

SBVC College Council AGENDA May 13, 2009

Deb Daniels, SBVC President, Co-Chair
John Stanskas, Academic Senate President, Co-Chair
Robert Alexander
Damon Bell
Marco Cota
Rick Hrdlicka
Courtney Hunter
Celia Huston
Mark Ikeda

John Napolitano
Barbara Nichols
Mike Perez
Kay Ragan
Zelma Russ
Odette Salvaggio
Troy Sheffield
James Smith

TOPIC

DISCUSSION and ACTION

Approval of April 8, 2009 Minutes

Campus Climate Survey – Troy and James

Progress on Committee Reorganization - Deb

VPAS 2nd Level Interviews - Deb

Associate Degree – Kay

Classified Staff Hiring Process – John

Revised Core Competencies – John

Classified Staff Day – Barbara

SBVC College Council Minutes May 13, 2009

Deb Daniels, SBVC President, Co-Chair
 John Stanskas, Academic Senate President, Co-Chair
 Robert Alexander **A**
 Damon Bell
 Marco Cota
 Rick Hrdlicka
 Courtney Hunter
 Celia Huston
 Mark Ikeda

John Napolitano **A**
 Barbara Nichols
 Mike Perez **A**
 Kay Ragan
 Zelma Russ
 Odette Salvaggio
 Troy Sheffield
 James Smith

TOPIC	DISCUSSION and ACTION
Approval of April 8, 2009 Minutes	The minutes were approved with the following corrections: Change "Educational Master Plan" to "Strategic Plan" under the Strategic Plan agenda item.

Campus Climate Survey – Troy and James	The Campus Climate Survey was handed out and an exercise was done to identify strengths and weaknesses within the survey data of the managers, classified staff, and students. The findings of the exercise were discussed but no conclusions were reached.
Progress on Committee Reorganization - Deb	John and Deb are reviewing a side-by-side analysis of input and are working to disseminate the information in August.
VPAS 2 nd Level Interviews-Deb	Deb handed out a grid for the second level VPAS interviews to be held Friday March 15, 2009. Volunteers are needed as tour guides; anyone wishing to volunteer should contact Deb.
Associate Degree – Kay	Kay handed out a letter which included information on the progression of AB 440. Discussion regarding the differences in what is currently required, what is proposed, and Title V language ensued. Any input regarding AB 440 should be sent to John or Kay.
Classified Staff Hiring Process – John	The Classified Hiring Process was handed out for review. All feedback should go to John by noon on May 15, 2009; he will forward feedback to the Vice Chancellor of Human Resources. The managers hiring process is on hold for now.
Revised Core Competencies – John	The SBVC Core Competencies were handed out. There are seven items to be assessed: Communication, Information Competency, Critical Thinking, Ethics, Creative Expression and Self-Awareness, Social Interaction and Cultural Awareness, and Quantitative Reasoning. The goal is to make these core competencies part of Accreditation and directly linked to Elumens.

Classified Staff Day – Barbara

Upcoming events for Classified Staff Week:

Overview of Office 2007

May 26, 2009
10am – Noon
HLS-231
Or
May 27, 2009
2pm – 4pm
HLS-231

Examining Your Strengths

May 26, 2009
2pm – 4pm
HLS-231
Or
May 27, 2009
10am – Noon
HLS-231

**Career Management & Coaching
Managing Your Career in Times of Transition**

May 28, 2009
10am – Noon
LA-202

The Role of Classified Staff and Shared Governance

Russ Hamilton, 4CS Vice President

May 28, 2009
2pm-3:30pm
CC-139

Softball Game & BBQ

June 4, 2009
Time and Location TBA

Deb will send a campus wide email to encourage attendance.



San Bernardino
Valley College

Campus Climate Survey for Faculty

This survey is a means of determining the social, organizational, and academic climate of the campus. It is a way for you to indicate your thoughts about diversity, inter-group cooperation, and overall comfort with the campus environment. Your input is important! Please take five minutes to answer the questions. Thank you for your cooperation.

Distribution Date: September 2008

N=42

1. Faculty and Student Relations

	<i>Strongly agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strong disagree</i>	<i>Not sure</i>
a. My class assignments require students to use the library.	10%	67%	23%	0%	0%
b. SBVC identifies the educational needs of the students and provides services that address those needs.	20%	76%	4%	0%	0%
c. SBVC is committed to a high standard of teaching.	27%	52%	9%	9%	0%
d. SBVC supports an environment that fosters the intellectual, ethical, and personal development of all students.	19%	67%	14%	0%	0%
e. SBVC fosters an environment where diversity is valued.	19%	62%	14%	0%	5%
f. Most SBVC faculty present relevant data to students fairly and objectively.	14%	86%	0%	0%	0%
g. Most SBVC faculty help their students to be adequately prepared to perform the work in their classes.	19%	81%	0%	0%	0%
h. ESL education is accessible to residents of the community who need English skills for their personal interactions and professional development.	0.5%	76.2%	4.8%	1%	8.5%
i. Literacy education is accessible to residents of the community who don't have the ability to read and write at a competent level.	14%	44.3%	33.3%	0%	9%

2. Shared Governance

	<i>Strongly agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strong disagree</i>	<i>Not sure</i>
a. I understand the procedures used to acquire supplies and equipment for my program.	19%	62%	9.5%	9.5%	0%
b. I have been given the opportunity to participate in the development of plans for my department.	24%	38%	14%	14%	11%
c. I have the opportunity to identify budget needs for my program.	24%	43%	29%	6%	0%
d. I am satisfied with the available opportunities to serve on governing and policy-making bodies.	14%	67%	19%	0%	0%
e. I am satisfied with the role that the faculty plays in the development and review of institutional policies for governance and decision-making.	14%	57%	14%	10%	5%
f. Faculty are appropriately involved in curriculum and course planning.	24%	48%	9%	5%	14%
g. Faculty are appropriately involved in course scheduling decisions.	15%	71%	14%	0%	0%
h. Faculty are appropriately represented in committees that have an influence in decision making	10%	72%	14%	4%	0%
i. Faculty have a substantive and clearly-defined role in institutional governance and exercise a substantial voice in matters of educational programs, faculty personnel, and other institutional policies which relate to their areas of responsibilities and expertise.	19%	62%	19%	0%	0%

3. Faculty Relations with SBVC Administration

	<i>Strongly agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strong disagree</i>	<i>Not sure</i>
a. I am satisfied with the role that the Academic Senate plays in the governance of the college.	24%	67%	14%	5%	0%
b. I have confidence in the overall quality and effectiveness of the administration at SBVC	10%	68%	24%	20%	10%
c. I have the opportunity to identify budget needs for my program.	14%	43%	24%	9%	10%
d. My dean or supervisor seeks and values my opinion and ideas.	24%	48%	6%	9%	14%
e. Hiring procedures are fair to applicants.	20%	42%	14%	10%	14%
f. Institutional planning and decision-making are guided by the district/college mission statement.	14%	48%	14%	14%	10%
g. Institutional planning and decision-making are directed toward achieving progress in the area of the education of all students	14%	57%	5%	24%	0%
h. Administrators behave as though it is a high priority for them to improve the campus experience of students.	5%	52%	14%	19%	10%
i. Budget decisions at SBVC are linked to program review.	5%	57%	10%	18%	10%
j. SBVC managers seriously consider the opinions expressed by the Academic Senate.	0%	43%	24%	10%	23%
k. SBVC managers respect the recommendations made via the Program Review process.	5%	38%	14%	24%	20%
l. SBVC managers encourage communication between administration, staff, faculty, and students.	0%	52%	28%	6%	14%
m. SBVC managers ensure that college policies and procedures are administered fairly.	0%	48%	19%	14%	19%
n. SBVC managers ensure effective resource management and establish appropriate priorities in the areas of budgets and expenditures.	5%	68%	19%	14%	24%
o. SBVC managers follow short-term and long-term plans when allocating resources.	0%	43%	19%	10%	28%
p. SBVC managers monitor statutes and regulations to ensure compliance.	4%	46%	2%	10%	38%
q. SBVC managers implement Board Policies.	4%	52%	10%	10%	24%
r. SBVC managers are responsive to committee recommendations.	5%	28%	19%	24%	24%
s. SBVC managers efficiently manage resources and implement priorities that control budget expenditures.	0%	43%	19%	24%	14%
t. SBVC managers provide effective leadership to define goals, develop plans, and establish priorities for the institution.	0%	43%	19%	24%	14%

u. Managers are qualified by training and experience to perform their responsibilities.	0%	43%	19%	9%	29%
v. The institution is administratively organized and staffed to reflect the institution's purposes, size, and complexity.	6%	28%	28%	14%	24%
w. The duties and responsibilities of all administrators are clearly defined and published.	0%	38%	14%	24%	24%
x. The organizational structure of the college provides for efficient and effective management of the institution.	0%	28%	14%	24%	34%

4. Faculty Relations with District

	<i>Strongly agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strong disagree</i>	<i>Not sure</i>
a. District procedures are uniformly followed in hiring full-time faculty .	10%	33%	19%	14%	24%
b. District procedures are uniformly followed in hiring hourly faculty .	10%	33%	14%	5%	38%
c. The district has effective processes in place for the establishment and review of policy planning and financial management.	0%	33%	10%	10%	47%
d. The district and the college have established and utilize effective methods of communication, and exchange information in a timely manner.	0%	33%	33%	10%	24%
e. District administrators provide effective leadership to define goals, develop plans, and establish priorities for the district.	5%	43%	5%	9%	38%
f. District administrators efficiently manage resources, implement priorities controlling budget and expenditures and ensures the implementation of statutes, regulations, and board policies.	0%	32%	24%	10%	34%
g. The district provides effective services that support the mission and functions of the college.	5%	33%	10%	14%	28%

Safety

	<i>Strongly agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>No opinion</i>
a. SBVC fosters a safe environment	5%	81%	9%	5%	0%
b. Safety concerns are taken seriously on this campus	5%	57%	9%	5%	24%
c. If you teach at night, is the lighting adequate for your needs?					
32% Yes		68% No			
d. Have you ever felt personally unsafe on the SBVC Campus?					
24% Yes		76% No			

If 'Yes', please explain in the space below.

6. To what extent are you satisfied with the following district and campus services?

	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>No Opinion</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>
Payroll	24%	71%	5%	0%	0%
Purchasing	6%	28%	52%	10%	6%
Contract	0%	33%	33%	24%	10%
District Computing (data services)	19%	47%	19%	0%	15%
Computing help desk services	19%	57%	14%	0%	10%
Distributed Education	6%	47%	9%	14%	24%
Web design	0%	34%	38%	14%	14%
Print shop	6%	47%	9%	14%	24%
Human Resources	5%	28%	33%	10%	24%
Bookstore (SBVC Campus)	6%	47%	9%	14%	24%
Health services (SBVC Campus)	9%	52%	13%	6%	0%
Cashier (SBVC)	0%	43%	47%	10%	0%

Basic Information

How long have you worked for this organization?

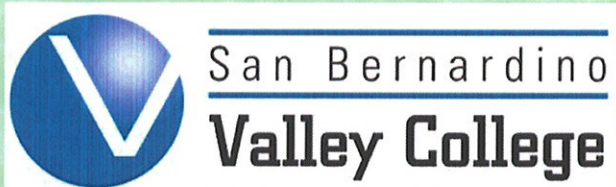
- 5% Less than 2 years
 48% Between 10 and 20 years
 10% Between 2 and 5 years
 14% Between 20 and 30 years
 14% Between 5 and 10 years
 10% More than 30 years

What times do you prefer to teach courses?

- 29% Mornings
 5% Afternoon
 14% Night
 43% Part-time
 24% Mid-day
 20% Week-ends

Include any additional comments here:

Thank you for your participation. We value your opinions.



Campus Climate Survey for Managers

This survey is a means of determining the social, organizational, and academic climate of the campus. It is a way for you to indicate your thoughts about diversity, inter-group cooperation, and overall comfort with the campus environment. Your input is important! Please take five minutes to answer the questions. Thank you for your cooperation.

Distribution Date: October 2008

N=13

1. Mission and Decision Making

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Not sure</i>
a. The SBVC mission statement is clear and well-defined.	30.8%	46.2%	0.0%	23.1%	0.0%
b. The SBVC mission guides all planning.	23.1%	38.5%	7.7%	30.8%	0.0%
c. SBVC is committed to the guiding principles of quality and excellence.	23.1%	30.8%	15.4%	23.1%	0.0%
d. SBVC has mechanisms in place for short-term and long-term planning.	23.1%	38.5%	7.7%	30.8%	0.0%
e. The goals of my division are consistent with SBVC mission and values.	38.5%	38.5%	0.0%	15.4%	7.7%
f. SBVC has maintained a sense of community as it has grown.	7.7%	30.8%	38.5%	23.1%	0.0%
g. There is sufficient consultation about important decisions.	7.7%	38.5%	23.1%	30.8%	0.0%
h. College committees are an effective part of governance.	7.7%	38.5%	15.4%	38.5%	0.0%
i. Representatives from all employee groups are involved in the SBVC planning process.	7.7%	38.5%	23.1%	30.8%	0.0%
j. There is adequate coordination across departments and divisions on campus.	7.7%	30.8%	30.8%	30.8%	0.0%
k. There is adequate coordination between the campus and the district.	7.7%	15.4%	30.8%	46.2%	0.0%
l. SBVC empowers employees to take action and resolve problems.	7.7%	23.1%	15.4%	53.8%	0.0%
m. Organizational structure is well-defined.	15.4%	53.8%	7.7%	23.1%	0.0%
n. Organizational structure results in effective college operation.	7.7%	23.1%	23.1%	23.1%	7.7%
o. There are adequate mechanisms for input into the budget process.	15.4%	30.8%	30.8%	15.4%	7.7%
p. My division or department is careful in the way that it spends funds.	53.8%	30.8%	0.0%	15.4%	0.0%

2. Quality of Services

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Not sure</i>
a. The people in my division are student/client centered.	53.8%	23.1%	7.7%	7.7%	0.0%
b. I would recommend SBVC to my friends/professional associates as a good place to work.	23.1%	23.1%	23.1%	15.4%	7.7%
c. I get a feeling of personal satisfaction from my work.	53.8%	15.4%	15.4%	7.7%	0.0%
d. Courses and educational programs are offered at times that fit the needs of students.	15.4%	7.7%	46.2%	23.1%	0.0%
e. SBVC does a good job of educating and/or training people who are unemployed and underemployed	15.4%	46.2%	7.7%	7.7%	15.4%
f. ESL education is accessible to residents of the community who need English skills for their personal interactions and professional development .	7.7%	15.4%	38.5%	23.1%	7.7%
g. Literacy education is accessible to residents of the community who don't have the ability to read and write at a competent level	7.7%	30.8%	23.1%	23.1%	7.7%
h. SBVC benefits the students and residents of the surrounding community.	15.4%	46.2%	7.7%	7.7%	7.7%
i. SBVC responds to training needs of employees.	15.4%	23.1%	0.0%	38.5%	7.7%
j. The college is responsive to the needs of community organizations.	15.4%	23.1%	23.1%	23.1%	7.7%
k. Courses offered encourage life-long learning.	15.4%	46.2%	0.0%	15.4%	15.4%
l. SBVC is a good place to complete the first years of a four-year degree.	30.8%	38.5%	0.0%	15.4%	7.7%
m. Computers and software are up-to-date.	15.4%	38.5%	7.7%	23.1%	7.7%
n. Computer support services are prompt and efficient.	15.4%	15.4%	30.8%	30.8%	0.0%
o. SBVC has a good academic reputation in the service area.	23.1%	30.8%	7.7%	15.4%	7.7%
p. Student support services are integrated to simplify student referral	15.4%	15.4%	46.2%	15.4%	0.0%

3. Respect for Diversity

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Not sure</i>
a. Persons of color are treated fairly here.	15.4%	61.5%	7.7%	15.4%	0.0%
b. SBVC is free of gender bias.	15.4%	53.8%	0.0%	15.4%	7.7%
c. Reasonable accommodations are provided for persons with disabilities.	15.4%	53.8%	7.7%	15.4%	0.0%
d. The staff are respectful of religious differences.	23.1%	38.5%	15.4%	15.4%	7.7%
e. The climate at SBVC is one of respect for cultural differences.	7.7%	61.5%	7.7%	15.4%	7.7%
f. Courses are available with content specifically related to cultural, religious, and social diversity.	15.4%	53.8%	15.4%	15.4%	0.0%
g. Instructors are sensitive to students' diverse learning needs in the classroom.	7.7%	46.2%	30.8%	0.0%	7.7%
h. SBVC adjusts to the changing demographics of the service area.	7.7%	53.8%	23.1%	15.4%	0.0%
i. Course content is up-to-date.	7.7%	38.5%	30.8%	7.7%	15.4%
j. SBVC ensures fair employment procedures for all personnel.	7.7%	53.8%	15.4%	15.4%	7.7%
k. SBVC attempts to ensure diversity on all hiring committees.	15.4%	61.5%	7.7%	7.7%	7.7%

4. Campus interactions and Collaboration

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Not sure</i>
a. My division works well together to get jobs done.	46.2%	30.8%	7.7%	7.7%	0.0%
b. Employees are encouraged to share knowledge/work collaboratively.	53.8%	30.8%	0.0%	7.7%	7.7%
c. A positive climate for informal open discussion of issues exists.	30.8%	38.5%	15.4%	15.4%	0.0%
d. I am free to express divergent/differing views on topics of discussion.	30.8%	30.8%	15.4%	23.1%	0.0%
e. Employees are encouraged to participate in staff development activities.	23.1%	53.8%	7.7%	15.4%	0.0%
f. I have opportunities to participate in campus-wide decisions.	15.4%	46.2%	7.7%	30.8%	0.0%
g. All employees are treated with respect and dignity at SBVC.	7.7%	38.5%	30.8%	23.1%	0.0%
h. Employees try to communicate honestly and openly with each other.	15.4%	38.5%	30.8%	15.4%	0.0%
i. There is a shared purpose among faculty and staff at SBVC.	15.4%	38.5%	23.1%	23.1%	0.0%
j. There are clear lines of authority within the campus.	15.4%	38.5%	23.1%	15.4%	7.7%
k. There are clear lines of authority between the campus and district.	15.4%	30.8%	23.1%	30.8%	0.0%

Safety

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>No opinion</i>
a. SBVC fosters a safe environment where I feel secure.	23.1%	38.5%	15.4%	23.1%	0.0%
b. Safety concerns are taken seriously on this campus.	30.8%	23.1%	30.8%	7.7%	7.7%
c. If you work on the campus at night, is the lighting adequate for your needs?					
61.5% Yes	38.5% No				
d. Have you ever felt personally unsafe on this campus?					
23.1% Yes	76.9% No				

e. If yes, please explain.

~~XXXX~~

6. To what extent are you satisfied with the following district and campus services?

	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Dissatisfied</i>	<i>Very Dissatisfied</i>	<i>No opinion</i>
a. Payroll	38.5%	61.5%	0.0%	0.0%	0.0%
b. Purchasing	15.4%	46.2%	7.7%	30.8%	0.0%
c. Contracts	7.7%	30.8%	7.7%	46.2%	7.7%
d. District Computing (data services)	0.0%	30.8%	23.1%	38.5%	0.0%
e. Computing help desk services	0.0%	30.8%	30.8%	30.8%	7.7%
f. Web design	7.7%	23.1%	7.7%	38.5%	23.1%
g. Print Shop	7.7%	53.8%	7.7%	15.4%	15.4%
h. Graphic Design	23.1%	38.5%	7.7%	23.1%	7.7%
i. Distributed Education	7.7%	46.2%	7.7%	7.7%	30.8%
j. Human Resources	7.7%	30.8%	23.1%	38.5%	0.0%
k. Cafeteria (SBVC Campus)	30.8%	53.8%	7.7%	7.7%	0.0%
l. Bookstore (SBVC Campus)	46.2%	38.5%	7.7%	0.0%	0.0%
m. Mailroom (SBVC Campus)	46.2%	46.2%	0.0%	0.0%	0.0%
n. Cashier services (SBVC Campus)	53.8%	23.1%	0.0%	7.7%	15.4%

Demographic Information

How long have you been employed at SBVC?

15.4% Less than 2 years

15.4% Between 2 and 5 years

15.4% Between 6 and 10 years

38.5% Between 11 and 20 years

7.7% Between 21 and 30 years

7.7% More than 30 years

Include any additional comments below:

~~XXXX~~

Thank you for your participation. We value your opinions.



San Bernardino
Valley College

This survey is a way for you to indicate your thoughts about inter-group cooperation, services, and overall comfort with the campus environment. Your input is important! Please take five minutes to answer the questions. Thank you for your cooperation.

Campus Climate Survey for Classified Staff

Distribution Date: October 25, 2008

N=48

1. General

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't know</i>
a) Campus morale has improved over the last year	3.0%	43.9%	22.7%	15.2%	13.6%
b) The performance evaluation process at SBVC is fair and unbiased	1.5%	48.5%	19.7%	12.1%	16.7%
c) I am given enough time to complete my work	9.1%	63.6%	21.2%	1.5%	0.0%
d) I feel valued as an employee	12.1%	60.6%	13.6%	12.1%	0.0%
e) My opinions are respected	7.6%	63.6%	13.6%	9.1%	4.5%
f) I have adequate opportunities to interact with other staff members	12.1%	68.2%	10.6%	6.1%	1.5%
g) Staffing levels are adequate in my area	7.6%	50.0%	27.3%	13.6%	0.0%
h) I have the material resources I need to do my job	13.6%	59.1%	15.2%	4.5%	1.5%
i) I am paid for all of the hours I work	16.7%	54.5%	15.2%	9.1%	1.5%
j) SBVC adheres to a policy of fairness and honesty in dealing with classified staff	3.0%	39.4%	28.8%	9.1%	16.7%
k) The construction process has been planned to minimize adverse impacts on faculty staff, and students	4.5%	54.5%	19.7%	6.1%	13.6%



2. Diversity and fairness

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a) My worksite is free of racial bias	15.2%	57.6%	13.6%	9.1%	3.0%
b) My worksite is free of gender bias	13.6%	63.6%	12.1%	6.1%	3.0%
c) Administrators promote cultural and ethnic diversity at SBVC	18.2%	48.5%	10.6%	4.5%	10.6%
d) Hiring practices are fair to all applicants	9.1%	40.9%	21.2%	10.6%	16.7%
e) The SBVC culture promotes awareness of culture and diversity	15.2%	62.1%	7.6%	4.5%	9.1%
f) The SBVC culture is sensitive to issues of culture and diversity	16.7%	62.1%	6.1%	6.1%	7.6%

3. Training

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a) I am satisfied with the staff development opportunities offered at SBVC	6.1%	59.1%	19.7%	4.5%	9.1%
b) New staff members receive orientation to their job duties	3.0%	47.0%	19.7%	6.1%	22.7%

4. Safety

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Don't Know</i>
a) I feel safe on campus	15.2%	56.1%	15.2%	10.6%	1.5%
b) Safety concerns are taken seriously by your supervisor(s)	22.7%	57.6%	9.1%	3.0%	4.5%
c) SBVC fosters a safe environment where everyone feels secure	10.6%	56.1%	10.6%	12.1%	9.1%

5. Have you ever felt personally unsafe on the SBVC campus?

33.3% Yes

62.1% No

If yes, please explain in the space below:

XXXXXX



5. Communication

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>Not sure</i>
a) The district and the college have established and utilize effective methods of communication with classified staff	4.5%	45.5%	22.7%	13.6%	12.1%
b) I receive regular information about major campus issues, concerns, or events	19.7%	62.1%	13.6%	1.5%	1.5%
c) My supervisor seeks and values the opinion and ideas of faculty and staff	22.7%	51.5%	10.6%	7.6%	6.1%
d) I am happy with the email system	15.2%	69.7%	6.1%	6.1%	1.5%

6. How satisfied are you with the following district and campus services?

	<i>Very Satisfied</i>	<i>Satisfied</i>	<i>Not Very Satisfied</i>	<i>Not Satisfied</i>	<i>Not sure</i>
Payroll (District)	28.8%	62.1%	6.1%	0.0%	1.5%
Human Resources (District)	13.6%	39.4%	27.3%	16.7%	1.5%
Cafeteria (SBVC Campus)	25.8%	50.0%	12.1%	0.0%	10.6%
Bookstore (SBVC Campus)	33.3%	57.6%	0.0%	0.0%	7.6%
Health services (SBVC Campus)	28.8%	47.0%	4.5%	3.0%	15.2%
Cashier (SBVC Campus)	16.7%	59.1%	1.5%	0.0%	19.7%

Basic Information

How long have you worked for this organization?

12.1% Less than 2 years	27.3% Between 10 and 20 years
16.7% Between 2 and 5 years	7.6% Between 20 and 30 years
33.3% Between 5 and 10 years	1.5% More than 30 years

What is your job category?

97.0% full-time	0.0% Part-time
-----------------	----------------





San Bernardino
Valley College

Campus Climate Survey

We want to know about your experiences at SBVC. Please take a moment to answer the questions in this survey.

N=404 Fall 2008

Reasons why you selected SBVC--Please indicate whether each of the following items was a major reason, a minor reason, or was not a reason at all in your decision to enroll in classes at SBVC.

	1 - Major Reason	2-Minor Reason	3-Not a Reason
a. Convenient location	58%	22%	17%
b. Offered the courses I wanted	73%	20%	7%
c. Offered evening courses	44%	17%	39%
d. Offered weekend courses	33%	28%	39%
e. Low cost of attending	66%	21%	9%
f. Could work while attending	69%	18%	16%
g. Strong vocational and occupational reputation	34%	35%	31%
h. Strong academic and intellectual reputation	35%	41%	24%
i. Liked the social atmosphere	17%	36%	47%
j. Liked the size of the college	19%	36%	45%
k. Availability of scholarships or financial aid	51%	24%	22%
l. Advice of parents or relatives	20%	32%	48%
m. Advice of high school counselor, teacher or principal	15%	25%	60%
n. Wanted to be with friends	10%	15%	75%

If you could start college over, would you choose to attend SBVC?

Definitely Yes	Probably Yes	Uncertain	Probably No	Definitely No
44%	37%	10%	7%	2%

What is your overall impression of SBVC ?

Excellent	Good	Average	Below Average	Very Inadequate
30%	51%	16%	3%	0%

Campus Life -- Indicate your level of satisfaction with aspects of SBVC campus life listed below.

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>No Opinion</i>
a. I am satisfied with my academic experiences at SBVC.	38%	55%	5%	1%	1%
b. I would recommend SBVC to a friend.	48%	48%	1%	1%	3%
c. I like the SBVC environment and feel comfortable here.	38%	50%	5%	1%	6%
d. In general, the faculty and staff on this campus make an effort to be helpful and courteous.	44%	45%	5%	1%	5%
e. In general, SBVC's faculty and staff are sensitive to the needs of students of all backgrounds.	38%	44%	4%	2%	12%
f. SBVC has a positive reputation in the community.	22%	43%	8%	1%	26%
g. The faculty in the classes I have taken distinguish between their personal beliefs and proven facts.	32%	37%	2%	4%	25%
h. The faculty have clear rules regarding academic honesty.	50%	42%	2%	1%	8%
i. I am satisfied with the variety of courses offered.	43%	43%	5%	3%	5%
j. I am satisfied with the quality of instruction and teaching.	42%	39%	10%	2%	6%
k. I am able to take the courses I need in the required sequence.	34%	45%	10%	3%	7%
l. I am able to get the courses I need at times that are compatible to my schedule.	40%	48%	2%	1%	9%
m. I am satisfied with the developing appearance of the campus.	45%	41%	3%	3%	7%
n. The Library and Learning Center are open at hours that are convenient for my schedule.	34%	34%	10%	2%	20%
o. The books, magazines, and databases available in the Library are adequate to complete my assignments.	32%	38%	3%	1%	26%
p. The Learning Center and other campus computer laboratories provide me with adequate access to technology and the Internet.	36%	35%	1%	1%	27%
q. I am satisfied with my opportunities to join clubs at SBVC.	23%	30%	6%	1%	40%
r. In general, office workers are friendly and courteous.	26%	40%	12%	5%	16%

Programs and Services -- Which programs or services have you used and how do you rate the quality of the services? (If never used the service, do not rate satisfaction)

	<i>Never used the service</i>	<i>Very satisfied</i>	<i>Somewhat satisfied</i>	<i>Not satisfied</i>
a. Academic Counseling Services	41%	52%	47%	1%
b. Athletics	75%	56%	25%	18%
c. Bookstore	16%	52%	35%	2%
d. CalWORKS	84%	65%	34%	1%
e. Career Center	93%	66%	35%	1%
f. Child Care Center	78%	62%	35%	3%
g. Disabled Students Programs & Services	72%	65%	34%	1%
h. EOPS / CARE	92%	77%	21%	2%
i. Financial Aid Office	25%	41%	55%	24%
j. Health Services	72%	66%	34%	1%
k. International Student Services	95%	73%	18%	9%
l. Learning Center (Tutoring Lab)	24%	66%	30%	4%
m. Library	11%	77%	20%	3%
n. Student Activities	27%	65%	34%	1%
o. Student Government	26%	57%	30%	3%
p. Transfer Center	31%	69%	29%	2%
q. Student Assistance Program	77%	44%	31%	25%
r. Work Experience	67%	55%	22%	23%
s. Parking	23%	25%	35%	40%
t. Weekend College Office	74%	65%	26%	9%
u. Cafeteria	28%	69%	25%	5%

Safety

	<i>I Feel Very Safe</i>	<i>I Feel Somewhat Safe</i>	<i>I Do Not Feel Safe</i>	<i>No Opinion</i>
a. SBVC fosters a safe environment where I feel secure	56%	31%	3%	9%
b. If you attend classes on the campus at night, is the lighting adequate for your needs?				
Yes.....	67%	No.....	33%	
c. Is there a time when you have felt personally unsafe on this campus?				
Yes.....	21%	No.....	79%	

If yes, please explain.

Employment Status--(Indicate the number of hours a week you work)

40 Hours or more	20 to 40 Hours	10 to 20 Hours	less than 10 Hours	Not Working
16%	9%	21%	8%	46%

Number of college credits completed -- (Indicate the number of college units you have completed)

Less than 30	Between 30 and 60	More than 60
47%	31%	23%

Gender

Male	Female
41%	59%

Ethnicity

Asian	Black	Hispanic	Native-American	White
5%	25%	44%	1%	24%
other				
3%				

How do you get information about Campus events and activities?

Catalog	Website	Email	School Newspaper	Word of Mouth
11%	38%	11%	3%	36%

Basic data

	Yes	No
a. Do you have a computer at home?	88%	12%
b. Do you have access to the Internet from home?	77%	23%
c. Do you have a credit card?	48%	52%
d. Do you have a checking account?	72%	28%

Education Plan--Please provide the following information about your education plan:

Completed With a Counselor	Completed Online	Completed in Class	Have Not Completed an Ed Plan	Don't Know
30%	8%	24%	30%	8%

Which programs or services would you like to have available to SBVC students? (use the space at the bottom of this page if you need more room for your answer)

CAMPUS CLIMATE SURVEY RESULTS

FACULTY	STRENGTHS	WEAKNESSES
	1.	1.
	2.	2.
	3.	3.
MANAGERS	1.	1.
	2.	2.
	3.	3.
STAFF	1.	1.
	2.	2.
	3.	3.
STUDENTS	1.	1.
	2.	2.
	3.	3.

Cc: mwlieu@asccc.org; MPilati@rioehondo.edu
 Subject: AB 440---transfer degree---time sensitive

Hi Lori,

I'd like to speak to you for a few minutes this week if possible.

The ASCCC is very concerned about AB 440---"transfer degree", and I wondered if your CIO board has discussed it, taken a position, or might be interested in a conversation w/ us?

Are you driving in for the Assessment APG Tues? I will be there.
 If not, is there a time I could call you Mon or Tues?

We have been following the progression of AB 440 and are extremely concerned. In essence the bill will destroy the associate's degree. It aims to give AAs to any student who completes 60 units and the minimum university requirements, which will change Title 5 requirements that says students have a concentration of 18 units in a major or area of emphasis. In effect all you would need is GE and a bunch of whatever units and we'd give you a degree.

Here's what it says:

AB440, will grant the ability to award a degree when a student completes the minimum required for transfer -

66746. A community college district may grant an associate in arts degree in transfer studies or an associate in arts degree in an equivalent program to a student meeting both of the following requirements:

- (a) Completes a minimum of 60 semester units.
- (b) Meets the minimum requirements for transfer to a campus of the California State University or the University of California.

66747. (a) A degree granted pursuant to this article shall recognize the completion of lower division general education requirements.

(b) A degree granted pursuant to this article does not guarantee admission to any institution.

It does not call for completing GE, having basic minimum competencies, and/or completing anything akin to a major. And while it says that it would "recognize the completion of lower division general ed.." - it does not require that and diminishes our degrees by saying "do GE and units up to 60". Such undirected course-taking does not prepare a student well - and it completely redefines our degrees into.... I don't quite have the words. But it is short-sighted and contrary to established ASCCC positions. (see attached)

The consequences down the road could be dire. e.g:

--Before long all students would say they aim to transfer, so they could get the easier degree. They then will not be prepared for the workplace if their goal is to go directly to work after CCC.

--I would think occupational folks would be furious. This will make CCCs mission to be only focused on transfer. Very shortsighted & sad. . .

CLASSIFIED HIRING PROCESS

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, inclusive, and lawful, hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the most qualified candidate who best meets the needs of our students both directly and indirectly.

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

Hiring faculty, classified and confidential staff, and administrators is accomplished through screening committees which produce a recommendation from the President or other appropriate administrators, to the Chancellor who recommends the candidate to the Board for employment.

All Substitute, Short-Term, Student Workers, Adjunct Faculty, Classified, Classified Management, Academic, and Academic Management positions being requested to be filled in the District must be approved by the Vice Chancellor of Human Resources & Employee Relations or Designee and the Board of Trustees prior to the start of employment with the District.

Hiring Qualifications For All Classified Positions:

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

Employment Testing

*CSEA
commented
on*

1. The Office of Human Resources will administer skills testing to all applicants for classified positions requiring job-related skills proficiency. The Director of Human Resources will select the appropriate testing instruments for those positions that require skills testing. Objective criteria will be used to establish performance levels or capabilities measured by employment tests. Testing instruments will be evaluated periodically for currency and relevancy.
2. Any test or skill demonstration must be administered to the candidates in a consistent manner. An individual who has a known disability, which prevents them from taking the test or performing the skill demonstration, may request accommodation. Reasonable accommodations may include, but are not limited to, use of adaptive equipment or aids,

CLASSIFIED HIRING PROCESS

modification of the methods for providing instructions, or substitution of another method for evaluating the knowledge, skills and abilities.

3. Only those that pass the employment tests will be included in the Qualified Applicant Pool.

GENERAL HIRING PROVISIONS

A. Approval to Fill a Position

Requests to fill new or vacant positions must be processed through the appropriate **site administrator hiring manager**, College, Fiscal Services and the Office of Human Resources, and must receive the approval of the Vice Chancellor of Human Resources & Employee Relations or Designee.

B. Online Employment Application Process

The Office of Human Resources implemented this system in order to automate and streamline many of the paper-driven aspects of the employment application process. All requested positions must be submitted through the Online Application System. After the requested information for the vacant position is filled out and submitted, the request will then be approved by the appropriate administrators. The receipt of the Personnel Requisition Form by the Office of Human Resources and budget authorization by Fiscal Services indicates approval to begin the recruitment process.

The Hiring Manager will utilize the Online Application System to:

1. Create and submit ***Personnel Requisition Form*** requisitions to the Office of Human Resources.
2. View ***the list of*** Applicants to postings.
3. Notify the Office of Human Resources regarding the status of each applicant.

C. Recruitment

The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

CLASSIFIED HIRING PROCESS

D. Job Announcements

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. ~~All job specifications including any desired qualifications beyond the minimum requirements~~ which the District wishes to utilize shall be reviewed **by this the hiring manager and the Office of Human Resources** before the position is announced to ensure conformity with the requirements of Title 5 and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the Hiring Manager and the Office of Human Resources ***and must be approved by the Vice Chancellor or designee.***

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum Qualifications;
3. Additional desirable qualifications that are job related and support the responsibilities of the position;
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing if required; and
6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. *Title VII, EEO and ADA*).

E. Screening Process

~~Before the screening process begins, the Office of Human Resources will screen and analyze the resulting pool of qualified applicants.~~ Human Resources will pre-screen the applications and certify the "qualified" pool of applicants.

If the qualified applicant pool is deemed acceptable and the minimum requirements have been met, the Office of Human Resources will forward the Qualified Applicant Pool to the Hiring Manager to begin the screening process.

F. The Screening Committee

CLASSIFIED HIRING PROCESS

1. The Hiring Manager in consultation with the Office of Human Resources will determine the Screening Committee membership. The Screening Committee for Classified positions shall have no less than three (3) and no more than ~~ten (10)~~ **seven (7)** members who have been trained by the Office of Human Resources.

All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources. ~~It is the responsibility of the Hiring Manager to insure that each member receives the required training on (1) Screening Process; (2) Role of the Screening Committee; and (3) Confidentiality.~~

2. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.
3. Every Screening Committee shall have at least one management member and one Classified Senate appointee; and when appropriate, an appointee from the Academic Senate.
4. The **Direct Supervisor** Hiring Managers shall not may participate on the 1st level interviews **on recommendation of site administrator**. In unique situations where the only representative of the affected department is the **Direct Supervisor** Hiring Manager, the Office of Human Resources will assess the particular circumstance.
5. The EEO representative will serve as the Chair of the Screening Committee. **roles and responsibilities.**
6. ~~The Screening Committee should include a majority of the membership from outside the affected department.~~
7. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
8. The ~~Direct Supervisor~~ **Hiring Manager of the vacant position** Hiring Manager submits the membership of the Screening Committee to the Office of Human Resources for approval.

G. Interview Process

CLASSIFIED HIRING PROCESS

1. ~~The Hiring Manager in consultation with the Office of Human Resources shall determine which candidates from the Qualified Applicant Pool will be invited for interviews.~~
2. ~~No less than three (3) candidates will be invited for interview.~~ In cases where fewer than three (3) candidates are invited for interview, the **Committee Chair** ~~Hiring Manager~~ shall provide written justification to the Office of Human Resources.
3. The screening committee develops ~~The Office of Human Resources will work with the Hiring Manager to create job related interview questions.~~ All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or Designee. All interview questions are confidential.
- 3a. ***The Selection Committee will determine the candidates, date, time, to interview based on the timetable of process parameters.***
4. The Office of Human Resources will **contact** ~~arrange and communicate~~ with the candidates to be interviewed. The Hiring Manager will coordinate the arrangements for the time and place of the interview.
5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
6. All Screening Committee members must sign a Confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.
7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation.
8. After the interviews are concluded, each member of the Screening Committee will evaluate and rank the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation.
9. The Screening Committee will recommend at least three (3) candidates to the Hiring Manager for 2nd level interviews. The Screening Committee shall recommend no less than three (3); unless fewer were interviewed or unless the Screening Committee presents written justification for submitting fewer than three (3) for 2nd level interview.
10. Second-level interviews will be conducted on all finalists by the **site administrator/designee or the Chancellor/designee**. ~~College President or Designee with the EEO representative present.~~

CLASSIFIED HIRING PROCESS

11. The Office of Human Resources will communicate with the finalists to be interviewed at 2nd level and arrange for the time and place for the interview, as determined by the College President or Designee.

H. Screening Process

The College President Site Administrator or Designee shall select one of the finalists, who in his/her opinion is most qualified to fill the position and shall recommend such person to the Chancellor.

The College President Site Administrator or Designee will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

I. Reference Check

Upon receipt of the selected candidate, the Office of Human Resources or College President will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.

The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.

Once the successful candidate has been hired and approved by the Board of Trustees, the unsuccessful candidates will be notified in writing of non-screening.

CLASSIFIED HIRING PROCESS

11. The Office of Human Resources will communicate with the finalists to be interviewed at 2nd level and arrange for the time and place for the interview, as determined by the College President or Designee.

H. Screening Process

The ~~College President~~ **Site Administrator** or Designee shall select one of the finalists, who in his/her opinion is most qualified to fill the position and shall recommend such person to the Chancellor.

The ~~College President~~ **Site Administrator** or Designee will submit an online notification to the Office of Human Resources to forward the screening to the Board of Trustees for approval.

I. Reference Check

Upon receipt of the selected candidate, the Office of Human Resources **or College President** will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.

The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.

Once the successful candidate has been hired and approved by the Board of Trustees, the unsuccessful candidates will be notified in writing of non-screening.

CLASSIFIED HIRING PROCESS

1. ~~The Hiring Manager in consultation with the Office of Human Resources shall determine which candidates from the Qualified Applicant Pool will be invited for interviews.~~
2. ~~No less than three (3) candidates will be invited for interview.~~ In cases where fewer than three (3) candidates are invited for interview, the **Committee Chair** Hiring Manager shall provide written justification to the Office of Human Resources.
3. The screening committee develops ~~The Office of Human Resources will work with the Hiring Manager to create job related interview questions.~~ All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or Designee. All Interview questions are confidential.

3a. The Selection Committee will determine the candidates, date, time, to interview based on the timetable of process parameters.

4. The Office of Human Resources will **contact** ~~arrange and communicate~~ with the candidates to be interviewed. The Hiring Manager will coordinate the arrangements for the time and place of the interview.
5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
6. All Screening Committee members must sign a Confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.
7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation.
8. After the interviews are concluded, each member of the Screening Committee will evaluate and rank the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation.
9. The Screening Committee will recommend at least three (3) candidates to the Hiring Manager for 2nd level interviews. The Screening Committee shall recommend no less than three (3); unless fewer were interviewed or unless the Screening Committee presents written justification for submitting fewer than three (3) for 2nd level interview.
10. Second-level interviews will be conducted on all finalists by the **site administrator/designee or the Chancellor/designee**. College President or Designee with the EEO representative present.

CLASSIFIED HIRING PROCESS

1. The Hiring Manager in consultation with the Office of Human Resources will determine the Screening Committee membership. The Screening Committee for Classified positions shall have no less than three (3) and no more than ~~seven (7)~~ **ten (10)** members who have been trained by the Office of Human Resources.

All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources. ~~It is the responsibility of the Hiring Manager to insure that each member receives the required training on (1) Screening Process; (2) Role of the Screening Committee; and (3) Confidentiality.~~

2. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.
3. Every Screening Committee shall have at least one management member and one Classified Senate appointee; and when appropriate, an appointee from the Academic Senate.
4. The **Direct Supervisor** Hiring Managers shall not may participate on the 1st level interviews **on recommendation of site administrator**. In unique situations where the only representative of the affected department is the **Direct Supervisor** Hiring Manager, the Office of Human Resources will assess the particular circumstance.
5. The EEO representative will serve as the Chair of the Screening Committee. **roles and responsibilities.**
6. ~~The Screening Committee should include a majority of the membership from outside the affected department.~~
7. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
8. The ~~Direct Supervisor~~ **Hiring Manager of the vacant position** Hiring Manager submits the membership of the Screening Committee to the Office of Human Resources for approval.

G. Interview Process

CLASSIFIED HIRING PROCESS

D. Job Announcements

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. ~~All job specifications including any desired qualifications beyond the minimum requirements~~ which the District wishes to utilize shall be reviewed **by this the hiring manager and the Office of Human Resources** before the position is announced to ensure conformity with the requirements of Title 5 and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the Hiring Manager and the Office of Human Resources ***and must be approved by the Vice Chancellor or designee.***

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum Qualifications;
3. Additional desirable qualifications that are job related and support the responsibilities of the position;
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing if required; and
6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g. *Title VII, EEO and ADA*).

E. Screening Process

~~Before the screening process begins, the Office of Human Resources will screen and analyze the resulting pool of qualified applicants.~~ Human Resources will pre-screen the applications and certify the "qualified" pool of applicants.

If the qualified applicant pool is deemed acceptable and the minimum requirements have been met, the Office of Human Resources will forward the Qualified Applicant Pool to the Hiring Manager to begin the screening process.

F. The Screening Committee

CLASSIFIED HIRING PROCESS

modification of the methods for providing instructions, or substitution of another method for evaluating the knowledge, skills and abilities.

3. Only those that pass the employment tests will be included in the Qualified Applicant Pool.

GENERAL HIRING PROVISIONS

A. Approval to Fill a Position

Requests to fill new or vacant positions must be processed through the appropriate **site administrator hiring manager**, College, Fiscal Services and the Office of Human Resources, and must receive the approval of the Vice Chancellor of Human Resources & Employee Relations or Designee.

B. Online Employment Application Process

The Office of Human Resources implemented this system in order to automate and streamline many of the paper-driven aspects of the employment application process. All requested positions must be submitted through the Online Application System. After the requested information for the vacant position is filled out and submitted, the request will then be approved by the appropriate administrators. The receipt of the Personnel Requisition Form by the Office of Human Resources and budget authorization by Fiscal Services indicates approval to begin the recruitment process.

The Hiring Manager will utilize the Online Application System to:

1. Create and submit **Personnel Requisition Form** requisitions to the Office of Human Resources.
2. View **the list of** Applicants to postings.
3. Notify the Office of Human Resources regarding the status of each applicant.

C. Recruitment

The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

CLASSIFIED HIRING PROCESS

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, inclusive, and lawful, hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the most qualified candidate who best meets the needs of our students both directly and indirectly.

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

Hiring faculty, classified and confidential staff, and administrators is accomplished through screening committees which produce a recommendation from the President or other appropriate administrators, to the Chancellor who recommends the candidate to the Board for employment.

All Substitute, Short-Term, Student Workers, Adjunct Faculty, Classified, Classified Management, Academic, and Academic Management positions being requested to be filled in the District must be approved by the Vice Chancellor of Human Resources & Employee Relations or Designee and the Board of Trustees prior to the start of employment with the District.

Hiring Qualifications For All Classified Positions:

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

Employment Testing

1. The Office of Human Resources will administer skills testing to all applicants for classified positions requiring job-related skills proficiency. The Director of Human Resources will select the appropriate testing instruments for those positions that require skills testing. Objective criteria will be used to establish performance levels or capabilities measured by employment tests. Testing instruments will be evaluated periodically for currency and relevancy.
2. Any test or skill demonstration must be administered to the candidates in a consistent manner. An individual who has a known disability, which prevents them from taking the test or performing the skill demonstration, may request accommodation. Reasonable accommodations may include, but are not limited to, use of adaptive equipment or aids,

SBVC Core Competencies

Communication

Information Competency

Critical Thinking

Ethics

Creative Expression and Self-Awareness

Social Interaction and Cultural Awareness

Quantitative Reasoning

diversity to
changed wordings

Approved by the SBVC Academic Senate on April 29, 2009

Classified Staff Days!

May 26, 27, and 28, 2009

► Tuesday, May 26, 2009

10:00-12:00 noon

Overview of Office 2007

HLS 231

&

2:00 – 4:00 pm

Examining Your Strengths

HLS 231

► Wednesday, May 27, 2009

10:00-12:00 noon

Examining Your Strengths

HLS 231

&

2:00 – 4:00 pm

Overview of Office 2007

HLS 231

► Thursday, May 28, 2009

10:00 – 12:00 noon

Career Management & Coaching

Managing Your Career in Times of Transition

LA 202

&

2:00 – 3:30 pm

**4CS Vice President, Russ Hamilton, The Role
of Classified Staff and Shared Governance**

CC 139

► Thursday, June 4, 2009

Softball Game & BBQ

