

**MEMORANDUM OF UNDERSTANDING**  
*By and Between*  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**AND**  
**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION**

**Reimbursement for Fall 2020 Expenditures Related to COVID-19**

WHEREAS, the District recognizes there have been expenditures related to COVID-19; and

THEREFORE, as of March 16, 2020, faculty may seek reimbursement for purchases that meet one of the approved expenditures for CARES act funding (attached).

1. Faculty shall turn in receipts to the appropriate manager for approval and to start the reimbursement process.
2. All receipts must be received no later than December 1, 2020.
3. Future expenditures incurred after September 1, 2020 must be preapproved by the appropriate manager to be eligible for reimbursement.
4. Technology equipment that is reimbursed is property of the District and must be returned upon separation or when it is no longer needed.

**SBCCD**

**Date: August 28, 2020**

*Kristina Hannon*

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

**SBCCDTA**

**Date: August 28, 2020**

*Sheri Lillard*

Sheri Lillard SBCCDTA Chief Negotiator

# CARES Act – Types of Expenditures

	FEMA	Institutional	HBCUs, TCCIs, and MSIs
<b>Allowable:</b>			
Faculty Professional Development & Training		X	X
Student Workers (tutors and extra cleaning)		X	X – Tutors
Temporary Employees (specific to instruction)		X	X
Technology – Chromebooks, Hotspots, Digital Divide, Software licenses		X	X
Lab Kits		X	X
Personal Protective Equipment (PPE) (25% FEMA match)	X	X	X
Cleaning Supplies (25% FEMA match)	X	X	X
Student Refunds		X	X
Safety and Security Payroll	X		
Lost Revenue (Parking, Civic Center Fees, Food Services, Bookstore, etc.)			X
Grants to Students (including AB 540 Students)		X	X
Donated PPE (count towards 25% FEMA match)	X		
Signage and stickers for wayfinding and directions		X	
Overtime payments that are a direct result of COVID-19 related disruption		X	X
Bookstore and/or Food Services Payroll**		X	X
Third-party contractors that provide online learning platform for school		X	X

\*\* See additional details in Slide 11

# CARES Act – Types of Expenditures

	FEMA	Institutional	HBCUs, TCCIs, and MSIs
<b>Not Allowed:</b>			
Additional Safety pay for coming to campus			
Vacation Payoff			
Overtime not a direct result of COVID-19 related disruption			
Student Workers not a direct result of COVID-19 related disruption			
Senior administrator and/or Executive Salaries, benefits, bonuses, contracts			
Recruitment activities			
Endowments			
Capital outlay for athletic facilities			

Note: For all expenditures claimed, make sure you have sufficient evidence and documents explaining your reasoning for how the expenditure relates to significant changes in the delivery of instruction due to coronavirus!