



Meeting of the Board of Trustees

March 12, 2020

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

San Bernardino Valley College B-100

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

ADDENDUM

revised

Agenda Page: New item (see attached p3)

Agenda Item: 6.1 Approval to Adopt Resolution No. 2020-03-12-HR01 to Layoff Due to Lack of Work and/or Lack of Funds

Description: New item added for action to be taken in open session

Agenda Page: New item (see attached p6)

Agenda Item: 6.2 Approval to Adopt Resolution No. 2020-03-12-HR02 to Reduce or Eliminate Particular Kinds of Service

Description: New item added for action to be taken in open session

Agenda Page: 99

Agenda Item: 11.12 Management Job Descriptions

Description: Remove the first bullet under *Ability to* for the Dean, Academic Success, Grants and Learning Services (SBVC) job description.

Ability to:

- ~~• Plan, organize, supervise, and evaluate the performance of District Police Department personnel and manage a variety of security and safety programs.~~

Agenda Page: 125

Agenda Item: 11.21 Individual Memberships

Description: Remove the individual ACCA membership for Leticia Hector.

~~Site:~~ SBVC

~~Name:~~ Leticia Hector

~~Total Cost:~~ \$182.13

~~Funding Source:~~ Vice President of Instruction
General Funds

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

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

Agenda Page: 131 (see attached p9)


Agenda Item: 12.1 Public Hearing and Acknowledgement of Initial Proposals to Negotiate Successor Agreement Between SBCCD and CSEA Chapter 291

Description: Include the sunshine proposals.

Agenda Pages: 439-440

Agenda Item: 13.16 2020 Board Master Planning Action Calendar

Description: Include recurring monthly items (top of pages).

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT				
Board Master Planning Action Calendar <i>As of 3/3/2020 8:18 AM</i>				
Monthly	B&FS	- Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - FTES Reports	- Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout	- Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report - Surplus Property
	FPC	- RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP)	- Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments	- Bond Construction COs/Amendments - CBOC Appointees
	HR	- Closed Session Items (Separate Agenda) - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase	- Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic	- Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	OOO & PRES	- Board Committee Reports - Board Information Requests - Good News	- Key Performance Indicators - Minutes - Curriculum	- Board Policies & Procedures - Clery Report - Applause Report

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Interim Vice Chancellor, Human Resources
DATE: March 12, 2020
SUBJECT: Consideration of Approval to Adopt Resolution No. 2020-03-12-HR01 to Layoff Due to Lack of Work and/or Lack of Funds

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 2020-03-12-HR01 to Layoff Due to Lack of Work and/or Lack of Funds and provide notice to affected employees.

OVERVIEW

Inland Future Foundation is being funded by categorical grants, and after an analysis, the District does not find that any of the grants should be directly funding Inland Future Foundation but instead they should be assessing District departments. As a result, the funding will be allocated for proper use and there will be no funds for Inland Future Foundation. As such, services being provided by the programs, will no longer be needed by the District. Pursuant to California Education Code Section 88014, 88017, 88117 and 88127, the District must provide a 60-day notice to layoff the position due to lack of work or lack of funds.

ANALYSIS

The Board is being asked to adopt a resolution of authorization of layoff due to lack of work and/or lack of funds implementing Education Code Section 88017.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will result in funding being allocated for proper use and there will be no funds for Inland Future Foundation.

**BEFORE THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA**

RESOLUTION NO. 2020-03-12-HR01

**AUTHORIZING LAYOFF DUE TO
LACK OF WORK AND/OR LACK OF FUNDS
IMPLEMENTING EDUCATION CODE SECTION 88017**

WHEREAS, due to the expiration of a specially funded program, lack of work and/or lack of funds, the Governing Board of the San Bernardino Community College District has determined that it will be necessary to lay off the following position pursuant to the provisions of Education Code sections 88014, 88017, 88117 and 88127.

Development Director **1 position/FTE**

Assistant Director of Resource Development **1 position/FTE**

NOW, THEREFORE, BE IT RESOLVED, that as of March 12, 2020, the above-mentioned services in the San Bernardino Community College District shall be discontinued to the extent described herein; and

BE IT FURTHER RESOLVED, that the number of classified employees shall be reduced by layoff as specified above pursuant to Education Code section 88127;

BE IT FURTHER RESOLVED, that the Chancellor is directed to give a notice of layoff to the affected classified employee pursuant to Education Code section 88017;

BE IT FURTHER RESOLVED, that said layoff shall become effective July 1, 2020; and

BE IT FURTHER RESOLVED, that the classified employee laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code §88127.

The foregoing Resolution was adopted by the Board of Trustees of the San Bernardino Community College District on the 12th day of March, 2020 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

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

I, _____, Secretary to the Board of Trustees of the San Bernardino Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Board of Trustees at its regular meeting held on March 12, 2020.

Secretary, Board of Trustees of the
San Bernardino Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Interim Vice Chancellor, Human Resources
DATE: March 12, 2020
SUBJECT: Consideration of Approval to Adopt Resolution No. 2020-03-12-HR02 to Reduce or Eliminate Particular Kinds of Service

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 2020-03-12-HR02 to Reduce or Eliminate Particular Kinds of Service performed by academic employees and to provide notice to affected employees of the reduction in service.

OVERVIEW

The District has decided to eliminate the STEM Pathway Coordinator position due to the college not needing the position to meet the student's needs

ANALYSIS

The Board is being asked to adopt a resolution of authorization to discontinue the following particular kinds of services: the STEM Pathway Coordinator position at Crafton Hills College for the 2020-21 academic year and to send notice to the affected employee.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will result in funding being allocated for proper use.

**BEFORE THE GOVERNING BOARD OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA
RESOLUTION NO. 2020-03-12-HR02**

REDUCTION OR DISCONTINUANCE OF PARTICULAR KINDS OF SERVICE

WHEREAS, pursuant to Education Code Section 87743, it is the opinion of this Board that it has become necessary to reduce or discontinue particular kinds of services;

WHEREAS, it is the opinion of this Board that the following particular kinds of services be reduced or discontinued for the 2020-21 academic year:

1. Elimination of Stem Pathway Coordinator – 1 FTE position

WHEREAS, it is the opinion of this Board that it is necessary by reason of the aforementioned reductions and discontinuances of service to decrease the number of academic employees by the equivalent of 1 FTE employees for the 2020-21 academic year;

WHEREAS, in determining the amount of service to be reduced, the Governing Board has considered all assured attrition, and the reductions identified above are in addition to assured attrition known at the time of this resolution;

WHEREAS, the Education Code requires that various actions be taken and notices be forwarded no later than March 15th of each school year regarding layoffs of academic personnel resulting from reductions of particular kinds of service;

NOW, THEREFORE, BE IT RESOLVED, by the Governing Board of the San Bernardino Community College District that, for the 2020-21 academic year, the particular kinds of services to be provided by said District shall be and hereby are reduced to the extent hereinabove set forth.

BE IT FURTHER RESOLVED that due to the reduction or discontinuance of particular kinds of services, the legal number of employees of the District, pursuant to Education Code Section 87743, not be reemployed for the 2020-21 academic year.

BE IT FURTHER RESOLVED that the Superintendent/Chancellor is directed to give Notice of Recommendation Not to Reemploy, in accordance with the provisions of Section 87740 and 87743 of the Education Code, to the number of academic employees allowed pursuant to Education Code Section 87743.

The foregoing Resolution was adopted by the Governing Board of the San Bernardino Community College District on the 12th day of March, 2020 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Chair, Governing Board of the
San Bernardino Community College District

I, _____, Clerk of the Governing Board of the San Bernardino Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on March 12, 2020.

Clerk, Governing Board of the
San Bernardino Community College District



California School Employees Association and its San Bernardino CCD Chapter #291
2020-2023 Successor Negotiations Sunshine Proposal

California School Employees Association and its Chapter 291 (CSEA) present our initial proposal to negotiate 2020-2023 Successor Contract. CSEA desires to alter or amend the following articles as indicated and presents our proposal for public discussion in accordance with Government Code 3547 as follows:

ARTICLE 4: DUES AND ORGANIZATIONAL SECURITY

CSEA will propose language to ensure this Article meets the requirements of law.

ARTICLE 5: RIGHTS OF THE ASSOCIATION AND MEMBERS

CSEA will propose language for the District to provide information, on an on-going basis, regarding the working conditions of bargaining unit members.

ARTICLE 6: HOURS OF WORK & OVERTIME

CSEA will propose language to address the summer schedule time requirements.

ARTICLE 7: PAY AND ALLOWANCES

CSEA will propose language to:

- Provide COLA to all bargaining unit members based on the 2020-2021 California State Budget and other funds available to the District.
- Attract and retain the best-qualified professional classified staff by improving the existing salary structure.
- Enhance the incentive(s) for bilingual and bi-literate unit members.
- Provide additional funding for tuition reimbursement.

ARTICLE 10: HEALTH AND WELFARE BENEFITS

CSEA will propose language that allows additional CSEA representatives/designees to participate on the Health and Welfare Benefits Committee.

ARTICLE 13: EVALUATIONS

CSEA will propose language in Article 13 to modify the current probationary period.

ARTICLE 25: COMPLETION OF MEET AND NEGOTIATION

CSEA will propose language to reflect the updated date of the Agreement and specify the dates of reopeners.


APPENDIX

CSEA would like to update and amend each of the current appendices included in the 2017-2020 contract.

CSEA reserves the right to open additional articles during the course of these successor agreement negotiations, subject to the appropriate notice requirements under the law and CSEA policies.

Please place this Proposal on the next Board of Education agenda in compliance with California's Brown Act and Government Code.

Submitted by:



Kevin Palkki
CSEA Chapter #291 President

2-18-2020

Date

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: March 12, 2020

SUBJECT: 2020 Board Master Planning Action Calendar

RECOMMENDATION

This item is for information only.

OVERVIEW

The 2020 Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and board meeting dates and times are posted on the district website 72-hours prior to the meeting date www.sbccd.edu.

ANALYSIS

The 2020 Board Master Planning Action Calendar serves as a blueprint that can be used to increase transparency and efficiency districtwide.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

JANUARY		FEBRUARY		MARCH	
• Budget Calendar <i>(by 2/1)</i>		• Closed Session – Notice of Intent to Non-Renew <i>(by 3/15)</i>		• CBOC Annual Report <i>(by 3/31)</i>	
• Budget Directives 1 st Reading		• Budget Directives 2 nd Reading/Approval <i>(by 3/1)</i>		• Selection of Auditor <i>(by 4/1)</i>	
• National Community College Month Resolution <i>(by 2/1)</i>		• Nonresident Tuition Fee <i>(by 3/1)</i>		• Certified Quarterly Financial Status Report <i>(by 11/15, 2/15, 5/15)</i>	
• Sabbaticals Granted		• Apportionment Attendance Report P1		• Grant Tenure	
		• Quarterly Investment Report		• Tenure Contracts	
				• Classified Employee of the Year <i>(by 3/15)</i>	
APRIL		MAY		JUNE	
• Interfund Transfer Resolution		• Quarterly Investment Report		• AP/BP 6320 Investments 1 st Reading <i>(annually)</i>	
• Constitutional Advance <i>(optional)</i>		• Apportionment Attendance Report P2		• Certified Quarterly Financial Status Report <i>(by 11/15, 2/15, 5/15)</i>	
• HR Diversity in Hiring Report <i>(April & October)</i>		• EEO Multiple Method Certification <i>(by 6/1)</i>		• Authorized Signature List <i>(annually)</i>	
• 4/10 Alternate Summer Work Schedule for Management & Confidential Employees		• Sabbatical Completion Report from last fall <i>(by first semester after return)</i>		• Bank Accounts <i>(annually)</i>	
• Chancellor's Evaluation and Board's Evaluation Instrument and Process		• Preliminary Budget & Presentation <i>(study session)</i>		• Tentative Budget <i>(by 7/1)</i>	
• Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities		• Resolution Presentation to Outgoing Student Trustees		• Prop 30 EPA Expenditures Resolution <i>(annually)</i>	
• Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities		• ACCJC Institutional Self-Evaluation Report 1 st Reading <i>(by 8/1 every six years. Last report 2014)</i>		• GANN Limit <i>(by 7/1)</i>	
				• Meals, Refreshments, Open POs for Next FY	
				• Order of Election and the Specifications of the Election Order <i>(every 2 years on even numbered years)</i>	
				• New Student Trustee Orientation	
				• ACCJC Institutional Self-Evaluation Report 2 nd Reading/Approval <i>(by 8/1 every six years. Last report 2014)</i>	

JULY		AUGUST		SEPTEMBER	
<ul style="list-style-type: none"> AP/BP 6320 Investments 2nd Reading/Approval (<i>annually</i>) 	<ul style="list-style-type: none"> Quarterly Investment Report 	<ul style="list-style-type: none"> Final Budget Public Hearing and Approval (<i>by 9/15</i>) 	<ul style="list-style-type: none"> Transfer of Appropriations Resolution (<i>annually</i>) 	<ul style="list-style-type: none"> Prop 30 EPA Expenditure Accounting (<i>if figures change dramatically based on ReCalc</i>) 	<ul style="list-style-type: none"> Initial Proposals to Reopen Negotiations with CSEA/CTA
<ul style="list-style-type: none"> Board Meeting Dates for Next FY 	<ul style="list-style-type: none"> Apportionment Attendance Report P3 Final Budget Presentation (<i>study session</i>) 	<ul style="list-style-type: none"> Board Orientation Handbook 1st Reading ACCJC Midterm Report 2nd Reading/Approval (<i>by 10/1 every six years. Last report 2017</i>) 		<ul style="list-style-type: none"> ACCJC Midterm Report 1st Reading (<i>by 10/1 every six years. Last report 2017</i>) 	
OCTOBER		NOVEMBER		DECEMBER	
<ul style="list-style-type: none"> HR Diversity in Hiring Report (<i>April & October</i>) 	<ul style="list-style-type: none"> Closed Session – Notice of Intent to Non-Renew 	<ul style="list-style-type: none"> Closed Session – Notice of Intent to Non-Renew 	<ul style="list-style-type: none"> Board Orientation Handbook 2nd Reading/Approval 	<ul style="list-style-type: none"> Quarterly Investment Report 	<ul style="list-style-type: none"> Certified Quarterly Financial Status Report (<i>by 11/15, 2/15, 5/15</i>) Reaffirm FCC Auction Guiding Principles (<i>annually</i>) Sabbatical Completion Report from last spring (<i>by first semester after return</i>) Audit Reports: District, CBOC, KVCR (<i>by 12/31</i>) BOT Annual Organizational Meeting BOT Committee Member Assignments BOT Member Assignment to the SBRETCJPA BOT Member Assignment County Committee on School District Organization BOT Executive Board New Trustee Orientation (<i>every 2 years on even numbered years, if new trustees are elected</i>)