

San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, June 10, 2010 – 4:00 p.m. – Board Room

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ANNOUNCEMENT OF CLOSED SESSION ITEMS
 - A. CONFERENCE WITH LABOR NEGOTIATORS
Government Code 54957.6
Agency Negotiators: Renee Brunelle
CTA
CSEA
Management/Supervisors
Confidential Employees
 - B. EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Pursuant to Government Code 54957
 - C. CONFERENCE WITH LEGAL COUNSEL
EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(a)
Case No. KA1502
ANTICIPATED LITIGATION
Pursuant to Government Code Section 54956.9(b)
Number of Potential Cases: 1
 - D. STUDENT DISCIPLINE HEARING
Pursuant to Education Code Section 72122
 - E. PUBLIC EMPLOYEE APPOINTMENT – CHANCELLOR
Pursuant to Government Code Section 54957
3. PUBLIC COMMENT ON AGENDA ITEMS
4. CONVENE CLOSED SESSION
5. RECONVENE PUBLIC MEETING
6. REPORT OF ACTION IN CLOSED SESSION

7. APPROVAL OF MINUTES – May 13, 2010 (p.1)
8. OATH OF OFFICE – 2010-2011 STUDENT TRUSTEES
9. PUBLIC COMMENT

The San Bernardino Community College Board of Trustees welcomes public comment on issues within the jurisdiction of the District. Comments should be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that District personnel and processes are available for further communication.

10. REPORTS
 - A. Board Members
 - B. Student Trustees
 - C. Chancellor

11. CONSENT AGENDA

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

- A. INSTRUCTIONAL/STUDENT SERVICES
 1. Approve Curriculum Modifications – SBVC (p.12)
- B. HUMAN RESOURCES
 1. Consideration of Acceptance of Classified Retirements (p.45)
 2. Consideration of Acceptance of Classified Resignations (p.46)
 3. Consideration of Approval to Release Classified Probationary Employee (p.47)
 4. Consideration of Approve of Classified Employee Contract Increases (p.48)
 5. Consideration of Approval of Bilingual Stipend for Classified Employees (p.49)
 6. Consideration of Approval of New Classified Job Description – Logistics Grant Coordinator (p.51)
 7. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.55)
 8. Consideration of Approval of Adjunct and Substitute Academic Employees (p.73)

9. Consideration of Approval of Non-Instructional Pay (p.82)
10. Consideration of Approve to Revise Professional Expert Pay Schedule (p.88)
11. Consideration of Approval of Academic Employees (p.91)
12. Consideration of Approval of Faculty Chairs Stipends (p.92)
13. Consideration of Approval of Coordinator Stipends (p.94)
14. Consideration of Approval of Per Diem Pay (p.95)
15. Consideration of Approval of Revised Academic Job Description – Developmental Studies Specialist (p.96)
16. Consideration of Approval of Management Appointments (p.100)
17. Consideration of Approval of Interim Management Appointment (p.101)
18. Consideration of Acceptance of Management Resignation (p.102)
19. Consideration of Approval of Retreat Rights for Management Employee (p.103)
20. Consideration of Approval of District Volunteers (p.104)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.106)
2. Consideration of Approval of Budget Adjustments (p.133)
3. Consideration of Approval of Conference Attendance (p.143)
4. Consideration of Approval of District/College Expenses (p.145)
5. Consideration of Approval of Individual Memberships (p.148)
6. Consideration of Approval of Donations – SBVC (p.150)
7. Consideration of Approval of a Facility Use Wavier–SBVC (p.152)
8. Consideration of Approval of a Facility Use Wavier – CHC (p.153)
9. Consideration of Approval of a Facility Use Waiver – District Sites (p.154)
10. Consideration of Approval of Cell Phone Reimbursement (p.155)
11. Consideration of Approval to Fully-Fund Health and Welfare Benefits for Elected Trustees (p.156)
12. Consideration of Approval of Student Body Center Fee Referendum – SBVC (p.157)
13. Consideration of Approval of Authorized Signature List (p.158)
14. Consideration of Approval for Student Life Trust Account Update (p.162)
15. Consideration of Approval for Purchasing from National Joint Powers Alliance (p.163)
16. Consideration of Approval for Purchasing from Western States Contracting Alliance (p.164)
17. Consideration of Approval for Purchasing from California Multiple Award Schedule (p.165)
18. Consideration of Approval for Purchasing from California Strategically Sourcing Initiative (p.166)
19. Consideration of Approval for Purchasing from US Communities – Government Purchasing Alliance (p.167)
20. Consideration of Approval to Provide Compensation to a Board Member for Absence from a Board Meeting (p.168)

12. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Approval to Ratify CSEA Tentative Agreement (p.169)
2. Consideration of Approval for First Reading of Board Policy 7250 (p.173)

C. FISCAL SERVICES

1. Consideration of Approval of Proposal for Environmental Consulting Services for Business Building Renovation – SBVC (p.176)
2. Consideration of Approval of Proposal for Environmental Consulting Services for Gym Complex Replacement – SBVC (p.185)
3. Consideration of Approval of Proposal for Civil Engineering and Land Surveying Services – SBVC (p.195)
4. Consideration of Approval to Award RFP and Approve Contract for Move Services – SBVC (p.199)
5. Consideration of Approval to Award RFP and Approve Purchase Order for Reprographics Services – CHC (p.212)
6. Consideration of Approval to Award RFP and Approve Purchase Order for Reprographics Services – SBVC (p.218)
7. Consideration of Approval of Bond Measure P Construction Change Orders and Contract Amendments (p.224)
8. Consideration of Approval of Amendment 005 to the Steinberg Architects Learning Resource Center Contract – CHC (p.241)
9. Consideration of Approval of Amendment 008 to the Steinberg Architects Community Recreation Facility Contract – CHC (p.247)
10. Consideration of Approval of Amendment 004 to the Converse Consultants Contract – SBVC (p.253)
11. Consideration of Approval to Reduce Retention to 5% for Anderson Charnesky Structural Steel, Inc. (p.258)
12. Consideration of Approval of Cost Change with Mutual of Omaha for Supplemental Early Retirement Program (SERP) Annuity Administration (p.261)
13. Consideration of Approval of Contract for Copier Lease and Print Management Services (p.263)
14. Consideration of Approval to Adopt Resolution and Approve Interfund Borrowing (p.264)
15. Consideration of Approval to Adopt Resolution to Authorize the Use of Cooperative and Piggyback Procurement Contracts (p.267)

16. Consideration of Approval to Adopt Resolution Ordering School District Election for Governing Board Members Whose Terms Expire December 3, 2010 (p.269)
17. Consideration of Approval to Adopt the 2010-2011 Tentative Budget (p.272)

13. INFORMATION ITEMS

- A. Summary of Bond Measure P Capital Improvement Change Orders and Amendments for Construction Contracts (p.298)
- B. Budget Report (p.316)
- C. Purchase Order Report (p.356)
- D. District Strategic Plan (p.357)
- E. District Technology Strategic Plan (p.429)
- F. Advancement in Rank – SBVC (p.459)
- G. Administrative Procedures (p.461)
- H. Dedication of Easement (p.481)
- I. Applause Cards (p.482)

14. STAFF REPORTS

- A. SBVC
 1. President
 2. Academic Senate
 3. Classified Senate
 4. Associated Students
- B. CHC
 1. President
 2. Academic Senate
 3. Classified Senate
 4. Associated Students
- C. KVCR
- D. CTA
- E. CSEA

15. ADJOURN – The next regular meeting of the Board of Trustees will be held on July 8, 2010, at 4:00 p.m., in the District Office Board Room.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Acting Chancellor

REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Renee Brunelle, Vice Chancellor, Human Resources & Employee Relations

DATE: June 10, 2010

SUBJECT: Consideration of Approval of Revised Academic Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised academic job description for **Developmental Studies Specialist**, CHC.

OVERVIEW

The job description for **Development Studies Specialist** is being revised to meet the institutional needs of CHC.

ANALYSIS

This position is responsible for ensuring the quality, responsiveness, and currency of developmental course offerings, and the development of linked courses and learning communities. The **Developmental Studies Specialist** will work with faculty and staff in creating a development education program which will include coursework and support services.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DEVELOPMENTAL STUDIES SPECIALIST

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

DEFINITION- SUMMARY DESCRIPTION:

This is a faculty position and is under the general direction of an assigned administrator. ~~Under the direction of the Activity Director, this position has the responsibility to ensure~~ The Developmental Studies Specialist is responsible for ensuring the quality, responsiveness, and currency of developmental course offerings, and the development of linked courses and learning communities. The Developmental Studies Specialist will work with faculty and staff in creating a developmental education program which will include coursework and support services. This position will also work closely with ~~the Activity Director/Student Interventions Specialist, Faculty/Staff Development Advisory Committee, Disabled Student Programs & Services (DSP&S), appropriate faculty, and in conjunction with the Matriculation and Basic Skills Committees in developing a long-term development plan for faculty and staff services and curriculum for basic skills students, and for those with learning and physical limitations.~~

EXAMPLES OF DUTIES- REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

~~Duties may include, but are not limited to, the following:~~

1. Serves as an expert resource in developmental education to faculty, counselors, administrators, and others as they strive to improve developmental student learning.
2. Coordinates and facilitates cross-departmental communication among teaching faculty and all other staff who counsel, tutor, or otherwise support developmental learners so as to improve the College's comprehensive approach to student success and learner-centered education.
3. Facilitates communication and collaboration among all stakeholders in developmental education (faculty, administrators, staff and students).
4. Participates in the selection and mentoring of developmental course instructors.
5. Assists in the selection, training and evaluation of teaching assistants/peer tutors.
6. Assists in the development of ongoing professional development and training.
7. With appropriate departments, coordinates the revision and development of curricula, instructional materials and/or new delivery systems as needed.
8. Creates improvements in placement, diagnostic, and exit assessments as needed.
9. Assists in the selection and implementation of developmental education assessment measures.
10. Researches the latest pedagogy and innovations in curricula, technology, and methodology pertaining to developmental education, and shares findings with the college community.

11. Collaborates with the Assessment Center, Counselors, Learning Center, Math and Writing Centers, DSPS, CalWORKs and EOPS programs to ensure that appropriate placement and support services are available to developmental students.
12. Participates in departmental meetings and other efforts that affect the programs, instruction and support for students in developmental courses.
13. Participates in district, campus, and department projects as appropriate.
14. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of

The use of educational technology for course delivery.
Conducting student outcomes assessment.
Teaching developmental courses (English, Reading, or Math) to adults.
Appropriate sections of the Education Code and Title 5.

Ability to

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.
Prioritize and execute a wide range of projects simultaneously.
Work independently, assume responsibility, and take initiative in carrying out assignments.
Communicate effectively both orally and in writing.
Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.

Education/Training

Required Education and Experience:

1. Master's degree from an accredited institution in Education, Reading, Math, English, Special Education
2. A Masters Degree and related experience with campus or District-wide special projects or programs.
3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.

Desired Experience:

1. Experience in conducting student outcomes assessment.
2. Experience working with Hispanic populations
3. Experience working with individuals with disabilities.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting.

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

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

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

Board Approved: January 12, 2006

Revised: June 10, 2010