



San Bernardino Community College District
 Board Strategy Session
 April 25, 2024
 4:00 pm-6:00 pm Pacific Time

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

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 if require an accommodation in order to participate in the public meeting, please contact the Chancellor's Office at (909) 388-6902 as far in advance of the Board meeting as possible.

- I. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- II. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**
- III. **ACTION AGENDA**
 - A. Board Ad Hoc Committee for Board Self-Evaluation and Evaluation of the Chancellor
 - B. Accept Resignation and Fill Trustee Vacancy by Provisional Appointment
- IV. **PRESENTATIONS**
 - A. Books+
 - B. Technology Master Plan
- V. **ADJOURN**

The next meeting of the Board: Business Meeting
May 9, 2024, at 4:00 PM
SBCCD Boardroom
550 E. Hospitality Ln., Ste 200
San Bernardino, CA 92408

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Heather M. Ford, Sr. Executive Administrative Assistant

DATE: April 25, 2024

SUBJECT: Board Ad Hoc Committee for Board Self-Evaluation and Evaluation of the Chancellor

RECOMMENDATION

It is recommended that the Board of Trustees approve members of the Board Executive Committee (BEC) to serve as the Ad Hoc Committee for the Board’s Self-Evaluation and the Evaluation of the Chancellor processes.

OVERVIEW

Pursuant to Board Policy 2210, The Board Chair shall establish ad hoc committees to comply with Board Policies and deadlines.

Pursuant to Board Policy 2745, An ad hoc committee of the Board shall be appointed in April to determine the instrument to be used in the Board’s self-evaluation.

Pursuant to Administrative Procedure 2435, if necessary, the Board and the Chancellor will mutually agree upon the formation of a Board ad hoc committee.

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.

ANALYSIS

The Board of Trustees is committed to assessing its own performance as a Board to identify its strengths and areas in which it may improve its effectiveness. The Ad Hoc Committee recommends the instrument to be used in Board’s self-evaluation, incorporates criteria contained in Board Policy 2745, and ensures the process for evaluation is followed and approved by the Board as required.

The Chancellor is evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor. The ad hoc committee ensures the Chancellor’s evaluation complies with the criteria based on Board Policy, the Chancellor job description, and performance goals and objectives developed by the Board.



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: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Heather M. Ford, Sr. Executive Administrative Assistant

DATE: April 25, 2024

SUBJECT: Accept Resignation and Fill Trustee Vacancy by provisional appointment.

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Trustee Anne Viricel and vote to fill the vacancy by provisional appointment as indicated in the attached timeline.

OVERVIEW

Dr. Anne Viricel gave notice of her intent to resign from her seat on the SBCCD Board of Trustees, effective June 30, 2024. Anne Viricel is the District's trustee representing Area 7. Trustee Viricel was elected in 2015, and her term expires in December 2024.

ANALYSIS

Pursuant to Education Code 5091, when a vacancy occurs or when a deferred resignation has been filed four or more months before the end of a Board member's term, the Board shall take action within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either make a provisional appointment or order an election.

In the event that the Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent of Schools must call an election to fill the vacancy. The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost of any election held within a single district shall be borne by the entire district and shall be paid out of its funds. Election costs shall be determined by the county elections official and approved by the county board of supervisors.





PROVISIONAL APPOINTMENT TIMELINE

April 18, 2024	Received trustee's letter of resignation
April 25, 2024	Strategy Session: Board accepts resignation and takes action to fill vacancy by provisional appointment.
April 26, 2024	Notify the San Bernardino County Superintendent of Schools of board vacancy and intent to fill vacancy by provisional appointment.
April 29, 2024	Public Notice is published to call for applications by May 22, 2024. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092). The notice will contain links to information about the District and the Board and include the candidate information sheet to be completed and returned by May 22, 2024.
May 22, 2024	All applications for appointment are due.
May 23, 2024	Board Executive Members and Chancellor screen applications for eligibility and approve/develop interview questions.
May 30, 2024	Notification to qualified applicants of Board Interview date, time, and location.
June 13, 2024	The Board interviews candidates and takes action to approve provisional appointment based on majority vote.
June 14, 2024	Press releases are distributed to media, social media, and websites.
July 11, 2024	New Board Member is sworn-in and introduced.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: April 25, 2024

SUBJECT: Books+ Presentation

RECOMMENDATION

This item is for information only and no action is necessary.

OVERVIEW

SBCCD's partnership with Follett to provide students with rental access to textbooks plus required course materials. Students register for courses and their **Books+** list is sent to the Campus Bookstore and filled. **Books+** covers only materials identified as "required," and not those "recommended" or "suggested." **Books+** (as appropriate) must be returned to the Campus Bookstore in good condition after the semester.

ANALYSIS

Books+ was free to all registered students Beginning Fall 2021. All registered students received free **Books+** for three years. A total of \$22 million was paid by SBCCD for **Books+** with COVID-19 recovery funds. These funds have now been expended. SBCCD has negotiated a 20% price reduction since the inception of Books+ and moving forward, the cost will be reduced to \$20/per unit.

Forging ahead, each student will decide if they want to participate in **Books+**. Students opting in will pay a \$20/per unit cost for **Books+** and students opting out do not pay the \$20/ per unit cost. All students can consult counselors for potential book grants from other support programs based on need (EOPS, CARE, DSPS, or Foundations).

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

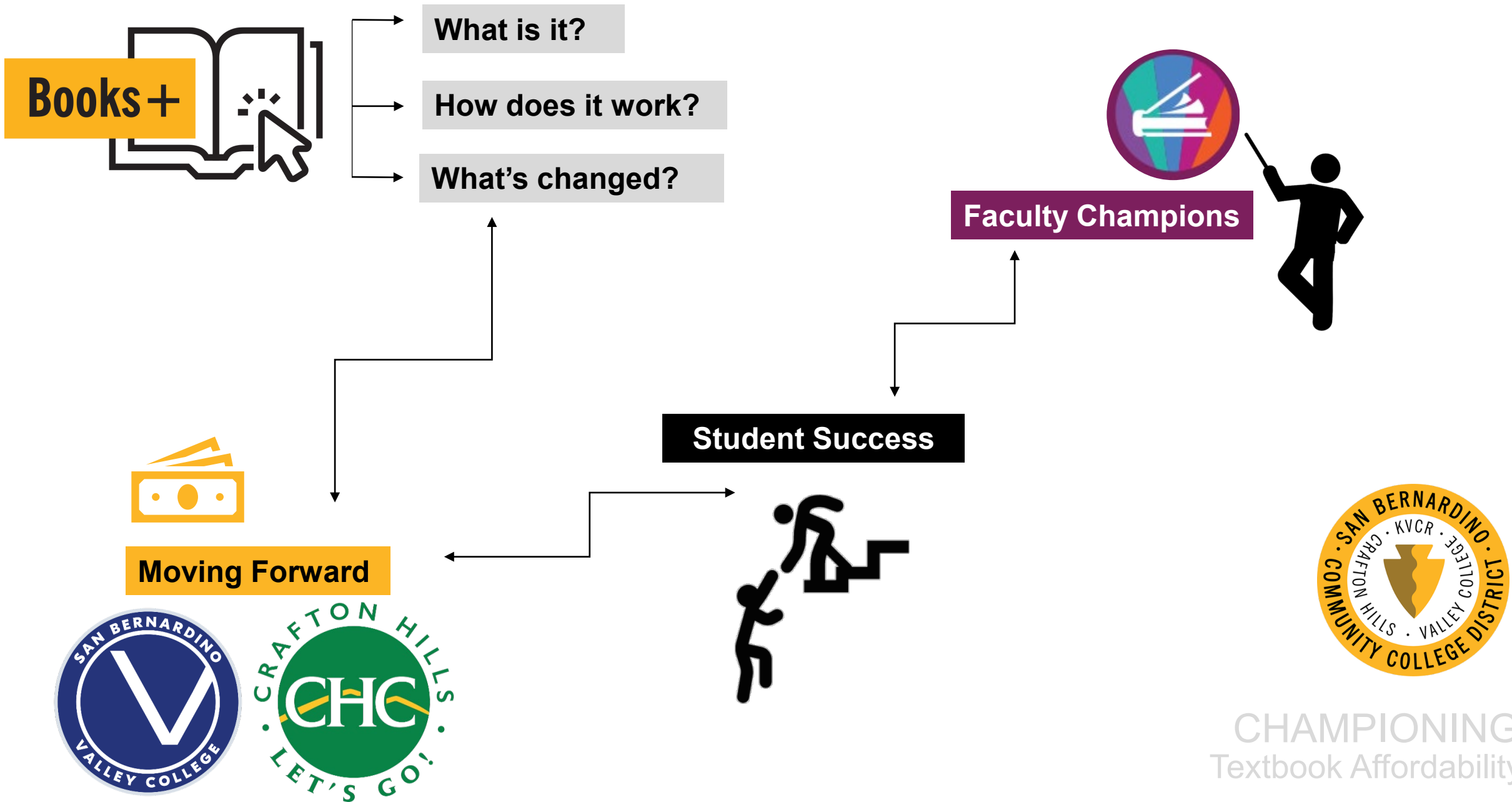
FINANCIAL IMPLICATIONS

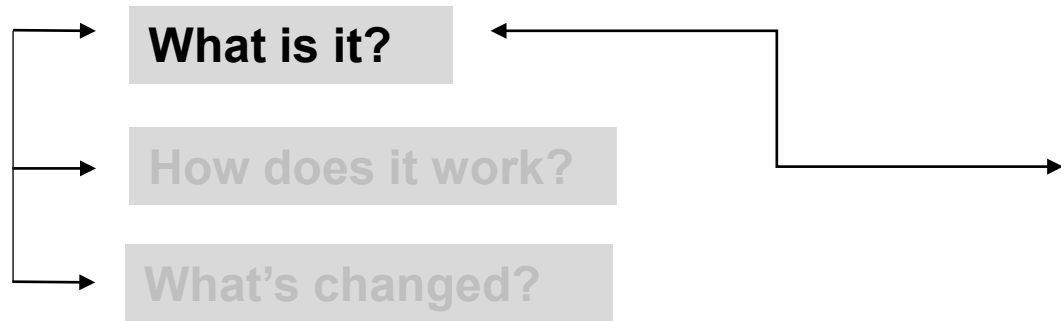
There are no financial implications for SBCCD.



CHAMPIONING Textbook Affordability







What is it?

How does it work?

What's changed?

A program in partnership with Follett, **Books+** provides students with **rental access** to textbooks plus required course materials.



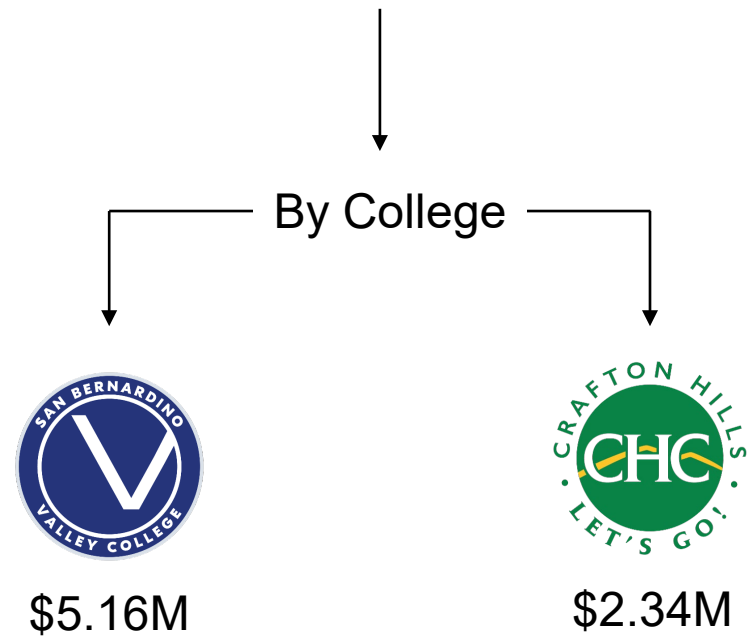
- What is it?
- **How does it work?**
- What's changed?

- Students register for courses and their **Books+** list is sent to the Campus Bookstore and filled.
- Students receive an email when their materials are ready to be picked up.
- **Books+** covers only materials identified as “required,” and not those “recommended” or “suggested.”
- **Books+** (as appropriate) must be returned to the Campus Bookstore in good condition after the semester.
- **Books+** has an approximate total cost of **\$7.5 million** per academic year.



- What is it?
- How does it work?**
- What's changed?

- **Books+** has an approximate total cost of **\$7.5 million** per academic year.



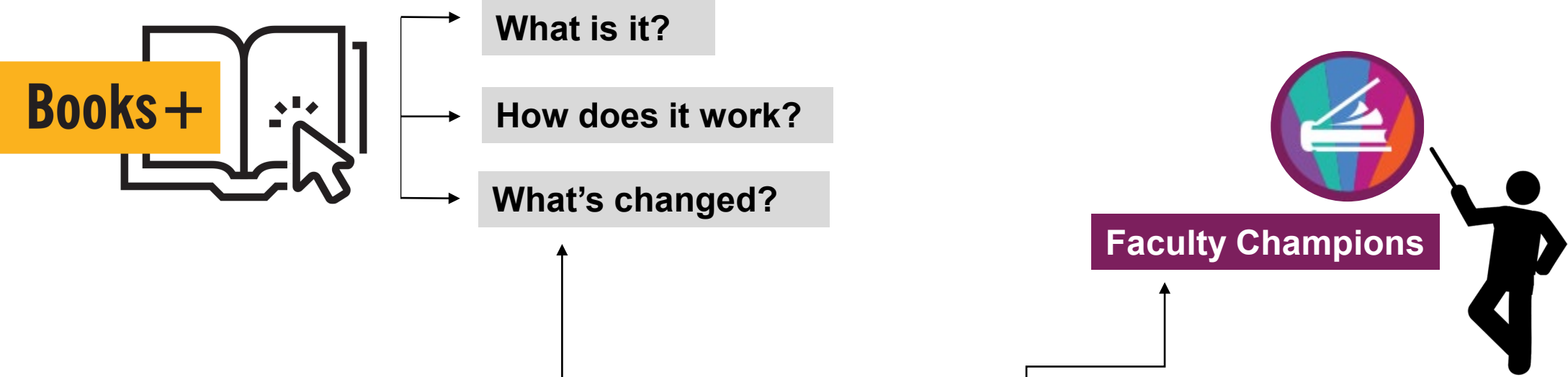


What is it?

How does it work?

What's changed?

- **Books+** was free to all registered students beginning in Fall 2021.
- All registered students received free **Books+** for three years.
- The cost of **Books+** was paid out of **one-time** state and federal funds as part of the COVID-19 pandemic recovery effort.
- SBCCD paid \$22 million for **Books+**
- These funds have now been expended.



Moving Forward

Student Success



CHAMPIONING
Textbook Affordability

Books+

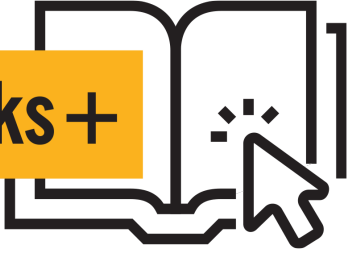


Moving Forward



SBCCD negotiated with Follett to lower the per unit cost of **Books+** from \$25 down to \$20 – a 20% rate reduction since inception.

Books+



Moving Forward



SBCCCD negotiated with Follett to lower the per unit cost of **Books+** from \$25 down to \$20 – a 20% rate reduction since inception.

	Sample Schedules			Cost With Books+	Average Cost Without Books+	Difference	Savings?
1	CHC	PHIL-101 PSYCH-111	6 units	\$120	\$305	\$185	✓
	SBVC	HMDT-023 HMDT-035	6 units	\$120	\$49	-\$71	
2	CHC	ART-100 ART-102 COMMST-111	9 units	\$180	\$494	\$314	✓
	SBVC	COMMST-111 CD-105 POLIT-100	9 units	\$180	\$303	\$123	✓
3	CHC	ENGL-101 KIN/F-121A HEALTH-263 ANAT-150	12 units	\$240	\$318	\$78	✓
	SBVC	COMMST-100 MUS-121	10 units	\$200	\$210	\$10	✓

Books+



Moving Forward



SBCCCD negotiated with Follett to lower the per unit cost of **Books+** from \$25 down to \$20 – a 20% rate reduction since inception.

	Sample Schedules	Cost With Books+	Average Cost Without Books+	Difference	Savings?
3	CHC ENGL-101 KIN/F-121A HEALTH-263 ANAT-150 12 units	\$240	\$318	\$78	✓
	SBVC COMMST-100 MUS-121 GEOL-101 HIST-107 12 units	\$240	\$310	\$70	✓
4	CHC CD-182 CD-212 6 units	\$120	\$294	\$174	✓
	SBVC ADJUS-102 HIST-101 6 units	\$120	\$353	\$233	✓
5	CHC ANTHRO-102 HEALTH-263 COMMST-100 9 units	\$180	\$362	\$182	✓
	COMMST-111				


Books+

Moving Forward


SBCCCD negotiated with Follett to lower the per unit cost of **Books+** from \$25 down to \$20 – a 20% rate reduction since inception.

	Sample Schedules	Cost With Books+	Average Cost Without Books+	Difference	Savings?
5	CHC ANTHRO-102 HEALTH-263 COMMST-100 9 units	\$180	\$362	\$182	✓
	SBVC COMMST-111 POLIT-100 HIST-100 9 units	\$180	\$250	\$70	✓
6	CHC CHEM-150 MATH-250 COMMST-125 12 units	\$240	\$387	\$147	✓
	SBVC ECON-201 BUSAD-100 CIT-101 HIST-145 12 units	\$240	\$242	\$2	✓

Books+



Moving Forward

SBCCCD negotiated with Follett to lower the per unit cost of **Books+** from \$25 down to \$20 – a 20% rate reduction since inception.

Each student will decide if they want to participate in **Books+**.

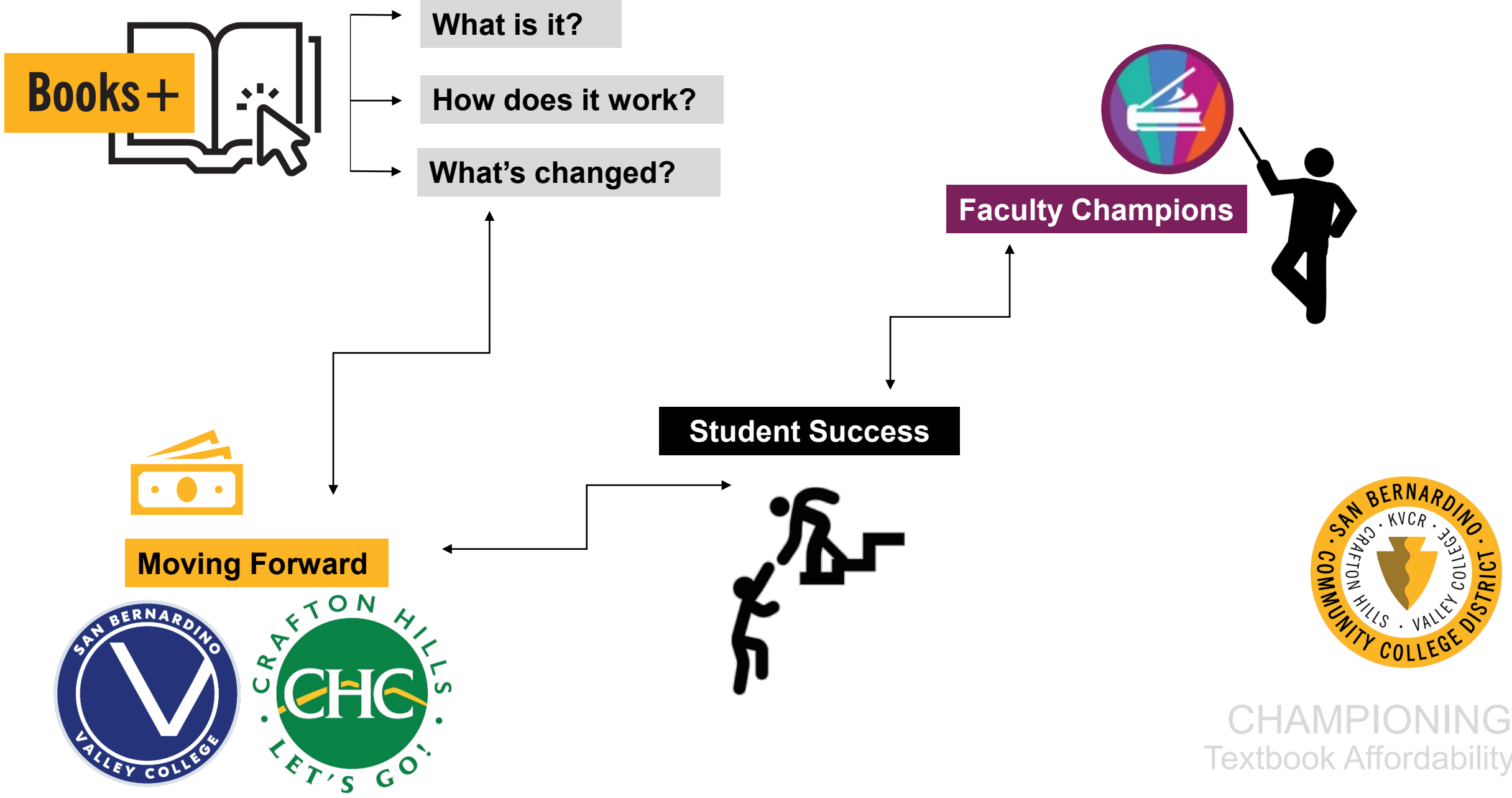
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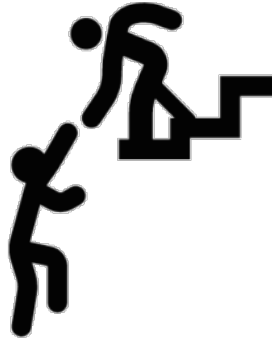
Students opt-in and pay the \$20/per unit cost for **Books+**.

Students opt-out and do not participate.

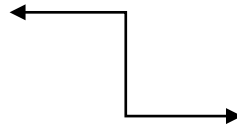


Reminder: Students can consult counselors for potential book grants from other support programs based on need (EOPS, CARE, DSPS, or Foundations).





Student Success



Opportunities to facilitate student success & college affordability.

MORE DIGITAL VERSIONS

LESS "REQUIRED" MATERIALS PER CLASS

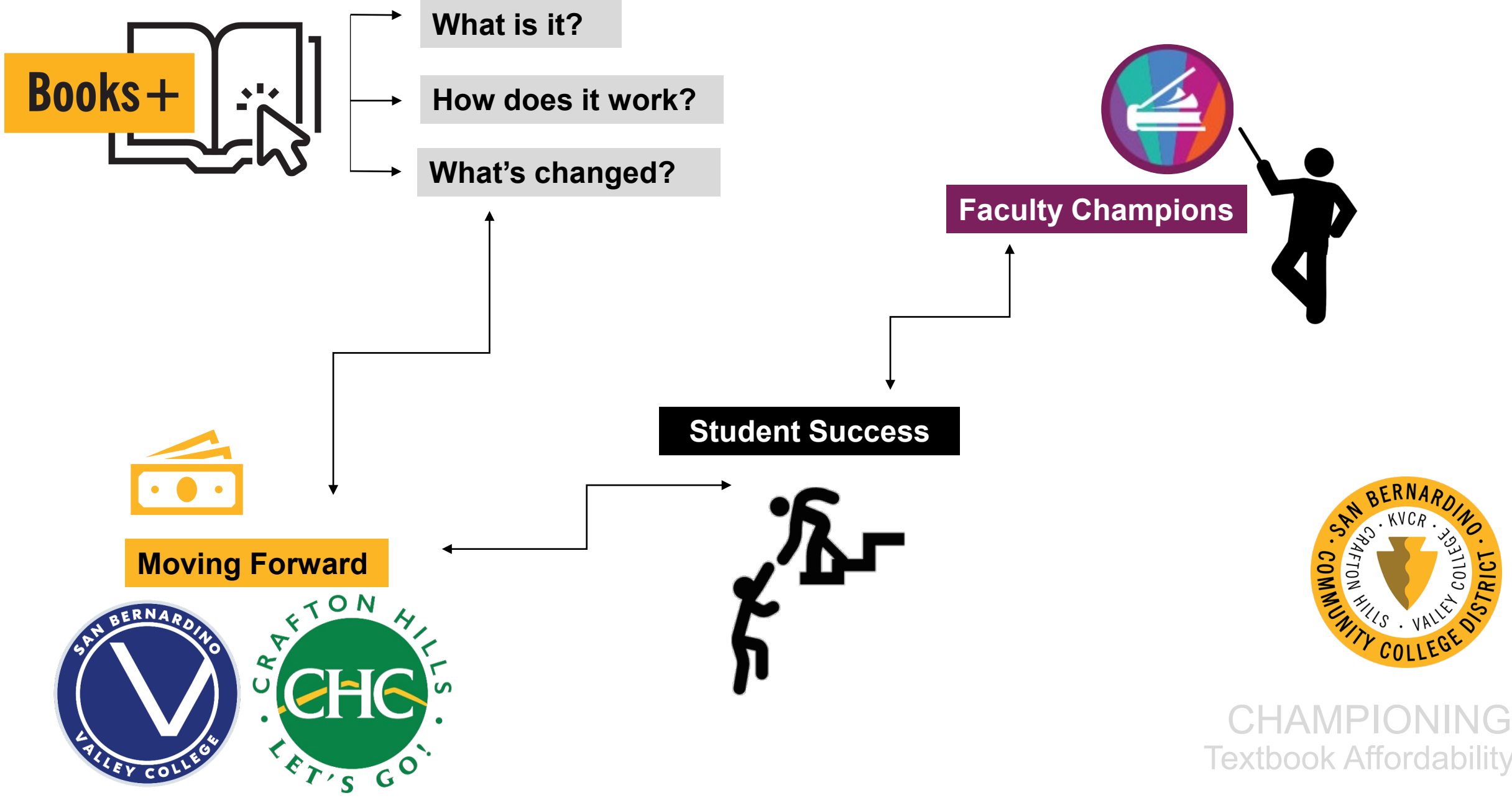
MORE ONLINE EDUCATIONAL RESOURCES

SHORTER PUBLISHER/ BOOKS WEBSITE ACCESS

CHEAPER TEXTBOOKS



CHAMPIONING
Textbook Affordability





Your Students need you!
Will you champion the cause to make college affordable?

**MORE DIGITAL
VERSIONS**

**LESS
"REQUIRED"
MATERIALS
PER CLASS**

**MORE ONLINE
EDUCATIONAL
RESOURCES**

**SHORTER
PUBLISHER/
BOOKS
WEBSITE
ACCESS**

**CHEAPER
TEXTBOOKS**

CHAMPIONING
Textbook Affordability



Faculty Champions

Your Students need you!
Will you champion the cause to make college affordable?

**MORE DIGITAL
VERSIONS**

Moving from print versions to digital – currently at 60% but need to reach 75%.

**LESS
“REQUIRED”
MATERIALS
PER CLASS**

Making “required” only those materials that are key to student success.

**MORE ONLINE
EDUCATIONAL
RESOURCES**

Increasing Online Educational Resources (Follett has OER content available).

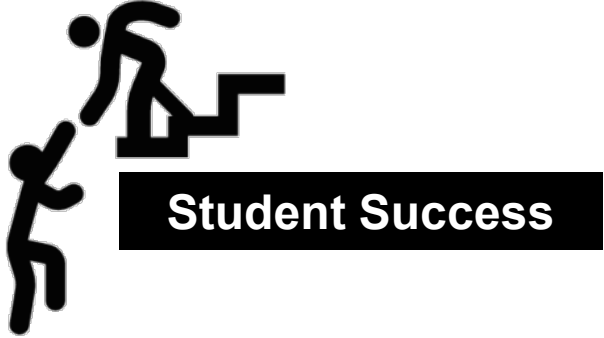
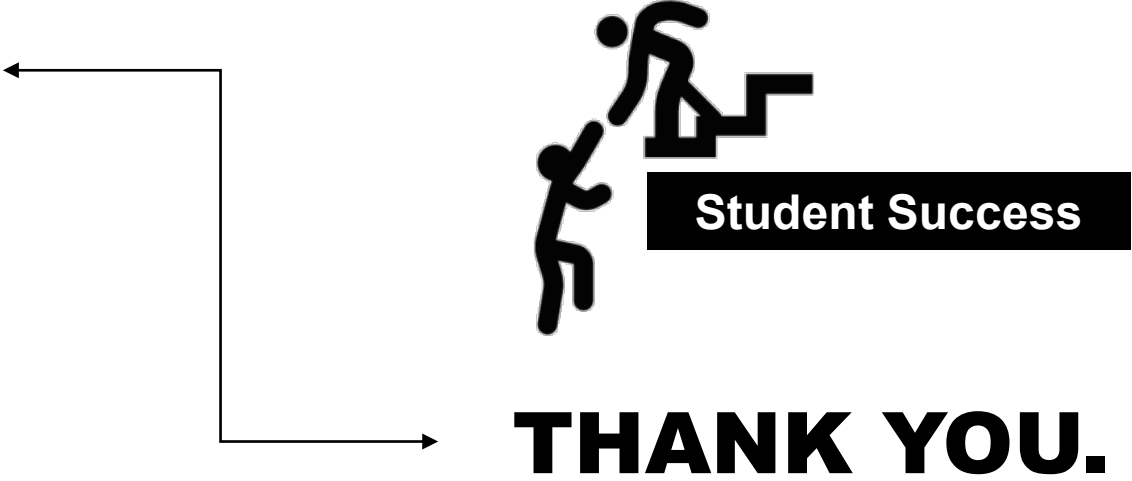
**SHORTER
PUBLISHER/
BOOKS
WEBSITE
ACCESS**

Limiting access length to publisher/books website to 6 or 12 months, maximum.

**CHEAPER
TEXTBOOKS**

Selecting cheaper textbooks – the most expensive cost up to \$560.

CHAMPIONING Textbook Affordability



THANK YOU.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Nohemy Ornelas, VC of Education and Student Support Services

PREPARED BY: Luke Bixler, Chief Technology Officer

DATE: April 25, 2024

SUBJECT: Technology Master Plan

RECOMMENDATION

This item is for information only and no action is necessary.

OVERVIEW

The presentation provides an overview of the Technology Master Plan.

ANALYSIS

The District Technology Master Plan (DTMP) is a comprehensive planning document that anticipates SBCCD's current and future technology needs. The DTMP is in alignment with the Strategic Plan and provides a road map for meeting future needs in a rapidly evolving technological environment. Additionally, the DTMP is directly connected to the College's Educational Master Plans and aligns with California Community Colleges Chancellor's Office Vision 2030.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success.

FINANCIAL IMPLICATIONS

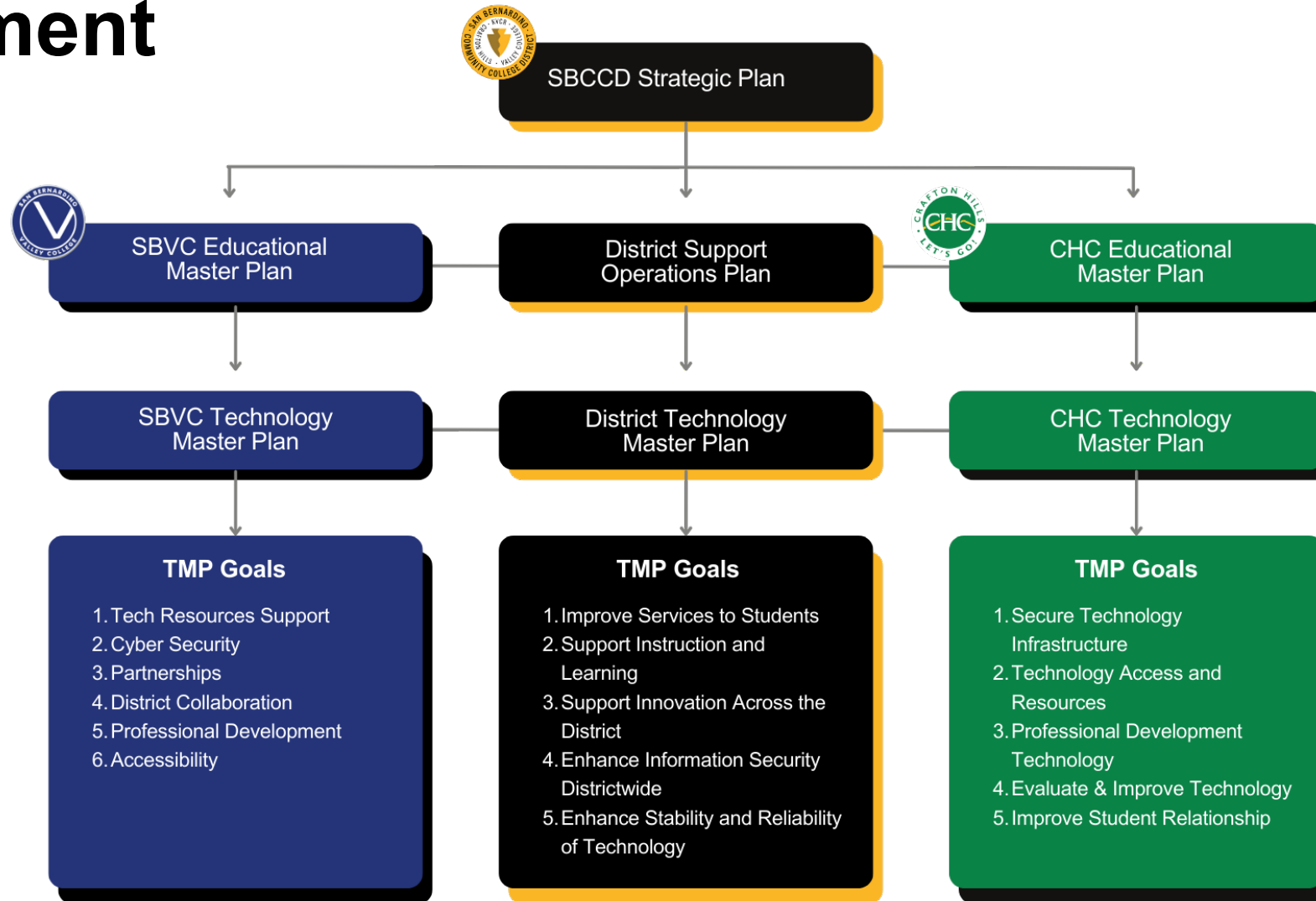
There are no financial implications.



SBCCCD Technology Master Plan (TMP)

Board Strategy Session Update
April 25, 2024

Alignment



ALIGNMENT OF TECHNOLOGY GOALS WITH DISTRICT MASTER PLAN

This table demonstrates the alignment of the SBCCD Technology Master Plan Goals with the Districts Strategic Plan Goals

SBCCD Technology Goals		SBCCD Strategic Plan Goals			
2023 - 2028 District Technology Goals		Barriers Student Access Success	DEIA	Leader and Partner in Region	Fiscal Accountability/Sustainability
1.0	Improve Services to Students	X	X	X	X
1.1	New Technology	X	X		X

ALIGNMENT OF TECHNOLOGY GOALS WITH SAN BERNARDINO VALLEY COLLEGE TECHNOLOGY PLAN

This table demonstrates the alignment of the SBCCD Technology Master Plan Goals with the SBVC Technology Plan

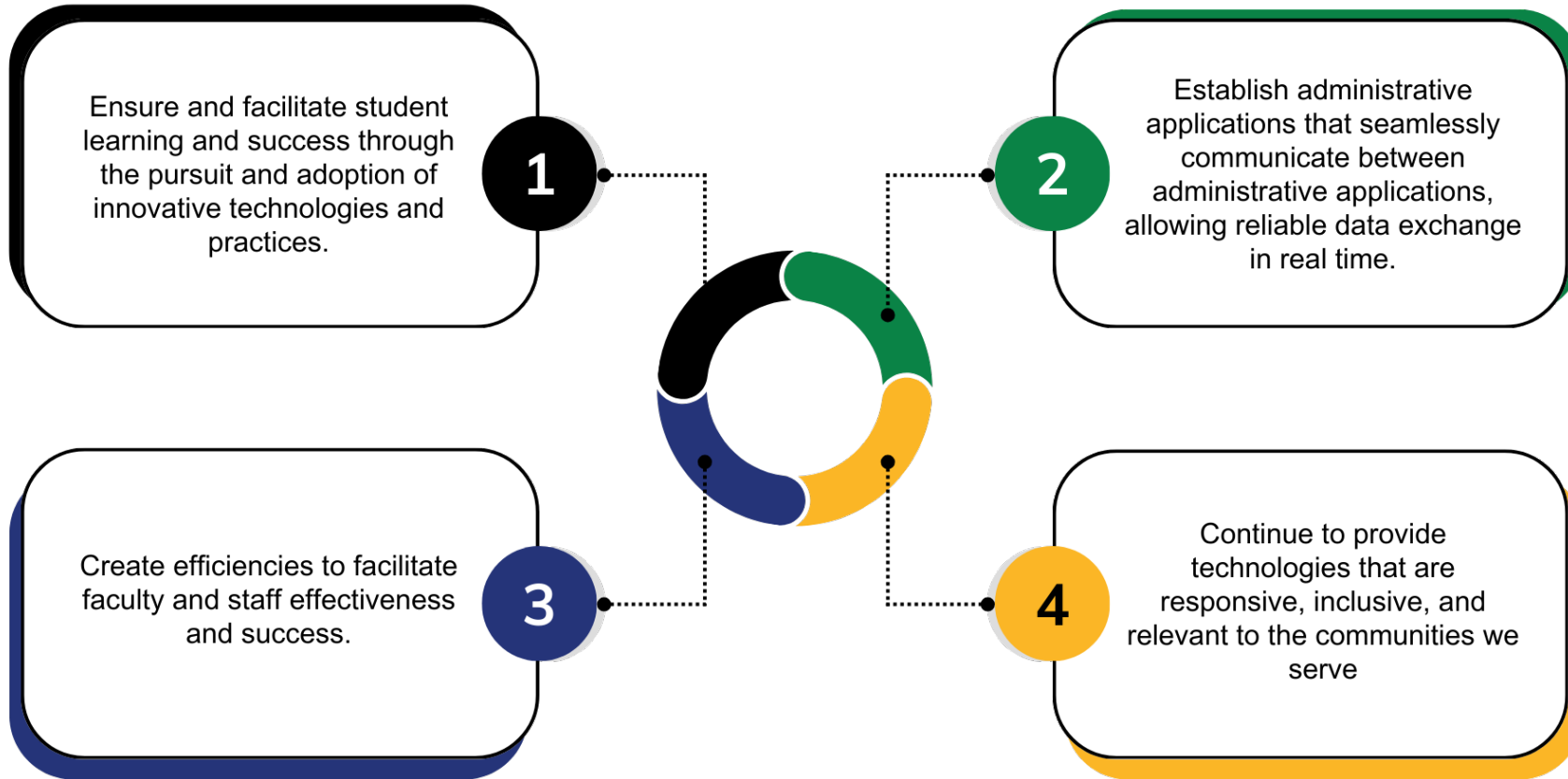
SBCCD Technology Goals		SBVC Technology Plan Goals					
2023 - 2028 District Technology Goals		Tech Resources Support	Cyber-Security	Partnerships	District Collaboration	Professional Development	Accessibility
1.0	Improve Services to Students	X			X	X	X
1.1	New Technology	X			X	X	X

ALIGNMENT OF TECHNOLOGY GOALS WITH CRAFTON HILLS COLLEGE TECHNOLOGY PLAN

This table demonstrates the alignment of the SBCCD Technology Master Plan Goals with the CHC Technology Plan

SBCCD Technology Goals		CHC Technology Plan Goals				
2023 - 2028 District Technology Goals		Secure Technology Infrastructure	Technology Access and Resources	Professional Development Technology	Evaluate & Improve Technology	Improve Student Relationship
1.0	Improve Services to Students		X		X	X
1.1	New Technology		X	X	X	X

Guiding Principles



I. DTMP Goal 1

Goal 1: Improve Services to Students:

- **New Technology:** Evaluate technologies that can improve the student experience.
- **Process Alignment:** Work with both Colleges to ensure the processes for students provide a consistent and efficient user experience.
- **State Initiatives:** Partner with the administrative staff at the Colleges to review student-facing solutions offered by the state.
- **Distance Education:** Partner with the Distance Education Coordination Council to identify changes and enhancements that will improve the student experience.
- **Campus Technology Committees:** In collaboration with the Campus Technology Committees at each College, obtain feedback on technologies that will improve the student experience.
- **Accessibility:** Ensure that the appropriate accessibility training and technology is available to align with accessibility regulations and to meet the needs of our students.

II. DTMP Goal 2

Goal 2: Support Instruction and Learning

- **Research New Software:** Work closely with the instructional offices at each of the Colleges to identify and implement solutions that will support instruction and learning.
- **System Upgrades:** Review and upgrade existing software implementations to take advantage of new features and functionality.
- **Project Management Procedures:** Establish project management procedures so that instructional projects are completed on time and under budget.
- **Learning Management System:** Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify changes and enhancements to our Learning Management System.
- **Campus Technology Committees:** Partner with the Campus Technology Committees at each College to get feedback on instructional areas that can be improved across the District.

III. DTMP Goal 3

Goal 3: Support Innovation Across the District

- **Technology Research:** Review innovative technology solutions, such as Customer Relationship Management systems, Artificial Intelligence, Machine Learning, and other innovative technologies.
- **Infrastructure:** Research and implement infrastructure and innovative cloud technologies.
- **Technology Trends:** Review Educause Core Data, Gartner/Tambellini Trend Data, ACCJC Accreditation Standards, CCCO Vision 2030, and other external higher education trend data.
- **Learning Management System:** Partner with the Distance Education Coordination Council and the Campus Technology Committees to identify new software or plugins that work with the Learning Management System.
- **Campus Technology Committees:** Partner with the Campus Technology Committees at each College to get feedback on technologies that can lead to innovation across the District.

IV. DTMP Goal 4

Goal 4: Enhance Information Security District-Wide

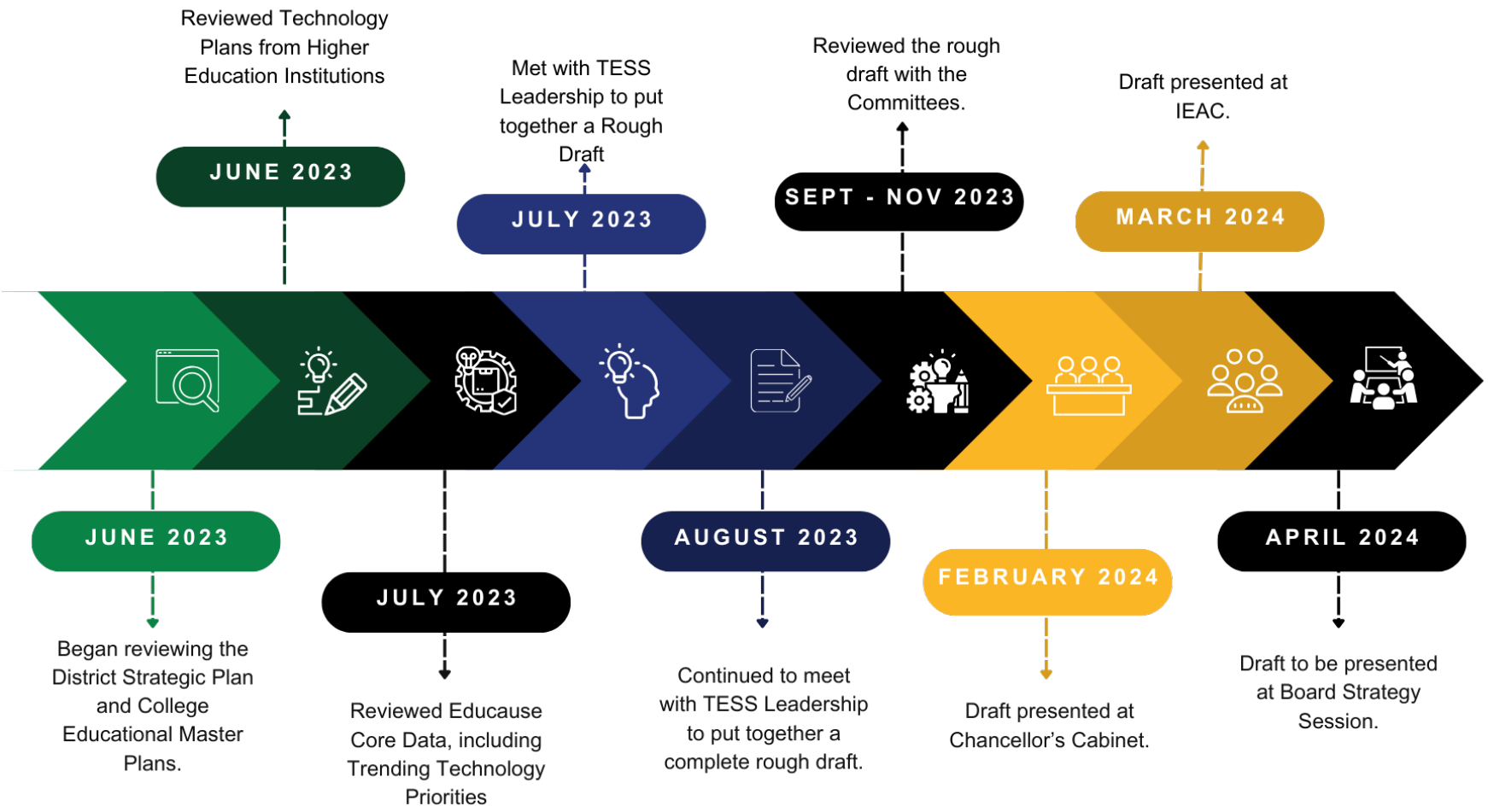
- **Information Security Plan:** Develop an information security plan that provides the strategies, protocols, and safeguards to protect the District's sensitive data and digital assets.
- **Update Security Policies:** Develop a comprehensive set of cybersecurity policies to safeguard sensitive data and maintain the integrity of academic and administrative systems.
- **Data Governance:** Establish a data governance framework that establishes clear responsibilities, processes, policies, and data categorization to ensure the proper collection, storage, usage, and security of data across the District.
- **Data Loss Prevention:** Implement a set of technologies aimed at identifying, monitoring, and preventing unauthorized and accidental data leaks by monitoring data in motion, at rest and in use.
- **Risk Assessment:** Review the Information Security Risk Assessment and prioritize new initiatives

V. DTMP Goal 5

Goal 5: Enhance the Stability and Reliability of Technology

- **Cloud Strategy:** Implement the cloud migration by migrating work loads from on premise to the cloud. This includes research for leveraging cloud services to replace the need for dedicated servers.
- **Disaster Recovery Plan:** Develop a Business Impact Analysis to guide the Business Continuity and Disaster Recovery Plan, to cover all areas of technology at the District and at the Colleges.
- **Fault Tolerance:** Create redundant pathways to create fault tolerance for internet and voice circuits at the District and the Colleges.
- **Redundancy:** Evaluate, document, and make recommendations for full redundancy in server rooms, core network and WAN environments.
- **Test Plans and Procedures:** Establish and execute annual and semi-annual test plans to ensure disaster recovery procedures work properly and systems are operating as expected.

Timeline Overview



Questions?