<table>
<thead>
<tr>
<th>TOPIC</th>
<th>NOTES/DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order – Jeremiah Gilbert</td>
<td></td>
</tr>
<tr>
<td>2. Chancellor’s Report</td>
<td></td>
</tr>
<tr>
<td>3. Approval of Minutes – 2/7/17</td>
<td>Once approved, minutes and materials will be posted on the District website:</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-</a></td>
</tr>
<tr>
<td></td>
<td>Forms/District_Committee_Minutes/District_Assembly</td>
</tr>
<tr>
<td>4. OLD BUSINESS</td>
<td></td>
</tr>
<tr>
<td>a) Policies &amp; Procedures for 2nd Read and Approval</td>
<td></td>
</tr>
<tr>
<td>o AP 2410 (revised copy in the dropbox - the Board reviewed all</td>
<td>Policies &amp; Procedures under review are located on the District Assembly Webpage</td>
</tr>
<tr>
<td>recommended revisions previously submitted per the history at the</td>
<td>under documents <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-</a></td>
</tr>
<tr>
<td>end of the AP)</td>
<td>Forms/District_Committee_Minutes/District_Assembly</td>
</tr>
<tr>
<td>o BP 2715</td>
<td></td>
</tr>
<tr>
<td>o AP 2710</td>
<td></td>
</tr>
<tr>
<td>o BP 7310</td>
<td></td>
</tr>
<tr>
<td>b) Umbrella BPs per the League</td>
<td></td>
</tr>
<tr>
<td>o AP/BP 4222 Recommend to delete BP</td>
<td></td>
</tr>
<tr>
<td>5. NEW BUSINESS</td>
<td></td>
</tr>
<tr>
<td>a) Policies &amp; Procedures for 1st Read (take to constituency for</td>
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<tr>
<td>input)</td>
<td>Policies &amp; Procedures under review are located on the District Assembly Webpage</td>
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<tr>
<td>o AP 2510</td>
<td>under documents <a href="http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-">http://www.sbccd.org/District_Faculty_-_a_-_Staff_Information-</a></td>
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<td>o BP 3430</td>
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<td>o BP/AP 5200</td>
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<td>o BP/AP 6250</td>
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<td>o BP/AP 6340</td>
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<td>o AP 6370</td>
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<tr>
<td>o AP 6950</td>
<td></td>
</tr>
<tr>
<td>b) AP 7250 clarification of language</td>
<td></td>
</tr>
<tr>
<td>c) Grants Work Group Recommendations</td>
<td></td>
</tr>
<tr>
<td>d) Constitution Amendments: Charge and Membership First Reading</td>
<td></td>
</tr>
<tr>
<td>6. INFORMATION</td>
<td></td>
</tr>
<tr>
<td>a) Policies &amp; Procedures Deemed Academic &amp; Professional Submitted</td>
<td></td>
</tr>
<tr>
<td>for Information</td>
<td></td>
</tr>
<tr>
<td>o BP/AP 5031</td>
<td></td>
</tr>
</tbody>
</table>
7. UPDATES
   a) Strong Workforce
   b) 10+1 Training
   c) Policy Stat
   d) Webadvisor
   e) Canvas
   f) SB 769 (if approved will double the Bachelor’s Degree pilot program
   g) Teacher Credentialing Proposal

8. REPORTS
   a) Educational & Facilities Master Plan Update
   b) Academic Senates
   c) Classified Senates
   d) Student Senates

9. PUBLIC COMMENTS
   District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor’s Office at (909) 382-4091 as far in advance of the meeting as possible.

10. FUTURE AGENDA ITEMS
    a) AB 104 Update (TBD)
    b) Annual approval of 6-year AP/BP review schedule (every September)
    c) Auditing Update (Summer 2018, Kuck)
    d) Calendar Committee Update (TBD)
    e) District Budget & Enrollment Update (April)
    f) District Strategic Plan Update (February)
    g) EDCT Update (Monthly written reports)
    h) Educational & Facilities Master Plan Update (TBD 2019)
    i) Fiscal Services Update (written reports Feb, May, Aug, Nov)
    j) Grants Work Group Update (Monthly)
    k) Human Resources Update (written reports Jan, Apr, July, Oct)
    l) KVCR Update (written reports Feb, July)
    m) Non-Credit Updates from Senates (TBD)
    n) Policy & Procedure Tracking Software (March)
    o) Police Department Update (written reports Apr, Sept)
    p) TESS Updates (written reports May, Oct)
    q) Webadvisor Update (TBD)

11. ADJOURN
# DISTRICT ASSEMBLY MINUTES

**February 7, 2017**  
**3:00pm**  
**Location:** District Board Room

**Attendance:** See Sign In Sheet

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>NOTES/DISCUSSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Call to Order – Jeremiah Gilbert</td>
<td>Allen called the meeting to order at 3:09pm</td>
</tr>
<tr>
<td>2. Chancellor's Report</td>
<td>The Chancellor reported on the Flex Calendar presentation to the Board is on 2/23/17. The 10+1 presentation to the Board is set for 5/11/17 from 12-3pm. IEPI Grant $200K was received and there is a collegial consultation group meeting to implement the funds. Education and Facilities Master Plan is complete. New facilities master plan will require discussion about a new bond issue.</td>
</tr>
</tbody>
</table>
| 3. Approval of Minutes – 12/6/16 | Huston motioned, Gamboa seconded the motion to approve the minutes of 12/6/16. Eation abstained. All others in attendance approved.  
Once approved, minutes and materials will be posted on the District website: [http://www.sbcccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly](http://www.sbcccd.org/District_Faculty_-_a_-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly) |
| 4. OLD BUSINESS  
  a) Policies & Procedures for 2nd Read and Approval  
  o BP 2100  
  o BP 2200  
  o AP 2410 (revised copy in the dropbox - the Board reviewed all recommended revisions previously submitted per the history at the end of the AP)  
  o BP 2430  
  o BP/AP 2431  
  o BP 2432  
  o BP 2716  
  o BP/AP 3550  
  o BP/AP 7100 | Allen motioned, Rodriguez seconded the motion to approve BP 2100, BP 2200, BP 2716 BP/AP 3550, BP/AP 7100  
Huston abstained, all others in attendance agreed.  
Weiss motioned, Eation seconded the motion to approve BP 2430, BP/AP 2431, BP 2432 with the addition of the Board Ad Hoc committee making the recommended changes.  
AP 2410 (revised copy in the dropbox - the Board reviewed all recommended revisions previously submitted per the history at the end of the AP) to come back to District Assembly. |
5. NEW BUSINESS  
   a) Policies & Procedures for 1st Read (take to constituency for input)  
      - BP 2715  
      - AP 2710  
      - BP 7310  
   b) BPs without APs (see attached BPs without APs)  
      - AP/BP 4222 Recommend to delete (BP is not really needed as everything that is in the BP is also in the AP and is actually defined in the AP)  

Items in 5a will move forward for input.  
Stacey to obtain umbrella BPs by the League and then DA can make a decision on AP/BP 4222.  

Policies & Procedures under review are located on the District Assembly Webpage under documents http://www.sbcdd.org/District_Faculty_-a-_Staff_Information-Forms/District_Committee_Minutes/District_Assembly.  

Responsibility for the review process is as follows:  
Chapter 1: Board of Trustees and the Chancellor  
Chapter 2: Board of Trustees and the Chancellor  
Chapter 3: Chancellor and Chancellor’s Cabinet  
Chapter 4: VPs of Instruction, Student Services  
Chapter 5: VPs of Instruction, Student Services  
Chapter 6: VC of Fiscal Services and VPs of Administrative Services  
Chapter 7: VC of Human Resources

6. INFORMATION  
   a) Policies & Procedures Deemed Academic & Professional Submitted for Information  
      - BP 4000 (from October)  
      - AP/BP 4220  
      - BP 4235  
      - AP/BP 5130  

Items in 6a will move forward to the Board for 1st reading.

7. UPDATES  
   a) Grants Work Group  
   b) Strong Workforce Update  
   c) District Assembly Constitution (see attached draft charge and membership)  
   d) 10+1 Training  
   e) Policy Stat  

Grants Work Group update was given by Jeremiah Gilbert.  
Strong Workforce Update was given by Richard Galope and Robert Levesque.  
District Assembly Constitution, Draft 3, was discussed. Feedback was given to Jeremiah Gilbert who will incorporate the recommendations, share it with DA Executive Committee, and bring it forward to District Assembly for additional feedback/discussion.  
PolicyStat will automate the process and track who makes changes, who approves, and moves it forward through the approval process.

8. REPORTS  
   a) Educational & Facilities Master Plan Update  
   b) Academic Senates  
   c) Classified Senates  
   d) Student Senates  

Reports were given on Educational & Facilities Master Plan, CHC and SBVC Academic Senates, and CHC Classified Senate.
9. PUBLIC COMMENTS
District Assembly welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, staff may be asked to review a matter or for that matter to be put on a future agenda. As a matter of law, members may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor’s Office at (909) 382-4091 as far in advance of the meeting as possible.

10. FUTURE AGENDA ITEMS
   a) Discussion on communication (TBD)
   b) Grants Work Group update (Monthly)
   c) Auditing Update (Summer 2018, Kuck)
   d) AB 104 Update (TBD)
   e) Calendar Committee Update (TBD)
   f) Non-Credit Updates from Senates (TBD)
   g) District Strategic Plan Update (February)
   h) Educational & Facilities Master Plan Update (TBD)
   i) District Budget & Enrollment Update (April)
   j) Policy & Procedure Tracking Software (May)
   k) Annual approval of 6-year AP/BP review schedule (September)
   l) Fiscal Services Update (written reports Feb, May, Aug, Nov)
   m) KVCR Update (written reports Feb, July)
   n) Police Department Update (written reports Apr, Sept)
   o) TESS Updates (written reports May, Oct)
   p) Human Resources Update (written reports Jan, Apr, July, Oct)
   q) EDCT Update (written reports Apr, Dec)
   r) Webadvisor Update (TBD)

11. ADJOURN
Gilbert adjourned the meeting at 4:31pm.
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Campus - Representation</th>
<th>Term Ends</th>
<th>Initial Here</th>
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<tbody>
<tr>
<td>Rocio</td>
<td>Aguayo</td>
<td>SBVC - Student</td>
<td>2018</td>
<td>da</td>
</tr>
<tr>
<td>Denise</td>
<td>Allen</td>
<td>CHC Academic Senate (DA VP)</td>
<td>2018</td>
<td>B</td>
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<tr>
<td>Bruce</td>
<td>Baron</td>
<td>District Chancellor</td>
<td>n/a</td>
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</tr>
<tr>
<td>Aaron</td>
<td>Beavor</td>
<td>SBVC Classified Senate</td>
<td>2018</td>
<td></td>
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<tr>
<td>Yvonne</td>
<td>Beebe</td>
<td>SBVC - Faculty</td>
<td>2017</td>
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<tr>
<td>Mary</td>
<td>Bender</td>
<td>CHC - Classified</td>
<td>2018</td>
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<tr>
<td>Autumn</td>
<td>Blackburn</td>
<td>SBVC - Student</td>
<td>2018</td>
<td></td>
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<tr>
<td>Stephanie</td>
<td>Briggs</td>
<td>SBVC - Faculty</td>
<td>2018</td>
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<tr>
<td>T.L.</td>
<td>Brink</td>
<td>CHC - Faculty</td>
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<td>Raymond</td>
<td>Carlos</td>
<td>SBVC - Management</td>
<td>2018</td>
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<td>Rejoice</td>
<td>Chavira</td>
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<tr>
<td>Marco</td>
<td>Cota</td>
<td>Latino Faculty &amp; Staff Assn.</td>
<td>n/a</td>
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<tr>
<td>Kathy</td>
<td>Crow</td>
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<td>2017</td>
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<td>April</td>
<td>Dale Carter</td>
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<td>2017</td>
<td>ABC</td>
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<td>Jeffrey</td>
<td>Demskey</td>
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<td>2018</td>
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<tr>
<td>Grayling</td>
<td>Eation</td>
<td>CSEA</td>
<td>n/a</td>
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<tr>
<td>Ben</td>
<td>Gamboa</td>
<td>CHC Classified Senate</td>
<td>2018</td>
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<tr>
<td>Jeremiah</td>
<td>Gilbert</td>
<td>SBVC - Faculty (DA President)</td>
<td>2018</td>
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<td>Jim</td>
<td>Holbrook</td>
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<td>2017</td>
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<td>Celia</td>
<td>Huston</td>
<td>SBVC Academic Senate</td>
<td>2018</td>
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<td>Robert</td>
<td>Levesque</td>
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<td>2018</td>
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<tr>
<td>Sheri</td>
<td>Lillard</td>
<td>CTA</td>
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<td>Craig</td>
<td>Luke</td>
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<td>Mark</td>
<td>McConnell</td>
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<td>Sarah</td>
<td>Miller</td>
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<td>Romana</td>
<td>Pires</td>
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<td>2017</td>
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<tr>
<td>Diana</td>
<td>Rodriguez</td>
<td>SBVC President</td>
<td>n/a</td>
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<tr>
<td>Susan</td>
<td>Ryckevic</td>
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<td>2018</td>
<td></td>
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<tr>
<td>Nicole</td>
<td>Sarmiento</td>
<td>CHC - Students</td>
<td>2018</td>
<td></td>
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<tr>
<td>Amber</td>
<td>Snow</td>
<td>CHC - Students</td>
<td>2018</td>
<td></td>
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<tr>
<td>Cassandra</td>
<td>Thomas</td>
<td>SBVC - Classified</td>
<td>2017</td>
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<tr>
<td>Mary</td>
<td>Valdemar (designee for Cota)</td>
<td>Latino Faculty &amp; Staff Assn.</td>
<td>n/a</td>
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<tr>
<td>Kay</td>
<td>Weiss</td>
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<td>2018</td>
<td></td>
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<tr>
<td>Chris</td>
<td>Williams</td>
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<td>2018</td>
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<tr>
<td>Kathy</td>
<td>Wilson</td>
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<tr>
<td>Wei</td>
<td>Zhou</td>
<td>CHC President</td>
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<tr>
<td>vacant</td>
<td>pending appointment</td>
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**GUESTS:**

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<tr>
<th>First Name</th>
<th>Last Name</th>
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</thead>
<tbody>
<tr>
<td>Jose</td>
<td>Torres</td>
</tr>
<tr>
<td>Richard</td>
<td>Galope</td>
</tr>
<tr>
<td>Glen</td>
<td>Kuck</td>
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</table>
DISTRIBUTION ASSEMBLY
CHARGE

CURRENT CHARGE

The purpose of the Assembly will be to provide a forum for sharing responsibilities of governance in the San Bernardino Community College District hereafter known as the District, to make recommendations to the Chancellor regarding policy and procedure and to ensure that each appropriate constituent group participates in the decision-making process. (Source: District Assembly Constitution, Article 2: Purpose)

PROPOSED REVISION

District Assembly is the primary district-wide body ensuring that each appropriate constituent group participates in the decision-making process. Members of the Assembly advise and make recommendations to the Chancellor regarding district-wide governance, institutional planning, budgeting, and policies and procedures that promote the educational mission and goals of the San Bernardino Community College District.
Revised District Assembly Membership  
(Based on Current District Assembly Membership)  
San Bernardino Community College District

Standing Membership (Ex Officio)  
The Chancellor of the District  
The President of Crafton Hills College (CHC)  
The President of San Bernardino Valley College (SBVC)  
The President of the CHC Academic Senate  
The President of the SBVC Academic Senate  
The President of the CHC Classified Senate  
The President of the SBVC Classified Senate  
The President of the CHC Student Body Assoc.  
The President of the SBVC Student Body Assoc.

General Membership  
Faculty – 3 SBVC and 2 CHC  
Classified – 1 SBVC, 1 CHC, 1 District  
Management – 1 SBVC, 1 CHC, 1 District  
Students – 2 per campus (one appointee, one alternate)

Vested Membership (Collective Bargaining)  
President, CSEA (or designee)  
President, CTA (or designee)

Vested Membership (Advocacy Groups)  
Black Faculty and Staff Association  
Latino Faculty and Staff Association

District Assembly Officers¹  
President  
Vice President  
Recorder

¹ The President and Vice President shall be elected from the Membership. The Recorder’s position shall be filled by the Executive Administrative Assistant to the Chancellor. All members, with the exception of the Chancellor and the College Presidents, are eligible to hold office. (Source: District Assembly Constitution)
Breakdown: Currently

<table>
<thead>
<tr>
<th>Position</th>
<th>Number</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Upper Management</td>
<td>3</td>
<td>8.11%</td>
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<tr>
<td>Management</td>
<td>6</td>
<td>16.22%</td>
</tr>
<tr>
<td>Faculty (incl. CTA)</td>
<td>13</td>
<td>35.14%</td>
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<tr>
<td>Classified (incl. CSEA)</td>
<td>9</td>
<td>24.32%</td>
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<tr>
<td>Students (excl. alternates)</td>
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<td>Advocacy</td>
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<td><strong>TOTAL</strong></td>
<td>37</td>
<td><strong>100.00%</strong></td>
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Breakdown: Proposed

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<td>12.50%</td>
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<tr>
<td>Management</td>
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<tr>
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<tr>
<td>Advocacy</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>24</td>
<td><strong>100.00%</strong></td>
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</table>
At the September 6, 2016 District Assembly meeting, a motion was passed to form a Grants Work Group to look at the grant processes at each campus and coordinate with the district in an attempt to enhance grant writing, grant opportunities and success rates. The District Assembly Grants Work Group met in October 2016 and again in February 2017. Through work done between these two meetings, a Grants Organization Structure & Processes was developed and refined, providing support and structure for large district-wide grants (campuses maintain local processes for campus-specific grants, though district support could be provided, if desired). A copy of the document has been provided for your reference.

In addition, at the February meeting, two recommendations were made by the Grants Work Group:

1. A Director of Grant Development and Management is a priority for each campus.
2. Indirect fees should be redirected to fund the three director positions identified in the Grants Organization Structure & Processes, along with any consultants.

In providing this report to District Assembly, the Grants Work Group has completed its task and now brings its recommendations to the body for discussion.

Grants Work Group Membership:

- Rania Hamdy, SBVC
- Benjamin Gamboa, CHC
- Richard Galope, SBCCD
- Henry Hua, SBVC (Oct.)
- Denis Hoyt, CHC
- Jose Torres, SBCCD
- Girija Raghavan, SBVC
- Mark McConnell, CHC (Oct.)
- James Smith, SBVC
- Keith Wurtz, CHC
A. GRANTS DEVELOPMENT

1. PROPOSED: Initial $100,000 investment to retain Consultants ($25,000/Strategic Priority Area) specializing in (a) Student Success/Transfer, (b) CTE/Workforce Development, (c) Science-Technology-Engineering-Arts-Math (STEAM), and (d) Basic Skills, with considerations for (e) Open Education Resources, and (f) Innovation opportunities, i.e., Distance Education, Makerspaces, Technology, and Entrepreneurship.

2. PURPOSE AND PRIORITIES: To write and plan “district-wide” grants to encourage intra-district planning and partnerships for grants based on specified criteria, including, but not limited to: (a) Ongoing costs factors, (b) New program considerations, (c) Institutionalization of Programs and/or Staffing, and (d) Not in Program Reviews or Planning Documents.

3. CLARIFICATION STATEMENT: Establishment of District Grants Infrastructure DOES NOT preclude colleges from pursuing competitive grants independently. This structure is specifically designed to increase the competitiveness of the District and Colleges for “District-Wide Partnerships.”

4. FUND ADMINISTRATION: Fund decision-making accomplished by the District Grants Committee currently established as the District Assembly Grants Work Group.

B. GRANTS COORDINATION PROCESS: PRE-/POST-AWARD


2. Case Statement Development: Based on College Strategic Priority Area Program Reviews. Alignment of SBVC, CHC & District needs/case statements for intra-district grants. Also used by EDCT, SBVC, and CHC foundations for targeted fundraising initiatives.

3. Grant RFP Analysis: Rubric development, analysis, and alignment with applicable College Case/Needs Statements.

4. Environmental Scan Studies: Economic and demographic research and analysis.

5. Strategic Partnership Development: Engagement with & cultivation of partnerships with public, higher education, industry, non-profit, workforce development, and economic development sector stakeholders.

6. Grant Project Facilitation: Research, partnerships, project stakeholder roles, application writing, project coordination, and budget development.

7. Professional Development: Grant planning, development, writing, and administration training.

**Office of Grants Development & Coordination**

**DIRECTOR OF WORKFORCE DEVELOPMENT**

Grants Development & Coordination

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**ECONOMIC DEVELOPMENT & CORPORATE TRAINING**

**CRAFTON HILLS COLLEGE**

**RESEARCH, PLANNING & INST. EFFECTIVENESS**

**GRANTS DEVELOPMENT**

**PLANNING PRIORITIES & DEVELOPMENT PROCESSES**

**PROGRAM REVIEWS & PLANS**

**STUDENT SUCCESS & TRANSFER**

**WORKFORCE DEVELOPMENT & CTE**

**STEAM**

**BASIC SKILLS**

**INNOVATION OPPORTUNITIES**

**OPEN EDUCATION RESOURCES**

**GRANT FUNDING PRIORITIES**

**SAN BERNARDINO VALLEY COLLEGE**

**RESEARCH, PLANNING & INST. EFFECTIVENESS**

**GRANTS DEVELOPMENT**

**PLANNING PRIORITIES & DEVELOPMENT PROCESSES**

**PROGRAM REVIEWS & PLANS**

**STUDENT SUCCESS & TRANSFER**

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**GRANT FUNDING PRIORITIES**

**CRAFTON HILLS COLLEGE**

**RESEARCH, PLANNING & INST. EFFECTIVENESS**

**GRANTS DEVELOPMENT**

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**GRANT FUNDING PRIORITIES**

**INTRA-DISTRICT PARTNERSHIPS**

**INITIATION per College Discretion**

**CHC COLLEGIATE CONSULTATION PROCESS**

**APPROVAL**

**DISAPPROVED**

**SBVC COLLEGIATE CONSULTATION PROCESS**

**INITIATION per College Discretion**

**APPROVAL**

**DISAPPROVED**

**Internal College Administration**

**Consultant RFO**

**Consultant Selections**

**Case Statements**

**Grant RFP Analysis**

**Grants Competitiveness, Preparation & Development Tasks**


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**Prepare By**: Richard G.E. Galope, Associate Vice Chancellor (Interim)