San Bernardino Community College District
Board Meeting
December 13, 2024
4:00 pm-6:00 pm Pacific Time

Physical Meeting Location:
SBCCD Boardroom
550 E. Hospitality Ln., Ste 200, San Bernardino, CA 92408

Livestream
https://www.youtube.com/@sanbernardinocommunitycoll42/streams

Public records relating to an open session agenda item that is distributed within 72 hours prior to the meeting is available for public inspection in the Office of the Chancellor at SBCCD, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA, during regular business hours or on the District's website www.sbccd.edu

Anyone who wishes to address the Board of Trustees on an agenda or non-agenda item may do so pursuant to Board Policy 2350 Speakers. Presentations relating to matters on the agenda shall be heard before the vote is called. Comments on non-agenda items shall do so at the time designated on the agenda. Comments must be limited to three (3) minutes per speaker or 20 minutes on the same, or a substantially similar subject, unless the Board votes to extend the time limit.

If you have questions about access or require an accommodation in order to participate in the public meeting, please contact the Chancellor's Office at (909) 388-6903 as far in advance of the Board meeting as possible.

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

II. **OATH OF OFFICE**

Carlos Aguilera (Area 5)
  Administering Oath: The Honorable Judge Joe Hernandez
Dr. Cherina Betters (Area 7)
  Administering Oath: Superintendent Ted Alejandre
John Longville (Area 3)
  Administering Oath: Peggy Bray, Attorney
Frank Reyes (Area 1)
  Administering Oath: The Honorable Judge Joe Hernandez

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

IV. **CLARIFICATION**

V. **ORGANIZATIONAL MEETING OF THE BOARD**
   A. Election of Board Chair, Vice Chair, and Clerk
   B. Election of Board Representative and Alternate to the Nominating Committee on School District Organization

VI. **APPROVAL OF MINUTES**
   A. 11-14-2024

VII. **RECOGNITION/CELEBRATIONS**
   A. Recognize Applause Cards Recipients For Extending Extra Effort to Provide Quality Service and Valued Assistance

VIII. **ACTION AGENDA**
   A. Resolution #2024-12-13-BOT01 Granting Emerita Status to Gloria Macías Harrison
   B. Resolution #2024-12-13-BOT02 Granting Emerita Status to Dr. Anne L. Viricel
   C. Assignment to Board Advisory Committees
   D. Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority
   E. Board Policies for Final Approval
   F. Conduct a Public Hearing in Accordance with Government Code 4217
   G. Resolution #2024-12-13-FP01 and Approve an Energy Service Agreement
   H. SBCCD's 2025 Legislative and Budget Priorities for Workforce Development and Community Prosperity

IX. **CONSENT AGENDA**
   The Consent Agenda is expected to be routine and noncontroversial. 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.

   A. **Instruction/Student Services**
      1. Curriculum - SBVC

   B. **Human Resources**
      1. Adjunct and Substitute Academic Employees
      2. Appointment of District Employees
      3. Appointment of Interim Managers
      4. Appointment of Temporary Employees
      5. Employee Promotions

6. Management Personnel Effects

7. Non-Instructional Pay

8. Payment of Stipends

9. Revise Rates of Pay for Professional Expert and Short-Term Employees

C. **Business & Fiscal Services**

1. 2025-26 Budget Calendar

2. Conference Requests

3. Contracts at or Above $114,500

4. Individual Memberships

5. Resolution #2024-12-13-BS01 Certifying Signature Authorizations for the State of California

6. Surplus Property and Authorize Private Sale or Disposal

D. **Facilities**

1. Award Bid # SM-01-2223-06D and Contract to SGD Enterprises of Covina, CA

2. Award Bid #03-2425-01 and Contract to Final Touch Construction of Fontana CA

3. Master Services Agreements Task Orders for Bond Construction

X. **REPORTS**

A. Board Committee & Activity Reports
   1. Board Finance Committee (BFC)
   2. Board Legislative Committee (BLC)
   3. Board Policy & Procedures Advisory Committee (BPPAC)

   Regional & State Reports
   1. Board of Governors (BOG)
   2. Joint Powers Authority (JPA)

B. Chancellor's Report
   1. Strategic Plan Goal Four Update

C. Represented Groups (3 minutes per group)
   1. Crafton Hills College Academic Senate
   2. Crafton Hills College Classified Senate
   3. Crafton Hills College Associated Students
   4. San Bernardino Valley College Academic Senate
   5. San Bernardino Valley College Classified Senate
   6. San Bernardino Valley College Associated Students

       7. CSEA

       8. CTA

       9. Police Officers Association

   D. Staff Reports (3 minutes per person)

       1. San Bernardino Valley College President

       2. Crafton Hills College President

       3. Executive Vice Chancellor

       4. Vice Chancellor of Human Resources & Police Services

       5. Vice Chancellor of Educational & Student Support Services

XI. INFORMATION ITEMS

   A. Board Master Action Planning Calendar

   B. Board Policies for First Reading

   C. Budget Revenue & Expenditure Summary

   D. Construction Change Orders and Amendments - Bond

   E. Contracts Below $114500

   F. District Grant Update

   G. General Fund Cash Flow Analysis

   H. MOUs between SBCCD and the CSEA

   I. Professional Expert Short-Term and Substitute Employees

   J. Purchase Order Report

   K. Quarterly Financial Status Report

   L. Quarterly Investment & Deposit Report

   M. Resignations

   N. Volunteers

XII. ANNOUNCEMENT OF CLOSED SESSION ITEMS

   A. Conference with Labor Negotiators
      Government Code 54957.6
      Agency Representatives: Diana Rodriguez and Kristina Hannon
      Non-Represented Groups: CSEA, CTA, POA,
      Management/Supervisors, and Confidential Employees

   B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
      Government Code 54957
      Number of cases: 1

   C. Conference with Legal Counsel – Anticipated Litigation
      Significant Exposure to Litigation Pursuant to Subdivision (d)(2) and
      (e) of Government Code Section 54956.9
      Number of cases: 1

D. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1)
Number of cases: 1

E. Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
Title: Chancellor

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

XIV. **CONVENE CLOSED SESSION**

XV. **RECONVENE PUBLIC MEETING**

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

XVII. **ADJOURN**

The next meeting of the Board: Board Business Meeting
January 9, 2025, at 4:00 p.m.
SBCCD, Boardroom, 550 E. Hospitality Ln., Ste 200, San Bernardino, CA 92408

Supplemental Handouts (not part of the agenda)

CHC Report to the Board

EDCT Report to the Board

KVCR Report to the Board

SBVC Report to the Board

TESS Report to the Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Madole, Administrative Officer

DATE: December 13, 2024

SUBJECT: Election of SBCCD Board Chair, Vice Chair, and Clerk

RECOMMENDATION

It is recommended that the Board of Trustees nominate and elect the SBCCD Board Chair, Vice Chair, and Clerk to serve for the 2025 calendar year.

OVERVIEW

Board Executive Committee	2024 Members	2025 Members
Chair	Dr. Stephanie Houston	
Vice Chair	Dr. Nathan Gonzales	
Clerk	Joseph R. Williams	

ANALYSIS

Board Education Code 72000(c)(2)(C) requires that governing boards elect officers at their annual organizational meeting.

Per Board Policy 2210, new officers will begin their term of service at the first meeting of the board in January of the next year. When applicable, the Board Chair will orient the incoming Board Chair in duties and responsibilities.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Dr. Diana Z. Rodriguez, Chancellor
PREPARED BY:	Heather M. Madole, Administrative Officer
DATE:	December 13, 2024
SUBJECT:	Election of Board Representative and Alternate to the Nominating Committee for the County Committee on School District Organization

RECOMMENDATION

It is recommended that the Board of Trustees elect a Board representative and alternate to serve on the Nominating Committee for the County Committee on School District Organization for the 2025 calendar year.

	2024 Member	2025 Member
Nominating Committee for the County Committee on School District Organization	1. Dr. Nathan Gonzales (primary) 2. Joseph R. Williams (alternate)	

OVERVIEW

The governing board of each community college district selects one primary and one alternate representative to vote in the election of members to serve on the San Bernardino County Committee on School District Organization.

The Committee has responsibility for considering proposals to change the organization of one or more school districts. Organization includes altering the number of trustees, establishing trustee boundaries, school district boundary changes, and/or unification.

The County Committee consists of 11 members-two from each supervisorial district and one member elected at-large. Terms of office are for four years. Terms are staggered with elections held annually.

ANALYSIS

The primary member serves as the voting representative/elector and shall have one vote for each vacant position to be filled at the election of members to the County Committee on School District Organization (E.C. 35023 and 72403). The election is conducted at the annual meeting held in conjunction with the Fall Meeting of the San Bernardino County School Boards Association.

If the primary member is unable to attend and vote at the annual meeting, the alternate representative will assume the responsibility.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

BOARD OF TRUSTEES
Meeting Minutes – November 14, 2024

Location: San Bernardino Community College District Boardroom: 550 E. Hospitality Ln., Ste. 200, San Bernardino, CA 92408
Livestream: https://www.youtube.com/@sanbernardinocommunitycoll42/streams
Meeting materials: www.sbccd.edu/govenda

MEMBERS PRESENT	ADMINISTRATORS PRESENT
Dr. Nathan Gonzales, Vice Chair	Dr. Diana Z. Rodriguez, Chancellor
Joseph Williams, Clerk (arrived at 4:12p.m.)	Jose Torres, Executive Vice Chancellor
Dr. Cherina Betters, Trustee	Dr. Kevin Horan, CHC President
John Longville, Trustee	Dr. Gilbert Contreras, SBVC President
Frank Reyes, Trustee	Kristina Hannon, VC Human Resources & Police Services
Hadi Natour, CHC Student Trustee (advisory)	Dr. Nohemy Ornelas, VC Educational & Student Support Services
Nelva Ruiz-Martinez, SBVC Student Trustee (advisory)	Angel Rodriguez, Associate Vice Chancellor Government Relations & Strategic Communications

MEMBERS ABSENT	ADMINISTRATORS ABSENT
Dr. Stephanie Houston, Chair	

I.   CALL TO ORDER – PLEDGE OF ALLEGIANCE
Vice Chair Gonzales called the meeting to order at 4:02 p.m.

Trustee Longville led the pledge of allegiance.

II.   PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS
Denise Knight

III.   CLARIFICATION
None

IV.   PRESENTATIONS
A.   Sabbatical Report Presentation
Tatiana Vasquez, VP Academic Senate, Professor of Biology, Co-Curator, BotGardens & Museum, presented botanical gardens, fostering ecological discoveries & stewardship. Sabbatical outcomes, website, logo and brochures, partnerships. Natural History Collection & Museum; utilizing their botanical and zoological collections for teaching, research, and community outreach.

B.   SBCCD National Conference on Race and Equity (NCORE)
Vice Chancellor Kristina Hannon introduced the presenters.

Dr. Anthony Blacksher reported on Decolonization in Action.

Keenan Giles reported on Integrated Strategic Planning for Equity.

Kashaunda Harris reported on Training & Professional Development.

Dr. Joanna Oxendine introduced the subject and the rest of the presentation team.

Dr. Ericka Paddock reported on student engagement, support, & student success.

Dr. Olivia Rosas reported on student engagement, support, & student success.

Diana Vaichis reported on Research & Data Practices.

Dr. Vinnie Wu reported on Research & Data Practices.

Trustee Williams asked for a future Board Strategy Session on this topic. Chancellor Rodriguez confirmed a Strategy Session in February 2025.

V.   APPROVAL OF MINUTES
    A.   10-10-2024

      Motion: to approve the 10-10-24 minutes

      Moved by: Trustee Betters. Seconded by Trustee Reyes.

      Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Betters, Gonzales, Longville, Reyes, Williams
                    NOES: none
                    ABSTAIN: none
                    ABSENT: Houston
      Motion passed

VI.   RECOGNITION/CELEBRATIONS
    A.   Applause Cards
The Board recognized applause recipients for extending extra effort to provide quality service and valued assistance.

    B.   Retirement Recognition
Chancellor Rodriguez recognized the retirements.

Anquanetta May, Administrative Assistant II, Health & Wellness Center, CHC
After 17 years of administrative service with the District at Crafton Hills College, Anquanetta submitted a letter of intent to retire, effective December 31, 2024. Anquanetta began her employment with SBCCD as a Switchboard Operator in 2007, Administrative Clerk in 2017, and will retire as an Administrative Assistant II, a position she has held since 2021.

The commitment and dedication this individual have shown to student success is unwavering. The District is truly grateful for their years of service and congratulates them on their retirement.

VII.   ACTION AGENDA
    A.   2025-2026 Academic Compressed Calendar

      Motion: to approve the 2025-2026 Academic Compressed Calendar

      Moved by Trustee Williams. Seconded by Trustee Reyes.

      Discussion: none

      Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Betters,

                                        Gonzales, Longville, Reyes, Williams
                        NOES: none
                        ABSTAIN: none
                        ABSENT: Houston
        Motion passed

B. Board Annual Organizational Meeting Date

    Motion: to approve the Board Annual Organizational Meeting Date

    Moved by Trustee Betters. Seconded by Trustee Longville.

    Discussion: none

    Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Betters,
                                            Gonzales, Longville, Reyes, Williams
                            NOES: none
                            ABSTAIN: none
                            ABSENT: Houston
        Motion passed

C. Board Policies for Final Approval
    Motion: to approve Board Policies for Final Approval and is also Trustee Williams
    intent to make past Trustee Harrison and past Trustee Viricel nominated as Trustee
    Emeritus.

    Moved by Trustee Williams. Seconded by Trustee Betters.

    Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Betters,
                                            Gonzales, Longville, Reyes, Williams
                            NOES: none
                            ABSTAIN: none
                            ABSENT: Houston

    Motion passed

D. Annual Military Equipment Report – renewal of Resolution No. 2023-11-09-HR01

    Motion: to approve Annual Military Equipment Report – renewal of Resolution No.
    2023-11-09-HR01

    Chancellor Rodriguez commented that this is an annual mandated resolution which allows
    us to use the business-as-usual police department equipment.

Moved by Trustee Longville. Seconded by Trustee Reyes.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Betters, Gonzales, Longville, Reyes, Williams
                     NOES: none
                     ABSTAIN: none
                     ABSENT: Houston

Motion passed

VIII.   CONSENT AGENDA
A. Instruction/Student Services
1. Curriculum – CHC
2. Curriculum - CHC
B. Human Resources
1. Adjunct and Substitute Academic Employees
2. Appointment of District Employees
3. Appointment of Interim Managers
4. Employee Promotion
5. Management Job Description and Revision to Management Salary Schedule
6. Non-Instructional Pay
7. Payment of Stipends
8. Reorganization of Employees
C. Business & Fiscal Services
1. Alcoholic Beverages
2. Conference Requests
3. Contracts at or above $114,500
4. Individual Memberships
5. Surplus Property and Authorize Donation
6. Surplus Property and Authorize Private Sale or Disposal
D. Facilities
1. Master Services Agreements and Task Orders for Bond Construction

Motion: to approve the Consent Agenda as presented.

Moved by Trustee Reyes. Seconded by Trustee Longville.

Electronic vote: AYES: Natour (advisory), Ruiz Martinez (advisory), Betters, Gonzales, Longville, Reyes, Williams
                     NOES: none
                     ABSTAIN: none
                     ABSENT: Houston

Motion passed

IX.   REPORTS
Brief reports were provided orally. All written reports are uploaded and can be referenced at

www.sbccd.edu/Govenda

A. Board Committee & Activity Reports
    1. Board Finance Committee (BFC) – Trustee Gonzales provided a brief report.
    2. Board Legislative Committee (BLC) – Trustee Reyes provided a brief report.
    3. Board Policy & Procedures Ad-Hoc Committee (BPPAC) – Trustee Gonzales provided a brief report.
B. Regional and State Reports
    1. Board of Governors (BOG) – Trustee Williams provided a brief report.
    2. Joint Powers Authority – No report.
C. Chancellor's Report –Chancellor Rodriguez provided a brief report.
D. Represented Groups
    1. Crafton Hills College Academic Senate – Meridyth McLaren provided a brief report.
    2. Crafton Hills College Classified Senate – No report.
    3. Crafton Hills College Associated Students – Victoria Van Stee provided a brief report.
    4. San Bernardino Valley College Academic Senate – Andrea Hecht provided a written report.
    5. San Bernardino Valley College Classified Senate – No report.
    6. San Bernardino Valley College Associated Students – No report.
    7. CSEA – No report.
    8. CTA – Jeff Demsky provided a brief report.
    9. Police Officers Association – No report.
E. Staff Reports
    1. San Bernardino Valley College President – President Contreras provided a brief report.
    2. Crafton Hills College President – President Horan provided a brief report.
    3. Executive Vice Chancellor – No report.
    4. Vice Chancellor of Human Resources & Police Services – No report.
    5. Vice Chancellor of Educational & Student Support Services – No report.

IX. INFORMATION ITEMS
    A. Board Master Action Planning Calendar
    B. Board Policies for First Reading
    C. Budget Revenue & Expenditure Summary
    D. Construction Change Orders and Amendments - Bond Program
    E. Construction Change Orders and Amendments - NonBond Program
    F. Contracts Below $114,500
    G. General Fund Cash Flow Analysis
    H. MOUs between SBCCD and the CSEA
    I. Professional Expert Short-Term and Substitute Employees
    J. Purchase Order Report
    K. Resignations
    L. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS
    A. Conference with Labor Negotiators
       Government Code 54957.6
       Agency Representatives: Diana Rodriguez and Kristina Hannon
       Non-Represented Groups: CSEA, CTA, POA,
       Management/Supervisors, and Confidential Employees

    B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
        Government Code 54957
        Number of cases: 2

    C. Conference with Legal Counsel – Anticipated Litigation
        Significant Exposure to Litigation Pursuant to Subdivision (d)(2) and
        (e) of Government Code Section 54956.9
        Number of cases: 1

    D. Conference with Legal Counsel – Existing Litigation
        Government Code 54956.9(e)(3) or (d)(1)
        Number of cases: 1

    E. Public Employee Performance Evaluation
        Government Code Section 54957(b)(1)
        Title: Chancellor

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

XII.   **CONVENE CLOSED SESSION**
      The Board convened to closed session at 5:40 p.m.

XIII.   **RECONVENE PUBLIC MEETING**
      Chair Houston reconvened the public meeting at 6:31 p.m.

XIV.   **REPORT OF ACTION IN CLOSED SESSION**
      On November 14, 2024, the Board unanimously took action to not re-employ the Custodial Supervisor at Crafton Hills College, for the 2025-2026 academic year and to send notice to management employee #30885.

XV.   **ADJOURNMENT**
      The next meeting of the Board: Board Business Meeting
      December 13, 2024, at 4:00 p.m.
      SBCCD Boardroom
      550 E. Hospitality Ln., Ste 200
      San Bernardino, CA 92408

The Board of Trustees approved the Novembre 14, 2024, minutes on December 13, 2024.

_____
Joseph R. Williams, Clerk
SBCCD Board of Trustees

_____
Heather M. Madole, Administrative Officer
SBCCD Office of the Chancellor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, & Health and Safety Administration
Dr. Nohemy Ornelas, Vice Chancellor, Educational & Student Support Services

DATE: December 13, 2024

SUBJECT: Caring Hands Applause Cards

RECOMMENDATION

This item is for information only.

OVERVIEW

The attached individuals have received special recognition for extending 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 members of the SBCCD team who provide outstanding quality and service.

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success
1.   Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
2.   Be a Leader and Partner in Addressing Regional Issues
3.   Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Caring Hands Applause Cards
Presented for Information December 13, 2024

Luna Lagrima

Crafton Hills College
Admissions and records.

"She was very attentive and proactive with helping me find locations to vote."

Recognized by:
Damaris Hernandez

Ali Raventos

Crafton Hills College
Admissions and Records

"Answered all my questions with patience and was very efficient and supplied me with all the proper knowledge to register successfully for my classes and pay my fees accordingly. So caring and helpful!"

Recognized by:
Xiomara Silva

Ali Raventos

Crafton Hills College
Admissions and Records

"Humorous, kind, patient, knowledgeable, exactly the kind of person I hope to find when coming in to enroll for classes. Thank you Ali!"

Recognized by:
Caleb Basoco

Jillian Robertson

Crafton Hills College
Math

"Math by itself is a very dry subject. She makes jokes, makes the class fun, while still covering the material. She covers the material at its base level and then dives into possible applicable fields. She really is a wonderful professor."

Recognized by:
Charles Seager V, Student

Floyd Simpson

Crafton Hills College
Admissions and Records

"Very helpful, polite, and nice smiles. Very nice conducting business with him."

Recognized by:
Anonymous Student Parent

Stacy Garcia

District Support Operations
EDCT

"Stacy Garcia and her team led an excellent Apprenticeship event at Del Rosa. This event provided access to unions and apprenticeships throughout the state of CA."

Recognized by:
Kurt Augsburger

Caring Hands Applause Cards
Presented for Information December 13, 2024

Jason Alvarez

San Bernardino Valley College
VRC

"Jason Alvarez's commitment to veterans and students alike is bar none. He goes above and beyond for every veteran's needs at SBVC and CHC. He absolutely leads the way!!"

Recognized by:
Socrates Sakellar

Lorena Arteaga

San Bernardino Valley College
Food Service

"Showed exceptionality under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood."

Recognized by:
Erik Morden

Maria Gastelum - Esparza

San Bernardino Valley College
Food Service

"Showed exceptionality under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood."

Recognized by:
Erik Morden

Tanya Gomez

San Bernardino Valley College
Food Service

"Showed exceptionality under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood."

Recognized by:
Erik Morden

Anna Navarro

San Bernardino Valley College
Food Service

"Showed exceptionality under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood."

Recognized by:
Erik Morden

Mercy Ramirez

San Bernardino Valley College
Food Service

"Showed exceptionality under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood."

Recognized by:
Erik Morden

Caring Hands Applause Cards
Presented for Information December 13, 2024

Jessica Sotelo

San Bernardino Valley College
Food Service

"Showed exceptionality under pressure. On Halloween 2024, she and the team served over 200 Monster Burger combos while dealing with an emergency water break flood."

Recognized by:
Erik Morden

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: December 13, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-12-13-BOT01
                   Granting Emerita Status to Gloria Macías Harrison

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2024-12-13-BOT01 granting emerita status to Gloria Macías Harrison.

OVERVIEW

The designation of trustee emeritus/a/i honors former trustees who have made outstanding contributions to the District. This recognition fosters continued engagement with experienced leaders and enhances the District's ability to benefit from their institutional knowledge and community relationships. By granting trustee emeritus/a/i status, the District acknowledges the Board member's long-term service and leadership.

In accordance with SBCCD Board Policy 2731, Trustee emeritus/a/i status may be granted by unanimous vote of the Board through formal adoption of a resolution, and conferred upon former trustees who meet certain criteria.

ANALYSIS

Elected to the Board of Trustees in 2012, Gloria Macías Harrison has served the SBCCD Board in various leadership capacities over the past 12 years.

Prior to becoming a trustee, Mrs. Macías Harrison served as president of Crafton Hills College for 12 years and as vice president of instruction for six. She taught for 20 years at San Bernardino Valley College and was dean of humanities for three. Her dedication and leadership have been instrumental in shaping SBCCD's success. Her passion for education and commitment to student achievement have set a strong foundation for the future.

It is recommended that the Board of Trustees grant emerita status to Gloria Macías Harrison for her unwavering support and leadership.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SBCCD GOALS

1. Eliminate barriers to student access and success.
2. Be a diverse, equitable, inclusive, and anti-racist institution.
3. Be a leader and partner in addressing regional issues.
4. Ensure fiscal accountability & sustainability.

FINANCIAL IMPLICATIONS

The approval of this Board item will have no direct financial impact on the District.

**RESOLUTION #2024-12-13-BOT01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO GRANT EMERITA STATUS TO GLORIA MACÍAS HARRISON**

[v.11.18.2024.p.1|1]

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

WHEREAS SBCCD has adopted Board Policy 2731 Trustee Emeritus/a/i; and

WHEREAS trustee emeritus/a/i status may be granted by unanimous vote of the Board, through formal adoption of a resolution and conferred upon former trustees who meet the criteria; and

WHEREAS any sitting Board member may submit a nomination for consideration to the Board Chair or Chancellor; and

WHEREAS the criteria for nomination is as follows:

1. Served SBCCD for a minimum of eight consecutive years;
2. Served in a leadership role on behalf of the Board of Trustees;
3. Contributed significantly to the development of the District;
4. Provided meritorious service in representing SBCCD to the community;
5. Demonstrated a continuous commitment to strengthening educational opportunities for the community;
6. Officially leaves the Board within the past 12 months; and

WHEREAS Gloria Macías Harrison has been nominated for this honor and meets the criteria;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and grants emerita status to Gloria Macías Harrison.

PASSED AND ADOPTED by the Board of Trustees December 13, 2024, by the following majority vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENT: _____

STATE OF CALIFORNIA   )
COUNTY OF SAN BERNARDINO   )

I, Dr. Diana Z. Rodriguez, Secretary to 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 to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: December 13, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-12-13-BOT02 Granting Emerita Status to Dr. Anne L. Viricel

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2024-12-13-BOT02 granting emerita status to Dr. Anne L. Viricel.

OVERVIEW

The designation of trustee emeritus/a/i honors former trustees who have made outstanding contributions to the District. This recognition fosters continued engagement with experienced leaders and enhances the District's ability to benefit from their institutional knowledge and community relationships. By granting trustee emeritus/a/i status, the District acknowledges the Board member's long-term service and leadership.

In accordance with SBCCD Board Policy 2731, Trustee emeritus/a/i status may be granted by unanimous vote of the Board, through formal adoption of a resolution, and conferred upon former trustees who meet certain criteria.

ANALYSIS

The Board is being asked to adopt a resolution granting emerita status to Dr. Anne L. Viricel, who has served on the SBCCD Board of Trustees for nine years, and has made significant contributions to the District. During her tenure, she has held various leadership positions, including Board Chair, Vice Chair, and Clerk.

Dr. Viricel's wisdom and leadership have been instrumental in expanding access to higher education and creating opportunities for the community. Her steady guidance has helped the District navigate challenging times and set a solid foundation that will benefit students for years to come. Dr. Viricel has been a remarkable leader, not only within the District but also on a statewide level. Her unique perspective as a university-level business professor, nonprofit executive director, community advocate, mother, and grandmother has enriched every decision the Board has made.

It is recommended that the Board of Trustees grant emerita status to Dr. Anne L. Viricel for her unwavering support and leadership.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SBCCD GOALS

1. Eliminate barriers to student access and success.
2. Be a diverse, equitable, inclusive, and anti-racist institution.
3. Be a leader and partner in addressing regional issues.
4. Ensure fiscal accountability & sustainability.

FINANCIAL IMPLICATIONS

The approval of this Board item will have no direct financial impact on the District.

RESOLUTION #2024-12-13-BOT02 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO GRANT EMERITA STATUS TO DR. ANNE L. VIRICEL

[v.11.18.2024.p.1|1]

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

WHEREAS SBCCD has adopted Board Policy 2731 Emeritus/a/i; and

WHEREAS trustee emeritus/a/i status may be granted by unanimous vote of the Board, through formal adoption of a resolution, and conferred upon former trustees who meet the criteria; and

WHEREAS any sitting Board member may submit a nomination for consideration to the Board Chair or Chancellor; and

WHEREAS the criteria for nomination is as follows:

1. Served SBCCD for a minimum of eight consecutive years;
2. Served in a leadership role on behalf of the Board of Trustees;
3. Contributed significantly to the development of the District;
4. Provided meritorious service in representing SBCCD to the community;
5. Demonstrated a continuous commitment to strengthening educational opportunities for the community;
6. Officially leaves the Board within the past 12 months; and

WHEREAS Dr. Anne L. Viricel has been nominated for this honor and meets the criteria;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and grants emerita status to Dr. Anne L. Viricel.

PASSED AND ADOPTED by the Board of Trustees December 13, 2024, by the following majority vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Dr. Diana Z. Rodriguez, Secretary to 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 to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Madole, Administrative Officer

DATE: December 13, 2024

SUBJECT: Assignments to Board Advisory Committees

RECOMMENDATION

It is recommended that the Board of Trustees approve representatives on board advisory committees for the 2025 calendar year.

OVERVIEW

Committee	2024 Members	2025 Members
Legislative Committee	1. Frank Reyes (Chair) 2. Dr. Cherina Betters 3. John Longville	1. 2. 3.
Finance Committee	1. Dr. Nathan Gonzales (Chair) 2. Dr. Stephanie Houston 3. Frank Reyes	1. 2. 3.

ANALYSIS

Pursuant to 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.edu

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Dr. Diana Z. Rodriguez, Chancellor
PREPARED BY:	Heather M. Madole, Administrative Officer
DATE:	December 13, 2024
SUBJECT:	Board Member Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority

RECOMMENDATION

It is recommended that the Board of Trustees approve the assignment of one trustee to the San Bernardino Regional Emergency Training Center Joint Powers Authority for the 2025 calendar year.

OVERVIEW

	2024 Member	2025 Member
San Bernardino Regional Emergency Training Center Joint Powers Authority	1. Dr. Stephanie Houston	1.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor and
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: December 13, 2024

SUBJECT: Consideration of Board Policies for Final Approval

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.

OVERVIEW

AP 2410 | https://sbccd.edu/ap2410

Pursuant to Board Policy 2410, policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative Procedures are issued by the Chancellor as statements of method to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy and may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative Procedures are forwarded to the Board of Trustees, which reserves the right to direct revisions of the Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

ANALYSIS

The Board received the following items for first reading on November 14, 2024. The changes include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the District.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Policies & Procedures Presented for Final Approval
3725 Information and Communications Technology Accessibility & Acceptable Use
3726 Information Security Data Classification
3727 Information Security Access Control
3728 Information Security Physical Security
3729 Information Security Logging & Monitoring
3730 Information Security Remote Access
3731 Information Security Internally Developed Systems Change Control
3732 Information Security: Security Incident Response
3733 Information Security: Security Secure Operations
3734 Information Security: Network Security
3735 Information Security Disaster Recovery
3736 Information Security Cloud Storage
3737 Information Security Payment Card Industry Requirements
5030 Fees
5075 Course Adds, Drops, and Withdrawals
6925 Refreshments or Meals Served at Meetings and District Events

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Approval of Board Policies ensures SBCCD operates in an equitable and efficient manner that is compliant with applicable legal requirements. Direct financial implications vary for each Board Policy/Administrative Procedure.

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

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> Chapter Lead review of IT security
> Legal Update 38: The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)
> Moving language from below legal reference into the body of the AP.

Level 2 Review Schedule

08/30/2024 ♦ Recommendation Received

09/19/2024 ♦ PPAC Approves Review Level
09/20/2024 ♦ Level 2 to Constiutens and AS for Feedback
10/02/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
10/17/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
11/14/2024 ♦ BOT 1st Read
12/13/2024 ♦ BOT Final Approval

Begin Recommendation for BP 3725 Information and Communications Technology Accessibility & Acceptable Use

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

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

The Chancellor shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations. The Chancellor shall also establish administrative procedures to enable the District to lawfully manage its use of third-party social media platforms and communication to the general public via third-party social media platforms.

Also see BP/AP 3410 Nondiscrimination, BP/AP 3720 Computer and Network Use, AP 3725 Accessibility and Acceptable Use, BP/AP 5140 Student Accessibility Services, and AP 6365 Contracts – Accessibility of Information Technology.

References:

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

End Recommendation for BP 3725 Information and Communications Technology Accessibility & Acceptable Use

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

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

Non 10+1 ◆ CCLC | Good Practice/Optional ◆ Chapter Lead Ornelas ◆ Both BP & AP Exist

Reasons for Review

> Chapter Lead review of IT security
> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.
> Legal Update 38: The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues. (2022-23 carryover)

Begin Recommendation for AP 3725 Information and Communications Technology Accessibility & Acceptable Use

DEFINITIONS

The following definitions apply to this procedure:

Accessible: An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use. The person with a disability must be able to obtain the information as fully, equally, and independently as a person without a disability. Although this might not result in identical ease of use compared to that of persons without disabilities, it still must ensure equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

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

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

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

Web Page Standards: The San Bernardino Community College District (District) is committed to providing information via the Internet and Web pages that is reasonably accessible to all students and interested parties regardless of physical ability. The District will establish and maintain Web Page Accessibility Standards. A Web Standards committee will be established and be responsible for establishing and documenting the Web Page Accessibility Standards ("Standards") for the district and the colleges. The approved Standards will be available electronically on the district and college web sites. The information will be available in alternative formats as needed. Web Page Accessibility Standards compliance is inclusive of all web pages for colleges, departments, and the District. It is encouraged, but not required, to have individual faculty, staff and student web pages comply with the accessibility standards. Mandatory compliance, however, is required for any faculty, staff or student web page that contains information necessary for students to complete required course work; these pages must comply with the accessibility standards or be made available to students in an alternative format when requested, consistent with ADA regulations concerning reasonable accommodation.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3725 Information and Communications Technology Accessibility & Acceptable Use

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

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

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

ICT AND INSTRUCTIONAL MATERIAL ACCESSIBILITY STANDARD STATEMENT

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

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

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

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

End Recommendation for AP 3725 Information and Communications Technology Accessibility & Acceptable Use

AP 3726 Information Security Data Classification

Non 10+2 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

> New AP resulting from Chapter Lead review of IT security

Level 2 Review Schedule

Begin Recommendation for AP 3726 Information Seurity Data Classification

1. PURPOSE AND SCOPE

   The purpose of this Administrative Procedure is to provide information security requirements for the ownership, classification, and protection of the San Bernardino Community College District (SBCCD) information assets.

   An information asset is a definable piece of information, regardless of format, that is recognized as valuable to the organization. Classifying information is at the core of an information security program because it specifies how information, based on its sensitivity and value, will be protected from unauthorized disclosure, use, modification or deletion.

   This is one of a series of Information Security Administrative Procedures maintained by the District's Technology & Educational Support Services department designed to protect SBCCD information systems.

2. RESPONSIBILITIES

   The following roles and responsibilities are established for carrying out this data regulation:

   a. **Executive sponsors** are senior college officials who have planning responsibility and accountability for major administrative data systems (e.g. student, human resources, financial, research, etc.) within their functional areas. By understanding the planning needs of the institution, they are able to anticipate how data will be used to meet institutional needs.

   b. **Data stewards** are appointed by the executive sponsors to implement established data policies and general administrative data security policies for their functional areas. Data stewards are responsible for safeguarding the data from unauthorized access and abuse through established security and authorization procedures and educational programs. They authorize the use of data within their functional areas and monitor this use to verify appropriate data access. They support access by providing appropriate documentation and training to support data users. Identified data stewards, having served informally at the institution, will be identified and will serve on existing change management committees and the District and/or Campus information security team as appropriate.

   c. **Data owners** are employees who most often report to data stewards, whose duties provide them with an intricate understanding of the data in their area. They work with the data stewards to establish procedures for the responsible management of data, including data entry, auditing, and reporting. Some data owners may work in a

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3726 Information Security Data Classification

Non 10+2 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

technology unit outside of the functional unit but have responsibilities such as security and access as decided by the stewards. Technical data owners may also be responsible for implementing backup and retention plans or ensuring proper performance of database software and hardware. Identified data owners ~~administrators, having served informally at the institution,~~ will be identified and called upon for their subject matter expertise.

3. DATA CLASSIFICATION

Users of SBCCD systems need to understand the importance of securely handling the information they are able to access and the standards that have been created to ensure data protection. For the purposes of this Administrative Procedure, data includes both electronic and paper.

Specific protection requirements are mandated for certain types of data, such as credit card information, personally identifiable information, or financial data. Where information is entrusted to us by our students, employees, or business partners, their expectations for secure handling must be met. Consistent use of this Administrative Procedure will help to ensure that we maintain adequate data protection.

a. Classification of Data Assets

SBCCD classifies information regardless of the medium (electronic or paper) according to its sensitivity and the potential impact of disclosure.

In general, information is disclosed to employees or others when there is a business need to know. The information must be consistently handled according to its requirements for confidentiality and disclosure.

Data Owners, defined below, are responsible for determining the appropriate classification level for data for which they are responsible or for the same information maintained on paper documents.

If the classification level is set too high, the cost of protection will be excessive in relation to the value or sensitivity of the data. If it is set too low, the risk of compromise could be increased. Downgrading to a lower classification at a future date is appropriate should conditions warrant.

b. Data Ownership

Every business application must have one or more designated Data Owners. The Data Owner is the person responsible for (or dependent upon) the business process associated with an information asset. The Data Owner is knowledgeable about how the information is acquired, transmitted, stored, deleted, or otherwise processed and is, therefore, best suited to make decisions about the information on behalf of the organization.

The Data Owner is ultimately responsible for security decisions regarding the data. The Data Owner will work with the appropriate college Technology Departments or District Information Technology (IT) department to ensure that minimum-security standards are met. The District IT and college Technology departments will provide appropriate security technology solutions (such as system or application security controls or encryption methods) based on classification level.

If the Data Owner has chosen to outsource the processing or storage of information at a location outside of SBCCD's control, such as on a cloud-based service, the Data Owner retains full accountability for the security of the

AP 3726 Information Security Data Classification

Non 10+2 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

information. Security controls that are required to be performed by the third-party service provider must be detailed in the contract with that provider and monitored by the Data Owner.

The Data Owner's responsibilities include:

   i.   Classifying data for which they are responsible. This includes determining the level of confidentiality that should be assigned to information, which will dictate its level of protection;
   ii. Working with IT to select security controls that are appropriate to the level of sensitivity, value or confidentiality of the application or data it processes;
   iii. Ensuring that third parties to whom data has been entrusted meet SBCCD security requirements;
   iv. Establishing and maintaining response plans that identify actions to be taken for their area of control, such as Security Incident Response processes and defined Business Continuity Plans; and
   v.   Depending on location, provide District and/or College IT management with administrative access in order to maintain continuity of access to systems and services.

   c. Data Classification Categories
       Information that is owned, used, created or maintained by SBCCD must be classified into one of three categories:

       i.   Public
            Data classified as Public is suitable for routine public disclosure and use. Security at this level is the minimum required by SBCCD to protect the integrity and availability of this data. Examples of this type of data include, but are not limited to, data routinely distributed to the public, such as publicly accessible web pages, marketing materials, and press statements.

       ii. Internal
            Internal data is information about SBCCD or internal processes that must be guarded due to proprietary or business considerations, but which is not personally identifiable or otherwise considered confidential. Thisclassification may apply even if there are no regulatory or contractual requirements for its protection.

            Data in this category is generally available to employees, contractors, students, or business associates but is not routinely distributed outside SBCCD. Some Internal data may be limited to individuals who have a legitimate business purpose for accessing the data, and not be available to everyone. Examples of Internal data may include:

            • SBCCD procedures and manuals
            • Organization charts
            • Data that is on the internal Intranet (SharePoint), but has not been approved for external communication
            • Software application lists or project reports
            • Building or facility floor plans or equipment locations

       iii. Restricted

            • Restricted data is information that is sensitive in nature and may be proprietary, personally identifiable, or otherwise sensitive. Unauthorized compromise or disclosure of the information would likely cause serious financial, legal, or reputation damage to SBCCD or result in embarrassment or difficulty for SBCCD, its employees, or students. Restricted data may be protected by statutes, regulations, or contractual requirements. Disclosure is limited to those within SBCCD on a "need-to-know" basis only.

AP   3726 Information Security Data Classification

Non 10+2 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Disclosure to parties outside of SBCCD must be authorized by appropriate management and covered by a binding confidentiality or non-disclosure agreement. Examples of Restricted data include personally identifiable (as defined below) information of our employees, contractors, or students.

- Human Resources, employee, or payroll records.
- Student data.
- Specialized audit reports or results.
- System and network configuration details, including diagrams, passwords, programs, or other IT-specific documentation.
- Intellectual property.
- Health records.
- Legal documents.

For purposes of this Administrative Procedure, the term "personally identifiable information" means an individual's first name and last name or first initial and last name in combination with any one or more items of personal information, such as social security number or other identity verification number, driver's license number or state-issued identification card number, student and/or employee ID numbers, financial account number, credit or debit card number, date or place of birth, and gender or gender identity; provided, however, that "personally identifiable information" shall not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.

d. Minimum Classification
All information should be assumed Internal unless classified otherwise.

e. Classification Flow Chart
The Classification Flow Chart is intended to assist a Data Owner, document creator, or user to assist in quickly determining the classification of a data element or document.

f. Information Access
The Data Owner makes access decisions regarding information they are responsible for and must be consulted when access decisions are to be made, extended, or modified.

g. Periodic Review
The Data Owner, at least every two years, or when necessary, based on business need, must review information asset classifications. Review records must be maintained by Data Owners documenting the review processes that took place.

References:
Civil Code 1798.29
Family Education Rights and Privacy Act (FERPA)
Social Security Number Policy
Health Insurance Portability and Accountability Act (HIPAA)

End Recommendation for AP 3726 Information Seurity Data Classification

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3727 Information Security Access Control

Non 10+3 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

> New AP resulting from Chapter Lead review of IT security

Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level
09/20/24 ♦ Level 2 to Constiutents and AS for Feedback
10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
11/14/24 ♦ BOT 1st Read
12/13/24 ♦ BOT Final Approval

Begin Recommendation for AP 3727 Information Security Access Control

1. PURPOSE AND SCOPE

    The objective of this Administrative Procedure is to provide internal controls for access to the San Bernardino Community College District (SBCCD) sites, information, and applications. This administrative procedure (AP) is part of a series of APs governing the secure use and access of Information Technology Systems and Services.

    Access controls may be physical (such as locks and badges), administrative (such as the AP to safeguard passwords), or technical (protections enforced by software settings or privileges). These controls are designed to allow or restrict the ability to view, update, or delete information within the SBCCD networks and systems or paper documents.

    a. Applicability of Assets

        The scope of this AP includes all electronic assets owned or leased by SBCCD. Assets may include but are not limited to:

        i.   Desktop and Laptop computers
        ii.   Mobile Devices
        iii. Servers
        iv.   Network Infrastructure
        v.   Electronic Media
        vi.   Mobile Computing Devices

    b. Applicability
        This AP applies to all SBCCD employees, including consultants, contractors, temporary employees, and volunteers.

    c. Applicability to External Parties
        This AP applies to all external parties, including but not limited to SBCCD business partners, vendors, suppliers, outsourced service providers, and other third-party entities with access to SBCCD networks and system resources.

AP   3727 Information Security Access Control

Non 10+3 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

2. ACCESS CONTROL

   a. Access Control Principles
       There are three basic access control principles at the SBCCD:

      i.   All information is made available only to those with a legitimate "need-to know". Access is provided on this basis, guided by job requirements and data classification.
      ii. Access controls for SBCCD systems will be provided in a manner that promotes individual accountability. Audit trails and monitoring of access establishes accountability and allows for follow-up of access violations and security breaches.
      iii. Users with the highest levels of privilege on a computer system will be restricted to the least privileges necessary to perform the job.

   b. Authentication to District Systems
       Authentication is the verification of a user's identity. All individuals require identification (ID) prior to gaining access to secured SBCCD facilities or systems such as server rooms, cash handling rooms and other areas where security is in the interest of the District.

       Internal (SBCCD personnel) and external (non-personnel) users must provide a valid and unique user ID in order to authenticate to the network. In addition to a unique ID, the authentication method must include at least one of the following:

      i.   A password or passphrase;
      ii. Token device or smart card; or
      iii. Biometric.

       If the new user is a contractor or non-employee, the user ID will be identifiable as such by its naming convention.

       Group, shared, or generic accounts do not provide accountability and are not to be used for network or application authentication. Some exceptions may apply to this requirement, such as a system account that is required for server or network processing or an account that is to be used by departments that would be used as an official communications account.

       Physical access to secured facilities requires that SBCCD users possess appropriate access badges or credentials in order to enter all sites. Some areas, such as computer rooms, may require additional access levels, cards or keys. Refer to the AP-3728: Information Security - Physical Security for specific information.

   c. Authorization to Applications

       Addition, modification, and deletion of user IDs and other credentials must be controlled. Data Owners (or their designees) have the responsibility for making security decisions about applications that process data for which they are responsible.

       Assuming the role of the Data Owner may require:

      i.   Approving and re-certifying access by users to systems or data they control, or
      ii. Classifying data belonging to the application system they manage (determining the level of confidentiality or classification that should be assigned to an application's data, which will dictate its level of protection).

       Access to certain functions may be provisioned automatically based on job position. Otherwise, the appropriate IT department, as authorized by Data Owners, must approve all new accounts. Each request for access must contain written and/or electronic evidence of approval by the Data Owner, District IT, or college Technology Services. Extension authorizations for contractor accounts must be applied by District IT or college Technology Services to provide an audit trail.

AP 3727 Information Security Access Control

Non 10+3 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Access requests must specify access either explicitly or via a "role" that has been mapped to the required access. Outside of initial standard network access provided based on the job position of the users, access to additional applications or capabilities is discretionary and must be both requested and approved by the Data Owner. For additional access, users should submit an access request.

Departmental security administrators, as defined below, may set up access for some applications. District IT will pass the request on to the relevant team to set up access.

Remote access is not automatically provided to all users and must be requested and approved. Refer to the AP-3730: Remote Access for additional information.

The District IT or college Technology Services departments will maintain for a minimum of six (6) years logs or other documentation of all access request approvals, user account creations, modifications, and deletions.

3. SECURITY ADMINISTRATORS

The appropriate District IT or college Technology Services department is responsible for administering overall system access within SBCCD, and so may request information from appropriate managers or administrators, such as who has access to their applications, and the procedures that they have put in place to provision them.

Some users (in District IT, college Technology departments, or business departments) may have a higher level of access privilege in order to administer systems or applications. They may have the ability to add, modify, or delete other users for the applications they control. To maintain system access to District-owned or developed software, District IT or the college Technology departments shall be provided an Administrative Account that will be used for recovery and auditing elevated access periodically.

Systems administrators and network technicians, under management supervision, have a responsibility to maintain appropriate access controls for the applications they maintain in order to protect information from unauthorized access. The number of administrators should be tightly controlled and limited to as few as necessary.

Security administrators should have their accounts set up with the proper access and log in with their accounts to conduct any privileged access. A log should be kept to review any privilege access and changes, and a report should be delivered and reviewed periodically each year by the Security Director and college Technology Directors. Security administrators should only use their privileged accounts to carry out administrative tasks that require privileged access. A non-privileged account should be used to perform routine tasks.

4. PASSWORDS

Users of the SBCCD computer systems will be provided with one or more unique accounts and associated passwords.

Users are accountable for work performed with the account(s) issued to them and are responsible for the confidentiality of their passwords. Passwords must be difficult to guess and kept private, and users must not disclose their passwords to anyone.

The following rules apply to password composition:

i. Must not be left blank when a new account is created. New passwords must not be the same for all users;
ii. Must have a minimum length of eight (8) characters;
iii. Must contain both numeric, special, and alphabetic characters /be alphanumeric and contain one upper case letter;
iv. New passwords must be changed immediately upon first use;

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   3727 Information Security Access Control

Non 10+3 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

v.   New passwords must not be the same as the four previously used passwords or used within a one-year period, and Passwords must be changed at least every 90 days (some passwords within IT are exempt from this requirement).

If a user requests a password reset via phone, email, web, or other non-face-to-face method,

Administrators who can reset passwords must verify the user's identity, such as by providing personal information, before changing the password.

5.   ACCOUNT LOCKOUT

Accounts will be locked after six (6) invalid login attempts. Once an account is locked, an authorized District IT or college Technology department staff, automated recovery system or authorized student services representative is required to reset the account after the user's identity has been verified. The lockout duration will be set to a minimum of 30 minutes or until an administrator enables the account.

Faculty classroom/lab workstations have a session idle time of 30 minutes after which the session will be locked. With the exception of some system accounts, all other user accounts have a session idle time of 15 minutes, after which the session will be locked.

6.   EMERGENCY ACCOUNTS

An Emergency Account / User ID will be established when access is needed to diagnose or correct a problem. The request to create the Emergency ID must be made through the appropriate college Technology Director, District IT manager, or administrator. The ID will be enabled only for a 24-hour period unless a specific time period is requested.

Upon completion of the work, the requestor must inform the appropriate college Technology Director or District IT manager so that the ID can be disabled.

7.   TERMINATION OF ACCESS PRIVILEGES

Supervisors are responsible for notifying Human Resources if personnel will be leaving SBCCD or, in some cases, those who are placed on administrative or extended leave . HR will contact District IT and other Security Administrators as required so that access may be removed. Access must be disabled immediately upon notification or at the end of the last day of work.

8.   REVIEW OF ACCESS

A bi-annual audit of computer resource authorizations to confirm that access privileges remain appropriate will be conducted by appropriate IT staff. After an additional sixty (60) days, inactive accounts will be purged. These requirements may not apply to certain specialized accounts (e.g., Windows Administrator, root). Student accounts maybe be exempt and regulated by the District established provisioning process.

District IT and/or college Technology departments, working with HR, may periodically validate employment and may immediately suspend users who are on leave of absence or extended disability. At least annually, IT will request that Data Owners verify continued access by users with access to their applications. District IT, college Technology departments, and/or external auditors will periodically review security administration procedures for specific applications and may employ monitoring tools to audit and verify access controls.

9.   PAYMENT CARD INDUSTRY REQUIREMENTS

Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3727 Information Security Access Control

Non 10+3 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

References:
PCI DSS Requirements and Security Assessment Procedures:
https://www.pcisecuritystandards.org/documents/PCI_DSS_v3.pdf
PCI DSS Quick Reference Guide
Version3.0: https://www.pcisecuritystandards.org/documents/PCIDSS_QRGv3.pdf
NIST SP 800-53 Rev. 4 AC-2, IA Family
HIPAA Security Rule 45 C.F.R. §§ 164.308(a)(3)(ii)(B), 164.308(a)(3)(ii)(C), 164.308(a)(4)(i),
164.308(a)(4)(ii)(B), 164.308(a)(4)(ii)(C), 164.312(a)(2)(i), 164.312(a)(2)(ii), 164.312(a)(2)(iii),
164.312(d)

End Recommendation for AP 3727 Information Security Access Control

AP   3728 Information Security Physical Security

Non 10+4 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

> New AP resulting from Chapter Lead review of IT security

Level 2 Review Schedule

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11/14/24 ♦ BOT 1st Read
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Begin Recommendation for AP 3728 Information Security Physical Security

1.   PURPOSE AND SCOPE

All San Bernardino Community College District (SBCCD) information systems must be properly protected from potential physical and environmental threats to ensure the confidentiality, integrity, and availability of the data contained within. This Administrative Procedure describes physical access methods, visitors, data center security, and media disposal.

This is one of a series of information security Administrative Procedures maintained by the District Information Technology (IT) department designed to protect SBCCD information systems.

Please refer to AP-3725–Information Security Program Overview for information on the assets' applicability and application to employees and external parties.

2.   PHYSICAL SECURITY

All SBCCD technology locations will employ security control measures to prevent unauthorized physical access, damage, or interference to the premises and information.

   a.   Physical Security Responsibilities
      i.   The Campus Police departments manage perimeter security for the colleges and District offices. This group has physical keys to buildings and a master badge allowing access to all facilities.
      ii. District IT is responsible for the data center at each location. District IT approves access to the District IT- data centers.

   b.   Access Cards and Visitors to SBCCD Data Centers

      District IT offices and secure areas are protected by entry controls designed to allow only authorized personnel to obtain building access. Authorized individuals may be issued an Employee, Temporary, or Visitor badge that enables electronic access to exterior doors and authorized internal doors. Additional authorization may be required for access to some doors.

AP   3728 Information Security Physical Security

Non 10+4 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Employees and visitors to SBCCD District IT facilities must clearly display ID badges at all times. Employees must be alert for unknown persons without badges, or employees not displaying badges.

District IT visitors must be provided with a badge or keycard that expires and identifies the person as a non-employee. SBCCD personnel must escort visitors. Visitors may be required to surrender badges after leaving the facility or at the date of expiration.

c.   Data Center Access

The District IT and College data centers are critical processing facilities that must be protected by defined security perimeters with appropriate security access controls.

All persons who do not have a badge that requires access to the data center must be escorted by an employee whose badge is authorized to access the data center. Approval is required from the District IT and/or college management prior to any access to this area.

An authorized District IT employee is responsible for making sure that visitors entering a SBCCD data center are properly logged. It is mandatory that all visitors check in with District IT reception or college Technology departments, and visitors to a SBCCD data center must sign in and sign out with District IT and/or college Technology Department reception so that the entry and purpose of the visit can be tracked for auditing and security purposes.

For data center visitors, the reception log must note the name, date, company, purpose of visit, any escorting employee, and both sign-in and sign-out times. Spot checks of the log may be performed by District IT and/or college Technology departments and matched against the audit trail of door accesses from the keycard badging system. Reception area visitor logs must be retained for three months.

For audit and compliance purposes, the District IT management and/or college Technology department management will review those authorized to access an SBCCD data center at least quarterly to ensure that the privileges of employees or vendors who no longer need access to the data center have been removed. Records of these reviews will be maintained for audit purposes.

d.   Equipment Maintenance and Environmental

District IT and college Technology departments must ensure that all utilities (e.g. UPS, generator) and other equipment is monitored in accordance with manufacturer specifications and correctly maintained to ensure the availability, integrity and confidentiality of information contained within it.
The typical data center should have dry pipe water fire suppression, HVAC units, environmental protection, redundant UPS systems, and an exterior backup diesel generator.

Only authorized maintenance personnel are allowed to perform repairs. All repairs or service work must be documented. Documentation records must be maintained by District IT and/or college Technology departments.

Computer room personnel must be trained in the use of any automatic fire suppression systems, the use of portable fire extinguishers and in the proper response to smoke and fire alarms.

Smoking, drinking, and eating in computer processing rooms is prohibited.

e.   Media Disposal and Destruction

District IT and/or College Technology Departments must ensure that electronic information storage devices (e.g., hard drives (spinning, ssd, m.2, etc.), tapes, USB sticks, removable hard disks, floppy disks, CD's and DVD's) are disposed of in a manner commensurate with their information classification.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3728 Information Security Physical Security

Non 10+4 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

All electronic storage devices must be wiped by a process such that data on the storage device cannot be recovered by individuals and/or technology.

External firms responsible for disposing of any type of SBCCD information must be held to any standards specified by contract. This includes confidentiality agreements and adequate security controls.

All Data Owners must ensure that media containing Restricted data is destroyed when it is no longer needed for business or legal reasons.
Employees must use proper destruction methods when disposing of SBCCD information. Paper copies of sensitive information must be shredded or incinerated. Users of the information are responsible for disposing of it in secure disposal containers or using another proper destruction method.

f.   Payment Card Industry (PCI) Requirements

       Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

g.   Policy Enforcement

       Any person found to have violated this policy, intentionally or unintentionally, may be subject to disciplinary action, up to and including loss of access rights or termination of employment.

References:
NIST SP 800-53 Rev. 4 CA-7, PE-3, PE-6, PE-20
HIPAA Security Rule 45 C.F.R. §§ 164.310(a)(2)(ii), 164.310(a)(2)(iii)
PCI DSS Requirements and Security Assessment
Procedures: https://www.pcisecuritystandards.org/documents/PCI_DSS_v3.pdf
PCI DSS Quick Reference Guide Version
3.0 https://www.pcisecuritystandards.org/documents/PCIDSS_QRGv3.pdf

End Recommendation for AP 3728 Information Security Physical Security

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3729 Information Security Logging & Monitoring

Non 10+5 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

> New AP resulting from Chapter Lead review of IT security

Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

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11/14/24 ♦ BOT 1st Read
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Begin Recommendation for AP 3729 Information Security Logging & Monitoring

1. PURPOSE AND SCOPE

   The objective of this Administrative Procedure is to document the requirements for logging and monitoring at the San Bernardino Community College District (SBCCD). SBCCD monitors its information technology (IT) infrastructure so that potential security incidents can be detected early and dealt with effectively.

   This is one of a series of information security Administrative Procedures maintained by the District IT department designed to protect the SBCCD information systems.

   Please refer to AP-3725–Information Security Program Overview applicability of assets, application to staff, and external parties.

2. LOGGING AND MONITORING

   Monitoring helps speed the resolution of system problems and aids in the identification of access control policy violations. The monitoring program also verifies correct operation and the overall success or failure of network, server, and application security controls.

   a. Logging Responsibilities and Tools
      The District IT infrastructure must provide district-wide network logging and monitoring services. Appropriate college Technology department managers and staff will have access to these services. Centralized log analysis and event correlation of operating system event logs is performed continuously.

   b. Basic Logging Requirements
      Automated audit trails should reconstruct the following events for all firewalls, routers, database servers, and critical servers including:
      1) Alarms generated by network management devices or access control systems;
      2) All actions taken by any individual with administrative privileges;

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3729 Information Security Logging & Monitoring

Non 10+5 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

3) Changes to the configuration of major operating systems/network services/utilities/security software;
4) Anti-virus software alerts;
5) Access to all audit trails or log records; and
6) Failed or rejected attempts to access Restricted data or resources.

These events should be tracked by:

1) User identification (User ID/account name).
2) Type of event.
3) Date and time stamp.
4) Success or failure indication.
5) Name of affected data, system component, or resource.

c. Log Access and Retention

Access to audit files must be limited to authorized administrators, District IT management, and college Technology department management. Only individuals with a job-related need should be able to view, initialize or create audit files. Audit files must be kept secure so that they cannot be altered in any way, through file permissions or other means. Precautions must also be taken to prevent files or media containing logs from being overwritten and that sufficient storage capacity is present for logs.

Logs must be kept for the minimum period specified by any business or legal requirements. If no specific requirements exist, logs should be retained for at least one year.

d. Protection of Logs
Audit records are protected against modification and deletion to prevent unauthorized use.

Audit records for external-facing technologies (e.g., wireless, firewalls, DNS, etc.) are stored on a server located on the internal network.

e. Log Monitoring, Review, Analysis & Reporting

SBCCD reviews and analyzes audit records for evidence of suspicious, unusual, and inappropriate activity. SBCCD reports anomalous auditable events and related security incidents to the Vice Chancellor of Technology and Learning Services, who is responsible for reporting security issues to the Executive Leadership Team as appropriate. SBCCD adjusts the level of audit review, analysis, and reporting within systems when there is a change in risk to operations, assets, individuals, and other organizations based on law enforcement information, intelligence information, or other credible sources of information.

SBCCD establishes procedures for monitoring the use of systems and facilities to test the effectiveness of access control and security mechanisms. The results of the monitoring activities are reviewed on a regular basis. Monitoring activities include execution of privileged operations, authorized access, unauthorized access attempts, and system alerts or failures.

SBCCD meets all applicable legal requirements related to monitoring authorized access and unauthorized access attempts.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3729 Information Security Logging & Monitoring

Non 10+5 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

SBCCD System Administrator activities are logged and reviewed on a regular basis.

f. Log Review Schedule like the sample below.

IT Security Event	Frequency	Responsibility
Alarms generated by network management devices or access control systems	Daily	District IT or college Technology department staff
All actions taken by any individual with administrative privileges	Daily	District IT or college Technology department staff
Anti-virus software alerts	Daily	District IT or college Technology department staff
Access to all audit trails	Daily	District IT or college Technology department staff
Failed or rejected attempts to access *Restricted* data or resources	Daily	District IT or college Technology department staff
Changes to the configuration of major operating system network services / utilities / security software	Weekly or as required	District IT or college Technology department staff
Application logs (e.g., SIS)	As required	District IT or college Technology department staff

g. Payment Card Industry (PCI Requirements)
Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

References:
NIST SP 800-53 Rev. 4 AC-2, AU-12, CA-7, CM-3, CM-8, SC-5, PE-3, PE-6, PE-20,SC-7, SI-4
HIPAA Security Rule 45 C.F.R. §§ 164.308(a)(1)(ii)(D), 164.308(a)(5)(ii)(B), 164.308(a)(5)(ii)(C),
164.308(a)(8), 164.310(a)(1), 164.310(a)(2)(ii), 164.310(a)(2)(iii), 164.310(b), 164.310(c),
164.310(d)(1), 164.310(d)(2)(iii),164.312(b), 164.312(e)(2)(i), 164.314(b)(2)(i)

End Recommendation for AP 3729 Information Security Logging & Monitoring

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   3730 Information Security Remote Access

Non 10+6 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

> New AP resulting from Chapter Lead review of IT security

Level 2 Review Schedule

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12/13/24 ♦ BOT Final Approval

Begin Recommendation for AP 3730 Information Security Remote Access

1.   PURPOSE AND SCOPE

The objective of this Administrative Procedure is to control access to the San Bernardino Community College District (SBCCD) information and systems when connections are made to those systems from a remote location.

This is one of a series of information security Administrative Procedures maintained by the Technology and Educational Support Services department designed to protect SBCCD information systems.

Please refer to AP-3725-Information Security Overview for applicability of assets application to staff, and external parties.

2.   REMOTE ACCESS

All connections into and out of the internal network must be documented and managed by District IT and/or college Technology departments. Remote access is not automatically provided to all personnel and must be requested and approved as described below. The exception to this is access to the Student Information System (SIS) through the Colleague Self-Service and WebAdvisor using an Internet browser. Access to these systems is authorized for both employees and students, based on their job function and role, using assigned credentials and passwords.

Users must use established remote access mechanisms or gateways to District systems. Aside from the Colleague Self-Service and WebAdvisor, SSL VPN is used to gain access to SBCCD systems.

Remote access to District financial systems requires two-factor authentication and is granted based on the employee's job function and role, using assigned credentials and passwords.

Remote access is prohibited from any public or shared computer or Internet kiosk. This would include public computers provided for open use in a library, hotel, conference center, or any location that provides open access to a computer.

Users may not establish new remote access systems or methods unless approval has been granted, as noted below.

All remote access will be audited annually by District IT management and/or college Technology department management.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3730 Information Security Remote Access

Non 10+6 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

a.   Request for Remote Access

Users create service desk tickets to request remote access. Refer to the AP-3727 Information Security - Access Control for further information.

b.   Approvals for Remote Access

General remote access: For college employees, remote access must be approved by the college President or designee. For District Services employees, remote access must be approved by the Chief Technology Officer and Technology and Educational Support Services or designee.

New remote access methods: District IT must approve any new remote access method or system.

c.   Access Controls for Remote Connections

Remote access sessions will be automatically disconnected after 30 minutes of inactivity. Personal firewall software must be installed on all SBCCD or employee-owned computers with direct connectivity to the Internet that are used to access a District network. Anti-virus software must also be installed and must include the most recent software updates and virus profiles.

Any remote access connection that has been established for a vendor, business partner, or other third party for purposes of support must be immediately deactivated once no longer in use by the appropriate IT staff.

d.   Transmission Over Networks

If SBCCD Restricted data is to be transmitted over any communications network, it must be sent only in encrypted form. Networks include SBCCD email mail systems, connections using the Internet, and supplied SBCCD remote access systems. All such transmissions must use software encryption approved by the District IT department. For further information, refer to the AP-3726 Information Security—Data Classification.

e.   Payment Card Industry Considerations

SBCCD adheres to the requirements of the Payment Card Industry Data Security Standard (PCI). Where cardholder data is present, remote access to those systems must incorporate two-factor authentication. This refers to network-level access originating from outside the SBCCD network to the SBCCD network by employees and third parties.

Personnel accessing cardholder data via remote-access technologies are prohibited from copying, moving, and storing cardholder data onto local hard drives and removable electronic media unless explicitly authorized by the Vice Chancellor of Technology and Learning Services for a legitimate business need.

3.   REGULATION COMPLIANCE

The SBCCD IT team will verify compliance with this policy through various methods, including but not limited to periodic walk-throughs, video monitoring, business tool reports, internal and external audits, and inspection, and will provide feedback to the policy owner and appropriate asset owner.

a.   Exceptions

Any exception to this regulation must be approved in advance by the college president or designee for college employees or the Chief Technology Officer for the District employees.

AP   3730 Information Security Remote Access

Non 10+6 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

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b.   Non-Compliance

c.

An employee found to have violated this regulation may be subject to disciplinary action, up to and including termination of employment.

4.   RELATED STANDARDS, POLICIES, AND PROCESSES

Please review the following regulations and guidelines for details of protecting information when accessing the network via remote access methods and acceptable use of SBCCD's network:

- Administrative Procedure 3720 Electronic Communications

Reference:
NIST SP 800-53 Rev. 4 AC-17, AC-19, AC-20
HIPAA Security Rule 45 C.F.R. §§ 164.308(a)(4)(i), 164.308(b)(1), 164.308(b)(3), 164.310(b), 164.312(e)(1), 164.312(e)(2)(ii)
Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)

End Recommendation for AP 3730 Information Security Remote Access

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   3731 Information Security Internally Developed Systems Change Control

Non 10+7 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

> New AP resulting from Chapter Lead review of IT security

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Begin Recommendation for AP 3731 Information Security Internally Developed Systems Change Control

1. PURPOSE AND SCOPE

   The objective of this Administrative Procedure is to ensure a standardized method for handling changes to District internally developed systems. Change control promotes the stability of the environment, which is essential to its security and integrity.

   This is one of a series of information security Administrative Procedures designed to protect District information systems. The District Information Technology (IT) department has a district-wide fiduciary responsibility to set, maintain, and ensure the provisions of this regulation. District IT accomplishes this through collaborative engagement with the campus Technology Services departments.

   a. Applicability
      This Administrative Procedure applies to all full-time and part-time regular academic and classified employees, such as short-term (temporary) staff, substitutes, professional experts, Federal Work Study students, and student help who are employed by and volunteers who assist the District for the purpose of meeting the needs of students.

   b. Applicability to External Parties
      This Administrative Procedure applies to all external parties, including but not limited to District business partners, vendors, suppliers, service providers, and other third-party entities with access to District networks and system resources.

   c. References and Related Procedures
      Please refer to the Information Security Administrative Procedures for additional information, references, and definitions:

2. CHANGE CONTROL
   A change is any modification or enhancement to an existing production system. Modifications can be updates to existing data, functionality, or system processes. The District IT department shall adhere to industry best practices in the development and maintenance of all internally developed systems.

   a. Change Roles
      The following roles have been established to guide the Change Management process for internally developed applications:

      • Release Manager: Oversees the change being released into production.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3731 Information Security Internally Developed Systems Change Control

Non 10+7 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- User: the individual or entity initiating a change, which may be either an internal District employee or contractor or an external organization.
- Product Owner: the role that qualifies and prioritizes customer Change Requests. The Product Owner may represent interests within a specific organizational entity.
- Prioritization Committee: one or more organizational bodies that review and prioritize Change Requests submitted by Product Owners or the user community.
- Quality Assurance Team: the internal department to test developed changes prior to introducing them into production. This group must be independent of the development group.
- Release Team: Internal team designed to schedule and implement changes into production.
- Development Team: the internal District group responsible for implementing and/or delivering the Change Requests.

b. Process Tools
The primary tools used to manage Change Requests are the District-wide Service Desk system for project management and an Application Lifecycle Management tool for logging, backup, and integrity monitoring.

c. Change Requirements
The basic requirements for Change Management are:

Changes that are part of the production environment must follow defined procedures by submitting a Change Request through the service desk system.

1) The User submits the Request.
2) The Request is reviewed by District IT, the relevant Product Owner, and further reviewed and prioritized by the Prioritization Committee.
3) Once approved by the Prioritization Committee, the development team schedules and implements the change.
4) All changes must be authorized by the appropriate management.
5) All changes to production software must be completely and comprehensively tested.
6) All required documentation associated with the changes must be included with the software delivery.
7) Program source code must be protected by restricting access to those within the Development team who have a need-to-know. Segregation of duties must be maintained.
8) Version controls for source code must be in place to maintain application integrity.
9) All change requests must be accompanied by back-out procedures to be used in the event of unexpected error conditions.
10) Roll-back execution conditions will be defined during the Project Release plan creation.
11) Production data should not be used for testing data unless it has been scrubbed. Where sensitive data must be used, the development and test environments will remain isolated from external communication.

d. Application Security Knowledge Transfer
Changes related to new or significant implementation efforts should include a knowledge transfer of relevant security information from the Development team to the Network and Security staff and other interested parties.

e. Payment Card Industry Considerations
Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

End Recommendation for AP 3731 Information Security Internally Developed Systems Change Control

AP 3732 Information Security Security Incident Response

Non 10+8 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

> New AP resulting from Chapter Lead review of IT security

Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

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Begin Recommendation for AP 3732 Information Security Security Incident Response

1.   PURPOSE AND SCOPE

The purpose of the Security Incident Response Administrative Procedure is to ensure a standardized method for handling changes to District internally developed systems. Change control promotes the stability of the environment, which is essential to its security and integrity.
This is one of a series of information security Administrative Procedures designed to protect District information systems. The District Information Technology (IT) department has district-wide fiduciary responsibility to set, maintain, and ensure the regulations' provisions. District IT accomplishes this through collaborative engagement with the college Technology Services departments.

This Administrative Procedure has been written to align with the best practices as outlined in the NIST SP 800-61 Guidance.

a.   Applicability
This Administrative Procedure applies to all full-time and part-time regular academic and classified employees, such as, short-term (temporary) staff, substitutes, professional experts, Federal Work Study students, and student help who are employed by, and volunteers who assist, the District for the purpose of meeting the needs of students.

b.   Applicability to External Parties
This Administrative Procedure applies to all external parties, including but not limited to District business partners, vendors, suppliers, service providers, and other third-party entities with access to District networks and system resources.

c.   References and Related Administrative Procedures
Please refer to Information Security Administrative Procedures for additional information, references, and definitions.

2.   INFORMATION SECURITY INCIDENT RESPONSE

Information in this regulation may be supplemented with other District information external to this document. Such information may include other business continuity plans, processes, procedures, technical standards, runbooks, etc.

In addition to providing a standardized process flow, this regulation:
•   Identifies the incident response (IR) stakeholders and establishes their roles and responsibilities;
•   describes incident triggering sources, incident types, and incident severity levels; and

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AP 3732 Information Security Security Incident Response

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- includes requirements for maintenance. This Administrative Procedure aligns with best practices as outlined in NIST SP 800-61.

a. Glossary/Definitions

Business Services Response Teams	Business Services Response Teams can be activated to enhance District response to incidents that affect specific business services areas. These teams have established designated contacts for handling incidents or security breaches and enhancing collaboration between diverse groups.
Computer Incident Response Team (CIRT)	The CIRT will act as the core incident coordination team for severe security incidents or breaches and is represented by individuals from District IT, College Technology Services departments, and business areas. The composition of the CIRT will vary based on incident requirements.
Incident	An Incident is defined as an event that presents the potential of unauthorized and/or unintended exposure, modification, restriction from access, or deletion of information assets, both physical and electronic, under the care of the District.
Incident Response Coordinator (IRC)	The IRC serves as the primary point of contact for response activities and maintains records of all incidents. This role has overall responsibility and ownership of the Incident Response process. The Director, Security and User Services is assigned this role by default, but other positions may act as IRC where appropriate.
Security Breach	Unauthorized release or exposure of information that is confidential, sensitive, or personally identifiable. The definition of a breach and the actions that must be taken can vary based on regulatory or contractual requirements.
Security Incident	A security incident is any adverse event that compromises the confidentiality, availability, or integrity of information. An incident may be noticed or recorded on any system and or network controlled by the District or by a service provider acting on behalf of the District.
Security Violation	An act that bypasses or contravenes District security Administrative Procedures, practices, or procedures. A security violation may result in a security incident or breach.
External Entities	In consultation with the CIRT, external entities may conduct hands-on IR activities, such as investigative response activities, or may provide guidance. External entities include vendors, service providers, or law enforcement, such as: • Multi-State Information Sharing and Analysis Center (MS-ISAC) • Federal Bureau of Investigation (FBI) • Attorneys (e.g., "Cyber Coaches") and Forensics Consultants • Service Providers such as Internet and Security • Data Holder Vendors

b. Incident Reporting
Unplanned information security events must be reported to the appropriate manager and the district-wide IT Service Desk as quickly as possible. Suspected data breaches must be reported to the IT Service Desk within eight (8) hours of identification.

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Any directives issued by a member of the CIRT during a response may supersede this document.

c. Maintenance
This Administrative Procedure will be reviewed and updated minimally every five years or as relevant personnel, locations, threats, or regulatory/contractual requirements change.

The Incident Response plan and procedures should be tested at least annually.

d. Incident Response Process

The following section describes the procedures that are common to all types of security incidents and the recommended steps for each phase of a security incident.

i. Documentation and Preservation of Evidence

Evidence of a computer security incident may be required for civil or criminal prosecution or to document the event for insurance reasons. In order to preserve evidence, all relevant information collected during the incident must be protected. To maintain the usefulness of possible evidence, District staff must be able to identify each note or piece of evidence and be prepared to explain its meaning and content.

The chain of custody for all evidence must be preserved. Documentation will be required that indicates the date, time, storage location, and sequence of individuals who handled the evidence. There must not be any lapses in time or date. The hand-off of evidence to authorities must also be documented.

Documentation of the incident must minimally include:

- Date/time the incident was reported
- Type of Incident
- Reporting source of incident
- Summary of the incident
- Current status of the incident
- All actions taken concerning the incident
- Contact information for all involved parties
- Evidence gathered during the incident investigation
- Relevant comments from IR team members
- Proposed next steps to be taken

ii. Security Incident Categories
District Security incident categories can be found in the district-wide IT Service Desk.

iii. Security Incident Severity Levels

Incident Severity Level	Description	Action Required
	Significant risk of negative financial or public relations impact	Management team members

HIGH	• Hacking or denial of service attack attempted with limited impact on operations • Widespread instances of a new computer virus not handled by anti-virus software • Possible breach of student information or PII • Some risk of negative financial or public relations impact	1. Log incident in IT Service Desk 2. Notify IRC or designee 3. IRC will notify CIRT team members as needed
MEDIUM	• Hacking or denial of service attacks attempted with no impact on operations • Widespread computer viruses are easily handled by anti-virus software • Lost laptop/smartphone, but no data compromised	1. Log incident in IT Service Desk 2. IRC will review and notify CIRT team members as needed.
LOW	• Password compromises – single user • Unauthorized access attempts • Account sharing • Account lockouts	1. Log the incident in the IT Service Desk where appropriate. 2. IRC will review and coordinate remediation as needed.

iv.   Escalation

If it is discovered that the scope or severity of an incident has changed, it is important to communicate this change to the CIRT.

If an incident involves a breach of Payment Card Industry (PCI) data, the acquirer and related payment brands must be notified of the incident as soon as possible.

Include the appropriate IR stakeholders in identifying the reporting procedures for each payment brand and acquirer involved in the incident. (PCI DSS 12.10.1)

If an incident potentially involves a breach of student personally identifiable information (PII) or financial aid data, the IRC must be notified immediately. The IRC will then communicate to appropriate CIRT team members (e.g., Financial Aid Directors). It is their responsibility to follow the U.S. Department of Education Privacy laws specified in the Family Educational Rights and Privacy Act (FERPA).

For all other incidents, the Vice Chancellor of Educational and Technology Services or designee(s) must be consulted prior to discussion with any person outside of the District.

End Recommendation for AP 3732 Information Security Security Incident Response

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3733 Information Security Security Secure Operations

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Reasons for Review

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Begin Recommendation for AP 3733 Information Security Security Secure Operations

1. PURPOSE AND SCOPE

   The objective of this Administrative Procedure is to describe policies for secure operations of District information and systems. The following topics are covered:.

   - Operations Processing
   - Application Development
   - Virus Management
   - Patches and Updates
   - Backup AR
   - Third Party Management

   This is one of a series of information security Administrative Procedures designed to protect the District's information systems. The District Information Technology (IT) department has district-wide fiduciary responsibility to set, maintain, and ensure the provisions of this regulation. District IT accomplishes this through collaborative engagement with the campus Technology Services departments.

   a. Applicability
   This Administrative Procedure applies to all full-time and part-time regular academic and classified employees, such as, short-term (temporary) staff, substitutes, professional experts, Federal Work Study students, and student help who are employed by, and volunteers who assist, the District for the purpose of meeting the needs of students.

   b. Applicability to External Parties
   This Administrative Procedure applies to all external parties, including but not limited to District business partners, vendors, suppliers, service providers, and other third-party entities with access to District networks and system resources.

   c. References and Related Documents
   Please refer to the Information Security Administrative Procedures for additional information and references, and definitions.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   3733 Information Security Security Secure Operations

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2.   SECURE OPERATIONS

a.   Operations Processing

All system scheduling, jobs, and dependencies must be documented. This documentation must include job start times, latest job completion times, delay procedures, and handling procedures in case of failure or error.

Operating system and application processing, restart, and shutdown procedures must be documented.

Application back out, restart, and shutdown procedures with emergency contact information must be provided by the Applications Development team and made available to District IT operations personnel.

Refer to AR 3728: Information Security – Physical Security for data center access and other physical security controls.

b.   Virus Management

All applicable systems must be configured with District IT-approved anti-virus software. The software must be configured to scan for viruses in real time. Anti-virus programs must be capable of detecting, removing, and protecting against all known types of malicious software.

All systems with anti-virus software must be configured to update virus signatures daily.

End users must not be able to configure or disable the software.

c.   All anti-virus mechanisms must generate audit logs to aid District IT and college Technology Departments in detecting and responding to virus outbreaks.

d.   District IT or college Technology Services departments may install approved anti-virus software on any District assets or allow users to install it themselves.

e.   Patches and Updates

The District must ensure that all system components and software are protected from known vulnerabilities by installing the latest vendor-supplied firmware, security patches, hot fixes, and service packs found to be applicable to District computing resources.

District IT and college Technology Services network administrators must keep up with vendor changes and enhancements. New or modified non-urgent security patches must be scheduled and installed within one month of release. College Technology Services departments may elect not to install system updates that are unrelated to District business and that do not affect security. Urgent patches that address security vulnerabilities must be installed as soon as feasible without introducing instability or impacting service availability.

Where feasible, patches must be tested in a test environment prior to production deployment. Testing must ensure that systems function correctly.

Changes to servers and networks should be tested prior to implementation and follow normal change control management procedures.

District IT and campus technology departments must be alerted to identifying new security vulnerabilities by monitoring available vendor or industry security sources. Hardening and configuration standards must be updated as soon as practical after new vulnerabilities are found.

f.   Software and Asset Management

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The AP 3720: Electronic Communications sets forth usage policies for critical technologies that include e-mail usage and Internet usage and defines proper use of these technologies. District IT and college Technology Services departments may also issue mobile devices (such as laptops or removable storage devices) and will maintain a list of issued devices and personnel with access to assist in determining the owner, contact information, and purpose.

District IT and campus technology departments will maintain a list of company-approved products and software.

g.   Backup and Media

Users must store all critical files on the local area network so that they can be properly backed up. If an end-user chooses to store essential data elsewhere, it must be approved by District IT management or college Technology Services management, and the user is responsible for ensuring the data can be recovered.

Any media containing backup data that is stored onsite must be classified so that operations personnel can determine the sensitivity of the data stored on tape or other formats. Refer to the AP 3726: Information Security - Data Classification for classification and handling information.

Any backup media that must be transferred that contains Restricted information must be sent by secured courier or other delivery method that can be accurately tracked. Management must approve any and all media that is moved from a secured area, especially when media is distributed to individuals.

Strict control must be maintained over the storage and accessibility of backup media. Inventory logs of all media must be maintained and reviewed at least annually.

Media must be destroyed when it is no longer needed for business or legal reasons. Data retention requirements must be documented.

h.   Third Party Management

A third-party user is a non-District employee or entity that is authorized to access District systems and networks. Examples of third-party users include consultants, contractors, project specialists, vendors, business partners, service providers, and suppliers of products, services, or information.

A process for engaging service providers must include proper due diligence prior to beginning the engagement. A list of all third-party providers must be maintained.

Network connections between the District's environment and third parties must follow agreed-upon security procedures and/or confidentiality requirements. Such connections and other third-party access to the District's systems must be governed by formal written agreements or contracts. The third party must agree to adhere to the District Information Security Administrative Procedure.

These agreements may require signed Confidentiality and Non-Disclosure statements restricting the subsequent usage and dissemination of District information.

Vendors or other third parties with access to District-owned or leased equipment or systems housed in the District's data center are restricted to only the specific equipment and systems they are authorized to maintain or monitor.

1)   G.1 HIPAA Third Party Agreements

- HIPAA regulations specify that formal written agreements must be established with each party (often considered a "business associate") who will access protected health information (PHI). The parties must agree to protect the integrity and confidentiality of the information being exchanged, and the agreement would clearly define responsibilities of both parties as follows:
- District security policies and security mandates, including any fines and penalties that may be incurred for HIPPA or PCI non-compliance for lack of compliance with the regulations.

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- Ownership and acceptable uses of PHI and other classified information.
- Requirements for business continuity by the third party, in the event of a major disruption, disaster, or failure.
- Audit provisions for District or District-approved entities in the event of a data compromise. Provisions to ensure that District, or a District approved auditor, will be provided with full cooperation and access to conduct a thorough security review after a security intrusion. The review will validate compliance with District standards and HIPAA regulators for protecting PHI and other District information.
- Security of PHI and District information during third-party contract terminations or data transfers.

2) G.2 PCI Third-Party Requirements

The District maintains a program to monitor its Payment Card Industry Data Security Standard (PCI DSS) service providers' compliance status at least annually.

PCI DSS requires that shared hosting providers protect each entity's hosted environment and cardholder data. These providers must meet specific requirements as detailed in Appendix A of the PCI DSS.

A written agreement that includes an acknowledgment from any PCI service provider must be maintained to ensure that the third party accepts responsibility for the security of cardholder data the service provider possesses.

All service providers providing PCI services must be monitored at least annually to ensure their continued compliance with PCI DSS.

Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

End Recommendation for AP 3733 Information Security Security Secure Operations

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3734 Information Security Security Network Security

Non 10+10 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

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Begin Recommendation for AP 3734 Information Security Security Network Security

1. PURPOSE AND SCOPE

   The objective of this Administrative Procedure is to describe controls required to protect District information and systems. Network infrastructure must be configured securely in order to protect District systems and maintain network integrity and availability. Effective network security will reduce potential vulnerabilities and help to enforce secure access to District information and technology.

   This is one of a series of information security Administrative Procedures designed to protect District information systems. The District Information Technology (IT) department has a district-wide fiduciary responsibility to set, maintain, and ensure the provisions of this regulation. District IT accomplishes this through collaborative engagement with the campus Technology Services departments.

   a. Applicability of Assets

      This Administrative Procedure applies to all electronic assets that are owned or leased by the District, including but not limited to:
      • Servers
      • Network Infrastructure
      • Mobile Devices
      • Infrastructure as a Service or IaaS

   b. Applicability

      This Administrative Procedure applies to all full-time and part-time regular academic and classified employees, , such as short-term (temporary) staff, substitutes, professional experts, Federal Work Study students, and student help, who are employed by, and volunteers who assist the District for meeting the needs of students.

   c. Applicability and Related Documents

      This Administrative Procedure applies to all external parties, including but not limited to District business partners, vendors, suppliers, service providers, and other third-party entities with access to District networks and system resources.

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AP 3734 Information Security Security Network Security

Non 10+10 ◆ Non CCLC ◆ Chapter Lead Ornelas ◆ No Matching BP or AP Exists

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d.   References and Related Documents

Please refer to the Information Security Administrative Procedures for additional information references, and definitions.

2.   NETWORK SECURITY

District IT has primary responsibility for District network and security. District IT in collaboration with the college technology departments manages and administers campus infrastructure and network components. Senior Technology Support Specialists, supervised by the District Director Technology Services are the operational managers of district and campus firewalls and network equipment.

a.   General Network Controls

System configuration standards are in place for critical network and server components that are managed by District IT and campus technology departments. Standards must address known security vulnerabilities and industry best practices and provide specifications for "hardening" the native operating system or platform from known security weaknesses.

District IT must maintain appropriate network documentation, including a high-level network diagram specifically noting inbound and outbound network connections. This must include wireless network components and show connections to all networks, any cardholder data Payment Card Industry (PCI) locations, and wireless networks.

Network diagrams and configuration details must not be disclosed to unauthorized parties unless identifying IP addresses and names have been removed. The data classification level for sanitized (IP addresses, server names, and other identifying elements removed) diagrams is Internal. Unsanitized network diagrams have a data classification of Restricted. Refer to the Administrative Procedure 3726: Information Security - Data Classification for classification requirements.

Only necessary and secure services, protocols, services/daemons, etc., should be enabled as required for the function of the system. For any required services, protocols, or services/daemons that are insecure, appropriate security features must be enabled. For example, secure technologies such as SSH, S-FTP, SSL, or IPsec VPN should be used to protect insecure services such as NetBIOS, file-sharing, Telnet, FTP, etc.

Documentation and business justification for use of all services, protocols, and ports allowed, including documentation of security features implemented for those protocols considered to be unsecure must be maintained by District IT or college Technology Services. Vendor-supplied defaults must be changed before installing a system on the network, including but not limited to passwords, simple network management protocol (SNMP) community strings, and elimination of unnecessary accounts.

System security parameters must be configured to prevent misuse. All unnecessary functionality, such as scripts, drivers, features, subsystems, file systems, and unnecessary web servers, must be removed.

Publicly accessible network jacks should be restricted to authorized systems.

b.   External Connections and Firewalls

District IT management or campus technology management must approve all new external connections, inbound or outbound, to the District's internal network. All connections into and out of the internal network must be documented, managed, and internally coordinated. Firewalls must be deployed to restrict inbound and outbound connections to the District's network.

New network connections requested to be allowed through District firewalls must be approved by District IT management or college Technology Department management and require a business case justification.

AP 3734 Information Security Security Network Security

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Ad-hoc modification of firewall rules can jeopardize the security of the District's network. Established change control procedures must be followed for all firewall changes.

Where technically possible, firewall rules should be tested prior to implementation.

A review of all firewalls and routers must be completed every six (6) months. This activity must include a review of the specific ports/services/protocols allowed into the environment and proper documentation of the review.

For specific processes and procedures, refer to AR 3731: Internally Developed Systems- Change Control and Firewall Security Departmental Procedures.

c.   Wireless Security

Wireless connectivity is provided as a convenience for staff and students utilizing wireless implementation at SBCCD colleges and sites. Either a student or staff SSID must be entered to gain access. Refer to Wireless Security Departmental Procedures for additional information on using wireless services.

Any other permanent wireless network implementations must be approved by District IT.

Wireless vendor defaults, including but not limited to default wireless encryption keys, passwords, and SNMP community strings, must be changed prior to implementation.

District IT and college Technology Departments will test for the presence of wireless access points and detect unauthorized wireless access points on a quarterly basis.

1)   Wireless Environments and PCI

Whenever possible, cellular networks must be used for wireless transmission of cardholder data.

Firewalls are installed between wireless networks and the cardholder data environment and configured to deny or control (if such traffic is necessary for business purposes) any traffic from the wireless environment into the cardholder data environment.

For wireless environments connected to the cardholder data environment or transmitting cardholder data, vendor defaults must be changed. This includes but is not limited to default wireless encryption keys, passwords, and SNMP community strings.

d.   Encryption

Encryption scrambles sensitive information that is stored or transmitted electronically. Cryptographic solutions must adhere to international export laws or any applicable legal or regulatory controls. Encryption must be used at the District in the following situations.

1)   Passwords

All passwords must be encrypted and unreadable. This includes password files for users, firewalls, routers, operating systems, applications, databases, and web servers. Password or credential files stored on third-party platforms must also be encrypted.

2)   Restricted Data

AP 3726: Information Security-Data Classification describes how data is categorized based on its sensitivity, need for confidentiality, or value to the District. Data classified as Restricted is the most sensitive category. Its unauthorized disclosure may violate regulations or standards, such as PCI, or contractual agreements with third parties or service providers.

Restricted data may exist in applications, databases, or files. Various access controls protect data when in its original location, but

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when copied, reproduced, or transmitted, the original protections are lost. However, the classification and level of protection for a data element must travel with it regardless of its location or format.

Storing Restricted data on unencrypted removable devices, personal drives, or various types of USB storage may expose sensitive or confidential data to unauthorized disclosure and is against District regulations. If transporting or storing restricted data, it must be on a removable device; users must work with District IT or campus IT to ensure the data is secure.

If Restricted data is copied from its original location (e.g., to other files, removable devices, or on backup media), it must be encrypted. If sent via e-mail or other transmission means on public networks, it must be encrypted. Refer to the Encryption Departmental Procedures for specific encryption methods and procedures.

3)   Remote Administrator Access

Remote access by security, system, or firewall administrators to perform maintenance or troubleshoot problems presents a greater security risk due to the elevated privileges these individuals possess. System Administrators must connect securely using the SSL VPN to ensure that communications with District networks from a remote location are over an encrypted channel. This includes any non-console administrative access. Two-factor authentication is required where technically feasible.

4)   Key Management

Key management procedures must be documented for all processes and procedures involving encryption keys, especially if used for cardholder data. PCI DSS requirements mandate strong keys, secure key distribution and storage, periodic key changes, and other requirements. Please refer to the Encryption Departmental Procedures for detailed information.

e.   Scanning and Vulnerability Management

District IT and college Technology Departments must be informed of information security issues and vulnerabilities applicable to District computing systems. When security issues are identified, District IT is responsible for notifying appropriate personnel, including system and network administrators/technicians and college Technology Directors.

The primary method for identifying new threats as they arise will be through vendor and security Internet mailing lists. The District will identify and assign a risk ranking to newly discovered security vulnerabilities. As appropriate, platform hardening standards must be updated to reflect measures required for protection from any newly discovered vulnerability.

The District performs quarterly external vulnerability scans on critical systems and networks in scope for PCI compliance. External vulnerability scans are performed by an Approved Scanning Vendor (ASV) as designated by the Payment Card Industry Security Standards Council (PCI SSC).

The District performs internal vulnerability scans on a periodic (at least semi-annual) basis or after any significant network changes. Penetration tests must be performed at least once a year and after any significant infrastructure or application upgrade or modification (such as an operating system upgrade, a sub-network added to the environment, or a web server added to the environment). These penetration tests must include both network-layer and application-layer tests.

An annual process is in place to identify threats and vulnerabilities that result in a formal risk assessment.

f.   Network Time Protocol (NTP)

All critical system clocks and times must be configured to acquire, distribute, and store a consistent time. All District production systems must be configured to use one of the internal NTP servers to maintain time synchronization with other systems in the environment. Internal NTP servers will be configured to request time updates from the Internet site http://time.nist.gov. Client systems able to retrieve time settings from the NTP server will be limited through Access Control Lists (ACL). The NTP system will always run the latest available version of the software.

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g.   Payment Card Industry (PCI) Requirements
       Refer to AP 3737 Information Security - Payment Card Industry Requirements (PCI).

End Recommendation for AP 3734 Information Security Security Network Security

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3735 Information Security Disaster Recovery

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Reasons for Review

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Begin Recommendation for AP 3735 Information Security Disaster Recovery

1. PURPOSE AND SCOPE

   The objective of this Administrative Procedure is to outline the strategy and basic procedures to enable the District to withstand the prolonged unavailability of critical information and systems and provide for the recovery of District Information Technology (IT) services in the event of a disaster.

   This is one of a series of information security Administrative Procedures designed to protect District information systems. The District Information Technology (IT) department has a district-wide fiduciary responsibility to set, maintain, and ensure the provisions of this regulation. District IT accomplishes this through collaborative engagement with the campus Technology Services departments.

   a. Applicability

      This Administrative Procedure applies to all full-time and part-time regular academic and classified employees, such as short-term (temporary) staff, substitutes, professional experts, Federal Work Study students, and student help, who are employed by, and volunteers who assist the District for the purpose of meeting the needs of students.

   b. Applicability to External Parties

      This Administrative Procedure applies to all external parties, including but not limited to District business partners, vendors, suppliers, service providers, and other third-party entities with access to District networks and system resources.

   c. References and Related Documents

      Please refer to the Information Security Administrative Procedures for additional information, references, and definitions.

2. DISASTER RECOVERY

   Disaster Recovery (DR) is best described as the plans and activities designed to recover technical infrastructure and restore critical business applications to an acceptable condition. DR is a component of Business Continuity Planning, which is the process of ensuring that essential business functions continue to operate during and after a disaster.

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AP 3735 Information Security Disaster Recovery

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a. Disaster Recovery Strategy and Components

This plan is structured around teams, with each team having a set of specific responsibilities. The District Disaster Recovery strategy is based on the following elements:

- IT infrastructure designed with redundancy and application availability in mind.
- The ability to leverage cloud-based or alternate site locations and facilities.
- Documented and tested IT Disaster Recovery procedures for each Tier 1 application.
- Business Continuity plans as developed by associated business areas.

This Administrative Procedure describes:

- Disaster declaration.
- A priority list of critical applications and services to be recovered.
- Key tasks that include responsibilities and assignments for each task.
- Departments and individuals who are part of the recovery process.

Each critical application that has been identified in this Administrative Procedure has its own Disaster Recovery Plan that can be found in Departmental Procedures.

Paper copies of this Administrative Procedure and Appendices must be stored at secure and readily accessible off-site locations.

b. Business Continuity Plans

The Disaster Recovery Plan for a critical application is a complementary subset of departmental Business Continuity Plans (BCPs). These plans describe the actions to be taken within business areas that rely upon and use those applications.

Copies of BCPs will be documented and maintained by District business units as led and developed by management. The IT Disaster Recovery Coordinator will retain master copies of all District BCPs (see Section II.C.2 for the description of roles).

Copies of all BCPs must be kept off-site. All plans must be reviewed at least annually and updated for any significant changes.

All relevant District employees must be made aware of the Business Continuity Plan and their own respective roles. Training must be provided to staff with operational business and /or recovery plan execution responsibilities.

Business Continuity Plans must be developed with requirements based on the specific risks associated with the process or system. Business Continuity Plans must include, but are not limited to, the following information:

1) Executive Summary
2) Key Assumptions
3) Identified Recovery Time Objectives (RTO) and Recovery Point Objectives (RPO)
4) Long-term vs. Short-term Outage Considerations
5) Disaster Declaration / Plan Activation Procedures (e.g., communication plan, mobilization plan)
6) Key Contacts / Calling Tree(s)
7) Roles / Responsibilities (e.g., Recovery Teams)
8) Alternate Site / Lodging
9) Asset Inventory
10) Detailed Recovery Procedures, including the priority order of system recovery
11) Relevant Disaster Recovery Plan
12) Event and recovery status reporting to District management, appropriate employees, third parties, and business partners.

Sufficient detail must be included so that procedures can be carried out by individuals who do not normally perform these responsibilities.

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Non 10+11 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

c.   Roles and Responsibilities

1)   Disaster Management Team

The Disaster Management Team is responsible for providing overall direction of the data center recovery operations. It ascertains the extent of the damage and activates the recovery organization. Its prime role is to monitor and direct the recovery effort. It has a dual structure in that its members include Team Leaders of other teams. Responsibilities of the Disaster Management Team include:

- Evaluating the extent of the problem and potential consequences and initiating disaster recovery procedures.
- Monitoring recovery operations; managing the Recovery teams and liaising with District management and users as appropriate; notifying senior management of the disaster, recovery progress, and problems.
- Controlling and recording emergency costs and expenditures; expediting authorization of expenditures by other teams.
- Approving the results of audit tests on the applications which are processed at the standby facility shortly after they have been produced.
- Declaring that the Disaster Recovery Plan is no longer in effect when critical business systems and application processing are restored at the primary site.

The Disaster Management Team Leader is responsible for deciding whether or not the situation warrants the introduction of disaster recovery procedures. If they decide that it does, then the organization defined in this section comes into force and, for the duration of the disaster, supersedes any current management structures.

The Disaster Management Team will operate from a Command Center or, if that is not possible, at a secondary location to be determined. The team members are:

- Vice Chancellor of Educational & Student Support Services
- Chief of Technology
- Director of Technical Services

2)   Recovery Coordinators

There are two coordination roles who will report to the Disaster Management Team:

- A Disaster Recovery Coordinator (to be appointed) is the communications focal point for the Disaster Management Team and other teams, and will coordinate disaster notification, damage control, and problem correction services. The Disaster Recovery Coordinator also maintains the IT Disaster Recovery Plans and offsite copies, and retains master copies of Business Recovery Plans.
- Business Recovery Coordinators (to be appointed) will develop and maintain Business Recovery Plans and coordinate recovery efforts and notification in their business areas.

3)   Operations Team

The Operations Team is responsible for the computer environment (Data Center and other vital computer locations) and for performing tasks within those environments. This team is responsible for restoring computer processing and for performing Data Center activities, including:

- Installing the computer hardware and setting up the latest version of the operating system at the standby facility.
- Arranging for acquisition and/or availability of necessary computer equipment and supplies.
- Establishing processing schedule and informing user contacts.
- Obtaining all appropriate historical/current data from the offsite storage vendor.
- Restoring the most current application systems, software libraries, and database environments.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3735 Information Security Disaster Recovery

Non 10+11 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- Coordinating the user groups to aid the recovery of any non-recoverable (i.e., not available on the latest backup) data.
- Providing the appropriate management and staffing for the standby data center, help desk, and backup library in order to meet the defined level of user requirements.
- Performing backup activities at the standby site.
- Providing ongoing technical support at the standby site.
- Working with the Network Team to restore local and wide area data communications services to meet the minimum processing requirements.
- Ensuring that all documentation for standards, operations, vital records maintenance, application programs etc. are stored in a secure/safe environment and reassembled at the standby facilities, as appropriate.

4) Network Team

The Network Team is responsible for all computer networking and communications, to include:

- Evaluating the extent of damage to the voice and data network.
- Discussing alternate communications arrangements with telecom service providers, and ordering the voice/data communications services and equipment as required.
- Arranging new local and wide area data communications facilities and a communications network that links the standby facility to the critical users.
- Establishing the network at the standby site, and installing a minimum voice network to enable identified critical telephone users to link to the public network.
- Defining the priorities for restoring the network in the user areas.
- Supervising the line and equipment installation for the new network.
- Providing necessary network documentation.
- Providing ongoing support of the networks at the standby facility.
- Re-establishing networks at the primary site when the post-disaster restoration is complete.

5) Facilities Team

The Facilities Team is responsible for the general environment, including buildings, services, and environmental issues outside of the Data Center. This team has responsibility for security, health and safety, and for replacement of building facilities, including:

- In conjunction with the Disaster Management Team, evaluate the damage and identify equipment that can be salvaged.
- Arranging all transport to the standby facility.
- Arranging for all necessary office support services.
- Controlling security at the standby facility and the damaged site (physical security may need to be increased).
- Working with the Network Team to have lines ready for rapid activation.
- As soon as the standby site is occupied, clean up the disaster site and secure that site to prevent further damage.
- Administering the reconstruction of the original site for recovery and operation.
- Supplying information for initiating insurance claims and ensuring that insurance arrangements are appropriate for the circumstances (i.e., any replacement equipment is immediately covered, etc.).
- Maintaining current configuration schematics of the Data Center (stored off-site). This should include:
  o air conditioning
  o power distribution
  o electrical supplies and connections
  o specifications and floor layouts
- Dealing with staff safety and welfare.
- Working with Campus Police, who will contact local law enforcement if needed.

6) Communications Team

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The Communications Team is responsible for obtaining communications directives from the Disaster Management Team and communicating information during the disaster and restoration phases to employees, suppliers, third parties, and students. All information that is to be released must be handled through the Public Information Officer (PIO).

The Communications Team is made up of the PIO and individuals from colleges, marketing, legal, HR, and business area organizations, as appropriate. This team has the responsibility for:

- Liaising with the PIO, Disaster Recovery Coordinator and/or Business Recovery Coordinators to obtain directives on the messages to communicate.
- Making statements to local, national, and international media.
- Informing suppliers and students of any potential delays.
- Informing employees of the recovery progress of the schedules using available communication methods.
- Ensuring that there is no miscommunications that could damage the image of the District.
- Any other public relations requirements.

d.   Update, Testing and Maintenance

This Disaster Recovery plan must be kept up to date. It is the responsibility of the Disaster Recovery Coordinator to ensure that procedures are in place to keep this plan up to date. If, while using this plan, any information is found to be incorrect, missing or unclear, please inform the Disaster Recovery Coordinator so that it may be corrected. It is important that everyone understands their role as described in this plan.

Updated versions of the plan are distributed to the authorized recipients, listed in Section II.E.

The IT Disaster Recovery Plans, as documented in the Appendices, must be reviewed by IT and business management at least semi-annually and when significant application or infrastructure changes are made.

Plans must be tested periodically and at least annually, and include realistic simulations involving the business users and District IT staff. The results of DR tests must be documented, reviewed, and approved by appropriate management.

e.   Distribution List

The Disaster Recovery Coordinator is responsible for distributing this plan. Each plan holder, listed in the table below, receives two copies of this plan. One copy is to be kept at the place of work and the other copy at home or other safe and secure offsite location. These copies have an official copy number.

Name	Copy Number	Location
Vice Chancellor, Educational and Student Support Services	DR001	Office
Chief Technology Officer	DR002	Office
District Director, Technology Services	DR003	Office
Director, Security and User Services	DR004	Office
Director, Administrative Applications	DR005	Office
Business Systems Administrator	DR006	Office
College Director, Technology Services (Crafton)	DR007	Office
College Director, Technology Services (Valley)	DR008	Office
Public Information Officer		

f.   What to do in the Event of a Disaster

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

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The most critical and complex part of disaster response is mobilizing the required personnel in an efficient manner during the invocation of the plan. Because normal processes have been disrupted, individuals are taking on new roles and responsibilities and must adapt to changing circumstances quickly.

The key is for personnel to be well-rehearsed, familiar with the Disaster Recovery Plan, and be sure of their assignments.

1) Standard Emergency Plan The priority in a disaster situation is to ensure the safe evacuation of all personnel.

   In the event of a major physical disruption, standard emergency procedures must be followed. This means immediately:

   - Activating the standard alarm procedures for that section of the building to ensure that emergency authorities (fire, medical, law enforcement, etc.) are correctly alerted.
   - If necessary, evacuating the premises following the established evacuation procedures and assembling outside at the designated location if it is safe to do so.

2) First Steps for the Recovery Teams

Action	Team
Evaluate the damage	Disaster Management, Facilities, Operations, Network
Identify the concerned applications	Disaster Management, Operations, Network
Request the appropriate resources for the Standby Facility	Disaster Management
Obtain the appropriate backups	Operations
Restart the appropriate applications at the Standby Facility	Operations
Inform users of the new procedures	Communications
Order replacement equipment to replace the damaged computers/networks	Operations, Network
Install replacement equipment and restart the applications	Operations, Network
Inform users of normal operations	Communications

3) The Next Steps

   - The Disaster Management Team Leader decides whether to declare a disaster and activate the Disaster Recovery Plan and which recovery scenario will be followed.
   - The Recovery Teams then follow the defined recovery activities and act within the responsibilities of each team, as defined in this Disaster Recovery Plan and those defined for the critical applications outlined in the District IT Business Continuity Departmental Procedures.

4) Critical Business Applications/Services

   The following business applications are considered critical to the District's business:

   - Tier 1 application (Student Information System)

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3735 Information Security Disaster Recovery

Non 10+11 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- Tier 1 application (Financial System)

District IT departmental procedures exist to address the DR procedures for these services.

g.   Disaster Declaration

In the event of a serious system disruption, the Disaster Management Team will determine the level of response based on the disaster classification categories below. This determination will be made within four (4) hours of the occurrence.

The classification level should be reviewed every 12 hours, and re-classification of the disaster will be made as needed until recovery is complete.
Disasters at the District fall into one of the following four levels.

Disaster Classification	Description
Level 1 (Low)	**Sub-system Outage / Minor Damage** Partial loss of a component of a critical application for a period of one day to one week. This type of outage does not result in the total loss of operation for that application; however, specific functionality is reduced or impaired. In this scenario, only a part of the computer processing environment is impacted, but the communication lines and network are still up and running. The building is still available, and the users can use normal office space to wait for the restart of the server or application processing. The goal of the recovery process, in this case, is to restore server or application functionality.
Level 2 (Medium)	**Short Term Outage** Complete loss of a critical application for a period of one day to one week. The ability to meet business functions and mission objectives may be impacted, usually by elongated processing cycles and missed deadlines, but not to a significant extent. In this scenario, a key computer processing application is unavailable. Communication lines or portions of the network may be down. The goal of the recovery process is to restore minimum critical application functionality, which may require moving affected applications to alternate equipment. An alternate site may need to be put on Standby.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3735 Information Security Disaster Recovery

Non 10+11 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Level 3 (High)	**Long Term Outage**
	Complete loss of a critical application for a period greater than one week but less than two weeks.
	The ability to continue the business function and its mission is in jeopardy and may fail in some circumstances, such as missing critical milestones in the business cycle.
	In this scenario, key portions of the computer processing environment are unavailable. Communication lines or portions of the network may also be down.
	The goal of the recovery process is to restore minimum critical application functionality either at the primary facility or at the Standby facility.
Level 4 (Critical)	**Total System Disaster**
	Catastrophic loss of operation of critical system(s) for a period greater than two weeks.
	Also included in this class are disasters that may not produce outages greater than two weeks, but involve more than one critical application; or natural disasters such as fires, floods, or other catastrophic situations.
	In this scenario, the entire computer processing environment has experienced a catastrophic disaster and is generally unavailable. Communication lines and/or the network also may not be available.
	The goal of the recovery process is to restore minimum critical application functionality either at the primary or at the Standby facility as quickly as possible.

End Recommendation for AP 3735 Information Security Disaster Recovery

AP   3736 Information Security Cloud Storage

Non 10+12 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

> New AP resulting from Chapter Lead review of IT security

Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level
09/20/24 ♦ Level 2 to Constiutents and AS for Feedback
10/02/24 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
11/14/24 ♦ BOT 1st Read
12/13/24 ♦ BOT Final Approval

Begin Recommendation for AP 3736 Information Security Cloud Storage

1. PURPOSE AND SCOPE

    The objective of this Administrative Procedure is to provide the framework within which San Bernardino Community College District (SBCCD) employees can create, store, share, and process data in "cloud storage" environments.

    This is one of a series of information security Administrative Procedures maintained by the District Information Technology (IT) Department with collaboration and input from the colleges and designed to protect district information systems.

    Please refer to AP 3725: Information Security Program Overview for applicability to staff and external parties and to AP 3726: Information Security—Data Classification for detailed information about the types of data.

2. CLOUD STORAGE

    a. Cloud Storage: A model of networked online storage where data is stored in virtualized storage pools not contained within the device through which the data is accessed. Such data storage is most often offsite and usually managed by independent vendors (e.g., Google Drive or G-Suite, Apple iCloud, Microsoft OneDrive). Cloud storage of data classified as Internal or Restricted can exist within the district-approved Learning Management System (such as Canvas), or district-approved cloud storage (such as Sharepoint or OneDrive).

    b. Data Types: Per AP 3725 and AP 3726, district data is classified in the following categories:

        i.   Public: information made for public distribution (such as press releases, public web pages, or publicly available data;
        ii. Internal: data that must be protected due to proprietary or business reasons but is not personally identifiable or sensitive;
        iii. Restricted: information that is sensitive in nature, may be protected by statute, regulation, or contractual requirements, and can include personally identifiable information like student data and grades, credit card data, human resources information, or health-care related information III.

3. APPROPRIATE USE OF CLOUD STORAGE

    While recognized as a valuable teaching and productivity tool, cloud storage increases the risk of a data breach. As a result, users must adhere to the following requirements:

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3736 Information Security Cloud Storage

Non 10+12 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

a. SBCCD employees have a responsibility to protect the college and District data, particularly confidential data about individuals.

b. Internal and Restricted district data may be stored by employees on cloud storage under the following conditions:

   i.   The cloud storage must be District-approved cloud storage.
   ii. Access to the data in cloud storage is secure (e.g., requires password and/or dual factor authentication for access).
   iii. Devices (including desktop, notebook or tablet computers and cellular phones) through which the cloud storage is accessed must have active password or equivalent protection.
   iv. Networks (including home Ethernet or wireless networks) through which the cloud storage is accessed must be encrypted, and have active password protection.
   v.   Employees may not access cloud storage containing internal or restricted data through open, public or unencrypted networks (e.g., Starbucks Wi-Fi access) unless the data communication protocol is encrypted (e.g., sites beginning with https).

c. District cloud storage will not normally be used for personal data (such as non-work documents, personal photos, or videos), although incidental and/or temporary use may be permitted. Users should be aware that any and all data transmitted or stored using District resources is subject to review by appropriate District personnel.

d. When using cloud storage for collaboration with others, users shall grant access only to files or folders that are required for the collaboration to take place only for the duration of the collaboration, removing permissions in a timely manner when the collaboration has concluded.

e. The Vice Chancellor of Educational & Student Support Services or designee is authorized to make exceptions to this Administrative Procedure. Users must contact District IT or college Technology Departments to make an exception request.

4. ADDITIONAL INFORMATION

a. Employees may contact District IT or college Technology Departments for further guidance on:

   i.   Use of cloud storage consistent with the intent of this Administrative Procedure;
   ii. Rights and permissions requested by a cloud storage application prior to installation to ensure they do not put SBCCD data or systems at risk of being compromised;
   iii. Methods of secure access to cloud storage;
   iv. Designation of data types, and appropriate ways to store that data.

b. The district will provide opportunities for users to familiarize themselves with the security requirements of the data in their custody to make appropriate, informed decisions about data storage.

c. District IT and college Technology Services provide technical support only for approved cloud storage (see appropriate technology website for a list of approved cloud storage), LMS, and cloud storage clients or apps, and not personal/public storage such as Dropbox and Box.com.

References: NIST SP 800-53 Rev. 4 AC-2, AU-12, CA-7, CM-3, CM-8, SC-5, PE-3, PE-6, PE-20,SC-7, SI-4; HIPAA Security Rule 45 C.F.R. §§ 164.308(a)(1)(ii)(D), 164.308(a)(5)(ii)(B), 164.308(a)(5)(ii)(C), 164.308(a)(8), 164.310(a)(1), 164.310(a)(2)(ii), 164.310(a)(2)(iii), 164.310(b), 164.310(c), 164.310(d)(1), 164.310(d)(2)(iii),164.312(b), 164.312(e)(2)(i), 164.314(b)(2)(i)

End Recommendation for AP 3736 Information Security Cloud Storage

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3737 Information Security Payment Card Industry Requirements

Non 10+13 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

Reasons for Review

> New AP resulting from Chapter Lead review of IT security

Level 2 Review Schedule

08/31/24 ♦ Estimated Receipt of Recommendation

09/19/24 ♦ PPAC Approves Review Level
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10/17/24 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
11/14/24 ♦ BOT 1st Read
12/13/24 ♦ BOT Final Approval

Begin Recommendation for AP 3737 Information Security Payment Card Industry Requirements

1. PURPOSE AND SCOPE

   SBCCD adheres to the requirements of the Payment Card Industry Data Security Standard (PCI). The following additional requirements are mandatory for systems that store, process, or transmit cardholder data. References to the relevant PCI section numbers are in parentheses after each requirement:

2. ACCESS CONTROL
   i.   Implementation of an automated access control system (7.1.4).
   ii.   The access control system must cover all (PCI) system components (7.2.1).
   iii. The access control system must assign privileges based on job classification and function (7.2.2).
   iv.   The access control system must be set to a default "deny all" setting (7.2.3).
   v.   Render all passwords unreadable during transmission and storage on all systems components using strong cryptography (8.4).
   vi.   Set the lockout duration to a minimum of 30 minutes or until the administrator enables the user ID (8.5.14).
   vii. Authenticate all access to any database containing cardholder data. This includes access by applications, administrators, and all other users (8.5.16).

3. PHYSICAL SECURITY

   i.   Video cameras must be used to monitor individual physical access to areas where credit card data is stored, processed, or transmitted.
   ii.   Physical access to publicly accessible network jacks must be restricted. Network ports for visitors should not be enabled unless network access is explicitly authorized by District IT or college Technology departments.
   iii. Physical access to wireless access points, gateways, handheld devices, networking/communications hardware, and telecommunication lines must be restricted to those authorized to work with cardholder data.
   iv.   All media containing cardholder data must be physically secured. Media back-ups must be stored in a secure location, preferably an off-site facility, such as an alternate or backup site, or a commercial storage facility. These locations must be reviewed at least annually.
       a.   Internal or external distribution of any kind of media must be strictly controlled.
       b.   Media containing cardholder data must be classified so sensitivity of the data can be determined.
       c.   Secure couriers or other delivery methods that can be accurately tracked must be used.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3737 Information Security Payment Card Industry Requirements

Non 10+13 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

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     d.   Appropriate IT management must approve any and all media that is moved from a secured area (especially when media is distributed to individuals).

    v.   Storage and accessibility of media must be strictly controlled. Inventory logs of media must be maintained and inventoried at least annually.

    vi.   Media containing credit card data must be destroyed when it is no longer needed for business or legal reasons. a) Shred, incinerate, or pulp hardcopy materials so that cardholder data cannot be reconstructed.

    vii.   Render cardholder data on electronic media unrecoverable so that cardholder data cannot be reconstructed.

4. LOGGING AND MONITORING

    i.   Use file-integrity monitoring or change-detection software on logs to ensure that existing log data cannot be changed without generating alerts (although new data being added should not cause an alert).

    ii.   Review logs for all system components at least daily. Log reviews must include those servers that perform security functions like intrusion-detection system (IDS) and authentication, authorization, and accounting servers.

    iii.   Retain audit trail history for at least one year, with a minimum of three months immediately available for analysis (for example, online, archived, or restorable from back-up).

5. INTERNALLY DEVELOPED SYSTEMS CHANGE CONTROL

- Development/test and production environments must be separate.
- Separation of duties between development/test and production environments.
- Production data (live PANs) are not used for testing or development.
- Removal of test data and accounts before production systems become active.
- Change control procedures for the implementation of security patches and software modifications must include the following:
  - Description of the impact of the change.
  - Documented change approval by authorized parties.
  - Functionality testing to verify that the change does not adversely impact the security of the system.
  - Back-out procedures.

6. NETWORK SECURITY

- Restrict inbound and outbound traffic to that which is necessary for the cardholder data environment.
- Firewall and router configurations must restrict connections between untrusted networks and any system components in the cardholder data environment. An "untrusted network" is any network that is external to the networks belonging to the entity under review, and/or which is out of the entity's ability to control or manage.
- Prohibit direct public access between the Internet and any system component in the cardholder data environment. Do not allow any direct connections inbound or outbound for traffic between the Internet and the cardholder data environment
- Implement a demilitarized zone (DMZ) to limit inbound traffic to only system components that provide authorized publicly accessible services, protocols, and ports. Limit inbound Internet traffic to IP addresses within the DMZ.
- Install a firewall at each Internet connection and between any DMZ and the internal network zone.
- Do not allow internal addresses to pass from the Internet into the DMZ.
- Do not allow unauthorized outbound traffic from the cardholder data environment to the Internet.
- Implement stateful inspection, also known as dynamic packet filtering. (That is, only "established" connections are allowed into the network.)
- Place system components that store cardholder data (such as a database) in an internal network zone.
- Where feasible, implement only one primary function per server to prevent functions that require different security levels from co-existing on the same server. (For example, web servers, database servers, and DNS should be implemented on separate servers.)
- Use intrusion-detection systems, and/or intrusion-prevention systems to monitor all traffic at the perimeter of the cardholder data environment as well as at critical points inside of the cardholder data environment, and alert personnel to suspected compromises.
- Never send unprotected primary account numbers (PANs) by end-user messaging technologies (for example, e-mail, instant messaging, chat, etc.).

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 3737 Information Security Payment Card Industry Requirements

Non 10+13 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ No Matching BP or AP Exists

- Use strong cryptography and security protocols to safeguard sensitive cardholder data during transmission over open, public networks, including the following:
  - Only trusted keys and certificates are accepted.
  - The protocol in use only supports secure versions or configurations.
  - The encryption strength is appropriate for the encryption methodology in use. Examples of open, public networks include but are not limited to:
    - The Internet.
    - Wireless technologies, including 802.11 and Bluetooth.
    - Cellular technologies, for example, Global System for Mobile Communications (GSM), and Code Division Multiple Access (CDMA).
    - General Packet Radio Service (GPRS).
    - Satellite communications.

References:
PCI DSS Requirements and Security Assessment Procedures:
https://www.pcisecuritystandards.org/documents/PCI_DSS_v3.pdf
PCI DSS Quick Reference Guide
Version3.0: https://www.pcisecuritystandards.org/documents/PCIDSS_QRGv3.pdf

End Recommendation for AP 3737 Information Security Payment Card Industry Requirements

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

San Bernardino Community College District | P&P Chapter Lead Recommendation

BP   5030 Fees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> FYI only.

Level 2 Review Schedule

07/25/2024 ♦ Recommendation Received

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10/17/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
11/14/2024 ♦ BOT 1st Read
12/13/2024 ♦ BOT Final Approval

Begin Recommendation for BP 5030 Fees

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

Enrollment Fee (Education Code Section 76300)
Each student shall be charged a fee for enrolling in credit courses as required by law.

Baccalaureate Degree Program Fees (Title 5 Section 58520)
Each student shall be charged a fee in addition to an enrollment fee for upper division coursework in a baccalaureate degree program.

Course Auditing Fees (Education Code Section 76370)
Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)
Students shall be required to pay a fee (see AP 5030). To encourage ride sharing, a student may certify in writing at the time of payment of the fee that they regularly have two or more passengers commuting with them.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)
Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

San Bernardino Community College District | P&P Chapter Lead Recommendation

10/6/2024~~10/3/2024~~

BP 5030 Fees

Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Both BP & AP Exist

Physical Education Facilities (Education Code Section 76395)
Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)
Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

Student Transportation Costs (Education Code Section 76361)
Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Transcript Fees (Education Code Section 76223)
The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)
The District shall charge students who are both citizens and residents of a foreign country a fee to process their application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars ($100), which shall be deducted from the tuition fee at the time of enrollment.

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

References:
Education Code Section 76300 et seq;
Title 5 Sections 58520;
ACCJC Accreditation Eligibility Requirement 20

End Recommendation for BP 5030 Fees

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

San Bernardino Community College District | P&P Chapter Lead Recommendation

AP   5030 Fees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Per Chapter Lead to incorporate BookSaver Program

Begin Recommendation for AP 5030 Fees

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Baccalaureate degree program fees (Title 5 Section 58520)

  As prescribed by state law.

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

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

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
  - high school attendance in California for three or more years;
  - graduation from a California high school or attainment of the equivalent thereof;
  - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
  - completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
  - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize their immigration status, or will file an application as soon as they are eligible to do so.
- A nonresident student who enrolls in a credit English as a Second Language (ESL) course at the district and who is any of the following:
  - A recent immigrant, as defined in 8 U.S. Code Section 1101(a)(15);

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

San Bernardino Community College District | P&P Chapter Lead Recommendation

AP   5030 Fees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

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- A recent refugee, as defined in 8 U.S. Code Section 1101(a)(42); or

- A person who has been granted asylum by the United States, as defined in 8 U.S. Code Section 1158.

  This exemption applies only to individuals who, upon entering the United States, settled in California and who have resided in California for less than one year. This exemption applies only to the tuition fee for credit ESL courses.

  - Student representation (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)

- Noncredit courses (Education Code Section 76385)

- Community service courses (Education Code Section 78300)

- Auditing of courses (Education Code Section 76370)

- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)

- Athletic insurance (Education Code Section 70902 subdivision (b)(9))

- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)

- Health (Education Code Section 76355)

- Parking (Education Code Section 76360)

- Transportation (Education Code Sections 76361 and 82305.6)

- Student Center (Education Code Section 76375; Title 5 Section 58510)

- Copies of student records (Education Code Section 76223)

- Dormitory (Education Code Section 81670)

- Child care (Education Code Sections 79121 et seq. and 66060)

- Nonresident capital outlay (Education Code Section 76141)

- Nonresident application processing (Education Code Section 76142)

- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)

- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))

- Refund processing (Title 5 Section 58508)

- ~~Telephone registration (Education Code Section 70902 subdivision (a))~~

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

San Bernardino Community College District | P&P Chapter Lead Recommendation

AP 5030 Fees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

- Physical fitness test (Education Code Section 70902 subdivision (b)(9))

- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))

- Credit Card Use (Education Code Section 70902 subdivision (b)(9))

- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)

- Add/drop (CCCCO Student Fee Handbook)

- Mandatory student activities (CCCCO Student Fee Handbook)

- Student Identification Cards (CCCCO Student Fee Handbook)

- Student Body Organization (CCCCO Student Fee Handbook)

- Nonresident application (CCCCO Student Fee Handbook)

- For dependents of certain veterans (Education Code Section 66025.3)

- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)

- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)

- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)

- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)

- Required or funded services (CCCCO Student Fee Handbook)

- Refundable deposits (CCCCO Student Fee Handbook)

- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)

- Mandatory mailings (CCCCO Student Fee Handbook)

- Rental of practice rooms (CCCCO Student Fee Handbook)

- Apprenticeship courses (Education Code Section 76350)

- Technology fee (CCCCO Student Fee Handbook)

- Late payment fee (Title 5 Sections 58502 and 59410)

- Nursing/healing arts student liability insurance (Title 5 Section 55234)

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

San Bernardino Community College District | P&P Chapter Lead Recommendation

AP 5030 Fees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

A. Associated Students Discount Sticker

$9.50 - CHC

$7.50 - SBVC

B. Breakage/Lost Property Fee

Replacement cost of item(s) broken or lost

C. Campus Center Fee

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

D. Capital Outlay Fee

As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.

E. Catalog

$6.00 - purchased on campus

F. Enrollment Fee

$46.00/unit

G. Upper Division Coursework Fee

$84/unit

H. Insufficient Funds Check

$15.00

I. International Student Application

$25.00 (nonrefundable)

J. Key Deposit/Replacement

$15.00 plus cost of rekeying if needed (metal/electronic key)

K. Learning Center Reproduction Fees, SBVC

$0.20 - Laser printout: text, black and white printer

$0.50 - Laser printout: graphics, black and white printer (over ½ page)

$1.00 - Laser printout: graphics and/or text, color

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

10/6/2024~~10/3/2024~~

AP   5030 Fees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

$2.00 - Scan text or graphics to disk, per scan

L. Library Fines – SBVC/CHC

$0.10 - Books: per day for 50 days; after 50 days, bill $5 fine plus the replacement value $0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill $5 fine plus the replacement value

$0.50 - Videos: per day for 50 days; after 50 days, bill $5 fine plus the replacement value

$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals

$2.00 - replacement for lost library card

M. Parking Permit Fees

$45.00 - one semester ($25 Promise Grant students)

$24.00 - summer session

$3.00 - daily

N. Student Health and Accident Insurance

$26.00 - per semester (includes $1.50 accident insurance)

$22.00 - summer session (includes $1.50 accident insurance)

$1.50 - accident insurance only

O. Student Representation

$2.00

P. Supplemental Health Services Fee

At cost - TB skin test (one-step test)

At cost - All Vaccines

$25.00 - Physical Exams

$50.00 - DMV Physical Exams

At cost - Prescription medications

At cost - In-house Lab Tests

At cost - Lab Test sent to external lab

At cost - Optional Medical Procedures

At cost - Optional Medical Supplies

$ 2.00 per item - Duplication of medical records

At cost - Birth Control Pills

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

San Bernardino Community College District | P&P Chapter Lead Recommendation

AP   5030 Fees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Q. Transcripts/Verification

No cost - First two transcripts

$10.00 - Additional transcripts

$20.00 - Immediate requests for transcripts

$5.00 plus cost - Online transcripts

R. Transportation Fee

Students registering for Spring or Fall semester to pay:

$9.00 for 6 or more credits/semester

$8.00 for less than 6 credits/semester

$6.00 for 6 or more credits/summer

$5.00 for less than 6 credits/summer

S. Crafton Hills College Recreation Fee

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

fitness centers:

$8.00 per semester

T. Book Rental Program Fee
Students registering for credit courses have the option to participate in the book rental program:
$20.00 per unit

Fee Refunds

A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee

2. Nonresident tuition

3. Parking fee

4. Health fee

5. Accident Insurance fee

6. Student Services Card fee

7. Student Center fee

8. Student Representation Fee

9. Capital Outlay Fee

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

San Bernardino Community College District | P&P Chapter Lead Recommendation

AP   5030 Fees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

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  10. Student Transportation Fee

B. Conditions

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

C. Military Service Exception

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

D. Refund Schedule

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

1. Fees collected in error

   Fees collected in error will be refunded in their entirety.

2. Class canceled by the college

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

3. Withdrawal from the College

   a. Enrollment Fee/Nonresident Tuition

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

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

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

4. Unit Reduction

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

5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the

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Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

10/6/2024~~10/3/2024~~

AP 5030 Fees

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

first 10% of a short-term class is not eligible for any refund.

Waiver of Fees

The District will waive campus fees for students participating in the California Virtual Campus (CVC). Students attending online courses through the California Community Colleges online course exchange will be responsible for the tuition of courses.

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

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5

Title 5 Sections 51012, 58520, and 58629

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

ACCJC Accreditation Eligibility Requirement 20

End Recommendation for AP 5030 Fees

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP 5075 Course Adds, Drops, and Withdrawals

10+1 ♦ Non CCLC ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.
> Minor Clerical Edit

Level 3 Review Schedule

03/18/2024 ♦ Recommendation Received

04/08/2024 ♦ PPAC Approves Review Level
04/09/2024 ♦ Level 2 to Constiutents and AS for Feedback
04/17/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
05/13/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
05/15/2024 ♦ AS Reviews Level 3 for Final Input
10/17/2024 ♦ PPAC Reviews Final AS Input
11/14/2024 ♦ BOT 1st Read
12/13/2024 ♦ BOT Final Approval

Begin Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

(Replaces current SBCCD BP 5080)

Students may add or drop courses in accordance with the procedures recommended by the Chancellor.

References:
Title 5 Sections 55024, ~~and~~ 58004 and 58509

End Recommendation for BP 5075 Course Adds, Drops, and Withdrawals

AP 5075 Course Adds, Drops, and Withdrawals

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> Per discussion at 5/13/2024 PPAC requesting Chapter Lead clarification of "Intervention Program" and the impact of the "FW" grade.
> Legal Update 42: The Service updated this procedure to align with updated Title 5 regulations.

Begin Recommendation for AP 5075 Course Adds, Drops, and Withdrawals

(Replaces current SBCCD AP 5080)
The District may allow students to add and drop courses pursuant to policy.

Adding Courses

A. Students may add courses during the first two weeks for a full-term course, or the first 10% of a ~~short term~~short-term course, only with the instructor's permission, contingent upon:
1. the course still having available space
2. the instructor's judgment regarding pedagogical and safety issues

B. After the add period concludes,
1. ~~students~~Students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
2. ~~students~~Students not officially registered in a course shall not be permitted to attend that course.

Withdrawal/Military Withdrawal

A. **Withdrawal Prior to Census (20% of instruction)**
Students who withdraw or are withdrawn from weekly census sections prior to census (or 20% of the instructional time frame for all other section accounting methods) shall have no notation made to the permanent record.

B. **Withdrawal 20% - 60% of Instruction**
Students who withdraw or are withdrawn from weekly census sections on or after census (or 20% of the instructional time frame for all other section accounting methods) and through the end of the eleventh week (or 60% of the instructional time frame) shall have a "W" posted to the permanent record.

C. **Withdrawal After 60% of Instruction**
The permanent record of students who remain in class beyond the eleventh week of the term in a weekly census section (or 60% of the instructional time frame for all other section accounting methods) must reflect a grade symbol other than "W".

D. **Extenuating Circumstances**
Students who withdraw from weekly census sections after the eleventh week of the term (or 60% of the instructional time frame for all other sections accounting methods) may, in the case of extenuating circumstances, be assigned the "W". Such cases will require verification and will be handled by the appropriate college official in consultation with the instructor(s). Extenuating circumstances are defined as illness, accident, unforeseen job shift change, job assignment outside of the attendance area and extreme weather conditions.

E. **Military Withdrawal**
An "MW" (Military Withdrawal) shall be assigned for students who are members of an active or reserve United States military service who receive orders compelling a withdrawal from courses. Upon verification of such orders, the symbol may be assigned at any time. The "MW" shall not be counted in progress probation and dismissal calculations.

Intervention Program

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 5075 Course Adds, Drops, and Withdrawals

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

A student will be permitted to withdraw from a class and receive a "W" no more than three times. In the case of multiple withdrawals, the District offers the following intervention program:

A. Students may be permitted to enroll in a class after having received the maximum authorized number of "W" symbols as long as the students will receive a grade or a non-evaluative symbol other than a "W" upon completion of the course, if the District policy permits additional withdrawals for which it does not receive apportionment and the official designated in the District's policy approves such withdrawal after a review of a petition submitted by the student.

B. An excused withdrawal ("EW") will not be counted toward the permitted number of withdrawals or counted as an enrollment attempt, nor will it be counted in progress probation and dismissal calculations. An excused withdrawal occurs when a student withdraws from a course due to an extraordinary condition under Title 5 Section 58509. In no case shall an excused withdrawal result in a student being assigned an "FW" grade,

Instructor Initiated Drops Prior to Census

A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:

1. Been identified as a no show
2. Students who are no longer attending the course

Instructors shall clear their rolls of inactive students no later than the day prior to census.
"Inactive students" include:
- Students identified as no-shows,
- Students who officially withdraw,
- Students who are no longer participating in the courses ~~and~~ are therefore dropped by the instructor.

Course Repetition
The District will comply with Title 5 regulations regarding course repetition and withdrawals.

References:
Title 5 Sections 55024~~, and~~ 58004, and 58509

End Recommendation for AP 5075 Course Adds, Drops, and Withdrawals

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Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP 6925 Refreshments or Meals Served at Meetings and District Events

Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

>Chapter Lead to retire policy and procedure which is no longer relevant due to more efficient process

Level 2 Review Schedule

07/17/2024 ♦ Recommendation Received

09/19/2024 ♦ PPAC Approves Review Level
09/20/2024 ♦ Level 2 to Constiutents and AS for Feedback
10/02/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
10/17/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
11/14/2024 ♦ BOT 1st Read
12/13/2024 ♦ BOT Final Approval

Begin Recommendation for BP 6925 Refreshments or Meals Served at Meetings and District Events

RETIRE POLICY & PROCEDURE

(Replaces current SBCCD BP 3750)

The Board of Trustees authorizes the Chancellor to develop administrative procedures allowing for a limited expenditure of funds for refreshments and/or meals served while conducting District business and District-approved Associated Student Club business.

References:

None

End Recommendation for BP 6925 Refreshments or Meals Served at Meetings and District Events

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 6925 Refreshments or Meals Served at Meetings and District Events

Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

>Chapter Lead to retire policy and procedure which are no longer relevant due to more efficient process

Begin Recommendation for AP 6925 Refreshments or Meals Served at Meetings and District Events

RETIRE POLICY & PROCEDURE

(Replaces current SBCCD AP 3750)

1. ~~Refreshments and/or Meals~~

   ~~The Board of Trustees authorizes the expenditure of funds for refreshments and/or meals served at District or approved Associated Students meetings and trainings in order to conduct District business or Associated Student Clubs business under the conditions set forth in sections A.1 and A.2.~~
   1. ~~Attended by Employees and/or Students~~
      ~~For meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total $1000 for that meeting or training. Expenditures in excess of $1,000 require Board approval prior to the meeting or training. Bottled water for individual use is exempt from the conditions below.~~
   2. ~~Attended by Employees and/or Students as well as Non-employees or Non-Students~~
      ~~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.~~
2. ~~Refreshments or Meals for events~~
   ~~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.~~
3. ~~Refreshments or Meals Charged to Grant Funds~~
   ~~Any expenditure for refreshments or meals charged to grant funds must meet the requirements set forth in paragraphs A and B above. In addition, such expenditures must be specifically authorized by the terms and conditions set forth in the grant agreement.~~
4. ~~Purchase Order and/or Requisition~~
   ~~Expenditures for refreshments and/or meals must specify on the District purchase order, trust account requisition, or submitted with Cal Card statement reconciliation:~~
   1. ~~The name(s) of the individuals or group name, or general description of the parties, for which the refreshments or meals are to be served.~~
   2. ~~The agenda or purpose of the meeting, training, or event.~~
   3. ~~The location and date of the meeting, training or event.~~
   4. ~~If required by Section A.1, A.2, or B, the Board approval date for the expenditure.~~

~~Expenditures for Associated Student accounts must be made in accordance with Board Policy (BP) 5420 titled Associated Students Finance and approved by appropriate person listed within BP 5420.~~

~~References:~~

~~None~~

End Recommendation for AP 6925 Refreshments or Meals Served at Meetings and District Events

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Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Jose F. Torres, Executive Vice Chancellor
PREPARED BY:	Farrah Farzaneh, Executive Director, Facilities Planning, Sustainability, & Construction
DATE:	December 13, 2024
SUBJECT:	Consideration of Approval to Conduct a Public Hearing in Accordance with Government Code 4217

RECOMMENDATION

It is recommended that the Board of Trustees conduct a public hearing in accordance with Government Code sections 4217.10 et seq. to adopt a resolution determining that the energy services contract proposed by Enriched Energy Solutions Inc. corresponds to the following findings:

1. The cost of the contract is less than the anticipated energy cost savings from the contract under California government code section 4217.12, per the attached, and

2. The proposed contract is otherwise in the best interests of the San Bernardino Community College District.

OVERVIEW

Government Code 4217.10 et seq. provides that public agencies may contract for energy conservation services to reduce energy consumption, make more efficient use of energy, or use alternative sources of energy, provided that the District Board of Trustees hold a public hearing on the matter at a regularly scheduled board meeting and make findings under Government Code section 4217.12 that: 1) the anticipated cost of the conservation services and/or facilities provided under the contract will be less than the anticipated marginal cost of the energy that the District would have used in the absence of the contract, i.e. that the District will be saving more than the cost of the contract; and 2) that the proposed contract is otherwise in the best interests of the District.

ANALYSIS

It is required that the Board of Trustees conduct a public hearing prior to the adoption of a resolution to approve an energy services contract under the provisions of Government Code 4217 et seq.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The Lighting Replacement Project at SBVC Library and North Hall is anticipated to yield a net savings of $224,285 over 13 years to the District's operating budget. The project cost of $375,668 is included in the Physical Plant and Instructional Support Block Grant.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Exhibit A

Savings Estimates for Lighting Replacement Project at SBVC Library and North Hall

Calculation Assumptions			
Electricity Rate	$0.22/kWh	**Operational Hours**	15 Hours/Day
Utility Cost Escalation	3% Annual	**Weekly Operation**	5 Days/Week
Existing Usage	341,070 kWh	**Annual Operation**	50 Weeks/Year
Future Usage	166,458 kWh	**Expected Useful Life**	50,000 Hours (~13 Years)
# of Lighting Fixtures	1,365 Fixtures		

Year	Calendar Year of Operation	Projected Energy Savings (kWh)	Projected Annual Cost Savings* ($)	Projected Cumulative Cost Savings ($)
1	2025	174,612	$38,415	$38,415
2	2026	174,612	$39,567	$77,982
3	2027	174,612	$40,754	$118,736
4	2028	174,612	$41,977	$160,713
5	2029	174,612	$43,236	$203,949
6	2030	174,612	$44,533	$248,482
7	2031	174,612	$45,869	$294,351
8	2032	174,612	$47,245	$341,597
9	2033	174,612	$48,663	$390,259
10	2034	174,612	$50,122	$440,382
11	2035	174,612	$51,626	$492,008
12	2036	174,612	$53,175	$545,183
13	2037	174,612	$54,770	$599,953
	13 Years	**2,269,961**	**$599,953**	**$599,953**

Projected Total Savings to General Fund	**$599,953**
- Project Cost	**$375,668**
= Total Net Savings to the District After Project Costs	**$224,285**

*Projected savings reflect a 3% annual increase in electricity rates, accounting for inflation and anticipated utility cost trends over 13 years.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: December 13, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-12-13-FP-01 and Approve an Energy Service Agreement

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2024-12-13-FP-01:

1. Reflecting findings under California Government Code Section 4217.12 that the anticipated cost of the contract is less than the anticipated energy savings to flow from the contract, and determining other matters in connection with an energy services agreement; and

2. Approving an energy service agreement with Enriched Energy Solutions, Inc. of Jurupa Valley CA for the SM01-2223-07B SBVC Lighting Replacement Project in the amount of $375,668.

OVERVIEW

The Board of Trustees held a public hearing in accordance with Government Code Section 4217 et seq. and reviewed findings that: 1) the contract's cost is less than the anticipated energy savings under California Government Code Section 4217.12, and 2) the proposed contract aligns with the best interests of the San Bernardino Community College District.

In alignment with the District's commitment to energy efficiency and sustainability goals, the District proposes implementing the Lighting Replacement Project at Valley College. This initiative aims to replace outdated lighting fixtures with modern, energy-efficient alternatives, significantly reducing energy consumption and costs at the Library and North Hall. The current lighting infrastructure is outdated and inefficient, resulting in elevated operational expenses and increased maintenance requirements.

By investing in advanced lighting technology, the District anticipates substantial long-term cost savings and reduced maintenance demands, as newer lighting systems are expected to have a useful life of 50,000 hours, compared to 10,000 hours for the current fixtures (source: U.S. Department of Energy). The upgrade will involve installing high-efficiency LED lighting, which will provide superior illumination and lower energy consumption compared to the existing lighting systems.

Under California Government Code Sections 4217.10 et seq., no formal bidding process or award to the lowest bidder is required for contracts of this nature, provided that the Board of Trustees has conducted a public hearing and made the necessary determinations as outlined in this resolution.

ANALYSIS

To ensure the District receives the best price and terms, the District requested proposals from three local lighting vendors to procure an energy services contract for the installation of energy-efficient lighting systems at San Bernardino Valley College.

Based on this assessment, Enriched Energy Solutions' proposal was deemed to offer the best value for SBCCD, ensuring the successful implementation of "The Lighting Project" at Valley College. The agreement includes a comprehensive operations and maintenance plan to ensure the long-term efficiency and performance of the upgraded lighting systems, along with performance guarantees over the contract period.

SBCCD GOALS

3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The Lighting Replacement Project at SBVC Library and North Hall is projected to yield a net savings of $224,285 over 13 years, reducing the District's operational budget. The total project cost of $375,668 will be funded through the Physical Plant and Instructional Support Block Grant.

**RESOLUTION NO. 2024-12-13-FP-01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
MAKING FINDINGS ON ENERGY SAVINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 4217.10 ET SEQ. AND
DETERMINING OTHER MATTERS IN CONNECTION WITH AN ENERGY SERVICES AGREEMENT**

[v.11.13.2024.p.1|3]

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

WHEREAS, the San Bernardino Community College District (SBCCD) is committed to enhancing energy efficiency, reducing operational costs, and improving sustainability across its facilities; and

WHEREAS, California Government Code Section 4217.10 et seq. permits direct procurement of energy conservation projects or Energy Services Contracts if its governing body determines, at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, when anticipated energy savings demonstrate a net cost benefit to the district over the system's operational life; and

WHEREAS, SBCCD has identified the need to upgrade the lighting systems at San Bernardino Valley College (SBVC) Library and North Hall to energy-efficient LED lighting to reduce energy consumption, decrease maintenance costs, and provide improved lighting quality for students and staff; and

WHEREAS, the District's Engineering Consultant, P2S Inc. ("Consultant"), supported the District in preparing and validating an analysis illustrating the benefits of installing energy-efficient lighting systems at San Bernardino Valley College campus buildings. The Consultant's analysis ("Analysis") is attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the cost of the lighting replacement project is estimated at $375,668, and the net savings to the district after project costs are expected to be $224,285; and

WHEREAS, the Board desires to enter into the Energy Services Agreement substantially in the form presented at this meeting, subject to such changes, insertions or omissions as the District Executive Vice Chancellor reasonably deems necessary following the Board's adoption of this Resolution; and

WHEREAS, in accordance with Government Code Section 4217.10 et seq., the District published notice of a public hearing at which the District governing body would consider this Resolution at least two weeks in advance;

NOW THEREFORE, based upon the above-referenced recitals, the Board hereby finds, determines and orders as follows:

1. Per California Government Code Section 4217.10 et seq., the District Board hereby finds and determines that all of the recitals set forth above are true and correct.

2. The terms of the Energy Services Agreement in the form presented to this meeting are in the best interests of the District.

3. Pursuant to the public hearing held at this same meeting of the Board of Trustees, prior to consideration of this Resolution, in accordance with Government Code Section 4217.12, and based on data provided by the Analysis, the Board made findings that the

**RESOLUTION NO. 2024-12-13-FP-01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
MAKING FINDINGS ON ENERGY SAVINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 4217.10 ET SEQ. AND
DETERMINING OTHER MATTERS IN CONNECTION WITH AN ENERGY SERVICES AGREEMENT**

[v.11.13.2024.p.2|3]

anticipated energy savings demonstrate a net cost benefit to the district over the system's operational life.

4. The Board hereby approves award of the Energy Services Agreement to Enriched Energy Solutions, Inc. in accordance with Government Code section 4217.12.

5. The District Executive Vice Chancellor is hereby authorized and directed to negotiate any further non-substantive changes, insertions and omissions to the Energy Services Agreement as he reasonably deems necessary, and thereafter to execute and deliver the Energy Services Agreement following the Board's adoption of this Resolution. The District Executive Vice Chancellor is further authorized and directed to execute and deliver any and all documents necessary to carry out this resolution and implement the Agreement.

6. This Resolution shall take effect immediately upon its passage.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on the 13th day of December 2024, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Diana Z. Rodriguez, 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 NO. 2024-12-13-FP-01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
MAKING FINDINGS ON ENERGY SAVINGS UNDER CALIFORNIA GOVERNMENT CODE SECTION 4217.10 ET SEQ. AND
DETERMINING OTHER MATTERS IN CONNECTION WITH AN ENERGY SERVICES AGREEMENT**

[v.11.13.2024.p.3|3]

Exhibit A

Savings Estimates for Lighting Replacement Project at SBVC Library and North Hall			

Calculation Assumptions			
Electricity Rate	$0.22/kWh	Operational Hours	15 Hours/Day
Utility Cost Escalation	3% Annual	Weekly Operation	5 Days/Week
Existing Usage	341,070 kWh	Annual Operation	50 Weeks/Year
Future Usage	166,458 kWh	Expected Useful Life	50,000 Hours (~13 Years)
# of Lighting Fixtures	1,365 Fixtures		

Year	Calendar Year of Operation	Projected Energy Savings (kWh)	Projected Annual Cost Savings* ($)	Projected Cumulative Cost Savings ($)
1	2025	174,612	$38,415	$38,415
2	2026	174,612	$39,567	$77,982
3	2027	174,612	$40,754	$118,736
4	2028	174,612	$41,977	$160,713
5	2029	174,612	$43,236	$203,949
6	2030	174,612	$44,533	$248,482
7	2031	174,612	$45,869	$294,351
8	2032	174,612	$47,245	$341,597
9	2033	174,612	$48,663	$390,259
10	2034	174,612	$50,122	$440,382
11	2035	174,612	$51,626	$492,008
12	2036	174,612	$53,175	$545,183
13	2037	174,612	$54,770	$599,953
	13 Years	2,269,961	$599,953	$599,953

Projected Total Savings to General Fund	$599,953
- Project Cost	$375,668
= Total Net Savings to the District After Project Costs	$224,285

*Projected savings reflect a 3% annual increase in electricity rates, accounting for inflation and anticipated utility cost trends over 13 years.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Angel Rodriguez, Associate Vice Chancellor, Government Relations & Strategic Communications

PREPARED BY: Angel Rodriguez, Associate Vice Chancellor, Government Relations & Strategic Communications

DATE: December 13, 2024

SUBJECT: Ratification of Board Legislative Committee Charge and Guiding Principles

RECOMMENDATION
It is recommended that the Board of Trustees ratify SBCCD's Board Legislative Committee Charge and Guiding Principles

OVERVIEW
The SBCCD Board Legislative Committee functions as a standing, advisory body of the Board of Trustees, composed of fewer than a quorum of its members and operating in compliance with the California Public Meetings Brown Act. The committee's charge and guiding principles establish its purpose, responsibilities, and the framework for evaluating and recommending legislative actions. These guiding principles reflect SBCCD's commitment to advancing its mission and districtwide goals through strategic policy advocacy.

ANALYSIS
The Board Legislative Committee is tasked with increasing Board efficiency, improving clarity, promoting transparency, and fostering understanding regarding SBCCD's legislative priorities. Through time-sensitive legislative research and discussions in an open forum, the committee facilitates informed recommendations to the full Board. Ratifying the committee's charge and guiding principles will formalize its role in advancing SBCCD's mission and enhancing transparency and effectiveness in legislative advocacy.

SBCCD GOALS
1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS
None.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Board Legislative Committee Charge:

The SBCCD Board of Trustees Legislative Committee exists as a standing, advisory committee comprised of less than a quorum of Board members and is subject to the California Public Meetings Brown Act.

The committee is charged with:

- Increasing the efficiency of the Board of Trustees by performing time-sensitive legislative research on its behalf.

- Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.

- Promoting transparency of SBCCD's legislative advocacy priorities through discussions in an open forum.

- Fostering an environment of understanding by communicating findings and formulating recommendations to the full Board of Trustees.

Board Legislative Committee Guiding Principles:

The SBCCD Board Legislative Committee and Chancellor's Office evaluate local, state, and federal policy proposals and recommend action to support, oppose, or remain neutral.

- Eliminate barriers to student access and success.

- Increase public investment in community college students.

- Improve college affordability and basic needs support.

- Support local decision-making.

- Strengthen state and federal partnerships.

- Promote civic engagement.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Gilbert Contreras, President, SBVC

PREPARED BY: Dr. Dina Humble, Vice President, Instruction, SBVC

DATE: December 13, 2024

SUBJECT: 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 2025-2026 and 2026-2027 College Catalogs.

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success
2.   Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

None.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
December 13, 2024

CONTENT REVIEW
No Changes to the College Catalog

ACCT 010	ACCT 030	ACCT 047	ACCT 090	ACCT 201
BUSAD 108	REALST 062	REALST 063	REALST 068	REALST 074
REALST 076	REALST 078			

Rationale: Content Review
Effective: Fall 2025

NEW COURSE
Addition to the 2024-2025 College Catalog Addendum

Course ID: **ACCT 600**
Course Title: Volunteer Income Tax Assistance Program (VITA)
Hours: 32-36 hours per semester
Lecture: 8-9 hours per semester
Laboratory: 24-26 hours per semester
Limitation on Enrollment: Prior to enrolling in this course, students must obtain the IRS certificates: Volunteer Standards of Conduct Certification, Intake/Interview and Quality Review Certification, and Advanced tax Certification.
Course Description: This noncredit course combines theory and practical application, allowing students to assist low-income and elderly citizens with tax preparation under the supervision of a CPA or licensed tax preparer. Through participation in the IRS-sponsored Volunteer Income Tax Assistance (VITA) program, students gain hands-on experience in individual income tax preparation. This course emphasizes understanding tax law, IRS guidelines, client service, professionalism, and ethics. By providing free tax services to underserved communities, students gain valuable career skills while engaging in meaningful civic service.
TOP Code: 0502.00
Equate: Course not offered at CHC.
Effective: Spring 2025

NEW COURSE
Addition to the 2024-2025 College Catalog Addendum

Course ID: **KINX 090x4**
Course Title: Strength and Conditioning for Athletes I
Units: 1-2
Laboratory: 48-108 hours per semester
Limitation on Enrollment: Prior to enrolling in this course, students must obtain the IRS certificates: Enrollment is based on a successful tryout.
Course Description: This strength and conditioning course is designed for student-athletes and focuses on fundamental drills to enhance athletic performance. Through application of scientific principles and targeting key components of physical fitness, the course is specifically tailored to improve each athlete's performance. This course may be taken up to four times for credit.
TOP Code: 0835.50
Equate: Course not offered at CHC.

Effective: Spring 2025

COURSE MODIFICATION
Changes to the 2025-2026 College Catalog

COURSE ID	COURSE TITLE
ACCT 200	FINANCIAL ACCOUNTING

Departmental Advisory: MATH 102 and ENGL C1000 or ENGL C1000H
Rationale: Updating advisories, outcomes, and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ADJUS 101	INTRODUCTION TO ADMINISTRATION OF JUSTICE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ADJUS 102	PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ADJUS 103	CONCEPTS OF CRIMINAL LAW

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ADJUS 104	LEGAL ASPECTS OF EVIDENCE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ADJUS 105	COMMUNITY RELATIONS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ADJUS 106	PRINCIPLES OF INVESTIGATION

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
ADJUS 107	CONCEPTS OF ENFORCEMENT SERVICES

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
ADJUS 108	JUVENILE PROCEDURES

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
ARCH 102	DIGITAL DESIGN MEDIA LEVEL I

Rationale:	Updating effective date to Fall 2025.
Previous Board Approval:	11/14/2024
Effective:	Fall 2025

COURSE ID	COURSE TITLE
ARCH 103	ARCHITECTURAL RENDERING AND VISUAL COMMUNICATION

Rationale:	Updating effective date to Fall 2025.
Previous Board Approval:	11/14/2024
Effective:	Fall 2025

COURSE ID	COURSE TITLE
ARCH 106	SUSTAINABILITY IN THE BUILT ENVIRONMENT

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Correction - Updating advisory to align with CCN.
Previous Board Approval:	11/14/2024
Effective:	Fall 2025

COURSE ID	COURSE TITLE
ARCH 107	URBAN PLANNING: SHAPING COMMUNITIES THROUGH DESIGN

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Correction - Updating advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ARCH 113	DESIGN STUDIO II

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ARCH 145	HISTORY OF ARCHITECTURE: EARLY DESIGN THROUGH GOTHIC

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ARCH 145H	HISTORY OF ARCHITECTURE: EARLY DESIGN THROUGH GOTHIC - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ARCH 146	HISTORY OF ARCHITECTURE: RENAISSANCE THROUGH MODERN

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ARCH 146H	HISTORY OF ARCHITECTURE: RENAISSANCE THROUGH MODERN - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ARCH 202	DIGITAL DESIGN MEDIA LEVEL II

Rationale: Updating effective date to Fall 2025.
Previous Board Approval: 11/14/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ARCH 203	ADVANCED DIGITAL MEDIA AND ALGORITHMIC DESIGN

Rationale: Updating effective date to Fall 2025.
Previous Board Approval: 11/14/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 100	ART HISTORY: THE STONE AGE TO THE MIDDLE AGES

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 102	ART HISTORY: RENAISSANCE TO PRESENT

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 102H	ART HISTORY: RENAISSANCE TO PRESENT - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 103	ART APPRECIATION

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 105	HISTORY OF MODERN ART

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 107	ART HISTORY: AFRICA, OCEANIA AND THE AMERICAS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 108	ART OF MEXICO AND MESOAMERICA

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 120	TWO-DIMENSIONAL DESIGN

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 121	THREE-DIMENSIONAL DESIGN

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 124A	BEGINNING DRAWING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 124B	INTERMEDIATE DRAWING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 124C	ADVANCED DRAWING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 126A	BEGINNING PAINTING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 126B	INTERMEDIATE PAINTING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 126C	ADVANCED PAINTING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 132A	BEGINNING LIFE DRAWING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 132B	INTERMEDIATE LIFE DRAWING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 132C	ADVANCED LIFE DRAWING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 145	INTRODUCTION TO DIGITAL APPLICATIONS FOR GRAPHIC DESIGN

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 148	FUNDAMENTAL GRAPHIC DESIGN PRINCIPLES AND DIGITAL PRACTICES

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 161	DIGITAL PHOTOGRAPHY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 175A	BEGINNING SCULPTURE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 175B	INTERMEDIATE SCULPTURE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 175C	ADVANCED SCULPTURE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 212A	BEGINNING CERAMICS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 212B	INTERMEDIATE CERAMICS

Departmental Advisory: ENGL C1000 or ENGL C1000H

Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 212C	INTERMEDIATE/ADVANCED CERAMICS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 212D	ADVANCED CERAMICS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 240A	BEGINNING GLASSBLOWING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 240B	INTERMEDIATE GLASSBLOWING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 240C	INTERMEDIATE/ADVANCED GLASSBLOWING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 240D	ADVANCED GLASSBLOWING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 270A	BEGINNING DESIGN IN GLASS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 270B	INTERMEDIATE DESIGN IN GLASS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 270C	INTERMEDIATE/ADVANCED DESIGN IN GLASS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ART 270D	ADVANCED DESIGN IN GLASS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ASL 120	INTRODUCTION TO DEAF STUDIES

Course Description: This course explores and develops the awareness of the linguistic, sociological, psychological, educational, audiological, and cultural experiences/perspectives of the Deaf community and the deaf, hard of hearing, Deaf/Blind, and latened deaf in North America. The cultural values, characteristics, and social dynamics will be introduced and explored. Topics will be examined from historical and current day constructs. The experience and dynamics of a d/Deaf individual in America as a minority group, and double/minority will be discussed and explored.
Rationale: Correction – updating description, outcomes, objectives, and content to align with CalGETC requirements.
Previous Board Approval: 02/09/2023
Effective: Fall 2025

COURSE ID	COURSE TITLE
BIOL 104	HUMAN ECOLOGY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
BIOL 141	GENETICS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BIOL 250	HUMAN ANATOMY AND PHYSIOLOGY I

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BUSAD 100	INTRODUCTION TO BUSINESS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Updating advisory and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BUSAD 103	MARKETING PRINCIPLES

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Updating advisory and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BUSAD 105	SMALL BUSINESS MANAGEMENT/ENTREPRENEURSHIP

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Updating advisory and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BUSAD 106	PRINCIPLES OF SELLING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Updating advisory and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BUSAD 110	HUMAN RESOURCE MANAGEMENT

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Updating advisory and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BUSAD 112	PRINCIPLES OF RETAILING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Updating advisory and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BUSAD 120	BUSINESS MANAGEMENT/LEADERSHIP

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Updating advisory and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BUSAD 127	BUSINESS COMMUNICATION

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Updating advisory and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BUSAD 151	HUMAN RELATIONS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Updating advisory and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
BUSAD 210	BUSINESS LAW

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Updating advisory and textbooks.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 100	INTRODUCTION TO CHILD DEVELOPMENT

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 105	CHILD GROWTH AND DEVELOPMENT

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 105H	CHILD GROWTH AND DEVELOPMENT-HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 108	EARLY CHILDHOOD DEVELOPMENT

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 109	CHILDHOOD STRESS AND TRAUMA

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 111	OBSERVATION AND ASSESSMENT IN CHILD DEVELOPMENT

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 113	PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 114	INTRODUCTION TO CURRICULUM

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 115	HEALTH, SAFETY AND NUTRITION

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 126	CHILD, FAMILY, AND THE COMMUNITY

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 127	GUIDANCE OF CHILDREN

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 130	CREATIVE MUSIC AND MOVEMENT FOR CHILDREN

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 133	CREATIVE SCIENCE AND MATH ACTIVITIES FOR CHILDREN

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 134	LANGUAGE, LISTENING AND LITERATURE FOR CHILDREN

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 136	CREATIVE ART EXPERIENCES FOR CHILDREN

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 137	PLAY AND MATERIALS FOR CHILDREN

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 138	TEACHING IN A DIVERSE SOCIETY

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 160	MIDDLE CHILDHOOD DEVELOPMENT

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 185	INFANT/TODDLER GROWTH AND DEVELOPMENT

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 186	INFANT AND TODDLER CURRICULUM

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 205	CHILD DEVELOPMENT PRACTICUM / FIELD EXPERIENCE

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 215	EARLY INTERVENTION AND INCLUSION INTERNSHIP

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 244	CHILDREN WITH SPECIAL NEEDS

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 245	EARLY INTERVENTION AND INCLUSION

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 270	ADULT SUPERVISION AND MENTORING IN EARLY CARE AND EDUCATION

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 271	ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
CD 272	ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION

Departmental Advisory: ENGL C1000 or ENGL C1000H or READ 100 and CD 271
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
COMMST 100	ELEMENTS OF PUBLIC SPEAKING

Course ID: **COMM C1000**
Course Title: Introduction to Public Speaking
Departmental Advisory: None
Course Description: In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches.
Rationale: Correction – Updating Course ID, title, advisories, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
COMMST 100H	ELEMENTS OF PUBLIC SPEAKING - HONORS

Course ID: **COMM C1000H**
Course Title: Introduction to Public Speaking - Honors
Departmental Advisory: None
Course Description: In this course, students learn and apply foundational rhetorical theories and techniques of public speaking in a multicultural democratic society. Students discover, develop, and critically analyze ideas in public discourse through research, reasoning, organization, composition, delivery to a live audience and evaluation of various types of speeches, including informative and persuasive speeches. This is an honors course.
Rationale: Correction – Updating Course ID, title, advisories, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
COMMST 111	INTERPERSONAL COMMUNICATION

Course ID: **COMM 111**
Course Description: Interpersonal communication examines the dynamics of the communication process within the context of interpersonal relationships (those with friends, families, romantic partners, professionally and co-workers). Influences of self-concept, perception, listening, verbal and non-verbal communication, and emotional expression are explored. Principles of professional and romantic relationship development, communication climate, self-disclosure, and conflict management are also discussed. Rhetorical, theoretical, and practical skills are also developed and practiced, with faculty supervision/evaluation in a variety of ways. (Formerly COMMST 111)
Rationale: Correction – Updating Course ID and description to align with CCN.
Previous Board Approval: 06/13/2024

Effective: Fall 2025

COURSE ID	COURSE TITLE
COMMST 111H	INTERPERSONAL COMMUNICATION - HONORS

Course ID: **COMM 111H**
Course Description: Interpersonal communication examines the dynamics of the communication process within the context of interpersonal relationships (those with friends, families, romantic partners, professionally and co-workers). Influences of self-concept, perception, listening, verbal and non-verbal communication, and emotional expression are explored. Principles of professional and romantic relationship development, communication climate, self-disclosure, and conflict management are also discussed. Rhetorical, theoretical, and practical skills are also developed and practiced, with faculty supervision/evaluation in a variety of ways. This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work. (Formerly COMMST 111H)
Rationale: Correction – Updating Course ID and description to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
COMMST 125	CRITICAL THINKING THROUGH ARGUMENTATION AND DEBATE

Course ID: **COMM 125**
Course Description: This course is designed to provide an oral approach to critical thinking skills which includes individual and group debates. The course provides critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms. It also provides instruction in language, argument structure, types of reasoning, evaluation of evidence, fallacies in reasoning, and case development strategies. (Formerly COMMST 125)
Prerequisite: ENGL C1000 or ENGL C1000H
Departmental Advisory: COMM C1000 or COMM C1000H
Rationale: Correction – Updating Course ID and description to align with CCN.
Previous Board Approval: 11/14/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
COMMST 135	MASS MEDIA AND SOCIETY

Course ID: **COMM 135**
Course Description: This course explores the history, effects, and role of the mass media in the U.S. The major forms of mass communication are studied (television, radio, film, newspapers and magazines). There is also a focus on critical analysis of media messages, effects of media on individual and society, and theories of communication. Students move beyond being "consumers" of media to "analysts" of media. (Formerly COMMST 135)
Departmental Advisory: Eligibility for college level English based on the SBVC Guided-Self Placement process.

Rationale: Batch approval – updating Course ID, description, and advisories to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
COMMST 136	INTRODUCTION TO PUBLIC RELATIONS

Course ID: **COMM 136**
Departmental Advisory: COMM C1000 or COMM C1000H
Rationale: Correction – Updating Course ID and advisories to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
COMMST 140	SMALL GROUP COMMUNICATION

Course ID: **COMM 140**
Course Description: This course explores discussion principles, communication skills, conflict management, participation practices, and leadership within small groups in a variety of contexts. Group formation, verbal and non-verbal communication, listening, and decision-making procedures are also examined, including Group Decision Making and Leadership theories. Emphasis is on group participation, group discussion, and group projects/presentations. (Formerly COMMST 140)
Rationale: Correction – Updating Course ID and description to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
COMMST 174	INTERCULTURAL COMMUNICATION

Course ID: **COMM 174**
Course Description: This course focuses on the communication behaviors and values common to all cultures and ethnic groups and on the differences that insulate and divide people. Students will examine influences on the communication process, including aspects such as stereotyping, perception, prejudice, values and expectations. Students will learn to overcome the communication problems that can result when members of other cultures communicate by evaluating their own intercultural communication patterns and learning skills to increase their effectiveness. Students will also acquire a greater appreciation for others. (Formerly COMMST 174)
Rationale: Batch approval – Updating Course ID and description to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
COMMST 176	GENDER DIFFERENCES IN COMMUNICATION

Course ID: **COMM 176**

Course Description: This course explores the gender differences evident in communication. Students will examine the theories concerning gender differences, issues of gender in a variety of contexts (families, relationships, the workplace, the media, school), and the differences in the communication patterns resulting from gender. (Formerly COMMST 176)

Departmental Advisory: Eligibility for college level English based on the SBVC Guided-Self Placement process.

Rationale: Batch approval – updating Course ID, description, and advisories to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
CS 102	INTRODUCTION TO PYTHON PROGRAMMING

Departmental Advisory: MATH 102 or MATH 115 or STAT C1000 or STAT C1000H

Rationale: Batch approval – updating advisory to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
EDUC 200	INTRODUCTION TO ELEMENTARY EDUCATION

Departmental Advisory: ENGL C1000 or ENGL C1000H

Rationale: Correction – updating advisory to align with CCN.

Previous Board Approval: 01/11/2024

Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 086	STRATEGIES FOR COLLEGE COMPOSITION

Corequisite: ENGL C1000

Rationale: Batch approval – updating corequisite to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 087	FUNDAMENTALS FOR COLLEGE COMPOSITION

Corequisite: ENGL C1000

Rationale: Batch approval – updating corequisite to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 101	COLLEGE COMPOSITION

Course ID:	**ENGL C1000**
Course Title:	Academic Reading and Writing
Prerequisite:	Placement as determined by the college's multiple measures assessment process
Course Description:	In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research.
Rationale:	Correction – Updating Course ID, title, advisories, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Previous Board Approval:	06/13/2024
Effective:	Fall 2025

COURSE ID	COURSE TITLE
ENGL 101H	COLLEGE COMPOSITION - HONORS

Course ID:	**ENGL C1000H**
Course Title:	Academic Reading and Writing - Honors
Prerequisite:	Placement as determined by the college's multiple measures assessment process
Course Description:	In this course, students receive instruction in academic reading and writing, including writing processes, effective use of language, analytical thinking, and the foundations of academic research. This is an honors course.
Rationale:	Batch approval – Updating Course ID, title, advisories, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
ENGL 102	INTERMEDIATE COMPOSITION AND CRITICAL THINKING

Course ID:	**ENGL C1001**
Course Title:	Critical Thinking and Writing
Prerequisite:	College-level composition (ENGL C1000/C-ID ENGL 100) or equivalent.
Course Description:	In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 College Reading and Writing (C-ID ENGL 100) or similar first-year college writing course.
Rationale:	Correction – Updating Course ID, title, advisories, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Previous Board Approval:	01/11/2024
Effective:	Fall 2025

COURSE ID	COURSE TITLE
ENGL 102H	INTERMEDIATE COMPOSITION AND CRITICAL THINKING - HONORS

Course ID: **ENGL C1001H**
Course Title: Critical Thinking and Writing - Honors
Prerequisite: College-level composition (ENGL C1000/C-ID ENGL 100) or equivalent.
Course Description: In this course, students receive instruction in critical thinking for purposes of constructing, evaluating, and composing arguments in a variety of rhetorical forms, using primarily non-fiction texts, refining writing skills and research strategies developed in ENGL C1000 College Reading and Writing (C-ID ENGL 100) or similar first-year college writing course. This is an honors course.
Rationale: Correction – Updating Course ID, title, advisories, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Previous Board Approval: 01/11/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 122	JOURNALISM PRODUCTION: INTRODUCTION

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 125	LITERARY MAGAZINE PRODUCTION

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 140	EXPLORING THE WORLD OF SCIENCE FICTION

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 141	MYSTERY AND DETECTIVE FICTION

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 151	COLLEGE COMPOSITION AND LITERATURE

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 151H	COLLEGE COMPOSITION AND LITERATURE - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 153	LITERATURE AND FILM

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 161	WOMEN WRITERS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 163	CHICANA/O LITERATURE

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 165	AFRICAN-AMERICAN LITERATURE

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 175	THE LITERATURE AND RELIGION OF THE BIBLE

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 224	INDEPENDENT STUDY IN ENGLISH: PRODUCTION

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 232	CREATIVE WRITING

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 260	AMERICAN LITERATURE TO 1865

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 260H	AMERICAN LITERATURE TO 1865 - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 261	AMERICAN LITERATURE FROM 1865 TO PRESENT

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 270	ENGLISH LITERATURE: MIDDLE AGES TO 18TH CENTURY

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 270H	ENGLISH LITERATURE: MIDDLE AGES TO 18TH CENTURY - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 271	ENGLISH LITERATURE: LATE 18TH CENTURY TO PRESENT

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 271H	ENGLISH LITERATURE: LATE 18TH CENTURY TO PRESENT - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 686	STRATEGIES FOR COLLEGE COMPOSITION

Corequisite: ENGL C1000
Rationale: Batch approval – updating corequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ENGL 687	FUNDAMENTALS FOR COLLEGE COMPOSITION

Corequisite: ENGL C1000
Rationale: Batch approval – updating corequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ETHS 100	INTRODUCTION TO ETHNIC STUDIES

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ETHS 103	ETHNICITY AND IDENTITY IN MEDIA

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ETHS 107	NATIVE AMERICAN EXPERIENCES IN U.S. HISTORY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ETHS 107H	NATIVE AMERICAN EXPERIENCES IN U.S. HISTORY – HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ETHS 141H	RACE AND ETHNIC RELATIONS - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ETHS 163	CHICANA/O LITERATURE

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
ETHS 165	AFRICAN-AMERICAN LITERATURE

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
FN 162	INTRODUCTION TO FOOD AND NUTRITION

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
FTVM 101	INTRODUCTION TO ELECTRONIC MEDIA

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
FTVM 102	INTRODUCTION TO FILM AND MEDIA AESTHETICS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
FTVM 103	ETHNICITY AND IDENTITY IN MEDIA

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
FTVM 114	EDITING I

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
FTVM 121	WRITING FOR CINEMA

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating advisory to align with CCN.
Previous Board Approval: 01/11/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
FTVM 130	FILM AND TV PRODUCTION BASICS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
FTVM 131	CINEMATOGRAPHY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
FTVM 132	VIDEO PRODUCTION

Course Title: Film and Video Production 1
Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating advisory to align with CCN.
Previous Board Approval: 11/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
FTVM 133	BROADCAST NEWS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating advisory to align with CCN.
Previous Board Approval: 01/11/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
GEOG 100	MAP INTERPRETATION AND GEOSPATIAL ANALYSIS

Departmental Advisory: ENGL C1000 or ENGL C1000H and ECON 208 or STAT C1000 or STAT C1000H or PSYCH 105
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
GEOG 130	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Departmental Advisory: ENGL C1000 or ENGL C1000H and ECON 208 or STAT C1000 or STAT C1000H or PSYCH 105
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
GIS 100	MAP INTERPRETATION AND GEOSPATIAL ANALYSIS

Departmental Advisory: ENGL C1000 or ENGL C1000H and ECON 208 or STAT C1000 or STAT C1000H or PSYCH 105
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
GIS 130	INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Departmental Advisory: ENGL C1000 or ENGL C1000H and ECON 208 or STAT C1000 or STAT C1000H or PSYCH 105
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HEALTH 103	INTRODUCTION TO HOLISTIC HEALTH

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating advisory to align with CCN.
Previous Board Approval: 11/14/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 100	UNITED STATES HISTORY TO 1877

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 100H	UNITED STATES HISTORY TO 1877 - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 101	UNITED STATES HISTORY: 1865 TO PRESENT

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 101H	UNITED STATES HISTORY: 1865 TO PRESENT - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 107	NATIVE AMERICAN EXPERIENCES IN U.S. HISTORY

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
HIST 107H	NATIVE AMERICAN EXPERIENCES IN U.S. HISTORY - HONORS

Prerequisite:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating prerequisite to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
HIST 137	EXPERIENCES OF RACIAL AND ETHNIC GROUPS IN U.S. HISTORY

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
HIST 138	THE AFRICAN AMERICAN EXPERIENCE IN U.S. HISTORY TO 1877

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
HIST 139	THE AFRICAN AMERICAN EXPERIENCE IN U.S. HISTORY FROM 1877

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
HIST 140	CHICANO EXPERIENCES IN U.S. HISTORY

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
HIST 140H	CHICANO EXPERIENCES IN U.S. HISTORY - HONORS

Prerequisite:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating prerequisite to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
HIST 142	EXPERIENCES OF ASIAN AMERICANS IN U.S. HISTORY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 145	HISTORY OF CALIFORNIA

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 145H	HISTORY OF CALIFORNIA - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 150	INTRODUCTION TO LATIN AMERICAN HISTORY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 170	WORLD HISTORY TO 1500

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 171	WORLD HISTORY SINCE 1500

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 176	COMPARATIVE HISTORY OF GENOCIDE AND WAR CRIMES

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
HIST 185	WOMEN IN UNITED STATES HISTORY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 130	INTRODUCTION TO ADDICTION STUDIES: DRUGS, HEALTH, AND SOCIETY

Departmental Advisory: READ 100 and ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 131	CO-OCCUR DISORDERS

Departmental Advisory: READ 100 and ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 132	DIVERSE POPULATIONS

Departmental Advisory: READ 100 and ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 134	FAMILY DYNAMICS OF ADDICTION

Departmental Advisory: READ 100 and ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 135	PREVENTION, INTERVENTION AND RECOVERY

Departmental Advisory: READ 100 and ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 140	CASE MANAGEMENT IN PUBLIC SERVICE

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 147	CAREER SPECIALIST

Departmental Advisory: READ 100 and ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 167	CRISIS INTERVENTION

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 170	INTRODUCTION TO SOCIAL WORK AND HUMAN SERVICES

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 172	GROUP AND FAMILY DYNAMICS

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 173	HELPING AND INTERPERSONAL SKILLS

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
HUMSV 179	LAW AND ETHICS

Departmental Advisory: READ 100 and ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
KIN 101	SPORTS PSYCHOLOGY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
KIN 104	EXERCISE NUTRITION

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
KIN 106	ATHLETIC ADMINISTRATION

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
KIN 200	INTRODUCTION TO KINESIOLOGY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
KIN 202	HISTORY OF PHYSICAL EDUCATION AND SPORT IN THE UNITED STATES

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
KIN 203	THEORY OF COACHING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
KIN 205	SPORTS MANAGEMENT

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
LPPS 110	INTRODUCTION TO LAW AND SOCIETY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
MATH 108	INTRODUCTION TO PROBABILITY AND STATISTICS

Course ID: **STAT C1000**
Course Title: Introduction to Statistics
Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.
Course Description: This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines.
Rationale: Batch approval – updating Course ID, title, prerequisite, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MATH 108H	INTRODUCTION TO PROBABILITY AND STATISTICS – HONORS

Course ID: **STAT C1000H**
Course Title: Introduction to Statistics - Honors
Prerequisite: Placement as determined by the college's multiple measures assessment process or completion of a course taught at or above the level of intermediate algebra.
Course Description: This course is an introduction to statistical thinking and processes, including methods and concepts for discovery and decision-making using data. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-squared, and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Students apply methods and processes to applications using data from a broad range of disciplines. This is an honors course.
Rationale: Batch approval – updating Course ID, title, prerequisite, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
MATH 608	SUPPORT FOR INTRODUCTORY STATISTICS

Course ID: **STAT 608**
Course Title: Support for Introduction to Statistics
Corequisite STAT C1000
Course Description: This noncredit course is a review of the prerequisite skills essential for statistics. This course includes a review of topics covered in arithmetic and algebra as appropriate, based on individual student needs. The course is intended for students who need to refresh their math skills while enrolled in an introductory statistics course to be used for just in time remediation. (Formerly MATH 608)
Rationale: Batch approval – updating Course ID, corequisite, and description, align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 100	MUSIC APPRECIATION

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 100H	MUSIC APPRECIATION - HONORS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 101	MUSIC THEORY I: FUNDAMENTALS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 104	HISTORY OF ROCK AND ROLL

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 105	AMERICAN POPULAR MUSIC

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 106	HISTORY OF JAZZ

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 107	MUSIC CULTURES OF THE WORLD

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 108	HISTORY OF HIP HOP MUSIC

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 117A	ELEMENTARY ACOUSTIC GUITAR

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 117B	INTERMEDIATE ACOUSTIC GUITAR

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 117C	INTERMEDIATE/ADVANCED ACOUSTIC GUITAR

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 117D	ADVANCED ACOUSTIC GUITAR

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 121	MUSIC HISTORY AND LITERATURE-MIDDLE AGES THROUGH BAROQUE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 121H	MUSIC HISTORY AND LITERATURE - MIDDLE AGES THROUGH BAROQUE - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 122	MUSIC HISTORY AND LITERATURE - CLASSIC THROUGH CONTEMPORARY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 122H	MUSIC HISTORY AND LITERATURE - CLASSIC THROUGH CONTEMPORARY - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 123	ELECTRONIC MUSIC I

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 124	ELECTRONIC MUSIC II

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 130	ELEMENTARY VOICE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 131	INTERMEDIATE VOICE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 133	ELEMENTARY PIANO

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 134	INTERMEDIATE PIANO

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 135	ADVANCED PIANO

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 141X2	APPLIED MUSIC I

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 150X4	MIXED CHORUS

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 152X4	CHAMBER SINGERS

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 153X4	CHAMBER CHORALE

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 154X4	COLLEGE SINGERS

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 156X4	CONCERT CHOIR

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 158X4	GOSPEL CHOIR

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 162X4	WIND ENSEMBLE

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
MUS 166X4	CONCERT BAND

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 167X4	JAZZ COMBO

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 168X4	JAZZ BAND

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 170X2	JAZZ IMPROVISATION AND THEORY I

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 171X2	JAZZ IMPROVISATION AND THEORY II

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 180X4	INSTRUMENTAL CHAMBER MUSIC

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 222	INDEPENDENT STUDY IN MUSIC

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
MUS 241X2	APPLIED MUSIC II

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
OCEAN 101	ELEMENTS OF OCEANOGRAPHY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating advisory to align with CCN.
Previous Board Approval: 11/09/2023
Effective: Fall 2025

COURSE ID	COURSE TITLE
PHIL 101	INTRODUCTION TO PHILOSOPHY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
PHIL 101H	INTRODUCTION TO PHILOSOPHY - HONORS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
PHIL 102	CRITICAL THINKING AND WRITING

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
PHIL 103	INTRODUCTION TO LOGIC: ARGUMENT AND EVIDENCE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
PHIL 105	INTRODUCTION TO ETHICS

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
PHIL 109	PHILOSOPHY OF RELIGION

Departmental Advisory:	PHIL 101 or PHIL 101H and ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
PHIL 112	PHILOSOPHY IN LITERATURE

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
PHIL 180	DEATH AND DYING

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
PHYSIC 202	PHYSICS I

Prerequisite:	ENGL C1000 or ENGL C1000H and MATH 250 and PHYSIC 101
Rationale:	Batch approval – updating prerequisite to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
PHYSIC 222	INDEPENDENT STUDY IN PHYSICS

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
POLICE 002	BASIC LAW ENFORCEMENT ACADEMY

Departmental Advisory:	POLICE 001 and ENGL C1000 or ENGL C1000H
Rationale:	Batch approval – updating advisory to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
POLICE 100	CRIMINAL LAW

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLICE 101	PROCEDURE AND EVIDENCE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLICE 102	COMMUNITY POLICING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLICE 103	INTRODUCTION TO CRIMINAL INVESTIGATION

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 100	AMERICAN POLITICS

Course ID: **POLS C1000**
Course Title: American Government and Politics
Course Description: This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology.
Rationale: Correction – updating Course ID, title, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 100H	AMERICAN POLITICS - HONORS

Course ID: **POLS C1000H**
Course Title: American Government and Politics - Honors
Course Description: This course is an introduction to government and politics in the United States and California. Students examine the constitutions, structure, and operation of governing institutions, civil liberties and civil rights, political behaviors, political issues, and public policy using political science theory and methodology. This is an honors course.
Rationale: Batch approval – updating Course ID, title, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 110	INTRODUCTION TO POLITICAL THEORY

Course ID: **POLS 110**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: This course is a survey of Western political thought from classical times to the contemporary period. The course explores such controversial topics as the nature of justice, the morality of political deception and violence, the proper limits of governmental power, the virtues (and challenges) of political diversity, and the future of the bourgeois state in an era of globalization. (Formerly POLIT 110)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 110H	INTRODUCTION TO POLITICAL THEORY - HONORS

Course ID: **POLS 110H**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: This course is a survey of Western political thought from classical times to the contemporary period. The course utilizes selected primary texts to explore such controversial topics as the nature of justice, the morality of political deception and violence, the proper limits of governmental power, the virtues (and challenges) of political diversity, and the future of the bourgeois state in an era of globalization. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work. (Formerly POLIT 110H)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 138	SERVICE LEARNING: STUDENT LEADERSHIP

Course ID: **POLS 138**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: This course is a service learning course designed for the development of leadership skills through participation in student government or other campus activities. The topics covered include: community college governance, collaborative problem solving, student issues, methods of effective advocacy, parliamentary procedures, relevant laws, and the challenges and opportunities of social diversity. (Formerly POLIT 138)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 138H	SERVICE LEARNING: STUDENT LEADERSHIP - HONORS

Course ID: **POLS 138H**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: This course is a service learning course designed for the development of leadership skills through participation in student government or other campus activities. The topics covered include: community college governance, collaborative problem solving, student issues, methods of effective advocacy, parliamentary procedures, relevant laws, and the challenges and opportunities of social diversity. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work. (Formerly POLIT 138H)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 139	SERVICE LEARNING: COMMUNITY LEADERSHIP

Course ID: **POLS 139**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: This course is a service learning course designed for the development of leadership skills through participation in community affairs on the federal, state, and local levels. The topics covered include street-level politics, coalition-building, direct and indirect lobbying, mass media communications, multicultural relations, legal requirements, and other aspects of civic involvement. (Formerly POLIT 139)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 139H	SERVICE LEARNING: COMMUNITY LEADERSHIP - HONORS

Course ID: **POLS 139H**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: This course is a service learning course designed for the development of leadership skills through participation in community affairs on the federal, state, and local levels. The topics covered include street-level politics, coalition-building, direct and indirect lobbying, mass media communications, multicultural relations, legal requirements, and other aspects of civic involvement. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work. (Formerly POLIT 139H)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 140	INTRODUCTION TO COMPARATIVE POLITICS

Course ID: **POLS 140**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: This introductory course compares different political systems to evaluate their similarities and dissimilarities with respect to their corresponding political institutions and processes. Themes covered include presidential versus parliamentary democratic governance; authoritarian versus democratic regimes; patterns of state involvement in the political economy; society and citizen participation through interest groups, political parties and elections. (Formerly POLIT 140)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 141	INTRODUCTION TO WORLD POLITICS

Course ID: **POLS 141**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: This introductory course in world politics (international relations) surveys the principal actors, issues and processes involved in international relations. It includes paradigms and approaches in the study of world politics; foreign policy; issues of war and peace; international organizations; international law; globalization; international political economy, including global financial and trade institutions; human rights; and the global environment with respect to sustainable development. (Formerly POLIT 141)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 141H	INTRODUCTION TO WORLD POLITICS - HONORS

Course ID: **POLS 141H**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: This introductory course in world politics (international relations) surveys the principal actors, issues and processes involved in international relations. It includes paradigms and approaches in the study of world politics; foreign policy; issues of war and peace; international organizations; international law; globalization; international political economy, including global financial and trade institutions; human rights; and the global environment with respect to sustainable development. This course is intended for students in the Honors Program but is open to all students who desire more challenging course work. (Formerly POLIT 141H)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 150	INTRODUCTION TO PUBLIC POLICY

Course ID: **POLS 150**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: This course is an introduction to public policy. It introduces the basic concepts and processes underlying policy analysis, including application of these concepts to economic and budgetary policy, health care policy, welfare and social security policy, education policy, and environmental and energy policy, and social and cultural policies. It covers the actors involved in the policy process such as institutions, congress, the executive branch, and groups. It also addresses the theories involved in the policy process as well as the environment in which policy is made in the United States. (Formerly POLIT 150)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 170	INTRODUCTION TO THE POLITICS OF RACE AND GENDER

Course ID: **POLS 170**
Prerequisite: ENGL C1000 or ENGL C1000H
Course Description: This course is an introduction to the politics of race and gender. Using intersectionality as a framework, the course offers an overview of the political representation, identity, status, and power of non-binary Women, Native Americans, African Americans, Latina/o Americans, and Asian Americans. (Formerly POLIT 170)
Rationale: Correction – updating Course ID, description, and prerequisite to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 173	CALIFORNIA GOVERNMENT

Course ID: **POLS 173**
Departmental Advisory: ENGL C1000 or ENGL C1000H
Course Description: California is a uniquely diverse and dynamic state! This course introduces students to the history, politics, and government of California, paying particular attention to the nature of federalism, institutions of state government, direct democracy, the role of partisanship and demographic diversity, media and public opinion, parties and interest groups, campaigns and elections, and social movements in the Golden State. Special examination will be made to the realities of making public policy and its intersection with politics, interest groups, political parties and the media. (Formerly POLIT 173)
Rationale: Correction – updating Course ID, description, and advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
POLIT 222	INDEPENDENT STUDY IN POLITICAL SCIENCE

Course ID: **POLS 222**
Course Description: Students with previous course work in Political Science may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Political Science and related fields. Student work may include but not be limited to readings, research, projects, intern assignments and conferences. Prior to registration, a contract must be prepared jointly by the instructor and the student. (Formerly POLIT 222)
Rationale: Batch approval – updating Course ID and description to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
PSYCH 100	GENERAL PSYCHOLOGY

Course ID: **PSYC C1000**
Course Title: Introduction to Psychology
Course Description: This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations.
Rationale: Batch approval – updating Course ID, title, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
PSYCH 100H	GENERAL PSYCHOLOGY - HONORS

Course ID:	**PSYC C1000H**
Course Title:	Introduction to Psychology - Honors
Course Description:	This course is an introduction to psychology, which is the study of the mind and behavior. Students focus on theories and concepts of biological, cognitive, developmental, environmental, social, and cultural influences; their applications; and their research foundations. This is an honors course.
Rationale:	Batch approval – updating Course ID, title, description, outcomes, objectives, content, methods of evaluation, assignments, and textbooks to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
PSYCH 102	PERSONAL AND SOCIAL ADJUSTMENT

Course ID:	**PSYC 102**
Prerequisite:	PSYC C1000 or PSYC C1000H
Course Description:	This course provides students with an applied focus on how psychology is used in everyday life and is related to other social sciences. This course examines a variety of psychological and theoretical perspectives and how these ideas are applied across a person's life taking into account the influence of factors such as culture, gender, ethnicity, historical cohort, and socio-economic status. A broad understanding of how scientists, clinicians, and practitioners study and apply psychology is emphasized. (Formerly PSYCH 102)
Rationale:	Batch approval – updating Course ID, description, and prerequisite to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
PSYCH 105	STATISTICS FOR THE BEHAVIORAL SCIENCES

Course ID:	**PSYC 105**
Prerequisite:	PSYC C1000 or PSYC C1000H
Course Description:	This class focuses on statistics as applied to the social sciences and includes such topics as measurement, frequency distributions, measures of central tendency, measures of variability, the normal distribution curve, correlation, sampling, statistical inference, hypothesis testing and an introduction to analysis of variance. (Formerly PSYCH 105)
Rationale:	Batch approval – updating Course ID, description, and prerequisite to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
PSYCH 110	ABNORMAL PSYCHOLOGY

Course ID:	**PSYC 110**
Prerequisite:	PSYC C1000 or PSYC C1000H
Course Description:	This course is an integrative survey of theory and research in abnormal behavior. The scientific study of psychopathology and atypical behaviors is

explored. Abnormal behavior is investigated from a variety of perspectives including biological, psychological, and sociocultural approaches. Intervention and prevention strategies for psychological disorders are also introduced. (Formerly PSYCH 110)

Rationale: Batch approval – updating Course ID, description, and prerequisite to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
PSYCH 111	DEVELOPMENTAL PSYCHOLOGY: LIFESPAN

Course ID: **PSYC 111**
Prerequisite: PSYC C1000 or PSYC C1000H
Course Description: This course is a survey of lifespan developmental psychology from conception through death, including biological and environmental influences. Theories and research on physical, cognitive, personality, and social development are examined, as well as attention to developmental disturbances and problems. (Formerly PSYCH 111)
Rationale: Batch approval – updating Course ID, description, and prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
PSYCH 112	DEVELOPMENTAL PSYCHOLOGY: CHILD AND ADOLESCENT PSYCHOLOGY

Course ID: **PSYC 112**
Prerequisite: PSYC C1000 or PSYC C1000H
Course Description: This course is a survey of the psychological growth of the normal individual from conception through adolescence with emphasis on stages of development. Particular emphasis is given to physical development, intellectual development, social and emotional development during the first two decades of life. Other topics include good and bad parenting styles and the potential problems encountered by children and adolescents. (Formerly PSYCH 112)
Rationale: Batch approval – updating Course ID, description, and prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
PSYCH 118	HUMAN SEXUAL BEHAVIOR

Course ID: **PSYC 118**
Prerequisite: PSYC C1000 or PSYC C1000H
Course Description: This course provides an overview of the field of human sexuality through examining human sexuality from psychological, biological, sociocultural, and historical perspectives. Current sex norms and aspects of interpersonal and individual sexual adjustment will be explored. Students will be encouraged to develop an awareness of their own sexual attitudes, values, and behaviors and to evaluate the consistency of their behaviors within their own moral frameworks. (Formerly PSYCH 118)

Rationale: Batch approval – updating Course ID, description, and prerequisite to align with CCN.

Effective: Fall 2025

COURSE ID	COURSE TITLE
PSYCH 119	MULTICULTURAL PSYCHOLOGY

Course ID: **PSYC 119**
Prerequisite: PSYC C1000 or PSYC C1000H
Course Description: This course examines cultural influences on human behavior such as development, mental health, social behavior, and social cognition in contexts ranging from everyday modes of functioning to family and work relationships. This course will examine a wide range of theories and research with respect to cultural influences on human behavior, cognitive processes, lifespan development, abnormal behavior, mental health, self-concept, emotion, motivation, learning, intelligence, perception, memory, and communication. This course provides students with a non-judgmental environment in which students will understand how culture influences human behavior which will assist them in interactions with people from diverse cultures. (PSYCH 119)
Rationale: Batch approval – updating Course ID, description, and prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
PSYCH 141	INTRODUCTION TO BIOLOGICAL PSYCHOLOGY

Course ID: **PSYC 141**
Prerequisite: PSYC C1000 or PSYC C1000H
Course Description: This course will introduce the scientific study of the biological bases of behavior and the role of the scientific method in neuroscience. Topics will include basic neuroanatomy and neurophysiology, nervous system structure and functions, hormonal and neurochemical mechanisms, brain-behavior relationships underlying movement, sensation, perception, learning, memory, consciousness, emotion, regulatory processes, and psychological disorders. Historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes will be addressed in this course. Ethical standards for human and animal research will be discussed in the context of both invasive and non-invasive experimental research. (PSYCH 141)
Rationale: Batch approval – updating Course ID, description, and prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
PSYCH 201	RESEARCH METHODS FOR THE BEHAVIORAL SCIENCES

Course ID:	**PSYC 201**
Prerequisite:	PSYC C1000 or PSYC C1000H and ECON 208 or STAT C1000 or STAT C1000H or PSYC 105
Course Description:	This course is a survey of research design and research methods primarily used in psychology and the social sciences including experimental and non-experimental research methods. Students will conduct research, analyze data, and write research reports. (Formerly PSYCH 201)
Rationale:	Batch approval – updating Course ID, description, and prerequisite to align with CCN.
Effective:	Fall 2025

COURSE ID	COURSE TITLE
READ 104	CRITICAL READING, THINKING AND LITERACY

Prerequisite:	ENGL C1000 or ENGL C1000H
Rationale:	Correction – updating prerequisite to align with CCN.
Previous Board Approval:	01/11/2024
Effective:	Fall 2025

COURSE ID	COURSE TITLE
REALST 070	REAL ESTATE FINANCE

Course Description:	This foundational Residential Real Estate Finance course will introduce the student to the basics of residential real estate finance. The course covers the basics of borrowing money to buy a home and how the overall financing process works (financing sources, loans underwriting, applications, and appraisals). This course can be used to meet the additional education requirement of the salesperson or broker license.
Rationale:	Updating description, outcomes, and textbooks
Effective:	Fall 2025

COURSE ID	COURSE TITLE
REALST 080	ESCROW PROCEDURES

Departmental Advisory:	REALST 100
Rationale:	Updating advisory and textbooks
Effective:	Fall 2025

COURSE ID	COURSE TITLE
REALST 100	REAL ESTATE PRINCIPLES

Departmental Advisory:	ENGL C1000 or ENGL C1000H
Rationale:	Updating advisory and textbooks
Effective:	Fall 2025

COURSE ID	COURSE TITLE
RELIG 100	INTRODUCTION TO RELIGIOUS STUDIES

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
RELIG 100H	INTRODUCTION TO RELIGIOUS STUDIES - HONORS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
RELIG 101	INTRODUCTION TO WORLD RELIGIONS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
RELIG 115	MAGIC, WITCHCRAFT, CULTS AND NEW RELIGIOUS MOVEMENTS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
RELIG 135	RELIGION IN AMERICA

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
RELIG 150	INTRODUCTION TO MYTHOLOGY

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
RELIG 175	THE LITERATURE AND RELIGION OF THE BIBLE

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating prerequisite to align with CCN.
Previous Board Approval: 06/13/2024

Effective: Fall 2025

COURSE ID	COURSE TITLE
RELIG 176	JESUS AND HIS INTERPRETERS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
RELIG 180	DEATH AND DYING

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SDEV 015	PUENTE: STRATEGIES FOR COLLEGE SUCCESS

Corequisite: ENGL C1000 and ENGL 087
Rationale: Batch approval – updating corequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SDEV 103H	CAREER EXPLORATION AND LIFE PLANNING - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Corequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating pre/co-requisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SOC 100	INTRODUCTION TO SOCIOLOGY

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SOC 100H	INTRODUCTION TO SOCIOLOGY - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SOC 110	SOCIAL PROBLEMS

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SOC 110H	SOCIAL PROBLEMS - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SOC 120	HEALTH AND SOCIAL JUSTICE

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SOC 130	FAMILY SOCIOLOGY

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SOC 135	INTRODUCTION TO CRIME

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SOC 141H	RACE AND ETHNIC RELATIONS - HONORS

Prerequisite: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating prerequisite to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SOC 145	SOCIOLOGY OF GENDER

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SOC 150	AGING AND THE LIFE COURSE

Departmental Advisory: READ 100 or ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE ID	COURSE TITLE
SPAN 101H	COLLEGE SPANISH I - HONORS

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
SPAN 109	SPANISH CIVILIZATION AND CULTURE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
SPAN 110	LATIN AMERICAN CIVILIZATION AND CULTURE

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Correction – updating advisory to align with CCN.
Previous Board Approval: 06/13/2024
Effective: Fall 2025

COURSE ID	COURSE TITLE
WST 036	WATER UTILITY MANAGEMENT

Departmental Advisory: ENGL C1000 or ENGL C1000H
Rationale: Batch approval – updating advisory to align with CCN.
Effective: Fall 2025

COURSE INACTIVATIONS

AERO 650L	AERO 651L	AERO 652L	AERO 653L	AERO 654L
AERO 655L	MACH 010	MACH 014	MACH 016	MACH 018
MACH 020	MACH 024	MACH 025	MACH 026	MACH 028
MACH 029	MACH 030	MACH 032	MACH 034	MACH 050
MACH 052	MACH 054	MACH 058	MACH 060	MACH 061
MACH 076	MACH 077	MACH 091	MACH 120	MACH 123
MACH 124	MACH 160	MACH 600	MACH 601	

Rationale: Courses are no longer offered.
Effective: Fall 2025

DISTANCE EDUCATION

ACCT 600	ACCT 010	ACCT 200	ACCT 030	ACCT 047
ACCT 090	ACCT 201	BUSAD 103	BUSAD 105	BUSAD 106
BUSAD 108	BUSAD 110	BUSAD 112	BUSAD 120	BUSAD 127
BUSAD 151	BUSAD 210	BUSAD 100	REALST 062	REALST 063
REALST 068	REALST 070	REALST 074	REALST 076	REALST 078
REALST 080	REALST 100			

Rationale: **Distance Education Delivery**
One of the planning themes and goals of San Bernardino Valley College (SBVC) is student access. The faculty and curriculum committee have worked to examine course delivery and make curricular adjustments to meet the necessary demand for distance education. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.
Effective: Fall 2025

PROGRAM INACTIVATIONS

Industrial Maintenance Certificate of Achievement
Tool & Die Certificate of Achievement
Tool & Die Associate of Science Degree

Effective: Fall 2025

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Dr. Diana Z. Rodriguez, Chancellor
PREPARED BY:	Dr. Kevin Horan, President, CHC
	Dr. Gilbert Contreras, President, SBVC
	Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration
DATE:	December 13, 2024
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 will be completed prior to the contract start date. No individual will be offered a contract until Human Resources has cleared the individuals for employment.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost for employment of adjunct and substitute academic employees is included in the appropriate 2024-2025 budgets.

Adjunct and Substitute Academic Employees

Presented for Information December 13, 2024

[v.11.14.2024.p.2|2]

2024 – 2025 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Archuleta, Daniel	SBVC	History	History
Basu, Proma	SBVC	Biology	Biology
Cryder, Michael	SBVC	Biology	Biology
Heyman, Ariel	SBVC	Biology	Biology
Hunter-Southern, Cherisse	SBVC	Psychology	Psychology
Mazon, Rafael	SBVC	History	History
Orozoco, Vanessa	SBVC	Biology	Biology
Sterns, Philip	SBVC	Biology	Biology
Walee, Louis	SBVC	Ethnic Studies	History
Zerman, William	SBVC	History	History
Castro, Liliana	CHC	Counseling	Counseling
Harris, Kashaunda	CHC	Counseling	Counseling
Schoenfeld, Racquel	CHC	Counseling	Counseling
Vargas Ramos Cuara, Erika	CHC	Counseling	Counseling

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: December 13, 2024

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.

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success
2.   Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2024-2025 budgets.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Appointment of District Employees
Submitted for Board Approval December 13, 2024
[v.12.2.2024.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Gutierrez, Yvonne Vice President of Student Services SBVC Student Services	01/01/25	Management 26G	Scott Thayer	General Fund	TBD†
Martinez, Alfredo Grounds Caretaker SBVC Grounds	12/13/24	Classified 30A	Samuel Hanna	General Fund	06/29/23
Sosa, Sara Counselor CHC Counseling	01/13/25	Academic TBD*	Rejoice Chavira	Student Equity Fund	08/28/19

†Live Scan clearance pending; employee will not start without clearance.
*Salary placement to be determined upon verification of education and experience.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services, and Health and Safety Administration

DATE: December 13, 2024

SUBJECT: Consideration of Approval to Appoint Interim Managers

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of, and employment contract 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.

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success
2.   Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of employment for the employee is included in the appropriate 2024-2025 budgets.

SBCCD | Mission

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Appointment of Interim Managers
Submitted for Board Approval December 13, 2024
[v.11.14.2024.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
Keebler, Joel Interim Divison Dean SBVC Science	12/12/24 to 06/30/25	23F	Peter John Stanskas	General Fund	TBD[†]

Ratification: Employee start date revised from original approval of November 25, 2024 to December 12, 2024.

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services, and Health and Safety Administration

DATE: December 13, 2024

SUBJECT: Consideration of Approval to Appoint Temporary Academic Employees

RECOMMENDATION

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

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

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

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success
2.   Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of these appointments is included in the appropriate 2024-2025 budgets.

SBCCD | Mission

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Appointment of Temporary Academic Employees

Submitted for Board Approval December 13, 2024

[v.11.21.2024.p.1|1]

Employee Name Location Assignment & Department	From	To	Range & Step	Fund	Live Scan Clearance
Bernardo, Yecica Counselor SBVC Counseling	01/01/25	06/30/25	TBD*	General Fund	09/21/15
Ortiz Archilla, Robert Counselor SBVC Counseling	01/01/25	06/30/25	TBD*	Student Success and Support Programs Fund	06/17/24

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services, and Health and Safety Administration

DATE: December 13, 2024

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of these promotions is included in the appropriate 2024-2025 budgets.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Employee Promotions
Submitted for Board Approval December 13, 2024

[v.11.21.2024.p.1|1]

Employee Name	From	To	New/Replacing	Fund	Effective Date
Garcia, Dawn	SBVC Student Health Services **Administrative Assistant II** Classified Salary Schedule Range 37, Step C	DSO Human Resources **Human Resourcs Generalist** Confidential/Supervisory Salary Schedule Range 15, Step A	Jackline Martinez	Human Resources General Fund	12/16/24
Gomez, Tanya	SBVC Cafeteria **Food Service Worker** Classified Salary Schedule Range 20, Step F	SBVC Cafeteria **Lead Food Service Worker** Classified Salary Schedule Range 25, Step E	Rebecca Dean	Cafeteria Fund	12/16/24
Navarrete, Belinda	CHC Outreach & Educational Partnerships **Student Services Coordinator** Classified Salary Schedule Range 46, Step D	CHC Counseling **Counselor** Academic Salary Schedule Range D, Step TBD*	Evan Sternard	General Fund	01/13/25

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor of Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: December 13, 2024

SUBJECT: Consideration of Approval of Management Personnel Effects

RECOMMENDATION

It is recommended that the Board of Trustees approve the Management Personnel Effects relevant to the reorganization at Crafton Hills and San Bernardino Valley College.

OVERVIEW

Institutional Advancement, Marketing and Foundation reorganization at Crafton Hills to align with San Bernardino Valley College Foundation Office changes from 2023. Both offices are being reorganized to have an executive director to oversee foundation, development, and advancement.

ANALYSIS

The Executive Development Director and Executive Director, Institutional Advancement and Foundation job descriptions were approved at the November 2024 Board meeting. Newly assigned job duties have been reviewed, and the proposed classification reflects the updated representative duties and responsibilities, as well as the appropriate minimum qualifications for the positions.

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success
2.   Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3.   Be a Leader and Partner in Addressing Regional Issues
4.   Ensure SBCCD's Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of employment is included in the appropriate 2024-2025 budgets.

SBCCD | Mission

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SBCCD | Vision

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Management Personnel Effects
Submitted for Board Approval on December 13, 2024
[v.12.2.2024.p.1|1]

Management – Effective January 1, 2025

Position Location	Impact on Incumbent
From Development Director **To** Executive Development Director, SBVC	**Layne, Michael** Change From Range 18, Step J To Range 23, Step E
From Director of Institutional Advancement **To** Executive Director, Institutional Advancement and Foundation, CHC	**Riggs, Michelle** Change From Range 19, Step G To Range 23, Step C

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

PREPARED BY: Dr. Kevin Horan, President, CHC
                   Dr. Gilbert Contreras, President, SBVC

DATE: December 13, 2024

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, 2023, 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 April 11, 2024.

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The cost of the non-instructional pay is included in the appropriate 2024-2025 budgets.

Non-Instructional Pay for Academic Employees
Submitted for Board Approval December 13, 2024

[v.12.2.2024.p.1|7]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Castro, Anthony Instruction Office General Fund	SBVC	10/11/24	11/20/24	$57.89	50	$2,894.50	Scheduling Calculator *Ratification: Due to the delay in the implementation of Coursedog, last-minute work was needed on the scheduling tool to accommodate the new scheduling cycle.*
Che, Yon Instruction Office General Fund	SBVC	10/11/24	12/17/24	$57.89	6	$347.34	Instruction for Honors Class *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Damgen, Carol Instruction Office General Fund	SBVC	10/11/24	12/17/24	$57.89	10	$578.90	Instruction for Honors Class *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Davis-Leyva, Jessica K16 Round #2 Healthcare Grant	SBVC	12/01/24	12/31/24	$64.09	120	$7,690.80	Adjunct Counselor Dual Enrollment *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*

Non-Instructional Pay for Academic Employees
Submitted for Board Approval December 13, 2024
[v.12.2.2024.p.2|7]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Davis-Leyva, Jessica K16 Round #2 Healthcare Grant	SBVC	01/01/25	06/30/25	$64.09	480	$30,763.20	Adjunct Counselor Dual Enrollment
Fuller, Dwane Strong Workforce Grant Fund	SBVC	12/16/24	12/31/24	$57.89	10	$578.90	Machine Curriculum Development
Fuller, Dwane Strong Workforce Grant Fund	SBVC	01/01/25	06/30/25	$57.89	30	$1,736.70	Machine Curriculum Development
Garcia, Armando Student Transfer Reform Act - AB928	SBVC	12/14/24	12/30/24	$57.89	5	$289.45	AB 928: Cal-GETC Implementation
Garcia, Armando Student Transfer Reform Act - AB928	SBVC	01/06/25	01/31/25	$57.89	5	$289.45	AB 928: Cal-GETC Implementation
Garcia, Jaime Instruction Office General Fund	SBVC	10/11/24	12/17/24	$57.89	4	$231.56	Instruction for Honors Class *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Hecht, Andrea Student Transfer Reform Act - AB928	SBVC	01/06/25	05/23/25	$57.89	100	$5,789.00	AB 928: Cal-GETC Implementation
Huang, Michael Student Transfer Reform Act - AB928	SBVC	12/14/24	12/30/24	$57.89	5	$289.45	AB 928: Cal-GETC Implementation

Non-Instructional Pay for Academic Employees
Submitted for Board Approval December 13, 2024
[v.12.2.2024.p.3|7]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Huang, Michael Student Transfer Reform Act - AB928	SBVC	01/06/25	01/31/25	$57.89	5	$289.45	AB 928: Cal-GETC Implementation
Joshua, Judith Instruction Office General Fund	SBVC	10/11/24	12/17/24	$57.89	6	$347.34	Instruction for Honors Class *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Larivee, Elizabeth Student Transfer Reform Act - AB928	SBVC	12/14/24	12/30/25	$57.89	5	$289.45	AB 928: Cal-GETC Implementation
Larivee, Elizabeth Student Transfer Reform Act - AB928	SBVC	01/06/25	01/31/25	$57.89	5	$289.45	AB 928: Cal-GETC Implementation
Lewis, Rosalind Extended Police Academy Fund	SBVC	07/01/24	12/31/24	$57.89	460	$26,629.40	Coordinator *Amendment: Additional hours are needed due to the retirement of our coordinator. Originally went to board on 6/13/24.*
Lewis, Rosalind Extended Police Academy Fund	SBVC	07/01/24	06/30/25	$57.89	920	$53,258.80	Coordinator *Amendment: Additional hours are needed due to the retirement of our coordinator. Originally went to board on 6/13/24.*

Non-Instructional Pay for Academic Employees
Submitted for Board Approval December 13, 2024

[v.12.2.2024.p.4|7]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Mahpar, Shelly Instruction Office General Fund	SBVC	10/11/24	12/17/24	$57.89	2	$115.78	Instruction for Honors Class *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Murphy, Jaznia K16 Round #2 Healthcare Grant	SBVC	12/01/24	12/31/24	$64.09	120	$7,690.80	Adjunct Counselor Dual Enrollment *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Murphy, Jaznia K16 Round #2 Healthcare Grant	SBVC	12/01/24	06/30/25	$64.09	480	$30,763.20	Adjunct Counselor Dual Enrollment *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Orozco, Debbie Student Transfer Reform Act - AB928	SBVC	12/14/24	12/30/24	$57.89	5	$289.45	AB 928: Cal-GETC Implementation
Orozco, Debbie Student Transfer Reform Act - AB928	SBVC	01/06/25	01/31/25	$57.89	5	$289.45	AB 928: Cal-GETC Implementation

Non-Instructional Pay for Academic Employees
Submitted for Board Approval December 13, 2024
[v.12.2.2024.p.5|7]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Rodriguez, Michael Instruction Office General Fund	SBVC	10/11/24	12/17/24	$57.89	10	$578.90	Instruction for Honors Class *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Sayler, Jamie Student Transfer Reform Act - AB928	SBVC	01/06/25	05/23/25	$57.89	100	$5,789.00	AB 928: Cal-GETC Implementation
Slusser, Michael Instruction Office General Fund	SBVC	10/11/24	12/17/24	$57.89	4	$231.56	Instruction for Honors Class *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Sogomonian, Nori Instruction Office General Fund	SBVC	10/11/24	12/17/24	$57.89	2	$115.78	Instruction for Honors Class *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Tinoco, Michelle Student Transfer Reform Act - AB928	SBVC	12/14/24	12/30/25	$57.89	10	$578.90	AB 928: Cal-GETC Implementation

Non-Instructional Pay for Academic Employees
Submitted for Board Approval December 13, 2024
[v.12.2.2024.p.6|7]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Tinoco, Michelle Student Transfer Reform Act - AB928	SBVC	01/06/25	05/23/25	$57.89	10	$578.90	AB 928: Cal-GETC Implementation
Toy, Celeste Instruction Office General Fund	SBVC	10/11/24	12/17/24	$57.89	10	$578.90	Instruction for Honors Class *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Trujillo, Jeff K16 Round #2 Healthcare Grant	SBVC	12/01/24	12/31/24	$64.09	120	$7,690.80	STEM-MESA Counselor *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*
Trujillo, Jeff K16 Round #2 Healthcare Grant	SBVC	01/01/25	06/30/25	$64.09	480	$30,763.20	STEM-MESA Counselor
Wardell, Matt Instruction Office General Fund	SBVC	10/11/24	12/17/24	$57.89	10	$578.90	Instruction for Honors Class *Ratification: This item is presented for ratification due to unexpected delays, ensuring compliance with our governance procedures and maintaining the integrity of the board's decision-making process.*

Non-Instructional Pay for Academic Employees

Submitted for Board Approval December 13, 2024

[v.12.2.2024.p.7|7]

Employee Name Funding Source	Location Assignment	From	To	Not to Exceed Rate	Not to Exceed Hours	Not to Exceed Amount	Project
Watterlord, John AB 1705	SBVC	07/01/24	07/14/24	$57.89	50	$2,894.50	Community of Practive - Math 205 *Ratification. Waiting to confirm funding to confirm that faculty was able to participate.*
Wilkins, Janice Student Transfer Reform Act - AB928	SBVC	01/06/25	05/23/25	$57.89	100	$5,789.00	AB 928: Cal-GETC Implementation
Castro, Liliana EOPS-Categorical Funds	CHC	01/02/25	05/23/25	$64.09	350	$22,431.50	Adjunct counselor, provide academic support, completion of ed plan for EOPS, NextUp and DREAMer students
Harris, Kashaunda EOPS-Categorical Funds	CHC	01/02/25	05/23/25	$64.09	100	$6,409.00	FT counselor, provide academic support, completion of ed plans for EOPS, NextUp and DREAMer students
Schoenfeld, Racquel EOPS-Categorical Funds	CHC	01/02/25	05/23/25	$64.09	100	$6,409.00	FT counselor, provide academic support, completion of ed plans for EOPS, NextUp,CARE, CalWORKs and DREAMer students
Vargas Ramos Cuara, Erika DREAM Resource Liaison-Categorical Funds	CHC	01/02/25	05/23/25	$64.09	350	$22,431.50	Adjunct counselor, provide academic support, completion of ed plan for EOPS, NextUp and DREAMer students

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: December 13, 2024

SUBJECT: Consideration of Approval to Pay Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve the payment of stipends per the attached list.

OVERVIEW

The stipends listed on the attachment are submitted for approval.

ANALYSIS

Stipends are based on negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate 2024-2025 budgets.

SBCCD | Mission

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Inspiring possibilities for bright futures and a prosperous community

Payment of Stipends
Submitted for Board Approval December 13, 2024
[v.11.14.2024.p.2|2]

Faculty Chair 01/01/25 – 06/30/25

Amendment: Employee is now the full department chair due to co-chair resignation. Employee to receive full 2024/2025 Academic year stipend amount.

Employee Name	Location Assignment	Department	Stipend
Notarangelo, Maria	SBVC	Library	$5,000.00

Other 10/11/24 – 12/08/24
Music conducting for Fall Theatre production

Ratification: Information was not received in time for prior month's board submission.

Employee Name	Location Assignment	Department	Stipend
Mahpar, Shelly	SBVC	Theatre	$1,250.00

Other 11/03/24 – 12/08/24
Musician for Fall Theatre production

Ratification: Musicians were not identified in time for prior month's board submission.

Employee Name	Location Assignment	Department	Stipend
Reilly, John	SBVC	Theatre	$900.00
Winokur, Robert	SBVC	Theatre	$900.00

Other 03/11/25 – 04/10/25
Distance Education Certification Training

Employee Name	Location Assignment	Department	Stipend
Hamlett, Cynthia	CHC	Distance Education	$2,894.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: December 13, 2024

SUBJECT: Consideration of Approval to Ratify the Revised Rates of Pay for Professional Expert and Short-Term Hourly Employees

RECOMMENDATION

It is recommended that the Board of Trustees ratify the revised Professional Expert and Short-Term Hourly Rates of Pay schedules effective January 1, 2025, as attached.

OVERVIEW

California state minimum wage will increase to $16.50 per hour on January 1, 2025, for employers with 26 or more employees. To comply with the increase, the minimum rate for hourly, student worker, and short-term employees will increase.

ANALYSIS

The positions affected are:

- Caltrans Trainee
- Camera and Lighting Technician
- Closed Caption Editor I/II
- Content Specialist (FNX and Marketing & Public Relations
- EMT-1 Skills Laboratory Assistant
- Fire Agility Group Leader/Proctor
- FTVM Intern I/II/III
- Interpreting/Transliterating Level 0 (Mentoring)
- Project Assistant I/II/III
- Staff Writer/Photographer
- Transitional Work Crew Trainee
- TV Closed Captioning
- Workforce Development/PDC Trainer

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The financial implications of this board item will be included in the appropriate budgets.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Rates of Pay for Professional Expert Employees
Pending Board Approval: December 13, 2024
Effective January 1, 2025

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	$25.00 to $40.00
Adult Education Planning Grant Coordinator	$40.00
Apprenticeship Program Organizer	$55.00 to $75.00
Assistant Instructor	$20.00
Bilingual Translator/Interviewer	$20.00
Business and Resources Development Consultant	$60.00
Caltrans Trainee	~~$16.00 to $17.00~~ $16.50-$17.50
Caltrans Program Work Crew Driver	$22.00 to $25.00
Camera & Lighting Technician	~~$16.00 to $20.00~~ $16.50 to $20.00
Closed Caption Editor I	~~$16.00~~ $16.50
Closed Caption Editor II	~~$16.00 to $20.00~~ $16.50 to $20.00
Closed Caption Editor III	$21.00 to $30.00
Content Specialist (FNX and Marketing & Public Relations)	~~$16.00 to $40.00~~ $16.50 to $40.00
Counseling Trainee	$21.00
Guardian Scholars and Dreams Liaison (Categorical)	$45.00
Editor (KVCR, FNX, Pledge Drive)	$18.00 to $30.00
EMT-1 Skills Laboratory Assistant	~~$16.00~~ $16.50
EMT(EMS)/Respiratory Care/Fire Tech PE/ASL Specialist	$30.00
Fire Academy Instructor	$45.00
Fire Agility Group Leader/Proctor	~~$16.00~~ $16.50
Fire Operations Specialist	$55.00
Foster Parenting Education	$45.00
FTVM Intern I / II / III	~~$16.00/$17.00/$18.00~~ $16.50/$17.50/$18.50
Grant Program Assistant (Categorical)	$35.00
Grant Writer I/II/III	$30.00/$40.00/$55.00
Human Resources Intern	$20.00 to $49.00
Interpreting/Transliterating Level 0 (Mentoring)	~~$16.00 to $17.00~~ $16.50 to $17.50
Interpreting/Transliterating Level I (0-2 yrs of exp & pass evaluation)	$28.00 to $30.00
Interpreting/Transliterating Level II (2-4 yrs of exp & pass evaluation)	$32.00 to $34.00
Interpreting/Transliterating Level III (4-5 yrs of exp & pass evaluation)	$36.00 to $38.00
Interpreting/Transliterating Level IV (5-6 yrs of exp or RID & pass evaluation)	$40.00 to $42.00
Interpreting/Transliterating Level V (RID Certified or RID written passed & pass evaluation or EIPA Level 4/5 & pass evaluation)	$45.00
Laboratory Instructor	$20.00
Licensed Mental Health Clinician I	$65.00
Licensed Mental Health Clinician II	$70.00
Licensed Mental Health Clinician III (not qualified to supervise)	$75.00 to $95.00

Rates of Pay for Professional Expert Employees

Pending Board Approval: December 13, 2024
Effective January 1, 2025

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
Licensed Mental Health Clinician III (qualified to supervise)	$80.00 to $100.00
Mental Health Educator/Counselor Intern	$55.00
Mental Health Outreach Navigator	$60.00
Nurse Practitioner /Physician Assistant	$60.00 to $85.00
Police Science Facilitator/Evaluator	$53.00
Police Tactical Officer/RTO	$45.00
Policy Analyst	$60.00
Post Masters Counseling Associate I / II / III	$30.00/$35.00/$40.00
Post Masters Counseling Associate (with specialized experience)	$55.00
Primary Instructor	$25.00
Program Assistant	$20.00 to $49.00
Project Liaison	$40.00 to $75.00
Radiologic Technology Specialist	$30.00
Respiratory Care Clinical	$57.13
Social Media Specialist (FNX & Marketing & Public Relations)	$21.00 to $25.00
Special Events Planner	$25.00 to $35.00
Staff Writer/Photographer	~~$16.00 to $20.00~~ $16.50 to $20.00
State Fire Training Instructor	$55.00
Transitional Work Crew Trainee	~~$16.00~~ $16.50
Transitional Work Crew Trainer	$22.00 to $25.00
Training Specialist	$19.00
Tutor I / II / III	$17.00/$18.00/$20.00
TV Closed Captioning	~~$16.00 to $17.00~~ $16.50 to $17.50
Workforce Development/PDC Trainer	~~$16.00~~ $16.50 to $100.00 or up to 85% of enrollment, or up to 60% of net

PROFESSIONAL EXPERT ASSIGNMENT	SEMESTER RATE
Medical Director (EMT)	$3,500.00
Medical Director (Respiratory Care)	$3,000.00
Region 9 Mentee	$625.00

SBCCD shall utilize short-term hourly, non-academic employees in accordance with California Education Code Section 88003.

These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003. The District has limited a temporary hourly employee to no more than 175 days. Short-term temporary hourly employees are not eligible to work more than 40 hours per week or more than 8 hours per day.

Rates of Pay for Short-Term Hourly Employees
Pending Board Approval: December 13, 2024
Effective January 1, 2025

SHORT-TERM ASSIGNMENT	HOURLY RATE
Lifeguard	$17.00
Life Drawing Model	$25.00
Project Assistant I / II / III	~~$16.00/$17.00/ $19.00~~ $16.50/$17.50/$19.50

SBCCD shall utilize short-term hourly, non-academic employees in accordance with California Education Code Section 88003.

These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003. The District has limited a temporary hourly employee to nomore than 175 days. Short-term temporary hourly employees are not eligible to work more than 60 hours per monthly pay period or more than 8 hours per day.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor, and
Dr. Nathan Gonzales, Trustee, Board Finance Committee Chair

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: December 13, 2024

SUBJECT: Consideration of Approval to Adopt 2025-26 Budget Calendar

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Budget Calendar.

OVERVIEW

District Administrative Procedure 6200 requires that the Board adopt a budget calendar prior to February 1 each year.

ANALYSIS

The attached Fiscal Year 2025-26 calendar identifies activities and sets dates for each step in the budget development process. The purpose of the document is to provide the timelines necessary to develop the District's annual budget and long-range financial forecast.

The budget cycle and calendar were reviewed at the District Budget Advisory Committee meeting in October and by the Board Finance Committee in November. The Board Finance Committee recommended the 2025-26 Budget Calendar be forwarded to the full Board for approval in December.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This is an information item and does not have any direct financial implications.

Fiscal Year 2025-26 Budget Calendar
Submitted for Board Approval December 13, 2024
[v.11.19.2024.p.1|3]

Date	Task	Responsibility
November to December 2024	Draft budget calendar and draft budget directives to District Budget Advisory Committee and Board Finance Committee for review.	Fiscal Services District Budget Advisory Committee Board Finance Committee
December 2024	Budget calendar to Board of Trustees for adoption. *(AP 6200 Prior to February 1, the Board will adopt a budget calendar that identifies activities and sets dates for each step in the budget development process.)*	Fiscal Services Board of Trustees
December 2024 to January 2025	Budget directives submitted to the full Board for first read. *(AP 6200: Budget planning supports institutional goals and is linked to strategic plans and other institutional planning efforts. The Board of Trustees will update its budget directives annually prior to March 1.)*	Fiscal Services Board of Trustees
December 2024 to January 2025	DSO[1] Budget Managers develop unrestricted general fund budgets, allowing for determination of shared costs.	Fiscal Services DSO Responsibility Center Managers
February 2025	Budget directives received from the Board of Trustees (prior to March 1), after second read and final approval.	Fiscal Services Board of Trustees
February 2025	District Budget Advisory Committee reviews DSO unrestricted general fund budget with feedback provided to Chancellor's Council and Cabinet.	Fiscal Services District Budget Advisory Committee Chancellors Council and Cabinet

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[1] DSO – District Support Operations

Fiscal Year 2025-26 Budget Calendar

Submitted for Board Approval December 13, 2024

[v.11.19.2024.p.2|3]

Date	Task	Responsibility
February 2025	Projected funds and shared costs for fiscal year, and tentative distribution to campuses determined at Chancellor's Cabinet. *(AP 6200: Prior to March 1 information will be provided to Budget Managers that will include the status of current expenditures, state and county estimates of revenues, site "base budget" allocations, and targets for increases or decreases.)*	Fiscal Services Chancellor's Cabinet
March 2025	Campus unrestricted general fund development budgets due in Questica.[2]	College VPs of Administrative Services Budget Managers
April 2025	All remaining fund budgets due in Questica.	College VPs of Administrative Services Budget Managers
April to May 2025	District Budget Advisory Committee reviews Tentative Budget and provides feedback to Chancellor's Council and Cabinet.	Fiscal Services District Budget Advisory Committee Chancellor's Council and Cabinet
May 2025	Board is updated on status of budget process and receives Tentative Budget presentation (no formal action required). *(AP 6200: Preliminary Budget – a. No later than May of each year …Fiscal Services will present the preliminary budget to the Board. No formal action is required.)*	Fiscal Services Board of Trustees
June 2025	Board of Trustees reviews/adopts Tentative Budget.	Fiscal Services Board of Trustees

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[2] Questica – SBCCD budget software.

Fiscal Year 2025-26 Budget Calendar
Submitted for Board Approval December 13, 2024
[v.11.19.2024.p.3|3]

Date	Task	Responsibility
August 2025	Draft of Final Budget discussed at District Budget Advisory Committee meeting with feedback to Chancellor's Council and Cabinet. *(AP 6200: Final Budget – Prior to the state-prescribed date, the Board will adopt a final budget for SBCCD that reflects changes made to the Tentative Budget and provides the operational budget base for the District for the fiscal year.)*	Fiscal Services District Budget Advisory Committee Chancellor's Council and Cabinet
August 2025	Review of Tentative Budget and development of Final Budget. Changes made based on internal discussion, collegial recommendations, and changes in State financial picture.	Fiscal Services Chancellor's Council and Cabinet
August 2025	Board strategy session to review Final Budget.	Fiscal Services Board of Trustees
September 2025	Public Hearing and adoption of Final Budget by Board of Trustees. *(Budget and Accounting Manual: Public Hearing and Final Budget Adoption must be completed on or before September 15.)*	Fiscal Services Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: December 13, 2024

SUBJECT: Consideration of Approval of Conference Requests

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached conference requests.

OVERVIEW

Faculty and staff attend conferences for various purposes, including professional growth and development, networking with industry peers, discussing best practices, and learning about emerging issues. The SBCCD travel and conference process is covered by Administrative Procedure 7400. All requests must be approved by the appropriate administrator as listed:

- For employee travel, the traveler's immediate supervisor.
- For student travel, the College President.
- For the Chancellor's travel, the Board Chair, or other designated Board Member.
- For Board Member travel, the Board Chair or designee.

Additionally, conference expenses must be approved by the budget responsibility center managers and Business Services. If total estimated expenses exceed $5,000 per person, or travel is outside the contiguous United States, the request must also have prior Board approval.

ANALYSIS

The requests to attend conferences on the attached are either estimated to result in expenses exceeding $5,000 per person, and/or involve travel outside the contiguous United States.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of these conferences is included in the appropriate budget funds indicated on the attached and are approved by supervising managers through the District's financial system.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Conference Requests

Submitted for Board Approval December 13, 2024

[v.11.13.2024.p.1|1]

Requestor	Conference
Site SBVC **Name & Department** Jennifer Losee, Health Services **Estimated Cost** $6,000	**Society for Simulation in Healthcare's International Meeting** **Dates of Travel/Conference** 1/9/2025-1/15/2025 **Location** Orlando, FL **Purpose** SBVC staff will gain knowledge and techniques to navigate simulation technology for student success. **Funding Source** High Road Training Partnerships Categorical Funding

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Jose F. Torres, Executive Vice Chancellor
PREPARED BY:	Steven J. Sutorus, Executive Director, Business & Fiscal Services
DATE:	December 13, 2024
SUBJECT:	Consideration of Ratification for Contracts at or Above $114,500

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 $114,500.

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 $114,500. 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.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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

SBCCD | Mission

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Contracts At or Above $114,500
Submitted for Ratification December 13, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30189	**Calimesa, City of - Fire Dept**	Instruction Agreement	CHC	EMS	$ 350,000.00		
	Instructional Service Agreement for in-service fire personnel						
30406	**Animiki See Distribution Inc**	Broadcasting Rights	KVCR	KVCR	$ 233,175.00		
	Broadcast and streaming rights to FNX channels/shows: 27 shows in total						
30409	**JP Marketing**	Professional Services	CHC	Instruction	$ 200,000.00		
	RFP 2022-03 Professional services to develop a marketing campaign to drive student enrollment at CHC CTE program						
30419	**Strata Information Group**	Consultants	DSO	TESS	$ 216,000.00		
	Consulting services to provide assistance in forms and application development, business process cleanup and troubleshooting						

Contracts At or Above $114,500
Submitted for Ratification December 13, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30465	**Workrite Ergonomics**	Accept Piggyback with Amendments 01, 02, 03	SBCCD	Facilities	$ 2,000,000.00		Term extensions
	Piggyback Bid - University of California Purchasing Agreement #2018.000067 for Ergonomic equipment; this is to approve Amendment 01 - to extend term to 02/15/2023; this is to approve Amendment 02 - to extend term to 02/15/2024; this is to approve Amendment 03 - to extend term to 02/15/2025						

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Madole, Administrative Officer

DATE: December 13, 2024

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

The County of San Bernardino District Financial Services Division requires certification of Board minutes, that are in accordance with provisions of legal codes for the State of California, to pay invoices for memberships. Whenever possible, SBCCD purchases institutional memberships to be used districtwide. The individual requesting membership has reviewed, and confirms, the District does not currently subscribe to an institutional membership and the association to which they are requesting membership only offers Individual memberships. The memberships requested are related to job duties and functions to promote and advance our institutions and students.

ANALYSIS

Education Code Section 35172 (d) Subscribe for membership for any school under its jurisdiction in any society, association, or organization which has for its purpose the promotion and advancement of public or private education. (e) Subscribe for membership in, or otherwise become a member of, any national, state, or local organization of governing boards of school districts or members thereof which has for its purposes the promotion and advancement of public education through research and investigation, and the cooperation with persons and associations whose interests and purposes are the betterment of the educational opportunities of the children of the state.

Education Code Section 35160.1 (a) The Legislature finds and declares that school districts, county boards of education, and county superintendents of schools have diverse needs unique to their individual communities and programs. Moreover, in addressing their needs, common as well as unique, school districts, county boards of education, and county superintendents of schools should have the flexibility to create their own unique solutions. (b) In enacting Section 35160, it is the intent of the Legislature to give school districts, county boards of education, and

county superintendents of schools broad authority to carry on activities and programs, including the expenditure of funds for programs and activities which, in the determination of the governing board of the school district, the county board of education, or the county superintendent of schools are necessary or desirable in meeting their needs and are not inconsistent with the purposes for which the funds were appropriated. It is the intent of the Legislature that Section 35160 be liberally construed to affect this objective. (c) The Legislature further declares that the adoption of this section is a clarification of existing law under Section 35160.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Membership associated with this board item are included in the funding source as attached.

Individual Memberships
Submitted for Approval December 13, 2024
[v.11.18.2024.p.1|1]

SITE, INDIVIDUALS, AND AMOUNT	MEMBERSHIP AND FUNDING SOURCE
CHC Ryan Harold $50.00	**San Bernardino County Fire Chief's Association** General Fund - Fire Science, Fire Technology
CHC Michelle Riggs $180.00	**Rotary Club of Yucaipa** General Fund – Marketing & Public Affairs
DSO Farrah Farzaneh Abel Favela Yash Patel $180.00 (each)	**Construction Management Association of America** General Fund – Facilities Planning & Construction

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: #   Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: December 13, 2024

SUBJECT: Consideration of Approval to Adopt Resolution #2024-12-13-BS01 Certifying Signature Authorizations for the State of California

RECOMMENDATION

It is recommended that the Board of Trustees Adopt Resolution #2024-12-13-BS01 certifying Signature Authorization for the State of California.

OVERVIEW

The State of California the Department of Forestry and Fire Protection (CAL FIRE) requires Board action authorizing Steven J. Sutorus, Executive Director, Business & Fiscal Services; and Jose F. Torres, Executive Vice Chancellor, to sign their agreements, requests for reimbursement and all amendments.

ANALYSIS

This is official notification by the Board of Trustees to the State of California and their various departments as to who may sign grant required documents. This action must be taken annually.

SBCCD GOALS

Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This enables the District to take advantage of grant funding to support program operations.

**RESOLUTION NO. 2024-12-13-BS01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CERTIFYING SIGNATURE AUTHORIZATION**

[v.11.22.2024.p.1|1]

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Forestry and Fire Protection (CAL FIRE) for **authorizing the designated personnel to sign contract, amendment and invoice documents for Fiscal Year 2024/2025.**

BE IT RESOLVED that the Governing Board of the **San Bernardino Community College District** authorizes entering into local contracts and that the persons who are listed below, are authorized to sign the transactions for the Governing Board.

Name	**Title**	**Signature**
Jose F. Torres	**Executive Vice Chancellor**	
Steven J. Sutorus	**Executive Director, Business & Fiscal Services**	

PASSED AND ADOPTED THIS 13th day of December, 2024, by the Governing Board of the **San Bernardino Community College District** of **San Bernardino** County, California.

I, **Joseph R. Williams**, Clerk of the Governing Board of **San Bernardino Community College District**, of **San Bernardino** County, California, certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a **regular** meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said board.

_____	_____
(Clerk's signature)	(Date)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business and Fiscal

DATE: December 13, 2024

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.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Non-Fixed Assets Surplus Report
December 13, 2024

Description	Quantity (ea)
EKG Machine	1
Respirator	4
2007 Ford Ambulance	1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Jose F. Torres, Executive Vice Chancellor
PREPARED BY:	Farrah Farzaneh, Executive Director, Facilities Planning, Construction, & Sustainability
DATE:	December 13, 2024
SUBJECT:	Consideration of Approval to Award Bid # SM-01-2223-06D and Contract to SGD Enterprises of Covina, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #SM-01-2223-06D – Xeriscaping - Landscaping Around Parking**, and contract, to SGD Enterprises, of Covina, CA, in the amount of $398,000.

OVERVIEW

The San Bernardino Valley College Landscaping Master Plan includes projects to reduce turf areas, install low-water plants, and enhance xeriscaping, all aimed at improving first impressions and fostering community pride. This project will replace turf in Lots 2 and 3, as well as areas around the Child Development Center, with sustainable, low-water landscaping to create a more inviting campus for students, staff, and visitors.

ANALYSIS

A Notice Inviting Bids was publicly advertised on October 18, 2024, and seven bids were received by November 8, 2024, through PlanetBids. The three lowest responsive bids are as follows:

Vendor	Total Bid
SGD Enterprises of Covina, CA	$ 398,000
Southern California Landscape of Rancho Cucamonga, CA	$ 456,200
Marina Landscape of Orange, CA	$ 476,500

An analysis of the bids received indicates that SGD Enterprises of Covina, CA is the lowest responsive bidder.

SBCCD GOALS

3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This project will be funded through the State Physical Plant and Instructional Supplies Grant.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: December 13, 2024

SUBJECT: Consideration of Approval of Award Bid #03-2425-01 and Contract to
Final Touch Construction, of Fontana, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #03-2425-01 | Renovation at 550 E Hospitality Lane, Suites 100,125,325**, and contract, to Final Touch Construction, of Fontana, CA in the amount of $ 2,949,580.

OVERVIEW

This project includes construction services for renovation at 550 E. Hospitality Lane, Suites 100,125, and 325 to accommodate tenant needs for a new layout. Included in the scope are Title 24 upgrades, framework, plumbing, mechanical, air balance, new flooring, millwork, and paint.

ANALYSIS

A Notice Inviting Bids was publicly advertised through PlanetBids on October 18, 2024, and six bids were received on November 07, 2024. The lowest three responsive bids are below.

Vendor	Total Bid
Final Touch Construction, of Fontana, CA	$ 2,949,580.00
Caliber Construction Inc., of Brea, CA	$ 3,127,843.00
Summer Systems Inc., of Valencia, CA	$ 3,444,440.00

An analysis of the bids received indicates that Final Touch Construction, of Fontana, CA is the lowest responsive bidder.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of this project will be covered by rental income received from tenants. Rental income and expense are accounted for in Fund 590, Investment Properties.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: December 13, 2024

SUBJECT: Consideration of Ratification of Master Services Agreements and Task Orders for Bond Construction

RECOMMENDATION

It is recommended that the Board of Trustees ratify Master Services Agreements and Task Orders as indicated on the attached list.

OVERVIEW

To support the Measure CC Bond Program, SBCCD has created various shortlists of professional service consultants for specific pre-design, and engineering disciplines in accordance with the established Request for Qualifications process. These prequalified shortlists include:
- Architectural & Engineering
- California Environmental Quality Act/National Environmental Policy Act
- Civil Surveying
- Commissioning
- Division of the State Architect Inspector of Record
- Estimating
- Facility Move Management
- Furniture, Fixtures, & Equipment (FF&E) Design, Procurement & Installation Coordination
- Geotechnical
- Hazardous Material Assessment
- Landscape Architecture
- Mechanical, Electrical, and Plumbing Engineering
- Special Inspection & Material Testing

As consulting firms are needed, Requests for Task Order Proposals are issued to the firms of each applicable shortlist. If selected, a Master Services Agreement with the chosen firm is executed, and the Task Order awarded.

ANALYSIS

Requests for Task Order Proposals are issued to all prequalified professional services consultants within the related pool. Unlike construction contracts, which are awarded by low bid, professional consulting contracts are awarded based on best value.

Each proposal is assessed by a committee comprised of representatives from the Facilities Department, campus staff, program management team, and other District stakeholders as appropriate. A qualitative evaluation based on weighted criteria (including fee, technical approach, project experience, key personnel, and delivery schedule) is performed to determine which firm's proposal provides SBCCD with the best value for the Task Order.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.

Master Services Agreements & Task Orders for Bond Construction
Submitted for Ratification December 13, 2024

[v.11.8.2024.p.1|2]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
NV5 West Riverside, CA	Special Inspections and Material Testing Services 2/13/2020	$36,600.00	SBVC	SSB Swing Space	CC03-3640.09 (TO#06-057.0) Special Inspections and Material Testing Services	10/10/2024
*NV5 West Riverside, CA	Special Inspections and Material Testing Services 2/13/2020	$1,000.00	SBVC	SSB Swing Space	CC03-3640.09 (TO#06-059.1) Special Inspections and Material Testing Services	10/10/2024
NAC Architecture Ontario, CA	Architecture and Engineering Services 12/12/2021	$35,304.00	SBVC	CWI Parking Study	CC03-3640.07 (TO#04-056.0) Architecture and Engineering Services	10/16/2024
*NAC Architecture Ontario, CA	Architecture and Engineering Services 12/12/2021	$18,927.50	SBVC	Irrigation Controllers	CC03-3640.03 (TO#02-055.3) Architecture and Engineering Services	10/16/2024
*Leighton Group Rancho Cucamonga, CA	Special Inspections and Material Testing Services 2/13/2020	$6,765.00	SBVC	Observatory Renovation	CC03-3640.04 (05-060.2) Special Inspections and Material Testing Services	10/23/2024

Master Services Agreements & Task Orders for Bond Construction
Submitted for Ratification December 13, 2024

[v.11.13.2024.p.2|2]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed
*NV5 West Riverside, CA	Special Inspections and Material Testing Services 2/13/2020	$332,173.00	CHC	Performing Arts Center	CC03-3640.09 (03-056.2) Special Inspections and Material Testing Services	10/23/2024
La Canada Design Group, Inc. Pasadena, CA	Architecture and Engineering Services 12/12/2021	$82,500.00	CHC	Student Support Building	CC03-3640.03 (02-057.0) Architecture and Engineering Services	11/6/2024

*Issued as a supplement to an existing Task Order.

Task Order Selection Summary

Campus & Project: San Bernardino Valley College — Student Services Building Swing Space

Task Order Awarded to: NV5 West

Task Order Executed: 10/10/2024

Amount: $36,600.00

Selection Summary:

NV5 West was awarded this Task Order on direct procurement of professional services. The Student Services Building (SSB) Swing Space project is a part of the larger SSB project on campus. NV5 West is currently also providing services for the SSB project, which allows for services to be provided at a more economical cost.

Task Order Selection Summary

Campus & Project: San Bernardino Valley College — Campus Wide Parking Study

Task Order Awarded to: NAC Architecture

Task Order Executed: October 16, 2024

Amount: $ 35,304.00

Selection Summary:

NAC Architecture was awarded this Task Order on direct procurement of professional services. NAC Architecture is currently providing services for other SBVC projects and is familiar with the campus needs allowing for services to be provided at a more economical cost.

Campus-Wide

Task Order Selection Summary

Campus & Project: Crafton Hills College — Student Support Building

Task Order Awarded to: La Canada Design Group, Inc.

Task Order Executed: 11/6/2024

Amount: $ 82,500.00

Selection Summary:

La Canada Design Group, Inc. was awarded this Task Order on direct procurement of professional services. La Canada Design Group, Inc. has provided Architecture & Engineering Services for the Student Support Building Project. Services for this task order are a continuation of the provided services, and adds additional scope of services for the Student Support Building 2nd floor.

Direct Procurement
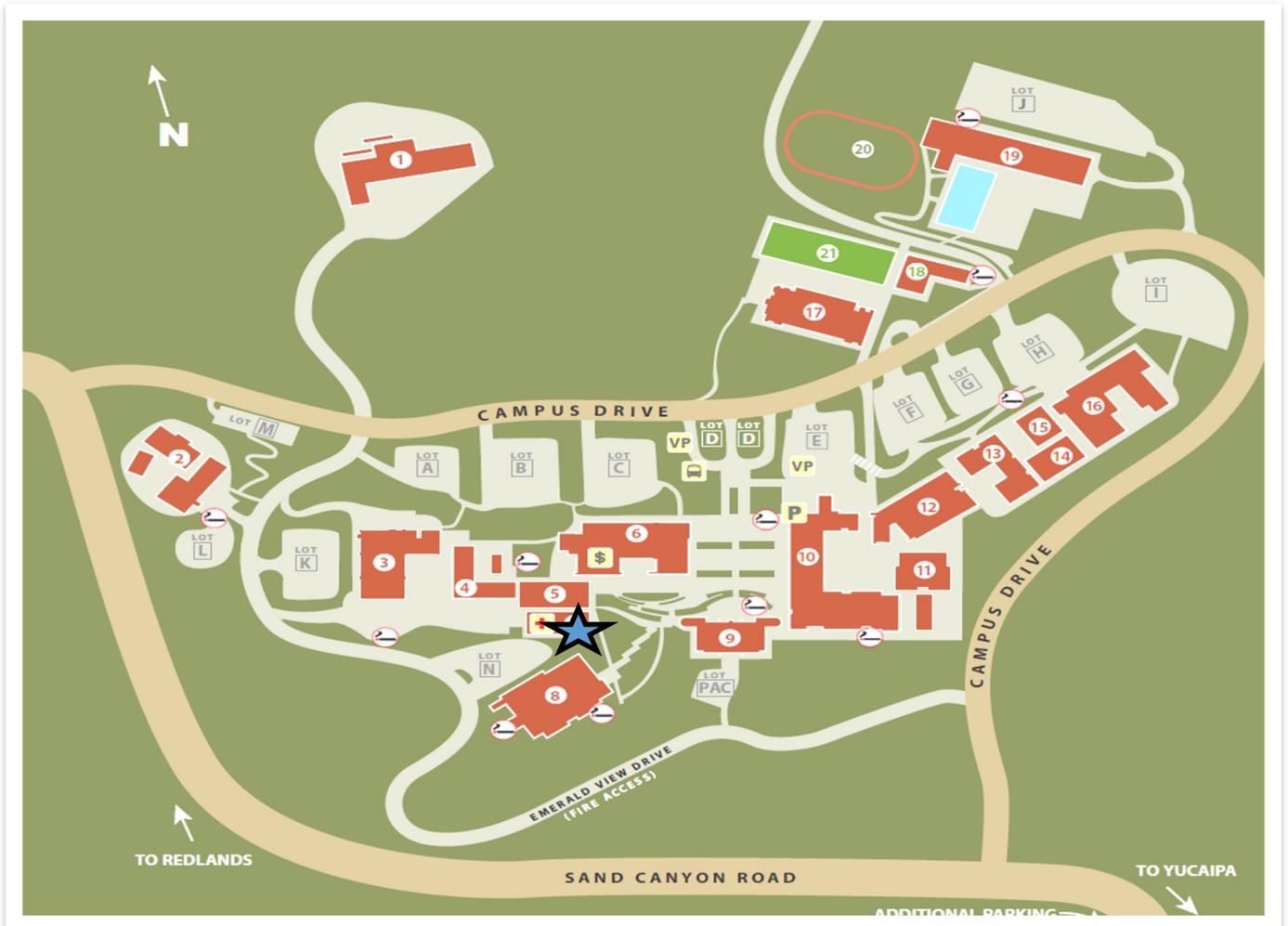
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Nohemy Ornelas, Vice Chancellor of Educational and Student
Support Services

PREPARED BY: Dr. Christopher Crew, Executive Director of Research, Planning,
and Institutional Effectiveness

DATE: December 13, 2024

SUBJECT: Strategic Plan Goal - 4 Status Updates

RECOMMENDATION

This item is for information only and no action is necessary.

OVERVIEW

The current document provides a review of important actions and highlights related to
Goal 4 (Ensure SBCCD's Fiscal Accountability/Sustainability).

ANALYSIS

SBCCD has demonstrated a strategic commitment to enhancing infrastructure, promoting
sustainability, driving financial growth, and strengthening cybersecurity. By addressing critical
areas with innovative initiatives, the district has improved operational efficiency, supported
environmentally responsible practices, and achieved notable fiscal and technological
advancements. These efforts reflect SBCCD's dedication to balancing immediate needs with
long-term strategic objectives, reinforcing its leadership in accountability and innovation.

SBCCD GOALS

4. Ensure SBCCD's Fiscal Accountability/Sustainability.

FINANCIAL IMPLICATIONS

There are no financial implications.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the
well-being of their families, and the prosperity of our community
through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures
and a prosperous community

2024-2025 SBCCD STRATEGIC PLAN AND OBJECTIVES

MONTHLY STATUS UPDATE

Goal 4: Ensure SBCCD's Fiscal Accountability/ Sustainability.

STRATEGIC FUNDRAISING:

Using a well-rounded fundraising strategy, SBCCD's foundations increased their assets from $13.1M in fiscal year (FY) 2024 to $15.4M in FY25

PROMOTING SUSTAINABILITY:

Installed 90 EV charging stations to encourage eco-friendly practices and support the adoption of electric vehicles.

DEFERRED MAINTENANCE:

Successfully completed the reroofing of the student services building, extending its lifespan and enhancing its overall appearance.

OUTCOMES ACHIEVED

SBCCD has implemented a System Security Plan and established a Security Operation Center to strengthen campus technology systems. These initiatives enable proactive management of security risks, including those affecting financial systems. Key projects include deploying servers, configuring networks, and installing firewalls to support event logging. These measures ensure a safe and reliable digital environment for students, support uninterrupted access to campus services, and uphold fiscal accountability by reducing the risk of disruptions or financial losses due to security incidents.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Madole, Administrative Officer

DATE: December 13, 2024

SUBJECT: Board Master Planning Action Calendar

RECOMMENDATION

This item is for information only.

OVERVIEW

The Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and are updated and posted in the monthly board business meeting agendas.

ANALYSIS

The Board Master Planning Action Calendar serves as a blueprint that can be used to improve planning and increase transparency districtwide.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SAN BERNARDINO ⬡ COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*
Presented for Information December 13, 2024

MONTHLY

Consent Agenda

INSTRUCTION/STUDENT SERVICES
- Curriculum Modifications
- Donations

HUMAN RESOURCES
- Classification Advancements for Academic Employees
- Non-instructional Pay, Stipends, and Reduced Workload
- Tuition Reimbursement
- Employment Contracts
- Promotions, Transfers, Reclassifications, Step Advancements
- New Hires (Adjuncts, Substitutes, Classified, Management, Temporary, Interim, Permanent)
- Job Descriptions and Revised Salary Schedules
- CSEA/CTA/POA Agreements

BUSINESS & FISCAL SERVICES
- Alcoholic Beverages
- Board Policies (Final Approval)
- Conferences Over $5K or Outside US
- District/College Expenses
- Individual Memberships
- Surplus Property & Authorization for Private Sale or Disposal
- Contracts Above Bid Limit
- Resolution: Fund Balance Transfer
- Ratification of Interfund Transfers
- Signature List Changes

FACILITIES
- Informal Bid Award (UCCAP)
- CBOC Appointees
- Award RFQ/RFP/Bids & Contracts
- Master Service Agreement & Task Orders For Bond Construction
- Small Scale Construction Contract Award

Information Items Reports/Updates

OFFICE OF THE CHANCELLOR
- Applause Recognition
- Retirements
- Board Committee Reports
- Reports from Represented Groups
- Board Master Planning Action Calendar

BUSINESS & FISCAL SERVICES/FACILITIES
- Board Policies (1st Reading)
- Budget Revenue & Expenditure Summary
- General Fund Cash Flow Analysis
- Purchase Order Report
- Contracts Below Bid Limit
- Construction Change Orders and Amendments – Bond/Non-Bond
- KVCR Update

HUMAN RESOURCES
- CSEA/CTA/POA MOUs
- Professional Expert, Short-Term, and Substitute Employees
- Resignations
- Retirements
- Volunteers

JANUARY

- Legislative Priorities and State Budget Priorities
- 2022-2027 SBCCD Strategic Plan Mid-Year Update (Goals 1-4)
- 2022-2027 SBCCD Strategic Plan (begin renewal mid-year for approval in August)
- § 53003. Updated District EEO Plan Presentation and ACTION (with comments from CCCCO)
- EEO Plan (monitor, evaluate, and report annually)
- Adopt Budget Calendar (by 2/1)
- Budget Directives 1st Reading (BFC)
- Campus Advisory Committees

FEBRUARY

- Apportionment Attendance and FTES Calculation Report (CCFS 320) P1
- 2022-2027 Strategic Plan Update (Goal 1)
- Sabbatical Leave Requests (name faculty, college, & term)
- Budget Directives (by 3/1)
- Nonresident Tuition and Capital Outlay Fees (by 3/1)
- Review and Affirmation of Guiding Principles for FCC Auction Proceeds PRST Account
- Review and Approve Guiding Principles for KVCR PRST Account

MARCH

- Regular Meeting Dates for the Board of Trustees
- 2022-2027 Strategic Plan Update (Goal 2)
- Classified Employee of the Year Endorsement (by 3/15)
- Review Tenure/Tenure Contracts
- Selection of Auditor (before 4/1)
- Quarterly Certified Financial Status Report (Oct-Dec)
- Quarterly Investment & Deposit Report (Oct-Dec)
- CBOC Annual Report Presentation (by 3/31)
- CCC Classified Employee of the Year Nomination

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*
Presented for Information December 13, 2024

APRIL

- Trustee Handbook
- Student Trustee Privileges (by 5/15)
- P&Ps: 2100 (every two years on even election years),
- 2022-2027 Strategic Plan Update (Goal 3)
- 4/10 Alternate Summer Work Schedule MOU

MAY

- Recognition of Outgoing Student Trustees
- P&Ps: 6320 (annual; last approved 4/2023); 4235 (every three years; last approved 5/13/21)
- 2022-2027 Strategic Plan Update (Goal 4)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P2
- Preliminary Budget & Presentation (optional strategy session)
- Resolution: Interfund Transfers for Next Fiscal Year

JUNE

- Presentation: Administer Oath of Office to New Student Trustees
- New Student Trustee Orientation Information
- Executive Summary of Goals 1-4 (Board Retreat)
- Presentation: DEIA (HR)
- Employment Contracts for Academic and Classified Managers
- Employment Contract for Chancellor
- Salary Placement for Executive Management (3-year placement)
- Adopt Tentative Budget (by 7/1)
- Authorized Signature List for Next Fiscal Year
- Resolution: Expenditures of Prop 30 EPA Funds
- Resolution: Signature Authorizations for State of CA Department of Rehabilitation, Department of Education, Department of Corrections and Rehabilitation, and Department of Social Services
- Resolution: GANN Limit
- Sole Source Suppliers for Fiscal Year
- 2023-2028 CHC & SBVC Educational Master Plan
- 2023-2028 DSO Plan
- District Bank Accounts
- Resolution: Increase Board Compensation and Approve Excused Absences
- Fiscal Year Meals, Refreshments on District and College Expenses
- Quarterly Financial Status Report (Jan-Mar)
- Quarterly Investment & Deposit Report (Jan-Mar)
- Five-Year Construction Plan (CCCCO annual requirement)

This guide is for internal use only and is subject to change.

SAN BERNARDINO ⬥ COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*
Presented for Information December 13, 2024

JULY

- Resolution: Transfer of Appropriations for the Fiscal Year
- 2020-2023 District Technology Strategic Plan (2020)

AUGUST

- P&Ps: 2745, 2435, 1100, 1200
- Reaffirm Mission, Vision, Values (2022)
- 2022-2027 Strategic Plan (begin renewal mid-year for approval in August)
- Apportionment Attendance and FTES Calculation Report (CCFS 320) P3
- Final Budget Presentation (strategy session last Thursday)

SEPTEMBER

- Accreditation Midterm Report (due 10/15/24)
- Accreditation Comprehensive Review Occurs Fall 2027
- Prior Year Final Enrollment Fee Revenue Due (CCFS-323 by 9/15)
- Approval of Districtwide Sabbaticals (notice required to employees by 10/1)
- § 53004. EEO Plan Analyses and Annual Report to CCCCO
- Public Hearing and Final Budget Approval (by 9/15)
- Quarterly Investment & Deposit Report (Apr-Jun)

OCTOBER

- P&Ps: Review Schedule
- Academic Calendar
- Emergency Operations Plan
- Annual Security Report
- Initial Proposals to Reopen Negotiations with CSEA/CTA
- Sabbatical Completion Reports (from prior academic year)

NOVEMBER

- § 72000 (c)(2)(A); Board to select date and time of annual meeting and notify the county superintendent of schools. Note: Within 15 days of the annual meeting, written notice must be sent to members and members-elect notifying them of the date and time of the annual meeting.
- Full-Time Faculty Obligation Report (110/FFO due by 11/30)

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SAN BERNARDINO ⬥ COMMUNITY COLLEGE DISTRICT

BOARD MASTER PLANNING ACTION CALENDAR*
Presented for Information December 13, 2024

DECEMBER | ANNUAL BUSINESS MEETING

- Education Code Section 5017 provides: Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his/her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified. The term of the successor shall begin upon the expiration of the term of his/her predecessor.
- Swearing in on or prior to the second Friday in December.
- In election years, Education Code Section 72000 subdivision (c)(2)(A), the annual meeting must occur within a 15-day period that commences with the second Friday in December.
- New Trustee Oath of Office
- Nomination and approval of SBCCD Executive Board
- Certification of Election of Board Chair and Clerk
- Board Member Assignment to the County Committee on School District Organization
- Board Member Assignment to the SBRETC JPA
- Board Member Assignment to Standing BOT Committees. (Note for information: BEC serves as Ethics committee and self-evaluation/chancellor evaluation committees)
- New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)
- Apportionment Attendance and FTES Calculation Report (CCFS 320 by 1/15) P1
- Audit Reports: District, CBOC, KVCR (by 12/31)
- Quarterly Financial Status Report, Jul-Sep
- Quarterly Investment & Deposit Report, Jul-Sep

This guide is for internal use only and is subject to change.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor and
Kristina Hannon, Vice Chancellor, Human Resources, Payroll & Police Services, and Health & Safety Administration

DATE: December 13, 2024

SUBJECT: Consideration of Board Policies for First Reading

RECOMMENDATION

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

OVERVIEW

AP 2410 | https://sbccd.edu/ap2410

Pursuant to Board Policy 2410, policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative Procedures are issued by the Chancellor as statements of method to be used in implementing Board Policy. Such Administrative Procedures shall be consistent with the intent of Board Policy and may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative Procedures are forwarded to the Board of Trustees, which reserves the right to direct revisions of the Administrative Procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

ANALYSIS

The following policies and procedures are being forwarded to the Board today for first reading. All have undergone SBCCD's process for Board Policies & Administrative Procedures as outlined in AP 2410. As necessary, they have been reviewed by the Board Policies and Procedures Ad Hoc Committee. Any proposed changes are indicated in the attached recommendations. It is anticipated that these items will appear for second read and final approval on next month's Board agenda.

Policies & Procedures Presented for First Reading
2110 Vacancies on the Board
2315 Closed Sessions
2325 Teleconferenced Meetings
2510 Participation in Local Decision-Making (Repeat First Read)
2710 Conflict of Interest
2740 Board Education
3250 Institutional Planning
4300 Field Trips and Excursions

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This is an information item and does not have any direct financial implications.

BP 2110 Vacancies on the Board

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Minor clerical edit.

Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
11/21/2024 ♦ PPAC Approves Review Level
11/22/2024 ♦ Level 1 to Constituents and AS for Info Only
12/13/2024 ♦ BOT 1st Read
01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2110 Vacancies on the Board

(Replaces current SBCCD BP 2080)

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090. Any resignation must be filed in writing with the County Superintendent of Schools.

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

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

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

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

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

References:
Education Code Sections 5090 et seq.,
Government Code Section 1770

End Recommendation for BP 2110 Vacancies on the Board

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   2110 Vacancies on the Board

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Added Legal Language identified by Sr. EA Ford regarding the resigning member's not having the right to vote for successor.
> Legal Update 44 - Updated to add vacancy notice requirements pursuant to changes in the Education Code and best practice.

Begin Recommendation for AP 2110 Vacancies on the Board

(Replaces current SBCCD AP 2080)

Filling a Vacancy

When the Board of Trustees determines to fill the vacancy by appointment, the Chancellor shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District, ~~and~~ publication in a newspaper of general circulation, and posting a notice on the District's website.

The posted notice of vacancy must contain the following:

(1) The fact of the vacancy or resignation;
(2) The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation; and
(3) The full name of the provisional appointee to the board and the date of the provisional appointee's appointment.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board.

Applying for an Appointment

Persons applying for appointment to the Board shall receive a letter from the Chancellor containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date.

Interviewing and Selecting Candidates

A member of the governing board of a school district who has tendered a resignation with a deferred effective date pursuant to Section 5090 shall, until the effective date of the resignation, continue to have the right to exercise all powers of a member of the governing board, except that such member shall not have the right to vote for his or her successor in an action taken by the board to make a provisional appointment pursuant to Section 5091.

The Board shall request interviews with candidates. Interviews will be conducted in a public ~~hearing~~ meeting ~~scheduled for that purpose~~.

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting ~~called for that purpose~~.

Whenever a provisional appointment is made, the Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 2110 Vacancies on the Board

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the Office of County Superintendent of Schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a Board member upon the appointee immediately following ~~his/her~~ their appointment.

Term and Powers of Office

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

References:

Education Code Sections 5090 and 5091 et seq.;
Government Code Sections 1770 and 6061

End Recommendation for AP 2110 Vacancies on the Board

BP   2315 Closed Sessions

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

Reasons for Review

> Proposed adoption of legally required BP

Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
11/21/2024 ♦ PPAC Approves Review Level
11/22/2024 ♦ Level 1 to Constituents and AS for Info Only
12/13/2024 ♦ BOT 1st Read
01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2315 Closed Sessions

Closed sessions of the Board shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code and California Education Code. Matters discussed in closed session may include:

- the appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session;
- advice of counsel on pending litigation, or the initiation of litigation, as defined by law;
- consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- real property transactions;
- threats to public security;
- review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- discussion of student disciplinary action, with final action taken in public;
- conferring of honorary degrees;
- consideration of gifts from a donor who wishes to remain anonymous; and
- to consider its response to a confidential final draft audit report from the Bureau of State Audits.

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

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

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

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP 2315 Closed Sessions

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

References:
Education Code Section 72122;
Government Code Sections 54954.5, 54956.8, 54956.9, 54957, 54957.1, 54957.6, and 11125.4

End Recommendation for BP 2315 Closed Sessions

AP   2325 Teleconferenced Meetings

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

Reasons for Review

> Legal Update 44 - Updated to align with the Ralph M. Brown Act requirements pursuant to changes in the Government Code.

Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
11/21/2024 ♦ PPAC Approves Review Level
11/22/2024 ♦ Level 1 to Constituents and AS for Info Only
12/13/2024 ♦ BOT 1st Read
01/09/2025 ♦ BOT Final Approval

Begin Recommendation for AP 2325 Teleconferenced Meetings

The Board may use teleconferencing for the benefit of the public and the Board in connection with any meeting. If the Board elects to use teleconferencing, the Board must comply with all of the following:

- At least a quorum of Board members must participate from locations within the District boundaries, except as provided by law;
- The Board will identify all teleconference sites on the agenda;
- The Board will post the agenda at all teleconference sites;
- The agenda must provide an opportunity for members of the public to address the Board directly at each teleconference site;
- The Board members must vote by roll call; and
- The Board must conduct the teleconferenced meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board.

Meetings during States of Emergency

The Board may use teleconferencing without complying with the requirements above in ~~any~~ either of the following circumstances:

- ~~The Board holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;~~
- The Board holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- The Board holds a meeting during a proclaimed state of emergency and has determined, by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

If a state of emergency remains active, ~~or state or local officials have imposed or recommended measures to promote social distancing~~, in order to continue to teleconference without complying with the location requirement described above, the Board must, not later than ~~30~~ 45 days after teleconferencing for the first time pursuant to the above circumstances, and every 30 days thereafter, make the following findings by majority vote:

- The Board has reconsidered the circumstances of the state of emergency; and ~~either~~

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   2325 Teleconferenced Meetings

Non 10+1 ♦ CCLC | Good Practice/Optional ♦ Chapter Lead Torres ♦ No Matching BP or AP Exists

- The state of emergency continues to directly impact the ability of the members to meet safely in person; or
- State or local officials continue to impose or recommend measures to promote social distancing.

Requirements for Individual Board Members Participating Remotely

The Board can use teleconferencing without posting agendas at all teleconference locations provided at least a quorum of the Board members participates in person at a single physical location within the boundaries of the District, and that location is identified on the agenda. Additionally, the Board must provide a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting as a means by which the public may remotely hear and visually observe the meeting and remotely address the Board.

A member of the Board must only participate in a meeting remotely if either:

- The member notifies the Board of the member's need to participate remotely for just cause. "Just cause" means a childcare or caregiving need, a contagious illness, a physical or mental disability, or travel on District business or for another state or local agency. The member may not participate remotely for just cause for more than two meetings per calendar year; or
- The member requests the Board allow the member to participate in the meeting remotely due to emergency circumstances and the Board takes action to approve the request. "Emergency circumstances" means a physical or family medical emergency that prevents a member from attending in person.

The member must participate through both audio and visual technology.

A member cannot participate in meetings of the Board solely by teleconference from a remote location for a period of more than three consecutive months or 20 percent of the regular meetings for the Board within a calendar year or more than two meetings if the Board regularly meets fewer than ten times per calendar year.

Public Access Requirements When Board Is Teleconferencing Under Amended Teleconference Rules

In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the Board must also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda must identify and include an opportunity for all persons to attend and address the Board through a call-in option, through an internet-based service option, and at the in-person location of the meeting.

In the event of a disruption that prevents the Board from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the District's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the Board must take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

The Board must not require the public to submit comments in advance of the meeting and must provide an opportunity for the public to address the Board and offer comment in real time.

References: Education Code Section 72000 subdivision (d);
Government Code Sections 54952.2, 54953 et seq., and 54961

End Recommendation for AP 2325 Teleconferenced Meetings

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP 2510 Participation In Local Decision-Making

10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Recommendation from VC Hannon
> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Level 3 Review Schedule

02/21/2024 ♦ Recommendation Received

03/05/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
02/25/2024 ♦ PPAC Approves Review Level
02/26/2024 ♦ Level 3 to Constiutents and AS for Feedback
03/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
03/11/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
04/03/2024 ♦ AS Reviews Level 3 for Final Input
04/08/2024 ♦ PPAC Reviews Final AS Input
05/09/2024 ♦ BOT 1st Read
PENDED ♦ BOT Final Approval
11/13/2024 ♦ BPPAC Review
11/21/2024 ♦ PPAC As FYI
12/13/2024 ♦ Repeat BOT First Read
01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2510 Participation In Local Decision-Making

Board of Trustees

The Board of Trustees shall comply with Title 5 §53200 (d) and shall develop policies on academic and professional matters.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for action under which the District is governed and administered. The Governing Board has the final say and is never prohibited from taking action on matters.

Academic Senate(s) (Title 5 Sections 53200-53206)

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

The Board of Trustees recognizes the Academic Senate(s) of the San Bernardino Community College District as the organization(s) representing the faculty in the formation of District policy on academic and professional matters. The primary function of the San Bernardino Community College District Academic Senate(s) is to make recommendations with respect to the following academic and professional matters:

1. Curriculum, including establishing prerequisites and placing courses within disciplines;

2. Degree and certificate patterns;

3. Grading policies;

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP 2510 Participation In Local Decision-Making

10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Torres ◆ Both BP & AP Exist

4. Educational program development;

5. Standards or policies regarding student preparation and success;

6. Policies for faculty professional development activities;

7. District and college governance structures, as related to faculty roles;

8. Faculty roles and involvement in accreditation processes, including self-study and annual reports;

9. Processes for program review;

10. Processes for institutional planning and budget development; and

11. Other academic and professional matters.

The Board of Trustees relies primarily on the recommendations of the Academic Senate(s) for items 1 through 6. The Academic Senate(s) will work with the appropriate administrative office(s) while developing its position. The Academic Senate(s) will then forward its final recommendations to the Chancellor of the District, who will present them in a timely manner to the Board of Trustees with or without the Chancellor's endorsements or comments.

When the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate(s), the recommendation of the Academic Senate(s) will normally be accepted. In instances where a recommendation is not accepted, the Board's decision must be based on a clear and substantive rationale that puts the explanation for the decision in an accurate, appropriate, and relevant context. The Board or its designee shall communicate its reason in writing to the Academic Senate(s) in a timely manner. If such a recommendation is not accepted, existing policies and procedures will remain in effect.

The Board of Trustees will receive items 7 through 10, and those matters developed in item 11 as the result of a mutual agreement reached by resolution, regulation, or policy. In instances where agreement has not been reached, the existing policy shall remain in effect unless the policy exposes the District to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the Board may act, after a good faith effort to reach an agreement, but only for compelling legal, fiscal, or organizational reasons. Nothing in this Board Policy shall be construed to infringe upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees. Collegial consultation will take place by existing practices. The Academic Senate(s), after consultation with the Chancellor, may present its written views and recommendations to the Board of Trustees. The Board of Trustees shall consider and may respond to such views and recommendations.

Staff (Title 5 Section 51023.5)

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

Students (Title 5 Section 51023.7)

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

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP   2510 Participation In Local Decision-Making

10+1 ◆ CCLC | Legally Advised ◆ Chapter Lead Torres ◆ Both BP & AP Exist

References:
Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);
ACCJC Accreditation Standards 4.2 and 4.3

End Recommendation for BP 2510 Participation In Local Decision-Making

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   2510 Participation In Local Decision-Making

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> FYI Only
> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation for AP 2510 Participation In Local Decision-Making

Overview

Participation in local decision-making is a process involving faculty, staff, students, and administrators in discussions regarding specific day-to-day and long-range planning and policies for the colleges and the District. These discussions lead to recommendations to the Chancellor. The Chancellor ultimately carries the recommendations to the Board of Trustees for discussion and potential final approval.

The governance structure and practices embrace SBCCD's values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making; promoting mutual respect and trust through open communication and actions; and fostering integrity. The Governing Board is the final authority for governance at SBCCD. The Governing Board delegates authority to the Chancellor who in turn solicits and receives input through the participatory governance decision-making process.

Governance Process

The Chancellor's Council is the primary participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting SBCCD educational programs and services. Chancellor's Council members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to, constituency groups.

Members of the Chancellor's Council advise and make recommendations to the Chancellor regarding District goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out SBCCD's mission.

Organization

The membership of Chancellor's Council shall be made up of the individuals (or their respective designees) whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

To promote additional participation in local decision-making and efficacy, ~~five~~ advisory committees have been created which make recommendations to Chancellor's Council. Subcommittees/task force/workgroup's structure for each advisory committee (if needed, not mandatory) will be unique and established by the respective advisory committee. Advisory committees can adjust as they see fit to promote participation and efficacy. The list advisory committee structure will be posted on the Chancellor's Council webpage @ https://sbccd.edu/about-sbccd/committees/chancellors-council/index.php.
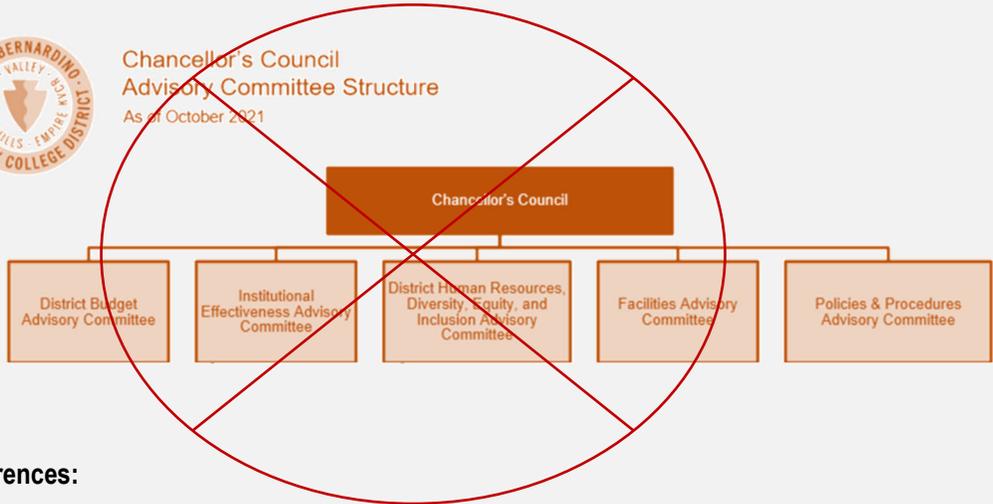
Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   2510 Participation In Local Decision-Making

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

References:

Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5) 4.2 and 4.3

End Recommendation for AP 2510 Participation In Local Decision-Making

BP   2710 Conflict of Interest

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Gender language update, and citation update per CCLC version.

Level 1 Review Schedule

10/06/2024 ♦ Recommendation Received

10/24/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
11/21/2024 ♦ PPAC Approves Review Level
11/22/2024 ♦ Level 1 to Constituents and AS for Info Only
12/13/2024 ♦ BOT 1st Read
01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2710 Conflict of Interest

(Replaces current SBCCD BP 2260)

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

DEFINITIONS

Financial Interest: As defined in Government Code Section 87103, a public official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official (direct interest), a member of the official's immediate family (indirect interest), or on any of the following:

- Any business entity in which the public official has a direct or indirect investment worth two thousand dollars ($2,000) or more.

- Any real property in which the public official has a direct or indirect interest worth two thousand dollars ($2,000) or more.

- Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars ($500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.

- Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.

- Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred sixty dollars ($460) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The gift limit shall be adjusted biennially by the Fair Political Practices Commission.

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

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP   2710 Conflict of Interest

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Making a Decision: As defined in Section 18704(a) of Title 2 of the California Code of Regulations (CCR), a public official makes a governmental decision if the official authorizes or directs any action, votes, appoints a person, obligates or commits the District to any course of action, or enters into any contractual agreement on behalf of the District.

Participating in a Decision: As defined in Section 18704(b) of Title 2 of the CCR, a public official participates in a governmental decision if the official provides information, an opinion, or a recommendation for the purpose of affecting the decision *without significant intervening substantive review*. This includes partaking in preliminary discussions, negotiations, planning, solicitation or evaluation of bids, voting, or debating that precedes the making of a decision.

Using Official Position to Attempt to Influence a Decision: As defined in Section 18704(c) of Title 2 of the CCR, a public official uses their official position to influence a governmental decision if they: (1) contact or appear before any District official or in an agency subject to the authority or budgetary control of the District for the purpose of affecting a decision; or (2) contact or appear before any official in any other government agency for the purpose of affecting a decision, and the public official acts or purports to act within their authority or on behalf of the District in making the contact.

Note: Making, participating in, or influencing a governmental decision does not include activities listed under Section 18704(d) of Title 2 of the CCR.

POLICY STATEMENTS

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

In accordance with the Political Reform Act of 1974 and Government Code Section 87100, Board members, employees and consultants must not make or participate in any governmental decision in which they know or have reason to know they have a financial interest.

Pursuant to Government Code Section 1090, Board members and employees shall not be financially interested in any contract made by them in their official capacity, or by any body or board of which they are members. All Board members are conclusively presumed to participate in the making of all contracts under the Board's jurisdiction. Hence, the aforementioned prohibition is absolute, and applies even if the contract is fair and equitable and the Board member abstains from all participation in the decision.

Where an employee, rather than a Board member, is financially interested in a contract, the District is only prohibited from making the contract if the employee was at any point involved in the process of making the contract.

A Board member or employee shall not be considered to be financially interested in a contract if their interest is limited to those interests defined as remote under Government Code Section 1091 or considered noninterest under Government Code Section 1091.5.

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

Collective Bargaining Agreements
Where a member of the Board receives health benefits from the District as a former faculty member in an amount that is required by contract to be equal to the amount of health benefits the District provides to current faculty members under the terms of a collective

BP 2710 Conflict of Interest

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

bargaining agreement, the Board of Trustees may renegotiate the amount of health benefits provided under the current collective bargaining agreement so long as the financially interested Board member does not participate in the decision-making process.

Rule of Necessity
The District may enter into a contract despite a conflict of interest under Government Code Section 1090 and Section 87100, where there is no other alternative for the procurement of essential goods or services, and the acquisition of such goods or services is a necessity. However, the financially interested Board member or employee must abstain from any participation in the decision.

Section 87100 does not prevent any public official from making or participating in the making of a governmental decision to the extent their participation is legally required for the action or decision to be made. The fact that an official's vote is needed to break a tie does not make their participation legally required for purposes of this section.

Whenever a public official who has a financial interest in a decision is legally required to make or participate in making such a decision, the potential conflict of interest and the legal basis for concluding that there is no alternative source of decision shall be disclosed to the Board in sufficient detail and noted in the official Board minutes.

Incompatible Activities & Offices
Pursuant to Government Code Section 1126 and 1099, a Board member or employee shall not hold incompatible offices nor engage in any employment, activity, or enterprise for compensation which is inconsistent with, incompatible with, in conflict with or inimical to their duties as an officer of the District.

Offices are incompatible if there is any significant clash of duties or loyalties between the offices, if the dual office holding would be improper for reasons of public policy, or if either office exercises a supervisory, auditory, or removal power over the other.
When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

In accordance with Education Code Section 72103(b), an employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until they resign as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation.

Representation
Pursuant to Government Code 87406.3, elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, the District, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.

Conflict of Interest Code
In compliance with the Political Reform Act of 1974 and Government Code Section 87300, the District shall establish a Conflict of Interest Code to provide for disclosure of reportable financial interests of Board members and designated employees, who may be affected by their official actions, and to prevent them from making or participating in the making of governmental decisions which may foreseeably have a material effect on their financial interest.

Board members, designated employees, and consultants in designated positions shall file statements of economic interest with the filing officer identified by the Conflict of Interest Code.

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

Also see AP 2712 titled Conflict of Interest Code

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP 2710 Conflict of Interest

Non 10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Torres ♦ Both BP & AP Exist

References:
Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;
Title 2 Section 18730 et seq.

End Recommendation for BP 2710 Conflict of Interest

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   2710 Conflict of Interest

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Gender language update, and citation update per CCLC version.

Begin Recommendation for AP 2710 Conflict of Interest

Incompatible Activities
(Government Code Sections 1126 and 1099)
Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest
(Government Code Sections 1090 et seq.)
Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if ~~his/her~~ their interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if ~~he/she has~~ they have only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of their minor child.

No Employment Allowed
(Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until ~~he/she~~ they resign~~s~~ as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision
(Government Code Sections 87100 et seq.)
If a Board member or employee determines that ~~he/she has~~ they have a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Board's official minutes. In the case of an employee, this announcement shall be made in writing and submitted to the Board. A Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse ~~himself or herself~~ themself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Board member may, however, discuss the issue during the time

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   2710 Conflict of Interest

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

the general public speaks on the issue.

Gifts
(Government Code Section 89503)
Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on ~~his/her~~ their statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Board members and designated employees.

Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on ~~his/her~~ their statement of economic interests. The term "honorarium" does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation
(Government Code Section 87406.3)
Elected officials and the Chancellor shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Contracts Supported by Federal Funds
(2 Code of Federal Regulations Part 200.318(c)(1))
No employee, Board member, or agent of the District may participate in the selection, award, or administration of a contract supported by a federal award if ~~he/she has~~ they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, Board member, or agent, any member of ~~himself or herself~~ their immediate family, ~~his/her~~ their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The Board members, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Disciplinary action will be taken for violations of such standards by Board members, employees, or agents of the District.

AP   2710 Conflict of Interest

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

References:
Government Code Sections 1126, 87105, and 87200-87210;
Title 2 Sections 18700 et seq.;
2 Code of Federal Regulations, ~~Title 2, 200.112,~~ Part 200.318 subdivision(c)(1); and
Other citations as listed

End Recommendation for AP 2710 Conflict of Interest

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP 2740 Board Education

Non 10+1 ♦ CCLC | Required to Meet Accrediting Standards ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 44: Updated to revise the reference to the ACCJC Accreditation Standard pursuant to the 2024 changes in the ACCJC Accreditation Standards.
> Delete superfluous langage from ACCJC Accreditation Standard.
> Minor clerical update.

Level 1 Review Schedule

11/06/2024 ♦ Estimated Receipt of Recommendation

11/13/2024 ♦ BPPAC Review of Chapter 1 and 2 Recommendations
11/21/2024 ♦ PPAC Approves Review Level
11/22/2024 ♦ Level 1 to Constituents and AS for Info Only
12/13/2024 ♦ BOT 1st Read
01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 2740 Board Education

(Replaces current SBCCD BP 2110)

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

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

~~Orientation sessions shall be scheduled for new Board of Trustee appointees. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and current members of the Board of Trustees.~~

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

Reference:
ACCJC Accreditation Standard ~~IV.C.9 (formerlyIV.B.1.f)~~ 4

~~*Standard IV: Leadership and Governance*~~
- ~~**Board and Administrative Organization**~~
  ~~**In addition to the leadership of individuals and constituencies, institutions recognize the designated responsibilities of the governing board for setting policies and of the chief administrator for the effective operation of the institution. Multi-college districts/systems clearly define the organizational roles of the district/system and the colleges.**~~
  1. ~~The institution has a governing board that is responsible for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The governing board adheres to a clearly defined policy for selecting and evaluating the chief administrator for the college or the district/system.~~
~~The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.~~

End Recommendation for BP 2740 Board Education

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP 2740 Board Education

Non 10+1 ♦ Non CCLC ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> BPPAC desires procedure set up to enact BP 2740

Begin Recommendation for AP 2740 Board Education

Board Education

Board members are encouraged to seek professional development opportunities and to attend conferences and workshops relative to the interests of the District. A variety of activities and resources are available for the educational involvement of Trustees. Some are designed for an individual Trustee; others are intended for total Board participation.

The Chancellor or designee will monitor schedules of national, state, and regional conferences for Trustees to select which they will attend. Participation in Trustee educational activities includes opportunities that may arise which may be valuable to individual Trustees or to the Board, or which may be identified as part of the annual adoption/reaffirmation of Board Goals.

In-service training will be provided regularly to members of the Board conducted during Board strategy meetings. In-service training may address topics such as student access and success, educational and facilities planning, government relations, emergency preparedness, human resources, technology, governance, finance, and accreditation.

New Board Members

Orientation sessions shall be scheduled for new Board of Trustee appointees. Planning and implementation of appropriate information items for the orientation shall be the joint responsibility of the Chancellor and the Board Chair.

The Chancellor and the Board Chair shall assist each new member-elect to understand the Board's functions, policies, and procedures before they assume office. Such assistance shall include, but shall not be limited to, providing written materials, invitations to attend Board meetings, conferences with the Chancellor, organizational structure, primary contacts, and site tours.

Within one year of assuming office, new Trustees shall be encouraged to attend meetings held as training/information sessions by other organizations such as the California community college new Trustee orientation. In addition, they will be encouraged to review handbooks and/or written materials which include but are not limited to:

- SBCCD Strategic Plan,
- Colleges Educational Plans,
- Orientation and Development for Community College Trustees Handbook,
- Trustee Handbook, and
- Trusteeship Handout.

End Recommendation for AP 2740 Board Education

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP 3250 Institutional Planning

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Torres ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 43: The Service updated this policy to align with changes in the Title 5 regulations.
> Legal Update 44 - Updated to revise the reference to the ACCJC Accreditation Standards and add supporting language pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Level 2 Review Schedule

10/06/2024 ♦ Recommendation Received

10/17/2024 ♦ PPAC Approves Review Level
10/18/2024 ♦ Level 2 to Constiutents and AS for Feedback
11/06/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
11/21/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
12/13/2024 ♦ BOT 1st Read
01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 3250 Institutional Planning

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.

The institution's mission and goals are the foundation for financial planning. Financial information is disseminated to support effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets

The planning system shall include all plans required by law and or policy, including, but not limited to:

A.   Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Board of Trustees
B.   Facilities Plan
C.   Safety Plan
D.   Equal Employment Opportunity Plan
E.   Student equity Plan
F.   Student Success and Support Program Plan
G.   Transfer Center Plan
H.   ~~Cooperative Work Experience Plan~~
I.   Extended Opportunity Programs and Services (EOPS) Plan
J.   District Technology Strategic Plan

The Chancellor shall submit those plans to the Board for which Title 5 requires Board approval.

The Chancellor shall inform the Board about the status of planning and the various plans.

~~The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.~~

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP 3250 Institutional Planning

Non 10+1 ◆ CCLC | Legally Required ◆ Chapter Lead Torres ◆ Both BP & AP Exist

References:

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 (formerly I.B);1.4 and 3.5
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq.

End Recommendation for BP 3250 Institutional Planning

AP   3250 Institutional Planning

Non 10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 44: The Service updated this procedure to revise the reference to the ACCJC Accreditation Standards pursuant to the 2024 changes in the ACCJC Accreditation Standards.

Begin Recommendation for AP 3250 Institutional Planning

A. The colleges and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technological, and financial resources.

Applying the criteria of accreditation standards, the planning process will be guided by adopted mission, vision, and values and will develop specific goals, objectives, and strategies, which have measurable outcomes and specific accountability.

Action plans will be reviewed and revised annually and approved by the respective planning bodies.

B. Academic Senate will be the representative body in all academic and professional matters, as defined by Title 5 Section 53200.

C. Institutional effectiveness research, program reviews, and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.

D. The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means.

E. Planning documents will be submitted to the California Community College Chancellor's Office in a timely manner when required.

References:

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 (formerly I.B); 1.4 and 3.5
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

End Recommendation for AP 3250 Institutional Planning

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

BP 4300 Field Trips and Excursions

10+1 ♦ CCLC | Legally Required ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.
> 3/11/2024 PPAC requested additional review.

Level 3 Review Schedule

05/13/2024 ♦ Recommendation Received

09/19/2024 ♦ PPAC Approves Review Level
09/20/2024 ♦ Level 2 to Constiutents and AS for Feedback
10/02/2024 ♦ AS Reviews Level 2 for Feedback and Level 3 for Initial Input
10/17/2024 ♦ PPAC Hears Feedback on Level 2 and AS Initial Input on Level 3
   Andrea shared concern from the SBVC Academic Senate regarding the requirement for advance approval by an administrator and/or adherence to AP 7400 possibly discouraging fieldtrips. After some discussion, it was determined that the AP did not require dates to be posted in the syllabus, but only that the student and instructor agree upon the dates. Committee members discussed differing campus processes requiring signatures, as well as the differences between required field trips and travel/activities subject to AP 7400. Nohemy will meet with Carmen Rodriguez to further discuss these observations and report back at the 11/21/2024 PPAC meeting.
11/06/2024 ♦ AS Reviews Level 3 for Final Input
11/21/2024 ♦ PPAC Reviews Final AS Input
12/13/2024 ♦ BOT 1st Read
01/09/2025 ♦ BOT Final Approval

Begin Recommendation for BP 4300 Field Trips and Excursions

(Replaces current SBCCD BP 4300)

The Chancellor shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Reference:
Government Code Section 11139.8; Title 5 Section 55220

End Recommendation for BP 4300 Field Trips and Excursions

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   4300 Field Trips and Excursions

10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

Reasons for Review

> Legal Update 43: The Service updated this policy to remove the out-of-state travel ban pursuant to changes in the Government Code.
> 3/11/2024 PPAC requested additional review.

Begin Recommendation for AP 4300 Field Trips and Excursions

(Replaces current SBCCD AP 4300)

The District may ~~conduct~~ provide field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students.

Field trips or excursions must be approved in advance by the appropriate administrator and be supervised by an approved faculty member or other district employee. A field trip or excursion generally falls into one of the following categories:

- Required trips are local and are designed as an integral part of the class and listed in the syllabus. Trips scheduled during class time are considered part of normal class attendance. For example, an administration of justice class may visit a local police department; an art class may meet at a gallery exhibit.
- Required trips or excursions take place outside of class time and are described in the syllabus and catalog description, for example, a field laboratory experience in biology or geology.
- Optional field trips or excursions are not required. Students who cannot attend the field trip/excursion incur no academic penalty and are provided alternative assignments. These are trips which take place outside of class when the dates and times are agreed to by consent of students enrolled and the instructor.
- Other field trips or excursions as approved and deemed beneficial to students by providing educational/cultural enrichment.

~~The District shall engage instructors, supervisors, and other personnel, except classified employees, as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District.~~

~~The District shall, at the discretion of the *Chancellor or designee*, transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.~~

~~When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.~~

The District may provide supervision of students involved in field trips or excursions by academic employees of the district.

- Authorization

  Any curricular activity, field trip, or excursion involving student participation at an off-campus location other than the usual meeting location of the class requires authorization by the appropriate administrator prior to the commencement of the activity. ~~Any overnight trip, in excess of $500 total cost, or any trip involving cost for student meals must be approved by the College President.~~

- Expenditure of Funds

  Travel requests shall be made in accordance with the District's travel request and approval processes. Please reference AP 7400 regarding those processes.

  The approval request shall include any anticipated expenditure of funds for lodging, food, transportation, or activity fees. The District may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the *Chancellor or designee*. The District may pay for expenses of students participating

Review Notes | Key: Staff Recommendation, Legal Change, Optional CCLC Language, PPAC Constituent, Chapter Lead Feedback

AP   4300 Field Trips and Excursions

10+1 ♦ CCLC | Legally Advised ♦ Chapter Lead Ornelas ♦ Both BP & AP Exist

in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. Usual and customary travel expenses for authorized District personnel may be provided. Expenditures shall be approved only after an approved trip request is submitted with a Purchase Requisition., and if that amount has been budgeted and sufficient funds remain in the account to cover the claim.

No student shall be prevented from making a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

- Accountability

  When transportation is provided, the individual responsible for the field trip shall leave a list of all participants, including students and employees who are on the trip, where it can easily be found in case of an emergency.

- Transportation

  1. Students shall be transported in commercially procured transportation whenever possible. Van size is limited to no larger than the 10-passenger size as defined in California Vehicle Code. Commercial bus lines must have on file a certificate of insurance with the Office of Risk Management prior to the commencement of the trip naming the District as "additional insured." Transportation requiring rental of van(s) or bus(s) must have a contract. The contract must be signed by a Board approved authorized signer fourteen (14) calendar days prior to the day of travel.
      (See AP 6340 titled Contracts)

  2. If rented vans or automobiles are used, each driver must be a District employee, be registered on the Approved Drivers' List and have the appropriate class of driver's license to operate the intended vehicle. No student is authorized to drive any vehicle on District business. District insurance provides primary liability coverage for rented vehicles and secondary coverage for property damage coverage.

  3. If funds are not available for transportation, students may provide their own transportation. In such cases students should be asked to meet at the site at a specified time. Car caravans are not appropriate.

  4. No employee shall transport any student in his/her their private vehicle on college business.

- Liability

  When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country. All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

For further information on the SBCCD travel process, please see AP 7400 Travel.

Reference:
Government Code Section 11139.8 Title 5 Section 55220

End Recommendation for AP 4300 Field Trips and Excursions

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Jose F. Torres, Executive Vice Chancellor
PREPARED BY:	Steven J. Sutorus, Executive Director of Business and Fiscal
DATE:	December 13, 2024
SUBJECT:	Budget Revenue & Expenditure Summary

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

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 2024-25 budget unless otherwise noted here. For explanations of any significant variances in year-to-date revenues/expenditures from fiscal year elapsed, please see the attached summary.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2024-25 fiscal year through November 12, 2024. As of that date, SBCCD was 37.0% through the fiscal year and had spent and/or encumbered approximately 36.7% of its unrestricted general fund budget.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This analysis is an important tool for the Board of Trustees to track SBCCD revenue and expenditures across all funds.

Budget Revenue & Expenditure Summary
Year to Date 11/12/24

[v.11.14.2024.p.1|2]

37.0% of Fiscal Year Elapsed

FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund - Unrestricted	143,959,350	30,696,087	21.3%	143,900,470	52,800,915	36.7%	Expenditures are consistent with the needs of the fund given the current climate.
01 General Fund - Restricted	108,021,646	53,270,268	49.3%	108,021,646	39,629,196	36.7%	Prior year grant carryover funds posted in November.
21 Bond Interest & Redemption	55,000,000	2,270,056	4.1%	55,000,000	56,029,911	101.9%	Taxes are determined and collected by the County for bond measures.
41 Capital Outlay	3,714,676	297,707	8.0%	8,573,383	2,860,286	33.4%	Revenues are posted in arrears.
42 Measure M	800,000	233,447	29.2%	11,538,428	8,699,290	75.4%	Purchase orders covering expenses for the entire fiscal year are created early in the year. Q2 interest will be posted in January.
44 Measure CC	6,000,000	7,024	0.1%	297,489,492	77,881,198	26.2%	Posting of Interest for Q1 in process.
59 Investment Properties	5,201,007	1,343,181	25.8%	6,922,803	898,631	13.0%	Revenue and expenditure activity posted one month in arrears. Posting in progress for October activity.
68 Retiree Benefit	371,000	1	0.0%	2,871,000	140,929	4.9%	Revenues are posted in arrears.
71 OPEB Trust	1,000,000	652,604	65.3%	82,000	22,330	27.2%	Investment earnings for Q1 were higher than estimated. Q2 interest will be posted in January.
72 Child Development	5,236,304	2,505,436	47.8%	5,236,304	1,433,780	27.4%	
73 Student Body Center Fee	346,950	0	0.0%	346,950	73,813	21.3%	Revenues are posted in arrears. Expenditures are consistent with the needs of the fund.
74 KVCR	9,635,612	3,187,525	33.1%	9,616,392	3,927,723	40.8%	
77 PARS Trust	5,400,000	6,545,185	121.2%	5,202,000	4,058,278	78.0%	Investment earnings for Q1 were higher than estimated. Annual withdrawal posted in November.
78 Self Insurance-Liability	1,200,000	1,200,000	100.0%	1,200,000	1,127,009	93.9%	Revenues transferred in full at the beginning of the fiscal year. Insurance premiums paid early in the year.
79 Inland Futures Foundation	1,483,453	495,150	33.4%	1,483,453	265,897	17.9%	Expenditures are consistent with the needs of the fund.
84 Workers Compensation	2,444,920	121,326	5.0%	2,986,865	2,140,433	71.7%	Purchase order covering the entire year is created early in the year. Revenues are posted in arrears.
Total (All Funds)	349,814,918	102,824,999	29.4%	660,471,186	251,989,618	38.2%	

Budget Revenue & Expenditure Summary
Year to Date 11/12/24
[v.11.14.2024.p.2|2]

Fiscal Year Elapsed - 37.0%
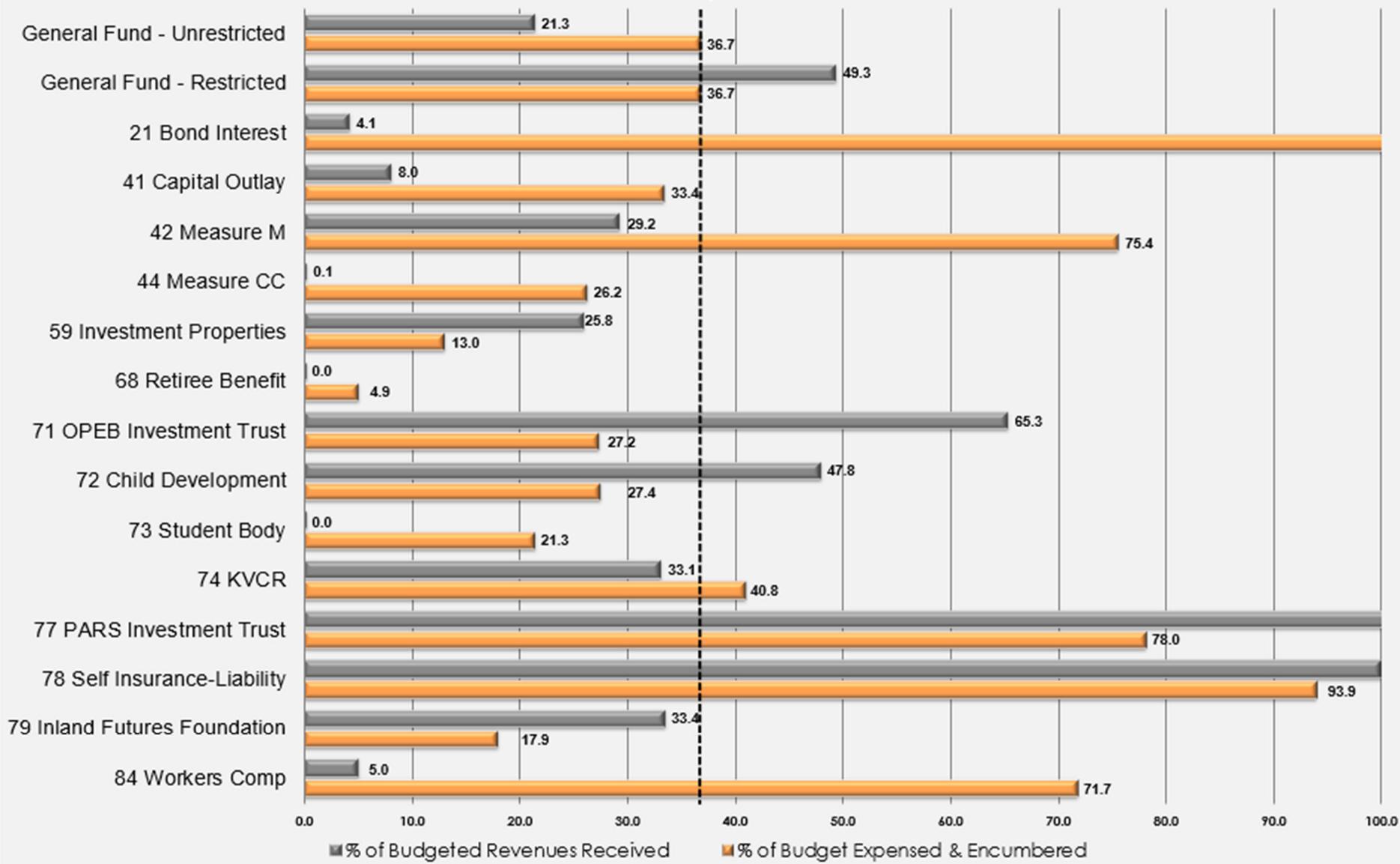
Fund	% of Budgeted Revenues Received	% of Budget Expensed & Encumbered
General Fund - Unrestricted	21.3	36.7
General Fund - Restricted	49.3	36.7
21 Bond Interest	4.1	100.0+
41 Capital Outlay	8.0	33.4
42 Measure M	29.2	75.4
44 Measure CC	0.1	26.2
59 Investment Properties	25.8	13.0
68 Retiree Benefit	0.0	4.9
71 OPEB Investment Trust	65.3	27.2
72 Child Development	47.8	27.4
73 Student Body	0.0	21.3
74 KVCR	33.1	40.8
77 PARS Investment Trust	100.0+	78.0
78 Self Insurance-Liability	100.0+	93.9
79 Inland Futures Foundation	33.4	17.9
84 Workers Comp	5.0	71.7

Legend: ■ % of Budgeted Revenues Received   ■ % of Budget Expensed & Encumbered

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: December 13, 2024

SUBJECT: Construction Change Orders and Amendments – Bond

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

In January 2022, the Board of Trustees approved the Revised Construction Change Order Board Approval Process. The process includes a program-wide Measure CC construction change order percentage goal of 5% or less. In addition, change orders that are <$250,000 which result in a cumulative increase to a contract of <10% of its original value will be authorized by the Chancellor or her designee and presented to the Board for information at the next available business meeting.

ANALYSIS

A detailed summary of all Measure CC Program Change Orders is attached. The change orders listed were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with approved procedures and goals.

Total Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
$304,504,703	$4,829,503	1.59

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs of these change orders will be included in the appropriate construction budget.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY

Campus	Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	$177,049,056.80	$3,932,406.81	**$180,981,463.61**	2.22%
CC02-2000 : Crafton Hills College	$127,269,146.13	$892,284.19	**$128,161,430.32**	0.70%
CC03-3000 : San Bernardino Community College District Wide	$186,500.17	$4,812.02	**$191,312.19**	2.58%
TOTAL FOR CHANGE ORDERS	**$304,504,703.10**	**$4,829,503.02**	**$309,334,206.12**	**1.59%**

SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC01-3601 : Technical Building Replacement (DBB)	$69,832,624.00	$2,807,486.30	$72,640,110.30	4.02%
CC01-3605 : Softball Field	$7,687,500.00	$562,550.00	$8,250,050.00	7.32%
CC01-3606 : Student Services Building (New Construction)	$79,979,313.00	$0	$79,979,313.00	-
CC01-3608 : Career Pathways Phase 2 (PDB)	$4,870,412.92	$0	$4,870,412.92	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	$14,679,206.88	$562,370.51	$15,241,577.39	3.83%
CC01-1000 : San Bernardino Valley College Total	**$177,049,056.80**	**$3,932,406.81**	**$180,981,463.61**	**2.22%**

CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0011*	$1,866,000.00	$13,340.16	$105,963.00	$1,971,963.00	0.71%	5.68%	30-Sep-24	14-Nov-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0040	$69,832,624.00	-$500,000.00	$2,807,486.30	$72,640,110.30	-0.72%	4.02%	25-Sep-24	14-Nov-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0039	$69,832,624.00	$53,051.00	$3,307,486.30	$73,140,110.30	0.08%	4.74%	25-Sep-24	14-Nov-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0038	$69,832,624.00	$143,983.00	$3,254,435.30	$73,087,059.30	0.21%	4.66%	11-Jul-24	10-Oct-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0037	$69,832,624.00	$141,546.00	$3,110,452.30	$72,943,076.30	0.20%	4.45%	11-Jul-24	10-Oct-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0036	$69,832,624.00	$143,983.00	$2,968,906.30	$72,801,530.30	0.21%	4.25%	11-Jul-24	10-Oct-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PUB Construction, Inc. SBVC CWI Biology Garden Expansion Project	PUB Construction, Inc. - Change Order #02	$1,373,000.00	$28,055.87	-$60,937.98	$1,312,062.02	2.04%	-4.44%	21-Aug-24	10-Oct-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PUB Construction, Inc. SBVC CWI Biology Garden Expansion Project	PUB Construction, Inc. - Change Order #01	$1,373,000.00	-$88,993.85	-$88,993.85	$1,284,006.15	-6.48%	-6.48%	21-Aug-24	10-Oct-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0023*	$7,582,685.00	$83,886.00	$429,644.00	$8,012,329.00	1.11%	5.67%	23-Jul-24	12-Sep-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0035	$69,832,624.00	$135,476.00	$2,824,923.30	$72,657,547.30	0.19%	4.05%	17-Jun-24	08-Aug-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0034	$69,832,624.00	$142,510.00	$2,689,447.30	$72,522,071.30	0.20%	3.85%	17-Jun-24	08-Aug-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0033	$69,832,624.00	$116,837.00	$2,546,937.30	$72,379,561.30	0.17%	3.65%	17-Jun-24	08-Aug-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0032	$69,832,624.00	-$750,000.00	$2,430,100.30	$72,262,724.30	-1.07%	3.48%	17-Jun-24	08-Aug-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0031	$69,832,624.00	$164,251.00	$3,180,100.30	$73,012,724.30	0.24%	4.55%	17-Jun-24	08-Aug-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0030	$69,832,624.00	$117,058.00	$3,015,849.30	$72,848,473.30	0.17%	4.32%	17-Jun-24	08-Aug-24
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0004	$4,100,000.00	$88,153.86	$204,800.00	$4,304,800.00	2.15%	5.00%	05-Jun-24	08-Aug-24
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0003	$4,100,000.00	$103,355.51	$116,646.14	$4,216,646.14	2.52%	2.85%	24-Apr-24	13-Jun-24
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0002	$4,100,000.00	$9,566.00	$13,290.63	$4,113,290.63	0.23%	0.32%	22-Apr-24	13-Jun-24
CC01-3605 : Softball Field	Los Angeles Engineering, Inc.	Los Angeles Engineering, Inc. - Changer Order #0001	$4,100,000.00	$3,724.63	$3,724.63	$4,103,724.63	0.09%	0.09%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0029	$69,832,624.00	$184,999.00	$2,898,791.30	$72,731,415.30	0.26%	4.15%	02-May-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0028	$69,832,624.00	$190,385.00	$2,713,792.30	$72,546,416.30	0.27%	3.89%	02-May-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0027	$69,832,624.00	$195,944.00	$2,523,407.30	$72,356,031.30	0.28%	3.61%	29-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0026	$69,832,624.00	$101,824.00	$2,327,463.30	$72,160,087.30	0.15%	3.33%	26-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0025	$69,832,624.00	$53,228.00	$2,225,639.30	$72,058,263.30	0.08%	3.19%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0024	$69,832,624.00	$134,574.00	$2,172,411.30	$72,005,035.30	0.19%	3.11%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0023	$69,832,624.00	$64,578.00	$2,037,837.30	$71,870,461.30	0.09%	2.92%	22-Apr-24	13-Jun-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0022	$69,832,624.00	$96,489.00	$1,973,259.30	$71,805,883.30	0.14%	2.83%	22-Apr-24	13-Jun-24

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0021	$69,832,624.00	$240,451.00	$1,876,770.30	$71,709,394.30	0.34%	2.69%	22-Apr-24	13-Jun-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0022	$7,582,685.00	$76,530.00	$345,758.00	$7,928,443.00	1.01%	4.56%	08-Mar-24	09-May-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0021	$7,582,685.00	$85,213.00	$269,228.00	$7,851,913.00	1.12%	3.55%	08-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0020	$69,832,624.00	$87,972.00	$1,636,319.30	$71,468,943.30	0.13%	2.34%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0019	$69,832,624.00	$179,468.00	$1,548,347.30	$71,380,971.30	0.26%	2.22%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0018	$69,832,624.00	$42,261.00	$1,368,879.30	$71,201,503.30	0.06%	1.96%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0017	$69,832,624.00	$135,599.00	$1,326,618.30	$71,159,242.30	0.19%	1.90%	26-Mar-24	09-May-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0016	$69,832,624.00	$73,794.00	$1,191,019.30	$71,023,643.30	0.11%	1.71%	26-Mar-24	09-May-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0009	$1,866,000.00	$40,734.50	$92,622.84	$1,958,622.84	2.18%	4.96%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0010	$1,866,000.00	$17,872.49	$51,888.34	$1,917,888.34	0.96%	2.78%	13-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0008	$1,866,000.00	-$29,607.16	$34,015.85	$1,900,015.85	-1.59%	1.82%	13-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Campus-Wide Infrastructure SBVC (DBB)	JT Construction Group, Inc. Change Order #0001	$828,444.88	-$17,661.75	-$17,661.75	$810,783.13	-2.13%	-2.13%	08-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0020	$7,582,685.00	$127,661.00	$184,015.00	$7,766,700.00	1.68%	2.43%	26-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0019	$7,582,684.00	-$270,000.00	$56,354.00	$7,639,038.00	-3.56%	0.74%	24-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0018	$7,582,683.00	$173,322.00	$326,354.00	$7,909,037.00	2.29%	4.30%	14-Feb-24	11-Apr-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0017	$7,582,683.00	$51,602.00	$153,032.00	$7,735,715.00	0.68%	2.02%	02-Feb-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0016	$7,582,683.00	-$240,000.00	$101,430.00	$7,684,113.00	-3.17%	1.34%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0015	$7,582,683.00	$16,013.00	$341,430.00	$7,924,113.00	0.21%	4.50%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0014	$7,582,683.00	$151,147.00	$325,417.00	$7,908,100.00	1.99%	4.29%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0013	$7,582,683.00	$133,348.00	$174,270.00	$7,756,953.00	1.76%	2.30%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0012	$7,582,683.00	-$240,000.00	$40,922.00	$7,623,605.00	-3.17%	0.54%	16-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0002	$726,720.00	$4,804.79	$15,609.34	$742,329.34	0.66%	2.15%	16-Jan-24	14-Mar-24
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0015	$69,832,624.00	$11,116.00	$1,117,225.30	$70,949,849.30	0.02%	1.60%	22-Jan-24	14-Mar-24
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0011	$7,582,683.00	$32,156.00	$280,922.00	$7,863,605.00	0.42%	3.70%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0010	$7,582,683.00	$13,545.00	$248,766.00	$7,831,449.00	0.18%	3.28%	04-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0009	$7,582,683.00	$4,769.00	$235,221.00	$7,817,904.00	0.06%	3.10%	02-Oct-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0008	$7,582,683.00	$104,731.00	$230,452.00	$7,813,135.00	1.38%	3.04%	02-Oct-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0014	$69,832,624.00	$68,433.00	$1,106,109.30	$70,938,733.30	0.10%	1.58%	26-Sep-23	09-Nov-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0013	$69,832,624.00	$23,274.00	$1,037,676.30	$70,870,300.30	0.03%	1.49%	14-Sep-23	09-Nov-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0007	$7,582,683.00	$14,816.00	$125,721.00	$7,708,404.00	0.20%	1.66%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0006	$7,582,683.00	$4,500.00	$110,905.00	$7,693,588.00	0.06%	1.46%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0005	$7,582,683.00	$15,554.00	$106,405.00	$7,689,088.00	0.21%	1.40%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0004	$7,582,683.00	$21,125.00	$90,851.00	$7,673,534.00	0.28%	1.20%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0003	$7,582,683.00	$35,998.00	$69,726.00	$7,652,409.00	0.47%	0.92%	21-Aug-23	19-Oct-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. Change Order #0003*	$495,230.00	$5,053.27	$41,419.75	$536,649.75	1.02%	8.36%	03-Aug-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	AC Pros, Inc. SBVC Campus-Wide Infrastructure (DBB)	AC Pros, Inc. - Change Order #0001	$726,720.00	$10,804.55	$10,804.55	$737,524.55	1.49%	1.49%	14-Jul-23	14-Sep-23

Project	Contract	Change Order	Original Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0009	$69,832,624.00	$26,423.30	$1,014,402.30	$70,847,026.30	0.04%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0010	$69,832,624.00	$6,652.00	$1,014,402.30	$70,847,026.30	0.01%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0011	$69,832,624.00	$157,659.00	$1,014,402.30	$70,847,026.30	0.23%	1.45%	10-Jul-23	14-Sep-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0012	$69,832,624.00	$66,031.00	$1,014,402.30	$70,847,026.30	0.09%	1.45%	10-Jul-23	14-Sep-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0007	$1,866,000.00	$4,118.23	$63,623.01	$1,929,623.01	0.22%	3.41%	21-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0002*	$495,230.00	$36,366.48	$36,366.48	$531,596.48	7.34%	7.34%	20-Jun-23	10-Aug-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	G.A. Technical Services, Inc. SBVC CWI Utility Upgrades	G.A. Technical Services, Inc. - Change Order #0001***	$171,500.00	$19,223.96	$19,223.96	$190,723.96	11.21%	11.21%	24-Jul-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0002	$7,582,683.00	$3,629.00	$33,728.00	$7,616,411.00	0.05%	0.44%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Icon West, Inc. SBVC CWI East Wing Mechanical Improvements	Icon West, Inc. - Change Order #0001	$7,582,683.00	$30,099.00	$30,099.00	$7,612,782.00	0.40%	0.40%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Allison Mechanical, Inc. SBVC Old Central Plant Re-Purpose	Allison Mechanical, Inc. - Change Order #0001	$495,230.00	$0	$0.00	$495,230.00	-	-	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0008	$69,832,624.00	$10,524.00	$757,637.00	$70,590,261.00	0.02%	1.00%	24-May-23	13-Jul-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0007	$69,832,624.00	$21,097.00	$747,113.00	$70,579,737.00	0.03%	1.07%	24-May-23	13-Jul-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Rebekah and Company	Rebekah and Company - Change Order #0001	$324,089.00	$16,000.00	$16,000.00	$340,089.00	4.94%	4.94%	10-Apr-23	08-Jun-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0006	$1,866,600.00	$1,606.33	$59,504.78	$1,926,104.78	0.09%	3.19%	30-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0005	$1,866,600.00	$12,861.33	$57,898.45	$1,924,498.45	0.69%	3.10%	30-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0005	$69,832,624.00	$165,093.00	$726,016.00	$70,558,640.00	0.24%	1.04%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0004	$69,832,624.00	$119,278.00	$560,923.00	$70,393,547.00	0.17%	0.80%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0003	$69,832,624.00	$244,500.00	$441,645.00	$70,274,269.00	0.35%	0.63%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0002	$69,832,624.00	$123,660.00	$197,145.00	$70,029,769.00	0.18%	0.28%	23-Mar-23	11-May-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0006	$69,832,624.00	$1,757.00	$73,485.00	$69,906,109.00	0.003%	0.11%	22-Mar-23	11-May-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0003	$1,866,600.00	$25,839.21	$45,037.12	$1,911,637.12	1.38%	2.41%	01-Feb-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0004	$1,866,600.00	$1,643.34	$19,197.91	$1,885,797.91	0.09%	1.03%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0002	$1,866,600.00	$6,884.46	$17,554.57	$1,884,154.57	0.37%	0.94%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0001	$1,866,600.00	$10,670.11	$10,670.11	$1,877,270.11	0.57%	0.57%	12-Jan-23	09-Mar-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0001	$69,832,624.00	$71,728.00	$71,728.00	$69,904,352.00	0.10%	0.10%	22-Nov-22	12-Jan-23
CC01-3605 : Softball Field	Green Contractor Studio Construction	Green Contractor Studio, Inc	$3,587,500.00	$357,750.00	$357,750.00	$3,945,250.00	9.97%	9.97%	09-Sep-22	08-Sep-22
CC01-3610 : Campus-Wide	C.I. Services Construction Agreement -	C.I. Services - Change Order #02*	$398,000.00	$23,512.86	$37,450.59	$435,450.59	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide	C.I. Services Construction Agreement -	C.I. Services - Change Order #01	$398,000.00	$13,937.73	$13,937.73	$411,937.73	3.50%	3.50%	04-May-22	09-Jun-22
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction Inc. CO#003	$483,000.00	-$10,000.00	-$24,340.40	$458,659.60	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change	$483,000.00	$0	-$14,340.40	$468,659.60	-	-2.97%	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change	$483,000.00	-$14,340.40	-$14,340.40	$468,659.60	-2.97%	-2.97%	28-Oct-20	14-Jan-21
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date				**$3,932,406.81**						

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%

** Change order greater than $250,000

*** Change order is above the 10% threshold and is being submitted to the Board of Trustees for approval

SBCCD
CONSTRUCTION AMENDMENT SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #02 - Swing Space - Preconstruction & Design Services	$79,028,832.00	$190,000.00	$760,481.00	$79,979,313.00	13-Nov-23	09-Nov-23
CC01-3606 : Student Services Building (New Construction)	McCarthy DB Agreement	Amendment #01 - Design/Preconstruction Time Extension	$79,028,832.00	$0	$190,000.00	$79,218,832.00	13-Nov-23	09-Nov-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #04 - Credit for Termination for Convenience	$65,436,634.00	$147,974.00	-$60,714,195.08	$4,870,412.92	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #03 - Design / Preconstruction Time Extension	$65,436,634.00	$70,000.00	$77,974.00	$65,584,608.00	13-Jul-23	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #02 - Programming Scope & Time	$65,436,634.00	$0	$70,000.00	$65,506,634.00	04-Mar-22	14-Sep-23
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Amendment #01 - Insurance Language	$65,436,634.00	$0	$0	$65,436,634.00	10-Jan-22	12-May-22

SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3621 : Crafton Hall Renovation (DBB)	$6,380,000.00	$0	$6,380,000.00	-
CC02-3623 : Gym Demolition (DBB)	$1,255,579.18	$96,347.19	$1,351,926.37	7.67%
CC02-3625 : Public Safety Training Center (DB)	$8,501,117.00	-$30,976.59	$8,470,140.41	-0.36%
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	$12,815,585.95	$187,731.50	$13,003,317.45	1.46%
CC02-3631 : Instructional Building (PDB)	$40,885,710.00	$0	$40,885,710.00	-
CC02-3633 : Central Complex 2 Renovation (DB)	$9,509,146.00	-$92,671.77	$9,416,474.23	-0.97%
CC02-3634 : Child Development Center Renovation (DBB)	$2,023,008.00	$58,862.86	$2,081,870.86	2.91%
CC02-3635 : New Performing Arts Center (DBB)	$45,899,000.00	$672,991.00	$46,571,991.00	1.47%
CC02-2000 : Crafton Hills College Total	**$127,269,146.13**	**$892,284.19**	**$128,161,430.32**	**0.70%**

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3633 : Central Complex 2 Renovation (DB)	**W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation**	**W.E. O'Neil Construction Co. - Change Order #003**	**$9,509,146.00**	**-$138,996.77**	**-$92,671.77**	**$9,416,474.23**	**-1.46%**	**-0.97%**	**28-Oct-24**	**13-Dec-24**
CC02-3635 : New Performing Arts Center (DBB)	**Bernards Bros.**	**Bernards Bros. - Change Order #006**	**$45,899,000.00**	**$176,861.00**	**$672,991.00**	**$46,571,991.00**	**0.39%**	**1.47%**	**28-Oct-24**	**13-Dec-24**
CC02-3635 : New Performing Arts Center (DBB)	**Bernards Bros.**	**Bernards Bros. - Change Order #005**	**$45,899,000.00**	**$0**	**$496,130.00**	**$46,395,130.00**	**-**	**1.08%**	**15-Oct-24**	**13-Dec-24**
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #004	$45,899,000.00	$91,785.00	$496,130.00	$46,395,130.00	0.20%	1.08%	20-Sep-24	14-Nov-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #003R*	$835,134.45	$35,341.73	$44,889.39	$880,023.84	4.23%	5.38%	27-Aug-24	10-Oct-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	J.A. Urban, Inc. - CHC CWI Campus Accessibility and Site Improvements - Phase 2	J.A. Urban, Inc. Change Order #0002	$1,002,371.50	-$12,097.52	$33,411.83	$1,035,783.33	-1.21%	3.33%	03-Sep-24	10-Oct-24
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #03	$2,023,008.00	-$44,618.65	$58,862.86	$2,081,870.86	-2.21%	2.91%	03-Sep-24	10-Oct-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #003	$45,899,000.00	$207,539.00	$404,345.00	$46,303,345.00	0.45%	0.88%	20-Aug-24	10-Oct-24
CC02-3633 : Central Complex 2 Renovation (DB)	W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation	W.E. O'Neil Construction Co. - Change Order #002	$9,509,146.00	$0	$46,325.00	$9,555,471.00	-	0.49%	23-Aug-24	10-Oct-24
CC02-3633 : Central Complex 2 Renovation (DB)	W.E. O'Neil Construction Co. CHC Central Complex 2 Renovation	W.E. O'Neil Construction Co. - Change Order #001	$9,509,146.00	$46,325.00	$46,325.00	$9,555,471.00	0.49%	0.49%	22-Jul-24	12-Sep-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #002	$45,899,000.00	$86,215.00	$196,806.00	$46,095,806.00	0.19%	0.43%	20-Jun-24	08-Aug-24
CC02-3635 : New Performing Arts Center (DBB)	Bernards Bros.	Bernards Bros. - Change Order #001	$45,899,000.00	$110,591.00	$110,591.00	$46,009,591.00	0.24%	0.24%	11-Jun-24	08-Aug-24
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Erickson-Hall - Change Order #02	$8,501,117.00	-$20,698.59	-$30,976.59	$8,470,140.41	-0.24%	-0.36%	13-May-24	11-Jul-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	J. A. Urban, Inc. - CHC CWI Campus Accessibility and Site Improvements - Phase 2	J. A. Urban, Inc. Change Order #0001	$1,002,371.50	$45,509.35	$45,509.35	$1,047,880.85	4.54%	4.54%	13-Mar-24	09-May-24
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Erickson-Hall - Change Order #01	$8,501,117.00	-$10,278.00	-$10,278.00	$8,490,839.00	-0.12%	-0.12%	12-Oct-23	11-Jan-24
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #02	$835,134.45	$850.00	$9,547.66	$844,682.11	0.10%	1.14%	05-Jun-23	13-Jul-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Hamel Contracting, Inc. CHC CWI Campus Accessibility and Site Improvements	Hamel - Change Order #01	$835,134.45	$8,697.66	$8,697.66	$843,832.11	1.04%	1.04%	01-Jun-23	13-Jul-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #02*	$2,023,008.00	$5,229.04	$103,481.51	$2,126,489.51	0.26%	5.12%	24-Feb-23	11-May-23
CC02-3634 : Child Development Center Renovation (DBB)	Hamel Contracting, Inc. Construction Agreement	Hamel - Change Order #01	$2,023,008.00	$98,252.47	$98,252.47	$2,121,260.47	4.86%	4.86%	15-Feb-23	11-May-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	TotalEnergies Renewables, LLC - Change Order #02	$7,308,428.00	$17,169.50	-$721.70	$7,307,706.30	0.23%	-0.01%	08-Dec-22	09-Feb-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	SunPower Corporation, Systems - Change Order #01	$7,308,428.00	-$17,891.20	-$17,891.20	$7,290,536.80	-0.24%	-0.24%	10-Oct-22	10-Nov-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	$686,675.00	-$19,592.00	-$19,592.00	$667,083.00	-2.85%	-2.85%	17-Mar-22	12-May-22

Project	Contract	Change Order	Construction Contract Amount	Change Orders	Cumulative Change Order Amount	Current Contract Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #02*	$392,213.00	$11,088.23	$21,730.11	$413,943.11	2.83%	5.54%	14-Feb-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #01	$392,213.00	$10,641.88	$10,641.88	$402,854.88	2.71%	2.71%	01-Nov-21	13-Jan-22
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #03*	$1,074,000.00	$49,449.22	$88,717.62	$1,162,717.62	4.60%	8.26%	07-Sep-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Borden Excavating, Inc. CHC Gym Demo - Bldg 17 Phase 3	Borden Excavation - Change Order #01*	$77,555.00	$7,629.57	$7,629.57	$85,184.57	9.84%	9.84%	26-Aug-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #02*	$435,592.00	$41,166.00	$41,166.00	$476,758.00	9.45%	9.45%	29-Jun-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #02*	$834,900.00	$62,480.87	$66,847.87	$901,747.87	7.48%	8.01%	28-Jun-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #02	$1,074,000.00	$34,757.37	$39,268.40	$1,113,268.40	3.24%	3.66%	09-Jun-21	12-Aug-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #01	$834,900.00	$4,367.00	$4,367.00	$839,267.00	0.52%	0.52%	01-Apr-21	13-May-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #01	$1,074,000.00	$4,511.03	$4,511.03	$1,078,511.03	0.42%	0.42%	22-Feb-21	08-Apr-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #01	$435,592.00	$0	$0	$435,592.00	-	-	16-Feb-21	08-Apr-21
CC02-2000 : Crafton Hills College - Executed Change Orders To Date				**$892,284.19**						

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%
** Change order greater than $250,000
*** Change order is subject to the limitations determined by SBCCD's Uniform Construction Cost Accounting Procedures program for construction contracts between $60,000 and $200,000

SBCCD
CONSTRUCTION AMENDMENT SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Guaranteed Maximum Price Contract Amount	Executed Date	Board Date
CC02-3631 : Instructional Building (PDB)	Tilden-Coil Constructors, Inc.	Amendment #01 - Learning Resource Center Additional Scope	$40,648,641.00	$0	$237,069.00	$40,885,710.00	15-Jul-24	11-Jul-24
CC02-3633 : Central Complex 2 Renovation (DB)	W. E. O'Neil Construction Co.	Amendment #01 - Establishment of Guaranteed Maximum Price (GMP)	$9,090,787.00	$0	$418,359.00	$9,509,146.00	17-Jul-23	13-Jul-23
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #02 - Establishment of Guaranteed Maximum Price (GMP)	$6,781,795.00	$2,095,578.00	-$376,256.00	$8,501,117.00	07-Dec-22	12-Jan-23
CC02-3626 : Campus-Wide Infrastructure CHC	SunPower Corporation, Systems DB Contract - CHC CWI Solar PV	Amendment #01 - Change in Photovoltaic Module Model and the Production Guarantee (No Cost Impact)	$7,308,428.00	$0	$0	$7,308,428.00	10-Oct-22	10-Nov-22
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #01 - Contract Updates	$6,781,795.00	$0	$2,095,578.00	$8,877,373.00	21-Jan-22	13-Jan-22

SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC03-3000 : San Bernardino Community College District Wide

CC03-3000 : San Bernardino Community College District W

Projects	Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0002 : Program Expenses	$695.00	$0	$695.00	-
CC03-3640 : District-Wide	$185,805.17	$4,812.02	$190,617.19	2.59%
CC03-3000 : San Bernardino Community College D	**$186,500.17**	**$4,812.02**	**$191,312.19**	**2.58%**

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date

Child Development Center Rer	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban PMO TI - Change Order #002 - No Cost Time Extension	$185,805.17	$0	-	2.59%	17-Mar-21	13-May-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban District PMO TI - Change Order #001	$185,805.17	$4,812.02	2.59%	2.59%	19-Nov-20	14-Jan-21
CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date				**$4,812.02**				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: December 13, 2024

SUBJECT: Contracts Below $114,500

RECOMMENDATION

This item is for information only. No 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 expense contract requests below this limit, including income contracts, 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 $114,500. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Contracts Below $114,500
Presented for Information December 13, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30393	Rosen, Jennifer	Performer	SBVC	Library	$ 500.00		
30394	Hyattward Advertising Inc	Advertising	CHC	Instruction	$ 13,860.00		
30395	Vaughn-Hampton, Brenden	Services	SBVC	Theatre	$ 2,500.00		
30396	Envision Education LLC	Services	CHC	CTE	$ 2,070.00		
30397	Getinge USA Sales LLC	Maintenance Agreement	CHC	SINS	$ 2,695.50		
30398	Modern Campus USA	Services	DSO	TESS	$ 4,800.00		
30399	Evoqua Water Technologies	Maintenance Agreement	CHC	Facilities	$ 10,000.00		
30400	Vital Records Control	Software/Licensing	SBVC	Student Services	$ 126.00		
30401	Developing Leaders	Services	SBCCD	EDCT	$ 30,000.00		

Contracts Below $114,500
Presented for Information December 13, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30402	Coachella Party	Services	CHC	Student Services	$ 3,437.23		
30403	Snipes-Dye Associates	Services	SBVC	Facilities	$ 4,460.00		
30404	Coachella Party	Services	CHC	Student Services	$ 1,616.25		
30405	Carreras Tours	Bus Rental	SBVC	First Year	$ 1,614.00		
30406	Animiki See Distribution Inc	Broadcasting Rights	KVCR	KVCR	$ 233,175.00		
30407	Speak Theater Arts	Speaker Agreement	SBVC	Student Services	$ 10,150.00		
30408	Filipino American Association of San Bernardino County	Performer	SBVC	Library	$ 200.00		
30409	JP Marketing	Professional services	CHC	Instruction	$ 200,000.00		
30410	Career Education Experts LLC	Consultants	SBCCD	EDCT	$ 94,000.00		

Contracts Below $114,500
Presented for Information December 13, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30411	Vital Records Control	Software/Licensing	SBVC	Student Services	$ 570.12		
30413	CurriQunet	Software/Licensing	DSO	TESS	$ 40,843.95		
30414	Vital Records Control	Software/Licensing	SBCCD	EDCT	$ 5,459.00		
30415	Campus Credit LLC	Software/Licensing	CHC	CTE	$ 1,800.00		
30416	Knorr Systems Inc	Services	CHC	Facilities	$ 34,000.00		
30417	Concord Theatricals Corp	Broadcasting Rights	CHC	Theatre	$ 3,058.60		
30418	Sanchez, Sandra	Performer	SBVC	Student Services	$ 2,000.00		
30419	Strata Information Group	Consultants	DSO	TESS	$ 216,000.00		
30420	Gatesair Inc	Repairs	KVCR	KVCR	$ 315.38		

Contracts Below $114,500

Presented for Information December 13, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30421	H&L Charter Co Inc	Bus Rental	SBVC	Student Services	$ 1,050.00		
30422	Tech4Fit	Repairs	SBVC	Kinesiology	$ 3,691.55		
30423	Axon Enterprise Inc	Equipment	SBCCD	District Police	$ 63,515.00		
30424	TouchBistro USA Inc	Services	SBVC	Culinary Arts	$ 1,752.48		
30425	California Baptist University	MOU	SBCCD	Human Resources	No Cost		
30426	US Green Building Council California	Services	SBCCD	EDCT	$ 50,000.00		
30427	Mississippi Public Broadcasting	Broadcasting Rights	KVCR	KVCR	No Cost		
30428	Student Senate for California Community Colleges Region IX	Facility Use	SBVC	Admin Services	No Cost		
30429	Riverside CCD	Income	SBVC	Applied Tech		$ 50,021.00	

Contracts Below $114,500
Presented for Information December 13, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
27440	Regents of the University of CA - Riverside	Income - Amendment 01	SBVC	Grants		$ 800,000.00	Update language
30431	Webster Sr, Gene	Performer	SBVC	Student Services	$ 1,000.00		
30432	Negrete, David	Performer	SBVC	Veterans	$ 828.00		
30433	Fontana, City of	Rental	SBCCD	EDCT	$ 1,360.60		
30434	Water Source Solutions Inc	On Demand Services	CHC	Student Services	$ 30,000.00		
30435	Quinn Company	Repairs	CHC	Facilities	$ 2,500.00		
30436	H&L Charter Co Inc	Bus Rental	SBVC	Basic Needs	$ 6,723.00		
30437	Audacy Operations Inc	Advertising	KVCR	KVCR	$ 3,970.00		
30438	ENV Services	Repairs	CHC	Facilities	$ 2,000.00		

Contracts Below $114,500
Presented for Information December 13, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30439	Emcor Service Mesa Energy	Repairs	SBVC	Maintenance	$ 19,995.00		
30440	Keenan & Associates	Services	SBCCD	Human Resources	$ 47,635.00		
30441	Insight Family Counseling & Wellness Services Inc	Speaker Agreement	SBVC	First Year	$ 400.00		
30442	Paws-To-Share	Services	CHC	Student Life	$ 240.00		
30443	Paws-To-Share	Services	CHC	Student Life	$ 240.00		
30444	Paws-To-Share	Services	CHC	Student Life	$ 240.00		
30445	MedHub LLC	Software/Licensing	SBVC	Nursing	$ 2,450.00		
30446	Daub, Shelley A	Professional services	SBCCD	Student Services	$ 15,000.00		
30447	Double Tree by Hilton San Bernardino	Rental	SBCCD	Chancellor	$ 8,000.00		

Contracts Below $114,500
Presented for Information December 13, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30448	Interworks Inc	Services	CHC	Research and Planning	$ 10,000.00		
30449	Assessment Technologies Institute	Partnership Agreement	SBVC	Nursing	No Cost		
30450	Cedar Mountain Software LLC	Software/Licensing	SBCCD	Student Life	$ 6,370.00		
30451	SGH Architects Inc	Professional services	SBCCD	Facilities	$ 68,985.00		
30452	Mora, Daniel	On Demand Services	KVCR	KVCR	$ 19,000.00		
30453	Sky Jason Shields Media LLC	On Demand Services	KVCR	KVCR	$ 79,200.00		
30454	Vizio Services LLC	Services	KVCR	KVCR	No Cost		
30455	CLIA Laboratory Program	Renewal	SBVC	Student Health	$ 200.00		
30456	Ford, Daniel	Broadcasting Rights	KVCR	KVCR	No Cost		

Contracts Below $114,500
Presented for Information December 13, 2024

Control #	Vendor	Contract Type	Site	Department	Expense	Income	Amendment
30457	Intermex Inc	Bus Rental	CHC	Student Services	$ 1,500.00		
30458	Covoc Corporation	Equipment	SBVC	Science	$ 4,149.08		
30459	Ferrilli	Consultants	DSO	TESS	$ 48,750.00		
30460	Party Plus Rentals	Rental	CHC	Student Services	$ 8,004.50		
30461	Medi-Waste Disposal LLC	On Demand Services	SBVC	Science	$ 1,200.00		
30462	Mamava Inc	Maintenance Agreement	CHC	Student Life	$ 20,000.00		
30463	Sysco Riverside Inc	Equipment	SBVC	Culinary Arts	$ 49,002.10		
30451	SGH Architects Inc	Amednment 01	SBCCD	Facilities	$ 73,235.00		$ 4,250.00

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Angel Rodriguez, Associate Vice Chancellor, Government Relations & Strategic Communications
PREPARED BY:	Tammy Mathis, District Director of Grants
DATE:	December 13, 2024
SUBJECT:	Districtwide Grant Submissions and Awards

RECOMMENDATION
This item is for information only.

OVERVIEW
Between July 1, 2024, and November 20, 2024 the San Bernardino Community College District (SBCCD), in collaboration with the Economic Development & Corporate Training Center, Crafton Hills College, San Bernardino Valley College, and KVCR, has actively pursued multiple grants to advance our educational mission towards student success.

By securing external funding through these grant applications, SBCCD is committed to ensuring fiscal sustainability while providing vital resources to support the implementation of SBCCD's 2022-2027 strategic plan and the colleges' master plans.

ANALYSIS
- **Grant Application Period**: 23 applications were submitted districtwide from July 1, 2024, through November 20, 2024.

- **Total Grant Funding Applied**: $9,643,958.20 collectively applied for by SBCCD, EDCT, CHC, SBVC, and KVCR.

- **Grants Awarded**: Grants awarded, totaling $2,037,017

- **Grants Awaiting Awards**: 7 grants pending for a total of $8,056,341.20 in fiscal year 2024-25

- **Thank You to Funding Partner:**
  - Foundation for California Community Colleges: (2) $10,000 awards
  - Inland Empire Community Foundation (Black Voices): $20,000
  - The Governor's Office of Planning and Research: 449,400
  - California Community College Chancellor's Office (Nursing) $179,053
  - California Community College Chancellor's Office (MC/HS) $131,142
  - Fred Rogers Inc.: $10,000
  - Inland Empire Community Foundation (Journalism Hub+: $25,000

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

- o California Endowment: $50,000
- o Edison SBVC (STEM): $25,000
- o Edison SBVC (Clean Energy) $50,000
- o SoCal Gas $20,000
- o Amazon: $10,000
- o CSUSB Local Subaward: $35,534
- o Chico State Subaward: $171,888
- o CA Department of Healthcare Access and Information: $810,000
- o Edison CHC $25,000 (STEM)
- o Edison CHC $25,000 (Fire Academy)

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

If awarded, these grants would provide a significant financial influx into the district.

Date: December 13, 2024

To: SBCCD Board of Trustees

From: Tammy Mathis, District Director of Grants

Reviewed by: Angel Rodriguez, Associate Vice Chancellor of Government Relations & Strategic Communications

RE: **FY 2024-25 Grant Updates**

Executive Summary:

- **Grant Applications Submitted:** SBCCD, EDCT, CHC, SBVC and KVCR have collectively applied for 23 grants in FY 24/25 totaling $ 9,643,958.20

- **Grants Secured:**
  1. (2023-24) Inland Empire Community Foundation Grant "Production of Black Voices" awarded to KVCR totaling $20,000.
  2. (2023-24) The Governor's Office of Planning and Research awarded the "Extreme Heat and Community Resilience Grant" to SBCCD for $449,400.
  3. California Community College Chancellor's Office awarded a "Nursing Enrollment Growth and Retention Grant" to SBVC totaling $179,053.
  4. California Community College Chancellor's Office awarded a "Middle College High School Grant" to SBVC totaling $131,142.
  5. Fred Rogers Inc. awarded a "Be My Neighbor" grant for $10,000 to KVCR for a Kids Camp at the station.
  6. Inland Empire Community Foundation awarded a "Journalism Hub+" grant for $25,000 to KVCR to work with other media organizations in increasing news coverage.
  7. CA Endowment awarded $50,000 to KVCR to work with High School students to create short documentaries exposing them to careers in television.
  8. Edison awarded $25,000 towards STEM scholarships to the SBVC Foundation.
  9. Edison awarded $50,000 for the Clean Energy Program to the SBVC Foundation.
  10. SoCal Gas awarded $20,000 for the Clean Energy Program to the SBVC Foundation.
  11. Amazon awarded $10,000 for the Clean Energy Program to the SBVC Foundation.
  12. Pathways to Success Grant Award for Arts/Humanities awarded to SBVC for $35,534.
  13. CalFresh Grant awarded $171,888 to SBVC for Basic Service Needs.
  14. Song Brown Grant Awarded $810,000 for SBVC's RN Training Program.
  15. Edison awarded $25,000 towards STEM scholarships to the CHC Foundation
  16. Edison awarded $25,000 towards the fire academy to the CHC Foundation

Total Grants Awarded: $ 2,037,017

- **Strategic Alignment:** All grants align with SBCCD's strategic directions and the colleges' educational master plans.

IECF Grant – Production of Black Voices

Purpose:
This grant was written to support African American artists in the media industry, providing them with the resources and support needed to explore stories relative to cultural influence.

- **Grantor:** Inland Empire Community Foundation
- **Application Amount:** $20,000
- **Lead Entity –** KVCR
- **Application Submitted** – March 30, 2024
- **Application Status** – Awarded $20,000

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
    - ○ **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
    - ○ **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - ○ **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - ○ **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - ○ **Supporting Action 1:** Strengthen a culture of inclusion.

Extreme Heat and Community Resilience Program – Sm. Implementation

Purpose:
This grant was written to provide heat relief to San Bernardino Valley College through the addition of shaded cooling areas near the campus center with a pagoda, table, trees and benches with charging stations as well as hydration station water-bottle refilling areas

throughout campus.

- **Grantor:** Governor's Office of Planning and Research
- **Application Amount:** $449,400
- **Lead Entity –** SBCCD
- **Application Submitted** – May 7, 2024
- **Application Status** – Awarded $449,400

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

Nursing Enrollment Growth and Retention Grant

Purpose: The Nursing Enrollment Growth and Retention program grants awarded to selected California Community Colleges are intended for the expansion of nursing program cohorts, reduce attrition, and increase completion.

- **Grantor:** CCCCO
- **Lead Entity –** SBVC
- **Application Amount:** $179,053
- **Application Status** – AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus

sustainability.
- o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

Middle College High School Grant

Purpose: The goal of this program is to select at-promise high school pupils who are performing below their academic potential and place them in an alternative high school located on a community college campus to reduce the likely hood they will drop out of school prior to graduation.

- **Grantor:** CCCCO
- **Lead Entity –** SBVC
- **Application Amount:** $131,142
- **Application Status** – AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

Be My Neighbor Grant

Purpose: This grant was written to support our KVCR PBS Kids Camp in April of 2025.

- **Grantor:** Fred Rogers Productions
- **Application Amount:** $10,000
- **Lead Entity**: KVCR
- **Submitted:** November 2023
- **Application Status: Awarded $10,000**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographic.

Journalism Hub+

Purpose: This grant provides support for KVCR to work with other media organizations to increase news coverage and cross-share stories, training and editing.

- **Grantor:** Inland Empire Community Foundation
- **Application Amount:** $25,000
- **Lead Entity**: KVCR
- **Submitted:** October 2024
- **Application Status: Awarded $25,000**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - o **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student

employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - o **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
    - o **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
    - o **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

CA Endowment Grant

Purpose: This grant provides money to work with local high schools to create short documentaries and learn about filming, lighting and creating stories. This exposes them to multiple areas of film and television career pathways.

- **Grantor:** CA Endowment
- **Application Amount:** $50,000
- **Lead Entity**: KVCR
- **Application Status: Awarded $50,000**

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
    - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - o **Supporting Action 1:** Partner with K-12 schools and districts to build intentional K-14 pathways.
    - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographic.

Foundation for CA Community Colleges Line Fire Grant - CHCF

Purpose: This grant would give students experiencing hardship from the Line Fire up to $500 in grant funds to immediately assist with housing, food, or other essentials.

- **Grantor:** Foundation for California Community Colleges
- **Lead Entity –** Crafton Hills College Foundation

- **Application Amount:** $10,000
- **Application Submitted** – 9/17/24
- **Application Status** – AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
    - o **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - o **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
    - o **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
    - o **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Foundation for CA Community Colleges Line Fire Grant - SBVCF

Purpose: This grant would give students experiencing hardship from the Line Fire up to $500 in grant funds to immediately assist with housing, food, or other essentials.

- **Grantor:** Foundation for California Community Colleges
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $10,000
- **Application Submitted** – 9/17/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
    - o **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - o **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
    - o **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
    - o **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Edison Foundation – SBVC STEM Scholarships Grant

Purpose: This grant provides STEM scholarships for students at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $25,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

Edison Foundation – SBVC Clean Energy/EV Tech Grant

Purpose: This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $50,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups

and special populations.
- o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - o **Supporting Action 1:** Strengthen a culture of inclusion.

SoCal Gas Company - Clean Energy/EV Tech Grant

Purpose: This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** SoCal Gas Company Foundation
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $20,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
    - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
    - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
    - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
    - o **Supporting Action 1:** Strengthen a culture of inclusion.

Amazon Foundation Clean Energy/EV Tech Grant

Purpose: This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** Amazon
- **Lead Entity –** SBVC Foundation
- **Application Amount:** $10,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

Pathways to Success Grant

Purpose: This grant creates opportunities in the fields of Arts and Humanities. It is a sub-award from CSUSB and provides stipends to students for projects that they have undertaken. Stipends to faculty are also provided through this grant for mentoring, workshops and experiential learning opportunities.

- **Grantor:** CSUSB Sub-Award
- **Lead Entity –** SBVC
- **Application Amount:** $35,534
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

CalFresh Grant

Purpose: This grant is a reimbursable grant to support basic needs services and is a 3-year allocation.

- **Grantor:** Chico State Sub-Award
- **Lead Entity –** SBVC
- **Application Amount:** $171,888
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

Song-Brown Healthcare Grant

Purpose: This grant provides funding for the training of RN's in areas of unmet need, aiming to empower nursing students with the tools, support and resources necessary to excel in their academic pursuits and professional endeavors.

- **Grantor:** California Department of Healthcare Access and Information
- **Lead Entity –** SBVC
- **Application Amount:** $810,000
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

Edison Foundation – CHC STEM Scholarships Grant

Purpose: This grant provides STEM scholarships for students at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** CHC Foundation
- **Application Amount:** $25,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment

- o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
- o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

Edison Foundation – CHC Fire Academy Grant

Purpose: This grant supports the Clean Energy/EV Tech Program at SBVC.

- **Grantor:** Edison Foundation
- **Lead Entity –** CHC Foundation
- **Application Amount:** $25,000
- **Application Submitted** – 9/24
- **Application Status** - AWARDED

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

TRIO Student Support Services

Purpose: The TRIO Student Support Services Grant is a 5-year cycle. DOE adjusts funding year by year.

- **Grantor:** US Department of Education
- **Lead Entity –** SBVC
- **Application Amount:** $361,922 for year 1
- **Application Submitted:** 7/15/24
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment
  - ○ **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - ○ **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - ○ **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - ○ **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - ○ **Supporting Action 1:** Strengthen a culture of inclusion.

CPB Next Generation Warning System Grant

Purpose: Enhance capacity of local broadcast stations to receive, broadcast, and redistribute emergency alert messages from the Integrated Public Alert & Warning System using IPAWS Specification for Common Alerting Protocol (CAP); and Enhance technology infrastructure to ensure local public broadcast stations can launch new, enhanced broadcast services, that improve and expand the distribution of public alerts and warnings.

- **Grantor:** Climate Prediction Center (CPC)
- **Application Amount:** $706,968
- **Lead Entity –** KVCR
- **Application Submitted** – Sept 11, 2024
- **Application Status** – Waiting an Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students,

employees, and the broader community.
- o **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - o **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 7:** Connect students to regional and community opportunities.
    - o **Supporting Action 1:** Increase industry/non-industry internships for students.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
    - o **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

Swipe out Hunger Grant

Purpose: This grant would allow Valley College to fund staff and extend hours for the basic needs department.

- **Grantor:** Swipe Out Hunger USA
- **Lead Entity –** SBVC
- **Application Amount:** $6,000
- **Application Submitted** – 9/18/24
- **Application Status** – Waiting on Award

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
    - o **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - o **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
    - o **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
    - o **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs.

US EPA Community Change Grant – Track 1

Purpose: Partnership opportunity w/ City of San Bernardino and multiple local entities. This clean technology and affordable housing grant focused on additional funding for SBVC's ZEV Technician and EV Charging Station Tech programs.

- **Grantor:** US Environmental Protection Agency (EPA)
- **Lead Entity –** City of San Bernardino/Partnership with SBCCD
- **Application Amount:** $1,000,000 Partnership Subcontract Award
- **Application Submitted** – 9/4/24
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
    - o **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
    - o **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
    - o **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
    - o **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

CA Humanities Grant

Purpose: This grant is for the development of a documentary entitled "Lopez vs Seccombe." This documentary tells the story of San Bernardino and how the Mexican community began a civil rights movement to desegregate public and recreational spaces.

- **Grantor:** California Humanities
- **Application Amount:** $50,000
- **Lead Entity –** KVCR
- **Application Submitted** – October, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 1:** Increase Student Enrollment

- o **Supporting Action 3:** Focus outreach on disproportionately impacted groups and special populations.
  - o **Supporting Action 3:** Increase the number of Black/African American and Hispanic/Latinx courses and programs.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 4:** Increase the number of grant applications to support CHC programs.

- ✓ **SBVC Strategic Direction 1:** Create a college-going culture through intentional community outreach and clear communications pathways.
  - o **Supporting Action 2:** Create targeted outreach campaigns that consider specific audiences and demographics.
- ✓ **SBVC Strategic Direction 6:** Create and sustain a sense of belonging for all college and community stakeholders.
  - o **Supporting Action 1:** Strengthen a culture of inclusion.

Thrive Inland SoCal Catalyst Fund

Purpose:
This grant would provide for the expansion of the a new 5-person work crew program into Rialto with associated equipment and transportation.

- **Grantor:** Thrive
- **Application Amount:** $931,451.20
- **Lead Entity –** EDCT
- **Application Submitted** – October 18, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - o **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - o **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - o **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

Public Works and Economic Adjustment Assistance Grant

Purpose:
This grant would provide for additional classroom space and infrastructure improvements at the EDCT campus site.

- **Grantor:** US EDA
- **Application Amount:** $5,000,000
- **Lead Entity –** EDCT
- **Application Submitted** – November 15, 2024
- **Application Status** – Waiting on Announcement

Alignment with Educational Master Plans:

- ✓ **CHC Strategic Direction 4:** Develop a campus culture that engages students, employees, and the broader community.
  - o **Supporting Action 4.1:** Strengthen and promote partnerships with the Community. Develop career partnerships with local businesses for student employment opportunities.
- ✓ **CHC Strategic Direction 5:** Foster and support inquiry, accountability, and campus sustainability.
  - o **Supporting Action 5.4:** Develop alternative revenue streams. Increase the number of grant applications to support CHC programs.
- ✓ **SBVC Strategic Direction 2:** Innovate curriculum and course offerings to support student equity and completion.
  - o **Supporting Action 2:** Continue to implement culturally responsive pedagogies.
- ✓ **SBVC Strategic Direction 8:** Ensure sustainability through fiscal accountability
  - o **Supporting Action 4:** Demonstrate responsiveness to community needs with regard to certificates, degrees, and programs

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director of Business & Fiscal Services

DATE: December 13, 2024

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. District cash balances are reviewed regularly and monitoring the amount of cash available to meet financial obligations is a core responsibility of the Fiscal Services Department. Fiscal year forecasts are updated monthly using the most current actual revenue and expense data and any new guidance from the State. Attached is the restricted and unrestricted General Fund monthly cash flow analysis.

ANALYSIS

As noted in the forecast, cash balances fluctuate throughout the year based on the amount and timing of actual and estimated revenues and expenses. The current cash estimate for June 30, 2025, increased $122,384 to $83,397,309 from the previous estimate of $83,274,925. The cash balance remained relatively consistent with the previously projected amount with a small increase caused by normal cash fluctuations.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This analysis is an important part of ensuring sufficient cash is available to meet District needs.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

General Fund Cash Flow Analysis – Restricted & Unrestricted
Fiscal Year 2024-2025
(as of November 12, 2024, rounded to the nearest $1,000)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
							PROJECTED							
Estimated Beginning Cash Balance	82,796	88,219	77,997	82,313	77,846	77,846	93,880	88,616	111,568	110,788	107,713	104,261		
Receipts														
Federal		186	4	5	138	59	268	985	178	-5	101	220		2,139
State	13,261	8,157	13,652	7,282	4,255	9,738	7,417	53,955	15,504	9,282	8,493	4,043		155,040
Local	6,309	699	4,522	1,189	3,419	23,008	5,615	2,655	388	6,476	7,130	470		61,879
Interfund Transfer & Sale of Assets					7,210	2		5,407			354	3,625		16,599
Accounts Receivable/Accruals	-3,045	438	3,090	5,345	1,006	-3	-685	671	-65	-154	-505	659		6,752
Total Receipts	16,525	9,480	21,268	13,821	16,027	32,805	12,615	63,673	16,006	15,598	15,573	9,018		242,409
Disbursements														
Academic Salaries	10	5,227	5,071	5,905	5,932	5,837	5,779	5,016	5,761	5,820	5,888	10,434		66,680
Classified Salaries	3,304	3,643	3,690	4,149	4,023	4,047	3,864	3,730	4,043	4,993	4,233	4,827		48,546
Benefits	1,699	3,102	3,189	3,419	2,646	3,629	3,750	3,567	2,481	4,163	3,840	5,340		40,826
Supplies & Materials	136	195	119	262	223	146	180	161	209	606	363	688		3,289
Other Operating Exp	2,486	1,221	2,374	2,580	2,018	1,860	2,651	2,812	3,187	1,677	2,001	6,111		30,977
Capital Outlay	521	-45	768	212	243	373	363	143	362	455	1,161	644		5,199
Other Outgo	1,099	589	2,054	1,833	1,141	928	1,322	1,959	792	892	1,558	8,066		22,233
Longterm Post-Employment Benefits	-5	-7	-7	-7	8	-8	-8	17	-8	-8	31	5		3
Accounts Payable/Accruals	1,853	5,778	-306	-64	-207	-42	-24	23,316	-41	73	-48	-6,234		24,055
Total Disbursements	11,103	19,702	16,953	18,288	16,028	16,770	17,878	40,721	16,786	18,673	19,026	29,881		241,808
Increase / (Decrease) in Cash Balance	5,423	-10,222	4,316	-4,467		16,034	-5,263	22,952	-780	-3,075	-3,453	-20,863		
Estimated Ending Cash Balance	88,219	77,997	82,313	77,846	77,846	93,880	88,616	111,568	110,788	107,713	104,261	83,397		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: December 13, 2024

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.

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success
2.   Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost associated with an MOU is included in the appropriate budgets, where applicable.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
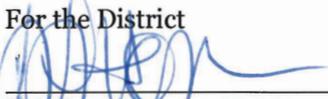**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

November 12, 2024

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 to approve the interim Out-of-Class Managerial Assignment for Cedrick Wrenn, Senior Technology Support Specialist to the College Director, Technology Services, San Bernardino Valley College, under the following stipulations:
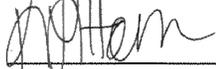
1. The length of the assignment will be November 18, 2024, through December 20, 2024, or until a decision is made by the Employee or management to end the assignment.

2. The Employee will be compensated from the Management Salary Schedule at Range 18, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

3. The Parties agree that the Employee, while performing the Out-of-Class Managerial Assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA; however, the Employee will be ineligible to receive the following special compensation: shift differential or bilingual/bi-literate during the length of Out-of-Class service.

4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the College Director, Technology Services or be evaluated during this Out-of-Class service.

5. Upon completion of the Out-of-Class Managerial Assignment, the Employee shall return to their regular classified position as a Senior Technology Support Specialist.

6. The Parties agree that during the Out-of-Class Managerial Assignment, the Employee's seniority as a Senior Technology Support Specialist will continue to accrue, and the Out-of-Class Managerial Assignment will not be construed in any manner as a break in service.

7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Out-of-Class Managerial Assignment of Cedrick Wrenn.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

_____
Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For CSEA

_____
Ernest Guillen, President CSEA #291
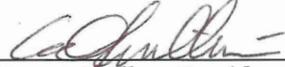
_____
Noah Snyder, CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges, Team Member

Yendis Battle, Team Member

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

November 19, 2024

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 to approve the interim Out-of-Class assignment for Richard Lopez, Lead Custodian to the Custodial Supervisor, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be January 1, 2025, through June 30, 2025, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class intermittently starting June 13, 2024, as the Custodial Supervisor.

2. The Employee will be compensated from the Management Salary Schedule at Range 8, Step A. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement.

3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.

4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Custodial Supervisor or be evaluated during this Out-of-Class service.

5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Lead Custodian.

6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Lead Custodian will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Richard Lopez.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

_____
Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources,
Payroll & Police Services

For CSEA

_____
Ernest Guillen, President CSEA #291

_____
Noah Snyder, CSEA LRR

Cameron Kroetz, CSEA LRR

Diana Vaichis, Team Member

Kevin Limoges, Team Member

Yendis Battle, Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: December 13, 2024

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.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success
2.   Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2024-2025 budgets.

Professional Expert, Short-Term & Substitute Employees
Presented for Information on December 13, 2024
[v.11.13.2024.p.1|1]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Duran, Marciano S CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	11/12/24	06/30/25	$20.00/ $25.00/ $30.00
Howes, Ryan T CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	11/04/24	06/30/25	$20.00/ $25.00/ $30.00
Sayegh, Jessica M CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	11/04/24	06/30/25	$20.00/ $25.00/ $30.00
Burgess-Johnson, Sabrina CHC Student Services & Counseling	Program Assistant	11/18/24	06/30/25	$20.00
Robles, David A CHC Student Services & Counseling	Program Assistant	11/18/24	06/30/25	$20.00
Veikalas, Elvis DIST Economic Development & Corporate Training	Program Assistant	11/12/24	06/30/25	$25.00
Verduzco, Justin C DIST KVCR	Content Specialist	09/01/24	06/30/25	$24.00
Gonzalez, Diana SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	11/12/24	06/30/25	$20.00
Rodriguez, Daniel R SBVC Marketing, Creative Services & Public Affairs	Content Specialist	11/01/24	06/30/25	$25.00
Brinckhaus, Loida SBVC Student Health Services	Nurse Practitioner	09/01/24	06/30/25	$75.00

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Cecena, Rosy CHC Maintenance & Operations *New: Vacancy Coverage*	Custodian	10/07/24	12/06/24	$22.47
Henderson, Kristine CHC Maintenance & Operations *New: Vacancy Coverage*	Custodian	09/16/24	11/15/24	$22.47
Solis, Juan CHC Maintenance & Operations *Ext: Vacancy Coverage*	Grounds Caretaker	09/01/24	10/31/24	$23.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: December 13, 2024

SUBJECT: Purchase Order Report

RECOMMENDATION

This item is for information only. No 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 10/15/2024 – 11/11/2024 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.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase orders are included in the appropriate budgets.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Purchase Order Report
December 13, 2024

PO#	Supplier Name	Amount
PO2501857	REDLANDS HOMETOWN HEROES FOUNDATION	25.00
PO2501858	RHS BASKETBALL BOOSTER CLUB	600.00
PO2501859	SAN BERNARDINO CCD	201.41
PO2501861	EUREKA	1,995.00
PO2501862	PRIME PROMOS LLC	1,478.75
PO2501863	CDW LLC	2,184.00
PO2501864	VITAL RECORDS CONTROL	2,112.12
PO2501865	INLAND FUTURES FOUNDATION OF SBCCD	1,300.00
PO2501867	4IMPRINT INC	555.81
PO2501868	ANATOMY WAREHOUSE	2,874.26
PO2501869	SIGMA-ALDRICH INC	340.06
PO2501871	SPIRIT OF TEXAS BBQ LLC	2,403.38
PO2501872	PATEL, YASH	2,000.00
PO2501873	MIRZA, HASSAN	2,000.00
PO2501875	FISHER SCIENTIFIC COMPANY LLC	307.57
PO2501876	REDLANDS CHAMBER OF COMMERCE, THE	1,750.00
PO2501877	STAPLES BUSINESS ADVANTAGE	159.02
PO2501878	STAPLES BUSINESS ADVANTAGE	87.57
PO2501879	STAPLES BUSINESS ADVANTAGE	488.12
PO2501880	STAPLES BUSINESS ADVANTAGE	252.68
PO2501882	FISHER SCIENTIFIC COMPANY LLC	307.29
PO2501883	LAURAN, VALENCIA	532.96
PO2501885	GET NOTICED PROMOS LLC	1,234.99
PO2501887	JENNY'S LAUNDRY SPA YUCAIPA INC	2,500.00
PO2501888	SMARTSHEET INC	1,260.00
PO2501889	LANDEN, NOAH	1,419.27
PO2501890	MORTENSON, MARVA	1,349.58
PO2501891	GET NOTICED PROMOS LLC	1,866.04
PO2501893	GET NOTICED PROMOS LLC	1,061.29
PO2501894	UNISOURCE SOLUTIONS INC	265,028.42
PO2501895	SANTA MONICA COMMUNITY COLLEGE DISTRICT	300.00
PO2501896	SIMPLY SWIM CAPS LLC	644.09
PO2501897	FOLLETT CORPORATION	5,500.00
PO2501899	RAN ENTERPRISES INC	19,340.16
PO2501900	GONZALEZ, OLGA GARIBALDO	460.00
PO2501901	BLONDER TONGUE LABORATORIES INC	752.90
PO2501902	DAILY JOURNAL CORPORATION	5,000.00
PO2501906	EMBLEM AUTHORITY, THE	545.14
PO2501907	HUTAPEA, DWAYNE	532.96
PO2501909	SAN BERNARDINO CCD	1,026.81
PO2501911	4IMPRINT INC	168.98
PO2501914	CDW LLC	2,256.93
PO2501915	FOLLETT CORPORATION	2,000.00
PO2501916	SAN BERNARDINO CCD	793.00
PO2501917	WIRZ & COMPANY PRINTING INC	68.51

Purchase Order Report
December 13, 2024

PO#	Supplier Name	Amount
PO2501919	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	5,000.00
PO2501920	TOYOTA OF SAN BERNARDINO	152.20
PO2501922	ASSIST DESIGN	24,696.85
PO2501923	COASTAL CHARM VW	9,017.67
PO2501925	AAF INTERNATIONAL	431.15
PO2501926	AAF INTERNATIONAL	27,350.37
PO2501928	DICKEYS BARBECUE PIT	1,588.16
PO2501929	MELLIN, LINDA MARIE	3,401.92
PO2501930	CONSTANT CONTACT INC	2,058.00
PO2501932	ESPINOZA MARKET	3,367.19
PO2501936	HUMANWARE USA INC	165.70
PO2501938	STAPLES BUSINESS ADVANTAGE	117.22
PO2501939	STAPLES BUSINESS ADVANTAGE	590.25
PO2501941	VERIZON WIRELESS	200.00
PO2501942	COUNCIL OF CHIEF LIBRARIANS	150.00
PO2501944	CROWN PROMOTIONS GROUP, INC	2,587.73
PO2501946	SAN BERNARDINO COUNTY SCHOOL BOARDS ASSOCIATION	65.00
PO2501947	BARRINGER, KATRINA	368.00
PO2501949	SARSOZA, KAELA	368.00
PO2501950	NATOUR, HADI	368.00
PO2501952	STAPLES BUSINESS ADVANTAGE	137.92
PO2501953	STAPLES BUSINESS ADVANTAGE	158.99
PO2501954	STAPLES BUSINESS ADVANTAGE	143.53
PO2501955	STAPLES BUSINESS ADVANTAGE	601.76
PO2501962	STAPLES BUSINESS ADVANTAGE	186.68
PO2501963	FLINN SCIENTIFIC INC	999.11
PO2501964	ASSOC OF CAL COMMUNITY COLLEGE ELIGIBILITY SPECIALISTS	100.00
PO2501965	DUCK & OWL LLC	5,375.00
PO2501966	POCKET NURSE ENTERPRISES INC	4,693.45
PO2501967	DICKEYS BARBECUE PIT	2,009.15
PO2501968	GAME ONE	32.28
PO2501969	PRINTFLY CORPORATION	582.05
PO2501970	PANERA LLC	2,000.00
PO2501971	GAME ONE	123.80
PO2501972	JOSE'S MEXICAN FOOD INC	5,700.00
PO2501973	DON BEHRENS WELDING	44,978.13
PO2501975	PRISTINE UNIFORMS LLC	332.71
PO2501976	DISH FACTORY INC, THE	31,641.90
PO2501977	PANERA LLC	249.79
PO2501978	SUNBELT CONTROLS, INC	1,675.00
PO2501979	SOUTHERN CALIFORNIA INTERSEGMENTAL ARTICULATION COUNCIL	150.00
PO2501980	ASSOCIATION FOR TITLE IX ADMINISTRATORS	5,500.00
PO2501981	A GORDON COMPANY	39,075.36
PO2501982	STAPLES BUSINESS ADVANTAGE	152.23
PO2501983	GET NOTICED PROMOS LLC	2,601.97

Purchase Order Report
December 13, 2024

PO#	Supplier Name	Amount
PO2501987	WORKRITE ERGONOMICS LLC	143.79
PO2501988	GRAINGER INC	12,502.17
PO2501989	CDW LLC	5,950.00
PO2501990	DOING GOOD WORKS	2,189.22
PO2501991	CAROLINA BIOLOGICAL SUPPLY CO	265.71
PO2501992	CDW LLC	980.00
PO2501993	NAC INC	35,304.00
PO2501994	ORIGINAL MOMMIE HELEN'S BAKERY, THE	195.75
PO2501995	MCMASTER-CARR SUPPLY CO	410.84
PO2501996	MCMASTER-CARR SUPPLY CO	261.10
PO2501997	SHARS TOOL COMPANY	626.81
PO2501998	KLEIN EDUCATIONAL SYSTEMS INC	5,300.00
PO2501999	MITCHELL 1	1,231.00
PO2502000	MITCHELL 1	1,231.00
PO2502001	SAN BERNARDINO, COUNTY OF	671.00
PO2502002	LEO A DALY COMPANY	76,133.02
PO2502005	ANATOMY WAREHOUSE	605.12
PO2502006	STAPLES BUSINESS ADVANTAGE	425.31
PO2502007	STAPLES BUSINESS ADVANTAGE	418.81
PO2502008	STAPLES BUSINESS ADVANTAGE	304.79
PO2502009	STAPLES BUSINESS ADVANTAGE	676.56
PO2502011	GENERAC POWER SYSTEMS INC DBA WEST COAST ENERGY SYSTEMS	508.18
PO2502012	STAPLES BUSINESS ADVANTAGE	297.65
PO2502013	DELL MARKETING LP	32,779.32
PO2502016	JOSE'S MEXICAN FOOD INC	970.62
PO2502017	SAN BERNARDINO CCD	8,672.81
PO2502019	VISABILITY	4,000.00
PO2502020	JOSE'S MEXICAN FOOD INC	782.68
PO2502021	PANERA LLC	1,395.30
PO2502022	BALLOON CART COMPANY, THE	6,960.00
PO2502023	BALLOON CART COMPANY, THE	1,260.00
PO2502024	MILLER-BLAIR, CARL	850.00
PO2502025	ESTRADA, ROBERT MICHAEL	850.00
PO2502026	AIRGAS INC	306.78
PO2502027	DELL MARKETING LP	435,615.15
PO2502028	AIRGAS INC	306.78
PO2502029	SAN BERNARDINO CCD	3,272.50
PO2502031	CDW LLC	444.34
PO2502032	BLACKHAWK NETWORK INC	2,971.25
PO2502034	GOLF CARS OF RIVERSIDE	3,000.00
PO2502035	ASSOCIATION OF CLASSROOM TEACHER TESTERS	538.31
PO2502036	IE GOURMET FOOD TRUCKS LLC	7,390.65
PO2502037	DELL MARKETING LP	765.26
PO2502038	KONA ICE OF REDLANDS LLC	2,000.00
PO2502039	VITAL RECORDS CONTROL	858.26

Purchase Order Report
December 13, 2024

PO#	Supplier Name	Amount
PO2502040	FD OPCO LLC	3,208.10
PO2502041	DELL INC	747.35
PO2502042	CDW LLC	4,344.56
PO2502047	A GORDON COMPANY	10,892.39
PO2502048	IE GOURMET FOOD TRUCKS LLC	9,940.19
PO2502051	SAN BERNARDINO CCD	5,223.00
PO2502052	JOJO'S GRILL-A-DOG	2,483.75
PO2502053	PANERA LLC	327.16
PO2502054	AARDVARK CLAY & SUPPLIES INC	951.83
PO2502055	SAN BERNARDINO CCD	2,298.98
PO2502056	SAN BERNARDINO CCD	270.00
PO2502057	SAN BERNARDINO CCD	102.44
PO2502058	GRAM'S BBQ RESTAURANT & CATERING	2,620.53
PO2502059	SAN BERNARDINO CCD	360.18
PO2502060	SAN BERNARDINO CCD	999.57
PO2502064	RAMIREZ, THOMAS	99.41
PO2502065	ZAMBRANO, ERICK	500.00
PO2502066	SAN BERNARDINO CCD	104.94
PO2502068	SAN BERNARDINO CCD	173.13
PO2502069	CHERRY VALLEY NURSERY AND LANDSCAPE SUPPLY	200.00
PO2502071	ESPINOZA MARKET	983.58
PO2502072	DELL INC	34,007.53
PO2502073	SAN BERNARDINO CCD	3,654.00
PO2502074	ATKINSON ANDELSON LOYA RUUD & ROMO	199.00
PO2502075	STAPLES BUSINESS ADVANTAGE	3,180.36
PO2502076	RUIZ-MARTINEZ, NELVA	475.00
PO2502077	SAN BERNARDINO CCD	1,734.56
PO2502078	SAN BERNARDINO CCD	1,127.47
PO2502079	TACOS CHICANX LLC	1,960.00
PO2502081	GRAINGER INC	64.66
PO2502082	GLOBAL EQUIPMENT COMPANY INC	972.88
PO2502083	BLACKHAWK NETWORK INC	9,778.22
PO2502084	COMMUNITY COLLEGE ASSOCIATION OF MESA DIRECTORS	750.00
PO2502085	NATIONAL ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS	2,601.00
PO2502087	CONVERGEONE INC	2,801.40
PO2502088	STAPLES BUSINESS ADVANTAGE	302.47
PO2502089	STAPLES BUSINESS ADVANTAGE	373.74
PO2502090	A GORDON COMPANY	1,213.16
PO2502091	SAN BERNARDINO CCD	132.34
PO2502092	PRISTINE UNIFORMS LLC	260.97
PO2502094	DUCK & OWL LLC	250.00
PO2502095	CDW LLC	542.50
PO2502096	BIG TIME DESIGN	482.38
PO2502097	STAPLES BUSINESS ADVANTAGE	284.65
PO2502098	STAPLES BUSINESS ADVANTAGE	136.37

Purchase Order Report
December 13, 2024

PO#	Supplier Name	Amount
PO2502099	STAPLES BUSINESS ADVANTAGE	228.35
PO2502100	STAPLES BUSINESS ADVANTAGE	89.81
PO2502101	CAMPUS CREDIT LLC	1,800.00
PO2502102	SAN BERNARDINO CCD	3,150.00
PO2502103	CA ASSOC OF COMM COLLEGE REGISTRARS AND ADMISSION OFFICERS	500.00
PO2502104	CONTRA COSTA COMMUNITY COLLEGE DISTRICT	550.00
PO2502105	CDW LLC	653.32
PO2502108	FEDEX FREIGHT INC	184.00
PO2502110	STITCHMANIA	2,404.26
PO2502112	VITAL RECORDS CONTROL	5,459.00
PO2502113	CURRIQUNET	40,843.95
PO2502114	WILBUR'S POWER EQUIPMENT	1,250.00
PO2502115	JORDAN, DESTANI	500.00
PO2502116	AMERICAN ASSOCIATION OF COMMUNITY COLLEGES	18,222.00
PO2502117	CDW LLC	3,126.56
PO2502118	STAPLES BUSINESS ADVANTAGE	1,199.75
PO2502119	STAPLES BUSINESS ADVANTAGE	461.17
PO2502120	STAPLES BUSINESS ADVANTAGE	138.61
PO2502121	STAPLES BUSINESS ADVANTAGE	465.66
PO2502122	GENUINE AUTO PARTS	126.10
PO2502123	GENUINE AUTO PARTS	2,022.75
PO2502124	BLACK VELVET AUTO FABRICS INC	2,197.46
PO2502125	GRAINGER INC	127.56
PO2502126	IRIE-AT INC	3,800.81
PO2502127	GOLF CARS OF RIVERSIDE	2,968.88
PO2502128	MCMASTER-CARR SUPPLY CO	243.77
PO2502129	IRWIN INTERNATIONAL INC	2,730.34
PO2502131	WILCOX SUPPLY INC	1,890.00
PO2502132	CDW LLC	2,488.20
PO2502133	UNIDENT/UNIMED (USA) LTD	106,999.99
PO2502136	OMEGA ENVIRONMENTAL SERVICES INC	12,190.00
PO2502138	MEDIA STORAGE GROUP	6,329.25
PO2502143	STAPLES BUSINESS ADVANTAGE	119.58
PO2502144	SAN BERNARDINO CCD	957.48
PO2502150	UNISOURCE SOLUTIONS INC	99,413.81
PO2502151	SAN BERNARDINO CCD	957.48
PO2502152	SAN BERNARDINO CCD	238.38
PO2502153	LINCOLN ELECTRIC COMPANY, THE	14,198.00
PO2502154	COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE	2,800.00
PO2502155	GRAINGER INC	7,345.38
PO2502156	STAPLES BUSINESS ADVANTAGE	78.92
PO2502157	SAN BERNARDINO CCD	118.75
PO2502161	PANERA LLC	784.48
PO2502164	ASCAP	3,822.66
PO2502168	SHIL PARK PAINT	1,600.00

Purchase Order Report
December 13, 2024

PO#	Supplier Name	Amount
PO2502169	SAUCEDO, MANUEL	650.00
PO2502171	STAPLES BUSINESS ADVANTAGE	536.32
PO2502172	CW PRODUCTS	168.98
PO2502173	DUCK & OWL LLC	5,375.00
PO2502175	SAN BERNARDINO CCD	2,625.00
PO2502176	STOTZ EQUIPMENT	5,000.00
PO2502177	ROSADO, PHETTIE	654.28
PO2502178	SALAS O'BRIEN	101,724.15
PO2502180	A GORDON COMPANY	12,838.20
PO2502181	SAN BERNARDINO CCD	500.00
PO2502182	BLACKHAWK NETWORK INC	25,000.00
PO2502183	BLACKHAWK NETWORK INC	25,000.00
PO2502184	DELL INC	1,307.08
PO2502185	STAPLES BUSINESS ADVANTAGE	104.75
PO2502187	GENUINE AUTO PARTS	11,254.54
PO2502189	YUCAIPA MUSIC	700.00
PO2502190	REDLANDS FC LLC	3,000.00
PO2502191	IHEARTMEDIA ENTERTAINMENT INC	1,958.00
PO2502195	RP LANDSCAPE & IRRIGATION	4,000.00
PO2502197	PAPAS EL GUERO	8,156.25
PO2502199	CDW LLC	1,674.05
PO2502200	STAPLES BUSINESS ADVANTAGE	218.58
PO2502201	STAPLES BUSINESS ADVANTAGE	789.53
PO2502202	GAME ONE	783.97
PO2502203	PENNINGTON DESIGNS	247.22
PO2502204	CAPPO	725.00
PO2502205	BOUND TREE MEDICAL LLC	435.15
PO2502206	VWR INTERNATIONAL LLC	257.09
PO2502209	VIZUAL SYMPHONY INC	330.34
PO2502210	ALAN GORDON ENTERPRISES INC	7,830.00
PO2502212	PANERA LLC	2,300.00
PO2502216	HOUSTON, STEPHANIE	5,000.00
PO2502217	ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES	8,135.00
PO2502218	RP GROUP, THE	590.00
PO2502221	UNISOURCE SOLUTIONS INC	108,706.98
PO2502222	FD OPCO LLC	3,160.33
PO2502224	MCMASTER-CARR SUPPLY CO	1,691.08
PO2502225	CDW LLC	3,399.06
PO2502226	ASSOCIATION OF ACADEMIC MUSEUMS & GALLERIES	190.00
PO2502227	CONVERGEONE INC	306.40
PO2502229	GAME ONE	326.19
PO2502231	VASQUEZ, ROBERT	17,344.25
PO2502232	RAMIREZ, FERMIN	500.00
PO2502233	MEDHUB LLC	2,450.00
PO2502234	VIP DOORS & GATES	995.00

Purchase Order Report
December 13, 2024

PO#	Supplier Name	Amount
PO2502235	STAPLES BUSINESS ADVANTAGE	121.40
PO2502236	STAPLES BUSINESS ADVANTAGE	221.80
PO2502237	STAPLES BUSINESS ADVANTAGE	240.25
PO2502238	VALLE, DENISE	1,000.00
PO2502240	SAN BERNARDINO CCD	269.37
PO2502241	ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS	250.00
PO2502242	PANERA LLC	615.00
PO2502246	JIM COLEMAN LTD	467.63
PO2502247	COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE	1,550.00
PO2502252	DIVISION OF STATE ARCHITECT	1,458.26
PO2502253	STAPLES BUSINESS ADVANTAGE	239.84
PO2502254	PANERA LLC	615.00
PO2502255	GONZALES, NATHAN	1,500.00
PO2502256	ENDURA STEEL INC	12,937.36
PO2502257	SALDANA, ERIC	100.00
PO2502258	SEAWARD GROUP USA	3,426.83
PO2502259	CARDIO PARTNERS INC	1,746.53
PO2502261	CROCFER, MICHELLE	28.53
PO2502262	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	25,998.56
PO2502263	JOHNSTONE SUPPLY	433.55
PO2502264	FORMSTACK LLC	4,439.28
PO2502265	SAN BERNARDINO CCD	1,522.48
PO2502266	POCKET NURSE ENTERPRISES INC	12,216.78
PO2502270	LOS ANGELES CONSERVANCY	200.00
PO2502271	4IMPRINT INC	19,928.62
PO2502272	AWAD, SHEREEN	400.00
PO2502273	STAPLES BUSINESS ADVANTAGE	150.22
PO2502274	STAPLES BUSINESS ADVANTAGE	565.34
PO2502275	TROPHY STORE, THE	191.34
PO2502276	CHAVEZ, FERNANDO RAMIREZ	900.00
PO2502277	CDW LLC	1,863.45
PO2502280	FD OPCO LLC	865.63
PO2502282	SAN BERNARDINO, COUNTY OF	400.00
PO2502283	SAN BERNARDINO CCD	20,000.00
PO2502284	VERATHON INC	1,855.75
PO2502285	FOLLETT CORPORATION	3,598.39
PO2502286	SOUTHERN CALIFORNIA INTERSEGMENTAL ARTICULATION COUNCIL	150.00
PO2502287	GENUINE AUTO PARTS	283.80
PO2502288	STAPLES BUSINESS ADVANTAGE	309.86
PO2502289	SAN BERNARDINO CCD	5,307.09
PO2502290	R.E. MICHEL COMPANY	777.88

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Executive Director, Business & Fiscal Services

DATE: December 13, 2024

SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

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

OVERVIEW

Each community college district is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form. The attached report reflects SBCCD's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow requirements.

ANALYSIS

The report includes budget-to-actual results for the first quarter, ended September 30, 2024.

- Revenues exceed expenses by $1.65 million.
- With 25% of the year expired, actual revenues and expenses were 21.2% and 20.1% of budget, respectively.
- These quarterly results are in line with the past two years.

Questions regarding this report may be addressed to the Fiscal Services Department.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO CCD CCFS 311-Q

Fiscal Year: 2024   **Quarter Ended: 1**

Line	Description	Actual 2021-2022	Actual 2022-2023	Actual 2023-2024	Projected 2024-2025
			As of June 30 for the fiscal year specified		
	Unrestricted General Fund Revenue, Expenditure and Fund Balance:				
A.	**Revenues:**				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	116,750,705	145,819,634	149,986,152	140,709,350
A.2	Other Financing Sources (Object 8900)	14,192	171,569	1,014,121	3,250,000
A.3	**Total Unrestricted Revenue (A.1 + A.2)**	116,764,897	145,991,203	151,000,273	143,959,350
B.	**Expenditures:**				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	112,594,986	122,324,231	133,832,090	142,684,879
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	4,120,770	17,867,373	7,781,112	1,215,591
B.3	**Total Unrestricted Expenditures (B.1 + B.2)**	116,715,756	140,191,604	141,613,202	143,900,470
C.	**Revenues Over(Under) Expenditures (A.3 - B.3)**	49,141	5,799,599	9,387,071	58,880
D.	**Fund Balance, Beginning**	24,893,310	19,242,905	25,042,504	34,429,575
D.1	Prior Year Adjustments + (-)	(5,699,546)	0	0	0
D.2	**Adjusted Fund Balance, Beginning (D + D.1)**	19,193,764	19,242,905	25,042,504	34,429,575
E.	**Fund Balance, Ending (C. + D.2)**	19,242,905	25,042,504	34,429,575	34,488,455
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	16.5%	17.9%	24.3%	24.0%

Line	Description	2021-2022	2022-2023	2023-2024	2024-2025
		As of the specified quarter ended for each fiscal year			
	Total General Fund Cash Balance (Unrestricted and Restricted)				
H.1	Cash, excluding borrowed funds	56,856,236	75,376,555	91,793,805	82,312,751
H.2	Cash, borrowed funds only	0	0	0	0
H.3	Total Cash (H.1+ H.2)	56,856,236	75,376,555	91,793,805	82,312,751

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col 2.)
	Unrestricted General Fund Revenue, Expenditure and Fund Balance:				
I.	**Revenues:**				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	140,709,351	140,709,350	30,532,269	21.7%
I.2	Other Financing Sources (Object 8900)	3,250,000	3,250,000	80	0.0%
I.3	**Total Unrestricted Revenue (I.1 + I.2)**	143,959,351	143,959,350	30,532,349	21.2%
J.	**Expenditures:**				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	145,318,625	142,684,879	27,681,346	19.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,215,591	1,215,591	1,200,000	98.7%
J.3	**Total Unrestricted Expenditures (J.1 + J.2)**	146,534,216	143,900,470	28,881,346	20.1%
K.	**Revenues Over(Under) Expenditures (I.3 - J.3)**	(2,574,865)	58,880	1,651,003	
L.	Fund Balance, Beginning	34,429,575	34,429,575	34,429,575	
L.1	Prior Year Adjustments + (-)	0	0	0	
L.2	**Adjusted Fund Balance, Beginning (L + L.1)**	34,429,575	34,429,575	34,429,575	
M.	**Fund Balance, Ending (K. + L.2)**	31,854,710	34,488,455	36,080,578	
N.	Percentage of GF Fund Balance to GF Expenditures (M. / J.3)	21.7%	24.0%		

Has the district settled any employee contracts during this quarter?

Contract Period Settled (Specify)	Management		Academic Permanent		Academic Temporary		Classified	
YYYY-YYYY	Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase	Total Cost Increase	Percentage Increase
A. Salaries								
Year One: 2023-2024	0	0.00	0	0.00	0	11.33	0	0.00
Year Two: 2024-2025	0	0.00	0	0.00	0	1.00	0	0.00
Year Three:	0	0.00	0	0.00	0	0.00	0	0.00
B. Benefits								
Year One:	0	0.00	0	0.00	0	0.00	0	0.00
Year Two:	0	0.00	0	0.00	0	0.00	0	0.00
Year Three:	0	0.00	0	0.00	0	0.00	0	0.00

Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code)

Operations and District Reserves. Object codes include 11xx, 12xx, 21xx and 22xx.

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.

Does the district have significant fiscal problems that must be addressed? **This Year?** NO

If yes, what are the problems and what actions will be taken? **Next Year?** NO

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO:	Board of Trustees
FROM:	Dr. Diana Z. Rodriguez, Chancellor
REVIEWED BY:	Jose F. Torres, Executive Vice Chancellor
PREPARED BY:	Steve J. Sutorus, Executive Director of Business &Fiscal Services
DATE:	December 13, 2024
SUBJECT:	Quarterly Investment & Deposit Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees monthly in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Quarterly Investment & Deposit Report

Quarter Ending September 30, 2024

[v.11.13.2024.p.1|1]

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	$ 2,433,388.89		Checking	Citizens Business Bank, San Bernardino, CA
Revolving Cash/Flex Fund	$ 427,356.16		Checking	Citizens Business Bank, San Bernardino, CA
	$ 2,860,745.05			
Bond Fund	$ 29,342,339.32		Investment	Bank of New York Mellon, Los Angeles, CA
Enterprise Funds				
Commercial Property Lockbox	$ 5,272,470.10		Lockbox	Citizens Business Bank, San Bernardino, CA
Commercial Property Disbursing	$ 261,457.47		Checking	Wells Fargo Bank, San Francisco, CA
Cafeteria	$ 240,355.68		Checking	Citizens Business Bank, San Bernardino, CA
	$ 5,774,283.25			
Internal Service Funds				
Workers Comp	$ 120,000.00	0.10%	Checking	Union Bank, Los Angeles CA
Property & Liability	$ 50,000.00		Checking	Bank of America, Concord CA
	$ 170,000.00			
Trust Funds				
Financial Aid	$ 562,385.91	0.02%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	$ 2,371,457.02	0.02%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	$ 1.17		Checking	Citizens Business Bank, San Bernardino CA
Scholarships	$ 202,480.02		Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	$ 18,668.91		Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep Fee & Clubs/Trusts	$ 922,781.78		Checking	Citizens Business Bank, San Bernardino CA
PERS/STRS Investment Trust	$ 112,030,682.15		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	$ 11,268,987.64		Investment	Benefit Trust Company
	$ 127,377,444.60			
Grand Total	$ 165,524,812.22			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: December 13, 2024

SUBJECT: Resignations

RECOMMENDATION

This item is for information only. No action necessary.

OVERVIEW

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the resignation of any employee.

ANALYSIS

The employees on the attached list have submitted in writing their intention to resign.

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success
2.   Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3.   Be a Leader and Partner in Addressing Regional Issues
4.   Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SBCCD | Mission

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SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Resignations

Presented for Information December 13, 2024

[v.11.13.2024.p.2|2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Ayala, Christine Human Resources Generalist	DSO Human Resources	3	01/03/25
Green, Laurie Professor	CHC Emergency Medical Services	8	11/04/24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Gilbert Contreras, President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources, Payroll, Police Services, and Health and Safety Administration

DATE: December 13, 2024

SUBJECT: Volunteers

RECOMMENDATION

This item is for information only. No action necessary.

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.

SBCCD GOALS

1.   Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

SBCCD | Vision

Inspiring possibilities for bright futures and a prosperous community

Volunteers

Presented for Information December 13, 2024

[v.11.14.2024.p.2|2]

	Location Assignment	Department	From	To
Hernandez, Edgar*	SBVC	KVCR	11/1/2024	06/30/25
Loera, Manuel	SBVC	Auto Collision	12/16/2024	06/30/25
Ross, Chuck*	SBVC	Student Accessibility Services	10/30/2024	06/30/25
Russell, Jeffery	SBVC	Auto Collision	12/16/2024	06/30/25
Yin, Lang*	SBVC	KVCR	11/1/2024	06/30/25
Leon, Jesus (Jesse) *	CHC	Student Accessibility Services	10/1/2024	05/30/25

*Ratification: Paperwork for these volunteers was submitted after the prior Board deadline.

BOARD OF TRUSTEES REPORT

December 2024

SAVE THE DATE

CRAFTON'S FIELD OF DREAMS Fundraiser

OCTOBER 16, 2025

CRAFTON HILLS COLLEGE
11711 Sand Canyon Rd.,
Yucaipa, CA 92399

TIME 5:30-8:30 P.M.

From Service to Success: Chris Markarian Inspires Veterans at Crafton Hills College Event

At Crafton Hills College's recent Veterans Day event, attendees gathered to honor CHC student military veterans for their resilience, dedication, and contributions. Chris Markarian, a local attorney and former Navy and Army servicemember who serves on the CHC Foundation board of directors captivated the audience with his inspiring life story and reflections on service, education, and opportunity.

Markarian's journey began in Iraq, growing up amidst challenging circumstances that ultimately propelled him to seek a new life in the United States. After the events of 9/11, he joined the Navy as a gas turbine systems electrician, later pivoting to cryptology due to his unique language skills and cultural background. Markarian's expertise in Arabic, Farsi, and other languages proved invaluable, especially as he deployed during pivotal military actions in Iraq.

The experience of serving shaped Markarian's deep respect for American values. He spoke passionately about the importance of defending rights, especially for society's most vulnerable members, and reflected on how his time in the military illuminated the true meaning of service. This reverence for American principles, he explained, was a cornerstone of his dedication to veterans' rights and his legal career.

Transitioning to civilian life, Markarian pursued a career in law. He shared how his military training enabled him to earn multiple academic degrees, ultimately leading to a career where he continues to advocate for others. He highlighted the opportunities in higher education available to veterans, emphasizing the value of programs that award college credits for military experience.

In closing, Markarian offered practical advice on entrepreneurship, encouraging veterans to explore business ownership and government contracting programs that give priority to veteran-owned businesses. He also extended a personal invitation for veterans to connect with him for guidance, showing his commitment to supporting fellow servicemembers as they navigate their post-military careers.

As the event wrapped up, attendees left with renewed appreciation for veterans' sacrifices and the profound ways their service continues to enrich American society. Markarian's story underscored not only the possibilities of transformation but also the enduring spirit of those who serve.

Photo: Chris Markarian (center) with Veterans Resource Center staff and students.

Anthropology Open House Draws Crowds

Skulls, bones, and a complete skeleton (reproductions) were on display for the many visitors to the Anthropology open house on Thursday, November 7, in the new Anthropology classroom/lab in CHC's Central Complex. There was also

a spread of delicious Mexican food for lunch and a large birthday cake for "Lucy," the 3.3-million-year-old skeletal remains of what anthropologists recognize as evidence of one of the earliest human ancestors ever discovered. Her reproduced skeleton perched on a lab table for attendees to admire.

Professor Cheryl DiBartolo and part-time Anthropology faculty, staff and students were on hand to answer visitor questions and explain the display behind the glass doors of the many cabinets in this new facility. Attendees included faculty, CHC managers, and many students, including Anthropology alumni who now attend CSUSB.

Guest speaker Dr. Sang Hee-Lee, Anthropology professor from UC, Riverside used the lab's reproduced skulls and bones to explain the physical features that distinguish humans from other animals, such as apes and monkeys. She stressed that the first humans were not apes or monkeys that evolved into humans but a separate species.

Attendees got a glimpse of how well developed CHC's Anthropology program has become in offering a rich educational experience.

Photo: Dr. Hee-Lee presents at Anthropology open house.

Crafton Hills College Achieves Top UC Admit Rates in the Inland Empire
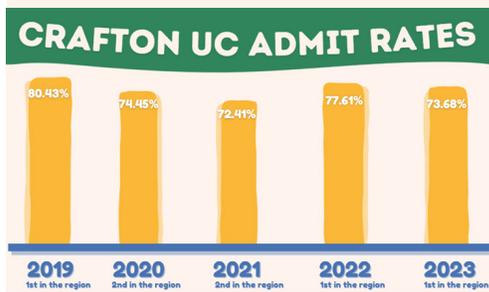
As Crafton Hills College prepared for its annual High School Counselor event, a review of admission statistics revealed an impressive achievement: CHC holds the highest University of California (UC)

admission rates among Inland Empire community colleges, ranking #1 for the past year and #1 or #2 over the past five years (see graph below).

This success reflects the dedicated efforts of CHC's faculty and staff, both in the classroom and across support services.

"A well-crafted Student Educational Plan (SEP) positions each student for favorable admission decisions," noted Transfer Coordinator Mariana Macamay, emphasizing that it truly takes the entire

college community to help students reach their transfer goals. The teamwork among front desk support, counseling services, and instructional departments is instrumental in ensuring Roadrunners are well-prepared for transfer and success.

This accomplishment showcases CHC's commitment to student achievement and underscores the College's role as a leader in the region for transfer success.

Photo: Graph showing CHC to UC admit rates from 2019-2023.

Crafton Hills College Hosts USC Students for Sustainability Showcase

On November 5, Crafton Hills College welcomed students from the University of Southern California for a hands-on look at the campus's sustainability efforts. The program began with a presentation by Farrah Farzaneh and Yash Patel from the San Bernardino Community College District (SBCCD) Sustainability Office, detailing the district's sustainability goals and initiatives, including energy efficiency and waste reduction.

Industry leaders from ARUP, AECOM, DLP Group, Kitchell, and Bernards then shared

their expertise, explaining how sustainable practices are embedded into CHC's construction projects. Students toured key facilities, such as the Crafton Center, the Central Plant, and the Performing Arts Center, observing green architecture and resource-efficient systems in action.

The USC students left inspired by CHC's commitment to sustainability and its role as a leader in green practices within higher education.

Photo: Attendees before tour.

From Intern to Full-Time Employee: How Crafton Hills College's Internship Programs Opened Doors for One Roadrunner

Navigating the job market is never easy, but Crafton Hills College's Foundation provides financial assistance that helps Roadrunners like Nina Valenzuela find internships or jobs that fit their educational plans.

This program enabled Valenzuela to work for three months, from March through June, as an intern for the City of Yucaipa, strengthening her skills in graphic design and helping promote the city's Performing Arts Center. Weeks later, she was asked if she'd like to join the team full-time as the city's social media marketing assistant. She did not hesitate to say "yes."

"I love it," said the 28-year-old Crafton student of her position. "I was just expecting an internship at the most and had three internships lined up after this one ended. But on the last day of work, they told me they were going to try to talk to the city of Yucaipa [manager] to see if there was room in the budget for me. I later got the call that if I wanted the position, it was mine. It was awesome."

Valenzuela worked closely with Pedro Chabolla, a regional job developer in Crafton's Career Services department.

She said the application process from start to finish took about a week and a half to complete.

"Pedro helped me update my resume to a new format according to AI reading standards, and I literally live right around the corner from where I have to go into work," she said. "The speed in which he found a position that aligned with what degree—web development—I'm getting was so amazing."

Part of the perks Valenzuela gets to experience is witnessing the behind-the-scenes organization it takes to put on a show at the Performing Arts Center, including developing social media teasers of the Five Winds Country Music Festival.

Photo: Nina Valenzuela.

Crafton Hills College Honored for Excellence in Equitable Placement and Transfer-Level Math Success for Black Students

On November 13, the Campaign for College Opportunity announced that it has selected Crafton Hills College as one of the 20 California Community Colleges receiving its 2024 Excellence in Placement Award, recognizing institutions implementing AB 705 for equitable course placement. This law ensures students have direct access to transfer-level courses in math and English, advancing their timely degree completion and transfer to a four-year university. It addresses long-standing barriers in transfer pathways, where required remedial courses had delayed student progress, disproportionately affecting Black and Latinx students.

Crafton Hills College, along with Cuyamaca College and College of the Canyons, was recognized as one of the top three community colleges in the state with the highest percentage of Black students completing transfer-level math within one year of initial enrollment. This equity designation reflects the college's commitment to dismantling barriers for Black and Latinx students and supporting their success through the AB 705 policy.

"Transfer-level classes are essential for timely graduation and student success,"

said Dr. Kevin Horan, President of Crafton Hills College. "Equitable placement policies like AB 705 empower students to progress without unnecessary barriers, allowing them to stay on track and achieve their educational goals."

Jessie Ryan, President of the Campaign for College Opportunity, noted that equitable placement is essential for ensuring students, especially from underserved communities, can meet their educational goals. This recognition highlights Crafton Hills College's commitment to student success and equitable education practices that support traditionally underrepresented groups on their paths to transfer and graduation.

Photo: 2024 Excellence in Placement seal.

Crafton Hills College Supports Student Growth and Professional Development at HACU Conference

Crafton Hills College sent a group of 10 students and 5 employees to the Hispanic Association of Colleges and Universities (HACU) conference in Aurora, Colorado November 1 – 3. This event provides a transformative experience centered on professional development, networking, and cultural empowerment, connecting students from Hispanic-Serving Institutions (HSIs) like Crafton Hills College with industry leaders, career readiness workshops, and peers from similar backgrounds.

Dr. Delmy Spencer, Vice President of Student Services at Crafton Hills College, emphasized the value of this experience, noting, "HACU empowers our students by providing them with a vision for their future, encouraging them to pursue opportunities they may not have previously considered." For many attendees, the conference is both inspiring and grounding, reinforcing a sense of community and motivating them to bring their insights and enthusiasm back to campus.

Through the HACU experience, Crafton Hills College students returned with strengthened skills, expanded networks, and a renewed commitment to their academic and professional paths.

Photo: CHC HACU representatives.

Crafton Hills College Hosts Día de los Muertos Celebration of Culture and Community

On October 29, Crafton Hills College hosted a vibrant Día de los Muertos celebration, bringing together students, faculty, and the community in a festive atmosphere filled with cultural traditions. Attendees enjoyed free tacos, beans, rice, beverages, and pan dulce, while supplies lasted.

The event featured live mariachi music, face painting, an ofrenda (altar) competition, poetry readings, lotería, and dance performances. We were honored by the presence of speakers and judges from the Consulates of Mexico, El Salvador, and Guatemala, as well as Crafton leaders Kevin Horan, Keith Wurtz, and Delmy Spencer. A table was available for individuals who wished to build an altar without affiliating with a club, department, or group.

This celebration provided a meaningful opportunity for remembrance and community connection, highlighting the diverse cultural heritage at CHC.

Photo: Ofrenda honoring deceased loved ones.

Crafton Hills College Celebrates Wellness and Support at Accessibility and Mental Health Fair

Crafton Hills College recently held its Accessibility and Mental Health Fair, a successful event focused on wellness, accessibility, and support for students.

Organized by the Student Accessibility Services (SAS) and Health and Wellness (HW) departments, the fair provided students with access to campus mental health resources, connections to community support organizations, and a range of engaging activities.

Food trucks and games contributed to the vibrant atmosphere, fostering both enjoyment and community connection. Held on October 23, the event saw a strong turnout, reinforcing Crafton's commitment to a healthy and inclusive campus environment.

Photo: SAS and HW representatives.

EDCT

Multi-Craft Core Curriculum Apprenticeship Readiness Completion Ceremony

On October 3, 2024, the San Bernardino Community College District (SBCCD) celebrated the completion of its Multi-Craft Core Curriculum Apprenticeship Readiness program of seventeen dedicated individuals. This milestone event, held in partnership with the Anti-Recidivism Coalition (ARC) of Los Angeles, marks a significant achievement in the lives of these participants, all of whom have been justice-impacted.

The collaboration between SBCCD and ARC has been instrumental in providing these individuals with the essential skills and training needed to apply for and enter into apprenticeships, paving the way for sustainable careers. The program's comprehensive curriculum covers a wide range of trades, ensuring that participants are well-prepared for the demands of the workforce.

Key Highlights of the Program:

• Essential Skills Training: Participants received hands-on training in various trades, equipping them with the practical skills required to excel in their chosen fields. This training is crucial for their readiness to enter apprenticeships and secure long-term employment.

• Mentorship and Career Coaching: The program offered robust mentorship and career coaching by ARC, guiding participants through the complexities of career planning and job searching. Experienced mentors provided invaluable insights and support, helping participants navigate their career paths with confidence.

• Life Coaching: Beyond technical skills, the program emphasized personal development through life coaching. Participants learned new ways of living, focusing on personal growth, resilience, and the development of a positive mindset. This holistic approach ensures that they are not only prepared for their careers but also for the challenges of everyday life.

The success of this program underscores the power of community partnerships in creating opportunities for those who have faced significant barriers. ARC's commitment to supporting justice-impacted individuals, combined with SBCCD's dedication to education and workforce development, has created a transformative experience for the participants.

As these seventeen individuals move forward, they carry with them the skills, knowledge, and support needed to build brighter futures. The completion ceremony stands as a testament to their hard work and determination, as well as the unwavering support of SBCCD and ARC.

EDCT
State Logistics- ETP

SBCCD's Economic Development & Corporate Training holds a State of California Employment Training Panel contract (ETP). SBCCD serves multiple employers, and States Logistics has been especially active in sending its employees to many trainings over the years. States Logistics Services has partnered with SBCCD under the ETP contract for over 10 years which serves California's economy by supporting California employers through funding employee training in many topics. The funding covers business, commercial, computer, literacy, manufacturing, and continuous improvement skills, keeping companies active in California and ensuring good wages for their employees.

EDCT staff recently interviewed participants who have taken multiple ETP trainings for feedback on how the trainings have impacted their work, and a couple States Logistics Services employees stood out.

Roney Hale joined States Logistics Services in 2018 as a forklift operator and was promoted to Lead at the end of 2020. States Logistics, management works with staff on goal setting and promotes from within when possible. Taking advantage of the wide breadth of training content SBCCD provides through ETP, they work together to create a development plan for employees and approve which trainings will be taken. In the past two years, Roney has been trained in leadership, Lean 5S continuous improvement, business, and computer skills. At the end of October, he was promoted to Supervisor, and Roney credits the training he received through SBCCD for building his skills, "I was a supervisor in training, so I've taken a lot of these classes to move up in the company. Training in Microsoft Office, especially Excel, helped me get my new role. Being a supervisor requires hands-on computer training. Learning the process of writing emails and understanding Excel spreadsheets is now what I deal with in the warehouse, and the training helped me gain the knowledge of how to set it up."

In addition to computer skills, Roney applies Lean principles and 5S from SBCCD's continuous improvement content in his daily work. He has been able to improve processes and increase efficiency in his warehouse thanks to the training he has received. Further, Roney cites the Strategic Planning and Goal-Setting training as especially transformative, "Strategic Planning was one of the biggest things that I looked at as far as my life and my work history. Because when you start looking at things, you never plan on some of the obstacles that come up. So, you always have to be open and learn to understand from different points of view, from different people, different associates. This strategic planning opened my eyes up a lot. Once I took that class, I had a whole different perspective of my work environment that made me talk to people. Let's get their opinions. Let's work together. Let's all have an open discussion about everything and implement something that we all can work to the same goal."

Jennifer Reta is another States Logistics employee who participates in SBCCD's ETP program. She has taken computer skills trainings and Six Sigma White Belt, and said, "I really enjoy the classes. They're very well structured and the instructors have always been very prepared." In Microsoft Excel for Business, she learned how to create macros, which has increased her capacity and saved a great amount of time in her workday. "We were able to apply it to a couple of reports. We didn't know we could use or create a macro and make it a lot easier. We created macros from what I learned in class, and then I trained my colleague in macros. It cuts down time. It has streamlined things and made it a lot easier for cross training, as well."

Jennifer also values the trainers employed by SBCCD. Regarding the training and Excel trainer Myke Munro, she reports, "Myke and his approach to training has a lot to do with it. Just by taking these classes, it's showing me that I can do it, and so it's helping me put myself out there for promotions and things like that." During Six Sigma White Belt, Jennifer appreciated trainer Keshwan Cupid's "personal engagement." She also related, "He is very good and just did an awesome job."

Mary, HR Business Partner at States Logistics, coordinates with SBCCD to enroll States employees into the trainings. She shared her assessment of States' partnership with SBCCD, "States Logistics Services, Inc., has maintained a successful partnership with SBCCD for over a decade. During this time, we have consistently invested in our associates' professional development by sending them to the programs SBCCD offers. These programs align with our industry standards, providing practical, real-world training in essential leadership and soft skills. We have received overwhelmingly positive feedback from our associates regarding both the content and the instructors. These programs have proven to be a valuable component of our internal leadership development initiatives. As a result, we have been able to advance our associates' careers and provide them with increased opportunities for growth."

As a regional leader in ETP services, SBCCD looks forward to continuing working with States Logistics and other leading employers in ensuring a skilled workforce by delivering strong, employer-driven training.

Economic Development & Corporate Training

KVCR
PUBLIC MEDIA
PBS npr FNX

December 2024

Around SBCCD

SUPERINTENDENT'S ROUNDTABLE HOSTED AT KVCR Superintendents from around the region convened at KVCR to discuss Dual Enrollment and Digital Platforms. Dr. Eric Mooney, Director of Secondary Education with Colton Unified School District, lead the discussion. All attendees participated in a tour of KVCR.

SAN MANUEL BAND OF MISSION INDIANS PRESENTS $1.5 MILLION CHECK TO KVCR Thanks go out to Chancellor Dr. Rodriguez and Trustee Dr. Nathan Gonzalez, and Trustee Frank Reyes for attending and providing remarks. A big thank you to Chairwoman Lynn Valbuena for presenting the check and for her steadfast support of First Nations Experience. This grant contributed toward the creation of free user app for FNX that can be downloaded to a cell phone and used for live streaming anywhere in the United States.

CHILDCARE AND WORK IN THE INLAND EMPIRE KVCR hosted a conversation for working parents to discuss and strategize around the issue of childcare. Executive Director Leyva moderated a lively discussion with leaders from the Inland Empire, including James Moses with the Child Care Resource Center, Joanne Barnes from Amalgamated Transit Union, Associate Dean Tonya Burke from Mt. San Jacinto, and Home-Based Child Care Provider Sheeba Mark.

ANTON ELEMENTARY VISITS KVCR Fifty 4th, 5th and 6th graders from this San Bernardino school visited the KVCR studio. The Institute of Media Arts partnered with the studio team to give these students the ultimate media experience.

Around the Community

SBVC VETERANS RESOURCE CENTER HOSTS VETERANS DAY EVENT WITH KVCR Hundreds of participants gathered in SBVC Parking Lot 11 to honor Veterans from around the community. Thanks go out to President Dr. Gil Contreras for his remarks as well Executive Director Leyva, Student Veterans, and Supervisor Joe Baca, Jr. Those who attended were treated to lunch provided by the Veterans Resource Center and KVCR.

MAKING AN IMPACT ON OUR COMMUNITY WITH THE INLAND EMPIRE ECONOMIC PARTNERSHIP (IEEP) For the second time the IEEP brought leaders from their Regional Leadership Academy to KVCR. Thirty-eight local leaders were given a studio tour and then discussed the impact that KVCR has on the community. Members of the KVCR team discussed underwriting and production service opportunities.

THANKS TO OUR LOCAL ELECTED OFFICIALS KVCR is grateful to our local electeds and appreciates the role they play in our community. Thanks to Councilman Philip Falcone from the Riverside City Council Ward I for stopping by to learn more about KVCR and discussing ways that we could partner that would help the communities that we both serve.

Latest Announcements

KVCR ONCE AGAIN HOSTS PHOTOS WITH SANTA in the studio which was transformed into a Winter Wonderland! Families from around the community and Valley College came by to chat with Santa and receive free pictures with him. Operation Elf made sure we secured enough toys and books so that each child got a gift. Thank you to all the Elves who helped make the day magical.

KVCR
PUBLIC MEDIA
PBS npr FNX

December 2024

Experience KVCR

KVCR - 24.1 - OVER THE AIR
Cable: Frontier FiOS, Spectrum, AT&T U-verse
Satellite: DirecTV, Dish TV
Live Streaming: kvcr.org, PBS App, and mobile
VOD: PBS Passport

RADIO - 91.9FM
kvcrnews.org, and the KVCR mobile app, NPR One Mobile App and on "Alexa" and "Google" smart speakers

KVCR Community Calendar for all the latest happenings.

FNX - 24.2 - OVER THE AIR
Cable: Frontier FiOS, Spectrum, AT&T U-verse
Live Streaming: Locality **Nationally:** 30 affiliates broadcasting in 28 states

DESERT CITIES - 24.3 - OVER THE AIR
Cable: Frontier FiOS

CREATE - 24.4
Over the Air

Balance Sheet
As of 10/31/2024

Assets

Cash in County Treasury	406,488
Accounts Receivable	82,996
Estimated Revenues Receivable*	75,000
Interfund Receivables	1,661,557
Prepaid Expenses	255,076
Other Assets	-
Total Assets	2,481,117

Liabilities

Accounts Payable	20,489
Interfund Payable	1,503,548
Temporary Loans	1,500,000
Deferred Income	1,885,944
Health and Welfare	85,089
Other Miscellaneous Liabilities	20,334
Total Liabilities	5,015,404

Fund Balance	(2,534,287)

Estimated per YTD activity analysis.

Estimated Revenues & Expenditures
For 4 Months Ended 10/31/2024

Revenues

Contributions and Grants	208,291
Underwriting	3,000
Contributions, Gifts	-
Rentals and Leases	1,056
Estimated Revenues*	1,761,000
Interest Revenue	-
Total Revenues	1,973,347

Expenditures

Classified Salaries	844,990
Employee Benefits	357,096
Books and Supplies	2,003
Services and Operating Expenditures	1,290,736
Capital Outlay	2,627
Total Expenditures	2,497,452

Revenues Less Expenditures	(524,105)

Estimated per YTD activity analysis.

For more information link to our digital report at https://www.kvcr.org/board/.

San Bernardino Valley College

President's Board of Trustees Report

The President's Monthly Report to the Board of Trustees, Campus & Community

Celebrating 99 Years of Community, Growth & Transformation

December 2024

SBVC Named College of the Year for MAP/CPL Initiative

San Bernardino Valley College (SBVC) has been honored as the MAP College of the Year by the California Community Colleges Chancellor's Office for its exceptional efforts in Credit for Prior Learning (CPL). This prestigious recognition celebrates SBVC's commitment to increasing educational access and career success for non-traditional students, including adult learners, veterans, and apprentices.

The award, presented at the CCCCO CPL Summit, underscores the impact of SBVC's innovative approach to helping students leverage their prior experiences to achieve their academic and professional goals. Congratulations to the dedicated MAP/CPL team—Dr. Stephanie Lewis, Demond Littles, Kevin Memminger, and Sylvia Romo—whose hard work has been instrumental in advancing this initiative.

SBVC's CPL program, a vital part of the California MAP (Mapping Articulated Pathways) Initiative, enables students to earn college credit for skills and knowledge gained outside the traditional classroom. These credits may be awarded for military service and training, industry-recognized credentials, or successful completion of exams such as the College-Level Examination Program (CLEP) and College Credit by Examination (DSST).

Through CPL, students can receive up to 45 units, significantly reducing the time and cost required to complete their degrees. This program has already made a measurable impact, with SBVC earning top rankings in metrics like Potential CPL Savings, 20-Year Impact, and overall College Metrics.

To date, SBVC's CPL associates have reviewed courses across 79 academic disciplines, ensuring a robust and continuously updated database of eligible classes. This initiative exemplifies the college's dedication to helping every student succeed by recognizing the value of their prior experiences.

This well-deserved recognition affirms SBVC's leadership in educational innovation, making it a model for other institutions across the state.

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

GOAL 1
ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

GOAL 2
BE A DIVERSE, EQUITABLE, INCLUSIVE, & ANTI-RACIST INSTITUTION.

GOAL 3
BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

GOAL 4
ENSURE FISCAL ACCOUNTABILITY & SUSTAINABILITY.

UPCOMING EVENTS

Dec 14 9am-1pm	**CAPSBC Annual Holiday Toy Giveaway Event** Greek Theater Walkway
Dec 17 10am-12pm	**Psych Tech Graduation Ceremony** Auditorium
Dec 20 10am-2pm	**CARE Holiday Luncheon** B-100
Dec 20 4pm-9pm	**Ella Film Festival** KVCR
Jan 17 9am-11am	**Spring 2025 Opening Day** Auditorium

More Events:

valleycollege.edu/calendar

San Bernardino Valley College Hosts Inaugural Celebration of Filipino American History Month

San Bernardino Valley College (SBVC) proudly celebrated Filipino American History Month on October 24 with its first-ever "Barrio Fiesta." The vibrant event brought together campus and community members to honor Filipino culture and traditions. The event was planned and hosted by Dr. Rangel V. Zarate, Assistant Professor of English in the Arts and Humanities Division.

The celebration featured folk dancers from the Filipino American Association of San Bernardino County performing a traditional Filipino lantern dance called "Sayaw Tanglawan," symbolizing ancestral guidance for present and future generations. The Perris Valley Filipino-American Association also joined the festivities, emphasizing the importance of youth involvement in civic and community service.

Attendees were treated to delicious Filipino cuisine, including lumpia, chicken adobo, pancit, and biko, prepared by Tita Petty Catering. Hot Tropiks Books offered guests a glimpse into Filipino literature and art. The Filipino Martial Arts School of Riverside provided demonstrations of traditional Filipino martial arts, adding an interactive element to the celebration.

Dr. Zarate's vision and coordination of the event, along with the collaborative efforts of dedicated volunteers, faculty, staff, and students, created a warm and festive atmosphere that honored Filipino heritage while strengthening community bonds.

GOAL 2: BE A DIVERSE, EQUITABLE, INCLUSIVE & ANTI-RACIST INSTITUTION.

SBVC Relaunches Rising Scholars Program

San Bernardino Valley College (SBVC) is taking a bold step forward in supporting educational equity with the relaunch of the Rising Scholars Program, designed to serve formerly incarcerated and system-impacted students. This renewed commitment underscores the college's dedication to providing holistic, student-centered support to help Rising Scholars achieve their academic and personal aspirations.

The program's mission is clear: to guide students from application to graduation with tailored wrap-around services that address their unique challenges. By fostering access, easing the transition to college, and focusing on retention, Rising Scholars aims to create an environment where every student has the tools and support needed to thrive.

Through partnerships with SBVC's Student Services Division, Counseling Department, and community organizations, Rising Scholars will connect students to a network of resources that empower them to succeed. Services include academic counseling, guidance through matriculation and financial aid, career exploration, workshops, and referrals to on-campus and community resources.

This multifaceted approach ensures that Rising Scholars are not only equipped for academic success but also positioned to achieve their full potential. By addressing systemic barriers and fostering a sense of belonging, SBVC reaffirms its belief in second chances and the transformative power of education.

As the program is relaunched, SBVC invites the campus and community to join in creating a culture of inclusion, support, and opportunity. Together, we can ensure that every student has the chance to rise and succeed.

DECEMBER 2024 PRESIDENT'S BOARD OF TRUSTEES REPORT

GOAL 1: ELIMINATE BARRIERS TO STUDENT ACCESS & SUCCESS.

San Bernardino Valley College Hosts 3rd Annual Pharmacy Technology Day for Local High School Students

On October 15, 2024, San Bernardino Valley College (SBVC) welcomed over 700 high school students from San Bernardino City Unified School District and Colton Joint Unified School District to its 3rd Annual Pharmacy Technology Day. The event provided students with a firsthand look at SBVC's Pharmacy Technology Training Pathway, a program that enables motivated high school students to earn college credits outside regular school hours. This unique pathway supports students aiming for pharmacy technician licensure and gives them a head start on a career in healthcare.

Students had the chance to connect with faculty and staff from SBVC and Loma Linda University's School of Pharmacy. Engaging hands-on demonstrations led by instructors introduced students to STEM concepts within pharmacy, creating an interactive learning experience that combined practical skills with scientific applications.

The highlight of the event was a guest speaker panel with staff from Loma Linda University School of Pharmacy. The speakers shared their personal insights into the profession and the vital role that an early college education played in providing benefit to students pursuing a pharmacy technology career. They also offered guidance for overcoming academic challenges as well as navigating the application process. Inspiring messages from Superintendent Arellano of San Bernardino City Unified School District and Mr. Fuentes, Colton Joint Unified School District Board Member, bolstered the message of encouragement for the student attendees.

Doris Ontiveros, Chair of the Pharmacy Technology Program, emphasized the importance of connecting students with core resources and employment opportunities. "It's essential to provide core resources and employment opportunities," she said. Over 30 local vendors were present, engaging with students about externships and career options within the pharmacy field at the Greek Theatre and along the Lois Carson Campus Center walkway.

Pharmacy Technology Day continues to be a valuable event for SBVC and local high schools, bridging the gap between high school education and career readiness in healthcare.

GOAL 3: BE A LEADER & PARTNER IN ADDRESSING REGIONAL ISSUES.

San Bernardino Valley College Honors Veterans Day with Special Community Event

On November 12, the Veterans Resource Program at San Bernardino Valley College (SBVC) commemorated Veterans Day with a special Veterans Day Festival, marking 70 years since the holiday's establishment. The celebration honored the service and sacrifice of veterans with a day filled with community connection, resources, and entertainment.

The event opened with a heartfelt rendition of the national anthem by SBVC student Kiara Gomez, setting the tone for a memorable day. Supervisor Joe Baca, Jr. joined in support, highlighting the community effort behind the event. "It's a great event brought on by the SBVC Veterans Resource Center and a coalition of many veterans services. It's important to continue to help our veterans. What the VRC has done today is brought all of these resources to the community, so hats off to them and congratulations," said Baca.

The event included a resource fair offering essential veterans and basic needs services, complemented by live performances from local artists Crimson Revolver and Magnificent Mojo. Local high school troops were invited to showcase their marching drills, adding a sense of tradition and honor to the festivities. Unique attractions like a classic car show and an axe-throwing station provided attendees with a memorable experience.

Abraham Servantes, a U.S. Army veteran and current SBVC student, spoke at the event, sharing his inspiring journey from military service to pursuing higher education. "When I came to SBVC, I was welcomed at the Veterans Resource Center, where I was greeted by fellow veterans who understood my journey," Servantes said. "Today, I'm in my second semester, working towards an AA in Business Administration, with a goal of earning a degree one day. Never let your past define you—always focus on the future."

The SBVC Veterans Resource Program's event exemplified the college's commitment to veterans, fostering a sense of community and support for their journeys beyond service.

Campus Spotlight

SBVC's Dr. Nori Sogomonian-Mejía Selected for HACU Leadership Program

San Bernardino Valley College (SBVC) proudly announces that Dr. Nori Sogomonian-Mejía, a Spanish faculty member since 1994, has been chosen as one of 54 participants in the prestigious Enlace Mid-Level Leadership Program. Hosted by the Hispanic Association of Colleges and Universities (HACU), this six-month initiative is designed to prepare mid-level professionals at Hispanic-Serving Institutions (HSIs) for leadership roles, with a focus on increasing Latino/a representation in higher education leadership.

Dr. Sogomonian-Mejía brings a wealth of academic and professional experience to the program. She earned her BA and MA in Spanish linguistics from UCLA, with additional studies in Mexico and Spain. In 1999, she received a Fulbright Scholarship and taught linguistics at the Central American University in Nicaragua. She later completed her Doctorate in Educational Leadership at California State University, San Bernardino, in 2011.

The Enlace Program provides training in areas like academic and student affairs management, diversity and inclusion, and higher education advocacy. It features online workshops and in-person sessions at HACU's Annual Conference in Colorado this November and the National Capitol Forum in Washington, D.C., next April.

Dr. Dina Humble, SBVC's Vice President of Instruction, emphasized the significance of this opportunity: "Dr. Sogomonian-Mejía's participation aligns with our mission to foster leadership that champions diversity and equity. We're excited for the impact this will have on our campus and community." The program is generously funded by Capital One and the Mellon Foundation, supporting participants' professional development and advancing equity in higher education.

SBVC's Bethany Tasaka Selected for Social Justice Leadership Program

San Bernardino Valley College (SBVC) proudly announces that Bethany Tasaka, Associate Professor of Mathematics, has been chosen as one of 45 leaders for the second cohort of the Social Justice & Career Advancement (SJCA) Institute. Organized by the Association of California Community College Administrators in partnership with the California Community Colleges Chancellor's Office, this prestigious program develops leaders equipped to drive equity, diversity, and inclusion across the state's 116 community colleges.

The SJCA Institute combines training in social justice and identity development with career advancement strategies, empowering participants to lead systemic change. This initiative supports the Diversity, Equity, Inclusion, and Accessibility (DEIA) goals outlined in Vision 2030, California's roadmap for creating equitable campuses and improving student outcomes statewide.

California Community Colleges serve over two million students, one of the nation's most diverse populations. The SJCA Institute ensures that leaders like Ms. Tasaka are prepared to champion equity-driven practices, aligning with the needs of students from various backgrounds.

Dr. Gilbert Contreras, President of SBVC, added, "Bethany Tasaka is a passionate advocate for social justice and equity on our campus. Her selection for this prestigious program is a testament to her dedication to advancing these values. We are proud of her achievements and look forward to the positive impact her leadership will continue to have at SBVC and beyond."

The SJCA Institute, supported by ACCCA and the Chancellor's Office, reflects a commitment to developing leaders who will shape a more inclusive future for California's community colleges and the communities they serve.

@sbvalleycollege

701 Mount Vernon Avenue, San Bernardino, CA 92410

TECHNOLOGY AND EDUCATIONAL SUPPORT SERVICES
TECH NEWS

HAPPY Holidays!

"Tech News" is a quarterly newsletter that provides updates and information on various projects the Technology and Education Support Services departments are developing. If there are questions or you would like additional information please contact us. Thank you for taking the time to review our newsletter and we look forward to hearing from you.

Luke Bixler, Chief Technology Officer

BOOKSAVER

We are working on launching a few new features to align with the start of spring 2025 registration. One is the alignment of the BookSaver fee refund policy to the enrollment fees refund policy. This would allow for automatic refunds up until the start of class if they drop the class. A Laserfiche form is also going to be released that would allow students to change their minds about the BookSaver fee. The form would allow new students to change their minds for the first 3 weeks up until census. A second deadline will still make the form available for an additional 3 weeks for students who have had no prior registration activity in the first 3 weeks of classes. A process will run that will take the student preference 4 times a day and update Colleague and either opt them in or out depending on how the form was filled out. A refund will also be issued during that process as well.

- Administrative Applications & DE

SOCAAS EXPANSION

We have finished our onboarding and initial spin up with Threathunter.AI. We currently have monitoring for our M365 tenant, our Cortex XDR tenant, all 3 of our firewalls, and 6 Domain Controllers. This was intended to be the starting point so that Threathunter could learn enough about our environment and regular operations in order to understand what "normal" behaviors looked like for our users and systems. At this point, there is a need to further expand the systems that are providing log data for them to monitor. The next goal will be to get all external facing servers (web and application) providing log data so that after hours, on weekends, and holidays we are getting constant monitoring of systems for signs of intrusion or compromise.

- Security Services

THE HUDDLE SPACE MOVE

CTS is facilitating the relocation of the Huddle, a dedicated space for student-athletes to receive counseling, access a specialized computer lab, and study. The Huddle is moving from its current location in CTS107 to GYM139 and GYM140. In partnership with Student Services leadership, CTS is responsible for relocating existing computers and staff workstations to the new location. The goal is to have the space fully operational by the November 7th event, providing athletes with a refreshed and fully equipped environment for support and success.

- SBVC Technology Services

DISTRICT-WIDE WIRELESS INFRASTRUCTURE

We are upgrading the District's wireless infrastructure. This will replace our old and outdated wireless access points with newer ones which will give our campuses and District offices better coverage, reliability, and speeds.   This new technology will also provide us with advanced analytics so we can continue to improve your Wi-Fi experience.

- DSO Technology Services
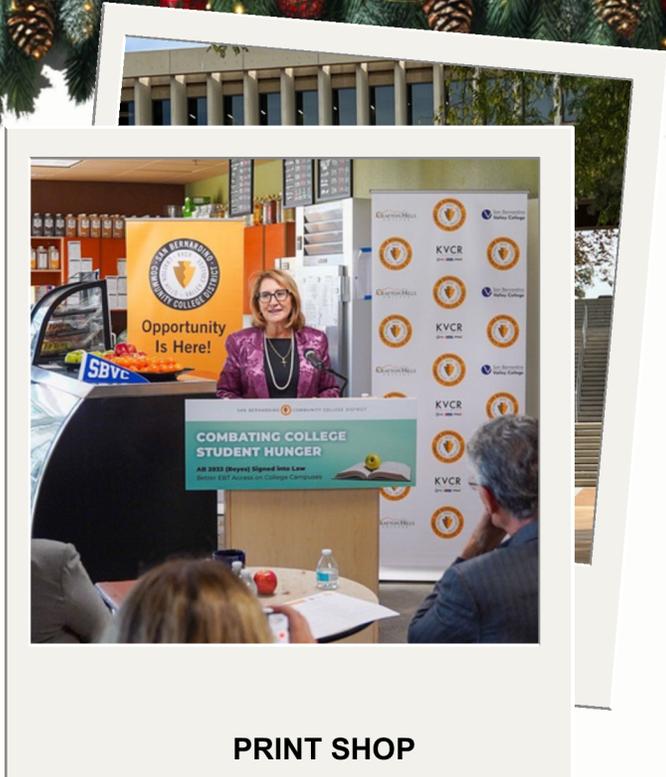
PRINT SHOP

The SBCCD Print Shop provides many printing services in addition to copying documents. We offer a full range of printing solutions to meet all your needs! From eye-catching vinyl banners perfect for events and announcements to durable corrugated yard signs and custom Coroplast cutouts, our team can help bring your vision to life. Whether you're looking to promote a campus event or create custom signage, we have the tools and expertise to make it happen. Above are some examples of various items that the Print Shop has created for recent events in the district.

- PrintShop
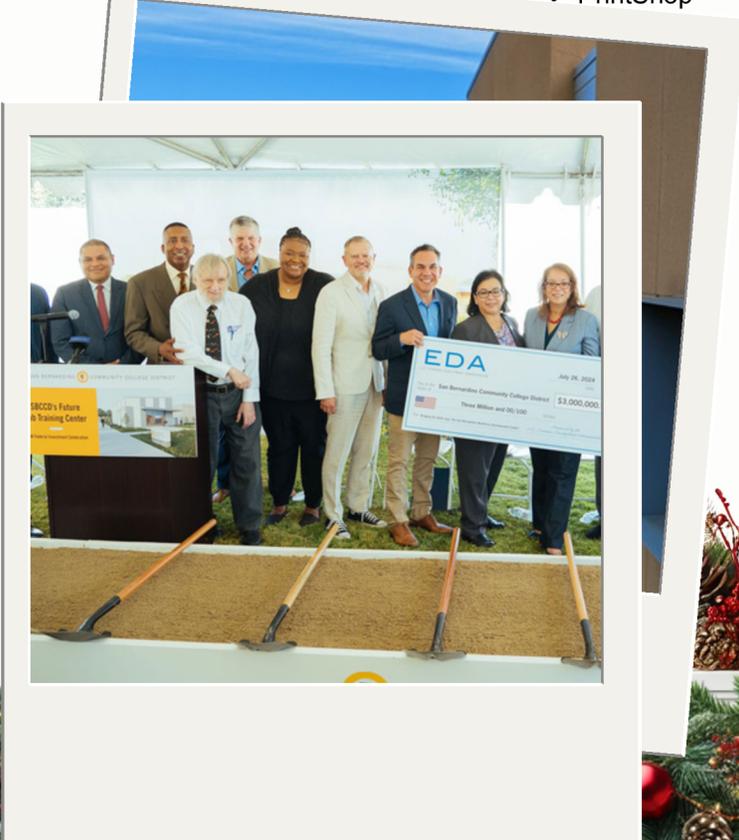
PHYSICAL INVENTORY

We are continuing the process of building out a complete physical inventory for technology at the various district sites. We have been collecting the information of all of the new hardware being deployed as well as identifying and collecting the information from existing hardware as we have time and access to it. This will be a continual process as inventory is not static, and it will require time regularly in order to maintain an accurate and current inventory.

- Security Services

MULTIFACTOR AUTHENTICATION (MFA) ENROLLMENT PROJECT

CTS has begun the next phase of the campus-wide Multifactor Authentication (MFA) project, having successfully enrolled all full-time faculty and staff. Now, the focus shifts to enrolling over 700 adjunct faculty members. Led by Nathan Yearyean, CTS has initiated communication with adjunct professors, providing self-enrollment instructions for the DUO Mobile MFA application. Additionally, CTS is offering one-on-one appointments to assist faculty with the setup process, ensuring a smooth transition to this enhanced security measure.

- SBVC Technology Services

PROJECT PRIORITIZATION WEBSITE

We are happy to announce the comeback of our Project Prioritizing website, that is meant to simplify and improve our assessment and prioritizing of technology-related initiatives. By streamlining the process for district staff members to submit, track, and review IT-related project requests, this project request form will ensure that the project is reviewed and prioritized.

To view all of the current technology projects and to submit new projects, please visit our Project Portal:

https://sbccd.edu/forms/projectpriority/

- Business Systems Administrator

CHOSEN NAME ON TRANSCRIPTS

State law is requiring that if a student provides a chosen name, that name will be available to be added to the transcript in place of the legal name. We have worked with both colleges to modify TRAN and also TRRQ and STRQ to support adding a chosen name in Colleague and have this populate in place of the legal name. For example if there is a chosen first name, but no chosen last name, the transcript will print out the chosen first name plus legal last name.

- Administrative Applications & DE

CLASSROOM TECHNOLOGY IMPROVEMENT

The Crafton Hills College Technology Services department has started a thorough review of technology equipment in classrooms across campus to determine areas that need to be improved. This project will allow us to see where improvements are needed and develop a schedule for upgrading each room. We have started replacing some equipment across the campus, including new projects and monitor mounts. This project will include a thorough review of all the technology in the classroom and students' success in their educational experience.

- CHC Technology Services

SYSTEM SECURITY PLAN FOLLOW-UP

The first draft of the comprehensive System Security Plan has been completed. In addition, we have also completed our GLBA Risk Assessment and our Internal and External Penetration Tests. The results of each of these projects identified all of the things we are doing well, as well as what we should be looking forward to with updates to guidelines and baselines in the years to come. We exceed the levels of compliance for current standards, but that does not mean that there is no room for improvement. In that spirit, I have been working to find and define areas that we can continue to improve our security posture. This means that there is documentation that will need to be done, configurations that will need to be analyzed and updated, and any systems and software approaching end of life will need to be identified and analyzed. In order to maintain compliance and continue to improve our overall posture, we will continue to build from the foundation of the current plan.

- Security Services

APPLIED TECHNOLOGY BUILDING COMPUTER LABS PROJECT

CTS is preparing for the installation of cutting-edge computer labs in the new Applied Technology Building, which is nearing completion. This modern facility will feature eight computer labs, including shared computer labs, open computer labs, and instructional computer labs, designed to meet the diverse needs of students and faculty. The labs will be equipped with over 320 of the latest Dell All-in-One computers, ensuring access to the best technology available for academic success. In the coming months, CTS will handle the installation, configuration, and imaging of these computers, setting the stage for a high-tech learning environment.

- SBVC Technology Services

DEL ROSA INTERNET

We are working to provide our Del Rosa location with an independent internet connection to no longer be reliant on a campus or district office. This will improve connectivity, and be more reliable.

- DSO Technology Services

ALTERNATE TEXT PRODUCTION CENTER

The Alternate Text Production Center (ATPC) serves the needs of students with print related disabilities throughout the California Community Colleges by providing electronic files, braille and tactile graphics at no cost. The ATPC is currently in high production season for fall and winter alternate media requests across our various colleges. Last year, from July 2023 to June 2024, the APTC processed 5,977 e-text requests, 203 braille requests and added 1,086 books to its catalogue for the colleges.

Additionally, the ATPC is a member of the Braille Authority of North America (BANA) Board of Directors. The mission of BANA is to assure literacy for tactile readers through the standardization of braille and/or tactile graphics. Marie Zaldivar, ATPC Director, attended the annual fall meeting in Colorado Springs, CO from October 26th through 28th. Items on the Board of Director's fall agenda included: a review of formal reports from braille technical committees, to include Nemeth, Chemistry and Tactile Graphics, the General Committee on Unified English Braille and the General Committee on Electronic Braille.

- Director, Alternate Text Production Center

ORACLE 24D UPGRADE ANNOUNCEMENT

We're thrilled to share that the installation of the 24D upgrade is now complete, bringing with it a host of enhancements and new features. This upgrade is designed to optimize performance, functionality, and security across our systems, ensuring an even better service experience for you.

- Business Systems Administrator

INSTANT ENROLLMENT

There is a project kicking off that will allow students who take courses with the Economic Development and Career Training division to start using Colleague to record the classes that they are taking. It will start off with training the staff at EDCT on how to use Colleague to build courses, sections, assign instructors etc. and students will use Instant enrollment to apply, register and pay (if needed) for classes.

- Administrative Applications & DE

RETROFITTING EMERGENCY BLUE PHONES AT SBVC

We are working to retrofit the BluePhones at SBVC to work off LTE for improved coverage and reliability. These phones provide the campus community access to Police Dispatch in case of emergency.

- DSO Technology Services
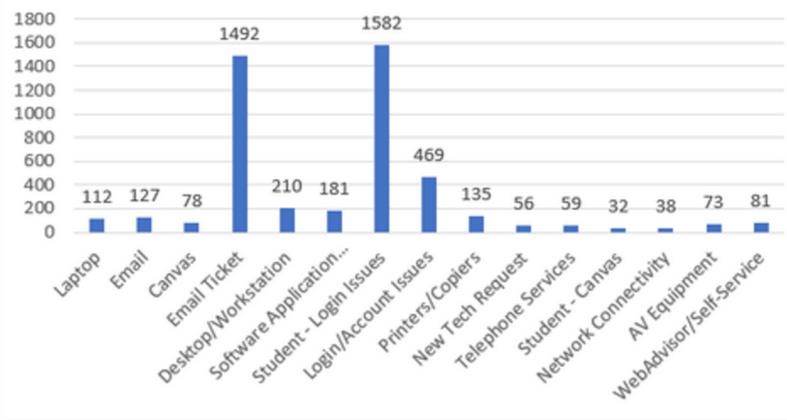
WIRELESS NETWORK IMPROVEMENT

The entire wireless network across Crafton Hills college will be replaced with new equipment. The Crafton Hills College Technology Services department has started replacing all wireless access points. The new units will replace old and outdated wireless access point which will give our campus better coverage, reliability and speeds. These new access points will also provide us with advanced analytics so that we can continue to improve the Wi-Fi experience across the entire campus. We hope to have this project completed by Thanksgiving break.

- CHC Technology Services

Helpdesk and Canvas

The chart below shows the type of Help Desk tickets that are received by volume. Over the past 30 days, the Service Desk received 537 tickets excluding project requests. Also, there has been a steady increase in the overall usage of Canvas by both colleges.

July 1st to October 30th

Canvas Fall 2024