



Crafton Hills College

11711 Sand Canyon Road, Yucaipa, CA 91711

Substantive Change Proposal, Crafton Hills College Basic Firefighter Academy

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12/20/2013

Establishing an Additional Location Geographically Apart from the Main Campus at which the Institution offers at least 50% of an Educational Program

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CRAFTON HILLS COLLEGE

SUBSTANTIVE CHANGE PROPOSAL

BASIC FIREFIGHTER ACADEMY

ESTABLISHING AN ADDITIONAL LOCATION GEOGRAPHICALLY APART FROM THE MAIN CAMPUS AT WHICH THE INSTITUTION OFFERS AT LEAST 50% OF AN EDUCATIONAL PROGRAM
FALL, 2013

This is a request for approval of Substantive Change for the Crafton Hills College (CHC) Basic Firefighter Academy under Section 3.3.2 of the Substantive Change Manual (2012), “Establishing an Additional Location Geographically Apart from the Main Campus at which the Institution offers at least 50% of an Educational Program.” The required documentation for the proposal is offered in Appendices 1 through 10. Additional evidence is cited and hyperlinked throughout the document, and the full URLs and page numbers are provided in item J, labelled “Additional Documentation.”

A. Description of the Proposed Change and the Reasons for It

1. Description of the Change

This is a request for ACCJC approval of substantive change for the temporary relocation of the Crafton Hills College (CHC) Basic Firefighter Academy from the CHC campus to an offsite location at the California Department of Forestry and Fire Protection (CAL FIRE), located at 3800 North Sierra Way, San Bernardino, CA 92405, approximately 21.06 miles from the campus. A map of the facility is provided in Appendix 1. The purpose of the move is to continue instructional operations while a new Emergency Services facility is built on campus. This bond-funded construction project completes the Emergency Services/Occupational Education facilities program as envisioned in the Crafton Hills College Facilities Master Plan, with a total of 25,407 assigned square feet and 35,023 g square feet ([A.1.a.](#)) The new construction will reach completion by August, 2015.

2. The Relationship of the Change to the CHC Mission

The mission of Crafton Hills College is to “advance the education and success of students in quality learning environment.” The CHC Vision is “to be the premier community college for public safety and health services careers and transfer preparation” ([A.2.a.](#)). The temporary relocation of the Basic Firefighter Academy aligns with the college mission and vision in two ways. First, the purpose of the relocation is to accommodate the construction of a new, high-

quality that will allow nearly all firefighting tasks to be taught on-site. Second, the institution's vision explicitly mentions public safety careers as a major area of focus at Crafton Hills.

3. Rationale for the Change

The construction of a new Emergency Services building, prioritized in the San Bernardino Community College District 2014-2018 Five Year Construction Plan ([A.3.a.](#)), is being funded by a bond measure passed in 2008. The new \$24,100,000 building will replace existing space and add new space for the Emergency Services and related health services and commercial service programs. The current OE-2 Building will be demolished as part of this project. A snapshot of the prioritized projects in the SBCCD Facilities plan is provided in Appendix 2.

B. Description of the Program to be Offered

The Basic Firefighter Academy is a full-time, thirteen-week, 16-unit program. Two academies are offered per year. The fall session begins in the last week of August, and the spring academy begins in the last week of January. Cadets begin their day at 6:15 a.m. and end at 6:00 p.m., Monday through Friday. Training takes place primarily at the main site, which at this time is the CAL FIRE location. Some exercises are conducted off-site because neither the campus nor CAL FIRE has the necessary equipment.

1. Educational Purposes of the Change

The purpose of the change is to continue the CHC Basic Firefighter Academy in a facility that is appropriate and adequate for instruction and practice.

2. Eligibility Requirements, Accreditation Standards, and Commission Policies Related to Student Learning Programs and Services and Resources

Eligibility requirements, accreditation standards, and commission policies related to student learning programs, services and resources are addressed in F.1 and 2.

C. Planning Process

1. Relationship to Planning, Evaluation, and Mission

The missions of Crafton Hills College and the Basic Firefighter Academy are clearly aligned. The mission of the Academy is *to provide cadets with the skills required for Firefighter I Certification and to develop teamwork, attitudes and public service commitment.* The college mission is *to advance the success of students in a quality learning environment.* The college vision is *to be the premier community college for public safety and health services careers and transfer preparation.* The Basic Firefighter Academy relocation aligns with the college mission to provide a quality learning environment and to advance the success of students. It also aligns with the emphasis in the college vision on public safety and careers (See [A.2.a.](#) page 5).

2. Assessment of Needs and Resources

The college looked carefully at several options when determining the final location of the Basic Firefighter Academy. Included in the possible sites were the CAL FIRE facility, the San Bernardino Regional Emergency Training Center, an on-campus site, and a San Bernardino County Fire Department location at the local airport. A comparison of sites reveals that the CAL FIRE facility would house the most Fire Academy functions with the least capital outlay. The CAL FIRE leaders were eager to partner with the college, as well. The basic needs of the Academy included a classroom, showers, office space, storage, restrooms, a break room, parking, and outdoor space for exercises. The CAL FIRE location offered all these features.

3. Anticipated Effect on Institution

The temporary relocation of the Firefighter Academy will allow Crafton Hills College to continue to offer the CHC Basic Firefighter Academy in a location that is properly equipped and pedagogically appropriate.

4. Intended Benefits

The temporary relocation of the Firefighter Academy will allow Crafton Hills College to continue to provide high quality instruction in an environment that is particularly well-suited for instruction while the new building is under construction.

5. Preparation and Planning Process

Multiple sites were examined to determine their adequacy as a two-year temporary location for CHC's flagship CTE program. A special committee was convened to discuss and review possible sites for relocation (See Appendix 3). Representatives of several Fire Departments were invited to give input, including the Redlands, San Bernardino County, CAL FIRE, Loma Linda, Rialto, and San Bernardino City Fire Departments. After careful consideration, the CAL FIRE location emerged as the best fit for the program and the least disruptive for students and instruction. Four academies will be held at the CAL FIRE site. The Memorandum of Understanding concerning the joint occupation of the site allows for the extension of the agreement through one additional academy through December 31, 2015, with mutual consent of the parties. The Academy will already have moved and begun to offer classes by the time the Substantive Review Committee reviews this proposal. Because demolition of the current building is occurring in fall, 2013, the projected start date of operations was July 30, 2013 through 8/1/2015.

Beginning in spring semester, 2013, students were notified of the impending move of the Fire Academy to its off-site location via campus website, the Fire Technology webpage, the Fire Academy webpage. Snapshots of these pages are provided in Appendix 4. In addition, the move was advertised on the college electronic marquee, and signage was placed at the construction site of the old and new facilities (Appendix 5). A press release was sent to local

newspapers. The application to the Fire Academy also provided notification of the change in location. The campus map on the inside back pages of the College Catalog shows the address of the temporarily relocated Fire Academy (Appendix 6), and the online and pdf versions of the schedule of classes includes the temporary address of the Academy (Appendix 7).

As indicated before, CAL FIRE is located at 3800 North Sierra Way, San Bernardino, CA 92405, approximately 21.06 miles from the campus. As with the current Fire Academy, students will be expected to provide their own transportation. Table 1 shows that, on average, Fire Technology students taking on-campus classes have a round trip of 25.54 miles per day. The students enrolled in the off-site Fire Academy have an average 25.17 mile round trip. Hence, the inconvenience of relocation to the incoming cohorts is expected to be minimal.

Table 1. *Round Trip Distance, CAL FIRE versus CHC Campus*

	Cal Fire (FIRET 115) 3800 N Sierra Way San Bernardino, CA 92405	Crafton Hills College (FIRET 049) 11711 Sand Canyon Rd. Yucaipa, CA 92399	Diff.
Miles Driven by Students			
Total Miles	503.44	510.73	-7.29
Average Miles	25.17	25.54	-0.36

D. Resources, Initiating, Maintaining, and Monitoring the Change

1. Student Support Services

Crafton Hills College provides online services, such as tutoring, application, orientation, transcript requests, and the purchase of parking passes, fee payments, and book orders. These are fully accessible to the cadets housed off-site.

In addition to these online services, service units at Crafton Hills College are making a concerted effort to serve, support, and engage Fire Academy students. Service units, including representatives of Admissions and Records, Counseling and Matriculation, the Tutoring Center, the CHC Bookstore, Administrative Services, and Student Life met to discuss ways to provide seamless service to students enrolled in the Fire Academy. The Vice President of Student Services and the Dean of Counseling and Matriculation met with the cadets during their orientation on August 13, 2013 to discuss services and support. Among the services discussed were online counseling, tutoring, and mental health services.

The Counseling Center provides online counseling and phone conferences available to the Academy students, the Tutoring Center provides on-site writing support, and the Health and

Wellness Center has agreed to provide an on-site mental health counselor and on-site flu vaccinations.

The CHC Technology Department has installed and will maintain a wireless network on the off-campus site for student and staff use.

Because there is no on-site food service, the college has placed a vending machine in the Academy break room at the off-site location.

2. Staffing: Faculty, Management, Staff

The program receives administrative oversight from the Vice President of Instruction and the Dean of Career Education and Human Development. Both are housed on campus. The Dean frequently travels to the offsite location on an as-needs basis. The Academy Chief is the only full-time faculty in the program (Appendix 7). The full-time/part-time faculty ratio for the Academy is .40. In addition to the Academy Chief, the Academy operates with six part-time adjunct professors, 26 professional experts, and six board-approved volunteers. The Academy maintains a teacher: student ratio of 1:6 to comply with the State Fire Marshal's Office.

3. Professional Development

The staff and faculty at the off-site location have access to several online training resources, including Lynda.com; as well as Keenan Safe Schools. In addition, full-time faculty and staff may apply to the Professional Development for up to \$500 annually to cover the cost of training or conference attendance. Full-time faculty report their flex time annually to the Professional Development Committee.

The Fire Academy Chief is a member of the following organizations: the CHC curriculum committee, the San Bernardino County Training Officer's Association, the California Fire Technology Director's Association, the California Incident Command Certification System Task Force, and the California Conference of Arson Investigators. Each year he attends Fire and Emergency Services Higher Education (FESHE) Conference.

4. Equipment, Facilities, and Control

The CAL FIRE location provides the CHC Fire Academy with a classroom, an office, storage, two apparatus bays, and space for two CHC-owned 40' storage containers. With regard to the facilities, CHC has the following privileges and responsibilities:

- Ability to make improvements to audio visual equipment, phones, and training props as approved by the CAL FIRE Chief to ensure the quality of daily training for cadets
- Access to the Cal Fire SCBA repair bench, to be scheduled with the warehouse manager.
- Parking is available for the Academy students and staff at the CAL FIRE site.

- The installation of CHC furniture was coordinated and approved through the Cal Fire Administrative Chief, and said furniture will be removed upon termination of the agreement.
- CHC will provide custodial services on-site for the Academy.
- The college has installed the CAL FIRE Extractor and will use it throughout the life of the agreement. The extractor will remain at CAL FIRE upon termination of the agreement
- Payment of excessive utility usage costs, including gas, water, and electricity will be negotiated between the college and CAL FIRE.

The MOU between SBCCD and CAL FIRE is provided in Appendix 9. A site map showing the Fire Academy drill ground, break room, training room, and offices is provided in Appendix 1. As mentioned previously, some drills will continue to be conducted at off-site locations, just as they were when the campus housed the program.

5. Fiscal Resources

The Fire Academy and Fire Technology programs receive an annual general fund allocation of \$365,804 for personnel, supplies, maintenance, and rentals. Additional Perkins and lottery funds are allocated to the program, as well. Tables 2 and 3 describe the Perkins fund and general fund budgets for the program.

A budget sufficient to run the Fire Academy is developed annually. There are no anticipated additional program costs due to the relocation. Table 2 shows the costs of contract and hourly personnel, benefits, supplies, rentals, and other miscellaneous costs associated with the Fire Academy, as well as Fire Technology courses.

Table 2. *General Fund Budget, Fire Academy*

6691 Fire Science	FTEF	13-14 Budget
1100 Contract Classroom, J. Koeper	1.00	\$84,457
1100 Contract Classroom, D. Sullivan	1.00	\$72,588
1100 Contract Classroom, Subtotal	2.00	\$157,045
1300/07 Adjunct Faculty, Fall through Summer		\$76,122
1311 Faculty Department Chair		\$7,000
2181 Class Unit Member Non-instructional	0.40	\$54,835
2386 Substitute, No additional Cost		\$2,368
2404 Facilitator - Instructional		\$71,295
3xxx Benefits		\$63,252
4220 Reference Books		\$0
4300 Instructional Supplies		\$772
4430 Software		\$100
4500 Non-instructional Supplies		\$822
5210 Personal Mileage		\$383
5310 Dues and Membership		\$125
5610 Rental		\$2,604
5637 Maintenance Agree Office Equip		\$625
5640 Repairs and Maintenance		\$5,400
Total	2.40	\$365,804

Perkins funding in the amount of \$45,180 is available for the cost of instructional facilitators, travel, repairs, and supplies. Perkins funding for the program is shown in Table 3.

Table 3, *Perkins Funding, Fire Academy, 2013-2014*

6691 Fire Science	13-14 Budget
2389 Facilitator- non-FTE	\$ 35,825
3XXX. benefits	\$ 1,005
5200 Travel	\$ 1,250
5610 rental	\$ 694
5640 repair/maintenance	\$ 4,500
4300 instructional supplies	\$ 1,906
Total	\$ 45,180

In addition to general fund and Perkins dollars, the unit receives \$3,412 in lottery funds for books and supplies. The budget and facilities are adequate to support the Fire Academy during its two-year relocation to San Bernardino.

The actual move-out and move-in costs of relocation will comprise the most substantial increase in costs related to the off-campus site. The costs associated with the off-site location of the Academy and relocation to campus are enumerated in Table 4. Fortunately, the moving and relocation costs were included in the Measure M budget. To reiterate, Measure M is the bond measure that is funding construction of the new Occupational Education building, which will eventually house the Fire Academy. Increased IT costs were absorbed by the college

Table 4. *Costs Associated with Relocation of the CHC Fire Academy*

Item	Vendor	Cost
Rental, Storage Containers (s)	Allied Storage	4,730.40
Boxes and Misc. Items Associated with	Burgess	650.70
Labor and Equipment Associated with Move	Chipman	1,0713.87
Existing Storage Containers Relocation	Mobile Mini	1,108.60
Temporary Signage on-site	SoCal Sign	3,46.40
Set-up Support at Cal Fire	Three Peaks	3,527.86
Extractor Hook-up at Cal Fire	Three Peaks	3,236.00
Phone and data costs (\$350/month)	Verizon	8,400.00
Total		24,313.83
Anticipated budget for relocation to campus		25,686.17
Total Move/Relocation Costs		\$58,400.00

6. Budget, Enrollment, and Resources, a Comparative Analysis

As indicated in the item above, the most substantial costs related to the relocation of the Basic Firefighter Academy are moving costs, rental of storage containers, and phone and data costs. Bond measure funds will be used to cover the cost of relocating the academy. The college will absorb the phone and data costs. Table 5 shows the budget for the Academy is the largest it has been since 2010-2011.

There is no anticipated impact on enrollments as a result of the temporary relocation. Table 5 shows the program is climbing back slowly from a dip in enrollment in 2011-2012. At this point, based on current enrollment, we estimate we will enroll 84 students in the Basic Firefighter Academy. That we have not lost enrollment due to the relocation of the Academy is a positive indicator.

Table 5, *Comparison of Budget and Enrollments, 2010 through the Current Year*

Academic Year	General Fund	Perkins	Total	Enrollment
2010-2011	\$216,518	\$36,533	\$253,051	111
2011-2012	\$178,984	\$43,597	\$222,581	78
2012-2013	\$190,918	\$50,548	\$241,466	80
2013-2014	\$273,020	\$44,555	\$317,575	84*

*It is estimated that 22 students would be enrolled in each section, 2 over the prior year.

7. Monitoring Achievement of Outcomes

The offsite CHC Basic Firefighter Academy will participate in evaluative processes on several levels, including Personnel evaluation, Planning and Program Review, overall student satisfaction with the program and facilities, the assessment of course and program level outcomes, and maintenance and compliance with the Academy’s external accrediting body. Fire Academy faculty and staff will continue to undergo evaluation pursuant to their respective bargaining units. The Fire Academy program will participate in the annual Planning and Program Review process. During its relocation, the Fire Academy is slated to participate in a full program review during fall, 2014 ([D.7.a.](#)). On alternate years, it will participate in the planning process, updating the department’s goals, outcomes and plans. The Academy’s 2012-2013 Annual Plan is an abbreviated description of the unit’s progress toward its goals. The plan outlines outcomes, goals, and objectives for the 2013-14 year. Student satisfaction with the facilities, instruction, and college in general will be gauged through administration of a satisfaction survey designed specifically for the Academy. Course and program level outcomes will continue to be assessed. For the past three years, course-level assessment data has been entered in eLumen and the results are discussed in two mandatory instructor meetings per year. During the meetings, areas of improvement are identified. These are either implemented immediately, or are addressed in the subsequent year’s plans if additional resources are needed. Last, to maintain its accreditation as a Regional Training Center, the Fire Academy’s curriculum will continue to be regulated by the California State Fire Marshal’s Office.

8. Evaluation and Assessment of Student Success, Retention, and Completion

Student Success, retention, and completion are carefully scrutinized in the college-wide Planning and Program Review process. As described in item 7, above, the Firefighter Academy will continue to participate in this important evaluative process. The Planning and Program Review process requires that each participating unit report student success, retention, and completion data. A rubric is applied to the data to determine the extent to which units meet institutional expectations. The data show that productivity in the Fire Technology/Fire Academy unit has decreased from 442.06 in 2008-2009 to 347.89 in 2010-2011. This is primarily due to a reduction in class cap, which occurred to comply with the

classroom limits imposed by state Fire Code. Completion rate has ranged from 90% to 96% over the past five years. However, course success rate has decreased from 89% five years ago to approximately 71%. The drop in success can be traced to the implementation in 2009-2010 of the 80% pass requirement.

E. Approvals, Internal and External

1. Approvals Needed

a. Administrative

The faculty and administrators of the Basic Firefighter Academy were closely involved in examining and selecting the alternate location. The final selection of the CAL FIRE, San Bernardino was forwarded by the College President to the Board of Trustees for approval as a joint Memorandum of Understanding. The MOU is provided in Appendix 9 and the Board Approval item is provided in Appendix 10.

b. External Regulatory and Legal Requirements

The Crafton Hills College Fire Academy meets the requirements set forth by the California State Fire Marshal and the State Board of Fire Services. Every five years the Academy is accredited by the California State Fire Marshal and the State Board of Fire Services. The Academy's accreditation was last reaffirmed in 2012.

2. Legal Requirements Met

The SBCCD Board of Trustees approved the SBCCD 2014-18 Five-Year Construction Plan on 7/18/2012. The plan called for the construction of a new Emergency Services Building. The MOU with CAL FIRE for the relocation of the CHC Basic Firefighter Academy was approved by the SBCCD Board of Trustees on May 30, 2013 (Appendix 9).

3. Governing Board Action

On May 30, 2013 the San Bernardino Community College District Board of Trustees approved a joint Memorandum of Understanding between the district and the California Department of Forestry and Fire Protection (CAL FIRE) for the temporary relocation of the CHC Fire Academy to CAL FIRE in San Bernardino while the building in which it is currently housed is demolished and a new facility built in its stead (Appendix 10). The MOU was effective July 1, 2013.

F. Eligibility Requirements

1. Authority

In order to be eligible, an institution must be authorized or licensed to operate as an educational institution and to award degrees by an appropriate governmental organization or agency as required by each of the jurisdictions or regions in which it operates.

For public community colleges in California, the ACCJC requires official recognition by the California Postsecondary Education Commission and the California Community Colleges Board of Governors. Public colleges in the Western Pacific are authorized through a charter provided as part of a regional treaty. Public colleges in Hawaii are authorized through State legislation.

Crafton Hills College is accredited by the Accrediting Commission for Community and Junior Colleges (ACCJC). ACCJC is authorized to operate by the U.S. Department of Education through the Higher Education Opportunity Act of 2008. Crafton Hills College has been accredited since 1972. The college conducts a self-evaluation every six years.

2. Mission

The institution's educational mission must be clearly defined, adopted, and published by its governing board consistent with its legal authorization, and be appropriate to a degree granting institution of higher education and the constituency it seeks to serve. The mission statement defines institutional commitment to achieving student learning.

The mission of Crafton Hills College can be found in the College Catalog, the Educational Master Plan, and the Organizational Handbook and on the minutes and agendas of most participative governance committees. This year, the mission, vision, and values statements of Crafton Hills College are being reviewed and revised by the Educational Master Planning Committee with input from the college community. The college mission, to “advance the education and success of students in a quality learning environment” both reflects and includes all offsite programs.

3. Governing Board

The institution must have a functioning governing board responsible for the quality, integrity, and financial stability of the institution and for ensuring that the institution's mission is being carried out. This board must be ultimately responsible for ensuring that the financial resources of the institution are used to provide a sound educational program. The board's membership must be sufficient in size and composition to fulfill all board responsibilities. The governing board must be an independent policymaking body capable of reflecting constituent and public interest in board activities and decisions. A majority of the board members must have no employment, family, ownership, or other personal financial interest in the institution. The board must adhere to a conflict of interest policy which assures that those interests are disclosed and that they do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

A seven-member Board of Trustees comprises the governance body of the San Bernardino Community College District Board of Trustees. The Board holds open, public meetings monthly. Minutes and agendas are published in online and paper formats well in advance of each meeting. Trustee biographies, board minutes and agendas, and board policies and administrative procedures are accessible on the SBCCD website ([E.3.a](#), [E.3.b](#), [E.3.c](#)).

4. Chief Executive Officer

The institution must have a chief executive officer appointed by the governing board, whose full-time responsibility is to the institution, and who possesses the requisite authority to administer board policies. Neither the district/system chief administrator nor the college chief administrator may serve as the chair of the governing board.

Dr. Cheryl A. Marshall, President of Crafton Hills College, has oversight of the college's broad strategic directions, and executive responsibilities for administering Board policies and procedures. Board Policy 3100 states the SBCCD Chancellor is responsible for establishing and documenting the organizational structure ([E.4.a](#)). The organizational chart of the district and its two campuses are subject to review by the Board.

5. Administrative Capacity

The institution must have sufficient staff, with appropriate preparation and experience to provide the administrative services necessary to support its mission and purpose.

Crafton Hills College has sufficient staffing in the management ranks to ensure the college mission is carried out. To qualify for employment with the district, all managers must meet or exceed minimum qualifications. The college managers are listed in the College Catalog on page 190 of the Crafton Hills College Catalog ([E.5.a](#)).

6. Operational Status

The institution must be operational, with students actively pursuing its degree programs.

The CHC Fire Academy enrolls a cohort of up to 24 students. The program's completion history is high at 98%- 100% over the past four years. In the 2012-2013 academic year, 39 students received a Firefighter I certificate ([E.6.a](#)).

The class schedule is available on the campus website in both online and pdf formats. Both versions identify the location of the Basic Firefighter Academy ([E.6.b](#), [E.6.c](#)).

7. Degrees

A substantial portion of the institution's educational offerings must be programs that lead to degrees, and a significant proportion of its students must be enrolled in them.

Degree and certificate options at CHC are designed to meet students' divergent goals. The college offers 52 degrees, of which 13 are CSU Transfer Degrees (AA-T or AS-T), as well as

25 certificates ([E.7.a.](#)). The college schedules degree and program course offerings in a pattern that allows students to meet their educational goals in a timely fashion.

8. Educational Programs

The institution's principal degree programs must be congruent with its mission, must be based on recognized higher education field(s) of study, must be of sufficient content and length, must be conducted at levels of quality and rigor appropriate to the degrees offered, and must culminate in identified student outcomes. At least one degree program must be of two academic years in length.

The principal degree programs CHC lead to an Associate of Arts or Associate of Science Degree, or to transfer to a university with 60 or more units. In addition, the college offers a Certificate of Achievement in several career or technical fields. Consistent with the college mission and vision, considerable emphasis is placed on transfer preparation and on public safety and health career preparation

The College Catalog and website list all degree and certificate programs, as well as program and course descriptions of each program. Certificate programs listed in the Catalog include a description of each program's objective.

The online and pdf versions of each semester's schedule of classes include a brief course description, the number of units, meeting pattern, and location of the class.

Last, the CHC Curriculum Committee examines the curriculum for each program to determine that they are need-based and that they meet all requirements with respect to content, rigor, quality, and length, regardless of where the program is offered.

9. Academic Credit

The institution must award academic credits based on generally accepted practices in degree granting institutions of higher education. Public institutions governed by statutory or system regulatory requirements must provide appropriate information about the awarding of academic credit.

Crafton Hills College policies on transfer and awarding of credit are specified in the College Catalog. Credit for courses is based on the "Carnegie unit," which assumes that each student earns one unit based on the completion of 18 hours of in-class and out-of-class work. Each CHC course is of sufficient length and content to comprise its unit assignment, consistent with Title 5, section 55002.5 of the California Administrative Code.

10. Student Learning and Achievement

The institution must define and publish for each program the program's expected student learning and achievement outcomes. Through regular and systematic assessment, it must demonstrate that students who complete programs, no matter where or how they are offered, achieve these outcomes.

Crafton Hills College has made steady progress toward defining and assessing outcomes at all levels ([E.10.a.](#)). Comprehensive course-level assessment reports are posted online and are updated as programs complete their assessment cycles. As of October, 2012, SLOs have been developed for all 375 courses offered within the past two years. Of these, 66.4% (249) have completed the assessment cycle at least once.

Beginning in 2008-2009 and each year thereafter, the college catalog published in hard copy and online, has included program level outcomes for certificates and degrees. As of fall, 2012, 100 % of 43 instructional programs had defined program level outcomes, while 46.5% of programs were assessing outcomes on an ongoing basis. Of the 16 learning and support activities on campus, 13 have defined outcomes and engaged in ongoing assessment, with some units completing as many as four cycles.

The college has six Institutional Learning Outcomes (ILOs): Critical Thinking; Written and Oral Communication; Interpersonal and Group Skills; Society and Culture; Information Literacy; and Ethics and Values. Two forms of assessment have been used: 1) mapping lower-level outcomes to institutional learning outcomes and 2) the analysis of relevant data from the Community College Survey of Student Engagement. Three ILO's have been assessed using the course mapping method, one has been assessed using the CSSEE, and cycles have been completed for two ILOs: Critical Thinking and Society and Culture.

Beginning in 2013-2014, course-level, program-level, and institutional outcomes will be aligned through the use of a universally-adopted four-point rubric. The content of the rubric will change to fit the needs of the course or program, but the structural consistency across levels will allow lower-level assessments to provide evidence for higher-level outcomes. It is expected that assessments will be at least 80% complete for all course, program, and institutional outcomes by the end of the academic year.

11. General Education

The institution must define and incorporate into all of its degree programs a substantial component of general education designed to ensure breadth of knowledge and promote intellectual inquiry. The general education component must include demonstrated competence in writing and computational skills and an introduction to some of the major areas of knowledge. General education must have comprehensive learning outcomes for the students who complete it. Degree credit for general education programs must be consistent with levels of quality and rigor appropriate to higher education. See the Accreditation Standards, II.A.3, for areas of study required for general education.

General Education courses are incorporated into all Crafton Hills College degree offerings. General Education at CHC is designed to prepare students to:

- Analyze, synthesize, and evaluate various forms of information
- Demonstrate effective oral and written communication
- Analyze and use quantitative and qualitative information

- Apply problem-solving and decision-making skills utilizing multiple methods of inquiry;
- Recognize the contributions of the arts, humanities, and sciences
- Make informed decisions regarding physical, mental and emotional health issues
- Develop social awareness and a global perspective
- Understand the power and complexity of diversity

General education courses are clearly identified in the College Catalog. A thorough of each General Education course is also provided in the College Catalog; course descriptions are organized by discipline.

Course-level outcomes for each General Education cluster are described in the College Catalog. Outcomes for each course are assessed in accordance with the CHC Institutional Assessment Plan.

The Curriculum Committee is charged by the Academic Senate to ensure the academic rigor and quality of all CHC courses, including those designated as General Education. Courses are taught in accordance with the Course Outline of Record.

12. Academic Freedom

The institution's faculty and students must be free to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Regardless of institutional affiliation or sponsorship, the institution must maintain an atmosphere in which intellectual freedom and independence exist.

The San Bernardino Community College District is committed to the principle that the free expression of ideas is essential to the education of its students and to the effective governance of its colleges. The free expression of ideas is limited only by the principles of fairness, respectful expression, and the careful differentiation between fact and opinion. No limitations are placed upon study, investigation, presentation, and interpretation of facts and ideas. Students have the opportunity to study controversial issues and divergent view. Academic employees are obligated to protect the student's right to freedom of inquiry, even when the conclusions of such inquiry different from those of the employee. The Board Policy and Administrative Procedure (4030) on Academic Freedom are posted on the San Bernardino Community College District website ([E.12.a](#) and [E.12.b](#)). In addition, the College Catalog contains information about academic freedom, as well as a reference to the Board Policy on page 43 ([E.12.c](#)).

13. Faculty

The institution must have a substantial core of qualified faculty with full-time responsibility to the institution. The core must be sufficient in size and experience to support all of the institution's educational programs. A clear statement of faculty responsibilities must include development and review of curriculum as well as assessment of learning.

As of fall, 2012 Crafton Hills College employed 69 tenured/tenure track faculty, and over 130 part-time faculty. All CHC faculty meet minimum qualifications for their discipline, also stipulated in the CTA Bargaining Agreement ([E.13.a](#)). The CTA contract contains a full description of faculty responsibilities, including a 2013 Memorandum of Understanding between CTA and SBCCD that outlines faculty responsibility for :

- a. Writing and revising learning outcomes
- b. Choosing a method to measure the learning outcomes
- c. Setting a numerical target for outcome results
- d. Assessment of the learning outcomes
- e. Participating in departmental meetings
- f. Documenting the results of the cycle.

In addition, the Academic Senate of CHC passed a resolution stating the assessment of student learning for the purpose of student achievement and program effectiveness is a faculty right and responsibility ([E.13.b](#)).

14. Student Services

The institution must provide for all of its students appropriate student services that support student learning and development within the context of the institutional mission.

During the two-year relocation of the Fire Academy, the Dean of Career Education and Human Development, the Vice President of Student Services, Chief of the CHC Basic Firefighter Academy will collaborate to ensure effective and timely student services are delivered to the cadets enrolled in the program.

Admissions. Cadets may access online application and registration via the statewide CCCApply portal. Students can register and pay for classes, withdraw from classes, and check their grades through WebAdvisor. In addition, they can order transcripts online and submit online requests for enrollment and degree verification. They can purchase a parking pass online ([E.14.a](#)).

WebAdvisor, the CHC online portal, provides students with important information regarding deadlines, pre-and co-requisites, program information, and policy information. Students can update their contact information in WebAdvisor.

Bookstore. Students can order textbooks and supplies online through the CHC Bookstore ([E.14.b](#)). Links to the online book ordering service are available in the college e-schedule. Students may view or order books for a specific course while perusing the schedule.

Financial Aid. Because the Basic Firefighter Academy is only 16 units, students are only eligible for state, and not federal funding. However, students often choose a degree or

certificate program after completion of the Fire Academy for which they may be eligible for federal aid.

The Financial Aid department's website includes a link to complete the FAFSA online, download financial aid forms, sign up for a Sallie Mae Debit Card, and apply for Federal Work Study. The site also includes the financial aid refund policy and provides links to online financial aid resources, such as scholarship sites, a net price calculator to determine the cost of attendance, the College Board, and the California Student Aid Commission ([E.14.c](#)).

Academic Advising, Counseling, and Transfer. There is no on-site counselor for the Basic Firefighter Academy. However, the Dean of Counseling and Matriculation and the Vice President of Student Services meet with each new cohort of cadets to discuss the counseling, advising, and transfer resources on campus. Students are encouraged to contact the Dean if they encounter difficulty, or if they are interested in pursuing a transfer or degree opportunity upon completion of the Academy. The Dean has made counseling opportunities available to cadets via phone, online chat, or face-to-face appointments.

Information about degrees and transfer is provided in the CHC Catalog, the Online Orientation, and the New Student Handbook.

Assessment and Placement. Cadets are exempt from the college assessment process. Students who are interested in pursuing a degree or certificate requiring math or English must take the college assessment.

College Police and Security.

The District police are responsible for the safety and security of students, staff, and property throughout the District. The District Police has added the CAL FIRE site to its routine patrol schedule.

Disabled Student Programs and Services. Crafton Hills College served approximately 407 students with disabilities annually. Of those, most (35%) are categorized as Learning Disabled. Another 30% have other health limitations, and 17% have provided verification of a psychological disability. Because Basic Firefighter Academy cadets must meet rigorous physical fitness criteria, there is rarely an occasion when DSPS provides a cadet with an academic adjustment relative to anything other than a temporary disability due to injury. However, DSPS is available to provide assessment, advisement, testing accommodations, assistive technology, textbooks in alternate formats, and other academic adjustments to those cadets who might have a specific learning disability. Accommodations are also extended to the student for licensing exams. In addition, the department can review medical and mental health documentation and develop an appropriate referral and accommodation plan for students with learning and psychological challenges.

DSPS works closely with the Health and Wellness Center to provide short-term psychological therapy and long-term referrals for students who require this service. DSPS services are described in the online orientation, the college catalog, the New Student Handbook, and the campus website.

EOPS/CARE/CalWORKS. Crafton Hills College has a robust EOPS/CARE/CalWORKS program that serves approximately 354 financially disadvantaged students. Because cadets are not enrolled in at least an 18-unit certificate program, they are not eligible for federal aid, a pre-requisite for EOPS and CARE service. However, the online orientation, college catalog, New Student Handbook, and campus website all contain information about these programs should the cadets decide to enroll in a long-term program.

Health and Wellness Center. Cadets are eligible to access all medical and mental health services on campus. In addition, the Center has provided flu shots at the off-site location for cadets. The Center will provide onsite mental health counseling to any cadet who requests it. In addition, the Health and Wellness Center works closely with DSPS to identify students who require medical intervention or psychological services, and to develop an appropriate plan for support and intervention.

15. Admissions

The institution must have adopted and must adhere to admission policies consistent with its mission that specify the qualifications of students appropriate for its programs.

The CHC admission policy is included in the college catalog (page 11). A statement of student qualifications for admission is provided, as well as admission requirements for students transferring credit, international students, and high school students. Admissions information also includes residency rules, advanced placement, and acceptance of CLEP.

In addition to an application for enrollment in the college, prospective Basic Firefighter cadets must complete a separate application to the program, available online on the Firefighter I Basic Training Academy website ([E.15.a](#)).

Admission to the Basic Firefighter Academy is based on completion of required pre-requisites and on a point system that awards points to completion of particular courses. These are thoroughly described in the application ([E.15.b](#)).

Pre-Requisites for the Academy.

1. Fire Protection Organization – FIRET 100 or Equivalent
2. Fire Prevention Technology – FIRET 101 or Equivalent
3. Current copy of EMT Course Completion
4. Completed Medical Clearance for Firefighters
5. Physical Abilities test certificate (C-PAT or Biddle) taken by stipulated deadline

6. Successful Interview with the Academy Chief

Admission to the Fire Academy is based on a Point System:

Points are awarded to Applicants for each of the following:

- 1 point - Completed application delivered to the Academy Secretary
- 1 point – Successful completion of Building Construction for Fire Protection
- 1 point – Successful completion of Fire Protection Systems
- 1 point – Successful completion of Fire Behavior and Combustion
- 1 point – Successful completion of Principles of Firefighter Safety & Survival
- 5 points – Successful completion of A/S degree in Fire Technology
- 10 points Successful Interview with the Academy Chief

16. Information and Learning Resources

The institution must provide, through ownership or contractual agreement, specific long-term access to sufficient information and learning resources and services to support its mission and instructional programs in whatever format and wherever they are offered.

17. Financial Resources

The institution must document a funding base, financial resources, and plans for financial development adequate to support student learning programs and services, to improve institutional effectiveness, and to assure financial stability.

Campus financial planning and information for Crafton Hills College falls within the duties of the President of Crafton Hills College, with support from the Vice President of Administrative Services. At the district level, the Vice Chancellor of Fiscal Services has oversight of all district fiscal matters, including the budget development process accounting, purchasing, contracts, district strategic planning, and environmental, health and safety compliance. In addition, enrollment targets and college allocations are determined by the Vice Chancellor based on the SBCCD Budget Allocation model, with input from the College Presidents.

The annual district budget serves as a financial plan for all district entities. It is also broadly distributed. The budgets for the district are available on the District website ([E.17.a](#)). General fund, restricted, and categorical funds are identified in the budget development process to support instructional programs and student services. The annual budget identifies revenues, their sources and amounts, and a detailed description of budgeted revenue and expenditures by fund. SBCCD won the Distinguished Budget Presentation Award from the Government Financial Officers Association for the fiscal year beginning July 1, 2012.

18. Financial Accountability

The institution must undergo an audit annually and make available an external financial audit by a certified public accountant or an audit by an appropriate public agency. The institution must submit with its eligibility application a copy of the budget and institutional financial audits and management letters prepared by an outside certified public accountant

who has no other relationship to the institution for its two most recent fiscal years, including the fiscal year ending immediately prior to the date of the submission of the application. The audits must be certified and any exceptions explained. It is recommended that the auditor employ as a guide Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants. An applicant institution must not show an annual or cumulative operating deficit at any time during the eligibility application process.

As a community college district and public entity, San Bernardino Community College District is required to have an annual audit of our financial statements. The District contracts with an independent audit firm to conduct the annual independent audit. The District makes each final audit report available to the public with its other annual reports. Auditors must
A typical annual financial audit consists of the following:

- Pre-audit conference between the Internal Auditor and the independent audit firm
- Interim fieldwork, consisting of compliance elements and internal control testing
- Year-end fieldwork, consisting of the drafting of the District's financial statements and testing of the balance sheet accounts
- Receipt and review of the independent audit firm's report
- Acceptance of the independent audit firm's report by the Board of Trustees and submission to the State of California and the California Community College Chancellor's Office

Annual audit reports are available online at the District Website ([E.18.a.](#)).

19. Institutional Planning and Evaluation

The institution systematically must evaluate and make public how well and in what ways it is accomplishing its purposes, including assessment of student learning outcomes. The institution must provide evidence of planning for improvement of institutional structures and processes, student achievement of educational goals, and student learning. The institution must assess progress toward achieving its stated goals and make decisions regarding improvement through an ongoing and systematic cycle of evaluation, integrated planning, resource allocation, implementation, and reevaluation.

At Crafton Hills College, Planning and Program Review (PPR) has become a cyclical and sustainable process that is central to integrated planning, evaluation, and resource allocation. Each unit participates in a full Program Review every four years and completes the Annual Planning questionnaire on alternate years. To date, all units in each of the four major administrative areas—President, Student Services, Instruction, and Administrative Services, have participated in at least one cycle of Program Review and have submitted at least one Annual Plan.

Over the past several years, the College has continued to revise and refine PPR to ensure clarity and shared understanding of the purpose, evaluative standards, and product of the PPR process. The committee has built into its calendar a process of continuous quality

improvement consisting of direct feedback from PPR participants. As of the current year, the PPR web tool is also the common site for reporting course and program-level outcomes.

In addition to the Planning and Program Review process, the college is guided by its Educational Master Plan. The Educational Master Plan Committee (EMPC) is the body responsible for reviewing, revising, and updating the plan, with broad input from the campus community. The Educational Master Plan can be viewed online by accessing the link under Faculty and Staff ([E.19.a](#)).

20. Public Disclosure

The institution must provide a catalog for its constituencies with precise, accurate, and current information about the college in general, requirements, major policies affecting students, and documentation.

Catalog information can be accessed from the Crafton Hills College website under the Prospective and Current Student links ([E.20.a](#)). The catalog contains all policies affecting students. Policies can also be accessed online at the District website. A link to the District website is provided at the bottom of the CHC homepage. Student policies and procedures are also described in the Online Orientation, the New Student Handbook, and the Schedule of Classes.

As indicated elsewhere in this document, the Firefighter/Basic Training Academy webpage includes the address of its temporary location. The campus map on the inside back page of the college catalog and a sign on the fence of the construction site of the new facility includes the address of the Academy.

21. Relations with the Accrediting Commission

The institution must provide assurance that it adheres to the eligibility requirements and accreditation standards and policies of the commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the commission to carry out its accrediting responsibilities. The institution must comply with commission requests, directives, decisions and policies, and must make complete, accurate, and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the commission to impose a sanction, or to deny or revoke candidacy or accreditation.

The CHC Catalog includes a general statement of accreditation in the President's Message ([E.21.a](#), page 5). In addition, a description of the college, its degrees and certificate programs, policies and procedures, is included in the College Catalog. The front page of the website has a direct link to the college Accreditation reports from 2005 to the present, as well as a link to the ACCJC website. Last, students and community members can file a complaint with ACCJC through our "Contact Us" link, which includes a form for local complaints as well as a link to the ACCJC complaint form ([E.21.b](#)). In the College Catalog, the section on

student policies and procedures also contains a table listing the responsible party for each policy, including Accreditation ([E.21.c](#), page 42).

G. Evidence That Each Accreditation Standard Will Still Be Fulfilled Related To the Change and That All Relevant Commission Policies Are Followed

Standard I: Institutional Effectiveness and Mission

As addressed earlier in this document, the college mission and the mission of the Basic Firefighter Academy are closely aligned. In particular, the college vision identifies public safety services as an area of importance to the college. The college mission shows the institution's commitment to providing educational excellence in a quality learning environment. Toward that end the college has taken great care in selecting a temporary location for the Basic Firefighter Academy and has provided a consistent level of instruction, staffing, and resources. Institutional effectiveness is continuously assessed at the course, program, and college level. The temporary relocation of the Basic Firefighter Academy will allow the college to continue to *advance the success of students in a quality learning environment*, and to meet the CHC vision *to be the premier community college for public safety and health services careers and transfer preparation*.

Standard II: Student Learning Programs and Services

Crafton Hills College assures the quality of the courses, instruction, and resources provided to the CHC Basic Firefighter Academy. All CHC instructional courses and programs, regardless of location or method of delivery, are reviewed and approved by the Curriculum Committee. Course content aligns with the course outline of record. These are updated on a periodic basis. Instruction of each course is delivered using the most appropriate pedagogical techniques and technology, as outlined in the course outline of record. All sections meet the level of depth and rigor stipulated in the official course outline of record.

CHC Faculty are expected to assess all courses at least on a periodic basis, and to report the results and implications of assessment in the through the annual Planning and Program Review process. Oversight of the assessment process is provided by the Institutional Effectiveness, Accreditation, and Outcomes Committee (IEAOC), a participative governance committee comprised of administrators, faculty, staff, and students. The quality of instructional programs is assessed through the annual Planning and Program Review process.

The college provides a catalog that provides a description of services available to students, policies affecting students, and certificate and degree pathways. The college provides services in both face to face and online formats. Many services, such as general orientation, DSPP orientation, college application, registration, transcripts, counseling chats, and financial aid

application, are available online. While there are no student support services at the CAL FIRE location for the 24-30 enrolled cadets, Student Services representatives meet with the cadets at each orientation to describe the services available to them, provide materials, and discuss options for requesting services. On-site tutoring, mental health services, and health services have been provided to cadets during fall 2013. In addition, phone appointments for counseling services have been used to assist cadets with registration and advisement issues. Links to the Online Orientation, the Student Handbook, and an online evaluation of New Student Orientation are provided on the Counseling department's Orientation page ([G.1](#)). In addition, students can converse with a counselor by contacting the department at its email address, counseling@craftonhills.edu (G.2). All Student Services assess program-level outcomes and use the resultant information for program improvement. The quality of Student Services units is assessed through the annual Planning and Program Review process.

Standard III: Resources

Crafton Hills College hires all personnel, including those who work in the Basic Firefighter Academy, in accordance with established SBCCD Board Policies and Administrative Procedures, as well as in alignment with current bargaining agreements. The college uses the Planning and Program Review process to identify institutional priorities and required personnel and resources.

The temporary location for the Basic Firefighter Academy has the equipment and facilities necessary to provide excellent instruction in a quality learning environment. It is noteworthy that the CAL FIRE Chief is interested in furthering instructional partnerships with the Academy. The equipment and functionality of the CAL FIRE location is equivalent to that of the previous on-site location, although it is anticipated that the new Emergency Services building will be able to accommodate more Academy functions on-site, such as ladder drills. Access to library, learning resource, and student services is available to Academy cadets online. Close interaction between Academy faculty and campus Student Services and Learning Resources administration will ensure that cadets are provided the services they need to succeed in an appropriate format.

Last, Crafton Hills College develops an annual budget based on the results of its integrated planning process, and in alignment with the Educational Master Plan. The Budget Committee reviews and recommends adoption of the final budget to Crafton Council, which then makes a recommendation to the President for adoption. The budget development process reflects participative governance and integrated planning across the college's diverse constituencies.

Standard IV: Leadership and Governance

The governance processes of Crafton Hills College are carefully outlined in the annually-updated Organizational Handbook, available online for faculty, staff, and the community ([G.3](#)). Collegial consultation committees have representation from administration, faculty, classified staff, and students. Inclusiveness on all shared governance bodies is consistent with Education Code, Title 5, and SBCCD Board Policy. With respect to academic and professional matters, the San

Bernardino Community College Board of Trustees has adopted a standard in which it will rely primarily upon the Academic Senate's recommendations in each of the eleven domains described in Title 5, section 53200.

H. Summary

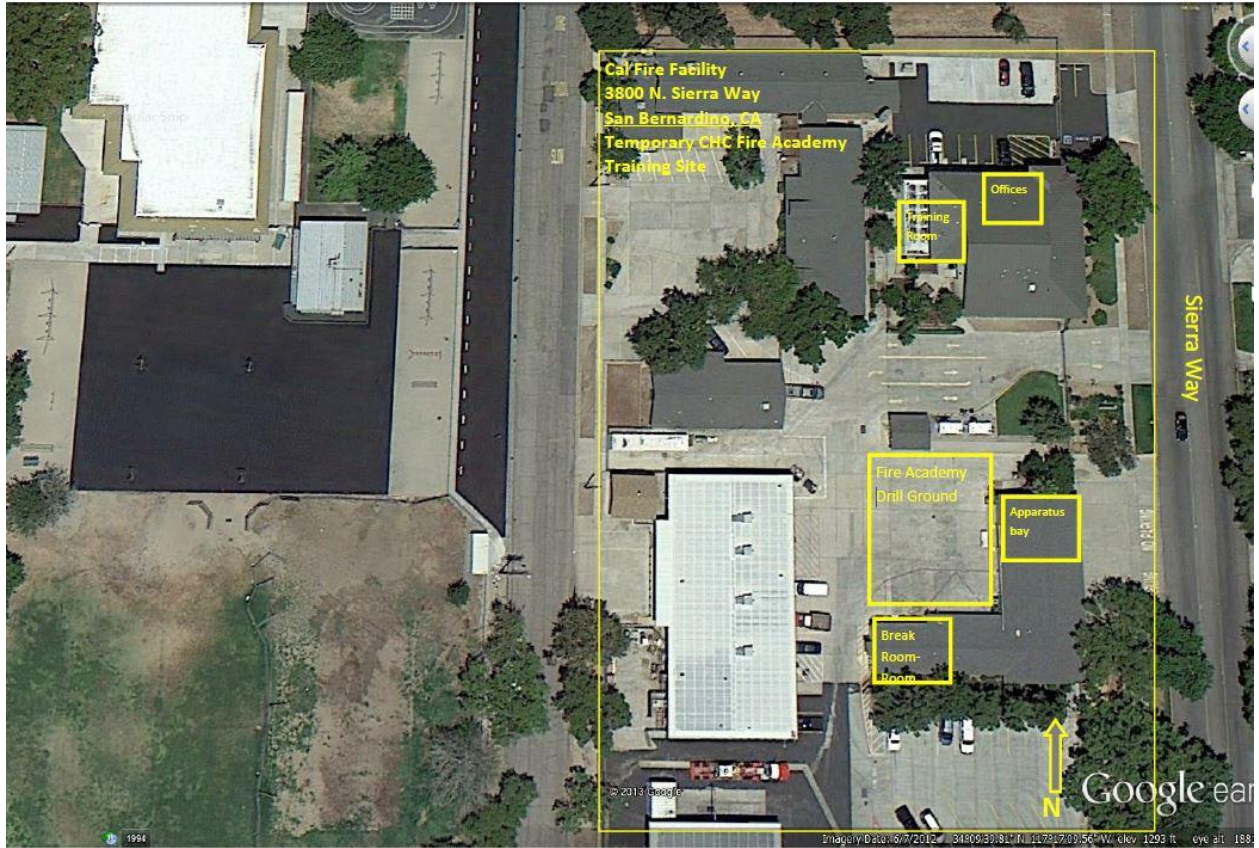
In summary, this is a request for approval to offer the Crafton Hills College Basic Firefighter Academy at an off-site location for two years while a new facility is being constructed on the campus.

I. Documentation

The following documentation is offered in support of offering the Crafton Hills College at an offsite location for the period of 2013 through 2015 while a new on-campus facility is being constructed.

- Appendix 1: Map of the CAL Fire facility
- Appendix 2: SBCCCD Five Year Construction Plan, District Plans, Priority Order, Page 5, Item 13
- Appendix 3, Minutes to Determine the Off-Site Location of the Basic Firefighter Academy
- Appendix 4: Fire Academy Relocation Information on the CHC and Program Websites
- Appendix 5: Fire Academy Relocation Information on Signage at the Construction Site
- Appendix 6: College Catalog, College Directory map showing the CAL FIRE address
- Appendix 7: Sample Crafton Hills College Class PDF and Online versions Schedule Page showing the Basic Firefighter Academy location at CAL FIRE in San Bernardino
- Appendix 8: Organizational Chart, Reporting Lines for the Basic Firefighter Academy
- Appendix 9: CHC/CAL FIRE MOU
- Appendix 10: Board Approval of the CHC/CAL FIRE MOU

Appendix 1: CAL FIRE map



Appendix 2: SBCCD Five Year Construction Plan, District Plans, Priority Order

Calif. Comm. Colleges	Five Year Construction Plan District Projects Priority Order San Bernardino CCD	7/18/2012 Page 5
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No.	Project	Occupancy		Source	Schedule of Funds						
		ASF	Total Cost		2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
1	Energy/Central Plant				San Bernardino Valley College						
0		2012/2013									
		\$16,100,000	NonState								
2	Campus-wide Site Work/Signage/ADA-				San Bernardino Valley College						
		2012/2013			(C)						
		\$4,200,000	NonState		\$3,900,000						
3	Business Building Renovation				San Bernardino Valley College						
		2012/2013			(E)						
		\$17,400,000	NonState		\$725,000						
4	Auditorium Renovation				San Bernardino Valley College						
		2013/2014			(C)(E)						
		\$10,700,000	NonState		\$9,700,000						
5	Solar Farm/Energy Infrastructure				Crafton Hills College						
		2012/2013									
		\$7,200,000	NonState								
6	New Physical Education Building				Crafton Hills College						
7,540		2013/2014			(W)(C)(E)						
		\$5,900,000	NonState		\$5,700,000						
7	Replace Gymnasium				San Bernardino Valley College						
		2014/2015			(W) (C)(E)						
		\$61,000,000	NonState		\$4,014,000	\$53,736,000					
8	Maintenance and Operations Renovati				Crafton Hills College						
		2014/2015			(P) (W) (C)(E)						
		\$960,000	NonState		\$50,000	\$50,000	\$860,000				
9	Performing Arts Center Renovation				Crafton Hills College						
		2014/2015			(W) (C)(E)						
		\$4,600,000	NonState		\$300,000	\$4,100,000					
10	Student Services Renovation				Crafton Hills College						
		2015/2016			(W) (C) (E)						
		\$3,800,000	NonState		\$200,000	\$3,200,000	\$200,000				
11	New Science Building				Crafton Hills College						
23,803		2015/2016			(W) (C) (E)						
		\$25,600,000	NonState		\$1,200,000	\$21,800,000	\$1,600,000				
12	College Center Renovation				Crafton Hills College						
		2015/2016			(P) (W) (C) (E)						
		\$3,100,000	NonState		\$100,000	\$250,000	\$2,500,000	\$250,000			
13	New Emergency Services (OE-2)				Crafton Hills College						
13,112		2015/2016			(P)(W) (C)(E)						
		\$24,100,000	NonState		\$2,400,000	\$21,700,000					
14	New Crafton Center				Crafton Hills College						
28,582		2015/2016			(P)(W) (C) (E)						
		\$30,100,000	NonState		\$2,400,000	\$26,700,000	\$1,000,000				

Appendix 3, Minutes to Determine the Off-Site Location of the Basic Firefighter Academy

Crafton Hills College Meeting Notes Planning Meeting, Regional Training Center Work Group		Date: September 4, 2012 Time: 8:00 a.m. Location: President's Conference Room
Members Present: June Yamamoto Cheryl Marshall Dan Sullivan Rebecca Warren-Marlatt		Members Absent:
TOPIC	DISCUSSION	FURTHER ACTION
Purpose of today's meeting	Develop an agenda for the Sept. 28 th meeting of the Regional Training Center Work Group	
Who should be invited?	<ul style="list-style-type: none"> • Redlands: Jeff Frazier • San Bernardino County Fire: Mark Hartwig • CAL FIRE: Steve Shaw • Loma Linda: Roddy and Jones (Roddy has been assigned; Jones has grant background and knowledge) • Rialto: Matt Fratus • San Bernardino City Fire: Paul Drasil • Donna Ferracone 	Cheryl will write the invitation; send it to Dan Sullivan. Dan will send the email invitation to Mike Bell, who has the full distribution list for the San Bernardino County Fire Chiefs Association June will take RSVPs
Grants	Agenda item: CHC can take the lead Partners may forward rfp's to CHC, but we need to ask if grant development assistance is available.	

<p>Location</p> <p>Other suggested agenda items:</p>	<p>Agenda item: Ideas include:</p> <ul style="list-style-type: none"> • Devore: The county owns this. An advantage would be that Sherrifs Department would tag on • On Campus: Probably not • Yucaipa: possible option • ARFF Center: Need to make sure JPA is open to it. <p>Advantages include proximity of eating places, ample room. Dan discussed the original purpose of the SBRETC (ARFF) as a fully developed training center. Plans were impacted by early budget issues. Some of the planned but not built components included: a multi-story tower, classrooms, and training spaces for: confined space, forcible entry, ventilation, hazardous materials, auto extrication.</p> <p>The group discussed looking at Victor Valley as a model. County fire finds it too far away to be of use as a training facility.</p> <p>What can each entity contribute? Brainstorm: What else would you like to see?</p>	<p>June will check with the board to determine if there are restrictions on use and expansion.</p> <p>June will find out how the VVC facility was funded.</p>
<p>Adjournment</p>	<p>9:00 a.m.</p>	
<p>Mission Statement: To advance the education and success of students in a quality learning environment.</p>	<p>Vision Statement: To be the premier community college for public safety and health services careers and transfer preparation.</p>	<p>Values: creativity, inclusiveness, excellence, and learning-centeredness.</p>

Regional Training Center Work Group Meeting Minutes

Date: September 28, 2012
Time: 9:30 a.m.
Location: San Bernardino
 Regional Emergency Training
 Center

Members Present:

Jeff Bender
 Karen Childers
 Jeff Frazier
 Rick Groff
 Mark Hartwig
 Larry LaVogue
 Shane Littlefield
 Cheryl Marshall

Dan Odom
 Robb Rice
 Steven Shaw
 Kevin Valentin
 Jeff Veik
 Jeff Willis
 June Yamamoto

TOPIC	DISCUSSION	FURTHER ACTION
<p>Welcome and Introductions</p> <p>Interest in Participating</p> <ul style="list-style-type: none"> • Agencies interested in further discussions • Contributions: What can each agency reasonably do? <ul style="list-style-type: none"> ○ Personnel? ○ Equipment? ○ Funding? 	<p>Participants introduced themselves and stated which agency they represented.</p> <ul style="list-style-type: none"> • San Bernardino County, Colton, Loma Linda all expressed an interest. • Colton has a training tower. • Colton and Loma Linda would like to have coverage during training times since they are both small departments. • Loma Linda, Colton, and Redlands currently use several sites for training. • A schedule of training for the valley would be helpful with coverage provided from those not in training. Currently, those in training sometimes are called out. 	

<p>Possible Locations</p> <ul style="list-style-type: none"> • San Bernardino Airport • Yucaipa • Devore • Others? 	<ul style="list-style-type: none"> • Locating at the airport would require talking with airport personnel to determine if it is feasible. May be issues with security. • Current land where Emergency Training Center is located may not be large enough. • The facility in Devore is a possibility. • The County facility on 3rd St. is a possibility. • The land across from the airport is easily accessible and large. San Manuel owns this property. • Consider talking to the Inland Valley Development Agency to see if any properties they own are available. • VVCC facility is located on 30 acres. 	
<p>Facility Needs</p> <ul style="list-style-type: none"> • Discuss the functions and needs for the facility <p>Other Agenda Items</p> <ul style="list-style-type: none"> • Any other topics of interest to the group <p>Next Steps</p> <ul style="list-style-type: none"> • Action Items • Next Meeting Date 	<ul style="list-style-type: none"> • Easy access is needed. • Look at all certifications needed and determine equipment needs. • Consider a mobile training unit that could be moved to satellite locations. • Towers should be able to be reconfigured. • Look at the facility in College Station, Texas. • Food facilities are needed. • Dorms would be nice. <ul style="list-style-type: none"> • Consider a consultant with expertise to help develop the center. • VVCC is struggling with usage. Partnerships were developed after the facility was built. 	
<p>Adjournment</p>		

Mission Statement: To advance the education and success of students in a quality learning environment.

Vision Statement: To be the premier community college for public safety and health services careers and transfer preparation.

Values:
creativity,
inclusiveness,
excellence, and
learning-
centeredness.

Appendix 4: Fire Academy Relocation Information on the CHC and Program Websites

Crafton Hills College: Firefighter Academy Info

The screenshot shows the website for Firefighter Academy Info at Crafton Hills College. The page features a green header with navigation links: Departments, Employee Directory, Search, Logins, and Quick Links. Below the header is a menu with categories: Prospective Students, Current Students, Online Students, Faculty and Staff, and Visitors and Friends. The main content area is titled "Firefighter Academy Info" and includes a breadcrumb trail: Home » Degrees and Certificates » Career Education and Human Development » Public Safety and Services » Fire Technology » Firefighter I Basic Training Academy » Firefighter Academy Info. A large empty box is present on the left side of the main content area. To the right of this box, the text states: "The Fire Academy is located at: CAL FIRE Headquarters, 3800 N. Sierra Way, San Bernardino, CA 92405." Below this, "Summer Hours" are listed as Mon-Thurs 8:00 a.m. - 4:00 p.m., with contact information: Phone: 909-794-2161, ext. 3372; Email: Admissions@craftonhills.edu. A "Meet the Staff" link is also provided. A social media section says "Follow us on" with icons for YouTube, Facebook, and Twitter. A "NOTICE" section explains that the current facility is undergoing demolition and reconstruction, and that the Fall 2013 Academy will be held at the CAL FIRE Headquarters Facility, 3800 N. Sierra Way, San Bernardino, CA. 92405. On the right side of the page, there is a sidebar titled "Firefighter Academy Info" with a list of links: Application, Events, Slideshows, Nutrition, and Sample Workouts. The footer contains contact information for Crafton Hills College (11711 Sand Canyon Road, Yucaipa, CA 92389, 909-794-2161) and links for Campus Map, Driving Directions, Site Map, Security Report, and Contact Us. A "Select Location" dropdown menu is visible in the bottom right corner.

Logins ▾ Quick Links ▾

[Prospective Students](#) |
 [Current Students](#) |
 [Online Students](#) |
 [Faculty and Staff](#) |
 [Visitors and Friends](#)

Firefighter I Basic Training Academy

[Home](#) »
 [Degrees and Certificates](#) »
 [Career Education and Human Development](#) »
 [Public Safety and Services](#) »
 [Fire Technology](#) »
 Firefighter I Basic Training Academy

A state fire marshal accredited regional training center!

NOTICE

Our current facility at Crafton Hills College is undergoing demolition and reconstruction. During the construction process, Crafton Hills College Fire Academy will be held at:

CAL FIRE Headquarters Facility
 3800 N. Sierra Way, San Bernardino, CA. 92405

The objective of this certificate is to develop the skills required for Firefighter I Certification and to develop teamwork, attitudes and public service commitment. Completion of this certificate may lead to entry-level employment as a firefighter in the public or private sectors. The Firefighter I Basic Training Academy is approved by the California State Fire Marshal's Office as an accredited Regional Training Center. In conjunction with CAL FIRE, students completing the Crafton Hills Fire Academy will also earn a CAL FIRE Basic Wildland Fire Fighting Certification. (Formally known as the "67 Hour Academy").

- ▀ [Fire Academy Application for Spring 2014](#) (pdf)

A student receiving a certificate in this field will be able to:

- ▀ Participate successfully in a culturally diverse environment
- ▀ Develop effective interpersonal communication skills
- ▀ Solve problems and makes decisions inherent to the profession

Please see the [College Catalog](#) for information and requirements.




Applications may be downloaded on-line or picked up at the college Monday through Thursday, 8:00 AM – 4:00 PM at the Fire Technology/EMS secretary's office, (OE-123) or LADM 300-D.

Applications and required documentation may be submitted via email to nlara@craftonhills.edu at any time or dropped off by appointment by calling 909-389-3408. If applications are incomplete for any reason, attach a written statement with the reason why and when the

Fire Technology

Fire Technology AS

Firefighter I Basic Training Academy

Fire Technology

[Home](#) » [Degrees and Certificates](#) » [Career Education and Human Development](#) » [Public Safety and Services](#) » Fire Technology



A state fire marshal accredited regional training center!

NOTICE

Our current facility at Crafton Hills College is undergoing demolition and reconstruction. During the construction process, Crafton Hills College Fire Academy will be held at:

CAL FIRE Headquarters Facility
3800 N. Sierra Way, San Bernardino, CA. 92405

In conjunction with CAL FIRE, students completing the Crafton Hills Fire Academy will also earn a CAL FIRE Basic Wildland Fire Fighting Certification. (Formally known as the "67 Hour Academy").

Crafton Hills College offers an Associate of Science (AS) degree in Fire Technology, as well as the State Fire Marshal Accredited Certification courses and a Basic Fire Fighting Academy.

We offer:

- ▀ California Fire Officer Training Cert
- ▀ Fire Fighter I Basic Training Academy Certificate

Getting Started

[Fire Academy Application for Spring 2014](#) (pdf)

Applications may be downloaded online or picked up at the college Monday through Thursday, 8:00 a.m. – 4:00 p.m. at the Fire Technology/EMS secretary's office, (OE1-123) or LADM 300-D.

Applications and required documentation may be submitted via email to nlara@craftonhills.edu at any time or dropped off by appointment by calling 909-389-3408. If applications are incomplete for any reason, attach a written statement with the reason why and when the missing documentation will be resolved and sent in. (Such as CPAT Certification, transcripts, etc.).

Deadline for applications is **January 10, 2014, 4:00 PM.**

Please call the Fire Technology Department at 909-389-3408 if you have any questions

We offer the following:

- ▀ [Fire Technology Degree](#)
- ▀ [Firefighter Academy](#)

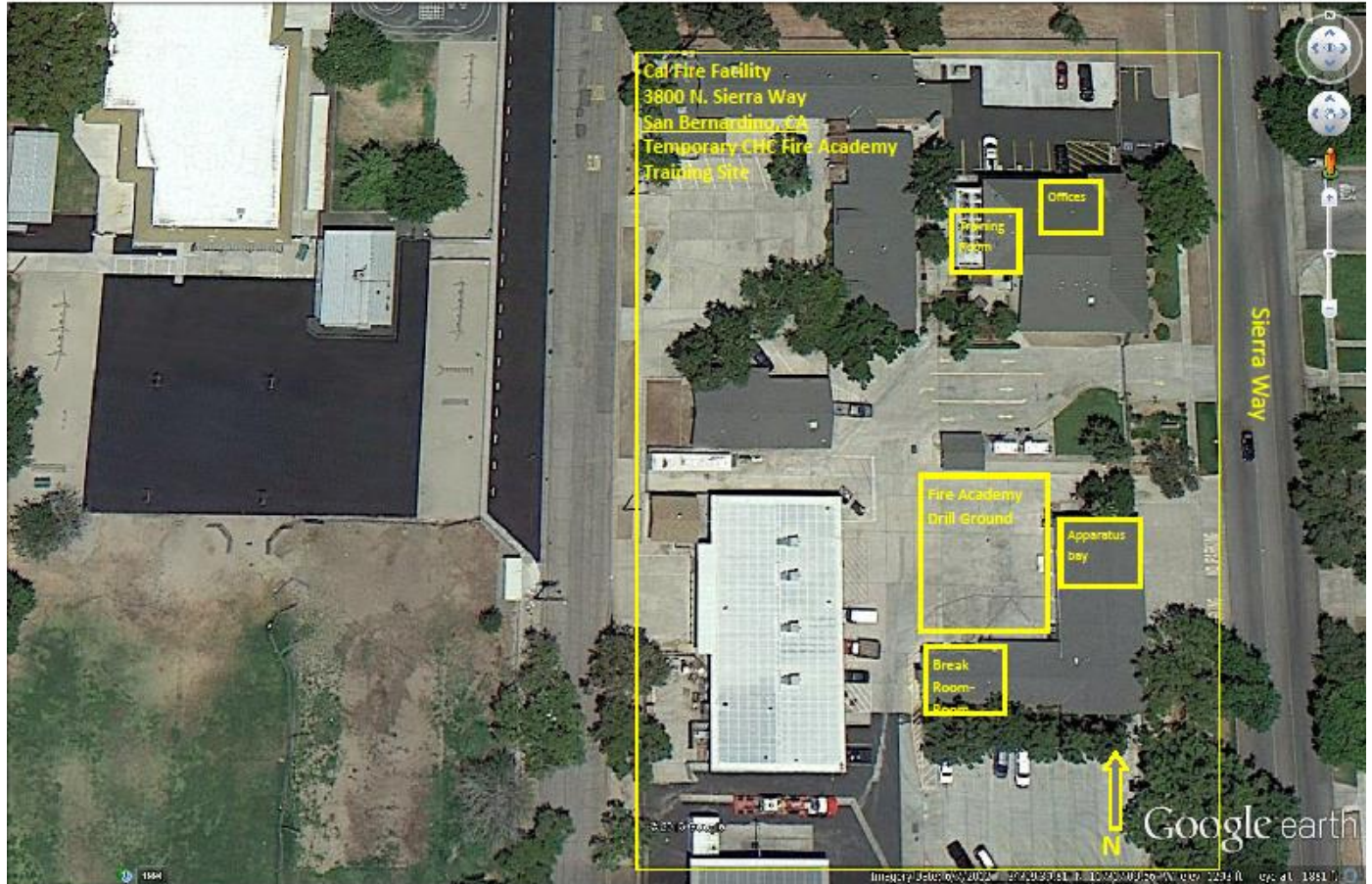
Fire Technology

[Fire Technology AS](#)

[Firefighter I Basic Training Academy](#)

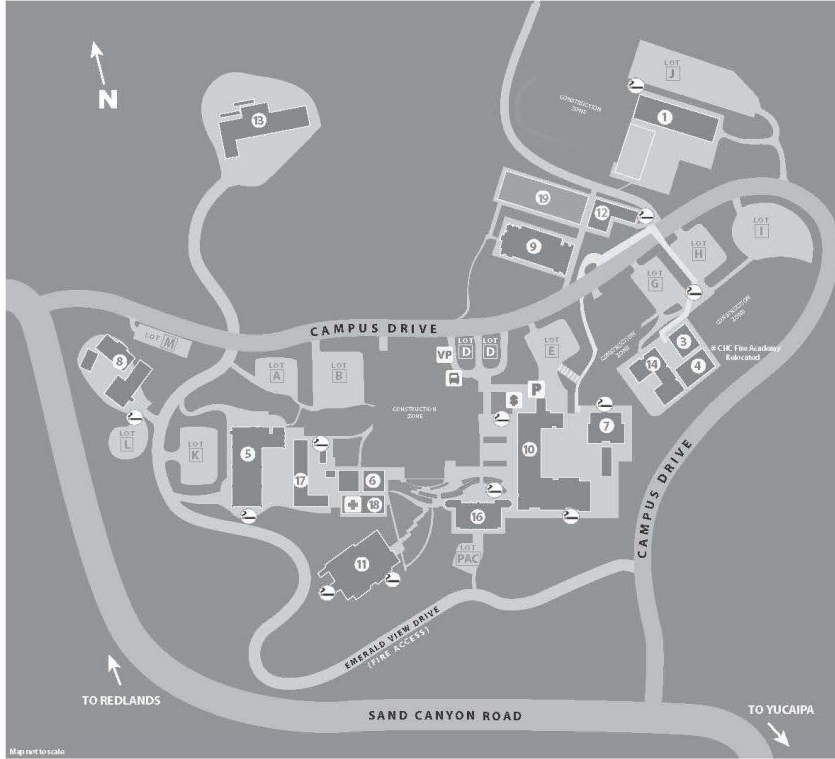


Appendix 5: Signage on the Construction Site Fence Regarding Relocation



Appendix 6: College Catalog, College Directory Map Showing the CAL FIRE Address

CAMPUS DIRECTORY



Map not to scale
Updated: Aug 26, 2013

- ATM
- Bus Stop
- Nurse's Station
- Police/Security
- Visitor Parking
- Pedestrian Detour

Parking Permits (Daily)
 Parking permits/decals are required to park in all parking lots and on all college streets.
 Daily parking permits available in all lots.
 Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decal.

Smoking Areas
 This is a smoke-free campus. Smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597).

District Police (909) 389-3275

<p>1 AQUATIC CENTER AC</p> <p>2 ATHLETIC FIELD AF</p> <p>3 BC CLASSROOM BUILDING BC</p> <p>4 BOOKSTORE BK</p> <p>5 STUDENT CENTER/CAFETERIA SCC Student Senate</p> <p>6 CL CLASSROOM BUILDING CL Financial Aid</p> <p>7 CHEMISTRY/HEALTH SCIENCES CHS</p> <p>8 CHILD DEVELOPMENT CENTER CDC</p> <p>9 GYMNASIUM G</p> <p>10 LABORATORY/ADMINISTRATION LADM Campus Business Office Parking Permits (Semester/Annual) POLICE (LADM 153)</p> <p>11 LEARNING RESOURCE CENTER LRC Copy Center Gallery Lecture Hall Library Multi-purpose Room Teaching Center Tutoring Center</p>	<p>12 MATH & SCIENCE ANNEX MSA</p> <p>13 MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING</p> <p>14 OCCUPATION EDUCATION 1 OE1</p> <p>15 UNDER CONSTRUCTION</p> <p>16 PERFORMING ARTS CENTER PAC</p> <p>17 STUDENT SERVICES A SSA Admissions & Records EOPS</p> <p>18 STUDENT SERVICES B SSB Counseling Health & Wellness Center Disabled Student Services</p> <p>19 TENNIS COURTS TC-CRTS</p> <p>* CHC Fire Academy has been temporarily relocated during construction to: CALFIRE 3800 N. Sierra Way, San Bernardino, CA 92405 For Information Call: 909-389-3418 or Visit: craftonhills.edu/fireacademy</p>
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Appendix 7: Sample Crafton Hills College Class PDF and Online versions
Schedule Page showing the Basic Firefighter Academy location at CAL FIRE in
San Bernardino

Spring 2014 Class Schedule



Engage • Learn • Advance



Students who take 12 or more units a semester are more successful than part-time students. "Take 1 More" class this semester and complete faster!

Spring Classes begin January 13, 2014
New Priority Registration information available online.

www.craftonhills.edu

FIRET 106 Fire Protection Hydraulics and Water Supply 3.00 Units
 This course provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and to solve water supply problems.
 Associate Degree Applicable
 Course credit transfers to CSU.
 PREREQUISITE: FIRET 100

0626 65 W 06:00p-08:50p LEC 3.00 OE1-127 Staff
 01/13/14 - 05/22/14

FIRET 115 Firefighter I Basic Training Academy 14.00 Units
 This course trains students to possess the necessary competencies required for the California State Fire Training Firefighter I Certification as well as the Basic Wildland Fire Academy Certification.
 Associate Degree Applicable
 Course credit transfers to CSU.
 PREREQUISITE: Admission to the Academy and FIRET 100 and FIRET 101 and EMS 020 or successful completion of the NREMT (National Registry Examination for the Emergency Medical Technician) or currently certified as an EMT in California
 COREQUISITE: FIRET 049
 DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and eligibility for MATH 095 or higher and successful completion of FIRET 902X4

0628 95 MTWTHF 09:00a-10:50a LEC 14.00 SBNO-CPSB Sullivan,D
 02/03/14 - 04/30/14
 MTWTHF 11:00a-12:50p LAB SBNO-CPSB Sullivan,D
 02/03/14 - 04/30/14
 MTWTHF 02:00p-05:50p LAB SBNO-CPSB Sullivan,D
 02/03/14 - 04/30/14

Note: Ref. No. 0628 - 13 week class: 02/03 - 04/30
 NOTE: FIRET 115 Mandatory Orientation Thursday, January 23, 2014 from 7:00am to 2:00pm at CalFire 3800 N. Sierra Way, San Bernardino and Wednesday January 29, 2014 from 2:00pm-8:00pm at Crafton Hills College in LRC-226.
 Note: Ref. No. 0628 will be held at Cal Fire San Bernardino in San Bernardino.

FIRET 118 Wildland Fire Control 3.00 Units
 Study of the factors affecting wildland fire prevention, behavior, and control techniques.
 Associate Degree Applicable
 Course credit transfers to CSU.
 DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and MATH 095 or MATH 095C

0630 65 TH 06:00p-08:50p LEC 3.00 BC-101 Gaddy,D
 01/13/14 - 05/22/14

Departments • Employee Directory • Search

Logins Quick Links

Prospective Students | Current Students | Online Students | Faculty and Staff | Visitors and Friends

eSchedule

Home » eSchedule

[Catalog](#) | [Schedule](#) | [Printed Schedule](#) [Waitlist Info](#)

Class Schedule

as of 12/16/2013 06:41:53 AM Pacific Standard Time

Disclaimer:

Please note : This version of the schedule is static and updated daily. The information below is only up to date as of 12/16/2013 06:41:53 AM Pacific Standard Time. You must log into [WebAdvisor](#) to see a more updated listing of sections.

Crafton Hills College Fire Technology Spring 2014

Go Back : [Select Semester](#) » [Select Subject](#) » [Select Course](#)

Course Information

Course Name : FIRET-115

Course Title : Firefighter I Basic Training Academy

Course Description : This course trains students to possess the necessary competencies required for the California State Fire Training Firefighter I Certification as well as the Basic Wildland Fire Academy Certification.

Additional Course Information ([hide](#))

Credit Type : Earned units for this course are applicable to an Associate Degree.

Transferability : Course credit transfers to CSU.

Prerequisite : Admission to the Academy and FIRET 100 and FIRET 101 and EMS 020 or successful completion of the NREMT (National Registry Examination for the Emergency Medical Technician) or currently certified as an EMT in California.

Corequisite : FIRET 049.

Departmental Recommendations : Eligibility for ENGL 101 and eligibility for MATH 095 or higher and successful completion of FIRET 902X4.

What does it mean under days?

Days contain S, M, T, W, R, F, S and/or Arrange. They stand for the following :
S : Sunday, **M** : Monday, **T** : Tuesday, **W** : Wednesday, **R** : Thursday, **F** : Friday, **S** : Saturday.
Arrange : You must arrange a certain amount of time (under Start and End) with the instructor.

Course Title : Firefighter I Basic Training Academy

Course Description : This course trains students to possess the necessary competencies required for the California State Fire Training Firefighter I Certification as well as the Basic Wildland Fire Academy Certification.

Additional Course Information ([hide](#))

Credit Type : Earned units for this course are applicable to an Associate Degree.

Transferability : Course credit transfers to CSU.

Prerequisite : Admission to the Academy and FIRET 100 and FIRET 101 and EMS 020 or successful completion of the NREMT (National Registry Examination for the Emergency Medical Technician) or currently certified as an EMT in California.

Corequisite : FIRET 049.

Departmental Recommendations : Eligibility for ENGL 101 and eligibility for MATH 095 or higher and successful completion of FIRET 902X4.

What does it mean under days?

Days contain S, M, T, W, R, F, S and/or Arrange. They stand for the following :
S : Sunday, **M** : Monday, **T** : Tuesday, **W** : Wednesday, **R** : Thursday, **F** : Friday, **S** : Saturday.
Arrange : You must arrange a certain amount of time (under Start and End) with the instructor.

Sections Offered										
Ref#	Sec	Days	Start	End	Type	Units	Building	Room	Instructor	
0628	95	-MTWRF-	09:00A	10:50A	LEC	14.00	SBNO	CFSB	Sullivan,D	
		-MTWRF-	11:00A	12:50P	LAB		SBNO	CFSB	Sullivan,D	
		-MTWRF-	02:00P	05:50P	LAB		SBNO	CFSB	Sullivan,D	

Bookstore Information : [View](#) or [Order](#) books for this course from the bookstore.

Note : 13 week class from 02/03/14 to 04/30/14.

Note : This section meets at Cal Fire San Bernardino in San Bernardino. (See Building and Location section of the printed schedule for the address.)

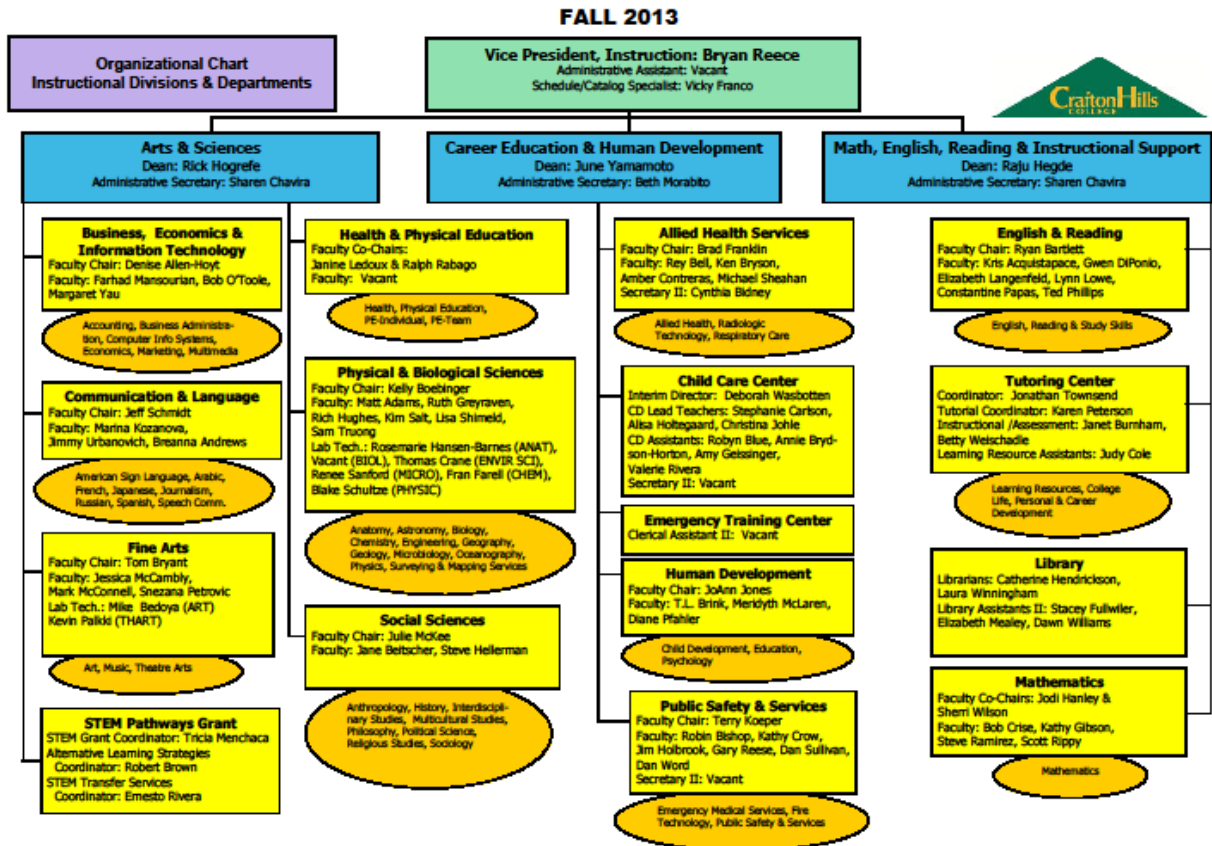
Note : FIRET 115 Mandatory Orientation Thursday, January 23, 2014 from 7:00am to 2:00pm at CalFire 3800 N. Sierra Way, San Bernardino and Wednesday January 29, 2014 from 2:00pm-8:00pm at Crafton Hills College in LRC-226.

Crafton Hills College
 11714 Sand Canyon Road
 Yuba, CA 92399
 909-794-2161

© 2013 Crafton Hills College

San Bernardino Community College District does not discriminate on the basis of age, color, creed, religion, disability, marital status, veteran status, national origin, race, sex, sexual orientation, gender identity or gender expression.

Appendix 8: Organizational Chart, Reporting Lines for the Basic Firefighter Academy



Appendix 9: MOU CHC and CAL FIRE

Board Date: 5-30-13



CONTRACT CHECK SHEET

Amount: \$0

Rate Schedule: NTE

Control Number: 9103 Contract # _____ Vendor# 2489

Name of Contractor: California Department of Forestry & Fire Protection

Type of Contracted Services: Cooperative agreement for facilities use

Budget Number(s): N/A

Funding Source: N/A

Employee Contact for this Contract: Strong, Mike Phone: 389-3210

- ASB Discount Bid Bond Funded Child Care Workstudy Clinicals EduStream
 General Maintenance Redevelopment Rescinded Sheriff's On Site JPA Purchase
 Lease Legal Professional Services Consultants

Income: Contract Ed Facilities General Grant;

Notes:

BID Info	Bid Number	Bid Closing Date	Date Bid Accepted
----------	------------	------------------	-------------------

General Contract DATA

4-29-13 Date Received CHC District Location/Campus

Admn. Services Department 5-2-13 Date Signed BY: SS

5-3-13 Mailed to Contractor 5-3-13 Copy to Department
 FedEx via Dept E-Copy via Campus Mail
6-01-13 Start Date 8-30-15 Completion Date

N/A PR to Purchasing 5-30-13 Board Approved/Ratified Date

N/A PR Number N/A PO Number/PO Date N/A

File Label Image Now _____ Procurement Contract #

COOPERATIVE AGREEMENT FOR JOINT USE

BY AND BETWEEN

**THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)**

THIS AGREEMENT is entered into on May 2, 2013 in the State of California by and between the San Bernardino Community College District (for the Crafton Hills College campus), hereinafter referred to as **COLLEGE** and the California Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as **DEPARTMENT**.

RECITALS:

WHEREAS, the **COLLEGE** must have a suitable location for the Fire Academy while a new facility is being built on campus, and

WHEREAS, the **DEPARTMENT** maintains a building with living space, offices, a classroom, storage, two apparatus bays and a mobile storage unit located at 3800 North Sierra Way, San Bernardino, California; and

WHEREAS, the **COLLEGE** wishes to occupy and use a portion of the said facility for training space and fire engine, equipment storage; and

WHEREAS, the **DEPARTMENT** will allow the **COLLEGE** to jointly occupy a portion of said facility for teaching, office, equipment storage space and fire engine storage; and

WHEREAS, the **COLLEGE** and the **DEPARTMENT** wish to enter a mutually beneficial partnership, in which the **COLLEGE** provides training to the **DEPARTMENT** employees.

IT IS THEREFORE RESOLVED THAT:

1. The **DEPARTMENT** shall make specific space available to the **COLLEGE**, including one classroom, one office, three workstations and corresponding office area, two fire engines, equipment storage space, and space for two **COLLEGE**-owned, 40' conex containers; and
2. By fall of 2014, the **COLLEGE** and the **DEPARTMENT** agree to mutually determine the terms, conditions, and appropriate enrollment goal for classes offered on the **DEPARTMENT** site for its employees by separate agreement, and
3. This agreement will begin June 1st, 2013 and terminate August 30, 2015 for a total of four (4) academies with option to extend through one (1) additional Fire Academy, through December 31, 2015 upon written mutual consent between the **COLLEGE** and the **DEPARTMENT**.

NOW, THEREFORE, the parties hereto agree as follows:

TERMS OF AGREEMENT

1. PREMISES:

- a. The **DEPARTMENT** grants the **COLLEGE** the non-exclusive right to use portions of the building and apparatus bays located at San Bernardino Headquarters, 3800 North Sierra Way, San Bernardino, California. The use will be for training, offices, equipment and fire engine storage.
- b. The **DEPARTMENT** agrees to allow the **COLLEGE** access to the following facilities: Classroom 2, an office area in the first floor of the Emergency Communication Center (ECC) to include up to four desks and a copy station (copier provided by the **COLLEGE**), fire station north bays, fire station kitchen, fire station showers, ECC downstairs showers (for female), and one secured office for the Fire Academy Chief.
- c. The **COLLEGE** shall remove fire engines from the **DEPARTMENT** premises when the Fire Academy is not in session.

2. USE:

- a. The **COLLEGE** will be permitted to make improvements to audio visual equipment, phones, and training props as approved by the **DEPARTMENT** Administrative Chief to ensure the quality of daily training for cadets enrolled in the **COLLEGE** Fire Academy.
- b. The **COLLEGE** will install the **DEPARTMENT** extractor for use by the **COLLEGE** throughout this agreement. The extractor will remain in-place upon completion of this agreement.
- c. The **DEPARTMENT** will provide access to the service center SCBA repair bench for use by the **COLLEGE**. The **COLLEGE** will schedule maintenance days with the warehouse manager for access.
- d. The **COLLEGE** will provide custodial supplies as necessary for the Fire Academy use.
- e. The **DEPARTMENT** grants use of the utilities (gas, water, electricity) at no cost to the **COLLEGE**. However, the **DEPARTMENT** reserves the right to negotiate any abnormal or excessive utility usage costs as deemed necessary by the **DEPARTMENT**.
- f. The **DEPARTMENT** will allow parking for the **COLLEGE** at the site. Location to be specified and coordinated with the Administrative Chief.
- g. Furniture installation by the **COLLEGE** shall be coordinated and approved through the **DEPARTMENT** Administrative Chief prior to installation. Furniture installed by the **COLLEGE** shall be removed from the premises by the **COLLEGE** upon closure of this agreement.

3. CONSIDERATION: The consideration for this Agreement is the public service and assistance to the **COLLEGE** provided by the **DEPARTMENT** as set forth in Section 2 (USE).

4. TERM: This Agreement shall become effective upon the date fully executed and shall continue in effect as specified in the Recitals section of this agreement.

5. **TERMINATION:** Either party may, by written notice to the other party, terminate the Agreement at any time and without cause by giving written notice to the other party of such termination, and specifying the effective date thereof, at least thirty (30) days before the effective date of such termination.
6. **OPERATIONS:**
 - a. The **COLLEGE** shall, to the satisfaction of the **DEPARTMENT**, keep and maintain the premises in a clean, neat and orderly condition; assist in minor grounds maintenance; and handle any necessary repairs resulting from their occupancy. Upon closure of this agreement, the **COLLEGE** shall clean areas used by the **COLLEGE** to the satisfaction of the **DEPARTMENT**.
 - b. The parties agree to have monthly meetings to coordinate the **COLLEGE** Fire Academy activities, resolve concerns, or otherwise as needed.
7. **INDEMNIFICATION:**
 - a. The **DEPARTMENT** agrees to indemnify, defend and hold harmless the **COLLEGE**, and its authorized officers, employees, agents and volunteers, from any and all claims or actions arising from the **DEPARTMENT**'s acts or omissions in connection with this Agreement and for any costs or expenses incurred by the **COLLEGE** on account of any claim therefore, except where such indemnification is prohibited by law.
 - b. The **COLLEGE** is a legally self-insured public entity and agrees to indemnify and hold harmless the **DEPARTMENT** and its authorized officers, employees, agents and volunteers, from any and all claims, or actions arising from the **COLLEGE**'s acts or omissions in connection with this Agreement and for any costs or expenses incurred by the **DEPARTMENT** on account of any claim therefore, except where such indemnification is prohibited by law.
8. **INSURANCE:** Each party shall provide, at its sole expense, the Workers' Compensation and public liability insurance coverage necessary for its own employees and equipment. At no time shall the employee of one party be considered the employee of the other.
9. **NOTICES:** Any notices permitted or required under this Agreement shall be given to the respective parties at the following addresses, or at such other address as the respective parties may provide in writing for this purpose:


COLLEGE:	San Bernardino Community College District (for Crafton Hills College) Charlie Ng, Vice Chancellor 114 S. Del Rosa San Bernardino, CA 92408
DEPARTMENT:	California Department of Forestry and Fire Protection (CAL FIRE) Attn: Unit Chief 3800 North Sierra Way San Bernardino, CA 92405
10. **AMENDMENTS:** Amendments can be made by either party after mutual agreement by both parties.

11. **SUCCESSORS:** This Agreement shall ensure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto.

12. It is understood that this Agreement will in no way affect or have any bearing on the existing California Master Mutual Aid Agreement.

IN WITNESS WHEREOF, this Agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

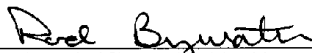
COLLEGE:
*San Bernardino Community
College District*

By: 
(Authorized Signature-blue ink only)

Steven Sutorus, Business Manager
Print Name and Title

5/2/13
Date

DEPARTMENT:
*California Department of Forestry
& Fire Protection
(CAL FIRE)*

By: 
(Authorized Signature-blue ink only)

ROD BYWATER, Acting Unit Chief
Print Name and Title

4/24/13
Date

ATTEST:

(Authorized Signature-blue ink only)

Print Name and Title

Date

Appendix 10: Board Approval of the CAL FIRE/SBCCD MOU

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Charlie Ng, Vice Chancellor, Fiscal Services

PREPARED BY: Steven Sutorus, Business Manager

DATE: May 30, 2013

SUBJECT: Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

RECOMMENDATION

It is recommended that the Board of Trustees ratify the attached list of routine contracts/agreements and memorandums of understanding.

OVERVIEW

In accordance with Board policy 6340, the attached list is submitted for Board ratification and/or approval.

ANALYSIS

The attached list of contracts and agreements are routine, customary and necessary for the on-going operations of the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The contracts/agreements/memorandums of understanding on the attached list are budgeted for via purchase orders.

1.4 SBCCD Board Minutes 05-30-13web.pdf - Adobe Acrobat Pro

18 / 41 | 125% | Create | Edit | View | Window | Help

match, the cabinets and server work stations to storage from the Campus Center
 Term: 4/12/2013 - 6/30/2013
 01-00-01-9508-0000-5113.00-6770

Funding Source: General Funds

Burgess Moving & Storage

(9076) Provide labor and equipment to disassemble and move office equipment to CC215
 Term: 4/12/2013 - 6/30/2013
 01-00-01-9508-0000-5113.00-6770

Funding Source: General Funds

Administrative Services/SBVC \$622.00 SSutorus

California Department of Forestry & Fire Protection

(9103) Cooperative Agreement for Joint Use: CHC use of fire academy space at agency location while CHC academy space is under construction
 Term: 6/1/2013 - 8/30/2015

Funding Source: N/A

No Cost

Administrative Services/CHC

Citadel

(9086) Prepare an Asbestos Operations and Maintenance Plan for all District sites and campuses
 Term: 4/25/2013 - 6/30/2013
 01-00-03-9005-0000-5113.00-6770

Funding Source: General Funds

Fiscal Services/SBCCD \$2,000.00 SSutorus

J. Additional Documentation

Reference	Link
A.1.a	http://www.sbccd.org/~media/Files/SBCCD/District/Bond%20Oversight-Construction/College%20Master%20Plans/CHC/2011%20CHC%20Master%20Plan%20Uupdate.pdf pages 3.1, 3.5, 4.4
A.2.a	http://www.craftonhills.edu/~media/Files/SBCCD/CHC/About%20CHC/Educational%20Master%20Plan/Educational%20Master%20Plan%202010-2011%20MASTER%20COPY.pdf page 5
A.3.a	http://www.sbccd.org/~media/Files/SBCCD/District/Bond%20Oversight-Construction/College%20Master%20Plans/2015-16%20SBCCD%20Five%20Year%20Construction%20Plan.pdf page 5
D.7.a	http://www.craftonhills.edu/~media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/Planning%20Documents/1314_PPR_4YearCycle_Schedule_1314to1617.pdf
E.3.a.	http://www.sbccd.org/Board_of_Trustees/Trustees
E.3.b	http://www.sbccd.org/Board_of_Trustees/Board_Agendas_-a-,_Minutes
E.3.c.	http://www.sbccd.org/Board_of_Trustees/Policies_-a-,_Procedures
E.4.a	http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Policies/3000/3100_Org%20Structure.pdf
E.5.a	http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Degrees%20and%20Certs/Catalogs/Online-Catalog-13-14.pdf
E.6.a.	http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Degrees%20and%20Certs/Divisions%20and%20Departments/Gainful%20Employment/2012-2013/GE_FireIBasic_1213.pdf
E.6.b.	http://www.craftonhills.edu/eSchedule/Online/Schedule/C/2014SP/Fire_Technology.html
E.6.c	http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Admissions%20and%20Records/Schedule%20PDFs/2014/Spring%202014%20Class%20Schedule.pdf (p. 45)
E.7.a	http://www.craftonhills.edu/Degrees_and_Certs
E.10.a	http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Accreditation/2012/Crafton%20Hills%20College%20Status%20Report%20on%20SLO%20Implementation_10%202012%202012.pdf
E.12.a	http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Policies/4000/4030_Academic%20Freedom.pdf

Reference	Link
E.12.b	http://www.sbccd.org/~media/Files/SBCCD/District/Board/Board%20Procedures/4000/4030_AP.pdf
E.12.c	.http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Degrees%20and%20Certs/Catalogs/Online-Catalog-13-14.pdf (page 43).
E.13.a	.http://www.sbccd.org/~media/Files/SBCCD/District/HR%20%20Documents/Bargaining%20Agreements/2007-2010%20CTA%20Agreement.pdf
E.13.b	http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Faculty%20and%20Staff/Academic%20Senate/Additional%20Documents/Resolutions/10-11/RESOLUTION_STUDENT_LEARNING_OUTCOMES.pdf
E.14.a	http://www.craftonhills.edu/Admissions_and_Records/Apply
E.14.b	https://bookstore.craftonhills.edu/
E.14.c	http://www.craftonhills.edu/Current_Students/Financial_Aid
E.15.a	http://www.craftonhills.edu/Degrees_and_Certs/Divs_and_Depts/Career_Education_and_Human_Development/Public_Safety_and_Services/Fire_Technology/Firefighter_Academy
E.15.b	.http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Degrees%20and%20Certs/Divisions%20and%20Departments/Career%20Education%20and%20Human%20Development/Public%20Safety%20and%20Services/Fire%20Technology/8020application20102913.pdf
E.17.a	.http://www.sbccd.org/District_News_and_Events/Press_Room_and_Publications/Annual_Reports.aspx
E.18.a	.http://www.sbccd.org/District_News_and_Events/Press_Room_and_Publications/Annual_Reports.aspx
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E.20.a	http://www.craftonhills.edu/Degrees_and_Certs/College_Catalog
E.21.a	http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Degrees%20and%20Certs/Catalogs/Online-Catalog-13-14.pdf , page 5
E.21.b	http://www.craftonhills.edu/Utilities/Contact_Us.aspx
E.21.c	.http://www.craftonhills.edu/~media/Files/SBCCD/CHC/Degrees%20and%20Certs/Catalogs/Online-Catalog-13-14.pdf
G.1	http://www.craftonhills.edu/Prospective_Students/Orientation
G.2	counseling@craftonhills.edu .

Reference	Link
G.3	http://www.craftonhills.edu/~media/Files/SBCCD/CHC/About%20CHC/Research%20and%20Planning/CHC_Org_Handbook_13-14.pdf