accomplish student equity goals and objectives.
9. Collaborate with faculty, to determine tutoring, learning assistance, interventions, and/or academic coaching needs for first year students.
10. Provides leadership to student equity planning, evaluation and reporting efforts with other student equity-related categorical programs.



## Dean of Student Equity and Success (SBVC)

Management Range: 22

Board Approved: 03/12/2020

P. 2|4

11. Provides leadership in the planning and implement new student equity programs to enhance student enrollment, success and achievement such as, but not limited to: first year experience, summer bridge/immersion program(s), student mentoring opportunities, and other assigned programs.
12. Collaborates with the Dean of Counseling and Matriculation to ensure district placement tests and policies do not create adverse impact and more accurately predict student success and identify student remedial needs.
13. Ensures that the College's Student Equity Plan becomes integrated with Student Success and Support Plan, and Basic Skills through the collegial processes.
14. Collaborates with the Dean of Counseling and Matriculation regarding follow-up services for targeted groups of "At Risk" students, i.e., no identified career goals, students in basic skills, Probation I, II, and re-admitted.
15. Assists with Title IX investigations and compliance with state and federal Title IX mandates.
16. Provide leadership and coordinate the college's behavioral intervention team.
17. Serve as the college's disciplinary office to oversee student discipline cases.
18. Serves on college wide committees such as but not limited to: Co-Chairs the college's Behavioral Intervention Team; Co-Chairs the college's Enrollment Management and Student Equity Committee; Co-Chairs the college's Arts, Lecture and Diversity Committee, sits on the SSSP and Basic Skills Committees. Serves on other committees as assigned.
19. Participate in District and/or community meetings and activities to promote student equity and developmental education/basic skills goals.
20. Supervises and evaluates assigned managers, faculty and staff.
21. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
22. 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:**

- Knowledge of public safety, law enforcement and modern police methods.
- Pertinent and applicable SB 1456. SSSP and SEP policies and procedures.
- Pertinent state and federal student financial aid processes and procedures including federal and state laws and regulations, including Title 5 and applicable sections of the California Education Code.
- Procedures for processing computer applications in financial aid.
- Principles of human relations skills, methods, and techniques to conduct interviews, convey technical information, resolve conflicts, and facilitate problem resolution.
- Student support services and special services for students.
- District organization, operations, policies and objectives.
- Mathematical principles and practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping and filing.



## Dean of Student Equity and Success (SBVC)

Management Range: 22

Board Approved: 03/12/2020

P. 3|4

- Principles of business letter writing and basic report preparation.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

### **Ability to:**

- Assess student needs and interests and develop viable plans and alternatives.
- Interview students to determine program eligibility and obtain relevant data.
- Plan, develop and conduct information workshops.
- Interpret state and federal guidelines pertaining to financial aid programs.
- Determine eligibility of students for financial assistance through analysis and interpretation of data and guidelines.
- Work with people who have economic, cultural or language barriers.
- Properly handle difficult, sensitive and confidential situations and materials.
- Work confidentiality with discretion.
- Plan, organize and prioritize work in order to meet schedules and timelines.
- Maintain current accurate and confidential records and files including financial records.
- Independently prepare reports, correspondence and memoranda. Work independently with little direction.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technology and learn functionality of new equipment and systems.
- Type of enter data at a speed necessary for successful job performance.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Train and provide work direction to others.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work varied schedules, to include nights and weekends.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to student services functions and operations.

### **Education and Experience Guidelines**

#### **Education/Training:**

- A Master's degree in Educational Administration, Social Services, Human Services, Counseling or a related field from an accredited college or university.

#### **Required Experience:**

- Three (3) years of increasingly responsible experience as an administrator in student services.



## Dean of Student Equity and Success (SBVC)

Management Range: 22

Board Approved: 03/12/2020

P. 4|4

- Experience that indicates a sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

### License and Certification:

- Current and valid California driver's license.

### Preferred Experience:

- Evidence of experience supervising a complex educational department responsible for implementation of state and federal regulations.
- Five (5) years experience working in public education (includes K-12, Community College and University)
- ~~• A Master's Degree.~~
- ~~• A minimum of two years public media experience.~~
- ~~• Experience working in public broadcasting and experience in a college or university setting.~~
- ~~• Experience with start-up 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.

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

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

**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources

**DATE:** March 12, 2020

**SUBJECT:** Consideration of Approval of Management Tuition Reimbursement

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve tuition reimbursement for Wendy Lester to pursue a Masters, Business Administration from the University of La Verne.

### **OVERVIEW**

Wendy Lester is an Assistant Manager, Workforce Development in the Professional Development Center.

### **ANALYSIS**

This request is in compliance with Administrative Procedure 7260 which allows that Classified Supervisors shall be eligible for tuition cost reimbursement from an accredited institution and that all courses for which a manager is seeking reimbursement be approved by the Board of Trustees.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

The cost of this reimbursement will be covered by the General Fund.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval to Appoint Interim Managers

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of, and ratify the employment contracts for, the employees on the attached list.

**OVERVIEW**

The employees on the attached list are submitted for approval.

**ANALYSIS**

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the appropriate budgets.



## Appointment of Interim Managers

Submitted for Board Approval March 12, 2020

[v.2.19.2020.p.1|1]

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
<b>Layne, Michael</b> Interim Development Director SBVC President's Office	02/01/20 to 06/30/20	Management 18 H	\$142,113 per year	Nazarian, Andronik	Resource Development General	05/06/19

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval to Award RFP 2020-03 and Contract to SynED of Thousand Oaks, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Request for Proposal and Contract for RFP 2020-03 Regional Information & Communication Technologies for a Strong Workforce to SynED of Thousand Oaks, CA. The total amount of the contract is not to exceed \$360,000 over a two-year period.

### **OVERVIEW**

EDCT is seeking a supplier that can provide services to assist the District in the completion of work plan activities and outcomes for three Strong Workforce Program (SWP) projects. SBCCD was awarded these grant projects via the Information & Communication Technologies & Digital Media Sector. Each sector has a statewide director that works to provide opportunities to connect business, industry and education for their sector, essentially working with the region's colleges and employers to create alignment around, and deliver on, workforce training and career pathways.

### **ANALYSIS**

The District received and evaluated one proposal from SynED, which was deemed responsive to this solicitation. Through an analysis of the proposal received and a committee-based review process, SynED has been determined to be the supplier that will best meet the needs of these projects and SBCCD.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this contract has been included in fiscal year and 2020 and 2021 budgets.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Ratification for Contracts at or Above \$95,200

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the contracts on the attached list which are routine in nature, support the ongoing operation of the District, and have a total contract cost at or above \$95,200.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. District staff is presenting the attached purchase and/or contract requests, which meet or exceed the formal bid limits, for Board approval in the form of ratification.

### **ANALYSIS**

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$95,200. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase and or contract requests have been budgeted for via purchase requisition.

# Contracts and Agreements for Ratification

Board Date 03-12-2020

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
19243	<b>BrightPath Consulting Services (BCS)</b>	Professional Services	HR/SBCCD	\$220,000.00	
Broker of records for SBCCD Health and Benefits program for medical, dental, vision and life; cost covered by commission from providers				Term 07/01/2020 - 06/30/2023	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

**PREPARED BY:** Lawrence P. Strong, Director, Fiscal Services

**DATE:** March 12, 2020

**SUBJECT:** Consideration of Approval to Adopt Resolution #2020-03-12-FS01  
Approving Transfers from the Reserve for Contingencies to Various  
Expenditure Classifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #2020-03-12-FS01 approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

### **OVERVIEW**

The 2019-20 Final Budget adopted by the Board of Trustees on September 12, 2019 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

### **ANALYSIS**

The Board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies to the expenditure classifications indicated on the attached resolution.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The approval of this board item will reduce the reserve for contingency accounts by the amounts indicated in the attached resolution.

**RESOLUTION #2020-03-12-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.2.26.2020.p.1]2]

ON MOTION of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_,  
the following resolution is hereby adopted:

WHEREAS, on the 12<sup>th</sup> day of September, 2019, the San Bernardino Community College District (the District) adopted the 2019-20 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58307 of the California Code of Regulations and District Administrative Procedure 6250 allows the Board of Trustees to approve transfers from the reserve for contingencies to any expenditure classification via a resolution adopted by a two-thirds majority; and

WHEREAS, the transfers listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a two-thirds majority vote, to approve said transfers.

PASSED AND ADOPTED by the Board of Trustees on March 12, 2020, by the following majority vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )

I, Jose Torres, Secretary of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Secretary of the Board of Trustees

**RESOLUTION #2020-03-12-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.2.26.2020.p.2]2]

EXHIBIT A

<b>Fund 110 General Fund, Unrestricted</b>			<b>21,276,092</b>	<b>2019-20 Initial Unaudited Fund Balance</b>	
			<b>(40,849)</b>	<b>Net Change from Previously Approved Transfers</b>	
			<b>21,235,242</b>	<b>Current Fund Balance</b>	
			<b>18.8%</b>		
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/12/2020	2/12/2020	200532	(56,000)	5000 Other Expenses	Payment of settlement
3/12/2020	2/12/2020	200568	(5,972)	5000 Other Expenses	Payment of prior year invoice
3/12/2020	2/12/2020	200589	(52,000)	5000 Other Expenses	Payment of prior year invoice
			(113,972)	Total Approved at this Board Meeting	
			<b>21,121,270</b>	<b>Fund Balance After Transfer(s)</b>	
			<b>18.7%</b>		

<b>Fund 730 Student Body Center Fee</b>			<b>958,799</b>	<b>2019-20 Initial Unaudited Fund Balance</b>	
			<b>-</b>	<b>Net Change from Previously Approved Transfers</b>	
			<b>958,799</b>	<b>Current Fund Balance</b>	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/12/2020	2/12/2020	200526	(42,000)	6000 Capital Outlay	Student Lounge Furniture
			(42,000)	Total Approved at this Board Meeting	
			<b>916,799</b>	<b>Fund Balance After Transfer(s)</b>	

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

### **RECOMMENDATION**

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

### **OVERVIEW**

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

### **ANALYSIS**

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Funds for materials sold will be provided to the district after auction and positively impact the budget.

Fixed Assets Surplus Report  
March 12, 2020

<u>Asset #</u>	<u>Date Retired</u>	<u>Description</u>	<u>Initial Value</u>	<u>Current Value</u>
30611	1/28/2020	CPU	\$1,052.88	\$0.00
30617	1/28/2020	CPU	\$1,052.88	\$0.00
30623	1/28/2020	CPU	\$1,052.88	\$0.00
30633	1/28/2020	CPU	\$1,052.88	\$0.00

Non-Fixed Assets Surplus Report  
March 12, 2020

<u>Description</u>	<u>Quantity</u>
Brother Printer	1 ea
Xerox Printer	1 ea
Hard Drives	2 ea
Keyboards	11 ea
Dell 3030 AIO Computer	3 ea
Mice	8 ea
Dell Monitors	2 ea

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval of Vacation Payout

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve payout of the following vacation time.

	# Days	Rate	Total
<b>Blake Bonnet</b> Police Sergeant	10	\$ 373.56	\$ 3,735.60
<b>Pavel Bratulin</b> Campus Director of Marketing, Creative Services & Public Affairs	24	\$ 462.46	\$11,099.04
<b>Rejoice Chavira</b> Director, EOPS, CARE & CalWorks, CHC	10	\$ 557.84	\$ 5,578.40

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

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

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

**DATE:** March 12, 2020

**SUBJECT:** 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 March 12, 2020

**Site:** SBVC

**Event:** Week of Welcome

**Date of Event:** 01/27/20-01/30/20

**Item Being Purchased:** Meals, Supplies, Contracts, rentals, giveaways. Sponsored by The Office of Student Life and Co-Sponsored by the Associated Student Government, this event is to engage students in the services that Student Services has to offer that would allow students to succeed. Anticipated attendance is 500 students, faculty and staff. Raymond Carlos, Marie Maghuyop, and Maritza Portillo will serve as chaperones. Anticipated attendance is 500 students, staff, and faculty members. Raymond Carlos, Marie Maghuyop, and Maritza Portillo will serve as chaperones.

**Total Estimated Cost:** \$ 5000

**Funding Source:** Associated Student Body General Fund, Office of Student Life Trust Fund

**RATIFICATION/AMENDMENT:** Amendment: This item was originally board approved at the January 9, 2020 board meeting. It is being amended to reflect a change in event dates from Jan 20-23 to Jan 27-30, 2020.

---

**Site:** SBVC

**Event:** Black Faculty Staff Association- Black History Month Breakfast

**Date of Event:** 02/21/20

**Item Being Purchased:** Meals, Refreshments, Plagues and Miscellaneous supplies. SBVC Black Faculty Staff Association (BFSA) will be sponsoring the annual black history breakfast that would include staff and outside community individuals. Celebrating the accomplishments for the African American persons. Anticipated attendance is 350 community members, faculty, and staff. Keynasia Buffong will serve as chaperone.

**Total Estimated Cost:** \$ 4500

**Funding Source:** President's Office General Fund and Black Faculty Staff Association Account Fund

**RATIFICATION/AMENDMENT:** This item was board approved on 01/09/20 and being ratified and amended to reflect increase in estimated cost from \$3,700.00 to \$4,500.00 and includes additional item descriptions and change in funding sources.

---

**Site:** SBVC  
**Event:** Leadership Conference  
**Date of Event:** 03/27/20

**Item Being Purchased:** Transportation. Sponsored by Student Equity and Co-Sponsored by Cal State San Bernardino, the event is a Leadership Challenge at Cal State San Bernardino for Foster Youth. Participate with CSUSB and Victor Valley College. The program is designed to help and teach a person how to appropriately build trust in others; empower a person to develop skills necessary to be part of a healthy community; and increase individual interpersonal skills, social skills and physical abilities. Anticipated attendance is 25 students and one faculty member. Evelyn Luna will serve as chaperone.

**Total Estimated Cost:** \$ 1000

**Funding Source:** Student Equity and Success Categorical Fund

---

**Site:** SBVC  
**Event:** El Camino College Queer is Love Student Conference  
**Date of Event:** 03/27/20

**Item Being Purchased:** Transportation. Sponsored by the Office of Student Life, students will be able to attend the first ever Queer Love Student Conference for LGBTQIA+ and their allies to celebrate and help SBVC students thrive and continue to bring awareness, visibility and resources to help build loving and compassionate. Anticipated attendance is 26 students and one faculty member. Heather Johnson will serve as chaperone.

**Total Estimated Cost:** \$ 1600

**Funding Source:** Student Equity and Success Categorical Fund

---

**Site:** SBVC  
**Event:** Open House  
**Date of Event:** 04/01/20

**Item Being Purchased:** Refreshments. Student Equity-First Year Experience will be sponsoring "Open House" for adult ed students who will be attending SBVC upon their completion. Anticipated attendance is 75 community members, students, faculty and staff. Sharaf Williams will serve as chaperone.

**Total Estimated Cost:** \$ 956

**Funding Source:** Student Equity and Success Categorical Fund

---

**Site:** SBVC  
**Event:** Sexual Assault Awareness Month/  
Demin Day  
**Date of Event:** 04/01/20-04/30/20

**Item Being Purchased:** Giveaways, non-instructional supplies, meals, refreshments and printing. Sponsored by The Office of Student Life and Co-Sponsored by Associated Student Government, the purpose of this event is to spread awareness about sexual violence and how to prevent it. Anticipated attendance is 500 students, staff, and faculty members. Raymond Carlos, Marie Maghuyop, and Maritza Portillo will serve as chaperones.

**Total Estimated Cost:** \$ 5000

**Funding Source:** Associated Student Body General Fund, Office of Student Life Trust Fund and Art, Lecture & Diversity General Fund

---

**Site:** SBVC  
**Event:** Student Senate for California Community Colleges Spring 2020 General Assembly  
**Date of Event:** 04/03/20-04/05/20

**Item Being Purchased:** Registration, Meals and Lodging. Sponsored by the Office of Student Life, Co-Sponsored by the Associated Student Government, the Student Senates body will gather tools and tips on how to be effective as a student leaders, representatives, and advocates while serving colleges students. Anticipated attendance is 6 students and one faculty member. Raymond Carlos will serve as chaperone.  
**Total Estimated Cost:** \$ 5000  
**Funding Source:** Associated Student Body General Fund

---

**Site:** SBVC  
**Event:** Art Club Museum Experience  
**Date of Event:** 04/04/20

**Item Being Purchased:** Transportation Contracts. The Office of Student Life will be sponsoring a trip for students and staff to visit museums in Downtown Los Angeles. Annual art enrichment and experience to bring awareness of and value of art. Includes museum admission and meals. Anticipated attendance is 100 students, staff and faculty members. Mandi Batalo, James Stewart, Linda Fisher, John Butterfield, Damian Ross and David Rosales will serve as chaperones.  
**Total Estimated Cost:** \$ 3720  
**Funding Source:** Art Club Trust Fund and Inter Club Council Trust Fund

---

**Site:** SBVC  
**Event:** Reflecting on 50 years of EOPS Student Success  
**Date of Event:** 04/15/20

**Item Being Purchased:** Non-Instructional Supplies, Giveaways, Pastries and Refreshments. Sponsored by EOPS in conjunction with Student Equity and Success, this event will be celebrating 50 years of EOPS/CARE since the programs implementation. Anticipated attendance is 150 students, staff, and community members. Carmen Rodriguez, Joanne Hinojosa and the EOPS/CARE faculty and staff will serve as chaperones.  
**Total Estimated Cost:** \$ 1000  
**Funding Source:** Student Equity and Success Categorical Funding and EOPS Categorical Funding

---

**Site:** SBVC  
**Event:** UMOJA Community Southern California Regional Symposium  
**Date of Event:** 04/17/20

**Item Being Purchased:** Registration and Transportation. Sponsored by the Umoja-Tumaini Program, this event will bring together Umoja Program faculty staff and students to learn from each other in community. Anticipated attendance is 25 students and 5 faculty members. Kathy Kafela, Daniele Smith-Morton, Sandra Blackman, Anthony Blacksher, and Keynasia Buffong will serve as chaperones.  
**Total Estimated Cost:** \$ 2000  
**Funding Source:** Tumaini Trust Fund

---

**Site:** SBVC  
**Event:** California Association for Alcohol/Drug Educators (CAADE) Conference  
**Date of Event:** 04/17/20-04/19/20

**Item Being Purchased:** Conference registration and lodging. Human Services Club is sponsoring a conference in Burbank for students and faculty to gain professional exposure to topics, presentations, curriculum and networking in human services field. for 10 Human Services Club. Anticipated attendance is 10 students and one faculty. Melinda Moneymaker will serve as chaperone.  
**Total Estimated Cost:** \$ 3000  
**Funding Source:** Human Services Club Trust Fund and Inter Club Council Trust Fund

---

**Site:** SBVC  
**Event:** LGBTQ+ Drag Show  
**Date of Event:** 04/22/20

**Item Being Purchased:** Contracts, refreshments and supplies. Sponsored by the Student Equity Division in conjunction with the LGBTQ+ club, we will be hosting a spring drag show. The purpose of the event is to practice/spread inclusiveness and highlight the many positive effects drag shows have had on the LGBTQ+ community. Anticipated attendance is 100 students, staff and community members. Heather Johnson will serve as chaperone.  
**Total Estimated Cost:** \$ 1200  
**Funding Source:** Student Equity and Success Categorical Fund, Inter Club Council Trust Fund

---

**Site:** SBVC  
**Event:** Working Together  
**Date of Event:** 05/06/20

**Item Being Purchased:** Refreshments/speaker/giveaways. Sponsored by FYE, this event will highlight critical issues facing youth: reducing, trauma, mental health concerns, etc. Anticipated attendance is 100 students, faculty and staff. Karen Dixon will serve as Chaperone.  
**Total Estimated Cost:** \$ 3200  
**Funding Source:** Foster & Kinship Care Foundation Categorical Fund

---

**Site:** SBVC  
**Event:** UMOJA- Tumaini Naming Ceremony  
**Date of Event:** 05/13/20

**Item Being Purchased:** Meals and Refreshments, Awards, and Promotional Giveaways. Sponsored by Student Success and Support Program in conjunction with the Umoja-Tumaini Program, this event is to recognize UMOJA-Tumaini Learning Community students who have completed the year long program. Anticipated attendance is 75 students, faculty and staff. Kathy Kafela, Daniele Smith, and Sandra Blackman will serve as chaperones.  
**Total Estimated Cost:** \$ 1200  
**Funding Source:** Student Success and Support Program Categorical Fund & Tumaini Trust Fund

---

**Site:** SBVC  
**Event:** Puente Project Student/ Mentor Mixer  
**Date of Event:** 05/15/20

**Item Being Purchased:** Meals, certificate holders, and mentor recognition gifts. Sponsored by the Puente Program, this is the culminating activity where parents, guardians and loved ones gather to honor the Puentistas and celebrate the program's success. Anticipated attendance is 65 community member, students, faculty and staff. Elizabeth Banelos and Alma Lopez will serve as chaperones.  
**Total Estimated Cost:** \$ 2000  
**Funding Source:** Puente Program Categorical Fund and Student Success and Support Program Categorical Fund

---

**Site:** SBVC  
**Event:** Annual Transfer Celebration and Reception 2020.  
**Date of Event:** 05/15/20

**Item Being Purchased:** Meals, Printing, Rentals, Advertising and Giveaways. Sponsored by The Transfer Center and co-sponsored by the Student Success and Support Program. The Transfer Center, Transfer Advocates, and University Representatives will be celebrating/recognizing the transfer achievements of SBVC students who will be transferring in Fall 2020. An anticipated attendance of 400 students, faculty, staff and community members. Kathy Kafela and the Transfer Center faculty and staff will serve as chaperones.  
**Total Estimated Cost:** \$ 7500  
**Funding Source:** Transfer Center General Fund, Student Success and Support Program Categorical Fund and Transfer Center Trust Fund

---

**Site:** SBVC  
**Event:** SBVC Commencement Breakfast  
**Date of Event:** 05/21/20

**Item Being Purchased:** Meals, Refreshments, Supplies, Decorations and Giveaways. The Office of Student Life and co-sponsors the Associated Student Government (ASG) will sponsor and host the 2019 Commencement Breakfast on campus. The purpose of this event is to celebrate the academic success of the 2020 graduating class. Anticipated attendance is 500 students, faculty, and staff. Raymond Carlos, Marie Maghuyop, and Maritza Portillo will serve as chaperones.  
**Total Estimated Cost:** \$ 8000  
**Funding Source:** Commencement General Fund, Student Life Trust Fund, Associated Student Government General Fund, Arts, Lecture & Diversity General Fund

---

**Site:** SBVC  
**Event:** SBVC Commencement 2020  
**Date of Event:** 05/22/20

**Item Being Purchased:** Rental Equipment, Supplies, Sound, Regalia Rental, Flowers, Decorations, Giveaways, Meals, Refreshments and Portable Bathrooms, Commencement Speaker. Sponsored by the Office of Student Life, the 2020 Commencement will be to celebrate the achievements of the 2020 graduating class. Anticipated attendance is 5,000 community members, students, faculty and staff. Raymond Carlos, Marie Maghuyop, and Maritza Portillo will serve as chaperones.

**Total Estimated Cost:** \$ 100,000

**Funding Source:** Commencement General Fund, Student Life Trust Fund, Associated Student Government General Fund, Arts, Lecture & Diversity General Fund

---

**Site:** CHC  
**Event:** 2020 Spring General Assembly  
**Date of Event:** 04/03/20-04/05/20

**Item Being Purchased:** Registration, meals, transportation. One advisor and thirteen students to attend the 2020 Spring General Assembly in Ontario, CA. This conference will allow several members of the Student Senate to participate in leadership workshops, legislative updates and leadership development.

**Total Estimated Cost:** \$ 8792

**Funding Source:** Student Rep Fee Account

---

**Site:** CHC  
**Event:** How to Etiquette Lunch  
**Date of Event:** 4/20/20

**Item Being Purchased:** Refreshments. The Crafton Hills College Career Center is sponsoring the How to Etiquette lunch so students will learn common meal etiquette and how to communicate with employers. Attendees will be CHC students and local employers/recruiters. We anticipate 60-80 persons to participate.

**Total Estimated Cost:** \$ 2000

**Funding Source:** Career Center General Fund

---

**Site:** CHC  
**Event:** CFED and Expo 2020  
**Date of Event:** 05/17/20-05/21/20

**Item Being Purchased:** Registration, Mileage and Hotel expenses. One chaperone and 22 students to attend the CFED and Expo 2020 in Indian Wells, CA. This conference is an opportunity for students to compete in Paramedic competitions and network with potential employers.

**Total Estimated Cost:** \$ 17,600

**Funding Source:** Strong Workforce Grant

---

**Site:** CHC  
**Event:** CSUSB Field Trip  
**Date of Event:** 7/9/20

**Item Being Purchased:** The CSUSB field trip is part of the EOPS Summer Bridge program that supports incoming students who are making the transition from adult education to college. The field trips are a component of the Summer Bridge Program that exposes students to the UC/CSU/Private Universities.  
**Total Estimated Cost:** \$ 1600  
**Funding Source:** EOPS General Fund

---

**Site:** CHC  
**Event:** UCR Field Trip  
**Date of Event:** 7/16/20

**Item Being Purchased:** The UCR field trip is part of the EOPS Summer Bridge program that supports incoming students who are making the transition from adult education to college. The field trips are a component of the Summer Bridge Program that exposes students to the UC/CSU/Private Universities.  
**Total Estimated Cost:** \$ 1600  
**Funding Source:** EOPS General Fund

---

**Site:** CHC  
**Event:** University of Redlands Field Trip  
**Date of Event:** 7/23/20

**Item Being Purchased:** The University of Redlands field trip is part of the EOPS Summer Bridge program that supports incoming students who are making the transition from adult education to college. The field trips are a component of the Summer Bridge Program that exposes students to the UC/CSU/Private Universities.  
**Total Estimated Cost:** \$ 1600  
**Funding Source:** EOPS General Fund

---

**Site:** CHC  
**Event:** Garner Holt Productions  
**Date of Event:** 7/30/20

**Item Being Purchased:** The Garner Holt Productions field trip is part of the EOPS Summer Bridge program that supports incoming students who are making the transition from adult education to college. The field trips are a component of the Summer Bridge Program that exposes students to the UC/CSU/Private Universities.  
**Total Estimated Cost:** \$ 200  
**Funding Source:** EOPS General Fund

---

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** March 12, 2020

**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 March 12, 2020

**Site:** SBVC  
**Name:** Leticia Hector  
**Total Cost:** \$182.13  
**Funding Source:** Vice President of Instruction  
General Funds

**Membership & Purpose:** Association of California Community College Administrators, To stay abreast of current events that impact community colleges statewide.

Ratification. This membership is being ratified as Ms. Hector is serving as Interim Dean upon a recently created vacancy.

---

**Site:** CHC  
**Name:** Anna Mendez  
**Total Cost:** \$325  
**Funding Source:** Print Shop General Fund

**Membership & Purpose:** In-Plant Printing and Mailing Association (IPMA), The association provides resources exclusively for In-Plant Printers such as: Professional Support and Peer Review; Educational Conference & Vendor Fair; Benchmarking Surveys; Certification Programs (CGCM) (CMM); Awards Programs; Scholarships; Sample Resources, Whitepapers and Case-Studies; Unlimited Networking; Regional and Chapter Meetings as well as Webinars and more.

---

**Site:** CHC  
**Name:** Alder, Michael  
**Total Cost:** \$50  
**Funding Source:** Fire Science General Fund

**Membership & Purpose:** San Bernardino County Fire Training Officers' Association (SBCTOA), The Association promotes high quality fire technology education and training and facilitates the exchange of information.

---

**Site:** CHC  
**Name:** Alder, Michael  
**Total Cost:** \$40  
**Funding Source:** Fire Science General Fund

**Membership & Purpose:** California Fire Technology Directors' Association (CFTDA), CFTDA promotes high quality fire technology education and training. Membership in the organization is comprised of many California community colleges and facilities and promotes the exchange of information.

---

**Site:** CHC  
**Name:** Gebara, Andrew  
**Total Cost:** \$40  
**Funding Source:** Fire Science General Fund

**Membership & Purpose:** California Fire Technology Directors' Association (CFTDA), CFTDA promotes high quality fire technology education and training. Membership in the organization is comprised of many California community colleges and facilities and promotes the exchange of information.

---

**Site:** CHC  
**Name:** Groff, Rick  
**Total Cost:** \$40  
**Funding Source:** Fire Science General Fund

**Membership & Purpose:** California Fire Technology Directors' Association (CFTDA), CFTDA promotes high quality fire technology education and training. Membership in the organization is comprised of many California community colleges and facilities and promotes the exchange of information.

---

**Site:** CHC  
**Name:** Harold, Ryan  
**Total Cost:** \$40  
**Funding Source:** Fire Science General Fund

**Membership & Purpose:** California Fire Technology Directors' Association (CFTDA), CFTDA promotes high quality fire technology education and training. Membership in the organization is comprised of many California community colleges and facilities and promotes the exchange of information.

---

**Site:** CHC  
**Name:** Sullivan, Dan  
**Total Cost:** \$40  
**Funding Source:** Fire Science General Fund

**Membership & Purpose:** California Fire Technology Directors' Association (CFTDA), CFTDA promotes high quality fire technology education and training. Membership in the organization is comprised of many California community colleges and facilities and promotes the exchange of information.

---

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Stacey K. Nikac, Administrative Officer  
**DATE:** March 12, 2020  
**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 Trustee Singer as if in attendance at said meeting.

<b>Trustee</b>	<b>Meeting</b>	<b>Amount</b>
Donald Singer	2/13/20 Business Meeting	\$400

**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 #2020-03-12 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 Singer from the meeting on February 13, 2020, was due to a hardship deemed acceptable by the Board; and

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Singer 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 12<sup>th</sup> day of March 2020, by a vote of:

AYES:

NOES:

ABSENT:

I, Jose F. Torres, 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:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning and Construction  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval of Amendment 02 to the Contract with HMC Architects

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 02 to the contract with HMC Architects for the CC01.3601 SBVC Technical Building project in the amount of \$81,630.00.

### **OVERVIEW**

In September 2019 the SBCCD Board of Trustees approved a contract with HMC Architects to provide architectural and engineering services for the SBVC Technical Building Project. This amendment is to add a Career Pathways 2 Feasibility Study.

In order to ensure that the follow-on project, Career Pathways 2 (CP2), can accommodate the campus' programming needs due to the construction of the new Technical Building and the Demolition of the existing Technical Building, a Feasibility Study must be performed. This amendment would account for a full study of programming needs, preliminary scope, and cost analysis of multiple options along with recommendations in preparation for design development of the CP2 project.

### **ANALYSIS**

Amendment 02 will increase the contract by \$81,630.00, for a total revised value of \$5,213,630.00. There will be no time extension to the contract.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of this amendment will be included in the Fund 445, Measure CC budget.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources

**DATE:** March 12, 2020

**SUBJECT:** Consideration of Approval to Conduct a Public Hearing and Acknowledge Initial Proposals to Negotiate 2020-2023 Successor Contract between CSEA Chapter 291 and the District

### **RECOMMENDATION**

- 1) It is recommended that the President of the Board of Trustees open a hearing for public comment on the initial proposals to negotiate the 2020-2023 Successor Contract between SBCCD and CSEA Chapter 291 as attached, and following any comments from the public, the President of the Board of Trustees close the hearing.
- 2) It is further recommended that, having conducted a public hearing pursuant to Government Code 3547, the Board of Trustees acknowledge these proposals and the parties commence negotiations.

### **OVERVIEW**

Government Code 3547 requires that all initial proposals for collective bargaining be presented at a public meeting. This is commonly known as *sunshining*.

### **ANALYSIS**

This board item makes public the proposal to negotiate the successor agreement as proposed by CSEA Chapter 291.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Stacey K. Nikac, Administrative Officer  
**DATE:** March 12, 2020  
**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 3900 Speech: Time, Place, and Manner  
AP/BP 4320 Off Campus Speakers  
AP/BP 4400 Community Services Programs  
AP/BP 4500 Student News Media  
AP 5203 Lactation Accommodations  
AP/BP 6540 Insurance  
AP/BP 7270 Student Workers  
AP 7348 Accommodations

**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 February 4, 2020, District Assembly agreed to move the AP/BP forward for Board approval.

**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:	Angel Rodriguez
Policy Area:	Chapter 3 General Institution
References:	Legally Advised

## AP 3900 Speech: Time, Place, Manner

(Replaces current SBCCD AP 5550)

~~The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.~~ The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.

~~Note: The following text offers the option of limiting expressive activities to certain areas of campus and is not legally required. If the District wishes to designate such areas, we encourage districts to consult with counsel for any recent development on the law governing the ability of California community colleges to do so.~~

### Option 1:

~~The college(s) of the District [is/are] non-public forums, except for the following areas, which are reserved for expressive activities which do not violate District policy and which are lawful; [include a list of areas]. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students.~~ The colleges of the District are non-public forums, except for the following areas, which are reserved for expressive activities which do not violate District policy and which are lawful; those areas generally available to students and the community, defined as grassy areas, walkways, and other similar common areas. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:

~~These areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.~~ These areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.

~~The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above.~~ The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses,

maintenance yards, or locker rooms, and any other area not specified above.

## **Option 2:**

~~Note: If the District does not wish to limit expressive activities by students and non-students to particular areas as described above, it can use the following language in place of the "list of areas" specified above: "those areas generally available to students and the community, defined as grassy areas, walkways, and other similar common areas." Given the developing nature of this area of the law, we recommend consulting local counsel on the choice of language.~~

~~Note: The language is legally advised. Districts should consult with local counsel to ensure the District complies with federal and state law regarding speech and expressive activities.~~

~~The use of these areas reserved and open for expressive activities is subject to the following:~~ The use of these areas reserved and open for expressive activities is subject to the following:

~~No person using the areas shall touch, strike or physically impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.~~ No person using the areas shall touch, strike or physically impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.

~~Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.~~ Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.

~~Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.~~ Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.

~~Note: The following is legally advised. Local practice may be inserted.~~

~~Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must check in with the District to [the CEO's designee] prior to engaging in the activities. This does not involve an advance approval process. No illegal activities will be permitted, no activities that violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described below. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities through the use of optional reservation forms.~~

~~Note: If the District opts to require advance notice for outside groups, it is advisable not to require notice more than three (3) business days in advance, so as to avoid challenge. It is also advisable to check with legal counsel concerning any current developments that affect advance notice requirements.~~

~~All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within~~

~~those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove or properly discard material that is discarded or dropped in or around the areas other than in an appropriate receptacle.~~

## Posting

~~Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the [designated authority]. Materials displayed shall be removed after the passage of [insert number; at least ten] days.~~

• ~~From current SBCCD AP 5550 titled Speech: Time, Place, and Manner~~

### I. ~~GENERAL PROVISIONS~~ GENERAL PROVISIONS

#### A. ~~Definitions:~~ Definitions:

1. President: Refers to chief administrative officer and the designees of the President.
2. Chancellor: Refers to the Chancellor of the District and the designees of the Chancellor
3. Day: Unless otherwise provided, a day shall mean any day on which the Campus administrative offices are open for business during normal working hours.
4. DPF: Designated Public Forum.
5. Reservations: Reservations to use the DPF Areas, as defined herein, are optional. Any person or group intending to use the DPF area may reserve the DPF Areas in accordance with Section II. ~~C.B.~~ 1-3 of this procedure.
6. Campus Communication: communications from the administration of any college or location; any official staff organization; and any official student group, including student government or student clubs. Any campus communication shall identify the entity or group responsible for it.

#### B. ~~Disclaimer and Defense~~ Disclaimer and Defense

The District disclaims any liability for any damages for any defamation alleged to be committed by any student or member of the public using District facilities, and further disclaims any liability for damages for any violation of copyright, trademark, or service mark laws alleged to be committed because of any posting or distribution of material on campus. Nothing in these rules permitting speech and/or distribution of materials on its college campuses and property, shall be construed as requiring the District to provide any defense or payment of damages for defamatory statements made by any student, faculty or staff member, or member of the public, nor shall these rules be construed as requiring the District to provide any defense or payment of damages for violations of copyright, trademark or service mark laws.

#### C. ~~Obscenity~~ Obscenity

For purposes of the board policy and this regulation, the term "obscene" shall be determined in accordance with the current legal standards.

#### D. ~~Consequences for Violation~~ Consequences for Violation

1. The right of members of the general public to utilize District facilities may be revoked if they

violate the provisions of board policy and administrative procedures while utilizing District facilities.

2. The disciplinary penalties and procedures set forth in the Student Code of Conduct are applicable to students for violations of the board policy and the procedure and are incorporated herein. (See Administrative Procedure 5500)

E. ~~Financial Responsibility~~ Financial Responsibility

All persons who use District property shall pay for:

- a. expenses incurred above the ordinary campus maintenance, and operating costs such as "supplies, utilities, janitorial services, services of any other District employees" necessitated by the organization's use of District facilities and property; and
- b. the direct costs of security incurred above ordinary security

II. ~~USE OF FACILITIES~~ USE OF FACILITIES

~~DPF Areas~~

1. ~~Crafton Hills College~~

~~The following exterior property at Crafton Hills College may be used for speech and advocacy to the extent permitted herein:~~

- ~~a. the grassy area in the northeast section of the Library (LR) quad and the adjacent north/south sidewalk~~
- ~~b. the east/west sidewalk and the grassy area immediately south of the Classroom Building (CL) and west of the Library (LR)~~
- ~~c. the east/west walkway between the Occupational Education 1 (OE1) building and the Chemistry and Health Science (CHS) building~~
- ~~d. additional areas may be designated by the President~~

2. ~~San Bernardino Valley College~~

~~The following exterior property at San Bernardino Valley College may be used for speech and advocacy to the extent permitted herein:~~

- ~~a. the posted area north of the Campus Center (CC) building. Activities (setup, tables, etc.) must stay within the designated area and a minimum of 25 feet from all doorways~~
- ~~b. the adjacent lawn area and walkways south of the Auditorium building. The area south of the Auditorium shall be referred to collectively as the "Auditorium Quad"~~
- ~~c. the posted sidewalk and lawn area south of the tennis courts. Activities (setup, tables, etc) must stay within the designated area and a minimum of 25 feet from all gates~~
- ~~d. the lawn area and walkway east of Health and Life Sciences (HLS) building bordered by the temporary staff lot~~
- ~~e. additional areas may be designated by the President~~

A. ~~Non-Blockage of Areas~~ Non Blockage of Areas

Tables and chairs may be placed within the DPF area provided that walkways and entrances are not

blocked.

B. ~~No Reservations Needed to Use DPF Areas~~ No Reservations Needed to Use DPF Areas

1. Any person or group desiring to use one of the areas may do so provided it is not in use.
2. Any person or group intending to use these areas shall notify the Office of Student Life at least one hour before use.
3. A user may be denied use of the area by the appropriate College office given any of the conditions below:
  - a. there is an existing user and no agreement has been reached as to sharing the areas
  - b. the area is undergoing general maintenance
  - c. the person or group has, on prior occasions, made intentional material misrepresentations regarding the nature or scope of an event or activity previously permitted, or has violated the terms of prior use
  - d. the person or group has on prior occasions damaged District property and has not paid in full for such damage
  - e. the use or activity would conflict with previously planned programs organized and conducted by the District and previously scheduled for the same time and place
  - f. the use or activity intended by the person or group would present a danger to the health or safety of the person or group, or other students, community members, faculty, or staff of the District
  - g. the use or activity is prohibited by law
4. Use of the designated area(s) will not be construed as the use of a "facility" or "service" of the District and/or College pursuant to the Civic Center Act policies and procedures. Therefore, a student or member of the community that wishes to speak and/or distribute written materials in the designated area does not have to apply for or receive a permit prior to using the designated area.

Students and members of the community who wish to reserve space in a College facility and/or use the services of a College department (such as food, equipment, janitorial, power, or audio/visual) must follow the procedures set forth in Board Policy 6700 and Administrative Procedure 6700 and the other applicable policies and procedures of the District regarding its use of facilities.

C. ~~Amplification~~ Amplification

The following requirements and restrictions are in place to respect the integrity of the educational process and prevent disruption of the learning environment and operations of the colleges. The following apply to amplification equipment/ systems:

1. Amplification is not permitted during finals week of each semester.
2. Levels of amplification:

~~San Bernardino Valley College~~ San Bernardino Valley College

No amplification

~~Crafton Hills College~~ Crafton Hills College

Not to exceed 60 decibels (as measured in any classroom or office)

Users of the areas must bring their own amplification system or unit. Crafton Hills College has no responsibility to supply or provide extension cords or amplifiers to those users supplying their own amplification.

III. ~~POSTING OF MATERIAL~~ POSTING OF MATERIAL

Material may be posted in and on the permitted locations. Please refer to campus posting policy. All postings, except campus communications relating to college events which have not concluded, will be removed periodically. Postings will also be removed if they:

1. Are obscene.
2. Create a clear and present danger of the commission of unlawful acts on District property, or of violence, or the substantial disruption of the orderly operation of the District.

IV. ~~DISTRIBUTION OF HANDBILLS, CIRCULARS, OR ADVERTISEMENTS~~ DISTRIBUTION OF HANDBILLS, CIRCULARS, OR ADVERTISEMENTS

- A. Handbills, circulars, or advertisements may only be distributed in the DPF areas.
- B. Distributors are required to remove material immediately following the use of the DPF area. The failure to remove litter may result in a charge to the distributor for costs incurred in litter removal and/or denial of future use of the areas.

V. ~~OBSCENE, DEFAMATORY, OR INCITEFUL MATERIALS~~ OBSCENE, DEFAMATORY, OR INCITEFUL MATERIALS

Nothing in this section shall be deemed to permit the distribution of material that is obscene, defamatory, or incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college.

VI. ~~ADVERTISEMENT OF UNLAWFUL SUBSTANCES~~ ADVERTISEMENT OF UNLAWFUL SUBSTANCES

All advertisements which advertise illegal substances as identified by the laws of the United States and/or the State of California are prohibited. The following are prohibited:

- A. Illegal substances as identified by the Federal Government, and/or by the State of California.
- B. Explosive material of any kind.

## References:

### References:

Education Code Sections 76120 and 66301

## Attachments:

[AP 3900 Speech: Time, Place, Manner - Comments](#)

[AP 3900 Speech: Time, Place, Manner - Legal Citations](#)

[AP3900-OLD.pdf](#)

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



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Angel Rodriguez
Policy Area:	Chapter 3 General Institution
References:	Legally Required

## BP 3900 Speech: Time, Place, and Manner

(Replaces current SBCCD BP 5550)

• ~~From current SBCCD BP 5550 titled Speech: Time, Place, and Manner~~

~~Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.~~ Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The colleges of the District are non-public forums, except for those areas designated ~~public forums available for the exercise of expression by students, employees, and members of the public as Free Speech Areas, which are limited public forums~~ public forums available for the exercise of expression by students, employees, and members of the public as Free Speech Areas, which are limited public forums. The Chancellor shall enact such administrative ~~procedures regulations~~ procedures regulations as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the ~~designated public forums limited public forums~~ designated public forums limited public forums.

The administrative procedures promulgated by the Chancellor shall not prohibit the right of ~~students any person~~ students any person to exercise free expression, including but not limited to the ~~use of bulletin boards, use of bulletin boards~~, distribution of printed materials or petitions ~~in those parts of the college designated as Free Speech areas~~ in those parts of the college designated as Free Speech areas, and the wearing of buttons, badges, or other insignia.

~~Students, District employees and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.~~ Students, District employees and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on ~~District~~ District property or the violation of ~~District~~ District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence ~~directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e))~~ directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or ~~hate violence intimidation~~ hate violence intimidation unless such speech is constitutionally protected.



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	Legally Required

## AP 4320 Off-Campus Speakers

(Replaces current SBCCD AP 4320)

• ~~From current SBCCD AP 4320 titled Off-Campus Speakers~~

~~A. Invitation to Speak~~

~~Individuals from off-campus may be invited to speak on campus by a member of the faculty, faculty organizations, a department or division, the administration, or by a recognized student group that has a charter filed with the student activities office.~~

~~B. Disclaimer~~

~~At the time of the speech, the host must announce that the speaker's views are his/her own and do not reflect the views of the college.~~

~~C. Classroom Speakers~~

~~Speakers invited to individual classes as part of routine classroom instruction shall be exempted from the requirements listed here, except that the Vice President of Instruction must be notified in advance in writing to visiting classroom speakers.~~

~~D. Notification~~

~~The college president shall be notified at least two weeks prior to the date of the event.~~

~~E. Scheduling~~

~~The host is responsible for all special arrangements to include room reservations and any special equipment necessary for the presentation.~~

~~F. Publicity~~

~~The host is responsible for all publicity. Announcements, brochures, etc., must be cleared through the Public Information Office.~~

~~G. Fees~~

~~Any fee and/or other costs of the event shall be the responsibility of the host.~~

~~H. Objections:~~

- ~~1. In the event that a member of the academic community or the community at large deems the appearance of a particular speaker inappropriate, he/she may lodge a written objection with the college president no later than three school days before the scheduled appearance.~~
- ~~2. The president shall convene the appropriate college committee to determine the validity of the complaint.~~

### **Invitation to Speak**

Individuals from off campus may be invited to speak on campus by a member of the faculty, faculty organizations, a department or division, the administration, or by a recognized student group that has a charter filed with the student activities office.

### **Disclaimer**

At the time of the speech, the host must announce that the speaker's views are his/her own and do not reflect the views of the college.

### **Classroom Speakers**

Speakers invited to individual classes as part of routine classroom instruction shall be exempted from the requirements listed here, except that the Vice President of Instruction must be notified in advance in writing to visiting classroom speakers.

### **Notification**

The college president shall be notified at least two weeks prior to the date of the event.

### **Scheduling**

The host is responsible for all special arrangements to include room reservations and any special equipment necessary for the presentation.

### **Publicity**

The host is responsible for all publicity. Announcements, brochures, etc., must be cleared through the Public Information Office.

### **Fees**

Any fee and/or other costs of the event shall be the responsibility of the host.

### **Objections**

In the event that a member of the academic community or the community at large deems the appearance of a particular speaker inappropriate, he/she may lodge a written objection with the college president no later than three school days before the scheduled appearance.

The president shall convene the appropriate college committee to determine the validity of the complaint.

## **Reference:**

No specific references

## **Attachments:**

AP 4320 Off-Campus Speakers - Comments  
AP 4320 Off-Campus Speakers - Legal  
Citations



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Academic Senates Academic Senates*  
 Policy Area: *Chapter 4 Academic Affairs*  
 References: *Legally Required*

## BP 4320 Off-Campus Speakers

(Replaces current SBCCD BP 4320)

- ~~From current SBCCD BP 4320 titled Off-Campus Speakers~~

Individuals from off campus may be invited to speak on campus by a member of the faculty, faculty organizations, a department or division, the administration, or by a recognized student group that has a charter filed with the student activities office, subject to administrative guidelines established by the Chancellor.

### Reference:

~~No specific references~~ [No specific references](#)

### Attachments:

[BP 4320 Off-Campus Speakers - Comments](#)  
[BP 4320 Off-Campus Speakers - Legal Citations](#)  
[BP4320 -OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	Good Practice/Optional

## AP 4400 Community Services Programs

(Replaces current SBCCD AP 4400)

**~~NOTE: This procedure is optional, but is legally advised if the District maintains community services offerings. Local practice may be inserted, but they must comply with the following:~~**

**~~Offerings are established and maintained in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.~~** Offerings are established and maintained in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

**~~Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.~~** Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

**~~Offerings are open for the admission of adults and of those minors as in the judgment of the governing board may profit.~~** Offerings are open for the admission of adults and of those minors as in the judgment of the governing board may profit.

**~~General fund moneys are not expended to establish and maintain community service offerings.~~** General fund moneys are not expended to establish and maintain community service offerings.

**~~Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.~~** Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

- **~~From current SBCCD AP 4400 titled Community Services~~**

### Terms and Conditions Governing Community Services Programs

1. Programs shall be ~~non~~not-for-credit.
2. Programs shall be provided on a self-supporting basis.
3. An advisory committee shall be used for planning and recommending programs.
4. Programs shall not duplicate or otherwise negatively affect the credit instructional program, except with

approval of the college curriculum committee and college president.

~~Each college shall propose its own offerings to assure that the needs of the respective communities are met.~~

5. Each college shall propose its own offerings to assure that the needs of the respective communities are met.
6. Programs shall have access to college facilities and use of equipment, except that such access and use shall not be in conflict with or detrimental to credit instructional programs.
7. Facilitators are independent contractors and shall sign an agreement delineating all aspects of the activity prior to the commencement of the activity. The Board ~~of Trustees~~of Trustees shall set rates of compensation for facilitators and shall approve all programs/activities prior to the commencement of such program/activity.
8. Income and expenditures related to Community Services programs, as well as the number and type of programs offered and the student enrollment therein, shall be reported annually to the Board.

## **References:**

### References:

~~Education Code Section 78300;~~

~~Title 5 Sections 55002 and 55160(b)~~Education Code Section 78300; Title 5 Sections 55002 and 55160(b)

## **Attachments:**

AP 4400 Community Service Programs -  
Comments

AP 4400 Community Service Programs - Legal  
Citations

AP4400 -OLD.pdf



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** *Academic Senates Academic Senates*  
**Policy Area:** *Chapter 4 Academic Affairs*  
**References:** *Legally Required*

## BP 4400 Community Services Programs

(Replaces current SBCCD BP 4400)

~~**NOTE:** The language in current SBCCD BP 4400 reflects the information.~~

- ~~**From current SBCCD BP 4400 titled Community Services Programs**~~

The District shall maintain community services programs defined as those activities provided to meet the needs and interests of the community not met by the college credit program.

The community services program shall be designed to contribute to the physical, mental, personal, economic or civic development of the individuals or groups enrolled in it. The Education Code defines community services classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

Community services courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

The Chancellor shall provide additional administrative procedures for the community services program.

### **Reference:**

#### Reference:

Education Code Section 78300

### **Attachments:**

- [BP 4400 Community Services Programs - Comments](#)
- [BP 4400 Community Services Programs - Legal Citations](#)
- [BP4400 -OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	Legally Advised

## AP 4500 Student News Media

(Replaces current SBCCD AP 4310)

**NOTE:** ~~The following procedure applies if the college has student news media programs. These procedures are legally advised. The District should adapt the language to accurately describe its programs.~~

### Philosophy

### Philosophy

~~College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in [College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in [insert name of relevant discipline or program]insert name of relevant discipline or program]. It may include, but is not limited to, student newspaper reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.].~~ It may include, but is not limited to, student newspaper reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.

~~College news media, as laboratory publications of the [College news media, as laboratory publications of the [insert name of relevant discipline or program]insert name of relevant discipline or program] curriculum, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.]~~ curriculum, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

~~College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.~~ College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college

news media shall entail corollary responsibilities.

~~Each college newspaper or other news medium is published as a learning experience, offered under the [insert name of relevant discipline or program]. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.~~  
Each college newspaper or other news medium is published as a learning experience, offered under the [insert name of relevant discipline or program]. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

• ~~From current SBCCD AP 4310 titled College Newspaper~~

**A. Publication**

~~The newspaper shall endeavor to publish timely editorials, opinion columns, and letters to the editor concerning events and issues of interest to its readers in keeping with recognized principles of editorial and academic freedom and responsibility.~~

**B. Protest**

~~In the event that any member or segment of the college community—employee, or student—believes that the newspaper breaches commonly accepted journalistic standards of fairness, good taste, or judgment in administrative or editorial policy, and when less formal means do not provide a satisfactory solution, the established grievance procedures for students and staff may be called upon to provide redress or correction.~~

**C. Committee Hearing**

~~If a dispute cannot be resolved within a reasonable time in order to meet a publication deadline, an ad hoc committee consisting of one member of the Academic Senate (appointed by the President of the Senate), one member of the Associated Students (appointed by the President of the Associated Students), and one member of the college management group (appointed by the college president) shall be convened to adjudicate.~~

**D. Formation of Committee**

~~A request for formation of the above ad hoc committee shall be made through the English Department Head.~~

~~**NOTE:** Colleges are legally advised to establish grievance procedures that provide an avenue for complaints about news media content. They should include or address:~~

## ~~Journalism Grievance Procedures~~

### Publication

The newspaper shall endeavor to publish timely editorials, opinion columns, and letters to the editor

concerning events and issues of interest to its readers in keeping with recognized principles of editorial and academic freedom and responsibility.

### **Protest**

In the event that any member or segment of the college community--employee, or student--believes that the newspaper breaches commonly accepted journalistic standards of fairness, good taste, or judgment in administrative or editorial policy, and when less formal means do not provide a satisfactory solution, the established grievance procedures for students and staff may be called upon to provide redress or correction.

### **Committee Hearing**

If a dispute cannot be resolved within a reasonable time in order to meet a publication deadline, an ad hoc committee consisting of one member of the Academic Senate (appointed by the President of the Senate), one member of the Associated Students (appointed by the President of the Associated Students), and one member of the college management group (appointed by the college president) shall be convened to adjudicate.

### **Formation of Committee**

A request for formation of the above ad hoc committee shall be made through the English Department Head.

## **Journalism Grievance Procedures**

~~Definition of a Grievance— A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.~~ Definition of a Grievance – A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

~~Informal Grievance Proceedings— Describe a procedure that includes a written complaint to those with direct responsibility for the program and their responsibilities to respond in a timely manner.~~ Informal Grievance Proceedings – Describe a procedure that includes a written complaint to those with direct responsibility for the program and their responsibilities to respond in a timely manner.

~~Formal Grievance Proceedings— More formal grievance procedures may include a grievance hearing committee and appeal to the Chancellor or designee in a timely fashion. The procedures should include how grievance hearings should be conducted, access to and maintenance of related records, and the responsibility of the authorities to respond to the grievance in a timely fashion.~~ Formal Grievance Proceedings – More formal grievance procedures may include a grievance hearing committee and appeal to the Chancellor or designee in a timely fashion. The procedures should include how grievance hearings should be conducted, access to and maintenance of related records, and the responsibility of the authorities to respond to the grievance in a timely fashion.

## **Reference:**

### **Reference:**

~~No specific references~~ No specific references

## **Attachments:**

AP 4500 Student News Media - Comments  
AP 4500 Student News Media - Legal Citations  
AP4500-OLD.pdf



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Academic Senates Academic Senates*  
 Policy Area: *Chapter 4 Academic Affairs*  
 References: *Legally Required*

## BP 4500 Student News Media

*(Replaces current SBCCD BP 4310)*

- ~~From current SBCCD BP 4310 titled College Newspaper~~

The primary function of the college newspaper shall be to serve as a teaching platform for Journalism courses dealing in all aspects of newspaper publication. The newspaper shall strive to inform its readers of significant campus activities, events, and issues and also report and comment on off-campus news relevant to its readership.

The Chancellor is responsible for establishing administrative regulations to handle any protests about the college newspapers.

### ~~Reference:~~

### Reference:

No specific references

### Attachments:

[BP 4500 Student News Media - Comments](#)  
[BP 4500 Student News Media - Legal Citations](#)  
[BP4500- OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Policy Stat</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	<i>Good Practice/Optional</i>

## AP 5203 Lactation Accommodation

The District shall provide reasonable accommodations on its respective campuses for a lactating student to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding whenever a student is required to be present on campus. Reasonable accommodations include, but are not limited to, all of the following:

- A. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child. The room shall have a comfortable place to sit and have a table or shelf to place equipment described in paragraph (3).
- B. Permission to bring onto a college or university campus a breast pump and any other equipment used to express breast milk.
- C. Access to a power source for a breast pump or any other equipment used to express breast milk.

Lactating students shall be provided a reasonable amount of time to accommodate their need to express breast milk or breast-feed an infant child.

Students shall not incur an academic penalty as a result of their use of the reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use.

### Reference:

Education Code Section 66271.9

### Attachments:



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Business & Fiscal Services Business & Fiscal Services
Policy Area:	Chapter 6 General Institution
References:	Legally Required

## AP 6540 Insurance

**~~NOTE:~~** ~~An administrative procedure on insurance is legally required. Local practice may be inserted, but must provide for the forms of insurance listed below. The requirement to provide for insurance coverage may be met by the District joining in a joint powers agreement pursuant to Education Code Section 81603. If it does so, the regulations required by the JPA would be adopted.~~

- ~~• Liability insurance for damages for death, injury to person, or damage or loss of property~~
- ~~• Liability insurance for the personal liability of the members of the Board and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her office or employment.~~
- ~~• Fire insurance~~
- ~~• Real property damage~~
- ~~• Personal property loss or damage~~
- ~~• Insurance for District vehicles~~
- ~~• Insurance against "other perils" (Education Code Section 81601)~~
- ~~• Workers compensation insurance~~
- ~~• Actuarial evaluation of the future annual costs of health and welfare benefits~~

**~~NOTE:~~** ~~Education Code Section 81602 specifically authorizes the District to contract for investigative, administrative and claims adjustment services. The contract may provide that the contracting firm may reject, settle, compromise and approve claims within limits and for amounts specified by the Board, including execution and issuing of checks in payment of such claims. The contract may also provide that the contracting firm may employ counsel.~~

### ~~Sample 1 from another district:~~

~~The District will minimize the District's liability for Workers' Compensation claims by restricting authorization of the attendance of employees at special activities and/or professional conferences when they are off duty or otherwise not in a paid status.~~

- ~~• Employees who attend special activities and/or professional conferences at the request and expense of the District, while not in a paid status, will be covered by Workers' Compensation insurance.~~
- ~~• Employees not in paid status, who attend special activities and/or professional conferences at the request of the District but at their own expense, will be covered by Workers' Compensation insurance.~~
- ~~• Employees who attend special activities and/or professional conferences at their own expense, not at the request of the District and while not in paid status, will not be covered by Workers' Compensation~~

~~insurance.~~

- ~~• Employees who attend special activities and/or professional conferences at District expense will be covered by Workers' Compensation insurance only for the portion of the trip involving the professional activity, and not for any portion involving personal travel or activities.~~

## ~~Sample 2 from another district:~~

Pursuant to Education Code Section 81603, the District shall be a member of one or more Joint Partnership Agreements (JPA) for the purpose of providing the following coverage:

- Liability insurance protecting the District, its employees, Board of Trustee members, Foundation Board directors, and Citizens' Bond Oversight Committee members, against liability for negligence while acting within the scope of their duties.
- Property insurance protecting the District's Real Property, and Personal Property except automobiles, against loss suffered from fire, power failure, vandalism, and other sources, excepting damage caused by "acts of God" such as earthquake, flood, wear and tear, and similar causes as defined by the JPA.
- District vehicle insurance shall be provided under a General Comprehensive Liability Policy, with additional coverage as available through the JPA.
- Workers' Compensation Insurance meeting all requirements of the State of California, for all district employees.

Student health insurance shall be available to cover student injuries incurred in the course of participation in district-sponsored activities including athletics.

Independent contractors must obtain their own insurance coverage; no insurance of any kind will be provided to independent contractors by the District.

## ~~Sample 3 from another district:~~

~~NOTE: The District belongs to the Joint Powers Authority (JPA) pursuant to Education Code Section 81603 for Property and Liability coverage and PIPS for Workers' Compensation coverage. Regulations required by the JPA have been adopted.~~

~~The District shall maintain insurance including but not limited to the following:~~

- ~~• Liability insurance for damages for death, injury to person, or damage or loss of property,~~
- ~~• Liability insurance for the personal liability of the members of the Board and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her office or employment.~~
- ~~• Fire insurance~~
- ~~• Real property damage~~
- ~~• Personal property loss or damage~~
- ~~• Insurance for District vehicles~~
- ~~• Insurance against "other perils" [Education Code Section 816014]~~
- ~~• Workers compensation insurance~~
- ~~• Actuarial evaluation of the future annual costs of health and welfare benefits~~

~~The requirement to provide for insurance coverage has been met by the District joining in a joint powers agreement.~~



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

## BP 6540 Insurance

(Replaces current SBCCD BP 6540)

~~**NOTE:** The language in current SBCCD BP 6540 parallels the language recommended by the Policy and Procedure Service.~~

- ~~**From current SBCCD BP 6540 titled Insurance**~~

The Chancellor shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;~~;~~
- Personal liability of the members of the Board ~~of Trustees~~~~of Trustees~~ and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/ or her office or employment. The Chancellor may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

### References:

Education Code Sections 70902;~~;~~ 72502;~~;~~ 72506;~~;~~ ~~and~~ ~~and~~ 81601; et seq.

### Attachments:

[BP 6540 Insurance - Comments](#)  
[BP 6540 Insurance - Legal Citations](#)  
[BP6540-OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	Good Practice/Optional

## AP 7270 Student Workers

(Replaces current SBCCD AP 7240)

~~NOTE: A procedure addressing the following elements is suggested as good practice. Local practice may be inserted.~~

- ~~Education Code Section 88003 allows part-time employment of students outside the classified service.~~
- ~~Limit(s) on hours that a student may work when enrolled in classes~~ Limit(s) on hours that a student may work when enrolled in classes.
- ~~Processes for hiring student workers~~ Processes for hiring student workers.
- ~~Considerations related to work-study, work experience, and CalWORKs/GAIN student workers.~~ The District provides employment opportunities for its students through various federal, state, and locally funded programs related to FWS work-study, work experience, and CalWORKs/welfare to work, veterans, international students, and student workers.

### ~~Sample from another district~~

~~Only students enrolled in the District can be employed as student workers. A student worker's primary role at the District is as a student. Student workers may only be employed as student assistants hired by specific departments or placed in particular departments/offices through the work-study program while enrolled in classes.~~ Only students who demonstrate current enrollment within the San Bernardino Community College District can be employed as student workers. Student workers may only be employed as student assistants hired by specific departments or placed in particular departments/offices through the work-study program while enrolled in classes.

~~Full and part-time students in the District shall only be employed part-time regardless of funding source and shall not be a part of the classified service nor perform tasks commensurate with an established classified position. Student workers are hired to gain work experience and develop new skills. Tuberculosis tests are required for all student workers. Certain additional clearances (e.g., fingerprinting, etc.) may be required based on the work location and assigned responsibilities. Student assistants can only work in one capacity (i.e., cannot work as a student assistant and a short-term or professional expert or substitute).~~ Full and part-time students in the District shall only be employed part-time regardless of funding source and shall not be a part of the classified service (see education code 88003) nor perform tasks commensurate with an established classified position. Student workers are hired to gain work experience and develop new skills. Tuberculosis tests are required for all student workers. Additional clearances (e.g., fingerprinting, etc.) may be required based on the work location and assigned responsibilities. Student workers can only work in one capacity (i.e., cannot work as a student worker and a short-term or professional expert or substitute).

~~Specific procedures governing hiring processes, applications, and eligibility requirements for student workers can be found in the District's Short Term and Student Employee Information Booklet available on the Human Resources website.~~ Specific procedures governing hiring processes, applications, and eligibility requirements for student workers can be found in the District's Short Term and Student Worker Information Booklet available on the Human Resources website.

#### ~~Sample from another district~~

~~A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student worker. Student workers shall not be part of the classified service and do not earn benefits; however, student workers are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student workers are limited to work a maximum of 195 days per fiscal year. Student workers must be at least 18 years of age to be employed by the District.~~ A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student worker. Student workers shall not be part of the classified service and do not earn benefits; however, student workers are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student workers must meet all human resources employment criteria prior to beginning employment as a student worker.

#### ~~Fall and Spring Semester Employment~~ Fall and Spring Semester Employment

~~In order to be employed as a student worker during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student workers may work up to 19.5 hours per week in all combined assignments, except as outlined below.~~ In order to be employed as a student worker during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student workers may work up to 20 hours per week except as outlined below.

#### A. ~~Intersession Employment~~

~~Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:~~ Intersession Employment

~~Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:~~ Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:

- ~~1. Between spring semester and summer session, if enrolled at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two units.)~~ Between spring semester and summer session, if enrolled at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two units.)
- ~~2. Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.~~ Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.
- ~~3. Between fall and spring semesters, if enrolled at least half time during both the fall and spring semesters.~~ Between fall and spring semesters, if enrolled at least half time during both the fall and spring semesters.
- ~~4. During spring break, if enrolled at least half time during the spring semester.~~ During spring break, if enrolled at least half time during the spring semester.

B. ~~Summer Employment~~

~~District-funded student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week; however, federal work-study students must be enrolled~~

Summer Employment

District-funded student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week; however, federal work-study students must be enrolled

~~A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student worker. Student workers shall not be part of the classified service and do not earn benefits; however, student workers are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student workers are limited to work a maximum of 195 days per fiscal year. Student workers must be at least 18 years of age to be employed by the District.~~

A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student worker. Student workers shall not be part of the classified service and do not earn benefits; however, student workers are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student workers are limited to work a maximum of 195 days per fiscal year. Student workers must be at least 18 years of age to be employed by the District.

~~Fall and Spring Semester Employment~~ Fall and Spring Semester Employment

~~In order to be employed as a student worker during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student workers may work up to 19.5 hours per week in all combined assignments, except as outlined below.~~

In order to be employed as a student worker during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student workers may work up to 19.5 hours per week in all combined assignments, except as outlined below.

A. ~~Intersession Employment~~

~~Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:~~ Intersession Employment

Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:

- ~~1. Between spring semester and summer session, if enrolled at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two units.)~~ Between spring semester and summer session, if enrolled at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two units.)
- ~~2. Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.~~ Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.

3. ~~Between fall and spring semesters, if enrolled at least half time during both the fall and spring semester.~~Between fall and spring semesters, if enrolled at least half time during both the fall and spring semester.
4. ~~During spring break, if enrolled at least half time during the spring semester.~~During spring break, if enrolled at least half time during the spring semester.
5. If adequate funding is available to cover the student salary, student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week.

B. **~~Summer Employment~~**

~~District-funded student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week; however, federal work-study students must be enrolled at least half time during summer session and may begin summer employment no earlier than July 1. Additional policies and regulations apply and should be obtained from the appropriate office (financial aid, CalWORKs, Institute for International Perspectives, veterans, etc.)~~Summer Employment

Student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week. Additional policies and regulations apply and should be obtained from the appropriate office (financial aid, CalWORKs, international students, veterans, etc.).

C. **~~New Students~~**

~~Students newly enrolled at the college may begin their work assignment two weeks prior to the start of the semester for training purposes. (Flex week signifies the start of each semester.)~~New Students

Students newly enrolled at the college may begin their work assignment two weeks prior to the start of the semester for training purposes. (Flex week signifies the start of each semester.)

D. **~~Pre-hire Requirements~~**

~~In order for student workers to be paid, they must complete hire forms in the Career Center before beginning their work assignment. If the student worker is to be paid by the District, the supervisor must forward a completed personnel requisition to Human Resources before the student worker begins the work assignment.~~Pre-hire Requirements

In order for student workers to begin employment and be paid, they must complete a hiring packet within the department hiring the student, CalWORKs, veterans, etc. Any department completing the hiring packets must submit the hiring packets to human resources. No student worker can begin employment until human resources provides an approval start date.

E. **~~Breaks~~**

~~Student workers may not work for longer than 5.5 hours without an unpaid lunch break of at least 30 minutes. Student workers are also entitled to one ten-minute break after four hours of work, up to a maximum of two breaks in an eight-hour period.~~Breaks

Student workers may not work for longer than 5.5 hours without an unpaid lunch break of at least 30 minutes. Student workers are also entitled to one ten minute break after four hours of work, up to a maximum of two breaks in an eight-hour period.

F. ~~Time Cards~~

~~Time cards must be completed at the end of each month, signed by both the student worker and the supervisor, and submitted to the Payroll Department by the fifth of the month.~~ Time Cards  
Time cards must be completed at the end of each pay period, signed by both the student worker and the supervisor, and submitted to the Payroll Department (see payroll time sheet deadlines <https://wiki.sbccd.org/FiscalServices/Payroll/Pages/Payroll.aspx>).

G. ~~Other Funding Sources and Student Populations~~

~~Regulations may vary depending on the funding source or student program (i.e. federal work-study, CalWORKs, veterans, international students). Please contact the appropriate program staff for the most up-to-date information.~~ Other Funding Sources and Student Populations  
Regulations may vary depending on the funding source or student program (i.e. federal work-study, CalWORKs, veterans, international students). Please contact the appropriate program staff for the most up-to-date information.

~~Sample from another district~~

~~Education Code Section 88003 allows part-time employment of students outside the classified service.~~

~~1. The Student Employment Categories are:~~

- ~~a. Student Employees~~
- ~~b. Federal College Work-Study Program Student Employees~~
- ~~c. EOPS Work-Study Program Student Employees~~
- ~~d. Disabled Student Employees~~
- ~~e. Student Education Program Employees~~

~~2. A student enrolled in 6 or more units per semester may work part-time as a student employee for no more than 25 hours per week and no more than 194 working days in an academic year.~~

~~3. Students may work up to 37.5 hours per week or 7.5 hours per day when District classes are not in session or during a summer break, but they remain student employees and may not be employed as short-term employees.~~

~~4. In no case will a student perform services which supplant work being accomplished by any member of the classified service or which impair an existing contract for service. Student jobs must be reviewed by Human Resources to assure that they do not duplicate classified jobs and that the duties involve closer supervision than do duties performed by classified employees.~~

~~5. Any student dropping below the required units per semester shall be disqualified from student employment for the remainder of the semester~~

~~6. No student may be allowed to begin work prior to the completion and approval of the Personnel Action Form, and completion of the employee's pre-employment processing~~

~~7. Hourly pay rates for student employees shall be determined by the Human Resources Office.~~

1. In no case will a student perform services which supplant work being accomplished by any district permanent employee.

2. Students dropping below the required units per semester shall be disqualified from student employment for the remainder of the semester (additional policies and regulations apply and should be obtained from the appropriate office (CaWORKS, veterans, international students).

~~Federal Work-Study Program~~ Federal Work-Study Program

~~The Federal Work Study Program is for students who have been determined, through the Financial Aid application process, to have financial eligibility and who are in need of earnings to pursue a course of study at the District. A secondary purpose of the program is intended to broaden the range of worthwhile job opportunities for qualified students.~~ The Federal Work-Study Program is for students who have been determined, through the Financial Aid application process, to have financial eligibility and who are in need of earnings to pursue a course of study at the District. A secondary purpose of the program is intended to broaden the range of worthwhile job opportunities for qualified students.

- ~~From current SBCCD AP 7240 titled Student Employees~~ From current SBCCD AP 7240 titled Student Employees

## ~~EMPLOYMENT OPPORTUNITIES~~

~~The District provides employment opportunities for its students through various federal, state, and locally funded programs (i.e., College Work Study, EOPS, Disabled Students).~~

### EMPLOYMENT OPPORTUNITIES

#### ~~Definition~~

~~Students may be hired as Student Employees or as Short-Term Employees. Student Employees and Short-Term Employees work under different authorization, different working requirements and limitations, and different budget allocations. Students shall not be shifted from one category of employment to the other without authorization.~~

#### A. ~~Enrollment~~

~~A student must be continuously enrolled in six (6) or more units of credit classes during a regular session, or three (3) or more units during a summer session in a college of the District in order to qualify for employment. Enrollment must be maintained at or above the minimum level throughout the period of employment. Units that are "challenged" for credit do not count toward meeting the minimum.~~ Enrollment

A student must be continuously enrolled in six (6) or more units of credit classes during a regular session, or three (3) or more units during a summer session in a college of the District in order to qualify for employment. Enrollment must be maintained at or above the minimum level throughout the period of employment. Units that are "challenged" for credit do not count toward meeting the minimum.

#### ~~Authorization~~

~~The Chancellor or his/her designee must approve student employment before any pay warrant is issued. Authorization for employment is obtained through the Career Center at SBVC and the Campus Business Office at CHC. All authorizations expire at the end of the fiscal year on June 30 and must be renewed if the student works into the new fiscal year.~~

#### ~~Limits~~

~~A student employed under this policy is limited to a maximum of fifteen (15) hours of employment per week in the District exclusive of recesses when classes are not in session. A student may work for only one department at a time.~~

#### B. ~~Benefits~~

~~Student employees do not qualify for District-paid health and welfare benefits, social security, Medicare, or retirement benefits, nor are they paid a shift differential.~~Benefits

Student workers do not qualify for District-paid health and welfare benefits, social security, Medicare, or retirement benefits, nor are they paid a shift differential.

~~Rates of Pay~~

~~The Human Resources Office shall maintain a list of Board approved positions and rates of pay.~~

## ~~CALWORKS STUDENTS~~

### CALWORKS STUDENTS

A. **Definition**

~~CalWORKs students are required, by the county, to participate in a combination of school and work related activities totaling up to thirty-two (32) hours per week.~~Definition

CalWORKs students are required, by the county, to participate in an approved activity which could be a combination of school and work totaling up to thirty-two (32) hours per week.

B. **Authorization**

~~The Chancellor or his/her designee must approve CalWORKs employment before any pay warrant is issued. Authorization for employment is obtained through the Career Center at SBVC and the Campus Business Office at CHC. All authorizations expire at the end of the fiscal year on June 30 and must be renewed if the student works into the new fiscal year.~~Authorization

The Chancellor or his/her designee must approve CalWORKs employment before any pay warrant is issued. Authorization for employment is obtained through the CalWORKS Department at SBVC and the Campus Business Office at CHC. All authorizations expire at the end of the fiscal year on June 30 and must be renewed if the student works into the new fiscal year.

C. **Limits**

~~A CalWORKs student may be employed on work-study for as many hours a week as is needed to meet their weekly work requirement as determined by the County Welfare Office.~~Limits

A CalWORKs student may be employed on work-study for as many hours a week as is needed to meet their weekly work requirement as determined by the County Welfare Office.

~~Benefits~~

~~Student employees do not qualify for district-paid health and welfare benefits, social security, Medicare, or retirement benefits, nor are they paid a shift differential.~~

~~Rates of Pay~~

~~The Human Resources Office shall maintain a list of Board approved positions and rates of pay.~~

D. **Rates of Pay**

Rates of pay for all student workers will be consistent with state and federal employment regulations.

## ~~References:~~

### References:

~~Education Code Sections 69960(f) and 88003~~Education Code Sections 69960(f) and 88003



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Human Resources Human Resources*  
 Policy Area: *Chapter 7 Human Resources*  
 References: *Legally Required*

## BP 7270 Student Workers

*(Replaces current SBCCD BP 7240)*

The District shall provide employment opportunities for its students through various federal, state, and locally funded programs.

### **Reference:**

### Reference:

~~Education Code Sections 69960(f) and 88003~~ Education Code Sections 69960(f) and 88003

### Attachments

- BP 7270 Student Workers - Comments
- BP 7270 Student Workers - Legal Citation
- BP7270-OLD.pdf



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	

## AP 7348 Accommodations

### References:

~~29 U.S. Code Section 207(r);  
42 U.S. Code Sections 12101 et seq.;  
42 U.S. Code Sections 2000e et seq.;  
29 Code of Federal Regulations Parts 1605.1 et seq.;  
Government Code Sections 12926, 12940, and 12945;  
Labor Code Sections 230 and 1030 et seq.;  
Title 2 Sections 11040 et seq., 11050, et seq., and 11060 et seq.~~

~~**NOTE:** A procedure on the District's obligation to accommodate employees and applicants is **suggested as good practice**. Insert local practice. The following is suggested language.~~

Absent undue hardship or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- employees with conditions related to pregnancy, childbirth, or a related medical condition, if she so requests, and with the advice of her health care provider;
- employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

#### ~~For Disabilities:~~For Disabilities:

~~The District has an affirmative duty to provide reasonable accommodations to applicants or employees with disabilities unless the timely, good faith interactive process reveals that there is no reasonable accommodation that will allow the applicant or employee to perform essential job functions without causing the agency undue hardship or without presenting a direct threat to the health and safety of himself/herself or others.~~ The District has an affirmative duty to provide reasonable accommodations to applicants or employees with disabilities unless the timely, good faith interactive process reveals that there is no reasonable accommodation that will allow the applicant or employee to perform essential job functions without causing the agency undue hardship or without presenting a direct threat to the health and safety of himself/herself or others.

#### ~~For Pregnancy and Related Medical Conditions:~~

~~The District must provide an interactive process to assess reasonable accommodations, in addition to leave~~

~~rights, to employees disabled by pregnancy and related medical conditions.~~ **For Pregnancy and Related Medical Conditions:**

The District must provide an interactive process to assess reasonable accommodations, in addition to leave rights, to employees disabled by pregnancy and related medical conditions.

~~**For Victims of Domestic Violence, Sexual Assault, or Stalking:**~~

~~Effective January 1, 2014, the District also has an affirmative duty to provide reasonable accommodations to employee victims of domestic violence, sexual assault, or stalking, that would protect the safety of the employee victim while at work. As is the case with disability-related accommodations, the law requires a timely, good faith interactive process. The goal is to identify safety-related accommodations that do not cause undue hardship and that do not compromise the safety and health of all employees. Like the interactive process for disabilities, the agency has the duty to restart the interactive process if the employee requests new accommodation(s) due to changed circumstances.~~ **For Victims of Domestic Violence, Sexual Assault, or**

~~**Stalking:**~~

Effective January 1, 2014, the District also has an affirmative duty to provide reasonable accommodations to employee victims of domestic violence, sexual assault, or stalking, that would protect the safety of the employee victim while at work. As is the case with disability-related accommodations, the law requires a timely, good faith interactive process. The goal is to identify safety-related accommodations that do not cause undue hardship and that do not compromise the safety and health of all employees. Like the interactive process for disabilities, the agency has the duty to restart the interactive process if the employee requests new accommodation(s) due to changed circumstances.

~~**For Religious Belief or Observance:**~~

~~Unlike the other categories identified above, there is no legal requirement that the employer must use an interactive process to analyze potential reasonable accommodations of an employee's religious beliefs or observance, including religious dress or grooming practices. Accommodation for religious belief is included here because the law does require an employer to provide a reasonable accommodation unless the agency can prove an undue hardship. In addition, the employer is required to prove that it has explored any available reasonable alternative means of accommodating the religious belief or observance. Though an interactive process is not legally mandated for religious accommodation, an interactive process meeting **suggested as good practice** and is an effective way for an employer to prove that it explored any available reasonable alternative means of accommodating the religious belief or observance.~~ **For Religious Belief or Observance:**

Unlike the other categories identified above, there is no legal requirement that the employer must use an interactive process to analyze potential reasonable accommodations of an employee's religious beliefs or observance, including religious dress or grooming practices. Accommodation for religious belief is included here because the law does require an employer to provide a reasonable accommodation unless the agency can prove an undue hardship. In addition, the employer is required to prove that it has explored any available reasonable alternative means of accommodating the religious belief or observance. Though an interactive process is not legally mandated for religious accommodation, an interactive process meeting suggested as good practice and is an effective way for an employer to prove that it explored any available reasonable alternative means of accommodating the religious belief or observance.

~~Local practice may be inserted below and should address:~~ Local practice may be inserted below and should address:

- ~~Potential Accommodations for Religious Creed, Religious Dress Practice, or Religious Grooming Practice~~ Potential Accommodations for Religious Creed, Religious Dress Practice, or Religious Grooming Practice

~~NOTE: "Religious creed," "religion," "religious observance," "religious belief," and "creed" include all aspects of religious belief, observance, and practice, including religious dress and grooming practices. "Religious dress practice" is construed broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of the observance by an individual of his or her religious creed. "Religious grooming practice" is construed broadly to include all forms of head, facial, and body hair that are part of the observance by an individual of his/her religious creed.~~

"Religious creed," "religion," "religious observance," "religious belief," and "creed" include all aspects of religious belief, observance, and practice, including religious dress and grooming practices. "Religious dress practice" is construed broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of the observance by an individual of his or her religious creed. "Religious grooming practice" is construed broadly to include all forms of head, facial, and body hair that are part of the observance by an individual of his/her religious creed.

- ~~Disability Accommodation~~Disability Accommodation
- ~~Supporting Documentation or Certification~~Supporting Documentation or Certification
- ~~Reasonable Medical Documentation of Disability~~Reasonable Medical Documentation of Disability

~~NOTE: The District is entitled to request reasonable documentation confirming the existence of a disability, the need for a reasonable accommodation, and the functional limitations or work restrictions that apply to the employee's ability to perform the essential functions of the job. If an employee or applicant provides documentation that does not confirm the existence of a disability, the need for a reasonable accommodation, or his/her functional limitations in performing essential job functions, then the District should explain why the documentation is insufficient and allow the applicant or employee to provide a timely supplement.~~

The District is entitled to request reasonable documentation confirming the existence of a disability, the need for a reasonable accommodation, and the functional limitations or work restrictions that apply to the employee's ability to perform the essential functions of the job. If an employee or applicant provides documentation that does not confirm the existence of a disability, the need for a reasonable accommodation, or his/her functional limitations in performing essential job functions, then the District should explain why the documentation is insufficient and allow the applicant or employee to provide a timely supplement.

- ~~Interactive Communication or Interactive Process~~Interactive Communication or Interactive Process

~~NOTE: Employers must also be able to prove they acted with good faith during the interactive process. The District should create and maintain written documentation of its interactive process communications, including: letters to medical providers; letters to the employee to recap interactive process meetings; and notes to file regarding any analyses or consultations with experts as to potential accommodations. The documentation should be detailed and include: that the employee had the option to be represented and whether the representative attended the meetings; that the employer was flexible in scheduling the time and location of the meetings; whether the meeting was recorded; the accommodations that were suggested by the employer and the employee; the responses each party had to the suggested accommodations; and whether the interactive process meeting resulted in any agreements.~~

Employers must also be able to prove they acted with good faith during the interactive process. The District should create and maintain written documentation of its interactive process communications, including: letters to medical providers; letters to the employee to recap interactive process meetings; and notes to file regarding any analyses or consultations with experts as to potential accommodations. The documentation should be detailed and include: that the employee had the option to be represented and

whether the representative attended the meetings; that the employer was flexible in scheduling the time and location of the meetings; whether the meeting was recorded; the accommodations that were suggested by the employer and the employee; the responses each party had to the suggested accommodations; and whether the interactive process meeting resulted in any agreements.

- ~~Potential Accommodations for Applicants or Employees with Disabilities~~ Potential Accommodations for Applicants or Employees with Disabilities
- ~~Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions~~ Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions
- ~~Determination Regarding Accommodation~~ Determination Regarding Accommodation
- ~~Certification of Victim Status~~ Certification of Victim Status

~~**NOTE:** The District may require a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for his/her safety at work, to provide a written statement regarding the need for the accommodation, and a certification of his/her status as a victim of domestic violence, sexual assault, or stalking. In addition, the District may request recertification of the documentation every six months. If circumstances change and the employee needs a new accommodation, the employer must restart the certification and interactive process.~~ The District may require a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for his/her safety at work, to provide a written statement regarding the need for the accommodation, and a certification of his/her status as a victim of domestic violence, sexual assault, or stalking. In addition, the District may request recertification of the documentation every six months. If circumstances change and the employee needs a new accommodation, the employer must restart the certification and interactive process.

## ~~Lactation Accommodation~~

~~**NOTE:** Federal law requires employers of 50 or more to provide lactation accommodation to overtime-eligible employees.~~

## Lactation Accommodation

An overtime-eligible employee who wishes to express breast milk for her infant child during her scheduled work hours will receive additional unpaid time beyond the 15-minute compensated rest period. Employees desiring to take a lactation break must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will make reasonable efforts to accommodate employees by providing an appropriate location to express milk in private. The District will attempt to find a location in close proximity to the employee's work area, and the location will be other than a toilet stall. Employees occupying such private areas shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

~~**NOTE:** The following is suggested as good practice.~~

Any employee storing expressed milk in any authorized refrigerated area within the work area shall clearly label it as such. No expressed milk shall be stored at the work area beyond the employee's workday.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

**REVIEWED BY:** Jose F. Torres, Interim Chancellor Stacey K. Nikac,

**PREPARED BY:** Administrative Officer

**DATE:** March 12, 2020

**SUBJECT:** Final Approval of Board Policies

### **RECOMMENDATION**

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

\*AP/BP 3540 Sexual Assaults on Campus

\*AP/BP 6530 District Vehicles

\*AP/BP 6750 Parking

\*AP/BP 6751 Parking Citation Payment Plan

\*AP 7215 Academic Employees: Probationary Contract Faculty

\*\*AP 7346 Employees Called to Military Duty

### **OVERVIEW**

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

### **ANALYSIS**

\*The Board approved first reading on January 10, 2020 and tabled the second reading and final approval on February 13, 2020 for legal review of language in AP/BP 3540 Sexual Assaults on Campus.

\*\*The Board approved first reading on February 13, 2020.

The changes to these policies include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the district.

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

None.



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

## AP 3540 Sexual and Other Assaults on Campus

*For additional information and resources on sexual assault, domestic violence, dating violence, and stalking in the educational/campus environment, the Department of Justice has established a clearinghouse of resources geared towards colleges and universities, which can be accessed at the California Attorney General's website.*

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 titled Standards of Student Conduct.)

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse;
- a person similarly situated to a spouse of the victim under California law; or
- any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515)

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from the District Police, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the District Police is authorized to release such information.

The Office of Student Life, Student Health Services, Health & Welfare Center, District Police, Title IX Coordinator and Human Resources shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents;
  - Office of Student Life,
  - Student Health Services,
  - Health & Wellness Center,
  - District Police,
  - Title IX Coordinator
  - Human Resources
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
  - transportation to a hospital, if necessary by Local Police, District Police or San Bernardino Sexual Assault Services;
  - counseling by Student Health Services, Health & Wellness Center or referral to a counseling center, San Bernardino Sexual Assault Services or Option House;
  - notice to the police, if desired, by Local Police or District Police;
  - a list of other available campus resources or appropriate off-campus resources at the Office of Student Life, Student Health Services, Health & Wellness Center, District Police, Title IX Coordinator and Human Resources.
- A description of each of the following procedures:
  - criminal prosecution;
  - civil prosecution (i.e., lawsuit);
  - District disciplinary procedures, both student and employee;
  - modification of class schedules;
  - tutoring, if necessary.

The Title IX Coordinator should be available to provide assistance to District law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District Title IX Coordinator or Human Resources will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Office of Student Services, District

Police, Title IX Coordinator or Human Resources, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Public Information Officer which shall work with the Office of Student Services, Student Health Services, Health & Wellness, District Police, Title IX Coordinator or Human Resources to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests;
- Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;
- Notice to students that the campus will change a victim's academic situation after an alleged domestic violence, dating violence, sex offense, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sex offense, or stalking including a clear statement that:
  - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
  - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

## **Education and Prevention Information**

The Office of Student Life, Human Resources and the District Police shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, or stalking. The information shall be

developed in collaboration with campus-based and community-based victim advocacy organizations.

- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

## References:

Education Code Sections 67385, 67385.7, and 67386;

20 U.S. Code Section 1092(f);

34 Code of Federal Regulations Section 668.46(b)(11)

## Attachments:

[AP 3540 Sexual and Other Assaults on Campus](#)

[- Comments](#)

[AP 3540 Sexual and Other Assaults on Campus](#)

[- Legal Citations](#)

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



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** *Chancellor's Cabinet*  
*Chancellor's Cabinet:*  
**Policy Area:** *Chapter 3 General Institution*  
**References:** *Legally Required*

## BP 3540 Sexual and Other Assaults on Campus

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The Chancellor shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385 and 67385.7, AND 67386 and 34 Code of Federal Regulations Section 668.46.

### References:

Education Code Sections 67382, 67385, and 67386;  
 20 U.S. Code Section 1092(f);  
 34 Code of Federal Regulations Section 668.46(b)(11)

### Attachments:

[BP 3540 Sexual and Other Assaults on Campus - Comments](#)  
[BP 3540 Sexual and Other Assaults on Campus - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Advised</i>

## AP 6530 District Vehicles

(Replaces current SBCCD AP 6760)

~~All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).~~ All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

~~All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.~~ All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

~~All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.~~ All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.

~~All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.~~ All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.

~~All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.~~ All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

~~The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.~~ The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

~~Vehicles made available to the District personnel are for use in the conduct and operation of District business.~~ Vehicles made available to the District personnel are for use in the conduct and operation of District business.

~~Automobiles owned by the District and operated by District personnel may be replaced after \_\_\_\_\_ miles or \_\_\_\_\_ model years in age, whichever occurs first. (NOTE: This procedure may~~

~~also be part of the budget planning process.)~~

~~Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:~~ Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:

- ~~Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.~~ Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.
- ~~Employees who are regularly or frequently subject to call before or after regular working hours.~~ Employees who are regularly or frequently subject to call before or after regular working hours.
- ~~Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.~~ Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

~~The [chief administrative officer] of a location is responsible for controlling access to and use of all District vehicles assigned to that location.~~ The department manager of a location is responsible for controlling access to and use of all District vehicles assigned to that location.

~~The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the [designate position] prior to final granting of authorization.~~ The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the department manager prior to final granting of authorization.

- From current SBCCD AP 6760 titled Use of Private Vehicles for College Business

## Use of Private Vehicles for College Business

### A. Authorization

Any employee who drives his/her private vehicle on college business must be included on the Approved Drivers List. College business includes any authorized vehicle use in the "line of duty" while driving to conferences, meetings, or other business necessities. No employee shall transport any student in his/her private vehicle on college business.

### B. Insurance

1. Employees who drive their private vehicle(s) on college business shall maintain in full force the required California minimum insurance on the vehicle in question.
2. In case of an accident, the employee's insurance provides primary coverage for both liability and property damage. District insurance provides secondary coverage only for liability or property damage caused by the employee. Repair or damage to the employee's vehicle is the sole responsibility of the employee or the employee's insurance company.
3. Employees who sustain an injury as a result of an accident while on authorized District business are covered by Workers' Compensation provisions.

## References:

~~Insurance Code Section 11580.1(b);~~



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Business & Fiscal Services Business & Fiscal Services
Policy Area:	Chapter 6 General Institution
References:	Legally Required

## BP 6530 District Vehicles

(Replaces current SBCCD BP 6760)

**NOTE:** ~~This policy is unique to the SBCCD.~~ NOTE: This policy is unique to the SBCCD.

- ~~From current SBCCD BP 6760 titled Use of Private Vehicles for College Business~~ From current SBCCD BP 6760 titled Use of Private Vehicles for College Business

~~The Chancellor shall create procedures to ensure that each person required by their job description to drive a District-owned vehicle shall maintain a safe driving record. An employee's continuing compliance with such procedures shall be a condition of continued employment in any position requiring the driving of District vehicles.~~ The Chancellor shall create procedures to ensure that each person required by their job description to drive a District-owned vehicle shall maintain a safe driving record. An employee's continuing compliance with such procedures shall be a condition of continued employment in any position requiring the driving of District vehicles.

~~Clearance to drive District-owned vehicles requires the driver/District employee to have in their possession an appropriate, valid California Drivers' License. Verification must be obtainable through the California Department of Motor Vehicles.~~ Clearance to drive District-owned vehicles requires the driver/District employee to have in their possession an appropriate, valid California Drivers' License. Verification must be obtainable through the California Department of Motor Vehicles.

~~The District shall provide vehicles consisting of: vans, sedans, truck/vans, trucks, or other modes of transportation as deemed appropriate to the requirements of the particular job, and patrol cars for District police services.~~ The District shall provide vehicles consisting of: vans, sedans, truck/vans, trucks, or other modes of transportation as deemed appropriate to the requirements of the particular job, and patrol cars for District police services.

~~In the event the District fleet is not adequate in either size or number, the Chancellor may authorize the use of charter buses from private companies in that business and/or the rental of vehicles from a recognized auto/truck rental firm.~~ In the event the District fleet is not adequate in either size or number, the Chancellor may authorize the use of charter buses from private companies in that business and/or the rental of vehicles from a recognized auto/truck rental firm.

## Use of Private Vehicles for College Business

Any employee who drives his/her private vehicle on college business must be included on the approved Drivers List, in accordance with administrative regulations provided by the Chancellor.

No employee shall transport any student in his/her private vehicle on college business.

~~Also see BP/AP 4300 titled Field Trips and Excursions~~ Also see [BP/AP 4300 titled Field Trips and Excursions](#)

## References:

~~Insurance Code Section 11580.1(b);~~

~~Title 13, California Code of Regulations, Division 1, Chapter 4~~ [Insurance Code Section 11580.1\(b\);](#)

[Title 13, California Code of Regulations, Division 1, Chapter 1](#)

## Attachments:

[BP 6530 District Vehicles - Comments](#)

[BP 6530 District Vehicles - Legal Citations](#)

[BP6530- OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

## AP 6750 Parking

*(Replaces current SBCCD AP 6750)*

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college(s) are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor or infraction for any person to do any act forbidden or fail to perform any act required in these procedures.

### ~~A. Authorization~~

#### A. Authorization

Any person who operates or parks a motor vehicle on District property is subject to District Parking and Traffic Regulations and the provisions of the California Motor Vehicle Code.

### ~~B. Parking Permit~~

#### B. Parking Permit

District parking permits are required for all vehicles parked on District property from 7:00 AM Monday through 4:30 PM Friday, unless otherwise noted herein. Parking permits and daily parking permits are valid at all District locations.

##### 1. Special Events Parking

~~Parking citations shall not be issued during regular and late registration periods.~~ "Special Events" parking permits ~~shall~~may be made available free of charge for non-students who participate in such things as theater productions, and "no cite" ~~grace~~ periods ~~shall~~may be provided for such events as dances, college night and career day. Parking fees for sporting or community events may be charged an amount commensurate to the

event.

## 2. Guest Parking

~~One-day guest~~ Guest permits are available through the District Office and through the ~~office of~~ College Administrative Services ~~at each campus~~ Department. It is the responsibility of the individual inviting an off-campus guest to secure a ~~one-day~~ parking permit ~~a minimum of 3 days~~ prior to the event.

## ~~C. Violations/Citations~~

### C. Violations/Citations

Any person who violates the Parking and Traffic Regulations or the California Motor Vehicle Code may receive a District citation and/or be subject to District disciplinary action. Disciplinary action only applies to intentional acts that constitute dishonesty, falsification of information, willful or persistent violation of the rules made applicable to the District by the Governing Board. Disciplinary action includes suspension, demotion or, in severe cases, dismissal. When disciplinary action is sought, employees are entitled to due process protection as per applicable District policy and collective bargaining agreements.

## ~~D. Liability~~

Student/Public parking areas: Parking citations shall not be issued during the first two weeks of fall and spring semesters, during each summer session, or when classes are not in session.

### D. Liability

Parking of motor vehicles or bicycles on District property is done at the owner's risk. The District assumes no liability for damage or theft except as provided for unit members covered by Article 20 of the SBCCD/ SBCCDTA contract.

## ~~E. Traffic Regulations~~

### E. Traffic Regulations

1. Driver must obey all posted speed limits. The speed limit on all campus roads is posted.
2. The speed limit in all parking lots is a maximum of 5 miles per hour.
3. Pedestrians have the right-of-way at all times.
4. The use of skateboards, roller skates or bicycles is prohibited on the interior of District property.
5. ~~No~~ Unless by special permit, no vehicles are permitted on inner campus walks ~~and roadways~~ except for emergency vehicles, authorized construction/maintenance or district owned vehicles, ~~authorized special event support vehicles and vehicles belonging to the District~~ performing assigned duties. ~~Non-District vehicles require a separate~~ The permit may specify that a guide to ensure pedestrian safety is required to walk in front of or beside the vehicle while ~~operating~~ moving on ~~District property~~ campus.
6. Roadblocks, barriers, cones, or stanchions may be placed by District employees at any point deemed necessary for safety or convenience. Removal of these roadblocks, barriers, or stanchions is prohibited.
7. Motorcycles and other two-wheeled powered vehicles are limited to designated motorcycle parking areas. Motorcycle parking in these designated spaces does not require a permit. Mopeds may be parked in bicycle racks on campus, but shall be walked when on campus walkways. Use of private powered vehicles is

prohibited where pedestrian traffic is present.

## ~~F. Parking Controls~~

### F. Parking Controls

1. All vehicles parked on District/college parking lots or District/college roadways are required to display a current parking permit or a daily parking permit. Permits must be displayed on windshield, ~~bumper~~ or rear-view mirror while on campus. Daily parking permits shall be posted face up on the dashboard so as to be readable. Failure to post permits properly shall be grounds for citation.
2. Students/~~employees~~visitors may purchase semester parking permits on-line or daily permits from a vending machine located in various parking lots.
3. Parking permit refunds for students are subject to the provisions of the Fee Refund Policy. In order to obtain a refund, a student must take all or a portion of the decal bearing the permit number to the College Police Department at SBVC, or the Campus Business Office at CHC, within the time-lines specified in the Fee Refund Policy. Refunds are not provided to employees unless they qualify under the AQMD Ride-~~Sharing~~Sharin Incentive Program.
4. Certain parking lots and parking areas are restricted for employee "staff" parking only. Students, dependents and relatives of employees, who are not employees themselves, are prohibited from using employee lots and parking areas.
5. Parking stalls marked "visitors" are solely for visitors and may be governed by time limits. Students and employees are prohibited from parking in visitor areas.
6. Students with physical handicaps may be given special parking privileges that will be evidenced by a District handicapped permit affixed to the right side of the rear bumper or the rear view mirror. Permits may be obtained in the Disabled Student Services Office. It is the responsibility of DSP&S to inform the Police of any such privileges.
7. Vehicles are to be parked in properly marked stalls only. Taking up more than one parking stall is prohibited.
8. Parking is prohibited in loading zones, posted areas, along red curbing, or red lined areas.
9. Vehicles parked in prohibited areas which block the flow of traffic, emergency vehicles/equipment, driveways, roadways, or in posted "NO PARKING" zones may be towed away at the owner's expense at no responsibility to the District pursuant to current California Vehicle Code authority.
10. Vehicles parked illegally in reserved parking stalls will be cited for illegal parking.
11. Vehicles abandoned on college property for over 72 hours without college authorization from the College Administrative Services Department will be removed at owner's expense pursuant to current California Vehicle Code authority.
12. Energy Efficient Vehicles will be defined as Zero Emission Vehicles (ZEV) by the California Air Resources Board, or fuel-efficient vehicles that have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide.

## References:

Education Code Section 76360;



**Origination:** 02/2016  
**Last Approved:** N/A  
**Last Revised:** 02/2016  
**Next Review:** 6 years after approval  
**Owner:** [Business & Fiscal Services](#)  
[Business & Fiscal Services](#)  
**Policy Area:** [Chapter 6 General Institution](#)  
**References:**

## BP 6750 Parking

*(Replaces current SBCCD BP 6750)*

The Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See BP 5030 titled Fees.)

### References:

Education Code Section 76360; Vehicle Code Sections 21113 and 22651.5

### Attachments:

- [BP 6750 Parking - Comments](#)
- [BP 6750 Parking - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business &amp; Fiscal Services</i> <i>Business &amp; Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

## AP 6751 Parking Citation Payment Plan

A registered owner (CVC 460, 505) or person responsible for vehicle citations received on San Bernardino Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

- A. Once this threshold is met, any citations associated with this vehicle, registered owner, or person responsible may be added to the payment plan, at the time of enrollment.
- B. If additional citations are accrued during the payment plan period, the plan may not be modified to include these citations, nor will a concurrent payment plan be offered.
- C. Citations in a payment plan will not count towards immobilization/tow/impound eligibility pursuant to CVC 22651(i)(l).
- D. Once a vehicle is towed/impounded due to other violations, all citations, including those on a payment plan, are immediately due pursuant to CVC 22551(i)(l)(C).

The fee to enroll in a payment plan is \$25.

Applied late fees, as well as any late fees not yet applied, will be placed in abeyance while the payment plan is in place. If the individual adheres to the plan terms, these late fees will be waived once the payment plan is complete.

- A. If an individual defaults on the payment plan, a subsequent payment plan will not be offered for those citations and any late fees placed in abeyance will be immediately reinstated. The total amount due, including all late fees, will be submitted to the appropriate Department of Motor Vehicles for a Registration hold on the vehicle. An Academic Hold will be placed on the Students records until the total fees are paid in full.
- B. The request for a payment plan must be made before the citation is transferred to DMV for collection. (21 days after issue of the citation}.

Once the payment plan is in place and the individual is adhering to its terms, an itemization of unpaid parking penalties and service fees will not be filed with the DMV (also known as a "DMV Registration Hold") and any DMV Registration Hold in place will be temporarily removed pending satisfactorily completing the payment plan.

At plan enrollment, an initial payment of \$25 or 10% of the amount owed (whichever amount is greater), plus the \$25 enrollment fee, is required.

Payments must be made each calendar month.

- A. There is no grace period for late payments.
- B. For mailed payments, a postmark is acceptable to meet this requirement.

## **Payment plan duration**

1st months payment will be \$25 or 10% of unpaid fines (whichever amount is greater) plus the \$25 enrollment plan fee. Subsequent month payments will be determined by dividing the remaining balance by 4.

## **Definitions**

Late: The citation is past 21 days from issuance and 14 days from mailing of the reminder notice and additional fees may be applied.

Delinquent: The citation is unpaid. Late fees may or may not have been applied. Person responsible: The individual who has opted to enter into the payment plan with the campus.

## **Reference:**

California Assembly Bill No. 503 (Chapter 741)

## **Attachments:**



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Policy Stat</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

## BP 6751 Parking Citation Payment Plan

The Board shall establish an Administrative Procedure where a registered owner (CVC 460, 505) or person responsible for vehicle citations received on San Bernardino Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

### Reference:

California Assembly Bill No. 503 (Chapter 741)

### Attachments:



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	06/2018
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Good Practice/Optional</i>

## AP 7215 Academic Employees: Probationary Contract Faculty

The District shall employ a faculty member for the first academic year of his/her employment by contract. Any person who, at the time an employment contract is offered to him/her by the District, is neither a tenured employee of the District nor a probationary employee then serving under a second or third contract shall be deemed to be employed for "the first academic year of his or her employment."

A faculty member shall be deemed to have completed his/her first contract year if he/she provides service for 75 percent of the first academic year.

Before making a decision relating to the continued employment of a contract employee, the following requirements shall be satisfied:

- The employee shall be evaluated in accordance with the evaluation standards and procedures established in accordance with law. ~~(Insert or reference local evaluation procedures.)~~ **and BP 7150 and BP 7150**
- The Board shall receive statements of the most recent evaluations.
- The Board shall receive recommendations of the Superintendent-President.
- The Board shall consider the statement of evaluation and the recommendations in a lawful meeting of the Board of Trustees.

If a contract employee is working under his/her first contract, the Board, at its discretion, shall elect one of the following alternatives:

- Not enter into a contract for the following academic year.
- Enter into a contract for the following academic year.
- Employ the contract employee as a regular employee for all subsequent academic years.

If a contract employee is working under his/her second contract, the Board, at its discretion, shall elect one of the following alternatives:

- Not enter into a contract for the following academic year.
- Enter into a contract for the following two academic years.
- Employ the contract employee as a regular employee for all subsequent academic years.

If a contract employee is employed under his/her third consecutive contract, the Board shall elect one of the following alternatives:

- Employ the probationary employee as a tenured employee for all subsequent academic years.

- Not employ the probationary employee as a tenured employee.

The Board of Trustees shall give written notice of its decision and the reasons therefore to the employee on or before March 15 of the academic year covered by the existing contract. The notice shall be by registered or certified mail to the most recent address on file with Human Resources. Failure to give the notice as required to a contract employee under his/her first or second contract shall be deemed an extension of the existing contract without change for the following academic year.

The Board of Trustees shall give written notice of its decision under Education Code Section 87609 and the reasons therefore to the employee on or before March 15 of the last academic year covered by the existing contract. The notice shall be by registered or certified mail to the most recent address on file with Human Resources. Failure to give the notice as required to a contract employee under his/her third consecutive contract shall be deemed a decision to employ him/her as a regular employee for all subsequent academic years.

## **References:**

Education Code Sections 87600 et seq.

## **Attachments:**



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Legally Advised</i>

## AP 7346 Employees Called to Military Duty

The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

### Leave

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

### Salary

Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive his or her salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service regardless of length of service with the District.

In addition, the District may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of his/her military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty.
- All benefits that he/she would have received had he/she not been called to active military duty unless the benefits are prohibited or limited by vendor contracts.
- Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

### Health Benefits

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of ~~18~~24 months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

## Vacation and Sick Leave

Employees on military leave accrue any benefits the District provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the District for at least one year shall continue to accrue vacation, sick leave and holiday privileges up to a maximum period of 180 days.

## Reinstatement

An employee on active duty military leave shall be entitled to return to the position held by him/her at the time of his/her entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

In the case of a contract academic employee, absence on military leave shall not count as part of the service required for the ~~aquisition~~[acquisition](#) of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the district for more than one year, but had not yet become a regular academic employee of the district, he/she is entitled to return to the position for the period of time his/her contract of employment had to run at the time he or she entered military service.

In the case of an academic employee, absence on military leave shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave shall not be construed as a break in the continuity of service.

## References:

Education Code Sections 87018, 87700, 87832 and 88116; [Military and Veteran's Code Sections 389 et seq;](#)  
[38 U.S. Code Sections 4301 et seq.](#)

~~Military and Veteran's Code Sections 389 et seq;~~

~~38 U.S. Code Sections 4301 et seq.~~

## Attachments:

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

**REVIEWED BY:** Dr. Kevin Horan, President, CHC  
Diana Rodriguez, President, SBVC

**PREPARED BY:** Dr. Keith Wurtz, Vice President of Instruction, CHC  
Dina Humble, Vice President of Instruction, SBVC

**DATE:** March 12, 2020

**SUBJECT:** Scale of Adoption Assessment (SOAA)

### **RECOMMENDATION**

We recommend that the board approve the submitted document. It has been reviewed by the appropriate constituent groups.

### **OVERVIEW**

The Scale of Adoption Assessment (SOAA) is a report required by the state chancellor's office that documents our guided pathways efforts through December 2019. Colleges are asked to respond to specific guided pathways-related practices tied to each of the four pillars of guided pathways: (a) Clarifying the Path, (b) Getting on the Path, (c) Staying on the Path, and (d) Ensuring Learning. In addition to offering their progress to date, colleges are asked to include the next steps in their guided pathways implementation along with corresponding timelines.

### **ANALYSIS**

The colleges have accomplished a significant number of milestones in reaching its goal of full guided pathways implementation, as evidenced by the preponderance of responses indicating that a given practice was already being implemented at scale or that scaling was in progress. We intend to make significant progress on the remaining practices yet to be scaled between now and the end of Spring 2021.

### **INSTITUTIONAL VALUES**

The work that is memorialized in this document is at the heart of the colleges' mission, vision, and institutional values centered on inclusiveness, equity, and the advancement of the individual.

### **FINANCIAL IMPLICATIONS**

This report is tied to the requirements associated with the guided pathways funding received from the state chancellor's office.

# Preview

## Details

### College

Crafton Hills College

### Assurances

#### Guided Pathways

I have read and adhere to the [Guided Pathways Legislation and Goals](#).

Yes

#### Student Success Metrics

I am familiar with the [Student Success Metrics](#).

Yes

## Contacts

### Project Director

Giovanni Sosa

Dean -- Research, Planning, & Institutional Effectiveness

[gsosa@craftonhills.edu](mailto:gsosa@craftonhills.edu)

(909) 389-3206

## Approvers

### Chancellor/President

Kevin Horan Crafton Hills College

President

[khoran@craftonhills.edu](mailto:khoran@craftonhills.edu)

(909) 389-3201

Awaiting Submittal

### Academic Senate President

Mark McConnell

Academic Senate President  
[mmcconnell@sbccd.cc.ca.us](mailto:mmcconnell@sbccd.cc.ca.us)  
(909) 389-3293

Awaiting Submittal

## Data Sharing

The Student Success Metrics (SSM) will be shared with the campus stakeholders as part of the Guided Pathways process.

### SSM Data Sharing

I agree with the SSM data sharing.

Yes

## Pillar 1. Clarify the Path

### Practice A

Programs are organized and marketed in broad career-focused academic and communities or "meta-majors". (Note: This practice was added to the SOAA in February 2019).

#### Scale of Adoption at Our College

Planning to scale

### Progress to Date

#### Progress to Date Implementing Practice

Each program publishes an online guide for students. Additionally, the college has identified tentative groupings of programs that will form the basis of the meta-majors. The newly appointed Guided Pathways Leads will help to continue that discussion in Spring 2020

### Timeline for Progress to Date

#### Term and Year

Not Entered

### Next Steps

#### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

The college will continue the discussion regarding meta-majors and will publish such groupings online

**Term and Year**

Spring - 2021

**Term - Detail (optional)**

Not Entered

---

**Support**

✓ Check this box if support is needed to advance this work

**Challenge or barrier you are running into.**

Human resources – this will be mitigated partially via the appointment of the GP Leads

**Support Needed - Detail**

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

**Type(s) of Support**

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

**Practice B**

**Every program is well designed to guide and prepare students to enter employment and further education in fields of importance to the college's service area.**

**Scale of Adoption at Our College**

At scale

**Progress to Date****Progress to Date Implementing Practice**

Each program publishes an online guide providing students with wage and career information. CTE programs align closely with employment, and in some cases, with employment. Transfer programs are well aligned with further education.

The college will develop low-unit credit and non-credit skills certificates to meet individual and labor market needs, and will develop scaffolded non-credit/credit/certificate/degree programs.

**Timeline for Progress to Date****Term and Year**

Fall - 2019

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

There is a need to focus more clearly on the educational and employment needs of students in non-CTE pathways. The newly acquired wage and employment database will help inform this discussion/planning.

#### Term and Year

Spring - 2021

#### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

#### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

#### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

#### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice C

Detailed information is provided on the college's website on the employment and further education opportunities targeted by each program.

#### Scale of Adoption at Our College

At scale

#### Progress to Date

##### Progress to Date Implementing Practice

Each program publishes an online guide providing students with wage and career information.

## Timeline for Progress to Date

### Term and Year

Spring - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

We will be updating this information biennially

### Term and Year

Spring - 2020

### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice D

Programs are clearly mapped out for students. Students know which courses they should take and in what sequence. Courses critical for success in each program and other key progress milestones are clearly identified. All this information is easily accessible on the college's website.

### Scale of Adoption at Our College

Scaling in progress

## Progress to Date

### Progress to Date Implementing Practice

Programs are clearly mapped; however, the sequence of courses is not mapped out for every program of study.  
Students can develop a personal brochure by program

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Our newly appointed Guided Pathways Leads will be facilitating these conversations  
Develop sequence of courses as well as GE

### Term and Year

Spring - 2021

### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice E

Required math courses are appropriately aligned with the student's field of study (Note: This essential practice was moved from Area 2).

### Scale of Adoption at Our College

Scaling in progress

### Progress to Date

#### Progress to Date Implementing Practice

Math courses and pathways are aligned with STEM and non-STEM majors

### Timeline for Progress to Date

#### Term and Year

Fall - 2018

---

### Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Clarify math pathways for specific majors/meta majors

#### Term and Year

Spring - 2021

#### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams

- On-campus/individual training

## Pillar 2. Get on the Path

### Practice A

**Every new student is helped to explore career/college options, choose a program of study, and develop a full-time program plan as soon as possible.**

#### Scale of Adoption at Our College

Scaling in progress

### Progress to Date

#### Progress to Date Implementing Practice

CHC offers courses (2 sections per term), online and face-to-face, that are designed to help students explore potential educational pathways. The new student advisement also allows students to develop educational plans and further explore career options. Counselors have also received training on the Myers-Briggs career assessment; such experience positions counselors to readily help students navigate their career options. However, there is room for growth as it relates to the exploration of career options as very little (if any) occurs during the new student advising sessions; when career exploration does occur, it is done so during the promise summer bridge program.

Our new Starfish-based degree planner is an online degree planning and student advising platform that now allows us to determine student progress. As part of that tool, we also have a close to completion report that allows to identify students that are close to earning an award. Additionally, all educational plans are now imported into the new degree planner.

The college is able to determine the number of abbreviated and comprehensive educational plans and our students now can readily determine how changes in their enrollment of courses affects their completion. Lastly, we offer embedded STEM specific counseling to develop a two-year educational plan with semesterly follow-up visits.

### Timeline for Progress to Date

#### Term and Year

Spring - 2019

### Next Steps

#### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

- Better Integrated career exploration and life planning into the onboarding process and the first-year educational plan.
- Continue to develop meta-majors.
- Ensure each student has an educational plan leading to a career goal

- Better Integrated career exploration and life planning into the onboarding process and the first-year educational plan.
- Continue to develop meta-majors
- Ensure each student has an educational plan leading to a career goal  
Implement Career Coach (online platform).
- Require all students to complete New Student Advisement.

- Allow faculty using Starfish identify students majoring in a faculty's discipline; thus, faculty can use Starfish to reach out to students to further discuss the student's major, offer additional advising, advertise events/in reach meetings, and/or have a Kumbaya moment.

- Develop Faculty Advisor program for each discipline among those faculty willing to advise students on career options, etc. Include compensation as part of the program.

#### **Term and Year**

Spring - 2021

#### **Term - Detail (optional)**

Not Entered

---

## **Support**

✓ Check this box if support is needed to advance this work

#### **Challenge or barrier you are running into.**

Human resources – this will be mitigated via the appointment of the GP Leads

#### **Support Needed - Detail**

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

#### **Type(s) of Support**

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## **Practice B**

**Special supports are provided to help academically underprepared students to succeed in the "gateway" courses for the college's major program areas.**

#### **Scale of Adoption at Our College**

At scale

## Progress to Date

### Progress to Date Implementing Practice

Supplemental Instruction is provided in STEM courses.

Embedded tutoring in math and English was implemented Spring 2019.

DSPS – Tech Success Center.

Starfish/early alert system is in place.

Promise program recruited over 400 students in Fall 2019 fostering a culture of regular contacts with the college.

Faculty have received some training with high engaging teaching techniques.

Faculty driven workshops targeting problem topics/concepts in STEM core courses.

We also offer a course focused on introducing learning in an online environment -- this course addresses discussion boards, internet access, equipment needs, software skills, learning styles and strategies for becoming a successful online learner. It is recommended for all students prior to enrollment in an online course.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Expand embedded tutoring.

Continue providing teachers of gateway courses with training in AVID HE high engagement teaching techniques.

Continue scaling high engagement and inclusive services and support, such as EOPS, Free College Promise, the Veterans Resource Center, and the like.

### Term and Year

Spring - 2021

### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice C

Special supports are provided to help academically underprepared students to succeed in the program-relevant "gateway" math courses by the end of their first year. (Note: This practice was added to the SOAA in February 2019).

### Scale of Adoption at Our College

At scale

### Progress to Date

#### Progress to Date Implementing Practice

Tutoring, supplemental instruction, and embedded tutoring are available for all gateway courses.

Corequisites for math courses are available

STEM Success Center fully operational

Ongoing PD for all math faculty

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

### Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue offering, and potentially expand, professional learning opportunities for all math faculty

#### Term and Year

Spring - 2021

#### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice D

Special supports are provided to help academically underprepared students to succeed in the "gateway" English courses by the end of their first year. (Note: This practice was added to the SOAA in February 2019).

### Scale of Adoption at Our College

At scale

### Progress to Date

#### Progress to Date Implementing Practice

Tutoring, supplemental instruction, and embedded tutoring are available for all gateway courses.

Corequisites for English courses are available

Ongoing PD for all English faculty

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

### Next Steps

#### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue offering, and potentially expand, professional learning opportunities for all English faculty

**Term and Year**

Spring - 2021

**Term - Detail (optional)**

Not Entered

---

**Support**

✓ Check this box if support is needed to advance this work

**Challenge or barrier you are running into.**

Human resources – this will be mitigated via the appointment of the GP Leads

**Support Needed - Detail**

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

**Type(s) of Support**

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

**Practice E**

**Intensive support is provided to help very poorly prepared students to succeed in college-level courses as soon as possible.**

**Scale of Adoption at Our College**

At scale

**Progress to Date****Progress to Date Implementing Practice**

Tutoring, supplemental instruction, and embedded tutoring are available for all gateway courses. Tutoring is also offered for all STEM core disciplines via the campus's STEM center.

Corequisites for English courses are available.

Ongoing PD for all English faculty.

Supplemental Instruction is provided in STEM courses.

Embedded tutoring in math and English was implementing Spring 2019.

DSPS – Tech Success Center.

Starfish/early alert system is in place.

Promise program recruited over 400 students in Fall 2019 fostering a culture of regular contacts with the college.

Faculty have received some training with high engaging teaching techniques.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue doing the work described in *Progress to Date*, including as it relates to the Promise program and professional learning opportunities

### Term and Year

Spring - 2021

### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice F

The college works with high schools and other feeders to motivate and prepare students to enter college-level coursework in a program of study when they enroll in college.

## Scale of Adoption at Our College

At scale

## Progress to Date

### Progress to Date Implementing Practice

Implemented dual enrollment at the top two feeder high school districts.

SOAR to all most of the feeder high schools.

CCAP Agreements.

AB 705 work in math/English.

New adult education course offerings.

Senior Day / Arts Day.

Student Orientation, Application, Assessment, Advising, and Registration (SOAR) / Saturday SOAR.

We now have a newly appointed position, Director of Outreach and Educational Partnerships, to oversee our College Promise efforts.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Develop a more structured pathway into college-level coursework and in programs of study.

Increase outreach to additional feeder high schools.

Increase support for college promise students.

### Term and Year

Fall - 2020

### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Pillar 3. Stay on the Path

### Practice A

**Advisors monitor which program every student is in and how far along the student is toward completing the program requirements.**

#### Scale of Adoption at Our College

At scale

### Progress to Date

#### Progress to Date Implementing Practice

The college was a pilot institution for the state's educational planning initiative. The new Starfish-based tool is an online degree planning and student advising platform that now allows us to determine student progress. As part of that tool, we also have a close to completion report that allows to identify students that are close to earning an award.

We also have a newly deployed Canvas course for students preparing for transfer to a four-year institution.

Due to the implementation of the new Starfish degree planner, our students now can readily determine how changes in their enrollment of courses affects their completion. The next step is in training all students to use this tool and functionality.

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

### Next Steps

#### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

The next step is in training all students to use this tool and functionality.

**Term and Year**

Spring - 2021

**Term - Detail (optional)**

Not Entered

---

**Support**

✓ Check this box if support is needed to advance this work

**Challenge or barrier you are running into.**

Human resources – this will be mitigated partially via the appointment of the GP Leads

**Support Needed - Detail**

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

**Type(s) of Support**

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

**Practice B**

**Students can easily see how far they have come and what they need to do to complete their program.**

**Scale of Adoption at Our College**

At scale

**Progress to Date****Progress to Date Implementing Practice**

Due to the implementation of the new Starfish degree planner, all educational plans are now imported into the new degree planner. The college is able to determine the number of abbreviated and comprehensive educational plans and our students now can readily determine how changes in their enrollment of courses affects their completion.

We also have a newly deployed Canvas course for students preparing for transfer to a four-year institution.

We also have a degree audit tool for those students seeking transfer degrees, associate degrees, and certificates

All students can use the tool to examine their progress.

**Timeline for Progress to Date****Term and Year**

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

The next step is in training all students to use this tool and the functionality that it offers.

#### Term and Year

Spring - 2021

#### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

#### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

#### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

#### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice C

**Advisors and students are alerted when students are at risk of falling off their program plans and have policies and supports in place to intervene in ways that help students get back on track.**

#### Scale of Adoption at Our College

Scaling in progress

#### Progress to Date

Progress to Date Implementing Practice

The college uses the online retention tool that Starfish offers and approximately 60% of faculty are using it. Staffing is also in place to intervene and advise when faculty or program staff identify a student at risk. Faculty and staff in our EOPS programs are also now using the tool as are faculty/staff leading our Promise Program efforts. Additionally, The Counseling office practices academic/progress probation process which lets students know after a semester of completing at least 12 units, if they fall below a 2.0 GPA and/or completes 49%(or 51%?) or more units with F, Ws, Incompletes, the student is blocked from enrolling until they have completed a probation workshop and met with a counselor. Case loading is practiced in the Promise program; this means that if the student falls below full-time status, the student is contacted by Promise regarding how the situation can affect their involvement in the program.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Increase our faculty's use to 100% and provide additional training to staff responsible for intervening and advising.

Increase the ability to follow-up with students.

Implement student ability to register off of SEP (Student Educational Plan).

### Term and Year

Spring - 2021

### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice D

Assistance is provided to students who are unlikely to be accepted into limited-access programs, such as nursing or culinary arts, to redirect them to another more viable path to credentials and a career.

### Scale of Adoption at Our College

Planning to scale

## Progress to Date

### Progress to Date Implementing Practice

The Career Exploration and Life Planning class is recommended by counselor

Self-guidance career exploration tools are available.

One-on-one counseling sessions address this matter.

Career Center semester workshops also offer student assistance on this matter.

## Timeline for Progress to Date

### Term and Year

Not Entered

---

## Next Steps

## Timeline for Next Steps

### Next Steps Toward Implementing Practice at Scale

Scale the Career Planning class for undecided majors

Develop and undecided meta-major

### Term and Year

Spring - 2021

### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice E

**The college schedules courses to ensure students can take the courses they need when they need them, can plan their lives around school from one term to the next, and can complete their programs in as short a time as possible.**

### Scale of Adoption at Our College

Planning to scale

### Progress to Date

#### Progress to Date Implementing Practice

The college has improved scheduling, but there is still work to be done. Deans and chairs have completed enrollment management trainings. Several planning processes/committees cite improved scheduling as a priority.

The college has experimented with stacked sequential courses (8 weeks) and opens registration for summer and fall in the spring before students leave for the summer break.

Focus groups conducted in Fall 2019 will also give us insight into this matter and focus our efforts on how to provide students with classes they need when they need them.

### Timeline for Progress to Date

#### Term and Year

Not Entered

---

### Next Steps

#### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Develop a process so that scheduling is informed by students' educational plans, research, and aforementioned trainings

We are also working on developing 2- and 3-years schedules for all programs of study so that students can plan their coursework accordingly.

Explore predictive analytics with Hobson's.

#### Term and Year

Spring - 2021

**Term - Detail (optional)**

Not Entered

---

**Support**

✓ Check this box if support is needed to advance this work

**Challenge or barrier you are running into.**

Human resources – this will be mitigated partially via the appointment of the GP Leads

**Support Needed - Detail**

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

**Type(s) of Support**

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Pillar 4. Ensuring Learning

### Practice A

**Program learning outcomes are aligned with the requirements for success in the further education and employment outcomes targeted by each program.**

**Scale of Adoption at Our College**

Scaling in progress

**Progress to Date**

**Progress to Date Implementing Practice**

The outcomes of our career and technical programs link closely with employment skills. Each program has an advisory committee comprised of employers and college personnel in the field.

Program Learning Outcomes link to further education requirements; for CTE programs, the SLOs align with employment standards set by community partners.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Explore developing clear links to employment outcomes, such as those with service-learning components, internships, and embedded career awareness and exploration components. These programs will be useful in our guided pathways dialogues.

The college recently secured access to new database that will help us more specifically examine the links between program completion and employment outcomes, including wages and industries. Such evidence will inform these discussions, particularly among general education programs.

### Term and Year

Spring - 2021

### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice B

**Instruction across programs (especially in program introductory courses) engages students in active and applied learning, encouraging them to think critically, solve meaningful problems, and work and communicate effectively with others. (Note: This practice was added to SOAA in February 2019).**

#### **Scale of Adoption at Our College**

At scale

#### **Progress to Date**

##### **Progress to Date Implementing Practice**

The majority of courses consistently map their course student learning outcomes to the critical thinking institutional learning outcome, suggesting that critical thinking serves as a core component of instruction. In addition, STEM offers faculty mentoring to increase research skills and enhance STEM textbook and academic journal reading skills. Lastly, STEM offers expanded access to human models that support Health Science courses that would otherwise only be available during class time or open lab sessions.

#### **Timeline for Progress to Date**

##### **Term and Year**

Fall - 2016

---

#### **Next Steps**

##### **Timeline for Next Steps**

##### **Next Steps Toward Implementing Practice at Scale**

Continue offering professional learning opportunities so that this process can continue.

Also, inquire into the AVID program specifically incorporating WICOR in courses (Writing, Inquiry, Collaboration Organization, and Reading).

##### **Term and Year**

Spring - 2021

##### **Term - Detail (optional)**

Not Entered

---

#### **Support**

✓ Check this box if support is needed to advance this work

##### **Challenge or barrier you are running into.**

Human resources – this will be mitigated partially via the appointment of the GP Leads

##### **Support Needed - Detail**

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

#### **Type(s) of Support**

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## **Practice C**

**Students have ample opportunity to apply and deepen knowledge and skills through projects, internships, co-ops, clinical placements, group projects outside of class, service learning, study abroad, and other experiential learning activities that program faculty intentionally embed into coursework.**

#### **Scale of Adoption at Our College**

At scale

#### **Progress to Date**

##### **Progress to Date Implementing Practice**

The college provides opportunities for work-based learning, internships, clinical placements, study abroad, group projects in and out of class, and many others. For example, our STEM center offers scientific writing support for students applying to STEM internships, scholarships, and employment opportunities. Moreover, STEM offers specific field trips (4-year universities and research facilities) and opportunities to meet with STEM professionals and graduate students. Lastly, STEM has partnerships with 4-year institutions and research facilities to provide paid summer research internships to CHC students. In this way, the STEM Center serves as the main academic hub to support students through the STEM pathway and beyond..

#### **Timeline for Progress to Date**

##### **Term and Year**

Fall - 2019

---

#### **Next Steps**

##### **Timeline for Next Steps**

##### **Next Steps Toward Implementing Practice at Scale**

Improve PD (professional development) for all faculty on embedding these into the coursework

##### **Term and Year**

Spring - 2021

**Term - Detail (optional)**

Not Entered

---

**Support**

✓ Check this box if support is needed to advance this work

**Challenge or barrier you are running into.**

Human resources – this will be mitigated partially via the appointment of the GP Leads

**Support Needed - Detail**

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

**Type(s) of Support**

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

**Practice D**

**Faculty/programs assess whether students are mastering learning outcomes and building skills across each program, in both arts and sciences and career/technical programs.**

**Scale of Adoption at Our College**

At scale

**Progress to Date**

**Progress to Date Implementing Practice**

The college assesses general education and institutional learning outcomes across programs.

GE and ILO outcomes are examined annually by faculty. The results inform the college's Professional Development planning.

ILO data are disaggregated by course characteristics (e.g., DE and face-to-face) and are examined by faculty to ensure that student learning is taking place regardless of instructional modality.

Our campus also hosts an annual Career Day to allow community partners an opportunity to connect with students. The success we have continued having with this program suggests to us that students are attaining skills conducive to career success.

**Timeline for Progress to Date**

**Term and Year**

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

The college is developing a plan to collect and analyze learning outcomes data at the student level – this will enhance our understanding of the link between learning and a host of other student outcomes.

#### Term and Year

Spring - 2021

#### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

#### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

#### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

#### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice E

**Results of learning outcomes assessments are used to improve teaching and learning through program review, professional development, and other intentional campus efforts.**

#### Scale of Adoption at Our College

At scale

## Progress to Date

### Progress to Date Implementing Practice

Developed a process for faculty to include improvement of teaching and learning in their program review action planning. Our Emergency Medical Services (EMS) program is collaborating with our research office to examine the link between students' self-reported personality traits and subsequent course performance along with attainment of state certification. Such work will help inform the development of strategies designed to help students successfully attain proper certification.

The Institutional Effectiveness, Accreditation, and Outcomes Committee regularly examines learning outcome data to identify professional development opportunities.

Every department participates in program review.

## Timeline for Progress to Date

### Term and Year

Fall - 2016

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue doing the work cited in the *Progress to Date* section

### Term and Year

Spring - 2021

### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice F

The college helps students document their learning for employers and universities through portfolios and other means beyond transcripts.

### Scale of Adoption at Our College

Not systematic

## Progress to Date

### Progress to Date Implementing Practice

The college has not adopted a portfolio method to document mastery of learning outcomes, except in the visual and performing arts.

## Timeline for Progress to Date

### Term and Year

Not Entered

---

## Next Steps

## Timeline for Next Steps

### Next Steps Toward Implementing Practice at Scale

Dialogue about alternative ways to document learning will take place in Chairs Council, the Institutional Effectiveness, Accreditation, and Outcomes Committee. Professional Development will sponsor faculty dialogues about the topic.

The Career Center is developing a portfolio method for students to document master of learning.

Explore electronic portfolios (i.e., LinkedIn).

### Term and Year

Spring - 2021

### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Practice G

**The college assesses effectiveness of educational practice (e.g. using CCSSE or SENSE, etc.) and uses the results to create targeted professional development.**

### Scale of Adoption at Our College

At scale

### Progress to Date

#### Progress to Date Implementing Practice

CCSSE is administered every other year and is used annually to inform planning and professional development

Student Satisfaction Survey is administered every other year and the results are shared broadly through the shared governance process. The results also form the basis of the service area outcomes adopted by many of our student services programs to inform program-level planning efforts

### Timeline for Progress to Date

#### Term and Year

Spring - 2016

---

### Next Steps

#### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

The college will continue to assess its effectiveness using CCSSE and, during alternate years, a Student Satisfaction Survey

#### Term and Year

Fall - 2019

#### Term - Detail (optional)

Not Entered

---

## Support

✓ Check this box if support is needed to advance this work

### Challenge or barrier you are running into.

Human resources – this will be mitigated partially via the appointment of the GP Leads

### Support Needed - Detail

Additional documented case studies among California community colleges...resources that speak to each of these pillars/practices and demonstrate how colleges navigated them

### Type(s) of Support

- Regional training
- Connections with other Guided Pathways teams
- On-campus/individual training

## Student Engagement & Support

### Student Engagement: Implementation

**In what ways are you continually engaging students in the planning and implementation of Guided Pathways on your campus? (Minimum of one required)**

- Student survey(s)
- Students serve on campus GP advisory committee(s)
- Student focus groups

### Engagement Efforts - Details

We have used our survey findings (i.e., CCSSE and Student Satisfaction Survey) for program improvement, and we intend to use our focus group findings to better identify the factors most closely tied to student enrollment, retention, and success. For instance, our six focus groups -- all conducted in Fall 2019 -- were asked to help us understand the challenges that could lead to students to drop out or otherwise prevent them from achieving their educational goals. What resulted from such work are a set of recommendations that our enrollment strategies committee will examine in Spring 2020, such as aligning student support services with course schedules to provide students with greater access to them, and cultivating networking opportunities for students based upon shared cultural experiences to create a greater sense of diversity and inclusion. Therefore, we remain mindful of implementing guided pathways-related processes and demonstrate our commitment to equity and inclusion.

### Course Alignment

The college was a pilot institution for the state's educational planning initiative. The new Starfish-based tool is an online degree planning and student advising platform that now allows us to determine student progress. As part of that tool, we also have a close to completion report that allows to identify students that are close to earning an award. The college is able to determine the number of abbreviated and comprehensive educational plans and our students now can readily determine how changes in their enrollment of courses affects their completion.

As part of our enrollment management efforts, we are actively developing processes to utilize educational plan data from Starfish to prioritize course offerings that align best with courses that students intend to complete.

## Year 2 Self-Assessment Upload

Document Title	Type	Uploaded	Comment
 <a href="#">CCRC Scale of Adoption - Revised for AACU CFP.pdf</a>	Self-Assessment	1/14/2020, 12:23:27 PM	N/A

## Success Story

### Success Story (optional)

#### Title

Not Entered

#### Follow-up Contact Persons(s)

No contacts assigned

#### Challenge

Not Entered

#### Success Story

Not Entered

#### Outcomes

Not Entered

#### Vision for Success Goals

# Preview

## Details

### College

San Bernardino Valley College

### Assurances

#### Guided Pathways

I have read and adhere to the [Guided Pathways Legislation and Goals](#).

Yes

#### Student Success Metrics

I am familiar with the [Student Success Metrics](#).

Yes

## Contacts

### Alternate Project Contact

**Dr. Scott Thayer**

Vice President, Student Services

[sthayer@valleycollege.edu](mailto:sthayer@valleycollege.edu)

(909) 384-4473

### Project Director

**Dr. Dina Humble**

Vice President of Instruction

[dhumble@sbccd.cc.ca.us](mailto:dhumble@sbccd.cc.ca.us)

(909) 387-1685

### Responsible Person

**Dr. Dina Humble**

Vice President of Instruction

[dhumble@sbccd.cc.ca.us](mailto:dhumble@sbccd.cc.ca.us)

(909) 387-1685

### Responsible Person

**Dr. Scott Thayer**

Vice President, Student Services

[sthayer@valleycollege.edu](mailto:sthayer@valleycollege.edu)

(909) 384-4473

## Approvers

### Chancellor/President

**Diana Rodriguez**  
 President  
[drodriguez@valleycollege.edu](mailto:drodriguez@valleycollege.edu)  
 (909) 384-4477

Awaiting Submittal

### Academic Senate President

**Celia Huston**  
 President, Academic Senate  
[chuston@valleycollege.edu](mailto:chuston@valleycollege.edu)  
 (909) 384-8574

Awaiting Submittal

## Data Sharing

The Student Success Metrics (SSM) will be shared with the campus stakeholders as part of the Guided Pathways process.

### SSM Data Sharing

I agree with the SSM data sharing.  
 Yes

## Pillar 1. Clarify the Path

### Practice A

Programs are organized and marketed in broad career-focused academic and communities or "meta-majors". (Note: This practice was added to the SOAA in February 2019).

#### Scale of Adoption at Our College

Scaling in progress

#### Progress to Date

### Progress to Date Implementing Practice

As of Fall 2019, our college has established a standing committee for the implementation of Guided Pathways. This committee is a college-wide committee of constituents from across the campus (faculty, staff, classified, administration, students, etc.) that meets bi-weekly to work on Guided Pathways topics. At the beginning of the term, the committee worked on the creation of "Career Fields" (i.e. what we are calling our 'meta-majors') and most recently, the standing committee split into two sub-groups addressing the topics of the College website and scheduling. These efforts all relate to organizing and promoting our Career Fields to students.

The Guided Pathways steering committee, established Fall 2018, and consisting of four faculty leads and two administrators, meets every week and collaborates to guide the work of the campus and standing committee. The faculty leads worked extensively with the faculty chairs and departments on the creation of the 'Career Fields' and placing them into designated colors. The steering committee is proud to report that the college has worked collaboratively and across areas to establish and finalize the grouping of career fields/'meta-majors' and colors, creating a color wheel of career fields. The committees and faculty are currently in the process of finalizing degree and certificate pathways into the broader career fields/'meta-majors.'

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

### Next Steps

#### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

The steering committee is currently working with the standing committee and faculty chairs to finalize the degree and certificate pathways into the 'Career Fields'/'Meta-Majors.' Multiple events will be held throughout the Spring 2020 term to assist faculty, chairs and deans in this process. The anticipated completion of this work is Spring 2020, and will coincide with a launch of a newly designed website that highlights the degree/program maps.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Spring 2020

---

### Support

No support requested

### Practice B

**Every program is well designed to guide and prepare students to enter employment and further education in fields of importance to the college's service area.**

## Scale of Adoption at Our College

Scaling in progress

## Progress to Date

### Progress to Date Implementing Practice

The Guided Pathways steering committee has been attending state and regional workshops, gathering information and tools to bring back to the college for support of this work. In addition, the committee has been working with faculty chairs, departmental faculty, classified professionals, and students in coordinating the degree maps. The faculty worked collaboratively to produce maps that are data-driven and accurately reflect what is needed for transfer or continuation into the workforce. Courses that are closely aligned with degree/certificate outcomes and transfer requirements are included on the maps.

Communication has also been established and are continuing to grow with local businesses to ensure that our programs and degrees align with the local job market.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to work across the the faculty, classified professionals, and students through the standing committee to align courses with degree maps within the designated career fields/'meta-majors.' Recruitment of counselors to assist in the development of degree and certificate maps to ensure degree/transfer/certificate requirements are met.

### Term and Year

Spring - 2020

### Term - Detail (optional)

Spring 2020 and Fall 2020 (ongoing)

---

## Support

No support requested

## Practice C

**Detailed information is provided on the college's website on the employment and further education opportunities targeted by each program.**

## Scale of Adoption at Our College

Scaling in progress

## Progress to Date

### Progress to Date Implementing Practice

Currently, the Guided Pathways steering committee is working with the website designers and the College's department of Institutional Effectiveness to produce data for the website for each career field/'meta-major.' This data is currently being implemented onto the program pages within the new website. Additionally, a widget utilizing data from labor and statistics (eg. EMSI) to inform students of employment and education data related to specific degrees/certificates is being reviewed for addition to program pages.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

The steering committee and website designers are currently finalizing the design of the website. Once that has been completed and the data incorporated, the website will be sent out to all college constituents for review. It is anticipated that the website will go live with the guided pathways redesign during Spring 2020 semester and before students begin registering for summer and fall classes.

### Term and Year

Spring - 2020

### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

## Practice D

**Programs are clearly mapped out for students. Students know which courses they should take and in what sequence. Courses critical for success in each program and other key progress milestones are clearly identified. All this information is easily accessible on the college's website.**

### Scale of Adoption at Our College

Scaling in progress

## Progress to Date

### Progress to Date Implementing Practice

Over the last year, the Guided Pathways steering committee, and currently the standing committee, have been dedicated to working with departments (faculty chairs and deans) to develop and align degree/program pathways. Many of our programs have tentative program/degree maps and these are currently in the process of being finalized. In addition, the committee held a workshop to share the results of our mapping work to students in order to gain input on Career Fields and program maps. The results were positive and helped guide us towards the end result. The committee is working with divisions and department chairs to gather the remaining and incomplete maps. It is anticipated that this work will be completed by Fall 2020.

An additional step in this process, more work needs to be done to identify critical courses for success and major milestones. This work will continue on to the 2020/2021 academic year.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

The Guided Pathways committees will continue to assist department chairs in solidifying program maps and identifying critical courses and milestones. This information will then be passed on to the web team to include in the website program pages. It is anticipated that this work will be completed by Fall 2020.

### Term and Year

Spring - 2020

### Term - Detail (optional)

Fall 2020/Spring 2021

---

## Support

No support requested

## Practice E

Required math courses are appropriately aligned with the student's field of study (Note: This essential practice was moved from Area 2).

### Scale of Adoption at Our College

Scaling in progress

### Progress to Date

#### Progress to Date Implementing Practice

This conversation, along with the implementation of AB705, have occurred and are still taking place. While the college has implemented AB705, this has set the stage for continued conversation regarding appropriate math classes for each pathway. Faculty chairs, along with the steering committee are working through Spring 2020 to have the appropriate courses in the pathways for implementation in Fall 2020.

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

### Next Steps

#### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to work with faculty chairs, department faculty, students, counselors and the steering committee to facilitate conversations across disciplines. This work should result in the appropriate math courses being placed into degree and certificate pathways that closely align with the field of study.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Fall 2020

---

### Support

No support requested

## Pillar 2. Get on the Path

### Practice A

**Every new student is helped to explore career/college options, choose a program of study, and develop a full-time program plan as soon as possible.**

#### Scale of Adoption at Our College

At scale

#### Progress to Date

##### Progress to Date Implementing Practice

As part of our onboarding process for new students, all students are helped to explore career options and college pathways from the beginning. Students are required to meet with a counselor who assists them in the process. In addition, the College has numerous student support services. Every student must have an educational plan which is closely monitored by the college.

#### Timeline for Progress to Date

##### Term and Year

Fall - 2019

---

#### Next Steps

#### Timeline for Next Steps

##### Next Steps Toward Implementing Practice at Scale

Continue to evaluate the formation and tracking of student educational plans, as well as tracking students to completion. Additionally, continue to link student educational plans to the scheduling process to ensure courses are offered in accordance with the plans so students have the opportunity to complete their specific degree/program successfully in their particular Career Field.

##### Term and Year

Spring - 2020

##### Term - Detail (optional)

Fall 2020 Completion

---

#### Support

No support requested

#### Practice B

**Special supports are provided to help academically underprepared students to succeed in the "gateway" courses for the college's major program areas.**

#### Scale of Adoption at Our College

Scaling in progress

## Progress to Date

### Progress to Date Implementing Practice

Our campus supports a variety of 'gateway' courses to help student successfully complete their degree/certificate. This support includes; Math and Science Student Success Center, dedicated Tutoring Center, Writing Center, course specific embedded tutoring and supplemental instruction, Early Alert and Intervention practices (Starfish), DSPS Services, and Learning Communities (cohorts).

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to evaluate services for students and the effectiveness of current instructional support services.

### Term and Year

Spring - 2020

### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

## Practice C

**Special supports are provided to help academically underprepared students to succeed in the program-relevant "gateway" math courses by the end of their first year. (Note: This practice was added to the SOAA in February 2019).**

### Scale of Adoption at Our College

At scale

## Progress to Date

### Progress to Date Implementing Practice

Support is provided in the Math and Science Student Success Center (STEM), as well as through the general tutoring center on campus. Additionally, the Math faculty have produced modules that all students have access to in order to refine skills and be prepared for college-level Math.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to evaluate effectiveness of support services in Math. Implement and incorporate a corequisite model for certain Math courses to help better support students in the successful completion of college-level Math. Analyze program map specific math requirements across disciplines to reduce conflicts in scheduling.

### Term and Year

Spring - 2020

### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

## Practice D

**Special supports are provided to help academically underprepared students to succeed in the "gateway" English courses by the end of their first year. (Note: This practice was added to the SOAA in February 2019).**

### Scale of Adoption at Our College

At scale

## Progress to Date

### Progress to Date Implementing Practice

The English faculty have fully implemented a corequisite model for college-level English courses. Additionally, many of these courses also have embedded tutors and supplemental instruction. The English Writing Center is also available for students and has expanded hours and support.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Evaluate effectiveness of the corequisite model and use of the Writing Center through data collected in Fall 2019 and Spring 2020.

### Term and Year

Spring - 2020

### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

## Practice E

**Intensive support is provided to help very poorly prepared students to succeed in college-level courses as soon as possible.**

### Scale of Adoption at Our College

Scaling in progress

## Progress to Date

### Progress to Date Implementing Practice

The guidelines established for AB705 have significantly increased our ability to provide extensive wrap-around services for our students. Incoming college students are evaluated through Guided Self-Placement questionnaire, as well as through GPA and high school grades. The results of the questionnaire are shared with the student and the college for appropriate placement into English and Math courses. Particularly, the English and Math faculty have worked diligently over the past two years to revise curriculum and offer a corequisite model in different levels so that students can be successful in transfer-level English and Math within one year. The College does offer some courses below college-level for those with basic skills needs, but has a pathway to college-level completion within one year.

Additionally, the College has expanded its tutoring services to all students in all subject areas. An expanded, dedicated space was debuted in Fall 2019 and continues to serve students in all subject areas. We have expanded support with

embedded tutors, expanded tutoring hours and the writing center. The College has also designated funds for expanding supplemental instruction.

In addition, incoming students in our Free College Promise program are required to take a student development course which helps introduce college support programs to the student. Also, these student development courses are available to all students. Students are also required to meet with a counselor and have an educational plan in order to maximize the opportunity for success.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to analyze data and expand student support services where needed for student success.

### Term and Year

Spring - 2020

### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

## Practice F

**The college works with high schools and other feeders to motivate and prepare students to enter college-level coursework in a program of study when they enroll in college.**

### Scale of Adoption at Our College

At scale

## Progress to Date

### Progress to Date Implementing Practice

The College currently has a robust outreach program, as well as dual and concurrent enrollment programs. Additionally, the College partners with the SBCUSB Middle College High School. This high school is located directly across the street from the College, where a high percentage of students graduate from high school and college at the same time. Student services, along with instructional and non-instructional faculty are in regular and consistent

communication with all feeder high schools. Additionally, through the work of Guided Pathways, the steering committee and College administrators have been meeting with the school districts in order to align pathways and pathway colors.

We are also working with the local CSU and K-12 systems on the Teachers of Colors campaign for high schools to train locally here at SBVC in education pathways and transfer complete degrees and become employable in a chosen field.

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

### Next Steps

#### Timeline for Next Steps

##### Next Steps Toward Implementing Practice at Scale

Continue to analyze and evaluate effectiveness of outreach activities, along with dual and concurrent success data in order to maximize student success moving forward.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Spring 2020

---

### Support

No support requested

## Pillar 3. Stay on the Path

### Practice A

Advisors monitor which program every student is in and how far along the student is toward completing the program requirements.

#### Scale of Adoption at Our College

Scaling in progress

### Progress to Date

### Progress to Date Implementing Practice

Currently, San Bernardino Valley College requires all students to have an updated educational plan aligned to meet their academic goal. Additionally, students are required to see a counselor in order to set the educational plans and monitor progress. The college has implemented registration holds that will only be removed once the student meets with counseling to provide academic and career guidance, resulting in goal completion in a timely manner. Progress with the plans are monitored a number of different ways through student services.

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

### Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

SBVC plans to fully implement and scale Starfish and Degree Planner to fully input and monitor student progress so they can remain on track. This will allow for faculty, instructional and non-instructional, to have high-touch opportunities with the student to support their learning.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Spring 2020

---

### Support

No support requested

### Practice B

**Students can easily see how far they have come and what they need to do to complete their program.**

#### Scale of Adoption at Our College

Scaling in progress

### Progress to Date

#### Progress to Date Implementing Practice

SBVC currently has a policy that all students must have an educational plan to enroll in classes. The College is in the process of implementing Starfish for student educational plans. Through the use of Starfish, students will be able to

track their progress to the completion of their educational goal.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

We are changing programs and will have it fully operational in the new system.

### Term and Year

Spring - 2020

### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

## Practice C

**Advisors and students are alerted when students are at risk of falling off their program plans and have policies and supports in place to intervene in ways that help students get back on track.**

### Scale of Adoption at Our College

Planning to scale

## Progress to Date

### Progress to Date Implementing Practice

Currently, the college has fully implemented Starfish Early Alert. Instructional faculty are able to notify students and advisors through Early Alert if the students are at risk in a particular course. The College is preparing to fully implement software that would enable a more holistic view of student progress and help to inform the interventions for students along the way. Advisors and students are alerted when students are at risk of falling off their program plans and have policies and supports in place to intervene in ways that help students get back on track.

## Timeline for Progress to Date

### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to fully implement Starfish capabilities and discussions surrounding interventions. Instructional faculty can notify students and advisors through Early Alert if the students are at risk in a particular course. The college is preparing to fully implement software that would enable a more holistic view of student progress and help to inform the interventions for students along the way. Additionally, discussions on interventions and retention are taking place within the Enrollment Management and Student Equity committee.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

## Practice D

**Assistance is provided to students who are unlikely to be accepted into limited-access programs, such as nursing or culinary arts, to redirect them to another more viable path to credentials and a career.**

#### Scale of Adoption at Our College

Planning to scale

## Progress to Date

#### Progress to Date Implementing Practice

Each specialized program that is impacted with enrollment, has 'high-touch' communication with its applicants. Each program has comprehensive materials and handbooks that are available for the students that clearly guide them in their journey to acceptance or related pathway. While this is going really well, the materials and communication with other areas of the college could improve and we are always looking to be better in serving our students.

## Timeline for Progress to Date

#### Term and Year

Spring - 2019

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to nurture communication across the campus and improve materials and procedures for students.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

## Practice E

**The college schedules courses to ensure students can take the courses they need when they need them, can plan their lives around school from one term to the next, and can complete their programs in as short a time as possible.**

#### Scale of Adoption at Our College

Scaling in progress

#### Progress to Date

##### Progress to Date Implementing Practice

The College has recently invested time and resources into a new scheduling tool. Phase one of the new tool was implemented in Spring 2020 for work on the Summer 2020 and Fall 2020 schedules. Additional versions of the scheduling tool will enable faculty, deans and faculty chairs to have a visual look at course offerings to ensure opportunities for all students to take the courses they need. The scheduling tool minimizes the chances that students will have overlapping classes and have extended time in between classes. Additionally, the new scheduling time blocks allow for current part time students to become full time students in the evenings and weekends.

The College is also looking at adopting software through Courseleaf or other vendor to assist in this process.

#### Timeline for Progress to Date

##### Term and Year

Spring - 2019

---

## Next Steps

## Timeline for Next Steps

### Next Steps Toward Implementing Practice at Scale

Evaluate the effectiveness of the new scheduling tool after initial roll out in Spring 2020. From there, work to refine the tool in order to serve this purpose.

#### Term and Year

Summer - 2020

#### Term - Detail (optional)

Spring 2020

## Support

No support requested

## Pillar 4. Ensuring Learning

### Practice A

**Program learning outcomes are aligned with the requirements for success in the further education and employment outcomes targeted by each program.**

#### Scale of Adoption at Our College

Scaling in progress

### Progress to Date

#### Progress to Date Implementing Practice

All programs have program learning outcomes (PLO's), and all courses have student learning outcomes (SLO's), which are aligned with graduation requirements and employment needs. All outcome assessment results are reviewed regularly through our program review and curriculum processes. Outcomes are also reviewed by the College's Student Learning Outcomes (SLO) faculty lead and the Accreditation and SLO committee. The PLO and SLO training are on-going for faculty and staff on campus. CTE programs and courses adhere to the same PLO and SLO standards throughout the college.

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to evaluate and review College processes for outcomes assessment, reporting, curriculum, and program review.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

## Practice B

Instruction across programs (especially in program introductory courses) engages students in active and applied learning, encouraging them to think critically, solve meaningful problems, and work and communicate effectively with others. (Note: This practice was added to SOAA in February 2019).

#### Scale of Adoption at Our College

Scaling in progress

### Progress to Date

#### Progress to Date Implementing Practice

The majority of courses consistently map their course SLO's to the critical thinking institutional learning outcome, suggesting that critical thinking serves as a core component to instruction. Professional development opportunities are provided regularly to improve classroom instruction and management.

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to evaluate institutional learning outcomes and regularly assess and map course level outcomes to institutional outcomes. SBVC has a diverse student population and makes a reasonable effort to address the students' needs. SBVC plans to evaluate SLO and PLO data to see how student achievement is broken down by gender and ethnicity. SBVC should continue to embrace new and emerging practices in teaching and learning, primarily those new methods addressing the needs of the younger generation students. The college will evaluate institutional learning outcomes and regularly assess and map course level outcomes PLO to institutional issues. Continue to require the instructor to upload their course SLO's and PLO's to the cloud space after each class every semester.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Spring 2020 - Fall 2020

### Support

No support requested

### Practice C

**Students have ample opportunity to apply and deepen knowledge and skills through projects, internships, co-ops, clinical placements, group projects outside of class, service learning, study abroad, and other experiential learning activities that program faculty intentionally embed into coursework.**

#### Scale of Adoption at Our College

At scale

#### Progress to Date

##### Progress to Date Implementing Practice

The College currently has robust curriculum and program review processes. Complying with Chancellor's office requirements for course outlines of record and curriculum, all of our courses contain content in which students have the opportunity to deepen knowledge in the subject matter through a variety of instructional methods including project-based instruction, activities, critical thinking, writing, field trips and more. For Career and Technical education (CTE) classes, activities and project-based instruction is at the core of these courses. Through partnerships with industry and the regional consortium, all CTE courses are vetted in the region and have advisory committees through these partnerships and advisory committees, students have the internships embedded into program content in order to connect them with the industry while they are learning to help better secure employment upon completion. Additionally, the College is investing resources into a study abroad faculty lead as we expand our study abroad opportunities. Students have opportunities to participate in inter-collegial competitions; for example, the Western Region Cyber Defense Competition.

#### Timeline for Progress to Date

##### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to evaluate through current processes in order to improve these opportunities.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

## Practice D

**Faculty/programs assess whether students are mastering learning outcomes and building skills across each program, in both arts and sciences and career/technical programs.**

#### Scale of Adoption at Our College

Scaling in progress

## Progress to Date

#### Progress to Date Implementing Practice

The College has an established process for SLO assessment and evaluation. Faculty across the College assess student outcomes on a regular and consistent basis. The data gathered from the assessments is stored on the College's SLO Cloud. From there, faculty 'complete the loop' of evaluation by discussing the outcomes data in order to implement possible changes into the curriculum or teaching methods. In some CTE programs, students produce a portfolio of their core learning in the course or program before obtaining their certificates.

## Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

## Next Steps

### Timeline for Next Steps

### Next Steps Toward Implementing Practice at Scale

The College will continue to explore outcomes assessment software and procedures in order to maintain this work.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Spring 2020

---

### Support

No support requested

## Practice E

Results of learning outcomes assessments are used to improve teaching and learning through program review, professional development, and other intentional campus efforts.

#### Scale of Adoption at Our College

At scale

### Progress to Date

#### Progress to Date Implementing Practice

Results from SLO assessments are gathered and entered into the SLO cloud. The faculty utilize that data as a basis for discussion. From those discussions, decisions can be made if adjustments are necessary in course content or methods of instruction. The investigation is to evaluate the performance of such an application under consideration. Many programs are put in place to address equity concerns, and college attendance in the SBVC surrounding communities, for example. The first-year college experience, Punta, and STEM address the needs of Hispanic students and Tumaini that address African American students, tutorial centers and supplemental instruction, as well as student clubs.

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

### Next Steps

#### Timeline for Next Steps

#### Next Steps Toward Implementing Practice at Scale

Continue to provide support and opportunities for faculty to meet and discuss outcomes assessment.

#### Term and Year

Spring - 2020

**Term - Detail (optional)**

Spring 2020

---

**Support**

No support requested

**Practice F**

**The college helps students document their learning for employers and universities through portfolios and other means beyond transcripts.**

**Scale of Adoption at Our College**

Scaling in progress

**Progress to Date****Progress to Date Implementing Practice**

Many of our programs and courses, especially in CTE have portfolios and other ways to document student work beyond the transcript. There are many resources available to students for this purpose. The College has invested in software access for students to utilize. Additionally, many of our programs offer applied learning opportunities in the form of internships.

**Timeline for Progress to Date****Term and Year**

Fall - 2019

---

**Next Steps****Timeline for Next Steps****Next Steps Toward Implementing Practice at Scale**

As a college, continue to evaluate resources for faculty and students for portfolio-based work and documentation. The college should consider a portfolio-based assessment professional development opportunity for faculty.

**Term and Year**

Spring - 2020

**Term - Detail (optional)**

Spring 2020

---

## Support

No support requested

## Practice G

**The college assesses effectiveness of educational practice (e.g. using CCSSE or SENSE, etc.) and uses the results to create targeted professional development.**

### Scale of Adoption at Our College

At scale

### Progress to Date

#### Progress to Date Implementing Practice

The College currently uses the CCSSE in order to evaluate effectiveness of educational practice.

### Timeline for Progress to Date

#### Term and Year

Fall - 2019

---

### Next Steps

#### Timeline for Next Steps

##### Next Steps Toward Implementing Practice at Scale

Continue to evaluate the effectiveness of the CCSSE and how we can make adjustments, if needed.

#### Term and Year

Spring - 2020

#### Term - Detail (optional)

Spring 2020

---

## Support

No support requested

# Student Engagement & Support

## Student Engagement: Implementation

In what ways are you continually engaging students in the planning and implementation of Guided Pathways on your campus? (Minimum of one required)

- Student survey(s)
- Students serve on campus GP advisory committee(s)
- Student focus groups

## Engagement Efforts - Details

The College is currently incorporating student engagement in some of the following ways:

- Student surveys are conducted on a regular basis to assess overall student engagement on campus
- Student focus groups are regularly utilized in campus initiatives
- There is student representation on shared governance committees, including Guided Pathways.
- Data from student participation is utilized in the formation of policy, procedures, and execution of initiatives.

## Course Alignment

As stated previously, the College is in the process of adopting Starfish to monitor student progress. This, along with other counseling documents and maps, will help to inform scheduling moving forward so that students will have the opportunity to complete their degree and certificate pathways. Additionally, we will have incorporated Degree Planner to complete student education plans.

## Year 2 Self-Assessment Upload

Document Title	Type	Uploaded	Comment
 <a href="#">Guided Pathways Brief Spring 2019.pdf</a>	Self-Assessment	2/15/2020, 1:00:44 AM	N/A

## Success Story

### Success Story

#### Title

Paradigm Shift Event

#### Follow-up Contact Persons(s)

Name	Title	Email	Phone
Dina Humble	Vice President of Instruction	dhumble@sbccd.cc.ca.us	(909) 387-1685
Scott Thayer	Vice President, Student Services	sthayer@valleycollege.edu	(909) 384-4473

### Challenge

The biggest challenge for the event was to get equal representation from the different constituent groups to attend the event.

### Success Story

An off-campus event was held in Spring 2019. The name of the event was Paradigm Shift. All College employees were invited and asked to RSVP for the event. The event was further advertised and tracked through #valleypathways. Attendees were placed in cross-functional groups where substantive dialogue took place, creating the opportunity to view initiatives from different perspectives. Teams worked together throughout the day. Cross-functional teams provided an opportunity for stakeholders to work with people outside of their areas. Objectives for the event were as follows:

- \* Strengthen understanding of all current initiatives.
- \* Clarify individual role in serving student success and how it 'fits in' with other areas of the college during this paradigm transformation.
- \* Create workgroup action plans.

### Outcomes

The event was a success. Constituents from all across the campus worked together to understand college initiatives and create work plans for future action.

### Vision for Success Goals

- Decrease the average number of units accumulated by California Community College students earning associate degrees



California  
Community  
Colleges



2020 © California Community Colleges

NOVA Site Version: [4.13.10](#)

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval to Identify Unrealized Gains for Distribution

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the identification of \$5,370,775 in unrealized gains for distribution from SBCCD’s PARS Pension Rate Stabilization Trust (PRST) accounts as indicated below.

As of 1/31/2020	Principal	Unrealized Gains	Total Investment	Identified for Distribution	Balance of Unrealized Gains	Total Investment After Distribution
SBCCD PRST	46,000,000	9,496,548	55,496,548	2,050,000	7,446,548	53,446,548
SBVC	5,000,000	681,564	5,681,564	638,393	43,171	5,043,171
CHC	2,700,000	78,088	2,778,088	0	78,088	2,778,088
Media Academy	9,000,000	380,896	9,380,896	0	380,896	9,380,896
KVCR	12,000,000	2,448,470	14,448,470	2,338,682	109,788	12,109,788
FNX	9,000,000	415,243	9,415,243	343,700	71,543	9,071,543
<b>Totals</b>	<b>83,700,000</b>	<b>13,500,810</b>	<b>97,200,810</b>	<b>5,370,775</b>	<b>8,130,035</b>	<b>91,830,035</b>

**OVERVIEW**

In July 2017 SBCCD received \$157 million from the FCC in exchange for the transition of KVCR TV bandwidth from UHF to VHF. Through its collegial processes, the District developed Guiding Principles for the handling of these funds, and has established specific investment accounts through the Public Agency Retirement Services system. Currently established accounts, which are managed with a conservative strategy, are shown on the attached report.

**ANALYSIS**

In line with the Guiding Principles, the unrealized gains shown above have been identified for distribution by staff and reviewed by the District Budget Committee, as well as the Board Finance

Committee. Upon approval by the Board, the funds will be moved from a conservative investment account into a mirror fixed income account to be preserved from market fluctuations. Funds will then be disbursed to the appropriate budgets.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

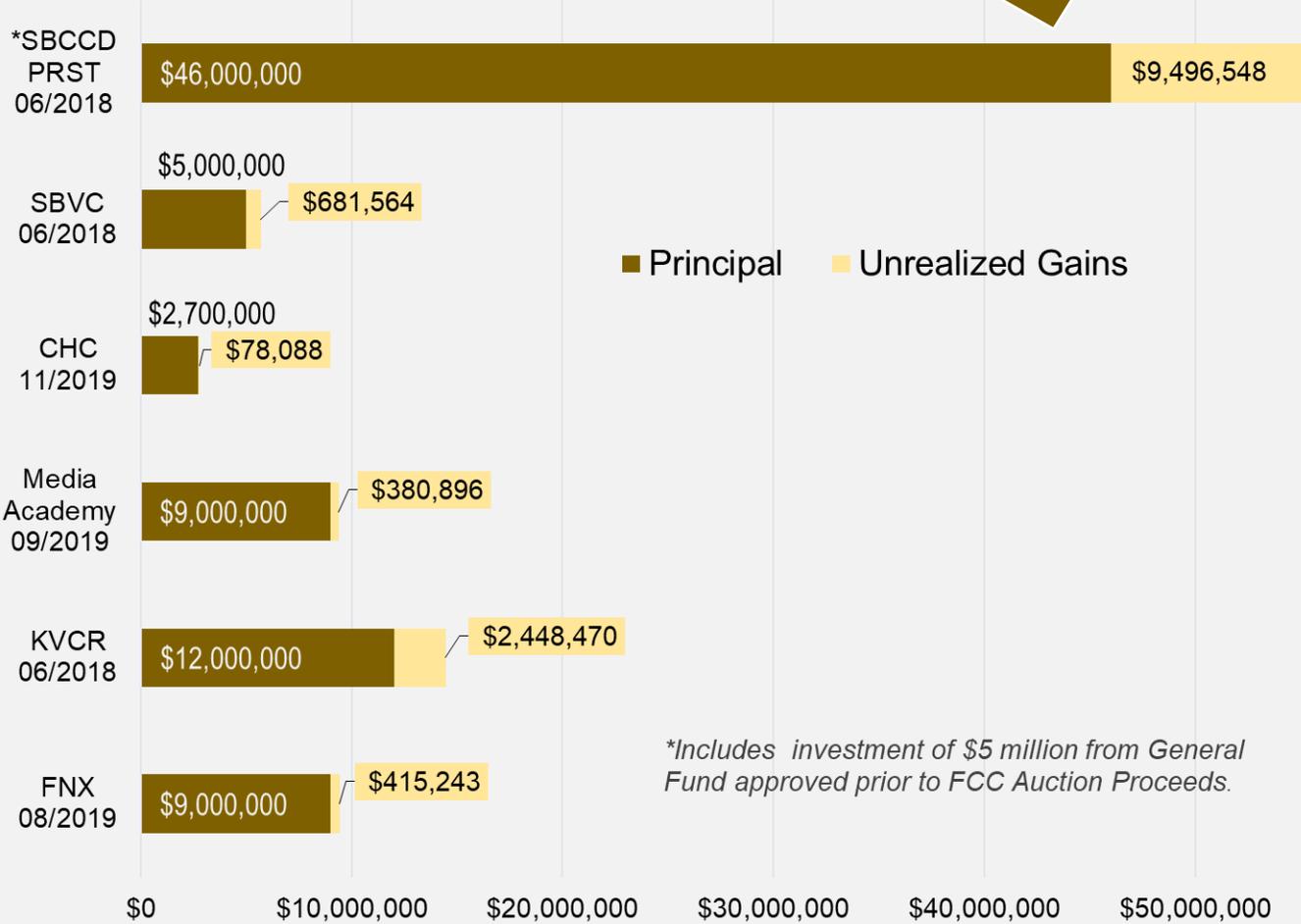
### **FINANCIAL IMPLICATIONS**

It is anticipated that funds in the mirror fixed income accounts will earn a more moderate return than those in the conservative strategy accounts.



# FCC Auction Proceeds

## PARS Update January 2020



Source	Balance as of 1/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 1/31/2020
PENSION - SBVC	\$5,638,392.55	\$0.00	\$43,824.47	\$652.53	\$0.00	\$0.00	\$5,681,564.49
PENSION - KVCR	\$14,338,681.89	\$0.00	\$111,447.59	\$1,659.41	\$0.00	\$0.00	\$14,448,470.07
PENSION - FCC	\$55,074,852.17	\$0.00	\$428,069.96	\$6,373.78	\$0.00	\$0.00	\$55,496,548.35
PENSION - MAE	\$9,309,614.52	\$0.00	\$72,359.10	\$1,077.40	\$0.00	\$0.00	\$9,380,896.22
PENSION - FNX	\$9,343,700.13	\$0.00	\$72,624.02	\$1,081.34	\$0.00	\$0.00	\$9,415,242.81
PENSION - CHC	\$2,756,978.08	\$0.00	\$21,428.64	\$319.06	\$0.00	\$0.00	\$2,778,087.66
<b>Totals</b>	<b>\$96,462,219.34</b>	<b>\$0.00</b>	<b>\$749,753.78</b>	<b>\$11,163.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$97,200,809.60</b>



# FCC Auction Proceeds

## History of Board Action

**July 2017**

\$157 Million in FCC Auction Proceeds

**September 2017**  
Guiding Principles Established

**December 2017**

Board Sets Aside \$100 Million for Investment

**April 2018**

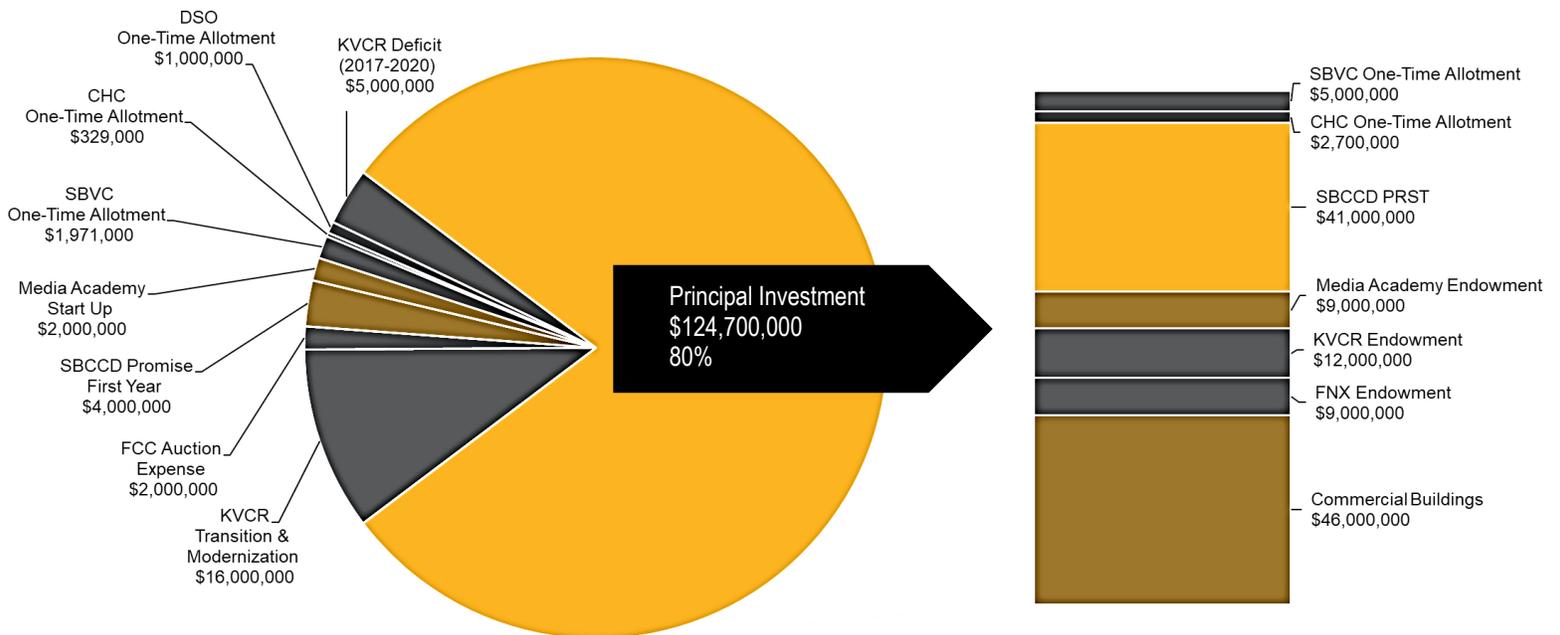
Board Allocates \$57 Million

**August 2018**

Board Authorizes Commercial Property Investment

**February 2020**

Mirror Accounts Established for Unrealized Gains



### Guiding Principles for FCC Auction Proceeds (Board Affirmed December 2019)

#### Overarching

1. Our students are our core mission and we will focus our resources on their success.
2. All FCC auction proceeds activity shall be transparent.

#### One-Time Expenditures

3. SBCCD will use the proceeds as a one-time investment in KVCR for the mandatory transition costs from UHF to VHF over-the-air and current broadcast standards.
4. SBCCD will be reimbursed for all costs related to the FCC auction.
5. One-time fund proceeds should help KVCR reach financial sustainability within a specified, board-approved timeframe.
6. The district unrestricted general fund balance shall be restored to a range of 10-15%.
7. With the exception of items 3-6 above, one-time expenditures shall support the approved program review, and educational and facilities master plans.

#### Principal Investment

8. Proceeds shall be invested in a manner that serves SBCCD for years to come.
9. Principal amount shall not be used as a resource for ongoing expenditures unless approved by the Board of Trustees.
10. Investments should include real estate and a diversified portfolio.

#### Revenue Generated from Investments

11. Revenue generated from the investment of proceeds shall help SBCCD meet its strategic goals as established in the comprehensive master plan.
12. Annual revenue amount shall be subject to annual allocation and follow existing collegial consultation and established budget processes.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
PARS Post-Employment Benefits Trust**

**Account Report for the Period  
1/1/2020 to 1/31/2020**

Jose Torres  
Executive Vice Chancellor  
San Bernardino Community College District  
550 E. Hospitality Lane  
San Bernardino, CA 92408

**Account Summary**

Source	Balance as of 1/1/2020	Contributions	Earnings	Expenses	Distributions	Transfers	Balance as of 1/31/2020
PENSION - SBVC	\$5,638,392.55	\$0.00	\$43,824.47	\$652.53	\$0.00	\$0.00	\$5,681,564.49
PENSION - KVCR	\$14,338,681.89	\$0.00	\$111,447.59	\$1,659.41	\$0.00	\$0.00	\$14,448,470.07
PENSION - FCC	\$55,074,852.17	\$0.00	\$428,069.96	\$6,373.78	\$0.00	\$0.00	\$55,496,548.35
PENSION - MAE	\$9,309,614.52	\$0.00	\$72,359.10	\$1,077.40	\$0.00	\$0.00	\$9,380,896.22
PENSION - FNX	\$9,343,700.13	\$0.00	\$72,624.02	\$1,081.34	\$0.00	\$0.00	\$9,415,242.81
PENSION - CHC	\$2,756,978.08	\$0.00	\$21,428.64	\$319.06	\$0.00	\$0.00	\$2,778,087.66
<b>Totals</b>	<b>\$96,462,219.34</b>	<b>\$0.00</b>	<b>\$749,753.78</b>	<b>\$11,163.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$97,200,809.60</b>

**Investment Selection**

Source	
PENSION	Vanguard Conservative Strategy

**Investment Objective**

Source	
PENSION	The Conservative Portfolio invests in Vanguard mutual funds using an asset allocation strategy designed for investors seeking both current income and low to moderate capital appreciation.

**Investment Return**

Source	1-Month	3-Months	1-Year	Annualized Return			Plan's Inception Date
				3-Years	5-Years	10-Years	
PENSION - SBVC	0.78%	3.07%	12.44%	-	-	-	6/22/2018
PENSION - KVCR	0.78%	3.07%	12.44%	-	-	-	6/22/2018
PENSION - FCC	0.78%	3.07%	12.44%	-	-	-	6/22/2018
PENSION - MAE	0.78%	3.07%	-	-	-	-	9/23/2019
PENSION - FNX	0.78%	3.07%	-	-	-	-	8/31/2019
PENSION - CHC	0.78%	2.92%	-	-	-	-	11/1/2019

Information as provided by US Bank, Trustee for PARS; Not FDIC Insured; No Bank Guarantee; May Lose Value

Past performance does not guarantee future results. Performance returns may not reflect the deduction of applicable fees, which could reduce returns. Information is deemed reliable but may be subject to change.  
Investment Return: Annualized rate of return is the return on an investment over a period other than one year multiplied or divided to give a comparable one-year return.  
Account balances are inclusive of Trust Administration, Trustee and Investment Management fees

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** March 12, 2020

**SUBJECT:** Consideration of Approval to Accept the Proposed Human Resources Reorganization Plan and Accept the Revised Job Descriptions Relevant to the Proposed Plan for Approval

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Proposed Human Resources Reorganization Plan effective March 1, 2020.

AND

It is recommended that the Board of Trustees accept approval the following revised job descriptions effective March 1, 2020, relevant to the Proposed Human Resources Reorganization Plan.

A. Revised Job Descriptions:

1. Executive Vice Chancellor (Management)
2. Vice Chancellor of Human Resources & Police Services (Management)
3. Director, Human Resources, Labor Relations (Management)
4. Associate Director, Human Resources (Management)
5. Executive Assistant to the Chief Human Resources Officer (Confidential)

B. Revised Confidential Salary Schedule

### **OVERVIEW**

On April 27, 2017, the Board of Trustees approved a one-year pilot in which Human Resources was placed under the leadership of the Vice Chancellor of Business & Fiscal Services. In March of 2018 this change was made permanent, and after two years of this successful format, it has been determined that the needs of the District have changed, and Human Resources should be placed under the leadership of a Vice Chancellor of Human Resources.

In addition, the new job descriptions are necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services. The other job descriptions are being revised to reflect the appropriate title, the appropriate administrator, the representative duties and responsibilities, and the appropriate minimum qualifications according to the proposed reorganization plan. The revised salary schedule is to align the classifications to median salary for the confidential group.

## **ANALYSIS**

This format will align with previous structures in the district and most multi-college districts. This will result in an approximate break-even cost for the District. Benefits to be realized from this approach include:

- The opportunity for existing staff to apply for any new positions.
- The elimination of a supervisory position
- Continued centralization, leadership, and consistency for the hiring processes.
- Continued centralization, leadership, and consistency for the on-boarding of new employees.
- Continued centralization, leadership, and consistency in the interpretation of bargaining agreements, board policies, administrative procedures, laws and regulations.
- Centralization, increased leadership and consistency for internal investigations.
- Centralization, increased leadership and consistency for compensation studies.
- A continued succession plan for the Human Resources department.

In order to maintain transparency and continue open communication with the colleges, the proposed reorganization plan has been shared with District Assembly and the District Budget Committee. We are requesting a waive of first reading and final approval effective March 12, 2020.

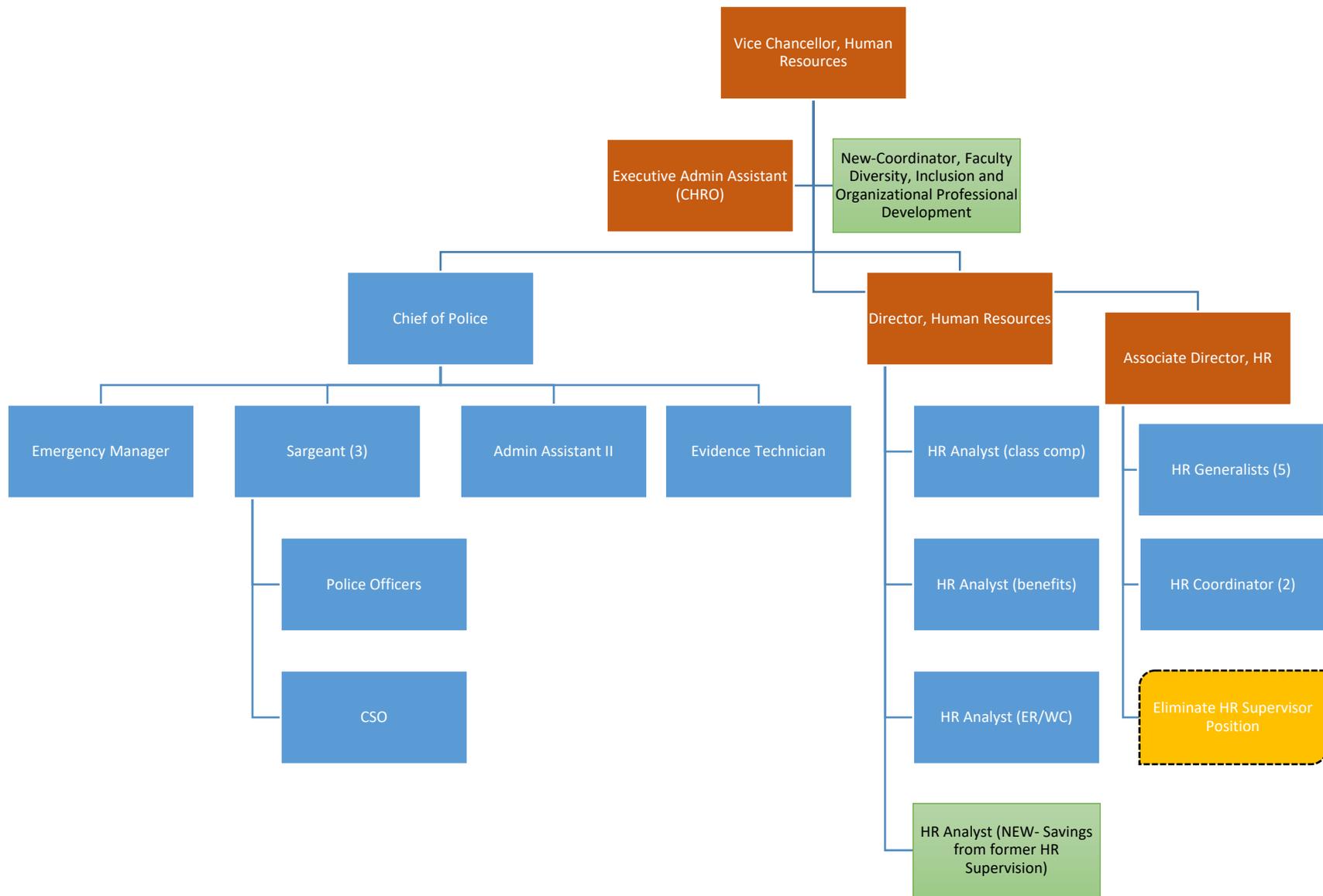
In addition, all job descriptions have been reviewed to ensure they meet internal and external alignment of duties and provide clear expectation of duties.

## **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

## **FINANCIAL IMPLICATIONS**

The reorganization will be a break-even and therefore does not have any financial implications.



Submitted to the Board of Trustees for Final Approval

Position Reclassed	Current Range- Step	Reclass Range- Step	Increase (Decrease)
Executive Director, HR (Kristina Hannon)	24 E (\$173,970)	Vice Chancellor, HR & Police Services , 3 G (\$203,854)	<b>+ 29,884 (15.8%)</b>
HR Manager	16 E (\$117,750)	HR Director, 19 D (\$132,221)	<b>+14,471 (11.5%)</b>
HR Supervisor	13 C (\$95,705)	Associate Director, HR, 16 C (\$110,791)	<b>+15,086 (14.6%)</b>
Sr. Staff Assistant	19 A (\$75, 628)	Executive Admin Support to CHO-21A (\$79,468)	<b>+ 3,840 (5%)</b>
			<b>\$63,281</b>

Position Eliminated	Current Range	Increase (Decrease)
Director, Labor Relations and Compliance	Management 19 E (\$136,310)	<b>(\$136,310)</b>
HR Supervisor	Management 13 C (\$95,705)	<b>(\$95,705)</b>
		<b>(\$232,015)</b>

Position Added	Budget Range	Increase (Decrease)
HR Analyst	Confidential 21 A (\$79,468)	<b>\$79, 468</b>
Coordinator, Faculty Diversity, Inclusion and Organizational Professional and Development (New)	Faculty (TBD* Based on Negotiations and Placement)	
		<b>\$79, 468</b>

<b>Total Cost/ (Savings)</b>	<b>(\$148,707)</b>
------------------------------	--------------------

Submitted to the Board of Trustees for Final Approval



## Executive Vice Chancellor

### Executive Management Range: 6

Board Approved: ~~04/12/18~~ 03/12/20P. 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 general direction of the Chancellor, plans organizes, directs and develops strategies for administrative services of the San Bernardino Community College District (District) including, but not limited to, financial planning, budgeting, accounting, payroll, auditing, purchasing, contracts, facilities, risk management, human resources, environmental health and safety, energy administration, legal affairs and compliance, and general administration and advises District management on business, financial matters, employee relations, and the effective utilization of resources.

### **REPRESENTATIVE DUTIES**

---

*Duties may include, but are not limited to, the following:*

1. Assists in directing the overall operation and general administration of the District in accordance with Board policies and procedures.
2. Develops strategic business, personnel, financial and budget plans.
3. Directs the design and implementation of strategies, procedures, and systems for District-wide business, personnel, and financial activities.
4. Assists in maintaining a file of current laws, regulations and legal opinions applicable to the administration and operation of the college district.
5. Directs the development and administration of the District budget; and recommends an annual budget to the Chancellor and the Board.
6. Directs internal and external audits of the District's operations.
- ~~7. Directs and oversees the District's Human Resources, Employee Relations and Risk Management programs.~~
7. Directs and oversees operational functions of the San Bernardino Community College District public radio station, KVCR-FM and the public television station, KVCR-TV.
8. Directs the planning, design and construction of the District's facilities and capital improvement projects, including voter-approved construction bond programs.
9. Directs and oversees the District's Employee Health & Safety and Energy Administration programs.
10. Directs the preparation of all federal, state and other special claims or reports.
11. Provides leadership and assistance to District and college managers on business, financial, ~~human resources~~ and facilities management issues.
12. Analyzes business, fiscal and facilities legislation affecting the District, and makes related recommendations to the Chancellor and District managers.



## Executive Vice Chancellor

Executive Management Range: 6

Board Approved: ~~04/12/18~~ 03/12/20 P. 2|4

13. Prepares and presents reports and agenda items for SBCCD Board of Trustees. ~~relating to all aspects of the District's human resources program.~~
14. Maintains liaison with various governmental agencies and may serve on agency boards and commissions as a representative of the District.
15. Oversees the preparation of reports and special studies to assist District management and the Board in the formulation or modification of strategies, policies and programs.
16. Develops strategies and provides leadership and assistance for in-service training.
17. Performs other duties as assigned.

### **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:**

- Policies, procedures, principles, and practices used in professional budgeting, purchasing, accounting, and auditing work – especially as same pertains to governmental and college district operations.
- Principles of California accounting and reporting requirements.
- Principles and practices of personnel administration and applicable laws, rules, codes and regulations.
- Principles, trends, methods, strategies, and procedures pertaining to human resource management, labor relations, equal opportunity, liability, and staff development systems and programs.
- Principles of California Community College finance.
- Modern data management, storage and retrieval systems.
- Legal mandates, Governing Board policies, operational procedures and guidelines appropriate to the policies, procedures, principles and practices used in facilities and construction management; contract management and risk management.
- Business applications of data processing.
- Business office management, strategic planning and financial planning, investment management, budgeting and accounting principles and practices.
- Leadership, supervision and training principles.
- Design and development of financial systems and management.

#### **Ability to:**

- Plan, direct, coordinate and control all activities of the fiscal services and human resources staff; supervise and perform professional accounting, statistical and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures.
- Assemble, analyze, and interpret data, and make appropriate recommendations for fiscal human resources and budget actions.
- Interpret State, County and District policies, legal documents, reports, and legislation.
- Speak and write effectively; prepare and present written and oral reports.
- Develop and sustain interpersonal skills to relate to District staff, State and local officials, and vendors.



## Executive Vice Chancellor

### Executive Management Range: 6

Board Approved: ~~04/12/18~~ 03/12/20 P. 3|4

- Demonstrate effective time management and organizational skills.
- Provide leadership based on ethics and principles as they relate to the functions and operations of the assigned area.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Lead, manage, supervise, train and evaluate staff.

### **Education and Experience Guidelines**

#### **Education/Training:**

A Master's Degree in accounting, or business administration, public administration, organizational development or a related field.

#### **Experience:**

1. A minimum of four (4) years of increasingly responsible experience in general accounting, budget development, auditing, financial systems design, and facilities planning and development, ~~or Human Resources~~, including two (2) years at a managerial level, preferably in a college or governmental setting.
2. A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the community, and community college students and employees, including those with physical or learning disabilities.

#### **Preferred Qualifications:**

1. Demonstrated knowledge of community college funding finance in California.
2. Doctorate from an accredited institute of higher education.
3. Experience working in an educational institution preferably a community college.

### **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 with extended periods of time viewing computer monitor.

#### **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



**Executive Vice Chancellor**  
**Executive Management Range: 6**  
Board Approved: ~~04/12/18~~ 03/12/20 P. 4|4

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.



## Vice Chancellor, Human Resources & ~~Employee Relations~~ and Police Services

Executive Management Range: 3

Board Approved: ~~03/13/2014~~03/12/20 P. 1|3

*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 general direction of the Chancellor, the District's Chief Human Resources ~~and Employee Relations~~ Officer plans, organizes, directs and develops strategies for all human resources and employment relations operations, equal employment opportunity, staff development, classification, benefit programs and labor relations including negotiations and contract management. Provides advice and council to District management and the Board of Trustees on all matters related to human resources management and employer/employee relations including but not limited to: collective bargaining, grievance administration, academic and classified employment, classification, compensation, leadership and staff development, diversity and EEO compliance, payroll, benefits, retirement, risk management, legal services, police services and policy development.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. In a shared governance environment, manage, coordinate, and provide leadership for a variety of districtwide human resources programs and services to ensure the viability and legality of human resources policies and programs, improve human resources services, and maintain established practices and standards.
2. Coordinate and direct the State-mandated collective bargaining process involving multi-unit employee contract negotiations; serve as the district's chief negotiator and grievance administrator. Directs the collective bargaining negotiations and contract management for the District and advises management and the Governing Board on all matters relating to labor/employee relations.
3. Participate in Chancellor's Cabinet to advise the Chancellor and other Cabinet members on policies, procedures, and management issues related to the areas of responsibility of the position.
- 1.4. Develops strategies for long and short-range plans, goals, objectives, policies and procedures in the areas of human resources and employee relations.
- 2.5. Plans, directs, evaluates and reviews the human resources functions of recruitment, employment, compensation, classification, employee benefits, and professional development programs.
- 3.6. Directs the collective bargaining negotiations and contract management for the District and advises management and the Governing Board on all matters relating to labor/employee relations.
- 4.7. Analyzes and processes classified and academic grievances according to the appropriate negotiated contract procedures.
8. Direct and implement legal settlements and litigation involving employee discharge, suits against the District, workers' compensation settlements, and other legal issues.
- 5.9. Develops strategies and provides leadership and assistance for in-service training of management staff in regulatory laws, directives and principles of personnel management.
- 6.10. Directs the administration and maintenance of all official personnel files and records.
- 7.11. Develops strategies and provides leadership and assistance for in-services training of management staff in regulatory laws, directives and principles of personnel management.



## Vice Chancellor, Human Resources & Employee Relations and Police Services

Executive Management Range: 3

Board Approved: ~~03/13/2014~~03/12/20 P. 2|3

- ~~8-12.~~ Provides supervision and direction to the Director of Human Resources and Chief of Police.
- ~~9-13.~~ Provides advice and council to management staff regarding disciplinary and grievance resolution.
- ~~10-14.~~ Develops, reviews and recommends board policies and administrative regulations on Human Resources and Police Services matters.
- ~~11-15.~~ Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.
- ~~12-16.~~ Prepares and presents reports and agenda items for the SBCCD Board of Trustees relating to all aspects of the District's Human Resources and Police Services program.
- ~~13-17.~~ Directs the development of the Human Resource department's budget process.
- ~~14-18.~~ Represents the college in the capacity of Vice Chancellor of Human Resources and Police Services at professional meetings, public functions and maintains involvement in community activities such as service clubs, boards, United Way, etc.
- ~~15-19.~~ Performs other related duties as assigned.

### **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:**

- Principles and practices of personnel administration and applicable laws, rules, codes and regulations.
- Principles, trends, methods, strategies and procedures pertaining to human resource management, labor relations, equal employment opportunity, liability, and staff development systems and programs.
- Principles, methods, techniques, and strategies or organizational planning, control, evaluation and forecasting.
- Modern data management, storage and retrieval systems.
- Legal mandates, gGoverning Board policies, operational procedures and guidelines appropriate to the administration of a comprehensive human resources management program.

#### **Ability to:**

- Plan, direct, administer and implement human resources policies, goal and objectives.
- Evaluate and review human resources programs, operations, and services.
- Provide leadership to, and oversee and evaluate both district and campus human resources programs and activities
- Analyze organizational problems, develop alternative solutions, and recommend and make sound and timely decisions.
- Accurately interpret and administer legal mandates, policies, regulations, and negotiated agreements.



## Vice Chancellor, Human Resources & ~~Employee Relations~~ ~~and Police Services~~

Executive Management Range: 3

Board Approved: ~~03/13/2014~~03/12/20 P. 3|3

- Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.
- Conduct negotiations and contract administration.
- Train, supervise and evaluate personnel.

**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:**

- ~~Possession~~Minimum of a Master's Degree from an accredited institution of higher education.

### **Experience:**

- Five years of increasingly responsible management experience in ~~human resources, personnel administration and labor negotiations~~a public education setting including working in labor relations, personnel administration, or human resources.
- Three (3) years' experience as a human resources manager.
- A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the community and community college students and faculty and staff, including those with physical or learning disabilities.

### **Desirable Qualifications:**

- ~~Doctorate from an accredited institution of higher education.~~
- Master's degree in Human Resources, Public Administration, Business Administration, Organizational Development, Human Behavior or a related academic preparation.
- Experience in the California Community College System.

## **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 with extended periods of time viewing computer monitor.

**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.



## **Labor Relations and Compliance DirectorDirector, Human Resources, EEO, Legal Services and Labor Relations**

**Management Range: I9**

Board Approved: 06/21/1803/12/20 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 administrative direction of the appropriate administrator, directs, manages, supervises, and coordinates the daily activities and operations of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, ADA compliance, and equal employment opportunity compliance and administration; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the appropriate administrator.

Under the general direction of the Vice Chancellor, Human Resources and Police Services, plan, organize, control, direct, and evaluate districtwide employee service functions, programs, and services, including benefits, payroll operations and reconciliation, employee records administration, retirement reporting, human resources computerized systems, business processes, outreach and Human Resources (HR) goodwill for all faculty and staff (management, academic, classified, non-classified, and military). Responsible for ensuring the continuity, effectiveness, and successful delivery of Human Resources employee services to district employees. Administer legal and administrative requirements of Equal Employment Opportunities (EEO) and Diversity under federal and State laws and codes as well as district policies and procedures for all components of the District. Provide districtwide training related to assigned functions. Provide consultation on employee discipline, due process, and grievances.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Assumes management responsibility for risk management, Worker's Compensation, and ADA compliance.
2. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
  - Lead and direct activities to support integration of HR Management Information Systems (MIS) technology and business processes to ensure a systems approach to implementation. Ensure customer service/employee services needs are met. Responsible for operational efficiency, utilizing all HR systems' capabilities to maximize the effectiveness of Human Resources business processes. Identify local, State, and national trends in human resources administration; develop and recommend new and revised rules, regulations, policies and procedures, systems, and best practices to conduct the District's Human Resources employee services projects and programs; oversee the maintenance of the HR Procedures Manual
  - Represent the District in matters pertaining to EEO and Diversity. Prepare cases and represent the District in fact-finding hearings concerning EEO before State and federal regulatory agencies.



## **Labor Relations and Compliance Director~~Director~~, Human Resources, EEO, Legal Services and Labor Relations**

**Management Range: 19**

Board Approved: ~~06/21/18~~03/12/20 P. 2|4

4. Plans, directs, coordinates, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
5. Recommends the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Provide leadership to implement and administer district compliance to California and other states', federal, IRS, and other applicable regulations; interact with district managers as required. Counsel district managers, supervisory personnel, and others on the relevance of federal and State laws affecting assigned functional areas. Assist in legal issues related to employee benefits and payroll operations. Administer collective bargaining agreements to ensure consistent districtwide implementation on issues related to payroll and employee services; counsel district managers, supervisory personnel, and others on interpretation and clarification of collective bargaining agreements; conduct in-service training for managers and supervisors on contract provisions, policies, and procedures, as needed
7. Participates in the development of to the human resource department's budget process.
7. Directs the collective bargaining negotiations and contract management for the District and advises management on all matters relating to labor/employee relations.
8. Counsels management personnel in the administration of collective bargaining contracts, resolution of personnel issues, grievances and disciplinary action.
9. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
10. Investigates and find resolution of discrimination and sexual harassment complaints. Provides advice and council to management staff regarding disciplinary and grievance resolution.
11. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resource and personnel administration programs, policies, and procedures as appropriate.
12. Responsible for keeping abreast of all pertinent legislation, rules, regulations and court decisions affecting the District's personnel operations.
13. Represents the district at professional meetings, public functions and maintains involvement in community activities.
14. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
15. 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 a human resource administration program.
- Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, workers compensation, training/employee development.
- Principles and practices of program development and administration.
- Methods and techniques of collective bargaining and contract negotiation.
- Principles and applications of recruitment and equal employment opportunity.



## **Labor Relations and Compliance DirectorDirector,** **Human Resources, EEO, Legal Services and Labor** **Relations**

**Management Range: 19**

Board Approved: ~~06/21/18~~03/12/20 P. 3|4

- Operational characteristics of human resource information systems.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.

### **Ability to:**

- Oversee and participate in the management of a comprehensive human resource management program.
- Oversee, direct, and coordinate the work of lower level staff.
- 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.
- Provide leadership for the successful implementation of a new Human Resources Information System.
- Gather and analyze data and situations and make appropriate decisions.
- Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Participate in collective bargaining negotiations and contract administration.
- 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 Human Resources 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.

**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 human resources, personnel administration, business administration or a related field.

### **Required Experience:**

Five years of increasingly responsible professional human resource experience and three years supervisory/management experience.

### **Preferred Experience:**

1. Human Resources experience in the California Community College System.



## Labor Relations and Compliance Director Director, Human Resources, EEO, Legal Services and Labor Relations

**Management Range: 19**

Board Approved: ~~06/21/18~~03/12/20 P. 4|4

2. Master's Degree from an accredited college or university with major course work preferably in human resources, personnel administration, organizational development, business administration or a related field.
3. Knowledge of the California Education Code, Government Code, Title 5 and/or other state regulations applicable to the human resources functions for community colleges.
4. Demonstrated 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.

### **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.

**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.



## Human Resources Manager/Associate Director, Human Resources

Management Range: 16

Board Approved: 04/12/1803/12/20

P. 113

*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 direction of the appropriate administrator, the Associate Director, Human Resources Manager is responsible for managing, planning, coordinating and implementing the comprehensive human resources and employment programs of the District. Provides policy interpretation for managers and administrators and participates in union negotiations. The Associate Director, Human Resources Manager is responsible for ensuring that work is properly allocated, completed in a timely and accurate manner, and adheres to established policies and procedures.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Administers the day-to-day operations of the human resources programs and activities.
2. Directs district wide human resources operations, activities, and support services involved in the processing, recruitment, screening, selection, orientation, classification, development, evaluation, and compensation of classified and academic district employees; assist with establishing and maintaining related time lines and priorities; assure related activities comply with applicable standards, requirements, laws, codes, rules, regulations, laws, codes, rules, regulations, policies and procedures.
3. Investigates employee complaints relating to harassment, unlawful discrimination, and employee conduct. Receive complaints; determine the appropriate course of action. Conduct interviews and fact-finding; analyze data and evidence to assess validity of allegations; and recommend appropriate resolutions, outcomes, and actions to complex and sensitive employee-employee relations issues.
4. Provide guidance and counsel on employee disciplinary actions, grievances and conflict resolution
5. Provides consultation and technical expertise concerning human resources operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information and assure proper and timely resolution of related issues, conflicts and discrepancies to managers, staff, the public and others and necessary.
6. Participates as a member of the management negotiating team. Contribute to the development of a labor relations strategy; coordinate administration, provide interpretation and ensure adherence to collective bargaining agreements; assists with negotiations and analysis during the collective bargaining process/
7. Ensures adherence and compliance to union collective bargaining agreements and California Education Code.
8. Maintains the District's classification and compensation studies, salary survey analysis, reclassifications, creation and revisions of job descriptions and salary placement related recommendations.
9. Maintains salary schedules by conducting periodic pay studies; scheduling and conducting job evaluations; preparing salary budgets; recommending, planning and implementing pay structure revisions.
10. Plans, prioritizes, directs, coordinates, evaluate, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
11. Provide consistent interpretation/application of human resources policies and procedures.



## **Human Resources Manager/Associate Director, Human Resources**

**Management Range: 16**

Board Approved: 04/12/1803/12/20

P. 2|3

12. Participates in the formulation, development and analysis of personnel policies, procedures, rules and regulations. Recommends new approaches, policies and procedures to effect continual improvements in efficiency of department and services performed.
13. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies.
14. Participates in the development, implementation and modification of the Human Capital Management System for the management of personnel related human resources records and documentation.
15. Serves as the department back-up lead in the continued implementation of the Human Capital Management System, facilitate continued medication following implementation and training.
16. Performs related duties as assigned.

### **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 human resources administration and practices in public higher education setting.
- Principles and practices of job development, evaluation, and classification techniques.
- Compensation principles, practices, methods and techniques.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Principle and practices of records and personnel file management.
- Pertinent federal, state, and local laws, codes and regulations, relating to California Education Code, and Title 5.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive human resources management program.
- Oversee, direct, and coordinate the work of lower level staff.
- 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 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 the human resources management functions and operations.



## **Human Resources Manager/Associate Director, Human Resources**

**Management Range: 16**

Board Approved: 04/12/1803/12/20

P. 3|3

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education/Training:**

A Bachelor's degree in public administration, human resources, business administration or a related field.

### **Required Experience:**

Four (4) years of professional human resources experience including two (2) years in a lead or supervisory capacity.

### **License and Certification:**

Valid California Driver's License.

### **Preferred Experience:**

Master's degree in human resources, public administration, or business from an accredited college or university.

Experience in the California Community College system or in public higher education.

## **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.

**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.



## **Senior Staff Assistant Executive Assistant to the Chief Human Resources Officer**

**Confidential Range: 21**

Board Approved: 03/12/2020

P. 1|3

*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 with the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

---

Under the direction of the Chief Human Resources Officer, plans and performs a variety of complex and confidential secretarial, administrative support and research activities, assists in collective bargaining and employee relations matters, assists in the recruitment and selection process, and assists with employee health and welfare benefits. The duties of the executive administrative assistant to the CHRO involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. The incumbent is required to be self-directed and to relieve the vice chancellor of various administrative duties and may provide work direction and guidance to personnel assigned to the area. This is the highest level administrative support class to the vice chancellor.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Provides direct administrative support to the Chief Human Resources Officer.
2. Plans and performs a variety of complex and confidential secretarial, administrative support and research activities.
3. Analyze and evaluate highly confidential and sensitive personnel matters, information, or evidence related to bargaining or meet and confer grievances; organize additional supportive evidence, background information, and documentation; prepare statements of issues/charges and prepare recommendation for appropriate action
4. Assists the executive in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the district, college, or program area
5. ~~Participates in collective bargaining and employee relations matters as needed.~~ Participate as a secretary of the District negotiations team in collective negotiations with exclusive representatives of both classified and faculty bargaining units; represent the District, as assigned, in its relationships with exclusive representatives. Assist in the development of District collective negotiations proposals and responses. Research and coordinate responses to requests for information from exclusive representatives. Prepare special reports and materials for the collective bargaining process; review contract requirements and assure proper implementation
6. Assists in the recruitment and selection process and with employee health and welfare benefits.
7. Performs a wide variety of responsible specialized clerical, administrative, and office support duties in support of the District's Human Resources systems, functions, and program areas.
8. Researches, analyzes and prepares information related to negotiations.
9. Prepares agenda and minutes related to collective bargaining sessions and other meetings as assigned.
10. Tracks and maintains mandated cost records related to collective bargaining.
11. Monitor budget and submit recommendations for the budget development process.



## **Senior Staff Assistant Executive Assistant to the Chief Human Resources Officer**

**Confidential Range: 21**

Board Approved: 03/12/2020

P. 2|3

12. Prepares a variety of correspondence, forms, contracts, lists, requisitions, memoranda, letters, complex reports and other documents, formats, proofread materials to assure accuracy.
13. Prepares and transcribes dictation of letters and memoranda, including materials of a confidential nature, prepares correspondence and memoranda independently or from oral instructions, determines appropriate formats and presentation.
14. Maintains a variety of complex files and records often involving confidential materials. Maintains confidentiality of information including information regarding Board of Trustees, District personnel and students, collective bargaining, health and welfare benefits, or controversial matters.
15. Assists the Human Resources staff in conducting research and compiling information from a variety of services for the completion of forms or the preparation of reports, tracking of evaluations, classification studies, salary and benefits data, grievances and complaint resolution.
16. Assists in maintaining the Human Resources website and updating forms.

### **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:**

- Basic principles and practices of human resources in a public agency setting.
- Procedures related to recruitment, selection, classification and compensation.
- Methods, techniques and practices of data collection and report writing.
- Business letter writing and standard writing practices for correspondence and reports.
- Proper English usage, grammar, punctuation, syntax, vocabulary and spelling.
- Records management and filing principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service to the public, the community and District staff in person and over the telephone.
- Standard office practices and procedures, including the use of standard office equipment.
- Office computer and online applications, including word processing, spreadsheets, a variety of graphic design programs, and developing copy to update and maintain website applications.
- Applicable laws, codes and regulations.

#### **Skilled in:**

- Interpreting, applying and explaining policies, procedures and practices of personnel administration.
- Reviewing personnel documents for completeness and accuracy.
- Planning effective recruitment, testing and selection practices.
- Maintaining accurate and confidential personnel records.
- Performing technical human resources support work.
- Reviewing, balancing and reconciling employee benefit records.
- Maintaining and producing accurate reports in a timely manner.
- Making accurate arithmetic calculations.
- Providing complex, administrative support to the Department Managers.
- Using tact, initiative and sound judgment within established policy and procedural guidelines.



## **Senior Staff Assistant Executive Assistant to the Chief Human Resources Officer**

**Confidential Range: 21**

Board Approved: 03/12/2020

P. 3|3

- Using specialized human resources and applicant tracking software, including database management, graphics and publication and Human Resources website maintenance.
- Developing effective team relationships with employees at all levels.
- Organizing own work, setting priorities, working independently on a day-to-day basis, meeting critical deadlines
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Typing or operating a keyboard at a rate of fifty-five (55) net words per minute from printed copy.

### **Education and Experience Guidelines**

#### **Education/Training:**

An Associate's degree in business, secretarial science, office management, or related field. Thirty (30) college units in business, office management, or related field and eight (8) years of increasingly responsible administrative experience may be used in lieu of the associate degree.

#### **Required Experience:**

Six (6) years of office administrative, secretarial or Human Resources support experience involving a high level of public contact, use of computer and office applications and providing administrative support to manager.

### **Preferred Qualifications:**

1. College level coursework that includes business administration, office management, legal research/writing, or human resources management.
2. Experience in reviewing/applying collective bargaining agreements.
3. Experience working in or with a public education entity
4. Eight (8) years' experience in an office setting dealing with confidential information

### **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/classroom/clinical setting.

**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.

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1		\$ 25.26	\$ 26.04	\$ 26.85	\$ 27.68	\$ 28.53	\$ 29.41	\$ 30.32	\$ 31.23	\$ 32.17	\$ 33.14
2		\$ 25.89	\$ 26.69	\$ 27.52	\$ 28.37	\$ 29.24	\$ 30.15	\$ 31.08	\$ 32.01	\$ 32.97	\$ 33.96
3		\$ 26.54	\$ 27.36	\$ 28.20	\$ 29.08	\$ 29.98	\$ 30.90	\$ 31.86	\$ 32.81	\$ 33.80	\$ 34.81
4	▪ Recruitment Specialist	\$ 27.20	\$ 28.04	\$ 28.91	\$ 29.80	\$ 30.73	\$ 31.68	\$ 32.66	\$ 33.63	\$ 34.64	\$ 35.68
5		\$ 27.88	\$ 28.74	\$ 29.63	\$ 30.55	\$ 31.49	\$ 32.47	\$ 33.47	\$ 34.48	\$ 35.51	\$ 36.58
6		\$ 28.58	\$ 29.46	\$ 30.37	\$ 31.31	\$ 32.28	\$ 33.28	\$ 34.31	\$ 35.34	\$ 36.40	\$ 37.49
7		\$ 29.29	\$ 30.20	\$ 31.13	\$ 32.10	\$ 33.09	\$ 34.11	\$ 35.17	\$ 36.22	\$ 37.31	\$ 38.43
8		\$ 30.02	\$ 30.95	\$ 31.91	\$ 32.90	\$ 33.91	\$ 34.96	\$ 36.05	\$ 37.13	\$ 38.24	\$ 39.39
9		\$ 30.78	\$ 31.73	\$ 32.71	\$ 33.72	\$ 34.76	\$ 35.84	\$ 36.95	\$ 38.05	\$ 39.20	\$ 40.37
10	▪ Human Resources Coordinator	\$ 31.54	\$ 32.52	\$ 33.53	\$ 34.56	\$ 35.63	\$ 36.73	\$ 37.87	\$ 39.01	\$ 40.18	\$ 41.38
11		\$ 32.33	\$ 33.33	\$ 34.36	\$ 35.43	\$ 36.52	\$ 37.65	\$ 38.82	\$ 39.98	\$ 41.18	\$ 42.42
12		\$ 33.14	\$ 34.17	\$ 35.22	\$ 36.31	\$ 37.44	\$ 38.59	\$ 39.79	\$ 40.98	\$ 42.21	\$ 43.48
13		\$ 33.97	\$ 35.02	\$ 36.10	\$ 37.22	\$ 38.37	\$ 39.56	\$ 40.78	\$ 42.01	\$ 43.27	\$ 44.56
14		\$ 34.82	\$ 35.90	\$ 37.01	\$ 38.15	\$ 39.33	\$ 40.55	\$ 41.80	\$ 43.06	\$ 44.35	\$ 45.68
15	▪ Human Resources Generalist	\$ 35.69	\$ 36.79	\$ 37.93	\$ 39.10	\$ 40.31	\$ 41.56	\$ 42.85	\$ 44.13	\$ 45.46	\$ 46.82
16		\$ 36.58	\$ 37.71	\$ 38.88	\$ 40.08	\$ 41.32	\$ 42.60	\$ 43.92	\$ 45.24	\$ 46.59	\$ 47.99
17		\$ 37.50	\$ 38.66	\$ 39.85	\$ 41.08	\$ 42.36	\$ 43.67	\$ 45.02	\$ 46.37	\$ 47.76	\$ 49.19
18		\$ 38.43	\$ 39.62	\$ 40.85	\$ 42.11	\$ 43.41	\$ 44.76	\$ 46.14	\$ 47.53	\$ 48.95	\$ 50.42
19	<del>▪ Executive Administrative Assistant, President's Office</del> <del>▪ Executive Administrative Assistant, Office of the Chancellor</del> ▪ Senior Staff Assistant	\$ 39.39	\$ 40.61	\$ 41.87	\$ 43.16	\$ 44.50	\$ 45.88	\$ 47.29	\$ 48.71	\$ 50.17	\$ 51.68
20		\$ 40.38	\$ 41.63	\$ 42.92	\$ 44.24	\$ 45.61	\$ 47.02	\$ 48.48	\$ 49.93	\$ 51.43	\$ 52.97

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
21	<ul style="list-style-type: none"> <li>▪ Senior Executive Administrative Assistant to the Executive Vice Chancellor</li> <li>▪ Human Resources Analyst</li> <li>▪ <u>Executive Administrative Assistant to the CHRO</u></li> <li>▪ <u>Executive Administrative Assistant, President's Office</u></li> <li>▪ <u>Executive Administrative Assistant, Office of the Chancellor</u></li> </ul>	\$ 41.39	\$ 42.67	\$ 43.99	\$ 45.35	\$ 46.75	\$ 48.20	\$ 49.69	\$ 51.18	\$ 52.71	\$ 54.30
22		\$ 42.42	\$ 43.74	\$ 45.09	\$ 46.48	\$ 47.92	\$ 49.40	\$ 50.93	\$ 52.46	\$ 54.03	\$ 55.65
23	▪ Administrative Officer to the Chancellor	\$ 43.48	\$ 44.83	\$ 46.22	\$ 47.65	\$ 49.12	\$ 50.64	\$ 52.20	\$ 53.77	\$ 55.38	\$ 57.04
24		\$ 44.57	\$ 45.95	\$ 47.37	\$ 48.84	\$ 50.35	\$ 51.90	\$ 53.51	\$ 55.11	\$ 56.77	\$ 58.47
25		\$ 45.69	\$ 47.10	\$ 48.56	\$ 50.06	\$ 51.61	\$ 53.20	\$ 54.85	\$ 56.49	\$ 58.19	\$ 59.93
26		\$ 46.83	\$ 48.28	\$ 49.77	\$ 51.31	\$ 52.90	\$ 54.53	\$ 56.22	\$ 57.90	\$ 59.64	\$ 61.43
27		\$ 48.00	\$ 49.48	\$ 51.01	\$ 52.59	\$ 54.22	\$ 55.89	\$ 57.62	\$ 59.35	\$ 61.13	\$ 62.97
28		\$ 49.20	\$ 50.72	\$ 52.29	\$ 53.91	\$ 55.57	\$ 57.29	\$ 59.06	\$ 60.84	\$ 62.66	\$ 64.54
29		\$ 50.43	\$ 51.99	\$ 53.60	\$ 55.25	\$ 56.96	\$ 58.72	\$ 60.54	\$ 62.36	\$ 64.23	\$ 66.15

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval to Accept Independent Audit Report of KVCR TV and FM for 2018-19

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2018-19 independent audit report of KVCR TV and FM.

### **OVERVIEW**

Eide Bailly LLP, formerly Vavrinek Trine Day & Company, has conducted the yearly KVCR TV and FM independent audit for the period ending June 30, 2019.

### **ANALYSIS**

Each year KVCR TV and FM undergoes an independent audit, after which the audit firm prepares a written report detailing its financial statements.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This Board item has no financial implications.



Consolidated Financial Statements  
June 30, 2019 and 2018

## KVCR TV and FM

(A Public Telecommunications Entity  
Operated by the San Bernardino  
Community College District)

**KVCR TV AND FM**

**(A PUBLIC TELECOMMUNICATIONS ENTITY OPERATED BY  
THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT)**

**June 30, 2019 and 2018**

**TABLE OF CONTENTS**

INDEPENDENT AUDITOR'S REPORT.....	1
MANAGEMENT'S DISCUSSION AND ANALYSIS.....	4
BASIC FINANCIAL STATEMENTS	
Consolidated Statements of Net Position .....	13
Consolidated Statements of Revenues, Expenses, and Changes in Net Position.....	14
Consolidated Statements of Cash Flows .....	15
NOTES TO FINANCIAL STATEMENTS .....	16
SUPPLEMENTARY INFORMATION	
Combining Schedule of Revenues, Expenses, and Changes in Net Position .....	27
Note to Supplementary Information.....	29
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i> .....	30
SCHEDULE OF FINDINGS AND QUESTIONED COSTS	
Financial Statement Findings.....	33
Summary Schedule of Prior Year Audit Findings .....	34



## INDEPENDENT AUDITOR'S REPORT

The Board of Directors  
San Bernardino Community College District  
KVCR TV and FM  
San Bernardino, California

We have audited the accompanying consolidated financial statements of KVCR TV and FM (the Entity) (a public telecommunications entity operated by the San Bernardino Community College District) as of and for the year ended June 30, 2019, and the related notes to the consolidated financial statements, which collectively comprise the Entity's basic financial statements as listed in the Table of Contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the respective financial position of the Entity as of June 30, 2019 and the respective changes in its financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

As discussed in Note 1, the financial statements of the Entity and are intended to present the financial position and the changes in financial position attributable to the transactions of the Entity. They do not purport to, and do not, present fairly the financial position of the District as of June 30, 2019, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

## **Other Matters**

### **Required Supplementary Information**

Accounting Principles generally accepted in the United States of America require the Management's Discussion and Analysis (MD&A) on pages 4 through 13 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary MD&A information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Entity's financial statements. The accompanying supplementary information is presented for purposes of additional analysis and are not a required part of the financial statements.

The accompanying supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 5, 2020, on our consideration of the Entity's internal control over financial reporting and on our tests of its compliance with certain provisions of laws and regulations, contract, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Entity's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Entity's internal control over financial reporting and compliance.

### **Prior Period Financial Statements**

The financial statements of KVCR TV and FM as of and for the year ended June 30, 2018, were audited by Vavrinek, Trine, Day, & Co., LLP who joined Eide Bailly LLP on July 22, 2019, and whose report dated November 19, 2018, expressed an unmodified opinion on those financial statements.

The image shows a handwritten signature in cursive script that reads "Eide Bailly LLP".

Rancho Cucamonga, California  
February 5, 2020

## **KVCR TV AND FM**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2019 AND 2018**

---

#### ***USING THIS ANNUAL REPORT***

The purpose of this annual report is to provide readers with information about the combined financial activities and condition of KVCR TV and FM (the Stations), the KVCR Educational Foundation, Inc. (the Foundation), and KVCR FNX, as of June 30, 2019 and 2018. The report consists of three basic financial statements: Statements of Net Position; Statements of Revenues, Expenses, and Changes in Net Position; and Statements of Cash Flows and provides information about the Stations, the Foundation, and KVCR FNX as a whole. This section of the annual financial report presents our discussion and analysis of the Entity's consolidated financial performance for the fiscal years ending June 30, 2019 and 2018, and is best read in conjunction with the financial statements and the notes following this section.

#### ***FISCAL YEAR HIGHLIGHTS***

The following are some highlights for fiscal year 2018-2019:

- KVCR-TV continued its evolution as the Empire Network, specifically branding on television as "Empire PBS".
- In May of 2018, the SBCCD Board of Trustees approved a proposal whereby KVCR would receive a portion of the \$157M allotted to the SBCCD as a result of the FCC Spectrum Auction in 2017. Included in that proposal was \$16M to cover both a comprehensive modernization and repurposing of KVCR's facilities into a cutting edge 4K / Ultra-High Definition digital studio as well as the construction of a new TV and Radio Tower that will enable KVCR to shift to VHF as per the terms of the FCC Spectrum repack. During the fiscal year 2018-2019, KVCR substantially completed this modernization, repurposing, and new tower project.

# KVCR TV AND FM

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2019 AND 2018

**Table 1 - Statements of Net Position**

	<u>2019</u>	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	\$ 1,517,378	\$ 1,020,263	\$ 757,026
Accounts receivable	14,193	8,987	5,944
Due from related party	1,297	31,302	106,660
Other assets	857,799	1,167,009	1,099,060
<b>Total Current Assets</b>	<u>2,390,667</u>	<u>2,227,561</u>	<u>1,968,690</u>
<b>Noncurrent Assets</b>			
Property and equipment (net)	879,469	956,783	1,156,412
<b>TOTAL ASSETS</b>	<u>\$ 3,270,136</u>	<u>\$ 3,184,344</u>	<u>\$ 3,125,102</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Accounts payable and accrued expenses	\$ 944,407	\$ 363,707	\$ 686,769
Unearned revenue	799,097	366,821	467,792
Due to related party	527,136	63,113	149,526
Community service grant payable - current	-	-	109,374
<b>TOTAL LIABILITIES</b>	<u>2,270,640</u>	<u>793,641</u>	<u>1,413,461</u>
<b>NET POSITION</b>			
Net investment in capital assets	879,469	1,047,038	1,156,412
Unrestricted	120,027	1,343,665	555,229
<b>TOTAL NET POSITION</b>	<u>\$ 999,496</u>	<u>\$ 2,390,703</u>	<u>\$ 1,711,641</u>

### Financial Position

The Statements of Net Position above includes all assets and liabilities of the Entity as of the end of the fiscal year and is prepared using the accrual basis of accounting, which is similar to the accounting method used by most private-sector organizations. The Statements of Net Position is a point-of-time financial statement whose purpose is to present to the readers a fiscal snapshot of the Entity as a whole. The Statements of Net Position primarily presents end-of-year data concerning assets (current and noncurrent), liabilities (current and noncurrent), and net position (total assets minus total liabilities). Net position is one way to measure the financial condition of the Entity as a whole.

## **KVCR TV AND FM**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2019 AND 2018**

---

The following are explanatory remarks for the Statements of Net Position:

- Cash and cash equivalents consist of cash deposited into the County Treasurer's investment pool.
- Due from related party and accounts receivable primarily consist of revenues from local and State sources from which the Entity had earnings, but which were not received as of the fiscal year-end date.
- Property and equipment consist of furniture and equipment, vehicles, and computer software. Net property and equipment is the historical value of equipment less accumulated depreciation. The decrease in the balance of net property and equipment is due to current year depreciation.
- Due to related party and accounts payable consist of operating expenses which the Entity incurred, but for which payments were not issued as of year-end.
- Unearned revenue consists of amounts received in advance of required program expense being incurred. This revenue will become earned in the 2019-2020 fiscal year as program related expenses are incurred.
- The community service grant payable is for grant monies overpaid by the CPB which the Entity will repay through the reduction to future grants from the CPB.
- The net position is divided into two major categories. The first category, net investments in capital assets, represents total investments in capital assets, net of outstanding debt obligations related to those capital assets. The second category is unrestricted net position that is available to be used for any lawful purpose of the Entity.

#### **Statements of Revenues, Expenses, and Changes in Net Position**

Changes in total net position are presented in the Statements of Revenues, Expenses, and Changes in Net Position. The purpose of this statement is to present the operating and nonoperating revenues earned, whether received or not; the operating and nonoperating expense incurred, whether paid or not; and any other revenues, expenses, gains and/or losses earned or incurred. Thus, this statement presents the results of operation for the Entity as a whole.

**KVCR TV AND FM**

**MANAGEMENT'S DISCUSSION AND ANALYSIS  
JUNE 30, 2019 AND 2018**

---

Operating revenues are earned from public contributions, grants, underwriting, and other local sources. Other revenues include interest and dividend income, leasing and rental income, and a transfer for program support from the San Bernardino Community College District.

**Table 2 - Statements of Revenues, Expenses, and Changes in Net Position**

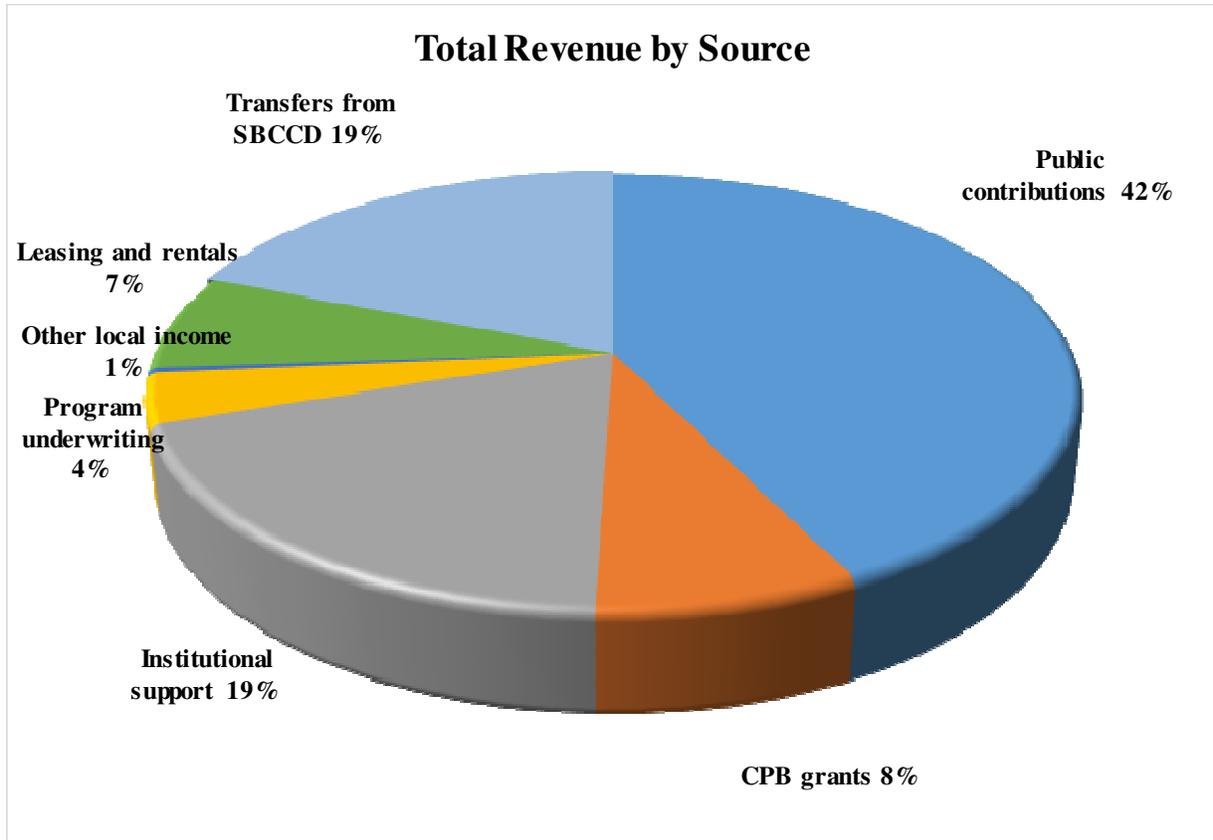
	<u>2019</u>	<u>2018</u>	<u>2017</u>
<b>Operating Revenues</b>			
Public contributions	\$ 3,479,664	\$ 2,858,999	\$ 3,875,373
Institutional support	1,575,129	1,768,076	1,545,883
CPB grants	639,156	1,223,576	1,130,598
Program underwriting	302,854	280,043	356,489
Other local income	108,443	218,003	317,275
<b>Total Operating Revenues</b>	<u>6,105,246</u>	<u>6,348,697</u>	<u>7,225,618</u>
<b>Operating Expenses</b>			
Program services	8,506,086	8,216,400	6,357,415
Management and general	348,048	401,410	527,638
Fundraising	796,608	834,935	791,625
<b>Total Operating Expenses</b>	<u>9,650,742</u>	<u>9,452,745</u>	<u>7,676,678</u>
<b>Total Operating Loss</b>	<u>(3,545,496)</u>	<u>(3,104,048)</u>	<u>(451,060)</u>
<b>Other Revenues</b>			
Interest and dividends	28,023	7,454	10,147
Leasing and rentals	576,266	545,656	534,906
Transfers in from related party	1,550,000	3,230,000	358,560
<b>Total Other Revenues</b>	<u>2,154,289</u>	<u>3,783,110</u>	<u>903,613</u>
<b>Change in Net Position</b>	(1,391,207)	679,062	452,553
<b>Net Position, Beginning of Year</b>	<u>2,390,703</u>	<u>1,711,641</u>	<u>1,259,088</u>
<b>Net Position, End of Year</b>	<u>\$ 999,496</u>	<u>\$ 2,390,703</u>	<u>\$ 1,711,641</u>

# KVCR TV AND FM

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2019 AND 2018

---

Below is an illustration of total revenues by source:



The following are explanatory remarks for the Statements of Revenues, Expenses, and Changes in Net Position:

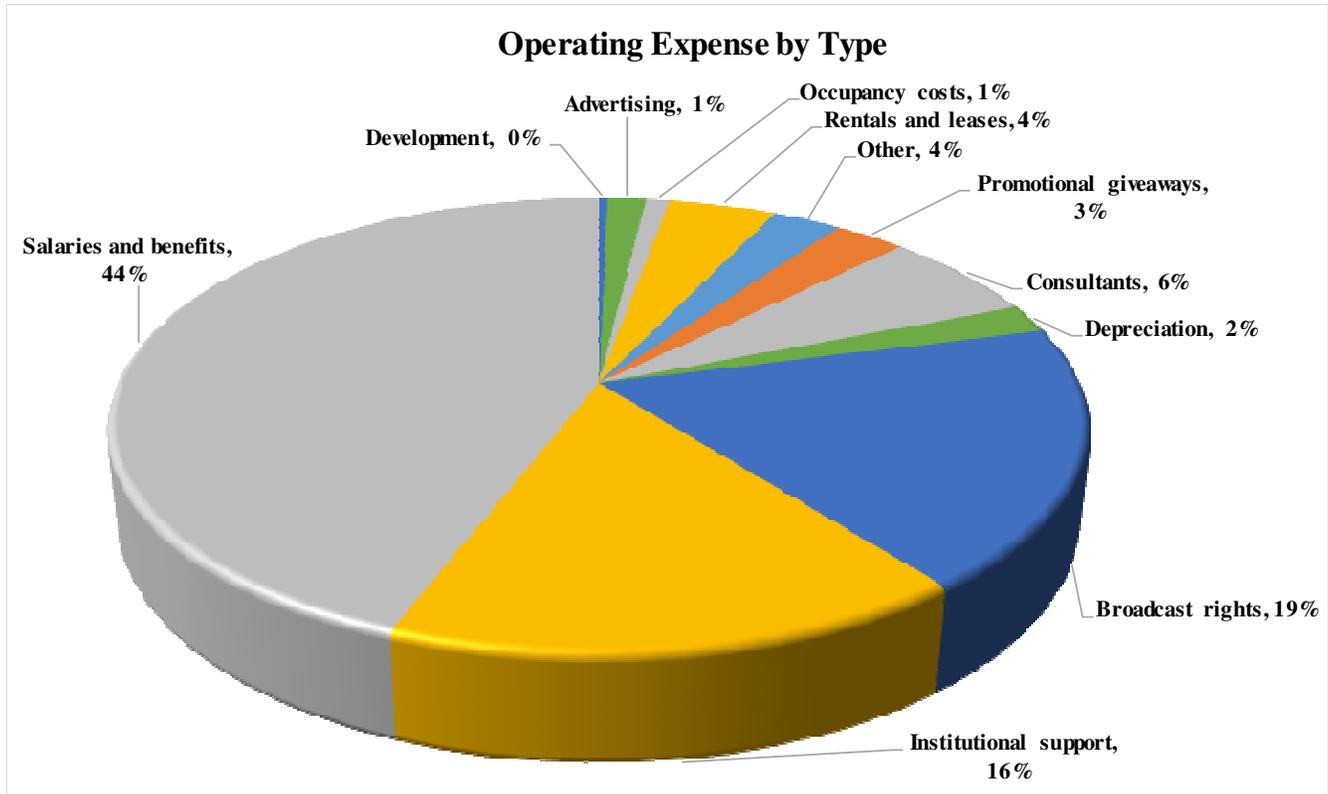
- Total operating revenues decreased by \$243,451 from the prior year. This decrease was primarily driven by shortages in public contributions and underwriting revenue received in the 2018-2019 fiscal year.
- Total operating expenses increased by \$197,997 from the prior year due for the most part to additional staffing to create original programming, as well as fundraising expenses.

# KVCR TV AND FM

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2019 AND 2018

---

Below is an illustration of total operating expense by type:



The Entity's operating expenses are shown below (with explanatory remarks):

- Program services:
  - Programming and production expenses incurred to purchase, schedule, and produce and prepare programs for broadcast.
  - Broadcasting expenses incurred to prepare, store, check quality, verify automation asset management, play out, and monitor program streams, as well as installation and maintenance of equipment necessary for technical operations of the Stations, and transmission costs such as rents and utilities.
  - Program information and promotions expenses incurred to maintain the Stations' website, and design and procure promotional materials.
- Management and general: Expenses incurred for management services such as general manager, accounting, administrative, and legal services.
- Fundraising: All costs for pledge premiums, membership administrative services, database management costs, and expenses incurred for underwriting, grant, and other solicitations to support the Stations.

## KVCR TV AND FM

### MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2019 AND 2018

---

- Depreciation of capital assets is computed and recorded using the straight-line method. A capitalization threshold of \$5,000 is maintained for computer software and furniture and equipment. Useful lives of assets are estimated as follows:
  - 3 to 20 years for furniture and equipment
  - 8 years for computer software

#### Statements of Cash Flows

The Statements of Cash Flows shown below provides information about cash receipts and cash payments during the fiscal year. The statement also assists readers in understanding the Entity's ability to generate net cash flows, and its ability to meet obligations as they come due, or the need for assistance via external financing. The Entity has adopted the indirect cash flow method which shows a reconciliation from reported change in net position to cash provided by operating, financing, and investing activities.

Additional explanatory information for the statement is as follows:

- The main cash receipts from operating activities consist of CPB grant funding, subscription and membership, royalties, and District support.
- Cash outlays include payment of salaries, benefits, programming, production, and other operating expenses.
- The financing activity during the fiscal year 2018-2019 refers to the community service grant payable which will be repaid through the reduction to future grants from the CPB.

**Table 3 - Statements of Cash Flows**

	<u>2019</u>	<u>2018</u>	<u>2017</u>
<b>Cash Flows Provided By (Used In)</b>			
Operating activities	\$ 615,023	\$ 365,309	\$ (216,360)
Financing activities	(117,908)	(102,072)	(582,437)
<b>Net Change in Cash and Cash Equivalents</b>	<u>497,115</u>	<u>263,237</u>	<u>(798,797)</u>
<b>Cash and Cash Equivalents, Beginning of Year</b>	<u>1,020,263</u>	<u>757,026</u>	<u>1,555,823</u>
<b>Cash and Cash Equivalents, End of Year</b>	<u><u>\$ 1,517,378</u></u>	<u><u>\$ 1,020,263</u></u>	<u><u>\$ 757,026</u></u>

# KVCR TV AND FM

## MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2019 AND 2018

### NATURAL CLASSIFICATION OF EXPENSES

	2019				2018		
	Program Activities				Management and General Activities		
	KVCR Radio	KVCR TV	FNX-TV	Total	KVCR Radio	KVCR TV	Total
Salaries and benefits	\$ 661,950	\$ 1,853,365	\$ 1,323,268	\$ 3,838,583	\$ 45,383	\$ 65,307	\$ 110,690
Administrative	-	80,430	33,859	114,289	-	-	-
Advertising	33,295	38,380	18,001	89,676	-	-	-
Broadcast rights	213,343	752,341	784,002	1,749,686	-	-	-
Consultants	21,928	241,592	229,706	493,226	-	-	-
Depreciation expense	-	-	-	-	9,354	185,868	195,222
Development	-	-	-	-	13,499	19,424	32,923
Dues and memberships	21,687	23,400	355	45,442	-	-	-
Maintenance and operations	-	6,853	575	7,428	213	-	213
Noncash institutional support	462,514	1,112,615	-	1,575,129	-	-	-
Postage and freight	-	2,665	3,369	6,034	-	-	-
Professional fees	-	14,420	-	14,420	3,690	5,310	9,000
Promotional giveaways	369	530	16,369	17,268	-	-	-
Rentals and leases	22,524	157,990	192,226	372,740	-	-	-
Supplies	569	9,622	10,750	20,941	-	-	-
Travel	146	6,937	6,894	13,977	-	-	-
Telephone/Electricity	3,389	112,388	31,470	147,247	-	-	-
<b>Total Expenses</b>	<b>\$ 1,441,714</b>	<b>\$ 4,413,528</b>	<b>\$ 2,650,844</b>	<b>\$ 8,506,086</b>	<b>\$ 72,139</b>	<b>\$ 275,909</b>	<b>\$ 348,048</b>
	2018				2018		
	Program Activities				Management and General Activities		
	KVCR Radio	KVCR TV	FNX-TV	Total	KVCR Radio	KVCR TV	Total
Salaries and benefits	\$ 585,563	\$ 1,651,522	\$ 1,224,092	\$ 3,461,177	\$ 61,321	\$ 88,242	\$ 149,563
Administrative	1,406	80,353	54,176	135,935	-	-	-
Advertising	31,175	31,175	8,000	70,350	-	8,542	8,542
Broadcast rights	317,994	738,426	305,135	1,361,555	-	-	-
Consultants	19,763	367,099	339,507	726,369	-	-	-
Depreciation expense	-	-	-	-	16,153	176,174	192,327
Development	-	-	-	-	13,450	4,314	17,764
Dues and memberships	27,546	5,563	1,805	34,914	-	-	-
Maintenance and operations	878	11,728	4,048	16,654	1,200	1,200	2,400
Noncash institutional support	668,320	1,099,756	-	1,768,076	-	-	-
Postage and freight	-	2,561	2,174	4,735	-	-	-
Professional fees	3,690	33,075	-	36,765	2,686	3,865	6,551
Promotional giveaways	-	-	5,045	5,045	-	-	-
Rentals and leases	20,205	124,254	186,347	330,806	-	-	-
Supplies	1,839	17,535	17,745	37,119	-	1,920	1,920
Travel	3,204	23,289	25,370	51,863	-	-	-
Telephone/Electricity	1,289	131,215	42,533	175,037	-	-	-
Loss on sale of equipment	-	-	-	-	-	22,343	22,343
<b>Total Expenses</b>	<b>\$ 1,682,872</b>	<b>\$ 4,317,551</b>	<b>\$ 2,215,977</b>	<b>\$ 8,216,400</b>	<b>\$ 94,810</b>	<b>\$ 306,600</b>	<b>\$ 401,410</b>

Fundraising Activities			Total
KVCR Radio	KVCR TV	Total	Expenses
\$ 128,597	\$ 185,408	\$ 314,005	\$ 4,263,278
-	-	-	114,289
-	-	-	89,676
-	36,830	36,830	1,786,516
25,105	96,840	121,945	615,171
-	-	-	195,222
-	-	-	32,923
-	-	-	45,442
-	-	-	7,641
-	-	-	1,575,129
5,500	20,936	26,436	32,470
-	-	-	23,420
31,958	224,155	256,113	273,381
8,945	28,900	37,845	410,585
608	2,308	2,916	23,857
190	328	518	14,495
-	-	-	147,247
<u>\$ 200,903</u>	<u>\$ 595,705</u>	<u>\$ 796,608</u>	<u>\$ 9,650,742</u>

Fundraising Activities			Total
KVCR Radio	KVCR TV	Total	Expenses
\$ 129,098	\$ 185,775	\$ 314,873	\$ 3,925,613
-	-	-	135,935
-	-	-	78,892
-	37,765	37,765	1,399,320
24,417	121,372	145,789	872,158
-	-	-	192,327
-	-	-	17,764
-	-	-	34,914
-	-	-	19,054
-	-	-	1,768,076
6,931	21,994	28,925	33,660
-	-	-	43,316
15,513	254,503	270,016	275,061
10,239	17,535	27,774	358,580
1,138	7,519	8,657	47,696
-	1,136	1,136	52,999
-	-	-	175,037
-	-	-	22,343
<u>\$ 187,336</u>	<u>\$ 647,599</u>	<u>\$ 834,935</u>	<u>\$ 9,452,745</u>

## **KVCR TV AND FM**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS JUNE 30, 2019 AND 2018**

---

#### ***ECONOMIC FACTORS AFFECTING THE FUTURE OF KVCR TV AND FM***

The greatest challenges to public television and radio mirror many of the same challenges that affects media outlets and content producers or providers nationally. The surplus of entertainment content available along with the increasing fragmentation of viewer behavior into a hybrid of traditional linear, time-based viewing and on-demand consumption are considerable financial challenges to KVCR. With a reduction in the number of subscribers to Cable and Satellite television, there is a compensatory increase in the use of streaming media platforms such as Netflix, Amazon and Hulu. Combined with broadcast television channels moving away from legacy Multiple System Operators ("MSO's") to smaller streaming packages, termed "skinny bundles" (ex. DirectNow, YouTube TV) public media faces a threat due to audiences migrating to platforms and distribution methods where PBS doesn't have a local presence on many such offerings. Radio suffers a similar challenge with the proliferation of subscription streaming services such as Apple Music, Spotify, Google Play and others. The accessibility of a vast library of music with no commercials, along with the growing popularity of extended engagement with Podcasts, all prove viable threats to NPR member stations like KVCR and radio as a whole.

This change in viewer and listener options and habits have a broader impact on revenue from supporter contributions for stations such as KVCR. As a result, total revenue generated through membership, online giving, underwriting, and vehicle donations decreased once more for this reporting period. The performance of Pledge shows on television continues to suffer as many gifts that were the core of such program (gifts such as DVDs and CDs) contributions are losing relevance in a digital landscape. The Pledge system based on such "Thank You" gifts will need to evolve to reflect the preferences of the current marketplace.

#### ***CONTACTING KVCR MANAGEMENT***

This financial report is designed to provide our donors, taxpayers, investors, and creditors with a general overview of the Entity's finances and to show the District's accountability for funding received. Questions or concerns about this report or requests for additional financial information should be addressed to Richard Galope, Associate Vice Chancellor, by phone at 909-382-4036 or by e-mail at [rgalope@sbccd.cc.ca.us](mailto:rgalope@sbccd.cc.ca.us).

# KVCR TV AND FM

## CONSOLIDATED STATEMENTS OF NET POSITION JUNE 30, 2019 AND 2018

	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 1,517,378	\$ 1,020,263
Accounts receivable	14,193	8,987
Due from related party	1,297	31,302
Other assets	857,799	1,167,009
<b>Total Current Assets</b>	<u>2,390,667</u>	<u>2,227,561</u>
<b>NONCURRENT ASSETS</b>		
Property and equipment (net)	879,469	956,783
<b>TOTAL ASSETS</b>	<u>\$ 3,270,136</u>	<u>\$ 3,184,344</u>
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 944,407	\$ 363,707
Unearned revenue	799,097	366,821
Due to related party	527,136	63,113
<b>TOTAL LIABILITIES</b>	<u>2,270,640</u>	<u>793,641</u>
<b>NET POSITION</b>		
Net investment in capital assets	879,469	956,783
Unrestricted	120,027	1,433,920
<b>TOTAL NET POSITION</b>	<u>999,496</u>	<u>2,390,703</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u>\$ 3,270,136</u>	<u>\$ 3,184,344</u>

See the accompanying notes to financial statements.

## KVCR TV AND FM

### CONSOLIDATED STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

	2019	2018
<b>Operating Revenues</b>		
Public contributions - FM Station	\$ 659,085	\$ 644,962
Public contributions - TV Station	2,820,579	2,214,037
Non cash institutional support from San Bernardino Community College District - FM	462,514	668,320
Non cash institutional support from San Bernardino Community College District - TV	1,112,615	1,099,756
CPB grants - TV Station	639,156	1,223,576
Program underwriting - FM Station	182,674	180,774
Program underwriting - TV Station	120,180	99,269
Other local income - FM Station	8,816	25,316
Other local income - TV Station	99,627	192,687
<b>Total Operating Revenues</b>	<u>6,105,246</u>	<u>6,348,697</u>
<b>Operating Expenses</b>		
Program services - FM Station	1,441,714	1,682,872
Program services - TV Station	7,064,372	6,533,528
Management and general - FM Station	72,139	94,810
Management and general - TV Station	275,909	306,600
Fundraising - FM Station	200,903	187,336
Fundraising - TV Station	595,705	647,599
<b>Total Operating Expenses</b>	<u>9,650,742</u>	<u>9,452,745</u>
<b>Total Operating Loss</b>	<u>(3,545,496)</u>	<u>(3,104,048)</u>
<b>Other Revenues</b>		
Interest and dividends - FM Station	7,648	3,727
Interest and dividends - TV Station	20,375	3,727
Leasing and rentals - FM Station	8,732	545,656
Leasing and rentals - TV Station	567,534	-
Transfers in from related party - FM Station	450,000	340,000
Transfers in from related party - TV Station	1,100,000	2,890,000
<b>Total Other Revenues</b>	<u>2,154,289</u>	<u>3,783,110</u>
<b>CHANGE IN NET POSITION</b>	(1,391,207)	679,062
<b>NET POSITION, BEGINNING OF YEAR</b>	2,390,703	1,711,641
<b>NET POSITION, END OF YEAR</b>	<u>\$ 999,496</u>	<u>\$ 2,390,703</u>

See the accompanying notes to financial statements.

**KVCR TV AND FM****CONSOLIDATED STATEMENTS OF CASH FLOWS  
FOR THE YEARS ENDED JUNE 30, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in Net Position	\$ (1,391,207)	\$ 679,062
Adjustments to Reconcile Change in Net Position to Net Cash From Operating Activities		
Depreciation	195,222	192,327
Changes in Assets and Liabilities Related to:		
Accounts receivable	(5,206)	(3,043)
Due from related party	30,005	75,358
Other assets	309,210	(67,949)
Accounts payable	580,700	(323,062)
Due to related party	464,023	(86,413)
Unearned revenue	432,276	(100,971)
Net Cash Flows From Operating Activities	<u>615,023</u>	<u>365,309</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Purchase of capital assets	(117,908)	(15,041)
Repayment of community service grant payable	-	(109,374)
Loss on retirement of assets	-	22,343
Net Cash Flows From Financing Activities	<u>(117,908)</u>	<u>(102,072)</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	497,115	263,237
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>1,020,263</u>	<u>757,026</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 1,517,378</u>	<u>\$ 1,020,263</u>

See the accompanying notes to financial statements.

# **KVCR FM AND TV**

## **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018**

---

### ***NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES***

#### **Organization**

KVCR TV and FM is comprised of the following activities:

KVCR TV and FM is a public telecommunications entity owned and operated by the San Bernardino Community College District (the District), which provides public radio and television station broadcasts to the Inland Empire area of Southern California. These stations provide the public with a variety of musical, informational, and educational programming.

KVCR Educational Foundation, Inc. (the Foundation) was established in 1999 for the purpose of raising, holding, and investing funds for the benefit of KVCR TV and FM. It is a separate nonprofit 501(c)(3) corporation that is an auxiliary organization of the District.

KVCR FNX, First Nations Experience is a broadcast television network owned and operated by the studios of KVCR. The network originated through a partnership of the San Manuel Band of Mission Indians and the San Bernardino Community College District with the mission to illustrate the lives and cultures of native people around the world.

These financial statements are not intended to, and do not purport to, present fairly the financial position and the changes in financial position of the District in accordance with accounting principles generally accepted in the United States of America.

#### **Financial Statement Presentation**

The accompanying consolidated financial statements are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB).

The activity of the Entity is presented in an Enterprise format which includes a statement of cash flows. The Enterprise format accounts for activities similar to those in the private sector, where the proper matching of revenues and costs is important, and the full accrual basis of accounting is required. With this measurement focus, all assets and all liabilities of the enterprise are recorded on its statement of net position, all revenues are recognized when earned, and all expenses, including depreciation, are recognized when incurred.

For internal operating purposes, the District's Board of Trustees has established three separate funds, which include separate self-balancing accounts and separate Board approved budgets for the activities of KVCR TV and FM, KVCR Educational Foundation, Inc, and KVCR FNX. The activities of the Foundation and KVCR FNX have been consolidated with KVCR TV and FM activities.

#### **Fair Value Measurements**

The fair value of equity and debt securities with readily determinable fair values approximates their respective quoted market prices. Because of the inherent uncertainty of valuation methods, those estimated values might differ significantly from those used had a market existed. All other financial instruments' fair values approximate their carrying amounts due to the short maturities of these instruments.

## **KVCR FM AND TV**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018**

---

#### **Contributions**

Contributions are recognized when the donor makes a promise to give to support the activities of the Entity's programming that are, in substance, unconditional.

#### **Donated Services, Goods, and Facilities**

A substantial number of volunteers have donated their time and experience to the Entity's program services and fundraising campaigns during the year. However, these donated services are not reflected in the financial statements since there is no readily determined method of valuing the services.

#### **Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates. Significant estimates include the value of the beneficial interest in a charitable remainder trust.

#### **Cash and Cash Equivalents**

For purposes of the Statements of Cash Flows, the Entity considers all investments with a maturity of six months or less to be cash equivalents.

#### **Accounts Receivable**

Accounts receivable consists primarily of interest and donations receivable. Bad debts are accounted for by the direct write-off method. Management has deemed all amounts as collectable; therefore, no allowance for doubtful accounts is considered necessary.

#### **Property and Equipment**

The Entity capitalizes property and equipment purchased or donated with a unit cost over \$5,000. Lesser amounts are expensed when purchased. Donations of property and equipment are recorded as contributions at their estimated fair value, if known. Routine maintenance and repairs are charged to expense as incurred. Depreciation is computed on the straight-line method based on the assets' estimated useful lives ranging from three to thirty years.

#### **Advertising Costs**

Advertising costs are expensed as incurred. Advertising expense for the years ended June 30, 2019 and June 30, 2018, were \$89,676 and \$78,892, respectively.

#### **Allocation of Functional Expenses**

The costs of providing the various programs, fundraising, and other activities have been summarized on a functional basis. Accordingly, certain costs have been allocated among the programs and management and general activities benefited. A detail of functional expenses is included within the MD&A.

## KVCR FM AND TV

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

---

#### Income Taxes

KVCR TV and FM and KNX fund are programs of the San Bernardino Community College District. The District is a public education institution and is considered a political subdivision of the State of California and is, therefore, tax exempt and not subject to filing informational returns.

The Foundation is a non-profit public benefit corporation that is exempt for income taxes under Section 501(c)(3) of the Internal Revenue Code (IRC) and is classified by the Internal Revenue Service (IRS) as other than a private organization. Contributions received qualify as tax deductible gifts as provided in Section 170(b)(1)(A)(iv). The Foundation is also exempt from California State Franchise and income tax under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements. The Foundation's Federal Form 990, *Return of Organization Exempt from Income Tax*, and State Form 109, *California Exempt Organization Business Income Tax Return*, are subject to examination by the IRS for three years and the State Franchise Tax Board for four years after they are filed. The Foundation is not aware of any such examinations at this time.

Separate financial statements for the Foundation may be obtained from the Foundation office.

#### New Accounting Pronouncements

In March 2017, the GASB issued Statement No. 85, *Omnibus 2017*. The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). Specifically, this Statement addresses the following topics:

- Blending a component unit in circumstances in which the primary government is a business-type activity that reports in a single column for financial statement presentation;
- Reporting amounts previously reported as goodwill and "negative" goodwill;
- Classifying real estate held by insurance entities;
- Measuring certain money market investments and participating interest-earning investment contracts at amortized cost;
- Timing of the measurement of pension or OPEB liabilities and expenditures recognized in financial statements prepared using the current financial resources measurement focus;
- Recognizing on-behalf payments for pensions or OPEB in employer financial statements;
- Presenting payroll-related measures in required supplementary information for purposes of reporting by OPEB plans and employers that provide OPEB;
- Classifying employer-paid member contributions for OPEB;
- Simplifying certain aspects of the alternative measurement method for OPEB;
- Accounting and financial reporting for OPEB provided through certain multiple-employer defined benefit OPEB plans.

The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. Early implementation is encouraged.

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 AND 2018**

---

In June 2017, the GASB issued Statement No. 87, *Leases*. The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

The requirements of this Statement are effective for the reporting periods beginning after December 15, 2019. Early implementation is encouraged.

***NOTE 2 - CASH AND CASH EQUIVALENTS***

**Policies and Practices**

Cash and cash equivalents are maintained in accordance with the District's policies and procedures. The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

**Investment in County Treasury**

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with the San Bernardino County Treasurer (*Education Code* Section (ECS) 41001). The fair value of the Entity's investment in the pool is reported in the accompanying financial statements at amounts based upon the Entity's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

# KVCR FM AND TV

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

### General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

### Summary of Deposits and Investments

Deposits and investments as of June 30, 2019, consisted of the following:

KVCR FM and TV	\$ 191,797
KVCR Educational Foundation, Inc.	891,545
KVCR FNX	434,036
Total Deposits and Investments	<u>\$ 1,517,378</u>
San Bernardino County Investment Pool	<u>\$ 1,517,378</u>

## KVCR FM AND TV

### NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

Deposits and investments as of June 30, 2018, consisted of the following:

KVCR FM and TV	\$ 475,519
KVCR Educational Foundation, Inc.	583,884
KVCR FNX	(39,140)
Total Deposits and Investments	<u>\$ 1,020,263</u>
San Bernardino County Investment Pool	<u>\$ 1,020,263</u>

#### Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Entity manages its exposure to interest rate risk by investing in the San Bernardino County Investment Pool.

#### Specific Identification

Information about the sensitivity of the fair values of the Entity's investments to market interest rate fluctuation is provided by the following schedule that shows the distribution of the Entity's investment by maturity as of the following at June 30,:

Investment Type	2019		
	Book Value	Fair Value	Weighted Average Days to Maturity
San Bernardino County Investment Pool	<u>\$ 1,517,378</u>	<u>\$ 1,520,093</u>	424

Investment Type	2018		
	Book Value	Fair Value	Weighted Average Days to Maturity
San Bernardino County Investment Pool	<u>\$ 1,020,263</u>	<u>\$ 1,015,357</u>	353

#### Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The Entity's investment in the San Bernardino County Investment Pool is rated at AAf/S1 by Fitch Rating agency.

# KVCR FM AND TV

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

---

### NOTE 3 - FAIR VALUE MEASUREMENTS

The Entity categorizes the fair value measurements of its investments based on the hierarchy established by generally accepted accounting principles. The fair value hierarchy, which has three levels, is based on the valuation inputs used to measure an asset's fair value. The following provides a summary of the hierarchy used to measure fair value:

Level 1 - Quoted prices in active markets for identical assets that the Entity has the ability to access at the measurement date. Level 1 assets may include debt and equity securities that are traded in an active exchange market and that are highly liquid and are actively traded in over-the-counter markets.

Level 2 - Observable inputs, other than Level 1 prices, such as quoted prices for similar assets in active markets, quoted prices for identical or similar assets in markets that are not active, or other inputs that are observable, such as interest rates and curves observable at commonly quoted intervals, implied volatilities, and credit spreads. For financial reporting purposes, if an asset has a specified term, a Level 2 input is required to be observable for substantially the full term of the asset.

Level 3 - Unobservable inputs should be developed using the best information available under the circumstances, which might include the Entity's own data. The Entity should adjust that data if reasonable available information indicates that other market participants would use different data or certain circumstances specific to the Entity are not available to other market participants.

Uncategorized - Investments in the San Bernardino County Investment Pool are not measured using the input levels above because the Entity's transactions are based on a stable net asset value per share. All contributions and redemptions are transacted at \$1.00 net asset value per share.

The Entity's fair value measurements are as follows at June 30, 2019:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Uncategorized</u>
San Bernardino County Investment Pool	<u>\$ 1,520,093</u>	<u>\$ 1,520,093</u>

The Entity's fair value measurements are as follows at June 30, 2018:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Uncategorized</u>
San Bernardino County Investment Pool	<u>\$ 1,015,357</u>	<u>\$ 1,015,357</u>

All assets have been valued using a market approach, with quoted market prices.

**KVCR FM AND TV**

**NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2019 AND 2018**

---

**NOTE 4 - ACCOUNTS RECEIVABLE**

Accounts receivable represent amounts due to Entity as follows at June 30,:

	<u>2019</u>	<u>2018</u>
Contributions	\$ 2,964	\$ 4,145
Interest	11,229	4,842
Total	<u>\$ 14,193</u>	<u>\$ 8,987</u>

**NOTE 5 - PROPERTY AND EQUIPMENT**

Property and equipment consisted of the following at June 30,:

	<u>2019</u>	<u>2018</u>
Furniture and equipment	\$ 7,860,414	\$ 7,795,521
Computer	6,192	6,192
Vehicles	52,943	25,368
Subtotal	<u>7,919,549</u>	<u>7,827,081</u>
Accumulated depreciation	<u>(7,040,080)</u>	<u>(6,870,298)</u>
Total Property and Equipment	<u>\$ 879,469</u>	<u>\$ 956,783</u>

Depreciation expense for the years ended 2019 and 2018, was \$195,222 and \$192,327, respectively.

**NOTE 6 - ACCOUNTS PAYABLE**

Accounts payable consisted of the following at June 30,:

	<u>2019</u>	<u>2018</u>
Vendors payable	<u>\$ 944,407</u>	<u>\$ 363,707</u>

**NOTE 7 - UNEARNED REVENUE**

Unearned revenue represents amounts received in advance of required program expenses being incurred. This amount will be used for program related expenses in the subsequent fiscal year. As of June 30, 2019 and 2018, unearned revenues totaled \$799,097 and \$366,821, respectively.

**NOTE 8 - RELATED PARTY TRANSACTIONS**

During the year, certain transactions for services are paid by the District on behalf of the Entity. At June 30, 2019 and 2018, the District owed the Entity \$1,297 and \$31,302, respectively, for amounts collected on the Entity's behalf. The Entity owed the District \$527,136 and \$63,113 for services and supply costs incurred.

# KVCR FM AND TV

## NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018

---

### *NOTE 9 - INSTITUTIONAL SUPPORT*

The District provides non cash institutional support to the KVCR TV and FM Stations related to instructional services, occupancy, supplies, and other administrative costs. The District applies an indirect rate that is in compliance with the CPB's guidance. For the year ended June 30, 2019, the indirect rate was computed as 0.91 percent applied to the FM Radio Station's costs and 2.22 percent applied to the TV Station's costs. For the year ended June 30, 2018, the indirect rate was computed as 1.86 percent applied to the FM Radio Station's costs and 2.67 percent applied to the TV Station's costs. The calculated institutional support totaled \$1,575,129 and \$1,768,076 for the 2019 and 2018 years, respectively. This non cash support for the KVCR TV and FM Stations is included within the Statements of Revenues, Expenses, and Changes in Net Position as both a source of funding and a use of funding and does not have an effect on the ending balance. Additionally, the KVCR Foundation and the District provided a total of \$2,200,000 and \$4,080,000 in cash to support the programming of both the FM Radio and TV Stations for the 2019 and 2018 years, respectively. The cash support provided by the KVCR Foundation to the KVCR TV and FM Stations has been eliminated for consolidation purposes for both fiscal years ending June 30, 2019 and June 30, 2018.

### *NOTE 10 - COMMITMENTS AND CONTINGENCIES*

#### **Grants**

KVCR TV is funded in part through grants from the CPB, which are paid through the District as the broadcasting licensee. Funds from the CPB are designated for the purpose of operating the TV Station and are subject to review and audit by the grantor agency. Although such audits could generate expenditure disallowances under terms of the grants, management believes that any required reimbursement would not be material.

#### **Operating Leases**

The District leases land on behalf of the Entity on Box Springs Mountain for the Entity's broadcasting equipment. The lease term expires on October 31, 2032.

Year Ending June 30,	Lease Payment
2020	\$ 15,600
2021	15,600
2022	15,600
2023	15,600
2024	15,600
Thereafter	130,000
Total	<u>\$ 208,000</u>

Lease expense for the year ended June 30, 2019 and June 30, 2018 amounted to \$410,585 and \$358,580, respectively. Revenue received under sublease agreements amounted to \$576,266 and \$483,674 for the years ended June 30, 2019 and 2018, respectively.

## **KVCR FM AND TV**

### **NOTES TO FINANCIAL STATEMENTS JUNE 30, 2019 AND 2018**

---

#### ***NOTE 11 - SUBSEQUENT EVENTS***

The Entity's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from June 30, 2019 through February 5, 2020, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.



**SUPPLEMENTARY INFORMATION**

## KVCR TV AND FM

### COMBINING SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

For June 30, 2019:

	KVCR Radio	KVCR TV	KVCR Educational Foundation, Inc.	KVCR FNX	Total
<b>Operating Revenues</b>					
Public contributions - FM Station	\$ 33,025	\$ -	\$ 626,060	\$ -	\$ 659,085
Public contributions - TV Station	-	48,580	725,078	2,046,921	2,820,579
Non Cash Institutional Support from San Bernardino Community College District - FM	462,514	-	-	-	462,514
Non Cash Institutional Support from San Bernardino Community College District - TV	-	1,112,615	-	-	1,112,615
CPB grants - TV Station	-	639,156	-	-	639,156
Program underwriting - FM Station	-	-	182,674	-	182,674
Program underwriting - TV Station	-	-	110,980	9,200	120,180
Other local income - FM Station	4,186	-	4,630	-	8,816
Other local income - TV Station	-	8,111	88,569	2,947	99,627
<b>Total Operating Revenues</b>	<b>499,725</b>	<b>1,808,462</b>	<b>1,737,991</b>	<b>2,059,068</b>	<b>6,105,246</b>
<b>Operating Expenses</b>					
Program services - FM Station	952,091	-	489,623	-	1,441,714
Program services - TV Station	-	4,094,041	319,487	-	4,413,528
Program services - FNX TV Station	-	-	-	2,650,844	2,650,844
Management and general - FM Station	20,637	-	51,502	-	72,139
Management and general - TV Station	-	202,324	73,585	-	275,909
Fundraising - FM Station	13,567	-	187,336	-	200,903
Fundraising - TV Station	-	-	595,705	-	595,705
<b>Total Operating Expenses</b>	<b>986,295</b>	<b>4,296,365</b>	<b>1,717,238</b>	<b>2,650,844</b>	<b>9,650,742</b>
<b>Total Operating Loss</b>	<b>(486,570)</b>	<b>(2,487,903)</b>	<b>20,753</b>	<b>(591,776)</b>	<b>(3,545,496)</b>
<b>Other Revenues</b>					
Interest and dividends - FM Station	4,376	-	3,272	-	7,648
Interest and dividends - TV Station	-	6,564	4,909	8,902	20,375
Leasing and rentals - FM Station	8,732	-	-	-	8,732
Leasing and rentals - TV Station	-	567,534	-	-	567,534
Transfers in from related party - FM Station	450,000	-	-	-	450,000
Transfers in from related party - TV Station	-	1,100,000	-	-	1,100,000
<b>Total Other Revenues</b>	<b>463,108</b>	<b>1,674,098</b>	<b>8,181</b>	<b>8,902</b>	<b>2,154,289</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (23,462)</b>	<b>\$ (813,805)</b>	<b>\$ 28,934</b>	<b>\$ (582,874)</b>	<b>\$ (1,391,207)</b>

See the accompanying note to supplementary information.

# KVCR TV AND FM

## COMBINING SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION, Continued FOR THE YEARS ENDED JUNE 30, 2019 AND 2018

For June 30, 2018:

	2018				
	KVCR Radio	KVCR TV	KVCR Educational Foundation, Inc.	KVCR FNX	Total
<b>Operating Revenues</b>					
Public contributions - FM Station	\$ -	\$ -	\$ 644,962	\$ -	\$ 644,962
Public contributions - TV Station	-	-	713,772	1,500,265	2,214,037
Non Cash Institutional Support from San Bernardino Community College District - FM	668,320	-	-	-	668,320
Non Cash Institutional Support from San Bernardino Community College District - TV	-	1,099,756	-	-	1,099,756
CPB grants - TV Station	-	1,223,576	-	-	1,223,576
Program underwriting - FM Station	-	-	180,774	-	180,774
Program underwriting - TV Station	-	-	99,269	-	99,269
Other local income - FM Station	13,734	-	11,582	-	25,316
Other local income - TV Station	-	2,268	169,357	21,062	192,687
<b>Total Operating Revenues</b>	<b>682,054</b>	<b>2,325,600</b>	<b>1,819,716</b>	<b>1,521,327</b>	<b>6,348,697</b>
<b>Operating Expenses</b>					
Program services - FM Station	1,197,149	-	485,723	-	1,682,872
Program services - TV Station	-	3,815,659	501,892	-	4,317,551
Program services - FNX TV Station	-	-	-	2,215,977	2,215,977
Management and general - FM Station	43,308	-	51,502	-	94,810
Management and general - TV Station	-	233,015	73,585	-	306,600
Fundraising - FM Station	-	-	187,336	-	187,336
Fundraising - TV Station	-	-	647,599	-	647,599
<b>Total Operating Expenses</b>	<b>1,240,457</b>	<b>4,048,674</b>	<b>1,947,637</b>	<b>2,215,977</b>	<b>9,452,745</b>
<b>Total Operating Loss</b>	<b>(558,403)</b>	<b>(1,723,074)</b>	<b>(127,921)</b>	<b>(694,650)</b>	<b>(3,104,048)</b>
<b>Other Revenues</b>					
Interest and dividends - FM Station	-	-	-	-	-
Interest and dividends - TV Station	-	2,881	4,573	-	7,454
Leasing and rentals - TV Station	-	545,656	-	-	545,656
Transfers in from related party - FM Station	340,000	-	-	-	340,000
Transfers in from related party - TV Station	-	2,890,000	-	-	2,890,000
<b>Total Other Revenues</b>	<b>340,000</b>	<b>3,438,537</b>	<b>4,573</b>	<b>-</b>	<b>3,783,110</b>
<b>CHANGE IN NET POSITION</b>	<b>\$ (218,403)</b>	<b>\$ 1,715,463</b>	<b>\$ (123,348)</b>	<b>\$ (694,650)</b>	<b>\$ 679,062</b>

See the accompanying note to supplementary information.

## **KVCR TV AND FM**

### **NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2019 AND 2018**

---

#### ***NOTE 1 - PURPOSE OF SCHEDULE***

##### **Combining Schedule of Revenues, Expenses, and Changes in Net Position**

This schedule is prepared on the accrual basis of accounting and provides a detail of activity for the programs accounted for within the Entity. This information has been provided at the request of management to assist in the reporting required by the Corporation for Public Broadcasting and is not a required part of the financial statements.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

The Board of Directors  
San Bernardino Community College District  
KVCR TV and FM  
San Bernardino, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the consolidated financial statements of KVCR TV and FM (the Entity) (a public telecommunications entity operated by the San Bernardino Community College District) as of and for the year ended June 30, 2019, and the related notes to the financial statements, and have issued our report thereon dated February 5, 2020.

**Emphasis of Matter**

As discussed in Note 1, the financial statements of the Entity and are intended to present the financial position and the changes in financial position attributable to the transactions of the Entity. They do not purport to, and do not, present fairly the financial position of the District as of June 30, 2019, and the changes in its financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Entity's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the Entity's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Entity's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The result of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Rancho Cucamonga, California  
February 5, 2020



## SCHEDULE OF FINDINGS AND QUESTIONED COST

**KVCR TV AND FM**

**FINANCIAL STATEMENT FINDINGS  
JUNE 30, 2019 AND 2018**

---

None noted.

**KVCR TV AND FM**

**SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS  
JUNE 30, 2019 AND 2018**

---

None noted.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval to Accept Independent Audit Report of the KVCR Educational Foundation, Inc. for 2018-19

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2018-19 independent audit report of the KVCR Educational Foundation, Inc.

### **OVERVIEW**

Eide Bailly LLP, formerly Vavrinek Trine Day & Company, has conducted an independent audit of the KVCR Educational Foundation, Inc. for the period ending June 30, 2019.

### **ANALYSIS**

The operations of the KVCR Educational Foundation concluded during fiscal year 2018-19 and this report represents the results of the final audit of that entity.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This Board item has no financial implications.



Annual Financial Report  
June 30, 2019 and 2018

**KVCR Educational Foundation, Inc.**  
(A California Nonprofit Corporation)

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**June 30, 2019 and 2018**

**TABLE OF CONTENTS**

INDEPENDENT AUDITOR'S REPORT.....	1
FINANCIAL STATEMENTS	
Statements of Net Position June 30, 2019 and 2018.....	3
Statements of Activities For the Years Ended June 30, 2019 and 2018.....	4
Statements of Cash Flows For the Years Ended June 30, 2019 and 2018.....	5
Statements of Functional Expenses For the Years Ended June 30, 2019 and 2018.....	6
NOTES TO FINANCIAL STATEMENTS .....	7



## INDEPENDENT AUDITOR'S REPORT

The Board of Directors  
KVCR Educational Foundation, Inc.  
San Bernardino, California

We have audited the accompanying financial statements of KVCR Educational Foundation, Inc. (a California nonprofit corporation) (the Foundation), which comprise the statements of financial position as of June 30, 2019 and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of KVCR Educational Foundation, Inc. as of June 30, 2019 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

As discussed in Note 1 to the financial statements, the Foundation has adopted the provisions of Financial Accounting Standards Board Accounting Standards Update No. 2016-14, *Presentation of Financial Statements for Not-for-Profit Entities*. Accordingly, the June 30, 2018, financial statements have been adjusted to adopt this standard. Our opinion is not modified with respect to this matter.

## **Other Matter**

The financial statements of the KVCR Educational Foundation, Inc. as of and for the year ended June 30, 2018, were audited by Vavrinek, Trine, Day, & Co., LLP who joined Eide Bailly LLP on July 22, 2019, and whose report dated November 19, 2018, expressed an unmodified opinion on those financial statements.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Rancho Cucamonga, California  
February 5, 2020

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF NET POSITION**  
**JUNE 30,**

	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$ 891,545	\$ 583,884
Accounts receivable	2,485	1,960
Prepaid expense	15,203	23,964
Other assets	33,534	31,614
Due from related party	1,297	21,205
<b>TOTAL ASSETS</b>	<u><u>\$ 944,064</u></u>	<u><u>\$ 662,627</u></u>
 <b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$ 106,853	\$ 75,641
Due to related party	2,799	12,552
Deferred revenue	489,199	273,903
<b>Total Liabilities</b>	<u><u>598,851</u></u>	<u><u>362,096</u></u>
 <b>NET ASSETS</b>		
Without donor restrictions	343,899	295,421
With donor restrictions	1,314	5,110
<b>Total Net Assets</b>	<u><u>345,213</u></u>	<u><u>300,531</u></u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 944,064</u></u>	<u><u>\$ 662,627</u></u>

See the accompanying notes to financial statements.

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30,**

	2019		
	Without Donor Restrictions	With Donor Restrictions	Total
<b>Support and Revenues</b>			
Contributions - FM Station	\$ -	\$ 625,887	\$ 625,887
Contributions - TV Station	-	807,049	807,049
Contributions - general	11,401	-	11,401
Underwriting - FM Station	-	182,674	182,674
Underwriting - TV Station	-	110,980	110,980
Net assets released from restrictions	1,730,386	(1,730,386)	-
<b>Total Support and Revenues</b>	<u>1,741,787</u>	<u>(3,796)</u>	<u>1,737,991</u>
<b>Expenses</b>			
Program services	806,226	-	806,226
Management and general	98,655	-	98,655
Fundraising	796,609	-	796,609
<b>Total Expenses</b>	<u>1,701,490</u>	<u>-</u>	<u>1,701,490</u>
<b>Other Income</b>			
Interest - FM Station	4,090	-	4,090
Interest - TV Station	4,091	-	4,091
<b>Total Other Income</b>	<u>8,181</u>	<u>-</u>	<u>8,181</u>
<b>CHANGE IN NET ASSETS</b>	48,478	(3,796)	44,682
<b>NET ASSETS, BEGINNING OF YEAR</b>	295,421	5,110	300,531
<b>NET ASSETS, END OF YEAR</b>	<u>\$ 343,899</u>	<u>\$ 1,314</u>	<u>\$ 345,213</u>

See the accompanying notes to financial statements.

2018

Without Donor Restrictions	With Donor Restrictions	Total
\$ -	\$ 648,372	\$ 648,372
-	874,826	874,826
16,475	-	16,475
-	180,774	180,774
-	99,269	99,269
1,901,569	(1,901,569)	-
<u>1,918,044</u>	<u>(98,328)</u>	<u>1,819,716</u>
989,535	-	989,535
126,050	-	126,050
834,934	-	834,934
<u>1,950,519</u>	<u>-</u>	<u>1,950,519</u>
2,286	-	2,286
2,287	-	2,287
<u>4,573</u>	<u>-</u>	<u>4,573</u>
(27,902)	(98,328)	(126,230)
323,323	103,438	426,761
<u>\$ 295,421</u>	<u>\$ 5,110</u>	<u>\$ 300,531</u>

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF CASH FLOWS**  
**FOR THE YEARS ENDED JUNE 30,**

	<u>2019</u>	<u>2018</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 44,682	\$ (126,230)
Adjustments to reconcile change in net assets to net cash used by operations		
Contributions restricted for long-term purposes	(1,432,936)	(1,523,198)
Change in operating assets and liabilities related to:		
Accounts receivable	(525)	(602)
Due from related party	19,908	52,748
Prepaid expense	8,761	(23,344)
Other assets	(1,920)	1,920
Accounts payable	31,212	6,932
Due to related party	(9,753)	(24,311)
Deferred revenue	215,296	170,465
<b>Net Cash Flows From Operating Activities</b>	<u>(1,125,275)</u>	<u>(1,465,620)</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Collections of contributions restricted for long-term purposes	<u>1,432,936</u>	<u>1,523,198</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	307,661	57,578
<b>CASH AND CASH EQUIVALENTS,</b>		
<b>BEGINNING OF YEAR</b>	<u>583,884</u>	<u>526,306</u>
<b>CASH AND CASH EQUIVALENTS,</b>		
<b>END OF YEAR</b>	<u>\$ 891,545</u>	<u>\$ 583,884</u>

See the accompanying notes to financial statements.

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**STATEMENTS OF FUNCTIONAL EXPENSES**  
**FOR THE YEARS ENDED JUNE 30,**

	2019					
	Program Services			Management and General		
	Radio	TV	Total	Radio	TV	Total
Salaries and benefits	\$ 5,376	\$ 7,737	\$ 13,113	\$ 23,173	\$ 33,345	\$ 56,518
Supplies	398	572	970	-	-	-
Consultants	64	69,209	69,273	-	-	-
Travel	121	175	296	-	-	-
Postage	-	-	-	-	-	-
Leases and rents	-	-	-	-	-	-
Professional services	-	-	-	3,690	5,310	9,000
Program support services	450,000	200,000	650,000	-	-	-
Broadcast program rights	-	-	-	-	-	-
Advertising	33,295	38,380	71,675	-	-	-
Other development	-	-	-	13,499	19,425	32,924
Promotional giveaways	369	530	899	-	-	-
Repairs and maintenance	-	-	-	213	-	213
Total Expenses	<u>\$ 489,623</u>	<u>\$ 316,603</u>	<u>\$ 806,226</u>	<u>\$ 40,575</u>	<u>\$ 58,080</u>	<u>\$ 98,655</u>

	2018					
	Program Services			Management and General		
	Radio	TV	Total	Radio	TV	Total
Salaries and benefits	\$ 2,728	\$ 3,926	\$ 6,654	\$ 34,166	\$ 49,166	\$ 83,332
Supplies	715	2,948	3,663	-	-	-
Consultants	-	64,600	64,600	-	-	-
Travel	1,105	1,163	2,268	-	-	-
Postage	-	-	-	-	-	-
Leases and rents	-	-	-	-	-	-
Professional services	-	-	-	3,649	3,865	7,514
Program support services	450,000	400,000	850,000	-	-	-
Broadcast program rights	-	-	-	-	-	-
Advertising	31,175	31,175	62,350	-	-	-
Other development	-	-	-	13,450	19,354	32,804
Promotional giveaways	-	-	-	-	-	-
Repairs and maintenance	-	-	-	1,200	1,200	2,400
Total Expenses	<u>\$ 485,723</u>	<u>\$ 503,812</u>	<u>\$ 989,535</u>	<u>\$ 52,465</u>	<u>\$ 73,585</u>	<u>\$ 126,050</u>

See the accompanying notes to financial statements.

---

Fundraising			Total
Radio	TV	Total	Expenses
\$ 128,597	\$ 185,409	\$ 314,006	\$ 383,637
608	2,309	2,917	3,887
25,104	96,840	121,944	191,217
190	327	517	813
5,500	20,936	26,436	26,436
8,945	28,901	37,846	37,846
-	-	-	9,000
-	-	-	650,000
-	36,830	36,830	36,830
-	-	-	71,675
-	-	-	32,924
31,959	224,154	256,113	257,012
-	-	-	213
<u>\$ 200,903</u>	<u>\$ 595,706</u>	<u>\$ 796,609</u>	<u>\$ 1,701,490</u>

Fundraising			Total
Radio	TV	Total	Expenses
\$ 129,098	\$ 185,775	\$ 314,873	\$ 404,859
1,138	7,519	8,657	12,320
24,417	121,372	145,789	210,389
-	1,136	1,136	3,404
6,931	21,994	28,925	28,925
10,239	17,535	27,774	27,774
-	-	-	7,514
-	-	-	850,000
-	37,765	37,765	37,765
-	-	-	62,350
-	-	-	32,804
15,513	254,502	270,015	270,015
-	-	-	2,400
<u>\$ 187,336</u>	<u>\$ 647,598</u>	<u>\$ 834,934</u>	<u>\$ 1,950,519</u>

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 AND 2018**

---

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

KVCR Educational Foundation, Inc. (the Foundation) was formed as a California nonprofit public benefit corporation on July 15, 1999. The Foundation was formed as an auxiliary Foundation of the San Bernardino Community College District (the District) under the provision of the California Education Code, Title V of the California Code of Regulations, and the Implementing Regulation of the District. Per the Foundation's Master Agreement with the District and its Bylaws, the Foundation was formed for the purpose of raising funds and receiving gifts to be used for the benefit of the District's TV and Radio stations known as KVCR-TV and KVCR-FM (the Stations). The Foundation will engage only in those activities that are in support of and consistent with State and Federal laws and with the policies, rules, regulations, and program goals of the District. The Foundation is funded primarily through program underwriting fees, production income, and grants and contributions from the public.

**Financial Statement Presentation**

The Foundation and the District are financial interrelated organizations as defined by Accounting Standards Codification (ASC) Topic 958-605, *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. Under ASC Topic 958-605, the Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under program and supporting services.

The accompanying financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958-210-50. Under ASC 958-210-50, the Foundation is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions. In addition, the Foundation is required to present a statement of cash flows. The Foundation does not use fund accounting. Revenues and expenses are recorded when incurred in accordance with the accrual basis of accounting.

Net assets and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions* - Net assets available for general use and not subject to donor restrictions. Net assets without donor restrictions also include the investment in property and equipment, net of accumulated depreciation.

*Net Assets With Donor Restrictions* - Net assets that are contributions and earnings subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature that may or will be met, either by actions of the Foundation and/or the passage of time.

**Revenue Recognition**

Revenues are recognized when earned, and expenses are recognized when incurred in accordance with the accrual basis of accounting.

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 AND 2018**

---

**Cash and Cash Equivalents**

Cash and cash equivalents for the purposes of the statement of cash flows consist of cash held in financial institutions, as well as in the San Bernardino County Investment Pool.

**Fair Value Measurements**

Cash held by the San Bernardino County Treasury is valued at amortized cost, which approximates market value. Investments transactions are recorded on trade date.

**Accounts Receivable**

Accounts receivable consists primarily of interest and donations receivable. Bad debts are accounted for by the direct write-off method. Management has deemed all amounts as collectable; therefore, no allowance for doubtful accounts is considered necessary.

**Prepaid Expense**

Prepaid expense consists of merchandise purchased to be used as promotional items to be sold and/or given to donors in exchange for programming pledges exceeding specific dollar thresholds. Merchandise is recorded at cost when purchased and expensed as a supply when sold or given away.

**Donated Services**

A substantial number of volunteers have donated their time and experience to the Foundation's program services and fundraising campaigns during the year. However, these donated services are not reflected in the financial statements since there is no readily determined method of valuing the services.

**Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

**Advertising Costs**

Advertising costs are expensed as incurred. Advertising expense for the year ended June 30, 2019 and 2018, was \$71,675 and 62,350, respectively.

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 AND 2018**

---

**Income Taxes**

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code (IRC) and classified by the Internal Revenue Service (IRS) as other than a private organization. Contributions received qualify as tax deductible gifts as provided in Section 170(b)(1)(A)(vi). The Foundation is also exempt from California State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements. The Foundation's Federal Form 990, *Return of Organization Exempt From Income Tax*, and State Form 109, *California Exempt Organization Business Income Tax Return*, are subject to examination by the IRS for three years, and by the State Franchise Tax Board for four years, after they were filed. The Foundation is not aware of any such examinations at this time.

The Foundation has adopted FASB ASC Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain, and, accordingly, no accounting adjustment has been made to the financial statements.

**Allocation of Functional Expenses**

The costs of providing the various programs, fundraising, and other activities have been summarized on a functional basis in the statements of functional expenses. Accordingly, certain costs have been allocated among the programs, management and general, and fundraising activities benefited.

**Change in Accounting Principle**

In August 2016, the FASB issued Accounting Standards Update (ASU) No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14). ASU 2016-14 changes the presentation and disclosure requirements for not-for-profit entities to provide more relevant information about their resources (and the changes in those resources) to donors, grantors, creditors, and other users. These include qualitative and quantitative requirements in the following areas: (1) net asset classes; (2) investment return; (3) expenses; (4) liquidity and availability of resources; and (5) presentation of operating cash flows. ASU 2016-14 will be effective for annual financial statements issued for fiscal years beginning after December 15, 2017, and for interim periods within fiscal years beginning after December 15, 2018. Under this guidance, the Foundation is required to present two classes of net assets (net assets without donor restrictions and net assets with donor restrictions) and changes in each of these two classes, on the face of the statement of financial position and statement of activities, respectively, rather than the previously required three classes (unrestricted, temporarily restricted, and permanently restricted).

The Foundation has implemented the provisions of this ASU as of June 30, 2019, because management believes it approves the Foundation's financial reporting.

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 AND 2018**

---

**New Accounting Pronouncements**

In February 2016, FASB issued Accounting Standards Update (ASU) 2016-02, *Leases* (ASU 2016-02). ASU 2016-02 requires a lessee to recognize a lease asset representing its right to use the underlying asset for the lease term, and a lease liability for the payments to be made to lessor, on its statement of financial position for all operating leases greater than 12 months. ASU 2016-02 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2019. Although the full impact of this Update on the Foundation's financial statements has not yet been determined, the future adoption of this guidance will require the Foundation to record assets and liabilities on its statement of financial position relating to facility and other leases currently being accounted for as operating leases.

In June 2018, FASB issued ASU 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (ASU 2018-08). ASU 2018-08 clarifies how a not-for-profit entity determines whether a resource provider is participating in an exchange transaction or a contribution, helps an entity to evaluate whether contributions are considered conditional or unconditional by stating that a conditional contribution must have (1) a barrier that must be overcome and (2) a right of return or release of obligation, and modifies the simultaneous release option currently in GAAP, which allows a not-for-profit entity to recognize a restricted contribution directly in unrestricted net assets/net assets without donor restrictions if the restriction is met in the same period that revenue is recognized. Accounting for contributions is an issue primarily for not-for-profit entities because contributions are a significant source of revenue. However, the amendments in the Update apply to all organizations that receive or make contributions of cash and other assets, including business enterprises. The amendments do not apply to transfers of assets from governments to businesses. For contributions received, ASU 2018-08 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2019. For contributions made, ASU 2018-08 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2020.

**NOTE 2 - LIQUIDITY AND AVAILABILITY**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position comprise of the following:

	2019	2018
Cash and cash equivalents	\$ 891,545	\$ 578,774
Accounts receivable	2,485	1,960
Total Financial Assets Available Within One Year	<u>\$ 894,030</u>	<u>\$ 580,734</u>

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 AND 2018**

---

**NOTE 3 - FAIR VALUE OF FINANCIAL INSTRUMENTS**

The Foundation determines the fair market values of certain financial instruments based on the fair value hierarchy established in Statement of Financial Accounting Standards, *Fair Value Measurements*, which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value.

The following provides a summary of the hierarchical levels used to measure fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant other observable inputs (other than Level 1 prices) such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data.

Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the factors that market participants would use in pricing an asset or liability.

Uncategorized – Investments in the San Bernardino County Investment Pool are not measured using the input levels above because the Foundation's transactions are based on a stable net asset value per share. All deposits and redemptions are transacted at a \$1.00 net asset value share.

The Foundation's fair value measurements are as follows at June 30, 2019:

Investment Type	Fair Value	Uncategorized
San Bernardino County Investment Pool	\$ 893,746	\$ 893,746

The Foundation's fair value measurements are as follows at June 30, 2018:

Investment Type	Fair Value	Uncategorized
San Bernardino County Investment Pool	\$ 580,631	\$ 580,631

**NOTE 4 - ACCOUNTS RECEIVABLE**

Accounts receivable are categorized as follows:

	2019	2018
Interest	\$ 2,485	\$ 1,960

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 AND 2018**

---

**NOTE 5 - RELATED PARTY TRANSACTIONS**

The Foundation has an ongoing relationship with the District. The District provides payroll and benefit services to individuals who are working for the Foundation. The Foundation reimburses the District for these services. During the years ended June 30, 2019 and 2018, the costs related to District employees were \$383,637 and \$404,859, respectively. Additionally, during the year ended June 30, 2019, contributions and program underwriting received for the benefit of the District's TV and Radio stations were \$918,029 and \$808,561 respectively. During the year ended June 30, 2018, contributions and program underwriting received for the benefit of the District's TV and Radio stations were \$974,095 and \$829,146, respectively. These funds will be held by the Foundation until needed for programming and services of the Stations. During the years ended June 30, 2019 and 2018, the Foundation provided a total of \$650,000 and \$850,000, respectively, in direct and indirect program support to support the TV and Radio stations.

Additionally, as of June 30, 2019 and 2018, the Foundation is owed \$1,297 and \$21,205, respectively, from the San Bernardino Community College District's KVCR FM and TV Station Fund for operational expenses. As of June 30, 2019 and 2018, the Foundation owes the San Bernardino Community College District \$2,799 and \$12,552, respectively, for expenses related to employee costs and supplies.

**NOTE 6 - ACCOUNTS PAYABLE**

Accounts payable are categorized as follows:

	2019	2018
Various vendors	<u>\$ 106,853</u>	<u>\$ 75,641</u>

**NOTE 7 - NET ASSETS WITH DONOR RESTRICTIONS**

Donor-restricted net assets consisted of program funds restricted for TV and Radio station programming and expenses by donors. Balances are held in separate sub-program accounts and monitored by management to ensure the use is appropriate. As of June 30, 2019 and 2018, donor-restricted net assets with time and/or purpose restrictions consist of \$1,314 and 5,110, respectively.

**KVCR EDUCATIONAL FOUNDATION, INC.**  
**(A California Nonprofit Corporation)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019 AND 2018**

---

***NOTE 8 - ADJUSTMENT RESULTING FROM CHANGE IN ACCOUNTING PRINCIPLE***

As disclosed in Note 1, the Foundation adopted the provisions of ASU 2016-14, *Presentation of Financial Statements of Not-for-Profit Entities*, as of June 30, 2018. As a part of the adoption, changes were made to the presentation of the financial statements and the classification of net assets. Following is a summary of the effects of the change in accounting policy in the Foundation's June 30, 2018, net assets.

The effect on the Foundation's statement of activities as of June 30, 2018, is as follows:

	<u>As Previously Reported</u>	<u>Adoption of ASU 2016-14</u>	<u>As Adjusted</u>
Net Assets, End of Year			
Unrestricted	\$ 295,421	\$ (295,421)	\$ -
Temporarily restricted net assets	5,110	(5,110)	-
Net assets without donor restrictions	-	295,421	295,421
Net assets with donor restrictions	-	5,110	5,110

***NOTE 9 - SUBSEQUENT EVENTS***

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from June 30, 2019 through February 5, 2020, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Approval to Accept Independent Audit Report of the Inland Futures Foundation for 2018-19

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept the 2018-19 independent audit report of the Inland Futures Foundation.

### **OVERVIEW**

Eide Bailly LLP, formerly Vavrinek Trine Day & Company, has conducted an independent audit of the Inland Futures Foundation for the period ending June 30, 2019.

### **ANALYSIS**

Each year the Inland Futures Foundation undergoes an independent audit, after which the audit firm prepares a written report detailing its financial statements.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This Board item has no financial implications.



Annual Financial Report  
June 30, 2019

**Inland Futures Foundation**  
(A California Nonprofit Organization)

**INLAND FUTURES FOUNDATION  
(A California Nonprofit Organization)**

**TABLE OF CONTENTS  
JUNE 30, 2019**

---

INDEPENDENT AUDITOR'S REPORT .....	1
FINANCIAL STATEMENTS	
Statement of Financial Position .....	3
Statement of Activities .....	4
Statement of Cash Flows .....	5
Statement of Functional Expenses .....	6
Notes to Financial Statements.....	7
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i> .....	14



## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Inland Futures Foundation  
San Bernardino, California

### Report on the Financial Statements

We have audited the accompanying financial statements of the Inland Futures Foundation (the Foundation) (a California nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America. This includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Inland Futures Foundation as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

As discussed in Note 1 to the financial statements, the Foundation has adopted the provisions of Financial Accounting Standards Board Accounting Standards Update No. 2016-14, *Presentation of Financial Statements for Not-for-Profit Entities*. Accordingly, the June 30, 2018, financial statements have been adjusted to adopt this standard. Our opinion is not modified with respect to this matter.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 5, 2020, on our consideration of the Inland Futures Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Inland Futures Foundation's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Inland Futures Foundation's internal control over financial reporting and compliance.



Rancho Cucamonga, California  
February 5, 2020

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**STATEMENT OF FINANCIAL POSITION**  
**JUNE 30, 2019**

---

**ASSETS**

**Current Assets**

Investments - Cash held by San Bernardino County Treasury	\$	12,792
Accounts receivable		104,127
Prepaid expense		50
Due from District funds		250,137
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>367,106</b>

**LIABILITIES AND NET ASSETS**

**Current Liabilities**

Accounts payable	\$	15,823
Due to District funds		1,405
Deferred revenue		289,287
<b>TOTAL LIABILITIES</b>		<b>306,515</b>

**Net Assets**

Assets without donor restrictions		60,591
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$</b>	<b>367,106</b>

See independent accountant's review report and the accompanying notes to financial statements.

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2019**

---

**REVENUES**

Contributions	\$ 10,584
State revenues	270,190
Program revenues	<u>1,748</u>
<b>TOTAL REVENUES</b>	<u><u>282,522</u></u>

**EXPENSES**

Program expenses	368,162
Support services	<u>139,325</u>
<b>TOTAL EXPENSES</b>	<u><u>507,487</u></u>

**OTHER REVENUE**

Interest	2,509
Contributions from the District General Fund	<u>220,000</u>
<b>TOTAL OTHER REVENUE</b>	<u><u>222,509</u></u>

Change in Net Assets	<u><u>(2,456)</u></u>
----------------------	-----------------------

<b>NET ASSETS, BEGINNING OF YEAR</b>	<u>63,047</u>
<b>NET ASSETS, END OF YEAR</b>	<u><u>\$ 60,591</u></u>

See independent accountant's review report and the accompanying notes to financial statements.

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2019**

---

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Change in Net Assets	\$ (2,456)
Adjustments to reconcile change in net assets to net cash provided by operations	
Changes in Operating Assets and Liabilities	
Accounts receivable	24,796
Due from District funds	(250,137)
Prepaid expense	9,965
Accounts payable	(43,435)
Due to District funds	(120,116)
Deferred revenue	286,092
<b>Net Cash Flows From Operating Activities</b>	<u>(95,291)</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(95,291)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>108,083</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u><u>\$ 12,792</u></u>

See independent accountant's review report and the accompanying notes to financial statements.

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2019**

---

	Program Services	Support Services	Total
Supplies	\$ 12,515	\$ 12,515	\$ 25,030
Software and software licensing	-	6,881	6,881
Travel and conferences	-	4,286	4,286
Professional services	239,128	94,501	333,629
Equipment	111,933	-	111,933
Equipment rentals	2,866	8,455	11,321
Advertising	253	-	253
Miscellaneous expense	1,467	12,687	14,154
Total Functional Expenses	<u>\$ 368,162</u>	<u>\$ 139,325</u>	<u>\$ 507,487</u>

See independent accountant's review report and the accompanying notes to financial statements.

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019**

---

***NOTE 1 - NATURE OF ACTIVITIES AND SIGNIFICANT ACCOUNTING POLICIES***

The significant policies followed by the Inland Futures Foundation (the Foundation) are described below to enhance the usefulness of the financial statements to the reader.

**Organization and Nature of Activities**

The Foundation was formed in 2013 and became fully operational for the 2015-2016 fiscal year. The Foundation has been formed to develop resources and philanthropic support for the advancement of the economic and workforce development and student success efforts of the San Bernardino Community College District (the District). The Foundation was formed as a Foundation organization of the District under the provision of the California Education Code, Title V of the California Code of Regulations, and the Implementing Regulation of the District.

**Financial Statement Presentation**

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. The financial statements include the accounts maintained by and directly under the control of the Foundation.

The accompanying financial statements are presented in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 958-210-50. Under ASC 958-210-50, the Foundation is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions. In addition, the Foundation is required to present a statement of cash flows. Revenues and expenses are recorded when incurred in accordance with the accrual basis of accounting.

The Foundation and the District are financial interrelated organizations as defined by ASC Topic 958-605, *Transfers of Assets to a Nonprofit or Charitable Trust that Holds Contributions for Others*. The Foundation reflects contributions received for the benefit of the District as revenue in its financial statements. The expenses related to these contributions are accounted for under program and supporting services.

**Net Asset Accounting**

To ensure observance of limitations and restrictions placed on the use of resources available to the Foundation, the accounts of the Foundation are maintained in accordance with the principles of net asset accounting. This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into net asset types established according to their nature and purpose. Separate accounts are maintained for each net asset type; however, in the accompanying financial statements, net asset types that have similar characteristics have been combined into groups as follows:

*Net Assets Without Donor Restrictions* - Net assets available for general use and not subject to donor restrictions. Net assets without donor restrictions represents all resources over which the Board of Directors has discretionary control for use in operating the Foundation, as well as all property, plant, and equipment of the Foundation.

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019**

---

*Net Assets With Donor Restrictions* - Net assets that are contributions and endowment investment earnings subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other restrictions are perpetual in nature, where the donor or grantor stipulates that resources be maintained in perpetuity. The Foundation reports contributions restricted by donors as increases in net assets with donor restrictions if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

**Fair Value Measurements**

The fair value of equity and debt securities with readily determinable fair values approximates their respective quoted market prices. Because of the inherent uncertainty of valuation methods, those estimated values might differ significantly from those used had a market existed. All other financial instruments' fair values approximate their carrying amounts due to the short maturities of these instruments.

**Revenue Recognition**

Contributions received are recorded as assets without donor restrictions and assets with donor restrictions depending upon the existence and/or nature of any donor restrictions. The Foundation did not have any assets with donor restrictions at June 30, 2019.

All donor-restricted contributions are recorded as increases in assets with donor restrictions depending on the nature of the restriction. When a restriction expires, either by the passage of time or the purpose is satisfied, the assets with donor restrictions are reclassified to assets without donor restriction and reported in the statement of activities as "net assets released from restrictions". At June 30, 2019, no contributions had been received with donor imposed restrictions.

**Cash and Cash Equivalents**

Cash and cash equivalents for the purposes of the statement of cash flows consist of cash held in the San Bernardino County Treasury Investment Pool. Cash in County is valued at amortized costs, which approximates market value.

**Accounts Receivable**

Accounts receivable are stated at the amount management expects to collect from the outstanding balance. Management provides an analysis of the probable collection of the accounts through a provision for bad debt expense and an adjustment to a valuation allowance. At June 30, 2019, management had reviewed all accounts receivable and determined all amounts were fully collectable. No allowance for doubtful accounts has been established.

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019**

---

**Income Taxes**

The Foundation is a charitable, not-for-profit, tax-exempt organization qualified under provisions of Section 501(c)(3) of the Internal Revenue Code and corresponding California provisions. Accordingly, no provision for income taxes has been provided in the financial statements. The Foundation has also been classified as an entity that is not a private Foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in Section 170(b)(A)(vi). The Foundation annually files information returns Forms 990, 199, and RRF-1, with the appropriate agencies. The Foundation annually files Forms 990T and 109 to report unrelated business activity. At June 30, 2019, these activities recorded a loss, and no unrelated business tax was paid or accrued. The Foundation's Federal informational tax returns are no longer subject to tax examinations for the years before June 30, 2016. California State informational returns are no longer subject to tax examinations for the years before June 30, 2015.

The Foundation has adopted Financial Accounting Standards Board (FASB) ASC Topic 740 that clarifies the accounting for uncertainty in tax positions taken or expected to be taken on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain, and, accordingly, no accounting adjustment has been made to the financial statements.

The Foundation has adopted FASB ASC Topic 740 that clarifies the accounting for uncertainty in tax positions taken, or expected to be taken, on a tax return and provides that the tax effects from an uncertain tax position can be recognized in the financial statements only if, based on its merits, the position is more likely than not to be sustained on audit by the taxing authorities. Management believes that all tax positions taken to date are highly certain and, accordingly, no accounting adjustment has been made to the financial statements.

**Advertising Costs**

Advertising costs are expensed as incurred. Advertising expense for the year ended June 30, 2019, was \$253.

**Allocation of Functional Expenses**

The costs of providing the various programs and other support services have been summarized on a functional basis in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the programs and support services.

**Deferred Revenue**

Deferred revenue arises when potential revenue does not meet the criteria for recognition in the current period and when resources are received by the Foundation prior to the incurrence of expenses. In subsequent periods, when both revenue recognition criteria are met or when the Foundation has a legal claim to the resources, the liability for deferred revenue is removed from the statement of financial position and revenue is recognized. At June 30, 2019, deferred revenue has been recorded in this financial statement in the amount of \$289,287 for unused grants and other support for various programs throughout the Foundation.

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019**

---

**Prepaid Expenses**

Prepaid expenses represent payments made to vendors and other services that will benefit periods beyond June 30. As of June 30, 2019, the prepaid expense ending balance is \$50.

**Use of Estimates**

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the reporting date and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Adoption of Accounting Principle**

In August 2016, the FASB issued ASU No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities (ASU 2016-14)*. ASU 2016-14 changes presentation and disclosure requirements for not-for-profit entities to provide more relevant information about their resources (and the changes in those resources) to donors, grantors, creditors, and other users. These include qualitative and quantitative requirements in the following areas: (1) net asset classes; (2) investment return; (3) expenses; (4) liquidity and availability of resources; and (5) presentation of operating cash flows. ASU 2016-14 will be effective for annual financial statements issued for fiscal years beginning after December 15, 2017, and for interim periods within fiscal years beginning after December 15, 2018. Under this guidance, the Foundation will be required to present two classes of net assets (net assets with donor restrictions and net assets without donor restrictions) and changes in each of these two classes, on the face of the statement of financial position and statement of activities, respectively, rather than the previously required three classes (unrestricted, temporarily restricted, and permanently restricted). The Foundation has implemented the provisions of this ASU as of June 30, 2019.

**New Accounting Pronouncements**

In February 2016, FASB issued Accounting Standards Update (ASU) 2016-02, *Leases (ASU 2016-02)*. ASU 2016-02 requires a lessee to recognize a lease asset representing its right to use the underlying asset for the lease term, and a lease liability for the payments to be made to lessor, on its statement of financial position for all operating leases greater than 12 months. ASU 2016-02 will be effective for fiscal years, and interim periods within those fiscal years, beginning after December 15, 2019. Although the full impact of this Update on the Foundation's financial statements has not yet been determined, the future adoption of this guidance will require the Foundation to record assets and liabilities on its statement of financial position relating to facility and other leases currently being accounted for as operating leases.

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019**

---

In August 2016, the FASB issued ASU No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities* (ASU 2016-14). ASU 2016-14 change presentation and disclosure requirements for not-for-profit entities to provide more relevant information about their resources (and the changes in those resources) to donors, grantors, creditors, and other users. These include qualitative and quantitative requirements in the following areas: (1) net asset classes; (2) investment return; (3) expenses; (4) liquidity and availability of resources; and (5) presentation of operating cash flows. ASU 2016-14 will be effective for annual financial statements issued for fiscal years beginning after December 15, 2017, and for interim periods within fiscal years beginning after December 15, 2018. Early application of the amendments is permitted. The Foundation has not yet completed its assessment of the impact of this guidance on its financial statements. Under this guidance, the Foundation will be required to present two classes of net assets (net assets with donor restrictions and net assets without donor restrictions) and changes in each of these two classes, on the face of the statement of financial position and statement of activities, respectively, rather than the current required three classes (unrestricted, temporarily restricted, and permanently restricted).

**NOTE 2 - LIQUIDITY AND AVAILABILITY**

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position sheet date, comprise the following:

Cash and cash equivalents	<u><u>\$ 12,792</u></u>
---------------------------	-------------------------

**NOTE 3 - INVESTMENTS**

The Foundation manages its exposure to interest rate risk by investing in the San Bernardino County Investment Pool. The Foundation maintains an investment of \$12,792 with the San Bernardino County Investment Pool with a weighted maturity of 424 days.

**NOTE 4 - FAIR VALUE OF FINANCIAL INSTRUMENTS**

The Foundation determines the fair market values of certain financial instruments based on the fair value hierarchy established in Statement of Financial Accounting Standards, *Fair Value Measurements*, which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. The standard describes three levels of inputs that may be used to measure fair value.

The following provides a summary of the hierarchical levels used to measure fair value:

Level 1: Quoted prices (unadjusted) for identical assets or liabilities in active markets that the entity has the ability to access as of the measurement date.

Level 2: Significant other observable inputs (other than Level 1 prices) such as quoted prices for similar assets or liabilities; quoted prices in markets that are not active; or other inputs that are observable or can be corroborated by observable market data.

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019**

---

Level 3: Significant unobservable inputs that reflect an entity's own assumptions about the factors that market participants would use in pricing an asset or liability.

Uncategorized – Investments in the San Bernardino County Investment Pool are not measured using the input levels above because the Foundation's transactions are based on a stable net asset value per share. All deposits and redemptions are transacted at a \$1.00 net asset value share.

The Foundation's fair value measurements are as follows at June 30, 2019:

<u>Investment Type</u>	<u>Fair Value</u>	<u>Uncategorized</u>
San Bernardino County Investment Pool	<u>\$ 12,858</u>	<u>\$ 12,858</u>

\*Investment measured at the net asset value as practical expedient.

**NOTE 5 - ACCOUNTS RECEIVABLE**

Accounts receivable consist of the following as of June 30, 2019:

Grant receivable	\$ 101,400
Interest income	473
Other local	2,254
	<u>\$ 104,127</u>

**NOTE 6 - ACCOUNTS PAYABLE**

The accounts payable balance of \$15,823 consists of the amounts owed to various vendors.

**NOTE 7 - RELATED PARTY TRANSACTIONS**

The Foundation has an ongoing relationship with the District. The District provides payroll and benefit services to individuals who are working for the Foundation. The Foundation reimburses the District for these services. During the 2018-2019 year, the costs related to District employees was \$321,329 and is included within the professional services expenses of the Foundation. Contributions received from the District for the Foundation's stated purpose were \$220,000 during the year. Additionally, as of June 30, 2019, the amount owed to the District from the Foundation was \$1,405.

The Foundation utilizes office space provided by the District. The financial impact to the Foundation for this use of office space has not been calculated by the District and is not included within these financial statements

**INLAND FUTURES FOUNDATION**  
**(A California Nonprofit Organization)**

**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2019**

---

**NOTE 8 - DEFERRED REVENUE**

The deferred revenue balance of \$289,287 consists of amounts related to various contributions and grants.

**NOTE 9 - CCC MAKER GRANT**

The Foundation has been awarded a two-year \$250,000 CCC Maker Grant from the California Community Colleges Chancellor's Office. The State grant is used to create a makerspace community, to provide internships to prepare students for STEM/STEAM careers, and to develop curriculum to prepare the students with innovation and entrepreneurial skills to survive. This is the second and final year of the grant.

**NOTE 10 - ADJUSTMENT RESULTING FROM CHANGE IN ACCOUNTING PRINCIPLE**

As disclosed in Note 1, the Foundation adopted the provisions of ASU 2016-14, *Presentation of Financial Statements for Not-For-Profit Entities*, as of June 30, 2018. As a part of the adoption, changes were made to the presentation of the financial statements and the classification of net assets. Following is a summary of the effects of the change in accounting policy in the Foundation's June 30, 2018, net assets.

The effect on the Foundation's statement of financial position as of June 30, 2018, is as follows:

	As Previously Reported	Adoption of ASU 2016-14	As Adjusted
Unrestricted	\$ 63,047	\$ (63,047)	\$ -
Net assets without donor restrictions	-	63,047	63,047

**NOTE 11 - SUBSEQUENT EVENTS**

The Foundation's management has evaluated subsequent events for recognition and disclosure through February 5, 2020, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors  
Inland Futures Foundation  
San Bernardino, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Inland Futures Foundation (the Foundation) (a California nonprofit organization), which comprise the statement of financial position as of June 30, 2019, and the related statements of activities and cash flows for the year then ended, and related notes to the financial statements, and have issued our report thereon dated February 5, 2020.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Inland Futures Foundation's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Inland Futures Foundation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Inland Futures Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Eide Bailly LLP".

Rancho Cucamonga, California  
February 5, 2020

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

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

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

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

**DATE:** March 12, 2020

**SUBJECT:** Consideration of Approval to Nominate and Elect Board Members to Serve on the Inland Futures Foundation (IFF) of the SBCCD

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the following employees to serve on the Inland Futures Foundation (IFF) of the SBCCD as Ex Officio Directors.

Title per IFF Bylaws	Ex Officio Directors
Chancellor of the District	Jose Torres
Executive Vice Chancellor	Lawrence Strong
Vice Chancellor	Kristina Hannon
General Manager of KVCR	Diana Rodriguez
Executive Director of EDCT	Deanna Krehbiel

### **OVERVIEW**

The Corporation has been formed under the California Nonprofit Public Benefit Corporation Law for public and charitable purposes and to support the San Bernardino Community College District ("District") as a recognized "auxiliary organization" of the District as provided in Sections 72670 through 72682 of the Education Code, as such law may be amended from time to time. This Corporation shall operate in compliance with District Board Policy and Administrative Procedures, and with provisions of law pertaining to auxiliary organizations of community college districts, Sections 72670 et. seq. of the Education Code, and Sections 59255 et. seq. of Title 5 of the California Code of Regulations, as such policies, procedures, statutes, and regulations may be amended from time-to-time.

The specific purpose of this corporation is to provide resource development to support the mission of the District and its programs, initiatives, colleges, and entities.

## **ANALYSIS**

SBCCD currently has two auxiliary foundations (Inland Futures Foundation & KVCR Educational Foundation) and our campuses have one independent foundation each. In order to streamline operations and maximize the best use of public funds, we are in need to pause the operations of the Inland Futures Foundation (IFF).

SBCCD will ensure Inland Futures Foundation remains in good standing with the State of California and the Internal Revenue Service in order to retain our 501(c)3 designation. It is required that the foundation meets at least once a year and have no less than five (5) Board of Directors. Currently there are six (6) Board of Directors governing the Inland Futures Foundation and they will continue to serve in their current capacity.

The district continues to be in position to continue receiving donations for any purpose through the Inland Futures Foundation, KVCR Educational Foundation, and any of the governmental names assigned to SBCCD.

## **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.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose Torres, Interim Chancellor

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

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

**DATE:** March 12, 2020

**SUBJECT:** Districtwide Accreditation Timeline

### **RECOMMENDATION**

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

### **OVERVIEW**

The attached timeline shows the collegial consultation approval process for each college's Institutional Self-Evaluation Report (ISER).

### **ANALYSIS**

Both Crafton Hills College and San Bernardino Valley College are in the process of completing their ISERs, which are due August 1 with Accrediting Commission for Community and Junior Colleges (ACCJC) site visits scheduled October 12 - 15. The prepared timeline shows the collegial consultation approval process, which includes first and second readings scheduled with Academic and Classified Senates, Student Government, College Councils, and the Board of Trustees. In addition, the final public forum date has been included, though public forums will be conducted throughout the Spring term (and were also conducted last Fall).

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.



## Districtwide Accreditation Timeline

Presented for Information on March 12, 2020

Institutional Self-Evaluation Report (ISER) Collegial Consultation Approval		Classified Senate	Student Government	Last Forum*	Academic Senate	College/Crafton Council	Board of Trustees
Crafton Hills College	FIRST READING	04/24/2020	04/17/2020	04/08/2020	04/15/2020	04/28/2020	05/14/2020
	SECOND READING	05/08/2020	05/01/2020	N/A	05/06/2020	05/12/2020	06/11/2020
San Bernardino Valley College	FIRST READING	02/14/2020	Feb/Mar 2020	04/08/2020	04/15/2020	04/09/2020	05/14/2020
	SECOND READING	05/08/2020	May 2020	N/A	05/06/2020	05/13/2020	06/11/2020

*SPRING FORUMS	January, February, March, April
ACCJC ISER DEADLINE	08/01/2020
ACCJC Visit (Districtwide)	10/12/2020 – 10/15/2020

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Jose Torres, Interim Chancellor

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

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

**DATE:** March 12, 2020

**SUBJECT:** Analysis of AB 705 Compliance, Implementation, Student Success, and Student Retention

### **RECOMMENDATION**

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

### **OVERVIEW**

The attached report provides an analysis of AB 705 compliance, implementation, student success, and student retention.

### **ANALYSIS**

AB 705 was designed to maximize the probability that a student will enter and complete transfer-level coursework in English and Math within a one-year timeframe. The attached report provides information on SBCCD's compliance with the measures, instruments, and placement model components of the AB 705 legislation (Table 1) and briefly describes SBCCD's implementation approach (Table 2). This is followed by enrollment comparisons pre and post AB 705 along with success and retention rates.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.

## PRELIMINARY ANALYSIS OF AB 705 COMPLIANCE, IMPLEMENTATION, STUDENT SUCCESS, AND STUDENT RETENTION

---

SBCCD Office of Research, Planning, and Institutional Effectiveness:

Jeremiah A. Gilbert, Ph.D. – Executive Director

Christopher M. Crew, Ph.D. – Senior Research and Planning Analyst

Myung H. Koh, Ph.D. – Research and Planning Analyst

---

**OVERVIEW:** AB 705 was designed to increase the number of students that complete transfer-level Math and English within one year of matriculation at a Community College. One key component of the legislation is that the placement of students into English and Math courses must use a combination of high school coursework, high school grades, and high school grade point average in lieu of traditional placement exams.

The bill also gives the Board of Governors the authority to establish and modify regulations on the use of measures, instruments, and placement models. A few regulations and compliance metrics are provided in the tables on the subsequent page. Table 1 provides information on SBCCD’s compliance with the measures, instruments, and placement model components of the AB 705 legislation and Table 2 briefly describes our implementation approach.

**ISSUES TO CONSIDER:** There remains some confusion around compliance with the legislation as it relates to the start of the 1-year timeframe (the confusion is state-wide). However, both colleges are corresponding with the State Chancellors Office and making use of professional development opportunities to ensure adherence to the regulations.

**TABLE 1: COMPLIANCE WITH MEASURES, INSTRUMENTS, AND PLACEMENT MODELS**

	CRAFTON HILLS COLLEGE		VALLEY COLLEGE	
	English	Math	English	Math
No remedial courses greater than 1 level below transfer.	✓	✓	✓	✓ *
Guided Self-placement using multiple measures.	✓	✓	✓	✓
Transfer-level placement percentages publicly available. **	In progress	In progress	In progress	In progress

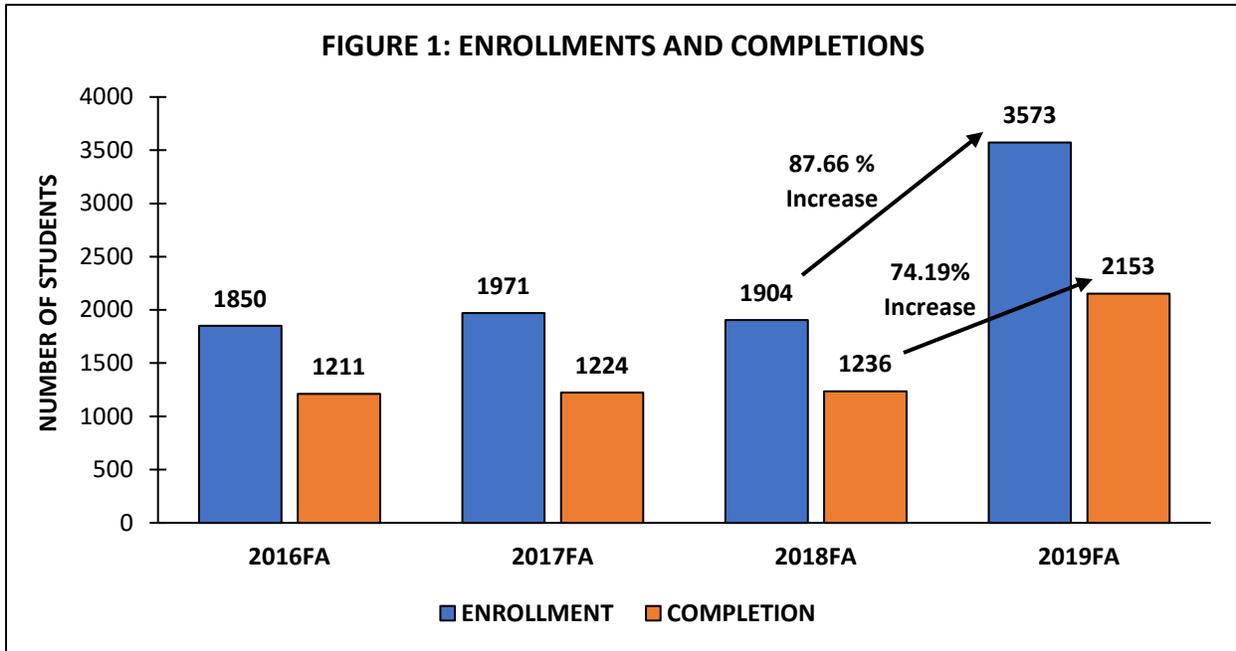
\* SBVC’s Mathematics department still offers courses greater than 1-level below transfer-level Math but placement is based on the students’ self-assessment and the decision on where to be placed is up to the student. This approach is still in compliance with AB 705 legislation.

\*\* AB-1805 – Is a requirement to provide students with easily understandable community college placement policies and requires colleges to report the percentage of students placed into college-level courses.

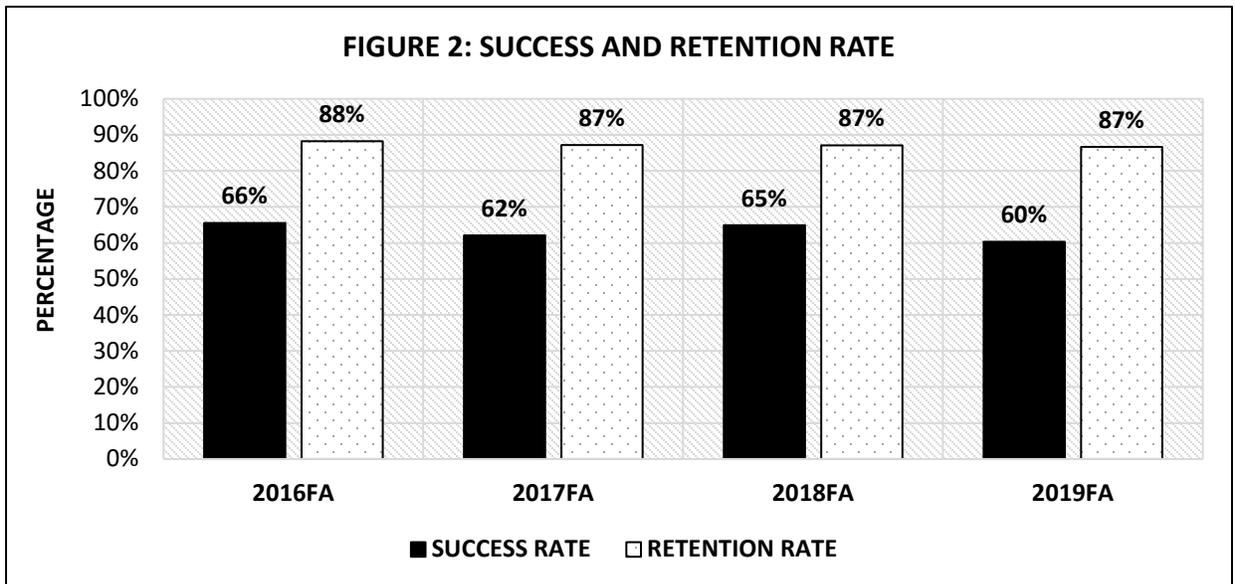
**TABLE 2: IMPLEMENTATION**

	CRAFTON HILLS COLLEGE		VALLEY COLLEGE	
	English	Math	English	Math
Increased the number of sections for transfer-level Math and English.	✓	✓	✓	✓
Faculty are attending community of practice workshops to support integration.	✓	✓	✓	✓
Developed linked support courses with embedded tutors. Used corequisite model.	✓	✓	✓	✓
The same faculty teaches the transfer course and the support course.	✓	✓	✓	✓

## TRANSFER-LEVEL ENGLISH



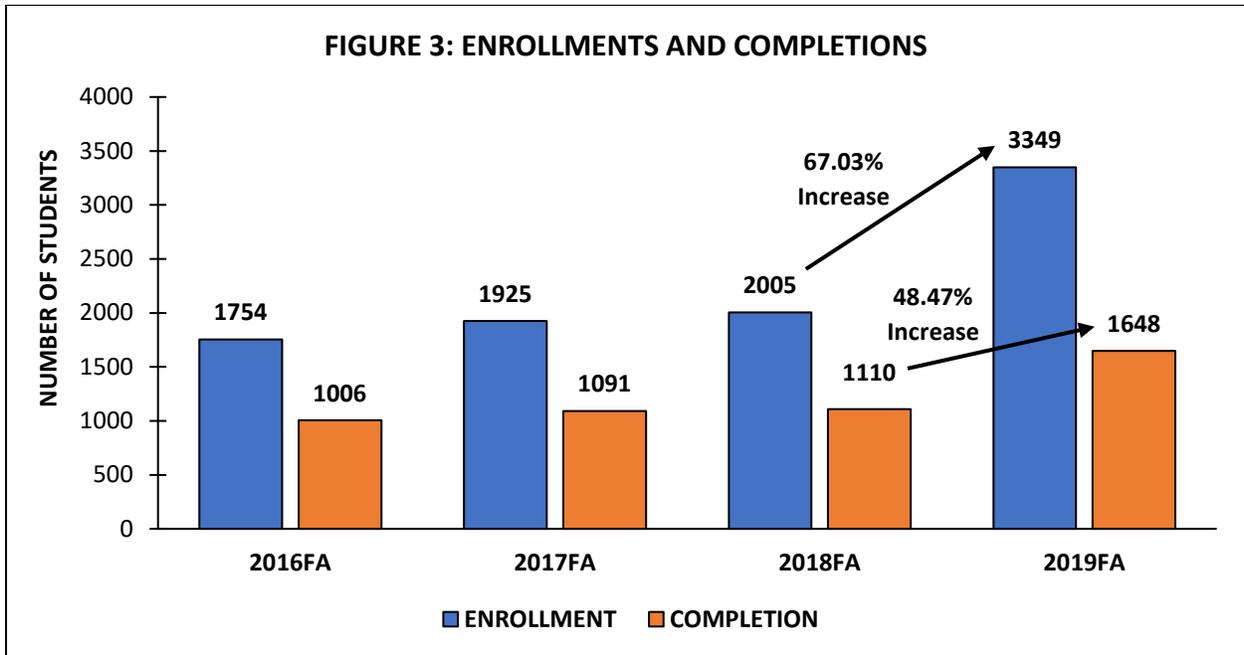
**SUMMARY FIGURE 1:** Prior to AB 705 legislation, SBCCD enrollments and completions of transfer-level English were on an upward trend. However, when comparing enrollments and completions in Fall 2018 to Fall 2019 (post AB 705) you see that enrollments increased by 1669 students (87.66%) and completions increased by 917 students (74.19%).



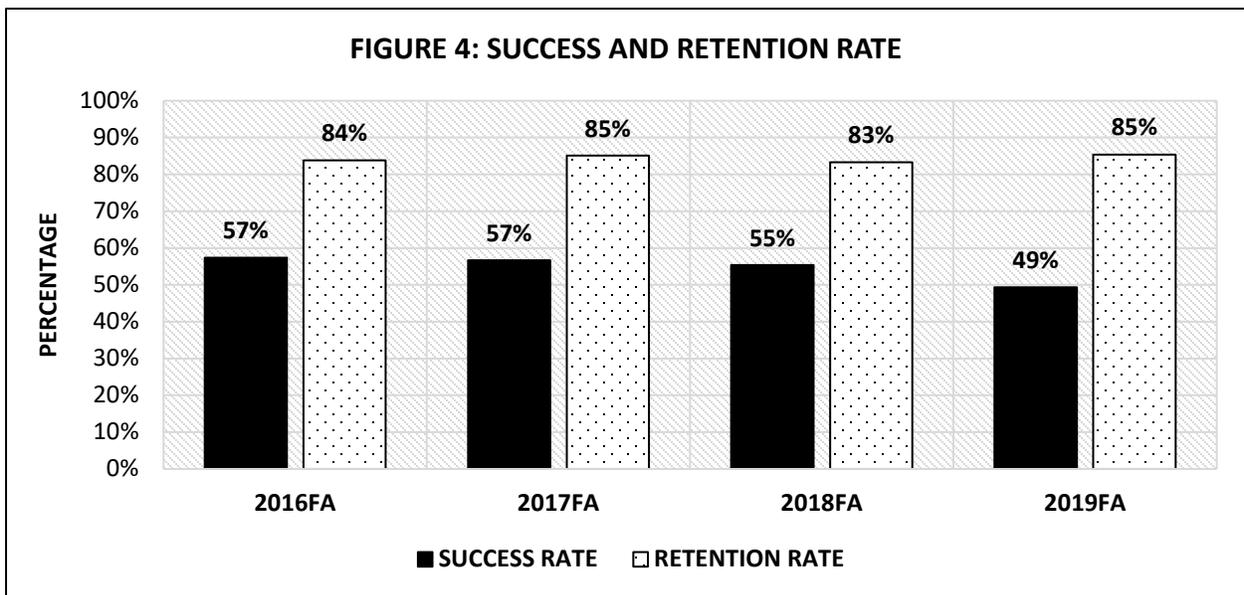
**SUMMARY FIGURE 2 (SUCCESS RATE):** Comparing Fall 2018 to Fall 2019 (post AB 705), SBCCD success rates in transfer-level English have decreased by 5%. However, 917 more students completed transfer-level English, an increase of 74% (see Figure 1 above).

**SUMMARY FIGURE 2 (RENTION RATE):** Retention rates for transfer-level English are stable pre and post AB 705 implementation.

## TRANSFER-LEVEL MATH



**SUMMARY FIGURE 3:** Prior to AB 705 legislation, SBCCD enrollments and completions of transfer-level Math were on an upward trend. However, when comparing enrollments and completions in Fall 2018 to Fall 2019 (post AB 705) you see that enrollments increased by 1344 students (67.03%) and completions increased by 538 students (48.47%).



**SUMMARY FIGURE 4 (SUCCESS RATE):** Comparing Fall 2018 to Fall 2019 (Post AB 705), SBCCD success rates in transfer-level Math have decreased by 6%. However, 538 more students completed transfer-level Math, an increase of 48% (see Figure 3 above).

**SUMMARY FIGURE 4 (RETENTION RATE):** Retention rates for transfer-level Math are stable pre and post AB 705 implementation.

## **SAN BERNARDINO COMMUNITY COLLEGE**

**DISTRICT TO:** Board of Trustees

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

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

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

**DATE:** March 12, 2020

**SUBJECT:** Applause Cards

### **RECOMMENDATION**

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

### **OVERVIEW**

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

### **ANALYSIS**

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

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

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None



## Applause Cards

Submitted for Information March 12, 2020

SITE	NAME	DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Michael Alder	Fire	Thank you for your initiative in going through the accreditation process at an earlier time!	Keith Wurtz
Crafton Hills College	Artour Aslanian	Institutional Effectiveness, Research and Planning	Thank you for your help with cleaning up data.	Keith Wurtz
Crafton Hills College	Mike Bedoya	Art	Thanks, for contributing to our Soup-a-palooza and supporting Professional Development!	Tina Marie Gimple-Edwards
Crafton Hills College	Cheryl DiBartolo	Anthropology	Cheryl took valuable time out of her day to host my Survey of Latin American History class for a lecture and discussion of anthropology materials in her department.	Sabrina Jimenez
Crafton Hills College	Cheryl DiBartolo	Anthropology	Cheryl took 45 minutes of her time to help another colleague by giving students a tour of the Anthropology Lab. This helped to connect the curriculum for students.	Keith Wurtz
Crafton Hills College	Ashley Hayes	English	Thanks, for contributing to our Soup-a-palooza and supporting Professional Development!	Tina Marie Gimple-Edwards
Crafton Hills College	Kristina Heilgeist	Admissions and Records	Thank you for your help with cleaning up data.	Keith Wurtz

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Rick	Hogrefe	Professor	Thanks!! for your hard work and for contributing to our Soup-a-palooza. And for leading Professional Development	Tina Marie Gimple-Edwards
Crafton Hills College	Elizabeth	Lopez	Office of Instruction	Thank you for your help with cleaning up data.	Keith Wurtz
Crafton Hills College	Julie	McKee	Sociology	Thanks, for contributing to our Soup-a-palooza and supporting Professional Development!	Tina Marie Gimple-Edwards
Crafton Hills College	Mariana	Moreno	Counseling	Thanks, for contributing to our Soup-a-palooza and supporting Professional Development!	Tina Marie Gimple-Edwards
Crafton Hills College	Belinda	Navarrete	Admissions and Records	I needed assistance with my student account today. Fortunately for me Ms. Navarrete was working the desk and. She was very pleasant, professional and thorough.	Jerry Wolf, student
Crafton Hills College	Michael	Sheahan	Respiratory	Thank you for your initiative in going through the accreditation process at an earlier time!	Keith Wurtz
Crafton Hills College	Kristi	Simonson	Marketing	Kristi is always so willing to help us with making modifications to our respective webpages including creating forms for increased efficiency. She has a great attitude	Mariana Moreno
Crafton Hills College	Floyd	Simpson	Admissions & Records	Very helpful and provides great customer service to students!	Alexa Aslanian
Crafton Hills College	Giovanni	Sosa	Institutional Effectiveness, Research and Planning	Thank you for your help with cleaning up data.	Keith Wurtz

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Alyssa	Taylor	Instruction	Alyssa always offers to help with things that are outside of her responsibilities and with Professional Development. She is a great team player!!	Tina Marie Gimple-Edwards
Crafton Hills College	Diana	Vaichis	Research	Thank you for your help with cleaning up data.	Keith Wurtz
Crafton Hills College	Diana	Vaichis	Research & Planning	Thanks!! for contributing to our Soup-a-palooza and making it a success for Professional Development.	Tina Marie Gimple-Edwards
Crafton Hills College	Laura	Van Genderen	Admin Student Services	Thank you Laura for always being a kind and always willing to help your colleagues. I appreciate you sharing your photography gift with me.	Mariana Moreno
Crafton Hills College	Ruby	Zuniga	Institutional Effectiveness, Research and Planning	Thank you for your help with cleaning up data.	Keith Wurtz
Crafton Hills College	Ruby	Zuniga	Research & Planning	Thanks!! for contributing to our Soup-a-palooza and making it a success for Professional Development.	Tina Marie Gimple-Edwards
District Support Services	Angela	Davis	Purchasing	Angela ALWAYS gets me through the PR process with clarity, patience, and kindness! I really appreciate you Angela!	ZsaQuita Bender
District Support Services	Roger	Robles	TESS	We appreciate your quick response time and excellent service to our IT requests.	Facilities Planning and Construction

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
District Support Services	Angel	Rodriguez	Chancellor's Office	Thank you for your help in ensuring the new District Office is looking great. The new logo and branding are awesome. Your team is a pleasure to work with.	Facilities Planning and Construction
San Bernardino Valley College	Monique	Aycock	DSPS	Without you, I couldn't have completed the high school tours for SBCUSD. I'm so happy to have such a great coworker and the teamwork we have to support our students.	Michelle Crofer
San Bernardino Valley College	Davena	Burns-Peters	Arts & Humanities Division, Modern Languages Department	Davena consistently goes above and beyond to provide our students the best learning environment possible via direct contact with students & meaningful faculty training.	Nori Sogomonian
San Bernardino Valley College	Loni	Dennett	DSPS	Without you, I couldn't have completed the high school tours for SBCUSD. I'm so happy to have such a great coworker and the teamwork we have to support our students.	Michelle Crofer
San Bernardino Valley College	Angelina	Godwin	Arts & Humanities Division, Modern Languages Department	Angelina is an energetic faculty with an expertise in Spanish literature and actively engages her students in the learning process and literary analysis. ¡Bravo!	Nori Sogomonian
San Bernardino Valley College	Frederick	Jones	Outreach	DSPS wants to thank you for helping us with touring high school students.	Disabled Student Programs & Services

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Gloria	Kracher	Custodial	Thank you Gloria for going above and beyond to provide a clean and welcoming environment for the foster parents and kinship caregivers.	Rosemary Rivera-Reza
San Bernardino Valley College	Beth	Larivee	DSPS	Without you, I couldn't have completed the high school tours for SBCUSD. I'm so happy to have such a great coworker and the teamwork we have to support our students.	Michelle Crocfer
San Bernardino Valley College	Mary	Lawler	Athletics/Yoga	Funny and great at teaching	Cristi Caraveo
San Bernardino Valley College	Mary	Lawler	Athletics/Yoga Instructor	Phenomenal instructor with great patience and very inspirational to her students.	Arik Carlyle
San Bernardino Valley College	Mary	Lawler	Athletics/First Aid, CPR & AED	Mary he's very passionate about her profession in first aid, and takes it very seriously. And as far as I can tell she has left nothing out pertaining to her students i	Tod Theodore Hart, Student
San Bernardino Valley College	Mary	Lawler	Kinesiology	Great professor. Makes learning fun.	Jennifer Garcia
San Bernardino Valley College	Mary	Lawler	Kinesiology/Health /Athletics Department	Your passion to integrate life skills into your classes, is very much needed. It is very rewarding to both, us and the students.	Kenneth Lawler
San Bernardino Valley College	Mary	Lawler	Athletics/Physical Fitness	A very good professor, learning so much in both her classes.	Evelyn Richardson

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Craig	Luke	FYE	Professor Luke is always supporting me to further my education. I really appreciate his guidance and his kindness towards me and his students.	Sonia Perez
San Bernardino Valley College	Craig	Luke	First Year Experience Program	Sending kind regards to all and treating everyone with dignity and respect.	Ana K. Vazquez Gomez
San Bernardino Valley College	Craig	Luke	First Year Experience/SDEV 103	Motivated students to never give up and teaches well.	Juana Gonzalez, Student
San Bernardino Valley College	Maria Del Carmen	Rodriguez	Student Equity	Dean Rodriguez demonstrated her commitment to our student body by making class visits and assuring students of her commitment to their academic success.	DR CRAIG LUKE
San Bernardino Valley College	Cedrick	Wrenn	CTS	For his friendly and professional assistance in setting up the new computers and working out all of the glitches.	Rosemary Rivera-Reza

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** March 12 ,2020  
**SUBJECT:** Budget Report

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The attached Revenue and Expenditure Summary reflects activity for the 2019-20 fiscal year through February 14, 2020. As of that date, SBCCD was 62.4% through the fiscal year and had spent and/or encumbered approximately 56.6% 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 02/14/2020

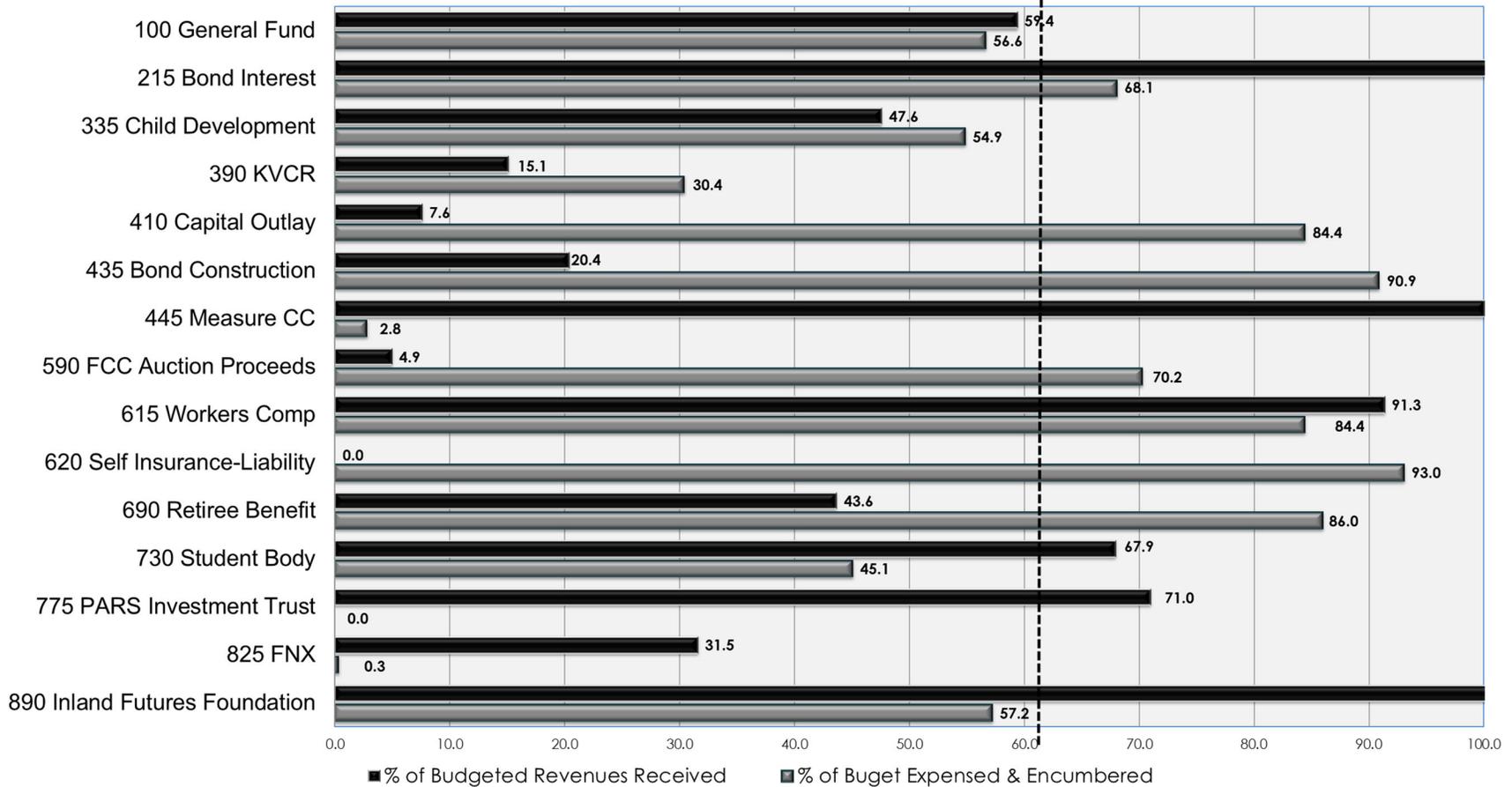
	<b>62.4% of Fiscal Year Elapsed</b>						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
<b>100 General Fund</b>	\$ 177,114,239	\$ 105,141,444	59.4%	\$ 182,951,838	\$ 103,631,600	56.6%	
<b>215 Bond Interest &amp; Redemption</b>	\$ 30,750,000	\$ 41,555,480	135.1%	\$ 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>
<b>335 Child Development</b>	\$ 3,825,649	\$ 1,819,748	47.6%	\$ 3,825,649	\$ 2,098,563	54.9%	
<b>390 KVCR</b>	\$ 3,802,322	\$ 573,756	15.1%	\$ 6,079,200	\$ 1,846,076	30.4%	<i>Revenue and expenditure budgets are currently under review.</i>
<b>410 Capital Outlay Projects</b>	\$ 2,565,391	\$ 193,930	7.6%	\$ 3,300,867	\$ 2,786,465	84.4%	<i>RDA revenue posted by the County. \$1million encumbered for expenditures related to State funding for SBVC Tech Building.</i>
<b>435 Bond Construction</b>	\$ 39,900	\$ 8,125	20.4%	\$ 5,771,123	\$ 5,243,458	90.9%	<i>Interest income posted quarterly. \$2.9 million for Highland property purchase.</i>
<b>445 Measure CC</b>	\$ 300,000,000	\$ 300,007,539	100.0%	\$ 300,000,000	\$ 8,308,622	2.8%	<i>Bond proceeds received. Expenditures are consistent with the current needs of the bond projects.</i>
<b>590 FCC Auction Proceeds</b>	\$ 4,772,966	\$ 235,969	4.9%	\$ 26,804,046	\$ 18,826,710	70.2%	<i>Interest income posted quarterly, rental income (investment properties) recording is in process. \$3.8 million in payments for KVCR Technology Core Modernization project.</i>
<b>615 Workers Compensation</b>	\$ 1,480,000	\$ 1,351,565	91.3%	\$ 1,820,000	\$ 1,536,175	84.4%	<i>\$266,576 revenue received in January. \$439,786 compromise &amp; release claim paid.</i>
<b>620 Self Insurance-Liability</b>	\$ 565,000	\$ 555,503	98.3%	\$ 905,000	\$ 842,082	93.0%	<i>\$668,935 SWACC annual insurance payment. \$157,377 liability claims processed. \$550,000 interfund transfer-in posted.</i>
<b>690 Retiree Benefit</b>	\$ 250,200	\$ 109,136	43.6%	\$ 250,200	\$ 215,090	86.0%	<i>Expenditures are consistent with retiree benefit obligations.</i>
<b>730 Student Body Center Fee</b>	\$ 303,567	\$ 206,152	67.9%	\$ 345,567	\$ 155,692	45.1%	<i>Expenditures are consistent with the needs of this program.</i>
<b>775 PARS Investment Trust</b>	\$ 12,750,000	\$ 9,050,143	71.0%	\$ 3,100,000	\$ -	0.0%	<i>Interfund transfers-out (expenditures) posted annually.</i>
<b>825 FNX</b>	\$ 3,200,000	\$ 1,009,409	31.5%	\$ 3,200,000	\$ 1,098,854	34.3%	<i>Expenditures consistent with terms of agreement.</i>
<b>890 Inland Futures Foundation</b>	\$ 1,269,987	\$ 1,433,491	112.9%	\$ 1,269,987	\$ 726,226	57.2%	<i>\$790,703 in revenue from fundraising, grants. \$198,295 received from community service classes, underwriting, and \$250,000 interfund transfer-in from general fund.</i>



## Budget Revenue & Expenditure Summary

Year to Date 02/14/2020

**Fiscal Year Elapsed - 62.4%**



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Al Jackson, Chief of Police  
**DATE:** March 12, 2020  
**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 \$57,317 per violation against noncompliant institutions.

### **ANALYSIS**

Monthly Report of Clery Crimes for January 2020 (See attached).

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CLERY ACT CRIMES  
January 2020**

**ON CAMPUS:**

**CRAFTON**

NO INCIDENTS TO REPORT

**DISTRICT**

NO INCIDENTS TO REPORT

**VALLEY**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
20-0004	01/08/2020	HS 11377(A)	Possession of a Controlled Substance	Business Building	Subject Arrested
20-0025	01/15/2020	PC 647(J)(1)	Disorderly Conduct	Business Building	Subject Arrested
20-0045	01/22/2020	PC 11377(A)	Possession of a Controlled Substance	Liberal Arts	Subject Arrested

**PUBLIC PROPERTY:**

**CRAFTON HILLS COLLEGE**

NO INCIDENTS TO REPORT

**DISTRICT**

NO INCIDENTS TO REPORT

**SAN BERNARDINO VALLEY COLLEGE**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
20-0018	01/13/2020	HS 11350(A)	Possession of a Controlled Substance	Hazel Ave/K St.	Subject Arrest

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning & Construction  
**DATE:** March 12, 2020  
**SUBJECT:** Construction Contracts, Change Orders, and Amendments (Below \$60,000)

### **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.



## Construction Contracts, Change Orders, and Amendments (Below \$60,000)

Presented for Information on March 12, 2020

[v.2.24.2020.p.1|1]

### Contract Awards

Contractor & Project	Amount	Funding
Allen Communications 03-1617-06A KVCR Transmitter & Antenna Installation, Edom Hills	\$24,917	Fund 590 Auction Proceeds

### Change Orders & Amendments\*

Contractor & Project	Change #	Original Contract	Previous Changes	Proposed Changes	New Contract Value	Total CO%
<i>None.</i>						

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

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

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

**DATE:** March 12, 2020

**SUBJECT:** Construction Contracts, Change Orders and Amendments Subject to UCCAP (\$60,000-\$200,000)

### **RECOMMENDATION**

This item is being submitted for information only. No action is necessary.

### **OVERVIEW**

This board item affects construction contracts subject to the SBCCD's Uniform Construction, as well as any change orders or amendments, which have a total contract value between \$60,000 and \$200,000.

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**

SBCCD has opted in to the California Uniform Construction Cost Accounting Program (UCCAP) and maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$60,000 and \$200,000. Informal bids for projects include in this Board item were solicited from those qualified contractors.

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.



## Construction Contracts, Change Orders, and Amendments Subject to UCCAP (\$60,000 – \$200,000) Presented for Information on March 12, 2020

[v.2.24.2020.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%
Allen Communications 03-1617-06 KVCR Transmitter & Antenna Installation	CA-01	\$169,500.00	\$8,881.38	\$14,300.00	\$192,681.38	4.6%

\**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:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** March 12, 2020  
**SUBJECT:** Contracts Below \$95,200

### **RECOMMENDATION**

This item is being presented for information only. No further action is necessary.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

### **ANALYSIS**

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$95,200. Construction services are not included in this board item.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase and or contract requests have been budgeted for via purchase requisition.

**Contracts and Agreement**

Board Date 03-12-2020

1 of 7

<b>Control No</b>	<b>Vendor Name</b>	<b>Contract Type</b>	<b>Dept/Location</b>	<b>Expense</b>	<b>Income</b>	<b>Adjustment</b>
19254	4 Imprint	Novelty Item with Logo	Calworks/SBVC	\$5,390.32		
19192	ACCT - Association of Community Colleges Trustees	Facilitate Board Retreat	Chancellor/SBVC	\$11,000.00		
19197	Agony Sport, LLC	Production of Team Uniforms	Athletics/CHC	\$940.00		
19237	Alliance Bus Lines, Inc.	Bus Rental	Geology/CHC	\$550.00		
19230	Blackbaud, Inc.	Software/Online Services	Resource Development/CHC	\$10,939.56		
19227	Blue Lake Rancheria	Income - Broadcast Licensing	FNX/KVCR		No Charge	
19191	Breeding, Ed dba Soledad Canyon Productions	Program Acquisition	FNX/KVCR	No Cost		
19241	California Bus Service	Bus Rental	Student Services/SBVC	\$1,347.19		
18366	California Industrial	On Demand Repairs Agreement	Maintenance/SBVC	\$80,000.00		\$30,000.00
19256	Cannon Pianos	PO as Contract	KVCR/KVCR	\$100.00		
19203	Center for World Indigenous Studies	Broadcasting Rights	FNX/KVCR	No Cost		
19246	Chicano Latino Caucus of San Bernardino County	Sponsorship	Marketing/SBCCD	\$1,000.00		

**Contracts and Agreement**

Board Date 03-12-2020

2 of 7

<b>Control No</b>	<b>Vendor Name</b>	<b>Contract Type</b>	<b>Dept/Location</b>	<b>Expense</b>	<b>Income</b>	<b>Adjustment</b>
19238	Community College League of CA	Software/Online Services	Library/CHC	\$53,722.00		
19216	ComputerLand of Silicon Valley	Software/Online Services	KVCR/KVCR	\$351.00		
19218	Converge One, Inc.	Software Configuration	TESS/SBCCD	\$6,247.00		
19208	Crown Promotions Group	Production of Logo Items	Counseling/SBVC	\$3,844.12		
19217	Daktronics, Inc.	PO as Contract	Maintenance/SBVC	\$1,000.00		
19196	Design Forward Group, LLC	Production of Team Uniforms	Athletics/CHC	\$440.00		
19242	Direct Connect Charter Bus, Inc.	Bus Rental	Student Services/SBVC	\$13,074.39		
19199	Elusion Company, Inc.	Software Configuration	TESS/SBCCD	\$54,000.00		
19250	Endeavor Production Group	Production Agreements	Inland Futures/SBCCD	\$3,000.00		
19224	Environmental Management Technologies	Removal of Hazardous Waste	Facilities Planning/SBCCD 8th Street	\$800.00		
19225	Environmental Management Technologies	Removal of Hazardous Waste	Facilities Planning/SBCCD Highland	\$800.00		
19210	First Impressions Screen Printing	Production of Logo Items	EDCT/SBCCD	\$7,263.00		

**Contracts and Agreement**

Board Date 03-12-2020

3 of 7

<b>Control No</b>	<b>Vendor Name</b>	<b>Contract Type</b>	<b>Dept/Location</b>	<b>Expense</b>	<b>Income</b>	<b>Adjustment</b>
19235	Foundation for California Community Colleges	Data Sharing	Student Services/CHC	No Cost		
19228	FTDI West	Income - Training Agreement	EDCT/SBCCD		\$25,000.00	
19226	Golden Casework Corp	Installation Services	Facilities Planning/SBCCD	\$2,500.00		
19234	H & L Charter Co, Inc.	Bus Rental	Counseling/SBVC	\$841.25		
19209	H & L Charter Co, Inc.	Bus Rental	Counseling/SBVC	\$2,031.18		
17199	Industrial Fire Protection, Inc.	General	Maintenance/CHC	\$2,500.00		
19221	Inland Signs, Inc.	Production of Name Placards	Facilities Planning/SBCCD	\$2,100.00		
19198	Instructure, Inc.	Software/Online Services	TESS/SBCCD	\$11,448.52		
19229	Konica Minolta	Purchase Agreement	EDCT/SBCCD	\$7,161.48		
19188	La Verne Power Equipment, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$25,000.00		
19193	Lapel Pins Plus	Novelty Item with Logo	Chancellor/SBCCD	\$1,597.32		
19213	Lopez, Rich	Speaker	Arts & Lecture/SBVC	\$1,000.00		

**Contracts and Agreement**

Board Date 03-12-2020

4 of 7

<b>Control No</b>	<b>Vendor Name</b>	<b>Contract Type</b>	<b>Dept/Location</b>	<b>Expense</b>	<b>Income</b>	<b>Adjustment</b>
19257	Los Angeles Air Conditioning, Inc.	Repairs	Facilities Planning/SBCCD	\$408.00		
19222	Melco International, LLC	Purchase Agreement	EDCT/SBCCD	\$15,978.60		
19247	Mellin, Linda Marie dba American Printing & Promotions	Novelty Item with Logo	Student Services/SBVC	\$3,286.38		
19252	Mercury Public Affairs c/o Ethnic Media Services	Income - Underwriter	FNX/KVCR		\$50,000.00	
19032	Mountain Measurement, Inc.	Consultants	Nursing/SBVC	\$637.50		
19195	Mowbray's Tree Service	Tree Trimming	Facilities/CHC	\$39,485.00		
19248	Mt. San Antonio CCD	Income - General	EDCT/SBCCD		\$600.00	
19239	MyBinding, LLC	Maintenance Agreement	Print Shop/CHC	\$165.00		
19206	P & P Uniforms	Production of Logo Items	Police Science/SBVC	\$50.10		
19260	Party Plus Rental	Rental	Marketing/SBCCD	\$304.56		
19202	Patton State Hospital	Clinicals	Pharm Tech/SBVC			
17737	Qualtrics, LLC	Software/Online Services	TESS/SBCCD	\$3,000.00		

**Contracts and Agreement**

Board Date 03-12-2020

5 of 7

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Adjustment
19236	Questica, Inc.	Software/Online Services	TESS/SBCCD	\$53,000.00		
19259	Reider, Timothy Burton dba Blackcomb	Consultants	TESS/SBCCD	\$1,100.00		
19258	Riverside CCD	Income - Grant	Child Development/SBVC		\$25,000.00	
19211	Roger Powell Consulting LLC	Facilitate Event	EDCT/SBCCD	\$10,000.00		
18617	San Bernardino City USD	Subgrantee	Middle College/SBVC	\$9,300.00		(\$5,700.00)
18618	San Bernardino City USD	Subgrantee	Middle College/SBVC	\$15,800.00		\$800.00
19261	San Bernardino County Superintendent of Schools	Income - Grant	Child Development/CHC		\$10,000.00	
19240	San Bernardino Valley Municipal Water District	Clinicals	Technical Training/SBVC	No Cost		
19233	San Bernardino, County of	Income - Contract Ed	EDCT/SBCCD		\$320,000.00	
19200	San Bernardino, County of	Income - General	EDCT/SBCCD		\$343,980.00	
19232	San Bernardino, County of	Income - Property Lease	Facilities Planning/SBCCD		\$3,220,891.92	
19244	Sidepath Inc.	Software/Online Services	TESS/SBCCD	\$11,986.10		

**Contracts and Agreement**

Board Date 03-12-2020

6 of 7

<b>Control No</b>	<b>Vendor Name</b>	<b>Contract Type</b>	<b>Dept/Location</b>	<b>Expense</b>	<b>Income</b>	<b>Adjustment</b>
19190	Simply Swim Caps, LLC	Production of Team Uniforms	Athletics/CHC	\$389.00		
19207	Stoneware, Inc.	Software/Online Services	Computer Services/SBVC	\$3,987.50		
19194	Sundown Window Tinting	Window Frosting	Facilities Planning/SBCCD	\$846.00		
19215	Synergy Sports Technology, LLC	Software/Online Services	Athletics/SBVC	\$500.00		
19212	Theatre Group, The	General	Tumaini Program/SBVC	\$470.00		
19187	Three Peaks Corp.	Repairs	Facilities/CHC	\$9,720.00		
19245	Time for Change Foundation	Advertising	Marketing/SBCCD	\$250.00		
19255	Timely Braille Transcription Services, LLC	Braille Transcribing	ATPC/SBCCD	\$30,000.00		
19223	Troxell Communications Inc.	Installation Services	Facilities Planning/SBCCD	\$3,689.28		
19189	Turnout Maintenance Company, LLC	Repairs	Fire Technology/CHC	\$549.53		
19204	University Enterprises Inc. - Sacramento State	Clinicals	Student Services/SBVC	No Cost		
19201	Walgreen Co.	Clinicals	Pharm Tech/SBVC	No Cost		

## Contracts and Agreement

Board Date 03-12-2020

7 of 7

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Adjustment
19205	WEIU-TV - Board of Trustees Eastern Illinois University	Income - Broadcast Licensing	FNX/KVCR	No Cost		
19219	Western Audio Visual	Software Support	TESS/SBCCD	\$1,320.00		
19253	Wilson, Raylette	CalWorks Child Care	Calworks/SBVC	\$2,854.50		
19249	WNET	Broadcasting Rights	FNX/KVCR	No Cost		
19231	Wowza Media Systems, LLC	Software/Online Services	Campus Tech/SBVC	\$650.00		
19214	Yucaipa-Calimesa Joint USD	Income - Facilities Use	Administrative Services/CHC		No Charge	
19220	Zaretsky Engineering Solutions, Inc.	Repairs	Maintenance/SBVC	\$50,000.00		

Total Number of Contracts & Agreements 79

\$581,715.38

\$3,995,471.92

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** March 12, 2020  
**SUBJECT:** General Fund Cash Flow Analysis

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the restricted and unrestricted General Fund monthly cash flow analysis for the District.

### **ANALYSIS**

The General Fund cash balance as of June 30, 2020, is estimated to be \$43,267,071.

### **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 February 2020, 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	41,100	40,791	42,100	39,469	40,707	56,337	55,216	62,465	64,018	60,562	58,450		
Receipts														
Federal	35	227		135		-3	306	1,080	377	224	523	-176		2,727
State	6,276	5,137	13,881	6,312	7,182	8,152	14,617	16,862	11,093	4,959	6,299	5,969		106,740
State Deferrals														
Local	821	970	85	580	3,411	18,295	8,893	5,661	574	5,894	4,087	-283		48,990
Temporary Borrowings														
Interfund Transfer & Sale of Assets	894	894	899	894	902		898	5,151	7,481	1,892	1,677	92		21,675
Accounts Receivable/Accruals	227	1,661	1,942	531	454	594	1,900	787	403	230	379	1,575		10,685
Total Receipts	8,254	8,889	16,806	8,452	11,949	27,038	26,614	29,542	19,929	13,200	12,965	7,178		190,817
Disbursements														
Academic Salaries	6	2,541	4,297	4,847	4,942	4,898	5,391	4,505	4,837	4,963	4,942	8,088		54,256
Classified Salaries	2,371	2,713	2,806	2,987	2,972	3,103	2,963	2,669	2,835	2,900	3,147	4,510		35,976
Benefits	1,163	2,041	2,357	2,465	2,473	2,500	2,493	2,632	2,522	2,548	2,579	3,871		29,645
Supplies & Materials	170	80	79	122	70	68	26	248	268	269	336	2,221		3,957
Other Operating Exp	1,576	983	993	428	581	1,603	383	1,899	1,874	4,793	2,937	12,873		30,923
Capital Outlay	525	287	63	25	31	11	1	23	258	753	584	1,796		4,358
Other Outgo	143	348	250	550	-1	61	7	-209	903	429	1,733	3,299		7,513
Longterm Post-Employment Benefits	-7	-10	-10	-10	-10	-10	42	-9	5	-9	23	-3		-5
Accounts Payable/Accruals	3,569	214	4,662	-333	-347	-827	16,430	10,534	4,874	8	-1,202	-14,294		23,288
Total Disbursements	9,516	9,199	15,497	11,083	10,712	11,407	27,735	22,293	18,376	16,655	15,078	22,360		189,912
Increase / (Decrease) in Cash Balance	-1,262	-309	1,310	-2,631	1,238	15,631	-1,121	7,249	1,553	-3,455	-2,113	-15,183		
Estimated Ending Cash Balance	41,100	40,791	42,100	39,469	40,707	56,337	55,216	62,465	64,018	60,562	58,450	43,267		

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

### **ANALYSIS**

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this information item.

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**January 29, 2020**

**Schedule Change: Anquanetta May, Switchboard Operator (CHC)**

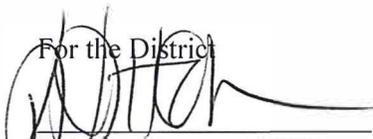
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

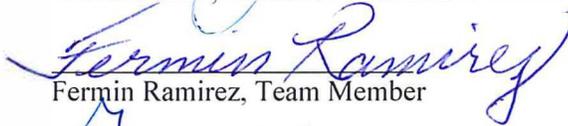
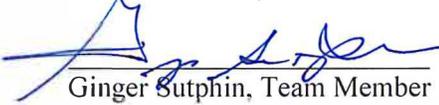
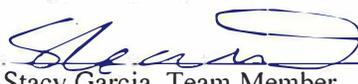
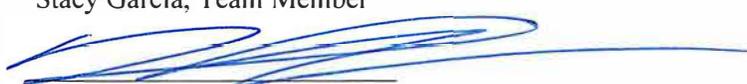
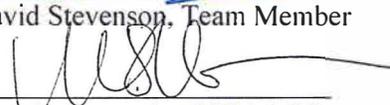
The parties agree that per CSEA Agreement, Article 6.2 -Workweek/Workday, Anquanetta May (Administrative Services) permanent work shift will change as described below. First day of permanent schedule will be Friday, February 14, 2020.

**FROM:** Monday through Friday 7:30 a.m. to 4:00 p.m.

**TO:** Monday through Friday 8:00 a.m. to 5:00 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District  
  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Interim Vice Chancellor, Human Resources

For CSEA  
  
\_\_\_\_\_  
Kevin Palkki, President CSEA #291  
  
\_\_\_\_\_  
Fermin Ramirez, Team Member  
  
\_\_\_\_\_  
Ginger Sutphin, Team Member  
  
\_\_\_\_\_  
Stacy Garcia, Team Member  
  
\_\_\_\_\_  
David Stevenson, Team Member  
  
\_\_\_\_\_  
Myesha Kennedy, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**  
**February 12, 2020**  
**CHANGE IN HOURS (FTE) - Phyllis Mitchell**

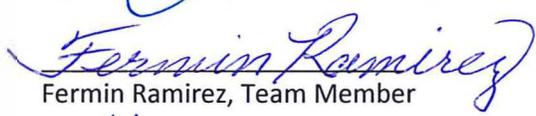
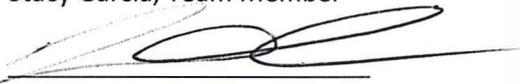
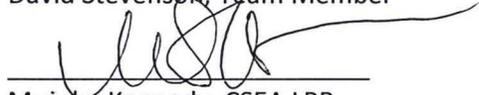
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

In accordance with Article 2.2: Management Rights and Article 6.1: Hours of Work & Overtime, the Parties have met and agreed to a change in hours (FTE) for the Clerical Assistant II position at District Office as follows:

1. The change in hours (FTE) is based on operational need and workload.
2. One (1) Clerical Assistant II position (C313115) will be increased from .55 FTE, 22 hours per week, 260 days per year, to 1.0 FTE, 40 hours per week, 260 days per year.
3. Incumbent, Phyllis Mitchell's schedule will be changed as follows:  
  
From: Monday – Thursday 8:00 a.m. – 12:30 p.m., Friday 8:00 a.m. – 12:00 p.m.  
To: Monday – Friday 8:00 a.m. – 4:30 p.m.
4. The changes noted above are effective Monday, March 2, 2020.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District  
  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Interim Vice Chancellor, Human Resources

For CSEA  
  
\_\_\_\_\_  
Kevin Palkki, President CSEA #291  
  
\_\_\_\_\_  
Fermin Ramirez, Team Member  
  
\_\_\_\_\_  
Ginger Sutphin, Team Member  
  
\_\_\_\_\_  
Stacy Garcia, Team Member  
  
\_\_\_\_\_  
David Stevenson, Team Member  
  
\_\_\_\_\_  
Myesha Kennedy, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**February 12, 2020**

**Schedule Change: Peggy Weber II, Job Developer, SBVC**

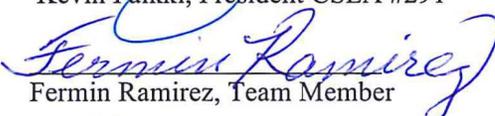
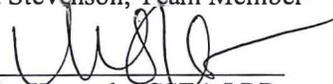
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The parties agree that per CSEA Agreement, Article 6.2 -Workweek/Workday, Peggy Weber II (C139311) Job Developer permanent work shift will change as described below. First day of permanent schedule will be March 13, 2020.

<b>FROM:</b>	Monday through Friday	9:30 a.m. to 6:30 p.m.
<b>TO:</b>	Monday through Thursday Friday	9:30 a.m. to 6:30 p.m. 8:00 a.m. to 5:00 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District  
  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Interim Vice Chancellor, Human Resources

For CSEA  
  
\_\_\_\_\_  
Kevin Paikki, President CSEA #291  
  
\_\_\_\_\_  
Fermin Ramirez, Team Member  
  
\_\_\_\_\_  
Ginger Sulphin, Team Member  
  
\_\_\_\_\_  
Stacy Garcia, Team Member  
  
\_\_\_\_\_  
David Stevenson, Team Member  
  
\_\_\_\_\_  
Myesha Kennedy, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**February 12, 2020**

**Schedule Change: Steven Bent, Laboratory Technician Electricity/Electronics (SBVC)**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

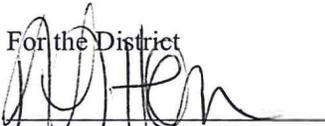
The parties agree that per CSEA Agreement, Article 6.2 -Workweek/Workday, Steven Bent (C144602) Laboratory Technician Electricity/Electronics permanent work shift will change as described below. First day of permanent schedule will be Monday, March 16, 2020.

**FROM:** Monday through Friday 1:00 p.m. to 10:00 p.m.

**TO:** Monday through Friday 12:00 p.m. to 9:00 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

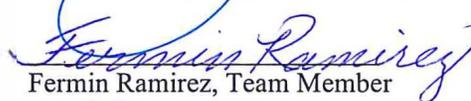


Kristina Hannon, SBCCD  
Interim Vice Chancellor, Human Resources

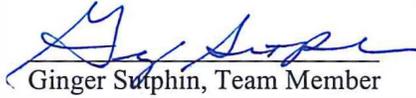
For CSEA



Kevin Palkki, President CSEA #291



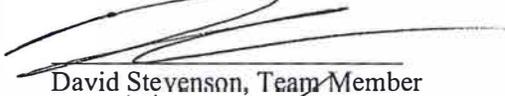
Fermin Ramirez, Team Member



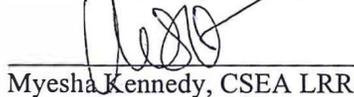
Ginger Sulphin, Team Member



Stacy Garcia, T Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Professional Expert, Short-Term, and Substitute Employees

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

### **ANALYSIS**

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The cost of employment for these employees is included in the appropriate budgets.



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 12, 2020

[v.2.21.2020.p.1|4]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Ferrari, Edward R.</b> CHC Marketing	Content Specialist	02/13/20	06/30/20	\$25.00
<b>Seek, Gabriel</b> CHC Public Safety & Emergency Services	Lab Inst/Primary Inst/EMS Specialist	01/06/20	06/30/20	\$20/\$25/\$30
<b>Alsop, Madeline</b> CHC Tutoring Center	Tutor I	02/03/20	06/30/20	\$13.00
<b>Anda, Jacob D.</b> CHC Tutoring Center	Tutor I	02/03/20	06/30/20	\$13.00
<b>Clements, Spencer J.</b> CHC Tutoring Center	Tutor I	02/03/20	06/30/20	\$13.00
<b>Gallegos Jr., Francisco Z.</b> CHC Tutoring Center	Tutor I	02/13/20	06/30/20	\$13.00
<b>Iracheta, Daniel</b> CHC Tutoring Center	Tutor III	02/03/20	06/30/20	\$16.50
<b>Lovekin, Kristiana</b> DIST District Marketing	Content Specialist	01/01/20	06/30/20	\$40.00
<b>Trussell, Brandon</b> DIST District Marketing	Content Specialist	01/01/20	06/30/20	\$21.00
<b>Zambrano, Erick</b> DIST District Marketing	Content Specialist	01/01/20	06/30/20	\$26.25
<b>Lopez, Mariana</b> DIST District Marketing	Program Assistant	01/01/20	06/30/20	\$36.75
<b>Stephens, Edwin Clarke</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	01/01/20	06/30/20	\$75.00
<b>Huerta, Jennifer</b> SBVC Academic Success Center	Tutor I	01/09/20	05/30/20	\$13.00
<b>Poliakon, Alyssa M</b> SBVC Academic Success Center	Tutor I	01/09/20	05/30/20	\$13.00
<b>Ojeda, Mark-Anthony</b> SBVC Academic Success Center	Tutor III	01/09/20	05/30/20	\$16.50
<b>Baty, Michelle L.</b> SBVC Marketing & Public Relations	Content Specialist	01/06/20	06/30/20	\$40.00
<b>Camacho, Joshua</b> SBVC Marketing & Public Relations	Content Specialist	01/06/20	06/30/20	\$20.00
<b>Castro, Omar E</b> SBVC Marketing & Public Relations	Content Specialist	01/06/20	06/30/20	\$25.00
<b>Covaci, Sergiu</b> SBVC Marketing & Public Relations	Content Specialist	01/06/20	06/30/20	\$20.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 12, 2020

[v.2.21.2020.p.2|4]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Garcia, Catherine E</b> SBVC Marketing & Public Relations	Content Specialist	01/06/20	06/30/20	\$30.00
<b>Pshichenko, Pavel N</b> SBVC Marketing & Public Relations	Content Specialist	01/06/20	06/30/20	\$40.00
<b>Spano, Jordan</b> SBVC Marketing & Public Relations	Content Specialist	01/06/20	06/30/20	\$30.00
<b>Townsend, Anthony B</b> SBVC Marketing & Public Relations	Content Specialist	01/06/20	06/30/20	\$30.00
<b>White, Jacy</b> SBVC Marketing & Public Relations	Content Specialist	01/06/20	06/30/20	\$32.00
<b>Wolfe, Taylor</b> SBVC Marketing & Public Relations	Content Specialist	01/06/20	06/30/20	\$30.00
<b>Aguilera, Alejandra</b> SBVC Marketing & Public Relations	Social Media Specialist	01/06/20	06/30/20	\$25.00
<b>Luna, Oscar</b> SBVC Marketing & Public Relations	Social Media Specialist	01/06/20	06/30/20	\$25.00
<b>Castaneda, Savannah A</b> SBVC Marketing & Public Relations	Staff Writer/Photographer	01/06/20	06/30/20	\$20.00
<b>Godoy, Lavar J</b> SBVC Marketing & Public Relations	Staff Writer/Photographer	01/06/20	06/30/20	\$20.00

## Short-Term

	Duties	From	To	Hourly Rate
<b>Herron, Jordan</b> CHC Aquatics	Lifeguard	02/03/20	06/30/20	\$13.00
<b>Cruz, Kenia</b> SBVC Art Department	Model (undraped)	02/14/20	05/13/20	\$16.00
<b>Neuharth, Rose</b> SBVC Art Department	Model (undraped)	02/14/20	05/13/20	\$16.00

## Substitute

	Duties	From	To	Hourly Rate
<b>Ramos, Julio</b> CHC Custodial <i>Extension: Leave Coverage</i>	Custodian I	01/02/20	02/17/20	\$19.47
<b>Henderson, Kristine</b> CHC Custodial <i>Extension: Vacancy in Recruitment</i>	Custodian I	01/16/20	02/17/20	\$19.47



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 12, 2020

[v.2.21.2020.p.3|4]

## Substitute

	Duties	From	To	Hourly Rate
<b>Marangakis, Michael</b> CHC Facilities Planning & Construction <i>Extension: Vacancy in Recruitment</i>	Custodian I	02/04/20	04/04/20	\$19.47
<b>Chang, Margarita</b> CHC Child Development Center <i>New: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	02/06/20	03/27/20	\$16.37
<b>Chang, Margarita</b> CHC Child Development Center <i>Extension: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	03/28/20	05/27/20	\$16.37
<b>Burundi, Allen</b> SBVC Admissions & Records Technician <i>Extension: Vacancy in recruitment.</i>	Admissions & Records Technician	01/10/20	03/10/20	\$22.03
<b>Bernasconi, Anna</b> SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian I	01/06/20	03/05/20	\$19.47
<b>Bernasconi, Anna</b> SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian I	03/06/20	05/04/20	\$19.47
<b>Bravo, Donna</b> SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian I	01/06/20	03/05/20	\$19.47
<b>Bravo, Donna</b> SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian I	03/06/20	05/04/20	\$19.47
<b>Hernandez, Gloria</b> SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian I	01/06/20	03/05/20	\$19.47
<b>Hernandez, Gloria</b> SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian I	03/06/20	05/04/20	\$19.47



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 12, 2020

[v.2.21.2020.p.4|4]

## Substitute

	Duties	From	To	Hourly Rate
<b>Vargas, Brandon</b> SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian I	01/06/20	03/05/20	\$19.47
<b>Vargas, Brandon</b> SBVC Custodial <i>Extension: On Call; Sick/Vacation Coverage</i>	Custodian I	03/06/20	05/04/20	\$19.47

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** March 12, 2020  
**SUBJECT:** Purchase Orders

### **RECOMMENDATION**

This item is being presented for information only. No further action is necessary.

### **OVERVIEW**

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

### **ANALYSIS**

Purchase orders issued between the dates of 1/16/2020 – 2/17/2020 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

The attached purchase orders are included in the appropriate budgets.

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
2003766	OFFICE & ERGONOMICS SOLUTIONS INC	\$ 484.88
2003767	LAKESHORE LEARNING MATERIALS	\$ 538.74
2003768	RIALTO CHAMBER OF COMMERCE OF COMMERCE	\$ 200.00
2003769	STAPLES BUSINESS ADVANTAGE	\$ 112.39
2003770	STAPLES BUSINESS ADVANTAGE	\$ 769.03
2003771	STAPLES BUSINESS ADVANTAGE	\$ 100.58
2003772	ULINE	\$ 270.69
2003773	ARS ENTERPRISES INC	\$ 333.02
2003774	BRADFORD, TESSIE	\$ 1,105.00
2003775	DELL COMPUTER COMPANY	\$ 6,702.10
2003776	SOUTH COAST AQMD	\$ 3,500.00
2003778	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	\$ 1,100.00
2003779	CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION	\$ 380.00
2003787	CAROLINA BIOLOGICAL SUPPLY CO	\$ 3,396.27
2003789	CDW LLC	\$ 2,637.01
2003792	SIGMA-ALDRICH INC	\$ 139.22
2003793	ONSET COMPUTER CORPORATION	\$ 555.13
2003794	FLINN SCIENTIFIC INC	\$ 240.36
2003795	BIO-RAD LABORATORIES INC	\$ 768.69
2003799	VWR INTERNATIONAL LLC	\$ 915.15
2003800	CONSOLIDATED PLASTICS CO	\$ 746.01
2003802	STAPLES BUSINESS ADVANTAGE	\$ 79.57
2003805	STAPLES BUSINESS ADVANTAGE	\$ 352.44
2003806	STAPLES BUSINESS ADVANTAGE	\$ 226.13
2003807	STAPLES BUSINESS ADVANTAGE	\$ 1,748.50
2003808	HARDY DIAGNOSTICS	\$ 154.88
2003809	DELL COMPUTER COMPANY	\$ 22,273.87
2003814	STAPLES BUSINESS ADVANTAGE	\$ 112.24
2003815	STAPLES BUSINESS ADVANTAGE	\$ 345.41
2003818	STAPLES BUSINESS ADVANTAGE	\$ 182.00
2003819	STAPLES BUSINESS ADVANTAGE	\$ 160.52
2003822	COSTCO	\$ 600.00
2003823	BIG 5 SPORTING GOODS #142	\$ 1,120.17
2003827	CYNMAR CORPORATION	\$ 847.32
2003830	ULINE	\$ 264.25
2003831	HEMOSTAT LABORATORIES INC	\$ 112.60
2003832	MYBINDING LLC	\$ 870.99
2003839	RP GROUP, THE	\$ 4,000.00
2003843	STAPLES BUSINESS ADVANTAGE	\$ 768.85
2003845	KELLY PAPER COMPANY	\$ 200.15
2003846	JERRY'S ARTARAMA	\$ 316.14
2003847	ULINE	\$ 1,059.98
2003848	STAPLES BUSINESS ADVANTAGE	\$ 153.71
2003849	STAPLES BUSINESS ADVANTAGE	\$ 409.61
2003850	STAPLES BUSINESS ADVANTAGE	\$ 140.50

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
2003853	ARBOR SCIENTIFIC	\$ 71.00
2003856	ULINE	\$ 508.29
2003858	DELL COMPUTER COMPANY	\$ 14,391.22
2003865	CDW LLC	\$ 649.13
2003867	DELL COMPUTER COMPANY	\$ 926.50
2003869	COLORADO TIME SYSTEMS	\$ 3,932.51
2003870	SCHUTT SPORTS	\$ 5,971.32
2003873	RIVERSIDE COMMUNITY COLLEGE DISTRICT	\$ 1,792.04
2003874	ANTHEM SPORTS	\$ 975.51
2003876	DELL COMPUTER COMPANY	\$ 14,941.03
2003878	CYNMAR CORPORATION	\$ 1,212.49
2003880	CA COMM COLLEGE ASSOCIATION FOR OCCUPATIONAL ED	\$ 645.00
2003887	LEAGUE FOR INNOVATION	\$ 4,000.00
2003888	STAPLES BUSINESS ADVANTAGE	\$ 1,452.13
2003889	STAPLES BUSINESS ADVANTAGE	\$ 635.79
2003890	STAPLES BUSINESS ADVANTAGE	\$ 648.78
2003891	STAPLES BUSINESS ADVANTAGE	\$ 349.28
2003892	AMERICAN STUDENT GOVERNMENT ASSOCIATION LLC	\$ 297.00
2003897	PROPHET CORPORATION, THE	\$ 200.45
2003900	CHABOT-LAS POSITAS CCD	\$ 225.00
2003901	BROADCAST MUSIC INC	\$ 1,431.27
2003902	POCKET NURSE ENTERPRISES INC	\$ 270.45
2003903	SAN BERNARDINO CCD	\$ 1,077.50
2003905	GENUINE AUTO PARTS	\$ 621.17
2003906	GENUINE AUTO PARTS	\$ 2,431.81
2003907	SAN BERNARDINO CCD	\$ 800.56
2003910	DELGADO, ARLENE	\$ 200.00
2003911	STAPLES BUSINESS ADVANTAGE	\$ 218.00
2003913	STAPLES BUSINESS ADVANTAGE	\$ 78.72
2003919	STAPLES BUSINESS ADVANTAGE	\$ 297.45
2003926	ULINE	\$ 246.84
2003927	LIEBERT CASSIDY WHITMORE	\$ 700.00
2003928	STAPLES BUSINESS ADVANTAGE	\$ 175.35
2003929	STAPLES BUSINESS ADVANTAGE	\$ 229.28
2003930	STAPLES BUSINESS ADVANTAGE	\$ 167.66
2003931	CALIFORNIA FIRE TECHNOLOGY DIRECTORS' ASSOCIATION	\$ 40.00
2003932	CALIFORNIA FIRE TECHNOLOGY DIRECTORS' ASSOCIATION	\$ 40.00
2003933	CALIFORNIA FIRE TECHNOLOGY DIRECTORS' ASSOCIATION	\$ 40.00
2003934	CALIFORNIA FIRE TECHNOLOGY DIRECTORS' ASSOCIATION	\$ 40.00
2003935	CALIFORNIA FIRE TECHNOLOGY DIRECTORS' ASSOCIATION	\$ 40.00
2003938	NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION	\$ 1,470.00
2003939	NASCO	\$ 970.33
2003940	ACTF MANAGEMENT LTD	\$ 1,045.00
2003941	SAN BERNARDINO CCD	\$ 196.86
2003942	QUEEN BEAN CAFFE	\$ 300.00

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
2003943	STAPLES BUSINESS ADVANTAGE	\$ 240.05
2003944	STAPLES BUSINESS ADVANTAGE	\$ 1,414.81
2003947	CHAVEZ, GABRIEL	\$ 158.00
2003949	HORACEK, ANDREW	\$ 151.06
2003950	LOPEZ, AUTUM	\$ 145.76
2003951	CANO, FABIAN	\$ 299.77
2003952	SNAP-ON INDUSTRIAL	\$ 304.07
2003958	CHABOT-LAS POSITAS CCD	\$ 625.00
2003961	HINOJOSA, JOANNE	\$ 150.00
2003963	QUINN COMPANY	\$ 124.24
2003964	SAN BERNARDINO CCD	\$ 167.01
2003965	APPLE COMPUTER INC	\$ 100.00
2003968	GENUINE AUTO PARTS	\$ 519.25
2003970	SAN BERNARDINO CCD	\$ 2,478.25
2003971	ADORAMA INC	\$ 3,716.28
2003972	SMART & FINAL STORES CORP	\$ 5,000.00
2003974	MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT	\$ 500.00
2003975	STAPLES BUSINESS ADVANTAGE	\$ 119.87
2003976	STAPLES BUSINESS ADVANTAGE	\$ 169.44
2003977	STAPLES BUSINESS ADVANTAGE	\$ 158.39
2003980	STAPLES BUSINESS ADVANTAGE	\$ 177.32
2003981	STAPLES BUSINESS ADVANTAGE	\$ 405.79
2003982	STAPLES BUSINESS ADVANTAGE	\$ 110.22
2003987	STAPLES BUSINESS ADVANTAGE	\$ 139.79
2003999	YAYA CREATIONS INC	\$ 70.59
2004001	NASCO	\$ 637.65
2004002	CDW LLC	\$ 1,486.04
2004005	CHABOT-LAS POSITAS CCD	\$ 1,575.00
2004007	CDW LLC	\$ 112.06
2004008	NATIONAL COUNCIL OF TEACHERS OF ENGLISH	\$ 260.00
2004009	NATIONAL COUNCIL OF TEACHERS OF ENGLISH	\$ 260.00
2004011	SOCCER MASTER	\$ 511.88
2004012	UNITED STATES PLASTIC CORP	\$ 4,417.60
2004013	VWR INTERNATIONAL LLC	\$ 2,000.00
2004014	FORESTRY SUPPLIERS INC	\$ 1,000.00
2004015	QUADMED INC	\$ 1,343.81
2004016	CPAT DISTRIBUTION, INC	\$ 7,749.38
2004017	INLAND EMPIRE CONSORTIUM SCHOOL OF NURSING CBU	\$ 150.00
2004025	SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS	\$ 135.00
2004026	JOSE'S MEXICAN FOOD INC	\$ 260.30
2004029	RIVERSIDE COMMUNITY COLLEGE DISTRICT	\$ 1,024.04
2004032	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGE	\$ 2,475.00
2004035	STAPLES BUSINESS ADVANTAGE	\$ 860.28
2004036	VERIZON WIRELESS	\$ 1,200.00
2004043	DUMMIES UNLIMITED	\$ 355.58

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
2004045	SAN BERNARDINO CCD	\$ 15,000.00
2004046	RECYCLINGBIN.COM	\$ 1,907.48
2004049	ASSOCIATION OF LATINO COMMUNITY COLLEGE TRUSTEES	\$ 100.00
2004057	BRILLE AUTHORITY OF NORTH AME	\$ 1,000.00
2004058	HART, MONICA	\$ 380.00
2004059	VALDEZ, ISAIAS	\$ 380.00
2004060	KABANDA, PACIFIQUE	\$ 380.00
2004061	PEREZ, ANA	\$ 380.00
2004062	SOTELO, ALEJANDRO	\$ 380.00
2004063	ALVAREZ, ALINA	\$ 380.00
2004064	JIMENEZ, DANIEL	\$ 380.00
2004065	REUBEN, DAVID	\$ 380.00
2004066	NAVARRO, BRIANA	\$ 380.00
2004067	CLARA, MARLENE	\$ 380.00
2004068	BREWER, QUINCY	\$ 206.88
2004070	BREWER, QUINCY	\$ 29.08
2004072	STAPLES BUSINESS ADVANTAGE	\$ 79.80
2004073	DIVERSIFIED COMMUNICATIONS	\$ 2,034.00
2004076	HARDY DIAGNOSTICS	\$ 3,091.15
2004077	SAN BERNARDINO CCD	\$ 450.00
2004079	SAN BERNARDINO CCD	\$ 1,000.00
2004084	STAPLES BUSINESS ADVANTAGE	\$ 294.96
2004085	STAPLES BUSINESS ADVANTAGE	\$ 243.86
2004086	STAPLES BUSINESS ADVANTAGE	\$ 61.42
2004087	STAPLES BUSINESS ADVANTAGE	\$ 60.76
2004088	STAPLES BUSINESS ADVANTAGE	\$ 62.21
2004089	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGE	\$ 180.00
2004090	SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS	\$ 135.00
2004092	SAN BERNARDINO CCD	\$ 3,499.20
2004093	SAN BERNARDINO CCD	\$ 209.95
2004095	SAN BERNARDINO CCD	\$ 134.14
2004096	SAN BERNARDINO CCD	\$ 186.04
2004097	SAN BERNARDINO CCD	\$ 121.31
2004098	MELCO INTERNATIONAL LLC	\$ 15,978.60
2004102	GONZALEZ, PEDRO	\$ 600.00
2004103	JACO, HERBERTH	\$ 600.00
2004105	AFRICAN AMERICAN MALE ED NETWORK AND DEVELOPMENT	\$ 600.00
2004109	CA COMM COLLEGE ASSOCIATION FOR OCCUPATIONAL ED	\$ 645.00
2004111	COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE	\$ 1,500.00
2004112	CA COMM COLLEGE ASSOCIATION FOR OCCUPATIONAL ED	\$ 645.00
2004113	OKLAHOMA, UNIVERSITY OF	\$ 1,390.00
2004114	CA COMM COLLEGE ASSOCIATION FOR OCCUPATIONAL ED	\$ 645.00
2004116	CDW LLC	\$ 2,204.83
2004117	MUMPER, TABITHA	\$ 145.76
2004118	CASTILLO, LUISA	\$ 145.76

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
2004121	STAPLES BUSINESS ADVANTAGE	\$ 55.92
2004122	STAPLES BUSINESS ADVANTAGE	\$ 493.50
2004124	DURAN, MARIA ELENA	\$ 600.00
2004125	PHOENIX GROUP INFORMATION SYSTEMS	\$ 10,071.39
2004128	STOKES, ANDRE	\$ 228.00
2004129	SMITH, JOYCE	\$ 228.00
2004130	RUIZ, PETER	\$ 228.00
2004131	MITCHELL, ISAIAH	\$ 228.00
2004132	MCINTYRE, XAVIER	\$ 228.00
2004133	MAYNE, MATAI	\$ 228.00
2004134	MASON, CHRIS	\$ 228.00
2004135	LOVE, TRAVIS	\$ 228.00
2004136	SAN BERNARDINO CCD	\$ 1,505.27
2004137	LOPEZ, BRYANT	\$ 228.00
2004138	LAYE, NARISHIA	\$ 228.00
2004139	JONES, FREDERICK	\$ 228.00
2004140	JACKSON, MORKONJAE	\$ 228.00
2004141	GRAYS, BASHIR IHSAAN	\$ 228.00
2004142	FORBES, ASHLEY	\$ 228.00
2004143	EVANS, TKEYAH	\$ 228.00
2004144	EVANS, TAQUERA	\$ 228.00
2004145	CHANDLER, DAJE	\$ 228.00
2004146	BERTRAND, LEJOHNAE	\$ 228.00
2004147	ANDRADE, JORGE	\$ 497.50
2004148	FOLLETT HIGHER EDUCATION GROUP INC	\$ 1,000.00
2004149	CA COMM COLLEGE COUNCIL FOR STAFF & ORG DEVELOPMENT	\$ 175.00
2004154	SAN BERNARDINO, COUNTY OF	\$ 50.00
2004158	COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE	\$ 1,670.03
2004159	QUEEN BEAN CAFFE	\$ 300.00
2004160	WORD, DAN	\$ 119.33
2004161	STAPLES BUSINESS ADVANTAGE	\$ 181.86
2004162	STAPLES BUSINESS ADVANTAGE	\$ 286.10
2004163	GENUINE AUTO PARTS	\$ 395.56
2004164	CUMMINS INC	\$ 754.25
2004165	ADORAMA INC	\$ 2,058.15
2004166	STAPLES BUSINESS ADVANTAGE	\$ 117.89
2004167	STAPLES BUSINESS ADVANTAGE	\$ 77.64
2004168	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES, THE	\$ 1,985.00
2004169	HOME DEPOT, THE	\$ 40.82
2004170	GREENWOOD ENTERPRISES LLC	\$ 8,835.17
2004171	SAN BERNARDINO CCD	\$ 954.67
2004177	MATHEMATICAL ASSOCIATION OF AMERICA	\$ 375.00
2004179	CARPE DIEM ARCHITECTS CORNER	\$ 904.78
2004180	CAROLINA BIOLOGICAL SUPPLY CO	\$ 366.59
2004183	CDW LLC	\$ 512.49

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
2004186	SAN BERNARDINO CCD	\$ 1,505.27
2004190	SAN BERNARDINO CCD	\$ 159.85
2004191	QUADMED INC	\$ 947.21
2004198	STAPLES BUSINESS ADVANTAGE	\$ 142.62
2004203	SAN BERNARDINO CCD	\$ 45.00
2004205	TROY GROUP INC	\$ 13,331.91
2004206	STAPLES BUSINESS ADVANTAGE	\$ 119.45
2004210	B&H PHOTO VIDEO	\$ 253.31
2004215	DICK BLICK HOLDINGS INC	\$ 3,821.84
2004216	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGE	\$ 50.00
2004217	ULINE	\$ 204.05
2004218	CAL POLY POMONA FOUNDATION INC	\$ 654.08
2004219	AFRICAN AMERICAN MALE ED NETWORK AND DEVELOPMENT	\$ 600.00
2004221	SAN BERNARDINO CCD	\$ 610.00
2004222	GENUINE AUTO PARTS	\$ 194.68
2004223	ALCAZAR, EDDIE	\$ 500.00
2004224	LAKESHORE LEARNING MATERIALS	\$ 10,632.66
2004225	COMMUNITY PLAYTHINGS	\$ 18,700.01
2004226	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGE	\$ 50.00
2004230	STAPLES BUSINESS ADVANTAGE	\$ 101.50
2004234	STAPLES BUSINESS ADVANTAGE	\$ 280.94
2004235	TROXELL COMMUNICATIONS INC	\$ 2,943.81
2004237	ESCOBAR, JOHANNA	\$ 400.00
2004250	PROPHET CORPORATION, THE	\$ 44.06
2004252	DESIGN SOURCE USA, INC	\$ 7,351.24
2004256	CHABOT-LAS POSITAS CCD	\$ 175.00
2004263	SAN BERNARDINO CCD	\$ 2,622.64
2004264	MAZNOVAK, IVAN	\$ 17.74
2004266	ULINE	\$ 409.48
2004268	CA COMM COLLEGE ASSOCIATION FOR OCCUPATIONAL ED	\$ 645.00
2004270	AFRICAN AMERICAN MALE ED NETWORK AND DEVELOPMENT	\$ 2,400.00
2004272	BACKFLOW PARTS USA	\$ 2,812.28
2004273	SAN BERNARDINO CCD	\$ 3,223.00
2004275	SAN BERNARDINO CCD	\$ 662.66
2004276	SAN BERNARDINO CCD	\$ 662.66
2004277	CM SCHOOL SUPPLY CO	\$ 6,735.17
2004278	CUMMINS INC	\$ 620.77
2004279	POCKET NURSE ENTERPRISES INC	\$ 4,206.62
2004284	SCOTT CARLSON	\$ 17.04
2004285	COULON-JACKSON, REGINA	\$ 35.59
2004286	COULON-JACKSON, REGINA	\$ 18.99
2004289	SCOTT CARLSON	\$ 140.55
2004294	COMMUNICATIONSUSA INC	\$ 255.74
2004304	WGBH EDUCATIONAL FOUNDATION	\$ 814.00
2004309	KAPLAN SCHOOL SUPPLY CORP	\$ 8,506.56

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
2004311	SAN BERNARDINO CCD	\$ 3,456.00
2004312	DTSC ACCOUNTING SECTION	\$ 280.00
2004313	SAN BERNARDINO CCD	\$ 220.00
2004314	SAN BERNARDINO CCD	\$ 60.00
2004315	SAN BERNARDINO CCD	\$ 100.00
2004316	CAL POLY POMONA FOUNDATION INC	\$ 432.32
2004318	SNAP-ON INDUSTRIAL	\$ 12,705.66
2004319	NEOPOST USA INC	\$ 60.00
2004321	COULON-JACKSON, REGINA	\$ 29.04
2004322	STAPLES BUSINESS ADVANTAGE	\$ 76.98
2004323	STAPLES BUSINESS ADVANTAGE	\$ 140.06
2004328	SAN BERNARDINO CCD	\$ 458.00
2004333	CHILD AND FAMILY POLICY INSTITUTE	\$ 400.00
2004334	VARIDESK LLC	\$ 425.61
2004335	STAPLES BUSINESS ADVANTAGE	\$ 1,258.54
2004336	STAPLES BUSINESS ADVANTAGE	\$ 342.11
2004345	HARRIS, CHRISTINE	\$ 78.61
2004349	CDW LLC	\$ 1,024.45
2004350	CDW LLC	\$ 3,330.25
2004351	FILMTOOLS	\$ 1,253.71
2004353	EIDE BAILLY LLP	\$ 2,500.00
2004355	CANNON PIANOS	\$ 100.00
2004357	STAPLES BUSINESS ADVANTAGE	\$ 189.10
2004358	STAPLES BUSINESS ADVANTAGE	\$ 340.78
2004359	STAPLES BUSINESS ADVANTAGE	\$ 333.99

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Lawrence P. Strong, Director of Fiscal Services  
**DATE:** March 12, 2020  
**SUBJECT:** Quarterly Financial Status Report

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form.

### **ANALYSIS**

The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions regarding this report may be addressed to the Fiscal Services Department.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

**Quarterly Financial Status Report, CCFS-311Q**  
**ENTER OR EDIT CURRENT DATA**

**2019-2020 Q2 Closed For Edits.**

**CHANGE THE PERIOD**

**Fiscal Year: 2019-2020**

**District: (980) SAN BERNARDINO**

**Quarter Ended: (Q2) Dec 31, 2019**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>Closed for edits after Feb 16, 2020</b>					
<b>A.</b>	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,548,878	106,548,877	56,667,685	106,548,877
A.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	12,456	2,050,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	108,598,878	108,598,877	56,680,141	108,598,877
<b>B.</b>	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	112,805,845	113,028,646	48,581,455	113,028,646
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	826,056	812,010	800,000	812,010
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	113,631,901	113,840,656	49,381,455	113,840,656
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	-5,033,023	-5,241,779	7,298,686	-5,241,779
<b>D.</b>	<b>Fund Balance, Beginning</b>	17,596,540	17,596,540	17,596,540	17,596,540
D.1	Prior Year Adjustments + (-)	6,462,561	6,462,561	6,462,561	6,462,561
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	24,059,101	24,059,101	24,059,101	24,059,101
<b>E.</b>	<b>Fund Balance, Ending (C. + D.2)</b>	19,026,078	18,817,322	31,357,787	18,817,322
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	16.7%	16.5%	63.5%	16.5%

**SAVE EDITS >>>**

**II. Annualized Attendance FTES:** This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
-----	---	--	--	--	--

Amount as of the Specified Quarter Ended

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

H.1	Cash, excluding borrowed funds	60,115,049
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1 + H.2)	60,115,049

**IV. Has the district settled any employee contracts during this quarter? For first quarter reporting, has the district settled any employee contracts during the fourth quarter of the prior fiscal year or during the first quarter of the current year?**

Yes  No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
YYYY-YY						
<b>a. SALARIES:</b>						
Year 1:						
Year 2:						
Year 3:						
<b>b. BENEFITS:</b>						
Year 1:						
Year 2:						
Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

**SAVE EDITS >>>**

**c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.**

2000 Characters Remaining

**V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?**

Yes  No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?  
Next year?

Yes  
 Yes

No  
 No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

«« EXIT WITHOUT SAVING

SAVE EDITS »»»

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4550  
Sacramento, California 95811

Send questions to:  
Christine Atalig (916)327-5772 [catalig@cccco.edu](mailto:catalig@cccco.edu) or Tracy Britten (916)324-9794 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)

© 2007 State of California. All Rights Reserved.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**  
**VIEW QUARTERLY DATA**

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2019-2020**

**District: (980) SAN BERNARDINO**

**Quarter Ended: (Q2) Dec 31, 2019**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2016-17	Actual 2017-18	Actual 2018-19	Projected 2019-2020
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	96,715,398	95,130,564	108,153,525	106,548,877
A.2	Other Financing Sources (Object 8900)	16,241	43,023	2,306	2,050,000
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>96,731,639</b>	<b>95,173,587</b>	<b>108,155,831</b>	<b>108,598,877</b>
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	89,347,559	93,886,226	107,988,432	113,028,646
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,231,356	1,009,397	811,546	812,010
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>90,578,915</b>	<b>94,895,623</b>	<b>108,799,978</b>	<b>113,840,656</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>6,152,724</b>	<b>277,964</b>	<b>-644,147</b>	<b>-5,241,779</b>
D.	<b>Fund Balance, Beginning</b>	<b>16,665,949</b>	<b>22,604,005</b>	<b>18,240,687</b>	<b>17,596,540</b>
D.1	Prior Year Adjustments + (-)	-214,668	-4,641,282	6,462,561	6,462,561
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>16,451,281</b>	<b>17,962,723</b>	<b>24,703,248</b>	<b>24,059,101</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>22,604,005</b>	<b>18,240,687</b>	<b>24,059,101</b>	<b>18,817,322</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25%	19.2%	22.1%	16.5%

**II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.**

G.1	Annualized FTES (excluding apprentice and non-resident)				
-----	---	--	--	--	--

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Description	As of the specified quarter ended for each fiscal year			
		2016-17	2017-18	2018-19	2019-2020
H.1	Cash, excluding borrowed funds		46,289,201	42,498,368	60,115,049
H.2	Cash, borrowed funds only		0	0	0
H.3	<b>Total Cash (H.1+ H.2)</b>	<b>36,475,332</b>	<b>46,289,201</b>	<b>42,498,368</b>	<b>60,115,049</b>

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,548,878	106,548,877	56,667,685	53.2%
I.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	12,456	0.6%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	<b>108,598,878</b>	<b>108,598,877</b>	<b>56,680,141</b>	<b>52.2%</b>
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	112,805,845	113,028,646	48,581,455	43%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	826,056	812,010	800,000	98.5%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	<b>113,631,901</b>	<b>113,840,656</b>	<b>49,381,455</b>	<b>43.4%</b>
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	<b>-5,033,023</b>	<b>-5,241,779</b>	<b>7,298,686</b>	
L.	Adjusted Fund Balance, Beginning	24,059,101	24,059,101	24,059,101	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	<b>19,026,078</b>	<b>18,817,322</b>	<b>31,357,787</b>	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.7%	16.5%		

**V. Has the district settled any employee contracts during this quarter?**

**NO**

**If yes, complete the following: (If multi-year settlement, provide information for all years covered.)**

Contract Period Settled (Specify)	Management	Academic	Classified
		Permanent      Temporary	

YYYY-YY	Total Cost Increase	% *						
<b>a. SALARIES:</b>								
Year 1:								
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1:								
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**  
**Next year? NO**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Consideration of Ratification of Tentative Agreements with the CSEA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the Tentative Agreements between the SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) regarding:

- Article 7 Pay and Allowances

### **OVERVIEW**

Tentative Agreements have been reached as indicated on the attached documents.

### **ANALYSIS**

The attached is based on negotiations between SBCCD and the CSEA and is subject to ratification by the governing boards of both bodies.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

The cost of CSEA salaries and benefits are to become part of the appropriate budgets.

**TENTATIVE AGREEMENT**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**  
January 29, 2020

**Terms and Conditions:** This Tentative Agreement is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively, "the parties."

**Article 7: PAY AND ALLOWANCES**

7.1 RATE OF PAY. The District will increase the Classified Salary Schedule approved by the Governing Board as follows:

1. **The parties agree that the 2019-2020 CSEA Bargaining Unit Salary Schedule shall reflect the following:**
  - a. **Effective July 1, 2019, the current five (5) step salary schedule (A through E) will be increased by an additional one (1) step to a six (6) step salary schedule (A through F) as follows:**
  - b. **Five percent (5%) between steps A through E. Three percent (3%) between steps E through F and two and half percent (2.5%) between ranges;**
  - c. **Ranges 16 and 17 will be removed;**
  - d. **All step increases will be given to the unit members on their anniversary date with the District.**

7.2 **SHIFT DIFFERENTIAL**

- 7.2.1 **SUNRISE SHIFT.** The regular assigned working hours on at least one (1) day of the normal five (5) day workweek begins at 5:00 a.m. or earlier. Alternate work schedules such as 4/10 are excluded from receiving a sunrise differential. The DISTRICT shall pay a shift differential at the rate of one and one-half (1-1/2) percent of a unit member's daily rate for sunrise shift.
- 7.2.2 **TWILIGHT SHIFT.** The regular assigned working hours on at least one (1) day of the normal five (5) day workweek go beyond 5:30 p.m. 6:00 p.m. Alternate work schedules such as 4/10 are excluded from receiving a twilight differential. The DISTRICT shall pay a shift differential at the rate of one and one-half (1-1/2) percent of a unit member's daily rate for twilight shift.
- 7.2.3 **SWING SHIFT.** The regular assigned working hours, on at least one (1) day of the normal five (5) day workweek, begins at 11:00 a.m. or later and goes beyond 7:30 p.m. The DISTRICT shall pay a shift differential at the rate of two and one-half (2-1/2) percent of the unit member's daily rate for swing shift.
- 7.2.4 **GRAVEYARD.** The regular assigned working hours, on at least one (1) day of the normal five (5) day workweek begins at 7:00 p.m. or later and goes beyond 3:00 a.m. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the daily rate for graveyard shift.
- 7.2.5 **SPLIT SHIFT.** The regular assigned working hours are split by a break of two (2) or more hours on at least one (1) day of the normal five (5) day workweek. The DISTRICT shall pay a shift differential at the rate of two and one-half (2-1/2) percent of the unit member's daily rate for split shift.

- 7.2.6 **SPLIT SHIFT and SWING SHIFT.** Unit members must be concurrently working a SPLIT SHIFT and a SWING SHIFT in accordance with the provisions of a SPLIT SHIFT and a SWING SHIFT. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the unit member's daily rate for split shift and swing shift.
- 7.2.7 **SPLIT SHIFT and GRAVEYARD SHIFT.** Unit members must be concurrently working a SPLIT SHIFT and a GRAVEYARD SHIFT in accordance with the provisions of a SPLIT SHIFT and a GRAVEYARD SHIFT. The DISTRICT shall pay a shift differential at the rate of seven and one-half (7 ½) percent of the unit member's daily rate for SPLIT SHIFT AND GRAVEYARD SHIFT.

This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

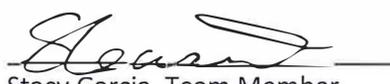
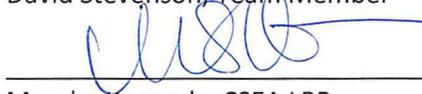
For the District



Kristina Hannon

Interim Vice Chancellor, Human Resources

For CSEA

  
Kevin Palkki, President CSEA #291  
Fermin Ramirez, Team Member  
Ginger Sutphin, Team Member  
Stacy Garcia, Team Member  
David Stevenson, Team Member  
Myesha Kennedy, CSEA LRR

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Jose F. Torres, Interim Chancellor  
**REVIEWED BY:** Jose F. Torres, Interim Chancellor  
**PREPARED BY:** Dr. Kevin Horan, President, CHC  
Diana Rodriguez, President, SBVC  
Kristina Hannon, Interim Vice Chancellor, Human Resources  
**DATE:** March 12, 2020  
**SUBJECT:** Volunteers

**RECOMMENDATION**

This item is for information only.

**OVERVIEW**

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

**ANALYSIS**

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.1|27]

	Site	Assignment	From	To
Rogers, Emmanuel	DIST	KVCR	03/13/20	06/30/20
Escalera, Alec	CHC	Chemistry	03/13/20	06/30/20
Escalera, Alec	CHC	Chemistry	07/01/20	06/30/21
Acosta, Georgina	SBVC	FYE/Promise Program	02/13/20	06/30/20
Acosta, Joshua	SBVC	FYE/Promise Program	02/13/20	06/30/20
Aguilar, Cynthia	SBVC	FYE/Promise Program	02/13/20	06/30/20
Aguilar, Diego	SBVC	FYE/Promise Program	02/13/20	06/30/20
Aguilar, Gregory	SBVC	FYE/Promise Program	02/13/20	06/30/20
Aguilar, Simon	SBVC	FYE/Promise Program	02/13/20	06/30/20
Aguirre, Rosalie	SBVC	FYE/Promise Program	02/13/20	06/30/20
Aguirre, Sophia	SBVC	FYE/Promise Program	02/13/20	06/30/20
Alba, Alexis	SBVC	FYE/Promise Program	02/13/20	06/30/20
Alcaraz, Isaac	SBVC	FYE/Promise Program	02/13/20	06/30/20
Alcazar, Tiffany	SBVC	FYE/Promise Program	02/13/20	06/30/20
Alejo, Aymia	SBVC	FYE/Promise Program	02/13/20	06/30/20
Aleman, Christian	SBVC	FYE/Promise Program	02/13/20	06/30/20
Alexander, Kristyn	SBVC	FYE/Promise Program	02/13/20	06/30/20
Alghanem, Sara	SBVC	FYE/Promise Program	02/13/20	06/30/20
Alkam, Basheer	SBVC	FYE/Promise Program	02/13/20	06/30/20
Allende, Sitlali	SBVC	FYE/Promise Program	02/13/20	06/30/20
Alonso, Ayssa	SBVC	FYE/Promise Program	02/13/20	06/30/20
Alonso, Carmen	SBVC	FYE/Promise Program	02/13/20	06/30/20
Alvarado, Aldair	SBVC	FYE/Promise Program	02/13/20	06/30/20
Amador, Brenda	SBVC	FYE/Promise Program	02/13/20	06/30/20
Anaya, Bryan	SBVC	FYE/Promise Program	02/13/20	06/30/20
Anayay, Marcos	SBVC	FYE/Promise Program	02/13/20	06/30/20
Angel, Daniela	SBVC	FYE/Promise Program	02/13/20	06/30/20
Angulo, Melanie	SBVC	FYE/Promise Program	02/13/20	06/30/20
Aquino, Leslie	SBVC	FYE/Promise Program	02/13/20	06/30/20
Arambola, Rachelle	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.2|27]

	Site	Assignment	From	To
<b>Ares, Alina</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Argueta, Kimberly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Arias, Vladimir</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Arredondon, Aaron</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Arreola, Cesareo</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Arreola, Emmanuel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Arreola, Kimberly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Arroyo, Denise</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Atilano, John</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Atilano, Joseph</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Aure, Antonie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Avelar, Alexi</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Avila, Adrian</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Aviles, Jocelyn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ayala, Francisco</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Baca, Angel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Baines, Xyakia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Balcazar, Bryan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Balencia, Jeffrey</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Banales, Kalista</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Banuelos, Gabriel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Banuelos, Manuel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Banuelos, Paul</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Barajas, Alejandra</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Barajas, Ashley</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Barajas, Daniel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Barajas, Sebastian</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Barragan, Brayán</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Barragan, Julio</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>barraza, Jose Manuel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.3|27]

	Site	Assignment	From	To
<b>Barriere, Lyndin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Barrios, Jazmyne</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Becerra, Jazmin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Becerra, Stephanie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Beck, Nazel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Becker, Zachary</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Bermudez, April</b>	SBVC	Biology	03/13/20	06/01/20
<b>Bermudez, Audrey</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Bernal, Antonio</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Bernales, Andrew</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Berrum, Zitlaly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Betancourt, Breena</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Blanco, Francine</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Bocanegra, Emily</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Bolanos, Sheila</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Bonilla, Christopher</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Borja, Litzy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Brandt, Carlee</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Briseno, Serena</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Bruchouser, Erik</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Bryson, Javon</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Buchanan, Aaliyah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Bustamonte, Albert</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Caballero, Alejandro</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cabaluna, Shawn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Caceres, Daniela</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Caldwell, Emonie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Calvillo, Andy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Camacho, Anthony</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Campos, Bryan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.4|27]

	Site	Assignment	From	To
<b>Campos, Nancy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Campoverde, Martha</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Campus, Christopher</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Capetillo, Amberlynn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Capino, Samantha</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cardenas, Angela</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cardenas, Arlee</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cardenas, Raquel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Carlson, Matthew</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Carrier, Aaliyah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Carrillo, Diana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Carrillo, Fernando</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cash, Esther</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castaneda, Alicia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castaneda, Francisco</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castaneda, Juan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castillo, Cambryn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castillo, Erik</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castillo, Evelyn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castillo, Itzel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castillo, Juan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castro, Britney</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castro, Daniel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castro, Jose</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Castro, Kathy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Catalan, Dario</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cazares, Alitzel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cazares, Lizeth</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ceja, Yovani</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cervantes, Andres</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.5|27]

	Site	Assignment	From	To
<b>Cervantes, Lizzy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chakma, Rhythm</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chang, Eddie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chang, Shrey</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Charles, Adrianna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chavez, Jonathan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chavez, Marc</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chavez, Melanie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chavez, Michael</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chavez, Narally</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chavez, Nereida</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chavez, Nicholas</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chinchilla, Jasmin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Chisom, Marcus</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Christian, Shawn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cisneros, Crystal</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cisneros, Jessica</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cole, Merle</b>	SBVC	Athletics	03/13/20	06/30/20
<b>Congo, Sofia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Contreras, Fernando</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cordova, Aileen</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cortes, Citlalli</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cortez, Stephanie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cortez, Stephanie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cortez, Xavier</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cotero, Aaron</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cotero, Paul</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Crofton, Cameron</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cruz, Bryan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cruz, Dayanne</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.6|27]

	Site	Assignment	From	To
<b>Cruz, Gabriel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cruz, Gary</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cruz, Juliana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cruz, Luis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cruz, Miguel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cuda, Jacob</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cuellar, Rebecca</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Cuevas, Lorena</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Curbelo, Katarina</b>	SBVC	DSPS	03/13/20	06/30/20
<b>Curiel, Kayla</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Czarnecki, Katelyn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Davis, Sha'Lei</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Dawson, Ava</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>DeLaPaz, Eriberto</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Delatome, Suzette</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Delcastillo, Alexandra</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Delceppo, Mario</b>	SBVC	Criminal Justice	03/13/20	06/30/20
<b>DeLeon, Kimberly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Delgadillo, Amber</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Delgado, Michael</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>DeSantiago, Danializ</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Diaz, Anai</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Diaz, Anthony</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Diaz, Carlos</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Diaz, Christian</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Diaz, Justin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Diaz, Pedro</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Diaz, Valeria</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Doan, Anne</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Dollison, Alaya</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.7|27]

	Site	Assignment	From	To
<b>Dominguez, Brandon</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Dominguez, Brittany</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Dominguez, Oscar</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Doran, Axel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Dorantes, Noelia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Duenas, Fernando</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Duran, Christian</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Duran, Marcos</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Duran, Shawn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Duran, Valerie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Elizarraraz, Ivan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Emerson, Nijna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Enriquez, Ian</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Escobar, Andrew</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Escobar, Daniel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Espino, Hector</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Espinoza, Andrea</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Espinoza, Aracely</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Espinoza, Rosa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Espinoza, Ulises</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Espy, Isaiah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Esqueda, Jasmin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Esquivel, Kaylin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Estrada, Angel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Evans, Candee</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Favela, Jaime</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Felix, Jesus</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Fernandez, Lidia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Fernandez, Melanie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Figuroa, Alejandro</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.8|27]

	Site	Assignment	From	To
<b>Figueroa, Tania</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Findley, Kamar</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Flores, Erick</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Flores, Flor</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Flores, Giancarlo</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Flores, Jacqueline</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Flores, Juan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Flores, Lilly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Flores, Natalia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Flores, Saul</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Flores, Valerie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Flores, Violeta</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Foreman, Emani</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Fragoso, Darely</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Franco, Krystle</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Franco, Matthew</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Fregoso, Benito</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Fregoso, Wendy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Fuentes, Desiree</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Fuentes, Hannah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Fuentes, Lizbeth</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Fuentes, Natalie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Fuller, Kristyonna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Galan, Israel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Galey, Autumn</b>	SBVC	DSPS	03/13/20	06/30/20
<b>Galicia, Viridiana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gallegos, Clarissa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Galvan, Marc</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Galvez, Antonio</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Galvez, Daniela</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.9|27]

	Site	Assignment	From	To
<b>Gandia, Marc</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Alexandra</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Allana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Amanda</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Angely</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Anthony</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Benjamin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Braulio</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Chantell</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Daniela</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Elizabeth</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Emmanuel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Eric</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Evelyn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Fernando</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Gustavo</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Jackilin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Jasmine</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Jennifer</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Leah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Marissa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Odalys</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Olegario</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Raymond</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Garcia, Rosa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>George, Damien</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Giles, Melissa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Giles, Shyanne</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gilmore, Surrenity</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Giselbach, Destiny</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.10|27]

	Site	Assignment	From	To
<b>Goday, Alejandra</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Godinez, Matthew</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Godoy, Anthony</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gomez, Adrianna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gomez, Alma</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gomez, Ana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gomez, Armando</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gomez, Getzemany</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzales, Alyssa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzales, Victoria</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Angeles</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Armando</b>	SBVC	Criminal Justice	03/13/20	06/30/20
<b>Gonzalez, Brandon</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Carlos</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Citlali</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Citlaly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Denise</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Erin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Eury</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Evelyn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Isaies</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Ivette</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Jason</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Juana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Julio</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Kassandra</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Luis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Ricardo</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Rodrigo</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gonzalez, Ulises</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.11|27]

	Site	Assignment	From	To
<b>Goodman, Taki</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Govea, Guadalupe</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Granados, Marilyn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Greenlee, Jared</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Grimaldo, Destiny</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Grishow, Kyle</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Guardado, Briana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Guaroiola, Nicandro</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Guerrero, Gonzalo</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Guerrero, Jose</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Guillen, Mia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gulzarzada, Hadya</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gutierrez, Brianna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gutierrez, Cesar</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gutierrez, Jonathan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Gutierrez, Nataly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Guzman, Jennifer</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Guzman, Juan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hamilton, Jada</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Alejandro</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Arthur</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Brian</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Brianna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Daisy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Eileen</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Genesis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Haley</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Jackeline</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Jazmin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Johnathan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.12|27]

	Site	Assignment	From	To
<b>Hernandez, Raymond</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hernandez, Yovana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Herrera, Sabrina</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Herrera, Samuel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Heuansavath, Timmy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hill, Kylee</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hill, Tiffany</b>	SBVC	DSPS	03/13/20	06/30/20
<b>Holloman, Nyzha</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hopkins, Alysa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Humphrey, Tchanni</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Hunt, Ezra</b>	SBVC	Art	03/13/20	05/30/20
<b>Ibarra, Gabriel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ikeda, Mark</b>	SBVC	Biology	03/13/20	06/01/20
<b>Inzunza, Isacc</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Islas, Joana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Jackson, Elexis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Jackson, Jazzmonae</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Jauregui, Izanami</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Jenkins, William</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Jiles, Kylie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Jimenez, Dulce</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Jimenez, Luis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Jimenez, Pearl</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Jimenez, Zuleyma</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Johnston, Daniella</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Juarez, Jaylenne</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Juarez, Nathaniel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Juarez, Phoenix</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Kamgar, Omid</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Kendall, Alyssa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.13|27]

	Site	Assignment	From	To
<b>Kirkpatrick, Victoria</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Kleppe, Jared</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Kracher, Christopher</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Krah, Hailey</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Kudsi, Majh</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Kudsi, Mohammad</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>LaDuke, William</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lainez, Jazzmean</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lange, Bailey</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lara, Audrey</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lasby, Priscilla</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lemus, Karmen</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lemus, Rosa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lennox, Justin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Leon, Alyssa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Leon, Melissa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lettis, Robert</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Libier, Celis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lindsey, Fred</b>	SBVC	Athletics	03/13/20	06/30/20
<b>Livoni, Cathy</b>	SBVC	Art	03/13/20	05/30/20
<b>Llamas, Marcial</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lomeli, Alejandra</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Longo, Jordan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lopez Estrella, Paola</b>	SBVC	Biology	03/13/20	06/01/20
<b>Lopez, Brenda</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lopez, Dayana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lopez, Jessie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lopez, Kimberly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lopez, Luis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lopez, Sebastian</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.14|27]

	Site	Assignment	From	To
<b>Lopez, Silva</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lopez, Wendy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lorenzo, Emmanuel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lozano, Daniela</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lugo, Roberto</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Luke, Isaiah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lumintang, Jennifer</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lutz, Chiara</b>	SBVC	Art	03/13/20	05/30/20
<b>Luva, Matthew</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Lyons, Quentin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Machain, Liberty</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Macias, Erin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Macias, Melany</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Maciel, Dasi</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Madero, Jorge</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Magana, Yadira</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Magee, Gregory</b>	SBVC	Athletics	03/13/20	06/30/20
<b>Maiava, Carolyna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Marcellina, Sheila</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Marfil, Jamie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Mariscal, Joel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Marquez, Janae</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Marquez, Rudy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Martinez, Alejandro</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Martinez, Alexander</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Martinez, Alfredo</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Martinez, Bryan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Martinez, Destiny</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Martinez, Jose</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Martinez, Marisol</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.15|27]

	Site	Assignment	From	To
<b>Martinez, Miguel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Martinez, Nicholas</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Martinez, Nury</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Martinez, Patrick</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Mason, Korie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Mays, Tiffani</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Medina, Anthony</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Medina, David</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Medina, Jonathan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Medina, Odalys</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Medina, Shawna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Mejia, Faith</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Mejia, Joseline</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Melana, Rafael</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Mendez, Lesly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Mendez, Rosely</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Menez, Jamee</b>	SBVC	DSPS	03/13/20	06/30/20
<b>Mercado, Samantha</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Merino, Fredis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Milian, Ruben</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Miller, Faith</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Miller, Zoey</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Miralrio, Nayeli</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Miranda, Erika</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Mitchell, Isaiah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Molina, Jessica</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Mondragon, Saul</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Montalvo, Sofia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Montano, Kassandra</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Montes, Gavin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.16|27]

	Site	Assignment	From	To
<b>Mora, Erica</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Morales, Giselle</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Moreno, Andrea</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Moreno, Jayzie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Moreno, Saul</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Moreno, Toni</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Morgan, Jose</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Muniz, Misael</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Munoz, Pedro</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Munoz, Stefani</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Naberman, Faith</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Nateras, Priscilla</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Navarro, Cynthia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Navarro, Jocelyn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Navarro, Jonathan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Negrete, Desiree</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Nelson, Jada</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Nelson, Liam</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Nieto, Gabriela</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Nunez, Dieg</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Nycum, Tyler</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Obrien, Hannah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ocampo, Andres</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ocegueda, Jazmin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ohayon, Jonathan</b>	SBVC	Art	03/13/20	05/30/20
<b>Olea, Layla</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Oleta, Allen</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Olivares, Nadia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Oliveros, Anthony</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ontiveros, Ivan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.17|27]

	Site	Assignment	From	To
<b>Ordaz, Jade</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ordonez, Monica</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Orozco, Brando</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Orozco, Melissa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ortega, Dylan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ortega, Fabiola</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ortegon, Joe</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ortiz, Angel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ortiz, Citlalic</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ortiz, Jazmin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ortiz, Valentin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Osburn, Amos</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Osuna, Eri</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Osuna, Evelyn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pacheco, DeAnna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Padilla, Pablo</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Padilla, Sabrina</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Palacios, Francisco</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Palma, Alan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Palomino, Anthony</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pando, David</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Panduro, Alyssa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pantaleon, Yesenia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pantan, Laurice</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Parada, Thomas</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Parra, Noah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Partida, Maria</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pascual, Vivian</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Paz, Max</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pearson, Rueben</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.18|27]

	Site	Assignment	From	To
<b>Pedro, Delgadillo</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pena, Brenda</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pena, Jesus</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pena, Steven</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Penez, Nicolas</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Peraza, Alejandro</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Perdomo, Gladis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Perez, Jose</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Perez, Kimberly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Perez, Rebecca</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Perez, Saul</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Perez, Stephanie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Perez, Unique</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pham, Tran</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Philippe, Valdrex</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pilao, Janessa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pineda, Eneidy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pinzon, Francisco</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pister, Arora</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pizarro, Stefanie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Plascencia, Angelica</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Plascencia, Emmanuel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ponce, Jesus</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ponce, Kenia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ponce, Kimberly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Preston, Quincy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Prieto, Guadalupe</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Prieto, Joanna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Pullen, Leah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Quach, Kathy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.19|27]

	Site	Assignment	From	To
Quevedo, Fidel	SBVC	FYE/Promise Program	02/13/20	06/30/20
Quevedo, Katherine	SBVC	FYE/Promise Program	02/13/20	06/30/20
Quezada, Rebecca	SBVC	FYE/Promise Program	02/13/20	06/30/20
Quinones, Clarissa	SBVC	FYE/Promise Program	02/13/20	06/30/20
Quinoz, Andrew	SBVC	FYE/Promise Program	02/13/20	06/30/20
Quintana, Jose	SBVC	FYE/Promise Program	02/13/20	06/30/20
Quintero, Daniel	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez Rayas, Alejandra	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, Andrew	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, Andrianna	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, Ashley	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, Blanca	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, Brian	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, DaeVionna	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, Daniel	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, Gissell	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, Jeffrey	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, Jesus	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramirez, Noemi	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramos, Amy	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramos, Luis	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramos, Moises	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramos, Samantha	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ramos, Sarai	SBVC	FYE/Promise Program	02/13/20	06/30/20
Raya, Destiny	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rayas, Alejandra	SBVC	FYE/Promise Program	02/13/20	06/30/20
Razo, Aliza	SBVC	FYE/Promise Program	02/13/20	06/30/20
Regalado, Johny	SBVC	FYE/Promise Program	02/13/20	06/30/20
Renteria, Arturo	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.20|27]

	Site	Assignment	From	To
<b>Renteria, Ashley</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Renteria, Jazmine</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Resendes, Najeli</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rey, Amber</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Reyes, Aaron</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Reyes, Andrea</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Reyes, Brayan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Reyes, Garrett</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Reyes, Jacqueline</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Reyes, Jesus</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Reyes, Jose</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Reyes, Lezly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Reynoso, Andrew</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Riddlebaugh, Crystal</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rios, Ariyanna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rios, Delfina</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rios, Yarlene</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rivera, Armando</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rivera, Henry</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rivera, Ivan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rivera, Obet</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Robles, Bautista</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Robles, Conner</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Robles, Gabriela</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Robles, Justin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rodriguez, Ana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rodriguez, Celeste</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rodriguez, Daniel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rodriguez, David</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Rodriguez, Evangelina</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.21|27]

	Site	Assignment	From	To
Rodriguez, Gabriela	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rodriguez, Jacqueline	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rodriguez, Jose	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rodriguez, Karen	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rodriguez, Matthew	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rodriguez-Serna, Jose	SBVC	FYE/Promise Program	02/13/20	06/30/20
Roe, Jaiden	SBVC	FYE/Promise Program	02/13/20	06/30/20
Roel, Destiny	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rojas, Candice	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rojas, Cristal	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rojas, Selena	SBVC	FYE/Promise Program	02/13/20	06/30/20
Roman, Catherine	SBVC	FYE/Promise Program	02/13/20	06/30/20
Romero, Julia	SBVC	FYE/Promise Program	02/13/20	06/30/20
Romero, Lindsey	SBVC	DSPS	03/13/20	06/30/20
Romero, Michael	SBVC	FYE/Promise Program	02/13/20	06/30/20
Romo, Julio	SBVC	FYE/Promise Program	02/13/20	06/30/20
Roque, William	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rosa, Raven	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rosales, Brianna	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rosales, Bryan	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rosales, David	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rosales, Joshay	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rosas, Jacob	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rosas, Jessie	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rosas, Julian	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rubio, Assael	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rueda, Angelo	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ruiz, Carlos	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ruiz, Daniel	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ruiz, Destiny	SBVC	FYE/Promise Program	02/13/20	06/30/20



# Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.22|27]

	Site	Assignment	From	To
<b>Ruiz, Isaiah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ruiz, Jason</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ruiz, Joana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ruiz, Juanita</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ruiz, Milo</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ruiz, Trina</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Salas, Daniel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Salas, Evelin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Salazar, Angel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Salazar, Hailey</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Saldade, Jaime</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Salgado, Elizabeth</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Salgado, Krystal</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Salinas, Anthony</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Salinas, Sarah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Salinas, Tania</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Salmeron, Derek</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Art</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Dalia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Destiny</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Edith</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Evelin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Jannelit</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Jasmine</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Julianna</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Laura</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Leslie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Lesly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Mariana</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sanchez, Maritza</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.23|27]

	Site	Assignment	From	To
<b>Sanchez, Yanet</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sandoval, Kevin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>SanMartin, Dania</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>SanRoman, Priscilla</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Santamaria, Alfonso</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Santiago, Jaylene</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Santos, Jessica</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Santoyo, Isabel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Santoyo, Maria</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Saucedo, Angel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Schuljak, Anatah</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Scoggins, Amanda</b>	SBVC	DSPS	03/13/20	06/30/20
<b>Scott, Britney</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Scott, Ian</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Segovia, Alex</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Serrano, Angelica</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Serrano, Ciclaly</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Shorter, Nicolas</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Singh, Jasmeet</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Siqueiros, Kira</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Slater, Carnell</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Smith, Aaron</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Snyder, Skylee</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sobampo, Jose</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Solano, Ronald</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Solis, Alani</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Solis, Jose</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Solis, Joseph</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Solis, Vanessa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sotelo, Dawn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.24|27]

	Site	Assignment	From	To
<b>Soto, Edgar</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Soto, Elizabeth</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Soto, Krystopher</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Spurlock, Madison</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Stebbins, Charles</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Stewart, Jordan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Sutphen, Naomi</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Tamayo, Sheila</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Tapia, Anthony</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Tapia, Anthony Jimarez</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Tate, Mirriam</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Tavarez, Tiffany</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Taylor, David</b>	SBVC	Art	03/13/20	05/30/20
<b>Terrones, Gabriela</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Thap, Jasmine</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Thomas, Deivon</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Thomas, Naji</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Thomas, Shane</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Thomley, Alissa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Thompson, Faith</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Thompson, Mekaila</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Tierrafria, Alexis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Ton, Vy</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Torres, Daniel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Torres, Jennifer</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Torres, Juan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Torres, Oscar</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Torres, Starlett</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Torres, Valerie</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Trancosa, Lean</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.25|27]

	Site	Assignment	From	To
Trejo, Jorge	SBVC	FYE/Promise Program	02/13/20	06/30/20
Trejo, Keylin	SBVC	FYE/Promise Program	02/13/20	06/30/20
Trejo, Rheanna	SBVC	FYE/Promise Program	02/13/20	06/30/20
Trujillo, Kayla	SBVC	FYE/Promise Program	02/13/20	06/30/20
Urrutia, Adan,	SBVC	FYE/Promise Program	02/13/20	06/30/20
Urrutia, Sergio	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valderrama, Desiree	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valdez, Amgelique	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valdez, Isabella	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valdez, Isha	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valdez, Kristina	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valdez, Roberto	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valencia, Michelle	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valenzuela, Cristina	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valenzuela, Nayar	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valeriano, Elizabeth	SBVC	FYE/Promise Program	02/13/20	06/30/20
Valladolid, Ricardo	SBVC	FYE/Promise Program	02/13/20	06/30/20
Varela, Laura	SBVC	FYE/Promise Program	02/13/20	06/30/20
Vargas, Genaro	SBVC	FYE/Promise Program	02/13/20	06/30/20
Vasquez, Ashley	SBVC	FYE/Promise Program	02/13/20	06/30/20
Vasquez, Eduardo	SBVC	FYE/Promise Program	02/13/20	06/30/20
Vasquez, Jorge	SBVC	FYE/Promise Program	02/13/20	06/30/20
Vasquez, Victoria	SBVC	FYE/Promise Program	02/13/20	06/30/20
Vazquez, Jessica	SBVC	FYE/Promise Program	02/13/20	06/30/20
Vega, Antonio	SBVC	FYE/Promise Program	02/13/20	06/30/20
Vega, Brandon	SBVC	FYE/Promise Program	02/13/20	06/30/20
Vega, Heather	SBVC	Criminal Justice	03/13/20	06/30/20
Velardez, Alex	SBVC	FYE/Promise Program	02/13/20	06/30/20
Velasquez, Darfne	SBVC	FYE/Promise Program	02/13/20	06/30/20
Velasquez, Keilah	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.26|27]

	Site	Assignment	From	To
<b>Velasquez, Luis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Velasquez, Reyleen</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Venegas, Daniela</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Venegas, Jacqueline</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Venegas, Luis</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Viguerias, Angel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Villanueva, Edgar</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Villasenor, Gia</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Vinalay, Maria</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Walczak, Meagan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Walker, Jourdan</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Walker, Solomon</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Wellmon, James</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Wetherby, Angel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Williams, Ebony</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Williams, Mary</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Williams, Mya</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Wilshire, Benjamin</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Wilshire, Isabel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Wiltz, Areaona</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Wongkar, Hillary</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Wright, Giles</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Wright, Mujhatti</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Wuitron, Itzel</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Yanez, Evelyn</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Yanez, Viviana</b>	SBVC	Athletics	03/13/20	06/30/20
<b>Yang, Laicha</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Yelez, David</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Young, Haeley</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Youngblood, Robert</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20



## Volunteers

Presented for Information on March 12, 2020

[v.2.19.2020.p.27|27]

	Site	Assignment	From	To
<b>Zaragoza, Alexa</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Zavala, Roberto</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20
<b>Zuniga, Fernada</b>	SBVC	FYE/Promise Program	02/13/20	06/30/20

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** March 12, 2020

**SUBJECT:** 2020 Board Master Planning Action Calendar

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

The 2020 Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and board meeting dates and times are posted on the district website 72-hours prior to the meeting date [www.sbccd.edu](http://www.sbccd.edu).

### **ANALYSIS**

The 2020 Board Master Planning Action Calendar serves as a blueprint that can be used to increase transparency and efficiency districtwide.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

No impact to the budget.

JANUARY		FEBRUARY		MARCH	
• Budget Calendar <i>(by 2/1)</i>		• Closed Session – Notice of Intent to Non-Renew <i>(by 3/15)</i>		• CBOC Annual Report <i>(by 3/31)</i>	
• Budget Directives 1 <sup>st</sup> Reading		• Budget Directives 2 <sup>nd</sup> Reading/Approval <i>(by 3/1)</i>		• Selection of Auditor <i>(by 4/1)</i>	
• National Community College Month Resolution <i>(by 2/1)</i>		• Nonresident Tuition Fee <i>(by 3/1)</i>		• Certified Quarterly Financial Status Report <i>(by 11/15, 2/15, 5/15)</i>	
• Sabbaticals Granted		• Apportionment Attendance Report P1		• Grant Tenure	
		• Quarterly Investment Report		• Tenure Contracts	
				• Classified Employee of the Year <i>(by 3/15)</i>	
APRIL		MAY		JUNE	
• Interfund Transfer Resolution		• Quarterly Investment Report		• AP/BP 6320 Investments 1 <sup>st</sup> Reading <i>(annually)</i>	
• Constitutional Advance <i>(optional)</i>		• Apportionment Attendance Report P2		• Certified Quarterly Financial Status Report <i>(by 11/15, 2/15, 5/15)</i>	
• HR Diversity in Hiring Report <i>(April &amp; October)</i>		• EEO Multiple Method Certification <i>(by 6/1)</i>		• Authorized Signature List <i>(annually)</i>	
• 4/10 Alternate Summer Work Schedule for Management & Confidential Employees		• Sabbatical Completion Report from last fall <i>(by first semester after return)</i>		• Bank Accounts <i>(annually)</i>	
• Chancellor's Evaluation and Board's Evaluation Instrument and Process		• Preliminary Budget & Presentation <i>(study session)</i>		• Tentative Budget <i>(by 7/1)</i>	
• Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities		• Resolution Presentation to Outgoing Student Trustees		• Prop 30 EPA Expenditures Resolution <i>(annually)</i>	
• Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities		• ACCJC Institutional Self-Evaluation Report 1 <sup>st</sup> Reading <i>(by 8/1 every six years. Last report 2014)</i>		• GANN Limit <i>(by 7/1)</i>	
				• Meals, Refreshments, Open POs for Next FY	
				• Order of Election and the Specifications of the Election Order <i>(every 2 years on even numbered years)</i>	
				• New Student Trustee Orientation	
				• ACCJC Institutional Self-Evaluation Report 2 <sup>nd</sup> Reading/Approval <i>(by 8/1 every six years. Last report 2014)</i>	

JULY		AUGUST		SEPTEMBER	
<ul style="list-style-type: none"> <li>AP/BP 6320 Investments 2<sup>nd</sup> Reading/Approval (<i>annually</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Investment Report</li> </ul>	<ul style="list-style-type: none"> <li>Final Budget Public Hearing and Approval (<i>by 9/15</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Transfer of Appropriations Resolution (<i>annually</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Prop 30 EPA Expenditure Accounting (<i>if figures change dramatically based on ReCalc</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Initial Proposals to Reopen Negotiations with CSEA/CTA</li> </ul>
<ul style="list-style-type: none"> <li>Board Meeting Dates for Next FY</li> </ul>	<ul style="list-style-type: none"> <li>Apportionment Attendance Report P3</li> <li>Final Budget Presentation (<i>study session</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Board Orientation Handbook 1<sup>st</sup> Reading</li> <li>ACCJC Midterm Report 2<sup>nd</sup> Reading/Approval (<i>by 10/1 every six years. Last report 2017</i>)</li> </ul>			
	<ul style="list-style-type: none"> <li>ACCJC Midterm Report 1<sup>st</sup> Reading (<i>by 10/1 every six years. Last report 2017</i>)</li> </ul>				
OCTOBER		NOVEMBER		DECEMBER	
<ul style="list-style-type: none"> <li>HR Diversity in Hiring Report (<i>April &amp; October</i>)</li> </ul>	<ul style="list-style-type: none"> <li>Closed Session – Notice of Intent to Non-Renew</li> </ul>	<ul style="list-style-type: none"> <li>Closed Session – Notice of Intent to Non-Renew</li> </ul>	<ul style="list-style-type: none"> <li>Board Orientation Handbook 2<sup>nd</sup> Reading/Approval</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Investment Report</li> </ul>	<ul style="list-style-type: none"> <li>Certified Quarterly Financial Status Report (<i>by 11/15, 2/15, 5/15</i>)</li> </ul>
					<ul style="list-style-type: none"> <li>Reaffirm FCC Auction Guiding Principles (<i>annually</i>)</li> </ul>
					<ul style="list-style-type: none"> <li>Sabbatical Completion Report from last spring (<i>by first semester after return</i>)</li> </ul>
					<ul style="list-style-type: none"> <li>Audit Reports: District, CBOC, KVCR</li> </ul>
					<ul style="list-style-type: none"> <li>(<i>by 12/31</i>)</li> </ul>
					<ul style="list-style-type: none"> <li>BOT Annual Organizational Meeting</li> </ul>
					<ul style="list-style-type: none"> <li>BOT Committee Member Assignments</li> </ul>
					<ul style="list-style-type: none"> <li>BOT Member Assignment to the SBRETCJPA</li> </ul>
					<ul style="list-style-type: none"> <li>BOT Member Assignment County Committee on School District Organization</li> </ul>
					<ul style="list-style-type: none"> <li>BOT Executive Board</li> </ul>
					<ul style="list-style-type: none"> <li>New Trustee Orientation (<i>every 2 years on even numbered years, if new trustees are elected</i>)</li> </ul>