

CSEA Memorandum of Understanding (MOUs)  
from 07-01-2021 to 06-30-2022

2022-06-27 Health and Welfare Benefits

2022-06-07 Job Description Laboratory Assistant II - Allied Health

2022-06-07 COVID-19 Vaccination Mandate Sunset

2022-5-17 Article 7 Pay and Allowances

2022-04-05 Job Description Institutional Advancement Coordinator

2022-04-05 Job Description Basic Needs Coordinator

2022-04-19 4/10 Summer Alternate Work Schedule

2022-04-19 4/10 CSO Alternate Work Schedule

2022-03-15 Bilingual and Bi-Literate Stipend

2021-12-14 Covid-19 Vaccine Mandate

2021-12-14 3/12 CSO Alternate Work Schedule Extension

2021-12-07 KVCR Organizational Change

2021-11-16 Alternate Work Schedule and Remote Work Schedule Extension

2021-09-21 Bilingual Stipend

2021-07-20 Bilingual Stipend

2021-07-12 Alternate Work Schedule and Remote Work Schedule

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**June 27, 2022**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

Health and welfare benefits for eligible unit members are outlined in Appendix J (Health and Welfare Benefit plans) of the 2020-2023 Collective Bargaining Agreement shall be as follows (unit member rates effective October 1, 2022 – September 30, 2023).

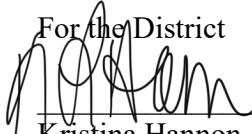
For the year 2022-2023, the benefits for benefit-eligible unit members shall be as follows:

\*All employee contributions are deducted on a 10thly basis.

- a. **Medical Plans Offered to Include a Choice of Six (6) Medical Plans:**
  - Anthem Blue Cross Select Network HMO Premier (No Additional Cost Option)
  - Anthem Blue Cross Full Network HMO Premier (\*+\$86.40)
  - Anthem Blue PPO Low (\*+\$270.00)
  - Anthem Blue PPO (\*+\$475.20)
  - Kaiser Low HMO \$30 Co-Pay (\*+\$90.00)
  - Kaiser High HMO \$10 Co-Pay (\*+\$242.40)
- b. **Dental Plans Offered to Include a Choice of Two (2) Dental Plans:**
  - DeltaCare USA (No Additional Cost Option)
  - Delta Dental PPO (\*+\$60.58)
- c. **Vision Plan Offered:**
  - EyeMed (No Additional Cost)
- d. **Chiropractic:**
  - Anthem Blue Cross (Cost Dependent on Chosen Plan)
  - Kaiser (Cost Dependent on Chosen Plan)
- e. **Basic Life, Voluntary Life & Accidental Death, and Dismemberment (AD&D):**
  - Prudential Basic Life and Basic AD&D (No Additional Cost Option)
  - Prudential Voluntary Life and Voluntary AD&D (\*Additional Cost Option)
- f. **Employee Assistance Program (EAP):**
  - Anthem Blue Cross through SISC (No Additional Cost)

In the event that there are any unforeseen changes to Article 10 or Appendix J (Health and Welfare Benefits Plan) of the Collective Bargaining Agreement, CSEA and the District reserve the right to reopen this MOU. This MOU is effective October 1, 2022 – September 30, 2023 (Benefit Plan Year) and is subject to CSEA 610 and the District approval and ratification processes.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District  
  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA  
*Cassandra Thomas*  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

*Brandice Mello*  
\_\_\_\_\_  
Brandice Mello, Team Member

*Ernest Guillen*  
\_\_\_\_\_  
Ernest Guillen, Team Member

*Yendis Battle*  
\_\_\_\_\_  
Yendis Battle, Team Member

*David Stevenson*  
\_\_\_\_\_  
David Stevenson, Team Member

*Noah Snyder*  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**June 7, 2022**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."


It is Hereby Agreed:

The Laboratory Assistant II-Allied Health classification will be added to the classified bargaining unit. This classification will be placed at Range 42 of the CSEA Salary Schedule.


The Laboratory Assistant II-Allied Health will be added to the 2017-2020 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".


This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

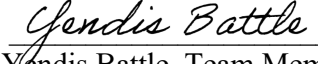
  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services


For CSEA

  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

  
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Ernest Guillen, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member

  
\_\_\_\_\_  
Brandice Mello, Team Member



## Laboratory Assistant II – Allied Health

Classified Range: 42

Board Approved: TBD P. 1|4

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

### **SUMMARY DESCRIPTION**

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Provides laboratory and program assistance to students and faculty within the Allied Health programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations and simulations.
2. Practices and demonstrates the safe and effective use and operation of a variety of equipment and tools used in the Allied Health programs.
3. Assists with simulation labs by utilizing computers and audiovisual equipment in simulation scenarios using human patient simulators.
4. Issues supplies, materials, and equipment used for skills lab sessions; maintains records and facilitates the return of supplies and equipment checked out to students.
6. Operates, adjusts and makes minor repairs on equipment used in simulation and skills labs; schedules maintenance for equipment as necessary.
8. Keeps stockroom and work areas orderly and clean; coordinates lab laundry services for pickup and delivery.
9. Maintains inventory records of supplies, material and equipment and prepares inventory reports and requisitions; maintains expenditure records and provides data for budget estimates.
10. Places orders to vendors, receives, and stocks materials, supplies, and equipment for the use of Allied Health programs.
11. Assists in maintaining security of laboratories, laboratory equipment, supplies, and materials; coordinates pick up for removal of sharps containers.
12. Performs **other** duties related to the primary job duties.

### **QUALIFICATIONS**

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

### **CORE COMPETENCIES:**



## Laboratory Assistant II – Allied Health

Classified Range: 42

Board Approved: TBD P. 2|4

### Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text



## Laboratory Assistant II – Allied Health

Classified Range: 42

Board Approved: TBD P. 3|4

- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

### Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization\*\*

### Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

**Education and Experience Guidelines** - *A typical way to obtain the knowledge and abilities would be:*

#### **Education/Training:**

An Associate's Degree or sixty (60) semester units from an accredited institution in nursing or a health-related field.

#### **Experience:**

Two (2) years of experience in a hospital, clinic, or other healthcare setting that includes providing direct patient care or utilizing medical equipment or medical supplies.

#### **License or Certificate:**

Valid Vocational Nurse (LVN) License.

#### **Preferred Education and/or Experience:**

A valid Registered Nurse License is preferred.

#### **Equivalency Provision:**

In the absence of an Associate's Degree or sixty (60) semester units in nursing or a health-related field, equivalent to the completion of high school and a Valid Vocational Nurse License and three (3) years of experience in a hospital, clinic, or other healthcare setting that includes providing direct patient care or utilizing medical equipment or medical supplies is qualifying.



## Laboratory Assistant II – Allied Health

Classified Range: 42

Board Approved: TBD P. 4|4

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a classroom/laboratory setting; exposure to noise, smoke, fumes, heat, electrical energy, grease, oils; extensive handling of food.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to heavy amounts of weight up to 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**June 7, 2022**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

To preserve the continuity of the District's operations and to protect the health and safety of District employees, students, and the communities the District serves, the District and the Association agree as follows regarding the effects of the District Board of Trustees' decision to mandate the COVID-19 vaccine.

**A. Effective Date of COVID-19 Vaccine Mandate**

The San Bernardino Community College District Board of Trustees took action on Board Resolution #2021-09-23-FPC-01 approving and directing the Chancellor to implement a vaccine mandate for the District community including the CSEA classified unit members.

**B. Compliance with the COVID-19 Vaccination Mandate**

1. Effective January 7, 2022, all unit members must be fully vaccinated against the virus that causes COVID-19 in order to be physically present on the District premises or inside a building or office unless the unit member(s) have a District approved exemption on file with the District.
  - Unit members are considered fully vaccinated for COVID-19 after they have received the second dose in a 2-dose series (e.g, Pfizer-BioNtech or Moderna), or after they have received a single dose in a single-dose vaccine (e.g., Johnson and Johnson/Janssen).
2. Unit members will be required to submit verifiable proof of vaccination no later than January 7, 2022. The District will provide a secure and safe online portal by which to upload their proof of vaccination.
3. The District will provide unit members with up to an additional twenty-four (24) hours of sick leave in order to receive the COVID-19 vaccination(s) or to recover from any side effects of the COVID-19 vaccination(s).
4. In the event a unit member is not fully vaccinated, declines to state vaccination status, or fails to provide proof of their COVID-19 vaccination status, they shall be considered "unvaccinated" until the unit member provides proof of vaccination as described herein.
5. The District permits considerations for an exemption to the COVID-19 vaccine mandate to unit

members who are medically unable to be vaccinated, who hold sincerely held religious objections, or who hold personal beliefs as described herein.

### **C. COVID-19 Vaccination Exemption**

Unit members who believe they are eligible for vaccination exemption must submit a request through the District's secure and safe online portal no later than January 5, 2022. Unit members may request an extension to submit a vaccination exemption by contacting the Office of Human Resources prior to the deadline. Unit members who request an exemption must complete the entire process, including but not limited to providing all required documentation, providing any supplemental documents upon request, and obtaining District approval in order to qualify as exempt. Unit members who do not qualify as exempt will be required to obtain the COVID-19 vaccine or will be placed on an unpaid leave of absence as described herein.

Unit members with an approved or pending exemption will be required to undergo weekly COVID-19 testing with evidence of negative test results to enter college campuses, community sites, District offices, and buildings and to continue providing services and support to the District.

### **D. COVID-19 Testing Program**

Unit members with an approved exemption shall provide evidence of a negative COVID-19 test to the District every seven (7) calendar days. The first COVID-19 negative test must be submitted no later than Friday, January 7, 2022. Test results shall be submitted by the unit member prior to returning to work when an unvaccinated unit member is returning from an extended leave of absence or following a District recess (e.g., Thanksgiving, Winter Break, Paid Time Off).

- a. The District shall track COVID-19 test results in the Office of Human Resources, conduct workplace tracing, and report positive COVID cases in accordance with the California Department of Education ("CDE") and California Division of Occupational Safety and Health ("Cal/OSHA") requirements.

The District shall provide on-site COVID-19 testing in accordance with guidelines issued by the San Bernardino County Department of Public Health ("SBCDPH") and the California Department of Public Health ("CDPH"). A saliva COVID-19 testing option shall be available to the unit member upon prior request; the unit member must comply with the testing protocols to be eligible for a saliva test. Unit members shall notify the District of their preferred testing option upon scheduling their appointment. Unit members shall have access to free COVID-19 testing and will be released to participate in this testing without having to utilize paid time off in coordination with their immediate supervisor. Unit members are required to access the District on-site testing before testing elsewhere. Unit members who do not avail themselves to the on-site COVID-19 testing and, instead, access COVID-19 testing elsewhere shall be solely responsible for any costs associated with that off-site testing.

Unit members will be required to notify their immediate supervisor when they undergo on-site COVID-19 testing in order to minimize the impact to the District operations. Should the number of unit members accessing the testing facility becomes so numerous as to cause the testing process to unreasonably interfere with the unit member's duties, the District shall be responsible for creating a schedule for the unit members.

- b. Unvaccinated unit members without an approved exemption are ineligible to participate in the weekly COVID-19 testing program and will be subject to the District's noncompliance process as described herein.
- c. The District agrees to abide by and maintain adequate data security measures, consistent with industry standards and technology best practices, to protect any and all unit members' personal data collected through the implementation and administration of Board Resolution #2021-09-23-FPC-01 and from unauthorized disclosure or acquisition by an unauthorized person. Specifically, the District agrees to protect a unit member's personal and vaccine data collected.
- d. In addition, the District shall follow the protocols and protections provided for under the Americans with Disabilities Act ("ADA") and the California Department of Fair Employment and Housing ("FEHA") and shall not discuss or release any vaccine information to those who are not in the District administration and who do not otherwise have a need to know. Vaccination status of any unit member shall not be discussed with anyone besides the unit member in question and/or those who otherwise need to know. The District shall not engage in unlawful discrimination in the implementation of this memorandum of understanding.
- e. The District shall not sell unit members aggregated or disaggregated data collected through the implementation and administration of Board Resolution #2021-09-23-FPC-01. Specifically, the District shall not sell aggregated or disaggregated data to: (a) market or advertise to any entity whatsoever; or (b) inform, influence, or enable marketing, advertising, or other commercial efforts by the District for any purpose whatsoever.

**E. Noncompliance with the COVID-19 Vaccination Mandate / COVID-19 Testing Program**

1. Unit members who are not vaccinated and refuse to comply with the District's vaccination requirements or weekly COVID-19 testing program (approved exemption) shall be subject to disciplinary action up to and including termination. Unit members shall receive their second vaccination of Pfizer or Moderna or the single vaccination of Johnson & Johnson or have an approved exemption on file with the District no later than January 7, 2022.
  - Unit members who do not comply with the District's vaccination requirements, fail to request an exemption, or fail to participate in the District's weekly COVID-19 testing program, shall be placed on an unpaid leave of absence for up to five (5) workdays.
  - If the unit member is placed on an unpaid leave of absence for the reasons stated above, and there is a continued refusal to comply with the vaccination requirement or fails to participate in the District's weekly COVID-19 testing program beyond the end of the five (5) workdays unpaid leave, the unit member shall be subject to disciplinary action up to and including termination of employment.
  - Remote work will not be an option for unit members who are not vaccinated, do not qualify for an exemption, or fail to comply with the District's weekly COVID-19 testing program.

**F. Safety Standards**

- a. **Adherence to Applicable Safety Standards:** The District's operations will adhere to the most

protective applicable official COVID-19 safety standards and/or guidance from the CDE, CDPH, Cal/OSHA, and SBCDPH. The District's operations will also adhere to applicable federal and state statutes and executive orders about COVID-19. The District will clearly communicate and enforce the applicable standards and/or guidance.

- b. **Face Coverings / Personal Protective Equipment ("PPE"):** Unit members will be required to wear protective face coverings indoors, regardless of vaccination status, whenever accessing college campuses, community sites, District offices and buildings, except:
- a. When alone in a room or vehicle; or
  - b. When eating and drinking in authorized areas determined by the District; or
  - c. When an approved accommodation is executed; or
  - d. When job duties or student instructional activities make a face-covering infeasible or create a hazard as determined by the appropriate instructor or District administration.

The District shall provide sufficient PPE to unit members, including face coverings upon request. "Sufficient PPE" may differ depending on the job classification and tasks required of the unit member. The District shall provide adequate facilities including hand washing stations stocked with soap and disposable paper towels.

The Parties understand that the COVID-19 conditions are ever-changing and that circumstances may arise that require the Parties to revisit the terms and agreement set out in the MOU. It is agreed that this MOU will sunset on May 25, 2022.

This Agreement is subject to the procedures required by CSEA Policy 610 and is subject to the grievance procedures outlined in the collective bargaining agreement.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
and Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member



Brandice Mello, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
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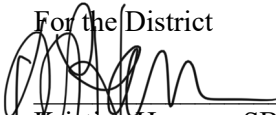
**May 17, 2022**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

1. For the fiscal year 2021-2022, the District will provide all current bargaining unit members in paid status as of the date of notice to the District of the CSEA Policy 610 approval, a one (1) time off-salary schedule payment totaling four thousand dollars (\$4000), payment shall be received no later than two (2) pay cycles following the notice.
2. Effective July 1, 2022, the salary schedule will increase by five percent (5%) for all bargaining unit members. The increase shall not in any way prevent CSEA or the District from re-opening Article 7: Pay and Allowances for the 2022-2023 year as outlined in Article 25: Completion of Meet and Negotiations.
3. The above language regarding Article 7.1 will be placed within Article 7: Pay and Allowances once negotiations for the 2020-2023 Collective Bargaining Agreement are completed.

This Agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

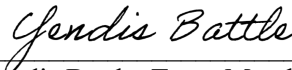


Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA



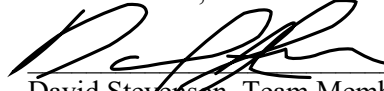
Cassandra Thomas, President CSEA #291



Yendis Battle, Team Member



Ernest Guillen, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Myesha Kennedy, CSEA LRR

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**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**April 5, 2022**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

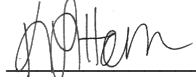
It is Hereby Agreed:

The Institutional Advancement Coordinator classification will be added to the classified bargaining unit. This classification will be placed at Range 45 of the CSEA Salary Schedule.

The Institutional Advancement Coordinator will be added to the 2017-2020 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services

For CSEA



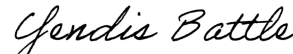
Cassandra Thomas, President CSEA #291



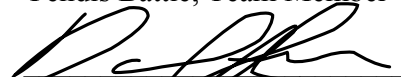
Noah Snyder, CSEA LRR



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Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



## **Institutional Advancement Coordinator**

**Classified Range: 45**

Board Approved: TBD

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

### **SUMMARY DESCRIPTION**

Coordinates an array of institutional advancement activities and functions related to enhancing the image of the college and connection to the community.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Collaborates with respective departments and/or employees to coordinate the college's institutional advancement functions, such as communications, graphic design, photography, videography, and social media.
2. Serves as an initial point of contact for members of the campus community to promote events, activities, and workshops.
3. Collaborates with other departments to meet their communication needs including coordinating photography, videography, brochures, and other communication tools.
4. Develops promotional brochures and materials for individual departments, divisions, and college.
5. Coordinates trainings on effective use of social media and branding standards to college departments and divisions.
6. Researches, writes, distributes, and tracks press releases, coordinates information released to the press and media regarding institutional advancement activities.
7. Plans, writes, edits, lays out, coordinates, and distributes newsletters, publications, social media, feature articles and other announcements and communications including board reports, weekly student emails, annual reports; provides updates for TV monitors and other computer screens throughout campus.
8. Assists in the development and use of a tracking and evaluation system to gauge the efficiency in communications.
9. Coordinates and participates in presentations at community functions and events with higher education peer institutions, community partners, local business and industry, and local non-profit organizations related to institutional advancement.
10. Prepares and monitor the department's annual budget and prepare the department's annual program plan.



## Institutional Advancement Coordinator

Classified Range: 45

Board Approved: TBD

11. Represent the college at off-campus functions, meetings, and events related to institutional advancement.
12. Prepares and provides reports, program plans, and event plans.
13. Prepares and assesses Service Area Outcomes, Program Review and other related outcomes for institutional advancement.
14. Performs other duties related to the primary job duties.

### **QUALIFICATIONS**

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

### **CORE COMPETENCIES:**

#### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

#### **Customer Focus**

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer-term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

#### **Reading Comprehension**

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

#### **Professional and Technical Expertise**

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

#### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

#### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality





## **Institutional Advancement Coordinator**

**Classified Range: 45**

Board Approved: TBD

- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### **Using Technology**

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### **Team Work/Involving Others**

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

### **Writing**

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### **Listening**

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### **Legal and Regulatory Navigation**

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

### **Professional Integrity and Ethics**

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

### **Valuing Diversity**

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Position*



## Institutional Advancement Coordinator

Classified Range: 45

Board Approved: TBD

### **Education/Training:**

An Associate's degree or the equivalent of sixty (60) semester units with major coursework in communications, business administration or a related field from an accredited university.

### **Experience:**

Four (4) years of increasingly responsible experience in journalism, public relations, marketing, communications, public administration, or a related field.

### **Equivalency Provision:**

In the absence of an Associate's degree from an accredited college or university, equivalent to the completion of high school and six (6) years of increasingly responsible experience in journalism, public relations, marketing, communications, public administration, or a related field or a related field is qualifying.

### **License or Certificate:**

Possession of a valid driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with frequent travel to other locations.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance. to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**April 5, 2022**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties."

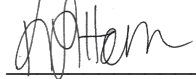
It is Hereby Agreed:

The Basic Needs Coordinator classification will be added to the classified bargaining unit. This classification will be placed at Range 46 of the CSEA Salary Schedule.

The Basic Needs Coordinator will be added to the 2017-2020 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources  
& Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



## Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. 1|4

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

### **SUMMARY DESCRIPTION**

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Coordinates with campus and community organizations to obtain resources for students and to promote student success, retention, and completion by removing barriers to their education.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers and/or professional experts.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification*

1. Coordinates the administration of the basic needs program; performs a variety of technical, program support, case management, and clerical duties in support of the basic needs program area.
2. Develops partnerships on- and off-campus, including coordination with the local homelessness response system, and social services to ensure students have access to community-based services.
3. Identifies and links students to on- and off-campus basic needs services and resources such as housing, food, clothing, technology, mental health services.
4. Ensures students receive support in accessing CalFresh and other public benefits for which they may be eligible.
5. Collaborates with the campus financial aid office to ensure students are receiving the maximum aid available.
6. Coordinates and oversees the college-wide food pantry efforts; drives to local food banks and/or grocery stores to assist in restocking food for pantries as needed.
7. Compiles data, prepares and maintains records, reports, lists and files related to the basic needs program area.
8. Works closely with various campus departments and/or programs, such as the Behavioral Intervention Team and Title IX; serves as mandated reporter.
9. Assists with compliance and proper application of applicable policies, procedures, and laws in relation to the basic needs program.
10. Maintains current knowledge of a variety of complex regulations, requirements and policies related to the basic needs program area.
11. Develops brochures, forms, spreadsheets, databases, handbooks, manuals and other written materials to support access to basic needs services and resources.
12. Coordinates, plans, develops, and conducts presentations and workshops relating to basic needs services and resources.
13. Coordinates and/or attends activities and events on or off campus as a representative of the college in relation to its basic needs program area.



## Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. 2|4

14. Monitors the program budget and makes recommendations regarding allocation of resources and expenditure of funds.
15. Performs other duties related to the primary job duties.

## QUALIFICATIONS

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### CORE COMPETENCIES:

#### Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

#### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

#### Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

#### Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

#### Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

#### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*



## **Basic Needs Coordinator**

**Classified Range: 46**

Board Approved: TBD P. 3|4

- Applies skilled final touches on products

### **Using Technology**

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### **Team Work/Involving Others**

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

### **Writing**

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

### **Adaptability**

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### **Innovation**

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### **Listening**

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

### **Legal and Regulatory Navigation**

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

### **Professional Integrity and Ethics**

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines



## Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. 4|4

- Shows consistency in behavior and judgement over a long term and varied situations

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines:

#### Education/Training:

A Bachelor's degree in Business, Management, Social Sciences or Human Services from an accredited college or university.

#### Required Experience:

Three (3) years of increasingly responsible experience in student services or related field.

#### Equivalency Provision:

In the absence of a Bachelor's degree in Business, Management, Social Sciences or Human Services from an accredited college or university, an Associate's degree in Business, Management, Social Sciences or Human Services from an accredited college or university and five (5) years of increasingly responsible experience in student services or related field is qualifying.

#### License or Certificate:

Possession of a valid driver's license.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

**Environment:** Work is performed primarily in a standard office setting with some travel as needed. Evening hours.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**April 19, 2022**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding the 4/10 Summer Alternate Work Schedule ("AWS") for the period of Sunday, June 5, 2022, through Saturday, July 30, 2022.

1. All bargaining unit members will participate in the 4/10 Summer AWS except for those employed in the following departments:
  - Child Development Centers (SBVC)
  - Aquatic Center (CHC)
  - Police Department (DIST)
  - KVCR (DIST)
2. The 4/10 workweek will be Monday through Thursday except for those departments with alternate workweek MOUs on file.
3. Unit members who are currently participating in an AWS/RWS have the option to be exempt from working the 4/10 Summer AWS and may continue working their current AWS/RWS through the expiration date of June 30, 2022. Additionally, unit members may request to opt-out of the 4/10 Summer AWS and may request to participate in an AWS/RWS. Unit members will be required to discuss their request to work an AWS/RWS with their immediate supervisor. The adjustment to an AWS/RWS will be mutually agreed upon by the unit member and immediate supervisor.
4. During the week of July 3, 2022, full-time unit members on the 4/10 Summer AWS will receive ten (10) hours of holiday pay for Independence Day that will be observed on Monday, July 4, 2022, and will be required to work three (3) ten (10) hour days for the remainder of the workweek, Tuesday through Thursday.
5. Individual unit members may opt to work four (4) eight (8) hour days and use two (2) hours of vacation per day, consistent with Article 19.9.
6. The 4/10 Summer AWS start time and end times shall be based on the existing work schedule by adding two (2) hours. The existing work schedule can be adjusted by no more than two (2) hours before or after start/end times.
7. Unit members will not acquire or lose shift differential during the 4/10 Summer AWS.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

  
Kristina Hannon, SBCCD

Vice-Chancellor, Human Resources and  
Police Services

For CSEA

  
Cassandra Thomas, President CSEA #291



Brandice Mello  
Brandice Mello, Team Member

Ernest Guillen  
Ernest Guillen, Team Member

Yendis Battle  
Yendis Battle, Team Member

David Stevenson  
David Stevenson, Team Member

Noah Snyder  
Noah Snyder, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**April 19, 2022**

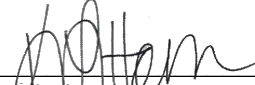
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding the 4/10 Alternate Work Schedule ("AWS") for College Security Officers ("CSOs") for the period of Sunday, May 15, 2022, through Saturday, December 31, 2022.


1. Unit members will participate in a 4/10 AWS. The workweek shall be forty (40) hours on four (4) consecutive days Monday through Friday and the workday shall consist of ten (10) hours per day.
2. The 4/10 AWS will be offered based on a rotational basis, determined by the permanent hire date among those in the same classification and department who normally perform the work involved. Unit members may request a meeting with their immediate supervisor and a union representative to discuss any hardships with the 4/10 AWS.
3. Holidays will be offered and compensated in accordance with Article 12. Holiday work will be offered by seniority per classification.
4. Unit members shall be notified of their 4/10 AWS start and end times.
5. The District will provide the Association with the 4/10 AWS including names, location, and shift times worked at the beginning of the 4/10 AWS.
6. All shifts will be paid at the appropriate differential in accordance with Article 7.2.
7. The Parties understand that unforeseen circumstances may arise that require the termination of the 4/10 AWS prior to December 31, 2022. The District shall provide written notification to the Association prior to the termination of the 4/10 AWS and shall provide unit members with a 21-day schedule change notice in accordance with Article 6.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD Vice Chancellor,  
Human Resources & Police Service

For CSEA

  
\_\_\_\_\_  
Cassandra Thomas, President CSEA #291

  
\_\_\_\_\_  
Ernest Guillen, Team Member

*Yendis Battle*

Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR

*Brandice Mello*

Brandice Mello, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**March 15, 2022**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

**Bilingual and Bi-Literate Stipend Article 7.3.2.1 and Article 7.3.3**

The Parties mutually agree that effective May 1, 2022, all unit members listed shall be compensated at the rate of \$50.00 per month for their **Bilingual** services and will be added to the eligibility pool list.

- Rebecca Abeyta
- Marina Serna Pulido
- Angelica Lopez
- Priscilla De Loera
- Nancy Bulgarelli

The Parties mutually agree that effective May 1, 2022, all unit members listed shall be compensated at the rate of \$50.00 per month for their **Bi-Literate** services and will be added to the eligibility pool list.

- Lucia Ramirez Jazmin
- Marina Serna Pulido
- Priscilla Acosta
- Priscilla De Loera
- Nancy Bulgarelli

In accordance with Article 7.3.2., the Parties mutually agree that forty-eight (48) eligible unit members will receive the bilingual stipend. In the event that the eligibility pool exceeds the cap, the Parties will use the criteria outlined in Article 7.3.2.2 to review eligibility. The Parties mutually agree that the following unit members will be removed and no longer receive a stipend for their **Bilingual** services effective May 1, 2022:

- Noemi Elizalde
- Liliana Molina
- Carmen Sanchez
- Rocio Delgado
- Nancy Salas

Attached is a list of the unit members that are approved to receive the Bilingual/Bi-literate stipend in accordance with Article 7.3.2.1.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

Kristina Hannon  
Kristina Hannon, SBCCD  
Vice-Chancellor, Human Resources &  
Police Services

For CSEA

Cassandra Thomas  
Cassandra Thomas, President CSEA #291

Ernest Guillen  
Ernest Guillen, Team Member

*Yendis Battle*

Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR

*Brandice Mello*

Brandice Mello, Team Member

#	<b>Bilingual List</b>			
	<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Year</b>
1	Beck, Rosa Maria	Social Science/CDC	SBVC	2010
2	Bojorquez, Ana	DSP&S	SBVC	2010
3	Davila, Maria	Bookstore	CHC	2010
4	Ramirez, Fermin	Financial Aid	SBVC	2010
5	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	2010
6	Rodriguez, Natividad	EOPS/CARE	CHC	2010
7	Romo, Maria Silvia	Admissions/Records	SBVC	2010
8	Lehman, Veronica	Financial Aid	CHC	2011
9	Frausto, Jeanette	Financial Aid	SBVC	2016
10	Garcia, Gabriela	Financial Aid	SBVC	2016
11	Louder, Zayne	Library	CHC	2016
12	Alvarez, Jose Luis	Grounds	SBVC	2017
13	Campos, Norma	Vocational Education	SBVC	2017
14	Vargas, Geno	Maintenance Operations	SBVC	2017
15	Fonseca, Katherine	EOPS/Student Services	SBVC	2018
16	Martinez, Anabel	CBO	SBVC	2018
17	Moncada, Rosita	Tess	DIST	2018
18	Moreno, Juana	CDC	SBVC	2018
19	Perez-Ponce, Blanca	CDC	SBVC	2018
20	Rojas, George	CDC	SBVC	2018
21	Serna, Marina	Student Services	SBVC	2018
22	Williams, Sophia	CDC	SBVC	2018
23	Portillo, Maritza	Student Activities	SBVC	2019
24	Rosales, Manuel	Technology Services	SBVC	2019
25	Treacy-Abarca, Blanca	CDC	SBVC	2018
26	Morales, Martha	CDC	SBVC	2020
27	Dominguez, Andres	Student Services	SBVC	2020
28	Alatorre, Yesica	KVCR	DIST	2020
29	Chavez, Rosemary	EOPS/CARE	SBVC	2020
30	Arteaga, Lorenza	Food Services	SBVC	2020
31	Gomez, Tanya	Food Services	SBVC	2020
32	Diaz, Jacqueline	Applied Tech	SBVC	2020
33	Navarrete, Belinda	Admissions & Records	CHC	2020
34	Hayton, Claudia	Financial Aid	CHC	2020
35	Gil, Aida	STAR Program	SBVC	2021
36	Davis, Ariel	Research	SBVC	2021
37	Vasquez, Nancy	CDC	SBVC	2021
38	Aguilar, Lupita	Office of Instruction	SBVC	2021
39	Ramirez Jazmin, Lucia	CDC	SBVC	2021
40	Acosta, Priscilla	CDC	SBVC	2021
41	Abeyta, Rebecca	Counseling	CHC	2022
42	Serna Pulido, Marina	Student Services	SBVC	2022
43	Lopez, Angelica	CDC	SBVC	2022
44	De Loera, Priscilla	Financial Aid	SBVC	2022

45	Bulgarelli, Nancy	Counseling	SBVC	2022
46	Gonzalez, Maria C	Transfer/Career Services	SBVC	2010
47	Huerta, Cindy	Student Services	SBVC	2017
48	Garcia, Raquel	Social Science/CDC	SBVC	2010

#	Bi-literate List			
	Name	Department	Site	Year
1	Beck, Rosa Maria	Social Science/CDC	SBVC	2016
2	Bojorquez, Ana	DSP&S	SBVC	2016
3	Delgado, Rocio	Financial Aid	SBVC	2016
4	Elizalde, Noemi	Fiscal Services	DIST	2016
5	Frausto, Jeanette	Financial Aid	SBVC	2016
6	Green, Nancy A	Payroll	DIST	2016
7	Lehman, Veronica	Financial Aid	CHC	2016
8	Lopez, Elizabeth	Instruction	CHC	2016
9	Molina, Liliana	Business Office	SBVC	2016
10	Garcia, Gabriela	Financial Aid	SBVC	2016
11	Louder, Zayne	Library	CHC	2016
12	Ramirez, Fermin	Financial Aid	SBVC	2016
13	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	2016
14	Rodriguez, Natividad	EOPS/CARE	CHC	2016
15	Salas, Nancy	Social Science/CDC	SBVC	2016
16	Campos, Norma	Student Services	SBVC	2017
17	Davila, Maria	Bookstore	CHC	2017
18	Gonzalez, Maria C	Transfer/Career Services	SBVC	2017
19	Huerta, Cindy	Student Services	SBVC	2017
20	Parada, Osman	Computing Services	DIST	2017
21	Rojas, Cesar M	Maintenance Operations	SBVC	2017
22	Fonseca, Katherine	EOPS/Student Services	SBVC	2018
23	Martinez, Anabel	CBO	SBVC	2018
24	Moreno, Juana	CDC	SBVC	2018
25	Perez-Ponce, Blanca	CDC	SBVC	2018
26	Rojas, George	CDC	SBVC	2018
27	Romo, Maria Silvia	Admissions/Records	SBVC	2018
28	Serna, Marina	Student Services	SBVC	2018
29	Portillo, Maritza	Student Activities	SBVC	2019
30	Alvarez, Jose	Grounds	SBVC	2020
31	Dominguez, Andres	Culinary Arts	SBVC	2020
32	Alatorre, Yesica	KVCR	DIST	2020
33	Sanchez, Carmen	Print Shop	CHC	2020
34	Arteaga, Lorenza	Food Services	SBVC	2020
35	Gomez, Tanya	Food Services	SBVC	2020
36	Diaz, Jacqueline	Applied Tech	SBVC	2020
37	Navarrete, Belinda	Admissions & Records	CHC	2020
38	Hayton, Claudia	Financial Aid	CHC	2020

39	Morales, Martha Celia	CDC	SBVC	2021
40	Vasquez, Nancy	CDC	SBVC	2021
41	Rosales, Manuel	Campus Technology Services	SBVC	2021
42	Serna Pulido, Marina	Student Services	SBVC	2022
43	Acosta, Priscilla	CDC	SBVC	2022
44	De Loera, Priscilla	Financial Aid	SBVC	2022
45	Bulgarelli, Nancy	Counseling	SBVC	2022
46	Ramirez Jazmin, Lucia	CDC	SBVC	2022

#	ASL List			
	Name	Department	Site	Year
1	Sullivan, Laurie	DSP&S	SBVC	2016



**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**December 14, 2021**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

To preserve the continuity of the District's operations and to protect the health and safety of District employees, students, and the communities the District serves, the District and the Association agrees as follows regarding the effects of the District Board of Trustees decision to mandate the COVID-19 vaccine.

**A. Effective Date of COVID-19 Vaccine Mandate**

The San Bernardino Community College District Board of Trustees took action on Board Resolution #2021-09-23-FPC-01 approving and directing the Chancellor to implement a vaccine mandate for the District community including the CSEA classified unit members.

**B. Compliance with the COVID-19 Vaccination Mandate**

1. Effective January 7, 2022, all unit members must be fully vaccinated against the virus that causes COVID-19 in order to be physically present on the District premises or inside a building or office unless the unit member(s) have a District approved exemption on file with the District.
  - Unit members are considered fully vaccinated for COVID-19 after they have received the second dose in a 2-dose series (e.g, Pfizer-BioNtech or Moderna), or after they have received a single dose in a single dose vaccine (e.g., Johnson and Johnson/Janssen).
2. Unit members will be required to submit verifiable proof of vaccination no later than January 7, 2022. The District will provide a secure and safe online portal by which to upload their proof of vaccination.
3. The District will provide unit members with up to an additional twenty-four (24) hours of sick leave in order to receive the COVID-19 vaccination(s) or to recover from any side effects of the COVID-19 vaccination(s).
4. In the event a unit member is not fully vaccinated, declines to state vaccination status, or fails to provide proof of their COVID-19 vaccination status, they shall be considered "unvaccinated" until the unit member provides proof of vaccination as described herein.
5. The District permits considerations for an exemption to the COVID-19 vaccine mandate to unit

members who are medically unable to be vaccinated, who hold sincerely held religious objections, or who hold personal beliefs as described herein.

### **C. COVID-19 Vaccination Exemption**

Unit members who believe they are eligible for vaccination exemption must submit a request through the District's secure and safe online portal no later than January 5, 2022. Unit members may request an extension to submit a vaccination exemption by contacting the Office of Human Resources prior to the deadline. Unit members who request an exemption must complete the entire process, including but not limited to providing all required documentation, providing any supplemental documents upon request, and obtaining District approval in order to qualify as exempt. Unit members who do not qualify as exempt will be required to obtain the COVID-19 vaccine or will be placed on an unpaid leave of absence as described herein.

Unit members with an approved or pending exemption will be required to undergo weekly COVID-19 testing with evidence of negative test results to enter college campuses, community sites, District offices, and buildings and to continue providing services and support to the District.

### **D. COVID-19 Testing Program**

Unit members with an approved exemption shall provide evidence of a negative COVID-19 test to the District every seven (7) calendar days. The first COVID-19 negative test must be submitted no later than Friday, January 7, 2022. Test results shall be submitted by the unit member prior to returning to work when an unvaccinated unit member is returning from an extended leave of absence or following a District recess (e.g., Thanksgiving, Winter Break, Paid Time Off).

- a. The District shall track COVID-19 test results in the Office of Human Resources, conduct workplace tracing, and report positive COVID cases in accordance with California Department of Education ("CDE") and California Division of Occupational Safety and Health ("Cal/OSHA") requirements.

The District shall provide on-site COVID-19 testing in accordance with guidelines issued by the San Bernardino County Department of Public Health ("SBCDPH") and California Department of Public Health ("CDPH"). A saliva COVID-19 testing option shall be available to the unit member upon prior request; the unit member must comply with the testing protocols to be eligible for a saliva test. Unit members shall notify the District of their preferred testing option upon scheduling their appointment. Unit members shall have access to free COVID-19 testing and will be released to participate in this testing without having to utilize paid time off in coordination with their immediate supervisor. Unit members are required to access the District on-site testing before testing elsewhere. Unit members who do not avail themselves to the on-site COVID-19 testing and, instead, access COVID-19 testing elsewhere shall be solely responsible for any costs associated with that off-site testing.

Unit members will be required to notify their immediate supervisor when they undergo on-site COVID-19 testing in order to minimize the impact to the District operations. Should the number of unit members accessing the testing facility becomes so numerous as to cause the testing process to unreasonably interfere with the unit member's duties, the District shall be responsible for creating a schedule for the unit members.

- b. Unvaccinated unit members without an approved exemption are ineligible to participate in weekly COVID-19 testing program and will be subject to the District's noncompliance process as described herein.
- c. The District agrees to abide by and maintain adequate data security measures, consistent with industry standards and technology best practices, to protect any and all unit members' personal data collected through the implementation and administration of Board Resolution #2021-09-23-FPC-01 and from unauthorized disclosure or acquisition by an unauthorized person. Specifically, the District agrees to protect a unit member's personal and vaccine data collected.
- d. In addition, the District shall follow the protocols and protections provided for under the Americans with Disabilities Act ("ADA") and California Department of Fair Employment and Housing ("FEHA") and shall not discuss or release any vaccine information to those who are not in the District administration and who do not otherwise have a need to know. Vaccination status of any unit member shall not be discussed with anyone besides the unit member in question and/or those who otherwise need to know. The District shall not engage in unlawful discrimination in the implementation of this memorandum of understanding.
- e. The District shall not sell unit members aggregated or disaggregated data collected through the implementation and administration of Board Resolution #2021-09-23-FPC-01. Specifically, the District shall not sell aggregated or disaggregated data to: (a) market or advertise to any entity whatsoever; or (b) inform, influence, or enable marketing, advertising, or other commercial efforts by the District for any purpose whatsoever.

**E. Noncompliance with the COVID-19 Vaccination Mandate / COVID-19 Testing Program**

1. Unit members who are not vaccinated and refuse to comply with the District's vaccination requirements or weekly COVID-19 testing program (approved exemption) shall be subject to disciplinary action up to and including termination. Unit members shall receive their second vaccination of Pfizer or Moderna or the single vaccination of Johnson & Johnson or have an approved exemption on file with the District no later than January 7, 2022.
  - Unit members who do not comply with the District's vaccination requirements, fail to request an exemption, or fail to participate in the District's weekly COVID-19 testing program, shall be placed on an unpaid leave of absence for up to five (5) workdays.
  - If the unit member placed on an unpaid leave of absence for the reasons stated above, and there is a continued refusal to comply with the vaccination requirement or fail to participate in the District's weekly COVID-19 testing program beyond the end of the five (5) workdays unpaid leave, the unit member shall be subject to disciplinary action up to and including termination of employment.
  - Remote work will not be an option for unit members who are not vaccinated, do not qualify for an exemption, or fail to comply with the District's weekly COVID-19 testing program.

**F. Safety Standards**

- a. **Adherence to Applicable Safety Standards:** The District's operations will adhere to the most

protective applicable official COVID-19 safety standards and/or guidance from the CDE, CDPH, Cal/OSHA, and SBCDPH. The District's operations will also adhere to applicable federal and state statutes and executive orders about COVID-19. The District will clearly communicate and enforce the applicable standards and/or guidance.

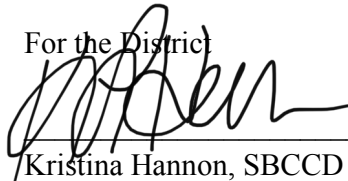
- b. **Face Coverings / Personal Protective Equipment ("PPE"):** Unit members will be required to wear protective face coverings indoors, regardless of vaccination status, whenever accessing college campuses, community sites, District offices and buildings, except:
- a. When alone in a room or vehicle; or
  - b. When eating and drinking in authorized areas determined by the District; or
  - c. When an approved accommodation is executed; or
  - d. When job duties or student instructional activities make a face covering infeasible or create a hazard as determined by the appropriate instructor or District administration.

The District shall provide sufficient PPE to unit members, including face coverings upon request. "Sufficient PPE" may differ depending on the job classification and tasks required of the unit member. The District shall provide adequate facilities including hand washing stations stocked with soap and disposable paper towels.

The Parties understand that the COVID-19 conditions are ever-changing, and that circumstances may arise that require the Parties to revisit the terms and agreement set out in the MOU.

This Agreement is subject to the procedures required by CSEA Policy 610 and is subject to the grievance procedures outlined in the collective bargaining agreement.

For the District:

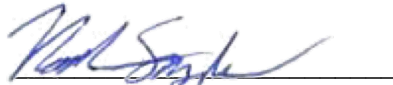


Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources  
and Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member



Abe Fulgham, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**December 14, 2021**

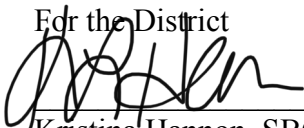
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding the 3/12 Alternate Work Schedule ("AWS") for the period of Saturday, January 1, 2022 through Thursday, June 30, 2022.

1. The College Security Officers will participate in the 3/12 AWS. The 3/12 workweek will be Monday through Friday. The College Security Officers will continue to work a forty (40) hour workweek.
  - a. Employees will work twelve (12) hours per day on three (3) consecutive days.
  - b. Employees will work four (4) hours per week on one (1) day preceding or following their three (3) twelve (12) hour workdays.
2. The 3/12 AWS will be offered based on a rotational basis, determined by permanent hire date among those in the same classification and department who normally perform the work involved. The adjustment to the 3/12 AWS will be mutually agreed by the unit member. Unit members may request a meeting with their immediate supervisor and a union representative to discuss any hardships with the four (4) adjustment.
3. Holidays will be offered and compensated in accordance with Article 12. Holiday work will be offered by seniority per classification.
4. Unit members shall be notified of their 3/12 AWS start and end times.
5. The District will provide the Association with the 3/12 AWS including names, location, and shift times worked at the beginning of the 3/12 AWS.
6. All shift will be paid at the appropriate differential in accordance with Article 7.2.
7. The Parties understand that unforeseen circumstances may arise that require the termination of the 3/12 AWS prior to June 30, 2022. The District shall provide written notification to the Association prior to the termination of the 3/12 AWS and shall provide unit members with a 21-day schedule change notice in accordance with Article 6.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



Kristina Hannon, SBCCD Vice Chancellor,  
Human Resources & Police Services

For CSEA

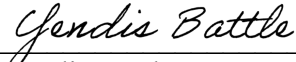


Cassandra Thomas, President CSEA #291



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Ernest Guillen, Team Member



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Yendis Battle, Team Member



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David Stevenson, Team Member



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Noah Snyder, CSEA LRR



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Abe Fulgham, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**December 7, 2021**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

**KVCR**

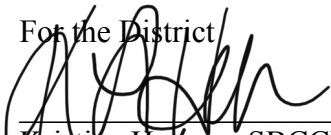
In an effort to align with the District's strategic initiatives and board directives, KVCR will be assessed further and the department will be reorganized. The District will provide the reorganization to the Association to negotiate the effects of the reorganization, no later than March 31, 2022. The reorganization will include final review of the four (4) job classifications that need to be aligned (RF Microwave Engineer, Senior Producer-Radio, Telecommunications Engineer, and Broadcast Operator).

**Applied Technology Training Center**


The Parties agree that negotiations shall continue on the Program Coordinator - Applied Technology Training Center position.

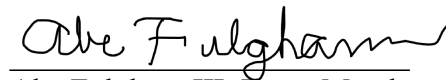
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District


  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources &  
Police Services


For CSEA


  
\_\_\_\_\_  
Casey Thomas, President CSEA #291

  
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Abe Fulgham III, Team Member

  
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Ernest Guillen, Team Member

  
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Yendis Battle, Team Member

  
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David Stevenson, Team Member

  
\_\_\_\_\_  
Noah Snyder, CSEA LRR

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**November 16, 2021**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding the Alternate Work Schedule ("AWS") and Remote Work Schedule ("RWS") for the period of Saturday, January 1, 2022 through Thursday, June 30, 2022.

1. The AWS and RWS will be offered due to the unforeseen effects of the California State of emergency (e.g., dependent care, undue hardships). Unit members may initiate a meeting with their immediate supervisor to discuss the option of working an AWS and/or RWS. The adjustment to an AWS and/or RWS will be mutually agreed by the unit member and immediate supervisor. In the case the immediate supervisor and unit members are unable to mutually agree resulting in a denial to an AWS and/or RWS the request shall be brought to the District and Association to discuss the reason for the denied AWS and/or RWS change. All efforts will be made to approve an AWS and/or RWS. If there is an AWS and/or RWS conflict, changes will be done based on permanent hire date among those in the same classification and department who normally perform the work involved.
2. Unit members may participate in the AWS and/or RWS. The AWS and/or RWS workweek will be Monday through Friday unless otherwise agreed by the Parties in an MOU. Unit members will continue to work a forty (40) hour workweek and may utilize the following AWS and/or RWS examples, but not an all- inclusive list;
  - a. Unit member will work a ten-hour, four-day workweek (4/10)
  - b. Unit member will work a nine-hour, eighty hour per 2-workweek (9/80)
  - c. Adjustments to beginning and ending times of the workday
  - d. Split shift (onsite only)
  - e. Hybrid shift (e.g., one (1) day remote and remaining days onsite)
  - f. Partial shift remote and partial shift onsite (e.g., four (4) hours remote and four (4) hours onsite)
  - g. Remote workweek
3. Graveyard shifts will be excluded from any proposals.
4. Holidays will be offered and compensated in accordance with Article 12. Holiday work will be offered by seniority per classification.
5. Unit members shall be notified of their AWS and/or RWS start and end times via electronic notification.
6. The District will provide the Association with the AWS and/or RWS including names, location, and shift times worked at the beginning of the AWS and/or RWS.

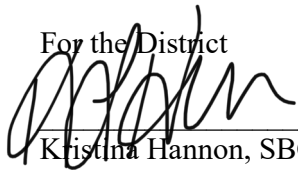


7. AWS are excluded from receiving a shift differential in accordance with Article 7.2

8. This MOU will be reevaluated and subject to negotiations at any time.

This Agreement is subject to the procedures required by CSEA Policy 610.

For the District



Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources  
and Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Myesha Kennedy, CSEA LRR



David Stevenson, Team Member



Abe Fulgham, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**September 21, 2021**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

**Bilingual Stipend Article 7.3**

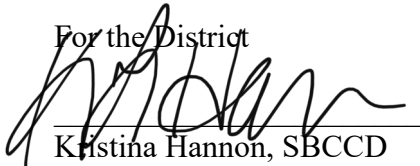
In accordance with Article 7.3.2., the Parties mutually agree upon the locations and the forty eight (48) eligible unit members to receive the bilingual stipend. In the event that a vacancy occurs on the ***Bilingual Stipend List***, the Parties mutually agree to offer the bilingual stipend to the next eligible unit member in the eligibility pool. Therefore, the Parties mutually agree that effective November 1, 2021, the following unit members listed below shall be added to the ***Bilingual Stipend List*** and shall be compensated at the rate of \$50.00 per month for providing bilingual services and skills.

- Raquel Garcia
- Cindy Huerta

Attached is the list of the unit members that are approved to receive the Bilingual / Bi-literate stipend in accordance with Article 7.3.2.1.

This agreement is subject to all approval required by the CSEA 610 Policy and the District.

For the District



Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources &  
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Abe Fulgham, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member

A handwritten signature in black ink, appearing to read 'MK' with a stylized flourish.

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Myesha Kennedy, CSEA LRR

Bilingual Stipend List					
#	Name	Department	Site	Bilingual	Year
1	Beck, Rosa Maria	Social Science/CDC	SBVC	x	2010
2	Bojorquez, Ana	DSP&S	SBVC	x	2010
3	Davila, Maria	Bookstore	CHC	x	2010
4	Delgado, Rocio	Financial Aid	SBVC	x	2010
5	Elizalde, Noemi	Fiscal Services	DIST	x	2010
6	Ramirez, Fermin	Financial Aid	SBVC	x	2010
7	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	x	2010
8	Rodriguez, Natividad	EOPS/CARE	CHC	x	2010
9	Romo, Maria Silvia	Admissions/Records	SBVC	x	2010
10	Salas, Nancy	Social Science/CDC	SBVC	x	2010
11	Lehman, Veronica	Financial Aid	CHC	x	2011
12	Frausto, Jeanette	Financial Aid	SBVC	x	2016
13	Molina, Liliana	Business Office	SBVC	x	2016
14	Garcia, Gabriela	Financial Aid	SBVC	x	2016
15	Peraza, Zayne	Library	CHC	x	2016
16	Alvarez, Jose Luis	Grounds	SBVC	x	2017
17	Campos, Norma	Student Services	SBVC	x	2017
18	Vargas, Geno	Maintenance Operations	SBVC	x	2017
19	Fonseca, Katherine	EOPS/Student Services	SBVC	x	2018
20	Martinez, Anabel	CBO	SBVC	x	2018
21	Moncada, Rosita	Tess	DIST	x	2018
22	Moreno, Juana	CDC	SBVC	x	2018
23	Perez-Ponce, Blanca	CDC	SBVC	x	2018
24	Rojas, George	CDC	SBVC	x	2018
25	Serna, Marina	Student Services	SBVC	x	2018
26	Williams, Sophia	CDC	SBVC	x	2018
27	Portillo, Maritza	Student Activities	SBVC	x	2019
28	Rosales, Manuel	Technology Services	SBVC	x	2019
29	Treacy-Abarca, Blanca	CDC	SBVC	x	2018
30	Morales, Martha	CDC	SBVC	x	2020
31	Dominguez, Andres	Culinary Arts	SBVC	x	2020
32	Alatorre, Yesica	KVCR	DIST	x	2020
33	Chavez, Rosemary	EOPS/CARE	SBVC	x	2020
34	Sanchez, Carmen	Print Shop	CHC	x	2020
35	Arteaga, Lorenza	Food Services	SBVC	x	2020
36	Gomez, Tanya	Food Services	SBVC	x	2020
37	Diaz, Jacqueline	Applied Tech	SBVC	x	2020
38	Navarrete, Belinda	Admissions & Records	CHC	x	2020
39	Hayton, Claudia	Financial Aid	CHC	x	2020
40	Gil, Aida	STAR Program	SBVC	x	2021
41	Davis, Ariel	Research	SBVC	x	2021
42	Vasquez, Nancy	CDC	SBVC	x	2021
43	Aguilar, Lupita	Office of Instruction	SBVC	x	2021
44	Ramirez Jazmin, Lucia	CDC	SBVC	x	2021
45	Acosta, Priscilla	CDC	SBVC	x	2021
46	Gonzalez, Maria C	Transfer/Career Services	SBVC	x	2010
47	Huerta, Cindy	Student Services	SBVC	x	2017
48	Garcia, Raquel	Social Science/CDC	SBVC	x	2010

Bi-literate Stipend List					
#	Name	Department	Site	Bi-Literate	Year
1	Beck, Rosa Maria	Social Science/CDC	SBVC	x	2016
2	Bojorquez, Ana	DSP&S	SBVC	x	2016
3	Delgado, Rocio	Financial Aid	SBVC	x	2016
4	Elizalde, Noemi	Fiscal Services	DIST	x	2016
5	Frausto, Jeanette	Financial Aid	SBVC	x	2016
6	Green, Nancy A	Payroll	DIST	x	2016
7	Lehman, Veronica	Financial Aid	CHC	x	2016
8	Lopez, Elizabeth	Instruction	CHC	x	2016
9	Molina, Liliana	Business Office	SBVC	x	2016
10	Garcia, Gabriela	Financial Aid	SBVC	x	2016

11	Peraza, Zayne	Library	CHC	x	2016
12	Ramirez, Fermin	Financial Aid	SBVC	x	2016
13	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	x	2016
14	Rodriguez, Natividad	EOPS/CARE	CHC	x	2016
15	Salas, Nancy	Social Science/CDC	SBVC	x	2016
16	Campos, Norma	Student Services	SBVC	x	2017
17	Davila, Maria	Bookstore	CHC	x	2017
18	Gonzalez, Maria C	Transfer/Career Services	SBVC	x	2017
19	Huerta, Cindy	Student Services	SBVC	x	2017
20	Parada, Osman	Computing Services	DIST	x	2017
21	Rojas, Cesar M	Maintenance Operations	SBVC	x	2017
22	Vivar, Jorge	Maintenance Operations	SBVC	x	2017
23	Fonseca, Katherine	EOPS/Student Services	SBVC	x	2018
25	Martinez, Anabel	CBO	SBVC	x	2018
26	Moreno, Juana	CDC	SBVC	x	2018
27	Perez-Ponce, Blanca	CDC	SBVC	x	2018
28	Rojas, George	CDC	SBVC	x	2018
29	Romo, Maria Silvia	Admissions/Records	SBVC	x	2018
30	Serna, Marina	Student Services	SBVC	x	2018
31	Portillo, Maritza	Student Activities	SBVC	x	2019
32	Alvarez, Jose	Grounds	SBVC	x	2020
33	Dominguez, Andres	Culinary Arts	SBVC	x	2020
34	Alatorre, Yesica	KVCR	DIST	x	2020
35	Sanchez, Carmen	Print Shop	CHC	x	2020
36	Arteaga, Lorenza	Food Services	SBVC	x	2020
37	Gomez, Tanya	Food Services	SBVC	x	2020
38	Diaz, Jacqueline	Applied Tech	SBVC	x	2020
39	Navarrete, Belinda	Admissions & Records	CHC	x	2020
40	Hayton, Claudia	Financial Aid	CHC	x	2020
41	Morales, Martha Celia	CDC	SBVC	x	2021
42	Vasquez, Nancy	CDC	SBVC	x	2021
43	Rosales, Manuel	Campus Technology Services	SBVC	x	2021

ASL Stipend List					
#	Name	Department	Site		Year
1	Sullivan, Laurie	DSP&S	SBVC	x	2016

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**July 20, 2021**

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

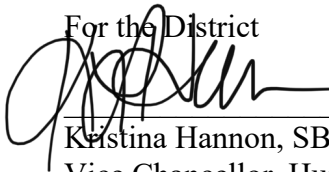
**Bilingual Stipend Article 7.3**

In accordance with Article 7.3.2., the Parties mutually agree upon the locations and the forty eight (48) eligible unit members to receive the bilingual stipend. In the event that a vacancy occurs on the ***Bilingual Stipend List***, the Parties mutually agree to offer the bilingual stipend to the next eligible unit member in the eligibility pool. Therefore, the Parties mutually agree that effective July 12, 2021, Maria Gonzalez shall be added to the ***Bilingual Stipend List*** and shall be compensated at the rate of \$50.00 per month for providing bilingual services and skills.

Attached is the list of the unit members that are approved to receive the Bilingual / Bi-literate stipend in accordance with Article 7.3.2.1.

This agreement is subject to all approval required by the CSEA 610 Policy and the District.

For the District

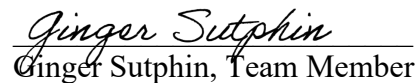


Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources &  
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



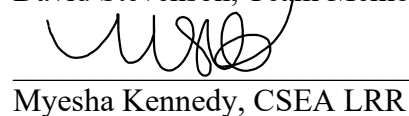
Ginger Sutphin, Team Member



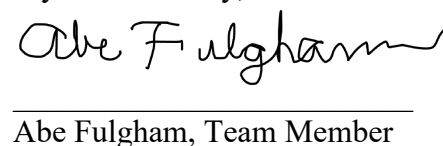
Yendis Battle, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR



Abe Fulgham, Team Member

#	Bilingual Stipend List				
	Name	Department	Site	Bilingual	Year
1	Beck, Rosa Maria	Social Science/CDC	SBVC	x	2010
2	Bojorquez, Ana	DSP&S	SBVC	x	2010
3	Davila, Maria	Bookstore	CHC	x	2010
4	Delgado, Rocio	Financial Aid	SBVC	x	2010
5	Elizalde, Noemi	Fiscal Services	DIST	x	2010
6	Ramirez, Fermin	Financial Aid	SBVC	x	2010
7	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	x	2010
8	Rodriguez, Natividad	EOPS/CARE	CHC	x	2010
9	Romo, Maria Silvia	Admissions/Records	SBVC	x	2010
10	Salas, Nancy	Social Science/CDC	SBVC	x	2010
11	Lehman, Veronica	Financial Aid	CHC	x	2011
12	Frausto, Jeanette	Financial Aid	SBVC	x	2016
13	Molina, Liliana	Business Office	SBVC	x	2016
14	Garcia, Gabriela	Financial Aid	SBVC	x	2016
15	Peraza, Zayne	Library	CHC	x	2016
16	Alvarez, Jose Luis	Grounds	SBVC	x	2017
17	Campos, Norma	Student Services	SBVC	x	2017
18	Vargas, Geno	Maintenance Operations	SBVC	x	2017
19	Fonseca, Katherine	EOPS/Student Services	SBVC	x	2018
20	Jaco, Herberth	Students Services	CHC	x	2018
21	Martinez, Anabel	CBO	SBVC	x	2018
22	Moncada, Rosita	Tess	DIST	x	2018
23	Moreno, Juana	CDC	SBVC	x	2018
24	Perez-Ponce, Blanca	CDC	SBVC	x	2018
25	Rojas, George	CDC	SBVC	x	2018
26	Serna, Marina	Student Services	SBVC	x	2018
27	Williams, Sophia	CDC	SBVC	x	2018
28	Portillo, Maritza	Student Activities	SBVC	x	2019
29	Rosales, Manuel	Technology Services	SBVC	x	2019
30	Treacy-Abarca, Blanca	CDC	SBVC	x	2018
31	Morales, Martha	CDC	SBVC	x	2020
32	Dominguez, Andres	Culinary Arts	SBVC	x	2020
33	Alatorre, Yesica	KVCR	DIST	x	2020
34	Chavez, Rosemary	EOPS/CARE	SBVC	x	2020
35	Sanchez, Carmen	Print Shop	CHC	x	2020
36	Arteaga, Lorenza	Food Services	SBVC	x	2020
37	Gomez, Tanya	Food Services	SBVC	x	2020
38	Diaz, Jacqueline	Applied Tech	SBVC	x	2020
39	Campero, Lilieth	EDCT	DIST	x	2020
40	Navarrete, Belinda	Admissions & Records	CHC	x	2020
41	Hayton, Claudia	Financial Aid	CHC	x	2020
42	Gil, Aida	STAR Program	SBVC	x	2021
43	Davis, Ariel	Research	SBVC	x	2021
44	Vasquez, Nancy	CDC	SBVC	x	2021

45	Aguilar, Lupita	Office of Instruction	SBVC	x	2021
46	Ramirez Jazmin, Lucia	CDC	SBVC	x	2021
47	Acosta, Priscilla	CDC	SBVC	x	2021
48	Gonzalez, Maria C	Transfer/Career Services	SBVC	x	2010

#	Bi-literate Stipend List				
	Name	Department	Site	Bi-Literate	Year
1	Beck, Rosa Maria	Social Science/CDC	SBVC	x	2016
2	Bojorquez, Ana	DSP&S	SBVC	x	2016
3	Delgado, Rocio	Financial Aid	SBVC	x	2016
4	Elizalde, Noemi	Fiscal Services	DIST	x	2016
5	Frausto, Jeanette	Financial Aid	SBVC	x	2016
6	Green, Nancy A	Payroll	DIST	x	2016
7	Lehman, Veronica	Financial Aid	CHC	x	2016
8	Lopez, Elizabeth	Instruction	CHC	x	2016
9	Molina, Liliana	Business Office	SBVC	x	2016
10	Garcia, Gabriela	Financial Aid	SBVC	x	2016
11	Peraza, Zayne	Library	CHC	x	2016
12	Ramirez, Fermin	Financial Aid	SBVC	x	2016
13	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	x	2016
14	Rodriguez, Natividad	EOPS/CARE	CHC	x	2016
15	Salas, Nancy	Social Science/CDC	SBVC	x	2016
16	Campos, Norma	Student Services	SBVC	x	2017
17	Davila, Maria	Bookstore	CHC	x	2017
18	Gonzalez, Maria C	Transfer/Career Services	SBVC	x	2017
19	Huerta, Cindy	Student Services	SBVC	x	2017
20	Parada, Osman	Computing Services	DIST	x	2017
21	Rojas, Cesar M	Maintenance Operations	SBVC	x	2017
22	Vivar, Jorge	Maintenance Operations	SBVC	x	2017
23	Fonseca, Katherine	EOPS/Student Services	SBVC	x	2018
24	Jaco, Herberth	Senior Students Services Technician	CHC	x	2018
25	Martinez, Anabel	CBO	SBVC	x	2018
26	Moreno, Juana	CDC	SBVC	x	2018
27	Perez-Ponce, Blanca	CDC	SBVC	x	2018
28	Rojas, George	CDC	SBVC	x	2018
29	Romo, Maria Silvia	Admissions/Records	SBVC	x	2018
31	Serna, Marina	Student Services	SBVC	x	2018
32	Portillo, Maritza	Student Activities	SBVC	x	2019
33	Alvarez, Jose	Grounds	SBVC	x	2020
34	Dominguez, Andres	Culinary Arts	SBVC	x	2020
35	Alatorre, Yesica	KVCR	DIST	x	2020
36	Sanchez, Carmen	Print Shop	CHC	x	2020
37	Arteaga, Lorenza	Food Services	SBVC	x	2020



38	Gomez, Tanya	Food Services	SBVC	x	2020
39	Diaz, Jacqueline	Applied Tech	SBVC	x	2020
40	Campero, Lilieth	EDCT	DIST	x	2020
41	Navarrete, Belinda	Admissions & Records	CHC	x	2020
42	Hayton, Claudia	Financial Aid	CHC	x	2020
43	Morales, Martha Celia	CDC	SBVC	x	2021
44	Vasquez, Nancy	CDC	SBVC	x	2021
45	Rosales, Manuel	Campus Technology Services	SBVC	x	2021

#	ASL Stipend List				
	Name	Department	Site		Year
1	Sullivan, Laurie	DSP&S	SBVC	x	2016

**MEMORANDUM OF UNDERSTANDING**  
**By and Between**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**And**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291**

**July 12, 2021**

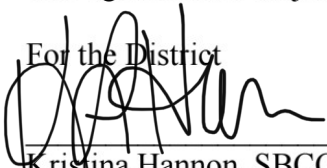
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding the Alternate Work Schedule ("AWS") and Remote Work Schedule ("RWS") for the period of Thursday, December 31, 2020 through Friday, December 31, 2021.

1. The AWS and RWS will be offered due to the unforeseen effects of the California State of emergency (e.g., dependent care, undue hardships). Unit members may initiate a meeting with their immediate supervisor to discuss the option of working an AWS and/or RWS. The adjustment to an AWS and/or RWS will be mutually agreed by the unit member and immediate supervisor. In the case the immediate supervisor and unit members are unable to mutually agree resulting in a denial to an AWS and/or RWS the request shall be brought to the District and Association to discuss the reason for the denied AWS and/or RWS change. All efforts will be made to approve an AWS and/or RWS. If there is an AWS and/or RWS conflict, changes will be done based on permanent hire date among those in the same classification and department who normally perform the work involved.
2. Unit members may participate in the AWS and/or RWS. The AWS and/or RWS workweek will be Monday through Friday unless otherwise agreed by the Parties in an MOU. Unit members will continue to work a forty (40) hour workweek and may utilize the following AWS and/or RWS examples, but not an all-inclusive list;
  - a. Unit member will work a ten-hour, four-day workweek (4/10)
  - b. Unit member will work a nine-hour, eighty hour per 2-workweek (9/80)
  - c. Adjustments to beginning and ending times of the workday
  - d. Split shift (onsite only)
  - e. Hybrid shift (e.g., one (1) day remote and remaining days onsite)
  - f. Partial shift remote and partial shift onsite (e.g., four (4) hours remote and four (4) hours onsite)
  - g. Remote workweek
3. Graveyard shifts will be excluded from any proposals.
4. Holidays will be offered and compensated in accordance with Article 12. Holiday work will be offered by seniority per classification.
5. Unit members shall be notified of their AWS and/or RWS start and end times via electronic notification.
6. The District will provide the Association with the AWS and/or RWS including names, location, and shift times worked at the beginning of the AWS and/or RWS.
7. AWS are excluded from receiving a shift differential in accordance with Article 7.2
8. This MOU will be reevaluated and subject to negotiations at any time.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

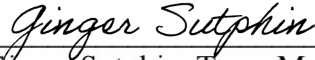


Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources &  
Police Services

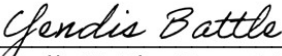
For CSEA



Cassandra Thomas, President CSEA #291



Ginger Sutphin, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR



Abe Fulgham, Team Member