



San Bernardino Community College District
 District Assembly General Meeting
 May 04, 2021
 3:00 pm-4:30 pm Pacific Time

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N-29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to “attend” a meeting via teleconference WITHOUT having to admit members of the public into the location from which they are participating (N-25-20) and orders that “such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment” (N-29-20).

Anyone wishing to participate may do so via the Zoom link which is listed on the agenda. The meetings are also recorded. Public comments will take place at the time designated on the agenda for public comment. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure. Public comments must be submitted electronically by emailing snikac@sbccd.edu Submissions must be received 24 hours in advance of the meeting. From the comments received, staff will call each speaker to make their public comment.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor’s Office at (909) 388-6902 as far in advance of the meeting as possible.

AGENDA
District Assembly General Meeting
May 4, 2021
3:00 - 4:30 p.m.

LOCATION: Zoom Conference:
<https://cccconfer.zoom.us/j/98604464871>
Dial: (669) 900-6833 or (346) 248-7799 - Meeting ID: 986 0446 4871

- I. CALL TO ORDER**
- II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**
Public comments must be submitted electronically by emailing snikac@sbccd.edu Submissions must be received 24 hours in advance of the meeting.

III. CHANCELLOR'S REPORT

IV. APPROVAL OF MINUTES

- A. 2021-04-06

V. CONSENT AGENDA

The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Assembly at one time without discussion. Any member of the Assembly, staff member, or citizen may request that an item be removed from this section for discussion.

- A. Approval of APs & BPs for 2nd Reading
 - 1. AP 3721 Social Media (Owner Initiated; Change of Content, New AP)
 - 2. BP 5030 Fees (FYI Only; No Changes)
 - 3. AP 5030 Fees (Owner Initiated; Change of Content)
 - 4. BP 7210 Academic Employees (FYI Only; No Changes)
 - 5. AP 7210 Academic Employees (Owner Initiated; Change of Content)
 - 6. AP 7381 Health & Welfare Benefits (Owner Initiated; Change of Content)
- B. APs & BPs Deemed Academic & Professional submitted by senates for information
 - 1. None
- C. APs & BPs intended for information only with simple CCLC Legal Updates, Minor Clerical Revisions, or from Chapter 2
 - 1. None

VI. UPDATES & REPORTS

- A. Chancellor's Council Advisory Committee Recommendations
AP/BP Process Going Forward
Sub-Committee Next Steps
- B. SBCCD Safe Reopening Update
(VPAs and Director of Facilities)
- C. Diversity, Equity & Inclusion Update (K. Hannon)
- D. CHC Classified Senate Report (A. Jaco)
- E. CHC & SBVC AS (no reports)
CHC & SBVC ASG (no reports)

VII. ADJOURN

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Meeting Minutes of District Assembly April 6, 2021 3:00 pm Pacific Time

MEMBERS PRESENT/ABSENT VIA TELECONFERENCE

Present:

K. Hannon
S. Nikac
B. Tasaka
J. Torres
C. Luke
C. Gamboa
D. Rodriguez
B. Bailes
E. Gomez
D. Burns-Peters

K. Wurtz

J. Feist
C. St. Jean
M. McLaren
R. Carlos
J. Townsend
K. Buffong
TL Brink
K. Horan
R. Lares
Alex R

Absent:

A. Jaco
L. Green
T. DeBenedictis
L. Cuny

The following text was presented and all votes were taken.

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N-29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to "attend" a meeting via teleconference WITHOUT having to admit members of the public into the location from which they are participating (N-25-20) and orders that "such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment" (N-29-20). Anyone wishing to participate may do so via the Zoom link which is listed on the agenda. The meetings are also recorded. Public comments will take place at the time designated on the agenda for public comment. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure. Public comments must be submitted electronically by emailing snikac@sbccd.edu Submissions must be received 24 hours in advance of the meeting. From the comments received, staff will call each speaker to make their public comment. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 388-6902 as far in advance of the meeting as possible.

- I. CALL TO ORDER
K. Hannon called the meeting to order at 3:01pm.
- II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS
None
- III. CHANCELLOR'S REPORT
Chancellor reported the website has been revised www.sbccd.edu Staff is revamping the Return to Workplan and processes to reopen campuses safely. We are reviewing tracing, tracking, employee checking in, and other OSHA requirements to keep staff safe and healthy.
- IV. APPROVAL OF MINUTES
 - A. 2021-03-02
K. Wurtz moved to approve 3/2/21 minutes. C. Luke seconded the motion. Unanimous approval.

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

V. CONSENT AGENDA

A. Approval of Chancellor's Council for 2nd Reading

D. Rodriguez moved to approve the Chancellor's Council for 2nd reading. B. Bailes seconded the motion. After discussion, it was clarified the Chancellor's Council is being approved to move forward. Any recommendations to the committees (charge or membership) should be addressed at the committee level. Committee chairs will submit changes to DA in May. Additional recommended language to the Chancellor's Council is to be submitted to DA by the 15th of the month for consideration in May.

AYES: K. Hannon, B. Tasaka, C. Luke, C. Gamboa, D. Rodriguez, B. Bailes, K. Wurtz, J. Feist, C. St. Jean,
M. McLaren, R. Carlos, J. Townsend, K. Buffong, TL Brink, K. Horan
NO: E. Gomez, C. Thomas, R. Lares
ABSTAIN: D. Peters, Alex R.

Motion carried.

B. Approval of APs & BPs for 2nd Reading

1. BP 3430 Prohibition of Harassment (FYI Only; No Changes)
2. AP 3430 Prohibition of Harassment (Owner Initiated; Change of Content)
3. AP 3435 Discrimination and Harassment Complaints and Resolution Procedures (CCLC Legal Update; Change of Content)
4. BP 6930 Vending Machines (Scheduled Review; Minor Clerical Update)
5. AP 6930 Vending Machines (Scheduled Review; Change of Content)
6. BP 7340 Leaves (Scheduled Review; Change of Content)
7. AP 7340 Leaves (Scheduled Review; Change of Content)
8. BP 7400 Travel (Owner Initiated; Minor Clerical Update)
9. AP 7400 Travel (Owner Initiated; Change of Content)

C. Luke moved to approve APs & BPs for 2nd reading. K. Wurtz seconded the motion. Unanimous approval.

C. APs & BPs Deemed Academic & Professional submitted by senates for information

1. BP 5500 Standards of Student Conduct (2nd Month – CCLC Legal Update Requiring Review)
2. AP 5500 Standards of Student Conduct (2nd Month – CCLC Legal Update Requiring Review)

AP/BP 5500 was pulled. It is outdated and needs further review. Senates to review and bring back in May with recommended language.

3. AP 5520 Student Discipline Procedures (2nd Month – CCLC Legal Update Requiring Review)

AP 5520 was pulled. Senates will work with HR to provide recommended language in May.

4. BP 5700 Intercollegiate Athletics (FYI Only; No Changes)
5. AP 5700 Intercollegiate Athletics (2nd Month - CCLC Legal Update Requiring Review)

Bailes pulled the motion. K. Wurtz pulled the second to approve.

AP/BP 5700 was tabled to task Athletic Directors and faculty to work together to recommend language in May.

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- D. APs & BPs intended for information only with simple CCLC Legal Updates, Minor Clerical Revisions, or from Chapter 2
1. BP 3410 Nondiscrimination (Simple Legal Update)
 2. AP 3410 Nondiscrimination (Simple Legal Update)
 3. BP 4500 Student News Media (FYI Only; No Changes)
 4. AP 4500 Student News Media (Simple Legal Update)
 5. BP 5040 Student Records, Directory Information and Privacy (FYI Only; No Changes)
 6. AP 5040 Student Records, Directory Information and Privacy (Simple Legal Update)
 7. BP 5050 Student Success and Support Program (Scheduled Review; No Changes)
 8. AP 5050 Student Success and Support Program (Scheduled Review; No Changes)
 9. BP 5055 Enrollment Priorities (Scheduled Review; No Changes)
 10. AP 5055 Enrollment Priorities (Scheduled Review; No Changes)
 11. BP 6620 Naming of Buildings and Other Properties (Scheduled Review; Minor Clerical Edit)
 12. AP 6620 Naming of Buildings and Other Properties (Scheduled Review; Minor Clerical Edit)
 13. AP 7337 Fingerprinting (Scheduled Review; No Change)
 14. BP 7600 District Police Department (Scheduled Review; No Changes)
 15. AP 7600 District Police Department (Scheduled Review; No Changes)

Item D 1-15 submitted for information will be moved forward for Board 1st reading.

- E. Approval to Change:
- Date of General Membership Election to 5/4/21
 - VP to Email Notice of Election & Nomination Form no later than 4/14/21
 - Close Nominations no later than 4/28/21
 - Post & Email Election Results District-wide no later than 5/13/21

Item E was tabled.

VI. NEW BUSINESS

A. APs & BPs and Other Items Recommended for 1st Reading
To be agendaized for review and feedback from constituent groups. Any changes should be emailed to Stacey Nikac before the 15th of the month.

1. AP 3721 Social Media (Owner Initiated; Change of Content, NEW AP)
2. BP 5030 Fees (FYI Only; No Changes)
3. AP 5030 Fees (Owner Initiated; Change of Content)
4. **BP 7210 Academic Employees**
5. **AP 7210 Academic Employees**
6. AP 7381 Health & Welfare Benefits (Owner Initiated; Change of Content)

Rodriguez moved to approve Item VI for 1st reading, with the exception of AP/BP 7210 Academic Employees. K. Wurtz seconded the motion. Unanimous approval.

Recommended changes for AP 7210 Academic Employees:

- **Human Resources accepts applications and supplemental materials until 4:30 pm midnight on the closing date.**
- **The Screening Committee recommends at least 3 candidates, unranked, to the College President or their designee for second-level interview.**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- **Such training will be provided by the Office of Human Resources at the first meeting of the Committee. It is the responsibility of the Chair to insure that each Committee member receives the required training that includes:**
- **HR will review entire AP and recommend strikeouts for 2nd reading.**

VII. UPDATES & REPORTS

- A. Committee Evaluation via Qualtrics (4/6/21-4/23/21)
Results will be shared at the General Meeting on 5/4/21

There will be no committee evaluation due to the Chancellor's Council being approved.

- B. Equity & Diversity Updates (K. Hannon)
C. CHC & SBVC AS (no reports)
CS AS (no reports)
ASG (no reports)

Black Faculty & Staff Association gave a brief update that April 26 is Black Student Success Week and mentioned donations are encouraged to fill swag bags for the Grab and Go.

VIII. REMINDER TO CONSTITUENT GROUP REPRESENTATIVES:

The success of the mission of the Assembly depends on the effective communication of the Assembly with the various constituencies represented by the membership. In order to accomplish this goal of effective communication, we ask each of you to:

1. Use the attached 2020-2021 AP/BP Review Schedule to plan ahead and agendaize the AP/BPs for review with your constituent groups.
2. Include a standing "District Assembly Report" on your constituent group meeting agenda.
3. Following each DA meeting, email a summary update to your constituents.

K. Hannon reminded the members of the above and submit recommended changes to AP/BP to S. Nikac no later than April 15.

IX. ADJOURN

Future General Meetings:

5/4/21

Dark in June

Dark in July

K. Hannon adjourned the meeting at 3:55pm.

Current Status: *Draft*

PolicyStat ID: 9483809



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Policy tat*
 Policy Area: *Chapter 3 eneral institution*
 References:

AP 3721 Social Media

DEFINITION

For the purpose of this policy, Social Media is defined as ~~Internet or Mobile~~ digital tools and systems used ~~to share and/or receive information or conversation~~ with the predominant intention of promoting social networking.

Nothing contained in this Policy shall be construed as denying employees their civil or political liberties as guaranteed by the United States and California Constitutions.

OFFICIAL SOCIAL MEDIA

~~Unless specifically authorized by the Chancellor/President or designee, no~~ Only approved District ~~employee~~ employees may create an official District presence on any form of Social Media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of the District.

~~Some employees of the District may be required to use Social Media as a part of their employment responsibilities. If so, such status will be clearly stated in an employee's work responsibilities and will be approved in advance by the Chancellor/President or designee.~~

District employees may be approved to create an official District presence of Social Media by completing the established training provided by the Marketing Department and Professional Development. Training will include the best practices, expected conduct, branding expectations and communication guidelines to be followed in relation to Social Media.

Employees may utilize Social Media to present information and content to the public and receive feedback from the public and the District. Content and information released on Social Media is equivalent to content and information released to the press and the public in any other format, including press release, letter to the media, open letter to the public, and related forms of media. Care must be taken that content and information released to the public over Social Media is accurate, does not violate applicable laws or District policy.

~~The Chancellor/President or designee~~ Approved District employees may utilize Social Media to present information and content to the public and receive feedback from the public and the District. Content and information released on Social Media is equivalent to content and information released to the press and the public in any other format, including press release, letter to the media, open letter to the public, and related forms of media. Care must be taken that content and information released to the public over Social Media is accurate, does not violate applicable laws or District policy.

Official District Social Media may allow members of the public to comment or react to posted content and

information. Individuals, including employees of the District acting in their personal capacity, may post or comment anonymously or identifiably.

PROHIBITED CONDUCT ON DISTRICT RELATED SOCIAL MEDIA ACCOUNTS

~~In general, the~~ The District invites discussion of important ideas and issues through Social Media. However, ~~the official~~ District Social Media shall not be used to engage in blatant bullying, slurs, defamation, intimidation, or sexual harassment. Further, ~~the District~~ reserves the right to remove posts or comments that are obscene, defamatory, offensive, threatening, contain threats of violence, abusive, spam or advertising, inaccurate or non-factual, or unrelated to the content or information. The District also reserves the right to remove posts or comments that violate applicable laws including, but not limited to, copyright and trademark or those that violate the terms and conditions of use policies promulgated ~~set~~ by the applicable Social Media provider.

~~PROHIBITED CONDUCT~~

~~Employees of the District shall not use:~~

- ~~• Profane language or content~~
- ~~• Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation~~
- ~~• Sexual content or links to sexual content~~
- ~~• Conduct or encouragement of illegal activity~~
- ~~• Information that may tend to compromise the safety or security of the public or public systems~~
- ~~• Content that violates a legal ownership interest of any other party~~
- ~~• Images and/or video from incidents which have not been cleared for usage by the department."~~

~~SO SOCIAL MEDIA ON DISTRICT I~~

~~Personal use of Social Media on College time is governed by Federal State and Local laws.~~

~~Community participation and engagement is encouraged follow, like, share, comment, write reviews and opinions on District social media platforms.~~

~~As a representative of the college, participation must reflect the mission and goals of the institution. Any material that contradicts the values of the institution and is discriminatory, offensive or inappropriate as according to the definitions provided by the following policies, has the potential to have a negative impact on an individual's employment or student relationship with the District Policy 3420 Equal Opportunity Employment Policy 3430 & 3433 Sexual Harassment and Policy 5500 Standards of Student Conduct .~~

~~When using District Social Media, please be mindful of the following:~~

- ~~A. Honest about who you are~~
- ~~B. Clarity that your opinions are your own~~
- ~~C. Respect and humility in all communication~~
- ~~D. Good judgement in sharing only public information including financial data~~
- ~~E. Awareness that what you say is permanent~~

~~USE OF SOCIAL MEDIA ON PERSONAL TIME~~

~~Personal use of Social Media on personal time is not governed by this policy, however individuals may not make statements or take actions at any time on Social Media that violate applicable law or District policy. Violating actions or statements over Social Media with a nexus to public employment may be governed by District policy or law.~~

~~All employees are reminded that they are accountable for their conduct while on duty and are accountable for off duty conduct when it could reasonably be expected to be disruptive of the workplace or District operations: bring the District into disrepute and/or adversely and negatively impact the efficiency interests of the District as a public employer.~~

~~The District expects all employees to honor our values on diversity, equity and inclusion and will not tolerate discrimination including age, sex, race, color, creed, religion, ethnicity, sexual orientation, gender identity, national origin, citizenship, disability or marital status or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.~~

Attachments

No Attachments

3/18/21 recommendations from SB C Academic Senate President Davena Burns-Peters. Additional comments to be addressed:

1. Some employees of the District may be required to use Social Media as a part of their employment responsibilities. If so, such status will be clearly stated in an employee's work responsibilities and will be approved in advance by the District Administration/Department. This may need wordsmithing to indicate the statement is not exclusionary to District employees owning social media accounts if it is not within their job description i.e. Faculty Department Chairs
2. In general, the District invites discussion of important ideas and issues through Social Media. However, the District reserves the right to remove posts or comments that are obscene, defamatory, offensive, contain threats of violence, abusive, spam or advertising, or unrelated to the content or information. The District also reserves the right to remove posts or comments that violate applicable laws including, but not limited to copyright and trademark or those that violate the use policies promulgated by the applicable Social Media provider. This implies the District will own access to all social media accounts. Is this addressing the District to remove postings, replies and comments made on accounts they own Accounts owned by faculty, for the purpose of distributing campus related information, would not be accessible directly by District.
3. Content that violates a legal ownership interest of any other party Clarification on what this means
4. Images and/or video from incidents which have not been cleared for usage by the department. Does this mean a need for signed release forms Who would be responsible for clearing such images When marketing events and activities to the community, timing is critical and being tied up in the approval process is detrimental to the purpose. I would refer to the suggestion that there be an approved list of employees that have gone through training and been provided clear guidelines that results in them then being able to post freely within those given guidelines.
5. USE OF SOCIAL MEDIA ON PERSONAL TIME

General concerns from faculty include the lack of clarity on District's ability to address their personal social media

interactions outside of any sites representative of District related activities. Examples given are Faculty with a personal page that indicates their place of work being with the District, does that fall under the category of District related Having a personal page being reviewed for content may impinge on constitutional rights of the faculty member.

6. Personal use of Social Media on personal time is not governed by this policy, however individuals may not make statements or take actions at any time on Social Media that violate applicable law or District policy.

Violating actions or statements over Social Media with a nexus to public employment may be governed by District policy or law is this statement contradictory to the first line

7. General Comments: the issue of student privacy and protection may need to be included in this policy. To reiterate, the faculty voices are strong in that they need access to Social Media without a set of barriers to overcome to get information out in a timely manner. On that same note, having all social media traffic funneled through a single or limited source/s will prevent information from being shared in a timely manner. This is especially the case with Department Chairs when they are recruiting for courses and events. Another strong voice is the desire for faculty to maintain a personal page in which they may interact with students on topics related to instruction i.e. promoting office hours, having students connect for live support, etc. Clarity that these types of pages may be considered professional but are personally owned may be needed. Finally, personal pages and a person's right to express their own opinions on a personal page is of grave concern as well. Is the sticking point on this simply the fact they are an employee of the district and therefore must be in compliance at all times Given this policy allows for action by the District and appears to be outside of the union protection, the faculty want it done right.

3/1 /2021, 6:20PM EDT

Comment

3/1/21 comments from CHC Academic Senate President Bandi Bailes:

1. For the strikeout of the paragraph "Some employees of the District may be required to use Social Media as a part of their employment responsibilities. If so, such status will be clearly stated in an employee's work responsibilities and will be approved in advance by the District Administration/Department," the comment:

"Faculty may use official social media to promote groups/clubs/programs without listing these duties in their job description."

2. For the strikeout of the section " use of Social Media on District Time," the comment: "There is no such thing as "District Time" in the CTA Bargaining Agreement."

3. For the strikeout of the section " use of Social Media on Personal Time," the comment: "The district should not set limitations on activities during employees personal time unless required to do so by law."

Current Status: *Active*

PolicyStat ID: 9646135



Origination: 04/2004
Last Approved: 04/2021
Last Revised: 04/2021
Next Review: 04/2031
Owner: *Academic Senates Academic Senates*
Policy Area: *Chapter 5 Student Services*
References: *Legally Required*

BP 5030 Fees

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes).

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee (see AP 5030).

To encourage ride sharing, a student may certify in writing at the time of payment of the fee that he/she regularly has two or more passengers commuting with him/her.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by

the District for services provided by common carriers to students. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, 76300.5, 76370, 76360, 76365, 76395, 76060.5, 76361, 76223, and 76142

Title 5 Sections 51012, 58520, 58629, and 59400 et seq

California Community College Chancellor's Office (CCCCO) Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Attachments

[BP 5030 Fees - Comments](#)

[BP 5030 Fees - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
	Kelly Goodrich	04/2021
	Kelly Goodrich	04/2021

Edited by Goodrich, Kelly

4/15/2021, 7:31PM EDT

4/8/2021 Board Approved

Last Approved by Goodrich, Kelly

4/15/2021, 7:31PM EDT

Last Approved by Goodrich, Kelly

4/15/2021, 7:31PM EDT

Activated

4/15/2021, 7:31PM EDT

Comment by Goodrich, Kelly

4/26/2021, 12:19PM EDT

05-04-2021 DA 2nd Read - FYI Only - No Changes

COPY



Current Status: Draft

PolicyStat ID: 904042



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: [Academic](#) [enates Academic](#)
 [enates](#)
Policy Area: [Chapter 5](#) [tudent](#) [ervices](#)
References:

AP 5030 Fees

Replaces current CCD AP 5030 and AP 5033

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)

As prescribed by state law.

- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under 18 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))

- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)

- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

- A. Associated Students Discount Sticker
 - \$9.50 - CHC
 - \$7.50 - SBVC
 - \$4.00 - Replacement for lost card
- B. Breakage/Lost Property Fee
 - Replacement cost of item(s) broken or lost
- C. Campus Center Fee
 - \$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee

As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.

- A. Catalog
 - \$6.00 - purchased on campus
- B. Credit by Examination
 - \$20.00 plus class unit fee
- C. Document Fee Handling
 - \$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents; minimum charge of 1 hour
 - \$0.15 per side copy cost
 - Fees must be paid prior to document release
- D. Enrollment Fee
 - \$46.00/unit
- E. Insufficient Funds Check
 - \$15.00
- F. International Student Application
 - \$25.00 (nonrefundable)
- G. Key Deposit/Replacement
 - \$15.00 plus cost of rekeying if needed (metal/electronic key)
- H. Learning Center Reproduction Fees, SBVC
 - \$0.20 - Laser printout: text, black and white printer
 - \$0.50 - Laser printout: graphics, black and white printer (over ½ page)
 - \$1.00 - Laser printout: graphics and/or text, color
 - \$2.00 - Scan text or graphics to disk, per scan
- I. Library Fines – SBVC/CHC
 - \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value
 - \$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value

\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals

\$2.00 - replacement for lost library card

J. Parking Permit Fees

\$100.00 - annual permit

\$39.00 - one semester (\$20 BOGG student)

\$22.00 - summer session

\$3.00 - daily

K. Parking Violation Fees

\$ 50.00 - illegal parking

\$ 50.00 - decal violation

\$275.00 - handicap violation

L. Refund Processing Charge

A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.

M. Replacement – Diploma/Certificate

\$10.00

N. Student Health and Accident Insurance

~~\$2122.00~~ - per semester (includes \$1.50 accident insurance)

\$18.00 - summer session (includes \$1.50 accident insurance)

\$1.50 - accident insurance only

O. Student Representation

\$2.00

P. Supplemental Health Services Fee

\$10.00 - TB skin test (one-step test)

\$10.00 - TB skin test (two-step test)

At cost - All Vaccines

\$25.00 - Physical Exams

\$50.00 - DMV Physical Exams

At cost - Prescription medications

At cost - In-house Lab Tests

At cost - Lab Test sent to external lab

At cost - Optional Medical Procedures

At cost - Optional Medical Supplies

\$ 8.00 - Vision screening (Titmus vision tester)

\$ 2.00 per item - Duplication of medical records

\$10.00 - Hearing Screening (Audiometer)

At cost - Birth Control Pills

Q. Testing Fees

At cost - Paramedic National Registry Testing

\$ 25.00 - Retest per skill

\$ 10.00 - CPR card

Repeat course from Career Tech Department

0.5 units - \$12.00

1.0 units - \$23.00

2.0 units - \$46.00

3.0 units - \$70.00

R. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

S. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

T. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

\$8.00 per semester

Fee Refunds

A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

B. Conditions

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

1. Fees collected in error

Fees collected in error will be refunded in their entirety.

2. Class cancelled by the college

If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.

3. Withdrawal from the College

a. Enrollment Fee/Nonresident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for cancelled classes or over-payment.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5

Title 5 Sections 51012, 58520, and 58629

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Standard I.C.6

Attachments

- [AP 5030 Fees- Legal Citations](#)
- [AP 5030 Fees- Comments](#)

Draft saved by Goodrich, Kelly

4/15/2021, 7:35PM EDT

Comment by Goodrich, Kelly

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05-04-2021 DA 2nd Read

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Next Review: 01/2030
Owner: [Human Resources Human Resources](#)
Policy Area: [Chapter 7 Human Resources](#)
References:

BP 7210 Academic Employees

Replaces current CCD P 7200

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

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which the Board of Governors has established minimum qualifications for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and the for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

References:

Education Code Sections 87400 et seq 87411 87482.8, and 87600 et seq
Title 5 Section 51025

Attachments

[BP7210 -OLD.pdf](#)
[BP 7210 Academic Employees- Legal Citations](#)
[BP 7210 Academic Employees- Comments](#)

Approval Signatures

Step Description	Approver	Date
	Policy Stat	06/2020
	Policy Stat	06/2020
	Policy Stat	06/2020
	Policy Stat	06/2020
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References: Good Practice/Optional

AP 7210 Academic Employees

ACADEMIC POSITIONS NON ANAG

HIRING OF ALL FACULTY

The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students and has the ability to develop inclusive curriculum and/or provide an inclusive environment that represents the ethnic and socioeconomic demographic of the college's student population.

The faculty, staff, and administration recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding faculty that will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.

Hiring faculty, classified staff, and administrators is accomplished through selection committees, which produce a recommendation of a final candidate from the President, or other appropriate administrator, to the Chancellor to recommend to the Board for employment.

HIRING ALIQUATIONS

Minimum Qualifications

The San Bernardino Community College District has established the following hiring qualifications for all faculty positions:

- For faculty and administrative positions, job requirements shall include (A) a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as demonstrated by skills and abilities in cultural responsiveness and cultural humility; and (B) a demonstrated commitment to recognizing patterns of inequity in student outcomes, taking personal and institutional responsibility for the success of students, engaging in critical assessment of own practices, and applying a race-conscious awareness of the social and historical context of exclusionary practices in American Higher Education.
- The Minimum Qualifications for discipline expertise adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential

as provided in Education Code 87355.

3. All applicants will be provided the opportunity to have qualifications for discipline expertise reviewed and considered for meeting minimum qualifications that meet or exceed those listed adopted by the Board of Governors through alternate means.

Application Procedure

1. The Human Resources Office will determine which applicants meet minimum education and expertise qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures. Human Resources will also evaluate the diversity of the pool of applicants to determine if further outreach is required before proceeding.
2. The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the selection committee. The selection committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. The HR Selection Committee Chair will provide a list of candidates who did not meet the MQs with a brief explanation of how the MQs were not met. This review with the selection committee may result in the determination that the MQs were met by some of the candidates who were originally identified as not meeting the MQs. Should the selection committee have any concern about the pool or process, the selection committee chair may confer with the Vice Chancellor of Human Resources and Police Services regarding these concerns.
3. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty Administrators in California Community Colleges*, adopted by the Board of Governors), a "year of professional experience" shall be considered the period of time which the District accepts as a regular work year on a full-time basis. One year of professional experience must have been completed within the three years prior to the closing date for applications for the position. The minimum qualifications listed on the job announcement should identify the specific types of professional experience required for the position.
4. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty Administrators in California Community Colleges*, adopted by the Board of Governors), the appropriate, valid certification or license to practice shall be stipulated based on the instructional responsibilities of the position. If no certificate or license is appropriate to the position, no certificate or license will be listed as a minimum qualification.

Desirable Qualifications

1. Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable qualifications should describe characteristics that support the responsibilities of the position.
2. The combination of the minimum qualifications and the job-related desirable qualifications will be used as

the basis for decision-making throughout the selection, interview, and recommendation of applicants.

Establishing Minimum and Desirable Qualifications

1. The minimum and desirable qualifications will be reviewed by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator and included in an initial draft. When no full-time faculty member currently teaches the discipline, at least two full-time faculty in a reasonably related discipline will draft the desirable qualifications in consultation with the Division/Department Dean or appropriate administrator. The academic senate may elect to recommend additional qualifications related to the ability to serve our diverse students well in any faculty position. The Division/Department Dean or appropriate administrator will make the final decision the desired qualifications.
2. The Vice Chancellor of Human Resources and Police Services or their designee will monitor the minimum and desirable qualifications for adverse impact on groups that have been historically under-represented. If the Vice Chancellor of Human Resources and Police Services or their designee believes the qualifications appear to be too restrictive, they will meet with the discipline faculty and the Division/Department Dean or appropriate administrator to review the qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of Human Resources and Police Services or their designee shall confer with the appropriate Vice President and the Academic Senate President to determine necessary remedies.

PROCEDURES

The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.

Establishing the Position

Any request to fill new or vacant positions must be processed through the appropriate Manager and the Human Resources Office, and must receive approval by the Chancellor before any position announcement is made.

1. Faculty positions are identified by a process established by each College and Fiscal Services.
2. Chancellor approves faculty positions from those requested by the Colleges.
3. Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.

Position Announcement

1. The Announcement of a Position will be drafted by the faculty of the discipline and the Division/Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See “Establishing Minimum and Desirable Qualifications”) in consultation with the Vice Chancellor of Human Resources and Police Services or designee and the appropriate Vice President.

Job announcements shall clearly state job specifications setting forth the minimum and desired qualifications for the position. Job announcements including any “desired” qualifications beyond the minimums shall be reviewed by Human Resources before the position is announced to ensure conformity with the guidelines of the Board of Governors for the California Community Colleges, the requirements of Title 5 and State and Federal non-discrimination laws.

2. Position announcements will include the following sections:
 - a. Position Title

- b. Application Deadline or Initial Review Date
- c. Introduction: A brief description of the position and the relationship of the position to college offerings and activities. This includes a brief description of the college and the community served.
- d. Minimum Qualifications: A statement including the established minimum qualifications, the appropriate valid credential(s), the provision for equivalencies.
- e. Desirable Qualifications: Those job -related qualifications that are desirable but not essential to perform the job.
- f. Duties of the Position: A list of typical duties including the following:
- A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus). Faculty will facilitate learning through a variety of modalities to maximize the success of our diverse student population,
 - A description of any co-curricular responsibilities (e.g. coaching, directing).
 - Reference to scheduling considerations (e.g. assignment to evening duties).
 - Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).
 - A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).
 - A commitment to ongoing professional development that includes cultural responsiveness , inclusiveness, and equity, as well as disciplinary relevance.
 - A description of any other duties unique to the position.
- g. Salary and Benefits: A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.
- h. Closing Date and Address for Submission of Application Materials
- i. Application Process: Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee. In addition, instructions will also include the need for the candidate to address how the desired qualifications have been met by the candidate in the cover letter or in the supplemental questions. The application process will include the following:
- An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position. Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.
 - A Letter of Application (A cover letter indicating explicitly how each of the minimum and desired qualifications are met.)
 - Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).
 - A curriculum vitae or resume.
 - When appropriate, verification of credentials (community college instructor credential, vocational

credential, and/or license).

- When appropriate, verification of “professional experience” as articulated in the minimum and desirable qualifications.
- When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videos, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.

j. Selection Process: A brief description of the selection process including:

- The review by a selection committee to select candidates for interviews
- An interview of candidates by the selection committee that may be comprised of faculty, administration, academic senate representatives, associated student government representatives, and other appropriate district personnel. Candidates are advised that all interview questions will be evaluated through the lens of both minimum qualifications and the desired qualifications.
- An interview of finalists by the President (and additional interviewers if selected by the ~~Pre~~President) or designee
- Final recommendation to the Board of Trustees by the Chancellor of the District
- A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, guest lecture, role playing, sample assignments, a questionnaire or impromptu writing sample)

k. Notice to All Candidates:

- The requirements of the Immigration Reform and Control Act of 1987
- Initial assignment information
- Reasonable accommodation notice: *If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform the Human Resources Office. The application/interview process may involve speaking, reading, writing, and answering questions or other test taking procedures. If you believe you may need reasonable accommodation to perform any of these tasks, need to inquire as to the specific nature of the tasks, or to assure physical access to the interview site, please contact the Office of Human Resources at 909-382-4040 and ask for the individual responsible for the scheduling and monitoring of employment interviews.*

l. Statement of Equal Employment Opportunity including reference to “encouraging applications from underrepresented minorities and the disabled.”

3. The Vice Chancellor of Human Resources and Police Services or their designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of “Establishing Minimum and Desirable Qualifications.”
4. The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources. The Division/Department Dean or appropriate administrator will make the final decision on the desired qualifications prior to submitting the DQs to Human Resources.
5. Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Selection committee

orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources and Police Services or their designee and the appropriate Vice President.

Applications

Human Resources accepts applications and supplemental materials until ~~4:11:30~~59 pm on the closing date.

Human Resources will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary to establish an adequate and representative pool, the application closing date shall be extended and additional recruitment shall be conducted. (A "monitored group" means those groups identified by state and federal regulations for which monitoring and reporting are required. According to the provisions of Title 5 53004 (B), each applicant shall be afforded the opportunity to identify his or her gender, ethnic group identification, and if applicable, his or her disability.) After the pool is approved, all complete applications will be forwarded to the selection committee for consideration.

Recruitment and Advertising

Faculty positions are advertised for a minimum of thirty (30) days.

Any ads placed in publications will contain the statement "An Equal Opportunity Employer."

New faculty will be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. This dissemination will be the responsibility of the Office of Human Resources in accordance with the EEO Plan.

A complete record will be maintained of all efforts to disseminate information and the response regarding the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of applicants.

Notification of position openings will be mailed by Human Resources to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended by the appropriate Division/ Department Dean or a Vice President.

SCREENING COMMITTEES

Membership

Screening committees for faculty positions will be established and convened by the Division/Department Dean or other appropriate administrator or their designee.

- The Division/Department Dean or appropriate administrator for the position will formulate a preliminary list of candidates to serve as screening committee members.
- The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint the faculty to serve on the selection committee.
- An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the Vice Chancellor of Human Resources and Police Services or their designee. The Equal Opportunity Representative is a non-voting member.
- The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position. If a classified employee is selected to serve on the committee, the President of CSEA will provide the names of individuals nominated to serve as the

representative from the Senate. The hiring supervisor will select appropriate committee member(s) from those nominees.

- The Screening Committee should normally have no fewer than five (5) and no more than nine (9) members.
- A majority of the membership of the selection committee shall be faculty.
- Every screening committee will include the Division/Department Dean or appropriate administrator or their designee
- The chair of the Committee will be chosen by a majority vote of the committee.
- When possible, every effort will be made, within the limits allowed by federal and state law, to ensure screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Selection/screening committees will be encouraged to include members from monitored groups and may include members from other colleges to include members from monitored groups.
- The supervising administrator on the Committee will provide clerical/technical support and coordination.

If unusual circumstances prevent the formation of a screening committee as described herein, the Division/ Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Police Services or their designee to determine a reasonable representation. However, the final composition of the screening committee shall remain confidential.

The Vice Chancellor of Human Resources and Police Services or their designee will approve all screening committee members to ensure diversity.

Training

All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by the Office of Human Resources at the first meeting of the Committee. ~~It is the responsibility of the Chair to insure that each Committee member receives the required training that includes:~~

- Discussion of District commitment to equal opportunity, diversity, and student success
- The search and selection process
- Role of the selection committee
- Development of selection criteria
- Writing effective interview questions
- Development of selection criteria including DQ's as part of the job posting process
- Role of the Equal Opportunity Representative
- Confidentiality
- Effective reference checks (administrators only)

~~Responsibilities of the Screening Committee~~

~~The Screening Committee Handbook defines the role and responsibility of the screening committee. These responsibilities include:~~

- ~~1. Participate fully in all selection committee meetings.~~
- ~~2. Disclose personal relationships with or knowledge of or potential conflict of interest regarding any applicant.~~

~~The relative or spouse or registered domestic partner of an applicant will not serve on a selection committee for which a relative/spouse/registered domestic partner is a candidate. For the purpose of this regulation, a relative is the mother, father, grandfather, grandmother, grandchild, son, daughter, son-in-~~

law, daughter-in-law, brother, brother-in-law, sister, sister-in-law, niece, or nephew of the committee member. It is the responsibility of the committee member to notify the committee if it is not immediately clear that a candidate is a relative.

3. Review the position announcement.
4. Identify and weight selection criteria based on the minimum and desired qualifications for the position. Selection criteria will include an evaluation of the extent to which applicants explicitly demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity minded practices within the classroom.
5. Develop job related interview questions designed to distinguish candidates who will best meet the needs of the students, the department/division, the College, and the District as well as criteria by which to evaluate applicant responses. Interview questions will be forwarded from the chair of the committee to the Equal Opportunity Representative. In the interest of confidentiality, interview questions will not be forwarded to all committee members via e-mail unless the District is in an emergency. All interview questions will be returned to the Office of Human Resources. All questions will be reviewed and approved by the Vice Chancellor of Human Resources and Police Services or their designee. Interview questions are confidential and will not be shared outside of the committee.
6. Determine whether to require candidates to perform a skills test or make a presentation in addition to responding to interview questions. When appropriate, such demonstrations should reflect the candidate's ability to work effectively in a diverse community college environment. Criteria for evaluating and weighting work examples, such as writing samples, role play, or teaching demonstrations, will be established by the selection committee prior to interviewing the candidates.
7. Screen eligible applications for desired qualifications and evaluate the candidates ability to explicitly demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how these factors relate to the need for equity minded practices within the classroom
8. Interview all selected candidates using only the questions previously agreed upon by the committee members.
9. Recommend candidates for selection to the College President or their designee.
10. Fill out evaluation forms on all interviewees.
11. Maintain confidentiality of the interviews as well as evaluative comments made during the selection process. Such information may be shared only with members of the Screening Committee and the College President or their designee. Confidentiality must be maintained permanently. Each member of the committee will receive and agree to abide by the statement of guiding principles along with a copy of the screening committee handbook.
If a committee member is found to have violated confidentiality or engaged in any misconduct, that committee member may be prevented from serving on future screening committees. Depending on the level and seriousness of the misconduct, the committee member may also be subject to disciplinary action.

Screening Application Screening Criteria

Screening criteria and interview questions must be approved by the Equal Opportunity Representative before

~~the screening committee can access the applications. Screening criteria must be job related and are developed from the position description and the qualifications and requirements listed in the position announcement. Weighted screening criteria help members to review each application objectively. The screening criteria must be listed on the appropriate rating sheet and must be used by each member of the Committee. Each Committee member must participate fully in the screening process.~~

~~After applications have been reviewed and scored by all committee members, the screening committee will determine which applicants shall be invited for an interview based on the established criteria and the scores given by all committee members. Committee members will return rating sheets to the HR Generalist before their next meeting. HR will provide the scores of all candidates to the committee for discussion and determination of those who should move forward to an interview. The Committee selects applicants to interview who will best meet the needs of the students, the division, and the College. The committees will consider the special needs of the division/department/program and the student population to be served in the selection of candidates.~~

~~The Committee will determine the number of candidates they wish to interview based on the pool of applicants and the apparent strengths and weaknesses of the candidates. Ideally, no fewer than (3) three candidates will be invited for interview. All candidates will be scored according to the weighted criteria and all committee members will also identify the candidates they would like to move forward for an interview.~~

~~The Equal Opportunity Representative reviews the pool selected for interview to ensure that no selection or selection criteria has adversely affected any monitored group. The Equal Opportunity Representative may recommend that additional candidates be interviewed or that further recruitment be initiated before proceeding.~~

~~Applications of those candidates who are not to be interviewed shall be filed in the Office of Human Resources.~~

Interviews

~~Interviews are scheduled by the Human Resources Generalist and will follow the process outlines in the Screening Committee Handbook.~~

~~Each member of the Screening Committee must be present for all interviews. If a member misses an interview, that committee member is removed from the Search Committee.~~

~~The screening committee will interview all candidates using the list of questions formulated by the Committee. Appropriate job related "follow-up" questions that focus on the intent of the question or appropriate information in the initial response may be included in the interview so long as (1) they are based directly on the candidate's response to a question, (2) do not seek information outside of the scope of the established hiring criteria, (3) are not in violation of Equal Employment Opportunity guidelines and (4) do not exceed or truncate the time allotted for the interview.~~

~~Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in decision-making.~~

~~After interviews are completed, members of the selection committee discuss and evaluate the qualifications of the candidates including how candidates will meet the needs of a diverse student population. No discussion will occur until all candidates have been interviewed. If consensus is not possible, the Chair may request a vote or a prioritization by each selection committee member. Each selection committee member will have equal voting privileges. The committee chair will be responsible for documentation if less than three candidates are forwarded to the next level.~~

~~The Screening Committee recommends at least 3 candidates, unranked, to the College President or their designee for second-level interview.~~

~~The Equal Opportunity Representative reviews the selected candidate(s) to determine whether any selection criteria or procedures used in the interview phase has had an adverse impact on any monitored group. If the Equal Opportunity Representative believes that adverse impact exists, he/she shall consult with the committee Chair, and the Vice Chancellor of Human Resources and Police Services or their designee to determine whether additional steps should be taken to ensure equal employment opportunity.~~

~~If, after the interviews, in consultation with the Vice Chancellor of Human Resources and Police Services or their designee, the Selection Committee is not satisfied with the interviewed candidates, the Committee may:~~

- ~~▪ On those positions that are opened until filled, request to have any additional complete applications that have been submitted since the first review date forwarded for selection;~~
- ~~▪ Request that Human Resources contact applicants with incomplete applications to request the missing application materials; or~~
- ~~▪ Extend or re-open the search.~~

~~Immediately following the interviews, the Committee Chair returns all the selection and interview forms and all other non-finalist application materials to Human Resources.~~

~~Second Level Interview Procedures~~

~~Second level interviews will be conducted on all finalists by the College President (and additional interviewers if the President chooses) or their designee with the academic senate president or their designee acting in an advisory capacity. In the case of the District office, second level interviews will be conducted by the appropriate administrator.~~

~~Following second level interviews, the College President or appropriate administrator may elect one of the following:~~

- ~~1. Select one of the finalists.~~
- ~~2. Review the applicant pool to ensure that qualified applicants have not been overlooked;~~
- ~~3. Extend or reopen the search.~~

~~Reference Checking~~

~~Reference checks are made by the hiring manager upon the recommendation of the selected candidates by the Committee, and must be completed before a recommendation of employment is made to the Board of Trustees.~~

~~Reference checks must be completed in accordance with the policies and principles of equal opportunity. Reference information must be held in strict confidence.~~

~~Final Selection and Eligibility List~~

~~The appropriate administrator will make the final decision on the candidates and notify the Human Resources Office to forward the selection to the Board of Trustees for approval. Those finalists not selected will be placed on an eligibility list that will be valid for 120 calendar days following the date a candidate is selected by the President or other appropriate district manager. In the event a vacancy occurs for the same position, the President or appropriate administrator will conduct second-level interviews from those individuals on the eligibility list.~~

~~The hiring manager will contact the successful candidate to make a provisional offer of employment, contingent upon passing reference checks and Board approval.~~

~~Once the successful candidate has been hired and Board approved, the unsuccessful candidates will be notified by letter that they were not selected.~~

~~During the lifetime of the selection committee, all applications for positions will be kept on file at a secure location at the hiring site and will be available to members of the committee for study.~~

~~Submitted: 4/12/07~~

~~Approved: January, 1990~~

~~APPENDIX A – AC L – HIRING PROC D R S~~

~~GUIDING PRINCIPLES:~~

~~SELECTION CO I B RS~~

~~Each committee member agrees to act in the best interest of the College and the District in selecting a candidate who best meets the needs of the diverse students we serve. Each committee member understands that search and selection is a confidential process subject to laws and regulations on privacy and access (Title 5, California Code of Regulations, Section 53023(a); California Government Code, Section 6254). Specifically, each member agrees not to discuss or in any way release information to any non-authorized person regarding:~~

- ~~1. Written materials turned in by the applicant or evaluations made by the committee members about applicants;~~
- ~~2. Oral discussions by or about applicants or committee members during or following the interview process; and~~
- ~~3. Any other information that relates to the search and selection process including the names of applicants.~~

~~Each committee member agrees that if he or she is approached by any non-authorized person to discuss any of the above, the member is to refer the individual to the Office of Human Resources. Each committee member understands that failure to maintain confidentiality will not only jeopardize the search and selection process but could also result in a violation of Federal or State regulations and incur liability on behalf of the District. It is also understood that even the perception that confidentiality has been breached may jeopardize the hiring process. Therefore, each committee member agrees to call to the attention of the Vice Chancellor of Human Resources and Police Services or their designee, any action which might be interpreted as a breach of confidentiality.~~

~~Each committee member agrees to comply with Equal Opportunity policies and procedures assuring compliance with the hiring process as outlined in the District's hiring policy and procedures.~~

~~Each committee member agrees to operate in an objective and unbiased manner throughout the process and understands that any compromise in objectivity or demonstration of unlawful bias may threaten the process.~~

~~Each committee member understands that the process may be stopped at any time based on perceived discrimination against one or more candidates, or if deviation from District procedures has occurred.~~

~~APPENDIX B – ACCL – HIRING PROCEDURES ROLES AND RESPONSIBILITIES~~

~~B I – ROLES AND RESPONSIBILITIES: SELECTION TRAINING CERTIFICATION~~

~~To accommodate the various needs of search committee training, the Director of Human Resources shall be responsible for providing training certification.~~

~~B II – ROLES AND RESPONSIBILITIES: SELECTION CO – I – I – I – I – I – I~~

~~GOAL~~

~~Selection of the qualified applicant who best meets the needs of the students, the division, and the college.~~

~~Identify Selection Criteria~~

- ~~• Review the Position Announcement.~~
- ~~• Include extent to which applicants have and demonstrate sensitivity to diversity as expressed on the application.~~
- ~~• Agree on selection criteria evaluation "tool."~~
- ~~• Be sure that criteria can be screened on paper.~~
- ~~• Every committee member must screen all complete applications deemed to meet minimum qualifications.~~

~~Develop Core Related Questions~~

- ~~• Review position requirements/responsibilities.~~
- ~~• Decide what you want to know, why you want to know it, and what would constitute an acceptable response.~~
- ~~• Have a variety of questions—basic information/knowledge, situational, how to, role play, etc.~~
- ~~• Incorporate diversity inquiries throughout the interview; include specific questions regarding contributions to/participation in/experience with meeting the needs of a diverse student population as it relates to the position. Determine whether to include a demonstration and/or a written question and to the desired qualifications.~~
- ~~• Determine what weight in the overall selection process will be given to a demonstration and/or written question~~
- ~~• Develop interview evaluation form.~~

~~Schedule~~

- ~~• Position closes.~~
- ~~• Committee convenes and establishes selection criteria.~~
- ~~• Applications available.~~
- ~~• Selection dates.~~
- ~~• Meeting date(s) to compose interview questions and select applicants to interview.~~

- Interview dates.
- Meeting date to recommend finalists (could follow last interview).

Screen Applications

- Be consistent when reviewing each application.
- Allow enough time to complete the review of all applications.
- Use selection results as a guide to select interviewees.

Interview

- Be clear and consistent.
- Ask job related follow up questions that focus on the intent of the question or appropriate information in the initial response.
- Maintain eye contact when appropriate.
- Watch time limit.
- Do not discuss candidates between interviews.
- Use interview and selection information to select finalists.

Determine Finalists

- Evaluate all job related information about the candidates.
- Consider candidates' contributions to/experience in meeting the needs of a diverse student population.
- Forward finalists to the President or District Administrator

• Maintain confidentiality throughout the process and after.

III ROLES AND RESPONSIBILITIES: CO-CHAIR

The Division Dean with authority over the discipline of the position will perform the following tasks:

1. Confirm any faculty and CSEA member participation with the Academic Senate and CSEA.
2. Notify members of Committee including the Equal Employment Representative of meetings.
3. Convene the first committee meeting and conduct an election for committee chair.

The Committee Chair will perform the following tasks:

1. Develop meeting schedule
2. Remind Committee members of confidentiality throughout selection process.
3. Finalize selection criteria and interview questions with committee. Coordinate duplication of selection forms for committee members.
4. Coordinate with Human Resources regarding closing dates/availability of applications.
5. Confirm selection location, schedule, and procedures with committee members. Keep all applications on District premises.
6. Pick up applications and Search Committee materials.
7. Convene Committee to select candidates and schedule interview times. Review interview questions, interview protocol, and format of interview.

- ~~8. Identify special instructions to be given to interviewees.~~
- ~~9. Complete and sign Interview List form; secure signature of the Equal Opportunity Representative and forward to Human Resources.~~
- ~~10. Meet each interviewee, establish "ground rules" for interview, and conduct interviews within schedule.~~
- ~~11. Complete Interview Summary Sheet and sign; secure signature of Equal Opportunity Representative.~~
- ~~12. Develop a written summary that the Chair will use in discussing committee perceptions with the College President or designee and request each member to sign this document.~~

~~NO: The President's Office prepares a Board Agenda Item and forwards the Board Agenda Item and backup material to the Executive Assistant to the Chief Human Resources Officer.~~

~~**BIROLS AND RESPONSIBILIS:
COIIBR**~~

- ~~1. Attend training for Search Committee. Commit to reaching the broadest pool of potential candidates in order to hire the candidate who will be the greatest asset to students and the campus community.~~
- ~~2. Attend all meetings of the Search Committee.~~
- ~~3. Participate in the identification of selection criteria.~~
- ~~4. Assist in development of interview questions and identify appropriate responses.~~
- ~~5. Assist in development of an appropriate teaching or related demonstration and the criteria for evaluation of the demonstration.~~
- ~~6. Screen each application and complete a selection form for each application. Be inclusive rather than exclusive.~~
- ~~7. Participate in all interviews.~~
- ~~8. Contribute to the discussion to evaluate and recommend finalists for the position.~~
- ~~9. Understand and promote the District's commitment to equal opportunity throughout the search process.~~
- ~~10. Do not share personal opinions of applicants and candidates with the Committee.~~
- ~~11. Maintain strict confidentiality throughout the process.~~

~~**BIROLS AND RESPONSIBILIS:
EAL OPPORNI RPRSNAI**~~

~~The Equal Opportunity Representative is a San Bernardino Community College District employee who has been certified to serve as an advocate for fairness and diversity in the employment process. The Equal Opportunity Representative is a "non-voting" member of the search and selection committee with a specific responsibility to:~~

~~**Advocate**~~

~~The Equal Opportunity Representative is an advocate for fairness to all candidates in the search and selection process. The advocacy role includes the following responsibilities:~~

- ~~a. Assist in the development of a recruitment plan to ensure that a comprehensive search is implemented in~~

~~consultation with the Human Resources Generalist.~~

- ~~b. Persuade committee members that good hiring practice demands reaching and interviewing the broadest pool of potential candidates and hiring the candidate who will be the greatest asset to students and the campus community.~~
- ~~c. Ensure that sensitivity to, experience with, and knowledge of a diverse student population is included in the position announcement, selection criteria, and interview questions and is considered in the evaluation of all applicants.~~
- ~~d. Advocate for equal assessment and advancement of candidates at each level of the process.~~
- ~~e. Challenge the committee to evaluate candidates according to their demonstrated ability to respond effectively to such issues of diversity as academic preparation, culture, gender, race, ethnicity, sexual orientation, socioeconomic circumstances, and disability and their demonstrated experience in developing or participating in successful efforts to assist and encourage community college students and others like them in achieving their goals.~~

~~Monitor~~

~~Ensure that procedures, practices, and criteria are related to the position and are applied fairly and consistently to all applicants.~~

- ~~a. Observe and evaluate the selection process to ensure that selection criteria are applied fairly to all applications.~~
- ~~b. Observe and monitor the interview process to ensure that all applicants are treated equally throughout the interview in terms of time allowed, questions asked, respect and responsiveness, etc.~~
- ~~c. Observe and monitor the discussion of applicants and interviewees to ensure that only job related criteria are considered in determining the selection of finalists.~~

~~Interview~~

- ~~a. Take notes on all interviews.~~
- ~~b. Keep committee on track and mindful of time constraints.~~
- ~~c. Advocate for advancing the broadest representation of candidates in the finalist pool.~~
- ~~d. Advise the committee of cultural differences and how they may affect the interview process.~~
- ~~e. Respond to questions regarding procedure or appropriateness of follow-up questions or responses provided by applicants.~~

~~Review Report~~

~~Review the applicant pool, interview pool, and finalists to ensure that no criteria, procedure, or activity in the process has had an adverse effect on the candidates. Recommend to continue the process, to add applicants to the pool, or to re-open the position.~~

~~APPENDIX C – ACADEMIC EMPLOYEES HIRING PROCEDURES AGENDAS~~

~~C I AGENDAS:~~

~~HIRING RECOMMENDED BASIC AGENDA~~

- ~~1. Introductions~~
- ~~2. Training~~
 - ~~• Commitment to equal opportunity for all qualified applicants~~
 - ~~• Review of search process.~~
 - ~~• Role and Responsibility of the Search Committee.~~
 - ~~• Role and Responsibility of the Equal Opportunity Representative~~
- ~~3. Establish Committee meeting times and timelines of search.~~
- ~~4. The following items can be included in the first meeting or scheduled for another meeting:~~
 - ~~• Identification of Selection Criteria and method of evaluation~~
 - ~~• Development of interview questions/teaching demonstration and discussion of appropriate responses~~

~~C II AGENDAS:~~

~~SECOND RECOMMENDED BASIC AGENDA~~

~~REVIEW OF SELECTED CANDIDATES OR INTERVIEW~~

- ~~1. Review selection information.~~
- ~~2. Discuss/evaluate applicants.~~
- ~~3. Identify candidates to interview.~~
- ~~4. Evaluate fairness of the process with Equal Opportunity Representative.~~
- ~~5. Determine dates, times, and place of interviews.~~
- ~~6. Review format of interviews.~~
- ~~7. Review remaining timelines.~~
- ~~8. Other issues.~~

~~C III AGENDAS:~~

~~THIRD RECOMMENDED BASIC AGENDA~~

~~REVIEW OF SELECTIONS~~

- ~~1. Review selection and interview information.~~
- ~~2. Discuss/evaluate candidates including their potential contributions to success of a diverse student population.~~

3. Select finalists.
4. Evaluate all phases of the process with Equal Opportunity Representative to ensure that all candidates were treated fairly and equally.
5. Other issues.

~~APPENDIX A: LOCAL HIRING PROCEDURES IN INTERVIEWS~~

~~DI IN INTERVIEWS: IN INTERVIEW PREPARATION~~

1. Prior to the interview, make sure that:
 - a. Seating arrangements are as comfortable as possible.
 - b. If water is made available to the candidates, the area is maintained.
 - c. Any accommodations such as PowerPoint or other equipment are available.
 - d. All committee members are present.
 - e. Questions have been assigned to specific members and that questions have been read aloud by the questioner to ensure smooth delivery.
 - f. Committee members are reminded that questions must be asked the same way for all candidates.
 - g. You have arranged appropriate waiting area for candidates. It may be awkward to have an exiting candidate "bumping into" the next interviewee.
2. Remember that the candidates are undoubtedly experiencing some stress associated with the process and many may have never experienced a formal interview of this type. Do what is fair and reasonable to make the candidate feel as comfortable as possible under the circumstances.
3. Remind committee members to remain attentive, avoid distracting behaviors, and to be conscious of their body language.
4. Avoid any personal conversation irrelevant to the interview, e.g. common acquaintances, what is happening at their institution.
5. Remind committee members that the College/District is "being interviewed" and evaluated by the candidate.
6. If the process appears to be dragging because of answers or follow-up questions which are too long, the Equal Opportunity Representative will gently remind the candidate and/or committee member of the time constraints.
7. Avoid any discussion of candidates until the designated discussion period.
8. Ultimately, the interview process and structure is designed to be fair to all candidates.

~~DI IN INTERVIEWS: GENERAL INTERVIEW QUESTION GUIDELINES~~

1. Make sure that all questions are JOB RELATED.

- ~~2. Avoid questions which can be answered with simple "Yes or No" responses. Ask "why" and "how" questions. Remember: Follow-up questions are permitted. However, leading questions are not. Such questions tempt the candidate to slant answers to suit you. Your purpose in the interview is to obtain a clear and balanced picture of the candidate's qualifications for the job without indicating the responses you hope to hear.~~
- ~~3. Question the purpose of the question. What is it that you need to know and what is the best question to ask to get the information? Will the question give you insight into the individual's ability to be an effective teacher, lab, technician, secretary-employee? Does it provide insight into the candidate's ability to meet the needs of a diverse student population?~~
- ~~4. Ask the appropriate number of questions for the time period allotted.~~
- ~~5. Keep follow-up questions job-related and in line with the time allotted to the entire interview. The following are suggested follow-up questions:~~

~~Can you clarify that?~~

~~What steps did you take?~~

~~What action did you take?~~

~~What happened after that?~~

~~What did you say?~~

~~How did she/he react?~~

~~How did you handle that?~~

~~What was your reaction?~~

~~How did you feel about that?~~

~~What was the outcome/result?~~

~~Were you happy with that outcome/result?~~

~~What do you wish you had done differently?~~

~~What did you learn from that?~~

~~How did you resolve that?~~

~~Why did you decide to do that?~~

~~What was the outcome of that?~~

~~What was your logic?~~

~~What was your reasoning?~~

~~Where were you when this happened?~~

~~What time was it?~~

~~Who else was involved?~~

~~Tell me more about your interaction with that person.~~

~~What was your role?~~

~~What obstacles did you face?~~

~~What were you thinking at that point?~~

~~Lead me through your decision process~~

~~How did you prepare for that?~~

~~NOTE: Use a follow-up only when you need additional job-related information, need to clarify the information given by the candidate, or think the candidate misunderstood the question.~~

- ~~6. Practice reading the questions aloud to make sure that they make sense to the listener.~~
- ~~7. Discuss and agree upon the desirable points to be covered in the answer prior to conducting the interview~~

process.

~~D III IN R I WS: IN R I W PRO COL~~

~~Candidates will be scheduled to report for their interview early, generally 10–15 minutes prior to their interview, during which time they will be given a list of the interview questions to be reviewed outside of the interview room.~~

~~Greet the candidate and escort him/her into the room.~~

~~Introduce the candidate to the committee and follow with committee introductions (either chair or self-introductions). Remember that handshaking may or may not be a comfortable exercise given the room layout or the candidate's cultural background. Conclusions about a candidate related to this ritual greeting should be avoided.~~

~~Ask the candidate to be seated.~~

~~Explain the format of the interview indicating:~~

- ~~• The maximum time allotted for questions/answers; reference (if so, they may not be removed from the room);~~
- ~~• That these are questions given to all candidates but that the candidate should feel free to elaborate if it would be helpful to the committee and that committee members may ask follow-up questions;~~
- ~~• That following (or prior to) the interview, the candidate will be asked to perform a teaching or other demonstration.~~

~~Following or prior to the interview, escort the candidate to the demonstration area, indicating the location of the available materials.~~

~~Indicate the maximum time allotted for the demonstration/exercise.~~

~~Following the demonstration/exercise, escort the candidate back to interview site.~~

~~Ask concluding questions, e.g. do you have anything to add or questions of us?~~

~~Upon conclusion:~~

- ~~• Thank the candidate for coming.~~
- ~~• Indicate the committee's time frame for making its recommendations to the next decision-maker in the process.~~
- ~~• Make sure that the candidate has not left their materials behind or inadvertently picked up the copy of the questions.~~
- ~~• Ask if the candidate needs directions or assistance to return to their vehicle.~~

~~HIRING PROC D R S PAR I AC L~~

~~The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that seeks diversity and provides equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students.~~

~~Part-time faculty is essential to the teaching and learning process at the District. It is critical to focus efforts~~

toward the hiring of part-time faculty where equal employment opportunity is no less important an issue to consider. It is the goal of the District to maintain an adequate pool of qualified candidates in every discipline for part-time teaching positions.

Efforts aimed at recruiting and hiring part-time faculty must be similar to if not the same as that put forth when the opportunity arises to hire contract faculty. Part-time faculty is required to meet the same minimum qualifications as contract faculty or deemed equivalent or participate in an internship program as per Title 5 Sections 53500-53502.

Definition of Part-time Faculty

Pursuant to Education Code Section 87482.5, (a) "Notwithstanding any other provision of law, any person who is employed to teach adult or community college classes for not more than 67 percent of the hours per week considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee under Section 87604. (b) Service as a substitute on a day-to-day basis by persons employed under this section shall not be used for purposes of calculating eligibility for contract or regular status".

Recruitment

In an effort to develop a well-qualified and diverse pool of potential part-time faculty, a year-round process for advertising and recruiting will be conducted and include announcements in the state chancellor's job registry, colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate. Adjunct faculty will also be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. This dissemination will be the responsibility of the Office of Human Resources. Applications for part-time employment will be accepted and maintained all year to reduce the necessity of advertisement to fill a vacancy at the last moment. Each division/department will identify subject areas for which additional part-time faculty may be needed. The division/department will forward a list of part-time teaching opportunities to Human Resources.

When no qualified pool exists, Human Resources will advertise for part-time faculty positions to provide equal employment opportunity to a wide range of qualified applicants. Human Resources will review the composition of part-time faculty pools to ensure that any failure to obtain broad representation is not due to discriminatory recruitment procedures.

Applicants who contact the division/department directly should be referred to Human Resources or to the website for application materials and urged to then contact Human Resources to complete the Hiring Process. All application materials are returned to Human Resources.

Position Announcement

Human Resources will publish a list of potential part-time positions as requested by the division/department.

Upon notification by the division/department, Human Resources will, in consultation with the division/department dean and discipline faculty develop the job announcement. All job announcements will include:

- a. Sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; and
- b. Minimum qualifications as established by the Statewide Academic Senate and adopted by the Board of Governors of the California Community Colleges plus any additional qualifications established by the

department/program in accordance with the San Bernardino Community College District administrative regulation on Minimum Qualifications, Equivalency, and Local Qualifications.

The days and hours of available assignments will be listed when known, which may vary dramatically from semester to semester.

Application Selection Process

- a. All applicants must complete a District Part Time Faculty application form, and submit a resume and transcripts. Unofficial transcripts are accepted for purposes of review.
- b. Human Resources will maintain an annual pool of completed applications for review, when needed, and will forward all applications to the division/department on a regular basis. When there is a need at both colleges, copies of applications will be forwarded to each college. Human Resources will monitor the applicant pool by discipline on a quarterly basis to ensure that any failure to obtain projected representation for any monitored group (those groups identified in section 53004(b) of title 5 for which monitoring and reporting is required pursuant to section 53004(a) of Title 5) is not due to discriminatory recruitment procedures.
- c. All persons interested in part time employment will be referred to Human Resources where a centralized discipline area file will be maintained. All interested persons will receive a timely response from Human Resources and instructions regarding documentation needed to remain in the part time pool. All applications will be forwarded to the division/department on a regular basis.
- d. In the case where there are no qualified candidates in the pool, the division/department dean or designee may search outside of the pool.
- e. The division/department dean or designee in consultation with the faculty chair of the department and, a full time faculty member from the appropriate or related discipline, will screen and review all applications giving full consideration to the special needs of the division/department/program and the student population to be served.
- f. The dean and the faculty member(s) shall have received training in equal opportunity employment before beginning the hiring process. The division dean or designee and the faculty member(s) will interview the qualified applicants who meet the needs of the division/department/program and the needs of a diverse student population.
- g. Each applicant interviewed must submit evidence of qualifications.
- h. It is recommended that each applicant interviewed be required to demonstrate teaching, counseling, librarianship, or other job related skills. The demonstration should reflect the candidate's ability to meet the needs of a varied student population, who will foster overall district effectiveness.
- i. Candidates seeking equivalency will be forwarded to the college's Equivalency Committee for action. Candidates who are deemed to possess equivalent qualifications will be included in the part time faculty pool.
- j. The Dean or designee will contact the candidates to offer employment and inform them of hiring procedures. Candidates selected for part time faculty positions will be mailed a "Notification and Acceptance of Assignment" letter by the Human Resources Department.
- k. Candidates not immediately selected to teach, will be entered into a part time faculty candidate pool maintained by Human Resources for use by each college. Applications remain on file for one (1) year.
- l. At the end of one year, Human Resources will notify applicants offering them the opportunity to remain in the pool and to update their application.

ADOPTED: 9/13/07

~~SUBSTITUTES~~

- ~~A. Substitutes will be provided, when possible, for instructor absences authorized under the "Leaves" Section of this policy series and/or the San Bernardino Community College District Teachers Association Contract.~~
- ~~B. Compensation shall be at the appropriate hourly rate.~~
- ~~C. Instructors who are not regular or probationary academic employees will be employed as substitutes when possible.~~
- ~~D. Regular and probationary academic employees may be used as substitutes temporarily when competent non-contract substitutes are not available.~~
- ~~E. An employee used as a substitute will be compensated from the first hour of substitution.~~

Approved: January 11, 1990

~~TEACHER EXCHANGE~~

~~The District endorses the practice of teacher exchange subject to the provisions of the Education Code. Exchange teacher arrangements will only be considered where the college president gives assurance that a continued high level of instruction is certain during the period of exchange.~~

- ~~1. Instructors who desire to enter into an exchange teacher arrangement shall notify the president of the college not later than February 1 of the academic year immediately preceding the academic year during which the exchange is to take place.~~
- ~~2. Each exchange teacher arrangement recommended by the college president must have Board approval.~~
- ~~3. No exchange arrangement is final until such time as the visiting exchange teacher has produced proof of meeting minimum qualifications as outlined in Board Policy, and until the District instructor has provided proof of their acceptance by the other participating District.~~
- ~~4. The total number of members of the certificated staff serving as exchange teachers and on sabbatical leave shall not exceed five per cent (5%) of the college full-time teaching or certificated support staff during any given year. This is monitored by the Office of Human Resources.~~

Approved: January 11, 1990

~~TRANSFERS AND REASSIGNMENT~~

~~A "transfer" is a movement of an employee from one college to another. A "reassignment" is a movement of an employee from one division to another division within a college. The District has the right to transfer or reassign employees.~~

~~A transfer/reassignment may be initiated by an employee (voluntary) or by the District (administrative).~~

~~A. Voluntary Transfer/Reassignment~~

- ~~1. An employee may file a request for voluntary transfer/ reassignment at any time. Such request shall be maintained until October 1 of the next school year unless withdrawn earlier by the employee.~~
- ~~2. The District will consider all requests for voluntary transfers/ reassignments from employees who~~

~~meet minimum qualifications and appropriate FSA requirements.~~

- ~~3. A voluntary or administrative transfer/reassignment shall be based upon the following considerations:~~
 - ~~a. FSA qualifications.~~
 - ~~b. Employee meets minimum qualifications for the specific vacancy as specified in any job posting.~~
 - ~~c. Affirmative Action.~~
 - ~~d. Recency of acquired knowledge and/or demonstrated competence based on evaluations and/or recommendations in the subject field or position.~~
 - ~~e. Seniority in the District.~~
 - ~~f. Ability to perform all required tasks of the specific vacancy as specified by the job description.~~
 - ~~g. Ability to work with immediate supervisor(s) and any coworkers, and ability to perform with assigned students. Criteria shall not be applied in an arbitrary or capricious manner.~~

~~B. Denial of Voluntary Transfer/Reassignment~~

~~If requested by an employee, a conference will be held between the administrator who denied the request for voluntary transfer/reassignment and the employee to discuss the reason(s) for the denial of the voluntary transfer/ reassignment.~~

~~C. Administrative Transfer/Reassignment~~

~~If requested by an employee, a conference will be held between the administrator who determined the administrative transfer/ reassignment and the employee to discuss the reason(s) for the administrative transfer/ reassignment. No administrative transfer/reassignment shall be arbitrary or capricious. Absent an urgent need for the immediate services of an employee, any employee who is administratively transferred/reassigned shall be given ten (10) regular scheduled workdays prior notice, except during the summer break when such notice shall be thirty (30) days.~~

~~Approved: January 11, 1990~~

~~ACAD E M I C S E N A T E~~

- ~~A. The Academic Senate is recognized as the body that shall represent faculty interests in all academic and professional matters unrelated to the specific collective bargaining issues identified by law.~~
- ~~B. The respective senates shall establish their own rules, regulations, and operating procedures as permitted by the Education Code.~~

~~Approved: January 11, 1990~~

~~ACAD E M I C R E C O G N I T I O N P R O G R A M S~~

- ~~A. The college president shall designate those college events that shall be recognized as official occasions for Academic Recognition. Participants in such designated events shall wear traditional academic attire.~~
- ~~B. For those who have academic degrees, appropriate attire shall consist of gown, hood, and cap are representative of the institution from which the authorized wearer has received their highest academic degree.~~
- ~~C. For members of the official party who do not have a university or college degree, the traditional black gown and cap with a white tassel is appropriate.~~

~~Approved: January 11, 1990~~

~~ACADEMIC RANK~~

~~A. Authorized titles:~~

- ~~1. **Adjunct Professor**—The title of all non-tenure faculty members.~~
- ~~2. **Assistant Professor**—The title of all tenure-track faculty and full-time temporary faculty.~~
- ~~3. **Associate Professor**—The title of all certificated personnel upon granting of tenure by the Board.~~
- ~~4. **Professor**—The title to be granted upon a favorable decision by the Academic Senate following recommendation by the Committee on Academic Rank.~~
- ~~5. **Professor Emeritus**—The title to be granted to retiring faculty who have served a minimum of 10 years in the District upon a favorable decision by the Academic Senate following recommendation by the Committee on Academic Rank.~~

~~B. The academic title shall bear no relationship to college salary schedules or other privileges.~~

~~C. Use of Academic Rank titles~~

- ~~1. All titles made applicable by these regulations may be used in both internal and external District communications, publications and/or college publicity.~~
- ~~2. The title of "Assistant Professor" shall be used in employment announcement of full-time tenure-track positions.~~

~~D. Nomination Procedure~~

~~A nomination for advancement in rank may be generated from an eligible individual on their behalf, from an academic peer, or from the department or division chairperson. Nominations shall be submitted to the college Committee on Academic Rank.~~

~~E. Committee on Academic Rank~~

- ~~1. The committee shall be appointed according to the bylaws of the Academic Senate.~~
- ~~2. The committee will consider requests for advancement. A decision will be reached by a majority vote.~~
- ~~3. Committee recommendations will be submitted to the Academic Senate for approval.~~

~~F. Criteria for Advancement to Associate Professor or Professor Emeritus~~

- ~~1. Associate Professor

 - ~~a. The granting of the title Associate Professor is conferred with the granting of tenure.~~~~
- ~~2. Professor

 - ~~a. An Associate Professor may make application for the rank of Professor after a minimum of three (3) years of full-time service as an Associate Professor and upon fulfillment of the criteria listed below:

 - ~~i. Evidence of professional growth as it relates to the faculty service area.~~
 - ~~ii. Evidence of service to the college.~~
 - ~~iii. Evidence of service to the college community.~~~~~~
- ~~3. Professor Emeritus

 - ~~a. An application for Professor Emeritus may be submitted signed by any three division or department colleagues of the retiring faculty member.~~~~

G. Special Consideration

- ~~1. If faculty member transfers to another college within the district having academic rank, the current rank achieved will be honored.~~
- ~~2. The ranks of Professor and Professor Emeritus given before the current version of the AP/BP will be honored.~~
- ~~3. A faculty member who joins SBCCD as full-time faculty and who held academic rank in a previous position at another institution, may submit documentation to apply for rank to the Committee on Academic Rank.~~

H. Appeals Procedure

- ~~1. A decision rendered by the Committee on Academic Rank may be appealed to an Appeals Committee.~~
- ~~2. The Appeals Committee shall be appointed according to the bylaws of the Academic Senate.~~
- ~~3. The Appeals Committee shall consist of different faculty members than those who served on the Committee of Academic Rank.~~
- ~~4. The Appeals Committee will select one of its own members as chairperson.~~

~~Approved: January 11, 1990~~

Attachments

No Attachments

Comment by Quinones, Brooke

4/19/2021, 6:01PM EDT

Recommended changes from April DA & further HR review



Current Status: Draft

PolicyStat ID: 8394357



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: 07/2020
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References:

AP 7381 Health and Welfare Benefits

NOTE: ~~This procedure is optional. Local practice may be inserted. Health and welfare benefits are a mandatory subject of bargaining for employees that are represented by an exclusive representative. Procedures as to other employees are at District discretion.~~ Health and welfare benefits are a mandatory subject of bargaining for employees that are represented by an exclusive representative. Procedures as to other employees are at District discretion.

~~A. A program of health and welfare benefits shall be provided to all confidential and supervisory employees.~~

~~B. Hospitalization/Medical~~

~~The District pays the insurance premium for the Board approved hospitalization/medical plan for the employee, spouse, and dependents.~~

~~C. Dental~~

~~The District pays the insurance premium for the Board approved dental plan for the employee.~~

~~D. Life Insurance~~

~~The District pays the insurance premium for the Board approved life insurance plan for the employee.~~

~~E. Health Service, Continuation After Retirement~~

~~Any confidential or supervisory employee who opts for early retirement will continue to receive hospitalization/medical plan benefits available to classified employees of the district, until age 65, subject to all the conditions for one of the following:~~

~~1. Service Retirement #1~~

~~a. Has attained the age of 60 before terminating employment with the district.~~

~~b. Has completed a minimum of ten years service with the district.~~

~~c. Has been an employee of the district immediately preceding retirement status.~~

~~d. Must be on retirement with the Public Employees Retirement System.~~

~~OR~~

~~2. Service Retirement #2~~

~~a. Has attained the age of 55 before terminating employment with the district.~~

~~b. Has completed a minimum of twenty years with the district.~~

~~c. Has been an employee of the district immediately preceding retirement status.~~

~~d. Must be on retirement with the Public Employees Retirement System.~~

~~OR~~

~~3. Disability Retirement~~

- ~~a. Regardless of age before terminating employment, has completed a minimum of five years of service with the district.~~
- ~~b. Has been an employee of the district immediately preceding retirement.~~
- ~~c. Must be accepted by and remain on disability retirement with the Public Employees Retirement System.~~
- ~~d. Retiree agrees to enroll in Parts A & B and pay the full premium as soon as they are eligible.~~

~~**Sample from another District**~~

~~Health and Welfare benefits for bargaining unit members will be governed by the respective collective bargaining agreement.~~

~~**Insurance Benefits**~~

~~The following fringe benefits will be provided to management/confidential personnel:~~

- ~~• Medical insurance including hospitalization for employee and dependents.~~
- ~~• Dental insurance for employee and dependents.~~
- ~~• Level term life insurance for employee.~~
- ~~• Decreasing benefit life insurance for employee.~~
- ~~• Income protection for employee only.~~
- ~~• Vision insurance for employee and dependents.~~

~~The Board will determine the District premium contribution for management and confidential employees.~~

~~**Sample from another District**~~

~~Health and Welfare benefits are provided to employees of the District as follows:~~

~~'Certificated/academic employee' benefits are pursuant to the Agreement between the District and the Faculty Association.~~

~~Classified employee benefits are pursuant to the Agreement between the District and the Classified Employees (CSEA) Chapter #535.~~

~~Management and confidential employees are provided the same benefits that are negotiated with the District's two bargaining units - CTA and CSEA.~~

~~Specific benefits can be viewed on the District's website~~

~~**Sample from another District**~~

~~The specific provisions regarding health and welfare benefits are contained in the appropriate collective bargaining agreements and personnel plans.~~

~~**References:**~~

~~Government Code Sections 53200 et seq.~~

Attachments

- [AP 7381 Health and Welfare Benefits - Legal Citations](#)
- [AP 7381 Health and Welfare Benefits - Comments](#)

Administrator override by Stat, Policy

10/28/2020, 7:41PM EDT

Deleted approval workflow: "Non-Academic & Professional - Chapter 7"

Comment by Goodrich, Kelly

3/24/2021, 7:04PM EDT

4/6/21 DA 1st Read - Chapter Owner Initiated - Change of Content

DRAFT



Chancellor's Council

ARTICLE 1: NAME

This organization shall be known as the Chancellor's Council of the San Bernardino Community College District.

ARTICLE 2: PURPOSE

The Chancellor's Council (CC) is the primary district-wide, participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting the educational programs and services of the San Bernardino Community College District. CC members serve as a conduit for cross-district communication on these issues, soliciting feedback from and disseminating reports and updates to constituency groups.

ARTICLE 3: INTENTION

Members of the CC advise and make recommendations to the chancellor regarding district goals and priorities that are of major importance to the district in providing opportunity and promoting quality, integrity, accountability and sustainability in carrying out the mission and goals of the district.

ARTICLE 4: MEMBERSHIP

The Membership shall be made up of the individuals or their respective designee whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

1. The Chancellor of the District, Chair
2. Vice Chancellor of Human Resources & Police Services
3. Executive Vice Chancellor
4. Vice Chancellor of Educational Services
5. President of Crafton Hills College
6. President of San Bernardino Valley College
7. President of the CHC Academic Senate
8. President of the SBVC Academic Senate
9. President of the CHC Classified Senate
10. President of the SBVC Classified Senate
11. President of the CHC Student Body Assoc.
12. President of the SBVC Student Body Assoc.
13. President of Black Faculty & Staff
14. President of the Latino Faculty & Staff
15. President of CTA
16. President of CSEA



Chancellor's Council

17. President of Management Association
18. ~~President of Confidential Association~~ Group Lead (Administrative Officer)
19. President of Police Officers Association

ARTICLE 5: REPRESENTATION

- Members will maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Members will represent their constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Members will communicate a clear understanding of the issues and any CC recommendations to their constituency.
- Members will solicit input from and disseminate information to their respective constituency group.
- Members will base their interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the CC meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Members will honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

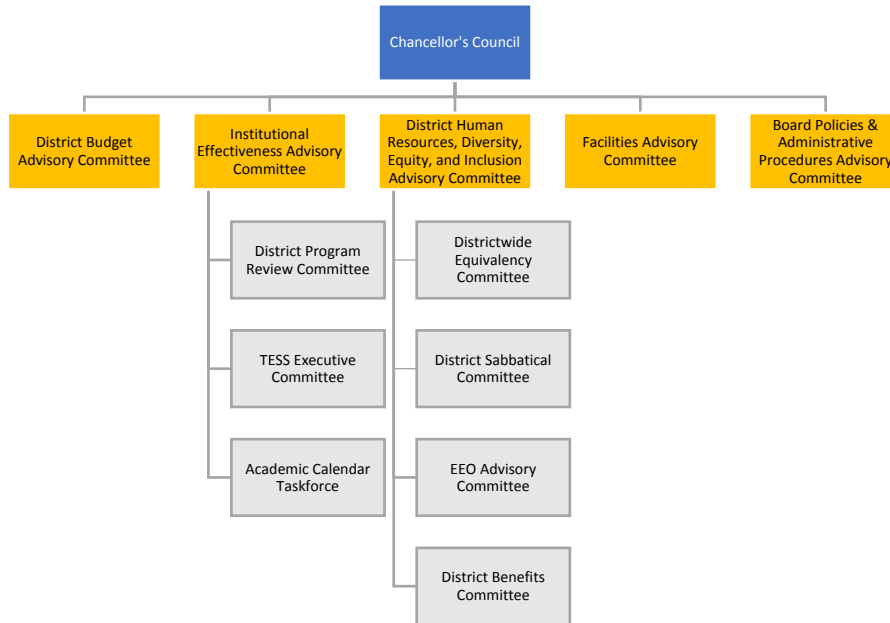
ARTICLE 6: MEETINGS

~~Meetings are held at 3:00pm on the first Tuesday of each month, except in January, June, July, and August unless otherwise specified.~~

- Members will honor the agenda and be prepared to participate in the entire meeting.
- Members will keep the discussion focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Members will encourage full and open participation by all CC members and make a concerted effort to avoid discussions that are dominated by a few people.
- Members will welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Members will practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.



Chancellor's Council



Advisory Committees and Chairs:

1. Chancellor's Council: Chancellor
2. District Budget Advisory Committee: Executive Vice Chancellor
3. Institutional Effectiveness Advisory Committee: Vice Chancellor of Education Services
 - a. Sub-Committees: Includes District Program Review Committee, Technology TESS Executive Committee, and Academic Calendar Taskforce
4. District Human Resources, Diversity, ~~and~~ Equity, and Inclusion Advisory Committee: Tri-Chairs: Vice Chancellor of Human Resources & Police Services, Academic Senate Representative, Classified Senate Representative
 - a. Sub-Committees: Includes District Wide Equivalency Committee, District Sabbatical Committee, EEO Advisory Committee, and District Benefits Committee, Equivalency, Sabbatical, EEO, and HSI
5. Facilities Advisory Committee: Sr. Facilities Director
 - a. Includes Facilities, Safety, Energy, and Sustainability
6. Board Policies & Administrative Procedures Advisory Committee: Co-Chairs - Executive Vice Chancellor & Vice Chancellor of Human Resources & Police Services

Existing Committees to be placed under new Committee format:

- ~~District Assembly (Changed to Chancellor's Council)~~
- ~~District Services Planning and Program Review Committee~~



Chancellor’s Council

- ~~TESS Committees~~
- ~~Academic Calendar Committee~~
- ~~District Benefits Committee~~
- ~~District Equivalency Committee~~
- ~~District Sabbatical Leave Committee~~
- ~~District Sites Safety Committee~~
- ~~Districtwide Safety Committee~~
- ~~Equal Employment Opportunity (EEO) Committee~~
- ~~Hispanic Serving Institution (HSI) Advisory Committee~~

POLICIES & PROCEDURES ADVISORY COMMITTEE	
Charge	The Policy and Procedures Advisory Committee is an advisory committee to the Chancellor’s Council. The committee is charged with updating, creating, developing, and systematically reviewing Administrative Procedures (AP) and Board Policies (BP). The workgroup will ensure a continuous evaluation of the APs and BPs, will create taskforces and invite subject matter experts, including students, when appropriate for input in the process. The committee forwards recommendations for changes to APs/BPs to the Chancellor’s Council.
Quorum	<u>TBD</u>
Meeting Schedule	TBD
Attendance Location	District Boardroom Zoom: https://cccconfer.zoom.us/j/98604464871
Co-Chairs	Executive Vice Chancellor Vice Chancellor of Human Resources & Police Services
Membership	<ul style="list-style-type: none"> ● Management Representative, CHC (appointed by college president) ● Management Representative, SBVC (appointed by college president) ● Faculty Representative, CHC (appointed by Academic Senate President) ● Faculty Representative, SBVC (appointed by Academic Senate President) ● Classified Representative, CHC (appointed by Classified Senate President) ● Classified Representative, SBVC (appointed by Classified Senate President) ● Classified Representative, DSO (appointed by Classified Senate Presidents) ● Associated Student Government President or designee, CHC



Chancellor’s Council

	<ul style="list-style-type: none"> • Associated Student Government President or designee, SBVC • <u>Confidential Group Representative Lead (Administrative Officer)</u> • <u>EEO Advisory Committee Representative (appointed by the EEO Committee)</u>
Approved/Revised Notes	<u>TBD</u>
Support Staff	Administrative Officer Senior Executive Administrative Assistant Executive Administrative Assistant to the Chief Human Resources Officer

DISTRICT BUDGET ADVISORY COMMITTEE	
Charge	<p>The District Budget Committee is a body with the objective of sharing all budget information with identified constituencies. It is intended to provide a forum for budget discussion and input. It is also a committee where explanations of Board actions or decisions or recommendations under consideration can be discussed. The committee is neither a decision-making body nor is it intended to undermine or replace the budget allocation processes of the colleges. The Committee's responsibilities include the review and recommendations regarding District-wide processes related to budget development which may have a major impact on site operations or allocations. Committee discussions or review may include the following during any budget year:</p> <ol style="list-style-type: none"> 1. Review and evaluation of current, projected or proposed Federal, State and local funding proposals affecting California Community Colleges and the related financial impact on the district. 2. Review of District budgetary policies, administrative procedures, allocation model formulas and guidelines across the District. Protect the financial well-being of the District. Determine that procedures are responsive to strategic priorities as determined by the campuses and District Office. Union issues which are conducted as a part of labor negotiations are not a part of this Committee’s responsibility.



Chancellor’s Council

3. The review process will include both general fund unrestricted and restricted funding sources. The Committee will also review enrollment growth projections, and other workload measures.
4. Review and make recommendations regarding District-wide budget assumptions (revenues, allocations, COLA and growth). Any District Budget Committee recommendations related to District-wide processes shall be advisory to the Chancellor.
5. Promote budget awareness, communicate budget issues and may assist in budget and finance training activities District-wide.

All members are responsible for making regular reports to their respective organizations. The administrators responsible for Board Policy recommendations that come from the standing committees will forward recommendations to the District Assembly and appropriate constituent groups for review and the Chancellor will forward the final recommendations to the Board of Trustees. The minutes of this committee will be posted on the District Web.

Quorum	<u>TBD</u>
Meeting Schedule	TBD
Attendance Location	District Boardroom Extension Zoom: https://cccconfer.zoom.us/j/360544163
Chair	Executive Vice Chancellor
Membership	<ul style="list-style-type: none"> • Executive Vice Chancellor • Vice Chancellor Human Resources & Police Services • VP, Admin Services, CHC • VP, Admin Services, SBVC • Director of Fiscal Services • Business Manager • Chief Technology Officer • Management Representative, CHC (appointed by college president) • Management Representative, SBVC (appointed by college president) • Faculty Representatives (2), CHC (appointed by Academic Senate President) • Faculty Representatives (2), SBVC (appointed by Academic Senate President)



Chancellor’s Council

	<ul style="list-style-type: none"> • CTA Representative (appointed by CTA) • Classified Representative, CHC (appointed by Classified Senate President) • Classified Representative, SBVC (appointed by Classified Senate President) • Associated Student Government President or designee, CHC • Associated Student Government President or designee, SBVC • KVCR Representative (appointed by KVCR General Manager) • EDCT Representative (appointed by EDCT Executive Director) • Financial Officer Representative (appointed by CSEA) • DSO Representative (appointed by CSEA)
Approved/Revised	<u>Approved 4/15/21</u>
Notes	
Support Staff	Senior Executive Administrative Assistant



Chancellor’s Council

INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE	
<p>Charge</p>	<p><u>The Institutional Effectiveness Advisory Committee (IEAC) aids in the districtwide integration of institutional planning, resource allocation, program review and the technology strategic plan. We support student success by:</u></p> <ul style="list-style-type: none"> ● <u>Supporting the colleges' Institutional Effectiveness processes.</u> ● <u>Supporting the accreditation processes at the colleges and ensuring that the related accreditation district entities (e.g., HR, Business Services, TESS) are meeting accreditation requirements.</u> ● <u>Providing program review support by reviewing program assessment results in light of District Support Operations (DSO) strategic goals to recommend institutional priorities for inclusion into integrated planning and resource allocation.</u> ● <u>Ensuring that the colleges Educational Master Plans inform the development of the DSO Strategic Plan.</u> ● <u>Developing and monitoring implementation of the DSO Strategic Plan, ensuring that the District Strategic Plans (i.e., HR and TESS) align with the DSO Plan.</u> ● <u>Ensuring the development of mechanisms to assess progress on major district plans (i.e., HR and TESS) and providing an annual report that can be used in the formulation of recommendations to Chancellor’s Council.</u> ● <u>Facilitating communications and resource-sharing across District and Colleges in order to better meet institutional research and planning needs.</u> ● <u>Developing mechanisms (e.g., self-surveys and rubrics) to assess effectiveness of district-level committees and make recommendations to Chancellor’s Council.</u> ● <u>Participating in deliberations related to the development of the annual academic calendar.</u> <p>The charge of the Districtwide Institutional Effectiveness Committee (DIEC) is to:</p> <ul style="list-style-type: none"> ● Support the colleges' Institutional Effectiveness processes ● Support the accreditation processes at the colleges and ensure that the related accreditation district entities (HR, Business Services, TESS, etc.) are meeting accreditation requirements



Chancellor’s Council

	<ul style="list-style-type: none"> ● Develop and monitor implementation of the Districtwide Support Services Strategic Plan ● Prepare an annual progress report to describe progress in achieving the objectives in the Districtwide Support Services Strategic Plan ● Facilitate communications and resource sharing across District and Colleges in order to better meet institutional research and planning needs ● Develop mechanisms to assess progress on major district plans and make recommendations to Chancellor’s Council ● Develop mechanisms to assess effectiveness of district-level committees and make recommendations to Chancellor’s Council
Quorum	
Meeting Schedule	TBD
Attendance Location	District Boardroom Zoom: https://cccconfer.zoom.us/j/91201139260
Chair	Vice Chancellor of Education Services (vacant) <u>District</u> Director Research, Planning and Institutional Effectiveness (sub)
Membership	<ul style="list-style-type: none"> ● Chancellor ● Executive Vice Chancellor ● Vice Chancellor of Workforce Development, Advancement, and Media Systems ● <u>Vice President of Instruction, CHC</u> ● <u>Vice President of Instruction, SBVC</u> ● <u>Director of Human Resources</u> ● Chief Technology Officer ● College President, CHC ● College President, SBVC ● <u>Executive Director/Dean of Institutional Effectiveness, Research, and Planning, CHC</u> ● <u>Executive Director/Dean of Institutional Effectiveness, Research, and Planning, SBVC</u> ● <u>District Director Institutional Effectiveness, Research, and Planning, DSO</u> ● <u>Director of Facilities Planning, Emergency Management and Construction, or designee</u> ● Academic Senate President or designee, CHC ● <u>Academic Senate President or designee, SBVC</u>



Chancellor’s Council

	<ul style="list-style-type: none"> ● <u>Professional Development Coordinator, CHC</u> ● <u>Professional Development Coordinator, SBVC</u> ● Faculty Representative, CHC (appointed by Academic Senate President) ● Faculty Representative, SBVC (appointed by Academic Senate President) ● CTA Representative (appointed by CTA) ● Classified Representative, CHC (appointed by Classified Senate President) ● Classified Representative, SBVC (appointed by Classified Senate President) ● CSEA Representative, CHC (appointed by CSEA) ● CSEA Representative, SBVC (appointed by CSEA) ● Associated Student Government President or designee, CHC ● Associated Student Government President or designee, SBVC ● Public Information Officer, CHC ● Public Information Officer, SBVC ● Public Information Officer, DSO ● Accreditation Liaison Officer, CHC ● Accreditation Liaison Officer, SBVC ● Accreditation Committee eChair, CHC ● Accreditation Committee eChair, SBVC ● <u>KVCR Representative</u> ● <u>EDCT Representative</u> ● <u>Confidential Group Representative</u>
<p>Approved/Revised</p>	<p><u>Approved 4/22/21</u></p>
<p>Notes</p>	<p><u>Tell us the different committees that will be incorporated in the Institutional Effectiveness Advisory Committee.</u></p> <ul style="list-style-type: none"> ● District Program Review ● Technology ● Academic Calendar Taskforce <p>Tell us if there is a need for any separate sub-committees and the purpose.</p> <p><u>DISTRICT PROGRAM REVIEW COMMITTEE:</u></p> <ul style="list-style-type: none"> ● <u>Purpose: To ensure District Support Operations (DSO) departments and services receive continual quality review, align</u>



Chancellor’s Council

	<p><u>DSO resource request with college needs, and maintain parity with how the colleges conduct their program review process.</u></p> <ul style="list-style-type: none"> • <u>Rationale: Current plans to develop a district-wide program review process necessitates that this committee remains separate.</u> <p><u>TESS EXECUTIVE COMMITTEE:</u></p> <ul style="list-style-type: none"> • <u>Purpose: Develop the SBCCD Technology Strategic Plan, research technology trends, recommended technology initiatives, approve technology policies and procedures.</u> • <u>Rationale: The scope of work undertaken by TESS Executive is too broad to incorporate into the IEAC. The membership is also too diverse to incorporate into IEAC without significantly expanding its size.</u> <p><u>ACADEMIC CALENDAR TASKFORCE:</u></p> <ul style="list-style-type: none"> • <u>Purpose: To develop an academic calendar that meets CCC requirements and, to the extent possible, the needs of the campus community (e.g., student success best practices, feeder school academic calendars, holidays, and faculty and staffing considerations).</u> • <u>Rationale: There are aspects of calendar development that require more specialized discussions than what could be provided at the IEAC and the calendar taskforce has the people best suited to handle development of the academic calendar.</u>
Support Staff	Executive Administrative Assistant to the Chancellor

DISTRICT PROGRAM REVIEW COMMITTEE SUB-COMMITTEE OF: INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE	
Charge	To ensure District Support Operations (DSO) departments and services receive continual quality review, align DSO resource request with college needs, and maintain parity with how the colleges conduct their program review process.
Quorum	TBD
Meeting Schedule	TBD
Attendance Location	District Boardroom Zoom: TBD
Chair	Vice Chancellor of Education Services (vacant) <u>District</u> Director Research, Planning and Institutional Effectiveness (sub)
Membership	<ul style="list-style-type: none"> • TBD
Approved/Revised	TBD



Chancellor's Council

Notes	
Support Staff	Executive Administrative Assistant to the Chancellor

TESS EXECUTIVE COMMITTEE SUB-COMMITTEE OF: INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE	
Charge	To develop the SBCCD Technology Strategic Plan, research technology trends, recommended technology initiatives, approve technology policies and procedures.
Quorum	TBD
Meeting Schedule	TBD
Attendance Location	District Boardroom Zoom: TBD
Chair	Vice Chancellor of Education Services (vacant) District Director Research, Planning and Institutional Effectiveness (sub)
Membership	<ul style="list-style-type: none"> TBD
Approved/Revised	TBD
Notes	
Support Staff	Executive Administrative Assistant to the Chancellor

ACADEMIC CALENDAR TASKFORCE SUB-COMMITTEE OF: INSTITUTIONAL EFFECTIVENESS ADVISORY COMMITTEE	
Charge	To develop an academic calendar that meets CCC requirements and, to the extent possible, the needs of the campus community (e.g., student success best practices, feeder school academic calendars, holidays, and faculty and staffing considerations).
Quorum	TBD
Meeting Schedule	TBD
Attendance Location	District Boardroom Zoom: TBD
Chair	Vice Chancellor of Education Services (vacant) District Director Research, Planning and Institutional Effectiveness (sub)
Membership	<ul style="list-style-type: none"> TBD
Approved/Revised	TBD
Notes	
Support Staff	Executive Administrative Assistant to the Chancellor



Chancellor’s Council

DISTRICT HUMAN RESOURCES, DIVERSITY, AND EQUITY , <u>AND INCLUSION</u> ADVISORY COMMITTEE	
Charge	<u>Align Districtwide DEI efforts and ensure adequate support is available. The Advisory committee will also conduct research and make DEI recommendations to the Chancellor’s Council.</u>
<u>Quorum</u>	
Meeting Schedule	TBD
Attendance Location	District Boardroom Zoom: <u>TBD</u>
<u>Tri-Chairs</u>	Vice Chancellor of Human Resources & Police Services, <u>Academic Senate Representative, Classified Senate Representative</u>
Membership	<u>TBD</u>
Approved/Revised	<u>TBD</u>
Notes	<p>Tell us the different committees that will be incorporated in the District Human Resources, Diversity, and Equity, <u>and Inclusion</u> Advisory Committee.</p> <p><u>None of the existing committees will be incorporated into the HRDEI Advisory Committee. The Advisory Committee will meet to discuss vested groups (BIPOC, HSI, AAPI) and determine the structure of those advisory councils (https://pasadena.edu/about/president/advisory-councils-and-committees/index.php).</u></p> <p>Tell us if there is a need for any separate sub-committees and the purpose.</p> <ul style="list-style-type: none"> • <u>District Wide Equivalency Committee will continue to meet in accordance with AP 7211.</u> • <u>District Sabbatical Committee will continue to meet in accordance with Article 18 of the CTA CBA.</u> • <u>EEO Advisory Committee will continue to meet and will provide representation for AP/BP committee.</u>



Chancellor’s Council

	<ul style="list-style-type: none"> <u>District Benefits committee will be reexamined to determine if this committee should continue to operate and we will include the purpose and committee charge.</u>
Support Staff	Executive Administrative Assistant to the Chief Human Resources Officer

DISTRICTWIDE EQUIVALENCY COMMITTEE SUB-COMMITTEE OF: DISTRICT HUMAN RESOURCES, DIVERSITY, EQUITY, AND INCLUSION ADVISORY COMMITTEE	
Charge	TBD
Quorum	TBD
Meeting Schedule	Will continue to meet in accordance with AP 7211
Attendance Location	District Boardroom Zoom: TBD
Chair	Vice Chancellor of Human Resources & Police Services, Academic Senate Representative, Classified Senate Representative
Membership	<ul style="list-style-type: none"> TBD
Approved/Revised	TBD
Notes	
Support Staff	Executive Administrative Assistant to the Chief Human Resources Officer

DISTRICT SABBATICAL COMMITTEE SUB-COMMITTEE OF: DISTRICT HUMAN RESOURCES, DIVERSITY, EQUITY, AND INCLUSION ADVISORY COMMITTEE	
Charge	TBD
Quorum	TBD
Meeting Schedule	Will continue to meet in accordance with Article 18 of the CTA CBA.
Attendance Location	District Boardroom Zoom: TBD
Chair	Vice Chancellor of Human Resources & Police Services, Academic Senate Representative, Classified Senate Representative
Membership	<ul style="list-style-type: none"> TBD
Approved/Revised	TBD
Notes	
Support Staff	Executive Administrative Assistant to the Chief Human Resources Officer



Chancellor’s Council

EEO ADVISORY COMMITTEE	
SUB-COMMITTEE OF: DISTRICT HUMAN RESOURCES, DIVERSITY, EQUITY, AND INCLUSION ADVISORY COMMITTEE	
Charge	TBD
Quorum	TBD
Meeting Schedule	TBD
Attendance Location	District Boardroom Zoom: TBD
Chair	Vice Chancellor of Human Resources & Police Services, Academic Senate Representative, Classified Senate Representative
Membership	<ul style="list-style-type: none"> • TBD
Approved/Revised	TBD
Notes	
Support Staff	Executive Administrative Assistant to the Chief Human Resources Officer



Chancellor's Council

FACILITIES ADVISORY COMMITTEE	
Charge	<p>The Facilities Advisory Committee is an advisory committee to the Chancellor's Council. The committee is charged with:</p> <ul style="list-style-type: none"> • Gathering and disseminating information about issues related to the planning, design and construction of district-wide facilities. • Reviewing the College's Educational Master Plans and Facilities Master Plan Goals and making recommends modifications and additions. • Providing quarterly updates on the progress of Measure CC bond projects. • Ensuring that District Design Standards are implemented for all new construction and in major renovations. • Reviewing, making recommendations and implementing on District Safety & Security Plans. • Promoting safe, adequate, well-maintained facilities that support excellence in education. • Reviewing data pertaining to employee injuries and incidents and making recommendations to prevent future occurrences. • Evaluating and updating the district-wide Energy and Utility Infrastructure Plans. • Reviewing, making recommendations and implementing and Zero Net Energy Plan and Sustainability Plan. • Ensuring alignment with the CCC's Climate Change & Sustainability Policy. • Providing a quarterly Sustainability Progress Report.
Quorum	
Meeting Schedule	TBD
Attendance Location	District Boardroom Extension Zoom: https://cccconfer.zoom.us/j/94504064373?from=addon
Chair	Sr. Facilities Director
Membership	<ul style="list-style-type: none"> • Facilities Project Manager • Emergency Manager • Facilities Director, CHC • Facilities Director, SBVC • Measure CC Campus Project Manager, SBVC • Measure CC Campus Project Manager, CHC • TESS Representative (Appointed by Chief Technology Officer)



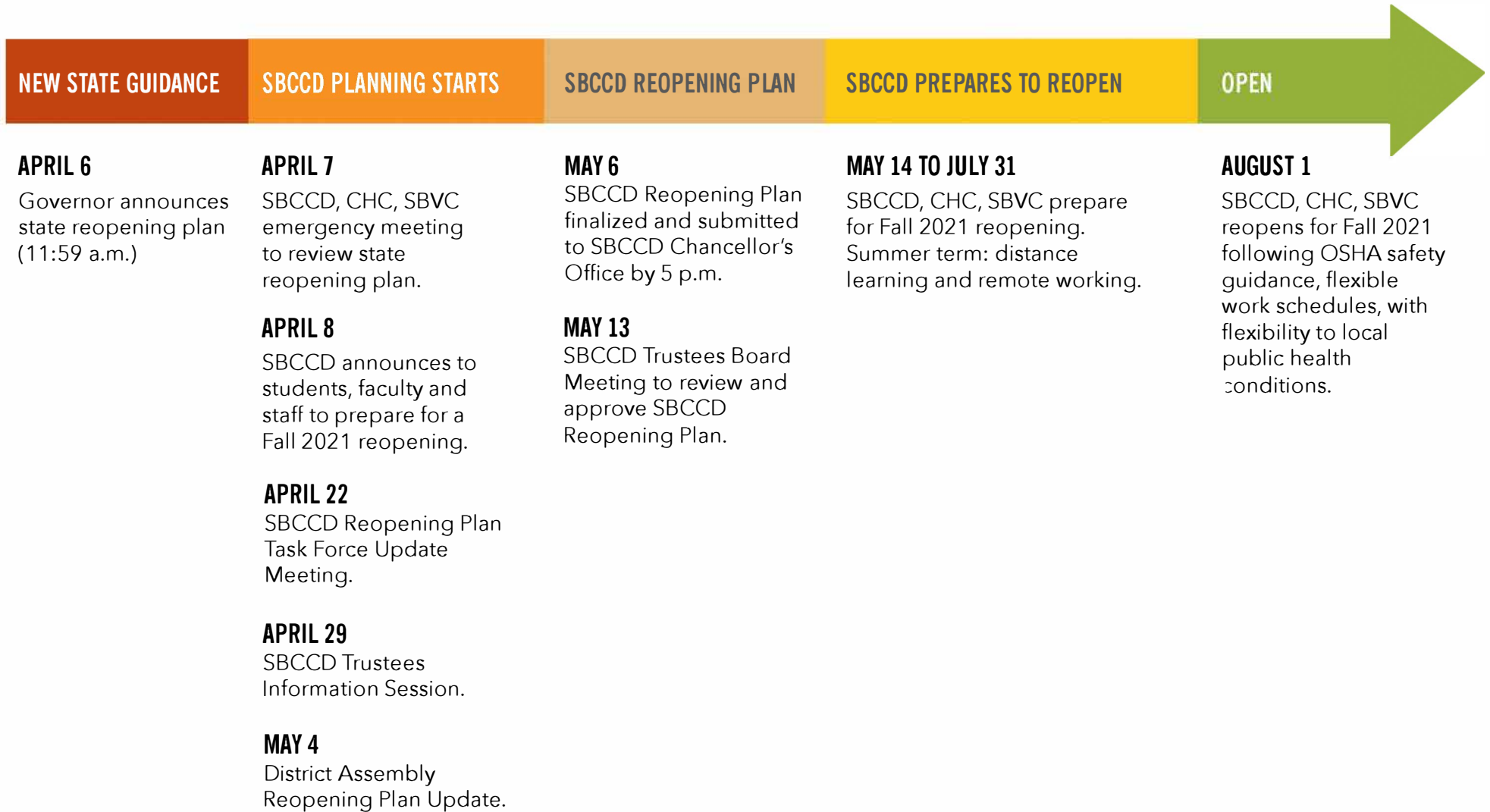
Chancellor’s Council

	<ul style="list-style-type: none"> • Police Department Representative (Appointed by the Chief of Police) • Faculty Representative, CHC (appointed by CTA) • Faculty Representative, SBVC (appointed by CTA) • CSEA Representative, CHC (appointed by CSEA) • CSEA Representative, SBVC (appointed by CSEA) • DSO Representative (appointed by CSEA) • Associated Student Government President or Designee, CHC • Associated Student Government President or Designee, SBVC • KVCR Representative (appointed by KVCR General Manager) • EDCT Representative (appointed by EDCT Executive Director) • Print Shop Representative (appointed by Supervisor, Printing Services)
<p>Approved/Revised Notes</p>	<p><u>TBD</u></p> <p>Tell us the different committees that will be incorporated in the Facilities Advisory Committee.</p> <ul style="list-style-type: none"> • District-W<u>W</u>ide Safety • District Sites Safety • Sustainability Task Force <p>Tell us if there is a need for any separate sub-committees and the purpose.</p> <p><u>N/A</u></p>
<p>Support Staff</p>	<p>Administrative Assistant II</p>

DRAFT

SBCCD REOPENING TIMELINE

SUMMER & FALL 2021



April 15th, 2021

CHC Classified Senate Report

Greetings,

To start this report, I would like to share that our Classified Senate at Crafton Hills College have been working with our College President in having conversations on how we will be transitioning back to an in-person work environment. We, as many of you, have many questions and concern regarding this transition, but we are confident that our opinions and suggestions will be considered when crafting the regulations to follow once we return. We appreciate the openness in terms of communication on this topic and we hope such communication continues throughout the whole process.

Our Senate has been working on different projects to involve more classified and promote a more active participation in college activities. Two examples are the planning of activities of our Classified Professionals Week that will be taking place the week of June 14th. This event will be open to ALL classifieds throughout SBCCD. We also relaunched the Caring Campus initiative that was placed on hold for almost a year. Our transition to online platforms such as Zoom has facilitated the participation of more classified colleagues in different meetings and events, but we still need to build on fortifying our support networks and find ways to better serve our college and students.

Lastly, we are working with the other campus constituencies in providing feedback on the update of our college Mission, Vision, and Values. Our main goal is that anyone can read and understand what Crafton Hills College is and what we have to offer them.

Sincerely,

A handwritten signature in black ink, appearing to read "Herberth Jaco", written in a cursive style.

Herberth "Alex" Jaco