

San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, February 12, 2009 – 4:00 p.m. – Board Room

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. ANNOUNCEMENT OF CLOSED SESSION ITEMS
  - A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
Government Code 54957  
Two Cases
  - B. CONFERENCE WITH LEGAL COUNSEL – EXISTING  
LITIGATION Government Code 54956.9(a)  
Claim No.1654-06-0003 and CVSS 806799
  - C. CONFERENCE WITH LABOR NEGOTIATORS  
Government Code 54957.6  
Agency Negotiators: Renee Brunelle and Robert J. Temple  
CTA  
CSEA  
Management/Supervisors  
Confidentials
3. CONVENE CLOSED SESSION
4. RECONVENE PUBLIC MEETING
5. REPORT OF ACTION IN CLOSED SESSION
6. APPROVAL OF MINUTES
  - A. January 8, 2009 (p.1)
  - B. January 15, 2009 (p.4)

7. PUBLIC COMMENT

The San Bernardino Community College Board of Trustees welcomes public comment on issues within the jurisdiction of the District. Comments should be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. Members of the Board, however, may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion and legal action. Finally, be advised that District personnel and processes are available for further communication.

8. INSTITUTIONAL PRESENTATION

- A. Accountability Reporting for the Community Colleges (ARCC)  
 Crafton Hills College and San Bernardino Valley College

9. REPORTS

- A. Board Members
- B. Student Trustees
- C. Chancellor

10. CONSENT AGENDA

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

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Approval of Classified Employees (p.12)
2. Consideration of Approval of Release of Probationary Classified Employees (p.13)
3. Consideration of Approval of Short-Term, Substitute and Professional Expert Employees (p.14)
4. Consideration of Adjunct and Substitute Academic Employees (p.21)
5. Consideration of Approval of Non-Instructional Pay (p.23)
6. Consideration of Approval of Department Head Stipends (p.25)

7. Consideration of Approval of Management Job Description – Director, District Computer Services (p.26)
8. Consideration of Approval of Revision of Management Job Description – Director Human Resources (p.30)
9. Consideration of Approval of Extension of Interim Management Assignment (p.35)
10. Consideration of Approval of District Volunteers (p.36)

C. FISCAL SERVICES

1. Consideration of Approval of Routine Contracts and Agreements (p.38)
2. Consideration of Approval of Budget Adjustments (p.51)
3. Consideration of Approval of Conference Attendance (p.64)
4. Consideration of Approval of District/College Expenses (p.67)
5. Consideration of Approval of Facility Use Waivers– ATTC (p.70)
6. Consideration of Approval to Change Tuition Reimbursement for Management Employee from General Fund to EWD Categorical Grant Fund (p.72)
7. Consideration of First Reading of New and Revised Board Policies (p.73)

11. ACTION AGENDA

A. INSTRUCTIONAL/STUDENT SERVICES

B. HUMAN RESOURCES

1. Consideration of Approval of Acceptance of Academic Retirement (p.85)
2. Consideration of Approval of Alternate Work Schedule (p.86)
3. Consideration of Approval of Reorganization – SBVC (p.87)

C. FISCAL SERVICES

1. Consideration of Approval of 2009-10 Budget Directions (p.88)
2. Consideration of Approval of Buyout of Vacation Hours (p.91)
3. Consideration of Approval of Award of Bid 2008-02, Mobile Electrical Control and Approve Contract (p.93)
4. Consideration of Ratification of Contract for Remodel - District Annex Interior (p.94)
5. Consideration of Approval of Consultant Contract Amendment 001 – SBVC (p.99)
6. Consideration of Approval of Consultant Contract Amendment 001 – CHC (p.107)
7. Consideration of Approval of Contract Amendment 002, Interim Housing Project - SBVC (p.115)
8. Consideration of Approval of Contract Amendment 003, Learning Resource Center – CHC (p.120)

9. Consideration of Approval of Contract Amendment 004,  
Community Recreation Facility – CHC (p.125)

D. ADMINISTRATIVE

1. Consideration of Approval of Proclamation for Former Trustee  
Lois J. Carson (p.130)

12. INFORMATION ITEMS

- A. Summary of Change Orders for Measure “P” Projects (p.132)
- B. Budget Report (p.153)
- C. Summary of Purchase Order Report (p.180)
- D. Quarterly Investment Report (p.181)
- E. Chemistry/Physical Science Replacement Project – SBVC (p.183)
- F. Police Department Manual (p.185)
- G. Administrative Procedures (p.275)
- H. Applause Cards (p.308)

13. STAFF REPORTS

- A. CHC
  1. President
  2. Academic Senate
  3. Classified Senate
  4. Associated Students
- B. SBVC
  1. President
  2. Academic Senate
  3. Classified Senate
  4. Associated Students
- C. KVCR
- D. CTA

- E. CSEA
  - F. Chancellor
14. ADJOURN – The next regular meeting of the Board of Trustees will be Thursday, March 12, 2009.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
124 S. Del Rosa Drive, San Bernardino, California 92408

Minutes of the Special Meeting of the Board of Trustees  
Thursday, January 8, 2009 4:00 p.m. – Board Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 4:05 p.m.

Members Present:

James C. Ramos, President  
Carleton W. Lockwood, Jr., Vice President  
Dr. Donald L. Singer, Clerk  
John M. Futch  
John Longville  
Dr. Charles S. Terrell, Jr.  
Jess C. Vizcaino, Jr.

Members Absent:

Javier Alcaarez, Student Trustee, SBVC  
Stefan Colvey, Student Trustee, CHC

Administrators Present:

Dr. Noelia Vela, Chancellor  
Dr. Debra Daniels, President, SBVC  
Gloria M. Harrison, President, CHC  
Larry Cicalone, President, KVCR  
Robert J. Temple, Vice Chancellor Fiscal Services  
Renee Brunelle, Vice Chancellor Human Resources

Administrators Absent:

None

Pledge of Allegiance

Mr. Futch led the Pledge of Allegiance.

2. PUBLIC COMMENT

None.

3. 2008-09 and 2009-10 Fiscal Update

Dr. Vela updated the Board on the State budget situation. The Chancellor provided an overview of the recommendations and ideas that the district received from its employees on how we can continue to operate the district and colleges in very efficient, effective and excellent ways and still address the changes we have to make regarding our fiscal situation. Unfortunately, the State has not made any definitive decisions. What we know today is not very definitive but we do have a range of possible mid-year reductions. The range in the mid-year cut could be as low as .68% or as high as \$4.1 million or possibly even more. The amount calculated by the Community College League of California is \$4.1 million. Five million dollars was included in the Chancellor's November memo to each employee in the District. The employees had an opportunity to submit their suggestions/ideas in an anonymous way, and the Board had the opportunity to see the list of what the employees submitted and could see how seriously employees embraced the challenge. The Chancellor indicated that she did not participate in the survey because she wanted to hear others' voices. The following guiding principles were used: 1) Keep the cuts as far away from students as possible; 2) Avoid layoffs, if possible, of permanent full-time employees; 3) Maintain and manage FTES to avoid further reductions; 4) Maintain compliance with the 50% law; 5) Maintain the mission of each entity within the district and ensure that each expenditure is critical to the mission. The campus researchers compiled and categorized the employees' ideas/suggestions, and the fiscal services staff costed them out.

Trustee Longville suggested engaging in lobbying efforts in an effort to reduce costly regulatory and statutory requirements. Dr. Vela stated the Community College League of California advocates for the community college system, and there are a number of committees, one being the Legislative Advisory Committee on which she serves, that lobby for the community colleges. Dr. Vela provided CCLC with Trustee Longville's name as he expressed an interest in serving on that committee. Dr. Singer added that the Inland Valley Trustee and CEO Association also works closely with legislators. Mr. Temple stated the district is looking for temporary relief from some of the statutes.

The recommended savings for the remainder of this fiscal year (FY-09) totaled \$1.9 million. The administration recommended that any reductions above that amount for FY-09 be made from the ending balance.

4. ANNOUNCEMENT OF CLOSED SESSION ITEMS

CONFERENCE WITH LABOR NEGOTIATORS

Government Code 54957.6

Agency Negotiators: Renee Brunelle and Robert J. Temple

Contract Management

CTA

CSEA

Management/Supervisors

Confidentials

5. CONVENE TO CLOSED SESSION

The Board convened to closed session at 5:00 p.m.

6. ADJOURN

Mr. Ramos adjourned the meeting at 7:45 p.m.

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Donald L. Singer, Clerk  
San Bernardino Community College District  
Board of Trustees



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
114 S. Del Rosa Drive, San Bernardino, California 92408

Minutes of the Regular Meeting of the Board of Trustees  
Thursday, January 15, 2009 - 4:00 p.m. – Assembly Room

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Mr. Ramos called the meeting to order at 4:05 p.m.

Members Present:

James C. Ramos, President  
Carleton W. Lockwood, Jr., Vice President  
Dr. Donald L. Singer, Clerk  
John M. Futch  
John Longville  
Dr. Charles S. Terrell, Jr.  
Jess C. Vizcaino, Jr.  
Javier Alcaarez, Student Trustee, SBVC  
Stefan Colvey, Student Trustee, CHC

Members Absent:

None.

Administrators Present:

Dr. Noelia Vela, Chancellor  
Gloria M. Harrison, CHC President  
Dr. Debra Daniels, SBVC President  
Larry Cicalone, President, KVCR-TV-FM  
Robert J. Temple, Vice Chancellor Fiscal Services  
Renee Brunelle, Vice Chancellor Human Resources

Administrators Absent:

None.

Pledge of Allegiance

Mr. Lockwood led the Pledge of Allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- CONFERENCE WITH LABOR NEGOTIATORS – Agency Designated Representatives: Renee Brunelle and Robert J. Temple – CTA – CSEA – Management/Supervisory – Confidentials (Government Code 54957.6)
- CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – Government Code 54956.9(a) Claim No. 1654-06-0003
- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Section 54956.9(b): 1 case

3. CONVENE CLOSED SESSION

The Board convened to closed session 4:10 p.m.

4. RECONVENE PUBLIC MEETING

Mr. Ramos reconvened the public meeting 5:10 p.m.

5. REPORT OF ACTION IN CLOSED SESSION

Dr. Terrell moved, Mr. Futch seconded, and the Board members voted as follows to approve a Supplemental Early Retirement Plan (SERP) for eligible academic managers, classified managers and confidential employees of the District:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory), Colvey (advisory)

ABSENT: None

Mr. Longville moved, Dr. Terrell seconded, and the Board members voted as follows to approve a settlement authority of claim number 1654-06-0003 by way of Compromise and Release, \$89,240.14 less permanent disability advance of \$22,333.87. Final amount to be paid out: \$66,906.27:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino

NOES: None

ABSTENTIONS: Alcaez (advisory), Colvey (advisory)

ABSENT: None

6. APPROVAL OF MINUTES

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to approve the minutes of December 11, 2008:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaarez (advisory), Colvey (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: None

7. PUBLIC COMMENT

None.

8. REPORTS

A. Board Members

- Dr. Singer attended the January 12 Board of Governors' meeting in Sacramento. He noted that staff in the Chancellor's Office are state employees and are taking unpaid days as part of the budget cuts. Dr. Singer was privileged to be in attendance when Dr. Glen Kuck received an award for leadership in the field of technology.
- Mr. Vizcaino thanked Dr. Vela for hosting Congressman Baca's summit to discuss the proposed stimulus package.
- Mr. Longville commented on the incredible increase in the KVCR listeners.
- Mr. Futch reported he attended the EMT graduation, the nursing pinning ceremony, the groundbreaking for the three new buildings at SBVC, and the groundbreaking for the swimming pool at CHC.

B. Student Trustees

- Mr. Colvey had an opportunity to present to Dr. Vela his research on CHC's energy consumption. He was pleased to hear the district is already looking into this. He added that he oversees the activist committee and since most of the committee's issues have been addressed by staff, the committee is now focusing on informing students of the changes in the campus and environmental issues.
- Mr. Alcaarez attended the state student senate conference where a rally to oppose the cuts to education was discussed. The "March in March" will be held in Sacramento on the 16<sup>th</sup>.

C. Chancellor

- Dr. Vela stated the meeting with Student Trustee Stephan Colvey was enjoyable and very productive. She added that his preparation and delivery of his report was professional, and the district is taking the information he submitted seriously.
- The Chancellor added her congratulations to Dr. Kuck on his award adding that EduStream actually serves all community colleges in the state. "This is keeping us on the map."

- The district has started a new semester. The Chancellor reported the colleges have grown, and we have heard the board with regards to productivity and managing costs. The district is keeping its doors open, especially now that our communities need us.
- Trustees and the Chancellor will be attending the upcoming Community College League Legislative Conference, where everyone will be looking at ways to advocate for funding. Dr. Vela received a copy of the president-elect's stimulus plan and mentioned a brief list of items impacting the colleges. She indicated that staff will be studying it carefully to maximize the district's opportunity to access some funds if available.

9. CONSENT AGENDA

The following changes were made in the Consent Agenda:

9.A.1. Approve Curriculum Modifications – SBVC (pulled for discussion)

9.B.9. Approve Management Employee (pulled for discussion)

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve the Consent Agenda:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaez (advisory), Colvey (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: None

**Approve Curriculum Modifications - SBVC**

Dr. Singer moved, Mr. Longville seconded, and the Board members voted as follows to approve SBVC curriculum modifications:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaez (advisory), Colvey (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: None

**Approve Management Employee**

Dr. Terrell moved, Mr. Longville seconded, and the Board members voted as follows to approve the employment of Maria-Emily Gapuzan, Project Director – EduStream, District, full-time, 12-month position, categorically funded until June 30, 2013, Management Salary Schedule, Range 14, Step A, \$6,552 per month, effective January 20, 2009:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaarez (advisory), Colvey (advisory)  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

10. ACTION AGENDA

**Acceptance of the 2007-2008 Independent Audit Report**

Dr. Terrell moved, Dr. Singer seconded, and the Board members voted as follows to accept the 2007-2008 independent audit report:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaarez (advisory), Colvey (advisory)  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

**Approve the 2009-2010 Budget Calendar**

Dr. Singer moved, Mr. Futch seconded, and the Board members voted as follows to approve the 2009-2010 Budget Calendar:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaarez (advisory), Colvey (advisory)  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

**Approve of Board Investment Policy 6320**

Mr. Lockwood moved, Mr. Longville seconded, and the Board members voted as follows to approve the Board Investment Policy 6320:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaarez (advisory), Colvey (advisory)  
NOES: None  
ABSTENTIONS: None  
ABSENT: None

**Approve Change Order MM-01 for Mobile Modular Lease - SBVC**

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to approve Change Order MM-01 for Mobile Modular, in the amount of \$15,189.31:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaarez (advisory), Colvey (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: None

**Approve Change Order MM-02 for Mobile Modular Lease - SBVC**

Mr. Futch moved, Mr. Longville seconded, and the Board members voted as follows to approve Change Order MM-02 for Mobile Modular, in the amount of \$10,959.00:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaarez (advisory), Colvey (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: None

**Appoint Citizens' Bond Oversight Committee**

Mr. Longville moved, Mr. Futch seconded, and the Board members voted as follows to appoint Larry Edmundson to the Citizens' Bond Oversight Committee for a two-year term, effective March 2009:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaarez (advisory), Colvey (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: None

**Approve Travel to Washington DC for Presidential Inauguration**

Mr. Vizcaino moved, Mr. Futch seconded, and the Board members voted as follows to approve a travel request for Frank Reyes to attend the 2009 Presidential Inauguration in Washington DC, January 17-24, 2009, for time and 50% expenses:

AYES: Futch, Lockwood, Longville, Ramos, Singer, Terrell, Vizcaino  
Alcaarez (advisory), Colvey (advisory)

NOES: None

ABSTENTIONS: None

ABSENT: None

Dr. Vela stated that Mr. Reyes will prepare a report following his travel.

Mr. Longville stated he appreciated the effort to lower the cost on this request. "It makes it much more reasonable to approve. I am pleased to see the cost brought down."

11. INFORMATION ITEMS

- A. Change Order Summary Report
- B. Budget Report
- C. Applause Cards

12. STAFF REPORTS

- A. SBVC President
  - A written report was submitted to the Board. Dr. Daniels reported head count is up 12% and FTES are up 11%.
- B. SBVC Academic Senate
  - John Stanskas updated the trustees on the *Tumiani Program* which is a learning community designed to increase academic and personal success and promote transfer to four-year colleges and universities.
- C. SBVC Classified Senate
  - Absent.
- D. SBVC ASB
  - Absent.
- E. CHC President
  - A written report was submitted to the Board. Mrs. Harrison reported head count is up 11% and FTES are up 12.2%.
- F. CHC Academic Senate
  - Rick Hogrefe reported the faculty is making efforts to increase efficiency while preserving the quality of education. An all-faculty meeting was held on January 9 to discuss issues which impact faculty and how best to serve students.
- G. CHC Classified Senate
  - Absent.
- H. CHC ASB
  - Trustees were invited to the annual talent show on January 31.
  - Students are engaging in innovative marketing to get information out to students.

Mr. Lockwood noted that when the Board approved the Consent Agenda, it approved bestowing upon former trustees Allen B. Gresham and Charles H. Beeman the title of Trustee Emeritus, which is an honorary professional title.

I. KVCR

- A written report was submitted to the Board.

J. CTA

- Absent.

K. CSEA

- Ben Gamboa reported the newly elected President is John Napolitano, the First Vice President is Colleen Gamboa, and the Second Vice President is Gino Barabani.
- Mr. Gamboa stated CSEA is looking forward to productive negotiations and thanked both Vice Chancellors for their efforts. He also thanked Dr. Vela for her efforts in handling the budget situation.

L. Chancellor

- No comment.

13. ADJOURN

Mr. Ramos adjourned the meeting at 6:20 p.m.

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Donald L. Singer, Clerk  
San Bernardino Community College District  
Board of Trustees



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of classified employees.

OVERVIEW

Nicole Elliott, College Security Officer, District, full-time, 12-month position, Classified Salary Schedule, Range 29, Step A, \$2,685 per month effective February 17, 2009. Replacement for Samantha Hawkins.

ANALYSIS

Nicole Elliott went through the regular recruitment process and is being recommended for appointment. All requirements for employment processing have been completed and Human Resources has cleared the individual for employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2008-09 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Release of Probationary Classified Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the release of probationary classified employees in the following positions.

OVERVIEW

Lab Tech, Microbiology, SBVC, effective January 6, 2009.  
Police Officer, District, effective January 7, 2009.  
Police Officer, District, effective December 23, 2008.

ANALYSIS

The listed classified employees have been released due to failure to pass probationary period.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2008-09 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Short-Term, Substitute & Professional Expert Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of short-term, substitute & professional expert employees.

OVERVIEW

The attached lists of short-term, substitute and professional expert employees are submitted for approval.

ANALYSIS

Current law requires the Board of Trustees to act on recommendations to appoint short-term hourly and substitute employees before they can begin their work assignment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Short-Term Hourly Employees**  
**February 12, 2009**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Frost, Richard	Art	CHC	Model (Undraped)	2/13/09	5/20/09	\$15.00
Gonzales, Candace Ann	DSP & S	SBVC	Project Assistant I	2/13/09	6/30/09	\$9.00
Hernandez, Javier	Automotive	SBVC	Tutor I	2/17/09	5/10/09	\$9.00
Hernandez, Mercy	Art	CHC	Model (Undraped)	2/13/09	5/20/09	\$15.00
Hughes, Kevin	Welding Student Assistance Program	SBVC	Tutor I	2/17/09	5/10/09	\$9.00
Kodad, Vicki		SBVC	Project Assistant II	2/17/09	6/30/09	\$11.00
Mendoza, Jorge	DSP & S	SBVC	Tutor I	2/13/09	5/22/09	\$9.00
Morey-Collins, Jessica	Art	CHC	Model (Undraped)	2/16/09	5/20/09	\$15.00
Morissette, Cameron	Art	CHC	Model (Undraped)	2/13/09	5/20/09	\$15.00
Payan, Ralph	Automotive	SBVC	Tutor I	2/17/09	5/10/09	\$9.00
Porter, Michael	DSP & S	SBVC	Tutor II	2/13/09	6/30/09	\$11.00
Prueitt, Steven Mark	Welding Student Assistance Program	SBVC	Tutor I	2/17/09	5/10/09	\$9.00
Richards, Robert	Business & Information Technology	SBVC	Project Assistant II	2/17/09	6/30/09	\$11.00
Rowland, Scott		CHC	Tutor II	2/13/09	6/30/09	\$11.00

Spears, Matthew	Automotive	SBVC	Tutor I	2/17/09	5/10/09	\$9.00
Sturm, Michael	Art	CHC	Model (Undraped)	2/13/09	5/20/09	\$15.00
Temby, Leonard	CIS	CHC	Tutor I	2/13/09	6/30/09	\$9.00
Thompson, Sara	Child Development	CHC	Tutor II	2/13/09	5/12/09	\$11.00
Williams, Derek	Automotive	SBVC	Tutor I	2/17/09	5/10/09	\$9.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Professional Expert Hourly Employees

**February 12, 2009**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Cuda, Julie	Respiratory Care	CHC	Respiratory Care Clinical	2/13/09	6/30/09	\$40.00
Davalos, Eli	Respiratory Care	CHC	Respiratory Care Clinical	2/13/09	6/30/09	\$40.00
Drazin, Noelle	Public Safety & Emergency Services	CHC	EMS Specialist Lab Instructor Primary Instructor	2/13/09	6/30/09	\$30.00 \$25.00 \$20.00
Dumbar, Elizabeth	Public Safety & Emergency Services	CHC	EMS Specialist Lab Instructor Primary Instructor	2/13/09	6/30/09	\$30.00 \$25.00 \$20.00
Essilfie, Patricia	Student Health Services	SBVC	Nurse Practitioner	2/13/09	6/30/09	\$50.00
Gustuson, Rachael	Marketing	CHC	Staff Writer/Photographer	2/13/09	6/30/09	\$16.00
Howard, Debra	DSP & S	SBVC	Assistant Instructor	2/13/09	6/30/09	\$20.00
Mena, Alfonso	Public Safety & Emergency Services	CHC	EMS Specialist Lab Instructor Primary Instructor	2/13/09	6/30/09	\$30.00 \$25.00 \$20.00
Nachbaur, Kyle	Public Safety & Emergency Services	CHC	EMS Specialist Lab Instructor Primary Instructor	2/13/09	6/30/09	\$30.00 \$25.00 \$20.00

Pyne, Aaron	Public Safety & Emergency Services	CHC	EMS Specialist			\$30.00
			Lab Instructor			\$25.00
			Primary Instructor	2/13/09	6/30/09	\$20.00
Santiago, Hope	Student Health Services	SBVC	Nurse Practitioner	2/13/09	6/30/09	\$50.00
Sheridan- Matney, Clare	Public Safety & Emergency Services	CHC	EMS Specialist			\$30.00
			Lab Instructor			\$25.00
			Primary Instructor	2/13/09	6/30/09	\$20.00
Vega, Jennifer	Public Safety & Emergency Services	CHC	EMS Specialist			\$30.00
			Lab Instructor			\$25.00
			Primary Instructor	2/13/09	6/30/09	\$20.00
Wheeler, Michael	Public Safety & Emergency Services	CHC	EMS Specialist			\$30.00
			Lab Instructor			\$25.00
			Primary Instructor	2/13/09	6/30/09	\$20.00
Zheng, Lijiang	PDC	Dist	PDC Trainer	2/13/09	6/30/09	\$50.00

**Amend Board Action of December 11, 2008 to correct first name.**

**The Board approved name was Henry Stone. Correct name is Harry Stone as listed below.**

Stone, Harry	EMS/Workfoce Development	CHC	EMS Specialist	Lab		\$30.00
			Instructor	Primary		\$25.00
			Instructor		1/1/09	6/30/09

**Amend Board Action of December 11, 2008 to correct last name.**

**The Board approved name was John McMillan. Correct name is John Mac Millan as listed below.**

Mac Millan, John	Criminal Justice	SBVC	Police Science			\$35.00
			Facilitator/Evaluator/Safety Facilitator		1/1/09	6/30/09

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Substitute Employees  
February 12, 2009

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Avramis, Alicia	Child Development Center	CHC	Child Development Assistant	1/12/09	3/11/09	\$12.35
Bocanegra, LeeAnn	Child Development Center	CHC	Child Development Assistant	1/11/09	3/11/09	\$12.35
Brydson, Annie	Child Development Center	CHC	Child Development Assistant	1/5/09	3/5/09	\$12.35
Castillo, Crystal	Counseling	SBVC	Secretary I	1/6/09	3/6/09	\$15.43
Chow, Michelle	Police Dept	Dist	Dispatch Clerk	1/8/09	3/8/09	\$15.81
Covarrubias, Martha	Child Development Center	SBVC	Child Development Assistant	1/2/09	3/2/09	\$12.35
Fuller, Shirley	Administrative Services	SBVC	Administrative Assistant I	1/23/09	2/17/09	\$20.74
Gibson, Shawna	Child Development Center	CHC	Secretary II	1/13/09	3/6/09	\$17.02
Gomez, Elisa	Cafeteria	CHC	Food Service Worker	1/20/09	1/20/09	\$11.75
Harris, Melinda	Admissions & Records	SBVC	Admissions & Records Technician	12/4/08	12/12/08	\$16.61
Holtegaard, Alisa	Child Development Center	SBVC	Child Development Assistant	1/2/09	3/2/09	\$12.35
Hutchinson, Therese	Child Development Center	CHC	Child Development Assistant	12/16/08	2/16/09	\$12.35
Limon, Irma	Child Development Center	SBVC	Child Development Assistant	1/2/09	3/2/09	\$12.35
Medina, Miguel	Police Dept	Dist	College Police Officer	1/8/09	3/8/09	\$22.33
Molina, Corine	Child Development Center	SBVC	Child Development Assistant	1/2/09	3/2/09	\$12.35
Nevarez, Thomas	Tool Room	SBVC	Tool Room Specialist	12/18/08	1/14/09	\$14.31



Ortiz, Brenda	Child Development Center	SBVC	Child Development Assistant	1/2/09	3/2/09	\$12.35
Paulino, Joe	Police Dept Child Development Center	Dist	College Police Officer	1/8/09	3/8/09	\$22.33
Perez, Blanca	Child Development Center	SBVC	Child Development Assistant	1/2/09	3/2/09	\$12.35
Peterson, Brandi	Child Development Center	SBVC	Child Development Assistant	1/2/09	3/2/09	\$12.35
Ruiz, Sarina	KVCR Child Development Center	Dist	Broadcast Operator	1/16/09	2/6/09	\$19.25
Sarsour, Ansaf	Child Development Center	SBVC	Child Development Assistant	1/2/09	3/2/09	\$12.35
Sclafani, Tony	Police Dept Child Development Center	Dist	College Police Officer	1/8/09	3/8/09	\$22.33
Shaikh, Najma	Child Development Center	CHC	Child Development Assistant	1/7/09	3/7/09	\$12.35
Sinha, Indrani	Child Development Center	CHC	Child Development Assistant	1/6/09	3/6/09	\$12.35
Smith, Mary Tafoya-Bryson, Patricia	CalWorks	CHC	Clerical Assistant II	12/19/08	2/13/09	\$13.97
Treacy, Rosa	Police Dept Child Development Center	Dist	College Police Officer	1/8/09	3/8/09	\$22.33
Webb, Marsha	Professional Development Center	SBVC	Child Development Assistant	1/2/09	3/2/09	\$12.35
Williams, Sophia	Child Development Center	Dist	Clerical Assistant II	1/12/09	3/12/09	\$13.97
Wing, Ethan	Child Development Center	SBVC	Child Development Assistant	1/2/09	3/2/09	\$12.35
Wu, William	Police Dept	Dist	College Police Officer	1/8/09	3/8/09	\$22.33

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Debra S. Daniels, President, SBVC & Gloria M. Harrison, President, CHC  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Adjunct & Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Adjunct & Substitute Academic Employees as needed for the 2008-2009 academic year.

OVERVIEW

The attached lists of adjunct & substitute academic employees are submitted for approval of employment.

ANALYSIS

Part-Time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis. Adjunct employees not assigned will remain in the pool for future consideration during the 2008-09 academic year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2008-09 budget.

**CHC – Adjunct & Substitute Academic Employees**

Buel, Shane	Health, Physical Education
Wheeler, Russell	Mathematics

**SBVC – Adjunct & Substitute Academic Employees**

Barron, Jennifer	Art
Boyer, Wayne	Nursing/Psychiatric Technology
Brown, Ronald	Economics
Buckner, Audrey	Nursing
Carter, Jeffrey	Biology
Coonrod, Lisa	Nursing
Crane, Marlyn	Nursing
Crocker, Joyce	Nursing
Crowder, William	Pharmacy/Psychiatric Technology
DeMarco, Sandi	Nursing
Devila, Tara	Nursing
Dullas, Dante	Psychiatric Technology
Duron, Sally	Nursing/Psychiatric Technology
East, Deirdre	Nursing
Etherton, Debra	Nursing/Psychiatric Technology
Feliciano, Geraldino	Psychiatric Technology
Furr, Yvonne	Pharmacy Technology
George, Kimberly	Nursing
Hammons, Linda	Nursing
Ibrahim, Aminu-Dan	Psychiatric Technology
Jacklin, Josefina	Nursing
Johnson, Steven	Chemistry
Knight, Tammy	Nursing
Koestler, Ginger	Nursing/Psychiatric Technology
Lakatos, Catherine	Student Development
Lipschultz, Patricia	Nursing
Loya-Gonzales, Mary	Nursing
Macias, Liberty	Psychiatric Technology
Mason, Andrea	Nursing
Metu, Reginald	Student Development
Nevarez, Deanne	Nursing
Nunez, Ida	Psychiatric Technology
Paszkievicz, Robert	Psychiatric Technology
Phillips, Anthony	Psychiatric Technology
Preston, Tracy	Nursing
Puttachart, Chitrathorn	Nursing/Psychiatric Technology
Rains, Kathy	Nursing
Reynolds, Teri	Nursing
Schroeder, Geoffrey	Nursing
Scullin, Patrick	Art
Secord, James	Para Legal
Seraj, Robyn	Pharmacy Technology
Smith, Jo Ann	Human Services
Spier, Patricia	Nursing
Taguba, Sharon	Nursing
Tran, Bao	Nursing/Psychiatric Technology
Valenzuela, Adela	Nursing
Wuerch, Alice	Physical Education
Yaghmaei, Sepideh	Chemistry
Zografos, Peter	Nursing/Psychiatric Technology



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Gloria M. Harrison, President, CHC  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Non-Instructional Pay, CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay, CHC.

OVERVIEW

The attached lists of employees are submitted for approval.

ANALYSIS

Non-instructional pay is requested on a periodic basis to assist departments with various events on campus or in the community.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

### **CHC Non Instructional Pay**

Beitscher, Jane	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$250.00 stipend, 01-28-25-9002-0000-1480.00-0899
Burke, Jeffrey	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$250.00 stipend, 01-28-25-9002-0000-1480.00-0899
McLoughlin, Peter	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$250.00 stipend, 01-28-25-9002-0000-1480.00-0899
Mondragon, Luis	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$250.00 stipend, 01-28-25-9002-0000-1480.00-0899
Nellis, Jennifer	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$250.00 stipend, 01-28-25-9002-0000-1480.00-0899
Ogimachi, Tom	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$250.00 stipend, 01-28-25-9002-0000-1480.00-0899
Ramirez, Robert	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$250.00 stipend, 01-28-25-9002-0000-1480.00-0899
Sidhum, Yehia	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$250.00 stipend, 01-28-25-9002-0000-1480.00-0899
Singh, Padam	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$250.00 stipend, 01-28-25-9002-0000-1480.00-0899
Tortoro, Jennifer	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$500.00 stipend, 01-28-25-9002-0000-1480.00-0899
Wheeler, Russell	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$250.00 stipend, 01-28-25-9002-0000-1480.00-0899
Wise, Louise	Supporting Completion of Basic Skills Initiative Action Plan, 02/17/09, \$500.00 stipend, 01-28-25-9002-0000-1480.00-0899

### **Rationale for Basic Skills Non-Instructional Pay:**

The Crafton Hills College 2008 – 2009 Basic Skills Plan Initiative includes an action plans to create and implement a pilot program for the integration of counseling/advising and other student support services with all CHC 100, all learning communities and developmental education classes.

These faculty members are teaching developmental education courses during the spring semester which are being funded with categorical Basic Skills money. The stipend is intended to compensate them for the time required to coordinate with student support services such as tutoring, counseling, student success, etc.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Debra S. Daniels, President, SBVC  
Gloria M. Harrison, President, CHC  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Department Head Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve Department Head Stipends for SBVC & CHC.

OVERVIEW

The following academic employees will serve as Department Heads:

Dr. Bill Clarke	Machine Trades & Transportation, SBVC	\$6,000.00
Tom Bryant	Fine Arts, CHC	\$3,000.00.

ANALYSIS

Department Chairs are selected by faculty in accordance with an established campus process. Stipends for Department Chairs are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA.

BOARD IMPERATIVE

III. Learning Centered Institution for Student Access, Retention and Success.

FINANCIAL IMPLICATIONS

Included in the 2008-2009 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: February 12, 2009  
SUBJECT: Consideration of New Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job description.

OVERVIEW

The need exists to develop a new job description for Director, District Computing Services.

ANALYSIS

The Director of District Computing Services is currently employed by Sungard Higher Education Managed Services. As the District moves to transition away from Sungard and towards an "in-house" shop, there is a need to fill this position with a District employed manager with a unique set of technology and enterprise application management skills.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2008-2009 budget.



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

### DIRECTOR, DISTRICT COMPUTING SERVICES

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

#### **SUMMARY DESCRIPTION**

Under direction, of the Executive Director of Distributed Education and Technology Services, provides leadership for all aspects of information technology, which include academic, student services, and administrative networks; support of all District applications and information systems; and user support services. Directly oversees the application programming and systems management groups who are responsible for configuration, security, resource monitoring and reporting, and the development of specialized and custom programs. In collaboration with District constituencies and representative committees, is responsible for the development of District's Strategic and Tactical Technology plans.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Manage and coordinate the planning and implementation of administrative computing, network services, and the District telecommunication support.
2. Develop and maintain District-wide Computing Services master plan and long term strategies for computers, telecommunications, and information systems, along with recommendations for appropriate budget.
3. Design and maintain the District-wide databases, decision support systems and information systems.
4. Develop and administer the department's annual operating budget; approve the forecast of funds need for staffing, equipment, materials and supplies; approve expenditure and implement budgetary adjustments as appropriate and necessary.
5. Assist the Executive Director of Distributed Education & Technology Services on institutional planning and projects.
6. Work closely with the colleges and departments to assess needs; coordinate plan and activities including development projects that involve the administrative systems, the coordination of software upgrades and the installation of new products.
7. Monitor and evaluate system performance and initiate necessary corrective action to assure continuity of services to meet the District's technology and information services needs.
8. Ensure effective and efficient delivery of system design, applications development and technological support of District-wide academic and administrative programs.
9. Promote the use of alternative media and assistive technology.
10. Chairs appropriate District-wide technology and computing committees.
11. Anticipates, prevents and resolves problems and concerns.
12. Perform related duties as required.

#### **QUALIFICATIONS**

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

**Knowledge of:**

Advanced principles, practices and current trends and technology in the field of information systems.  
Pertinent federal, state and local laws, regulations, policies affecting the information infrastructure and related technology and systems.

Methods and techniques of application development, system design and programming.

Operational characteristics in personal computers, operating and network systems.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

**Ability to:**

Demonstrate effective time management and organizational skills.

Adapt to changing technologies and learn functionality of new systems and equipment.

Research, evaluate, and implement new technologies, development tools and products.

Make recommendations and implement processes, methods and programs to continually improve systems.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Provide leadership based on ethics and principles as they relate to the functions and operations of the assigned area.

Demonstrate professionalism, fairness and honesty in all aspects of the performance of the duties.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's Degree from an accredited college or university with major course work in computer science, management information systems or a related field.

**Required Experience:**

Four years of modern instructional network technology experience including two years of administrative or supervisory responsibility.

**Preferred Experience:**

1. A Master's Degree from an accredited college or university with major course work in computer science, management information systems or a related field.
2. Instructional network technology experience in an education environment, preferably a Community College.
3. Demonstrated knowledge and/or experience in implementing and working with a virtualized infrastructure and ERPs.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with extended periods of time viewing computer monitor.

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

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

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

Board Approved: February 12, 2009

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: February 12, 2009  
SUBJECT: Consideration of Revision of Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to management job description.

OVERVIEW

The need exists to revise the Human Resources Director job description.

ANALYSIS

The job requirements and additional job duties are being revised to be in compliance with the current position and more accurately reflect duties and responsibilities.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

No financial impact.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**DIRECTOR, HUMAN RESOURCES**

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

**SUMMARY DESCRIPTION**

Under administrative direction of the Vice Chancellor, Human Resources & Employee Relations, directs, manages, supervises, and coordinates the daily activities and operations of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, ADA compliance, and equal employment opportunity compliance and administration; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Vice Chancellor, Human Resources & Employee Relations.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Assumes management responsibility for daily services and activities of the Human Resources Division including personnel operations, employee health and welfare programs, employee relations, risk management, Worker's Compensation, ADA compliance, safety and disaster preparedness compliance, and equal employment opportunity compliance and administration.
2. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates, and reviews the work plan for assigned staff to provide high quality of services; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems and create an environment of continued improvement.
5. Recommends the selection, training, motivation, and evaluation of assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Participates in the development and administration of the Human Resources Division annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments.
7. Ensures that the recruitment and selection process for all District employee classifications is in full compliance with both federal and state rules, regulations and guidelines.
8. Participates in negotiations with the collective bargaining units; researches and assists in the development of draft tentative agreements and memorandum of understandings.
9. Assists and counsels management personnel in the administration of collective bargaining contracts, resolution of personnel issues, grievances and disciplinary action.
10. Develops and implements staff training and development programs and employee orientation programs to meet the needs of personal, professional and organizational development.

11. Administers and manages the compilation of statistics on personnel data; prepares reports and surveys required by the pertinent laws and regulations.
12. Investigates and assists in resolution of discrimination and sexual harassment complaints.
13. Serves as staff on a variety of committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the Vice Chancellor, Human Resources & Employee Relations; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to human resource and personnel administration programs, policies, and procedures as appropriate.
15. Attends and participates in professional group meetings; maintains awareness and currency of legislation, new regulations, trends and developments in the field of human resources and employee relations; incorporates new developments as appropriate.
16. Participates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
17. Performs related duties as required.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

Operational characteristics, services, and activities of a human resource administration program.

Principles and practices of human resource management including compensation, position classification and analysis, benefits management, risk management, workers compensation, training/employee development.

Principles and practices of program development and administration.

Methods and techniques of collective bargaining and contract negotiation.

Principles and applications of recruitment and equal employment opportunity.

Operational characteristics of human resource information systems.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to personnel management in a public agency setting and institutions of higher education.

#### **Ability to:**

Oversee and participate in the management of a comprehensive human resource management program.

Oversee, direct, and coordinate the work of lower level staff.

Participate in the selection and recommendation, supervision, training, and evaluation of staff.

Participate in the development and administration of goals, objectives, and procedures for assigned area.

Provide leadership for the successful implementation of a new Human Resources Information System.

Gather and analyze data and situations and make appropriate decisions.

Effectively serve as a resource to employees pertaining to human resources related problems, concerns and issues.

Prepare and present comprehensive, concise, clear oral and written reports.

Participate in collective bargaining negotiations and contract administration.

Analyze problems, identify alternative solutions, project consequences of proposed actions and

implement recommendations in support of goals.  
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.  
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.  
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.  
Provide leadership based on ethics and principles as they relate to Human Resources functions and operations.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Master's degree from an accredited college or university with major course work preferably in human resources, personnel administration, business administration or a related field.

**Required Experience:**

Five years of increasingly responsible professional human resource experience including three years of administrative and supervisory responsibility.

**Preferred Experience:**

1. Human Resources experience in the California Community College System.
2. Knowledge of the California Education Code, Government Code, Title 5 and/or other state regulations applicable to the human resources functions for community colleges.
3. Demonstrated knowledge and/or experience in collective bargaining contract regulations and labor relations in a public education or community college environment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting.

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

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

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

Board Approved: December 11, 1997  
Revised: September 16, 2002  
Revised: December 14, 2006  
Revised: February 12, 2009



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Noelia Vela, Chancellor

REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations

DATE: February 12, 2009

SUBJECT: Consideration of Approval of Extension of Interim Management Assignment

RECOMMENDATION

It is recommended that the Board of Trustees approve the extension of interim management assignment.

OVERVIEW

On August 14, 2008, Laura Lanier was approved as Interim Development & Planning Supervisor, KVCR effective August 15, 2008 through December 31, 2008, or until the position is filled.

ANALYSIS

It is necessary to extend Laura Lanier's interim assignment through January 26, 2009. This extension will allow coverage until the appointment of the permanent replacement on January 26, 2009.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2008-09 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Debra S. Daniels, President, SBVC & Gloria M. Harrison, President, CHC  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of District Volunteers

RECOMMENDATION

It is recommended that the Board of Trustees approve District Volunteers.

OVERVIEW

The individuals on the following list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

ANALYSIS

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

No Financial Impact.

**San Bernardino Valley College**

Marie Fierro	Counseling Department	2/16/09-6/30/09
Takeshia Simmons	CAHSEE Grant Office	2/13/09-5/29/09
Richard Wilkes	Technical Division	2/13/09-5/20/09
Stephanie Chow	Technical Division	2/13/09-5/20/09
Paschal Walsh	Technical Division	2/13/09-5/20/09
Jeff Russell	Technical Division	2/13/09-5/20/09
Javier Hernandez	Technical Division	2/13/09-5/20/09
Nick Castillo	Technical Division	2/13/09-5/20/09
Andres Amaya	Technical Division	2/13/09-5/20/09
Marc Martinez	Technical Division	2/13/09-5/20/09
Wayne Funn	Technical Division	2/13/09-5/20/09
Kevin Hughes	Technical Division	2/13/09-5/20/09
Ken Graham	Technical Division	2/13/09-5/20/09

**Crafton Hills College**

Brittany Denhalber	Public Safety & Emergency Services	2/13/09-6/30/09
Sarah Rawls	Public Safety & Emergency Services	2/13/09-6/30/09
Robert Rodriguez	Public Safety & Emergency Services	2/13/09-6/30/09
Christopher Thomas	Public Safety & Emergency Services	2/13/09-6/30/09
Glen Thronson	Public Safety & Emergency Services	2/13/09-6/30/09
Cassandra Valenti	Public Safety & Emergency Services	2/13/09-6/30/09
Chelta Williams	Public Safety & Emergency Services	2/13/09-6/30/09
Tula Marin	Counseling Department	2/17/09-5/20/09
Alyssa Campiran	Marketing	2/13/09-6/30/09
Leah Murray	Marketing	2/13/09-6/30/09

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Dr. Noelia Vela, Chancellor  
**REVIEWED BY:** Robert J. Temple, Vice Chancellor of Fiscal Services  
**PREPARED BY:** Ronald P. Gerhard, Business Manager  
**DATE:** February 12, 2009  
**SUBJECT:** Consideration of Approval of Routine Contracts and Agreements

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve or ratify the attached list of routine contracts and agreements.

### **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 on the attached list are budgeted for via purchase orders or in the case of grants via budget adjustments.

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***Routine Contracts and Agreements******Scheduled Board Date 2/12/2009***

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***Contract Type***

<b><i>Firm</i></b>	<b><i>Purpose and Information</i></b>	<b><i>Department / Location</i></b>	<b><i>Amount</i></b>	<b><i>Signed</i></b>
<b><i>CalWorks Child Care</i></b>				
Cooper, Mitzi	(5692) CalWorks Childcare - Parent - Cooper, Katherine for FY 2008-2009 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$279.40	RGerhard
			Per Week	
Velasquez, Catalina	(5691) CalWorks - Childcare - Parent - Cabrera, Cindy for FY 2008-2009 01-46-01-8120-0266-7600.00-7320	Calworks/SBVC	\$143.44	RGerhard
			Per Week	
<b><i>SubTotal for CalWorks Child Care: 2</i></b>				
<b><i>Clinicals</i></b>				
California Department of Forestry & Fire Protection	(5672) Clinical - EMS Program Clinical Site Agreement for Program Participant: Term Dates 02-13-2009 to 02-12-2014	Program Development/CHC		RGerhard
			No Cost	
Riverside, City of, Fire Department	(5687) Clinical - EMS Program Clinical Site Agreement for Program Participants: Term Dates 02-13-2009 to 02-12-2014	Program Development/CHC		RGerhard
			No Cost	
<b><i>SubTotal for Clinicals: 2</i></b>				

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<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Facilities Use</u></b>				
Foundation for Community Colleges	(5711) Facilities Use - Use of ATTC for Intermediate FUSION Software Training for Southern California on 03-20-2009	Facilities Planning/SBCCD		RGerhard
			Fee Waived	
<hr/> <hr/>				
<b><i>SubTotal for Facilities Use: 1</i></b>				
<hr/> <hr/>				
<b><u>General</u></b>				
Advanced Copy Systems, Inc	(5699) Service - Maintenance Agreement for New Sharp AR-M317 Copier for PE Division; Term Dates 02-13-2009 to 06-30-2009 01-00-01-8100-0000-5637.00-6010	Instruction/SBVC	\$67.00	RGerhard
			Per Month	
Advanced Copy Systems, Inc	(5669) Service - Maintenance Agreement for Three New Sharp AR-M257 Copiers: Term Dates 02-13-2009 to 06-30-2009 01-00-02-9002-0156-5639.00-6199	Title V/CHC	\$525.00	RGerhard
<hr/> <hr/>				
As You Wish Music	(5709) Speaker - Arts & Lecture Program - Songwriters of Radio, Television and Movies on 03-24-2009: Artist Mitchell Allen 01-40-01-3581-0000-5113.00-6890	Arts & Lecture/SBVC	\$1,000.00	RGerhard
As You Wish Music	(5708) Speaker - Arts & Lecture Program - Songwriters of Radio, Television and Movies on 03-24-2009; Artist Jeff Cohen 01-40-01-9658-1000-0511.30-0689	Arts & Lecture/SBVC	\$1,000.00	RGerhard

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Center for Health Care Inc	(5696) Service - CPR Training and Certification for SBVC Faculty and Staff at on 02-27-2009 at a cost of \$58 Per Person 01-92-31-9508-0000-5120.00-6770	Staff Development/SBCCD	\$464.00	RGerhard
	Chapman, Corinne	(5702) Speaker - Arts & Lecture Program - Panel Discussion: Songwriters: Radio, Television and Movies On 03-24-2009 01-40-01-3581-0000-5113.00-6890	Arts & Lecture/SBVC	\$1,000.00	RGerhard
	Ebmeyer Charter & Tours	(5666) Rental - Bus Rental for Star Field Trip to Cal Poly Pomona on 03-06-2009 01-00-15-8208-0150-5611.00-6499	Star Program/SBVC	\$643.00	RGerhard
	Edwards-Matanger, Julie	(5693) Service - Accompanist/Collaborative Pianist for SBVC's Spring 2009 Production of "Gypsy": Term Dates 02-13-2009 to 04-26-2009	Theater Arts/SBVC	\$6,000.00	RGerhard
				Trust Account 4201	
	Environmental Management Technologies	(5671) Service - Hazardous Waste Removal in CHC Chemistry Lab 01-00-02-9505-0000-5536.00-6599	Maintenance/CHC	\$2,946.50	RGerhard

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
First Student (formerly Laidlaw)	(5678) Rental - Bus Rental for Transportation of Yucaipa High School Student to CHC to Attend Arts Day Event on 02-20-2009 01-00-32-9002-0000-5611.00-6711	Humanities/CHC	\$555.13	RGerhard
First Student (formerly Laidlaw)	(5679) Rental - Bus Rental to Transport Arroyo Valley, Pacific, San Geronio High Schools Students to Attend Arts Day Event on 02-20-2009 01-00-32-9002-0000-5611.00-6711	Humanities/CHC	\$604.01	RGerhard
First Student (formerly Laidlaw)	(5680) Rental - Bus Rental to Transport Orangewood, Redlands, Redlands East Valley High Schools Students to Attend Arts Day Event on 02-20-2009 01-00-32-9002-0000-5611.00-6710	Humanities/CHC	\$620.30	RGerhard
Freier, Mary-Catherin (Kiti)	(5684) Speaker - Morning Keynote Speaker for Foster/Kinship Day on 04-23-2009 Topic "Special Needs Children Preschool to Adolescence" 01-00-01-8306-0209-5113.00-1305	Child Development/SBVC	\$1,000.00	RGerhard
FunSeekers	(5677) Rental - Bus Rental for Puente Program Field Trip to Museum of Tolerance in Los Angeles on 02-27-2009 01-00-01-8212-0000-5611.00-6499	Puente Program/SBVC	\$575.00	RGerhard



<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Gregg Massengill Construction	(5710) Service - Remodel of Interior of Annex Building - Removal of Wall between Distance Education and District Computing Services and Remodel of New Interior Space 01-00-03-8103-0236-6220.00-6150	Distance Education/SBCCD	\$18,750.00	RGerhard
	Harmoush, Mahmoud	(5706) Independent Contractor - Develop Curriculum for Four Semester Program in Arabic Language: Term Dates 02-13-2009 to 03-31-2009 01-00-25-9002-0228-5113.00-6600	Instruction/CHC	\$400.00	RGerhard
	Harris, Liese	(5707) Independent Contractor - Costuming for SBVC's Spring 2009 Production of "Gypsy": Term Dates 02-13-2009 to 04-29-2009	Theater Arts/SBVC	\$10,000.00	RGerhard
				Trust Account 4201	
	Hilton - San Bernardino	(5240) Rental - Catering and Room Rental for Articulation Workshop on 03-05-2009: Event Approved 08-14-2008 - Amendment 1- Contract Increase due to an Increase in the Number of Attendees 01-00-01-8102-0507-5809.00-6010 01-00-01-8102-0507-5200.00-6010	Vocational Education/SBVC	\$6,252.86	RGerhard
				Revised Contract Value	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Holmes International	(4397) Professional Services - Prepare Two Sanitary Sewer Systems Management Plans for District Sites 01-00-33-9514-0000-5120.00-6510	Facilities Planning/SBCCD	\$8,374.68	DSalazar
			Not to Exceed	
Jacques, Paul	(5694) Independent Contractor - Develop Strategic and Material Partnerships with Children's Community Regional and Educational Theater Organizations for the SBVC's Spring 2009 Production of "Gypsy": Term Dates 02-17-2009 to 05-01-2009	Theater Arts/SBVC	\$1,800.00	Rgerhard
			Trust Account 4201	
Kazan, Laura	(5675) Independent Contractor - Data Compilation for Environmental Scan as Part of the Regional Center of Excellence Grant: Term Dates 02-16-2009 to 06-01-2009 01-12-03-8115-0448-5113.00-6840	PDC/SBCCD	\$6,000.00	RGerhard
Keenan & Associates	(2332) Independent Contractor - Agreement for Loss Control/Risk Management Services for The Next Three Fiscal Years - Amendment 2 - Extension to 06-30-2009 01-00-03-9508-0000-5120.00-6770	Human Resources/SBCCD	\$16,750.00	RGerhard
			Contract Increased	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
McGuire, Berry	(5704) Speaker - Arts & Lecture Program - Songwriters of the 60's on 03-25-2009 01-40-01-3581-0000-5113.00-6890	Arts & Lecture/SBVC	\$1,200.00	RGerhard
Moore, Rachel E.	(5703) Professional Services - Directorial Assistant for SBVC's Spring 2009 Production of "Gypsy": Term Dates 02-13-2009 to 04-26-2009	Theater Arts/SBVC	\$6,000.00	RGerhard
Mutual of Omaha	(5700) Service - SERP Faculty Early Retirement Program Administration Contract: SERP Program was approved by the Board on 07-10-2008	Fiscal Services/SBCCD	\$1,696,695.00	RGerhard
			Over Five Years	
Nexus Integration Services, Inc	(5695) Purchase Agreement - Hardware for Expansion of Bandwidth for EDU Streaming Project 01-00-03-8103-0236-6410.00-6150	Distance Education/SBCCD	\$40,953.48	RGerhard
Peggy Statti Graphic Design Services	(5698) Service - Graphic Design of CHC's Summer 2009 Schedule Cover and Post Cards: Term Dates 02-13-2009 to 04-01-2009 01-00-32-9002-0000-5113.00-6711	Marketing/CHC	\$650.00	RGerhard

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>General</i></u>					
	Ran Graphics, Inc	(5697) Service - CHC Summer 2009 Schedule Production; 14,000 Copies of 64 pages, Newsprint pages, Gloss Cover and Center spread 01-00-02-9509-0000-5120.00-6710	Marketing/CHC	\$5,236.65	RGerhard
				Not to Exceed	
	Ran Graphics, Inc	(5682) Service - Printing Services to Print CHC Enrollment Application Form to Include 11"X17" Folded to 8.5"X11" 5,000 Copies 01-00-02-9509-0000-5120.00-6710	Marketing/CHC	\$199.34	RGerhard
	Slattery, Dennis Patrick	(5705) Speaker - Arts & Lecture Program - Presentation and Discussion of Transformation in Learning on 03-19-2009 01-40-01-3581-0000-5113.00-6890	Arts & Lecture/SBVC	\$1,200.00	RGerhard
	Small Manufacturers' Institute (SMI)	(5685) Service - Plan and Facilitate Two Instructor's Training Seminars in Robotics Activities and Facilitate Three First LEGO Robotics Boot Campus for Middle School Age Participants as Part of Career and Technical Collaborative Grant to Outreach Science and Technology to School Aged Students: Term Dates 02-30-2009 to 12-30-2009 01-00-03-8115-0470-5120.00-6899	PDC/SBCCD	\$59,592.00	RGerhard

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Sun Newspaper, The	(5676) Advertising - Print Advertisement to Promote Foster/Kinship Program: Circulation Dates 02-18-2009, 03-03-2009, 03-07-2009, 04-15-2009 01-00-01-8306-0209-5801.00-1305	Child Development/SBVC	\$4,456.00	RGerhard
Votenet Solutions	(5713) Service - One Year Online Voting Services for SBVC's ASB Elections: Term Dates 03-07-2009 to 03-08-2010	Student Life/SBVC	\$2,995.00	RGerhard
				Trust Account AS Student Rep Fee
Waterfall Mobile, Inc	(5674) Service - Waterfall AlertU Service - Emergency Text Notification System Funded by Foundation for CA Community Colleges: Term Dates 02-13-2008 to 02-12-2010	Distance Education/SBCCD		RGerhard
			No Cost	
<b><i>SubTotal for General: 34</i></b>				
<b><u>General - Ratified</u></b>				
eLumen	(5712) Software License - Achievement Software Upgrade and Support Packages for FY 2008-2009 01-00-03-9010-0000-5639.00-6780 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Computing Services/SBCCD	\$12,400.00	RGerhard

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General - Ratified</u></b>					
	Governet Corporation	(5681) Service - Software Upgrades and Support for CurricuNet Software System: Term 01-01-2009 to 01-01-2012 01-00-03-9010-0000-5639.00-6780 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Computing Services/SBCCD	\$25,000.00	RGerhard
	Higher Ed Job. Com dba Jobelephant.com Inc	(5701) Subscription Renewal - On-Line Service for Educational Institutions Employment Postings for One Year: Term Dates 01-18-2009 to 01-18-2010 01-18-35-9004-0302-5801.00-6760 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Human Resources/SBCCD	\$1,895.00	RGerhard
	San Bernardino, County of	(5683) Transitional Assistance Department - Service - On-site Employment Services Specialist to Assist CalWorks: Term Dates 01-01-2009 to 12-31-2012 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Calworks/SBVC	No Cost	RGerhard

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General - Ratified</u></b>					
	Sundance Digital	(5686) Service - Maintenance Agreement for KVCR'S Koch's Master Control Automated System Includes both Software and Hardware Support: Term Dates 11-15-2008 to 11-14-2009 74-00-35-8110-0106-5830.00-7099 74-00-03-8110-0107-5830.00-7099 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	KVCR/SBCCD	\$15,425.00	RGerhard
	Systems Technology Associates - STA	(5690) Service - HP Hardware Maintenance and Onsite Support: Term Dates 10-01-2008 to 09-30-2009 01-00-03-9010-0000-5639.01-0678 Ratified - Ratification is Requested, Contract Not Received In Time for Previous Board Meetings	Computing Services/SBCCD	\$32,670.88	RGerhard
<b><u>SubTotal for General - Ratified: 6</u></b>					
<b><u>Grant/Award Income</u></b>					
	CPB - Corporation for Public Broadcasting	(4374) Grant - KVCR Station Renewal Project Phase II - Amendment 1 - Grant Term Extended to 12-31-2009, Contract Language Clarification and Restructure of Funding Deliverables; to \$32,500 Due July 31, 2009, \$72,500 Due January 31, 2009, \$52,500 Due July 31, 2009, \$23,750 January 31, 2010	KVCR/SBCCD	\$233,750.00	RGerhard
				Cost Reimbursement	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><i>Grant/Award Income</i></b>					
	Redlands, University Of	(5670) MOU - Collaborative Production of the Opera "Elisir d'amore" to be Performed Spring 2009; Each Site Will Cover the Cost of Promotion for Their Campus, Redlands University will Cover Production Costs; Redlands will Keep the Revenues from Online and Pre-Sales Tickets and CHC will Keep the Revenues from Box Office Sales; Term Dates 02-13-2009 to 04-05-2009	Humanities/CHC		RGerhard
				No Cost	
	San Bernardino City Unified School District	(5688) Grant - As Part of AB172 SBVC Develop and Provide a Pre-Kindergarten and Family Literacy Program: Funded through the Formula of \$21.22 Per Child Per Instructional Day for 54 Children; Term Dates 02-12-2009 to 06-30-2009	Child Development/SBVC	\$85,971.00	RGerhard
				Not to Exceed	
	San Bernardino County Superintendent of Schools	(5673) Grant - State Preschool Program Delegate Agency Agreement for CHC Preschool Program for FY 2008/2009	Child Care Center/CHC	\$145,735.00	RGerhard
				Not to Exceed	
<b><i>SubTotal for Grant/Award Income: 4</i></b>					
<b><i>Grand Total Contracts for Board Date 2/12/2009: 49</i></b>					



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Budget Adjustments.

OVERVIEW

Budget Adjustments submitted for Board review and approval.

ANALYSIS

In compliance with the Budget Adjustment procedure, required by the County Superintendent of Schools, these budget adjustments are submitted for Board review and approval.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

None.

Attachments

72 San Bernardino Community Col  
Restricted and Unrestricted

FISCAL YR: 09

FUND	APPROVED OBJECT	DESCRIPTION	09/23/2008 ADOPTED BUDGET	01/01/2009 REVISED BUDGET	BUDGET ADJUSTMENTS	01/31/2009 REVISED BUDGET
01	1100	CONTRACT CLASSROOM INST.	16,971,402.00	16,918,705.99	76,710.00	16,995,415.99
	1280	ACADEMIC SAL-N.I./REG/OTHER	4,415,934.00	4,575,338.56	-5,231.00	4,570,107.56
	1300	INSTRUCTORS DAY/HOURLY	7,672,462.00	7,721,368.48	38,736.00	7,760,104.48
	1480	NONINSTRUCTION HOURLY	905,632.00	961,171.51	-28,628.49	932,543.02
	2180	CLASSIFIED CONFIDENTIAL EMPLOY	13,705,623.00	13,671,027.87	-27,330.40	13,643,697.47
	2200	INSTRUCTIONAL AIDS	1,452,833.00	1,442,489.00	3,500.00	1,445,989.00
	2380	PART-TIME/OVERTIME/STUDENT	1,942,137.00	2,237,475.11	-42,910.16	2,194,564.95
	2400	INST AIDES-HOURLY- DIR. INSTRUC	963,449.00	1,049,318.00	15,000.00	1,064,318.00
	3338	OASDI-ACAD/NON INSTR/OTHER	26,048.00	26,907.50	1,200.00	28,107.50
	3346	MEDICARE NON-INSTRUCTIONAL	409,968.85	416,551.19	-602.00	415,949.19
	3360	PARS-NON-INSTRUCTIONAL	.00	20,143.80	480.00	20,623.80
	3430	HEALTH & WELFARE-OTH ACAD-N.I	886,099.00	885,910.99	3,970.00	889,880.99
	3940	RETIREE INCENTIVE-CLASSIFIED	85,000.00	.00	60,000.00	60,000.00
	4100	TEXTBOOKS	37,780.00	39,105.00	-2,510.00	36,595.00
	4200	BOOK, MAGAZINE&PERIOD-DIST. USE	315,528.68	317,356.24	500.00	317,856.24
	4300	INSTRUCTIONAL SUPPLIES	701,371.24	722,955.28	-21,860.00	701,095.28
	4400	MEDIA AND SOFTWARE-DISTRCT USE	128,832.95	145,433.50	9,821.61	155,255.11
	4500	NONINSTRUCTIONAL SUPPLIES	1,317,932.33	1,325,370.50	-2,096.95	1,323,273.55
	4700	FOOD SUPPLIES	43,600.00	40,100.00	8,000.00	48,100.00
	5100	PERSON&CONSULTANT SVC-DIST USE	4,751,581.44	4,810,200.05	47,017.00	4,857,217.05
	5200	TRAVEL & CONFERENCE EXPENSES	790,196.71	836,125.14	-14,062.95	822,062.19
	5300	POST/DUES/MEMBERSHIPS-DIST. USE	501,650.55	522,527.78	1,000.00	523,527.78
	5500	UTILITIES & HOUSEKEEP-DIST. USE	2,852,704.82	2,877,736.82	2.95	2,877,739.77
	5600	RENTS, LEASES&REPAIRS-DIST. USE	1,932,308.09	1,991,489.74	26,475.09	2,017,964.83
	5800	OTHER OPERATING EXP-DIST. USE	4,881,378.93	5,043,809.45	-190,174.55	4,853,634.90
	6200	BUILDINGS&IMPROVEMENT-DIST. USE	678,671.53	727,007.97	20,190.00	747,197.97
	6400	ADDITIONAL/IMPROVED EQUIPMENT	1,594,742.86	2,081,926.93	37,868.65	2,119,795.58
	7500	OTHER OUTGO-STUDENT FIN AID	54,958.00	54,638.00	-3,768.00	50,870.00
	7600	OTHER STUDENT AID	1,099,740.70	1,203,863.73	48,645.20	1,252,508.93
	7900	RESERVE FOR CONTINGENCIES	5,000,000.00	5,888,994.00	-76,710.00	5,812,284.00
		TOTAL EXPENSE	76,119,566.68	78,555,048.13	-16,768.00	78,538,280.13
	8190	FED REV-OTHER FEDERAL REVENUES	752,575.37	762,575.37	-3.00	762,572.37
	8620	GENERAL CATEGORICAL PROGRAMS	9,415,482.55	9,424,722.55	13,235.00	9,437,957.55
	8830	CONTRACT SERVICES	583,890.45	715,890.45	-40,000.00	675,890.45
	8890	OTHER LOCAL REVENUES	397,240.00	377,240.00	10,000.00	387,240.00
		TOTAL REVENUE	11,149,188.37	11,280,428.37	-16,768.00	11,263,660.37

72 San Bernardino Community Col		Restricted and Unrestricted		FISCAL YR: 09		
FUND	APPROVED OBJECT	DESCRIPTION	ADOPTED BUDGET	REVISIED BUDGET	BUDGET	REVISIED BUDGET
			09/23/2008	01/01/2009	01/31/2009	
41	6400	ADDITIONAL/IMPROVED EQUIPMENT	.00	.00	25,000.00	25,000.00
	6410	ADDL EQUIP-\$1,000 OR MORE	47,430.50	72,430.50	-25,000.00	47,430.50
	TOTAL EXPENSE		47,430.50	72,430.50	.00	72,430.50

FISCAL YR: 09

72 San Bernardino Community Col Restricted and Unrestricted

FUND	APPROVED OBJECT	DESCRIPTION	09/23/2008 ADOPTED BUDGET	01/01/2009 REVISED BUDGET	BUDGET ADJUSTMENTS	01/31/2009 REVISED BUDGET
42	2380	PART-TIME/OVERTIME/STUDENT	.00	5,981.59	-12.27	5,969.32
	3328	OASDI CLASS/I.A.-NON-INSTR OTHE	.00	14.36	9.57	23.93
	3346	MEDICARE NON-INSTRUCTIONAL	.00	3.36	2.24	5.60
	3528	SUI CLASS/I.A. NON-INSTR OTHER	.00	.69	.46	1.15
	TOTAL EXPENSE		.00	6,000.00	.00	6,000.00

72 San Bernardino Community Col		Restricted and Unrestricted				FISCAL YR: 09
FUND	APPROVED OBJECT	DESCRIPTION	09/23/2008 ADOPTED BUDGET	01/01/2009 REVISED BUDGET	BUDGET ADJUSTMENTS	01/31/2009 REVISED BUDGET
72	2180	CLASSIFIED CONFIDENTIAL EMPLOY	1,023,957.00	1,011,157.00	-4,000.00	1,007,157.00
	2380	PART-TIME/OVERTIME/STUDENT	229,588.00	242,388.00	11,000.00	253,388.00
	4500	NONINSTRUCTIONAL SUPPLIES	37,260.00	37,260.00	13,000.00	50,260.00
	4700	FOOD SUPPLIES	95,850.00	95,850.00	7,000.00	102,850.00
	TOTAL EXPENSE		1,386,655.00	1,386,655.00	27,000.00	1,413,655.00
	TOTAL REVENUE		125,000.00	125,000.00	27,000.00	152,000.00
			125,000.00	125,000.00	27,000.00	152,000.00

72 San Bernardino Community Col Restricted and Unrestricted FISCAL YR: 09

FUND	APPROVED OBJECT	DESCRIPTION	09/23/2008 ADOPTED BUDGET	01/01/2009 REVISED BUDGET	BUDGET ADJUSTMENTS	01/31/2009 REVISED BUDGET
74	4500	NONINSTRUCTIONAL SUPPLIES	13,495.00	13,495.00	-2,995.00	10,500.00
	5300	POST/DUES/MEMBERSHIPS-DIST. USE	125,923.30	109,652.80	-12,000.00	97,652.80
	5400	INSURANCES - DISTRICT USE	7,905.00	7,905.00	-1,320.00	6,585.00
	5500	UTILITIES & HOUSEKEEP-DIST. USE	167,232.93	166,080.93	434.93	166,515.86
	5600	RENTS,LEASES&REPAIRS-DIST. USE	39,847.00	43,117.50	-4,101.00	39,016.50
	5700	LEGAL/ELECTION/AUDIT-DIST. USE	91,120.00	91,120.00	-20,972.00	70,148.00
	5800	OTHER OPERATING EXP-DIST. USE	863,675.94	876,675.94	56,062.19	932,738.13
	6410	ADDL EQUIP-\$1,000 OR MORE	43,364.00	5,107.00	-3,907.00	1,200.00
	TOTAL EXPENSE		1,352,563.17	1,313,154.17	11,202.12	1,324,356.29
	8890	OTHER LOCAL REVENUES	1,790,575.67	1,751,166.67	11,202.12	1,762,368.79
	TOTAL REVENUE		1,790,575.67	1,751,166.67	11,202.12	1,762,368.79

# BUDGET ADJUSTMENT

RECEIVED CHC  
FISCAL SERVICES OFFICE

Date	Location	Responsibility Center	Manager	President
12-5-08	CHC-Counseling	Alex Contreras, Kirsten Colvey	<i>[Signature]</i>	Gloria Harrison

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	00	32	8214	0505	8629.00	0000	Other Categorical Apportionment	1,000.00

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>EXPENSE</b>								
01	00	32	8214	0505	5200.00	6330	Travel & Conference	1,000.00

## JUSTIFICATION

Allocate articulation grant funds.

Fiscal Services	Board Action Date
<i>[Signature]</i>	2/12/09

Batch Transfer Number/Reference #	Posted By:	Date:
90343	Se	1/13/09

# BUDGET ADJUSTMENT

*[Handwritten Signature]*

RECEIVED CHC  
FISCAL SERVICES OFFICE

Date	Location	Responsibility Center Manager	President
12-5-08	CHC-Counseling	Alex Contreras, Kirsten Colvey	Gloria Harrison

*[Handwritten Signature: Gloria Harrison]*  
2008 DEC -8 PM 3:50

## ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	76	02	8207	0232	8623.00	0000	Matriculation	23,256.00

## EXPENSE

01	76	02	8207	0232	2380.00	6320	Part-time/Overtime/student hourly	5,760.00
01	76	02	8207	0232	5809.00	6320	Other expenses & fees	9,496.00
01	76	02	8207	0232	5801.00	6320	Advertising	8,000.00

## JUSTIFICATION

Increased matriculation allocation disbursement.

Fiscal Services		Board Action Date
<i>[Handwritten Signature]</i>		2/12/09
Batch Transfer Number/Reference #	Posted By:	Date:
010344	SR	1/13/09

*[Handwritten Signature]*  
12/10/08





# BUDGET ADJUSTMENT

PRESIDENT'S OFFICE, SBVC  
08 DEC 18 PM 3: 35

Date	Location	Responsibility Center Manager	President
12-10-08	SBVC	Kay Ragan, Vice President <i>Kay Ragan</i>	<i>L Osel p 12/19/08</i>

Account								
Fund	Lf Sp	Site	Program	Subpro	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
01	39	01	2527	0000	8890.00	0000	Catering	10,000.00

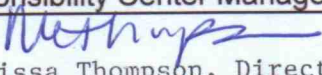

<b>EXPENSE</b>								
01	39	01	2527	0000	4700.00	6940	Food Supplies	8500.00
01	39	01	2527	0000	4300.00	6940	Non-Food Supplies	1500.00

**JUSTIFICATION**

To increase the food supply funding for Sun Room catering.

<b>Controller</b> <i>[Signature]</i>	<b>Chancellor</b>	<b>Board Action Date</b> 2/12/09
<b>Batch Transfer Number / Reference #</b> 010346	<b>Posted By:</b> SR	<b>Date:</b> 1/13/09

# BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
1/6/09	SBVC - CDC	 Melissa Thompson, Director	 Dr. Debra Daniels

## ACCOUNT


Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
<b>INCOME</b>								
72	00	01	8306	0207	8199.00	0000	Food Program	27,000

## EXPENSE

72	00	01	8306	0207	4500.00	6920	SYSCO Non-Food	12,000
72	00	01	8306	0207	4551.00	6920	Printing - SBCCD	1,000
72	00	01	8306	0207	2380.00	6920	Student Worker	7,000
72	00	01	8306	0207	4700.00	6920	Food Program	7,000

## JUSTIFICATION

Additional funds received from Adult and Child Care food program.

Fiscal Services		Board Action Date
		2/12/09
Batch Transfer Number/Reference #	Posted By:	Date:
90347	SLL	1/13/09





## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Dr. Noelia Vela, Chancellor  
PREPARED BY: Dr. Noelia Vela, Chancellor  
Dr. Debra S. Daniels, President, SBVC  
Gloria M. Harrison, President, CHC  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Conference Attendance

### RECOMMENDATION

It is recommended that the Board of Trustees approve the attached conference attendance requests.

### OVERVIEW

Individual conference requests for professional growth and staff development for academic and classified staff are submitted by the campuses and the district office.

### ANALYSIS

Faculty and staff attend conferences to obtain updated information on policies and procedures in their fields. In addition, conference attendance provides professional growth and staff development.

### BOARD IMPERATIVE

- I. Institutional Effectiveness
- III. Resource Management for Efficiency, Effectiveness and Excellence
- IV. Enhanced and Informed Governance and Leadership

### FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

## **DISTRICT**

**GLEN KUCK** to Reno, Nevada, March 14-18, 2009 to attend the League for Innovation Conference, with time only. Dr. Kuck will be co-presenting with representatives from Dallas Tele-Learning on the development and roll-out of the EduStream project. Conference registration is being paid by Dallas Tele-Learning. All remaining costs are being covered by the EduStream categorical grant.

**MARSHALL GARTENLAUB** to San Francisco, California, March 11-13, 2009, to attend the California Community College Association of Occupational Educators meeting, with time and expenses. This meeting is designed for educational leaders to enhance technical programs in engineering, manufacturing and design.

**LOUIS CHAVIRA** to Myrtle Beach, Florida, April 25-30, 2009 to attend the Association of College and University Printers Conference, with time and expenses. As the district begins to explore centralization of copiers and printing, Mr. Chavira will be meeting with printers from other colleges to explore other ideas and practices.

**NOELIA VELA** to Washington, DC, March 14-18, 2009 (three work days), with Inland Action, Inc. to meet with legislators and key agency staff members, with time and minimal expenses. Airfare and hotel costs are being paid by Inland Action.

**NOELIA VELA** to Phoenix, Arizona, April 2-6, 2009 to attend the Board meetings of American Association of Community Colleges, of National Community College Hispanic Council and National Institute for Leadership Development and to attend the annual AACC conference, with time and expenses. Dr. Vela serves on the Boards of AACC, NILD and NCCHC. These boards advocate for funding and legislation for community colleges and provide professional development opportunities for community college administrators and faculty. This request was approved at the November 6, 2008 board meeting with travel dates of April 3-7, 2009. Approval is requested for amended travel dates of April 2-6, 2009 (three work days). A correction of dates is needed. There is no net increase in time or costs.

## **SAN BERNARDINO VALLEY COLLEGE**

**LESLIE GREGORY** to Anaheim, California, March 11-13, 2009, to attend the Foundation for California Community Colleges Fifth Annual Youth and Adult Services Conference, with time and expenses. This conference will enhance the professional and personal development of the staff of the youth and adult services programs.

**QUEEN HAMILTON** to San Francisco, California, March 9-13, 2009, to attend the California Community Colleges Association of Occupational Educators, with time and expenses. The conference will provide information on Career Pathways, partnering for success and Perkins IV updates.

**JENNIFER MENDOZA** to San Diego, California, February 18-20, 2009, to attend the Association of California Community College Administrators Annual Conference, with time and expenses. Ms. Mendoza has been accepted into the 2009 ACCCA Mentor program. One of the requirements of the program is attendance at this conference.

**NIKKI SCHAPER, ROBERT ALEXANDER, JESSICA HERNANDEZ, JASON BUCKNER, CHERIZE DELEAH, CHRISTABEL SALDANA, JAMES MASONER and BRANDY FOUTCH** to Washington, DC, March 20-24, 2009, to attend the American Student Association of Community Colleges National Advocacy Conference, with time and expenses. The students will benefit from their attendance in that they will obtain leadership and lobbying training that they may later utilize in their respective roles. Further, the AS will have scheduled appointments with various Senators and Congressmen to lobby on behalf of the issues that impact students.

**CRAIG PETINAK** to San Francisco, California, April 20-24, 2009, to attend the Community College Public Relations Organization Annual Conference, with time and expenses. This conference will offer workshops on crisis communications, trends in graphics technology, and serving as the primary communicator of the college.

### **CRAFTON HILLS COLLEGE**

**DANIEL BAHNER, JANE BEITSCHER, DEBBIE BOGH, JULIE DAVIS, LIZ LANGENFELD, CHERYL MARSHALL, & REBECCA ORTA** to Olympia, Washington, June 22-29, 2009, to attend the National Summer Institute for College Learning, with time and expenses. The National Summer Institute for College Learning is designed to help campuses strengthen learning community programs.

**CRYSTAL NETTLETON, KYRIE NUNO, MONALISA OVALLE, FRANCISCA GARCIA-RAMIREZ, DEBRA TALLENT (students) and REJOICE CHAVIRA** to Pomona, CA, April 29-May 1, 2009, to attend the Region 9 CARE Conference, with time and expenses. The Annual Region 9 CARE Conference provides an opportunity for CARE students to interact with CARE students from other colleges and attend educational workshops. Rejoice Chavira, Director of EOPS/CARE, will chaperone the students.

**DANIEL BAHNER and ROBERT BROWN** to Greensboro, North Carolina, February 24-28, 2009, to attend the 2009 National Association for Developmental Education Certification Institution, with time and expenses. This conference will provide an understanding of the evaluation data and process necessary for CHC's development education program to receive NADE certification.

**JIMMY URBANOVICH** to Phoenix, Arizona, February 13-16, 2009, to attend the Western States Communication Association Conference, with time and expenses. Mr. Urbanovich will participate in a panel discussion. This conference will provide information on online pedagogical instruction.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Dr. Noelia Vela, Chancellor  
PREPARED BY: Dr. Noelia Vela, Chancellor  
Dr. Debra S. Daniels, President, SBVC  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of District/College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for District/College Expenses.

OVERVIEW

Individual requests are submitted to fund expenses related to various functions planned for the colleges and district office.

ANALYSIS

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2008-09 budget.

## **DISTRICT**

Event: First LEGO Robotics Workshop  
Date: April 18, 2009 & April 25, 2009  
Amount: \$250.00 per session  
Item: Food and supplies

Two part training workshop for teachers in preparation for the First LEGO Robotics program offered to middle school students. This event is funded by the Senate Bill 70-Career Technical Education Grant.

Event: Writing for Employment Success Workshop  
Date: March 10, 2009  
Amount: \$300.00  
Item: Food and supplies

Training workshop provided to San Bernardino area teachers on how to make writing in academic standards relevant to the workplace. This event is funded by the Senate Bill 70-Career Technical Education Grant.

## **SAN BERNARDINO VALLEY COLLEGE**

Event: ILP Health Fair  
Date: March 7, 2009  
Amount: \$650.00 (grant funded)  
Item: Food Services for ILP Health Fair

Approval for this health fair which will serve approximately 175 foster youth attending workshops on our campus. Funding for this event is completely grant supported. This conference is anticipated to reach out to approximately 175 local youth.

Event: First Spring Transfer/Career Fair, 2009  
Date: March 25, 2009  
Amount: \$2,000  
Item: Refreshments

Sponsored by the SBVC Transfer Center, this event will host 50 representatives from four year area colleges and universities who will promote transfer opportunities to approximately 125 students, faculty, staff and administrators with funding from the Transfer Center trust account.

Event: STAR Program Student Forum  
Date: March 12, 2009  
Amount: \$75  
Item: Refreshments

Sponsored by the STAR Program, this event is a student forum, focusing on the challenges and needs specific to the students. STAR Program faculty and staff will moderate for approximately 25-35 attendees. Funding will come from the STAR categorical account.

Event: "March in March" Bus Trip to Sacramento, CA  
Date: March 15-16, 2009  
Amount: \$4,000  
Item: Transportation – bus rental

Sponsored by the Associated Student Government for approximately 50 students, this trip is designed to advocate on behalf of the community college budget cuts and will be charged to the ASB Student Representation Fee budget.

Event: STAR Field Trip, Cal Poly Pomona Campus  
Date: March 6, 2009  
Amount: \$1,325  
Item: Transportation (\$700), Lunch (\$625)

Sponsored by the STAR Program for approximately 23 students and 2 staff members, this trip is included in the program grant and will acquaint STAR students with transfer opportunities. Funding source will be from the STAR categorical account.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Dr. Matthew Isaac, Executive Director, Economic Development  
and Corporate Training  
PREPARED BY: Dr. Matthew Isaac, Executive Director, Economic Development  
and Corporate Training  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Facility Use Waiver

RECOMMENDATION

It is recommended that the Board of Trustees approve a facility use waiver.

OVERVIEW

In line with supporting community services, the Applied Technology Training Center requests that the facility use fee be waived for Congressman Joe Baca on Friday, March 13, 2009.

ANALYSIS

Congressman Baca will host his 2009 Annual Education Summit at the Applied Technology Training Center auditorium to discuss the student dropout issue in the Inland Empire and educational options needed in developing higher graduation rates. Invitees include parents, educators and business and community leaders.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert J. Temple, Vice-Chancellor, Fiscal Services  
PREPARED BY: Ronald P. Gerhard, Business Manager  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Facility Use Waiver

### RECOMMENDATION

It is recommended that the Board of Trustees approve a wavier of Facility Use fee for the Foundation for California Community Colleges for the Use of the Applied Technologies Training Center.

### OVERVIEW

On March 20, 2009, the Foundation for California Community Colleges would like to host a one-day, intermediate-level training session on the use of California's FUSION software (Facilities Utilization, Space Inventory Options Net).

### ANALYSIS

It is customary for the Foundation for California Community Colleges to ask a community college to host training sessions for community college employees. It is important for the District to serve as host which also provides an opportunity for us to showcase our facilities and programs. Our employees will also benefit from the training.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

### FINANCIAL IMPLICATIONS

None.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Noelia Vela, Chancellor

REVIEWED BY: Dr. Matthew Isaac, Executive Director

PREPARED BY: Dr. Matthew Isaac, Executive Director

DATE: February 12, 2009

SUBJECT: Consideration of Changing Tuition Reimbursement for Kevin Fleming from General Fund to EWD Categorical Grant Fund

### RECOMMENDATION

It is recommended that the Board of Trustees approve changing the funding source of Kevin Fleming's tuition reimbursement plan approved on May 10, 2007 from the General Fund to the Economic and Workforce Development (EWD) categorical grant.

### OVERVIEW

Per SBCCD Administration Regulation 7250, tuition reimbursement for Kevin Fleming, Director of Center of Excellence (COE), Economic Development and Corporate Training Division, was approved at the May 10, 2007 Board Meeting.

Mr. Fleming is requesting approval to change the funding source from the General Fund to the COE Economic and Workforce Development (EWD) categorical grant which will reimburse up to 80% of tuition. This staff development proposal and its maximum reimbursement limits are approved by the EWD Grant Monitor in the California Community Colleges Chancellor's Office.

The tuition reimbursement from the EWD grant is contingent upon availability of categorical funds. The District is under no obligation to reimburse 80% of tuition, if the EWD grant funding for COE is reduced, depleted, or expired.

### ANALYSIS

By changing the funding source to the Economic and Workforce Development categorical grant that supports the Center of Excellence, the District will be able to eliminate the reimbursement obligation from the District's general fund for Mr. Fleming's tuition for doctoral students.

### BOARD IMPERATIVE

II. Resource Management for Efficiency, Effectiveness and Excellence.

### FINANCIAL IMPLICATIONS

By changing the funding source to the EWD categorical grant, this eliminates any general fund expenditure resulting in savings to the District's general fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Dr. Noelia Vela, Chancellor  
PREPARED BY: Donna Hoffmann, District Director of Marketing  
DATE: February 12, 2009  
SUBJECT: Consideration of First Reading of new and Revised Board Policies

RECOMMENDATION

It is recommended that the Board of Trustees accept the attached new and revised Board Policies for a first reading.

OVERVIEW

The SBCCD is constantly reviewing its Board Policies and Administrative Regulations to ensure compliance with Title 5, California Education Code and current district/college needs.

ANALYSIS

The attached Board Policies have gone through collegial consultation and are being forwarded for approval, after a first reading.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

### INSTITUTIONAL PLANNING

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to

- Long range educational or academic master plan, which shall be updated periodically as deemed necessary by the governing board
- Facilities plan
- Safety plan
- Faculty and staff diversity plan
- Student equity plan
- Matriculation plan
- Transfer Center plan
- Cooperative Work Experience plan
- EOPS plan

The Chancellor shall submit those plans to the Board for which Title 5 requires Board approval.

The Chancellor shall inform the Board about the status of planning and the various plans.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

Reference:

Accreditation Standard I.B;

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, ~~55400 et seq.~~, 55510, 56270 et seq.

APPROVED: 5/13/04

AMENDED: 2/12/09



**PROGRAM, ~~AND CURRICULUM~~ AND COURSE DEVELOPMENT**

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Chancellor is responsible for establishing procedures for the development and review of all curricular offerings, including their establishment, modification or discontinuance.

Furthermore, these procedures, following the guidelines of Title 5, shall include:

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;
- opportunities for training for persons involved in aspects of curriculum development.
- Consideration of job market and other related information for career and technical education programs.

All new programs and program deletions shall be approved by the Board.

~~New courses that are not part of an existing approved program and~~ All new programs shall be submitted to the Office of the Chancellor for the California Community Colleges for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Nondegree-applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Reference:

Education Code Section 70901(b), 70902(b); 78016;  
Title 5, Section 51000, 51022(a), 55100, 55130, 55150

APPROVED: 5/13/04

AMENDED; 2/12/09

### GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 grade point average in subjects attempted unless otherwise stipulated by the major. Students must also complete the general education residency and competency requirements set forth in Title 5 regulations.

Students may be awarded a Certificate of Achievement upon successful completion with a grade of C or higher ~~of courses of study or curriculum for which the District offers a certificate. The District has certificate programs that upgrade and develop occupational and vocational proficiency, of a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.~~

The Chancellor is responsible for establishing procedures to determine degree and certificate requirements ~~that include appropriate involvement of the local curriculum committee. The procedures shall and to~~ assure that graduation requirements are published in the college catalog(s) and included in other resources that are convenient for students.

Reference:

Education Code Section 70902(b)(3); Title 5, Sections 55070, 55800, et seq.

APPROVED: 5/13/04

AMENDED:- 2/12/09

**REMEDIAL COURSEWORK LIMIT**

A student enrolled in remedial coursework shall not receive credit for more than 30 units of such coursework in the District. Remedial coursework earned in another District shall not be counted toward the 30-unit limit.

Reference:  
Title 5, Section 55035

APPROVED: 4/8/04  
AMENDED: 2/12/09

**MULTIPLE AND OVERLAPPING ENROLLMENTS**

The Chancellor shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Chancellor shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5, 55007.

Reference: Title 5, Section 55007

APPROVED: 2/12/09

**CREDIT/NO-CREDIT/PASS/NO PASS**

Students may elect to be graded on a ~~Credit/No-Credit~~Pass/No Pass basis in order to explore a variety of disciplines by following appropriate administrative regulations.

Reference:  
Title 5, Section 55022

APPROVED: 2/12/09

### GRADE CHANGES

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AR 4234 titled Grade Changes, and BP/AR 5040 titled Student Records.

~~The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. The removal or change of a grade from a student's record shall only be done upon authorization by the instructor of the course. In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the President of the college, in consultation with the Vice-President of Instruction and subject experts.~~

References:

Education Code Sections 76224 and 76232  
Title 5, Section 55025

APPROVED: 2/12/09

### FIELD TRIPS AND EXCURSIONS

The Chancellor is responsible for establishing procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

~~No district funds shall be used to support student expenses for out-of-state field trips or excursions.~~ The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may be paid from district funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Reference:

Title 5, Section ~~55450~~ 55220

APPROVED: 4/8/04

AMENDED: 2/12/09

### COMMUNITY SERVICES PROGRAMS

The District shall maintain community services programs defined as those activities provided to meet the needs and interests of the community not met by the college credit program.

The community services program shall be designed to contribute to the physical, mental, ~~moral~~personal, economic or civic development of the individuals or groups enrolled in it. The Education Code defines community services classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

Community services ~~classes~~courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services ~~classes~~courses. Students involved in community services ~~classes~~courses shall be charged a fee not to exceed the cost of maintaining the ~~classes~~courses. ~~Classes~~Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

The Chancellor shall provide additional administrative ~~guidelines~~regulations for the community services program.

Reference:  
Education Code Section 78300

APPROVED: 4/8/04  
AMENDED: 2/12/09



**STUDENT RECORDS ~~AND DIRECTORY INFORMATION,~~ AND PRIVACY**

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right ~~of to access review to~~ any and all student records relating to him or her maintained by the district.

No District ~~representative employee~~ shall release the contents of a student record including directory information to any member of the public without the prior written consent of the student, other than ~~directory~~ information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, ~~including the definition of directory information contained here, and that they may limit the information.~~

~~Directory information shall include:~~

- ~~• Name, address and phone number~~
- ~~• Student participation in officially recognized activities and sports including weight, height and high school of graduation of athletic team members.~~
- ~~• Degrees and awards received by students, including honors, scholarship awards, athletic awards and Dean's List recognition.~~

Reference:  
Education Code Sections 76200, et seq.;  
Title 5, Sections 54600, et seq.

APPROVED: 2/12/09

### EXTENDED OPPORTUNITY PROGRAMS AND SERVICES

The Extended Opportunity Programs and Services (EOPS) was established by the Legislature in 1969 through SB 164 (Alquist.) The intent of the program is to provide services to students affected by language, social and economic handicaps to achieve their educational objective and goals; including, but not limited to, obtaining job skills, occupational certificates, or associate degrees, and transferring to four year institutions.

EOPS provides financial and academic support to community college students whose educational and socioeconomic backgrounds might prevent them from successfully attending college. Services are specifically designed for at-risk students and their special needs. Counseling contacts are mandatory and a Student Educational Plan (SEP) is developed for each student to assist the student in achieving their educational goals.

To qualify for the EOPS Program, a student must meet the following criteria:

- Be a resident of California
- Be enrolled full time, 12 units; DSPS students must have a letter from the DSPS Program stating the number of units the DSPS student can be enrolled in
- Have ~~less-fewer~~ than 70 degree applicable college units
- Be eligible for the Board of Governor's Fee Waiver ~~Governors-Waiver~~ A or B
- Be educationally disadvantaged as determined by ~~the one or more of the following Title 5 – EOPS Implementing Guidelines EOPS Coordinator:~~
  - ~~Not qualified for enrollment into either the minimum college level English or minimum college level mathematics courses~~ ~~Not qualified at the college of attendance for enrollment into the minimum level English or Math course that is applicable to the Associate degree~~
  - Not have graduated from High School or obtained the GED
  - Graduated from High School with a grade point average below 2.5 on a 4.0 scale
  - ~~Previously enrolled in remedial education coursework in high school or college~~ ~~Been previously enrolled in remedial education~~
  - Student is a first generation college student
  - Parent's first language is not English
  - Student is an emancipated foster youth

EOPS provides services that are specifically designed to supplement the college's offered programs in an over and above manner to help EOPS students complete their educational goals. The services available to eligible students may include but are not limited to: EOPS/CARE outreach and recruitment, EOPS/CARE orientation, priority registration, specialized counseling (for assistance with educational planning and career assessment), academic progress monitoring, basic skills instruction, tutoring, transfer assistance, career guidance, fee waivers to the UC/CSU system, child care referrals, book services, and academic excellence grants.

The Chancellor shall assure that the EOPS program conforms to all requirements established by the relevant laws and regulations.

#### References:

Education Code 69640 – 69656;  
Title 5 Sections 56200 et seq.

APPROVED: 6/10/04

AMENDED: 2/12/09

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: February 12, 2009  
SUBJECT: Consideration of Acceptance of Academic Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the academic retirement of Ceylon Brainard, Respiratory Care Instructor, CHC.

OVERVIEW

Mr. Brainard has submitted his letter of intent to retire effective June 30, 2009, after 33 years of service to the District. His retirement will begin on July 1, 2009.

ANALYSIS

Mr. Brainard began his employment on September 3, 1976 as a Respiratory Care Instructor, CHC. He has served as coordinator of the Respiratory Care Program and achieved advancement in rank to Professor

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

No financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Alternate Work Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve an alternate work schedule for Summer 2009.

OVERVIEW

The District intends to implement the four-day, ten-hour workweek during Summer 2009.

ANALYSIS

Article 6.1.1.1 states that the District will notify CSEA in writing by February 1 of its intent to have the four-day, ten-hour workweek during the summer months. CSEA shall notify the District in writing within ten (10) working days of its intent to negotiate the beginning and ending times.

BOARD IMPERATIVE

III. Institutional Effectiveness.

**FINANCIAL IMPLICATIONS**

No additional financial impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Dr. Debra S. Daniels, President, SBVC  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Reorganization of SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the reorganization of SBVC.

OVERVIEW

As a result of the College's reorganization plan, the Career/Technical Education Division will be dissolved and the personnel reassigned to vacant positions or transferred to other divisions.

ANALYSIS

Dr. Queen Hamilton, Dean of Career Technical Education Division will be transferred to the vacant position of Dean of Social Sciences.

Catalina Traspote, Administrative Secretary, Career Technical Education Division will be transferred to the vacant administrative secretary position for the Dean of Counseling and Matriculation.

Dr. Denise McCrary, Tech Prep Liaison, will be transferred to the division of Applied Technology & Transportation.

Helena Johnson, Coordinator of Evening Weekend College, will be transferred to the Math Division.

The transfers are effective February 17, 2009.

BOARD IMPERATIVE

III. Institutional Effectiveness.

**FINANCIAL IMPLICATIONS**

Included in the 2008-09 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert Temple  
PREPARED BY: Robert Temple  
DATE: February 12, 2009  
SUBJECT: Consideration of 2009-2010 Budget Directions

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2009-2010 Budget Directions.

OVERVIEW

2009-2010 Budget Directions are submitted for review and approval.

ANALYSIS

The budget model and budget calendar calls for the Board of Trustees to give initial directions concerning the distribution of resources, setting the level of reserves for contingencies, Worker's Compensation reserve and any other change in mission requirements.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

To be determined.

Attachment

## FISCAL YEAR 2009-2010 BUDGET

- GOVERNOR'S PROPOSED 2009-2010 BUDGET

The governor is proposing a budget that provides no COLA, no increase in funding and he also proposes that growth be funded at only 3.00% statewide.

- COST INCREASES FACING SBCCD NEXT YEAR

1. Step and column increases are estimated at \$1.4 million.
2. Unknown increases in prices of supplies, equipment and utilities.
3. Unknown increases in medical benefit costs.
4. Unknown impact of State income payment.

- ESTIMATED INCOME FOR FISCAL YEAR 2009-2010

While the governor's proposed budget is far from final, it is a starting point we use to begin our budget planning. There is much debate whether his budget, as proposed, will survive as presented. One thing there seems to be near consensus about is that it will likely be a very late budget. While we are just beginning our estimates of income, we have recovered all of our lost FTES from last year. We will even have some growth beyond that but we will not know until the year is over. Whether or not there will be sufficient funds at the state level to fund growth will not be known until after the budget is adopted. We are likely to have enrollment in excess of our funding cap, but both colleges have made significant progress toward productivity goals and we are serving those students as efficiently as possible. There is a virtual certainty that property taxes will decline significantly both locally and statewide. This will, under present statute, mean a reduction in our income as no backfill is provided for that shortfall. The only proposal currently on the table is the Governor's proposed 2009-2010 budget. The legislature has not acted and every day that passes lowers the possible revenues and increases the likelihood of further reductions. In addition, the revenue forecasts are considered overly optimistic by most everyone especially the personal income tax projections; therefore, we should plan on the real likelihood of further reductions than currently proposed by the Governor.

- PRIORITIES RECOMMENDED BY STAFF

1. Maintain FTES levels or provide for efficient growth without additional costs.
2. Hold off on negotiations regarding salary or benefit changes until we know whether or not there will be any COLA, growth or funding changes. This will not be known until the budget is adopted.
3. No increases will be provided in the base budgets for the colleges during our initial budget planning. Instead, each site will be asked to reallocate funds to higher critical needs from less critical areas.

Priorities should be established for items above current year base budgets in the event of COLA funding or some other funding increases.

4. Plans and recommendations to reduce expenses such as utility use, travel expense and all other expenses should be considered and reviewed in an effort to reduce them.
5. In the event that no COLA or additional funding beyond current year budgets are available, critical needs need to be prioritized and consideration should be given to funding these critical needs with one time funds for the fiscal 2010 year.
6. Budget planning should be done on a two year basis. We will not know our income until likely after we begin the Fall 2010 term. If we need to reduce expenses in order to reallocate available revenue to critical areas in need, it will have to involve planning beginning next Fall.
7. All positions that become vacant should be evaluated for replacement. Some vacancies may not be replaced but instead left vacant or filled with hourly employees in order to save funds.
8. Efforts should be continued to reduce ongoing expenses as we need to be prepared for the scenario that could involve significant reductions in our income that may result as the state revenues are expected to decline during this economic recession.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert Temple  
PREPARED BY: Robert Temple  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval for Vacation Buy Out Hours

RECOMMENDATION

It is recommended that the Board of Trustees approve the buy out of 300 hours of earned vacation for Laz Mascarenhas at the rate of \$35.27 per hour for a total of \$10,581.00 due to financial hardship.

OVERVIEW

Laz Mascarenhas of District Computing Services has requested to buy out 300 hours of accrued vacation due to financial hardship. This buy out would leave him with 336 hours of vacation left on the books.

ANALYSIS

This procedure has been done in the past under similar circumstances.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

Reduces vacation liability.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services  
PREPARED BY: Angie Ontiveros, Payroll Supervisor  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Payoff for Vacation Hours for Chris Tamayo

RECOMMENDATION

It is recommended that the Board of Trustees approve the vacation pay off of 75 hours earned as a classified employee for Chris Tamayo, District Police Sergeant, at the rate of \$25.85 hour for a total of \$1938.75.

OVERVIEW

Chris Tamayo has requested a payoff of excess vacation from his former position as Classified Police Officer.

ANALYSIS

As of September 15, 2008, Chris Tamayo was promoted to Police Sergeant and had classified vacation in excess of 46 days. Under Board Policy 7260 for Classified Supervisors, Managers and Confidential Employees it states that Confidential and supervisory employees can accrue vacation credits up to 46 days. Once vacation credits reach the maximum accrual level no more vacation credits will be earned.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

Reduces vacation liability.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert J. Temple, Vice-Chancellor, Fiscal Services  
PREPARED BY: Ronald P. Gerhard, Business Manager  
DATE: February 12, 2009  
SUBJECT: Consideration of Award of IFB 2008-02 and Approval of Contract

RECOMMENDATION

It is recommended that the Board of Trustees award Invitation for Bid 2008-02, Mobile Electrical Control Training Modules, and approve contract to Cable Links Consulting of Fresno, California.

OVERVIEW

The Center for Applied Competitive Technologies (CACT) Grant through the Professional Development Center has established maintenance electronic courses for local incumbent worker certification. These grant-funded courses require the purchase of mobile electrical training modules. Per Public Contract Code 20651, a contract shall be awarded to the lowest responsible and responsive bidder for the purchase of equipment greater than \$76,100.

ANALYSIS

The District received four responsive and responsible bids on IFB 2008-02:

<b>Vendor</b>	<b>Total Bid Cost</b>
Cable Links Consulting	\$128,303.31
Energy Concepts, Inc	\$144,415.20
Lab-Volt Systems, Inc	\$215,159.68
Amatrol, Inc	\$341,211.07

Cable Links Consulting proposes, at the lowest cost, equipment which meet all specifications the District requested. Previous customers of Cable Links Consulting such as Madera Center Community College, Fresno City College, and West Hills Community College, which procured identical modules, support the vendor's ability to provide the equipment efficiently and timely.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Categorically funded and included in the 2008-2009 budget.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Dr. Noelia Vela, Chancellor  
**REVIEWED BY:** Robert J. Temple, Vice Chancellor of Fiscal Services  
**PREPARED BY:** Ronald P. Gerhard, Business Manager  
**DATE:** February 12, 2009  
**SUBJECT:** Consideration of Ratification of Contract for Remodel of District Annex Interior

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the contract with Greg Massengill Construction for the remodel of the District Annex Interior.

### **OVERVIEW**

The existing configuration within the District Annex Building will not support the necessary addition of five work stations needed to support the EDU Stream Project. The Board annually authorizes four District managers the authority to sign contracts and send the contracts to the Board at the next available meeting for ratification. This is sometimes necessary for the on-going operations of the District.

### **ANALYSIS**

The District received three quotes:

Greg Massengill Construction	\$18,750.00
LeMay Construction	\$21,816.50
Stiles Construction	\$23,073.90

Greg Massengill Construction's proposal met all the specifications required at the lowest cost.

### **BOARD IMPERATIVE**

III – Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The total cost of this remodel project is projected to be \$18,750 and is funded through the CCC-3C Media Solutions EDU Stream Project Grant.

**Greg Massengill Construction**  
17350 Ranchero Road  
Riverside, Ca. 92504

Lic.# 459289  
B ~ C-0

Office 951 780-6036  
Fax 951 780-6036  
email [gmc01@att.net](mailto:gmc01@att.net)

Customer San Bernardino Community College District  
114 S. Del Rosa Drive  
San Bernardino, Ca. 92408

office 909 382-4070  
fax **909 382-0144**  
email [skelley@sbccd.edu](mailto:skelley@sbccd.edu)

**Proposal / Remodel interior**

**Attn: Steve Kelley**  
Facilities Supervisor  
cell 909-382-4070

Date 12/15/08  
Project **SBCC Publications Center**  
441 W. 8th. St. San Bernardino, Ca. 92401  
Scope of work

**Demo**

Walls / remove existing walls / slab to 8 ft high / approximately 60 lf  
Carpet / remove all carpet at remodel area / approximately 125 yds

**Framing**

Metal track & studs / add metal framing for draft stop rework above t-bar grid  
Structural supports / add vertical supports for fire stop above t-bar at header delete

**Drywall**

Hang / tape / finish / 5/8" drywall as needed due remodel  
Acoustic ceiling grid and tiles

Remove grid and tile that don't line up due hall wall removal / install new grid and tile to match existing

**Paint**

Paint / all walls at rooms common to remodel area

Paint / one coat of primer / one coat finish

**Electric**

Disconnect / modular units before furniture movers arrive (or) same day / pending schedule timing  
Reconnect / modular units (12) at time of reinstall by furniture movers

Demo / existing plugs and switches as needed / safety off remodel area

Switches / relocate switches to East wall of DCS as directed by Steve Kelley

Outlets / add or relocate as needed for new modular layout

Lighting / no relocate of fixture / we will change wiring so two switches will operate the remodel area

Thermostat / relocate to same wall as lighting switch / location selected by Steve Kelley

Data lines / install new drops (or) futures to modular clusters (3)

Data lines / connections will be made by Schools IT Dept.

Exit sign / install new sign due header delete

**Flooring**

Carpet / Shaw Momentum / 125 yards / complete remodeled area

Carpet / Shaw Momentum / EXACT MATCH IS NOT POSSIBLE

Vinyl base / 200 lf / 4 inch high / match existing

**Cleaning**

Rough clean / remove construction debris / broom & shop vac remodel area

Final clean / dust / vacuum floors at completion of remodel work

**Wages**

Prevailing wage / employees to be paid at prevailing rates / payroll reports available on request.

**Payments**

10% mobilization / 80 % at completion / 10% retention (due in 30 days)

**Total Estimate**

**Revised (100% wall removal)**

**\$ 17,750**

Option 1 Electric / add circuit for outlet upgrade at modulars units / \$500 each  
Exclusions Architect / Plans / Permits / City Fees / Inspections

\$500 x 2

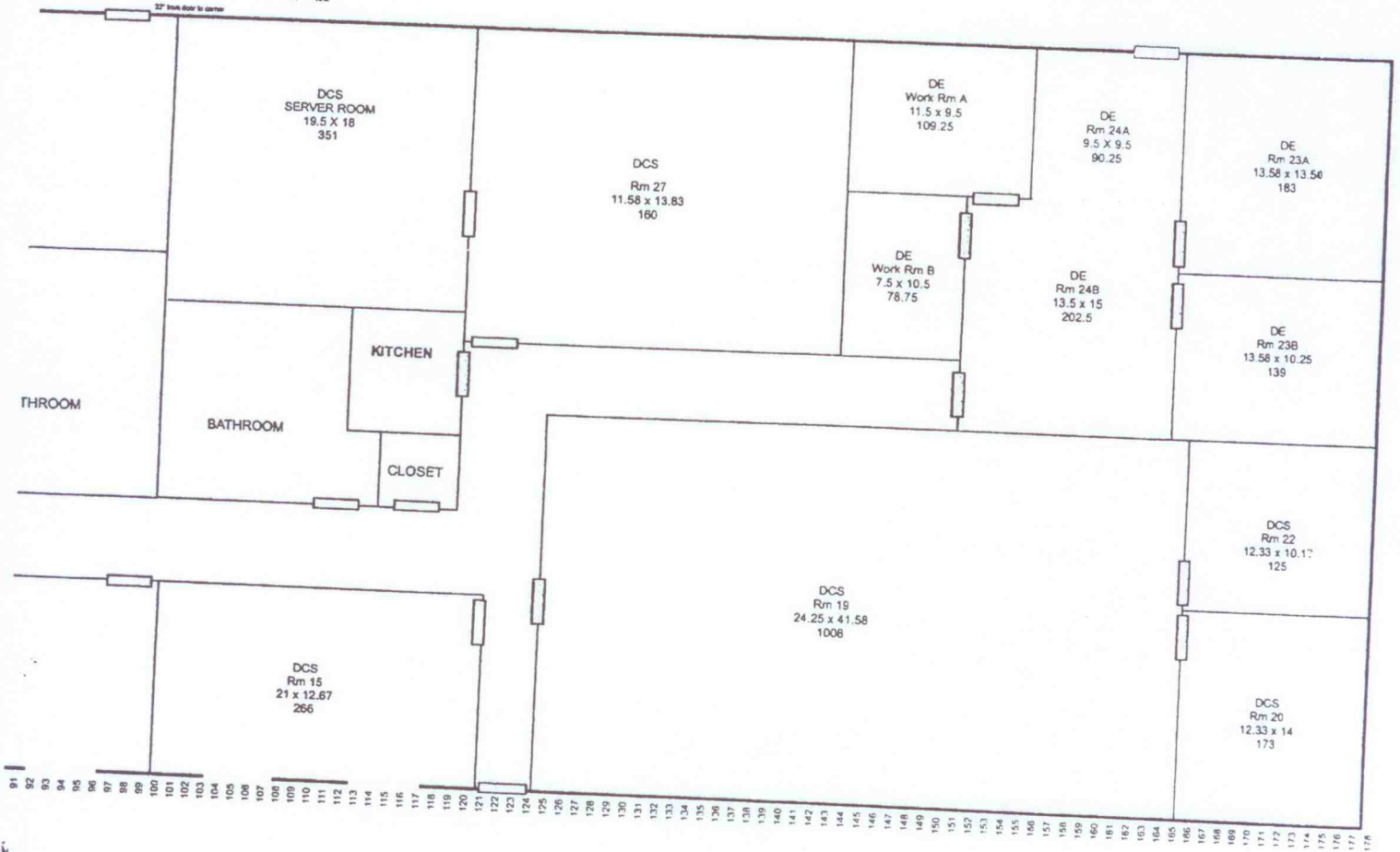
1,000

**\$ 18,750.00**




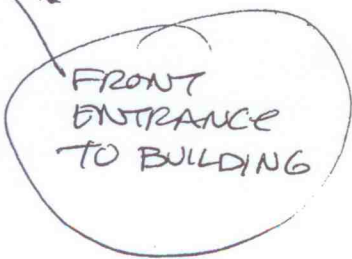
Inches = Feet  
1 = .08  
2 = .17  
3 = .25  
4 = .33  
5 = .47  
6 = .50  
7 = .58  
8 = .67  
9 = .75  
10 = .83  
11 = .92

 = Distributed Education Modifications  
 = District Computing Services Modifications



8TH STREET

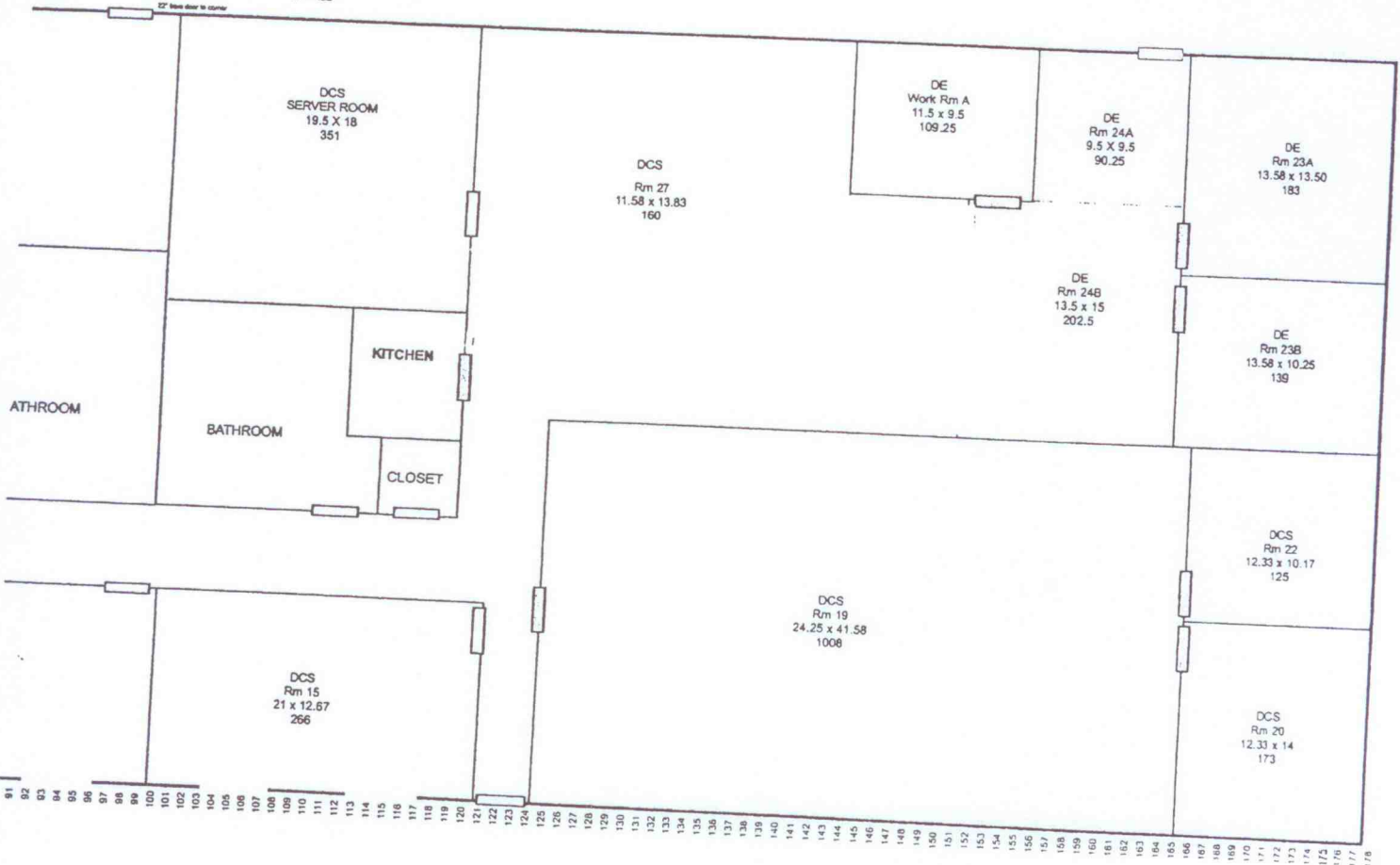
 — WALLS TO BE REMOVED

 FRONT ENTRANCE TO BUILDING

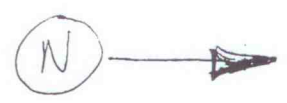
PARKING LOT

Inches = Feet  
 1 = .06  
 2 = .17  
 3 = .25  
 4 = .33  
 5 = .47  
 6 = .50  
 7 = .58  
 8 = .67  
 9 = .75  
 10 = .83  
 11 = .92

 = Distributed Education Modifications  
 = District Computing Services Modifications

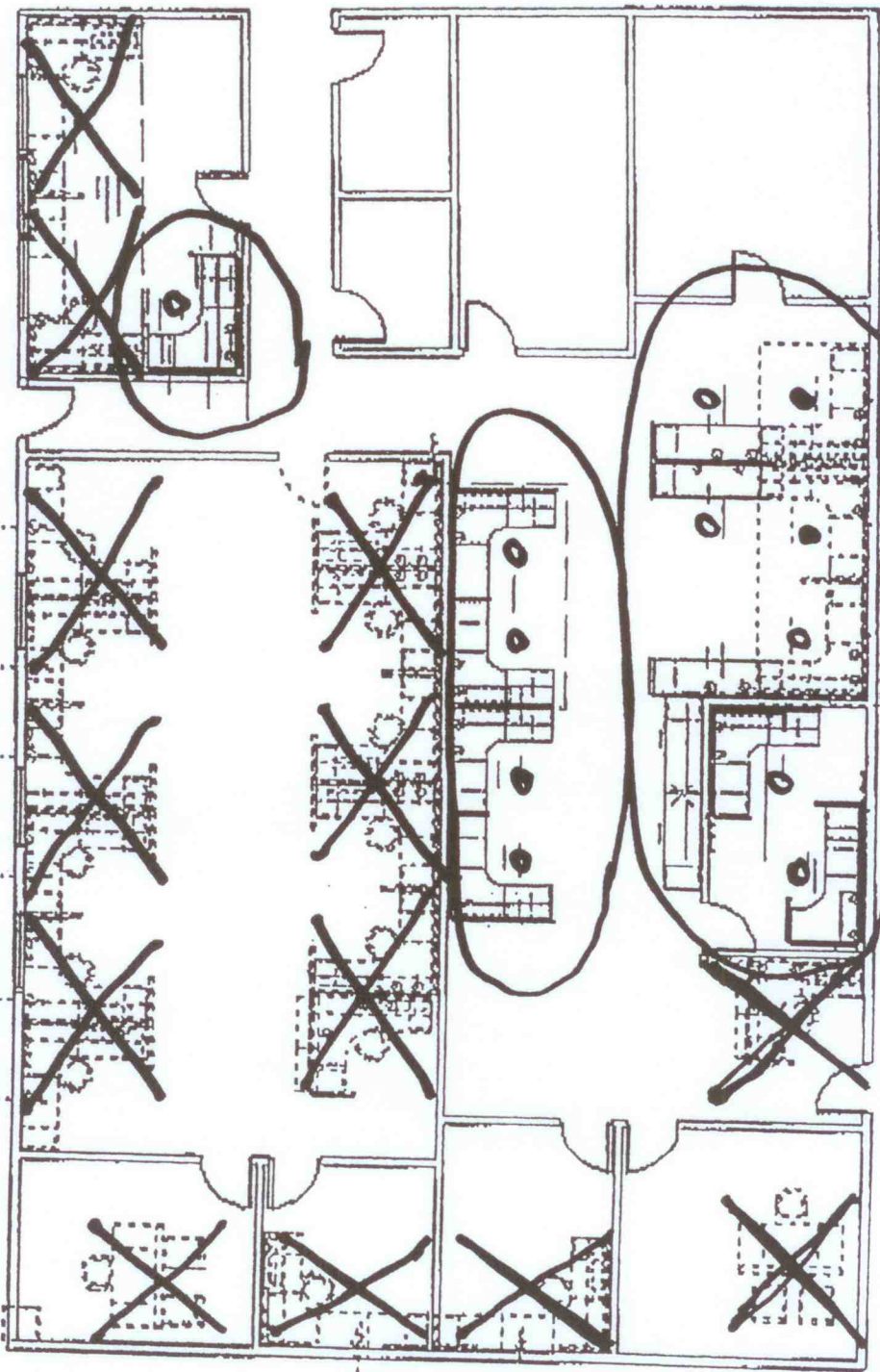


8TH STREET



# SBCCD Publications Center

SBCCD110608



X — NO ELECTRICAL WORK w/ WORK STATIONS

AREA WHERE NEW MODULAR FURNITURE WILL BE INSTALLED

HEAD COUNT FOR NEW LAYOUT TOTAL (12)

## Field Check Necessary

\* — WILL NEED TO DISCONNECT ELECTRICAL TO EXISTING — FURNITURE AND AFTER NEW MODULAR FURNITURE IS INSTALLED RECONNECT ELECTRICAL TO WORK STATIONS.



8TH STREET



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Dr. Noelia Vela, Chancellor  
**REVIEWED BY:** Robert J. Temple, Vice Chancellor, Fiscal Services  
**PREPARED BY:** Lawrence J. Klumas, Program Manger, SBCCD  
**DATE:** February 12, 2009  
**SUBJECT:** Consideration of Approval of Consultant Contract Amendment 001 at San Bernardino Valley College.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Consultant Contract Amendment 001 to Agreement of Professional Services Contract for Converse Consultants at San Bernardino Valley College.

### **OVERVIEW**

Converse Consultants has been asked to perform additional Professional Services per the contract documents, specifications and DSA. A predetermined increase to the prevailing wage rates for Building/Construction Inspector and Field Soils Material Testers went into effect as of July 1, 2008. Converse Consultants has been asked to perform over time inspection in an effort to ensure construction does not interrupt campus operations and the construction schedule is maintained.

### **ANALYSIS**

This Contract Amendment will add the above mentioned items into the existing Consultant Contract Agreement of Professional Services between SBCCD & Converse Consultants at San Bernardino Valley College. It is required for Converse Consultants to bill for these services and will allow San Bernardino County to authorize payments for these items.

### **BOARD IMPERATIVE**

III – Resource Management for Efficiency, Effectiveness, and Excellence.

### **FINANCIAL IMPLICATIONS**

No financial impact to Measure "P" funds.

Attachment

**CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 001**

PROJECT: San Bernardino Valley College (SBVC)  
701 South Mount Vernon  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)

TO: Converse Consultants (Converse)  
109311 Corporate Drive  
Redlands, CA 92374

Brief Description:

This Contract Amendment includes the following: 1) Converse Consultants as been asked to perform additional Professional Services per the contract documents & specifications and DSA, 2) A predetermined increase to the prevailing wage rates for Building/Construction Inspector and Field Soils Material Testers went into effect as of July 1, 2008, and 3) Converse Consultants as been asked to perform OT inspection in an effort to ensure construction does not interrupt campus operations and the construction schedule is maintained.

This Contract Amendment is required for Converse Consultants to bill for these services and will allow SB County to authorize payments for these items.

Attachments:

- Kitchell/BRj project memo SBCCD 0001 (1 page)
- Converse Consultants proposal (5 pages)

Costs:

**\$0.00** = total amount of this Amendment

The original <b>Agreement for Professional Services Contract Sum</b>	\$618,262.00
Net change by previous Amendments	\$0.00
The <b>Agreement for Professional Contract Sum</b> prior to this Amendment	\$618,262.00
The <b>Agreement for Professional Contract Sum</b> will be <b>increased</b> by this Amendment	\$0.00
The new <b>Contract Sum</b> including this Amendment	\$618,262.00

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment SBCCD authorizes Converse Consultants to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Converse Consultants contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

CONSULTANT  
Converse Consultants

PROGRAM MANAGER  
Kitchell/BRj

OWNER  
SBCCD

By: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

DATE: 1/21/09

DATE: 1.21.09

DATE: \_\_\_\_\_

DATE: January 21, 2009

**Project Memo – SBCCD 0001**TO: Larry Klumas  
*Program Manager for Facilities, Planning & Administrative Services*  
**San Bernardino Community College District (SBCCD)**FROM: Bruce C. McDonald  
*Senior Project Manager*  
**Kitchell/BRJ (K/BRj's)**RE: **San Bernardino Community College District (SBCCD)**  
**PROJECTS: Crafton Hills College (CHC) & San Bernardino Valley College (SBVC)**  
**Recommendation to Approve: Converse Consultants Contract Amendment 001 @ CHC**  
**and Converse Consultants Contract Amendment 001 @ SBVC.****SCOPE:**

SBCCD's approval, based on K/BRj's recommendation, of the following Contract Amendments: 1) Converse Consultants Contract Amendment 001 @ CHC and 2) Converse Consultants Contract Amendment 001 @ SBVC.

**NARRATIVE:**

These Contract Amendment include the following: 1) Converse Consultants as been asked to perform additional Professional Services per the contract documents & specifications and DSA, 2) A predetermined increase to the prevailing wage rates for Building/Construction Inspector and Field Soils Material Testers went into effect as of July 1, 2008, and 3) Converse Consultants as been asked to perform OT inspection in an effort to ensure construction does not interrupt campus operations and the construction schedule is maintained.

These Contract Amendment are required for Converse Consultants to bill for these services and will allow SB County to authorize payments for these items. The new job descriptions and new rates including in this Contract Amendment will be effective from July 1, 2008 through June 30, 2009.

**RECOMMENDATION:**

K/BRj recommends that SBCCD approve both of the following Contract Amendments: 1) Converse Consultants Contract Amendment 001 @ CHC and 2) Converse Consultants Contract Amendment 001 @ SBVC.

Any questions let me know.

- Bruce

Cc: Alan Rosen; Jon Witherspoon – Kitchell/BRj



# Converse Consultants

Geotechnical Engineering, Environmental & Groundwater Science, Inspection & Testing Services

January 20, 2009

**KITCHELL / BRJ**

Mr. Lawrence J. Klumas  
Program Manager, Facilities, Planning and Administrative Services  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

JAN 20 2009

Subject: **CLARIFICATION OF JOB DESCRIPTIONS AND FEES FOR  
GEOTECHNICAL AND SPECIAL INSPECTION SERVICES**  
Material Testing & Inspector Services  
San Bernardino Valley College and Crafton Hills College  
San Bernardino and Yucaipa, California  
Converse Project Nos. 07-81-328-30 and 07-81-329-30

Dear Mr. Klumas:

Converse Consultants (Converse) entered into an Agreement for Professional Services dated November 21, 2007, to provide geotechnical and special inspection services for projects within the San Bernardino Valley College and Crafton Hills College campuses as outlined in Exhibit "A" of that Agreement.

The Request for Proposal did not include line item services for individuals required for a project under the Department of State Architect (DSA), with review by the California Geological Survey (CGS), jurisdiction. In Exhibit "B" – Hourly Rates, there were no line items for either the Project Manager (GE) or a Senior Professional (CEG). Due to the varying conditions across the each site and consultation and field reviews, there is time required by these professionals. Also included are additional Special Inspector descriptions that were not included in the Request for Proposal. This clarification of job descriptions and fees has been prepared to include these personnel with their hourly rates.

In accordance with the State of California's Predetermined Increase, the prevailing wage rates for Building/Construction Inspector and Field Soils Material Testers were increased by \$2.30/hour, effective July 1, 2008. It is therefore necessary for Converse to increase the hourly rate charged on Public Works projects that are subject to Converse's payment of Prevailing Wage by the same amount. The job descriptions subject to Prevailing Wage are shown with an asterisk in the attached Fee Form tables for each campus.

The attached Fee Forms will be effective for services provided beginning July 1, 2008 through June 30, 2009.



Please do not hesitate to contact the undersigned at (909) 796-0544 if you have any questions or wish to discuss this letter in greater detail.

**CONVERSE CONSULTANTS**

Hashmi S. E. Quazi, Ph.D., G. E.  
Principal Engineer/Regional Manager

Dist.: 2 - Kitchell/BRj - Attention: Mr. Jon Witherspoon  
2 - Kitchell/BRj - Attention: Mr. Bruce McDonald

Encl: Fee Form Tables – SBVC and CHC

RJR/HSQ/dne



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT FEE FORM**  
**SAN BERNARDINO VALLEY COLLEGE (SBVC)**  
**EFFECTIVE 07/01/2008 THROUGH 06/30/2009**

DESCRIPTION	CONVERSE
Total estimated cost for Inspection	\$552,414.00
Total estimated cost for Testing	\$65,848.00
<b>TOTAL NTE COST</b>	<b>\$618,262.00</b>
<b>NTE = Not-to-Exceed</b>	

<i>Unit Pricing - Material Testing &amp; Inspector Services</i>	Rate \$/Hour
<b>Soil / Asphalt Inspections</b>	
*Soil Technician	\$72.30
*Soil Technician (O.T.)	\$108.45
Show-Up/Cancel	\$45.00
<b>Concrete/Reinf. Steel Inspection</b>	
*ACI Technician/Concrete Sampling	\$67.30
*ACI Technician/Concrete Sampling (O.T.)	\$100.95
*ACI Technician/Concrete Batch Plant	\$67.30
*ACI Technician/Concrete Batch Plant (O.T.)	\$100.95
*Special Inspector/Reinforced Concrete	\$67.30
*Special Inspector/Reinforced Concrete (O.T.)	\$100.95
<b>Masonry Inspection</b>	
*Special Masonry Inspector	\$70.30
*Special Masonry Inspector (O.T.)	\$105.45
<b>Structural Steel / H.S. Bolting Inspection</b>	
*Special Inspector/Steel-Rebar Tag & Sample	\$67.30
*Special Inspector/Steel-Rebar Tag & Sample (O.T.)	\$100.95
*Special Inspector/Steel (Field)	\$67.30
*Special Inspector/Steel (Field O.T.)	\$100.95
*Special Inspector/Shop Welding	\$72.30
*Special Inspector/Shop Welding (O.T.)	\$108.45
Special Inspector/Rebar Locating	\$77.30
Special Inspector/Rebar Locating (O.T.)	\$115.95
*Ultrasonic Inspector/Field	\$77.30
*Ultrasonic Inspector/Field (O.T.)	\$115.95
*Ultrasonic Inspector/Shop	\$77.30
*Ultrasonic Inspector/Shop (O.T.)	\$115.95
*Pull Test	\$77.30
*Pull Test (O.T.)	\$115.95
*Bolt Inspection	\$77.30
*Bolt Inspection (O.T.)	\$115.95
*Torque Testing	\$77.30
*Torque Testing (O.T.)	\$115.95
*Epoxy Bolt Inspection	\$77.30
*Epoxy Bolt Inspection (O.T.)	\$115.95
<b>Fireproofing Inspection</b>	
*Special Inspector/Fireproofing	\$67.30
*Special Inspector/Fireproofing (O.T.)	\$100.95
<b>Roofing Inspection</b>	
*Special Roofing Inspector	\$77.30
*Special Roofing Inspector (O.T.)	\$115.95

<b>Soil / Asphalt Testing</b>	<b>Rate \$/Each</b>
Maximum Dry Density - Soils	\$110.00
Maximum Dry Density - Aggregate	\$110.00
Expansion Index	\$80.00
Sieve Analysis - Fine	\$80.00
Sieve Analysis - Course	\$80.00
Sulfate Content of Soil	\$44.00
Percent Passing # 200 Sieve	\$45.00
Sand Equivalent	\$80.00
R-Value	\$213.33
Hveem Stability	\$150.00
Asphalt Extraction	\$150.00
Soil Corrosivity	\$150.00
<b>Concrete Testing</b>	
Concrete Compression Test	\$20.00
Concrete Beam Flexural Test	\$73.00
Core Sample Compression Test	\$30.00
<b>Reinforcing Steel Testing</b>	
Tensile Test	\$45.00
Bend Test	\$35.00
<b>Masonry Testing</b>	
Grouted Masonry Prism	\$110.00
CMU Compression Test	\$100.00
CMU Moisture Content, Abs, unit wt	\$70.00
CMU Linear Drying Shrinkage	\$90.00
Masonry Core Shear Test	\$50.00
Masonry Core Compression Test	\$20.00
Mortar Compression Test	\$20.00
Grout Compression Test	\$20.00
<b>Structural Steel / H.S. Bolting Testing</b>	
Bolt & Washer Hardness Test	\$80.00
Bolt Tension Test	\$50.00
Fireproofing Density Testing	\$50.00

Office & Misc. Services	Rate \$/Hour
Sample Pick-Up & Delivery	\$45.00
Laboratory Technician (Sample Preparation)	\$65.00
Support Staff (Drafting, Word Processing, Billing and Dispatch)	\$50.00
Staff Professional	\$85.00
Project Engineer/Geologist	\$95.00
Project Engineer-Micropile Test Anchors	\$95.00
Senior Professional	\$125.00
Project Manager	\$145.00
Miscellaneous Inspection	\$90.00



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Dr. Noelia Vela, Chancellor  
**REVIEWED BY:** Robert J. Temple, Vice Chancellor, Fiscal Services  
**PREPARED BY:** Lawrence J. Klumas, Program Manger, SBCCD  
**DATE:** February 12, 2009  
**SUBJECT:** Consideration of Approval of Consultant Contract Amendment 001 at Crafton Hills College.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Consultant Contract Amendment 001 to Agreement of Professional Services Contract for Converse Consultants at Crafton Hills College.

### **OVERVIEW**

Converse Consultants has been asked to perform additional Professional Services per the contract documents, specifications and DSA. A predetermined increase to the prevailing wage rates for Building/Construction Inspector and Field Soils Material Testers went into effect as of July 1, 2008. Converse Consultants has been asked to perform over time inspection in an effort to ensure construction does not interrupt campus operations and the construction schedule is maintained.

### **ANALYSIS**

This Contract Amendment will add the above mentioned items into the existing Consultant Contract Agreement of Professional Services between SBCCD & Converse Consultants at Crafton Hills College. It is required for Converse Consultants to bill for these services and will allow San Bernardino County to authorize payments for these items.

### **BOARD IMPERATIVE**

III – Resource Management for Efficiency, Effectiveness, and Excellence.

### **FINANCIAL IMPLICATIONS**

No financial impact to Measure "P" funds.

Attachment

## CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 001

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Road  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District (SBCCD)

TO: Converse Consultants (Converse)  
109311 Corporate Drive  
Redlands, CA 92374

**Brief Description:**

This Contract Amendment includes the following: 1) Converse Consultants as been asked to perform additional Professional Services per the contract documents & specifications and DSA, 2) A predetermined increase to the prevailing wage rates for Building/Construction Inspector and Field Soils Material Testers went into effect as of July 1, 2008, and 3) Converse Consultants as been asked to perform OT inspection in an effort to ensure construction does not interrupt campus operations and the construction schedule is maintained.

This Contract Amendment is required for Converse Consultants to bill for these services and will allow SB County to authorize payments for these items.

**Attachments:**

- Kitchell/BRj project memo SBCCD 0001 (1 page)
- Converse Consultants proposal (5 pages)

**Costs:**

**\$0.00** = total amount of this Amendment

The original <b>Agreement for Professional Services Contract Sum</b>	\$383,136.00
Net change by previous Amendments	\$0.00
The <b>Agreement for Professional Contract Sum</b> prior to this Amendment	\$383,136.00
The <b>Agreement for Professional Contract Sum</b> will be <b>increased</b> by this Amendment	\$0.00
The new <b>Contract Sum</b> including this Amendment	\$383,136.00

The Contract Schedule as of this Amendment will be **unchanged**.

By signing this Amendment SBCCD authorizes Converse Consultants to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Converse Consultants contract with SBCCD.

Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

CONSULTANT  
Converse Consultants

PROGRAM MANAGER  
Kitchell/BRj

OWNER  
SBCCD

By: 

By: 

By: \_\_\_\_\_

DATE: 1/21/09

DATE: 1-21-09

DATE: \_\_\_\_\_

DATE: January 21, 2009

**Project Memo – SBCCD 0001**TO: Larry Klumas  
*Program Manager for Facilities, Planning & Administrative Services*  
San Bernardino Community College District (SBCCD)FROM: Bruce C. McDonald  
*Senior Project Manager*  
Kitchell/BRj (K/BRj's)RE: San Bernardino Community College District (SBCCD)  
**PROJECTS: Crafton Hills College (CHC) & San Bernardino Valley College (SBVC)**  
**Recommendation to Approve: Converse Consultants Contract Amendment 001 @ CHC**  
**and Converse Consultants Contract Amendment 001 @ SBVC.****SCOPE:**

SBCCD's approval, based on K/BRj's recommendation, of the following Contract Amendments: 1) Converse Consultants Contract Amendment 001 @ CHC and 2) Converse Consultants Contract Amendment 001 @ SBVC.

**NARRATIVE:**

These Contract Amendment include the following: 1) Converse Consultants as been asked to perform additional Professional Services per the contract documents & specifications and DSA, 2) A predetermined increase to the prevailing wage rates for Building/Construction Inspector and Field Soils Material Testers went into effect as of July 1, 2008, and 3) Converse Consultants as been asked to perform OT inspection in an effort to ensure construction does not interrupt campus operations and the construction schedule is maintained.

These Contract Amendment are required for Converse Consultants to bill for these services and will allow SB County to authorize payments for these items. The new job descriptions and new rates including in this Contract Amendment will be effective from July 1, 2008 through June 30, 2009.

**RECOMMENDATION:**

K/BRj recommends that SBCCD approve both of the following Contract Amendments: 1) Converse Consultants Contract Amendment 001 @ CHC and 2) Converse Consultants Contract Amendment 001 @ SBVC.

Any questions let me know.

- Bruce

Cc: Alan Rosen; Jon Witherspoon – Kitchell/BRj



# Converse Consultants

Geotechnical Engineering, Environmental & Groundwater Science, Inspection & Testing Services

January 20, 2009

Mr. Lawrence J. Klumas  
Program Manager, Facilities, Planning and Administrative Services  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

KITCHELL / BRJ

JAN 20 2009

Subject: **CLARIFICATION OF JOB DESCRIPTIONS AND FEES FOR  
GEOTECHNICAL AND SPECIAL INSPECTION SERVICES**  
Material Testing & Inspector Services  
San Bernardino Valley College and Crafton Hills College  
San Bernardino and Yucaipa, California  
Converse Project Nos. 07-81-328-30 and 07-81-329-30

Dear Mr. Klumas:

Converse Consultants (Converse) entered into an Agreement for Professional Services dated November 21, 2007, to provide geotechnical and special inspection services for projects within the San Bernardino Valley College and Crafton Hills College campuses as outlined in Exhibit "A" of that Agreement.

The Request for Proposal did not include line item services for individuals required for a project under the Department of State Architect (DSA), with review by the California Geological Survey (CGS), jurisdiction. In Exhibit "B" – Hourly Rates, there were no line items for either the Project Manager (GE) or a Senior Professional (CEG). Due to the varying conditions across the each site and consultation and field reviews, there is time required by these professionals. Also included are additional Special Inspector descriptions that were not included in the Request for Proposal. This clarification of job descriptions and fees has been prepared to include these personnel with their hourly rates.

In accordance with the State of California's Predetermined Increase, the prevailing wage rates for Building/Construction Inspector and Field Soils Material Testers were increased by \$2.30/hour, effective July 1, 2008. It is therefore necessary for Converse to increase the hourly rate charged on Public Works projects that are subject to Converse's payment of Prevailing Wage by the same amount. The job descriptions subject to Prevailing Wage are shown with an asterisk in the attached Fee Form tables for each campus.

The attached Fee Forms will be effective for services provided beginning July 1, 2008 through June 30, 2009.



Please do not hesitate to contact the undersigned at (909) 796-0544 if you have any questions or wish to discuss this letter in greater detail.

**CONVERSE CONSULTANTS**

Hashmi S. E. Quazi, Ph.D., G. E.  
Principal Engineer/Regional Manager

Dist.: 2 - Kitchell/BRj - Attention: Mr. Jon Witherspoon  
2 - Kitchell/BRj - Attention: Mr. Bruce McDonald

Encl: Fee Form Tables – SBVC and CHC

RJR/HSQ/dne



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT FEE FORM**  
**CRAFTON HILLS COLLEGE (CHC)**  
**EFFECTIVE 07/01/2008 THROUGH 06/30/2009**

DESCRIPTION	CONVERSE
Total estimated cost for Inspection	\$350,972.00
Total estimated cost for Testing	\$32,164.00
<b>TOTAL NTE COST</b>	<b>\$383,136.00</b>
NTE = Not-to-Exceed	

Unit Pricing - Material Testing & Inspector Services	Rate \$/Hour
<b>Soil / Asphalt Inspections</b>	
*Soil Technician	\$72.30
*Soil Technician (O.T.)	\$108.45
Show-Up/Cancel	\$45.00
<b>Concrete/Reinf. Steel Inspection</b>	
*ACI Technician/Concrete Sampling	\$67.30
*ACI Technician/Concrete Sampling (O.T.)	\$100.95
*ACI Technician/Concrete Batch Plant	\$67.30
*ACI Technician/Concrete Batch Plant (O.T.)	\$100.95
*Special Inspector/Reinforced Concrete	\$67.30
*Special Inspector/Reinforced Concrete (O.T.)	\$100.95
<b>Masonry Inspection</b>	
*Special Masonry Inspector	\$70.30
*Special Masonry Inspector (O.T.)	\$105.45
<b>Structural Steel / H.S. Bolting Inspection</b>	
*Special Inspector/Steel-Rebar Tag & Sample	\$67.30
*Special Inspector/Steel-Rebar Tag & Sample (O.T.)	\$100.95
*Special Inspector/Steel (Field)	\$67.30
*Special Inspector/Steel (Field O.T.)	\$100.95
*Special Inspector/Shop Welding	\$72.30
*Special Inspector/Shop Welding (O.T.)	\$108.45
Special Inspector/Rebar Locating	\$77.30
Special Inspector/Rebar Locating (O.T.)	\$115.95
*Ultrasonic Inspector/Field	\$77.30
*Ultrasonic Inspector/Field (O.T.)	\$115.95
*Ultrasonic Inspector/Shop	\$77.30
*Ultrasonic Inspector/Shop (O.T.)	\$115.95
*Pull Test	\$77.30
*Pull Test (O.T.)	\$115.95
*Bolt Inspection	\$77.30
*Bolt Inspection (O.T.)	\$115.95
*Torque Testing	\$77.30
*Torque Testing (O.T.)	\$115.95
*Epoxy Bolt Inspection	\$77.30
*Epoxy Bolt Inspection (O.T.)	\$115.95
<b>Fireproofing Inspection</b>	
*Special Inspector/Fireproofing	\$67.30
*Special Inspector/Fireproofing (O.T.)	\$100.95
<b>Roofing Inspection</b>	
*Special Roofing Inspector	\$77.30
*Special Roofing Inspector (O.T.)	\$115.95

Soil / Asphalt Testing	Rate \$/Each
Maximum Dry Density - Soils	\$110.00
Maximum Dry Density - Aggregate	\$110.00
Expansion Index	\$80.00
Sieve Analysis - Fine	\$80.00
Sieve Analysis - Course	\$80.00
Sulfate Content of Soil	\$44.00
Percent Passing # 200 Sieve	\$45.00
Sand Equivalent	\$80.00
R-Value	\$213.33
Hveem Stability	\$150.00
Asphalt Extraction	\$150.00
Soil Corrosivity	\$150.00
<b>Concrete Testing</b>	
Concrete Compression Test	\$20.00
Concrete Beam Flexural Test	\$73.00
Core Sample Compression Test	\$30.00
<b>Reinforcing Steel Testing</b>	
Tensile Test	\$45.00
Bend Test	\$35.00
<b>Masonry Testing</b>	
Grouted Masonry Prism	\$110.00
CMU Compression Test	\$100.00
CMU Moisture Content, Abs, unit wt	\$70.00
CMU Linear Drying Shrinkage	\$90.00
Masonry Core Shear Test	\$50.00
Masonry Core Compression Test	\$20.00
Mortar Compression Test	\$20.00
Grout Compression Test	\$20.00
<b>Structural Steel / H.S. Bolting Testing</b>	
Bolt & Washer Hardness Test	\$80.00
Bolt Tension Test	\$50.00
Fireproofing Density Testing	\$50.00

Office & Misc. Services	Rate \$/Hour
Sample Pick-Up & Delivery	\$45.00
Laboratory Technician (Sample Preparation)	\$65.00
Support Staff (Drafting, Word Processing, Billing and Dispatch)	\$50.00
Staff Professional	\$85.00
Project Engineer/Geologist	\$95.00
Project Engineer-Micropile Test Anchors	\$95.00
Senior Professional	\$125.00
Project Manager	\$145.00
Miscellaneous Inspection	\$90.00



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert J. Temple, Vice Chancellor, Fiscal Services  
PREPARED BY: Lawrence J. Klumas, Program Manager, SBCCD  
DATE: February 12, 2009  
SUBJECT: Consideration of Contract Amendment No. 002 for Tilden Coil Constructors for San Bernardino Valley College

RECOMMENDATION

It is recommended that the Board of Trustees approve Contract Amendment No. 002 for Tilden Coil Constructors.

OVERVIEW

Lengthy delays were encountered in receiving final approval from the Department of the State Architect (DSA) for the Interim Housing project at the Valley Campus. The project and academic schedules required that the work be completed prior to return of students, faculty and staff for the Fall 2008 academic term. Direction was received from the District's Executive Director of Facilities Planning and Administrative Services in July, 2008 to implement all measures necessary to meet the schedule requirements. Tilden Coil Constructors performed the required work by accelerating and compressing the time required for all constructions activities, supplementing the workforce and performing "off hour" and overtime work as necessary to complete the project by the required date.

ANALYSIS

This Contract Amendment will be for an additional \$915,926.77. The total revised Tilden Coil Constructors San Bernardino Valley College Campus contract amount is \$4,473,196.77.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

The total cost for Contract Amendment No. 002 is an addition of \$915,926.77 to Tilden Coil Constructors San Bernardino Valley College Campus contract to be paid by Measure "P" funds.

Attachments

**CONSTRUCTION MANAGER CONTRACT AMENDMENT to GENERAL CONDITIONS  
PORTION OF CONTRACT: 002**

PROJECT: Valley College  
701 S. Mount Vernon Ave.  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)

TO: Tilden-Coil Constructors (TCC)  
3612 Mission Inn Avenue  
Riverside, CA 92501

---

Brief Description:

*(See Attached)*

Attachments:

*Kitchell/BFj Project Memo dated 9/26/2007*

Costs:

**\$915,926.77** = Total amount of this Amendment

---

The original <b>General Conditions Contract Sum</b>	\$3,507,270.00
Net change by previous Amendments	50,000.00
The <b>General Conditions Contract Sum</b> prior to this Amendment	\$3,557,270.00
The <b>General Conditions Contract Sum</b> will be <b>increased</b> by this Amendment	915,926.77
The new <b>General Conditions Contract Sum</b> including this Amendment	\$4,473,196.77

The Contract Schedule as of this Amendment will be **unchanged**.

---

By signing this Amendment the SBCCD authorizes Tilden-Coil Constructors to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Tilden Coil Constructors contract with SBCCD.

Not valid until signed by all parties. Signature of Construction Manager indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

CONSTRUCTION MANAGER  
Tilden-Coil Constructors

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

By: 

By: 

By: \_\_\_\_\_

DATE: 1/21/09

DATE: 1.21.09

DATE: \_\_\_\_\_



KITCHELL / BRJ

October 13, 2008

Revised December 19, 2008

Kitchell / BRJ Joint Venture  
Mr. Alan Rosen  
701 South Mount Vernon  
San Bernardino, CA 92410

Reference: San Bernardino Valley College Measure 'P' Construction Management

RE: General Conditions Amendment Request

Dear Mr. Rosen,

Throughout the course of construction, we have been tasked to perform activities outside the original scope of our contract. We have proceeded with these activities with the agreement that an amendment to our contract would be ratified to include the costs. Attached you will find a tabulation of the costs that have occurred to date and the projected costs through the end of the 2008. Please review these costs, and the backup provided, and provide an amendment to our contract as discussed with Mr. Don Puddy, Mr. Mike Hammonds, and Mr. Larry Klumas.

We are requesting the following:

- A. Increase of On-Call Services Line Item 01-001 in the amount of \$ 765,926.77.
- B. Creation of On-Call Services Line Item 01-002 in the amount of \$ 200,000.00.
- C. Total Amendment to the General Conditions of the Measure P Contract from the Original amount of \$3,507,270.00 to a Revised amount of \$4,473,196.77.

As this work was tasked and completed outside the confines of the original Contract Document, it was agreed that TCC would invoice the amounts attached under the 01-001 Line Item and include all markups and insurances. This billing amount came to a total of \$ 765,926.77. We are requesting this amount be added to our original contract agreement under line item 01-001 T&M Services.

In addition to the expenditures above, we are projecting additional expenditures to occur. We have attached a spreadsheet outlining the estimated additional expenditures. We recommend the creation of a new line item to track these additional expenditures and to allow for the On-Call As-Needed services that may be necessary in the future. As such, we suggest the budget amount for this line item to include the currently projected \$50,000 and an additional amount of \$150,000. This will provide a vehicle for TCC to respond to small, time-sensitive requests.

Thank you for your time and consideration.

Respectfully,

Brian W. Jones, CCM, AAIA  
Project Manager

Cc: TCC - Steve Worley  
File

Summary:

Recap for Line Item 01-001 through October 1, 2008, as it relates to the Interim Housing work.

Materials:

DM Electric	545,618.00
Rental Service Corp	544.42
Rental Service Corp	631.31
Rental Service Corp	569.05
Rental Service Corp	645.97
Rental Service Corp	595.73
Freeman Office Products	1,878.49
Rendy's Cleaning Service	4,500.00
Rental Service Corp	4,466.89
Rental Service Corp	660.27
Rental Service Corp	522.70
Rental Service Corp	587.87
Rental Service Corp	781.14
Rental Service Corp	672.53
Rental Service Corp	587.87
Rental Service Corp	566.15
Rental Service Corp	273.05
Rental Service Corp	302.60
Fast Signs	54.00
Champion Electric	9,280.00
Champion Electric	64,656.67
Rental Service Corp	554.70
Rental Service Corp	3,473.26
Rental Service Corp	287.04
Rental Service Corp	1,097.95
Rental Service Corp	1,079.34
Rental Service Corp	1,029.78
Rental Service Corp	567.90
Rental Service Corp	355.52
Rental Service Corp	318.57
Rental Service Corp	3,355.53
Rental Service Corp	1,553.64
Rental Service Corp	1,468.69
Rental Service Corp	1,624.44
Rental Service Corp	8,713.44
Rental Service Corp	1,454.53
FIA Card Services	694.24
<b>VENDOR/CONTRACTOR SUBTOTAL</b>	<b>\$ 666,023.28</b>
<b>TILDEN-COIL -- OH&amp;P @ 15%</b>	<b>\$ 99,903.49</b>
<b>TOTAL</b>	<b>\$ 765,926.77</b>

Projections for 01-002

Rental Service Corp	\$85,000
Champion Electric	\$40,000
Gruett Tree Company	\$20,000
Miscellaneous unforeseen	\$55,000

Total \$ 200,000

GENERAL CONDITIONS SUMMARY

Description		Schedule of Values
On Call Contingency 1	001	815,926.77
On Call Contingency 2	002	200,000.00
SR Project Manager	62	283,875.00
Senior Superintendent	82	121,550.00
Superintendent	101	1,061,550.00
Project Manager	102	599,760.00
Project Engineer	103	650,000.00
Clerical	105	224,000.00
General Clean-Up	108	15,000.00
Final Clean-up	109	21,000.00
Safety Measures	111	10,000.00
Weather Protection	115	10,000.00
Trailer Rental & Expenses	120	35,100.00
Trailer Mob -Set up & Tear down	121	20,000.00
Trailer Alarm	122	15,600.00
Signs & Bulletin Boards	125	3,500.00
Temp. Power Poles & Conn.	130	35,000.00
Toilets/Hand Wash	131	36,800.00
Trash Bins	132	16,000.00
Fencing	134	17,500.00
Ext Temp Utilitites	136	5,000.00
Management Fuel	140	35,445.00
Superintendent Fuel	141	24,565.00
Blueprints/Plans	150	7,500.00
Photos/Film/Video	151	1,000.00
Surveying	152	25,000.00
Telephones / Internet Services	160	39,400.00
Cellular Phones	162	15,360.00
Water	163	10,000.00
Hydrant Meters	164	8,000.00
Office Equipment	170	53,080.00
Office Supplies	171	15,600.00
Drinking Water	173	1,280.00
Postage/Shipping	174	10,725.00
Professional Errors & Omission Insurance	199	79,080.00
<b>TOTAL</b>		<b>4,523,196.77</b>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert J. Temple, Vice Chancellor, Fiscal Services  
PREPARED BY: Lawrence J. Klumas, Project Manager SBCCD  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Contract Amendment 003 for Steinberg Architects—  
Crafton Hills College Learning Resource Center

RECOMMENDATION

It is recommended that the Board of Trustees approve the contract amendment for Steinberg Architects associated with the Crafton Hills College Learning Resource Center.

OVERVIEW

The existing contract with Steinberg Architects includes the provision of services for design and furniture/equipment selection for the Crafton Hills College Learning Resource Center project.

ANALYSIS

Approval of Contract Amendment 003, in the amount of \$51,000, will include the identification and specification of data network system equipment for the Crafton Hills College Learning Resource Center to the scope of work for Steinberg Architects.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost will be covered under Measure "P" funds.

Attachment

**ARCHITECT CONTRACT AMENDMENT NO.: 003**

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Rd.  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District  
  
To: Steinberg Architects  
523 West 6<sup>th</sup> St., Suite 245  
Los Angeles, CA 90014

Brief Description:

Steinberg Architects will be providing design services for the Learning Resource Center (LRC) Data Network Design based on the budgets and parameters in the attached proposal.

Attachments:

- Steinberg Architects LRC ASA #3 proposal (3 pages)

Costs:

**\$51,000** = Total amount of this Amendment

The original <b>Contract Sum</b>	\$2,590,415.00
Net change by previous Amendments	\$343,000.00
The <b>Contract Sum</b> prior to this Amendment	\$2,933,415.00
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$51,000.00
The new <b>Contract Sum</b> including this Amendment	\$2,984,415.00
The Contract Schedule as of this Amendment will be <b>increased by:</b>	0 calendar days

By signing this Amendment, the San Bernardino Community College District (SBCCD) authorizes Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Steinberg Architects contract with SBCCD.

Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

*Authorized:*

ARCHITECT  
Steinberg Architects

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

By: 

By:  4/21/09

By: \_\_\_\_\_

DATE: 1/20/09

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

December 04, 2008

523 West 6th Street, Suite 245  
Los Angeles, California 90014  
www.steinbergarchitects.com

Mr. David Salazar  
Executive Director,  
Facilities, Planning & Administrative Services  
San Bernardino Community College District  
114 South Del Rosa Drive,  
San Bernardino, CA 92408

Re: San Bernardino Community College District: Crafton Hills College  
Project: Learning Resource Center  
Project #: 06063.020  
ASA#3: Data Network Design

Dear David:

Steinberg Architects is pleased to submit this additional services proposal for providing Data Network Design for the Learning Resource Center. Project parameters as described below would be provided per the Master Services Agreement.

## I. PROJECT PARAMETERS

The Data Network Design includes the design and specification of the active network equipment which is made up of core switches, edge switches, wireless controllers and VOIP controllers. Below is a summary of the services to be provided, included is a total of 9 meetings.

1. Needs analysis
  - a. Gather information to enable design team to assess the near-term and long-term requirements for the data network system. Requirements will include network topology, system interfaces, client applications, universal power supply, battery backup, disaster prevention recovery, communications room floor space requirements.
2. Design detailed specification
  - a. Develop a detailed functional specification in the form of a Request for Proposal (RFP)
  - b. RFP to be reviewed and approved by the campus. Two meetings
3. Submit Qualified RFP to vendors for competitive pricing
  - a. Design team will prepare a list of qualified vendors (and systems) that may be included in the bidding process
  - b. Work with campus/district representatives to determine final list of bidding vendors.
4. Evaluate bids
  - a. Review bid responses for accuracy, and completeness
5. Prepare a migration plan
  - a. Work with campus/district & Vendor to develop a detailed project plan with milestones and responsibilities



6. Provide assistance during implementation phase
  - a. Visit installation in process and respond to questions.

The following items are excluded.

- Phone/voice system design
- Design and specification of computers, servers, phones, printers and other components attached to the network
- Intercom system design and documentation
- Centralized clock system design and documentation
- Tasks related to construction management

## II. SCHEDULE

Design work will be completed within 12 weeks of receiving authorization to proceed.

## III. ADDITIONAL SERVICES

The fee for the services provided is fifty one thousand dollars (**\$51,000**)

## V. HOURLY RATE SCHEDULE

FOR CHANGE IN SERVICES, THE ARCHITECT'S HOURLY RATES ARE SET FORTH AS FOLLOWS:

<i>Principal</i>	\$228	<i>Job Captain</i>	\$132
<i>Senior Project Manager</i>	\$170	<i>Intermediate</i>	\$100-110
<i>Senior Designer</i>	\$170	<i>Designer/Drafter</i>	\$95
<i>Project Manager</i>	\$155	<i>Administrative Staff</i>	\$85
<i>Project Architect</i>	\$155	<i>Intern</i>	\$69
<i>Designer</i>	\$143		

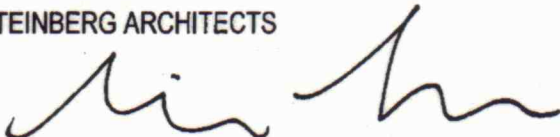
## VI. Authorization

Please review this proposal, and if it is acceptable, sign both copies and return one original to us for our records. This proposal and agreement shall be binding if agreed to in writing by the owner within thirty (30) days of the date above.

Please call if you have any questions concerning this agreement.

Sincerely,

STEINBERG ARCHITECTS



Gilbert Rocca  
Project Manager

Owner

---

*(signature)*

David Salazar  
Executive Director,  
Facilities, Planning & Administrative Services  
San Bernardino Community College District

Architect

---

*(signature)*

David Hart, AIA  
Vice President  
Steinberg Architects  
CA License No. C26391

Cc: David Hart, Jane Orlando, File

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert J. Temple, Vice Chancellor, Fiscal Services  
PREPARED BY: Lawrence J. Klumas, Project Manager SBCCD  
DATE: February 12, 2009  
SUBJECT: Consideration of Approval of Contract Amendment 004 for Steinberg Architects—  
Crafton Hills College Community Recreation Facility

RECOMMENDATION

It is recommended that the Board of Trustees approve the contract amendment for Steinberg Architects associated with the Crafton Hills College Community Recreation Facility project.

OVERVIEW

The existing contract with Steinberg Architects includes the provision of services for design and furniture/equipment selection for the Crafton Hills College Community Recreation Facility project.

ANALYSIS

Approval of Contract Amendment 004, in the amount of \$13,500, will include the identification and specification of data network system equipment for the Crafton Hills Community Recreation Facility to the scope of work for Steinberg Architects.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost will be covered under Measure "P" funds.

Attachment

**ARCHITECT CONTRACT AMENDMENT NO.: 004**

PROJECT: Crafton Hills College (CHC)  
11711 Sand Canyon Rd.  
Yucaipa, CA 92399

OWNER: San Bernardino Community College District  
  
To: Steinberg Architects  
523 West 6<sup>th</sup> St., Suite 245  
Los Angeles, CA 90014

Brief Description:

Steinberg Architects will be providing design services for the Community Recreational Facility (CRF) Data Network Design based on the budgets and parameters in the attached proposal.

Attachments:

- Steinberg Architects CRF ASA #4 proposal (3 pages)

Costs:

**\$13,500** = Total amount of this Amendment

The original <b>Contract Sum</b>	\$1,131,900.00
Net change by previous Amendments	\$83,094.00
The <b>Contract Sum</b> prior to this Amendment	\$1,214,994.00
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$13,500.00
The new <b>Contract Sum</b> including this Amendment	\$1,228,494.00
The Contract Schedule as of this Amendment will be <b>increased by:</b>	0 calendar days

By signing this Amendment, the San Bernardino Community College District (SBCCD) authorizes Steinberg Architects to perform the scope of work listed above. SBCCD also authorizes and acknowledges that the amount of this Amendment will be paid via an amendment to Steinberg Architects contract with SBCCD.

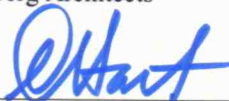
Not valid until signed by all parties. Signature of Architect indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

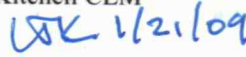
*Authorized:*

ARCHITECT  
Steinberg Architects

PROGRAM MANAGER  
Kitchell CEM

OWNER  
SBCCD

By: 

By:  1/21/09

By: 

DATE: 1/20/09

DATE:

DATE:

December 04, 2008

523 West 6th Street, Suite 245  
Los Angeles, California 90014  
www.steinbergarchitects.com

Mr. David Salazar  
Executive Director,  
Facilities, Planning & Administrative Services  
San Bernardino Community College District  
114 South Del Rosa Drive,  
San Bernardino, CA 92408

Re: San Bernardino Community College District: Crafton Hills College  
Project: Community Recreational Facility  
Project #: 06063.010  
ASA#4: Data Network Design

Dear David:

Steinberg Architects is pleased to submit this additional services proposal for providing Data Network Design for the Community Recreational Facility. Project parameters as described below would be provided per the Master Services Agreement.

## I. PROJECT PARAMETERS

The Data Network Design includes the design and specification of the active network equipment which is made up of core switches, edge switches, wireless controllers and VOIP controllers. Below is a summary of the services to be provided, included is a total of 9 meetings.

1. Needs analysis
  - a. Gather information to enable design team to assess the near-term and long-term requirements for the data network system. Requirements will include network topology, system interfaces, client applications, universal power supply, battery backup, disaster prevention recovery, communications room floor space requirements.
2. Design detailed specification
  - a. Develop a detailed functional specification in the form of a Request for Proposal (RFP)
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3. Submit Qualified RFP to vendors for competitive pricing
  - a. Design team will prepare a list of qualified vendors (and systems) that may be included in the bidding process
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4. Evaluate bids
  - a. Review bid responses for accuracy, and completeness
5. Prepare a migration plan
  - a. Work with campus/district & Vendor to develop a detailed project plan with milestones and responsibilities

6. Provide assistance during implementation phase
  - a. Visit installation in process and respond to questions.

The following items are excluded.

- Phone/voice system design
- Design and specification of computers, servers, phones, printers and other components attached to the network
- Intercom system design and documentation
- Centralized clock system design and documentation
- Tasks related to construction management

## II. SCHEDULE

Design work will be completed within 12 weeks of receiving authorization to proceed.

## III. ADDITIONAL SERVICES

The fee for the services provided is thirteen thousand five hundred dollars (**\$13,500**)

## V. HOURLY RATE SCHEDULE

*FOR CHANGE IN SERVICES, THE ARCHITECT'S HOURLY RATES ARE SET FORTH AS FOLLOWS:*

<i>Principal</i>	\$228	<i>Job Captain</i>	\$132
<i>Senior Project Manager</i>	\$170	<i>Intermediate</i>	\$100-110
<i>Senior Designer</i>	\$170	<i>Designer/Drafter</i>	\$95
<i>Project Manager</i>	\$155	<i>Administrative Staff</i>	\$85
<i>Project Architect</i>	\$155	<i>Intern</i>	\$69
<i>Designer</i>	\$143		

## VI. Authorization

Please review this proposal, and if it is acceptable, sign both copies and return one original to us for our records. This proposal and agreement shall be binding if agreed to in writing by the owner within thirty (30) days of the date above.

Please call if you have any questions concerning this agreement.  
Sincerely,

STEINBERG ARCHITECTS

Gilbert Rocca  
Project Manager

Owner

Architect



\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

David Salazar  
Executive Director,  
Facilities, Planning & Administrative Services  
San Bernardino Community College District

David Hart, AIA  
Vice President  
Steinberg Architects  
CA License No. C26391

Cc: David Hart, Mai Hagvadarian, File A01

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Dr. Noelia Vela  
PREPARED BY: Donna Hoffmann, District Director of Marketing  
DATE: February 12, 2009  
SUBJECT: Consideration of Proclamation for former Trustee Lois J. Carson

RECOMMENDATION

It is recommended that the Board of Trustees adopt the Proclamation of Commendation for former Trustee Lois J. Carson.

OVERVIEW

Former Trustee Lois J. Carson is receiving the Lifetime Leadership Award from the African American Ethnic Sports Hall of Fame (AAESHOF) in Riverside, California, on March 7, 2009. The attached Proclamation will be presented to her at that special event.

ANALYSIS

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.



**PROCLAMATION OF COMMENDATION FOR LOIS J. CARSON**

WHEREAS, Lois J. Carson is receiving the Lifetime Leadership Award from the African American Ethnic Sports Hall of Fame (AAESHOF) on March 7, 2009; and

WHEREAS, Lois J. Carson served as a Trustee for the San Bernardino Community College District from 1973-1997; and

WHEREAS, Lois J. Carson served as President, Vice-President and Clerk during her tenure on the SBCCD Board; and

WHEREAS, Lois J. Carson served seven years on the Board of the Association of Community College Trustees (ACCT); and

WHEREAS, Lois J. Carson received ACCT's M. Dale Ensign Trustee of the Year Award in 1992 in recognition of her service to education; and

WHEREAS, Lois J. Carson currently serves on the San Bernardino Valley College Foundation Board of Directors; and

WHEREAS, Lois J. Carson represents the San Bernardino Valley College Foundation on the SBCCD Citizens' Bond Oversight Committee; and

WHEREAS, Lois J. Carson was inducted into the San Bernardino Valley College Alumni Hall of Fame in 1997; and

WHEREAS, Lois J. Carson continues to be lauded for her work in Community Action, including the development of three childcare centers, 700 units of farm worker housing and an Urban Indian Center; and

WHEREAS, Lois J. Carson has twice been named Riverside County Administrator of the Year in recognition of her contributions to human and community development;

NOW, THEREFORE IT BE PROCLAIMED, that the Board of Trustees of the San Bernardino Community College District does commend Lois J. Carson for the Lifetime Achievement Award from the African American Ethnic Sports Hall of Fame (AAESHOF).

DATED THIS TWELVETH DAY OF FEBRUARY, TWO THOUSAND AND NINE

Signed,

James C. Ramos, Board President  
Carleton Lockwood, Jr., Vice President  
Dr. Donald L. Singer, Clerk  
John M. Futch, Trustee  
John Longville, Trustee  
Dr. Charles S. Terrell, Jr., Trustee  
Jess Vizcaino, Trustee

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Dr. Noelia Vela, Chancellor  
**REVIEWED BY:** Robert J. Temple, Vice Chancellor, Fiscal Services  
**PREPARED BY:** Lawrence J. Klumas, Program Manager, SBCCD  
**DATE:** February 12, 2009  
**SUBJECT:** Summary of Change Orders for Measure "P" Projects

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

As an informational item to the SBCCD Board, this report is a summary of all Change Orders to date for projects at San Bernardino Valley College and Crafton Hills College.

### **ANALYSIS**

There are no current Change Orders submitted this month. There is no change to the Project Schedule.

### **BOARD IMPERATIVE**

III – Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

No change with Measure "P" funds.

Attachment

CHANGE ORDER SUMMARY BY PROJECT  
February 12, 2009

PROJECTS	Total Change Order	Original Contract	Revised Contract	CO%
North Hall Replacement	\$ -	\$ 16,792,609.00	\$ 16,792,609.00	0.00%
Media / Communications	\$ -	\$ 8,299,368.00	\$ 8,299,368.00	0.00%
Chemistry / Science	\$ (4,230.31)	\$ 22,644,824.00	\$ 22,640,593.69	-0.02%
Maintenance and Operations	\$ 17,409.00	\$ 4,041,000.00	\$ 4,058,409.00	0.43%
Student Health Services	\$ 19,725.00	\$ 1,047,967.00	\$ 1,067,692.00	1.88%
CDC Alterations	\$ -	\$ -	\$ -	
Baseball Netting	\$ -	\$ 203,629.00	\$ 203,629.00	0.00%
<b>TOTAL</b>	<b>\$ 32,903.69</b>	<b>\$ 53,029,397.00</b>	<b>\$ 53,062,300.69</b>	<b>0.06%</b>

NO NEW CHANGE ORDERS







Project SBVC Chemistry / Physical Science Building Revised Date 12/10/2008  
 Project Number 3347A4

Contractors	1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount
Contract # : Mobile Modular				-\$4,230.31		(\$4,230.31)	\$447,319.00	-0.95%	\$443,088.69
<b>TOTAL</b>		\$0.00		-\$4,230.31	\$0.00	(\$4,230.31)	\$447,319.00	-0.95%	\$443,088.69

**NO NEW CHANGE ORDERS**





Project SBVC Maintenance and Operations Building Revised Date  
 Project Number 3347A2 11/12/2008

Contractors	1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount
Contract # : Oakview Constructors Inc.		\$17,409.00				\$17,409.00	\$4,041,000.00	0.43%	\$4,058,409.00
<b>TOTAL</b>		\$17,409.00	\$0.00	\$0.00	\$0.00	\$17,409.00	\$4,041,000.00	0.43%	\$4,058,409.00

**NO NEW CHANGE ORDERS**



Contractors	1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount
PCN3			\$19,282.00			\$19,282.00	\$338,000.00	5.70%	\$357,282.00
MSI				\$443.00		\$443.00	\$709,967.00	0.06%	\$710,410.00
<b>TOTAL</b>						<b>\$19,725.00</b>	<b>\$1,047,967.00</b>	<b>1.88%</b>	<b>\$1,067,692.00</b>

NO NEW CHANGE ORDERS





CHANGE ORDER SUMMARY BY PROJECT  
February 12, 2009

PROJECTS	Total Change Order	Original Contract	Revised Contract	CO%
INFRASTRUCTURE PACKAGE #1	\$ (4,277.00)	\$ 421,000.00	\$ 416,723.00	-1.02%
INFRASTRUCTURE PACKAGE #2/3/4	\$ 186,787.00	\$ 14,682,604.00	\$ 14,869,391.00	1.27%
INFRASTRUCTURE PACKAGE #5.1	\$ 5,029.00	\$ 151,300.00	\$ 156,329.00	3.32%
CRF / INFRA PKG #5	\$ -	\$ 7,795,365.00	\$ 7,795,365.00	0.00%
LEARNING RESOURCE CENTER	\$ -	\$ 22,291,408.00	\$ 22,291,408.00	0.00%
<b>TOTAL</b>	<b>\$ 187,539.00</b>	<b>\$ 45,341,677.00</b>	<b>\$ 45,529,216.00</b>	<b>0.41%</b>

NO NEW CHANGE ORDERS



**Project** CHC Infrastructure Package #1 **Revised Date**  
 Project Number 9621 8/20/2008

		Accountability Summary				Total CO Value	Original Contract	Cos as % of	New contract
		2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	per contractor:	amount	contract	amount
<b>Contractors</b>	1 (Contractor)								
Contract # :	Champion Electric	(\$7,000.00)		\$913.00	\$1,810.00	(\$4,277.00)	\$421,000.00	-1.02%	\$416,723.00
<b>TOTAL</b>		(\$7,000.00)		\$913.00	\$1,810.00	(\$4,277.00)	\$421,000.00	-1.02%	\$416,723.00

NO NEW CHANGE ORDERS





Contractors	1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	Total CO Value per contractor:	Original Contract amount	Cos as % of contract	New contract amount
Contract #:									
INFRA234-01 LD Anderson				\$59,019.00		\$59,019.00	\$1,101,300.00	5.36%	\$1,160,319.00
INFRA234-02 Coutts Heating & Cooling						\$0.00	\$5,677,000.00	0.00%	\$5,677,000.00
INFRA234-03 Fischer, Inc.						\$0.00	\$1,491,000.00	0.00%	\$1,491,000.00
INFRA234-04 RIS Electric			\$115,975.00	\$11,793.00		\$127,768.00	\$1,973,000.00	6.48%	\$2,100,768.00
INFRA234-05 Tidwell Concrete						\$0.00	\$2,289,804.00	0.00%	\$2,289,804.00
INFRA234-06 Sierra Landscape						\$0.00	\$1,623,600.00	0.00%	\$1,623,600.00
INFRA234-07 Inland Building Companies						\$0.00	\$526,900.00	0.00%	\$526,900.00
<b>TOTAL</b>	\$0.00	\$0.00	\$115,975.00	\$70,812.00	\$0.00	\$186,787.00	\$14,682,604.00	1.27%	\$14,869,391.00

**NO NEW CHANGE ORDERS**



Project	CHC Infrastructure Package 5.1	Revised Date	Accountability Summary					Total CO Value	Original Contract	Cos as % of	New contract
Project Number	9625	11/11/2008	1 (Contractor)	2 (CM)	3 (Arch/Eng)	4 (District)	5 (Insp/Agency)	per contractor:	amount	contract	amount
Contract #:	INFRA5.1-01	RIS Electric	\$0.00	\$0.00	\$0.00	\$5,029.00	\$5,029.00	\$5,029.00	\$151,300.00	3.32%	\$156,329.00
<b>TOTAL</b>			\$0.00	\$0.00	\$0.00	\$5,029.00	\$5,029.00	\$5,029.00	\$151,300.00	3.32%	\$156,329.00

**NO NEW CHANGE ORDERS**



Contractors	Total CO Value per Contractor:	Original Contract Amount	New Contract Amount	Cos as % of Contract	Board Date
CLRC-02: Precision Concrete	\$ -	\$ 3,274,700.00	\$ 3,274,700.00	0.00%	
CLRC-03: Mid State Precast	\$ -	\$ 1,371,000.00	\$ 1,371,000.00	0.00%	
CLRC-04: Anderson Charnesky	\$ -	\$ 3,421,300.00	\$ 3,421,300.00	0.00%	
CLRC-05: Lozano Caseworks, Inc.	\$ -	\$ 509,300.00	\$ 509,300.00	0.00%	
CLRC-06: Western Bay Sheet Metal	\$ -	\$ 1,349,000.00	\$ 1,349,000.00	0.00%	
CLRC-07: RGSLA	\$ -	\$ 236,252.00	\$ 236,252.00	0.00%	
CLRC-08: E J Enterprises	\$ -	\$ 293,175.00	\$ 293,175.00	0.00%	
CLRC-09: Padua Glass Enterprise, Inc.	\$ -	\$ 1,940,700.00	\$ 1,940,700.00	0.00%	
CLRC-10: Caston Plastering & Drywall	\$ -	\$ 1,415,585.00	\$ 1,415,585.00	0.00%	
CLRC-11: Mike's Custom Flooring	\$ -	\$ 248,200.00	\$ 248,200.00	0.00%	
CLRC-12: Southcoast Acoustical Inters.	\$ -	\$ 461,350.00	\$ 461,350.00	0.00%	
CLRC-13: Prime Painting Con.	\$ -	\$ 192,000.00	\$ 192,000.00	0.00%	
CLRC-14: Inland Pacific Tile, Inc.	\$ -	\$ 282,000.00	\$ 282,000.00	0.00%	
CLRC-15: RVH Construction	\$ -	\$ 731,000.00	\$ 731,000.00	0.00%	
CLRC-16: Daart Engineering Company	\$ -	\$ 268,031.00	\$ 268,031.00	0.00%	
CLRC-17: Pro-Craft Plumbing Co., Inc	\$ -	\$ 515,515.00	\$ 515,515.00	0.00%	
CLRC-18: Coutts Heating & Cooling	\$ -	\$ 2,037,000.00	\$ 2,037,000.00	0.00%	
CLRC-19: Shanks Electric Corporation	\$ -	\$ 2,850,000.00	\$ 2,850,000.00	0.00%	
CLRC-20: Marina Landscaping	\$ -	\$ 247,300.00	\$ 247,300.00	0.00%	
CLRC-21: Inland Building Companies	\$ -	\$ 648,000.00	\$ 648,000.00	0.00%	
<b>TOTAL</b>	\$ -	\$ 22,291,408.00	\$ 22,291,408.00	0.00%	

NO NEW CHANGE ORDERS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: February 12, 2009  
SUBJECT: Budget Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This summary budget report is submitted monthly to the Board of Trustees for their perusal.

ANALYSIS

The Budget Report contains income and expenditures by major objects for all funds deposited in the County Treasury.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS


None.

Attachments



# MEMO

To: NOELIA VELA, Chancellor

From: ROBERT J. TEMPLE, Vice Chancellor 

Date: JANUARY 23, 2009

Subject: EXECUTIVE SUMMARY OF MONTHLY BUDGET REPORT

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The expenditures are in line with the normal flow at this time of year.

At the time of this summary, the State has still not acted on the Governor's mid year reduction proposal or his 2009-2010 budget. This proposal for deferral of payments will require us to reduce expenditures in order to have sufficient cash on hand to meet our obligations. We are in the process of implementing the reductions shared with the Board on January 8.



SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE
8100.00 FEDERAL HEA REVENUES	3,760,035.10	3,400.00-	839,691.58	22.3	0.00	2,920,343.52
8600.00 STATE REVENUES	69,859,741.63	3,400.00	35,116,702.89	50.2	0.00	34,743,038.74
8800.00 LOCAL REVENUES	22,077,856.45	260,800.57-	11,120,825.33	50.3	0.00	10,957,031.12
8900.00 OTHER FINANCING SOURCES	993,000.00	0.00	988,708.85	99.5	0.00	4,291.15
TOTAL: 8000	96,690,633.18	260,800.57-	48,065,928.65	49.7	0.00	48,624,704.53
1100.00 CONTRACT CLASSROOM INST.	16,918,705.99	1,649,567.94	8,330,771.94	49.2	0.00	8,587,934.05
1200.00 CONTRACT CERT. ADMINISTRATORS	11,066,452.76	870,839.41	5,240,844.72	47.3	0.00	5,825,608.04
1300.00 INSTRUCTORS DAY/HOURLY	7,760,104.48	793,151.65	4,530,674.36	58.3	0.00	3,229,430.12
1400.00 NON-INSTRUCTION HOURLY CERT.	974,273.02	70,685.44	412,370.46	42.3	0.00	561,902.56
TOTAL: 1000	36,719,536.25	3,384,244.44	18,514,661.48	50.4	0.00	18,204,874.77
2100.00 CONTRACT CLASSIFIED NON-INSTR.	16,691,923.47	108,746.19-	7,740,173.85	46.3	0.00	8,951,749.62
2200.00 INSTRUCTIONAL AIDS	1,445,989.00	0.00	713,160.49	49.3	0.00	732,828.51
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,189,807.95	168,070.31	1,028,029.02	46.9	0.00	1,161,778.93
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	1,064,318.00	112,552.52	501,854.40	47.1	0.00	562,463.60
TOTAL: 2000	21,392,038.42	171,876.64	9,983,217.76	46.6	0.00	11,408,820.66
3100.00 CERTIFICATED RETIREMENT	2,767,107.47	248,536.12	1,349,807.87	48.7	0.00	1,417,299.60
3200.00 CLASSIFIED RETIREMENT	1,889,096.54	9,274.45	893,642.22	47.3	0.00	995,454.32
3300.00 OASDHI/FICA	2,055,477.36	54,946.93	978,264.26	47.5	0.00	1,077,213.10
3400.00 HEALTH AND WELFARE BENEFITS	6,858,264.67	234,630.22	3,082,953.37	44.9	0.00	3,775,311.30
3500.00 STATE UNEMPLOYMENT INSURANCE	191,015.00	10,424.04	98,967.77	51.8	0.00	92,047.23
3600.00 WORKERS COMPENSATION INSURANCE	861,752.00	27,300.00	404,765.67	46.9	0.00	456,986.33
3900.00 OTHER BENEFITS	113,485.52	2,670.80-	20,293.02	17.8	0.00	93,192.50
TOTAL: 3000	14,736,198.56	582,440.96	6,828,694.18	46.3	0.00	7,907,504.38
4100.00 TEXTBOOKS	36,595.00	184.68	5,235.39	14.3	3,720.87	27,637.74
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	317,856.24	63.62	151,142.14	47.5	66,682.67	100,031.43
4300.00 INSTRUCTIONAL SUPPLIES	699,595.28	14,669.41	166,257.57	23.7	82,385.63	450,952.08
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	155,255.11	675.35	18,065.63	11.6	21,805.78	115,383.70
4500.00 NONINSTRUCTIONAL SUPPLIES	1,323,467.55	14,870.18	436,371.21	32.9	322,934.08	564,162.26
4700.00 FOOD SUPPLIES	39,600.00	0.00	22,201.54	56.0	11,196.95	6,201.51
TOTAL: 4000	2,572,369.18	30,463.24	799,274.48	31.0	508,725.98	1,264,368.72
5100.00 PERSONS&CONSULTANT SVC-DIST USE	4,857,217.05	375,581.48	1,696,993.33	34.9	2,222,053.53	938,170.19
5200.00 TRAVEL & CONFERENCE EXPENSES	823,162.19	14,297.48	203,858.81	24.7	79,169.45	540,133.93
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	523,527.78	10,950.98	97,841.95	18.6	163,651.48	262,034.35
5400.00 INSURANCES - DISTRICT USE	95,900.00	0.00	69,765.00	72.7	0.00	26,135.00
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	2,877,739.77	40,763.05	1,461,022.39	50.7	1,213,333.99	203,383.39
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	2,017,964.83	70,314.68	969,502.99	48.0	530,391.23	518,070.61
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,041,000.00	26,354.82	272,988.70	26.2	285,435.24	482,576.06
5800.00 OTHER OPERATING EXP-DIST. USE	4,837,291.90	88,429.17	546,466.95	11.2	264,685.71	4,026,139.24
5900.00 INTERPROGRAM CHARGES-DIST.USE	300.00	0.00	0.00	0.0	0.00	300.00
TOTAL: 5000	17,074,103.52	626,691.66	5,318,440.12	31.1	4,758,720.63	6,996,942.77

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	ENCUMBERED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	92,494,245.93	4,795,716.94	41,444,288.02	44.8	5,267,446.61		45,782,511.30	49.4
6100.00 SITES & IMPROVEMENTS-DIST. USE	271,852.00	0.00	0.00	.0	0.00		271,852.00	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	747,197.97	9,396.00	107,943.56	14.4	105,862.34		533,392.07	71.3
6300.00 LIBRARY BOOKS - EXPANSION	116,471.00	8,725.29	40,256.40	34.5	41,838.72		34,375.88	29.5
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	2,119,795.58	32,867.77	422,430.30	19.9	259,112.39		1,438,252.89	67.8
TOTAL: 6000	3,255,316.55	50,989.06	570,630.26	17.5	406,813.45		2,277,872.84	69.9
TOTAL: 1000-6999	95,749,562.48	4,846,706.00	42,014,918.28	43.8	5,674,260.06		48,060,384.14	50.1
7300.00 INTERFUND TRANSFERS	2,420,291.00	157,275.00	1,476,640.00	61.0	0.00		943,651.00	38.9
7500.00 OTHER OUTGO-STUDENT FIN AID	50,870.00	213.13	14,399.31	28.3	4,550.69		31,920.00	62.7
7600.00 OTHER STUDENT AID	1,251,082.93	47,965.78	564,729.06	45.1	462,572.58		223,781.29	17.8
7900.00 RESERVE FOR CONTINGENCIES	5,888,994.00	0.00	0.00	0.0	0.00		5,888,994.00	100.0
TOTAL: 7000	9,611,237.93	205,453.91	2,055,768.37	21.3	467,123.27		7,088,346.29	73.7
TOTAL: 1000-7999	105,360,800.41	5,052,159.91	44,070,686.65	41.8	6,141,383.33		55,148,730.43	52.3

Fund: 01 GENERAL FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	96,690,633.18	260,800.57	48,065,928.65	0.00	48,624,704.53	50.2
TOTAL: 1000-5999	92,494,245.93	4,795,716.94	41,444,288.02	5,267,446.61	45,782,511.30	49.4
TOTAL: 1000-6999	95,749,562.48	4,846,706.00	42,014,918.28	5,674,260.06	48,060,384.14	50.1
TOTAL: 1000-7999	105,360,800.41	5,052,159.91	44,070,686.65	6,141,383.33	55,148,730.43	52.3
TOTAL EXPENSES (1000 - 7999)	105,360,800.41	5,052,159.91	44,070,686.65	6,141,383.33	55,148,730.43	52.3

Fund: 39 BLUE SHIELD MEMBERS CONT

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE
8800.00 LOCAL REVENUES	480.00	0.00	238.61	49.7	0.00	241.39
TOTAL: 8000	480.00	0.00	238.61	49.7	0.00	241.39
7900.00 RESERVE FOR CONTINGENCIES	5,000.00	0.00	0.00	.0	0.00	5,000.00
TOTAL: 7000	5,000.00	0.00	0.00	.0	0.00	5,000.00
TOTAL: 1000-7999	5,000.00	0.00	0.00	.0	0.00	5,000.00

Fund: 39 BLUE SHIELD MEMBERS CONT SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	% ENCLOSED	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	480.00	0.00	238.61	49.7	0.00	241.39	50.2
TOTAL: 1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1000-7999	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0
TOTAL EXPENSES (1000 - 7999)	5,000.00	0.00	0.00	.0	0.00	5,000.00	100.0

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	70,012,378.85	0.00	242,076.85	.3	0.00	69,770,302.00	99.6
8800.00 LOCAL REVENUES	611,100.00	23,033.89	340,874.70	55.7	0.00	270,225.30	44.2
TOTAL: 8000	70,623,478.85	23,033.89	582,951.55	.8	0.00	70,040,527.30	99.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	3,490.00	0.00	0.00	.0	0.00	3,490.00	100.0
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	27,115.19	0.00	2,240.00	8.2	10,225.00	14,650.19	54.0
5800.00 OTHER OPERATING EXP-DIST. USE	264,000.00	0.00	0.00	.0	0.00	264,000.00	100.0
TOTAL: 5000	294,605.19	0.00	2,240.00	.7	10,225.00	282,140.19	95.7
TOTAL: 1000-5999	294,605.19	0.00	2,240.00	.7	10,225.00	282,140.19	95.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	9,472,244.15	0.00	124,281.00	.0	42,600.82	9,553,924.33	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	73,602,887.43	0.00	22,060.19	.0	63,078.89	73,517,748.35	99.8
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	72,430.50	0.00	2,766.60	3.8	1,812.78	67,851.12	93.6
TOTAL: 6000	83,147,562.08	0.00	99,454.21	.0	107,492.49	83,139,523.80	100.0
TOTAL: 1000-6999	83,442,167.27	0.00	97,214.21	.0	117,717.49	83,421,663.99	100.0
7900.00 RESERVE FOR CONTINGENCIES	436,511.20	0.00	0.00	.0	0.00	436,511.20	100.0
TOTAL: 7000	436,511.20	0.00	0.00	.0	0.00	436,511.20	100.0
TOTAL: 1000-7999	83,878,678.47	0.00	97,214.21	.0	117,717.49	83,858,175.19	100.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	PENDING/ENCUMBERED %	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	70,623,478.85	23,033.89	582,951.55	.8	70,040,527.30	99.1
TOTAL: 1000-5999	294,605.19	0.00	2,240.00	.7	10,225.00	95.7
TOTAL: 1000-6999	83,442,167.27	0.00	97,214.21-	.0	117,717.49	83,421,663.99
TOTAL: 1000-7999	83,878,678.47	0.00	97,214.21-	.0	117,717.49	83,858,175.19
TOTAL EXPENSES (1000 - 7999)	83,878,678.47	0.00	97,214.21-	.0	117,717.49	83,858,175.19

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		YEAR TO DATE	%	PENDED/ENCUMBERED		BALANCE	UNENCUMBERED %
		CURRENT				ENCUMBERED			
8800.00 LOCAL REVENUES	4,000,000.00	0.00	731,824.21	18.2	0.00	3,268,175.79	81.7		
8900.00 OTHER FINANCING SOURCES	100,000,000.00	0.00	140,000,000.00	100.0	0.00	40,000,000.00	.0		
TOTAL: 8000	104,000,000.00	0.00	140,731,824.21	100.0	0.00	36,731,824.21	.0		
2300.00 NON-INSTRUCTION HOURLY CLASS.	5,969.32	0.00	386.00	6.4	0.00	5,583.32	93.5		
TOTAL: 2000	5,969.32	0.00	386.00	6.4	0.00	5,583.32	93.5		
3300.00 OASDHI/FICA	29.53	0.00	29.53	100.0	0.00	0.00	.0		
3500.00 STATE UNEMPLOYMENT INSURANCE	1.15	0.00	1.15	100.0	0.00	0.00	.0		
TOTAL: 3000	30.68	0.00	30.68	100.0	0.00	0.00	.0		
4500.00 NONINSTRUCTIONAL SUPPLIES	42,664.00	0.00	0.00	.0	41,664.00	1,000.00	2.3		
TOTAL: 4000	42,664.00	0.00	0.00	.0	41,664.00	1,000.00	2.3		
5100.00 PERSON&CONSULTANT SVC-DIST USE	168,102.49	0.00	2,627.25	1.5	31,552.75	133,922.49	79.6		
5600.00 RENTS,LEASES&REPAIRS-DIST USE	447,319.00	0.00	29,571.01	6.6	417,747.99	0.00	.0		
TOTAL: 5000	615,421.49	0.00	32,198.26	5.2	449,300.74	133,922.49	21.7		
TOTAL: 1000-5999	664,085.49	0.00	32,614.94	4.9	490,964.74	140,505.81	21.1		
6100.00 SITES & IMPROVEMENTS-DIST. USE	33,639,672.00	228,002.60	3,642,307.24	10.8	15,617,133.98	14,380,230.78	42.7		
6200.00 BUILDINGS&IMPROVEMENT-DIST USE	136,031,574.00	415,190.71	5,366,006.70	3.9	73,979,835.96	56,685,731.34	41.6		
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	7,885,789.51	0.00	803.03	.0	180,552.59	7,704,433.89	97.7		
TOTAL: 6000	177,557,035.51	643,193.31	9,009,116.97	5.0	89,777,522.53	78,770,396.01	44.3		
TOTAL: 1000-6999	178,221,121.00	643,193.31	9,041,731.91	5.0	90,268,487.27	78,910,901.82	44.2		
7900.00 RESERVE FOR CONTINGENCIES	5,000,000.00	0.00	0.00	.0	0.00	5,000,000.00	100.0		
TOTAL: 7000	5,000,000.00	0.00	0.00	.0	0.00	5,000,000.00	100.0		
TOTAL: 1000-7999	183,221,121.00	643,193.31	9,041,731.91	4.9	90,268,487.27	83,910,901.82	45.7		



Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	104,000,000.00	0.00	140,731,824.21	100.0	0.00	36,731,824.21	.0
TOTAL: 1000-5999	664,085.49	0.00	32,614.94	4.9	490,964.74	140,505.81	21.1
TOTAL: 1000-6999	178,221,121.00	643,193.31	9,041,731.91	5.0	90,268,487.27	78,910,901.82	44.2
TOTAL: 1000-7999	183,221,121.00	643,193.31	9,041,731.91	4.9	90,268,487.27	83,910,901.82	45.7
TOTAL EXPENSES (1000 - 7999)	183,221,121.00	643,193.31	9,041,731.91	4.9	90,268,487.27	83,910,901.82	45.7

Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		YEAR TO DATE	%	PENDED/ENCUMBERED		UNENCUMBERED BALANCE	%
		CURRENT				ENCUMBERED			
8800.00 LOCAL REVENUES	0.00	0.00		800.57	100.0	0.00		800.57-	.0
TOTAL: 8000	0.00	0.00		800.57	100.0	0.00		800.57-	.0

Fund: 51 BOOKSTORE FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED/YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	0.00	0.00	800.57	100.0	0.00	800.57-	.0
TOTAL: 1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES (1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		YEAR TO DATE	%	UNENCUMBERED	
		CURRENT	YEAR TO DATE			ENCUMBERED	BALANCE
8800.00 LOCAL REVENUES	54,000.00	0.00	20,144.27	37.3	0.00	33,855.73	62.6
TOTAL: 8000	54,000.00	0.00	20,144.27	37.3	0.00	33,855.73	62.6
3900.00 OTHER BENEFITS	750,000.00	0.00	13,188.00	1.7	0.00	736,812.00	98.2
TOTAL: 3000	750,000.00	0.00	13,188.00	1.7	0.00	736,812.00	98.2
7900.00 RESERVE FOR CONTINGENCIES	450,000.00	0.00	0.00	.0	0.00	450,000.00	100.0
TOTAL: 7000	450,000.00	0.00	0.00	.0	0.00	450,000.00	100.0
TOTAL: 1000-7999	1,200,000.00	0.00	13,188.00	1.0	0.00	1,186,812.00	98.9

SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	PENDED/ENCUMBERED %	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	54,000.00	0.00	20,144.27	37.3	33,855.73	62.6
TOTAL: 1000-5999	750,000.00	0.00	13,188.00	1.7	736,812.00	98.2
TOTAL: 1000-6999	750,000.00	0.00	13,188.00	1.7	736,812.00	98.2
TOTAL: 1000-7999	1,200,000.00	0.00	13,188.00	1.0	1,186,812.00	98.9
TOTAL EXPENSES (1000 - 7999)	1,200,000.00	0.00	13,188.00	1.0	1,186,812.00	98.9

Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8800.00 LOCAL REVENUES	4,000.00	0.00	1,004.25	25.1	0.00	2,995.75	74.8
TOTAL: 8000	4,000.00	0.00	1,004.25	25.1	0.00	2,995.75	74.8
7300.00 INTERFUND TRANSFERS	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 7000	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 1000-7999	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	EXPENDED/RECEIVED YEAR TO DATE	PENDED/ENCUMBERED %	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	4,000.00	0.00	1,004.25	25.1	2,995.75	74.8
TOTAL: 1000-5999	0.00	0.00	0.00	.0	0.00	.0
TOTAL: 1000-6999	0.00	0.00	0.00	.0	0.00	.0
TOTAL: 1000-7999	4,000.00	0.00	0.00	.0	4,000.00	100.0
TOTAL EXPENSES (1000 - 7999)	4,000.00	0.00	0.00	.0	4,000.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		YEAR TO DATE	%	UNENCUMBERED	
		CURRENT				ENCUMBERED	BALANCE
8100.00 FEDERAL HEA REVENUES	125,000.00	13,731.39	68,677.16	54.9	0.00	56,322.84	45.0
8600.00 STATE REVENUES	1,855,136.00	77,581.00	787,934.49	42.4	0.00	1,067,201.51	57.5
8800.00 LOCAL REVENUES	288,238.00	0.00	155,578.90	53.9	0.00	132,659.10	46.0
TOTAL: 8000	2,268,374.00	91,312.39	1,012,190.55	44.6	0.00	1,256,183.45	55.3
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,007,157.00	0.00	479,743.91	47.6	0.00	527,413.09	52.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	246,388.00	23,831.46	196,998.39	79.9	0.00	49,389.61	20.0
TOTAL: 2000	1,253,545.00	23,831.46	676,742.30	53.9	0.00	576,802.70	46.0
3100.00 CERTIFICATED RETIREMENT	25,380.00	0.00	12,756.33	50.2	0.00	12,623.67	49.7
3200.00 CLASSIFIED RETIREMENT	67,660.00	386.57	34,017.31	50.2	0.00	33,642.69	49.7
3300.00 OASDI/FICA	64,602.00	609.62	34,969.14	54.1	0.00	29,632.86	45.8
3400.00 HEALTH AND WELFARE BENEFITS	274,460.00	0.00	129,871.86	47.3	0.00	144,588.14	52.6
3500.00 STATE UNEMPLOYMENT INSURANCE	3,602.00	44.60	1,953.58	54.2	0.00	1,648.42	45.7
3600.00 WORKERS COMPENSATION INSURANCE	36,300.00	0.00	17,734.33	48.8	0.00	18,565.67	51.1
3900.00 OTHER BENEFITS	2,287.00	0.00	1,117.26	48.8	0.00	1,169.74	51.1
TOTAL: 3000	474,291.00	1,040.79	232,419.81	49.0	0.00	241,871.19	50.9
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	100.00	0.00	0.00	.0	0.00	100.00	100.0
4300.00 INSTRUCTIONAL SUPPLIES	19,208.00	699.73	247.24-	.0	7,143.91	12,311.33	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	37,260.00	330.01	21,698.77	58.2	9,232.01	6,329.22	16.9
4700.00 FOOD SUPPLIES	95,850.00	3,042.96	53,616.18	55.9	41,176.20	1,057.62	1.1
TOTAL: 4000	152,418.00	4,072.70	75,067.71	49.2	57,552.12	19,798.17	12.9
5200.00 TRAVEL & CONFERENCE EXPENSES	500.00	0.00	349.80-	.0	214.31	635.49	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	5,150.00	0.00	918.61	17.8	0.00	4,231.39	82.1
5800.00 OTHER OPERATING EXP-DIST. USE	193,614.00	0.00	603.39	.3	0.00	193,010.61	99.6
TOTAL: 5000	199,264.00	0.00	1,172.20	.5	214.31	197,877.49	99.3
TOTAL: 1000-5999	2,079,518.00	28,944.95	985,402.02	47.3	57,766.43	1,036,349.55	49.8
6100.00 SITES & IMPROVEMENTS-DIST. USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	8,000.00	747.25	1,932.49	24.1	2,365.22	3,702.29	46.2
TOTAL: 6000	10,000.00	747.25	1,932.49	19.3	2,365.22	5,702.29	57.0
TOTAL: 1000-6999	2,089,518.00	29,692.20	987,334.51	47.2	60,131.65	1,042,051.84	49.8
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00	100.0
TOTAL: 1000-7999	2,139,518.00	29,692.20	987,334.51	46.1	60,131.65	1,092,051.84	51.0



SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED/YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	2,268,374.00	91,312.39	1,012,190.55	44.6	0.00	1,256,183.45	55.3
TOTAL: 1000-5999	2,079,518.00	28,944.95	985,402.02	47.3	57,766.43	1,036,349.55	49.8
TOTAL: 1000-6999	2,089,518.00	29,692.20	987,334.51	47.2	60,131.65	1,042,051.84	49.8
TOTAL: 1000-7999	2,139,518.00	29,692.20	987,334.51	46.1	60,131.65	1,092,051.84	51.0
TOTAL EXPENSES (1000 - 7999)	2,139,518.00	29,692.20	987,334.51	46.1	60,131.65	1,092,051.84	51.0

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	245,000.00	0.00	192,891.87	78.7	0.00	52,108.13	21.2
TOTAL: 8000	245,000.00	0.00	192,891.87	78.7	0.00	52,108.13	21.2
2100.00 CONTRACT CLASSIFIED NON-INSTR.	82,383.00	0.00	40,609.00	49.2	0.00	41,774.00	50.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	43,750.00	3,796.00	21,946.09	50.1	0.00	21,803.91	49.8
TOTAL: 2000	126,133.00	3,796.00	62,555.09	49.5	0.00	63,577.91	50.4
3200.00 CLASSIFIED RETIREMENT	7,801.00	0.00	3,828.62	49.0	0.00	3,972.38	50.9
3300.00 OASDHI/FICA	6,599.00	0.00	3,187.93	48.3	0.00	3,411.07	51.6
3400.00 HEALTH AND WELFARE BENEFITS	18,510.00	0.00	9,225.12	49.8	0.00	9,284.88	50.1
3500.00 STATE UNEMPLOYMENT INSURANCE	270.00	0.00	129.60	48.0	0.00	140.40	52.0
3600.00 WORKERS COMPENSATION INSURANCE	2,400.00	0.00	1,200.00	50.0	0.00	1,200.00	50.0
3900.00 OTHER BENEFITS	152.00	0.00	75.60	49.7	0.00	76.40	50.2
TOTAL: 3000	35,732.00	0.00	17,646.87	49.3	0.00	18,085.13	50.6
4500.00 NONINSTRUCTIONAL SUPPLIES	10,647.00	95.54	2,672.21	25.0	850.52	7,124.27	66.9
TOTAL: 4000	10,647.00	95.54	2,672.21	25.0	850.52	7,124.27	66.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	5,016.00	0.00	915.94	18.2	0.00	4,100.06	81.7
5200.00 TRAVEL & CONFERENCE EXPENSES	1,500.00	0.00	0.00	.0	0.00	1,500.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	770.00	0.00	0.00	.0	755.00	15.00	1.9
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	6,784.30	0.00	777.69	11.4	5,307.11	699.50	10.3
5800.00 OTHER OPERATING EXP-DIST. USE	10,321.70	0.00	4,573.48	44.3	0.00	5,748.22	55.6
TOTAL: 5000	24,392.00	0.00	6,267.11	25.6	6,062.11	12,062.78	49.4
TOTAL: 1000-5999	196,904.00	3,891.54	89,141.28	45.2	6,912.63	100,850.09	51.2
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	4,000.00	1,550.24	2,097.67	52.4	0.00	1,902.33	47.5
TOTAL: 6000	4,000.00	1,550.24	2,097.67	52.4	0.00	1,902.33	47.5
TOTAL: 1000-6999	200,904.00	5,441.78	91,238.95	45.4	6,912.63	102,752.42	51.1
7900.00 RESERVE FOR CONTINGENCIES	125,211.00	0.00	0.00	.0	0.00	125,211.00	100.0
TOTAL: 7000	125,211.00	0.00	0.00	.0	0.00	125,211.00	100.0
TOTAL: 1000-7999	326,115.00	5,441.78	91,238.95	27.9	6,912.63	227,963.42	69.9

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE
TOTAL INCOME (8000 - 8999)	245,000.00	0.00	192,891.87	78.7	0.00	52,108.13
TOTAL: 1000-5999	196,904.00	3,891.54	89,141.28	45.2	6,912.63	100,850.09
TOTAL: 1000-6999	200,904.00	5,441.78	91,238.95	45.4	6,912.63	102,752.42
TOTAL: 1000-7999	326,115.00	5,441.78	91,238.95	27.9	6,912.63	227,963.42
TOTAL EXPENSES (1000 - 7999)	326,115.00	5,441.78	91,238.95	27.9	6,912.63	227,963.42

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE
8800.00 LOCAL REVENUES	1,769,166.67	0.00	27.2	0.00	1,287,248.47
8900.00 OTHER FINANCING SOURCES	1,870,291.00	157,275.00	49.5	0.00	943,651.00
TOTAL: 8000	3,639,457.67	157,275.00	38.7	0.00	2,230,899.47
2100.00 CONTRACT CLASSIFIED NON-INSTR.	1,575,411.00	0.00	46.2	0.00	846,399.70
2300.00 NON-INSTRUCTION HOURLY CLASS.	47,900.00	4,011.88	61.4	0.00	18,463.64
TOTAL: 2000	1,623,311.00	4,011.88	46.7	0.00	864,863.34
3200.00 CLASSIFIED RETIREMENT	150,911.00	0.00	45.6	0.00	82,092.67
3300.00 OASDHI/FICA	123,003.00	74.91	42.8	0.00	70,275.15
3400.00 HEALTH AND WELFARE BENEFITS	200,984.00	0.00	45.2	0.00	110,107.54
3500.00 STATE UNEMPLOYMENT INSURANCE	4,831.00	8.17	46.1	0.00	2,600.35
3600.00 WORKERS COMPENSATION INSURANCE	29,000.00	0.00	47.9	0.00	15,100.00
3900.00 OTHER BENEFITS	1,827.00	0.00	47.5	0.00	957.60
TOTAL: 3000	510,556.00	83.08	44.9	0.00	281,133.31
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	400.00	0.00	.0	0.00	400.00
4500.00 NONINSTRUCTIONAL SUPPLIES	10,500.00	57.60	21.2	1,290.35	6,980.08
TOTAL: 4000	10,900.00	57.60	20.4	1,290.35	7,380.08
5100.00 PERSON&CONSULTANT SVC-DIST USE	156,960.00	12,500.00	7.6	11,000.00	133,933.23
5200.00 TRAVEL & CONFERENCE EXPENSES	20,575.50	0.00	.0	0.00	20,575.50
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	97,652.80	3,883.86	38.7	17,621.12	42,199.22
5400.00 INSURANCES - DISTRICT USE	6,585.00	6,485.00	98.4	0.00	100.00
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	166,515.86	12,227.15	67.4	32,953.39	21,246.40
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	39,016.50	1,780.65	43.6	15,242.80	6,735.58
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	70,148.00	1,537.00	34.3	38,049.29	7,996.00
5800.00 OTHER OPERATING EXP-DIST. USE	921,536.01	63,845.55	46.6	214,498.62	277,369.49
TOTAL: 5000	1,478,989.67	102,259.21	43.2	329,365.22	510,155.42
TOTAL: 1000-5999	3,623,756.67	106,411.77	44.9	330,655.57	1,663,532.15
6400.00 ADDITIONAL/IMPROVED EQUIPMENT	1,700.00	0.00	.0	0.00	1,700.00
TOTAL: 6000	1,700.00	0.00	.0	0.00	1,700.00
TOTAL: 1000-6999	3,625,456.67	106,411.77	44.9	330,655.57	1,665,232.15

Fund: 74 KVCRC FUND

SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE
TOTAL INCOME (8000 - 8999)	3,639,457.67	157,275.00	1,408,558.20	38.7	0.00	2,230,899.47
TOTAL: 1000-5999	3,623,756.67	106,411.77	1,629,568.95	44.9	330,655.57	1,663,532.15
TOTAL: 1000-6999	3,625,456.67	106,411.77	1,629,568.95	44.9	330,655.57	1,665,232.15
TOTAL: 1000-7999	3,625,456.67	106,411.77	1,629,568.95	44.9	330,655.57	1,665,232.15
TOTAL EXPENSES (1000 - 7999)	3,625,456.67	106,411.77	1,629,568.95	44.9	330,655.57	1,665,232.15

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE
8800.00 LOCAL REVENUES	18,000.00	0.00	24,861.25	100.0	0.00	6,861.25-
8900.00 OTHER FINANCING SOURCES	550,000.00	0.00	550,000.00	100.0	0.00	0.00
TOTAL: 8000	568,000.00	0.00	574,861.25	100.0	0.00	6,861.25-
5100.00 PERSON&CONSULTANT SVC-DIST USE	15,000.00	1,219.78	1,219.78	8.1	8,780.22	5,000.00
5400.00 INSURANCES - DISTRICT USE	502,000.00	0.00	504,809.00	100.0	0.00	2,809.00-
5800.00 OTHER OPERATING EXP-DIST. USE	13,000.00	0.00	127.00	.9	0.00	12,873.00
TOTAL: 5000	530,000.00	1,219.78	506,155.78	95.5	8,780.22	15,064.00
TOTAL: 1000-5999	530,000.00	1,219.78	506,155.78	95.5	8,780.22	15,064.00
7900.00 RESERVE FOR CONTINGENCIES	50,000.00	0.00	0.00	.0	0.00	50,000.00
TOTAL: 7000	50,000.00	0.00	0.00	.0	0.00	50,000.00
TOTAL: 1000-7999	580,000.00	1,219.78	506,155.78	87.2	8,780.22	65,064.00
						11.2

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	568,000.00	0.00	574,861.25	100.0	0.00	6,861.25-	.0
TOTAL: 1000-5999	530,000.00	1,219.78	506,155.78	95.5	8,780.22	15,064.00	2.8
TOTAL: 1000-6999	530,000.00	1,219.78	506,155.78	95.5	8,780.22	15,064.00	2.8
TOTAL: 1000-7999	580,000.00	1,219.78	506,155.78	87.2	8,780.22	65,064.00	11.2
TOTAL EXPENSES (1000 - 7999)	580,000.00	1,219.78	506,155.78	87.2	8,780.22	65,064.00	11.2

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,240,000.00	270,420.66	600,661.06	48.4	0.00	639,338.94	51.5
TOTAL: 8000	1,240,000.00	270,420.66	600,661.06	48.4	0.00	639,338.94	51.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	102,000.00	3,949.50	57,720.54	56.5	44,000.00	279.46	.2
5400.00 INSURANCES - DISTRICT USE	250,000.00	0.00	101,762.00	40.7	0.00	148,238.00	59.2
5800.00 OTHER OPERATING EXP-DIST. USE	1,708,218.00	39,958.90	464,736.16	27.2	0.00	1,243,481.84	72.7
TOTAL: 5000	2,060,218.00	43,908.40	624,218.70	30.2	44,000.00	1,391,999.30	67.5
TOTAL: 1000-5999	2,060,218.00	43,908.40	624,218.70	30.2	44,000.00	1,391,999.30	67.5
7900.00 RESERVE FOR CONTINGENCIES	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 7000	500,000.00	0.00	0.00	.0	0.00	500,000.00	100.0
TOTAL: 1000-7999	2,560,218.00	43,908.40	624,218.70	24.3	44,000.00	1,891,999.30	73.8



Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME (8000 - 8999)	1,240,000.00	270,420.66	600,661.06	48.4	0.00	639,338.94	51.5
TOTAL: 1000-5999	2,060,218.00	43,908.40	624,218.70	30.2	44,000.00	1,391,999.30	67.5
TOTAL: 1000-6999	2,060,218.00	43,908.40	624,218.70	30.2	44,000.00	1,391,999.30	67.5
TOTAL: 1000-7999	2,560,218.00	43,908.40	624,218.70	24.3	44,000.00	1,891,999.30	73.8
TOTAL EXPENSES (1000 - 7999)	2,560,218.00	43,908.40	624,218.70	24.3	44,000.00	1,891,999.30	73.8

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert J. Temple, Vice-Chancellor, Fiscal Services  
PREPARED BY: Ronald P. Gerhard, Business Manager  
DATE: February 12, 2009  
SUBJECT: Summary of Purchase Order Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

ANALYSIS

From November 10, 2008 to January 11, 2009, 593 Purchase Orders were issued encumbering a total of \$49,214,610.35 in the following object classifications:

<b>Object Classification</b>	<b>Amount</b>
4000 Supplies & Materials	\$168,306.02
5000 Operating Expenses & Services	\$940,926.70
6000 Capital Outlay	\$48,028,301.44
7000 Other Outgo	\$77,076.19

A full and complete list of vendors and Purchase Orders are on file in the Purchasing Department.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

All Purchase Orders are budgeted as contracted through Board action and by District policies and procedures.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert Temple, Vice Chancellor of Fiscal Services  
PREPARED BY: Crispina Ongoco, Director of Fiscal Services  
DATE: February 12, 2009  
SUBJECT: Quarterly Investment Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the county are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services Office.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

BOARD IMPERATIVE

III. Resource management for efficiency, effectiveness, and excellence.

FINANCIAL IMPLICATIONS

None.

Attachments

**San Bernardino Community College District Quarterly Investments and Deposits Report**  
**Quarterly Ending December 31, 2008**

INSTITUTION	LOCATION	INTEREST	DUE DATE	AMOUNT	TYPE
<b>General Fund</b>					
<b>Citizens Business Bank</b> (Clearing Account)	San Bern.	0.00	n/a	\$571,677.11	Checking
<b>Citizens Business Bank</b> (Revolving Cash/Flex Fund)	San Bern.	0.00	n/a	18,820.75	Checking
			Total	\$590,497.86	
<b>Enterprise Funds</b>					
<b>Bank of America</b> (Bookstores)	Colton	0.00	n/a	\$160,954.88	Checking
<b>Bank of America</b> (Cafeterias)	San Bern.	0.00	n/a	120,404.88	Checking
<b>Arrowhead Trust</b> <b>Greystone Bank</b> (Bookstore)	San Bern.	3.65	1/26/09	99,000.00	CD
<b>Meridian/Marqbank</b> (Bookstore)	San Bern.	3.50	5/19/09	76,000.00	CD
<b>Meridian/Marqbank</b> (Bookstore)	San Bern.	3.20	6/22/09	100,000.00	CD
<b>Timberline Bank</b> (Bookstore)	San Bern.	3.90	1/5/09	100,000.00	CD
			Total	656,359.76	
<b>Internal Service Funds</b>					
<b>Union Bank</b> (Workers Comp - authorized @ \$120,000 Revolving Cash)	Los Angeles	0.50	n/a	\$101,051.67	Checking
			Total	\$101,051.67	
<b>Trust Funds</b>					
<b>Citizens Business Bank</b> (Financial Aids)	San Bern.	0.00	n/a	\$120,618.70	Checking
<b>Bank of America</b> (EOPS Financial Aid)	San Bern.	0.00	n/a	91,268.16	Checking
<b>Bank of America</b> (NDSL Account)	San Bern. Colton	0.00 1.00	n/a n/a	47,797.30 127,213.81	Checkin Checking
<b>Community Bank</b> (Scholarships)	Redlands	0.95	n/a	31,929.99	Checking/M.Market
<b>Wells Fargo</b> (SBVC Clubs & ASB)	San Bern.	0.00	n/a	191,012.99	Analysis Checking
<b>Bank of America</b> (CHC Clubs & ASB)	Yucaipa	0.00	n/a	43,461.90	Business Checking
<b>Washington Mutual Bank</b> (Sun Room Restaurant)	San Bern.	0.50	n/a	441.05	Business Money Mkt.
<b>California Bank</b> (SBVC/CHC ASB Stud.Rep.Fee)	San Bern.	0.05	n/a	131,225.03	Checking
<b>Community Bank</b> (Emergency Loan)	Redlands	0.00	n/a	16,709.98	Checking
<b>Downey Savings &amp; Loan</b> (Scholarship)	San Bern.	5.12	n/a	80,608.57	Money Market
<b>Inland Valley/South County Bank</b> (SBVC ASB Money Market)	Redlands	3.75	n/a	45,499.11	CD
<b>Detroit Edison &amp; Lounsbury Trust</b>	Michigan			2,879.59	Investment
			Total	\$930,666.18	
Total Checking, Savings and Investments 12-31-08				\$2,278,575.47	

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Robert J. Temple, Vice Chancellor, Fiscal Services  
PREPARED BY: Dr. Steven Lohr, Project Manager, SBCCD  
DATE: February 12, 2009  
SUBJECT: Chemistry/Physical Science Replacement Project at  
San Bernardino Valley College

### RECOMMENDATION

This item is for information only and no action is required.

### OVERVIEW

An extensive construction program at San Bernardino Valley College is underway to improve the quality of learning opportunities, enhance the use of technology through the provision of modern, up-to-date facilities, and replace buildings in or near the San Jacinto fault.

The Chemistry/Physical Science Replacement project at San Bernardino Valley College will construct a 56,934 sq. ft. facility to replace the existing Chemistry and Physical Science buildings at a total project cost of \$34,065,944, including \$2,546,000 for design, \$29,114,944 for construction, and \$2,405,000 for equipment. The State share of the costs (\$21,791,678) is provided through the 2004 Higher Education Capital Outlay Bond Fund, with the District share (\$12,274,266) provided from Measure P funds. Completed design plans have been transmitted to the California Community Colleges Chancellor's Office, along with a request to award bids; however, due to the present State fiscal crisis, the State currently will not authorize colleges to award bids. Of note, contractors for the Chemistry/Physical Science Replacement project are required to honor their bids until February 6, 2009.

### ANALYSIS

At this time, it is not known whether the State can guarantee reimbursement of the State share of project costs for the Chemistry/Physical Science Replacement project. District staff has evaluated this situation and concluded that it is appropriate to proceed with this project due to the following:

- Completion of modern facilities continues to be a critical element necessary to support the academic program of the college.
- Construction of the Chemistry/Physical Science Replacement project acts as a stimulus to economic activity. As highlighted in previous Board meetings, approximately two-thirds of construction contracts for Measure P projects are awarded to companies in the local area.
- Awarding of construction contracts allows the District to take advantage of the current favorable bid climate.

- Cancellation of bids for the Chemistry/Physical Science Replacement project will interrupt the momentum of the construction program and discourage quality contractors from bidding on future District projects.
- Cancellation of bids impedes the District from implementing a state-of-the art building which is located near the San Jacinto fault.
- Increasing the allocation of Measure P funds (in the event that State funding is not forthcoming) is facilitated due to bid savings from projects which were bid in 2008.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence.

### FINANCIAL IMPLICATIONS

In the event that State funding is not forthcoming, the previously identified State share will be funded through Measure P and Measure M if necessary. The risk of not being reimbursed for the State share is small, but the time period for that reimbursement could be years.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
PREPARED BY: Renée Brunelle, Vice Chancellor, Human Resources & Employee Relations  
DATE: February 12, 2009  
SUBJECT: Police Department Manual

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This Police Department Manual is submitted to the Board of Trustees for their perusal.

ANALYSIS

The Police Department Manual will provide a ready reference of rules, procedures, and guidelines for all SBCCD Police Personnel to assist them in the proper procedures of their duties.

BOARD IMPERATIVE

III. Institutional Effectiveness.

**FINANCIAL IMPLICATIONS**

No Financial Impact.

**San Bernardino Community College  
District  
POLICE DEPARTMENT  
POLICIES & PROCEDURES  
MANUAL**

Approved: \_\_\_\_\_

Patrick O. McCurry, Chief Date  
SBCCD Police Department i



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## **MISSION STATEMENT**

The SBCCD Police Department, in concert with the Board of Trustees, is committed to providing a safe and secure learning and working environment for all students and employees. This will be accomplished through a cooperative and coordinated effort involving all departments and the SBCCD employees, law enforcement agencies and the community. 2

## **LAW ENFORCEMENT CODE OF ETHICS**

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression and intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn and ridicule; develop self restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in official capacity will be kept ever secret unless a revelation is necessary in the performance of my duty.

I WILL never act officiously or permit my personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God and my chosen profession....law enforcement. 3

**GENERAL INFORMATION**

**A. PURPOSE OF THE MANUAL**

The purpose of this manual is to provide a ready reference of rules, procedures, and guidelines for all SBCCD Police personnel to assist them in the proper performance of their duties (but it is not all inclusive).

**B. USE OF THE MANUAL**

Each employee is issued a copy of the department policies and procedures manual. It is the responsibility of the employee to read and familiarize himself/herself with the regulations set forth in this manual. If questions regarding policies in this manual arise, they shall be brought to the attention of a Sergeant/Lieutenant in order that the policy may be clarified.

**C.**

Employee	Name	Date	Issued
<hr/>			

**OATH OF OFFICE**

I, , do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Officer Date

Chief of Police Date 5

## **I. INTRODUCTION**

### **1.01: OFFICIAL POLICIES AND PROCEDURES MANUAL**

#### **1.01.01: DEPARTMENT MANUAL**

A. The official policies and procedures manual of the SBCCD Police Department is hereby established and shall hereafter be referred to as "the manual". The manual is designed as an instrument to define and assist police personnel in adhering to policies, procedures, and standards of the organization.

B. All personnel of the Department are hereby directed to conform to the rules and regulations contained herein.

C. Ignorance of the written policies set forth herein, shall not be considered as an excuse for failure to act in conformity with Department procedures and commonly accepted practices of California Public Law Enforcement.

D. As used in this manual, "law enforcement personnel" includes sworn and non-sworn employees.

#### **1.01.02: VALIDITY OF MANUAL CONTENT**

A. Any part of this manual found to be illegal, incorrect or inapplicable shall not affect the validity of the remaining content.

#### **1.01.03: ISSUANCE OF AMENDMENTS**

A. Amendments to the Department manual shall be issued as supplemental directives. Supplemental directives which have not yet been incorporated in the manual are to be considered an extension of the manual.

#### **1.01.04: AMENDMENT PROCEDURE**

A. Amendments to the Department manual shall be made by the issuance of supplemental directives that list the affected manual sections. Notice of such changes shall be given to all affected personnel. Revised manual pages shall be distributed in a timely manner. It is the employee's responsibility to exchange updated pages.

#### **1.01.05: GRAMMATICAL CONSTRUCTION**

A. The content of the manual shall be interpreted in accordance with the following grammatical rules: 6

1. The present tense shall also include the past and future.
2. The masculine gender also includes the feminine.
3. The singular also includes the plural. "Shall" is mandatory, "may" is permissive.

**1.01.06: KNOWLEDGE OF SUPPLEMENTAL DIRECTIVES AND MANUAL UPDATES**

A. Supplemental directives and manual updates will be prepared and distributed. It is the officer's responsibility to review all policies and procedures. If the officer needs further clarification, he/she shall contact his Sergeant/Lieutenant for direction. 7

## **II. LAW ENFORCEMENT ROLE AND AUTHORITY**

### **2.01: ROLE AND AUTHORITY OF SBCCD POLICE DEPARTMENT**

#### **2.01.01: AUTHORITY**

A. College districts within the State of California have the authority to adopt and implement a college police department pursuant to California Education Code, Section 72330. Members of this force include Sergeants, Lieutenant, Chief and Community College Police Officers who are peace officers while engaged in the performance of their duties. The California Penal Code, Section 830.32, states that the authority of any such peace officer extends to any place in the state as to a public offense committed with respect to persons or property, the protection of which is the immediate duty of such officer.

#### **2.01.02: PC830.32 – COMMUNITY COLLEGE POLICE**

A. The following persons are peace officer's whose authority extends to any place in the state for the purpose of performing their primary duty or when making an arrest pursuant to Section 836 of the Penal Code as to any public offense with respect to which there is immediate danger to person or property, or of the escape of the perpetrator of that offense, or pursuant to Section 8597 or 8598 of the Government Code. Those peace officers may carry firearms only if authorized and under terms and conditions specified by their employing agency.

1. Members of a community college police department appointed pursuant to Section 72330 of the Education Code, if the primary duty of the peace officer is the enforcement of the law as prescribed in Section 72330 of the Education Code.

#### **2.01.03: AREA OF JURISDICTION**

A. Subject to the Education Code and Penal Code, SBCCD police personnel will exercise their authority throughout the State to ensure the security of college district personnel, students and for the security of the real and personal property of the college district.

B. Officers must understand that although they are peace officers of the State, it is the policy of this department that a community college Police Officer's primary duty is the enforcement of college related laws pursuant to the Education Code and Penal Code. SBCCD Police Officers shall only engage in general law enforcement in emergency situations.

#### **2.01.04: COMPLAINTS FROM NEIGHBORS 8**



A. Complaints from neighbors regarding trespassing on private property by students when classes are in session may be referred to SBCCD police.

**2.01.05: ASSISTING OTHER AGENCIES**

A. SBCCD police department employees will assist other agencies to the extent possible upon an authorized request by a member of that agency.

B. In the event that a SBCCD Police Officer is required to take police action in an emergency situation which is outside the officer's primary jurisdiction, the officer will notify the agency with lawful jurisdiction as soon as possible and disengage from the situation as soon as his assistance is no longer required.

**2.01.06: EMERGENCY ASSISTANCE**

A. In the event that a SBCCD Police Officer hears or observes any other law enforcement officer in urgent need of assistance, the SBCCD Police Officer will immediately offer and/or render such assistance until such assistance is no longer required.

**2.01.07: SITE AUTHORITY**

A. Presidents or Executive Officers have authority in all matters on their sites except law enforcement matters. 9

### **III. ADMINISTRATIVE PRINCIPLES**

#### **3.01: DELINEATION OF FUNCTIONS, ORGANIZATION AND CHAIN OF COMMAND**

##### **3.01.01: DELINEATION OF FUNCTIONS**

A. Lines of demarcation between the divisions are clearly drawn by a precise definition of duties which are made known to all officers so that responsibility is accurately placed.

##### **3.01.02: ORGANIZATION FOR COMMAND**

A. Lines of control are established in conformity with the official organization of the Department to:

1. Permit delegation of authority.
2. Place responsibility.
3. Provide for supervision of operations.
4. Provide for coordination of effort.

##### **3.01.03: CHAIN OF COMMAND**

A. The chain of command shall be respected, on all matters. Information and communications shall move up, down, or across established channels. It shall be the responsibility of persons at each level of authority to forward information and communication to the next or lower level together with approval, disapproval, recommendation, or action taken.

##### **3.01.04: UNITY OF COMMAND**

A. Each individual, unit, and situation is under the immediate control of one person. The principle of command responsibility is in effect; (e.g. each executive and Sergeant/lieutenant is responsible for the acts of his subordinates).

##### **3.01.05: RANK**

A. Police Officers, as members of the Department, have a special responsibility to act or take command in situations calling for law enforcement action. These situations may be regular/routine operations, an emergency situation, or command of a unit or division.

Department personnel are distinguished by each rank, which is assigned in terms of level of responsibility within the chain of command. The descending order of

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rank in the department as follows:

**CHIEF LIEUTENANT SERGEANT POLICE OFFICER  
(SWORN) CAMPUS SECURITY OFFICER (NON-  
SWORN) Administrative Secretary Dispatch Clerk** 11

C. In routine law enforcement situations, the officer in charge shall be the member having the highest rank, who is on duty at the scene.

**3.01.06: AUTHORITY OF RANK**

A. The authority delegated to or granted to Sergeant/Lieutenant personnel is not confined to their respective campuses/sites, but shall include supervision over any subordinate of the Department, when necessary for efficient administration or when the conduct of subordinate members is contrary to Department policy and regulations. This authority should be exercised with utmost discretion. Members having rank should avoid giving direct commands to personnel not assigned to their control, except when required to do so in an emergency or for the good of the Department. When such action is required, the respective supervising personnel should be informed as soon as possible.

B. Supervising personnel (sworn and non-sworn) shall exercise the authority of their position under all conditions which require the use of such authority for the best interest of the Department.

**3.01.07: MANNER OF EXERCISING AUTHORITY**

A. Authority in the department shall be exercised with fairness and impartiality and in a logical, rational and consistent manner. Under no circumstances shall personal attitudes influence decisions.

**3.01.08: DELEGATION OF COMMENSURATE AUTHORITY**

A. Officers directed to act in capacities above their ordinary or usual rank or classifications shall possess the authority of the higher rank or classification for the designated period of time, and shall be compensated pursuant to the collective bargaining agreement.

**3.01.09: CONFLICT OF ORDERS**

A. In the event of a conflict of orders, the officer shall respectfully call such conflict to the attention of the Sergeant/Lieutenant giving the last order. Should the latter not change his order, the order shall be obeyed. The officer shall not be held responsible for disobedience of any former order or for any violation of the rules in obeying the last order given. 12

## **IV. SUPERVISION**

### **4.01: SUPERVISION (SWORN AND NON-SWORN)**

#### **4.01.01: EXTENT OF SUPERVISION**

A. Each and every employee shall have a Sergeant/Lieutenant, namely, the person next above him in the chain of command. The Sergeant/Lieutenant is accountable for the proper execution of job functions.

1. Rules established
2. Personal presence
3. Instructions given
4. Delegation of authority

#### **4.01.02: IMPLEMENTING SUPERVISION**

A. Supervision shall be implemented by:

1. Regular inspection
2. Observing employee performance on-duty
3. Review and approval of reports

#### **4.01.03: SUPERVISORIAL IDENTITY**

A. Every supervisor on-duty shall know whom he/she is supervising. Every employee shall know his Sergeant/lieutenant.

#### **4.01.04: RESPONSIBILITY FOR COMPLETION OF DUTIES**

A. Each supervisor shall take all reasonable steps to determine that his subordinates perform their duties completely, promptly and in compliance with department rules.

#### **4.01.05: CHAIN OF RESPONSIBILITY**

A. Each supervisor shall assume responsibility for the supervision of all employees subordinate to him in the chain of command. He/she shall not divest himself of the responsibility.

#### **4.01.06: RELATIONSHIP WITH CAMPUS AND SITE ADMINISTRATORS**

A. "President" or Executive Officer as used herein, is an official of the District having overall responsibility for a particular campus or facility. This also includes any personnel designated by the president. SBCCD Police personnel, either assigned to a campus or dispatched to assist with a problem at any campus, must 13

understand that although they are Police Offices and are expected to do their job as such, they also must perform their duties with consideration of whatever appropriate policy is established by that campus president, and communicated to police personnel, unless otherwise mandated by Department policy or law.

B. The relationship of the SBCCD Police Officer to the president requires understanding on both sides. The president, while having overall responsibility for his/her campus and knowledge of the Education Code, state law, and District policies, will rely on law enforcement personnel to perform law enforcement functions. The SBCCD Police Officer, on the other hand, must respect the position of the president.

C. Lines of communication must be maintained and ideas concerning campus safety should be shared and discussed. It is imperative that the SBCCD Police Officer interact with both students and staff in an effective manner demonstrating both consideration and understanding, without compromising statutory mandates.

#### **4.01.07: DELEGATION OF AUTHORITY**

A. Supervisors shall make suitable and clearly defined delegations of authority so that maximum efficiency may be achieved.

#### **4.01.08: IMPROVEMENT OF METHODS**

A. Each supervisor shall develop sound and resourceful operating methods for law enforcement activities based on his/her own experience and that of others. He/she shall see that these methods are passed on from the experienced subordinates to new subordinates. He/she shall encourage the contribution of new ideas by his subordinates.

#### **4.01.09: MANNER OF GIVING ORDERS AND INSTRUCTIONS**

A. Each supervisor shall use tact in giving orders and in correcting errors in order to inspire confidence and self-motivation. He/she shall ensure that subordinates know, in detail, what they are to do and how they are to do it, and, if necessary, the reasons therefore.

#### **4.01.10: RESPONSIBILITY FOR SUBORDINATES**

A. Each supervisor shall be aware of the progress of his subordinates and lead by example and assist them by counsel, advice, and direction. He/she shall recommend solutions to problems which arise.

B. When an investigation is conducted in response to citizen complaints about the 14

action of a given employee, the supervisor conducting the investigation is a direct representative of the Chief and acts for him.

C. The investigation shall be conducted in strict confidence, and the person under investigation shall be so advised, if appropriate.

D. The supervisor shall also be responsible for seeing that copies of all investigation records, correspondence, recommendation, etc., concerning the incident, are forwarded to the chief.

**4.01.11: EVALUATION OF SUBORDINATE WORK**

A. Each supervisor shall be fair and impartial in assessing the work of his subordinates.

**4.01.12: DEVELOPMENT OF POSITIVE ATTITUDES**

A. Each supervisor shall be responsible for the development and maintenance of positive attitudes by his subordinates in their contacts with students, faculty and the general public.

**4.01.13: RELATIONSHIP WITH SUBORDINATES**

A. Each supervisor shall strive to maintain a high level of morale and respect with members of the department.

**4.01.14: WELFARE OF SUBORDINATES**

A. Supervisors shall make themselves available to assist subordinates. Counseling by the supervisor can help employees recognize problems relating to their work and aid them in reaching a solution.

**4.01.15: RESPONSIBILITY FOR CONDUCT OF SUBORDINATES**

A. Supervisors shall advise the Lieutenant and investigate reports of substandard work performance or violations of department rules. After determining the facts, the Lieutenant shall report his findings to the Chief. 15

## **V. POLICIES AND PROCEDURES**

### **5.01: GENERAL POLICIES AND PROCEDURES**

#### **5.01.01: GENERAL BEHAVIOR**

A. It is important that employees not act or behave on or off duty in such a manner as to compromise his/her responsibilities as a member of this department or to discredit himself/herself, or the Department or the District.

#### **5.01.02: CONFORMANCE WITH DEPARTMENT POLICY AND PROCEDURES**

A. Every employee shall be familiar with and conform to the policy and procedures of this department, in the performance of their duty.

#### **5.01.03: OBEDIENCE TO LAWS, REGULATIONS, AND ORDERS**

A. All sworn and non-sworn employees of this department shall:

1. Not willfully violate any federal statute, state law, or local ordinance.
2. Strictly obey and properly execute any lawful order issued by any superior.
3. When assigned to duty with other employees of the department, each employee shall be jointly responsible for compliance with the rules and regulations and proper performance of duty.
4. For violation of any rules, regulations, practices, or policies of the Department or District, may be subject to disciplinary action, as governed by Education Code, District Regulations, and the Collective Bargaining Agreement.

#### **5.01.04: DISTRICT KEYS**

A. Employees shall advise their supervisor of any missing keys. The supervisor will initiate an investigation to determine cause. The supervisor will be notified of missing keys and facilitate replacement. The supervisor shall be immediately advised if any district keys become lost or missing during the officer's watch.

#### **5.01.05: RADIO PROCEDURES**

A. When contacted by radio, all employees shall respond. It is the employee's responsibility to know all standard radio codes and to use them appropriately. Professional demeanor is required at all times on the radio. 16

#### **5.01.06: RADIO COMMUNICATIONS**

A. All radio transmissions will deal strictly with department business and will be conducted in a professional manner. Transmissions shall be concise, accurate and spoken in a clear and precise manner. Use of radio codes shall be a standard practice when communicating with other officers as well as dispatch.

B. Employees shall at all times notify dispatch of unit status, additional information and disposition of every call. Employees shall notify dispatch if they are going to be off the air for any length of time. When a Patrol Officer is out taking a report, he/she shall keep his radio on so he/she can be contacted.

#### **5.01.07: SECRET TAPING OF CONVERSATIONS**

A. The secret recording of conversations between staff, supervisors, and subordinates, in the course of official business is prohibited. Official business includes activities during duty hours, e.g. conferences, roll calls, routine contacts, and informal conversations.

B. The taping of conversations is permissible if both parties are aware and agree to the recording.

#### **5.01.08: BRIBES/REWARDS/LOANS/GIFTS/FAVORS**

A. Employees shall not solicit or accept any reward, gratuity, fee, loan, gift, or bribe relative to their employment.

#### **5.01.09: GAMBLING**

A. Employees shall not engage in any illegal game of chance, or in any form of gambling, while on-duty or on district property.

#### **5.01.10: COURT ATTENDANCE**

A. Officers involved in cases before the courts shall be punctual in attendance. They shall dress in civilian clothes of good taste and business-like appearance. Officers shall review their report and take a copy to court. Review any documents or items of evidence you are ordered to bring to court. Follow-up reports shall be submitted stating disposition of case. Officers shall testify with the strictest accuracy, confining them to the case before the court. They shall neither suppress nor overstate the slightest circumstance with a view towards favoring or discrediting any person.

#### **5.01.11: SAFEGUARDING PERSONS IN CUSTODY 17**



A. Officers having in their custody any person under arrest or detention shall properly safeguard such person and his property.

**5.01.12: RECOMMENDING LAWYERS OR BONDSMEN**

A. Officers shall not recommend or suggest the name or employment of any person, firm, or corporation to act as attorney, counsel, or bondsman.

**5.01.13: SEXUAL HARASSMENT POLICY**

A. Personnel shall conform to the current San Bernardino Community College Board Policy # 3430 (PROHIBITION OF HARASSMENT) (See attached).

**5.01.14: POLITICS**

A. Police personnel may participate in political activities only within the scope of district policy.

**5.01.15: CARE OF IDENTIFICATION ITEMS**

A. Officers shall be personally responsible for the items of identification issued to him by the department (i.e. badge, identification card, etc.). An officer shall neither loan nor borrow such items. He/she shall immediately report the loss of such items to his immediate supervisor and, upon becoming aware of the loss, file the appropriate police report.

**5.01.16: POLICE PROTECTION FOR SPECIAL PERSONS/EVENTS**

A. When an officer receives information of an impending visit to his location by a visiting dignitary or other persons/events which require special security precautions' the officer shall advise his immediate supervisor. However, if the supervisor is unavailable, the Lieutenant or Chief shall be advised.

**5.02: DUTIES AND PERFORMANCE OF DUTIES**

**5.02.01: ROLE OF POLICE OFFICERS**

A. Police Officers of the SBCCD Police Department shall:

1. Protect life and property.
2. Preserve the public peace. 18

3. Protect individuals' rights.
4. Prevent crime.
5. Detect and arrest violators of the law.
6. Enforce federal, state, local, and all other related laws as required to maintain the efficient operation of the education process.
7. Carry out specific duties and assigned responsibilities.
8. Carry out any duty required by lawful order.
9. Within a reasonable time, report and/or take appropriate action in District related situations where there is a duty to act.
10. Maintain a close working relationship with administrators, teachers, staff and other law enforcement agencies.

B. "Primary duty" of a SBCCD Police Officer relates to offenses at or near district facilities committed against district students, staff or property. Any responsibility to intervene/arrest outside of the primary duty" area requires an "immediate danger to person or property". The duty to intervene depends on the nature of the offense observed. Violations such as drunken driving, traffic violations, and non-violent crimes outside of an officer's "primary duty" shall be immediately referred to the appropriate law enforcement agency.

**5.02.02: PERFORMANCE OF DUTY**

A. While on duty, employees of this department shall be governed by the following rules, subject to District job descriptions.

1. Devote their time and attention to the service of the district and shall direct and coordinate their efforts in a manner which will establish and maintain the highest level of efficiency.
2. Maintain a professional demeanor and shall perform their duties in a calm and firm manner acting together to assist and protect each other in maintaining law and order.
3. Serve the district loyally and discreetly and shall not display poor judgment or fail to support their fellow members in the performance of their duty.

**5.02.03: INCOMPETENCY / INATTENTION TO OR DERELICTION OF DUTY 191 19**

A. Employees shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Employees shall perform their duties in a manner which will establish and maintain the highest standard of efficiency in carrying out the functions and objectives of the department. Incompetence / inattention to or dereliction of duty shall include, but not be limited to:

1. A lack of knowledge of the application of laws required to be enforced.
2. An unwillingness or inability to perform assigned tasks.
3. The failure to conform to work standards established for the member's rank or position.
4. Failure to take appropriate action on the occasion of crime, disorder, or other condition.
5. Unnecessary absence from an assigned area during a tour of duty.

**5.02.04: INATTENTIVE / SLEEPING ON-DUTY**

A. Employees shall not sleep while on-duty.

**5.03: HOURS AND ATTENDANCE OF DUTY**

**5.03.01: HOURS OF DUTY**

A. Police personnel shall be considered off-duty unless working regular assigned hours or special assignment duties, pursuant to the collective bargaining agreement.

**5.03.02: PUNCTUALITY**

A. Employees shall be punctual in reporting for duty at the time and place designated by their supervisor.

**5.03.03: ABSENCE**

A. Responsibilities of Employees:

1. Employees shall make every effort to report for normal working hours and avoid disruptions/absences for personal reasons. 20

2. Appointments for health reasons shall be scheduled during non-work hours when possible or at the beginning or end of the work day to minimize disruptions of the schedule.
3. Follow procedures for absences as detailed in this manual.

**B. Responsibility of Supervisors:**

1. Each supervisor shall communicate to all employees, especially new employees, the need and importance of maintaining a high level of attendance.
2. Each supervisor is responsible for insuring that any absence is properly reported.
3. Each supervisor shall closely monitor the attendance records and provide counseling and guidance for employees who appear to be developing a problem with regard to attendance.
4. Each supervisor is responsible for and maintaining proper documentation, noting assistance and guidance, regarding poor attendance.

**C. Disciplinary Procedure:**

1. Except in unique circumstances, progressive discipline shall be applied to correct absenteeism.
2. Employees who have excessive absenteeism or who may be developing excessive absenteeism shall be counseled by their supervisor.
3. Employees who, after counseling, do not improve their attendance may be subject to disciplinary action.
4. Employees who, after having been counseled and issued a notice of unsatisfactory service, may be terminated if their attendance does not show acceptable improvement.
5. Any disciplinary action taken against police personnel shall comply with Education Code, District Regulations, and the CSEA Collective Bargaining Agreement

**5.03.04: OVERTIME**

- A. Officers shall advise their supervisor in advance when working overtime. If involved 21

in a "late arrest", the supervisor shall be advised at the beginning and end of the overtime. The same shall be considered when working a special assignment/event.

**5.03.05: DEVIATION FROM REGULAR HOURS OF ASSIGNMENT**

A. Employees must contact their supervisor before deviating from their regularly assigned work hours.

**5.03.06: UNSCHEDULED ABSENCES**

A. Illness

Employees are entitled to sick leave in accordance with CSEA CBA, Article #14 -14.4 (1-15)

B. Personal Leave

Employees desiring personal leave absence shall conform to current SBCCD Policy, Article #14–14.6

C. Bereavement Leave

Employees are entitled to paid bereavement absence in accordance with current SBCCD Policy, Article #14–14.1

D. Military Leave

Employees seeking military leave shall conform to State and Federal regulations as outlined in SBCCD policy, Article # 14–14.3.

E. Vacation

Vacation requests shall be submitted to the immediate supervisor. Requests shall conform to current SBCCD Policy, Article # 18 (1-13)

F. Jury Duty

Paid leaves shall be granted for employees called to serve on jury duty, subject to conditions outlined in SBCCD Policy, Article #14–2.

G. Injury on Duty

All employees injured on-duty are required to immediately notify their supervisor or Lieutenant. Employees will be advised of correct procedures and forms to be 22

completed. If applicable, employees are responsible for having medical and/or leave forms completed and returned to their supervisor. Employees that miss time because of a duty injury will need a health clearance, with no restrictions, to return to work; it shall be submitted to SBCCD Human Resources.

#### H. Return to Work (Light Duty)

All light duty assignment will be determined by SBCCD Human Resources.

#### I. Extended Absence and Return

All personnel who are off-duty for an extended period of time due to personal leave of absence, illness, or injury on-duty shall be relieved of their current assignment and may be reassigned upon return.

### **5.04: PERSONAL INFORMATION**

#### **5.04.01: POLICY**

A. All employees who are required to operate a vehicle shall possess a valid California drive license and provide the department with the following information:

1. Address
2. Telephone number
3. Name
4. Name of the person to be notified in case of emergency.

B. Employees are responsible for providing accurate information and shall notify the department of any change within twenty-four (24) hours.

1. The department will forward changes to payroll and personnel departments.
2. The appropriate supervisor will update records and provide a copy to the employee upon request.

#### **5.04.02: TELEPHONE**

A. Employees shall have a telephone so they may be contacted in case of an emergency.

### **5.05: GROOMING STANDARDS**

#### **5.05.01: CLEANLINESS AND NEATNESS** 23

A. It shall be the duty of all employees to keep their person, clothing, uniforms and/or equipment, in a neat, clean and sanitary condition while on duty.

**5.05.02: SWORN UNIFORMED PERSONNEL - GROOMING STANDARDS**

A. All uniformed personnel employed by the SBCCD police department are responsible to the public they serve. Part of this responsibility is to project a positive image to students, the community, school personnel, and members of other agencies. Critical to this image is personal appearance; therefore, all uniformed personnel of the SBCCD police department shall be required to meet the following grooming standards.

1. Hair

a. Male officers shall keep their hair neatly groomed and properly trimmed. The hair shall be no less than moderately tapered, shall not touch or extend below the top of the shirt collar, and shall not cover any portion of the ear. Beards or other facial hair, other than mustache, shall not be worn (this includes a goatee, hair growing below the bottom lip). Personnel will be clean shaven when reporting for duty. An employee with a medical condition which precludes his shaving must provide a medical notice. **Exceptions may be approved by the chief for employees on special assignments.**

b. Female officers shall maintain their hair in such a manner as to be neat in appearance and not present a hazard to themselves. Some hazards include decorative beads braided into the hair, large barrettes and large combs. The officer's hair shall be arranged so as not to interfere with vision in anyway. On-duty uniformed officers shall arrange their hair so that it does not interfere with the officer's hearing.

2. Fingernails

a. Fingernails shall not extend past 1/4 inch from the tip of the finger or interfere in any way with the performance of any primary police task. Polish will consist of natural tones only.

**5.05.03: CLOTHING (PLAINCLOTHES)**

A. Male officers shall wear conservative sport shirt and slacks or business suits. When a tie is worn, the shirt collar shall be buttoned and the tie knot appropriately in place. 24

B. Female officers shall wear business suits, coordinated pants/slacks and blazer or jackets. Female officers, unless assigned to non-field duties, shall not wear dresses or skirts. Blue jeans, brushed denim, parachute "gaucho" pants or other similar articles of clothing are not to be worn. Leg or foot covering shall be worn at all times (nylons or socks). Bare legs or feet are not considered professional dress, and are not acceptable to department dress standards.

C. When worn, coats and jackets shall adequately cover all issued equipment (handcuffs, etc.). Jackets, such as a windbreaker, are not acceptable dress unless they are the department's identification windbreaker jacket. Casual clothing, i.e. any type of coat/jacket with short sleeves, blue jeans, brushed denim slacks, tee-shirts, and western shirts may not be worn.

1. Shoes

a. Personnel shall wear shoes which are clean, shined and black in color. They shall not be of the type which hinders ease of movement and agility, i.e., raised heels. Female officers shall not wear shoes with heels higher than one-inch when working field duties. Shoes should provide the foot with maximum protection. Tennis shoes, sandals, moccasins, platform shoes, plastic type jellies and similar types are considered inappropriate and shall not be worn.

2. Accessories

a. Earrings on female personnel shall not be a type which can easily be grabbed or pulled by a suspect. No pierced earrings other than studs shall be worn. Any accessories shall be of the types which are conducive to a professional law enforcement image. I.e. facial/tongue studs or piercing.

3. Exceptions

a. Special assignments or specific occasions may require consideration regarding the dress standards. Approval by an assignment supervisor is required prior to any modification of the dress standard.

**5.06: UNIFORM STANDARDS (PATROL PERSONNEL)**

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**5.06.01: PURPOSE**

A. The purpose of this policy is to establish guidelines to maintain uniformity in the wearing of the SBCCD Police Department uniform and equipment. All on-duty sworn personnel are required to wear and use only that apparel and gear which is 25



authorized as set forth in this general order. **Exceptions to this policy are authorized only under the direction of the Chief of Police.**

**5.06.02: MAINTENANCE OF UNIFORM**

A. Officers shall maintain, in a clean and serviceable condition, such articles of uniform as are prescribed for their rank and for the duty to which they are assigned. All sworn personnel shall possess and maintain, ready for immediate use, the uniform equipment and other required articles prescribed in this policy.

**5.06.03: WEARING OF UNIFORM**

A. The uniform shall only be worn when the officer is fulfilling an assignment sanctioned by the department or as otherwise directed by the Chief of Police. Generally, sworn personnel shall wear the uniform and carry the applicable articles during all tours of duty except:

1. When performing assigned plain clothes duty assignments.
2. When attending events where wearing of civilian attire is considered to be more suitable for the occasion.
3. When so directed by the Chief of Police.

B. Except as directed by proper authority or where their assignment otherwise permits, all officers shall be in complete uniform when on-duty and will not be in uniform when off-duty except as directed.

**5.06.04: ALTERING STYLE OF UNIFORM**

A. Uniforms shall be made of the material and in the style prescribed, and such style shall not be altered nor changed in any manner unless authorized by the Chief of Police. Jewelry or personal ornaments, other than those authorized in this manual, shall not be affixed to any part of the uniform or equipment.

**5.06.05: DUPLICATING EMBLEMS OR ORNAMENTS PROHIBITED**

A. Employees of the department are prohibited from having any official department emblem or uniform ornament duplicated, without permission of the Chief of Police.

**5.06.06: UNIFORM PARAPHERNALIA (PROPERTY OF DEPARTMENT)**

A. Department issued badges, patches, name plates, emblems and other uniform paraphernalia are the property of the SBCCD Police Department and are not to be 26

loaned or sold except as may be directed by the Chief of Police.

**5.06.07: CARRYING REQUIRED EQUIPMENT WITH UNIFORM**

A. While on active duty, with exception of those officers who are assigned to station duties, officers who are required to wear the specified uniform shall always carry, as full equipment, the following:

1. Badge
2. Whistle (optional)
3. Flashlight
4. Issued Identification Card
5. Department Approved Weapon (handgun)
6. Police Baton /ASP
7. Handcuffs, Case and key
8. Black Ink Pen
9. Nameplate
10. Valid California Driver's License
11. OC Spray
12. Radio and Radio Holder

B. The following are optional items of equipment- knives, tasers, and other approved backup weapons.

**5.06.08: AUTHORIZED UNIFORM**

A. The SBCCD Police Department uniform shall be dark blue unless otherwise stated.

1. Uniform Shirt and Accessories

a. Long and short sleeve shirts shall be dark blue with epaulets and flap pockets.

b. All shirts shall be worn with department issued patches on each shoulder.

Patch shall be located ¼" below top shoulder seam.

Sergeant stripes shall be located ¼" below each shoulder patch.

e. Nameplates of departmental issue shall be worn just above and centered over right shirt pocket.

i. Lower edge to be touching top seam. 27

- ii. Nameplates are 1/2" wide by 2 1/4" long, white metal with black lettering.
- iii. Nameplate shall contain officer's first name initial and full last name, in that order.
- f. Chief and Lieutenant shall wear their rank insignia on the collars of their shirt.
- g. Either the summer short sleeve shirt or the winter long sleeve shirt may be worn for normal duty throughout the year at the officer's discretion.
- h. Whenever either shirt is worn with the dress jacket, the tie and tie bar shall be worn.
- i. When wearing the short/long sleeve shirt, white or black crew neck tee-shirts will be worn and shall be free from holes and dirt and the neck shall not be stretched out of its normal shape. V-neck tee-shirts are not permitted.

## 2. Uniform Pants

- a. Pants will be navy blue in color.
- b. No cuffs allowed.
- c. Sap pockets optional.
- d. Pants may have slight flare at bottom.
- e. Material may be wash and wear, wool or stretch.

## 3. Work Jacket (Lightweight - optional)

- a. All black nylon with zippered front, two square pockets on front.
- b. Shoulder patches and badge shall be affixed in the same manner as uniform shirts.
- c. Sergeants shall wear the appropriate chevrons on both sleeves.
- d. A cloth name tag shall be worn immediately below and centered
- e. Name Tag

The name tag shall consist of an officer's first name initial followed by a period, and full last name

The cloth strip, upon which the custom embroidered lettering will be sewn will measure 1 1/4" high with the width (left to right) being proportionate in length with the number of letters in the name, and allowing 1/2" in front of the first letter and following the last letter. The cloth strip, upon which the letters are sewn, will be of a material compatible with the jacket material and of the same

28

color.

III. The embroidered block (Roman Gothic) letters shall be sewn of silver thread, letters measuring 1/2" high, 1/4" wide. The period following the first name initial shall be a 1/16" silver dot (see diagram).

## 4. Work Jacket (Heavyweight)

- a. All black nylon with imitation black fur collar, with two outside square pockets.
- b. Jacket is to have zipper and button combination front, pockets are to have button down flaps.

Patches are to be affixed to each shoulder 1/2" below top seam of sleeve.

- d. Sergeants shall wear the appropriate chevrons on both sleeves.
- e. A departmental issued cloth badge may be worn in place of the metal badge.
- f. The name tag, as described for the lightweight work jacket, shall be affixed and worn in like manner.

## 5. Dress Jacket (Optional)

- a. Navy blue, with fly front and concealed zipper.
- b. Breast pockets, usable, and fastened at outer points by hidden snaps.
- c. Buttons to be 5/8" "P" type, silver in color.

Patches are to be affixed to each shoulder 1/2" below top seam of sleeve.

- e. Piping

No piping on sleeves below the rank of sergeant.  
Sergeants will wear 5/8" dark blue piping with gold borders.  
Bottom edge of piping positioned 3" above cuff.

6. Ties

- a. Shall be of black material at least 11" in length and 2" to 3" in width.
- b. Shall be clip-on tie.
- c. Tie bar shall be silver in color, plain, without ornamentation, and shall be worn parallel to shirt pocket buttons.

7. Footwear

- a. Shoes or boots will be black, round plain toe.
- b. Lace-up or slip-on. 292 29

c. Footwear shall be polished at all times when worn.

d. Steel-toed footwear is prohibited.

8. Socks

a. Socks worn with low shoes or shorts shall be black.

b. Socks must be without design.

9. Gloves (Optional)

Black leather may only be worn during inclement weather. When worn, both gloves will be worn.

May not have selected fingers cut from the glove.

Lead or sand filled gloves (commonly referred to as "sap gloves") are not authorized.

10. Those items specified in Section 5.09.07-5.09.09, and 5.11.05.

## **5.07: CLASSES OF UNIFORMS**

### **5.07.01: DUTY UNIFORMS FOR UNIFORMED PERSONNEL**

A. Duty uniforms for uniformed personnel shall be one of the following classes:

1. Class "A"

2. Class "B"

3. Class "C"

### **5.07.02: CLASS "A"**

A. This will be the dress uniform for formal wear. It may be worn with or without the dress jacket. However, if a jacket is worn, it will be the dress jacket. This uniform will be worn as directed by the Chief.

1. Long sleeve dark blue shirt

2. Pants, navy blue

3. Black tie with plain silver tie bar

4. Dress jacket (optional dependent upon weather); a short sleeve shirt may be worn under the dress jacket.

5. Black smooth toe shoes or boots

6. Dress belt

7. Sam Brown leather gear

### **5.07.03: CLASS "B" 30**

A. The duty uniform for day-to-day patrol wear:

1. Long or short sleeve navy blue shirt, open collar
2. Pants, navy blue
3. Light weight or heavy field jacket
4. Black shoes or boots
5. Baseball cap or helmet, (optional with Supervisors approval). Authorized baseball hat may be worn during wind conditions.
6. Dress belt
7. Sam Brown leather gear or nylon gear

**5.07.04: CLASS "C"**

A. Special Uniform - Gang Unit

The authorized special duty uniform for Gang Unit personnel:

1. Golf-type, lightweight (50% polyester & 50% cotton), blue shirt (or green for SMASH) with collar; opening at the neck with two buttons.
2. The embroidered block (Roman Gothic) letters shall be on the front upper left side of the shirt, and the emblem shall duplicate the inside of the official department badge, with the words "Gang Detail" or "SMASH" embroidered in .45" letters under the eagle.

B. Special Uniform – Bicycle Patrol

The authorized Special Duty Uniform for personnel assigned to Bicycle Patrol:

1. Golf-type, light weight Black or White shirt, with collar; opening at neck with two to three buttons.
2. The officer's last name and first initial shall be embroidered in 3/8" black or white block lettering on the upper right side of the shirt. "Police" shall be silk screened on the back of the shirt in 3" white letters. A soft badge shall be sewn onto the left of the shirt and arm patches sewn onto both sleeves.
3. Shorts shall be black bike uniform shorts
4. Pants shall be black bike pants with zip-off legs or BDU. 31
5. Jacket shall be a light windbreaker, black with "Police" silk screened in 3" white letters on the back.
6. Safety equipment shall include bike helmet, bike gloves and eye wear.
7. Standard leather gear or nylon gear shall be worn.
8. Department issued badge may be worn on belt.

**5.08: ORNAMENT GUIDELINES**

**5.08.01: SBCCD POLICE DEPARTMENT PATCH**

A. Shall be department approved and issued by the department.

B. Shall be sewn on all bicycle uniform shirts and jackets. Patches will be centered on the middle crease of the sleeve (or shoulder seam if no crease) and 1/4" below top shoulder seam (1/2" on heavy duty jacket).

**5.08.02: BADGE**

A. Department approved and issued by department.

B. Shall be worn above left pocket on outermost garment worn (unless cloth badge is visible on outer most garments).

**5.08.03: PINS**

A. Department uniformed personnel are authorized to wear the following pins on their uniform:

1. Department life saving, meritorious, and excellence pins.
2. 10851 pin
3. CAL-ID pin

4. Drug use is Life Abuse pin

5. CSEA pin on pocket

B. In order to maintain a neat appearance for uniformed personnel, only two (2) of the above listed pins may be worn at the same time. 32

## **5.09: ISSUANCE OF DEPARTMENT "FLAT" BADGES AND RETIREMENT BADGES**

### **5.09.01: POLICY AND GUIDELINES**

A. The following Department Policy and Guidelines establish the issuance procedure of department "flat" badges and retirement badges.

### **5.09.02: BASIC REQUIREMENTS**

A. The employee requesting authorization to be issued a flat badge must be a regular employee.

B. Prior to issuance of a flat badge, the following requirements must be satisfied:

1. The employee will complete a memorandum to their supervisor requesting a department issued flat badge.

2. The supervisor receiving the employees request shall review the memo for content and cause and forward it to the Chief or Lieutenant if acceptable.

C. Upon completion of the above requirements, the Chief will issue a flat badge only, and record the issuance on the employee's inventory file.

### **5.09.03: RETIREMENT BADGES/SERVICE AWARDS**

A. Retirement badges will be issued to retiring employees upon recommendation of the Chief of Police to the Board of trustees.

B. A copy of the memo approving issuance by the Chief of Police will be placed in the retiring employee's personnel file.

C. In place of a simple scroll pattern, the word "retired" shall appear.

D. Service awards including the presentation of retiring employee's badge, mounted on a plaque or other arrangement, will be authorized only by the Chief of Police.

E. Information on badges presented as service awards will be noted in the employee's personnel file.

### **5.09.04: BADGE (OPTIONAL CLOTH)**

A. Must be department approved. 33



B. Issued by the Department: The cloth blue patch badge may be sewn onto the light weight jacket, the heavy field jacket and the coveralls. This patch is to be attached over the left pocket and in the same location as the metal badge.

#### **5.09.05: SERVICE HASH MARKS**

A. One "hash mark" for each five (5) years service with any police department. Service hash marks may be placed on uniforms six (6) months prior to five year date.

B. Service hash marks shall be worn on all dress jackets. Wearing of hash marks on long sleeve shirts shall be optional and at the discretion of the officer.

1. Dress jacket hash positioning - sergeants and above

Sergeants and above shall affix hash mark(s) on left sleeve, 3/4" above piping, with hash marks centered on sleeve. A 1/2" spacing shall exist between hash marks.

2. Dress jacket - Officers below rank of sergeant

Officers below the rank of sergeant shall position the first hash mark 4 3/4" up from the cuff edge.

3. Long sleeve shirt hash positioning - all officers

Shall be worn on left sleeve 1/2" above top cuff seam, centered on sleeve with 1/2" between hash marks.

#### **5.09.06: METAL NAME PLATES**

A. Metal name plates shall be attached to the uniform shirts and Class A jacket, and centered directly on top of the right breast pocket.

1. Name plates shall be silver in color with black lettering measuring 1/2" wide and 2 1/4" long.

2. Name plate shall contain officer's first name initial and full last name.

Exception: Sergeants and Lieutenants may have their rank indicated on their name tag, i.e., P. Smith, SERGEANT.

3. Issued by the department.

### **5.10: RANK AND SPECIAL ASSIGNMENT INSIGNIA**

#### **5.10.01: CHIEF OF POLICE**

A. The four stars of the Chief of Police shall be metal and silver in color. 34

**5.10.02: LIEUTENANT**

A. Class A uniform shall exhibit single bars, silver in color.  
(Shall be worn in the center of the collar parallel and next to the collar stitching)

**5.10.03: SERGEANT**

A. SBCCD Police Department patch

1. Chevrons will be centered 1/4" below the police patch.
2. Chevrons shall be blue, silver trim with black background and outside border.

**5.11: ACCESSORIES**

**5.11.01: HELMETS/RIOT GEAR**

A. Supervisors may require the wearing of helmets by all personnel on specific occasions when the need is apparent. In such instances, the helmet shall be strapped at all times when worn and shall be department issue only.

B. Shield, gas mask, riot stick, and other gear as required.

**5.11.02: RAIN GEAR**

A. Coats and boots are provided by the department. Officers may wear yellow or clear raincoats or pants.

**5.11.03: WHISTLE (OPTIONAL)**

A. When worn, whistles will be silver colored metal and carried at all times.

B. Whistle chains will not be worn.

**5.11.04: IDENTIFICATION CARD**

A. While on duty, all officers shall have in their possession the identification card currently issued to them unless a special assignment prohibits carrying of police identification.

**5.11.05: SUNGLASSES**

A. Type: On-duty personnel shall be permitted to wear only non-mirrored sunglasses. 35

There shall be no design or picture of any type allowed on the lens of the sunglasses. For safety purposes, no lanyard or other devices attached to the sunglasses will be permitted.

B. Frame Style: On-duty personnel shall be permitted to wear only frames which are conservative in style, constructed of black or brown plastic, or gold or silver polished metal.

C. Usage: On-duty personnel shall not be permitted to wear sunglasses indoors or during the hours of darkness. Personnel wearing prescription eyeglasses which darken into sunglasses are exempt from this portion of the policy.

## **5.12: SAFETY AND OTHER RELATED EQUIPMENT**

### **5.12.01: SAM BROWN GEAR**

A. Dress belt

The trouser belt shall be black basket weave, 2 1/4" wide, with silver Sam Brown two-prong buckle or nylon gear.

B. Sam Brown Belt

Shall be black basket weave, 2 1/4" wide, with silver Sam Brown two prong buckles or nylon gear.

C. Handcuff case

Shall be black basket weave with pear shaped flap and silver button or nylon gear.

D. Buck Knife Case

Shall be black basket weave with fold over flap and silver button or nylon gear.

E. Key Strap and Baton/ASP Ring

Shall be black basket weave with silver snap and silver ring or nylon gear.

F. Keepers

Shall be black, basket weave or nylon gear with one or two silver snaps.

G. Handy Talkie Holder 36

Shall be black basket weave or nylon gear.

H. Leather Gear/Gun Holster

Shall be maintained in good condition and not show signs of wear or folding.

#### **5.12.02: EQUIPMENT**

A. Sworn personnel shall appropriately wear all issued equipment while on-duty. This includes:

1. Department approved weapon (handgun)
2. Department issued chemical irritant.
3. Handcuffs
4. Baton (optional for plain clothed personnel, but shall be readily available)
5. Handy talkie (HT)

B. Leather accessories shall be polished with a liquid polish. Issued items shall be worn on the belt.

#### **5.12.03: PROTECTIVE VESTS**

A. The protective vest is provided to all sworn personnel for their personal protection. All uniformed officers, investigators, and supervisors shall wear their protective vest while in the field.

B. The care instructions for the protective vest ballistic panels and carriers are included in each vest package. The instructions shall be strictly followed to prevent damage to the ballistics capability of the vest.

C. In the event a sworn employee is involved in an incident, such as a shooting or assault, and the protective vest is struck by a bullet, other penetrating object, or damaged in any way, the following procedures shall be followed:

1. The officer should have a thorough physical examination, even if there is no apparent injury.
2. As soon as practical, after the incident, the officer's supervisor is to forward a report to Human Resources concerning the ballistics protection afforded by the protective vest. It should cover, but is not limited to: 37

- a. Serial number of the protective vest, number of panels worn; the location of the hit (s), or area of damage, and the number of layers of the ballistics material that were penetrated.
  - b. Type, model, caliber, and barrel length of the weapon; or description of instrument used.
  - c. If appropriate, manufacturer of the ammunition, bullet weight in grains, and the powder in grains, if it can be determined.
  - d. If appropriate, distance between the officer and the perpetrator.
3. The officer will be provided with a replacement vest.

## **5.13: DISORDERLY AND IMMORAL CONDUCT**

### **5.13.01: DISORDERLY CONDUCT**

A. Officers shall not engage in any disorderly conduct in any public place at anytime.

### **5.13.02: IMMORAL CONDUCT**

A. Officers shall maintain a level of moral conduct in their personal and business affairs which is in keeping with the highest standards of the law enforcement profession. Officers shall not participate in any incident involving moral turpitude which tends to impair their ability to perform as law enforcement officers or causes the district to be brought into disrepute.

### **5.13.03: CONDUCT TOWARDS OTHERS**

A. Officers shall not intentionally antagonize any person with whom they come in contact and shall treat all persons in a respectful, courteous and civil manner.

B. Officers shall perform their duties in a courteous, fair, firm, impartial and business-like manner. They shall scrupulously avoid any display of officious or overbearing attitude and shall not use any language designed to belittle, ridicule, or embarrass any person.

C. Officers shall not display in their work environment, any material that is racially or religiously derogatory, offensive in nature, or sexually explicit or degrading. Officers must comply with the district sexual harassment policy.

### **5.13.04: STUDENT CONTACTS**

A. All officer contacts with students must be prudent and conducted in such a manner that precludes any concerns of impropriety. 38

**5.13.05: DEROGATORY LANGUAGE**

A. Officers shall not use profane, derogatory, harassing or threatening terms of speech towards any individual.

**5.14: USE OR POSSESSION OF ALCOHOL, DRUGS OR NARCOTICS AND TOBACCO**

**5.14.01: USE OR POSSESSION OF ALCOHOL**

A. Officers shall not consume any kind of intoxicating beverage while on-duty. No officer shall report for duty or be on-duty while under the influence of liquor, or be unfit for duty because of its use. The odor of an alcoholic beverage on the breath will be considered as evidence of unfitness for duty.

B. Officers shall not consume or possess intoxicating beverages while on the premises of any district property.

**5.14.02: USE OR POSSESSION OF DRUGS OR NARCOTICS**

A. Officers shall not use or possess any controlled substance, narcotic or hallucinogens except when properly prescribed by a physician for an illness or injury. Officers shall not report for duty or be on-duty while under the influence of such prescribed medication.

B. Whenever employees must take prescribed medication which may impair their ability to function while on-duty, they must report this to Human Resources.

**5.14.03: USE OF TOBACCO**

A. Employees shall not smoke or use smokeless tobacco products on-duty. All district policies or guidelines regarding smoking area shall be followed.

**5.15: USE OF THE DISTRICT, DISTRICT PROPERTY AND EQUIPMENT**

**5.15.01: INCURRING FINANCIAL LIABILITY AGAINST THE DISTRICT**

A. No officer shall incur a financial liability chargeable against the Department or the District, without proper authorization, as provided in Administrative Regulation 6330. 39 39

**5.15.02: USE OF DISTRICT PROPERTY FOR PERSONAL USE**

A. It is inappropriate for any district employee to commit for personal use any district property or equipment. This includes, but is not limited to district supplies, equipment, machines, vehicles, telephones or district mail services per Board of Trustees Policy.

**5.15.03: CARE OF DISTRICT PROPERTY AND EQUIPMENT**

A. Officers shall be responsible for the proper care, maintenance, and serviceable condition of any district property, issued or assigned to him. Loss of, damage to, or unserviceable condition of such property shall be reported immediately to a supervisor.

**5.15.04: RETURN OF DISTRICT PROPERTY**

A. When an officer is suspended, resigns, or is separated from the department for any reason or upon request of the Chief, he/she shall return all district property in his possession to his Sergeant/Lieutenant

**5.15.05: INJURY OR PROPERTY DAMAGE**

A. Officers shall promptly notify their Sergeant/Lieutenant of any injury to any person or damage to real or personal property resulting from the execution of their official duties and responsibilities.

**5.15.06: TRANSPORTATION OF DISTRICT FUNDS**

A. SBCCD Police Officers may be assigned to transport College District funds. The funds must be in a sealed pouch.

**5.16: STATEMENTS**

**5.16.01: FALSE STATEMENTS**

A. Officers shall not make false or misleading statements in reports or when questioned or interviewed, per Board of Trustees Policy and Penal Code Section 148.6.

B. False and misleading statements are considered work related dishonesty, for which personnel may receive disciplinary action, up to and including dismissal, per Board of Trustees Policy and Penal Code Section 148.6.

**5.16.02: STATEMENTS DURING DEPARTMENTAL INVESTIGATIONS 40**

A. If requested to make a statement in the course of an official departmental investigation, officers shall make full, complete and truthful statements.

B. Officers are subject to disciplinary action, up to and including dismissal, for insubordination if they fail to answer questions/make statement in a lawful investigation after being ordered to do so for administrative purposes only.

C. The United States Supreme Court has held that any statement made by an officer in response to an order from his superior(s) to cooperate in an investigation may not be used against him in any subsequent criminal proceeding. (Garrity vs. State of New Jersey 1967--385 U.S. 495)

## **5.17: REPORTING OF INFORMATION, CONFIDENTIAL INFORMATION, RELEASE OF INFORMATION AND DISSEMINATION OF INFORMATION**

### **5.17.01: REPORTS**

A. Primary reports

All SBCCD Police Officers will utilize the California State Standard crime reporting system. All SBCCD Police Officers will adhere to the instructions of correct report writing from training classes.

### **5.17.02: POLICE DEPARTMENT REPORTS**

A. The following is the procedure for reporting.

1. Incident is reported to, or discovered by, SBCCD Police department personnel who will then investigate the incident.

2. Report on incident is completed by SBCCD Police personnel.

3. If, at the time the report is taken, there are items with serial numbers or other identifying marks which can be entered in the Stolen Property System, the SBCCD Police Officer or Sergeant/Lieutenant, dispatcher shall enter the property.

4. Once a report is completed by SBCCD Police personnel, it will be turned into a SBCCD Police Sergeant/Lieutenant for review.

5. After the report is reviewed and approved by a SBCCD Police Sergeant/Lieutenant, the report will be turned into dispatch for filing or 41



copying for other agencies. The report will be turned into the on-duty Supervisor for review.

**5.17.03: TYPES OF REPORTS INVESTIGATED**

A. Misdemeanors

Will investigate all misdemeanors.

B. Felonies

Will investigate all felonies except homicides and sex crimes. Crimes requiring extensive investigation may be turned over to the appropriate allied agency pursuant to the MOU with that agency.

**5.17.04: REPORTING PROCEDURES**

A. Incident is reported to, or discovered by, SBCCD Police Officer who will then investigate the incident.

B. Report on incident is completed by SBCCD Police Officer.

**5.17.05: REQUIREMENT TO REPORT IF SUBJECT OF ARREST OR CRIMINAL INVESTIGATION**

A. Police Officers of the State of California are sworn to uphold the Constitution of the United States and enforce the laws of the land. The acceptance of a position of Police Officer imposes responsibility and accountability beyond that of the average person.

B. It follows that any conduct by an officer which is illegal reduces his effectiveness as an officer and may reflect unfavorably on his position as an officer of the department he/she represents. This precept applies to both on and off duty conduct.

C. Therefore, should any officer, or other employee of the department, become the subject of an arrest or criminal investigation, he/she shall advise the Chief of the circumstance as soon as possible so as to permit department review of the allegations surrounding such arrest/investigation.

D. No disciplinary action affecting employment status will be taken solely on the basis of information that an officer has been arrested or subjected to a criminal investigation. 42

#### **5.17.06: CRIME REPORTS AND RECORD KEEPING**

A. Crime reports generated by the SBCCD police requiring follow-up investigation by another agency will contain the case number assigned by that agency.

B. After the report has been reviewed and approved by a SBCCD supervisor, it will be placed in the appropriate outgoing report basket. One copy of the report is to be filed and entered in the computer.

#### **5.17.07: REPORTING INFORMATION REGARDING VIOLATIONS**

A. Officers who have knowledge of any information relative to an arrest or criminal investigation, or a possible violation of law, or District or Department policy, by any member of this department, shall promptly advise the Lieutenant or Chief.

#### **5.17.08: CONFIDENTIAL INFORMATION/PRESS RELEASES**

A. Official business of the department is confidential, and shall only be discussed with authorized personnel.

#### **5.17.09: DISSEMINATION OF CRITICAL INFORMATION**

A. Periodically crimes occur on or near campuses which make it desirable and necessary to alert surrounding schools and allied agencies of the problem. Providing information to adjoining schools and allied agencies will prepare them for potential trouble and possibly lead to identifying and apprehending subjects.

B. SBCCD police personnel shall, as soon as reasonably possible, call the supervisor with the pertinent details of the incident. The Sergeant/Lieutenant will then cause the agencies in the area to be notified of the incident and deploy patrol coverage, as needed.

C. Gang fights, shootings, demonstrations, sex crimes, including indecent exposures, would be representative of the types of incidents involved in this procedure. Any situation which might impact surrounding agencies should be called to the Sergeant/Lieutenant's attention.

D. Officers should provide the Sergeant/Lieutenant with all the information available; however, they should not delay calling in partial information if obtaining full information would unnecessarily delay alerting the adjoining agencies.

#### **5.17.10: MISSING PERSONS** 43

A. Whenever anyone attempts to report a missing person to SBCCD Police Department employee, a SBCCD Police Officer shall complete a Missing Person Report form. The report shall be submitted immediately to the appropriate agency for computer entry and follow-up. Dispatch shall be notified and a broadcast shall be made giving the description of the missing person and other pertinent details. The amber alert reporting system shall be used where appropriate.

#### **5.17.11: SIGNIFICANT EVENT**

A. The Sergeant/Lieutenant must be immediately advised if a major crime or incident occurs (example: riot, major injury, rape, sit-ins, shootings, major gang activity, fire, evacuation, chemical spill) on or about a district facility. Unless otherwise directed, a report will be submitted to the department that day.

#### **5.17.12: DUE DATES FOR REPORTS**

A. All crime/arrest reports are to be completed and submitted, on the date of notification, by the reporting officer and forwarded to his Sergeant/Lieutenant. All in custody reports shall be completed by the end of the reporting officer's shift. Any non-custody crime report should be completed by the end of the officer's shift. All outstanding reports shall be completed by the end of the officer's shift. Any exceptions to this shall be approved by the officer's supervisor.

B. Follow-up reports shall be submitted promptly when additional relevant information is obtained.

### **5.18: FIRES - REPORTING PROCEDURE**

#### **5.18.01: PROCEDURE**

A. City and County Codes mandate that all uncontrolled and/or unlawful fires, or evidence of a fire, be reported to the Fire Department.

B. District policy states that all fires and related emergencies, in any building or any site, shall be immediately reported to the Fire Department.

#### **5.18.02: FIRE - BURNING, SMOLDERING OR OUT**

A. The following guidelines are to be adhered to:

1. If the fire is very minor, and means of immediate extinguishing are present with no probability of intensification or spreading of flames i.e. trash can, dumpster, etc., take that action necessary to extinguish the fire or potential for such and call the Fire Department. If in doubt, call the Fire Department.

2. Secure the area, close windows and doors to reduce the probability of the fire spreading.

3. Immediately contact the administrator or other responsible person, advising them of the situation.
  4. Should the officer(s) presence not be necessary to assist the administrator, the officer(s) should return to the involved area, making certain all persons have been evacuated to a safe area.
  5. The officer(s), or some other responsible person, should await the arrival of the Fire Department in order to provide the most expeditious route to the involved area.
  6. Contact with the SBCCD Police Department Sergeant/Lieutenant should be made as soon as possible.
  7. Complete SBCCD Police crime/incident report.
  8. Preserve any evidence for investigators.
  9. Take note of suspicious person(s) or circumstances and report same.
  10. Locate and identify witnesses, if any are present.
- B. The supervisor will have the responsibility for making notifications at the district administrative level, in addition to those made by the site administrator.

#### **5.18.03: REPORTS**

A. Arson is like any other crime and the officer should complete a Preliminary Investigation Report. List the time of securing and discovering. Fill out SBCCD Police Department crime report. If it appears that the arson included a burglary, list arson first then the burglary.

### **5.19: SEARCHING OF SUSPECTS BY SBCCD POLICE PERSONNEL**

#### **5.19.01: SEARCH OF FEMALE SUSPECTS**

A. In those instances where it may be necessary for a pat down search of a female to assure the officer's safety, the suspect should be handcuffed, placed under close scrutiny and moved to an area or location where a female officer can make the necessary search. Only under exigent circumstances would it be reasonable to conduct a pat down search for weapons, on a female, by a male SBCCD Police Officer.

B. In those instances where such a search would be warranted, the search shall be limited to the area where the suspect weapon could be secreted and those areas where a manacled person could reach such weapon. Such search shall only be conducted in the presence of an adult person who could bear witness to the officer's actions.

C. The same consideration should be exercised when female officers find it necessary to conduct a search of a male. Whenever possible, the subject searches will be 45

conducted by persons of the same sex.

#### **5.19.02: SKIN SEARCHES AND ISOLATION OF SUSPECTS**

A. SBCCD Police Officer shall not conduct skin searches of male or female subject/suspects. Nor shall they request other college personnel, i.e. nurse, doctor, to conduct such a search. In those instances where the SBCCD Police Officer is of the opinion that such a search is warranted, there should exist such reasonable cause to believe that a crime is being committed, and, therefore, any arrest would be appropriate and such search should then be conducted by appropriate law enforcement personnel (i.e. custody officer at the jail). (SBCCD Police Officers do not conduct skin searches).

B. Under circumstances where it would appear that such a search is warranted, it is recommended that the suspect be appropriately restrained, isolated, and kept under observation until an appropriate search can be conducted. In this manner, it is possible to prevent the destruction or disposal of evidence and still not subject the officer to a criminal or civil action as an outgrowth of the incident. The exception to a skin search would be during the booking procedure as required by the local law enforcement agency.

#### **5.20: OBTAINING SEARCH AND ARREST WARRANTS**

##### **5.20.01: PROCEDURE**

A. A search warrant is an order issued by a judge, commanding a Peace Officer to search for and seize particular property from a particular location. An arrest warrant is a written order from a magistrate commanding a Peace Officer arrest the person named therein.

B. In all instances, the responsible law enforcement agency shall be contacted. We will actively solicit their assistance in those instances that may necessitate obtaining search/arrest warrants.

C. The following procedures will be adhered to in preparing a search or arrest warrant:

1. Prior to preparing an affidavit for a warrant, the officer will discuss the facts of the case with a supervisor. The Sergeant/Lieutenant will then discuss the matter with the Chief, who will ascertain whether a warrant is to be written.

2. Upon completing the affidavit for a warrant, and before obtaining a judicial signature, the officer will present the completed package to his supervisor for approval.

3. After the warrant has been issued by the court, but prior to serving the warrant, the officer will advise his Sergeant/Lieutenant of the time and place the warrant is to be served, as well as what type of uniformed assistance will be necessary. The supervisor will pass this information and a copy of the warrant to the Chief (be sure to mark "copy").
4. Prior to serving the warrant, the officer will advise dispatch of his intentions, and will notify dispatch at the conclusion of the operation.
5. In all instances the responsible investigative agency will be advised and solicited for assistance in the service of the search or arrest warrant. In the absence of investigators, and service is imperative, the responsible jurisdiction Sergeant/Lieutenant will be requested to provide assistance. In all instances, adequate support will be on hand to contain the situation and assure the safety of those involved.
6. Upon conclusion of the operation, the Chief is to be notified of the results. Further, should any problems arise during the course of the operation; the Sergeant/Lieutenant will immediately contact the Chief.
7. In all such services, a summary of the operation will be prepared and available prior to the end of watch.

## **5.21: CASE CLEARANCE POLICY**

### **5.21.01: CASE CLEARANCE REQUIREMENTS**

A. Case clearance requirements are based on FBI Uniformed crime Reporting guidelines. While interpretation of these guidelines may vary, the requirements are not subject to revision or alternation on a local basis.

### **5.21.02: CLEARED BY ARREST - ADULTS**

- A. Shall indicate that an adult is arrested and charged with the commission of the offense based upon the crime report; or
- B. The matter is set for a District or City Attorney hearing/review.

### **5.21.03: CLEARED BY ARREST - JUVENILES**

- A. Shall indicate that a juvenile is identified as the perpetrator and a petition is requested.
- B. The juvenile is referred to another agency. 47

C. The juvenile is counseled and released.

**5.21.04: INVESTIGATION CONTINUED**

A. Shall indicate that the case has not been cleared or unfounded and no other case status applied.

**5.21.05: CLEARED OTHER**

A. Shall indicate that a case has progressed to a point where further action cannot be reasonably taken and all four of the following circumstances exist:

1. The identity of the perpetrator definitely has been established, and
2. The location at which the perpetrator could be arrested is known by the investigator, and
3. There is sufficient admissible information and/or evidence to support an arrest and the filing of a complaint based upon the offense(s) under investigation, and
4. The reason further action cannot be taken is outside of police control.

**5.22: ARREST**

**5.22.01: DISPOSITION OF VIOLATORS**

A. Uniformed personnel have various methods of handling people involved in criminal acts. These methods include, but are not limited to, the following:

1. On-scene arrest when the act is witnessed by the arresting officer.
2. In felony cases not witnessed, the officer may arrest when he/she has probable cause to believe that the arrested person committed a felony.
3. Arrests should not be made in cases lacking probable cause. Proper reports should detail whatever suspicious circumstances point to a particular suspect.
4. In cases where the suspect is identified, but his whereabouts are unknown, proper reports should be submitted to the appropriate prosecuting agency requesting a warrant of arrest.

B. Whenever juveniles are arrested by SBCCD Police Officer, it is mandatory that the 48

parents be contacted and advised of the circumstances and disposition of the case. SBCCD Police Department crime reports will reflect only those facts developed during the investigation. Statements related to the disposition of a case will be limited to whatever disposition is made by the SBCCD Police Officer "custody of parents, pending follow-up by police department," or "turned over to Officer \_\_\_\_\_ Badge \_\_\_\_\_, for further disposition".

C. Adults arrested may be cited for misdemeanor violations unless there is cause to book them into San Bernardino County Jail.

D. Adults arrested for felonies shall be transported and lodged at San Bernardino County Jail.

E. Any person arrested who needs medical care shall be transported to Arrowhead Regional Medical Center or the San Bernardino County Jail medical facility prior to lodging at any detention facility.

#### **5.22.02: ARREST, TRANSPORTATION AND BOOKING OF FIELD ARRESTEES**

A. The purpose of this order is to establish recommended procedures relative to the arrest, transportation, and booking process. Additionally, this policy will serve to facilitate the efficient processing of an arrestee from the time of arrest to the time of booking and to ensure that arrestee is properly restrained and their movements controlled and restricted. This is essential in the interest of the arrestee's safety, the safety of our departmental personnel, and that of the general public.

#### **5.22.03: ARREST - USE OF FORCE**

A. Officers shall use reasonable force in making an arrest.

#### **5.22.04: PRISONERS AND SUSPECTS - SAFEGUARDING**

A. Officers shall be cautious in the arrest and detention of prisoners or suspects and shall take all necessary precautions to prevent an escape, the carrying of weapons on their person after arrest, injury to themselves or any other person or damage to property.

B. Officers shall not place, or cause to be placed; weapons or objects adaptable for use as weapons and capable of inflicting bodily harm, or permit such weapons or objects to remain unattended, in any location normally accessible to a prisoner or suspect.

#### **5.22.05: HANDCUFFING AND RESTRAINING OF ARRESTED PERSONS 49**



A. As a general rule, all adult suspects placed under arrest wherein booking is necessary and appropriate, should be handcuffed behind their back immediately following their arrest and prior to transportation for booking. The use of handcuff restraints is desirable from the standpoint of officer safety and to reduce a suspect's opportunity to escape from custody. Demonstrably dangerous and/or combative suspects may, if circumstances warrant their use, be further restrained about the ankles using plastic-cuffs, handcuffs, or department-issued nylon leg restraints. Extremely combative suspects and/or persons alleged to require observation per Section 5150 of the Welfare and Institutions Code, may, at the discretion of the arresting or transporting officer, be restrained utilizing the previously delineated restraint devices and/or "soft restraints" leg cuffs, or other appropriate humane restraint devices available to said officers.

B. In using any restraint device, reasonable care must be utilized in the deployment of such devices to ensure that they are placed on the suspect in a secure manner. An equal consideration shall be the use of such devices in a manner designed to minimize trauma or injury to the suspect.

C. When it is determined, at the officer's discretion, that the suspect (s) to be transported are of youthful age, aged, infirm, handicapped or suffering from injury or illness, such persons may be exempted from the general rule regarding the handcuffing of suspects.

D. Juveniles shall not be handcuffed to fixed objects.

## **5.23: RECOVERED PROPERTY AND/OR EVIDENCE**

### **5.23.01: MONEY AND PROPERTY OF OTHERS**

A. Officers shall deliver to the proper custodian any monies or other property not his own, which comes into his possession. A report shall be made of the transaction.

### **5.23.02: MISAPPROPRIATION OF PROPERTY**

A. Officers shall not appropriate for their own use any district property, evidence, or found or recovered property.

### **5.23.03: EVIDENCE RESULTING FROM A CRIMINAL ACT**

A. All property or other evidence, such as fingerprints recovered or gathered as part of a criminal investigation or arrest situation must be turned over to the agency of jurisdiction as soon as possible. The SBCCD Police Officer must properly mark the item(s) for identification and describe the evidence in his report. The chain of evidence must be maintained. Recovered College District property shall be 50

photographed and returned to the school site unless the property is necessary for prosecution of the case.

**5.23.04: NARCOTICS**

A. Any narcotics/drug turned over to SBCCD Police from campus sites or other district offices where there is no crime report taken shall be processed and delivered to SBSB for destruction. A report listing the items and their description will be completed. The disposition of the narcotics will be noted on the report.

**5.23.05: FOUND PROPERTY**

A. All property that is found on a campus shall be secured by an SBCCD Police Officer and documented in report form.

**5.23.06: DISPOSITION OF PROPERTY**

A. The Chief of SBCCD Police shall have the authority to determine the final disposition of property that is being held for safekeeping within current California State Law.

**5.23.07: TAMPERING WITH EVIDENCE**

A. Officers shall not fabricate, withhold, or destroy evidence of any kind. 51

## **VI. FORCE AND FIREARMS**

### **6.01: FORCE AND FIREARMS POLICY AND GUIDELINES**

#### **6.01.01: PURPOSE**

A. The purpose of this policy is to establish guidelines concerning the use of force and firearms by officers of the SBCCD Police Department in the performance of their duties.

#### **6.01.02: DOCUMENTATION**

A. In order to insure that police reports are thorough and accurate in all respects, including cases in which SBCCD Police Officer use reasonable and necessary force, it is required that the use of force be documented.

B. Whenever force beyond the normal handcuffing procedure is required, that force and the necessity for its use shall be thoroughly and specifically documented in the arrest report.

C. An advantage in such procedure is that in citizen's complaints, relative to the use of force, the facts from the officer's perspective will have already been documented in a separate memorandum or report may not be required of the accused officer.

D. Documentation at the time of the initial report also serves the purpose of making it easier to immediately refute false claims of excessive force.

#### **6.01.03: DISPLAY OF FIREARMS**

A. Officers shall not unnecessarily display any firearm in any public place or carelessly handle a firearm at any time. Firing at or from moving vehicles is generally prohibited and is only authorized under extreme circumstances.

#### **6.01.04: USE OF FORCE**

A. Officers shall not use unnecessary force in making arrests or at any other time. An officer must be firm, resolute, and energetic in exercising the means necessary to properly perform his/her duty. In all cases where personnel are required to use physical force, the following procedures shall be strictly adhered to:

1. Officers shall, as soon as possible, verbally advise their supervisor. If no supervisor is on duty, the officer shall notify the "on-call Sergeant/ Lieutenant". 52

2. List all details regarding the use of force in the crime report.
3. Complete further reports as directed.

**6.01.05: PHYSICAL FORCE**

A. No officer shall use more force than is necessary to overcome the resistance of a suspect and affect an arrest. At no time shall a Police Officer abuse or apply unnecessary force to a subdued prisoner.

B. The continuum of force should be used in all cases. Example: presence of the officer followed by verbal commands, followed by hands-on, followed by pepper spray, followed by asp, followed by lateral vascular neck restraint as the continuum of force increases.

**6.01.06: DEADLY FORCE**

A. No officer shall utilize deadly force except under the following circumstances:

1. As a means of self-defense from death or serious injury.
2. To defend the life of another officer.
3. To defend the life of a victim of a crime.
4. To prevent a crime in which human life is in serious jeopardy as a result of a suspect's action.
5. When all reasonable means of apprehension have failed to prevent escape of a felony suspect whom the officer has reason to believe presents a serious danger to others.

**6.01.07: DISCHARGING FIREARMS - OTHER THAN DEADLY FORCE**

A. Warning or attention shots fired into the ground or air are a danger to the officer and/or innocent person and are generally prohibited except:

1. To give alarm or call of assistance for an important purpose when no other means is available or practical. Reasonable safety measures must be adhered to.
2. When practicing firearms efficiency on an approved range.

**6.01.08: FIREARM - TO CONTROL DANGEROUS FELONY SUSPECT 53**

A. As a general rule, officers shall not remove a firearm from the holster unless there is sufficient justification. In effecting the arrest of a suspected felony offender, the officer may display a weapon for the purpose of obtaining and maintaining control of the suspect.

B. An officer shall not place his finger on the trigger of a drawn weapon until the weapon must be fired. If the weapon is not going to be fired, the trigger finger will be either along side the frame or trigger guard.

C. Officers will not have their weapons cocked when physically searching a suspect or while searching for a suspect unless exigent circumstances exist.

D Use of deadly force by an officer while in an on-duty or off-duty situation shall be governed by State and Federal statutes.

## **6.02: GENERAL WEAPONS POLICY**

### **6.02.01: PURPOSE**

A. The purpose of this policy is to establish guidelines for miscellaneous concerns involving firearms and other authorized weapons.

### **6.02.02: SURRENDERING OF WEAPON TO SUSPECT**

A. An officer shall not surrender his firearm.

### **6.02.03: STORAGE AND MAINTAINING CONTROL OF FIREARMS**

A. Personnel shall not place or store any firearms on the department premises except when the place of storage is locked.

B. Officers that carry weapons home that are ordinarily carried on-duty shall adhere to strict safety precautions when selecting a place of storage. Children and unauthorized persons should not have access to such weapons.

### **6.02.04: AUXILIARY WEAPONS - CARRYING ON-DUTY (RESTRICTED)**

A. Officers carrying a weapon on or off duty, as authorized by this manual, shall always exercise strict safety precautions when removing the weapon from its holster or other place of concealment. Officers shall not place a weapon in any place where it may be inadvertently misplaced or fall into the hands of another person. 54

B. Use of deadly force by an officer while in an off-duty status shall be governed by the California Penal Code.

C. Personnel on-duty shall not carry auxiliary weapons either on their persons or in vehicles.

**6.02.05: SELLING OF FIREARMS (RESTRICTIONS)**

A. Personnel shall not lend, give, or sell any firearms to any persons who do not have a legal right to possess such firearms. Selling of a firearm mandates official transfer as ordered by law.

**6.02.06: PURCHASE OR LOSS OF FIREARMS (FILE REPORT)**

A. Personnel shall file a report with the supervisor in charge of maintaining personnel inventory records immediately following the purchase of duty weapons and shall list complete descriptions including serial numbers. A similar report shall be filed at once in case of replacement of a reported duty weapon by another. Any loss of a regulation weapon shall be reported in writing immediately setting forth all facts concerning the loss to the supervisor.

**6.02.07: MAINTENANCE REQUIREMENTS OF FIREARMS**

A. It shall be each officer's responsibility to maintain his/her sidearm in good working order. Any indication of malfunction shall be called to the attention of the officer's supervisor and immediate steps taken to identify and remedy the malfunction.

**6.02.8: MISCELLANEOUS REGULATIONS OF FIREARMS**

A. Officers shall carry their duty weapon in such a manner that the firing pin is in a position of rest as opposed to activated to a cocked position. Officers shall not use their duty weapon in a single action manner except when:

1. Firearm training which calls for this type of shooting.
2. Discharging and/or handling the weapon as prescribed in section 6.01 (Force and Firearms Policy).

B. Off duty weapons should be no smaller caliber than .38 and shall be approved by the Chief.

**6.02.9: CLEANING OF WEAPONS**

A. Personnel shall not clean, repair, load, or unload firearms any place on the 55

department premises except within the confines of the designated loading and unloading station. This restriction shall not apply to firearms when loading or unloading is ordered by a superior officer or involved in actual use of a firearm as authorized by departmental regulations.

#### **6.02.10: OTHER WEAPONS**

##### **A. Baton**

The following batons have been authorized by this department:

1. PR24 (only authorized upon certification)
2. Telescoping baton (ASP) (only authorized upon certification)
3. Straight stick baton

Batons may not be carried simultaneously, i.e. only one baton may be carried at a time.

##### **B. Shotguns**

As provided by the department.

##### **C. Types of Chemical Agents: Pepper spray. Examples: Oleo Capsicum Weapon Systems**

As provided by the department.

##### **D. Tasers and Tear Gas**

As provided by the department

### **6.03: FIREARMS QUALIFICATION**

#### **6.03.01: PURPOSE**

A. To establish procedural guidelines concerning minimum firearms qualification standards, disciplinary and corrective actions, exemptions, and remedial training procedures.

#### **6.03.02: FIREARMS QUALIFICATIONS**

A. All sworn personnel of the department are required to qualify each trimester the use 56

of their firearms.

1. Only those officers who meet the department's minimum requirements for demonstrated proficiency in the use of firearms shall be allowed to carry firearms in the course of their employment.

a. Demonstrated proficiency shall mean achieving minimum scores\*

b. \*Minimum score shall be set. By the range master.

**6.03.03: FAILURE TO QUALIFY**

A. An officer who fails to qualify shall receive remedial training.

1. At a given time, the officer shall respond to the range at the direction of the officer's supervisor and receive remedial training.

**6.03.04: SPECIAL WEAPONS TRAINING**

A. Shotgun training consisting of a course prescribed by the Range Master will be required of all regular and substitute officers as scheduled. Specific dates and times for the qualification will be established by the Range Master.

**6.04: ON-DUTY WEAPONS AND AMMUNITION – UNIFORMED OFFICER**

**6.04.01: PURPOSE**

A. The purpose of this procedure is to define those types of weapons approved for use by the on-duty sworn uniformed.

B. Section 6.02.04 discusses authorized weapons for non-uniformed and off-duty weapons respectively.

**6.04.02: GENERAL CONSIDERATIONS**

A. Handguns carried by sworn uniformed personnel of this department shall conform to the specifications established in this procedure. No personnel of this department shall carry any shotgun or rifle not approved by this department.

**6.04.03: HANDGUNS - UNIFORMED PERSONNEL**

A. Uniformed personnel shall carry a revolver or semiautomatic handgun meeting the 57



following specifications:

1. Manufacturer: Smith and Wesson, Sig Sauer, Colt, Ruger, Glock, Beretta, H&K, and Springfield

2. Type: Double action revolver or semi-automatic handgun Caliber: .38, 40, 357, 45 or 9mm

B. All semi-automatic handguns must be double action on the first round fired. Remaining rounds may be single or double action. If single action, they will be equipped with a de-cocking lever. No handgun will be carried with the hammer in a cocked position.

C. All weapons shall be maintained in good working condition.

#### **6.04.04: AMMUNITION**

A. Ammunition carried by officers in approved duty weapons shall be issued by the department. New ammunition shall be issued annually as part of the officer's equipment inventory verification.

### **6.05: USE OF CHEMICAL AGENT DEVICES**

#### **6.05.01: PURPOSE**

A. The purpose of this policy is to set up guidelines for the carrying and use of chemical agent devices and to offer the officer an optional alternative defensive device to be used at the officer's discretion in place of or in conjunction with physical or deadly force.

#### **6.05.02: TYPES OF CHEMICAL AGENT DEVICES**

A. Types of Chemical Agents:

This category includes all authorized and department issued spray-type canisters designed for daily carrying by officers of the department.

#### **6.05.03: CARRYING OF CHEMICAL AGENT DEVICES**

A. General purposes chemical agent devices may be carried by officers who are certified to do so.

#### **6.05.04: PURPOSE OF CHEMICAL AGENT USE 58**

A. Chemical agent devices are viewed as an optional alternative for police safety. The device is viewed as defensive and should not be used when less severe measures can be employed.

**6.05.05: MANNER OF USE**

A. In utilizing a chemical agent, the following factors should be considered:

1. Wind direction
2. Potential effects on others
3. Physical and mental condition of the suspect

**6.05.06: FIRST AID**

A. As soon as practical, the suspect's affected area should be allowed to "air-out", and flushed with water.

**6.05.07: REPORTING THE USE OF CHEMICAL AGENTS**

A. The circumstances surrounding the use of chemical agent shall always be documented by memorandum directed to the chief.

**6.05.08: CERTIFICATION**

A. Officers using a chemical agent in the lawful course of their employment shall possess a Certificate of Training, qualifying them in its use, and such certificate shall be on file in the employee's training file. 59

## **VII. PATROL OPERATIONS**

### **7.01: PATROL ASSIGNMENTS, DUTIES AND RESPONSIBILITIES**

#### **7.01.01: PURPOSE**

A. The purpose of Patrol Operations is to ensure the safety of students, personnel, authorized facility visitors, College District property, and to assist staff in creating a safe and secure campus environment.

B. Because of the responsibility of 24-hour coverage of the district, the duties of the Patrol operations Division are varied and complex. Patrol Officers are Peace Officers and are expected to take appropriate action to discourage potential law violations and deter threatening situations that occur on or about district facilities. Their primary function is to "keep the peace" by protecting students and district personnel from physical assault and district property from theft and destruction.

#### **7.01.02: DUTIES AND RESPONSIBILITIES**

A. In general, a Patrol Officer provides a law enforcement function in the prevention, control, and investigation of crimes against students, personnel and district facilities; the protection of district property, the apprehension of suspects; and makes recommendations for the disposition of criminal and related matters. In most situations the patrol officer will be dispatched to provide extra coverage, investigate a crime, handle a hostile situation or answer alarm activations.

B. As directed by the Sergeant/Lieutenant, Patrol Officers will:

1. Conduct a continuous surveillance and patrol of the district premises, the prime objectives being the protection of students and district personnel, the prevention of theft and/or malicious mischief to cars and other personal property of personnel while on the campus and the security of district property.
2. Investigate incidents involving criminal violations that occur at any location that impacts the school and affects the orderly conduct of its operation.
3. Follow all procedures consistent with the district-established policies or SBCCD Police directives.
4. Handle all assigned calls in a thorough and competent manner. Advise dispatch of the disposition of each assigned call.
5. Act in an advisory capacity regarding the possible need to involve local law 60

enforcement agencies.

6. Advise all concerned persons of any unusual activity that may affect the orderly conduct of district business.

**7.01.03: ASSIGNMENT**

All Patrol Officers are required to report to briefing in uniform, with all issued equipment. Patrol Officers will comply with regulations regarding cleanliness and neatness, grooming standards and uniform standards.

**7.01.04: POLICY**

A. SBCCD Police Officer may be assigned to work a specialized assignment such as an Acting sergeant, investigator, task force with an allied agency. The SBCCD Police Officer will adhere to the policies of the SBCCD Police Department.

B. When the SBCCD Police Officer is assigned to work with allied agencies, the officer will adhere to the policies of this department as well as the guidelines set forth by the other agency.

C. Wearing of uniforms will be at the discretion of the SBCCD Police Chief.

D. When assigned to an allied agency, the officer will adhere to that agency's policy for the wearing of uniforms.

E. Any disciplinary incidents that occur while on a specialized assignment will be processed by the SBCCD Police Administration.

**7.01.05: VEHICLE INSPECTION**

A. At the beginning and end of watch, the Patrol Officer will check his assigned vehicle for:

1. Cleanliness

2. Vehicle damage

3. Fuel / Oil / Fluids

4. Tires (spare and jack)

5. Fuel (at end of watch, officers shall return patrol vehicles with a minimum of ½ tank of fuel)

6. Emergency equipment (fire extinguisher and reflectors)

7. Officers are responsible for conducting the vehicle inspection and advising the field Sergeant/Lieutenant of any deficiencies.

**7.01.06: VEHICLE IN NEED OF REPAIR**

A. When a patrol vehicle is rendered inoperable, patrol personnel will complete a vehicle repair/service slip and give to the Sergeant/Lieutenant who, in turn, will make proper arrangements for repair. 62

## **VIII. VEHICLE OPERATIONS**

### **8.01: USE OF DISTRICT VEHICLES / CREDIT CARDS**

#### **8.01.01: POLICY**

A. An employee shall not use a district vehicle without the knowledge and permission of the Sergeant/Lieutenant.

B. Employees driving any district vehicle shall not violate traffic laws and shall use seat belts. In cases of emergency, officers shall be guided by CVC 21055 and CVC 21056.

C. CVC 21055: Exemption of authorized emergency vehicles. Subsection (a) requires that it be in response to an emergency call. Subsection (b) states if the driver of the vehicle sounds a siren as may be reasonably necessary and the vehicle displays a lighted red lamp, etc.

D. CVC 21056: Requires that officers drive with due regard for the safety of all persons using the highway, etc.

E. An employee operating any district vehicle shall not permit other than authorized employees of the district to operate/ride in the vehicle while on-duty. An exception shall be made when an officer is required to transport other persons in the performance of duty or as authorized by order of higher authority.

F. Unless otherwise authorized, district credit cards shall only be used to purchase gasoline/oil for district vehicles. The driver of the district vehicle shall insure that the following is properly recorded on the credit card slip: correct purchase price, vehicle license number (vehicle shop number if no license number), and a legible signature. Receipt shall be turned in to the Sergeant/Lieutenant.

#### **8.01.02: VEHICLE ACCIDENT REPORTING AND REVIEW PROCEDURES**

A. The following procedure is to be followed in the reporting and review of all vehicle accidents involving SBCCD Police Department personnel:

1. If a SBCCD Police Department employee is involved in a vehicle accident while performing assigned duties, the employee shall immediately report the accident to the Sergeant/Lieutenant.

2. Unless otherwise directed, he/she shall remain at the scene until police reports are completed. 63

3. A Supervising Officer will be dispatched to the scene of the vehicle accident to provide assistance to the employee, to determine possible causes of the accident, to complete an administrative report of his observations, and to assure that a District Motor Vehicle Accident Report is completed by the employee. Photographs will be taken of the accident and/or the damaged vehicle.

4. The agency having jurisdiction in the area of the accident shall be dispatched to the scene to take an appropriate vehicle accident report.

#### **8.01.03: VEHICLE STOPS**

A. SBCCD Police Officer may enforce traffic laws in and around campuses.

B. Officers shall handle traffic enforcement in a courteous manner and shall advise the violator of the reason for the stop.

C. Dispatch shall be notified via radio of the license number and location of the stop.

#### **8.02: PURSUIT POLICY**

##### **8.02.01: PURPOSE**

A. To set forth guidelines regarding pursuits that are in general agreement with other San Bernardino County Law Enforcement Agencies, general guidelines must be established in order to assign responsibilities and to assist the officer in the exercise of discretion in this potentially hazardous situation. Out of necessity, in most cases, the decision to pursue at high speeds must rest with the officer so engaged in this activity and who has all the facts and circumstances concerning the situation at hand. The danger to other life and property, as well as liability questions raised by such activity requires mutually agreed guidelines which address these areas of concern. See attached County pursuit policy.

##### **8.02.02: FACTORS RELATING TO INITIATING A PURSUIT**

A. Pursuits should normally be initiated when, in the officer's judgment, an individual clearly exhibits intent to avoid arrest by using a vehicle to flee.

B. The objective of a pursuit is to apprehend a violator who refuses to voluntarily comply with the law requiring him to stop.

C. Normally, pursuits should be limited to three (3) units, the primary and secondary field units and the Sergeant/lieutenant. These should be the only units operating "Code 3". All other officers should remain away from the pursuit, be alert to its 64

progress and location and avoid all except emergency traffic.

D. The majority of pursuits originate from misdemeanor violations, and this factor should be considered in the officer's decision.

E. The officer is never justified in arbitrarily using the highways or city streets with a willful and wanton disregard for the safety of him or others in accomplishing this objective.

F. Dispatch and local agencies should be advised of location and direction of travel. Pursuit shall be relinquished to the allied agency as soon as possible.

G. When the only violation of the law known to the officer is a minor vehicle code violation, the attempt to stop the vehicle should be limited.

1. It is better that the violator escape than to risk death or injury to an officer or to the public.

2. It is apparent that an officer does not always know whether or not the fleeing vehicle has been involved in more serious crimes.

3. Officers should be aware that juveniles often flee from the police only as a challenge and may often be guilty of only a traffic violation.

4. Officers intending to stop a vehicle shall be within close proximity to the violator's vehicle before activating the red lights and attempting the stop.

a. The violator's temptation to evade a police contact would be greater in those instances where it appears he/she has a "head start".

#### **8.02.03: WHEN TO DISCONTINUE A PURSUIT**

A. Under most circumstances, pursuits should be discontinued when:

1. In the pursuing officer's opinion, a serious hazard is present to the public and/or the pursuing officer.

2. The pursued vehicle's location is no longer definitely known.

3. The subject(s) can be identified to the Point where later apprehension can be accomplished.

4. The pursued vehicle is apprehended. 65



5. The Sergeant/Lieutenant gives such order.

#### **8.02.04: PURSUITS INTO OTHER AREAS OR JURISDICTIONS**

A. When a pursuit extends into an allied jurisdiction, the Sergeant/Lieutenant (or senior officer) in the pursuit should determine if the other area or jurisdiction should assume the pursuit. The following should be considered:

1. The distance involved.
2. Pursuing officer's possible unfamiliarity with the new area.
3. The nature of the offense.
4. Other agency in a position and willing to take up the pursuit.
5. Communications capabilities.

B. If the pursuit is assumed by another agency, the initiating officer should proceed to the termination point, if within a reasonable distance, to provide information which may be required for the arrest.

C. Notification by another agency of a pursuit in progress shall not be construed as a request to join in the pursuit.

D. Units WILL NOT become involved in pursuits unless requested to do so.

E. Pursuits which continue onto a freeway or highway will be taken over by the California Highway Patrol.

#### **8.02.05: ALTERNATIVES TO HIGH SPEED PURSUITS**

A. Call for helicopter assistance to locate vehicle and coordinate pursuit with the primary unit.

B. Secure identifying information and description so that complaints can be secured at a later date.

C. There should be no attempts to stop pursued vehicles by "boxing in", "heading off", driving parallel to, or ramming the pursued vehicle.

D. The use of roadblocks is discouraged; however, if deemed necessary, all agencies' officers involved in the pursuit should be notified of location and type of roadblock.

E. The use of lethal force is never justified in the apprehension of a fleeing misdemeanor suspect. Lethal force should only be utilized when LEGALLY JUSTIFIED. 66

#### **8.02.06: SERGEANT/LIEUTENANT'S RESPONSIBILITY**

- A. Insure that no more than the required necessary units are involved in the pursuit.
- B. Available aircraft has been requested.
- C. Affected allied agencies are being notified.
- D. Proper radio frequency is being utilized.
- E. Responsibility for decision to request other agency assistance.
- F. Order abandonment of pursuit if not justified.

#### **8.02.07: TERMINATION OF PURSUIT**

- A. Officers in the secondary unit shall be responsible for backing up the primary unit and broadcasting pertinent information at the termination of the pursuit.
- B. Officers are to use appropriate "high risk stop" procedure on removing suspects from a vehicle at the conclusion of a pursuit.
- C. In pursuit situations involving multiple jurisdictions, the jurisdiction which has the most serious charge against the suspect(s) shall retain custody.
- D. Each officer involved in a pursuit shall be required to submit a report in compliance with department policy and CHP mandates and/or participate in a follow-up critique held jointly by representatives of agencies involved in such a pursuit.

#### **8.02.08: CIVIL / CRIMINAL LIABILITY**

- A. The immunity from liability under California Vehicle Code Section 17004 is only in force when an authorized emergency vehicle is being operated in the line of duty in response to an emergency call, in immediate pursuit of an actual or suspected law violator or when responding to a fire alarm.
- B. California Vehicle Code Section 21055 provides that the drivers of authorized emergency vehicles are exempt from laws regulating the operation of vehicles on public highways only if:
  - 1. The vehicle is being driven in response to an emergency call or while engaged in rescue-operations or is being used in the immediate pursuit of an actual or suspected violator of the law or is responding to, but not returning from, a fire alarm; 67

2. The driver of the vehicle sounds a siren as may be reasonably necessary and the vehicle displays a lighted red lamp visible from the front as a warning to other drive and pedestrians.

### **8.03: EMERGENCY CALL RESPONSE POLICY**

#### **8.03.01: PURPOSE**

A. The purpose of this procedure is to establish guidelines for the proper use of police vehicles in response to emergency calls.

#### **8.03.02: EMERGENCY CALL RESPONSE**

A. The law enforcement officer, although trained in techniques of traffic enforcement, accident investigation, high speed driving, and frequently becomes involved in traffic mishaps. Due to the inherent risks of "city" driving as compared to freeway driving, municipal law enforcement agencies have an accident frequency nearly double that of state highway enforcement agencies.

B. Experience has shown that warning devices such as lights and sirens do not always assure the right-of-way in emergency call responses. Collisions have frequently occurred because a motorist failed to hear the siren and see the emergency lights. The numerous factors bearing upon emergency call driving, i.e. roadway conditions, the nature of the emergency, the danger to the driver and others, etc., having a bearing upon the officer's ability to safely complete the emergency run.

C. The current policy of emergency call response for police vehicles is based on the requirements of California Vehicle Codes 21055 and 21056.

#### **8.03.03: RED LIGHT AND SIREN**

A. All officers shall consider a response with red light and siren necessary only when there is an indication human life is seriously threatened and an urgent need for a Police Officer is imperative at the scene.

B. Only one police vehicle will be dispatched to the scene of an emergency using red light and siren, except when authorized by the Sergeant/Lieutenant.

C. If, in the opinion of the Sergeant/Lieutenant, there is a need for any other police vehicle to respond with red light and siren to the scene of an emergency, he/she shall advise dispatch that two units are en route. Routes to be traveled by each vehicle shall be considered by the Sergeant/Lieutenant to eliminate the possibility of 68

both vehicles colliding together.

D. No officer shall respond with red light and siren without advising the dispatcher as soon as possible of the nature of the response and location of estimated destination.

**8.03.04: DUE REGARD FOR LIFE AND PROPERTY**

A. Officers shall exercise judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

B. If the weather is bad or traffic congested, the officer may prefer to respond to an emergency without the use of red lights and siren at the legal speed limit.

**8.03.05: EMERGENCY RESPONSE GUIDELINES**

A. The following is a list of common calls that will be considered authorized for emergency response unless directed otherwise:

1. Assist an officer in peril.
2. Injury or unknown injury accidents.
3. In-progress calls where bodily harm has been committed or is likely to occur.
4. Any type of call where a human life is seriously threatened and an urgent response to the scene by a Police Officer is imperative.

**8.03.06: BUS ACCIDENTS**

A. Current state law requires that the California Highway Patrol be dispatched to investigate all school bus accidents where there are students on board. SBCCD Police Officers shall respond to all school bus accidents occurring on district property. The SBCCD Police Officer will prepare a vehicle accident report for district use. The SBCCD Police Officer will also assist the California Highway Patrol in their investigation.

**8.03.07: TRAFFIC ACCIDENTS**

A. SBCCD Police Officers shall investigate traffic collisions occurring on any College District campus. The accident shall be reported on the approved CHP traffic collision report forms.

69 **8.03.08: STORAGE AND IMPOUNDING OF VEHICLES** A. Whenever a vehicle is impounded or stored, a SBCCD Police Officer must complete a CHP form 180 and ensure that the dispatcher or Sergeant/Lieutenant has forwarded the appropriate copies to the registered owner within 48 hours and that the automobile's information has been entered into the computer. 70

## **XI. UNUSUAL EVENTS/SPECIAL OPERATIONS**

### **9.01: MAJOR EMERGENCY / EMERGENCY OPERATIONS**

#### **9.01.01: PURPOSE**

A. The purpose of this directive is to define MAJOR EMERGENCY and to give specific guidelines for handling such an event.

B. A major emergency is defined as an unscheduled situation, the control of which requires the assignment of a large number of personnel.

C. This emergency operations procedure describes the procedure and framework for activating departmental personnel to meet contingency situations, either preplanned or spontaneous.

#### **9.01.02: TACTICAL ALERT**

A. A tactical alert is the preliminary step to the mobilization of departmental personnel. It includes the controlled distribution of on-duty personnel. Units should be pre-designated.

1. Incident Commander: The on-duty Sergeant/Lieutenant, unless relieved by a higher authority.

2. Operations Commander: The Field Sergeant/Lieutenant originally concerned, or his designated alternate.

#### **9.01.03: MOBILIZATION - PHASE I**

A. A Phase I mobilization is a partial recall of off-duty personnel and the utilization of equipment reserves (take home vehicles, etc.), in response to an off-hour occurrence. The authorization for a Phase I mobilization would normally rest with the Chief. In the absence of contact with the Chief, the authority for a partial mobilization rests with the on-duty Sergeant/Lieutenant.

B. In a Phase I mobilization, personnel would normally be contacted telephonically and advised of a designated roll-call location.

C. A Phase I mobilization would normally be utilized for a limited geographical disaster (earthquake, flooding). 71

#### **9.01.04: MOBILIZATION - PHASE II**

A. A Phase II Mobilization is the total mobilization of the SBCCD Police Department and its equipment. The authorization for a total recall would normally rest with the Chief of Police.

B. A Phase II Mobilization would normally be utilized for a District-wide disaster.

#### **9.01.05: DEPARTMENTAL PERSONNEL**

A. Depending on the amount and location of damage within the land area that personnel reside, the following guidelines are in effect:

1. On-duty personnel shall remain at their assignment until properly relieved (12 hour shifts) or re-deployed. Personnel shall keep their district radio on the main frequency.

2. Off-duty departmental personnel shall report to the station for their next duty shift, after stabilizing their families. If travel is not possible, personnel should report to the nearest district college. Personnel should utilize the base station, hand-held radio or telephone, if operational, at this college to make contact with dispatch. Contacting personnel shall identify themselves; notify dispatch of their location and standby for instructions.

#### **9.01.06: EMERGENCY OPERATIONS CENTER**

A. The Emergency Operations Center (E.O.C.) is primarily concerned with policy making, administration, personnel management, logistic support, and strategic direction of the operation(s).

B. The Chief or designee shall:

1. Take charge until E.O.C. is operational.

2. Have E.O.C. on line when E.O.C. staff arrives. Attempt to establish contact with field units (possible 10-33 and roll call of site and patrol office).

3. Determine injuries and/or operating capabilities of field units.

4. Request each unit to verify conditions within their assigned reporting areas as assigned by the Sergeant/lieutenant.

5. Determine condition of major streets and freeway access. 72

6. Determine condition of critical facilities (repeater sites, hospitals).

C. The Chief or designee should be prepared to identify which areas are not available for transmitting of vehicles. Additionally, he/she should be prepared to provide damage estimates, estimated casualties and deaths, and those areas which are in immediate need of additional resources.

D. The Chief or designee will keep the department's administrative staff apprised of the situation. He/she shall:

1. Make a decision based on field unit information, as to partial/full recall of personnel.

2. Implement recall-definition.

3. Prepare plan for receiving on-duty personnel (12 hour shift).

4. Notify general law enforcement, if appropriate.

5. Brief the relief Sergeant/Lieutenant and concerned staff.

E. The Sergeant/Lieutenant shall submit an operations overview by completion of operation.

**9.01.07: FIELD SERGEANT/LIEUTENANT / FIRST RESPONDER**

A. In the event of a natural disaster/unusual occurrence affecting a limited area or single site, the Field supervisor or first responder shall:

1. Notify communications of the type of and extent of disaster, (i.e. chemical spill, numerous injuries).

2. Take charge as Field Commander and appoint necessary staff.

3. Establish a command post strategic to incident. The following shall be considered when establishing a command post:

a. Access route for ingress and egress

b. Parking surface (preferably paved, level, and large)

c. Presence of telephone lines and company responsibility

d. Presence of power lines and company responsible for those lines 73

- e. Lack of physical impediments to good radio transmission and reception
  - f. Perimeter security
  - g. Area for helicopter landing site
  - h. Restroom facilities available
  - i. Site expansion potential
  - j. Out of line of site - if incident involves criminal activity (barricaded suspect).
4. Contact communications and request the following notification: Area Sergeant/Lieutenant/Chief Officer/Chancellor.
  5. Request necessary number of personnel for control purposes. Select frequency to be utilized; advise communications and responding units.
  6. Cordon area and isolate from pedestrian and vehicular traffic.
  7. Evacuate the injured.
  8. Evacuate buildings and rooms, if necessary.
  9. Designate liaison with general law enforcement.

**9.01.08: TACTICAL CONSIDERATIONS**

- A. Request ambulance and fire department units to stand by. Determine access routes and advise concerned units. Maintain control of responding forces and ensure that:
1. All personnel are adequately briefed regarding tactical problem, assignment and unit designation.
  2. Assigned personnel have communications capability.
  3. Establish alternate routes for citizen traffic.
  4. Establish communications with location, if possible.
  5. Request necessary support from other public agencies. 74



B. Constantly update information to communications, administrative staff.

**9.01.09: PATROL PERSONNEL - PROVIDE TACTICAL COMMUNICATIONS**

- A. Damage/casualty assessment
- B. Highway assessment (open/closed)
- C. Possible helicopter landing sites
- D. Needed supplies and/or assistance

**9.01.10: SITE PERSONNEL / RESIDENT OFFICE - PROVIDE RADIO COMMUNICATIONS**

- A. Switch to main frequency and stand by
- B. Damage/casualty assessment
- C. Identify:
  - 1. Food
  - 2. Fuel
  - 3. Medical supplies
  - 4. Water
  - 5. Housing
- D. Assess and request needed assistance and/or supplies.

**9.01.11: STAFF PERSONNEL - PROVIDE TRANSPORTATION**

- A. Food/medical supplies
- B. Administrative staff

**9.01.12: ALL PERSONNEL**

A. All personnel should be conscious of vehicle fuel levels and other necessary supplies and the locations at which supplies can be obtained. If possible, fuel levels should be replenished in order to maintain an adequate reserve (at least ½ full). 75

the service for cause.

### **10.01.03: CAUSES FOR DISCIPLINARY ACTIONS**

A. In addition to those prescribed in the Education Code or other statutes, the following are causes for disciplinary action:

1. Incompetence
2. Inefficiency
3. Insubordination or willful disobedience
4. Inattention to or dereliction of duty
5. Discourteous, abusive, or threatening treatment of the public, employees, or students, including sexual harassment; any violation of Government Code Section 12940, Paragraph (i) ; or malicious engagement in reprisals by management or Sergeant/Lieutenants against employees, applicants, candidates, or eligible who file a written complaint pursuant to Government Code Section 53297 regarding gross mismanagement or a significant waste of funds, an abuse of authority or a substantial and specific danger to public health or safety.
6. Work-related dishonesty, including deception or fraud.
7. Appearing for work under the effects of alcohol or drugs or using alcohol or drugs illegally or having the smell of alcohol on the breath while on-duty.
8. Immoral conduct
9. Engaging in political activities during assigned duty hours.
10. Conviction by a court of competent jurisdiction of a felony or of a crime involving moral turpitude. A plea, verdict, or finding of guilty, or a conviction following a plea of “nolo contendere”, is deemed to be a conviction. The record of the conviction of the crime shall be conclusive evidence of the fact that the conviction occurred, but only of that fact, and the commission may inquire into the circumstances surrounding the commission of the crime in order to determine if the conviction is of an offense involving moral turpitude.
11. One or more criminal convictions where the nature of the crime is such that it would indicate that the employee is a poor employment risk for the particular job which he/she holds with the district. 76

12. Failure to disclose material, facts or the making of any false or misleading statement (verbal or written) on any application, examination form, or other official document of the district.
13. Frequent unexcused absence or tardiness.
14. Abuse of leave privileges by habitual use of illness leave for trivial indispositions, or by absence so frequent that, over a period of time, the efficiency of the service is impaired.
15. Failure to report upon reasonable notice for review of criminal records.
16. Failure to report upon reasonable notice for health examination.
17. Absence without leave.
18. Failure to progress adequately in a training program that is required for the classification.
19. Willful or persistent violation of or failure to enforce regulations or procedures pertaining to health and safety.
20. Unauthorized use of district or property.
21. Any other failure of good conduct tending to injure the public service.
22. Revocation of California Drive License by court or DMV.

**10.01.04: STANDARDS**

A. SBCCD Police personnel, by the nature of their position and responsibilities, will be held to a higher standard of conduct than other district employees; especially in the areas of misconduct, dishonesty and off-duty conduct. 77

## **XI. SBCCD POLICE DISPATCH**

### **11.01: POLICE DEPARTMENT DISPATCH FUNCTION**

#### **11.01.01: PURPOSE**

A. The SBCCD Police Department Dispatch function will be staffed during assigned business hours. After hours, the dispatching will be assumed by the San Bernardino County Sheriff's Department.

#### **11.01.02: GENERAL DUTIES** (Subject to Official District Job Description)

A. To receive requests for police service and information from the College District campuses/ sites and the public. The dispatcher will answer all incoming telephone calls: "Valley College/Crafton Hills Police".

B. Respond to requests for service by dispatching SBCCD Police units and/or notifying other appropriate agencies (fire department, other police departments, animal control, etc.).

C. Coordinate and control radio traffic to, from, and between SBCCD Police units and various College District units using radios on frequencies that are monitored.

D. Maintain required key logs and other forms as assigned.

E. Prepare the Daily Log, inserting all pertinent SBCCD Police activity on that shift and whenever a report is written, issue a case number from the Case Log Book.

1. Indicate in daily log disposition of all calls

a. Unfounded

b. Cited/Arrested

c. Report taken

d. Referred to (SBPD, SBSB, etc.)

F. Ensure that the Sergeant/Lieutenant is promptly notified in the event of a major crime, serious accident or other significant incidents involving the College District.

G. Receive and ensure delivery of emergency messages for College District personnel.

H. Monitor alarm systems and dispatch appropriate personnel. 78

## **11.02: PROCEDURE FOR USE OF DAILY LOG**

### **11.02.01: PURPOSE**

A. The Daily Log is to be used as a means to record official business (complaints/calls for service/etc.) of the SBCCD Police Department.

### **11.02.02: PROCEDURE**

A. At the beginning of shift the Dispatcher/Officer will log in each officer on-duty, unit number in the space provided at the top of the Daily Log. This will be necessary only on page 1 of each shift's log unless there are changes of assignments. This includes the Sergeant/Lieutenant and the Dispatcher.

B. The Daily Log is to be kept current each shift as activities, reports and other events occur. Information is to be logged in the sequence of occurrence, after the disposition has been ascertained from the primary responding officer.

C. All logs will be maintained in the computer system.

### **11.02.03: GUIDELINES**

A. Date: Entered in sequence of month, day, year (i.e., January 1, 1994).

B. Shift: The patrol work shift for which the log is prepared, by time designation and commonly known name, i.e. 0800-1600 Days.

C. Day: The day of the week that the log is prepared for.

D. Time: Enter the time that a call for service or complaint requiring an officer response was received by the dispatcher (in military time).

E. Officers: Names of officers dispatched/assigned to respond to the call. Primary officer is named first.

F. Time: The time the first officer arrives at the scene (10-97 time).

G. Time: The time that the primary officer calls out that the assignment is complete and officer(s) are available for other duties.

H. Page \_\_\_\_\_ of \_\_\_\_\_ pages (self explanatory).

## **11.03: RADIO PROCEDURES <sup>79</sup>**

### **11.03.01: DISPATCHER/OFFICER ROLE**

A. The Dispatcher's function is to broadcast impersonal radio messages to the field units and receive their requests. The importance of this task usually gives the dispatcher the authority to direct field units as an agent of the Sergeant/Lieutenant or the Chief of Police.

B. It is expected and required that when a dispatcher gives an assignment, the officer takes the appropriate action. His/Her function does not permit discussion or disagreement to take place about the task over the radio. Any differences of opinion should be discussed over the telephone with a Sergeant/Lieutenant, but in no case over the radio.

### **11.03.02: USE MILITARY TIME**

A. When referring to time, use the military twenty-four hour system to eliminate between A.M. and P.M. designations.

B. Dispatchers sometimes find it necessary to explain or amplify a message. When using words in place of code, be careful to select terms that are not difficult to understand. For example, "This Regard" sounds like "disregard". In order for the officer receiving the message to be able to comprehend the meaning, use words that do not sound similar to others. Examples:

#### **POOR PREFERRED**

Pick-up and hold Apprehend

Do you want Advise if

Chase (chasing) Pursue (pursuing)

Can't Unable

Will notify Will advisers

Buy Purchase

Call and see Ascertain

Yes Affirmative

Get Obtain

Want Desire

No Negative

### **11.03.03: EMERGENCY TRANSMISSION/CODE 33**

A. Emergency communications supersede all other forms of radio traffic. The dispatcher should require that all non-emergency traffic on the channel stop until the emergency is cleared. After the emergency is completed, the dispatcher should announce that routine transmission may resume.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Dr. Noelia Vela  
PREPARED BY: Donna Hoffmann, District Director of Marketing  
DATE: 1/26/09  
SUBJECT: Information Item—Administrative Regulations

RECOMMENDATION

These items are for information only. No action is required.

OVERVIEW

The SBCCD is constantly reviewing its Board Policies and Administrative Regulations to ensure compliance with Title 5, California Education Code and current district/college needs.

ANALYSIS

The attached Administrative Regulations have gone through collegial consultation and are being forwarded for information.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

**INSTITUTIONAL PLANNING**

- A. The colleges and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technology, and financial resources.

Applying the criteria of accreditation standards, the planning process will be guided by adopted vision, mission and core values statements and will develop specific goals, objectives and strategies, which have measurable outcomes and specific accountability.

Action plans will be reviewed and revised annually and approved by the respective planning bodies.

- B. Academic Senate will be the representative body in all academic and professional matters, as defined by Title 5, Section 53200.
- C.. Institutional effectiveness research, program reviews and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.
- D.. The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means, including, but not limited to, the Chancellor's evaluation process, the Board/Chancellor retreat, and any time the Board reviews curriculum items.
- E.. Planning documents will be submitted to the System Office in a timely manner when required.

Reference:

Accreditation Standard I.B; Title 5, Sections 51008, 51010, 51027, 53003, 53200, 54220, 55080, 55190, 55510, 56270 et seq.

ADOPTED: 2/12/09



## RECORDS RETENTION AND DESTRUCTION

### DEFINITION OF RECORDS

Records are defined as all records, maps, books, papers, data processing output, and ~~electronic documents a community college district is required by law to prepare or retain by law or official duty~~ documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and "electronically stored information" (ESI), as that term is defined by the Federal Rules of Civil Procedure.

Student records may be any item of information directly related to an identifiable student, other than directory information, which is maintained by a community college or required to be maintained by any employee in the performance of his or her duties, whether recorded by handwriting, print, tapes, film, microfilm, or other means.

The following documents, listed under California Code of Regulations, Title 5, Section 59020, are not records and may be destroyed at any time:

1. Additional copies of documents beyond the original or one copy. (A person receiving a duplicated copy need not retain it.)
2. Correspondence between district employees that does not pertain to personnel matters or constitute a student record.
3. Advertisements and other sales material received.
4. Textbooks used for instruction, and other instructional materials, including library books, pamphlets, and magazines.

### RETENTION, TRANSFER, AND DESTRUCTION OF RECORDS

~~The Business Manager shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained for and readily usable.~~

~~Email systems are not routinely backed up for future retrieval purposes, though back-ups may serve this purpose incidentally. Email users and those in possession of district records in the form of electronic mail are cautioned to be prudent in their reliance on electronic mail for purposes of maintaining a lasting record. If long-term accessibility is required, electronic mail is to be transferred to a more lasting format.~~

### Classification of Records

#### 1. Prior Year Records

The Business Manager, in consultation with the Director, Internal Audits, shall review documents and papers received or produced during the prior college year and classify them as Class 1 - Permanent, Class 2 - Optional, or Class 3 - Disposable.

#### 2. Records Not Classified Before July 1, 1976

All records not classified prior to July 1, 1976, are subject to the same review and classification as in "1." If such records are three or more years old and classified in Class 3 - Disposable, they may be destroyed without further delay, but in accordance with procedures for destruction.

#### 3. Current Year Records

Records originating during a current college year shall not be classified during that year.

#### 4. Continuing Records

Records of a continuing nature, i.e., active and useful for administrative, legal, fiscal, or other purposes over a period of years, shall not be classified until such usefulness has ceased.

#### 5. Microfilm Copy

Whenever an original Class 1 - Permanent record is photographed, microphotographed, or otherwise reproduced on film or electronically, the copy made is classified as Class 1 - Permanent. The original record, unless classified as Class 2 - Optional, may be classified as Class 3 - Disposable. It may then be destroyed in accordance with the California Administrative Code if the following conditions have been met:

- a. The reproduction was accurate in detail.
- b. The Business Manager has attached to or incorporated in the copy or system, a signed and dated certification of compliance with the provisions of the California Evidence Code (Section 1531), stating in substance that the copy is a correct copy of the original, or a specified part thereof, as the case may be.
- c. The copy was placed in an accessible location, and provision was made for preserving permanently, examining and using the same.
- d. In addition, if the record is photographed or microfilmed, the reproduction must be on film of a type approved for permanent, photographic records by the United States Bureau of Standards.

### **Period of Retention of Records**

#### 1. Class 1 - Permanent Records

The original of each of the types of records listed below or one exact copy, when the original is required by law to be filed with another agency, is a Class 1 - Permanent record. It shall be retained indefinitely, unless reproduced in accordance with #5 (Microfilm Copy) above.

- a. Annual Reports:
  - 1) Official budget;
  - 2) Financial report of all funds, including cafeteria and student body funds;
  - 3) Audit of all funds;
  - 4) Full-time equivalent student, including Period 1 and Period 2 reports; and
  - 5) Other major annual reports, including:
    - a) Those containing information relating to property, activities, financial condition, or transactions; and
    - b) Those declared by board minutes to be permanent.
- b. Official Actions:
  - 1) Minutes of the board or committee thereof, including the text of a rule, regulation, policy, or resolution not set forth verbatim in minutes but included therein by reference only;
  - 2) Elections, including the call, if any, for and the result (but not including detail documents, such as ballots) of an election called, conducted, or canvassed by the governing board for a board member, the board member's recall, issuance of bonds, incurring any long-term liability, change in maximum tax rates, reorganizations, or any other purpose; and
  - 3) Records transmitted by another agency that pertain to that agency's action with respect to district reorganization.
- c. Personnel Records of Employees.
  - 1) All detail records relating to employment, assignment, employee evaluations, amount, and dates of service rendered, termination or dismissal of an employee in any position, sick leave record, rate of compensation

2) Salaries or wages paid, deduction or withholdings made, and the person or agency to whom such amounts were paid. In lieu of the detail records, a complete proven summary payroll record for each employee of the school district containing the same data may be classified as Class 1 - Permanent, and the detail records may then be classified as Class 3 - Disposable.

d. Student Records:

1) The records of enrollment and scholarship for each student. Such records of enrollment and scholarship may include but need not be limited to:

- a) name of student;
- b) date of birth;
- c) place of birth;
- d) name and address of a parent having custody or a guardian, if the student is a minor;
- e) entering and leaving date for each academic year and for any summer session or other extra session;
- f) subjects taken during each year, half year, summer session, or quarter; and
- g) if grades or credits are given, the grades and number of credits toward graduation allowed for work taken.

2) All records pertaining to any accident or injury involving a student for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 - Permanent records, one year after the claim has been settled or after the applicable statute of limitations has run.

e. Property records:

All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 - Permanent, and the detail records may then be classified as Class 3 - Disposable, if the ledger includes:

- 1) All fixed assets;
- 2) An equipment inventory; and
- 3) For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

## 2. Class 2 - Optional Records

Any record worthy of further preservation but not classified as Class 1 - Permanent, may be classified as Class 2 - Optional. It shall then be retained until reclassified as Class 3 - Disposable. If the Business Manager determines that classification should not be made annually, all records of the prior year may be classified as Class 2 - Optional, pending further review and classification within one year.

## 3. Class 3 - Disposable Records

All records, other than continuing records not classified as Class 1 - Permanent or Class 2 - Optional, shall be classified as Class 3 - Disposable.

Generally, a Class 3 - Disposable record, unless otherwise specified, should be destroyed during the third school year after the school year in which it originated (e.g., 2002 - 03 plus three equals 2005 - 06). A Class 3 - Disposable record shall not be destroyed until after the third July 1 succeeding the completion of the audit required by the Education Code or of any other legally required audit. This also applies after the ending date of any retention period required by any agency other than the State of California, whichever date is later. Federal programs, including various student aid programs, may require longer retention periods and such program requirements shall take precedence over the requirements contained herein. A continuing record shall not be destroyed until the third year after it has been classified as Class 3 - Disposable.

## 4. Statute of Limitations

In addition to periods of retention required by the Board of Governors, a district may desire for its own benefit to maintain some records at least beyond the statutory period for bringing suits upon these records. If the district has any particular inquiry in placing any records in the proper classifications, the doubt should be resolved in favor of the longer retention period.

**Destruction of Records - Community College Districts**

Records ordered for destruction shall be permanently destroyed by such foolproof methods as shredding, burning or pulping; and such destruction shall be supervised by the chief executive officer or other designee.

Reference:

Title 5, Sections 16022, 16026, 16035, 54606, 54608, 59020 – 59029

California Education Code, Sections 76220 – 76225, 76230 – 76234

California Evidence Code 1531

California State Administrative Manual, Section 1602

ADOPTED: 2/12/09

**PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION**

The philosophy and criteria for the associate degree and general education should address the considerations contained in the references listed above. These include, but are not limited to:

The programs of the District are consistent with the institutional mission, purposes, demographics and economics of its community.

The philosophy and criteria regarding the associate degree references the policy of the Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight, including:

- A. the ability to think and communicate clearly and effectively orally and writing;
- B. use mathematics;
- C. understand the modes of inquiry of the major disciplines;
- D. be aware of other cultures and times;
- E. achieve insights gained through experience in thinking about ethical problems; and
- F. to develop the capacity for self understanding.

The philosophy and criteria regarding general education references the policy of the Board of Governors that general education should lead to better self-understanding, including:

General education is designed to introduce students to the variety of means through which people comprehend the modern world.

General education introduces the content and methodology of the major areas of knowledge and provides an opportunity for students to develop intellectual skills, information technology facility, affective and creative capabilities, social attitudes, and an appreciation for cultural diversity.

~~The programs of the colleges in the District are consistent with the institutional mission, purposes, demographics and economics of the community.~~

~~The philosophy and criteria regarding the associate degree references the policy of the California Community Colleges Board of Governors that the associate degree symbolizes a successful attempt to lead students through patterns of learning experiences designed to develop certain capabilities and insight.~~

~~Educational programs in the district are founded on the belief that general education should lead to better self-understanding.~~

Procedures to determine which courses implement this philosophy are developed by each college and are documented in the respective curriculum handbooks.

References:

Title 5, Section ~~55805~~;55061  
Accreditation Standard II.A.3.

ADOPTED: 2/12/09

### **INDEPENDENT STUDY**

Independent study allows students to pursue projects under faculty advisement and supervision. The projects may be directed field experience, research, or development of skills and competencies. Credit for Independent study may be earned in any discipline.

Independent study projects require a minimum of 48 hours of directed work per unit of credit. The student must show evidence of competence in the academic major and the area in which independent study is proposed. The proposed project must be approved by the supervising instructor with notification to the Vice-President of Instruction.

Independent study is offered on a pass/no pass basis and may be repeated for credit for a maximum of three units.

Reference:  
Title 5, Sections 55230 et seq.

ADOPTED: 2/12/09

### DISTRIBUTED EDUCATION

Definition: Distributed Education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval: Each proposed or existing course offered by distributed education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distributed education.

The review and approval of new and existing distributed education courses shall follow the curriculum approval procedures outlined in Administrative Regulation 4020, Program and Curriculum Development. Distributed education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distributed education courses, the Board will certify the following:

\_\_\_\_\_ Course Quality Standards: The same standards of course quality are applied to the distributed education courses as are applied to traditional classroom courses.

\_\_\_\_\_ Course Quality Determinations: Determinations and judgments about the quality of the distributed education course were made with the full involvement of the curriculum committee approval procedures.

\_\_\_\_\_ Instructor Contact: Each section of the course that is delivered through distributed education will include regular effective contact between instructor and students.

Duration of Approval: All distributed education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Reference:  
Title 5, Section ~~55370~~ 55200 et seq.

ADOPTED: 2/12/09

## REMEDIAL COURSEWORK LIMIT

### A. Course Definition

Remedial coursework refers to nondegree, precollegiate, basic skills offered for college credit to include reading, writing, computation, learning skills, study skills, and English as a Second Language designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses.

### B. Limits

A student enrolled in remedial coursework as identified above shall not receive credit for more than 30 units of such coursework earned in this District. Remedial coursework earned in another District shall not be counted toward the 30-unit limit.

### C. Exemptions

All remedial courses taken by students enrolled in English as a Second Language courses and students identified by the District for learning disabled programs are exempted from the limitations imposed above.

### D. Waivers

A student who shows significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may apply for a waiver of the 30-unit limit through the college petitions process. A waiver shall be subject to the following conditions:

1. A student must have been continuously enrolled and have completed at least 24 units of remedial coursework with a grade of C or better.
2. A petition for waiver must have the recommendation of a college counselor.
3. Additional remedial coursework shall be specified in a course list prepared by a college counselor.
4. Additional coursework shall be limited to two additional courses above the 30-unit limit not to exceed eight units.
5. Any coursework approved through the waiver process shall be completed within the semester that immediately follows the reaching of the 30-unit limit.
6. A grade of ~~CR (credit)~~ P (pass) constitutes satisfactory progress.

### E. Academic Probation, Dismissal

A student enrolled in remedial coursework is subject to the District standards for academic probation and/or dismissal. In addition, a student who does not attain full eligibility status for college-level work within the 30-unit limit described above shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses. Students enrolled in remedial coursework shall be notified of unsuccessful progress through the regular college counseling and advising process.



**F. Reinstatement**

A student may, upon successful completion of appropriate remedial coursework elsewhere, or upon demonstration of skills levels that will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework by filing a petition with the Vice-President of Student Services.

Reference:  
Title 5, Section 5035

ADOPTED: 2/12/09

## COURSE REPETITION

### A. Repetition to Improve Substandard Grade

1. A student who earns a grade of D, F, or ~~NC-NP~~ in a course may, ~~with the prior written permission of the District Chancellor or designee,~~ repeat that course ~~one two~~ times. The units earned in such course will be counted only once toward the degree or certificate. This will apply whether the course was repeated at one of the colleges in the district or at another accredited college or university. ~~If a higher grade is earned, it is the higher grade that~~ The most recent grade will be counted in the student's grade point average.
2. The new grade shall be annotated in the student's permanent record in such a way that all work attempted, once entered on the record, remains legible and reflects the student's true and complete academic record.

### B. Repetition/Special Circumstances

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

~~Students may not repeat courses for which standard grades (CR, C, B, or A) are received without prior permission of the District Chancellor or designee. Upon petition by the student the Chancellor or designee may authorize one repetition based on a finding that special or unusual circumstances exist that justify such a repetition. Grades awarded for courses repeated under the provisions of this section shall not be counted in calculating a student's grade point average and the units for which credit is given will count only once toward a degree or certificate.~~

### C. Activity-Based Courses

Certain activity-based courses may be repeated when the faculty has determined that the student is best able to achieve the objectives of the course through repetition. If a course number includes the notation x2, x3, or x4, then the course may be taken 2, 3, or 4 times. In accordance with Title 5, Section 55763 (c), students may also repeat courses that are necessary to meet a legally mandated training requirement as a condition of continued paid or volunteer employment. Students can repeat such courses any number of times, even if they received a grade of C or better, however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as

they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

Students may repeat courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses where the content differs each time the course is offered but the primary educational activity remains the same. Examples of such activity courses include physical education and courses in music, art, theater and dance. Absent substandard academic work courses may not be repeated for more than three semesters or five quarters including summers and intersessions.

**D. Transfer Credit**

In determining transfers of a student's credit, similar prior course repetition actions by other accredited colleges and universities may be honored.

The Records Office shall keep records of all actions taken under course repetition procedures.

Reference:  
Title 5 Sections 55040-55043, 55253

Approved: April 11, 1991  
AMENDED: 2/12/09

### **MULTIPLE AND OVERLAPPING ENROLLMENTS**

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting time for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- The Vice President for Instruction and the instructor of record approve the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.
- The colleges maintain a record of the make-up time completed by the student.

Reference: Title 5, Section 55007

ADOPTED: 2/12/09

**COURSE REPETITION ABSENT SUBSTANDARD ACADEMIC WORK**

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses are defined as courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, art, theater, and dance. Absent substandard academic work courses may not be repeated for more than three semesters or five quarters including summers and intersessions.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation for that particular student for one of the reasons specified in Title 5, Section 56029. The District may allow the previous grade and credit to be disregarded in computing the student's GPA each time the course is repeated.

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

Reference:  
Title 5 Sections 55041, 55042, 55253, 56029.

ADOPTED: 2/12/09

**GRADING AND ACADEMIC RECORD SYMBOLS**

Grade assignments can only be made by an instructor. Grades assigned are final except in cases of mistake, fraud, bad faith, or incompetence. No grade will be changed for any reason or under any circumstance after three (3) years from the end of the term in which the grade was assigned. The following evaluative and non-evaluative symbols shall be used to denote a student's academic progress.

**A. Evaluative Symbols**

<u>Symbol</u>	<u>Definition</u>	<u>Grade Points</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	<del>Passing</del> -Less than Satisfactory	1
F	Failing	0
<del>GRP</del>	<del>Credit-Pass</del> (at least Satisfactory)	0
<del>NPG</del>	No <del>Credit-Pass</del> (less than Satisfactory)	0

**B. Non-Evaluative Symbols**

<u>Symbol</u>	<u>Definition</u>
I	Incomplete
W	Withdrawal
MW	Military Withdrawal
IP	In Progress
RD	Report Delayed

Reference:  
Title 5, Section 55023

ADOPTED: July 11, 1996  
AMENDED: 2/12/09

**CREDIT/NO-CREDIT  
PASS/NO PASS**

**A. Application**

A student may elect to be graded on a ~~Credit/No-Credit~~Pass/No Pass basis in any class by filing the appropriate form in the college Records Office by the end of the fifth week of instruction for regular term length classes or no later than thirty percent of the term length for short-term classes.

The student is held responsible for all assignments and examinations required in the course.  
The standards of evaluation are identical for all students in the course.

**B. ~~Change of Grade~~**

A pass grade is granted for performance that is equivalent to the letter grade of C or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

After the deadline, the only justification for a change from ~~Credit/No-Credit~~Pass/No Pass to a letter grade is institutional error or extraordinary circumstances that require approval through the college petition process.

**C. Unit Limits**

No more than fifteen units in courses taken for ~~CR-P~~ may apply toward meeting graduation requirements.

**D. GPA**

Units earned as ~~CR-P~~ shall not be included in the determination of a student's grade point average.

**E. Credit Units Applied to Major**

Units earned as ~~CR-P~~ shall not apply toward fulfilling the requirements of a student's major except under the following circumstances:

1. A student has earned ~~CR-P~~ units and subsequently declares a major in which those units are required.
2. A student earns ~~CR-P~~ units for a major that is offered only on a ~~Credit/No-Credit~~Pass/No Pass basis at another college.

Reference:  
Title 5, Section 55022

ADOPTED: April 11, 1991  
AMENDED: 2/12/09

## GRADE CHANGES

### Changing Grades

No individual or group, whether acting on a grievance or in some other manner, has the authority to change a grade determined by an instructor unless persuasive evidence is presented by the student in accordance with the provisions as outlined in the law.

Accordingly, students are advised not to initiate ~~a grievance~~ an appeal involving grades unless it is accompanied by persuasive evidence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the district determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President after consultation with the President of the Academic Senate or his/her designee.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Grades will not be changed for any reason or under any circumstances after 36 months from the end of the term in which the grade was assigned.

### Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice President of Student Services. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice President of Student Services immediately. The Vice President of Student Services shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any



educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Also see BP 3310: Records Retention and Destruction and BP/AR5040: Student Records.

Reference:

Education Code Section 76224, 76232

Title 5, Section ~~55760~~ 55025

ADOPTED; 2/12/09

## PREREQUISITES AND COREQUISITES

### A. Information in the Catalog and Schedule of ~~Classes~~Courses

The college shall provide the following explanations both in the college catalog and in the schedule of ~~classes~~courses:

1. Definitions of prerequisites, corequisites, and limitations on enrollment including the differences among them and the specific prerequisites, corequisites, and limitations on enrollment that have been established.
2. Procedures for a student to challenge prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such a challenge. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college.
3. Definitions of aAdvisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to exercise that right.
- 3.4. Definitions of contract course, corequisite, noncredit basic skills course, non-degree-applicable basic skills courses, prerequisite and satisfactory grade.

### B. Challenge Process

1. Any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment but who provides satisfactory evidence may seek entry into the ~~class~~course as follows:
  - a. If space is available in a course when a student files a challenge to the prerequisite or corequisite, the District shall reserve a seat for the student and resolve the challenge within five (5) working days. If the challenge is upheld or the District fails to resolve the challenge within the five (5) working-day period, the student shall be allowed to enroll in the course.
  - b. If no space is available in the course when a challenge is filed, the challenge shall be resolved prior to the beginning of registration for the next term and, if the challenge is upheld, the student shall be permitted to enroll if space is available when the student registers for that subsequent term.
2. Grounds for challenge shall include the following:
  - a. Those grounds for challenge specified in Title 5, Section 55201(f).
  - b. The student seeks to enroll and has not been allowed to enroll due to a limitation on enrollment established for a course that involves intercollegiate competition or public performance, or one or more of the courses for which enrollment has been limited to a cohort of students. The student shall be allowed to enroll in such a course if otherwise he or she would be delayed by a semester or more in attaining the degree or certificate specified in his or her educational plan.
  - c. The student seeks to enroll in a course that has a prerequisite established to protect health and safety, and the student demonstrates that he or she does not pose a threat to himself or herself or others.
  - d. The student has the obligation to provide satisfactory evidence that the challenge should be upheld. However, where facts essential to a determination of whether the student's challenge should be upheld are or ought to be in the college's own records, then the college has the obligation to produce that information.

### C. Curriculum Review Process

The curriculum review process shall at a minimum be in accordance with all of the following:

1. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
2. Establish prerequisites, corequisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without

forfeiting its rights or responsibilities under Section 53200-53204 of Title 5. Certain limitations on enrollment must be established in the same manner.

3. Establish prerequisites, corequisites, advisories on recommended preparation, and limitations on enrollment only if:
  - a) The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in the department do all of the following:
    - (1) Approve the course; and,
    - (2) As a separate action, approve any prerequisite or corequisite, only if:
      - (a) The prerequisite or corequisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by a content review including, at a minimum, all of the following:
        - (i) involvement of faculty with appropriate expertise;
        - (ii) consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
        - (iii) be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
        - (iv) specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
        - (v) identification and review of the prerequisite or co-requisite that develops the body of knowledge and/or measures skills identified under iv.
        - (vi) matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
        - (vii) maintain documentation that the above steps were taken.
      - (b) The prerequisite or corequisite meets the scrutiny specified in one of the procedures for review of individual courses (see below), and specify which.
    - (3) Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.
    - (4) Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
    - (5) Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee.
    - (6) Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or corequisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.

- b) A course which should have a prerequisite or corequisite as provided in (5) or (6) but for which one or more of the requirements for establishing a prerequisite have not been met may only:
      - (1) Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; or
      - (2) Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or co-requisites.
    - c) The curriculum committee also reviews the course and prerequisite in a manner that meets each of the requirements specified above.
- 4. Content Review. As a regular part of the content review process or at least every six years, the college shall review each prerequisite, corequisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or corequisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law.
- 5. Implementing Prerequisites, Corequisites, and Limitations on Enrollment. Implementation of prerequisites, corequisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the ~~class~~ ~~course~~ through the registration process so that a student is not permitted to enroll unless he or she has met all the conditions or has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
- 6. Instructor's Formal Agreement to Teach the Course as Described. Each college shall establish a procedure so that courses for which prerequisites or corequisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or corequisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

#### **D. Review of Individual Courses**

If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or corequisite(s), then such a prerequisite or corequisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or corequisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog. Establishing advisories does not require all the following steps.

- 1. Levels of Scrutiny. Prerequisites and corequisites must meet the requirements of at least one of the following subsections:
  - a. The Standard Prerequisites or Corequisites. The college may establish satisfactory completion of a course as prerequisite or co-requisite for another course provided that, in addition to obtaining the review of the faculty in the discipline or department and the curriculum committee as provided above, the college specifies as part of the course outline of record at least three of the campuses of the University of California and the California State University which reflect in their catalogs that they offer the equivalent course with the equivalent prerequisite(s) or corequisite(s). Any combination of University of California campuses and California State University campuses is acceptable in satisfaction of this requirement.
  - b. Sequential Courses Within and Across Disciplines. A course may be established as a prerequisite or corequisite for another course provided that, in addition to the review by faculty in the department or discipline and by the curriculum committee as

described above, skills, concepts, and/or information taught in the first course are presupposed in the second course, and a list of the specific skills and/or knowledge a student must possess in order to be ready to take the second course is included in its outline of courses.

- c. Courses in Communication or Computation Skills. Prerequisites establishing communication or computational skill requirements may not be established across the entire curriculum unless established on a course-by-course basis. A course in communication or computation skills, or eligibility for enrollment in such a course, may be established as a prerequisite or co-requisite for any course other than another course in communication or computation skills if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
  - (1) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record; and
  - (2) Research is conducted as provided above.The prerequisite or corequisite may be established for a period of not more than two years while the research is being conducted provided that a determination is made that a student who lacks the particular skills is highly unlikely to receive a satisfactory grade because a sufficient percentage of the grade is directly dependent on these skills. This determination must be approved both by the faculty in the discipline and by the curriculum committee as provided above and must be based on a review of the syllabus as well as samples of tests and other assignments on which the grade is based.
- d. Cut Scores and Prerequisites. Whether or not research is required to establish a prerequisite, data collected to validate assessment instruments and cut scores is always relevant to reviewing the prerequisites for the associated courses. If such data are insufficient to establish the cut scores, any course prerequisites established for the same course or courses may not be printed in subsequent catalogs and schedules nor enforced in subsequent semesters until the problems are resolved, and sufficient data exist to establish the cut scores. In such a case, the collection of these data shall be done in the manner prescribed above in addition to other requirements of law. Such a prerequisite may be changed to an advisory on recommended preparation while the problems are being resolved.
- e. Programs. In order to establish a prerequisite for a program, the proposed prerequisite must be approved as provided for a course prerequisite in regard to at least one course that is required as part of the program.
- f. Health and Safety. A prerequisite or co-requisite may be established provided that, in addition to the review by faculty in the department or division and by the curriculum committee as provided above:
  - (1) The course for which the prerequisite is proposed is one in which the student might endanger his or her own health and safety or the health and safety of others; and
  - (2) The prerequisite is that the student possesses what is necessary to protect his or her health and safety and the health and safety of others before entering the course.
- g. Recency and Other Measures of Readiness: Recency and other measures of readiness may be established as a prerequisite or co-requisite only if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, the following is also done:
  - (1) A list of the specific skills a student must possess in order to be ready to take the course is included in the course outline of record.

- (2) Data are gathered according to sound research practices in at least one of the following areas:
  - (a) The extent to which students, those currently enrolled in the course or those who have completed it, believe the proposed prerequisite or corequisite is necessary.
  - (b) Comparison of the faculty members' appraisal of students' readiness for the course to whether students met the proposed prerequisite or co-requisite. The faculty appraisal could be done at any time in the semester that the college determined was appropriate and based on independent assignments, quizzes and exams, participation in **classes courses** or other indicators that the student was or was not ready to take the course.
  - (c) Comparison of students' performance at any point in the course with completion of the proposed prerequisite or co-requisite.
  - (d) Comparison of student performance in the course to their scores on assessment instruments in the manner required to validate an assessment instrument and cut scores for the course in question as described above.
- (3) The standard for any comparison done shall be that a student is highly unlikely to receive a satisfactory grade in the course unless the student has met the proposed prerequisite or corequisite. The research design, operational definitions, and numerical standards, if appropriate, shall be developed by research personnel, discipline faculty, and representatives of the academic senate. If the evidence fails to meet the standard established, each college may establish the proposed prerequisite or co-requisite as a recommended preparation and may seek to establish it as a prerequisite or corequisite only by following the process described in this policy and any applicable college policies.
- (4) If the curriculum committee has determined as provided in these procedures that a new course needs to have a prerequisite or corequisite, then the prerequisite or corequisite may be established for a single period of not more than two years while research is being conducted and a determination is being made, provided that:
  - (a) All other requirements for establishing the prerequisite or corequisite have already been met; and
  - (b) Students are informed that they may enroll in the course although they do not meet the prerequisite. However, students who lack the prerequisite may not constitute more than 20% of those enrolled in any section of the course.

Prerequisites and corequisites that are exempt from review at the time they are, or were, established are not eligible for this exception, and the research must be conducted during the six years before they must be reviewed.

E. **Additional Rules. Title 5**, Section 55202 specifies additional rules, which are to be considered part of this document as though reproduced here.

1. **Advisories on Recommended Preparation.** The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college used to describe such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.
2. **Limitations on Enrollment.** The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the

requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment.

3. Performance Courses. The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that:
  - a. For any certificate or associate degree requirement which can be met by taking this course, there is another course or courses which satisfy the same requirement; and
  - b. The college includes in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same requirement.

Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years to determine whether the audition or try-out process is having a disproportionate impact on any historically under-represented group and, if so, a plan shall be adopted to seek to remedy the disproportionate impact. If disproportionate impact has been found, the limitation on enrollment may not be printed in subsequent catalogs or schedules nor enforced in any subsequent term until such a plan has been endorsed by the department and the college administration and put into effect.

4. Honors Courses. A limitation on enrollment for an honors course or an honors section of a course may be established if, in addition to the review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses at the college which satisfy the same requirements. If the limitation is for an honors course and not only for an honors section, the college must also include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which meet the same associate degree or certificate requirement.
5. Blocks of Courses or Sections. Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement. If the cohort is created through limitations on enrollment in the courses rather than limitations on specific sections of courses, then the college must include in the course outline of record a list of each certificate or associate degree requirement that the course meets and of the other course or courses which satisfy the same associate degree or certificate requirement.

Reference:

| Title 5, Sections ~~55200~~55000 et seq.

ADOPTED: 2/12/09

## FIELD TRIPS AND EXCURSIONS

### A. Authorization

Any curricular activity, field trip, or excursion involving student participation at an off-campus location other than the usual meeting location of the class requires authorization by the appropriate administrator prior to the commencement of the activity. Any overnight trip, in excess of \$500 total cost, or any trip involving cost for student meals must be approved by the College President.

### B. Expenditure of Funds

The approval request shall include any anticipated expenditure of funds for lodging, food, transportation, or activity fees. ~~No expense of students participating in a field trip or excursion to any state other than California, the District of Columbia, or a foreign country shall be paid with District funds.~~ The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. Usual and customary travel expenses for authorized District personnel may be provided. Expenditures shall be approved only after an approved trip request is submitted with a Purchase Requisition, and if that amount has been budgeted and sufficient funds remain in the account to cover the claim.

No student shall be prevented from making a field trip or excursion which is integral to the completion of a course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

### C. Accountability

When transportation is provided, the individual responsible for the field trip shall leave a list of all participants, including students and employees who are on the trip, ~~on his/her desk in a prominent place~~ where it can easily be found in case of an emergency.

### D. Transportation

1. Students shall be transported in commercially procured transportation whenever possible. Van size is limited to no larger than the 10-passenger size as defined in California Vehicle Code. Commercial bus lines must have on file a certificate of insurance with the Office of Risk Management prior to the commencement of the trip naming the District as "additional insured." Transportation requiring rental of van(s) or bus(s) must have a contract. The contract must be signed by a Board approved authorized signer fourteen (14) calendar days prior to the day of travel. (See AR 6340 Contracts)
2. If rented vans or automobiles are used, each driver must be a District employee, be registered on the Approved Drivers' List and have the appropriate class of driver's license to operate the intended vehicle. No student is authorized to drive any vehicle on District business. District insurance provides primary liability coverage for rented vehicles and secondary coverage for property damage coverage.
3. If funds are not available for transportation, students may provide their own transportation. In such cases students should be asked to meet at the site at a specified time. Car caravans are not appropriate.



4. No employee shall transport any student in his/her private vehicle on college business.

E. Liability

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking such trips and all parents or guardians of minor students shall sign a statement waiving such claims.

Reference:

Title 5, Section 55220

ADOPTED: June 9, 1994

AMENDED: 2/12/09

**STUDENT RECORDS, ~~AND~~ DIRECTORY INFORMATION AND PRIVACY**

**STUDENT RECORDS**

A. The colleges shall maintain appropriate records to document and verify student enrollment, attendance, and withdrawal information as required for state apportionment purposes.

B. ~~Documents, whether originals or facsimiles, shall provide accurate attendance and contact hours data and~~ Data provided by the instructor shall be readily available for audits, internal controls, and other verification.

C. ~~Supporting Documentation Data~~ for Enrollment (~~hardcopy & electronic Data~~)

1. Student Applications
2. ~~Change of Program Form (Drop/Add)~~ Change of Program Data
3. Fee ~~Forms~~ Data
4. Credit by Examination ~~Forms~~
5. ~~Transcripts~~ Student Academic Records
6. Assessment Scores

~~D. Supporting Documentation for Attendance~~

- ~~1. Instructor Temporary Class Roll~~
- ~~2. Instructor Permanent Class Roll~~
- ~~3. Census Report~~
- ~~4. Instructor Verification Roster~~
- ~~5. Student Grade Summary~~
- ~~6. Instructor Notice of Incomplete Grade~~
- ~~7. CCFS-320 Format~~
  - ~~a. WSCH - Census Week~~
  - ~~b. Positive Attendance~~
  - ~~c. Independent Study~~
  - ~~d. Work Experience Courses~~
  - ~~e. In-service Training Courses~~
  - ~~f. Summer Intersession~~
- ~~8. CCAF-130, Active Enrollment by Census~~
- ~~9. CCAF-131, Source of Credit Students by Census~~
- ~~10. CCAF-320A, Attendance Report, Apprentices~~
- ~~11. IPEDS~~
- ~~12. Census Hours Missed Form/Positive Attendance~~

~~E. Supporting Documentation for Student Withdrawal~~

- ~~1. Drop/Add Form~~
- ~~2. Instructor Initiated Drop, Instructor Verification - Electronic submission~~
- ~~3. Positive Attendance~~
- ~~4. Student/Administrative Withdrawal form (add/drop form, web or telephone)~~
- ~~5. Administrative Withdrawal Form (add/drop form, web or telephone)~~

## ACCESS TO STUDENT RECORDS

### A. Definitions

1. "Student" means any person who is currently enrolled or formally enrolled in ~~for~~ classes in the San Bernardino Community College District.
2. The following ~~files, records-Data~~ and documents will be maintained by the colleges and classified as "Student Records":

~~Admission-ApplicationsData~~  
~~Registration-FormsDiscipline Records~~  
~~Scholastic-RecordsHealth Records~~  
~~Test-Scores Veteran Records~~  
~~Program-Change-PetitionsEducational Records~~  
~~Graduation-Petitions~~  
~~High School Release Permits~~  
~~High School Special Student Attendance Approval Form~~  
~~Attendance and Class Record Forms~~  
~~Withdrawal Petitions~~  
~~Transcripts from Transfer Institutions~~  
~~Nursing Department Folders~~  
~~Veterans Folders~~

3. The following ~~files, records and documents~~ are not classified as "Student Records":
  - a. Information provided by a student's parents relating to applications for financial aid or scholarships.
  - b. Information related to a student compiled by a college officer or employee:
    - (1) Appropriate for such officer or employee's performance of his/her responsibility; and
    - (2) Which remains in the sole possession of the maker thereof; and
    - (3) is not accessible or revealed to any other person except a substitute. For the purposes of this subdivision, "substitute" shall mean a person who performs on a temporary basis the duties of the individual who made the notes and does not refer to a person who permanently succeeds the maker of the notes in his/her position.
  - c. Information related to a student created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional:
    - (1) acting or assisting in his professional or para-professional capacity; and

- (2) the record is created, maintained or used in connection with the provision of treatment to the student; and
  - (3) the record is not available to anyone other than persons providing such treatment provided, however, that such a record may be personally reviewed by a physician or other appropriate professional of the student's choice.
- d. Information maintained by a college law enforcement unit:
- (1) necessary and appropriate to enable such law enforcement unit to carry out its duties and responsibilities as required by law or as may be assigned by the district;
  - (2) unit personnel do not have access to other student records; and
  - (3) such information is kept apart from other student records; and
  - (4) maintained solely for law enforcement purposes; and
  - (5) is available only to other law enforcement officials of the same jurisdiction.

~~e. Confidential letters and statements of recommendation maintained by the college on or before January 1, 1975, provided that such letters or statements are not used for purposes other than those for which they were specifically intended. Any Data or Records not identified in part 2 is not to be considered a student record.~~

~~f. Information maintained in the normal course of business pertaining to persons who are employed by the college, provided that such information relates exclusively to such person in that person's capacity as an employee and is not available for use for any other purpose.~~

**B. Access to Student Records**

1. Students, as defined in this policy, have the right to review and receive copies of all student records relating to the student as maintained by the colleges. Expressly exempted from the right of inspection:
  - a. financial records of the parents of the students;
  - b. confidential letters and statements of recommendation that were placed in the education record prior to January 1, 1975. After January 1, 1975, confidential recommendations and other materials regarding admission to special departmental programs or honorary recognition for students may be acquired and remain confidential if the student has signed a waiver of his/her right to review and inspect such documents. In the event a student does not sign a waiver, such student must be given access to these records;
  - c. records of instructional, supervisory, counseling and administrative personnel which are in their sole possession and are not accessible or revealed to any other person except a substitute;

- d. records of employees at the college, who are not in attendance at the college, made and maintained in the normal course of college business; and
  - e. records of students made and maintained by the college Health Office that are used in the treatment of students.
2. Procedures shall be developed by ~~both each~~ colleges to provide for access to student records that will include:
    - a. a written request from the individual student;
    - b. access to student records not to exceed ten working days;
    - c. a review and inspection process that will be under the direct supervision of a designated employee ~~on both college campuses; and~~
    - d. ~~a right~~ The option to obtain copies of their student records at ~~the~~ a designated fee for each page copied.
  3. If any material or document in the education record of a student includes information on more than one student, the student shall have the right to inspect and review only such part of the material or document as relates to him/her or to be informed of the specific information contained in such part of the material or document.

#### C. Release of Student Records

1. Release of or access to individual student records is not authorized without specific written consent of the individual student or under judicial order, except that access may be permitted to the following
  - a. Officials and employees of the college, provided that any such person has a legitimate educational interest to inspect a record.
  - b. Authorized representatives of the Comptroller General of the United States, the Secretary of Health, Education, and Welfare, an administrative head of an education agency, state education officials, or their respective designees, or the United States Office of Civil Rights, where such information is necessary to audit or evaluate a state or federally supported education program, or pursuant to a federal or state law, provided that except when collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students or their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of federal legal requirements.
  - c. Other state and local officials or authorities to the extent that information is specifically required to be reported pursuant to state law adopted prior to November 19, 1974.
  - d. ~~Officials of other public or private schools or school systems, including local, county or state correctional facilities where educational programs are provided, where the student seeks or intends to enroll, or is directed to enroll.~~

~~e. Agencies or organizations in connection with a student's application for, or receipt of, financial aid provided that information permitting the personal identification of students may be disclosed only as may be necessary for such purposes as to determine the eligibility of the student for financial aid, to determine the amount of the financial aid, to determine the conditions which will be imposed regarding the financial aid, or to enforce the terms or conditions of the financial aid.~~

- f. Accrediting organizations in order to carry out their accrediting functions.
- g. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction if such studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
- h. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons, or safety of a student or other persons, or subject to such regulations as may be issued by the Secretary of Health, Education and Welfare.

- 2. The agencies and individuals listed above are expressly forbidden from permitting access of said educational records to third parties.
- 3. Where the colleges receive a judicial order to review and/or release a student record, the student involved will receive notification of this action by the colleges as soon as possible.
- 4. No person, persons, agency or organization permitted access to student records pursuant to this policy shall permit access to any information obtained from such records by any other person, persons, agency or organization without the written consent of the student; however, this paragraph shall not be construed as to require prior student consent when information obtained pursuant to this section is shared with other persons within the educational institution, agency or organization obtaining access as long as such person(s) have a legitimate educational interest in the information.

**D. Record of Access**

- 1. A log or record shall be maintained of each person, agency, or organization requesting or receiving information from individual student records. Such listing need not include college officials, instructors, or counselors.
- 2. The log or record shall be open to inspection only by the student and the college official or his designee responsible for the maintenance of student records, and to other school officials with legitimate educational interests in the records, and to the Comptroller General of the United States, the Secretary of Health, Education and Welfare, and administrative head of an education agency as defined in Public Law 93.380, and state educational authorities as a means of auditing the operation of the system.
- 3. Personal information may be transferred to a third party only on the condition that such party will not permit access by any other party without the written consent of

the student. (As an example, information released to agencies for auditing purposes or for improving instruction.) The following statement will accompany student records released under these circumstances:

"All student education records will be destroyed when they are no longer needed for implementation of the study. Student education records may not be released without the written consent of the student."

**E. Challenge of Student Records**

1. See Board Policy and Administrative Regulation 5045 Student Records: Challenging Content and Access Log

**F. Annual Notice to Students**

1. Students of the San Bernardino Community College District shall be notified annually of their rights under this policy. ~~The annual notification will include:~~

- ~~a. the name and position of the college records officer and the employees responsible for each type of student record;~~
- ~~b. the college procedures for reviewing and correcting student records;~~
- ~~c. the process of access to student records;~~
- ~~d. the process for challenging the contents of all student records; and~~
- ~~e. the cost to students for reproducing copies of student records.~~

2. Standard college publications may be used to satisfy this annual notice to students.

**G. Destruction of Records**

Nothing in this policy shall prevent the destruction of records ~~as per~~ established ~~college District~~ policy.

Reference:  
Education Code Sections 76200 et seq.  
Title 5 Sections 54600 et seq.,  
U.S. Patriot Act; Civil Code Section 1798.85

ADOPTED: 2/12/09

ENROLLMENT PRIORITIES

**A. General Access**

Every course for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established in compliance with Title V of the California Administrative Code.

**B. Priorities for ~~Admission~~Enrollment**

Each college shall establish procedures that set priorities for ~~admission~~enrollment and publish them in their Class Schedules. ~~to classes that are closed due to maximum enrollment having been reached.~~ Such procedures shall be made available to students during the registration process.

Priority for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty.

**C. Matriculation**

All students shall be subject to the requirements of the matriculation process at each college. Recommendations for class enrollment based upon testing and evaluation shall be strongly recommended to students but shall be advisory only.

**D. Nursing**

Special admissions requirements for the Nursing Program shall be approved by the Board.

References:  
Title 5, Section 58108  
Education Code Section 66025.8

ADOPTED: 2/12/09



### COURSE ADDS & DROPS

The college district may allow students to add and drop courses ~~during terms~~ pursuant to district policy.

#### Adding Courses

- A. Students may add courses during the first two weeks for a full-term course, or the first 10% of a short term course contingent upon:
  - 1) the course still having available space
  - 2) the instructor's judgment regarding pedagogical and safety issues
- B. After the add period concludes,
  - 1) students may add a course only with the instructor's permission and through a petition approved by the Director of Admissions & Records or designee.
  - 2) students not officially registered in a course shall not be permitted to attend that course.

#### Student Withdrawal from Courses

- A. Students may drop during the first four weeks or 30% of a term, whichever is less, and there shall be no notation ("W" or other) on the academic records.
- B. Students may drop between the end of the fourth week and the last day of the fourteenth week (or 75% of a term, whichever is less) and there shall be a "W" recorded on the academic records.
- C. Failure of the student to officially withdraw from a registered class may result in:
  1. Responsibility for enrollment fee payments for the ~~dropped~~ class.
  2. Receipt of a "F" grade.
- D. When a student withdraws from a course three times, the student will be referred to counseling to help determine what is causing the need for repeated withdrawals. A fourth withdrawal may be permitted consistent with certain requirements.

#### Instructor Initiated Drops Prior to Census

- A. For purpose of census collection, instructors shall drop students due to inactive enrollment not later than the end of the last business day before the census day for all students who have:
  1. Been identified as a no show
  2. Students who are no longer attending the course

Reference:

Title 5. Sections ~~55758, 55024, 58004, 58507~~

ADOPTED: 2/12/09

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Dr. Noelia Vela, Chancellor  
REVIEWED BY: Dr. Noelia Vela, Chancellor  
PREPARED BY: Dr. Debra S. Daniels, SBVC President  
DATE: February 12, 2009  
SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize someone at SBCCD who provides outstanding quality and service.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO VALLEY COLLEGE**

Ailsa Aguilar  
Carolyn Allen Roper  
Bridget Candelaria  
Karen Deck  
Leslie Gregory  
Cedrick Henry  
Joshua Hill  
Kathy Kafela  
Denise McCrary  
Rosita Moncada  
Deanne Rabon  
Eloise Sifford  
Linda Tymchek  
Ernestine Warren