District Assembly

SBCCD Boardroom, 114 S. Del Rosa Drive, San Bernardino CA 92408

Meeting Agenda — December 4, 2018, 3:00 PM

1. CALL TO ORDER
Denise Allen, Chair

2. CHANCELLOR’S REPORT
Bruce Baron, Chancellor

A. General Updates/Highlights p4

3. APPROVAL OF MINUTES
A. November 6, 2018 p5

4. OLD BUSINESS

A. APPROVAL OF NON-ACADEMIC & PROFESSIONAL APs and BPs FOR 2ND READING
   i. BP & AP 3590 Energy Conservation p9,10
   ii. BP & AP 6330 Purchasing p13,14
   iii. AP 7126 Applicant Background Investigations and Reference Checks (HR to complete)
   iv. BP & AP 7130 Compensation p22,23
   v. AP 7145 Personnel Files (HR to complete)
   vi. BP & AP 7150 Evaluation p25,26
   vii. BP & AP 7160 Professional Development p30,31
   viii. BP & AP 7385 Salary Deductions p33,34

B. ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR INFORMATION
   i. BP & AP 4100 Graduation Requirements for Degrees and Certificates p36,37
   ii. BP & AP 4226 Multiple & Overlapping Enrollment p39,40
   iii. BP & AP 4232 Pass/No Pass p41,42

C. CHAPTER 2 APs and BPs SUBMITTED FOR INFORMATION
   i. None

D. PULLED FROM PREVIOUS MEETING FOR SEPARATE ACTION/HOLD
   i. CCLC Legal Updates #33 – not ready for December DA. Updates to follow as consent at January 2019 DA meeting.
   ii. BP & AP 7250 Educational Administrators (HR to complete)
   11/6/18: Stephanie moved approval to hold the AP and bring back next month. TL seconded the motion. Opposed: Cassandra Thomas, Mark McConnell, Denise Allen. All others in attendance agreed. Discussion: Item 7.B on page 30 – we should keep red text and strike the green text until DA is able to review the handbook. Faculty work - Where did the language come from? Further research on the history of changes is needed. CTA contract is not up for negotiation and DA should not be involved in contract negotiations.
   iii. BP & AP 7260 Classified Supervisors and Managers (HR to complete)
   11/6/18: Red text to stay until the handbook is reviewed by DA.
iv. BP & AP 7250 Educational Administrators *(HR to complete)*  
*b11/6/18*: Hold until other individual APs are approved and will be referenced in this AP.

**E. DISTRICT ASSEMBLY SURVEY REVIEW & ACTION p45**

**5. NEW BUSINESS**

A. NON-ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR 1ST READING  
   i. BP 3600 Auxiliary Organizations *p50*
   ii. BP & AP 3920 Electronic Mail *p51,52*
   iii. AP 7211 (no BP) Faculty Service Areas, Minimum Qualifications, and Equivalencies *(NEW REQUIRED) p54*
   iv. AP 7212 (no BP) Temporary Faculty *(NEW ADVISED) p61*
   v. AP 7215 (no BP) Academic Employees: Probationary Contract Faculty *(NEW ADVISED) (HR to complete)*
   vi. AP 7216 (no BP) Academic Employees: Grievance Procedure for Contract Decisions *(NEW REQUIRED) p62*
   vii. AP 7232 (no BP) Classification Review *(NEW ADVISED) (HR to complete)*
   viii. AP 7233 (no BP) Claims for Out of Class *(NEW ADVISED) p63*

B. ACADEMIC & PROFESSIONAL APs and BPs TO SENATES  
   i. BP & AP 4250 Probation, Dismissal, and Readmission *p64,66*
   ii. AP 5045 (no BP) Student Records - Challenging Content & Access Log *p70*
   iii. BP & AP 5055 Enrollment Priorities *p72,73*

C. CHAPTER 2 APs and BPs (excluding 2410 and 2510) for review and feedback prior to placing on Board agenda  
   i. None

**6. UPDATES**

A. Measure CC Bond Update – Jose Torres
B. Promise Update – Angel Rodriguez *p75*

**7. REPORTS**

A. Academic Senates  
B. Classified Senates  
C. Student Senates

**8. PUBLIC COMMENTS**

Any member of the public who wishes to address the Committee on any matter is limited to five minutes. The total time for members of the public to speak on the same or a similar issue shall be limited to 20 minutes. 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.

**9. FUTURE TOPICS**

A. TESS Written Report (November 2018)
B. Human Resources Written Report (November 2018)
C. Strong Workforce CHC & SBVC Update (November 2018)
D. District Support Services Update (December 2018)
E. Budget Update (December 2018/February 2019)
F. Progress on accomplishments, opportunities and challenges in working towards the EMPs, DSSSP, and Accreditation (February 2019)
G. Membership Election (February 2019)
H. AB 104: Adult Education Block Grant Update (February 2019)
I. Webadvisor Update (February 2019)
J. Draft Staffing Plan (March 2019)
K. Emergency Management Committee (March 2019)
L. Committee Evaluation (April 2019)
M. Election of President & VP (April 2019)
N. Preliminary BP & AP Review Schedule (April 2019)
O. Calendar Committee Update (April 2019)
P. Annual approval of 6-year AP/BP review schedule (September 2019)
Q. Brand Identity Update (January 2019)
R. District Program Review & District Strategic Plan Update (October 2019)
S. Police Department Written Report (October 2019)

10. ADJOURN

Next meeting: February 5, 2019
CHANCELLOR ANNOUNCES NEW CRAFTON HILLS COLLEGE PRESIDENT

Chancellor Baron announced that he has selected Dr. Kevin Horan, vice president of instruction and student services of Los Medanos College, as his choice to become the ninth president of Crafton Hills College in Inland Southern California.

The SBCCD Board of Trustees approved the terms of Horan’s appointment during a special public meeting on November 19. He will assume the presidency on January 7, 2019. Dr. Audre Levy will continue to serve as interim president until the end of the semester.

“Kevin Horan brings two decades of leadership expanding career training and higher education opportunities for low-income and first-generation students and a refreshing zeal for building bridges and trust with people from all walks of life,” said Chancellor Baron.

Horan, an accomplished leader in the California Community Colleges system, was selected among more than 50 prospective candidates. As Crafton Hills College’s president, he will mobilize the campus community to achieve its long-range educational and facilities master plan.

BREAKFAST WITH BRUCE
Get Egg-cited about the issues!

On November 27, the Chancellor hosted Breakfast with Bruce, which was a unique opportunity for a selected group of staff and faculty to informally chat with the Chancellor, discussing a wide range of topics. They shared ideas on what’s working well within our District and how we can do even better.

Up to eight staff & faculty will be selected quarterly to participate in Breakfast with Bruce. Upcoming Breakfast with Bruce 2/26/19 and 5/28/19 8:30 - 9:30 a.m.

EDCT FOUNDATION RECEIVES RED TAPE TO RED CARPET AWARD

The Inland Empire Economic Partnership (IEEP) hosted the 6th annual Red Tape to Red Carpet Awards Reception. Recognizing local organizations’ efforts supporting job creation and eliminating barriers to economic growth.

This year, EDCT Foundation received honorable mention in the category of Business Retention and Expansion for its exceptional efforts with its 1 Million Cups San Bernardino monthly event. Commemorating the program’s contribution to economic growth, Tayte Olm accepted the accolades from the San Bernardino County Board of Supervisors and Assemblymember Jose Medina, of the 61st District.

1 Million Cups is a monthly event fostering innovation and collaborative mentorship training among entrepreneurs. This peer-to-peer mentoring and networking opportunity allows time for business presentations, Q & A, networking, mentorship, and small business promotion.

A San Bernardino Community College District publication by the Office of the Chancellor
114 S. Del Rosa Dr., San Bernardino, CA 92408 | 909.382.4000 | www.sbccd.edu
CRAFTON HILLS COLLEGE | SAN BERNARDINO VALLEY COLLEGE | EMPIRE NETWORK / KVCR

LIVE NATIVE AMERICAN ELECTION NIGHT COVERAGE

KVCR and FNX Television partnered with Native Voice One and Indian Country Today to host the first ever nationwide Native American Election Coverage. The five hour broadcast was televised on FNX and KVCR on November 6th, and was simulcast on social media sites as well as on over 100 radio stations nationwide through Native Voice One.
1. CALL TO ORDER
Denise Allen called the meeting to order at 3:04pm.

2. CHANCELLOR’S REPORT
Chancellor Baron reminded the members to vote. He reported on the 2nd Annual Chancellor’s Leadership Academy. CHC President search finalists press release was sent districtwide. Forums are next week with livestream capabilities. Special Board meeting on the 19th to make a recommendation to the Board.

3. APPROVAL OF MINUTES
Stephanie Lewis-Briggs moved approval of the October 2, 2018 minutes with the correction to reflect Bethany Tasaka as the seconder. Laurie Green seconded the motion. Unanimous approval.

4. OLD BUSINESS
A. APPROVAL OF NON-ACADEMIC & PROFESSIONAL APs and BPs FOR 2ND READING
   i. BP 1100 The San Bernardino Community College District (no AP)
   ii. BP 1200 District Mission Statement (no AP)
   iii. BP & AP 3720 Computer and Network Use
   iv. BP & AP 6751 Parking Citation Payment Plan
      Cassandra Thomas moved approval of BP/APs listed in 4.A. Bethany Tasaka seconded the motion. Unanimous approval.

B. ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR INFORMATION
   i. BP & AP 4100 Graduation Requirements for Degrees and Certificates
      Hold until December

C. CHAPTER 2 APs and BPs SUBMITTED FOR INFORMATION
   i. None

ITEMS PULLED FOR SEPARATE ACTION
AP 7120 Recruitment & Hiring
TL Brink moved approval to keep the red and strike the green in the second paragraph. Mark McConnell seconded the motion. Unanimous approval.

BP & AP 7250 Educational Administrators
Stephanie moved approval to hold the AP and bring back next month. TL seconded the motion. Opposed: Cassandra Thomas, Mark McConnell, Denise Allen. All others in attendance agreed.

Discussion:
- Item 7.B on page 30 – we should keep red text and strike the green text until DA is able to review the handbook.
- Faculty work - Where did the language come from? Further research on the history of changes is needed.
- CTA contract is not up for negotiation and DA should not be involved in contract negotiations.
BP & AP 7260 Classified Supervisors and Managers
Red text to stay until the handbook is reviewed by DA.

BP & AP 7250 Educational Administrators
Hold until other individual APs are approved and will be referenced in this AP.

5. NEW BUSINESS

A. NON-ACADEMIC & PROFESSIONAL APs and BPs SUBMITTED FOR 1st READING
   i. BP & AP 3590 Energy Conservation
   ii. BP & AP 6330 Purchasing – revisions were distributed at the meeting to replace agenda item
   iii. AP 7126 Applicant Background Investigations and Reference Checks
   iv. BP & AP 7130 Compensation
   v. AP 7145 Personnel Files
   vi. BP & AP 7150 Evaluation
   vii. BP & AP 7160 Professional Development
   viii. BP & AP 7385 Salary Deductions

B. ACADEMIC & PROFESSIONAL APs and BPs
   i. BP & AP 4226 Multiple & Overlapping Enrollment
   ii. BP & AP 4232 Pass/No Pass

C. DA CONSTITUTION SUBMITTED FOR 1st READING (separate handout)
Discussion: The DA Constitution was created in the late 80s/early 90s by Jay Edwards, Computer Science Professor at CHC and the first DA chair. A constitution & bylaws are the same. DA has focused on APs and BPs and not on the purpose of DA as written in the constitution, which led to the end of semester survey. Reports should be from standing district committees and rotate so everyone is aware. Jeremiah reviewed other CCDs and proposed a model for DA in February 2017. The DA charge and membership was modified in April 2018.

D. END OF SEMESTER SURVEY (separate handout)
Discussion: Add #4. In what ways are you sharing information from DA with your constituency group? Please provide evidence. Discuss results of survey in December and determine what to do with the DA Constitution.

E. CCLC Legal Updates #33 (p84)
Discussion: Bring changes and new BPs and APs forward next month on consent.

6. UPDATES

A. TESS Written Report
B. Human Resources Written Report
C. Strong Workforce CHC & SBVC Update – no update

7. REPORTS

A. Academic Senates
   Mark McConnell reported on Statewide Academic Senate Plenary. Guided Pathways must be faculty driven for funding to be considered. New funding model is creating confusion systemwide.
Celia Huston reported on the resolutions passed that the AS will begin work on. Establishing term length. Updates from campuses on By December 15 to have a plan to the State Chancellor. Completion by May 31. Jeremiah is working with researchers on a draft.

B. Classified Senates
Judy Rodriguez reported setting goals, discussing constitution and bylaws.

C. Student Senates
Luis reported on the Trustee forum, attended General Assembly, Smoke-free campus.

8. PUBLIC COMMENTS
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None

9. FUTURE TOPICS
A. District Support Services Update (December 2018)
B. Brand Identity Update and Draft District Logo (December 2018)
C. Budget Update (December 2018/February 2019)
D. Progress on accomplishments, opportunities and challenges in working towards the EMPs, DSSSP, and Accreditation (February 2019)
E. Membership Election (February 2019)
F. AB 104: Adult Education Block Grant Update (February 2019)
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N. Annual approval of 6-year AP/BP review schedule (September 2019)
O. District Program Review & District Strategic Plan Update (October 2019)
P. Police Department Written Report (October 2019)
Q. District Committee Reports (TBD)

10. ADJOURN
Next meeting: December 4, 2018
Adjourned at 4:27pm
District Assembly Sign-In Sheet

Date: 11/14/18

President: Denise Allen
Vice President: Mark McConnell
Recorder: Stacey Nikac

Amy Avelar (2019)
Bruce Baron (ex officio)
Stephanie Lewis-Briggs (2020)
T.L. Brink (2020)
Keynasia Buffong (vested)
Laurie Green (2019)
Celia Huston (ex officio)
Valerie Johnson (2020)
Luis Sazonaga
Rhiannon Lares (2020)
Audre Levy (ex officio)
Meridyth McLaren (vested)
Brandi Mello (ex officio)
Gabby Padilla (vested)
Kevin Palkki (vested)
Ginny Evans-Perry (2020)
Adrian Rios (2020)
Diana Rodriguez (ex officio)
Judy Rodriguez (ex officio)
Bethany Tasaka (2020)
Cassandra Thomas (2019)
Jose Torres (2020)
Keith Wurtz (2019)
Ruby Zuniga (2020)

Guests:
Kelly Hockwich
Jeremiah Glick
A. Levy
BP 3590 Energy Conservation

(Replaces current SBCCD BP 3590)

• From current SBCCD BP 3590 titled Energy Conservation

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

The Board recognizes the importance of adopting an energy conservation policy. The Board also affirms the implementation of this policy will be the joint responsibility of the Board, District administration, faculty, staff, students, and support personnel. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

• A designated campus/site administrator will be accountable for energy conservation on his/her campus/site along with the Energy Education Administrator, conducting energy audits and providing timely feedback.
• All personnel at each campus/site are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
• The District will implement its energy conservation program primarily through an energy management team led by the Energy Education Administrator in accordance with Administrative Procedure 3590.
• Accurate records of energy consumption and cost will be maintained by the Energy Education Administrator for each campus/site to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus/site shall review and adhere to the preventive maintenance and monitoring plan administered by the campus/site physical plant for its facilities and systems, including heating, ventilation and air conditioning, building envelope, and moisture management.

Reference:

No references

Attachments:

BP 3590 Energy Conservation - Comments
BP 3590 Energy Conservation - Legal Citations
AP 3590 Energy Conservation

(Replaces current SBCCD AP 3590)

The District is committed to and responsible for a safe and healthy learning environment. Every person is encouraged to become an "energy saver" as well as an "energy consumer."

- Faculty and staff members are encouraged to implement these guidelines during the times that they are present in the instruction room/office.
- The custodial staff is responsible for control of common areas, i.e. lights in hallways, dining areas, etc.
- Security personnel are responsible for verification of the nighttime shutdown.
- The Energy Education Administrator provides regular (at least semiannually) program update reports to District and college administration.
- The Energy Education Administrator has the authority to enter all District facilities, without prior notice, in order to perform routine audits. Audit results will be communicated to the appropriate personnel.
- The Energy Education Administrator is responsible for either directly or indirectly making adjustments to the organization's energy management system (EMS), including temperature settings and run times for heating, ventilation, and air conditioning (HVAC), and other controlled equipment.
- The Energy Education Administrator provides monthly energy savings reports to facilities management detailing performance results.
- Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.
- To complement the organization's behavioral-based energy conservation program, the District shall strive to develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture control.

General

1. Instruction room doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout campus buildings to ensure compliance with guidelines.
3. All exhaust fans should be turned off daily.
4. All office machines (printers, copy machines, laminating equipment, etc.) should be switched off each night and during unoccupied times. Fax machines may remain on.
5. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network (i.e. LAN) equipment is excluded.

6. All capable personal computers should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this, ensure the monitor "sleeps" after 10-minutes of inactivity.

**Air Conditioning Equipment**

Cooling Season Set Points: Occupied—74-78°F, Unoccupied—85°F

1. Occupied temperature settings shall NOT be set below 74°F.

2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the faculty remains in the instruction room after the students have left.

3. Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.

4. Ensure outside air dampers are closed during unoccupied times.

5. Ceiling fans should be operated in all areas that have them.

6. Relative humidity levels shall not exceed 60% for any 24 hour period.

7. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust the temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

**Heating Equipment**

Heating Season Set Points: Occupied—68-72°F, Unoccupied—55°F

1. Occupied temperature settings shall NOT be above 72°F.

2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.

3. The unoccupied time shall begin when the students leave an area.

4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.

5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).

6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.

7. For heat pumps, ensure a 6°F dead-band between heating and cooling modes.

**Lighting**

1. All unnecessary lighting in unoccupied areas will be turned off. Faculty and staff members should make certain that lights are turned off when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.
2. All outside lighting shall be off during daylight hours.
3. Gymnasium lights should not be left on unless the gymnasium is being utilized.
4. All lights will be turned off when students and staff leave for the day. Custodial staff will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

**Water**

1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
2. Ground watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am – 8pm.
3. When spray irrigating, ensure the water does not directly hit the facility.
4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

The organization encourages the adoption, observation and implementation of these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or facility management.

**Reference:**

No references

**Attachments:**

- AP 3590 Energy Conservation - Comments
- AP 3590 Energy Conservation - Legal Citations
- AP3590-OLD.pdf

**Applicability**

San Bernardino Community College District
BP 6330 Purchasing

(Replaces current SBCCD BP 6330)

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment, and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Public Contract Code Section 20651 as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

The authority to purchase supplies, materials, apparatus, equipment, and services is vested in the Board of Trustees. This authority is delegated to the Chancellor.

The Chancellor shall establish administrative procedures for purchasing, subject to the following:

• The 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 year shall be published on the Business Service webpage. Any purchase request to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require approval by the Board of Trustees to constitute an enforceable agreement.

• In accordance with Public Contract Code Section 17605, the Board of Trustees delegates authority to approve purchase requests under the formal bid limit to the named agents on the authorized signature list. Such purchase requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

References:

Education Code Section 81656;
Public Contract Code Sections 20650 and 20651

Attachments:

BP 6330 Purchasing - Comments
BP 6330 Purchasing - Legal Citations

Applicability

San Bernardino Community College District
AP 6330 Purchasing

(Replaces current SBCCD AP 6330)

GENERAL PURCHASING

A. Authority to Purchase

The authority to contract for goods and services is vested in the formal bid limit has been delegated by the Board of Trustees. Authority to purchase supplies to the named agents on the authorized signature list. Only these district officers are authorized to execute purchase orders and contracts on behalf of the District. Purchase requests which meet or exceed the formal bid limit require pre-approval by the Board.

The purchase of goods and services shall be a centralized function performed by the Purchasing Department whereby all requests for purchase orders, materials, contracts, apparatus, equipment and services is annually delegated by Board action to designated officers. The purchase of goods and services and procurement cards shall be routed. The Purchasing Department shall comply with all applicable laws and regulations and established policies and procedures in conducting purchasing and contracting activities on behalf of the District.

Any purchase made by an employee without proper authorization will be considered an obligation and liability of the employee and not the San Bernardino Community College District. Employees shall not commit the District to any purchase or service obligation except through the Purchasing Department following authorized procedures in accordance with established policies and laws. Any purchase made by an employee without proper authorization will be considered an obligation and liability of the employee and not the San Bernardino Community College District.

B. Conflict of Interest

See Administrative Procedure 2260:
Purchasing Ethics

Purchasing functions will be carried out with fairness, dignity, honesty, integrity and in the most efficient manner consistent with service to the District, legal requirements, and sound procurement practices. The District’s purchasing philosophy is to maintain professional relationships with all vendors. While vendors are free to advertise, their promotional efforts should not include gifts, favors, or any form of personal...
gratuities to any District employee.

**Employee-Vendor Relationships**
An employee-vendor relationship is any relationship between a District employee, officer, or agent and a proposed vendor that might create a conflict of interest. Employee-vendor relationships may cause the appearance of favoritism and have legal ramifications. District policy attempts to avoid preferential treatment in purchasing goods and services by separating employees' personal interests from the interests of the District.

**Conflict of Interest**
Employees, officers, or agents of the District must not be financially interested in any purchase for goods and services under the following conditions:
- The contract is between the District and the employee, or any member of his/her immediate family.
- The contract is between the District and a partnership, or unincorporated association of which the employee, or any member of his/her immediate family, is a partner or in which he/she is the owner or holder, directly or indirectly, of a proprietorship interest and/or shall benefit financially due to the contract or purchase.
- The contract is between the District and corporation in which any employee, or any members of his/her immediate family, is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.

Also, see the District Board Policy and Administrative Procedures 2710 titled Conflict of Interest.

C. General Purchasing Information

1. **Except for small** purchases from petty cash or on procurement cards, all purchases or commitments to buy are made through the use of or commitments to buy require the issuance of a purchase order. Purchase orders will be issued by the Purchasing Department only upon receipt of a properly authorized purchase requisition. **Departments shall not order or authorize the purchase of goods and/or services until a purchase order is issued by the Purchasing Department.**

2. **Specifications**
Departments may submit their own specifications for supplies and/or equipment; however, the Purchasing Department has the authority to question need requests, such as necessity, quantity, quality, and materials requested and to make recommendations where the general health and welfare or economy is in question. The Purchasing Department will provide assistance in the development of specifications as requested.

3. **Selection of Vendor**
The Purchasing Department will accept recommendations from the requesting department for potential vendors, but **new vendors will only be considered upon submittal of a completed vendor application and supporting documents that have been approved by the Purchasing Department. The District will endeavor, where possible, to encourage the use of local and small business enterprises in its procurement activities. On all procurement activities that must be competitively bid, or for which the District must receive quotes, such will be evaluated with a ten (10%) percent preference for local vendors. The vendor must claim local vendor preference to be considered. Please note the following exceptions:**
- **Contracts which** State Law or, other law or regulation precludes this local preference.
- **Purchases made through** cooperative purchasing and leveraged procurement agreements and piggy-back purchases.
- Public Works construction projects.

A "local" vendor will be approved as such when, 1) it conducts business in a physical location within the County of San Bernardino; and 2) it holds a valid business license issued by an agency within the County of San Bernardino; and 3) business has been conducted in such a manner for not less than six months prior to being able to receive the preference. Proof of eligibility will be provided to the District as part of the vendor application process. Subject to the Local Vendor Preference, final vendor designation will be made by the Purchasing Department.

4. **Sole Source Purchasing**

Sole source products are one-of-a-kind and are not sold through distributors but are provided by a sole distributor. Sole source purchases will require documented, legitimate justification on the SBCCD Sole Source Justification Memo Form. The requesting department must address the unique performance features of the product that are not available in any other product or brand; why such features are required; and other products or brands evaluated and why they were rejected. Departments contemplating a sole source purchase should contact the Purchasing Department for further guidance. Requests for sole source purchases will be vetted by the Purchasing Department.

5. **Price Quotations & Bids**

For purchases of equipment, materials, or supplies to be furnished, sold, or leased to the District; purchases of services that are not construction services, not professional services, not insurance services nor any work done by day labor or by force account pursuant to Public Contract Code (PCC) Section 20655; and purchases of repairs, including maintenance as defined in PCC Section 20656, that are not public projects as defined in PCC Section 22002(c):

- If a purchase request is under a unit cost of $20,000, only a verbal quote or vendor price list is required to determine cost.
- If a purchase request is a unit cost of $20,000 or more, but under the formal bid limit set annually by the Board of Governors, at least three (3) written quotes on vendors’ letterhead must be submitted with the purchase requisition.
- If a purchase request meets or exceeds the formal bid limit set annually by the Board of Governors, please refer to the bid procedures in AP 6340 titled Bids and Contracts.

**NOTE:** The formal bid limit is annually adjusted by the Board of Governors as required by PCC Section 20651(d):

For construction and public works projects under UCCAP:

- If a purchase request is under a unit cost of $20,000, only a single written quote on vendor’s letterhead is required with submission of the purchase requisition.
- If a purchase request is a unit cost of $20,000 or more, but under $45,000, at least three written quotes on vendors’ letterhead are required with submission of the purchase requisition.
- If a purchase request is $45,000 or more, please refer to bid thresholds and applicable bid procedures in AP 6350 titled Bids and Contracts – Construction.

The Purchasing Department may require price quotations for items regardless of the cost if it determines that such quotes would be in the best interest of the District.

6. **Bid & Contract Requirements**

See the following board policies and administrative procedures:

- BP and AP 6340 titled Bids and Contracts
- AP 6350 titled Bids and Contracts – Construction
7. Date of Delivery
   Materials and services must be charged against and paid from appropriations within the fiscal year in which the material or service is actually received.

8. Delivery Location
   Generally, all goods will be shipped to the DistrictWarehouses. Each Warehouse shall receive and distribute purchased materials and equipment to the requesting department. Material and equipment subject to inventory shall be tagged and inventoried at the time of receipt.

9. Procurement with Grant Funding
   Procurements made with grant funding will follow all applicable guidelines as outlined in the granting agency’s letter of award as well as the District’s policies and procedures. For federal awards this may include, but is not limited to, following the guidelines as detailed in the Code of Federal Regulations Title II, Part 200. State funded grants may require special processing as noted in the grant. Grant awardees and grant administrators are ultimately responsible for complying with any grant-related purchasing restrictions or requirements.

D. Procurement by Competitive Proposals for Federal Awards

   The District conducts all procurement transactions in a manner providing full and open competition. The District does not place unreasonable requirements on firms, have noncompetitive pricing practices between firms, or specify only a brand name product instead of allowing an equal product and describing the performance or requirements of the procurement.

   If competitive proposals are used, the District publicizes the requests for proposals and identifies all evaluation factors and their relative importance, solicits proposals from an adequate number of qualified sources available, and has a written method for conducting technical evaluations of the proposals received and for selecting recipients. The District considers any response to publicized requests for proposals to the extent practical, and awards contracts to the firm whose proposal is most advantageous to the program, with price and other factors considered.

   For federal awards, the District conducts procurements in a manner that prohibits geographical preferences, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering services, geographic location may be a selection criterion if it leaves an appropriate number of qualified firms to compete for the contract.

E. Purchase Requisitions

   A purchase requisition is prepared by an individual or department to request the Purchasing Department to buy specific items. The requisition will be routed to obtain all required approvals based on established approval paths. Required approvals will depend on the amount of the contemplated purchase, the type of items requested for purchase, and approving limits. Major purchases may require additional approvals. The requested information on the requisition provides guidance to the Purchasing Department as to the requester’s preferences regarding vendor, specifications, etc. The Purchasing Department will review each purchase requisition to determine if the request meets established criteria: legality; availability of funds; proper use of expense account code based on the description of the requested purchase; and compliance with applicable laws, standards, funding restrictions and the District’s policies and procedures, standards,
and laws and will test the object, location, and program codes to determine the availability of funds.

F. Purchase Order

After a purchase requisition has been reviewed and approved, a purchase order is prepared which authorizes the vendor to deliver the supplies/equipment or provide the service requested. No vendor has authority to provide materials or services until a purchase order has been issued, and signed.

Authorization of Purchase Orders

After a purchase requisition has been reviewed by the Purchasing staff, a purchase order is prepared and routed to an authorized district officer for approval. The named agents on the authorized signature list have been delegated authority to approve purchase orders under the formal bid limit. A purchase order under the formal bid limit only requires approval by one of the authorized district officers, and does not require approval by the Board to be legally enforceable. Purchase orders for contracted ERP catalog vendors are considered approved at the time of purchase order creation, with no additional authorization required.

Any purchase request which meets or exceeds the formal bid limit set annually by the Board of Governors requires approval by the Board of Trustees to constitute an enforceable agreement.

Only an approved purchase order authorizes the vendor to deliver the supplies/equipment or provide the service requested. No vendor has authority to provide materials or services until an approved purchase order has been issued, signed, and received by the vendor.

G. Change Orders

A change order may be required if there are material changes to the purchase order. The requisitioning department must submit a purchase order change notice form to the Purchasing Department to request a change order. A proper request will include the purchase order number, vendor name, the cause of the change order, a detailed description of the changes to be made on the purchase order, and the budget codes affected, if applicable.

H. Emergencies

In the event of an health and safety emergency, authority to purchase may be obtained from the Purchasing Department and a purchase order can be issued without a fully authorized purchase requisition. Such approval must be obtained from the Purchasing Department in advance of the purchase.

I. Procurement Card Program

The District administers a Procurement Card Program, which provides a simplified method for end-users to procure low-value purchases of authorized commodities and services using a specialized credit card. Refer to the Procurement Card Document Library located on the Business Services webpage for information on eligibility, rules and restrictions.

J. Fuel Card Program

The District also administers a Fuel Card Program, which provides a simplified method for end-users to procure fuel for District-owned vehicles using a specialized credit card.

K. Policy and Procedural Violations
Any violation of purchasing policies and or procedures, whether contained in this or other administrative procedures, board policies, or document libraries, will require the submittal of an audit exception memo to Business Services. Violations deemed serious enough may result in disciplinary action up to and including termination of employment.

BID PROCEDURES

A. Approval
All purchases requiring bid procedures require an "award of bid" by the Board. All vendors involved in a bid process shall be notified that Board action is required before materials are delivered or a project can begin.

B. Purchase and Contract Specifications
Bid documents or requests for price quotations must contain specifications and/or drawings, if appropriate, which standardize the purchase and provide a basis for selection of a vendor. The Purchasing Department can advise on the level of specificity required based on the nature of the purchase. In general, specifications should be generic in nature and not specify a particular brand, manufacturer, or vendor. It may be necessary to involve a consultant in the development and/or review of specifications. Some specifications may require legal review. Development of specifications may require several weeks or months.

C. Energy Efficiency Specifications
Vendors must provide equipment and appliances that earn the ENERGY STAR and meet ENERGY STAR specifications for energy efficiency where ratings exist. Complete product specifications and updated lists of qualifying products may be found at www.energystar.gov.

D. Bid Documents
Bid documents are prepared by the Purchasing Department in consultation with the individual initiating the request. Bid documents contain a variety of standard provisions required by law and are supplemented by specifications and special requirements. Bid documents are made available on District website at www.sbecc.org/bids.

E. Advertisement for Bids
Advertisements for bids are prepared by the Purchasing Department to meet the legal bidding requirements. Ads are placed in newspapers and through other sources that are designed to reach the appropriate vendors. Ads must appear twice, once a week for two consecutive weeks, in a newspaper with general circulation in the District. Vendors will be provided at least two weeks from the date of the first advertisement to prepare their bid.

F. Bid Opening
A time and place of bid opening is stated in the bid document and the bid advertisement. Bids are accepted via physical delivery in the Purchasing Department up to the exact time of the bid opening. Bids received before the opening are kept unopened until the designated time in the Purchasing Department. Late bids will not be accepted and will be returned to the bidder unopened. The District has the sole right to determine the time a bid is received. A public bid opening is held during which all bids are opened and read aloud. Bids are a matter of public record and the results are available in the Purchasing Department after the bid opening. Bids are considered to be "responsive" if they meet the specifications as published. The services of an outside consultant may be required to evaluate responsiveness. Reference checks may be applied to any and all bids that are responsive and competitive. A summary of the prices quoted is prepared for the Board.
G. Bid Bonds/Guarantees
Bid bonds or other bid guarantees may be required of all bidders and are kept on file until the Board awards a contract. Bonds/guarantees are returned to all bidders after the award of bid.

H. Award of Bid
A summary of the bids received is prepared for the Board. The bids are evaluated per the criteria established in the bid, to include local vendor preference procedures, and a recommendation is made to the Board for the award of bid. Contracts are not signed until after the bid award and no bidder should move to deliver supplies or equipment or start of project until after the Board takes action and the contract is executed. The Board has the right to reject all bids or waive any irregularities. If that occurs, bidders will be notified in writing.

I. Bid Protest
The bid documents will contain procedures allowing a bidder to protest an impending award of bid. Bid protests must be made in writing to the designated agent of the district. The decision of the Board shall be final.

J. Amendments and Addenda
1. Any changes to the bid document prior to the award of bid will be published prior to the bid opening. It is the sole responsibility of the bidder to acknowledge any amendment or addendum in its bid. If the change will require substantial time for bidders to reconfigure their quotes, the bid opening may have to be extended.

2. Any change to specifications or terms and conditions of the bid after the opening will require a change notice approved by the Board.

PROCUREMENT CARD PROGRAM OVERVIEW
The Procurement Card Program simplifies the purchasing/disbursement process by facilitating point of sale procurement. Purchasing responsibility is delegated to an authorized cardholder who may place an order directly with a vendor/supplier. When a purchase authorization is requested by a vendor/supplier at the point of sale, VISA validates the transaction against pre-set limits established by the District in conjunction with department administrators. All transactions are approved or declined instantaneously based on the following Procurement Card authorization criteria:

1. Number of transactions allowed per day.

2. Number of transactions allowed per month.


4. Spending limit per month.

5. Approved commodity codes.

The authorization process occurs through an electronic system that supports the Procurement Card Program. The Program Administrator for the Procurement Card Program shall be the Business Manager. In the absence of the Business Manager, Cardholders may contact the Purchasing Department for guidance and information. All forms listed herein and all Cal-Card procedures shall be made available on the District website.

Authorized/Prohibited Purchases and Practices
Procurement cards are District property issued in the employee’s name. Use is restricted exclusively for qualified business-related purchases. Applicable purchase categories are summarized as:
1. Authorized Purchases
   - Purchases of supplies, goods, and materials up to $1,000.00 per transaction
   - Equipment purchases under $1,000.00 (a cardholder shall verify with their site technology manager that the equipment is compatible with District systems)
   - Software purchases less than $200 classified under object code 4430 (a cardholder shall verify with their site technology manager that the software is compatible with District systems)
   - Web-site domain name purchases
   - Travel Expenses, such as Airfare, Ground Transportation, Lodging, Conference Registration Fees, and/or meals, excluding alcohol. Itemized receipt is required for meals. A maximum acceptable meal gratuity is 20% of allowable meal expenses and taxes.
   - Refreshments and other goods for official business meetings
   - Postage and shipping expenses

2. Prohibited Purchases
   - Purchases for supplies, goods, material and equipment over $1,000.00 per transaction
   - Services, such as consultants, instructors, speakers, repairs, maintenance, personnel, labor, rentals, leases, lease-to-purchases, and public works
   - Computers
   - Software over $200.00
   - Software licenses and other copyright use licenses
   - Alcohol
   - Other purchases where the vendor requires a signed contract, agreement, MOU or other similar document

3. Prohibited Practices
   - Cash Refunds
   - Cash Advances
   - Split Orders/Purchases to exceed established limits
   - Transferring cards between individuals
   - Wire transfers—money orders

4. Exceptions
   The Program Administrator has the authority to grant exceptions to prohibited purchases on a case-by-case basis. Requests for exceptions shall be made in writing from the Cardholder to the Program Administrator.

References:

Education Code Section 81656;
Public Contract Code Sections 20650 and 20651
Code of Federal Regulations, Title 2, 200.318, 200.319, 200.320
BP 7130 Compensation

(Replaces current SBCCD BP 7130)

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code section 72441, shall be established by the Board of Trustees. Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code section 72441, shall be established by the Board of Trustees.

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

Prohibition of Incentive Compensation

Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

References:

Education Code Sections 70902(b)(4), 72411, 87801; and 88160;

Government Code Section 53200;


Attachments:
AP 7130 Compensation

(Replaces current SBCCD AP 7130)

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit. Managers and Confidential Employees shall refer to their handbooks for information specific to their group.

Prohibit of Incentive Compensation

Senior managers and executive level employees who are only involved in the development of policy and do not engage in individual-student contact or the other covered activities will not generally be subject to the incentive compensation ban.

The Superintendent-President Chancellor shall identify any covered employees of the District and determine whether the District’s compensation arrangements comport with the prohibition on incentive compensation, and to the extent that they do not, make necessary modifications to comply. Similarly, the Superintendent-President shall identify any covered service providers, evaluate whether the contract pricing structure is consistent with the prohibition on incentive compensation, and if not, determine what modifications the District can make to any applicable-contract.

Also see BP/AP 6540 titled Insurance and AP-7342 titled Holidays.

The following general benefits are provided for all employees employed 50% or More in a Full-Time Position.

- Dental Insurance
- Leaves of Absence as specified in collective bargaining contracts and/or Board policy
- Life Insurance
- Medical Insurance
- Retirement (PERS or STRS)
- Social Security for those who belong to the PERS retirement system
- Unemployment Insurance
- Vacation
- Workers’ Compensation Insurance

The District, as a receiver of federal awards, follows its Board Polices and Administrative Procedures to ensure compliance with the Code of Federal Regulations, Title 2, Part 200. The District compensates employees engaged in work on federal awards in a manner that is consistent with that paid for similar work in other activities of the District.
The District pays fringe benefits to employees engaged in work on federal awards, including costs of leave, employee insurance, pensions, unemployment benefit plans, and other benefits. The District ensures that the costs of fringe benefits are reasonable and are as required by law, District-employee agreements, or District policies.

**References:**

Education Code Sections 87801 and 88160;
Government Code Section 53200;

Code of Federal Regulations, Title 2, 200.430, 200.431

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**Applicability**

San Bernardino Community College District
BP 7150 Evaluation

(Replaces current SBCCD BP 7251)

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified members.

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

Reference:

WASC/ACCJC Accreditation Standard III.A.1.b

Attachments:  
BP 7150 Evaluation- Comments  
BP 7150 Evaluation- Legal Citations

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Applicability

San Bernardino Community College District
AP 7150 Evaluation

(Replaces current SBCCD AP 7251)

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

Frequency of Evaluation

Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

For managers within the first year of evaluation, the supervisor and employee will establish goals and objectives to be accomplished. The manager will be solely responsible for providing an evaluation within the first six months of hire. In the subsequent year and each year thereafter, the evaluation committee process will be instituted.

Interim Manager assignments will be evaluated during the sixth month of interim appointment and annually thereafter if the assignment is greater than one semester in length. The manager will be solely responsible for providing the evaluation. Evaluations may be held on a more frequent basis as appropriate.

EVALUATION TIMELINE:

No later than October 1 of each calendar year the supervisor and employee will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year.

By November 1 of each year, the committee shall be formed. The committee will meet and convene and provide a written summary report to the immediate supervisor no later than December 30 of each calendar year.

The final evaluation report shall be provided to the evaluatee no later than January 30 of each calendar year.

Goals/Objectives

Each manager will meet with his/her supervisor at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.
In an effort to ensure that employee evaluations are completed in a timely manner, the following process will be followed by Human Resources:

1. The immediate supervisor of the employee who is to be evaluated will receive an email directly from HR notifying the supervisor that an evaluation is due.
2. The evaluating supervisor's manager will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to HR within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

**Committee**

In the case of campus Directors, Deans and Vice Presidents, the committee shall include the immediate supervisor as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made. All supervisors and managers will be evaluated by the hiring manager. Surveys will be sent district wide for input.

In the case of the College Presidents, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA as appropriate to the campus. In each case, the President will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made. All supervisors and managers will be evaluated by the hiring manager. Surveys will be sent district wide for input.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the committee meeting.

**Campus/District Survey and Committee**

As appropriate to the assignment, the manager shall seek written feedback from the campus and/or district community. In obtaining this feedback, the manager shall use an approved evaluation form. Using the approved form, the manager shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the evaluatee is performing assigned responsibilities. Responses on the approved form shall be signed, and the manager shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the committee who shall seek written feedback from the campus and/or district community. In obtaining this feedback, the committee shall use an evaluation form approved by the Board of Trustees. Using the approved form, the committee shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities. To assist in this task, the manager will provide the committee with a preliminary list of those with whom he/she interacts with on a regular basis. Responses on the approved form
shall be signed, and the committee shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the manager at the conclusion of the evaluation procedure.

Evaluatee

Prior to the evaluation conference, the person being evaluated will submit to the supervisor a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The employee may submit a portfolio of representative work, or any other items he/she considers appropriate.

Evaluation Report

The direct supervisor will produce a written evaluation report by January 30. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and his/her supervisor.
3. An assessment of the extent to which the \textit{manager-evaluatee} meets his/her stated goals and objectives.
4. An assessment of the management and leadership strengths of the \textit{manager-evaluatee}.
5. The identification of any areas in which the manager can improve his/her performance or management skills.
6. A copy of the consolidated summary of the ratings and comments.

The written report shall specify one of the following:

1. Commendation for superior performance;
2. Confirmation of satisfactory performance;
3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the immediate supervisor before being placed in his/her file. The \textit{manager-evaluatee} shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in the District Office Human Resources Department. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

There will be only two copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated and the original will become a part of the official file in the Human Resources Department.

Procedures in the Case of Unsatisfactory Performance of Responsibilities

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged
unsatisfactory. This work plan shall be reviewed and approved by the immediate supervisor (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the immediate supervisor will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervisor, but in no case later than six months after the initial findings of the evaluation committee. The re-evaluation process shall include the submission of new goals and objectives to the immediate supervisor, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract non-renewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

Classified employee evaluations will be conducted in accordance with the Agreement between the District and the Chapter of the California School Employees' Association.

Confidential employee evaluations will be conducted every three months for the first nine months of service, then every two years thereafter.

Faculty evaluations (both full and part-time) will be conducted in accordance with the Agreement between the District and Chapter of CCA/CTA/NEA.

Additional documents related to evaluation can be reviewed on the Human Resources web-page.

Also see BP/AP 2435 titled Evaluation of the Chancellor

Reference:
Accreditation Standard III.A.5 (formerly III.A.1.b)

Attachments: No Attachments

Approval Signatures

Step Description Approver Date

Applicability
San Bernardino Community College District
BP 7160 Professional Development

The Chancellor shall provide professional development opportunities, consistent with the institutional mission and based on identified needs for all employees.

Reference:
ACCJC Accreditation Standard III.A.14

Attachments:
BP 7160 Professional Development-Comments
BP 7160 Professional Development-Legal Citations

Applicability
San Bernardino Community College District
Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit. Managers and Confidential shall refer to their handbooks for information specific to their group.

The [CEO] shall annually submit to the chancellor of the California Community Colleges an affidavit that contains all of the following:

- A statement that [the college] [each campus within the community college district] has an advisory committee, composed of administrators, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs;
- The [college] [district] has completed a campus human development resources plan for the current and subsequent fiscal years; and
- A report of the actual expenditures for faculty and staff development for the preceding year.

A. Classified Supervisors and Confidential Employees on the classified supervisory and confidential salary schedules shall be eligible for tuition cost reimbursement from an accredited institution.

B. Reimbursement will only be given for courses completed with a grade of "C" or better, "credit", or equivalent grade, which pertain to their position.

C. Such reimbursement shall not exceed costs of 18 semester units of course work per year for year-round training may require more units.

D. Reimbursement shall not be allowed for courses carrying zero units.

E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.

F. Only Classified Supervisors and Confidential Employees who have completed their probation period as a Classified Supervisor or Confidential Employee shall be eligible for this benefit.

G. All courses for which a Classified Supervisor or Confidential Employee seeks tuition reimbursement must have prior approval by their Supervisor, the Chancellor, and the Board.

The District and colleges shall establish integrated professional development plans consistent with the Educational Master Plans and District strategic priorities.

Needs assessments surveys will be conducted at least annually to identify professional development needs among employees. Professional development activities will be collegiately planned and presented based on the results of the needs assessments and institutional priorities. Professional development activities will be
evaluated and the results will be used to improve programs and activities to ensure District and employee needs are being met.

Reference:
Education Code Sections 87150, et seq.;
ACCJC Accreditation Standard III.A.14 (formerly III.A.5)

Attachments:
AP 7160 Professional Development - Comments
AP 7160 Professional Development - Legal Citations

Applicability
San Bernardino Community College District
BP 7385 Salary Deductions

(Replaces current SBCCD BP 6360)

An employee may request reduction of his / her salary in any amount for any or all of the following purposes:

- Participation in a deferred compensation program.
- Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them.
- Paying rates, dues, fees, or other periodic charges on any hospital service contract.

The request provided for above shall be revocable by the employee.

The District shall *without charge*, reduce the salary payment by the amount that the employee has authorized in writing for the purpose of paying his / her membership dues in any local, statewide, or other professional organization. Revocation of such authorization shall be in writing and shall be effective beginning with the next pay period.

Tax Sheltered Annuities

The District will provide employees an opportunity to designate salary deductions that are used to purchase tax sheltered annuities.

Annuities are purchased only through "admitted" companies, subject to appropriate regulations provided by the Chancellor, and the Board must approve each annuity plan.

References:

Education Code Sections 87040, 87833, 87834, and 88167

Attachments:

- BP 7385 Salary Deductions - Comments
- BP 7385 Salary Deductions - Legal Citations
- BP7385 -OLD.pdf

Applicability

San Bernardino Community College District
AP 7385 Salary Deductions

(Replaces current SBCCD AP 6360)

Deductions Required by Law

Deductions from the employee’s wage, mandated by law, shall be made for the following reasons:

- State and federal income tax
- Public employees’ retirement (PERS & STRS)
- Court-ordered deductions
- Other statutory deductions

Union Dues

The employee organization(s) recognized as the exclusive representative unit(s) shall have the right to have membership dues deducted.

Any timely revocation of an employee’s written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.

Voluntary Deductions

The District may deduct, without charge, from the employee’s wage, an amount requested by said employee for:

- Participation in a tax-sheltered annuity and/or deferred compensation program.
- Paying premiums on any policy or certificate of group life insurance or disability insurance or legal expense insurance, or any of them.
- Paying rates, dues, fees, or other periodic charges on any hospital service contract.
- Donations to the College Foundation.
- any other District-authorized voluntary deductions

To request a deduction for a purpose not specifically listed above, the employee shall submit a request in writing to the Payroll Department or designee.

The authorization by the employee shall contain the amount to be deducted per month and the effective date the deduction(s) will begin. Such authorization shall remain in effect until expressly revoked in writing by the employee. All authorizations must be submitted to the Payroll Department and becomes effective commencing with the next pay period.

Any timely revocation of an employee’s written authorization permitting dues deductions shall be in writing and becomes effective commencing with the next pay period.
### References:
Education Code Sections 87040, 87833, 87834, and 88167;
Government Code Sections 3540 et seq.

### Attachments:
- AP 7385 Salary Deductions - Comments
- AP 7385 Salary Deductions - Legal Citations

### Approval Signatures

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### Applicability
San Bernardino Community College District
BP 4100 Graduation Requirements for Degrees and Certificates

(Replaces current SBCCD BP 4100)

NOTE: The information in current SBCCD BP 4100 parallels the legally required

^ From current SBCCD BP 4100 titled Graduation Requirements for Degrees and Certificates

The District grants the degrees of Associate in Arts- and Associate in Arts-Transfer, Associate in Science and Associate in Science-Transfer to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations and Education Code.

Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher of a minimum of 48 units or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Chancellor shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

References:

Education Code Section 66746 (a) and (b), 70902(b)(3);
Title 5, Sections 55070, 55800, et seq., 55060 et seq., 55002(b), 55070, 55800, et seq., 55080 et seq.

Attachments:

BP 4100 Graduation Requirements for Degrees and Certificates - Comments
BP 4100 Graduation Requirements for Degrees and Certificates - Legal Citations
BP4100 -OLD.pdf
AP 4100 Graduation Requirements for Degrees and Certificates

(Replaces current SBCCD AP 4100)

Requirements for graduating with a degree or certificate are developed through collegial consultation on each campus, approved by the Board of Trustees, and published in the respective college catalogs.

For the Associate in Arts or Associate in Science degree, a student must demonstrate competence in reading, in written expression, and in mathematics.

The student must satisfactorily complete at least 60 semester units of college work.

College work includes all courses acceptable toward the associate degree that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.

The work must include at least 18 semester units in general education and (Note: SBVC requires at least 24 units) and at least 18 semester units in a major listed in the Community Colleges "Taxonomy of Programs".

The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board of Scholastic Standards Committee when an injustice or undue hardship would result.

The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality. (Note: ethnic studies must be offered in at least one of these four areas), communication and analytical thinking, and lifelong learning and self-development as applicable. Ethnic studies must be offered in at least one of these four areas. In addition, the general education transfer requirements may apply.

District policies and procedures regarding general education and degree requirements must be published in the college catalog and must be filed with the State Chancellor's Office.

For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of 48 units or more semester units of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.

Shorter credit programs that lead to a certificate may be established by the District.

Content and assessment standards for certificates shall ensure that certificate programs at either college are
consistent with the mission of the college, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.

Certificates for which State Chancellor’s Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

**References:**

Education Code Section 70902(b)(3);
Title 5, Sections 55070, 55800, *et seq.* [55060 et seq.](#).

**Attachments:**

| AP 4100 Graduation Requirements for Degree and Certificates - Comments |
| AP 4100 Graduation Requirements for Degree and Certificates - Legal Citations |
| AP4100 -OLD.pdf |

**Applicability**

San Bernardino Community College District
BP 4226 Multiple and Overlapping Enrollments

(Replaces current SBCCD BP 4226)

NOTE: The language in current SBCCD-BP 4226 reflects the information.

- From current SBCCD-BP 4226 titled Multiple and Overlapping Enrollments

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, 55007.

Reference:

Title 5, Section 55007

Attachments:

- BP 4226 Multiple and Overlapping Enrollments - Comments
- BP 4226 Multiple and Overlapping Enrollments - Legal Citations
- BP4226 -OLD.pdf

Approval Signatures

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AP 4226 Multiple and Overlapping Enrollments

(Replaces current SBCCD AP 4226)

**NOTE:** The language in current SBCCD AP 4226 reflects the information.

- From current SBCCD AP 4226 titled Multiple and Overlapping Enrollments

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting time for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The Vice President for Instruction and the instructor of record approve the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.
- The colleges maintain a record of the make-up time completed by the student.

**Reference:**

Title 5, Section 55007

**Attachments:**

- AP 4226 Multiple and Overlapping Enrollments - Comments
- AP 4226 Multiple and Overlapping Enrollments - Legal Citations
- AP4226-OLD.pdf

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BP 4232 Pass/No Pass

(Replaces current SBCCD BP 4231)

- From current SBCCD BP 4231 titled Pass/No Pass

Students may elect to be graded on a Pass/No Pass basis in order to explore a variety of disciplines by following appropriate administrative regulations.

Reference:

Title 5, Section 55022

Attachments:

BP 4232 Pass/No Pass - Comments
BP 4232 Pass/No Pass - Legal Citations
BP4232 -OLD.pdf

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Applicability

San Bernardino Community College District
AP 4232 Pass/No Pass

(Replaces current SBCCD AP 4231)

NOTE: This procedure is legally advised if the District offers courses for pass/no pass basis. Local practice may be inserted, but should comply with the following.

Application

Courses may be offered in either or both of the following categories:

A. Courses in which all students are evaluated on a "pass/no pass" basis.
B. Courses in which each student may elect on registration, or within [time limit established by District], to take the course on a "pass/no pass" basis.

A. Courses in which all students are evaluated on a "pass/no pass" basis.

B. A student may elect to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short-term classes.

Grade

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted. A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade. A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.

The student is held responsible for all assignments and examinations required in the course. The
standards of evaluation are identical for all students in the course.

NOTE: The District may insert its local practice on how pass/no-pass classes are identified and how students select the pass/no pass option. The District must replace "credit/no-credit" with "pass/no-pass" by Fall 2009.

A. Application

A student may elect to be graded on a Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short term classes.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

B. Grade

A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

After the deadline, the only justification for a change from Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.

C. Unit Limits

No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.

D. GPA

Units earned as P shall not be included in the determination of a student's grade point average.

E. Credit Units Applied to Major

Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:

1. A student has earned P units and subsequently declares a major in which those units are required.

2. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.

Unit Limits

No more than fifteen units in courses taken for P may apply toward meeting graduation requirements.

GPA

Units earned as P shall not be included in the determination of a student's grade point average.

Credit Units Applied to Major

Units earned as P shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:

A. A student has earned P units and subsequently declares a major in which those units are required.
B. A student earns P units for a major that is offered only on a Pass/No Pass basis at another college.

Reference:
Title 5, Section 55022

Attachments:
- AP 4232 Pass/No Pass - Comments
- AP 4232 Pass/No Pass - Legal Citations
- AP4232-OLD.pdf

Approval Signatures

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Applicability

San Bernardino Community College District
EXECUTIVE SUMMARY:

1. Survey response statistics:
   a. 19 out of 28 members (68%) completed the survey as of 11/26/18.
   b. 74% of respondents provided comments.

2. Response to yes/no Questions:
   a. 79% believe that District Assembly does not meet its charge.
   b. 58% believe that the membership is appropriate.
   c. 84% say there is too much time spent discussing policies and procedures.

3. Summary of open-ended question (What could the DA do in order to better meet its charge?):
   a. Too much time spent on AP’s and BP’s.
   b. DA should be an advisory board to the Chancellor.
   c. Streamline the process with an agenda and summary of each AP/BP.
   d. The DA charge overlaps with Budget and Institutional Planning committees, consider revising to “only include district wide governance and policies and procedures; and only meet as needed to discuss these matters”.

4. Summary of open-ended question (Is the membership appropriate?):
   a. Too many managers.
   b. Membership should be smaller.
   c. Campus representation is not balanced.
   d. Reconsider the make up to be just Chancellor, two Academic Senate presidents, two Classified Senate presidents, 1 CSEA, 1 CTA, 1 Management Association.

5. Summary of open-ended question (How could policies and procedures be better addressed?):
   a. Get more “outside feedback” from the campuses and have BP/AP be its own committee.
   b. Create BP/AP lead and give them release time. Add BP/AP summary to agenda with what/who/why for each change.
   c. BP/AP that fall under 10+1 should be shared with Academic Senate.
   d. Meet more frequently or have longer meetings.
   e. Create a subcommittee to review BP/AP and make suggestions to the larger body.

6. Summary of open-ended question (With whom, and how, do you share information about District Assembly?):

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Note: comments with errors (i.e., grammar or spelling) were edited to aid comprehension. No changes to the content of the response were made. Original comments are available upon request.
If no, what could the District Assembly improve in order to do better meet its charge?

The current DA is too big to be useful. There is too much time spent on policies and procedures. We need to develop a more streamlined way to deal with P&P outside of District Assembly. DA is supposed to be an advisory body to the Chancellor and it has virtually no role in advising the Chancellor. The feel of the meetings are more based on control than on providing advice. The DA needs an overhaul.

While reviewing APs and BPs are important, I feel that there are more issues and discussions that need to take place with this type of platform. We have both campuses and district sitting in one session and there are additional topics that can be discussed.

Should not be strictly board policy adjustments.

Not fully. The bulk of the meeting time has been devoted to policies, however this is becoming less and less. The BPs & APs should all come forward as Consent agenda items. The agenda item should contain a brief description of each of the BP/AP pairs delineating what changes were made and why. This may help streamline the approval process. The discussion on policy items is often beneficial in terms of procedures. However there also needs to be time to discuss and provide input on other key issues, such as budget, planning and program review, strong workforce, etc. The discussion on these issues has been limited.

Needs to be more effective.

Majority of time is spent on AP/BP or hearing presentations that have already been heard in other meetings, no real work is being done.

Spend more time on other subjects other that BPs and Aps.

There should be more of a balance in reviewing policies/procedures and its other roles. It's too heavily weighted towards policies and procedures.

Focus on more than AP/BPs. I don't feel that we ever deal with budget or planning.

It seems as if currently District Assembly only for reviewing AP/BP.

I answered "yes" because overall the committee does meet its charge. However, APs and BPs seem to take the majority of the time and this leaves little time for other topics. Disclaimer: I have not had a chance to attend meetings this semester.

Stop micro-managing the policies and procedures process.

Being new to the Assembly, it seemed that our charge was just to do AP & BP's.

The DAS has been primarily focused on policies. The other tasks have not been central to the workings of this group.

We should be focused on advising the chancellor rather than consistent policy and procedure review. The review is important, but we have lost the main mission which is to give the chancellor the best advice that affects the district as a whole.

There are other shared governance, District committees that make recommendations to the Chancellor (Budget, Institutional Planning). The charge appears to be overlapping with those other committees. Perhaps District Assembly could change its charge to only include district wide governance and policies and procedures; and only meet as needed to discuss these matters.
Is the membership appropriate given the charge of the District Assembly?

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If no, should the membership be smaller or larger?

The membership should consist of Chancellor, two Academic Senate presidents, two Classified Senate presidents, 1 CSEA, 1 CTA, 1 Management Association. Not sure about Black Faculty and Staff, or Latino Faculty and Staff. Those groups should be part of a District Diversity Committee similar to the Chancellor’s HSI Advisory Group. Not sure about the College Presidents or Vice Chancellors. This can be a way for the Chancellor to hear frank conversation from the constituent groups. However, without College Presidents or Vice Chancellors does the group turn into a gripe session about what’s happening on campus?

I do not think the size the membership has had a negative impact on the functioning of the body. That being said, I do not think the membership should be increased without a strong justification - following a clear process. Such as the additional member/group can demonstrate that they lack representation on the DA and how the lack of representation has negatively impacted the individual/group.

Smaller

Smaller rather than larger.

It feels like we are manager-heavy. It might be that others need to show up more often, but the meeting turns into managers talking or complaining a lot of the time. I don’t know how to accomplish that without making the group smaller.

I am not sure that the faculty split makes sense. This is the only committee that I am aware of that has an uneven amount of faculty. It has not come up in my time on DA, but this could allow SBVC to outvote CHC...I am not sure that is what we are designed to do.

I also wonder if there are other groups that should be vested to represent other under-represented groups (immigrants, veterans, LGBTQ, etc.).

Yes, to smaller. Current membership is not equal: 3 Administrators, 10 faculty, 8 support staff, 3 managers and 4 students total 28 members. It would seem that the membership should be representative for each of the constituency groups per campus/DO: 3 administrators, 3 faculty, 3 support staff, 3 managers, 3 students.

I believe we are lacking in general membership.
Is too much time in the District Assembly spent discussing policies and procedures?

![Bar chart showing responses to the question]

If yes, how could policies and procedures be better addressed?

Let's move the policies and procedures out to the "owners" who share comments with their counterparts at sister campus. Unless we are dealing with "local policy or procedure" we should use CCLC boilerplate whenever possible.

There could be another committee formed for policies and procedures.

With its own committee.

It would be good to identify an policy and procedure lead or even two leads (one for each campus) and provide release time or compensation for the work. The individual(s) would be responsible for seeking input from the department or area experts from both colleges and making sure that the updates and review are occurring in a timely fashion. Also, as was already mentioned all DA agendized BPs & APs should include a brief explanation as to what was changed, by whom and why. This would help to streamline the review process.

Policies and procedures that fall under the 10+1 (an academic and professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations) should be submitted for consideration to the Academic Senates directly.

A subcommittee or designees on each campus to move policies through appropriate channels

Maybe an email response if any issues come up? Or balance the agenda so that other charges are included?

However, this is an area that was in great need of discussion due to a lack of maintenance and upkeep over the last decade or so. I feel that once the policies and procedures are better established and a schedule for updating is implemented, it will free the committee up to discuss other areas of importance.

The committee should either meet longer or have 2 meetings a month. I know both suggestions may not be the most popular.

I didn't think we were supposed to cover anything else.

Yes. Set up a policy subcommittee to review and recommend to the larger committee.

We should create a standing committee of the District Assembly to review in depth suggested policy changes and report to the DA. Or, we meet more often. Or we give this work to the E-Board of the DA.

Perhaps sub-groups could review the policies and procedures and make recommendations versus relying on everyone to make recommendations- I think most do not read through all the material.
In what ways are you sharing what you learn at District Assembly with the body you represent? How is this documented?

Informal conversation, not documented.

I am a chairs member and it get distributed within my department and with my dean at our monthly meetings. This information is documented in our monthly meeting minutes.

At general meeting.

Minutes from the DA agenda minutes. I also report to the CTA president and the CTA exec at the monthly CTA exec meeting.

Report out in meetings documented in minutes.

By giving a report. This is documented in the Student senate minutes.

Through word of mouth.

I'm not doing as well as I could. I have pointed out a few BPs and APs to people that seem relevant to a few people, but I can do better.

A report to the Academic Senate that is then captured in our meeting minutes.

Typically, as a report during the Academic Senate meetings as well as the CTA Exec Board meetings. Documentation would be the minutes of the meetings.

I have not directly given information to all my constituents.

I used to give updates at Senate and this is documented in the Senate minutes. However, I have not done so this academic year.

Casual department communication, no documentation.

At the various committees at the college. We have committee reports on all campus agendas.

Honestly I'm not doing a good job of this and I end up just reporting at the meetings I happen to attend. The documentation would be in the minutes of the meetings attended.

Information is shared in College Council.
BP 3600 Auxiliary Organizations

(Replaces current SBCCD-BP 3600) From current SBCCD BP 3600 titled Auxiliary Organizations

**NOTE:** The language in current SBCCD BP 3600 parallels the language recommended by the Policy and Procedure Service.

- From current SBCCD BP 3600 titled Auxiliary Organizations

The Board of Trustees may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs, and functions identified in Title 5.

The Chancellor shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the **State Chancellor's Office for the California Community Colleges** as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs, or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5, Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Chancellor pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

- the composition of a board of directors and the way in which it conducts its meetings;
- conducting an annual audit;
- employing its work force;
- expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.
BP 3920 Electronic Mail

(Replaces current SBCCD BP 3730) From current SBCCD BP 3730 titled Electronic Mail

- From current SBCCD BP 3730 titled Electronic Mail

The District provides electronic mail services to its employees at District expense. Use of the electronic mail system is authorized in District business and incidental personal use. Third party use is not authorized.

See BP/AP-3720 titled Computer and Network Use See BP/AP 3720 titled Computer and Network Use

Reference:

No references

Attachments:

BP 3920 Electronic Mail - Comments
BP 3920 Electronic Mail - Legal Citations
BP3920-QLD.pdf

Applicability

San Bernardino Community College District
AP 3920 Electronic Mail

(Replaces current SBCCD AP 3730) From current SBCCD AP 3730 titled Electronic Mail

A. Right of Access/Disclosure

The District reserves the right of access and disclosure of electronic mail messages sent or received by employees with the use of the District electronic mail system.

B. Personal/Private Messages

The District will attempt to honor the privacy or private messages unless it has reasonable grounds to access them. If an employee sends, receives, or stores personal or private messages of an incidental nature, the employee must take special steps to protect the privacy of such messages through such means as designation of the message as private or by storing them in a special area.

C. Snooping

Employees are prohibited from the use of the electronic mail and computer systems for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to the files or communications of others. Violators are subject to appropriate disciplinary measures.

D. Miscellaneous Special Uses

Employees shall not use the District electronic mail system for any of the following uses:

1. Chain letters.
2. Copies of documents in violation of copyright laws.
3. Forwarding of electronic mail messages without a legitimate business purpose under circumstances likely to lead to embarrassment of the sender or to violate clearly expressed desire of the sender to restrict additional dissemination.
4. Use in violation of rules applicable to Electronic Data Interchange systems.
5. Use of electronic mail for "moonlighting" or job searches.
6. Use of electronic mail to send messages, access to which is restricted by government security laws or regulations.
E. Monitoring for Security Violations

The District will not monitor electronic mail messages as a routine matter. The District will respond to legal process and fulfill its obligations to third parties. The District will inspect the contents of electronic mail messages in the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means. The District may review the electronic mail communications of an employee to determine whether there have been any breaches of security, violations of company policy, or defalcations of duty on the part of the employees.

F. Targeted Access

The District recognizes the employees have an interest of privacy with regard to the electronic mail messages they send or receive. The District reserves the right to access and disclose the contents of employee electronic mail messages, but will do so only when it has a legitimate business need to do so and the urgency of the need is sufficiently strong to offset the District’s commitment to honor the employee’s interest in privacy.

G. Disclosure

The contents of electronic mail, properly obtained for legitimate business purposes, may be disclosed without the permission of the employee. Any disclosure without the consent of the employee who sent the message shall be limited to those employees who have a legitimate need to know.

The District will attempt to refrain from disclosure of particular messages, based on objections on the ground that publication of the message will create personal embarrassment for the employee who sent the message, unless such disclosure is required to serve a legitimate business purpose or satisfy a legal obligation.

The District may use information regarding the number, sender, recipient and address of messages sent over the electronic mail system for any proper business purpose.

H. Disclosure to Law Enforcement Officials

Reasonable effort will be made to notify an employee when law enforcement officials seek access to messages addressed to the employee or under the employee’s control unless law enforcement officials obtain orders prohibiting such notice. Such notification is not necessary if the law enforcement activity relates to the possibility that the District may be the victim of a crime.

I. Approval of Access and/or Disclosure

The Chancellor or College President must approve any request for access to the contents of electronic mail to be made without the consent of a sender or recipient. The Chancellor or College President must approve the use or disclosure of information obtained from inspection or monitoring of electronic mail.

Reference:

No references

Attachments:  AP 3920 Electronic Mail - Comments  AP 3920 Electronic Mail - Legal Citations
Faculty Service Areas

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

Minimum Qualifications

Minimum Qualifications

The goal of the San Bernardino Community College District is to provide a faculty of highly qualified professional educators who are experts in their fields, skilled in teaching, and serve the needs of a varied student population. The District also seeks those who can promote overall college effectiveness and who are sensitive to the diversity of the District community. The San Bernardino College District shall employ faculty who possess the minimum qualifications, as established by the California State Chancellor's Office (see the most recent edition of the publication, "Minimum Qualifications for Faculty and Administrators in California Community Colleges").

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

Equivalencies

Faculty are responsible for including a minimum qualification on all new curriculum or as part of a curriculum review process. All curriculum should be placed within a discipline that is identified as having a minimum qualification. It is best practice to place curriculum in the discipline that best matches the course content and for which the minimum qualifications of faculty best match the course content.

For departments that include courses with dual designators, deans and chairs from all relevant programs will collaborate to ensure the most qualified faculty teach these courses and minimum qualifications are met.

The Role of Human Resources

The role of the Human Resources office is to collect, date-stamp, and forward applications and other pertinent information to the appropriate discipline selection committee (full-time) or department chair and dean (part-time).
In addition, Human Resources ensures that the established minimum qualifications for the position will be listed in the job description/announcement. The District criteria for equivalency will be available at the Human Resources Department. A statement will be included in the application materials requiring all candidates who do not possess minimum qualifications to indicate in the application material how they meet the equivalent qualifications for the position and to provide supporting documentation. The burden of proof for minimum qualifications and equivalency is on the applicant.

Human Resources staff will verify that applicants have the appropriate credential, or that applicants claiming the required minimum qualifications show the appropriate degrees on their transcript. If there is an experience requirement, College District Human Resource staff will verify that the applicant has the required number of years of experience, but will not judge if the experience is appropriate.

If the applicant claims to possess the minimum qualifications, but the degree titles are significantly different from those listed in the most recent edition of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges," that application shall be considered under the equivalency process even if the applicant did not claim equivalency. Human Resources will rely primarily on the Academic Senate, in consultation with administration, to determine equivalency of degree titles based on an examination of an applicant's transcripts.

Human Resources forwards all applications which satisfy the credentials requirement, satisfy the minimum qualifications requirement, or are deemed to be equivalent to the college selection committee (full-time) or to the dean and chair in that department (part-time).

Supplemental Equivalency Application

Human Resources is responsible for maintaining a "Supplemental Equivalency Application." If a potential employee applies for a position and wishes to complete a "Supplemental Equivalency Application for Academic Employment", the following information should be provided:

- Degree for which the applicant claims equivalency.
- The educational preparation on which the applicant bases this claim for the major of the minimum degree.
- The relevant courses the applicant has taken or other evidence that the applicant has the equivalent of the General Education portion of the minimum degree.
- An official transcript and copies of the appropriate pages from the catalog of the institution that granted the degree upon which the applicant bases a claim of equivalency.
- Publications or other work products that support a claim of equivalency.
- A detailed description of work experience which the applicant believes establishes equivalency to the minimum qualifications. If the applicant is using work products or other items which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.

Equivalency

All community college faculty should exemplify the qualities of a college educated person.

Equivalency Committee—An Academic Senate Equivalency Committee shall be established to fulfill the requirement of Pursuant to Education Code Section 87359, which states the equivalency process "shall include reasonable procedures to ensure that the equivalency process...shall include reasonable procedures to ensure...Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine each individual employed under the authority granted by the regulations possesses qualifications that each individual employed under the authority granted by the regulations possesses qualifications that are

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at least equivalent to the applicable minimum qualifications. "Equivalency may be recognized in three major ways: course work, work experience, and eminence in the field or a combination of the three..." In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate equivalency committee shall:

- Be available to screening and selection committees as a resource regarding equivalency determinations.
- Review the decisions of the screening committees as described below.
- Recommend all equivalency determinations to the Board of Trustees.
- Further clarify the criteria to be used for determining equivalency.
- Ensure that careful records are kept of all equivalency determinations.
- Periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees.
- In general, ensure that the equivalency process works well and meets the requirements of the law.

**Determination of Equivalencies**

The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.

All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.

District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.

The Human Resources Department will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the Hiring Manager prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.

The Hiring Manager shall send its decisions concerning equivalency and non-equivalency to the Academic Senate Equivalency Committee before candidates are notified of interviews. The Equivalency Committee will review the decisions of the screening, asking the following questions:

- Was the decision made in accord with this procedure?
- Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?
- Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?

The Academic Senate Equivalency Committee shall employ the following procedures in emergencies or
special circumstances:

- In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the department chair or appropriate area administrator if there is no chair. This recommendation shall be forwarded to the Hiring Manager.

- Hiring Manager will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend the job offer; if unacceptable, the selection committee may request a review by the Human Resources Department.

- For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:
  - Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.
  - Additional sections of a class added shortly before the beginning of a session or after the session begins.
  - An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).

The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree.

- **Semester units/occupational experience:** 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. **NOTE:** All semester or equivalent units must be earned from a regionally accredited postsecondary educational institution.

- **Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.

- **Recency:** An individual employed to teach a career/technical discipline shall demonstrate a competency in the current technology of that discipline.

- **Rare exceptions:** In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above sections, and the department chair, the full-time faculty in that discipline (if applicable), supervising instructional administrator and the Vice President of Instruction agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the Academic Senate Equivalency Committee Chair as deemed "equivalent" for that discipline.

**Joint Equivalency Committee**

*The Dual College (Joint) Equivalency Committee shall be comprised of the Academic Senate Presidents from each college, four faculty members, two from CHC and two from SBVC as appointed by their respective Academic Senate president's and two administrator's one from CHC and one from SBVC as designated by the respective college VP/1 who are advisory to the process.*
Process for Determination of Equivalency

In order to determine when an applicant for a faculty position who lacks the specific degree or experience specified in the "Minimum Qualifications for Faculty and Administrators in California Community Colleges" Handbook possesses qualifications that are equivalent, the following process has been established:

A. When Human Resources stipulates that a determination of equivalency is needed, the Equivalency Committee will be called to meet as soon as possible. Human Resources will provide the Equivalency Committee with the necessary information to determine equivalency no less than three working days prior to the meeting.

B. The dean, discipline faculty, and applicant may address the committee and provide additional information prior to the committee making a decision.

C. Determination of equivalency to the minimum qualifications for hire shall be decided by majority vote in the Equivalency Committee and is final. The Equivalency Committee will document their determination in writing and send it to Human Resources within 5 working days.

D. If new information becomes available, a new request for equivalency may be submitted.

E. Human Resources will forward the written rationale from the Equivalency Committee explaining the equivalency decision to the applicant and dean.

F. The results of the Equivalency Committee decision shall be documented by Human Resources and records kept of all decisions. Individual voting by Committee members will not be recorded.

G. Education Code §87359(a) requires that the governing board take action on the equivalency before hiring occurs. Equivalencies shall be forwarded to the Office of the Chancellor to be placed on a Governing Board agenda.

Standards and Criteria Applicable for Determining Equivalency

The following standards and criteria apply when determining equivalency:

A. Minimum qualifications in a discipline—and, by extension, equivalency—are the same whether the position is for a full-time or part-time faculty member.

B. Equivalency is determined for an entire discipline, not on a course-by-course basis. Per legal opinion 03-28, The granting of equivalency is on a case-by-case basis and does not set precedent for future hires.

C. Past equivalency decisions in the discipline will be made available as needed to the Equivalency Committee or to the dean and chair in that department to aid in their deliberations and can be considered when determining equivalency, though they do not establish precedence.

D. Should an equivalency be granted, that decision shall not give the applicant any more or any less consideration than other applicants. In addition, granting an equivalency neither guarantees an interview nor a job.

E. It is the applicant's responsibility to provide all documentation in support of equivalency and to be available for questions. Applicants wishing to establish equivalency through work experience should provide objective, detailed information about those work experiences. Any applicant who fails to provide evidence to support his/her claim of a credential, or of minimum qualifications, or of equivalency may be eliminated from the applicant pool.

F. Various occupational experiences may be combined to total the required number of years established by the minimum qualifications; all experience must have taken place within the ten years preceding the date
of application with at least one year of qualified experience occurring within the three years immediately preceding the date of application.

G. No candidate for a full-time position shall be invited to interview without meeting the minimum qualifications or having been verified as meeting the equivalency.

H. No candidate for part-time employment shall be hired without either meeting the minimum qualifications or having been verified as meeting equivalency per these procedures.

Provisional Equivalency

The Equivalency Committee shall not grant “provisional” or “temporary” equivalency. All faculty hires must possess the minimum qualifications or be determined to possess equivalency to the minimum qualifications to be employed by the college district.

Additional Criteria for the Equivalency Committee

In all cases in which equivalency is granted or denied, an officially signed form shall be filed with the Office of Human Resources and the Office of Academic Affairs. This form shall include a complete description of the Equivalency Committee’s reasons for determining that a candidate does or does not have the equivalent of the minimum qualifications for the position. The Human Resources Office is responsible for creating and maintaining this documentation.

Minimum Standards for Consideration of Equivalency to Minimum Qualifications in Disciplines Requiring a Master’s Degree

In order to be considered for equivalency, in the case of disciplines normally requiring a Master’s degree, the minimum standard shall be any one of the following:

A. A Master’s degree in a discipline which is not specifically named in the most recent edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” for the particular discipline in question, but which, when courses (and course descriptions) are carefully reviewed, clearly constitutes parallel and/or closely related coursework to the discipline which is specifically listed in the most recent edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges”.

B. In specific disciplines as named by the most recent edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges”, a bachelor’s degree in the discipline, plus licensure by an appropriate state agency, plus at least two years of professional experience. verified in writing.

Minimum Standards for Consideration of Equivalency to Minimum Qualifications in Disciplines That Do Not Require a Master’s Degree

In order to be considered for equivalency in the case of disciplines not normally requiring a Master’s degree, the minimum standards shall be one of the following:

A. An Associate degree plus six years of related experience

B. Bachelor’s degree plus two years of related experience.

C. Associate degree plus graduation from an institution specific to that field, plus two years of professional experience in the discipline, verified in writing, plus appropriate certification to practice or licensure, if applicable.

D. The MOs for Credit ESL will be used when evaluating Equivalency for Noncredit ESL.

E. The MOs for Credit English will be used when evaluating Equivalency for Noncredit Basic Skills Writing.
F. The MQs for Credit Reading will be used when evaluating Equivalency for Noncredit Basic Skills Reading.

G. Pursuant to Title 5 § 53406, all degrees and coursework must be from colleges/universities accredited by one of the intersegmental accrediting agencies: Western Association of Schools and Colleges, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Colleges and Schools, Southern Association of Colleges and Schools, and Northwest Association of Schools and Colleges.

Qualifications Established by Degrees and Coursework from Educational Institutions Outside of the United States

Applicants wishing to be granted equivalency based on coursework completed at an educational institution outside of the United States must provide the following:

A. A transcript assessment by a third party degree assessment service.

B. Proof that the institution is accredited in its country of operation or in the United States.

Local Minimum Qualifications and Equivalencies

Disciplines wishing to add "local" qualifications for hiring to their discipline beyond the minimum qualifications established by the latest edition of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges") may do so with approval of the Academic Senate with a recommendation from the Equivalency Committee. Local requirements may not be added on a course-by-course basis. Equivalency for the local requirement will be determined through the equivalency process.

Eminence

Although no legal definition of eminence exists, eminence shall mean that qualifications which, as evidenced by prominence and celebrity, is established by the specific industry and/or community at large and may be deemed equivalent to minimum qualifications. This may include appropriate local, state, national and/or international associations, trade unions, guilds or communities comprised of experts, who are themselves renowned in the specific field, and who can attest, in writing, to the prominence and celebrity of the applicant.

Eminence alone is not sufficient to grant equivalency. An application of equivalency based on eminence must be accompanied by conclusive evidence that the applicant exemplifies qualities of a college educated person and brings to the college district the knowledge and ability to expected at the college level. The applicant must provide documentation supporting the status of eminence.

References:

Education Code Sections 86360, 87001, 87003, 87355-87359.5, and 87743.2;

Assembly Bill 1725, Section 4

Title 5 Sections 53400 et seq., 53410-53417

ACCJC Accreditation Standard III.A.2-4

Attachments: No Attachments

Applicability

San Bernardino Community College District
The District may employ any qualified individual as a temporary faculty member for a complete academic year, but not less than one semester during an academic year unless the date of rendering first paid service begins during the second semester and prior to March 15th. The employment of these persons shall be based upon the need for additional faculty during a particular semester or year because a faculty member has been granted leave for a semester or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need.

The District may employ any qualified individual as a temporary faculty member for a complete academic year but not less than a complete semester during an academic year. The employment of those persons shall be based upon the need for additional faculty during a particular semester because of the higher enrollment of students during that semester as compared to the other semester in the academic year, or because a faculty member has been granted leave for a semester or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need. Such employment may be pursuant to contract fixing a salary for the entire semester. No person, other than a person serving as clinical nursing faculty, shall be so employed for more than two semesters within any period of three consecutive years.

A person serving as temporary clinical nursing faculty may be employed for up to four semesters within any period of three consecutive years between July 1, 2007 and June 30, 2014, as long as the hiring of that person does not result in an increase in the ratio of part-time to full-time nursing faculty in the District.

Any person who is employed to teach classes for not more than 67 percent of the hours per week that are considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee. However, any agreement prior to January 1, 2009, to limit temporary faculty members to 60 percent of the hours per week that are considered a full-time assignment will govern until the expiration of the agreement. Service as a substitute on a day-to-day basis shall not be used for purposes of calculating eligibility for contract or regular status.

Screening for temporary faculty shall, insofar as possible, be conducted in accordance with District practices and procedures for employment of regular faculty. In particular, there shall be consideration given to principles of selection that assure the greatest opportunity for participation by underrepresented groups as required by board policies and administrative procedures.

References:

Education Code Sections 87481, 87482, 87482.5, and 87482.8

Attachments: No Attachments
AP 7216 Academic Employees: Grievance Procedure for Contract Decisions

Unless noted otherwise in the collective bargaining agreement, probationary faculty members who wish to challenge a decision not to grant a second or third contract must follow the established grievance process outlined in the collective bargaining agreement. The employee after completing this process may proceed to a hearing in accordance with Education Code Section 87740, which is before an Administrative Law Judge appointed by the Office of Administrative Hearings.

Reference:
Education Code Section 87610.1

Attachments: No Attachments

Applicability
San Bernardino Community College District
AP 7233 Claims for Work Out of Classification

Employees shall not be required to perform duties that are not fixed and prescribed for the position by the Board of Trustees unless the duties reasonably relate to those fixed for the position, for any period of time that exceeds five working days within a 15-calendar-day period except as authorized in these procedures.

An employee may be required to perform duties inconsistent with those assigned to the position for a period of more than five working days if his/her salary is adjusted upward for the entire period he/she is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside his/her normal assigned duties.

References:
Education Code Section 88010

Attachments:
No Attachments

Applicability
San Bernardino Community College District
BP 4250 Probation, Dismissal, and Readmission

(Replaces current SBCCD BP 4250)

- From current SBCCD BP 4250 titled Probation, Dismissal, and Readmission

**Probation**

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a C (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of W, I, NC, and NP were recorded reaches or exceeds fifty percent.

A student who is placed on probation may submit an appeal in accordance with regulations to be established by the Chancellor.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of W, I, NC, and NP drops below fifty percent.

**Dismissal**

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 (NOTE: This is a more stringent standard than the 1.75 GPA pursuant to Title 5 Section 55033}) in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of W, I, NC and NP are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative regulations procedures. Dismissal may be postponed and the student continued on probation if the student [state the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.]

Dismissal may be postponed and the student continued on probation if the student has provided evidence of extenuating circumstances or shows significant improvement in academic achievement.
## Readmission

A student who has been dismissed may request reinstatement, conditions of reinstatement are up to the District; suggest passage of time (e.g., one semester) or appeal that indicates extenuating circumstances have changed. Readmission may be granted, denied, or postponed according to criteria contained in administrative regulations procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

## References:

Education Code Section 70902(b)(3);  
Title 5, Sections 55030-55034

### Attachments:

- BP 4250 Probation, Dismissal and Readmission  
- Comments  
- BP 4250 Probation, Dismissal and Readmission  
- Legal Citations  
- BP4250 -OLD.pdf  
- Legal Update 32 Overview Rev. 4-21-18.docx

## Applicability

San Bernardino Community College District
AP 4250 Probation, Dismissal, and Readmission

(Replaces current SBCCD AP 4250)

**NOTE:** This procedure is local practice may be inserted, but should address the minimum requirements in the following examples.

Notification of Probation—Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student’s grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. “All units attempted” is defined as all units of credit for which the student is enrolled in at the community college that they attend.

If the percentage of a student’s recorded entries of “W,” “Il”, “NC” and “NP” reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

Probationary Letter—The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

A student who is on academic probation and earns a semester grade point average of **12.750** or better shall not be dismissed as long as this minimum semester grade point average is maintained.

- From current SBCCD AP 4250 titled Probation, Dismissal, and Readmission

A. **Academic Probation**

After earning twelve or more units at a District college, a student shall be placed on academic probation when his/her grade point average falls below 2.0 for all work attempted.

B. **Progress Probation**

After earning twelve or more units at a District college, a student shall be placed on progress probation when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded reaches or exceed fifty percent.
C. Appeal/Removal from Probationary Status

1. A student may appeal probationary status by filing a request for special consideration with the designated academic standards committee at each college.

2. A student who has been placed on academic probation shall revert to good standing upon attaining a cumulative grade point average of 2.0 or higher for all units attempted. All units attempted are defined as all units of credit for which the student is enrolled at the community college that he/she attends.

3. A student who has been placed on progress probation shall revert to good standing when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded falls below fifty percent.

D. Intervention

A student who continues to maintain a grade point average below 2.0 while on academic or progress probation will not be allowed to register for succeeding terms until that student has completed the requirements established by the Counseling department at the college he/she attends.

NOTE: The following language related to Dismissal and Readmission is addressed in depth in new AP 4255 titled Dismissal and Readmission. Consider striking the following language or moving it to reflect local practice in AP 4255.

E. Dismissal/Readmission Standards

For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., Fall enrollment to Fall enrollment shall be considered consecutive if the student did not enroll in the intervening Spring semester.

F. Dismissal

A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exist:

1. The student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

2. The student has received a W, I, NC, or NP in fifty percent or more of the units for which he/she was enrolled in each of three consecutive semesters.

G. Readmission

1. A student may appeal dismissal by filing a request as a part of the procedures established at the college he/she attends.

2. A student may be reinstated after one semester from the date of dismissal.

3. A student enrolled following dismissal shall be on probationary status and subject to dismissal.

4. If the scholastic achievement of a student readmitted after dismissal continues at a probationary level, the student may be dismissed for one year.

Academic Probation

After earning twelve or more units at a District college, a student shall be placed on academic probation when his/her grade point average falls below 2.0 for all work attempted.
Progress Probation
After earning twelve or more units at a District college, a student shall be placed on progress probation when the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

Notification of Probation and Dismissal
Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

Probationary Letter – The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Appeal/Removal from Probationary Status
A. A student may appeal probationary status by filing a request for special consideration with the designated academic standards committee at each college.

B. A student who has been placed on academic probation shall revert to good standing upon attaining a cumulative grade point average of 2.0 or higher for all units attempted. All units attempted are defined as all units of credit for which the student is enrolled in at the community college that he/she attends.

C. A student who has been placed on progress probation shall revert to good standing when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded falls below fifty percent.

Intervention
A student who continues to maintain a grade point average below 2.0 while on academic or progress probation will not be allowed to register for succeeding terms until that student has completed the requirements established by the Counseling department at the college he/she attends.

(Note: The following language related to Dismissal and Readmission will be addressed in depth in a new AP 4255 titled Dismissal and Readmission. Consider striking the following language or moving it to reflect local practice in AP 4255 if/when the new AP is approved.)

Dismissal/Readmission Standards
For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., Fall enrollment to Fall enrollment shall be considered consecutive if the student did not enroll in the intervening Spring semester.

Dismissal
A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exist:
A. The student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.

B. The student has received a W, I, NC, or NP in fifty percent or more of the units for which he/she was enrolled in each of three consecutive semesters.

Readmission

A. A student may appeal dismissal by filing a request as a part of the procedures established at the college he/she attends.

B. A student may be reinstated after one semester from the date of dismissal.

C. A student enrolled following dismissal shall be on probationary status and subject to dismissal.

D. If the scholastic achievement of a student readmitted after dismissal continues at a probationary level, the student may be dismissed for one year.

References:
Title 5, Sections 55030-55034

Attachments:

- AP 4250 Probation - Comments
- AP 4250 Probation - Legal Citations
- AP4250 -OLD.pdf
- Legal Update 32 Overview Rev. 4-21-18.docx

Applicability

San Bernardino Community College District
Challenging Content

Any student may file a written request with the [designate position] Custodian of Records to correct or remove information recorded in his/her student records that the student alleges to be:

1. inaccurate;
2. an unsubstantiated personal conclusion or inference;
3. a conclusion or inference outside of the observer's area of competence; or
4. not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the [designate position] Custodian of Records shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The [designate position] Custodian of Records shall then sustain or deny the allegations.

If the [designate position] Custodian of Records sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the [designate position] Custodian of Records denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing [insert District option for appeals process] to the Board of Trustees.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Chancellor or his/her designee, to immediately correct or remove and destroy the information. The decision of the governing board shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection
with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access Log

A log or record shall be maintained for each student’s record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

The log or record shall be open to inspection only by the student and the [designate position], and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

**NOTE:** If the District decides to include provisions related to the security of student records that information can appropriately be included here.

The log or record shall be open to inspection only by the student and the Custodian of Records, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

References:

Education Code Sections 76222 and 76232;
Title 5 Section 54630

Attachments:

AP 5045 Student Records- Challenging Content & Access Log - Comments
AP 5045 Student Records- Challenging Content & Access Log - Legal Citations

Applicability

San Bernardino Community College District
BP 5055 Enrollment Priorities

(Replaces current SBCCD BP 5055)

- From current SBCCD BP 5055 titled Enrollment Priorities.

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor is responsible for establishing procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

References:

Title 5, Sections 51006, 58106, and 58108

Attachments:

BP 5055 Enrollment Priorities - Comments
BP 5055 Enrollment Priorities - Legal Citations
BP5055 -OLD.pdf

Applicability

San Bernardino Community College District
AP 5055 Enrollment Priorities

(Replaces current SBCCD AP 5055)

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites.)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8
- A foster youth, former foster youth, or homeless youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS;

The following students will have priority for enrollment:

First time students who have completed orientation, assessment, and developed student education plans. Continuing students, who has not lost registration priority, as defined in these policies and procedures.

Registration priority specified above shall be lost at the first registration opportunity after a student:
Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree
applicable English as a Second Language or basic skills courses as defined by the Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Vice President of Instruction.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Vice President of Student Services, Director of Admission and Records, or his/her designee will determine the appeal in his/her sole discretion.

[Note: Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Administrative Procedure 4250].

These mandated enrollment priorities will be effective in the Fall, 2014 term. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

A. General Access

Every course for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established in compliance with Title V of the California Administrative Code.

B. Priorities for Enrollment

Each college shall establish procedures that set priorities for enrollment and publish them in their Class Schedules. Such procedures shall be made available to students during the registration process.

Priority for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty.

C. Matriculation

All students shall be subject to the requirements of the matriculation process at each college. Recommendations for class enrollment based upon testing and evaluation shall be strongly recommended to students but shall be advisory only.

Nursing

Special admissions requirements for the Nursing Program shall be approved by the Board of Trustees.
Building the Inland Empire's pipeline of college graduates

Executive Summary

Statewide Challenge: According to the California Employment Development Department, California is expected to add about 2.5 million new jobs by 2022. However, if trends continue, the California Chamber of Commerce estimates that California will be short 1.1 million workers with bachelor’s degrees and 2.3 million community college certificates and degrees to fill high-skilled jobs. “When jobs go unfilled because employers cannot find enough qualified workers, businesses are less productive and the state loses on corporate tax revenue that could be used to support critical government programs and services, including education,” according to the CalChamber¹.

Regional Challenge: Low-income and first-generation students constitute the majority of the Inland Empire student population. Despite having high school graduation rates higher than the statewide average, the Inland Empire fares particularly poorly with respect to college enrollment, and too often college students fail to earn their degree².

Our Mission: For the Inland Empire to close the skills gap, the Public Policy Institute of California (PPIC) suggests it will take a two-pronged approach: Enroll more students as first-time freshman and improve completion rates for students already enrolled in college. Towards that effort, the San Bernardino Community College District (SBCCD) intends to make two years of college free for local high school graduates, helping them gain career training certificates or start the first half of their bachelor's degree at no cost. That is the SBCCD Promise.

Tuition-Free Two Years: Local high school graduates will be eligible for tuition-free two years at Crafton Hills College or San Bernardino Valley College.

Two-Year Completion: Students can earn an associate's degree, a career training certificate or transfer to UC/CSU within two years.

College Expense Assistance: Students will receive a free laptop, $600 textbook assistance, $200 voucher for transportation costs, and $100 assistance for university transfer application fees.

Student Support: During high school and college, students will receive individualized advising and educational plan.

Work-Based Learning: Students will participate in career exploration workshops, and as paid peer mentors to first-year SBCCD Promise students to cultivate a college-going culture.

K-12 Partnerships: SBCCD will provide K-12 students tours of Crafton Hills College and San Bernardino Valley College, and expand access to college courses and work-based learning offered at local high schools.

¹ “Education Policy,” (2018); California Chamber of Commerce.

² “Meeting California’s Need for College Graduates: A Regional Perspective,” (June 2017), Hans Johnson, Kevin Cook, Marisol Cuellar Mejia; Public Policy Institute of California.
Regional Profile

Ongoing Challenges

Economic hardship
In the Inland Empire, 23 percent of young children lived in poverty. The proportion varied from 8 percent in Temecula City to 35 percent in West San Bernardino, according to the PPIC. For the average young child in poverty, a family's total resources, including earnings and benefits from safety net programs, were below $26,100 per year for a family of four. A recent study showed that about 4,300 SBCCD students enroll in classes but then are unable to pay enrollment fees and are therefore dropped. Nearly 60% of these students re-enroll in the same classes from which they were dropped. Those students are less likely to complete their courses successfully than students who never experienced that same financial hardship and had to be dropped.

Low college preparedness
The share of high school graduates in the Inland Empire who complete the A-G college-prep courses required for UC/CSU admission is 32 percent, compared to the state average of 38%. Additionally, the Inland Empire mirrors a statewide trend: 80 percent of entering community college students enroll in at least one remedial course in English or math. Of those students enrolled in a remedial course, only 24 percent transfer to a UC/CSU after six years.

Low college enrollment
Despite having high school graduation rates higher than the statewide average, the Inland Empire fares particularly poorly with respect to college enrollment. Only 42% of Inland Empire high school graduates immediately enroll in college after graduation, 10 percentage points lower than the state average and the third lowest rate in the state.

Low college completion
On average, it takes a student in SBCCD over five years to complete a degree. Our data shows that students in remedial courses were less likely to complete their educational goals within six years of college entrance than those who were prepared for college. In addition, only 37% of students who placed into remedial math or English in SBCCD finished within six years, compared to 47% statewide. Poor math preparation is a strong predictor of failure to attain degrees or certificates, or to transfer. Students are twice as likely to transfer to a four-year institution if they successfully completed 15 units in their first semester. Students were also more likely to transfer if they enrolled full-time in four or more semesters or enrolled in two or more summer semesters.

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4 “Meeting California’s Need for College Graduates: A Regional Perspective,” (June 2017), Hans Johnson, Kevin Cook, Marisol Cuellar Mejia; Public Policy Institute of California.

The San Bernardino Community College District Promise

Cradle-to-Career Strategies

"College promise programs represent a long-term investment in increasing college-going rates, which will undoubtedly be necessary in meeting the needs of California’s workforce. By motivating students early in their academic careers to prepare for college, these programs allow families to plan for an affordable college option, and they help create or contribute to a local college-going culture."

- Public Policy Institute of California (June 2017)

Tuition-Free Two Years
SBCCD will motivate local students early in their academic careers to plan for college with tuition-free two years at Crafton Hills College or San Bernardino Valley College.

Currently, through the generous support of San Manuel Band of Mission Indians, San Bernardino Valley College offers one-year tuition-free to Valley-Bound Commitment students. Building upon the success of this program to two years of tuition-free college at both SBVC and CHC would incentivize low and middle-income families to pursue a college education.

College Expense Assistance
To maximize financial assistance, students must complete the FAFSA/California Dream Act application. Additionally, students will receive a free laptop, $600 textbook assistance, $200 voucher for transportation costs, and $100 assistance for university transfer application fees.

Two-Year Completion
Through priority enrollment, guided pathways, and small learning communities, students can earn an associate's degree, a career training certificate or transfer to UC/CSU within two years. To be eligible, SBCCD Promise students must enroll at Crafton Hills College or San Bernardino Valley College full-time/12 units per semester.
Student Support
Given that a majority of students in SBCCD’s service area are first-generation college students, students will receive individualized college/career advising and a comprehensive educational plan starting in 12th grade.

The summer after high school graduation, students will participate in a six-week summer bridge program at Crafton Hills College or San Bernardino Valley College to get ready for life and academics as a college student.

Through an online platform, SBCCD will utilize data analytics to monitor student progress towards their educational goals. The system will send students an early-warning message when their academic performance drops and will refer them to advising or tutoring to keep them on track. Such student system has been piloted at Crafton Hills College, and it has been proven to work. Students in classes that used this online student support system had an average success rate of 89 percent, compared to a 71 percent student success rate of classes that did not utilize this system.

Work-Based Learning
Students will participate in career exploration workshops, and as paid peer mentors to first-year SBCCD Promise students to cultivate a college-going culture.

According to recent SBCCD data, students who participated in the San Manuel Increasing Student Engagement, Employment and Knowledge (ISEEK) Student Worker Program were more likely to complete their courses (79%) than students in the same section (75%). ISEEK students were more likely to study longer and have more conversations with professors outside of class.

K-12 Partnerships
Students in the SBCCD service area will be invited to visit Crafton Hills College and San Bernardino Valley College during their third, fifth grade, and eighth grade years to learn about college opportunities and to develop an expectation that college is in their futures.

SBCCD will recruit students into the Promise program from dual enrollment courses offered at the high schools, as well as from the general high school populations.

Additionally, families and students will participate in college-readiness workshops on topics covering the “A-G” course requirements for UC/CSU eligibility, how to apply for college admission, and financial assistance programs to pay for college.
Let's make the SBCCD Promise a reality for our community, together!

Founding Partner:

SAN MANUEL
BAND OF MISSION INDIANS

A smart investment in our students:

- By mobilizing existing financial aid programs and San Bernardino Community College District funding sources, an estimated 1,000 local high school students could benefit.

- With the philanthropic investment of San Manuel Band of Mission Indians, our collective impact can double and the SBCCD Promise could benefit 2,000 Inland Empire high school graduates every year.

- Together, we would be removing financial barriers to higher education and saving Inland Empire families and students about $4,864 in tuition and college expenses per year.

A smart investment in our community and our future:

- The total impact of SBCCD alumni participating in the workforce yields $528 million per year in added income in the region.

- Spending by SBCCD students in the local economy totals $16.4 million per year.

- Taxpayers in SBCCD’s service area receive $3.30 for every dollar invested in education.
## Proposed SBCCD Promise Program: Draft Annual Budget

### Number of SBCCD Promise Students

<table>
<thead>
<tr>
<th>Description</th>
<th>Totals</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Coordinators</td>
<td>$310,494</td>
<td>Management Position (Range 16)</td>
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<tr>
<td>3 Counselors</td>
<td>380,744</td>
<td>1 Counselor per 350 students (Range H-10)</td>
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<tr>
<td>2 Support Staff</td>
<td>155,501</td>
<td>Admin I Position (Range 41)</td>
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<tr>
<td>Tutoring</td>
<td>1,312,500</td>
<td>Tutors II (105 hours per student at $12.50 / Hour)</td>
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<tr>
<td>Peer Mentors</td>
<td>125,000</td>
<td>Student Workers (10 hours per student at $12.50 / Hour)</td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>1,380,000</td>
<td>$46 per unit / 30 units per year (70% / 60%)</td>
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<tr>
<td>Operational Expenses</td>
<td>400,000</td>
<td>Supplies, Workshops, &amp; Chromebook ($400 per Student)</td>
</tr>
<tr>
<td>Books</td>
<td>600,000</td>
<td>$600 annually (Estimate from Follett)</td>
</tr>
<tr>
<td>Transportation</td>
<td>200,000</td>
<td>$200 per student</td>
</tr>
</tbody>
</table>

### Total Estimated Annual Costs

- **$4,864,238**

### Total Cost per Student

- **$4,864**

### SBCCD Promise Funding Sources

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid (85% of Tuition &amp; Fees)</td>
<td>$1,173,000</td>
</tr>
<tr>
<td>State Funding</td>
<td>433,125</td>
</tr>
<tr>
<td>FTES Revenue</td>
<td>638,914</td>
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<tr>
<td><strong>GAP to be covered by PROMISE Endowment</strong></td>
<td><strong>$2,619,199</strong></td>
</tr>
</tbody>
</table>

### Net Cost per Student

- **$2,619**

### Endowment needed to cover cost assuming 5% annual earnings

- **$53,000,000**

### Scale-up for two year program

- **$106,000,000**

### SBCCD Endowment Commitment

- **$53,000,000**

### SBCCD Annual Commitment

- **$2,650,000**

### Proposed San Manuel Endowment Commitment

- **$53,000,000**

### Or Proposed San Manuel 10-Year Commitment

- **$2,650,000**
Proposed SBCCCD Promise Program: Budget Narrative

The San Bernardino Community College District Promise Program is more than a scholarship. The Promise will remove many financial barriers for the families of full-time students to attend college. The Promise Program will orient new students to successfully transition into the college experience by providing a supportive and welcoming environment where first year students will connect with student support services and resources on campus to ensure their student success.

Our first goal is to make a promise to incoming full-time students to provide them with the resources that increase student success. Our second goal is to coach students into completing their education plan.

Coordinators and Support Staff
- The SBCCCD Promise staff will coordinate career counseling sessions with participants at high schools and work with participants individually and each year provides workshops at the high schools. Staff will keep a log of advising contacts including date, time spent and primary outcome.
- Each high school student will work individually with a counselor or the coordinator to develop, implement and monitor his or her progress.
- This one-on-one approach will establish a relationship between participants and SBCCCD Promise staff members that will help participants realize their potential to complete high school and enroll in post-secondary education. The coordinator and the counselors will work directly with students at their various high schools in the inland empire.
- The coordinators will strengthen partnerships with four-year universities to increase the number of transfer students with an Associate Degree for Transfer (ADT). Additionally, providing access to San Bernardino Valley College and Crafton Hills College students to their libraries.

Counselors
- The counselors will provide individualized student support services at Crafton Hills College and San Bernardino Valley College.
- A student development course is a key component of the SBCCCD Promise. Information about college needs to begin in high school or earlier, but students often do not have the individual attention of an advisor for such purposes. To maximize their academic success, information about college will begin in the 5th grade and continue through high school. Furthermore, high school students will enroll in student success course offered by San Bernardino Valley College and Crafton Hills counselors. Participation in the college course ensures that participants will receive the rigorous coursework and experiences necessary to prepare them for postsecondary education.

Tutoring
- The College Promise will provide each student up to 105 hours of tutoring each year.

Peer Mentors
- The Promise Program will incorporate a peer mentoring program that fosters academic excellence among first year students. Research states that peer mentoring is a critical element to increase success and retention rates for college students, especially first year students. The mentors selected will be successful sophomore San Bernardino Valley College and Crafton Hills College students who will serve as peer mentors to all incoming San Bernardino Valley College and Crafton Hills College first year students. Each mentor
will have a caseload of mentees to assist with developing ideas for study groups, on-campus activities and will contact mentees weekly. The goal of the peer mentors is to support their student mentees, increase their knowledge about resources which will aid them to succeed at San Bernardino Valley College and Crafton Hills College.

**Tuition and Fees**
- Tuition-free two years at San Bernardino Valley College and Crafton Hills College for hard-working students enrolling in at least 12 units. Graduate with an associate’s degree, transfer to UC/CSU or earn a certificate that will allow them to be competitive in the workplace.

**Operational Expenses, books, and transportation**
- Free laptop, $600 assistance for textbook costs, $200 voucher to cover transportation costs, and $100 assistance for university transfer application fees.
- The program will also provide student success workshops, team-building opportunities, and leadership activities that will aid students to be successful in their two years at San Bernardino Valley College or Crafton Hills College. Through participation in these activities, the disadvantaged student will become aware of the world outside their neighborhood, improve their self-efficacy and be motivated to set ambitious goals for their education and career.
Summary of SBCCD Promise Framework

1. Grades 9 and 10
   - SBCCD and Local Educational Agency (LEA) create Early Commitment to College Program (ECCP).
   - Family involvement in college workshop/tours.
   - Opportunity for 9th and 10th grade students and families learn about college opportunities and visit campuses.
   - 10th graders begin dual enrollment pathway (i.e. CTE Skill Certificates, STEM, Transfer Program classes).

2. Grades 11 and 12
   - Prepare for college-level math, English and reading skills.
   - Multiple Measures Assessment/Placement/Remediation.
   - Enhanced noncredit courses for contextualized math and English.
   - Guided Pathways are in place.
   - 100% college applications and FAFSA financial aid forms/CA Dreamer’s Act are completed.
   - Maximize access to need-based financial aid upon entering college.
   - 11th and 12th grade students in dual enrollment pathway.

3. Community College
   - Student Promise Expectation
     - Enroll full-time for at least 12 units each semester.
     - Meet with counselor three times each semester.
     - Complete 30 volunteer hours each semester.
     - Mentor freshman student when sophomore.
     - Attend three Student Success Workshops each semester.
     - Commit to enhanced student support services
     - Commit to added study time in tutoring or supplemental instruction.
   - SBCCD Promise Options
     - Priority registration.
     - Six-week summer bridge program participation.
     - All course fees covered for first two years.
     - No-cost textbooks.
     - 100% education plans for two-year completion.
     - Block scheduling for two semesters.
     - Guided pathways.
     - Cooperative work experience availability.
San Bernardino Community College District

Our students. Our community. Our future.

San Bernardino Community College District serves 24,000 students through Crafton Hills College and San Bernardino Valley College. For nearly 100 years, our colleges have provided access to affordable, award-winning higher education and career training programs for the residents of:

- Big Bear
- Bloomington
- Calimesa
- Colton
- Grand Terrace
- Highland
- Loma Linda
- Redlands
- Rialto
- San Bernardino
- Yucaipa
- and beyond!

We educate the health care professionals that serve our medical needs, veterans who have served our country, police and firefighters who keep us safe, and skilled workers who fuel our economy.

Our public mission goes beyond our campuses. We are home to the Empire Network (KVCR 91.9 FM and TV 24), the primary PBS television and NPR radio affiliate station for Inland Southern California. Created as a shared vision with the San Manuel Band of Mission Indians, in 2011 we launched FNX | First Nations Experience, the first and only national broadcast television network exclusively devoted to Native American and World Indigenous programming. Learn more about us at www.sbccd.edu