

**San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, June 12, 2014 – 4:00 p.m. – Board Room**

**1. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

**2. STUDENT TRUSTEES**

- a. Approval of Resolution - Student Trustee Rosalinda Sosa Sanchez (p.6)
- b. Approval of Resolution - Student Trustee Yasmeeen Flores (p.8)
- c. Special Presentation to Outgoing Student Trustees
- d. Oath of Office for 2014-2015 Student Trustees

**3. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- a. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Negotiators: Bruce Baron and Jack Miyamoto  
CTA  
CSEA  
Management/Supervisors  
Confidential Employees
- b. Conference with Legal Counsel – Existing Litigation  
Government Code Section 54956.9(d)(1)  
Workers Compensation Claim #479295
- c. Public Employee Employment  
Government Code Section 54957  
Title: Adjunct Faculty
- d. Public Employee Performance Evaluation  
Government Code 54957  
Title: Chancellor

**4. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**

The San Bernardino Community College Board of Trustees welcomes public comment on any issue within the jurisdiction of the District. Comments must 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. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

**5. CONVENE CLOSED SESSION**

**6. RECONVENE PUBLIC MEETING**

**7. REPORT OF ACTION IN CLOSED SESSION (if any)**

**8. PUBLIC COMMENT**

The San Bernardino Community College Board of Trustees welcomes public comment on any issue within the jurisdiction of the District. Comments must 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. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

**9. INSTITUTIONAL PRESENTATIONS**

- a. Middle College High School (15 minute maximum)  
Andrew Montana, Jordan Brown, Jalen Cleveland, and Breanna Herrera

**10. APPROVAL OF MINUTES**

- a. May 29, 2014 (p.10)

**11. REPORTS**

*Under Section 54954.2(a)(2) of the Brown Act, trustees are permitted to make a brief announcement or to make a brief report on his or her own activities.*

- a. Board Members
- b. Student Trustees
- c. Chancellor
  - i. Board Information Requests (p.13)
- d. SBVC
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associated Students
- e. CHC
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associated Students
- f. CSEA
- g. CTA

## 12. 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

- i. Consideration of Approval of Advisory Committee (p.19)
- ii. Consideration of Approval of Curriculum – SBVC (p.21)
- iii. Consideration of Approval of Curriculum Modifications – CHC (p.32)
- iv. Consideration of Approval of Donation – San Bernardino Valley College (p.35)

### b. HUMAN RESOURCES

- i. Consideration of Acceptance of Academic Employee Resignation (p.36)
- ii. Consideration of Approval of Academic Employee (p.37)
- iii. Consideration of Approval of Adjunct & Substitute Academic Employees (p.38)
- iv. Consideration of Approval of Classified Employee Promotion (p.51)
- v. Consideration of Approval of Coordinator Stipends (p.52)
- vi. Consideration of Approval of District Volunteers (p.53)
- vii. Consideration of Approval of Faculty Chair Stipends (p.56)
- viii. Consideration of Approval of Management Resignations (p.59)
- ix. Consideration of Approval of New Classified Job Description (p.60)
- x. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.64)
- xi. Consideration of Approval of Reassignment of Academic Employee (p.71)
- xii. Consideration of Approval of Revised Classified Job Description (p.72)
- xiii. Consideration of Approval of Revision to Short-Term Rates of Pay (p.76)
- xiv. Consideration of Approval of Revision to the Professional Expert Rate of Pay Schedule (p.78)
- xv. Consideration of Approval of Salary Advancement for Academic Employees (p.81)
- xvi. Consideration of Approval of Salary Step Advancement for Management Employee (p.82)
- xvii. Consideration of Approval of Short-Term, Substitute & Professional Expert Employees (p.83)
- xviii. Consideration of Approval of Temporary Academic Employee (p.111)
- xix. Consideration of Approval to Extend Contract for Temporary Academic Employees (p.112)

**c. FISCAL SERVICES**

- i. Consideration of Approval of Conference Attendance (p.113)
- ii. Consideration of Approval of District & College Expenses (p.119)
- iii. Consideration of Approval of Individual Memberships (p.126)
- iv. Consideration of Approval of Professional Services Contracts (p.129)
- v. Consideration of Approval of Routine Contracts (p.155)
- vi. Consideration of Approval of Surplus Property (p.193)

**13. ACTION AGENDA**

**a. INSTRUCTIONAL/STUDENT SERVICES**

**b. HUMAN RESOURCES**

- i. Consideration of Acceptance of Academic Employee Retirement (p.196)
- ii. Consideration of Acceptance of Classified Employee Retirement (p.197)
- iii. Consideration of Approval of Five-Month Employment Management Contract (p.198)
- iv. Consideration of Approval of One Year Employment Management Contracts (p.199)
- v. Consideration of Approval of Ratification of CSEA Tentative Agreement (p.205)
- vi. Consideration of Approval to Extend Interim Management Assignments (p.217)

**c. FISCAL SERVICES**

- i. Consideration of Approval of Amendment 001 – PMSM (p.219)
- ii. Consideration of Approval of Amendment 003 – HMC (p.223)
- iii. Consideration of Approval of Amendment 005 – HMC (p.227)
- iv. Consideration of Approval of Amendment 007 – Steinberg (p.231)
- v. Consideration of Approval of Authorized Signature List (p.235)
- vi. Consideration of Approval of Budget Adjustments (p.238)
- vii. Consideration of Approval of District Bank Accounts (p.243)
- viii. Consideration of Approval of Five Year Construction Plan (p.245)
- ix. Consideration of Approval of Measure M Construction Changes (p.252)
- x. Consideration of Approval of Sole Source Purchase - Forest Incentives (p.260)
- xi. Consideration of Approval to Accept Board Policies for First Reading (p.261)
- xii. Consideration of Approval to Adopt 2014-15 Tentative Budget (p.277)
- xiii. Consideration of Approval to Award Lease-Leaseback Contract – Swinerton (p.354)
- xiv. Consideration of Approval to Award RFP and Contract – Citadel (p.366)
- xv. Consideration of Approval to Award RFP and Contract – Keenan (p.367)
- xvi. Consideration of Approval to Ratify Contract - RDM Electric (p.368)
- xvii. Consideration of Approval to Transfer RDA Funds (p.372)

d. **RESOLUTIONS**

- i. Resolution - African American Music Month (p.373)
- ii. Resolution – Child Development Division, California Department of Education (p.375)
- iii. Resolution - Expenditure Report for Proposition 30 EPA (p.382)
- iv. Resolution - Lease Leaseback Award - Gymnasium at SBVC (p.386)
- v. Resolution - LGBT Pride Month (p.390)

**14. INFORMATION ITEMS**

- a. Applause Cards (p.392)
- b. Budget Report (p.418)
- c. Clery Report (p.460)
- d. General Fund Cash Flow Analysis (p.462)
- e. Measure M Change Order Summary (p.464)
- f. Police Department Manual (p.488)
- g. Purchase Order Report (p.597)
- h. Quarterly Financial Status Report (p.614)

**15. ADJOURN** – the next Board of Trustees Meeting will be Thursday, July 10, 2014 at SBCCD Board Room.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: June 12, 2014  
SUBJECT: Consideration of Adopt Resolution to Recognize the Contributions of Student Trustee Rosalinda Sosa Sanchez

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the contributions of Student Trustee Rosalinda Sosa Sanchez to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of Student Trustee Rosalinda Sosa Sanchez for her year of representing San Bernardino Valley College students on the SBCCD Board of Trustees.

ANALYSIS

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

BOARD IMPERATIVE

II. Learning-Centered Institution for Student Access, Retention and Success

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE THE CONTRIBUTIONS OF  
STUDENT TRUSTEE ROSALINDA SOSA SANCHEZ**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and appreciates the dedication and contributions of the Student Trustee for San Bernardino Valley College, Rosalinda Sosa Sanchez; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, Student Trustee Rosalinda Sosa Sanchez has throughout the year of her service consistently represented San Bernardino Valley College and its student body with pride and dedication; and

**WHEREAS**, Student Trustee Sosa Sanchez advocated on behalf of SBVC students in her collaborative work with campus and district administration and the Board of Trustees, consistently bringing her constituent's concerns to the attention of the Board; and

**WHEREAS**, that in addition, Student Trustee Sosa Sanchez participated in a variety of student and campus activities, including attending the LEAD Conference at CSUSB and the SBVC Scholarship Award Ceremony; and

**WHEREAS**, Student Trustee Sosa Sanchez, the first in her family to attend college, has been enrolled at San Bernardino Valley College since the Summer session of 2012 and has maintained a cumulative gpa of 2.69; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize Student Trustee Rosalinda Sosa Sanchez for her contributions to the myriad successes of the students of the SBCCD and the CCC, thank her for her service, and wish for her the very best personally and professionally.

**ADOPTED** this 12 day of June 2014.

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Bruce Baron, Chancellor and  
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: June 12, 2014  
SUBJECT: Consideration of Adopt Resolution to Recognize the Contributions of Student Trustee Yasmeen Flores

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the contributions of Student Trustee Yasmeen Flores to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of Student Trustee Yasmeen Flores for her year of representing Crafton Hills College students on the SBCCD Board of Trustees.

ANALYSIS

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

BOARD IMPERATIVE

II. Learning-Centered Institution for Student Access, Retention and Success

FINANCIAL IMPLICATIONS

None



**RESOLUTION  
TO RECOGNIZE THE CONTRIBUTIONS OF  
STUDENT TRUSTEE YASMEEN FLORES**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and appreciates the dedication and contributions of the Student Trustee for Crafton Hills College, Yasmeen Flores; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, Student Trustee Yasmeen Flores has throughout the year of her service consistently represented Crafton Hills College and its student body with pride, demonstrating her thorough knowledge of those she served; and

**WHEREAS**, Student Trustee Flores advocated on behalf of CHC students at the SSSCC 2012-2014 General Assemblies and her collaborative work with campus and district administration and Board of Trustees; and

**WHEREAS**, that in addition, Student Trustee Flores worked collaboratively with other student trustees across California through CCAST, participated in two CHC shared governance committees and participated in four CHC Student Panels regarding student services and attending a Hispanic Serving Institutions; and

**WHEREAS**, Student Trustee Flores also served as the CHC Student Speaker for the joint 2014 CHC/SBVC Latino Graduation, represented CHC students at the 2013 HACU conference in Chicago and facilitated a workshop on the Five Practices of Exemplary Leadership at the 2013 Student Senate Summer Retreat ; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize Student Trustee Yasmeen Flores for her contributions to the myriad successes of the students of the SBCCD and the CCC, thank her for her service, and wish for her the very best personally and professionally.

**ADOPTED** this 12 day of June 2014.

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Bruce Baron, Chancellor and  
Secretary to the Board of Trustees

**San Bernardino Community College District  
Meeting Minutes (Study Session) of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, May 29, 2014 – 4:00 p.m. – Board Room**

**CALL TO ORDER – PLEDGE OF ALLEGIANCE**

President Ferracone called the meeting to order at 4:00pm  
Trustee Singer led the Pledge of Allegiance.

Members Present:

Donna Ferracone, President  
Dr. Kathleen Henry, Vice President  
Joseph Williams, Clerk  
Donald Singer  
Nickolas W. Zoumbos  
Gloria Macias Harrison

Members Absent:

John Longville  
Yasmeen Flores, Student Trustee  
Rosalinda Sosa-Sanchez, Student Trustee, SBVC

Administrators Present:

Bruce Baron, Chancellor  
Dr. Gloria Fisher, Interim President, SBVC  
Timothy L. Oliver, Interim Vice Chancellor Fiscal Services

Administrators Absent:

Dr. Cheryl Marshall, President, CHC  
Dr. Jack Miyamoto, Human Resources Consultant

**PUBLIC COMMENT**

Rafael Trujillo, Ben Gamboa, and Ben Valdepena gave public comments.

**2014-2015 PRELIMINARY BUDGET PRESENTATION**

Interim Vice Chancellor of Fiscal Services, Tim Oliver and Jose Torres, Director of Fiscal Services gave a presentation to the Board of Trustees as submitted. The presentation included an introduction, review of fiscal year 2013-2014, budget components and tentative budget for 2014-2015, and the seven-year financial plan.

President Ferracone requested that changes to the tentative budget be sent to the Board as they are noticed.

Trustee Harrison requested for updates in July and August

Trustee Williams asked to change budget cycle to begin review in the fall. The Chancellor indicated this can begin with the 2015-2016 budget calendar.

President Ferracone asked about the Affordable Care Act. What is it, how does it impact the District, how much?

Trustee Singer asked whether the District knows the exact parameters of the IRS rules for the 30 hour work week to consider employees as part time/full time.

President Ferracone requested a separate spreadsheet showing the effect of the 4% increase.

Trustee Harrison requested a detailed breakdown of the 12.9M.

President Ferracone asked Tim Oliver to follow up with the State Chancellor's Office on how the part-time revenue is calculated.

President Ferracone asked for a 7-year financial plan for both colleges.

State Chancellor's Budget Conference – Board to be advised of date, time, location.

**CONVENE TO BREAK**

The board convened to break at 7:05pm

**RECONVENE PUBLIC MEETING**

The public meeting was reconvened at 7:15pm

**APPROVAL OF MINUTES**

Trustee Henry moved, Trustee Williams seconded, and the Board members voted as follows:  
To approve the minutes of May 8, 2014.

AYES: Ferracone, Harrison, Henry, Williams, Zoumbos  
NOES: None  
ABSENT: Longville, Soza-Sanchez (Student Trustee), Flores (Student Trustee)  
ABSTENTIONS: Singer

**ACTION AGENDA**

**Consideration of Approval of Amendment 002 to the Kitchell CEM, Inc. Contract**

Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows:  
To approve Amendment 002 to the Kitchell CEM, Inc. contract to extend the contract term by two months, with a new end date of July 31, 2014.

AYES: Ferracone, Harrison, Henry, Singer, Williams, Zoumbos  
NOES: None  
ABSENT: Longville, Soza-Sanchez (Student Trustee), Flores (Student Trustee)  
ABSTENTIONS: None

**Consideration of Approval of Board Self-Evaluation Method for Distribution**

Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows:  
To approve utilizing Survey Monkey as the method for distribution of the Board Self-Evaluation.

AYES: Ferracone, Harrison, Henry, Singer, Williams, Zoumbos  
NOES: None  
ABSENT: Longville, Soza-Sanchez (Student Trustee), Flores (Student Trustee)  
ABSTENTIONS: None

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

Conference with Labor Negotiators, Government Code 54957.6  
Agency Negotiators: Bruce Baron and Jack Miyamoto

- CTA
- CSEA
- Management/Supervisors
- Confidential Employees

Public Employee Performance Evaluation, Government Code 54957  
Title: Chancellor

**PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS**

Cassandra Thomas, Sarah Miller, Augustine Larrabee, and Colleen Gamboa gave public comments on closed session agenda items.

**CONVENE CLOSED SESSION**

The board convened to closed session at 7:26pm

**RECONVENE PUBLIC MEETING**

The public meeting was reconvened at 8:27pm

**REPORT OF ACTION IN CLOSED SESSION (if any)**

None

**ADJOURN**

President Ferracone adjourned the meeting at 8:27pm

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Joseph Williams, Clerk  
San Bernardino Community College District  
Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: June 12, 2014  
SUBJECT: Board of Trustees Information Requests

RECOMMENDATION

This item is for information only. No action is required.

ANALYSIS

The Board of Trustees requested a form be developed to track requests made by the board and updates be provided at board meetings.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.



				through the collegial consultation process.  District Assembly adopted a new review process and has implemented for a more expeditious process as of 4/1/14.
October 10, 2013	Host a Board of Trustees meeting at the college campuses.	Trustee Williams	Completed	March 13, 2014 to be held at SBVC; April 10, 2014 to be held at CHC.
October 10, 2013	Consider succession planning at the President/CEO and Cabinet levels.	Trustee Williams	Open	For discussion with Chancellor's Cabinet. Policies are being developed through CCLC Consultant
October 10, 2013	Does SBCCD participate in the Eligible Training Provider's List	Trustee Williams	Completed	Explanation of ETPL process provided to Board with possible use by SBCCD Economic Development and Corporate Training Division on select programs.
November 14, 2013	Redistricting maps to include major streets.	Board of Trustees	Completed	
November 14, 2013	Board Meeting Position on AB 955	Board of Trustees	Completed	
November 14, 2013	Professional Services Contracts to reflect a total amount for multi-year contracts.	Trustee Williams	Completed	
November 14, 2013	Form a committee of three to work on future board study session contents and be the conduit to the rest of the board.	Trustee Henry	Completed	Trustee Williams, Zoumbos, and Henry will serve on the committee.
November 14, 2013	Board of Trustees were encouraged to participate and go through safety overview training.	Trustee Williams	Board to determine date	Topics to include: 1. <del>Workers' Compensations data-</del> frequency/severity
December		Trustee Henry & Williams		

<p>12, 2013 revised</p>	<p>Trustee Henry asked for clarification on topics 1-4. She understood this as more of a safety training overview and asked Trustee Williams to elaborate on what his recollection was.</p> <p>Trustee Williams said his comment was structured more around what is the board's role if there is an earthquake? Could we simulate the board exercise on the Great Shakeout.</p> <p>Chancellor Baron reported the items came directly from the minutes. #4 is the tabletop emergency exercise that Trustee Williams asked for. When there was a discussion on Workers Comp information, Trustee Williams requested to be informed and the board to receive further data. We can remove the items to address only the safety training overview.</p>			<p><del>1. what the data means/process for filing a claim in the district</del></p> <p>2. <del>MSDS now SDS database—How it works</del></p> <p>3. <del>Safety training monthly statistics on training completion—What the numbers mean</del></p> <p>4. <del>Emergency preparedness/Table-top exercise training in the Spring.</del></p> <p>Safety training overview focusing on what is the board's role if there is an earthquake? Great Shake-out simulation.</p>
<p>December 12, 2013</p>	<p>Invite the presenters of the CCLC workshops to meet with both campus foundations and Trustees to talk about the role of the department as it gets integrated into campus life.</p>	<p>Trustee Harrison</p>	<p>Completed</p>	<p>The (not-so-secret) Secrets: building a Productive college fundraising program by Dr. Francisco Rodriguez. All Foundation Boards and Board of Trustees were invited to attend.</p>
<p>December</p>	<p>Request during public</p>	<p>Trustee Williams</p>	<p>Completed</p>	<p>Explanation included</p>



12, 2013	comments to have CHC Basic Fire Academy fee structure changed for veterans.			in January 23, 2014 Chancellor's Chat Newsletter and delivered to the board.
February 6, 2014	Request board to take action on KVCR funding to be included in District budget.	Trustee Longville	Completed	The decision about KVCR will be made before the May tentative budget.
February 6, 2014	Requested District to look into \$250M allocated for the Career Pathways Trust Fund.	Trustee Williams	Completed	Chancellor sent this item in Chancellor's Chat 2/21/14.
February 6, 2014	Requested FTES conversion.	Trustee Williams	Completed	Chancellor emailed the board on 2/20/14.
February 6, 2014	Requested a response in writing from both colleges and the District to the recommendations of the Brain Trust. Also include Chancellor and Senior Management reports on how they plan to address not having criteria for the allocation for the District office.	Trustee Ferracone/Trustee Harrison	Completed	Chancellor emailed the report to the board on 2/19/14.
March 13, 2014	Would like to have further research on Guided Pathways to Success (GPS) and would like to see what the colleges and Chancellor think about this program.	Trustee Williams	Completed	Chancellor's Cabinet will review.
March 13, 2014	Would like the board to consider sponsoring students to attend and/or organize a group to present at the A2Men Conference next year.	Trustee Williams	Date to be determined 2015	
April 10, 2014	ID card machine for OmniTrans was reported broken and needing repair.	Trustee Flores	Completed	College President reports that a new machine is being purchased.

May 8, 2014	A request for statistics to be provided on how many students are in athletics, how transfer rate compares to regular students on campus, how many athletes are from feeder schools.	Trustee Harrison	June 12, 2014	College president will provide an update on statistics.
May 29, 2014	To change budget cycle to begin review in the fall.	Trustee Williams	January 8, 2015	Chancellor indicated this can begin with the 2015-2016 budget calendar.
May 29, 2014	Asked about the Affordable Care Act; What is it, how does it impact the District, how much? What are the IRS rules for the 30 hour work week as they apply to adjunct instructors?	President Ferracone	Summer 2014	Human Resources will research and update.
May 29, 2014	Requested a detailed breakdown of the tentative budget by college (power point p.36).	Trustee Harrison	June 12, 2014	Fiscal Services will provide as requested.
May 29, 2014	Asked Tim Oliver to follow up with the State Chancellor's Office on how the part-time faculty office hours revenue is calculated.	President Ferracone	June 12, 2014	Fiscal Services will provide as requested.
May 29, 2014	Asked for a 7-year financial plan for both colleges.	President Ferracone	June 12, 2014	Fiscal Services will work with the colleges and provide as requested.
May 29, 2014	Requested date, time, location of the State Chancellor's Budget Conference	President Ferracone	June 12, 2014	Fiscal Services will provide as requested.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Gloria M. Fisher, Interim President, SBVC  
PREPARED BY: Ricky Shabazz, Ed.D., Vice President, Student Services  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Advisory Committee

RECOMMENDATION

It is recommended that the Board of Trustees approve the Library Technology Advisory Committee Members who serve the various academic programs throughout our campus.

OVERVIEW

According to Title 5, all vocational programs must have an Advisory Committee. These committees must be presented and approved by the institution's Board of Trustees. Additional Advisory Committee Members will be presented to the Board in July, 2014.

ANALYSIS

Title 5 of the California Code of Regulations explicitly states that vocational programs serving higher educational facilities must have Advisory Committee's. These Advisory Committees are compiled of SBVC faculty, local business, community and industry leaders along with other experts in the field who have extensive knowledge, and/or education, of the subject matter in which they are serving as committee members of. These committee members offer the most up to date knowledge, expertise and guidance through up and coming trends within their chosen field and discipline at hand.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Division

Advisory Committee

Advisory Member

Library and Learning  
Support Services

Library Technology

Carter, George P.  
Erjavek, Ed  
Evans-Perry, Virginia  
Gideon, Angie  
Huston, Celia  
Mestas, Marie  
Voisard, Steve  
Wall, Patti

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Gloria Fisher, Interim President, SBVC  
PREPARED BY: Dr. Haragewen Kinde, Vice President, Instruction SBVC  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve the SBVC curriculum modifications.

OVERVIEW

The courses, certificates and degrees at SBVC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate and will be included in the 2015-2016 College Catalog.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO VALLEY COLLEGE**  
**SUBMITTED FOR BOARD OF TRUSTEE APPROVAL**  
June 12, 2014

**CONTENT REVIEW**  
**NO CHANGES TO COURSE ID, TITLE, HOURS, UNITS, REQUISITES, DESCRIPTIONS**

**AERO 098**  
**BIOL 270**  
**PSYCH 100**  
**PSYCH 112**

**EFFECTIVE: FA14**

**NEW COURSE**

**Course ID:** AERO 122  
**Course Title:** Private Pilot Ground School  
**Units:** 6  
**Lecture:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Prerequisite:** None

**Catalog Description:** This course offers complete preparation for the Federal Aviation Administration (FAA) private pilot written examination including aerodynamics, weight and balance, flight computer, navigation, meteorology and federal air regulations.

**Schedule Description:** This course offers complete preparation for the Federal Aviation Administration (FAA) private pilot written examination including aerodynamics, weight and balance, flight computer, navigation, meteorology and federal air regulations.

**Rationale:** Division deleted course in 2013; division now requests new course

**SBVC Equate:** AERO 122

**CHC Equate:** NO

**Effective:** FA15

**Course ID:** DANCE 101B  
**Course Title:** Beginning/Intermediate Modern Dance  
**Units:** 2  
**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Prerequisite:** DANCE 101A

**Catalog Description:** This beginning/intermediate level of Modern Dance utilizes the basic knowledge of beginning modern dance techniques to increase the movement vocabularies of classical, post-modern, and contemporary styles. Students will utilize a higher level of codified modern dance terminology and combinations, which are essential to move forward in modern dance.

**Schedule Description:** This beginning/intermediate level of Modern Dance utilizes the basic knowledge of beginning modern dance techniques to increase the movement vocabularies of classical, post-modern, and contemporary styles. Students will utilize a higher level of codified modern dance terminology and combinations, which are essential to move forward in modern dance.

**Rationale:** Leveling DANCE 101x2

**SBVC Equate:** NO

**CHC Equate:** DANCE 101

**Repeatability:** None

**Effective:** FA14

Curriculum Meeting: 04-14-14; 4-28-14

Conjoint Meeting: 05-15-14

Board of Trustees Meeting: June 12, 2014

1 of 10

## NEW COURSE

**Course ID:** DANCE 102B

**Course Title:** Intermediate/Advanced Modern Dance

**Units:** 2

**Laboratory:** 6 contact hour(s) per week  
96 - 108 contact hours per semester

**Prerequisite:** DANCE 102A

**Catalog Description:** This course explores further the development of modern dance skills, techniques and vocabulary developed in beginning through intermediate modern dance. An in-depth emphasis is placed on increased flexibility and endurance, clarity of technique, rhythm, time, form and energy through choreographic and improvisational exercises and combinations. Concert attendance and performance is required.

**Schedule Description:** This course explores further the development of modern dance skills, techniques and vocabulary developed in beginning through intermediate modern dance. An in-depth emphasis is placed on increased flexibility and endurance, clarity of technique, rhythm, time, form and energy through choreographic and improvisational exercises and combinations. Concert attendance and performance is required.

**Rationale:** Leveling DANCE 102x4

**SBVC Equate:** NO

**CHC Equate:** DANCE 102

**Repeatability:** None

**Effective:** FA14

**Course ID:** WST 012

**Course Title:** Test Review for Water Distribution Operations D3

**Units:** 0.5

**Lecture:** 0.5 contact hour(s) per week  
8 - 9 contact hours per semester

**Prerequisites:** WST 052 and WST 062

**Departmental Advisory:** WST 063

**Catalog Description:** This course is a review of the expected Range of Knowledge (ROK) required to obtain the California Department of Public Health (CDPH) Distribution Operator certification at the Distribution Operator III level. The review topics include distribution system operations, disinfection, related mathematics, and safety.

**Schedule Description:** This course is a review of the expected Range of Knowledge (ROK) required to obtain the California Department of Public Health (CDPH) Distribution Operator certification at the Distribution Operator III level. The review topics include distribution system operations, disinfection, related mathematics, and safety.

**Rationale:** There is an increasing demand for advanced course offerings in Water Supply Technology (WST). This course will help prepare students for higher level state licensing exams and count toward a WST Associate Degree.

**Effective:** FA15

Curriculum Meeting: 04-14-14; 4-28-14

Conjoint Meeting: 05-15-14

Board of Trustees Meeting: June 12, 2014

2 of 10

## NEW COURSE

**Course ID:** WST 025

**Course Title:** Test Review for Wastewater Treatment Plant Operations Grades One and Two

**Units:** 0.5

**Lecture:** 0.5 contact hour(s) per week  
8 - 9 contact hours per semester

**Departmental Advisory:** WST 052 or WST 053

**Prerequisite:** WST 091

**Catalog Description:** This course is a review of the expected knowledge for a minimally competent Wastewater Treatment Plant Operator as determined by State Water Resources Control Board (SWRCB) treatment operator certification at the Grades I and II level. The review topics include wastewater treatment operations, disinfection, related mathematics, and safety.

**Schedule Description:** This course is a review of the expected knowledge for a minimally competent Wastewater Treatment Plant Operator as determined by State Water Resources Control Board (SWRCB) treatment operator certification at the Grades I and II level. The review topics include wastewater treatment operations, disinfection, related mathematics, and safety.

**Rationale:** There is an increasing demand for advanced course offerings in Water Supply Technology (WST). This course will help prepare students for higher level state licensing exams and count toward a WST Associate Degree.

**Effective:** FA15

## MODIFY COURSE

COURSE ID	COURSE TITLE
CORREC 101	INTRODUCTION TO CORRECTIONS

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Rationale:** Content review; adding department advisory

**CHC Equate:** NO

**Effective:** FA15

COURSE ID	COURSE TITLE
CORREC 102	CORRECTIONAL INTERVIEWING AND COUNSELING

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Rationale:** Content review; adding department advisory

**CHC Equate:** NO

**Effective:** FA15

Curriculum Meeting: 04-14-14; 4-28-14

Conjoint Meeting: 05-15-14

Board of Trustees Meeting: June 12, 2014

3 of 10



**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
CORREC 103	GANGS AND CORRECTIONS

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Rationale:** Content review; adding department advisory

**CHC Equate:** NO

**Effective:** FA15

<b>COURSE ID</b>	<b>COURSE TITLE</b>
CORREC 104	CONTROL AND SUPERVISION IN CORRECTIONS

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Rationale:** Content review; adding department advisory

**CHC Equate:** NO

**Effective:** FA15

<b>COURSE ID</b>	<b>COURSE TITLE</b>
CORREC 105	LEGAL ASPECTS OF CORRECTIONS

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Rationale:** Content review; adding department advisory

**CHC Equate:** NO

**Effective:** FA15

<b>COURSE ID</b>	<b>COURSE TITLE</b>
CORREC 106	PROBATE AND PAROLE

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Rationale:** Content review; adding department advisory

**CHC Equate:** NO

**Effective:** FA15

Curriculum Meeting: 04-14-14; 4-28-14  
Conjoint Meeting: 05-15-14  
Board of Trustees Meeting: June 12, 2014  
4 of 10

<b>MODIFY COURSE</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
DANCE 101x2	BEGINNING MODERN DANCE

**Course ID:** DANCE 101A

**Catalog Description:** This course focuses on the "inner impulse" of modern dance and draws upon the movement vocabularies of classical, post-modern, and contemporary styles. A strong emphasis is placed on the acquisition of beginning modern dance movement vocabulary, dynamic alignment, and suppleness, flexibility, rhythmically, musicality, endurance and balance. (Formerly DANCE 101x2)

**Schedule Description:** This course focuses on the "inner impulse" of modern dance and draws upon the movement vocabularies of classical, post-modern, and contemporary styles. A strong emphasis is placed on the acquisition of beginning modern dance movement vocabulary, dynamic alignment, and suppleness, flexibility, rhythmically, musicality, endurance and balance. (Formerly DANCE 101x2)

**Rationale:** Leveling DANCE 101x2

**SBVC Equate:** DANCE 101x2

**CHC Equate:** DANCE 101

**Repeatability:** None

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
DANCE 102x4	INTERMEDIATE MODERN DANCE

**Course ID:** DANCE 102A

**Catalog Description:** This course offers an intermediate study of modern dance techniques. It will include movement vocabularies of Graham, Horton, Cunningham, Limon and the post modern and contemporary styles of today. Emphasis is on expanding and deepening the dancer's technical and expressive skills through more complicated techniques, combinations and improvisations. Concert and performance is required. (Formerly DANCE 102x4)

**Schedule Description:** This course offers an intermediate study of modern dance techniques. It will include movement vocabularies of Graham, Horton, Cunningham, Limon and the post modern and contemporary styles of today. Emphasis is on expanding and deepening the dancer's technical and expressive skills through more complicated techniques, combinations and improvisations. Concert and performance is required. (Formerly DANCE 102x4)

**Rationale:** Leveling DANCE 102x4

**SBVC Equate:** DANCE 102x4

**CHC Equate:** DANCE 102

**Repeatability:** None

**Effective:** FA14

Curriculum Meeting: 04-14-14; 4-28-14

Conjoint Meeting: 05-15-14

Board of Trustees Meeting: June 12, 2014

5 of 10

<b>MODIFY COURSE</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
DANCE 103x2	BEGINNING BALLET

**Course ID:** DANCE 103A

**Catalog Description:** This course is an introduction to basic ballet technique emphasizing ballet etiquette, terminology, placement, and alignment, warm-up and injury prevention; body conditioning principles as they relate to ballet technique, flexibility and strengthening exercises, basic barre, basic center floor, and traveling combination exercises. (Formerly DANCE 103x2)

**Schedule Description:** This course is an introduction to basic ballet technique emphasizing ballet etiquette, terminology, placement, and alignment, warm-up and injury prevention; body conditioning principles as they relate to ballet technique, flexibility and strengthening exercises, basic barre, basic center floor, and traveling combination exercises. (Formerly DANCE 103x2)

**Rationale:** Leveling DANCE 103x2

**SBVC Equate:** DANCE 103x2

**CHC Equate:** DANCE 103

**Repeatability:** None

**Effective:** FA14

<b>COURSE ID</b>	<b>COURSE TITLE</b>
PSYCH 100	GENERAL PSYCHOLOGY

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Rationale:** Content review; adding department advisory

**CHC Equate:** PSYCH 100

**Effective:** FA15

<b>COURSE ID</b>	<b>COURSE TITLE</b>
PSYCH 100H	GENERAL PSYCHOLOGY - HONORS

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Rationale:** Content review; adding department advisory

**CHC Equate:** PSYCH 100

**Effective:** FA15

Curriculum Meeting: 04-14-14; 4-28-14  
Conjoint Meeting: 05-15-14  
Board of Trustees Meeting: June 12, 2014  
6 of 10

<b>MODIFY COURSE</b>
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<b>COURSE ID</b>	<b>COURSE TITLE</b>
PSYCH 110	ABNORMAL PSYCHOLOGY

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process

**Catalog Description:** This course is an integrative survey of theory and research in abnormal behavior. The scientific study of psychopathology and atypical behaviors is explored. Abnormal behavior is investigated from a variety of perspectives including biological, psychological, and sociocultural approaches. Intervention and prevention strategies for psychological disorders are also introduced.

**Schedule Description:** Survey of theory and research in abnormal behavior exploring causes and types of psychological disorders along with intervention and prevention strategies.

**Rationale:** Content review; adding department advisory

**CHC Equate:** PSYCH 110

**Repeatability:** None

**Effective:** FA15

<b>COURSE ID</b>	<b>COURSE TITLE</b>
PSYCH 112	DEVELOPMENTAL PSYCHOLOGY: CHILD AND ADOLESCENT PSYCHOLOGY

**Departmental Advisory:** ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined through the SBVC assessment process

**Rationale:** Content review; adding department advisory

**CHC Equate:** NO

**Repeatability:** None

**Effective:** FA15

<b>COURSE ID</b>	<b>COURSE TITLE</b>
WST 020x2	TEST REVIEW FOR WATER TREATMENT T1-T2

**Course ID:** WST 020

**Course Title:** Test Review for Water Treatment T1

**Catalog Description:** This course is a review of the expected Range of Knowledge (ROK) required to obtain the California Department of Public Health (CDPH) Water Treatment Operator License at level T1. The review topics include conventional treatment techniques, flocculation, sedimentation, filtration, system pressures, and related math.

**Schedule Description:** This course is a review of the expected Range of Knowledge required for the California Department of Public Health (CDPH) Water Treatment Operator Licenses at level T1.

**Rationale:** Leveling WST 020x2

**SBVC Equate:** WST 020x2

**CHC Equate:** NO

**Repeatability:** None

**Effective:** FA14

Curriculum Meeting: 04-14-14; 4-28-14

Conjoint Meeting: 05-15-14

Board of Trustees Meeting: June 12, 2014

7 of 10

## DISTRIBUTED EDUCATION

**BIOL 270**  
**PSYCH 110**  
**PSYCH 112**

### **100% ONLINE**

**Rationale:** One of the planning themes of San Bernardino Valley College (SBVC) is access. For career technical courses, the issue of scheduling is crucial. Students working the night shift can only take class in the morning while those working traditional day schedules can only take evening classes. Given these variables and difficult schedules, students need the flexibility of time that an online class affords. An asynchronous online class allows students to study when their schedules allow and where they have the space and materials to do so effectively. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.

**Effective: FA14**

## DELETE COURSE

**POLICE 093**

**Rationale:** Course no longer offered.

**Effective: FA15**

## Music AA-T Transfer Degree, AA-T

The Associate of Arts for Transfer (AA-T) in Music develops a well-rounded musician through the Student Transfer Achievement Reform Act (SB 1440). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. This degree provides students with transfer preparation and pre-professional training. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In order to earn one of these degrees, students must complete 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AA-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommend that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a baccalaureate institution and major in Music should consult with a counselor regarding the transfer process and lower division requirements.

### **REQUIRED CORE COURSES:**

	<b>Units</b>
MUS 101 Music Theory I: Fundamentals	3
MUS 101L Musicianship I	1
MUS 102 Music Theory II: Scales and Modes	3
MUS 102L Musicianship II	1
MUS 201 Music Theory III: Basic Harmony	3
MUS 201L Musicianship III	1
MUS 202 Music Theory IV: Harmony	3
MUS 202L Musicianship IV	1

### **8 UNITS FROM THE FOLLOWING APPLIED MUSIC COURSES:**

	<b>Units</b>
MUS 141X2 Applied Music I	2 - 4
MUS 241x2 Applied Music II	2 - 4

### **8 UNITS FROM THE FOLLOWING LARGE ENSEMBLE COURSES:**

	<b>Units</b>
MUS 152X4 Chamber Singers	2 - 8
MUS 153x4 Chamber Chorale	2 - 8
MUS 154X4 College Singers	2 - 8
MUS 156X4 Concert Choir	2 - 8

Curriculum Meeting: 04-14-14; 4-28-14

Conjoint Meeting: 05-15-14

Board of Trustees Meeting: June 12, 2014

<b>RECOMMENDED COURSES:</b>		<b>Units</b>
MUS 100	Music Appreciation	3
MUS 121	Music History and Literature - Middle Ages to Baroque	3
	<b>or</b>	
MUS 121H	Music History and Literature - Middle Ages to Baroque - <b>Honors</b>	3
MUS 122	Music History and Literature - Classic to Contemporary	3
	<b>or</b>	
MUS 122H	Music History and Literature - Classic to Contemporary - <b>Honors</b>	3
MUS 123	Electronic Music I	3
MUS 124	Electronic Music II	3
 <b>MAJOR TOTAL: 32</b>		 <b>Units</b>
 <b>CSU GE-Breadth or IGETC for CSU requirements: 39-42</b>		 <b>Units</b>
 <b>CSU ELECTIVES (as needed to reach 60 transferable units): 0-3</b>		 <b>Units</b>
<hr/> <b>Total Units</b>		<hr/> <b>60</b>

**Rationale:** Offering a music TMC degree will offer additional options for students who wish to pursue transfer to the CSU system. This TMC offers many benefits to our students. The most significant advantage is the assurance that this AA-T will be accepted as appropriate major preparation at all CSU campuses, rather than just the one nearest to the college at which the degree was completed. The degrees authorized under SB 1440 encourage students to complete their associate degrees before transferring while offering a streamlined pathway for transfer to the CSU, thus benefiting students in multiple ways.

**Effective:** FA14

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Cheryl A. Marshall, President, CHC  
**PREPARED BY:** Bryan Reece, Vice President of Instruction, CHC  
**DATE:** June 12, 2014  
**SUBJECT:** Consideration of Approval of Curriculum Modifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached Curriculum Modifications.

### **OVERVIEW**

The courses, certificates and degrees at CHC are continually being revised and updated to reflect and meet student needs.

### **ANALYSIS**

These courses, certificates and degrees have been approved by the Curriculum Committee of the Academic Senate.

### **BOARD IMPERATIVE**

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

### **FINANCIAL IMPLICATIONS**

None.



**CRAFTON HILLS COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEES APPROVAL  
June 12, 2014**

CORRECTION TO PROGRAM:

<b>NEW PROGRAM</b>
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**ASSOCIATE IN ARTS IN KINESIOLOGY FOR TRANSFER A.A. Degree Major**

The Associate in Arts-Transfer (AA-T) degree in Kinesiology at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in kinesiology or a related field of study.

**REQUIRED COURSES:**

		<b>UNITS</b>
KIN 200	Introduction to Kinesiology	3.00
ANAT 150	Human Anatomy and Physiology I	4.00
ANAT 151	Human Anatomy and Physiology II	3.00

**Students must complete one unit from any three of the following movement based course areas:**

		<b>UNITS</b>
<b>Aquatics</b>		
KIN/F 164ABCD	Swimming I-IV	1.00
KIN/F 173ABCD	Water Aerobics and Depp Water Exercise I-IV	1.00
<b>Combatives</b>		
KIN/S 159ABCD	Karate I-IV	1.00
<b>Team Sports</b>		
KIN/S 116ABCD	Soccer I-IV	1.00
KIN/S 179ABCD	Team Sport I-IV	1.00
KIN/S 193ABCD	Softball I-IV	1.00
<b>Individual Sports</b>		
KIN/S 120ABCD	Golf I-IV	1.00
KIN/S 148ABCD	Tennis I-IV	1.00
KIN/S 248AB	Competitive Tennis	1.00
<b>Fitness</b>		
KIN/F 105ABCD	Aerobic Conditioning I-IV	1.00
KIN/F 106ABCD	Total Body Fitness	1.00
KIN/F 108ABCD	Resistance and Weight Training I-IV	1.00
KIN/F 127ABCD	Walking for Fitness I-IV	1.00
KIN/F 155ABCD	Conditioning with the Pilates Method I-IV	1.00
KIN/F 168ABCD	Yoga I-IV	1.00
KIN/F 190ABCD	Tai Chi I-IV	1.00
KIN/F 191ABCD	Hiking for Fitness I-IV	1.00
<b>Dance</b>		
KIN/D 130ABCD	Jazz Dance I-IV	1.00
KIN/D 143ABCD	Funk/Hip Hop Dance I-IV	1.00

Curriculum Meeting: 01-21-14; 04-14-14

Conjoint Meeting: 4/21/14

Board of Trustees Meeting: 06/12/14

2 of 3

KIN/D 163ABCD      Ballroom/Swing/Salsa I-IV      1.00

**Students must complete at least six additional unites from the following list:**

MATH 108      Statistics      4.00

**Or**

PSYCH 108      Statistics      4.00

CHEM 150      General Chemistry I      5.00

**Or**

CHEM 150H      General Chemistry I – Honors      5.00

PHYSIC 110      General Physics I      4.00

**Or**

PHYSIC 250      College Physics I      4.00

KIN 231      First Aid and CPR      3.00

**TOTAL UNITS:      20.00**

**Effective: FA14**

**Rationale:** To offer an Associates of Arts degree for transfer.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Dr. Gloria Fisher, Interim President, SBVC  
**PREPARED BY:** Dr. Haragewen Kinde, Vice President, Instruction, SBVC  
**DATE:** June 12, 2014  
**SUBJECT:** Consideration of Approval of Donation – San Bernardino Valley College

### **RECOMMENDATION**

It is recommended that the Board of Trustees accepts the following donation from Mari Mantle to support the Diesel Department at San Bernardino Valley College.

### **OVERVIEW**

A donation of one (1) Crane and Bamboo Sculpture is being made to the Art Department.

<b><u>Item</u></b>	<b><u>Source</u></b>
(1) Crane and Bamboo Sculpture	Allen and Clara Gresham Charles and Shelby Obershaw Claudia Aguilar

### **ANALYSIS**

A donation of one (1) Crane and Bamboo Sculpture is being made to the Art Department for instructional purposes.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron  
Chancellor  
REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
DATE: June 12, 2014  
SUBJECT: Consideration of Acceptance of Academic Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Kevin Emerson, Instructor, Physical Education, SBVC.

OVERVIEW

Kevin Emerson, Instructor, Physical Education, SBVC, submitted his letter of resignation with an effective date of July 2, 2014, after five years of service to the District. His last day of employment will be July 1, 2014.

ANALYSIS

The Human Resources Department provided employee acceptance of his resignation from employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron  
Chancellor  
REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Evan Sternard, Counselor, CHC.

OVERVIEW

Evan Sternard, Counselor, CHC, effective July 1, 2014, 200 days of service. Salary placement to be determined upon verification of education and experience. Replacement for Judith Harrington.

ANALYSIS

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 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, Interim President, SBVC

DATE: June 12, 2014

SUBJECT: Consideration of Approval of Adjunct & Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as needed for the 2013-2014 & 2014-2015 academic years.

OVERVIEW

The following list of adjunct & substitute academic employees is 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 2013-2014 & 2014-2015 academic years.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**Crafton Hills College  
Adjunct & Substitute Academic Employees  
Summer 2014**

<b>NAME</b>	<b>DISCIPLINE</b>
<b>Bedoya, Rosemary</b>	Counselor, College Life, Personal and Career Development
<b>Bogh, Debbie</b>	Counselor, Personal Career Development, College Life
<b>Camp, Brad</b>	Counselor, Personal Career Development, College Life
<b>Chavira, Rejoice</b>	Counselor, Personal Career Development, College Life
<b>Colvey, Kirsten</b>	Counselor, Personal Career Development, College Life
<b>Craw, Hillary</b>	Counselor, Personal Career Development, College Life
<b>Cummings, Lou'Rie</b>	Counselor, College Life, Personal Career Development
<b>Blair, William</b>	ASL
<b>Dial, Troylynn</b>	Counselor, College Life, Personal Career Development
<b>Douthit, Milly</b>	Counselor, Learning Resources, Personal Career Development, Learning Disabilities
<b>Ford, Bruce</b>	Chemistry
<b>Foutz, Anna</b>	Oceanography
<b>Fry, Maureen</b>	Counselor, Learning Disabilities Specialist, Learning Resources, Learning Disabilities
<b>Garcia, Claudia</b>	Counselor, College Life, Personal and Career Development
<b>Garcia, Maria</b>	College Nurse
<b>Gist, John</b>	Counselor, College Life, Personal Career Development
<b>Grip, Katie</b>	Art
<b>Horn, Chuck</b>	Counselor, College Life, Personal and Career Development
<b>Kim, Elliott</b>	History
<b>Lee, Young</b>	Learning Resources, Learning Disabilities Specialist
<b>Licerio, Marty</b>	Counselor, DSPS
<b>Lopez, Monica</b>	Counselor, College Life, Personal and Career Development
<b>Martin, Lisa</b>	Counselor, College Life, Personal and Career Development
<b>Martinez, Michelle</b>	Counselor, College Life, Personal and Career Development
<b>McAtee, Robert</b>	Counselor, Personal Career Development, College Life
<b>McCool, Karol</b>	Librarian
<b>Menzing, Todd</b>	History
<b>Moreno, Mariana</b>	Counselor, Personal Career Development, College Life
<b>Patton, Randall</b>	Librarian
<b>Phillips, Jasmine</b>	Counselor, College Life, Personal and Career Development
<b>Quintanar, Brittnee</b>	Counselor, College Life, Personal and Career Development
<b>Rojas, Danny</b>	Respiratory
<b>Sandez, Ann</b>	Emergency Medical Services

<b>Schoenfeld, Racquel</b>	Counselor, College Life, Personal and Career Development
<b>Shum, Cindy</b>	Counselor, College Life, Personal and Career Development
<b>Singh, Manika</b>	Counselor, College Life, Personal and Career Development
<b>Slota, Daniel</b>	Librarian
<b>Sternard, Evan</b>	Counselor, College Life, Personal and Career Development
<b>Tilman, Susan</b>	Counselor, Learning Disabilities Specialist, College Life, Personal and Career Development
<b>Vasquez, Violetta</b>	Counselor, College Life, Personal and Career Development
<b>Washburn, Ben</b>	Counselor, College Life, Personal and Career Development
<b>Wilson, Debra</b>	Counselor, College Life, Personal Career Development
<b>Xayaphanthong, Soutsakhone</b>	Counselor, Personal Career Development, College Life

**Crafton Hills College  
Adjunct & Substitute Academic Employees  
Fall 2014**

<b>NAME</b>	<b>DISCIPLINE</b>
<b>Able, Susan</b>	Child Development
<b>Alder, Michael</b>	Fire Technology
<b>Bagg, Michael</b>	CIS
<b>Bailes, Brandi</b>	Math
<b>Barrie, Trinette</b>	Counselor
<b>Bedoya, Rosemary</b>	Counselor, College Life, Personal and Career Development
<b>Blair, William</b>	ASL
<b>Blanco, Glenn</b>	Anatomy
<b>Bogh, Debbie</b>	Counselor, Personal Career Development, College Life
<b>Bray, Linda</b>	Allied Health
<b>Briones, Nash</b>	Fire Technology
<b>Boyd, Brian</b>	Public Safety
<b>Camp, Brad</b>	Counselor, Personal Career Development, College Life
<b>Chavira, Rejoice</b>	Counselor, Personal Career Development, College Life
<b>Chittenten, Heather</b>	Public Safety
<b>Clarke, Sally</b>	Allied Health
<b>Colvey, Kirsten</b>	Counselor, Personal Career Development, College Life
<b>Commander, John</b>	Emergency Medical Services
<b>Craw, Hillary</b>	Counselor, College Life, Personal and Career Development
<b>Cortez, Alejandro</b>	Biology
<b>Crews, Carly</b>	Emergency Medical Services



<b>Cummings, Lou'Rie</b>	Counselor, College Life, Personal and Career Development
<b>Curry, Victoria</b>	Counselor, College Life, Personal and Career Development
<b>De Boer, Frank</b>	Fire Technology
<b>Dial, Troylynn</b>	Counselor, College Life, Personal Career Development
<b>Douthit, Milly</b>	Counselor, Learning Resources, Personal Career Development, Learning Disabilities Specialist
<b>Durban, Mark</b>	Fire Technology
<b>Estrada, Colleen</b>	Fire Technology
<b>Ford, Bruce</b>	Chemistry
<b>Fry, Maureen</b>	Counselor, Learning Disabilities Specialist, Learning Resources
<b>Gaddy, Duran</b>	Fire Technology
<b>Gairson, Philip</b>	Fire Technology
<b>Garcia, Claudia</b>	Counselor, College Life, Personal and Career Development
<b>Garcia, Martha</b>	College Nurse
<b>Gist, John</b>	Counselor, College Life, Personal Career Development
<b>Gradias, Ben</b>	Emergency Medical Services
<b>Grant, Leslie</b>	English
<b>Grip, Katie</b>	Art
<b>Gutierrez, Juan</b>	Math
<b>Gutierrez, Ruben</b>	Psychology
<b>Harter-Speer, Joan</b>	Psychology
<b>Hausman, Edward</b>	Fire Technology
<b>Horn, Chuck</b>	Counselor, College Life, Personal and Career Development
<b>Hunter, Morris</b>	Radiology Technology
<b>Janssen, Josh</b>	Fire Technology
<b>Johnson, Brittany</b>	Allied Health
<b>Kennedy, Scott</b>	CIS
<b>Kim, Elliott</b>	History
<b>Kurland, Harvey</b>	Kinesiology
<b>Lastra, Ulises</b>	Math
<b>Leahy, Julie</b>	Allied Health
<b>Lee, Young</b>	Counselor, Learning Resources, Learning Disabilities Specialist
<b>Leslie, Grant</b>	English
<b>Licerio, Marty</b>	Counselor, DSPS
<b>Lopez, Monica</b>	Counselor, College Life, Personal and Career Development
<b>Lucier, Bradley</b>	History
<b>Marsman, Martin</b>	Emergency Medical Services
<b>Martin, Lisa</b>	Counselor, College Life, Personal and Career Development
<b>Martinez, Michelle</b>	Counselor, College Life, Personal and Career Development
<b>Mason, Elizabeth</b>	Kinesiology
<b>Mayoral, Salvador</b>	Math

<b>McAtee, Robert</b>	Counselor, Personal Career Development, College Life
<b>Menzing, Todd</b>	History
<b>Molloy, David</b>	Emergency Medical Services
<b>Moreno, Mariana</b>	Counselor, Personal Career Development, College Life
<b>Morning, Sara</b>	Emergency Medical Services
<b>Nguyen, Hoang</b>	Math
<b>Nunn, Steven</b>	Fire Technology
<b>Nunn, Masako</b>	Japanese
<b>Overstreet-Murphy, Penni</b>	Fire Technology
<b>Phillips, Jasmine</b>	Counselor, College Life, Personal and Career Development
<b>Parks, Luthor</b>	English
<b>Porritt, Marc</b>	Psych/HD
<b>Przeklasa, Terrence</b>	Anthropology/History
<b>Quintanar, Brittnee</b>	Counselor, College Life, Personal and Career Development
<b>Raney, Bret</b>	Fire Technology
<b>Rojas, Daniel</b>	Respiratory
<b>Sadjadi, Shahla</b>	Math
<b>Sandez, Ann</b>	Emergency Medical Services
<b>Schoenfeld, Racquel</b>	Counselor, College Life, Personal and Career Development
<b>Shum, Cindy</b>	Counselor, College Life, Personal and Career Development
<b>Siciliano, Fiorentino</b>	Math
<b>Singh, Manika</b>	Counselor, College Life, Personal and Career Development
<b>Smith, Drew</b>	Fire Technology
<b>Sternard, Evan</b>	Counselor, College Life, personal Career Development
<b>Stone, Harry</b>	Psychology
<b>Tefera, Abey</b>	Math
<b>Tilman, Susan</b>	Counselor, Learning Disabilities Specialist, College Life, Personal and Career Development
<b>Van Eby, Lawrence</b>	English
<b>Vasquez, Violetta</b>	Counselor, College Life, Personal and Career Development
<b>Verosik, Eileen</b>	Emergency Medical Services
<b>Walton, Brandon</b>	Emergency Medical Services
<b>Washburn, Ben</b>	Counselor, College Life, Personal and Career Development
<b>Wilson, Debra</b>	Counselor, College Life, Personal Career Development
<b>Xayaphanthong, Soutsakhone</b>	Counselor, Personal Career Development, College Life,
<b>Yamashiro, Sabrina</b>	Emergency Medical Services

**San Bernardino Valley College  
Adjunct & Substitute Academic Employees  
Academic Year 2013-2014  
June 12, 2014**

<b>NAME</b>	<b>DISCIPLINE</b>
Crowder, William	Pharmacy Technology
Elraghy, Omaina	Biology
Nelson, Brandy	Human Services
Orozco, Debbie	Student Development
Park, Jason Hong	Math
Rodriguez, Mike	Political Science
Strom, Brian	American Sign Language
Wiley, Mark	Water Supply Technology

**San Bernardino Valley College  
Adjunct & Substitute Academic Employees  
Academic Year 2014-2015  
June 12, 2014**

<b>NAME</b>	<b>DISCIPLINE</b>
Aboud, Ibrahim	English
Adamiak, Ann	American Sign Language
Adebayo-Ige, Morenike	Reading & Study Skills
Ahn, Katherine	History
Alfano, Jay	Computer Information Technology
Allen, Rebecca	Biology
Allen, Rick	Biology
Allen, Tammy	Reading & Study Skills
Alvarado, Katherine	Child Development
Alvarez, Alexis	Sociology
Alvarez, Rebecca	Sociology
Alzammar, Ashley	Reading & Study Skills
Andersen, Anne	Reading & Study Skills
Antmann, Howard	Music
Anton, Michael	Architecture & Environmental Design
Ariza, Ernest	Water Supply Technology
Ashton, Judith	English
Ashton, Patricia	Reading & Study Skills
Ask, Ladan	Political Science
Atkins, Gary	Human Services
Avila, Diana	Math
Awunganyi, John	Math
Ayala, Richard	Diesel

<b>Aziz, Husein</b>	Heating, Ventilation, Air Conditioning, Refrigeration
<b>Bachman, Bruce</b>	Art
<b>Badibanga, Maurice</b>	Math
<b>Bahk, Sarah</b>	Math
<b>Balderrama, Sandra</b>	Computer Information Technology
<b>Baldwin, Taylor Gunter</b>	Math
<b>Ballardo, Jose</b>	Administration of Justice
<b>Barta, Christopher</b>	Welding Technology
<b>Bartholow, Todd</b>	Welding Technology
<b>Baylosis, Ivan</b>	Nursing
<b>Berglas, Ron</b>	Theater Arts
<b>Berkebile, Meta</b>	Radio, Television & Film
<b>Berry, Robert</b>	Music
<b>Berry, Thomas W.</b>	Communication Studies
<b>Beuche, William</b>	Music
<b>Bicksler, Bonnie</b>	Reading & Study Skills
<b>Blackman, Sandra</b>	History
<b>Blalock, Ashley</b>	Art
<b>Boccumini, Paul</b>	Psychology
<b>Bodnar, William</b>	Automotive
<b>Bond, Lauren</b>	English
<b>Bond, Matthew</b>	English
<b>Bourbeau, Ronald</b>	Art
<b>Bray, Linda L.</b>	Computer Information Technology
<b>Brooks, Robert C.</b>	Accounting
<b>Brown, Joshua</b>	Physical Education
<b>Bruno, Frank J.</b>	Psychology
<b>Buchanan, Donald</b>	Geology
<b>Buchanan, Jamie</b>	Psychology
<b>Buchholz, James</b>	Physics
<b>Burris, Andrew</b>	Chemistry
<b>Butris, Nabil</b>	Welding Technology
<b>Butterfield, John</b>	Art
<b>Cacho, Bryce</b>	Welding Technology
<b>Carreon-Bailey, Rebecca</b>	Child Development
<b>Carroll, Marian</b>	Communication Studies
<b>Casillas, Doris</b>	Communication Studies
<b>Cass, Russell W.</b>	Anthropology
<b>Castro, Emma</b>	Biology
<b>Catalano, Roberto</b>	Music
<b>Chaney, Nikia</b>	English
<b>Chang, Wenli</b>	Math
<b>Charcas-Salazar, Rosalinda</b>	Modern Languages
<b>Charles, Rawlston</b>	Physical Education
<b>Chase, Gerald</b>	Electricity/Electronics
<b>Chavoushi, Maria</b>	Modern Languages
<b>Chemama, Maryline</b>	Chemistry
<b>Chen, Hsu-Chia</b>	Math
<b>Childress, Scot</b>	Math
<b>Chota, Doris</b>	Pharmacy Technology
<b>Christman, Carl</b>	Communication Studies

<b>Cima, Deborah M.</b>	Human Services
<b>Cisneros, Maribel</b>	Student Development
<b>Clearman, Alice</b>	Psychology
<b>Colern-Mulz, Leslie</b>	English
<b>Collette, Richard</b>	Computer Information Technology
<b>Comiskey, Daniel</b>	Welding Technology
<b>Conrad, Paul</b>	Math
<b>Conrad, Robert</b>	Geographic Information Systems
<b>Cooper, Brian</b>	Art
<b>Costello, Gerarda</b>	History
<b>Cowan, Joey</b>	Biology
<b>Cox, Maria</b>	Human Services
<b>Crocker, Joyce</b>	Nursing
<b>Crogman, Horace</b>	Physics
<b>Cross, Telma</b>	Modern Languages
<b>Cuevas, Dion</b>	Art
<b>Daraei, Khosrow</b>	Electricity/Electronics
<b>Day, Ruth</b>	Academic Advancement
<b>De Marco, Sandi</b>	Nursing
<b>Delmonte, Orlando</b>	Machine Technology
<b>Diaz, Maria</b>	Communication Studies
<b>Diaz, Steven</b>	English
<b>Diehl-Hope, Saovaros</b>	Child Development
<b>Ding, Guizhi</b>	Physical Education
<b>Diskin, Les</b>	Diesel
<b>Dolson-Andrew, Stephen</b>	Political Science
<b>Dormady, Kelly</b>	History
<b>Downey, Jennifer R.</b>	Psychology
<b>Dubois-Eastman, Kim</b>	Nursing
<b>Dudash, Leigh</b>	Geology
<b>Duncan, William</b>	Heating, Ventilation, Air Conditioning, Refrigeration
<b>Dusick, Michelle</b>	Human Services
<b>Dutton, Debra</b>	Biology
<b>Edwards, Julie G.</b>	Music
<b>Egger, Gerald</b>	Culinary Arts
<b>Ellison, Amy</b>	Academic Advancement
<b>Esoy, Liza</b>	Nursing
<b>Farnum, Martin</b>	Chemistry
<b>Fehr, Jody</b>	English
<b>Fell, Devon</b>	Psychology
<b>Ferguson, Prince</b>	English
<b>Fisher, Linda</b>	Art
<b>Fossum, Louis</b>	Theater Arts
<b>Foutz, Anna</b>	Geology
<b>Fozouni, Daihim</b>	English
<b>Frankini, Armida</b>	Chemistry
<b>Furr, Yvonne</b>	Pharmacy Technology
<b>Galindo, Alicia</b>	Physical Education
<b>Gamboa, Darlene</b>	Biology
<b>Garber, Melbourne</b>	Economics
<b>Garcia, David</b>	Philosophy/Religious Studies

<b>Garcia, Robert</b>	Diesel
<b>Garretson, Denise</b>	Math
<b>Gelenchi, Fantahun</b>	Math
<b>Ghaffari, Mithra</b>	Biology
<b>Gideon, Angelita</b>	Library
<b>Glass, Nancy</b>	Biology
<b>Godwin, Angelina</b>	Modern Languages
<b>Gonzalez, Juan</b>	Geographic Information Systems
<b>Gordon, Aleida</b>	Food and Nutrition
<b>Hadden, Jay</b>	Anthropology
<b>Haider, Mourshad</b>	Math
<b>Hayes, Shonia</b>	Chemistry
<b>Henkle, Lisa</b>	Political Science
<b>Henry, Mark</b>	English
<b>Herrera, Jamie</b>	Student Development
<b>Hesseltine, Robert</b>	Aeronautics
<b>Hidalgo, Alma</b>	Geography
<b>Hoage, Scott</b>	Human Services
<b>Hoang, Dung</b>	Math
<b>Hoglund, Richard</b>	Music
<b>Holcombe, Melissa</b>	Child Development
<b>Holstrom, Geoffrey</b>	Physics
<b>Hooker, Richard</b>	Human Services
<b>Hope, Allen</b>	Food and Nutrition
<b>Hotchkiss, Daniel</b>	Electricity/Electronics
<b>Hoyt, James</b>	Aeronautics
<b>Hullings, Ginger</b>	Nursing
<b>Hungate, Adam</b>	History
<b>Hunt, Beverly</b>	Physical Education
<b>Irby, Carl</b>	Human Services
<b>Iyengar, Melissa</b>	Biology
<b>Jackson, Beverlyn</b>	Nursing
<b>Jacques, Paul</b>	Theater Arts
<b>Jenkins, Theodore</b>	Math
<b>Johnson, Katherine</b>	Biology
<b>Johnson, Steven</b>	Chemistry
<b>Jones, Brandon</b>	Biology
<b>Jones, Pamela</b>	Child Development
<b>Kadow, Eugene</b>	Mathematics
<b>Kalanui, Anthony</b>	Radio, Television & Film
<b>Kawa, Jon</b>	Art
<b>Kawa, Karlie</b>	Art
<b>Kehrier, Christopher</b>	Biology
<b>Keithly, Dana</b>	Anthropology
<b>Kellmer, Randall</b>	Computer Information Technology
<b>Kellogg, Elena</b>	English
<b>Kent, Michael</b>	English
<b>Kerr, Randell</b>	Human Services
<b>Kesling, Susaniel</b>	Pharmacy Technology
<b>Kiefer-Newman, Katherine</b>	Philosophy
<b>Kim, Edward</b>	Math

<b>Koch, Paul</b>	Corrections
<b>Koda, Ashley</b>	Sociology
<b>Kuntz, John</b>	English
<b>Lai, Karen</b>	Math
<b>Lavingia, Suraj</b>	Pharmacy Technology
<b>Lavruk, Alexander</b>	Music
<b>Lawton, Phillip</b>	Heating, Ventilation, Air Conditioning, Refrigeration
<b>Le, Tom</b>	Math
<b>Leatham, Wallace</b>	Geology
<b>Lee, Jimmy</b>	Biology
<b>Lee, Steven</b>	Business Administration
<b>Leighton, Nita</b>	Electricity/Electronics
<b>Lessard, George</b>	Chemistry
<b>Letcher, Annette</b>	Reading & Study Skills
<b>Lindeman, David H.</b>	Heating, Ventilation, Air Conditioning, Refrigeration
<b>Liscum, Huong</b>	Math
<b>Litel, Gerald S.</b>	Accounting
<b>Loh Myers, Susan</b>	English
<b>Lopez, Antoinette</b>	Nursing
<b>Loukeh, Alison</b>	Water Supply Technology
<b>Lowe, Josephine</b>	Reading & Study Skills
<b>Loya-Gonzalez, Mary</b>	Nursing
<b>Luke, Craig</b>	Student Development
<b>Luu, Tony</b>	English
<b>MacAfee, Patrick J.</b>	Human Services
<b>Maestas, Michael</b>	Water Supply Technology
<b>Maestre, Joanne</b>	English
<b>Mahoney, Ann W.</b>	English
<b>Mai, Hao</b>	Math
<b>Marcy, Joshua</b>	Math
<b>Marrs, Tracy</b>	Reading & Study Skills
<b>Massey, John W.</b>	Administration of Justice
<b>Matin, Mohammed</b>	Math
<b>Mayo, Ana</b>	Chemistry
<b>McDonald, Shawn</b>	Chemistry
<b>McGowan, Matthew</b>	Heating, Ventilation, Air Conditioning, Refrigeration
<b>McKeen, Wendy</b>	Chemistry
<b>McPeck, Christina</b>	Child Development
<b>Medina, William</b>	History
<b>Mendoza, Maria</b>	Math
<b>Mierzwik, William A.</b>	Physical Education
<b>Milbes, Alaa</b>	Political Science
<b>Miller, Brenda</b>	Human Services
<b>Miller, Frank J.</b>	Math
<b>Milligan, Joshua</b>	Welding Technology
<b>Milroy, Patrick</b>	Water Supply Technology
<b>Mondrala, Scott</b>	Biology
<b>Monin, Craig</b>	Electricity/Electronics
<b>Montgomery, William</b>	Electricity/Electronics
<b>Moran, Omar</b>	English
<b>Moreno, Robert</b>	Welding Technology

<b>Mukundan, Ramaa</b>	Geography
<b>Mulchandani, Priti</b>	Biology
<b>Murillo, Charles</b>	English
<b>Murphy, Joel</b>	English
<b>Naim, Rozaena</b>	Math
<b>Nelson, Brandy</b>	Human Services
<b>Nelson, Kristina</b>	Psychology
<b>Ngobi, Said</b>	Math
<b>Nguyen, Benny</b>	Math
<b>Nguyen, Thuy</b>	Math
<b>Nguyen, Tung</b>	Math
<b>Niehus, Gerald</b>	English
<b>Nimako, Solomon</b>	Geographic Information Systems
<b>Norris, Windy</b>	Communication Studies
<b>Notarangelo, Maria</b>	English
<b>O'Connell, Michael</b>	Administration of Justice
<b>Obien, Lorna M.</b>	Math
<b>Ogbuchiekwe, Edmund</b>	Geography
<b>Ortiz, Grace</b>	Nursing
<b>Ortiz, Miguel</b>	Machine Technology
<b>Orton, Renee</b>	Communication Studies
<b>Paine, Kristy K.</b>	Administration of Justice
<b>Pal, Anasuya</b>	English
<b>Palacios, Levy</b>	Computer Information Technology
<b>Pastuschek, Susanne</b>	Administration of Justice
<b>Perkins, Leo</b>	Political Science
<b>Philp, Michael</b>	Biology
<b>Pielke, Janet</b>	Sociology
<b>Polino, Marc</b>	Nursing
<b>Polonio, Jeffery</b>	Human Services
<b>Price, Brandi</b>	Child Development
<b>Quach, Patricia</b>	Reading & Study Skills
<b>Quinones, Benjamin</b>	English
<b>Racataian, Cristian</b>	Math
<b>Rafei, Zeina</b>	Communication Studies
<b>Rahbarnia, Shohreh</b>	Chemistry
<b>Rahman, Mustafizur</b>	Math
<b>Rajala, Dyanna</b>	English
<b>Ramirez, Richard</b>	Automotive
<b>Ramos, Rebecca</b>	Biology
<b>Rangel, Francisco</b>	Accounting
<b>Ratcliff, Joseph</b>	Machine Technology
<b>Raval, Gira</b>	Chemistry
<b>Reid, Shirley</b>	Math
<b>Reyes, Daniel</b>	Culinary Arts
<b>Riddell, Jeannette</b>	English
<b>Ridge, Patrick</b>	Math
<b>Rihan, Basemeh</b>	Communication Studies
<b>Rippetoe, James</b>	Radio, Television & Film
<b>Rivas, Karla</b>	Math
<b>Rodriguez, Mike</b>	Political Science



<b>Romero, Markazan</b>	Electricity/Electronics
<b>Rounds, Michael</b>	History
<b>Saad, Nancy</b>	Biology
<b>Saadat, Ali</b>	Math
<b>Sadjadi, Shahla</b>	Math
<b>Salazar, Jorge</b>	Radio, Television & Film
<b>Sandlin, Stephen H.</b>	Geography
<b>Sanjurjo-Casado, Maria</b>	Culinary Arts
<b>Santos, Bridgett</b>	Biology
<b>Sarenana, Chris</b>	Architecture & Environmental Design
<b>Scaletta, Dominick</b>	Math
<b>Scalisi, Carlos R.</b>	Political Science
<b>Schall, Donald A.</b>	Business Administration
<b>Schmidt, Lisa</b>	Physical Science
<b>Schmitt, Christopher</b>	Sociology
<b>Schrader, Michelle</b>	Philosophy
<b>Schroder, Geoffrey</b>	Nursing
<b>Seaman, Julia</b>	Art
<b>Seraj, Robyn</b>	Pharmacy Technology
<b>Shedd, Dana</b>	Reading & Study Skills
<b>Sherrill, Daniel</b>	Geographic Information Systems
<b>Shweikeh, Eman</b>	Chemistry
<b>Shweikeh, Jamal</b>	Physics
<b>Sievers, Jerry</b>	Automotive
<b>Smith, James</b>	Political Science
<b>Smith-Trafzer, Lee Ann</b>	History
<b>Snow, Stephen</b>	History
<b>Sobhanian, Soha</b>	Biology
<b>Sola, Michael E.</b>	Physical Education
<b>Stauble, Vernon</b>	Business Administration
<b>Stiglich, Denise</b>	Chemistry
<b>Strine, Mary</b>	Academic Advancement
<b>Strom, Ann</b>	Modern Languages
<b>Strom, Brian</b>	Modern Languages
<b>Sullivan, John</b>	English
<b>Teeguarden, Thomas</b>	Aeronautics
<b>Thompson, Ross</b>	Art
<b>Ting, Lycretia</b>	Math
<b>Tolstova, Anna</b>	Math
<b>Tran, Bao</b>	Nursing
<b>Turner, Eugenia</b>	Human Services
<b>Udupa, Srikrishna K.</b>	Math
<b>Underwood, Bruce</b>	Business Calculations
<b>Valcarcel, David</b>	Music
<b>Valdez, Maria</b>	Psychiatric Technology
<b>Valentine, Debra</b>	Human Services
<b>Valenzuela, Rosa Maria</b>	Nursing
<b>Valladao, Gary</b>	Water Supply Technology
<b>Valle, Samuel</b>	Electricity/Electronics
<b>Van Osterhoudt, Patricia</b>	Reading & Study Skills
<b>Vanella, Frank</b>	Administration of Justice

Variyam, Biju	Machine Technology
Vasquez, Leo	Business Administration
Vazquez-Celaya, Sandra	Math
Velarde-Petersen, Loreto	Modern Languages
Velitis, Michael	Heating, Ventilation, Air Conditioning, Refrigeration
Verholtz, Gary	Water Supply Technology
Vinciullo, Frances	Psychology
Voisard, Steven	Library
Wagner, Lindsay	Radio, Television & Film
Wallick, Amber D.	Child Development
Walters, Sandi	Child Development
Wardell, Matt	Art
Weber, Michele	Communication Studies
Weis, Anh	Math
Wen, Edward	Chemistry
White, Charles	Art
White, Stuart	Administration of Justice
Whittman Kober, Danna	English
Wilhite, Charles	Administration of Justice
Wilhite, Cynthia	Human Services
Wilson, Nancy	English
Wolcott, Bruce	English
Worley, Edward	Heating, Ventilation, Air Conditioning, Refrigeration
Yarnelle, E.	Psychology
Yoon, Choon	Music
Young, Tami	Psychology
Zaharopoulos, George	Political Science
Zeeb, John	Psychology
Zhu, Zhiqiang	Chemistry

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Classified Employee Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of Dianna Jones, Senior Programmer/Analyst, Annex.

OVERVIEW

Dianna Jones, promoted from Data Analyst, Annex, to Senior Programmer/Analyst (Annex), Classified Salary Schedule, Range 58, Step A, \$6,250.00 per month, full-time, 12 month position effective August 1, 2014. New Position.

ANALYSIS

The employee went through the recruitment process and is being recommended for promotion.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Gloria Fisher, Interim President, SBVC

DATE: June 12, 2014

SUBJECT: Consideration of Approval of Coordinator Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve Coordinator Stipends for the 2014-2015 academic year.

OVERVIEW

The following academic employees will serve as Coordinators, SBVC:

Elaine Akers	Student Health Services	\$1,320 total for 11 months
Kathy Kafela	Transfer & Career Services	\$1,440 total for 12 months
Deanne Rabon	STAR Program	\$1,320 total for 11 months

Coordinator I's shall receive an additional \$120.00 per month for each month employed in coordinating activities.

ANALYSIS

Stipends for coordinators are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, Appendix A-5.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, Interim President, SBVC

DATE: June 12, 2014

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

None.

**San Bernardino Valley College  
Volunteers  
Academic Year 2013-2014  
June 12, 2014**

NAME	ASSIGNMENT	DATE
<b>Asboth, Gustav</b>	President's Office/Police Academies	06/13/2014-06/30/2014
<b>Campos, Alejandra</b>	Applied Tech/Division Office	06/13/2014-06/30/2014
<b>Dean, Charles</b>	President's Office/Marketing & PR	05/16/2014-05/16/2014
<b>Evans, Sean Dale</b>	President's Office/Police Academies	06/13/2014-06/30/2014
<b>Leach, Thomas</b>	Social Sciences/Athletics	06/13/2014-06/30/2014
<b>Peterson, Art</b>	President's Office/Marketing & PR	05/16/2014-05/16/2014
<b>Robinson, Eric</b>	President's Office/Police Academies	06/13/2014-06/30/2014
<b>Rodriguez, Jordan</b>	President's Office/Marketing & PR	05/16/2014-05/16/2014
<b>Russell, Jeffrey</b>	Applied Tech/Automotive	06/13/2014-06/30/2014
<b>Skinner, Douglas</b>	President's Office/Police Academies	06/13/2014-06/30/2014
<b>Szumski, Edward</b>	President's Office/Marketing & PR	05/16/2014-06/30/2014

**San Bernardino Valley College  
Volunteers  
Academic Year 2014-2015  
June 12, 2014**

NAME	ASSIGNMENT	DATE
<b>Allen, Amanda</b>	President's Office/Police Academies	07/01/2014-12/31/2014
<b>Andrus, Champaynne</b>	Administrative Services/Food Services	07/01/2014-08/15/2014
<b>Bartman, Courtney</b>	President's Office/Police Academies	07/01/2014-12/31/2014
<b>Brackins, Aaron</b>	President's Office/Marketing & Public Rel	07/01/2014-12/31/2014
<b>Cardenas, Lupita</b>	President's Office/Police Academies	07/01/2014-12/31/2014
<b>Carias, Joselyn</b>	President's Office/Marketing & Public Rel	07/01/2014-12/31/2014
<b>Castro, Eileen</b>	Math Div/ Student Success Center	07/01/2014-08/07/2014
<b>Cunningham, Leah</b>	Administrative Services/Food Services	07/01/2014-08/15/2014
<b>Federoff, Thomas</b>	President's Office/Police Academies	07/01/2014-12/31/2014
<b>Fosado, Araceli</b>	President's Office/Marketing & Public Rel	07/01/2014-12/31/2014
<b>Fries, Kevin</b>	President's Office/Police Academies	07/01/2014-12/31/2014
<b>Gault, Jacob</b>	President's Office/Police Academies	07/01/2014-12/31/2014
<b>Hall, Suzan K.</b>	Student Services/Student Health Services	08/01/2014-12/31/2014
<b>Hebbard, Gerry Ann</b>	Administrative Services/Food Services	07/01/2014-08/15/2014
<b>King, Christina</b>	President's Office/Police Academies	07/01/2014-12/31/2014
<b>LaFever, Corey</b>	President's Office/Police Academies	07/01/2014-12/31/2014
<b>Magana, Catherine</b>	Administrative Services/Food Services	07/01/2014-08/15/2014
<b>Maliud, Ismail</b>	Applied Tech/Automotive	07/01/2014-08/07/2014
<b>Migaiolo, John</b>	President's Office/Police Academies	07/01/2014-12/31/2014
<b>Nunez, Abdel</b>	President's Office/Marketing & Public Rel	07/01/2014-12/31/2014
<b>Parsons, Jay</b>	President's Office/Marketing & Public Rel	07/01/2014-12/31/2014
<b>Russell, Jeffrey</b>	Applied Tech/Automotive	07/01/2014-12/30/2014
<b>Skans, Melanie</b>	Math Div/ Student Success Center	07/01/2014-12/31/2014
<b>Slaven, Christopher</b>	President's Office/Police Academies	07/01/2014-12/31/2014
<b>Warrick, Michael</b>	President's Office/Police Academies	07/01/2014-12/31/2014

**Crafton Hills College  
Volunteers  
Academic Year 2013-2014  
June 12, 2014**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>DATE</b>
Burch, Cassandra	Counseling	06/13/2014-06/30/2014
Burch, Cassandra	Counseling	07/01/2014-12/31/2014
Crawford, Robin	EMS	07/01/2014-12/31/2014
Gomez, Larissa	Counseling	07/01/2014-12/31/2014
Gutierrez, Omar	Fire Technology	08/01/2014-12/31/2014
McDonald, Candace	Anatomy	08/01/2014-12/31/2014
Weidemann, Kris	Fire Technology	07/01/2014-12/31/2014

**DISTRICT  
Volunteers  
June 12, 2014**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>DATE</b>
Maxwell, Danielle	KVCR	06/13/2014-06/30/2014
Munoz, Thalia	KVCR	06/13/2014-06/30/2014
Dessesseay, Robert	KVCR	07/01/2014-12/30/2014
Maxwell, Danielle	KVCR	07/01/2014-12/30/2014
Munoz, Thalia	KVCR	07/01/2014-12/30/2014
Swift, Sandra	KVCR	07/01/2014-12/30/2014

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Cheryl Marshal, President, CHC  
Dr. Gloria Fisher, Interim President, SBVC

DATE: June 12, 2014

SUBJECT: Consideration of Approval of Faculty Chair Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve Faculty Chair Stipends for the 2014-2015 academic year.

OVERVIEW

The academic employees on the following list will serve as faculty chairs for the 2014-2015 academic year.

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.



**CHC  
Faculty Chair Stipends  
Academic Year 2014-2015**

Franklin, Brad	Allied Health Services	\$6,000
Hanley, Jodi, Co-Chair	Mathematics	\$4,000
Jones, JoAnn	Human Development	\$6,000
Ledoux, Janine, Co-Chair	Kinesiology and Health	\$3,000
McConnell, Mark	Fine Arts	\$6,000
McKee, Julie	Social Science	\$6,000
Papas, Dean	English and Reading Skills	\$14,000
Rabago, Ralph, Co-Chair	Kinesiology and Health	\$3,000
Reese, Gary	Public Safety and Services	\$7,000
Schmidt, Jeff	Communication and Language	\$6,000
Truong, Sam	Biological and Physical Science	\$8,000
Wilson, Sherri, Co-Chair	Mathematics	\$4,000
Yau, Margaret	Business, Economics and Information Technology	\$6,000

**SBVC  
Faculty Chair Stipends  
Academic Year 2014-2015**

Adams, Kathy	Child Development	\$ 3,000
Aguilar-Kitibutr, Ailsa	Counseling Center	\$ 9,000
Assumma, Michael	Accounting/Business Administration/Business Calculations/Real Estate	\$ 7,000
Banola, Erwin	Health/Physical Education	\$ 8,000
Batalo, Mandi	Art	\$ 7,000
Buckley, Patrick	Administration of Justice/Corrections	\$ 5,000
Burnham, Lorrie	Biology	\$ 9,000
Calderon, Colleen	History	\$ 7,000
Chatfield, Walt	Economics	\$ 5,000
Chatterjee, Achala	Water Supply Technology	\$ 5,000
Engstrom Vanessa	Geography/Geographic Information Systems	\$ 6,000
Gibbons, Ann	Math	\$14,000
Halabi, Tarif	Electricity/Electronics/Heating, Ventilation, Air Conditioning, Refrigeration/Technical Calculations	\$ 6,000
Hector, Leticia	Communication Studies. Radio TV & Film	\$ 7,000
Heibel, Todd	Geology/Oceanography/Pharmacy Technology	\$ 5,000
Hunter, Diane	English/ESL	\$14,000
Jackson, Jack	Philosophy	\$ 6,000
Jakpor, Riase	Political Science	\$ 6,000
Jaramillo, Richard	Automotive/Diesel	\$ 5,000
Jefferson, Kimberly	Reading	\$ 7,000
Kammer, Kevin	Aeronautics	\$ 5,000
Knight, Denise	Child Development	\$ 3,000
Lysak, Michael	Astronomy/Engineering/Physics	\$ 5,000
Meyer, Stacy	Culinary Arts/Food & Nutrition	\$ 5,000
Moneymaker, Melinda	Human Services	\$ 3,000
Moore, Sandra	Psychology	\$ 6,000
Pires, Romana	Anthropology/Sociology	\$ 6,000
Powell, Roger	Computer Information Technology/Computer Science	\$ 7,000
Recinos, Jose	Modern Languages	\$ 7,000
Robinson, James	Human Services	\$ 3,000
Sanker, Eddie	Inspection Technology/Machine Trades/Welding	\$ 6,000
Scully, Matie	Dance/Music/Theatre Arts	\$ 6,000
Stanskas, John	Architecture/Chemistry/Physical Science	\$ 8,000
Wall, Patricia	Library and Learning Resources	\$ 5,000

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: June 12, 2014

SUBJECT: Consideration of Acceptance of Management Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Megan Crail, Interim Assistant Director, Applied Technologies Training Programs, ATTC, and Jerald Rathbun, Director, Engineering & Technology, KVCR.

OVERVIEW

Megan Crail, Assistant Director, Applied Technologies Training Programs, ATTC, submitted her letter of resignation with an effective date of June 30, 2014, after eight months of employment with the District.

Jerald Rathbun, Director, Engineering & Technology, KVCR, District, submitted his letter of resignation with an effective date of May 23, 2014, after three years of employment with the District.

ANALYSIS

The Human Resources Department provided employees acceptance of their resignation from employment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of New Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new classified job description for Research Data Specialist.

OVERVIEW

The Research Data Specialist is a new classified position. This position is critical to the operation and effectiveness of the college research office.

ANALYSIS

This position will perform a variety of technical and administrative duties in support of a college research office; assist in the preparation, collection, and reporting of results on studies; use computer systems to process outcomes assessment data; maintain outcomes assessment data for use in course, program, and institutional level assessments; assist in data collection, data review, data search, and other research as identified by the assigned manager; set up and maintain files; audit data for completeness, and assist in the data verification process; collect, classifies, and tallies data to generate studies and reports in accordance with sound research practices; assist with survey scanning, data processing, and creation of data files for use by other research staff; assist in the development of written reports and/or oral presentations; and assist in processing budget and purchasing requests.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There is no financial implication to the new job description.

## RESEARCH DATA SPECIALIST

*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 the direction of an assigned manager, performs a variety of technical and administrative duties in support of a college research office; assists in the preparation, collection, and reporting of results on studies; uses computer systems to process outcomes assessment data; maintains outcomes assessment data for use in course, program, and institutional level assessments; assists in data collection, data review, data search, and other research as identified by the assigned manager; sets up and maintains files; audits data for completeness, and assists in the data verification process; collects, classifies, and tallies data to generate studies and reports in accordance with sound research practices; assists with survey scanning, data processing, and creation of data files for use by other research staff; assists in the development of written reports and/or oral presentations; and assists in processing budget and purchasing requests.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Inputs, formats, and prepares quantitative and qualitative data for use in outcomes assessment at the course, program, and institutional levels.
2. Collects, inputs, and audits a variety of data, including quantitative and qualitative data
3. Maintains accurate confidential data files in both hard copy and electronic form.
4. Assists in conducting focus group interviews, the modification of assessments and survey instruments, and the implementation and administration of large surveys, such as student satisfaction and campus climate surveys.
5. Assists other research staff in developing data collection instruments, databases, and data collection procedures.
6. Utilizes various computer applications and software packages, such as outcomes assessment data management systems and survey software, to assist with outcomes assessment, survey design and distribution, and the cleaning of data; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.
7. Maintains the department web site.
8. Collects, researches, compiles, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
9. Coordinates and oversees specialized functions or projects independently as assigned; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
10. Assists in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to executive for control of expenditures; assists in resolving budget issues and problems; prepares budget/expense transfers; recommends budget revisions.

11. Recommends expenditures for office equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; prepares purchase requisitions and expense reimbursements; assures proper functioning of office equipment; monitors and tracks invoices and other expenditures.
12. Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
13. 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:**

Work organization and office management principles and practices.  
 Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
 Statistical procedures and mathematical concepts.  
 Interpersonal skills using tact, patience, and courtesy.  
 Processes, procedures, and practices of community college administration, including budgets and business.  
 Principles, practices and procedures of fiscal, statistical, and administrative research and report preparation.

### **Ability to:**

Keep accurate records and compile detailed information from a variety of sources.  
 Create and work with a variety of databases.  
 Create and maintain research files and records related to variety of research projects and studies.  
 Independently compose and prepare correspondence and memoranda.  
 Maintain complex and varied files and records.  
 Research, compile, and assemble data from diverse sources.  
 Type or enter data necessary for successful job performance.  
 Plan and organize work to meet schedules and changing deadlines.  
 Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
 Maintain confidential, complex, and interrelated files and records.  
 Adapt to changing technologies and learn functionality of new equipment and systems.  
 Work independently and effectively.  
 Communicate complex technical information clearly, both orally and in written form  
 Communicate effectively with instructors, staff, administrators, and students to establish and maintain cooperative and effective working relationships.  
 Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.  
 Oversee and participate in the management of the administrative functions and operations of the assigned office.  
 Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
 Prepare a variety of clear and concise administrative and financial reports.  
 Work independently.  
 Exercise interpersonal skills using tact, patience and courtesy.

**Education and Experience Guidelines** - *A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work.

**Experience:**

One year of experience in collecting and maintaining data.

**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: June 12, 2014

Range: 42

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, Interim President, SBVC

DATE: June 12, 2014

SUBJECT: Consideration of Approval of Non-Instructional Pay for  
Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay for academic employees.

OVERVIEW

The following list of employees is submitted for approval.

ANALYSIS

Non-instructional pay is requested on a periodical 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 2014-2015 budget.



**Crafton Hills College  
Non-Instructional Pay  
Academic Year 2013-2014  
Spring 2014**

**Curry, Victoria**, to attend Career Technical Education Counselors meeting, \$49.00 per hour, April 25, 2014. Not to exceed \$147.00. Funding source is CTE Non-instructional pay.

**Murcia, Nelson**, stipend for VITA site coordinating activities, not to exceed \$500.00, 1/1/2014-06/30/2014. Funding source is the Accounting department.

**Quintara, Brittnee**, to attend Career Technical Education Counselors meeting, \$49.00 per hour, April 25, 2014. Not to exceed \$147.00. Funding source is CTE Non-instructional pay.

**Singh, Manika**, to attend Career Technical Education Counselors meeting, \$49.00 per hour, April 25, 2014. Not to exceed \$147.00. Funding source is CTE Non-instructional pay.

**Vasquez, Violeta**, to attend Career Technical Education Counselors meeting, \$49.00 per hour, April 25, 2014. Not to exceed \$147.00. Funding source is CTE Non-instructional pay.

**Crafton Hills College  
Non-Instructional Pay  
Academic Year 2013-2014  
Summer 2014**

**Bartlett, Ryan**, stipend for Learning Communities Activities, 6/01/14-7/31/14. Total contract amount is \$600.00. Funding source is Basic Skills.

**Hardin, Corey**, to plan and facilitate Engineering workshops for STEM summer outreach programs, 6/01/14-7/31/14. Total contract amount is \$500.00. Funding source is CHC STEM Pathways grant.

**Macias, Angela**, stipend for Reading support creation and training, \$49.00 per hour, 7-1-14 to 8-22-14, not to exceed \$7,000.00. Funding source is Learning Resource Center.

**Shimeld, Lisa**, to facilitate Micro Biology workshops for STEM summer outreach programs, 6/01/14-6/30/14. Total contract amount is \$2,000.00. Funding source is CHC STEM Pathways grant.

**Shimeld, Lisa**, to plan future STEM funded Micro Biology outreach activities, 6/01/14-6/30/14. Total contract amount is \$2,000.00. Funding source is CHC STEM Pathways grant.

**Truong, Sam**, to plan and facilitate Anatomy & Physiology workshops for STEM summer outreach programs, 6/01/14-7/31/14. Total contract amount is \$500.00. Funding source is CHC STEM Pathways grant.

**Wise, Louise**, stipend for Learning Communities Activities, 6/01/14-7/31/14. Total contract amount is \$600.00. Funding source is Basic Skills.

**San Bernardino Valley College  
Non-Instructional Pay  
Academic Year 2013-2014  
June 12, 2014**

**El-Sherif, Tahirah**, Counseling Department/HACU Grant, 6-16-14 to 6-30-14, not to exceed 69 hours per semester at \$49.00 per hour. Funding source is the HACU Wal-Mart Grant.

**Kafela, Kathy**, Counseling Department/HACU Grant, 6-16-14 to 6-30-14, not to exceed 21 hours per semester at \$49.00 per hour. Funding source is the HACU Wal-Mart Grant.

**Luke, Dr. Craig**, Counseling Department/HACU Grant, 6-16-14 to 6-30-14, not to exceed 69 hours per semester at \$49.00 per hour. Funding source is the HACU Wal-Mart Grant.

**Maness, Maria**, Counseling Department, 6-16-14 to 6-30-14, not to exceed 56 hours per semester at \$49.00 per hour. Funding source is the Matriculation Categorical Funds.

**Nelson, Willene**, Counseling Department/HACU Grant, 6-16-14 to 6-30-14, not to exceed 21 hours per semester at \$49.00 per hour. Funding source is the HACU Wal-Mart Grant.

**Ortiz, Miguel**, To develop and update Machine Trades curriculum, 6-13-14 to 6-30-14, not to exceed 60 hours at \$49.00 per hour. Funding source Machine Trades Department.

**Rabon, Deanne**, Counseling Department/HACU Grant, 6-16-14 to 6-30-14, not to exceed 21 hours per semester at \$49.00 per hour. Funding source is the HACU Wal-Mart Grant.

**San Bernardino Valley College  
Non-Instructional Pay  
Academic Year 2014-2015  
June 12, 2014**

**Amburgey, Kevin**, Coordinator for the Big Bear Program, 7-1-14 to 6-30-15, not to exceed 420 hours at \$49.00 per hour. Funding source is the Big Bear Program.

**Barajas-Zapata, Lydia**, To provide translations services for the SBVC schedule and catalog, 7-1-14 to 6-30-15, not to exceed 40 hours per semester at \$49.00 per semester. Funding source is Marketing & PR General Fund.

**Buffong, Keynasia**, Counselor for the STEM (Science Technology, Engineering & Math) Grant, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the STEM Grant.

**Burnham, Lorrie**, To support Super Saturday and other outreach events in the mountain communities, 7-1-14 to 6-30-15, not to exceed 20 hours at \$49.00 per hour. Funding source is the Big Bear Program.

**Cisneros, Maribel**, Counseling Department, 7-1-14 to 6-30-15, not to exceed 242 hours per semester at \$49.00 per hour. Funding source is the Counseling General Fund.

**Cisneros, Maribel**, EOPS/CARE, 7-1-14 to 6-30-15, not to exceed 180 hours per semester at \$49.00 per hour. Funding source is the EOP&S Categorical Fund.

**El-Sherif, Tahirah**, STAR Program, 7-01-14 to 8-01-14, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the STAR Program Categorical Fund.

**El-Sherif, Tahirah**, STAR Program, 8-11-14 to 12-31-14, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the STAR Program Categorical Fund.

**Franklyn, Anya**, Library & Learning Resources, 7-1-14 to 6-30-15, not to exceed 400 hours per semester at \$49.00 per hour. Backfill for Ginny Evans-Perry and Patricia Wall for Supplemental Instruction with the COMPASS Program. Funding source is the COMPASS Grant Funds.

**Garcia, Maria**, Student Health Services, 7-1-14 to 8-15-14, not to exceed 42 hours per semester at \$49.00 per hour. Funding source is the Student Health Services Restricted Fund.

**Garcia, Maria**, Student Health Services, 8-18-14 to 6-30-15, not to exceed 108 hours per semester at \$49.00 per hour. Funding source is the Student Health Services Restricted Fund.

**Gasca, Susan**, Coordinator, Middle College High School, 7-01-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Sheriff's Academy General Fund.

**Gibbons, Ann**, To facilitate the pre-assessment workshops and high school presentations for the STEM (Science Technology, Engineering & Math) Grant, 7-1-14 to 6-30-15 not to exceed 54 hours at \$49.00 per hour. Funding source is the STEM Grant.

**Gifford, Mercedes**, Library & Learning Resources, 7-1-14 to 6-30-15, not to exceed 183 hours per semester at \$49.00 per hour. Backfill for Dr. Celia Huston, Lead Accreditation/SLO Faculty. Funding source is the Instruction General Fund.

**Gifford, Mercedes**, Library & Learning Resources, 7-1-14 to 6-30-15, not to exceed 217 hours per semester at \$49.00 per hour. Funding source is the Library General Fund.

**Hernandez, John**, Backup Coordinator, Middle College High School, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Extended Academy General Fund.

**Hernandez, Ramiro**, Counseling Department, 7-1-14 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Counseling General Fund.

**Hunter, JoAlice**, EOPS/CARE, 7-1-14 to 6-30-15, not to exceed 378 hours per semester at \$49.00 per hour. Funding source is the EOP&S Categorical Fund.

**Jackson, Dennis**, Director/Faculty Chair for the Psychiatric Technology Program, 7-1-14 to 6-30-15, not to exceed 168 hours at \$49.00 per hours. Funding source is the Big Bear Program.

**Johnson, Michael**, Disabled Student Programs & Services, 7-1-14 to 6-30-15, not to exceed 270 hours per semester at \$49.00 per hour. Funding source is the DSP&S Categorical Fund.

**Kassab, Mohamad**, To facilitate the STEM (Science Technology, Engineering & Math) Grant pre-assessment workshops, 7-1-14 to 6-30-15, not to exceed 45 hours at \$49.00 per hour. Funding source is the STEM Grant.

**Kelly, Matthew**, Library & Learning Resources, 7-1-14 to 6-30-15, not to exceed 400 hours per semester at \$49.00 per hour. Backfill for Dr. Celia Huston, Lead Accreditation/SLO Faculty. Funding source is the Instruction General Fund.

**Kelly-Silagay, Deana**, Counseling Department, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Counseling General Fund.

**Larivee, Elizabeth**, Disabled Student Programs & Services, 7-1-14 to 6-30-15, not to exceed 270 hours per semester at \$49.00 per hour. Funding source is the DSP&S Categorical Fund.

**Long, Richard**, Counseling Department, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Counseling General Fund.

**Maetz, Gilbert**, Counseling Department, 7-1-14 to 6-30-2015, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Counseling General Fund.

**Maness, Maria**, Counseling Department, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Counseling General Fund.

**Martin, Desiree**, Counseling Department, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Counseling General Fund.

**Mayne, Michael**, To facilitate the pre-assessment workshops and high school presentations for the STEM (Science Technology, Engineering & Math) Grant, 7-1-14 to 6-30-15, not to exceed 54 hours at \$49.00 per hour. Funding source is the STEM Grant.

**Moberly, Erik**, Counselor for the STEM (Science Technology, Engineering & Math) Grant, 7-1-14 to 12-24-14, not to exceed 422 hours at \$49.00 per hour. Funding source is the STEM Grant.

**Orozco, Debbie**, Counseling Department, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Counseling General Fund.

**Quezada, Dr. Reyes**, STAR Program, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the STAR Program Categorical Fund.

**Ramirez, Georgina**, EOPS/CARE, 7-1-14 to 6-30-15, not to exceed 180 hours per semester at \$49.00 per hour. Funding source is the EOP&S Categorical Fund.

**Recinos, Jose**, To provide translations services for the SBVC schedule and catalog, 7-1-14 to 6-30-15, not to exceed 40 hours per semester at \$49.00 per semester. Funding source is Marketing & PR General Fund.

**Smith, Joyce**, Counseling Department, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Counseling General Fund.

**Solorio, Carlos**, Counseling Department, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Counseling General Fund.

**Strong, Terri**, To facilitate the pre-assessment workshops and high school presentations for the STEM (Science Technology, Engineering & Math) Grant, 7-1-14 to 6-30-15 not to exceed 54 hours at \$49.00 per hour. Funding source is the STEM Grant.

**Stuart, Doris**, Coordinator, Extended Basic Law Enforcement Academy, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Extended Academy General Fund.

**Taylor, Rutina**, Counselor for the STEM (Science Technology, Engineering & Math) Grant, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the STEM Grant.

**Valdez-Flynn, Veronica**, Counseling Department, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Counseling General Fund.

**Vecchio, Anthony**, Substitute for Coordinator of the Big Bear Program, 7-1-14 to 6-30-15, not to exceed 20 hours at \$49.00 per hour. Funding source is the Big Bear Program.

**Voisard, Steven**, Library & Learning Resources, 7-1-14 to 6-30-15, not to exceed 277 hours per semester at \$49.00 per hour. Backfill for Dr. Celia Huston, Lead Accreditation/SLO Faculty. Funding source is the Instruction General Fund.

**Voisard, Steven**, Library & Learning Resources, 7-1-14 to 6-30-15, not to exceed 51 hours per semester at \$49.00 per hour. Funding source is the Library General Fund.

**Waner, Scott**, Substitute for Coordinator of the Big Bear Program, 7-1-14 to 6-30-15, not to exceed 10 hours at \$49.00 per hour. Funding source is the Big Bear Program.

**Wilhite, Charles**, Backup Coordinator, Extended Basic Law Enforcement Academy, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Extended Academy General Fund.

**Wingson, Kimberly**, Counselor, Middle College High School, 7-1-14 to 6-30-15, not to exceed 422 hours per semester at \$49.00 per hour. Funding source is the Middle College High School Grant Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Reassignment of Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the reassignment of Marty Milligan, Interim Coordinator, DSP&S, SBVC.

OVERVIEW

Marty Milligan, Learning Disabilities Specialist, SBVC, faculty position, 200 days, reassignment to Interim Coordinator of Disabled Student Programs and Services, SBVC, faculty position, 221 days, Range H, Step 21, \$129,326.99 per year, plus \$1440 coordinator stipend, effective July 1, 2014 through December 31, 2014, or until the position is filled on a permanent basis.

ANALYSIS

On July 23, 2013, the District and Association entered into a MOU on Article 13 – Workload. The parties agreed to add a faculty position of DSPS Coordinator reflective of the duties of the Board approved job description and recognized with 221 STRS creditable days. The DSPS Coordinator is also considered to be a full-time employee under Article 13, Provision F, of the CTA Agreement. Marty Milligan will continue to assume this interim assignment.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Revised Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised classified job description, Laboratory Technician, Culinary Arts.

OVERVIEW

The revision of the Laboratory Technician, Culinary Arts position is critical to the operation and effectiveness of the Culinary Arts division.

ANALYSIS

The revision to the job description provides a clearer description of the duties and responsibilities. The change in the minimum Education/Training requirement will provide for a more diverse and qualified pool of applicants.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There is no financial implication to the new job description.



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**LABORATORY TECHNICIAN CULINARY ARTS**

*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 general supervision, provides lab ~~and instructional~~ assistance to students and faculty within ~~subject matter area~~ Culinary Arts Programs; prepares instructional materials for laboratory demonstration or use; assembles materials, supplies and equipment used in demonstrations and classroom assignments; operates and services equipment used in culinary arts and food production; assists students and faculty with instructional activities; and orders, issues, receives, and stores classroom materials and supplies; performs related duties as required.

The incumbent is expected to exercise independent judgment in the performance of duties and is responsible for ~~supervising and~~ maintaining all laboratory supplies, materials, equipment, and records.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. ~~Oversees~~ Provide the use of one or more instructional culinary arts laboratories by students, faculty, and staff.
2. Instructs students individually on the proper and safe use and operation of a variety of equipment and tools and orients students to established policies within the instructional laboratory.
3. Assembles supplies and sets up apparatus used in class demonstration such as food ingredients for each recipe, knives, mixers, electric chafing dishes, etc. based on syllabus.
4. Issues supplies, materials, and equipment to students such as food ingredients in quantities required for classroom assignments, knives, measuring equipment, etc.
5. Keeps records and effects the return of supplies and equipment checked out to students.
6. Assists in demonstrations of food production techniques, artistic buffet presentations, and preparation of salads, sauces, baked items, and hot and cold entrees.
7. Operates, adjusts and makes minor repairs on equipment such as mixers, slicers, ovens microwaves, toasters, etc.
8. Provides assistance to students and instructors in the preparation of food for catering events.
9. ~~Maintains laboratory attendance and progress records.~~
10. Keeps storerooms and work areas orderly and clean.
11. May provide training and work direction to student employees.
12. Conducts and maintains inventory records of food supplies, material and equipment and prepares periodic inventory reports and requisitions.
13. Places orders to vendor, inspects foods for standards of quality, receives, and stocks materials, supplies, and equipment for laboratory use.

14. Assists in maintaining security of laboratories, laboratory equipment, supplies, and materials; sets and monitors refrigerator, freezer, and dish washer temperatures as specified.
15. Prepares foods such as soups, salads, desserts and bakery goods during breakfast, lunch, or dinner to service restaurant customers.
16. Assists at ~~all the~~ District catering functions.
17. Plans and creates menu and recommends substitutions to utilize food on hand; estimates the number of persons to be served and determines the quantity of food to be prepared.
18. Ensures that leftover food is properly labeled, dated, stored, and utilized to keep waste at a minimum.
19. May supervise and assign work of student assistants.
20. May maintain expenditure records and provide data for budget estimates.
21. 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:**

Food preparation and pastry baking; kitchen lab operations; food materials and ingredients; basic kitchen equipment, utensil and appliance operations.  
 Sanitation practices applicable to food preparation, cooking, serving, and storage.  
 Culinary arts methods, procedures, and practices that retains nutritional value of food.  
 Basic methods and practices of student instruction and tutoring.  
~~District and departmental policies, procedures and information related to areas of assigned responsibility.~~  
 Use and operation of computers, printers, standard business software and specialized software applicable to instructional labs in Culinary Arts.  
 Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.  
 Administrative practices and procedures, including purchasing, budget balance monitoring, and record keeping.  
 Mathematical knowledge and skills that are required for recipe conversion and costing.  
 AP/EP conversion, menu pricing and inventory costs.

#### **Ability to:**

Provide ~~instructional~~ assistance to students and instructional faculty.  
 Demonstrate culinary arts skills and use of equipment.  
 Coordinate the work of students to produce the required food at the right time.  
 Plan menus and order food and supplies in quantities to meet the requirements.  
 Read, understand, and adapt recipes.  
 Maintain the lab and equipment in a safe and organized manner.  
 Observe safety procedures and protocols including those for safe handling, storage, and disposal of food.  
 Read and understand technical manuals and protocols.  
Learn District and departmental policies, procedures and information related to areas of assigned responsibility.  
~~Instruct students in the use of lab equipment and lab procedures.~~  
 Listen actively and effectively, identify and solve problems, and facilitate problem solving.

Perform routine record keeping and report writing duties.  
Work independently and collaboratively.  
Plan and organize work to meet changing priorities and deadlines.  
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** - *A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

High school diploma or GED and equivalent to a degree or certificate from a culinary arts program or school including sanitation and safety course work and one year ~~three years of documented work~~ experience in culinary field ~~or an equivalent combination of training and experience.~~

**License or Certificate:**

1. Possession of a valid San Bernardino County Food Handler's Card or ServeSafe Food Protection Manager Certification or the ability to get it within seven (7) days of getting hired.

**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 laboratory/kitchen setting; exposure to noise, smoke, fumes, heat, electrical energy, grease, oils; extensive handling of food.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a laboratory/kitchen 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 kitchen appliances and 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:  
*Johnson & Associates* Revised: January 2007  
Revised: November 17, 2011  
Revised: June 12, 2014

Range 38

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: June 12, 2014

SUBJECT: Consideration of Approval of the Revision to Short-Term Rates of Pay

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision of the Short-Term Rates of Pay to reflect the minimum wage increases.

OVERVIEW

The approval of the Short-Term Rates of Pay will be in compliance with Assembly Bill 10.

ANALYSIS

The increased minimum wage was approved by Governor Edmund G. Brown, Jr. on September 25, 2013 when he signed into law Assembly Bill 10, which increases the minimum wage. On July 1, 2014, the minimum wage increases from \$8.00 to \$9.00 per hour, and on January 1, 2016 the minimum wage increases to \$10.00 per hour.

The increases to the Short-Term hourly rates will be consistent with the increased minimum wage.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There is financial implication to the revision.

## SHORT-TERM RATES OF PAY

SHORT-TERM ASSIGNMENT	HOURLY RATE
Accompanist	\$16.00
Driver	\$15.00
Lifeguard	\$12.00
Model, Draped	\$11.00
Model, Undraped	\$16.00
Project Assistant I	\$10.00*
Project Assistant II	\$12.00
Project Assistant III	\$14.00
Tutor I	\$10.00*
Tutor II	\$12.00
Tutor III	\$14.00

**\* Minimum Wage increase effective July 1, 2014 and January 1, 2016.**

*The San Bernardino Community College District shall utilize short-term hourly non-academic employees in accordance with California Education Code Section 88003.*

*These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003. The District has limited a temporary hourly employee to no more than one-hundred seventy-five (175) days. Short-Term temporary hourly employees are not eligible to work more than forty (40) hours per week or more than eight (8) hours per day.*

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant

DATE: June 12, 2014

SUBJECT: Consideration of Approval of Revision to the Professional Expert Rate of Pay Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the Professional Expert Rate of Pay Schedule.

OVERVIEW

The revision to the Professional Expert Rate of Pay Schedule adds the classification of Business and Resource Development Consultant, at the rate of \$60.00 per hour and Grant Program Assistant (categorical) at the rate of \$35.00 per hour.

ANALYSIS

The Business and Resource Development Consultant will serve in an advisory and consultative capacity to establish business and industry engagement and resource development strategies designed to ultimately generate alternative revenue streams in alignment with the District Strategic Plan, College Education Master Plans, and Foundation Advancement Plans.

The Grant Program Assistant position assists the college with grant management; coordinating the planning, communication and execution of grant activities and partnerships; and providing a wide range of project support services.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

## PROFESSIONAL EXPERT RATES OF PAY

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Assistant Instructor	\$20.00
Background Investigator	\$30.00
Bilingual Translator/Interviewer	\$20.00
<b>Business and Resources Development Consultant</b>	<b>\$60.00</b>
CAHSEE Facilitator	\$50.00
Camera & Lighting Technician	\$10.00 to \$20.00
Clinical Instructor	\$20.00
Content Specialist (FNX)	\$15.00 to \$40.00
Counseling Trainee	\$12.00
Criminal Justice Academy Liaison	\$30.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$12.00
Fire Agility Group Leader/Proctor	\$12.50
Fire Agility Instructor	\$30.00
Flight Simulator Repair	\$30.00
Foster Parenting Education	\$45.00
GIS Technician	\$18.00 to \$24.00
<b>Grant Program Assistant (Categorical)</b>	<b>\$35.00</b>
Grant Writer I	\$30.00
Grant Writer II	\$40.00
Grant Writer III	\$55.00
Human Resources Recruiter	\$20.00
Interpreting/Transliterating Level I	\$24.00
Interpreting/Transliterating Level II	\$21.00
Interpreting/Transliterating Level III	\$18.00
Interpreting/Transliterating Level IV	\$15.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$35.00
Nurse Practitioner I (1-2 years of SBCCD experience)	\$55.00
Nurse Practitioner II (3-5 years of SBCCD experience)	\$60.00
Nurse Practitioner III (6+ years of SBCCD experience)	\$65.00
Physician	\$30.00
EMT(EMS)/Respiratory Care/Fire Tech	
PE/ASL Specialist	\$30.00

Police Science Facilitator/Instructor	\$35.00
Post Masters Counseling Intern	\$25.00
Primary Instructor	\$25.00
Public Information Specialist	\$60.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
RTVF Intern I	\$11.00
RTVF Intern II	\$12.00
RTVF Intern III	\$13.00
Safety Facilitator	\$19.00 to \$25.00
Safety Officer	\$22.50
Social Media Specialist (FNX)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
Tactical Officer/Police	\$28.00
Tactical Officer/Fire	\$23.00
Tech Prep	\$30.00
Training Specialist	\$19.00
TV Closed Captioning	\$10.00 to \$15.00
Veteran's Resource Specialist	\$50.00
Workforce Development/PDC Trainer	\$15.00 to \$100.00 or up to 85% of Enrollment or up to 60% of net

PROFESSIONAL EXPERT ASSIGNMENT

SESSION RATE

Foster Parent Host	\$25.00
Musician	\$75.00

DAILY RATE

Evaluator ( <i>per scenario</i> )	\$105.00
Theatre Production Assistant	\$500.00
CPR/Lifeguard Certification Facilitator	\$200.00 to \$300.00
Consultant	\$300.00 to \$500.00

SEMESTER RATE

Faculty Intern	\$600.00
Future Teacher Intern	\$300.00
Grant Assignment	\$300.00
Medical Director (EMT)	\$3,500.00
Medical Director (Respiratory Care)	\$3,000.00

Board Approved: January 17, 2013

Revised: June 12, 2014



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: June 12, 2014

SUBJECT: Consideration of Approval of Salary Advancement for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary advancement for Sharon Chapman, Instructor, English, SBVC, and Roger Powell, Instructor, Office Information Systems, SBVC.

OVERVIEW

Sharon Chapman, Instructor, English (SBVC) has met the requirements and should move from Column H to Column I, Step 24 (\$108,918/year for 177 days of service) effective July 1, 2014.

Roger Powell, Instructor, Office Info Sys. (SBVC) has met the requirements and should move from Column H to Column I, Step 20 (\$101,857/year for 177 days of service) effective July 1, 2014.

ANALYSIS

The academic employees have completed the number of units necessary for classification advancement per agreement between the SBCCD and SBCCDCTA/NEA.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Bruce Baron  
Chancellor

PREPARED BY: Dr. Jack Miyamoto  
an Resources Consultant

DATE: June 12, 2014

SUBJECT: Consideration of Approval of Salary Step Advancement for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary step advancement for Haragewen Kinde, Vice President, Instruction, SBVC.

OVERVIEW

Acting on the recommendation of Bruce Baron, Chancellor, it is being recommended that Dr. Haragewen Kinde, Vice President Instruction, SBVC, be advanced on the Management Salary Schedule from Range 23, Step D, \$12,726.17, plus \$95 doctoral stipend per month to Range 23, Step E, \$13,362.08, plus \$95 doctoral stipend per month effective July 1, 2014.

ANALYSIS

Advancement on the Management Salary Schedule for employees on Range 23 and higher is at the discretion of the Chancellor.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron  
Chancellor  
REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant  
DATE: June 12, 2014  
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 following list of short-term, substitute and professional expert employees is submitted for approval.

ANALYSIS

Approval of Short-Term, Substitute and Professional Expert employees is essential to the operation and needs of the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Professional Expert Hourly Employees**  
**June 12, 2014**

<b>Name</b>	<b>Department</b>	<b>Site</b>	<b>Duties</b>	<b>Start Date</b>	<b>End Date</b>	<b>Hourly Rate</b>
Johnson, Heather S	Counseling	CHC	Counseling Trainee	7/1/14	12/31/14	\$12.00
Nguyen, Phong K	Emergency Medical Services	CHC	Medical Director (EMT)	7/1/14	12/31/14	\$3,500/per Semester
Newsom, Helen	Health & Wellness Center	CHC	Nurse Practitioner	7/1/14	12/31/14	\$65.00
Shaikh, Munir	Office of Resource Development & Grants	CHC	Grant Writer I	7/1/14	12/31/14	\$30.00
Gustuson, Rachel M	President Office	CHC	Staff Writer/Photographer	7/1/14	12/31/14	\$20.00
Oliver, Laura L	President Office	CHC	Staff Writer/Photographer	7/1/14	12/31/14	\$16.00
Aguilar Jr., Edward J	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30.
Akona, Rose L	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Alvarez, Nicole J	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Anderson, Christopher	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Arias, Jose D	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30

Baca, Mary A	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Baker, William	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Barbo, Garrett	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Basbas, Dustin	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Boykin, Christopher	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Brooks, Nathan W	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Cantarini, Derek Q	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Cardenas, Christopher J	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Carroll, Linda L.	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Commander, John	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Compton, Kevin J	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30

Crane, James	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Crews, Carly	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	2/11/14	6/30/14	\$20./25./30
Crews, Carly	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Curlowicz, John Anthony	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Dennehy, Thomas	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Drazin, Noelle S	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Duggan, Brandon A	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Estanque, Rudy J	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Estrada, Joseph J.	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Fox, Jessica	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Fratu, David Ryan	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30

Frizzell, Jereme	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Gilmore, Brenton	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Gonzalez, Juan A	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Grindle, Gail	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Groff, Nathan E	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Hart, Asher I	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Hendriks, Jeffrey	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Hernandez, Jose	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Higgins, Matthew C	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Hubbard, Bryce	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Huynh, Julie	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30

Jabr, Alexandra	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Jackson, Sean	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Jeffries, Nicole	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Jeide, William	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Jordan, Jerome	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Kendall, Holly	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Kurtz, Jared	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Lopez, Eric	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Macleod, Seth A	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Mancha, Trina	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Marini, John	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30



Marruffo, Joseph K	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Marsman, Martin	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Martinez, Payton R	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
McCarty, Dennis	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
McKee, Kyle	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Medicus, Bryce	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Mehle, David S	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Moledor, Kevin	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Moore, Steven	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Morning, Sara E	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Newman, Jason	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30

Nguyen, Phong K	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Olson, Henry	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Ordonez, Mario	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Paladino, Christopher M	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Pohren, Caleb	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Pope, Nick	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Pyne, Aaron A	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Rivers, Robert J	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Saenz, Heather	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Sanchez, Roberto	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Sandez, Ann	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30

Seek, Gabriel	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Smolenski, Stephen	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Snyder, Jamie	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Steslicki, Ryan	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Stine, Robert	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Stinnett, Brian J	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Strain, Brian	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Stull, Dennis	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Taylor, Robert	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Trovato, Jonathan	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Tyson, Robert M	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30

Vanderbrug, Lucas	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Vasquez, Henry	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Vega, Jennifer	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Verosik, Eileen	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Walters, Elizabeth L	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Walton, Branden	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Ward, Amanda	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Wisegarver, Brittany	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Yamamoto, Yoshi	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	7/1/14	12/31/14	\$20./25./30
Bozar, Chistine	Resource Development & Grants	CHC	Grant Writer	7/1/14	12/31/14	\$30.00
Kettering, Vanessa	Resource Development & Grants	CHC	Grant Writer	7/1/14	12/31/14	\$30.00
Bailey, Susan	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00

Bilicke, Donald	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Bose, Sherleen	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Day, Colin	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Gaulke, Dawn	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Grainger, Michele	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Horton, William	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Hubert, James	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Landa, Cristina	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Merril-Henry, Jeannette	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Rafeedie, Nidal	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Rahn, Amy	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Rives, Lori	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Rives, Ryan	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Roberts, James	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Rojas, Daniel	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Winter Jr, Daniel R	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Yoshimoto, Glenn	Respiratory Care Dept.	CHC	Respiratory Care Clinical	7/1/14	12/31/14	\$40.00
Jameson-Meledy, Kathryn	Chancellor	DIST	Grant Writer III	7/1/14	12/31/14	\$55.00
Moore, Alisa S	Chancellor	DIST	Public Information Specialist	7/1/14	12/31/14	\$60.00
Bolita, Anthony	FNX	DIST	TV Closed Captioning	7/1/14	12/31/14	\$15.00
Adame, Daniel	KVCR TV/FM	DIST	Editor	7/1/14	12/31/14	\$22.00
Clark, Joseph A	KVCR TV/FM	DIST	3D Animator	7/1/14	12/31/14	\$25.00

Wisegarver, Lindsey R	KVCR TV/FM	DIST	Special Events	7/1/14	12/31/14	\$25.00
Acosta, Jhoann	KVCR- TV/FM	DIST	Editor	7/1/14	12/31/14	\$30.00
Gondos, Alfred	KVCR- TV/FM	DIST	Editor	7/1/14	12/31/14	\$30.00
Guilhem, Matthew A	KVCR- TV/FM	DIST	Editor	7/1/14	12/31/14	\$18.00
Houlihan, Sean Patrick	KVCR- TV/FM	DIST	Content Specialist (FNX)	7/1/14	12/31/14	\$15.00
Jones, Andre	KVCR- TV/FM	DIST	Consultant	7/1/14	12/31/14	\$ 350/per Day
Lemus, Breanna A	KVCR- TV/FM	DIST	Content Specialist (FNX)	7/1/14	12/31/14	\$15.00
Macalma, Artemus S	KVCR- TV/FM	DIST	Editor (FNX)	7/1/14	12/31/14	\$30.00
Rossy, Melissa	KVCR- TV/FM	DIST	Content Specialist (FNX)	7/1/14	12/31/14	\$25.00
Stytle, Timothy	KVCR- TV/FM	DIST	Editor	7/1/14	12/31/14	\$25.00
Woo, Joanne C	KVCR- TV/FM	DIST	Content Specialist (FNX)	7/1/14	12/31/14	\$22.00
Allen, Ann Marie	Professional Developmen t Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$30.00
Arechiga, Alejandro	Professional Developmen t Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$15.00
Asencio, Rony A.	Professional Developmen t Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Assumma, Michael J	Professional Developmen t Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$60.00
Barta, Christopher J	Professional Developmen t Center	DIST	Workforce Development/ PDC Trainer	6/13/14	6/30/14	\$30.00
Bartholow, Todd	Professional Developmen t Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Blong, Lauren A	Professional Developmen t Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$20./\$30.

Brady, Patricia A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Bragdon, Khrystal L	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$20./\$25
Brown, Edward	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/13/14	6/30/14	\$50.00
Brown, Edward	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Burgraff, Roger	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$75.00
Cain, Marlene F	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/1/14	12/31/14	\$50.00
Cescolini, Diana	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/1/14	12/31/14	\$60.00
Chavez, Miguel A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$20./\$25.
Daraei, Kaykhosrow	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Day, Benjamin W	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$40./\$50.
Day, Ruth	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$40./\$50.
De Leon, Luis E	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
De Los Santos, Cynthia	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/13/14	6/30/14	\$15.00
De Los Santos, Cynthia	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$15.00

Enos, David W	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Francis, Catherine C	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Garcia-Tanchez, Nastazha S	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$15.20
Graham, Glen	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Guerra, Dusin J	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$40.00
Henry, Dennis C	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	9/1/14	\$40.00
Hiemstra, Rachel A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	9/1/14	\$40.00
Holley, Danielle J	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	9/1/14	\$40.00
Hoyt, James	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/13/14	6/30/14	\$50.00
Hoyt, James	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/30/14	\$50.00
Jimenez, Heber	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/13/14	6/30/14	\$20/\$25
Jimenez, Heber	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$20/\$25
Kipling, Jonie C	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/13/14	6/30/14	\$50.00
Kipling, Jonie C	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/30/14	\$50.00



Ladua, Susan L	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Lampa, Romeo F	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Landreth, Calan W	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	9/1/14	\$40.00
Leighton, Nita	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Li, Benson	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Maloney, Natalie K	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$15.00
McCutcheon, Maria C	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Mendoza Jr., Sergio	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$15/\$20
Mendoza, Agustin	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$15.00
Miller, Nancy Kaye	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$75.00
Morales, Jason R	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$60.00
Moran Garcia, Francisco M	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$15.00
Morton, Ralph	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Napoli, William J.	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$60.00

Ortiz, Miguel A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Ortman, Carolyn K	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/1/14	12/31/14	\$50.00
Radney, Charles Z	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Ratcliff, Joseph	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Reese, Timm A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Romero, Markazan	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Rosenbaum, Tyler MF	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$15.00
Rounds, Michael F	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$75.00
Sanker, Eddie L.	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Schulz, Julie A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$40.00
Shell, Jarred M	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/13/14	6/30/14	\$40./\$50.
Shell, Jarred M	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/30/14	\$40./\$50.
Sisco, Sandra A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/13/14	6/30/14	\$30.00
Sisco, Sandra A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$30.00

Smith, Nathan A	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	9/1/14	\$40.00
Tone, George C	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Underwood, Bruce	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$68.00
Valdez, John F	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$20./\$30.
Variyam, Biju K	Professional Development Center	DIST	Workforce Development/ PDC Trainer	6/13/14	6/30/14	\$50.00
Variyam, Biju K	Professional Development Center	DIST	Workforce Development/ PDC Trainer	7/1/14	12/31/14	\$50.00
Vasquez, Leo	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/1/14	12/31/14	\$50.00
Walker, Claudia J	Professional Development Center	DIST	Workforce Development/PDC Trainer	7/1/14	12/31/14	\$50.00
Galope, Richard G.E.	Chancellor	District	Business & Resource Development	6/16/14	6/30/14	\$60.00
Galope, Richard G.E.	Chancellor	District	Business & Resource Development	7/1/14	12/31/14	\$60.00
Gambino, Lizette	Applied Technology	SBVC	Tech Prep	7/1/14	12/31/14	\$30.00
Dykstra, Roland	Automotive	SBVC	Assistant Instructor	8/19/14	12/31/14	\$20.00
Maulid, Ismail	Automotive	SBVC	Assistant Instructor	8/19/14	12/31/14	\$20.00
Petersen, Neil E	Automotive	SBVC	Assistant Instructor	8/19/14	12/31/14	\$20.00
Gonzalez, Sergio	Automotive Collision	SBVC	Assistant Instructor	8/19/14	12/31/14	\$20.00
Hernandez, Jason	Automotive Collision	SBVC	Assistant Instructor	8/19/14	12/31/14	\$20.00
Russell, Jeffery	Automotive Collision	SBVC	Assistant Instructor	8/19/14	12/31/14	\$20.00
Anderson, Mark	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./25.
Asboth, Gusztav	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./25.

Blakenship, James	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator/ Tactical Officer	7/1/14	12/31/14	\$35./105./ 25./28.
Boatwright, Horace	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator/ Tactical Officer	7/1/14	12/31/14	\$35./105./ 25. /28.
Boswell, Ben	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Byerly, Ted L	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Campa, Eric	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Chencharick, John D	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Cundieff, Eric	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Dickey, Stephen F	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Ford, Kevin	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Gardner, Lonnie D	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Gonzales, Julian L	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Green, Kenneth	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Griffith, George W	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Griffith, Raymond H	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Hardesty, Saban	Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator/ Tactical Officer	7/1/14	12/31/14	\$35./105./ 25. /28.
Houser, Dennis	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Jones, Lynette D	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Paulino, Joseph G	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Pleasant, Robert D	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Poston, Douglas	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.

Price, Robert D	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Ramos, Sean	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Randolph, Robert R	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Recatto, Peter	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Skinner Sr., Douglas	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Stanzione, Charles J	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Sutcliffe, James M	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Wolfe, Brian	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Zemel, Grant	Criminal Justice	SBVC	Facilitator/Evaluator/ Safety Facilitator	7/1/14	12/31/14	\$35./105./ 25.
Lea, Brandon W	Culinary Arts	SBVC	Assistant Instructor	8/19/14	12/31/14	\$20.00
Alexander, Tameka	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level II	7/1/14	12/24/14	\$21.00
Bojorquez-Gonzalez, Manuel	Disabled Student Programs & Services	SBVC	Assistant Instructor	8/19/14	12/19/14	\$20.00
Chesser, Austin J	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	7/1/14	12/24/14	\$15.00
Coleman, Irene A	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level II	7/1/14	12/24/14	\$21.00
Conde, Jennifer B	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level I	7/1/14	12/24/14	\$24.00
Crow, Daniel	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level III	7/1/14	12/24/14	\$18.00

Crow, Renahlee	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level I	7/1/14	12/24/14	\$24.00
Dodson, Danielle Lee	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	7/1/14	12/24/14	\$15.00
Ellen, Marlon	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level III	7/1/14	12/24/14	\$18.00
Enriquez, Areli	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level III	7/1/14	12/24/14	\$18.00
Enriquez, Lucia	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level I	7/1/14	12/24/14	\$24.00
Fajardo, Melissa	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	7/1/14	12/24/14	\$15.00
Guevara, Evan A	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	7/1/14	12/24/14	\$15.00
Hill, Anthony	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level II	7/1/14	12/24/14	\$21.00
Holod, Sarah M	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	7/1/14	12/24/14	\$15.00
Jones, Ciandra	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	7/1/14	12/24/14	\$15.00
Kelly, Shamica	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level III	7/1/14	12/24/14	\$18.00

King, Tabatha M	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level III	7/1/14	12/24/14	\$18.00
Lopez, Daniela	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level III	7/1/14	12/24/14	\$18.00
Mendoza Macias, Jorge Armando	Disabled Student Programs & Services	SBVC	Assistant Instructor	7/1/14	12/19/14	\$20.00
Nielsen, Melissa	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level II	7/1/14	12/31/14	\$21.00
Rubio Najera, Abbey	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	7/1/14	12/31/14	\$15.00
Santos, Norma	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level I	7/1/14	12/24/14	\$24.00
Solorzano, Catherine	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level I	7/1/14	12/24/14	\$24.00
Underhill, Brittany	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	7/1/14	12/24/14	\$15.00
Watson, Delaynee C	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level IV	7/1/14	12/24/14	\$15.00
McSherry, Lauren M	Grant Development & Management	SBVC	Grant Writer II	7/1/14	10/10/14	\$40.00
Gonzalez, Pedro	HIS STEM PASS GO	SBVC	Veteran's Resource Specialist	7/1/14	12/31/14	\$50.00
Arteaga, Elisa	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00

Bolivar, Fernando	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Bradley, Vernon	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Cervantes, Charles	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Cooper, Wanda	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Crain, Daniel	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Dixon, Karen	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Harville-Washington, Gwendolyn	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Hosea, Keith	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Mathis, Bernard	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Razo, Jorge	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Thurston, Omyia	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Tyler, Ida	Office of Student Life	SBVC	Foster Parenting Education	7/1/14	12/31/14	\$45.00
Shrivastav, Mamta	Research and Planning	SBVC	GIS Technician	6/16/14	6/30/14	\$18.00
Shrivastav, Mamta	Research and Planning	SBVC	GIS Technician	7/1/14	8/15/14	\$18.00
Dragan, Nicoleta	Student Health Services	SBVC	Post Masters Counseling Intern	7/1/14	12/31/14	\$25.00
Edmonson, Kindra	Student Health Services	SBVC	Mental Health Educator/Counselor	7/1/14	12/31/14	\$35.00
Lamb, Chelsea L	Student Health Services	SBVC	Post Masters Counseling Intern	7/1/14	12/31/14	\$25.00
Newsom, Helen	Student Health Services	SBVC	Nurse Practitioner III	7/1/14	12/31/14	\$65.00
Nyiraday, Laura	Student Health Services	SBVC	Nurse Practitioner I	7/1/14	12/31/14	\$55.00



Sandy, Hannah	Student Health Services	SBVC	Nurse Practitioner II	7/1/14	12/31/14	\$60.00
Hughes, Kevin C	Welding	SBVC	Assistant Instructor	8/19/14	12/31/14	\$20.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**Substitute Employees**  
**June 12, 2014**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Davila, Robert F	Bookstore	CHC	Bookstore Assistant I	4/1/14	5/31/14	\$13.29	Extension: Kaila Wheeler - Working out of class due to Asst. Manager Vacancy (J. Stengel). Recruitment has not been requested; considering outsourcing. Recruitment pending
Davila, Robert F	Bookstore	CHC	Bookstore Assistant I	6/1/14	6/30/14	\$13.29	Extension: Kaila Wheeler - Working out of class due to Asst. Manager Vacancy (J. Stengel). Recruitment has not been requested; considering outsourcing. Recruitment pending

Johnson IV, Daniel	Custodial	CHC	Custodian	5/11/14	6/30/14	\$14.68/Day \$15.05/Swing	Extension: Vacancy (E. Chavez) Working out of class as Warehouse Technician. Recruitment pending
Jenkins, Dawn J	Instruction	CHC	Secretary I	4/28/14	6/30/14	\$15.43	New: Vacancy (N Rodriguez).
Adams, Raquel A	Resource Development & Grants	CHC	Account Clerk II	5/11/14	6/30/14	\$15.81	Extension: Vacancy (C. Gunderson). Working out of class for vacant Admin Asst I.
Cairns, Eunice F	EMS / FIRE	CHC	Secretary II	7/1/14	9/1/14	\$17.02	Extension: Vacancy (A. Moreno) Resigned. Posted.
Martin, Lisa M	Student Services	CHC	Senior Student Services Technician	5/5/14	6/30/14	\$19.25	New: New position currently being recruited for.
Lopez, Rosa	Facilities	DIST	Lead Custodian	7/1/14	9/1/14	\$16.20	Extension: On call for Sick/Vac Coverage
Alexander, Cheryl	KVCR	DIST	Traffic Coordinator	5/16/14	6/30/14	\$21.26	Extension: Vacancy (KV CR Recruitments on Hold) Recruitment pending
Alexander, Cheryl	KVCR	DIST	Traffic Coordinator	7/1/14	9/1/14	\$21.26	New: Vacancy Recruitment pending

Lapham, Garrett	KVCR	DIST	Broadcast Operator	5/6/14	6/30/14	\$19.25	Extension: Vacancy (KVCR) Need multiple subs for coverage – 24/7 position
Lapham, Garrett	KVCR	DIST	Broadcast Operator	7/1/14	9/1/14	\$19.25	New: Vacancy (KVCR) Need multiple subs for coverage – 24/7 position
Miller, Donald D	KVCR	DIST	Broadcast Operator	6/16/14	6/30/14	\$19.25	Extension: Vacancy back up sub for one vacancy; position requires continuous coverage. Position posted. Recruitment pending
Miller, Donald D	KVCR	DIST	Broadcast Operator	7/1/14	9/1/14	\$19.25	New: Vacancy back up sub for one vacancy; position requires continuous coverage. Position posted. Recruitment pending
Espinoza, Clara	Payroll	DIST	Senior Payroll Accountant	5/6/14	6/30/14	\$21.78	Extension: Colleen Gamboa-coverage for CSEA duties
De La Cruz, Nikole	Police	DIST	College Security Officer	4/28/14	5/26/14	\$15.43	Extension: Vacancy (B. Sheble) Retired.

Garcia, Ryan A	Police	DIST	College Security Officer	4/29/14	5/26/14	\$15.43	New: Vacancy (D. Oliver) Resigned.
Jackson, Rayshana	Administrative Services	SBVC	Mail Clerk	7/1/14	9/1/14	\$13.97	New: Sick/Vac Coverage
Molina, Liliana	Campus Business Office	SBVC	Account Clerk I	7/1/14	9/1/14	\$14.31	New: On call for Sick/Vac Coverage
Cevallos-Medina, Maria A	Child Development Center	SBVC	Child Development Assistant	3/27/14	5/27/14	\$12.35	Extension: Vacancy (R. Allee) Recruitment pending
Revis, Anthony T	Child Development Center	SBVC	Child Development Assistant	3/27/14	5/27/14	\$12.35	Extension: Vacancy (J. Rodriguez). J. Rodriguez received promotion. Recruitment pending
West, Nancy K	Child Development Center	SBVC	Child Development Teacher	5/15/14	6/30/14	\$17.76	Extension: On call for Sick/Vac Coverage
Garcia Duran, Enrique Ernesto	Custodial	SBVC	Custodian	7/1/14	9/1/14	\$14.68/Day \$15.05/Swing	New: On call for Sick/Vac Coverage
Hernandez, Amber	Custodial	SBVC	Custodian	5/19/14	6/30/14	\$14.68/Day \$15.05/Swing	New: On call for Sick/Vac Coverage
Hernandez, Amber	Custodial	SBVC	Custodian	7/1/14	9/1/14	\$14.68/Day \$15.05/Swing	New: On call for Sick/Vac Coverage
Keenan, Vinson R	Custodial	SBVC	Custodian	5/12/14	6/30/14	\$14.68/Day \$15.05/Swing	Extension: On call for Sick/Vac Coverage
Martinez-Guzman, Luisa	Custodial	SBVC	Custodian	7/1/14	9/1/14	\$14.68/Day \$15.05/Swing	New: On call for Sick/Vac Coverage
Murillo, Rosa M	Custodial	SBVC	Custodian	7/1/14	9/1/14	\$14.68/Day \$15.05/Swing	New: On call for Sick/Vac Coverage
Ramirez, Ricardo	Custodial	SBVC	Custodian	5/16/14	6/30/14	\$14.68/Day \$15.05/Swing	New: On call for Sick/Vac Coverage

Ramirez, Ricardo	Custodial	SBVC	Custodian	7/1/14	9/1/14	\$14.68/Day \$15.05/Swing	New: On call for Sick/Vac Coverage
Rodriguez, Victoria	Custodial	SBVC	Custodian	7/1/14	9/1/14	\$14.68/Day \$15.05/Swing	New: On call for Sick/Vac Coverage
Dekoekkoek, Laurens W P	Grounds Department	SBVC	Grounds Caretaker	7/1/14	9/1/14	\$14.68	New: Vacancy Recruitment pending
Moody, Amanda	Office of Student Life	SBVC	Secretary II	5/20/14	6/30/14	\$17.02	New: Vacancy (J. Enriquez). Ended Employment. Recruitment pending
Fierro, Dorothy N	Student Health Services	SBVC	Clerical Assistant I	6/14/14	6/30/14	\$12.65	Extension: Vacancy (K. Yarbrough). Recruitment pending
Fierro, Dorothy N	Student Health Services	SBVC	Clerical Assistant I	7/1/14	7/31/14	\$12.65	New: Vacancy (K. Yarbrough). Recruitment pending
Hall, Suzan K	Student Health Services	SBVC	Secretary II	5/27/14	6/30/14	\$17.02	Extension: Vacancy (B. Spalding). Retired. Recruitment pending
Hall, Suzan K	Student Health Services	SBVC	Secretary II	7/1/14	9/1/14	\$17.02	New: Vacancy (B. Spalding). Retired. Recruitment pending
Culberson, Jasmine	Applied Technology	SBVC	Secretary II	5/19/14	6/30/14	\$17.02	New: Vacancy
Campos, Norma A	Applied Technology, Transportation & Culinary Arts	SBVC	Secretary II	7/1/14	6/30/14	\$17.02	New: Vacancy (N. Meechubot) Retired.
Al Jafri, Ebtasam	Child Development Center	SBVC	Child Development Teacher	4/24/14	6/24/14	\$17.76	Extension: On call for Sick/Vac Coverage

Delgado, Betsabe	Child Development Center	SBVC	Child Development Assistant	5/12/14	6/12/14	\$12.35	Extension: On call for Sick/Vac Coverage
Laque-Ogea, Valerie	Child Development Center	SBVC	Child Development Assistant	5/13/14	6/13/14	\$12.35	Extension: On call for Sick/Vac Coverage
Poynter, Wonder M	Child Development Center	SBVC	Child Development Assistant	5/13/14	6/13/14	\$12.35	Extension: On call for Sick/Vac Coverage
Ruiz, Lalanie M	Child Development Center	SBVC	Clerical Assistant I	5/13/14	6/13/14	\$12.65	Extension: On call for Sick/Vac Coverage
Moreno, Juana	Child Development Center	SBVC	Child Development Teacher	5/23/14	6/23/14	\$17.76	Extension: On call for Sick/Vac Coverage
Martin, Boramy	Food Service	SBVC	Food Service Worker	7/1/14	9/1/14	\$11.75	New: Sick / Vac Coverage
Sanchez, Mark C	Custodial	SBVC	Custodian	7/1/14	9/1/14	14.68/Day 15.05/Swing	New: On call for Sick/Vac Coverage
Reynolds, Valen L	Food Service	SBVC	Food Service Worker	7/1/14	9/1/14	\$11.75	New: On call for Sick/Vac Coverage
Rykbos, Tiffany R	Food Service	SBVC	Food Service Worker	7/1/14	9/1/14	\$11.75	New: On call for Sick/Vac Coverage
Thomas Jr., Larry	Computer Technology Services	SBVC	Multimedia Specialist	7/1/14	9/1/14	\$17.44	New: Vacancy (J. Flaa) working out of class.
Aboytes, Alfonso	Child Development Center	SBVC	Child Development Assistant	4/10/14	6/10/14	\$12.35	New: On call for Sick/Vac Coverage
Porter, Janine	KVCR	DIST	Broadcast Operator	7/1/14	9/1/14	\$19.25	Extension: Vacancy. Need multiple subs for coverage – 24/7 position. Position Posted.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Cheryl Marshall  
President, CHC

DATE: June 12, 2014

SUBJECT: Consideration of Approval of Temporary Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary academic appointment of Emily Spencer, Chemistry Instructor, CHC.

OVERVIEW

Emily Spencer, Chemistry Instructor, CHC, effective August 18, 2014 through May 22, 2015, 177 days of service, Academic Salary Schedule, Column H, Step 3, \$369.68 per diem.

ANALYSIS

It is essential that this position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted.

BOARD IMPERATIVE

I. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval to Extend Contract for Temporary Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary contract extension for Luis Mondragon, Developmental Studies Specialist, CHC.

OVERVIEW

Luis Mondragon, Developmental Studies Specialist, Non-Instructional Academic Employee, CHC, effective July 1, 2014 through June 30, 2015, 221 days of service, Column D, Step 4, \$322.96 per diem.

ANALYSIS

On October 10, 2013, the Board approved the temporary assignment for Luis Mondragon, as Development Studies Specialist, effective July 1, 2013 through June 30, 2014. It is necessary to extend his temporary assignment effective July 1, 2014 through June 30, 2015 or until the position is filled on a permanent basis.

BOARD IMPERATIVE

I. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: June 12, 2014  
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 2013-2014 budget.

## **DISTRICT**

**NAME:** Dawn Gross  
**DEPARTMENT:** TESS/ATPC  
**CONFERENCE:** National Braille Association Conference  
**DATES:** 4/29/14 – 5/3/14  
**LOCATION:** Cleveland, OH  
**PURPOSE:** Workshops in Braille code and production. This conference helps our production center stay current with changes in the Braille code.

**BENEFIT:** Networking and recruiting opportunity for needed Braille transcribers.  
**ESTIMATED COST:** \$1975  
**FUNDING SOURCE:** ATPC Grant Funds

**NAME:** Alfredo Cruz and Lillian Vasquez (Wisegarver)  
**DEPARTMENT:** KVCR—TV/FM  
**CONFERENCE:** 2014 PBS Annual Meeting  
**DATES:** May 11 – 17, 2014  
**LOCATION:** San Francisco, CA  
**PURPOSE:** Meet with PBS affiliates; Present to PBS stations the programming on FNX and to make the formal request to PBS management to pick up FNX programming this next year.

**BENEFIT:** To expand FNX opportunity to being picked up by other PBS stations nationwide. To keep KVCR TV and FM up to date on the latest TV programming trends.

**ESTIMATED COST:** \$2,500 each  
**FUNDING SOURCE:** KVCR Fund TV

**NAME:** Bruce Baron  
**DEPARTMENT:** Chancellor's Office  
**CONFERENCE:** California Higher Education Sustainability Conference  
**DATES:** June 16-20, 2014  
**LOCATION:** San Diego, CA  
**PURPOSE:** The conference highlights cutting-edge research, as well as case studies with proven successes in curriculum development, operational programs, and community partnerships.

**BENEFIT:** To engage in dialogue across institutions (CCC, CSU, and UC groups).  
**ESTIMATED COST:** \$1,750  
**FUNDING SOURCE:** Chancellor's Office – General Fund

**NAME:** Alfredo Cruz, Lillian Vasquez (Wisegarver), Yvonne Rose Powers, Ben Holland  
**DEPARTMENT:** KVCR  
**CONFERENCE:** Public Media Development & Marketing Conference 2014  
**DATES:** July 9 – 12, 2014  
**LOCATION:** Denver, CO  
**PURPOSE:** Expand and enhance KVCR's development and marketing strategies such as pledge practices, television research and fundraising around TV-specific programming themes.  
**BENEFIT:** Development a stronger Development and Marketing department to grow KVCR's self-sustaining efforts.  
**ESTIMATED COST:** \$2500 each  
**FUNDING SOURCE:** KVCR Fund TV

**NAME:** Bruce Baron  
**DEPARTMENT:** Chancellor's Office  
**CONFERENCE:** CASE Summit 2014  
**DATES:** July 11-15, 2014  
**LOCATION:** New York, NY  
**PURPOSE:** To participate in leadership development related to the Chancellor's role in fundraising and development.  
**BENEFIT:** To gain further knowledge about the leader's role in development to help meet annual goals for the Chancellor.  
**ESTIMATED COST:** \$4500  
**FUNDING SOURCE:** Chancellor's Office – General Fund

**NAME:** Glen Kuck, Trelisa Glazatov, Rhiannon Lares  
**DEPARTMENT:** Distance Education  
**CONFERENCE:** Blackboard World 2014  
**DATES:** July 14-17, 2014  
**LOCATION:** Las Vegas, NV  
**PURPOSE:** To learn the new functionality of the District's learning management system.  
**BENEFIT:** Better serve the colleges and the students taking on-line classes  
**ESTIMATED COST:** \$2,025 per person  
**FUNDING SOURCE:** Distance Education general funds

**NAME:** Joseph Williams  
**DEPARTMENT:** Board of Trustees  
**CONFERENCE:** Inland Empire Regional Leadership Academy  
**DATES:** September 12, 2014 - June 26, 2015 (10 sessions)  
**LOCATION:** Varies in California  
**PURPOSE:** Actively engaged members of the regional community in the public and

private sectors are invited to participate in a program that provides in-depth understanding of key issues facing the Inland Empire region, including the Coachella Valley and the High Desert, Southern California and the state of California.

**BENEFIT:** Participants will advance their knowledge of regional issues, public policy, and perceptions of the Inland Empire within the state.  
**ESTIMATED COST:** \$3,500  
**FUNDING SOURCE:** Board of Trustees – General Fund

### **CHC**

**NAME:** Troy Dial  
**DEPARTMENT:** Counseling  
**CONFERENCE:** 2014 Curriculum Institute  
**DATES:** July 10-12, 2014  
**LOCATION:** San Jose, CA  
**PURPOSE:** To learn more about community college curriculum standards.  
**BENEFIT:** To utilize information learned and provide up-to-date information to students.  
**ESTIMATED COST:** \$1,400.00  
**FUNDING SOURCE:** Office of Instruction General Fund

**NAME:** Cheryl Marshall, Mariana Moreno, Patricia Menchaca, Esmeralda Vasquez and Crystal Sultzbaugh  
**DEPARTMENT:** President's Office, Title V and Student Life  
**CONFERENCE:** HACU 28<sup>th</sup> Annual Conference  
**DATES:** October 4-6, 2014  
**LOCATION:** Denver, CO  
**PURPOSE:** Learn best practices in the education of Hispanics including how to promote and expand partnerships and strategic alliances.  
**BENEFIT:** Apply information learned to help identify graduate education opportunities for Hispanic students.  
**ESTIMATED COST:** \$2200.00 each  
**FUNDING SOURCE:** Campus President General Fund

### **SBVC**

**NAME:** Jeffrey Demsky  
**DEPARTMENT:** History/Social Sciences, Human Development and Physical Education  
**CONFERENCE:** War Memories Commemoration, Re-Enactment, Writing of War in the English-Speaking World (18<sup>th</sup>-21<sup>st</sup> Centuries)

**DATES:** June 13 – June 20, 2014  
**LOCATION:** Rennes, France  
**PURPOSE:** Dr. Demsky will be a presenter of the Holocaust and Genocide.  
**BENEFIT:** Dr. Demsky is currently developing curriculum on genocide. This Commemoration will allow for in-depth information in preparing curriculum.  
**ESTIMATED COST:** \$500.00  
**FUNDING SOURCE:** History Department General Fund

**NAME:** Henry Hua  
**DEPARTMENT:** Math, Business & Computer Technology  
**CONFERENCE:** Great Deans' Program  
**DATES:** July 10 – July 11, 2014  
**LOCATION:** Sacramento, CA  
**PURPOSE:** The Great Deans' program has been created to target new deans in the first five years of their career.  
**BENEFIT:** The program will focus on five areas: faculty relations, personnel management, evaluations, enrollment management, and budget management. The program provides an overview of the technical, regulatory and legal aspects of administration.  
**ESTIMATED COST:** \$1,615.29  
**FUNDING SOURCE:** President's Office General Fund

**NAME:** Leticia Hector  
**DEPARTMENT:** Communication Studies/Arts & Humanities  
**CONFERENCE:** 2014 Curriculum Institute  
**DATES:** July 10 – July 12, 2014  
**LOCATION:** San Jose, CA  
**PURPOSE:** Attending the conference is beneficial to the follow in that the curriculum committee colleagues discuss and share information pertaining to State regulations and development of Curricunet.  
**BENEFIT:** The discussions and information is valuable to the District in order to be in compliance with regard to curriculum and to develop strategies for implementing as efficiently and effectively as possible at SBVC.  
**ESTIMATED COST:** \$1,130.00  
**FUNDING SOURCE:** Academic Senate General Fund

**NAME:** Reginald Metu  
**DEPARTMENT:** Computer Information Technology/Math, Business and Computer Technology  
**CONFERENCE:** Community College Cyber Summit 2014  
**DATES:** July 21 – July 23, 2014  
**LOCATION:** Chicago, IL

**PURPOSE:** This summit is a national academic conference that specifically addresses cybersecurity education to community colleges.

**BENEFIT:** To obtain advanced technical training in innovations that strengthen classrooms and to gain knowledge of new research in cybersecurity education.

**ESTIMATED COST:** \$750

**FUNDING SOURCE:** Professional Development General Fund

**NAME:** Riase Jakpor

**DEPARTMENT:** Political Science/Social Sciences, Human Development and Physical Education

**CONFERENCE:** American Political Science Association (APSA) 2014 Annual Meeting & Exhibition

**DATES:** August 27 – September 1, 2014

**LOCATION:** Washington, D.C.

**PURPOSE:** The APSA actively supports quality political science education and greater understanding of cutting-edge teach approaches, techniques and methodologies that can be actively applied in political science classrooms.

**BENEFIT:** To gain new perspectives on the current field trends and teaching methods in the discipline of Political Science, and network with other political scientists to develop a pool of adjunct instructors for SBVC.

**ESTIMATED COST:** \$2,086.25

**FUNDING SOURCE:** Political Science General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: June 12, 2014  
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.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

## **DISTRICT**

**EVENT:** ATPC Advisory Meeting - Travel Reimbursement Agreement  
**DATES:** May 21-22, 2014  
**AMOUNT:** \$677  
**ITEM:** Mr. Valverde, assigned grant monitor, will represent the Chancellor's Office and provide updates on statewide issues impacting the ATPC and DSPS, as well as hear feedback from ATPC staff and regional representatives.  
**FUNDING SOURCE:** ATPC Grant Funds

**EVENT:** ATPC Braille Workshop  
**DATES:** July 25-26, 2014  
**AMOUNT:** \$3000  
**ITEM:** Workshop to provide information and training on production of Braille for the California Community Colleges. Braille transcriber contractors will be in attendance and given manuals on the standards of performance expected by the CCCs. Expenses pay for the rental of two lecture halls and refreshments  
**FUNDING SOURCE:** ATPC Grant Funds

**EVENT:** Economic Development and Corporate Training- Food and Supplies  
**DATES:** July 1, 2014-June 30, 2015  
**AMOUNT:** \$80,000.00  
**ITEM:** Food & Supplies  
The Economic Development & Corporate Training Division will host events to introduce the community to training programs offered through the ATTC, PDC, EIOSB, and Nanotechnology Center. These events will include:

- Seminars
- Trainings
- Meetings

These programs under the grant requirements are to hold events and training workshops. These programs will provide refreshments and meals for activities attended by targeted participants. Due to time constraints the overall approval of these expenses allows for the smooth operation of these programs.

**FUNDING SOURCE:** Categorical funds; Career and Technical Education Community Collaborative, Nanotechnology Center and Information Communications Technology/Digital Media, Industry Driven Regional Collaborative and Employment Training Panel (ETP) projects, Workforce Development program, Community Services, and Entrepreneurship Institute of San Bernardino.



**CHC**

**EVENT:** 2014 Region IX Summer Retreat  
**DATES:** June 27-29, 2014  
**AMOUNT:** \$1,000.00  
**ITEM:** This retreat in Mammoth Lakes, CA will provide several members of our Student Senate the ability to participate in leadership workshops, team building exercises, and informative sessions for incoming delegates.  
**FUNDING SOURCE:** Student Rep Fee Account

**SBVC**

**EVENT:** Veteran's Center Event  
**DATES:** November 15, 2012  
**AMOUNT:** \$1,657.65  
**ITEM:** Refreshments  
Sponsored by the Admissions & Records Office, this event served as the Grand Opening of the Veteran's Resource Center held on November 15, 2012 to introduce students, faculty and staff to resources offered. Although this event took place on November 15, 2012, an invoice was never received and the Purchase Order was closed at the end of the 2012-13 fiscal year. Admissions and Records recently received an invoice for the event in the amount of \$1,657.65. A Purchase Requisition has been created to pay for the event. Approximately 300 faculty, staff and students participated in this event. This is being submitted to the board for approval to pay for the event expense.  
**FUNDING SOURCE:** Admissions & Records General Fund.

**EVENT:** Arrowhead Newspaper Promotion  
**DATES:** March 26, 2014  
**AMOUNT:** \$115.00  
**ITEM:** Refreshments  
The Arrowhead Newspaper conducts a promotion for the 2014-2015 News Team. Pizza and soft drinks are served as part of the promotion. The Arrowhead Newspaper Advisor was unaware of the requirements of submission to the Board of Trustees for approval. Therefore, we are asking the Board for approval of the above expense item.  
**FUNDING SOURCE:** Arrowhead News Trust Account

**EVENT:** Minority in Science and Engineering Improvement Program (MSEIP) Students to Birch Aquarium  
**DATES:** April 8, 2014  
**AMOUNT:** \$336.00

**ITEM:** Admission Fee  
Students participated in a field trip to the Center for Marine Biotechnology and Medicine, at Scripps Institute of Oceanography, the University of California San Diego, on April 8. In addition to the 42 students, two faculty chaperones accompanied the students, Dr. Britt Leatham and Mr. Erik Moberly. The bus rental contract was board approved by the Board of Trustees on March 10, 2014. However, an opportunity occurred a week before the trip that would allow the students to have a seminar with an aquarium biologist, following the tour of the Center for Marine Biotechnology and Medicine. The Minority in Science and Engineering Improvement Program (MSEIP) grant paid the college student rate for admission to the Birch Aquarium. The invitation to attend the seminar at Birch Aquarium was given just prior to the event. The trip to the Birch Aquarium was not anticipated and while it was decided in the spur of the moment to pay for the expense and request reimbursement, we know now that in the future this is not an acceptable practice-all expenses must be approved in advance. Therefore, we are asking the Board for approval of the above expense item.

**FUNDING SOURCE:** Minority in Science and Engineering Improvement Program (MSEIP) Grant

**EVENT:** Celebration of the Black Graduates  
**DATES:** May 15, 2014  
**AMOUNT:** \$2,500.00  
**ITEM:** Decorations, Kinte Cloths, Entertainment and Independent Contractor/Speaker and Refreshments  
Sponsored by the Black Faculty and Staff Association along with the Arts, Lectures & Diversity Committee; this is an annual event that supports the diversity of San Bernardino Valley College students with the recognition of the accomplishments of the Black Graduates of SBVC. Anticipated attendance is 300 faculty, staff and students. This revision is being submitted to the board to reflect the correct listing of the item descriptions for the event.

**FUNDING SOURCE:** Arts, Lectures & Diversity Committee General Fund.

**EVENT:** Student Success Center Students to Museum of Natural History, Los Angeles  
**DATES:** June 3, 2014  
**AMOUNT:** \$990.00  
**ITEM:** Transportation  
Sponsored by the SBVC Student Success Center, students will visit the Museum of Natural History in Los Angeles to provide students opportunities to expand their knowledge of potential academic and career fields. Anticipated attendance is approximately 55 students, 1 faculty member, Glenn Drewes, and 1 staff chaperone, Rose King. This

item was previously board approved at the May 8, 2014 meeting. This item is being revised to reflect a change in the funding source.

**FUNDING SOURCE:** HSI STEM PassGo Grant

**EVENT:** "Stress Solutions Oasis"

**DATES:** June 26, 2014

**AMOUNT:** \$350.00

**ITEM:** Refreshments and Decorations

Sponsored by Student Health Services. This is an interactive stress management activity for faculty and staff. Anticipated attendance is approximately 60 faculty and staff members.

**FUNDING SOURCE:** Campus Based Mental Health Grant "Building Strengths: Enhancing Campus-Wide Mental Health Strategies and Training."

**EVENT:** Student Senate for California Community Colleges (SSCC) Region IX Summer Retreat

**DATES:** June 27-29, 2014

**AMOUNT:** \$4,500.00

**ITEM:** Registration, Lodging and Transportation

Sponsored by the Student Senate for California Community Colleges Region IX this retreat is designed for Executive Board members and other interested parties. This retreat will host various leadership workshops, team-building exercises, and informative sessions focused around training incoming Region IX members of which the SBVC ASG is a member. The chaperone will be Carolyn Lindsey.

**FUNDING SOURCE:** Student Representation Fee Fund.

**EVENT:** Applied Technology Divisional Meetings

**DATES:** July 1, 2014 – June 30, 2015

**AMOUNT:** \$2500.00

**ITEM:** Refreshments and Supplies

Applied Technology Division will be conducting the following meetings through the fiscal year:

- Career Technical Education (CTE) Transition
- National Science Foundation (NSF)
- Perkins Grant
- Division Meetings

The division will host meetings and events with middle high schools, Regional Occupation Programs (ROP), employers, industry partners and other stakeholders to develop articulation agreements, partnerships and introduce programs offered at the Division.

**FUNDING SOURCE:** Career Technical Education Grant Fund; National Science Foundation Grant Fund; Perkins Grant Fund and Applied Technology General Fund

**EVENT:** STAR Program/Trio Student Summer Fun in the Sun

**DATES:** July 17, 2014  
**AMOUNT:** \$1,354.76  
**ITEM:** Refreshments, Transportation and Lessons  
Sponsored by the STAR Program, this trip will be a cultural activity providing students the opportunity to interact with peers in a summer sports setting. There will be 23 students and faculty members. Chaperones will be Deanne Rabon, Tahirah El Sherif and Dr. Reyes Quezada.  
**FUNDING SOURCE:** STAR Program/TRIO Grant Budget.

**EVENT:** Super Saturdays at Big Bear  
**DATES:** July 26, 2014 and November 15, 2014  
**AMOUNT:** \$800.00  
**ITEM:** Refreshments and Promotion  
As part of the promotion of programs offered remotely in Big Bear, the Science Division's Big Bear program routinely holds one-stop registration and assessment events. The funding will support promotion of the events and refreshments for staff and/or faculty who work these events. The anticipated attendance is 150 students, faculty and staff.  
**FUNDING SOURCE:** Off-Campus Programs General Fund

**EVENT:** Welding Technology Advisory Committee Meeting  
**DATES:** September 16, 2014 and February 17, 2015  
**AMOUNT:** \$175  
**ITEM:** Refreshments  
Welding Technology will be conducting an Advisory Committee meeting to discuss specific goals, including review of program and course student learning outcomes, identify specific course-level skill sets, discuss alignment of Welding Technology courses with proposed California Model curriculum, solicit ideas for Welding Technology course expansions of modification, cultivate and renew Welding Technology partnerships and internships. Approximately 30 community members, faculty and staff, including the Division Dean, Faculty Chair and the CTE Transition Grant Coordinator will be attending the meetings.  
**FUNDING SOURCE:** Welding Technology General Fund

**EVENT:** Machine Trades Advisory Committee Meeting  
**DATES:** September 23, 2014 and February 24, 2015  
**AMOUNT:** \$175  
**ITEM:** Refreshments  
Machine Trades will be conducting an Advisory Committee meeting to discuss specific goals, including review of program and course student learning outcomes, identify specific course-level skill sets, discuss alignment of Machine Trade courses with proposed California Model curriculum, solicit ideas for Machine Trades course expansions of modification, cultivate and renew Machine Trades partnerships and

internships. Approximately 30 community members, faculty and staff, including the Division Dean, Faculty Chair and the CTE Transition Grant Coordinator will be attending the meetings.

**FUNDING SOURCE:** Machine Trades General Fund

**EVENT:** Fall Health Fair

**DATES:** November 18, 2014

**AMOUNT:** \$1,850.00

**ITEM:** Decorations, Prizes, Supplies and Promotional/Teaching Items  
Sponsored by the Student Health Services, this event is to promote healthy habits and education that in turn promote classroom and college success. Anticipated attendance is approximately 750 students, faculty and staff.

**FUNDING SOURCE:** Student Health Fees – Restricted Funds.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached request for individual memberships.

OVERVIEW

Individual memberships related to job duties are submitted when institutional memberships are not available.

BOARD IMPERATIVE

I. Institutional Effectiveness  
IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2013-2014 budget.

## **SBVC**

**NAME:** Berchman K. Melancon, Diesel Instructor  
**MEMBERSHIP:** Mobile Air Conditioning System (MACS) Worldwide  
**PURPOSE:** MACS is the leading non-profit trade association for the mobile air conditioning, heating and engine cooling system segment of the automotive aftermarket. Mobile Air Conditioning Society (MACS) Worldwide's mission is clear and focused--as the recognized global authority on mobile air conditioning and heat transfer industry issues -- a mission we have been fulfilling for our growing global membership and the industry since 1981 in the following ways:

- Providing training, education and compliance programs for the mobile air conditioning and heat transfer industry
- Providing a forum for exchange of trade information on a regional, national and international basis
- Facilitating business between all segments of the industry
- Providing tangible value for members, such as product marketing, promotion and affinity programs
- Disseminating legislative, regulatory and trade information (including data, current developments and training materials)
- Providing information on legislative and regulatory initiatives that affect the industry and advocate for the industry to legislative bodies

**AMOUNT:** \$140.00  
**FUNDING SOURCE:** Diesel Department General Fund

**NAME:** Greg Zerovnik, Public Information Specialist  
**MEMBERSHIP:** Community College Public Relations Organization (CCPRO)  
**PURPOSE:** Individual membership for Public Information Specialist. CCPRO is a network of planners and researchers from the 58 community colleges across the state of North Carolina. These professionals support each other and the work of their colleagues at their respective colleges. The organization is an excellent venue for sharing best practices, exchanging of ideas, and networking with fellow professionals.

**AMOUNT:** \$50.00  
**FUNDING SOURCE:** Marketing and Public Relations General Fund

**NAME:** Greg Zerovnik, Public Information Specialist  
**MEMBERSHIP:** National Council for Marketing & Public Relations (NCMPR)  
**PURPOSE:** Individual membership for Public Information Specialist. The National Council for Marketing & Public Relations is the only organization of its kind that represents marketing and Professional Relations (PR) professionals at community and technical colleges. NCMPR's primary focus is on supporting professional growth. Members will connect with colleagues that understand the issues facing two-year college communicators in the 21<sup>st</sup> century.

**AMOUNT:** \$225.00  
**FUNDING SOURCE:** Marketing and Public Relations General Fund

**District**

**NAME:** Debra Smith and Ernie Higgins  
**MEMBERSHIP:** Automobile Club of Southern California  
**PURPOSE:** Towing and roadside assistance for the District courier van.  
**AMOUNT:** \$90  
**FUNDING SOURCE:** General Fund – Custodial

**NAME:** Frank Blanquet and Terria Smith  
**MEMBERSHIP:** Native American Journalists Association (NAJA)  
**PURPOSE:** Annual academic institutional membership, newsletter  
Membership list and media list.  
**AMOUNT:** \$300  
**FUNDING SOURCE:** KVCR-FNX Funds TV



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Professional Services Contracts/Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of Professional Services contracts/agreements.

OVERVIEW

In accordance with Board policy 6340, Section A, Sub-section 3, the attached list of contracts for Professional Services, Consultants and Legal Services is submitted for approval.

ANALYSIS

The attached list of contracts, agreements and their associated purchase orders are for fiscal audits, legal services, consultants and other professional services that are needed by the District. Unless otherwise noted the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these amounts will be submitted for board ratification and/or approval.

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.

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## *Contracts for Approval*

*Scheduled Board Date 6/12/2014*

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### *Contract Type*

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
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### *Professional Services*

Allison, Nancy	(10303) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
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Amanuensis Braille	(10304) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
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<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Anderson, James	(10305) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Anderson, Jeff	(10306) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Apalakis, Dana	(10307) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus

<i>Contract Type</i>			<i>Amount</i>	<i>Signed</i>
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>		
Bach to Braille, Inc	(10308) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Barker, Jim	(10309) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Beckley, Sally	(10310) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Braille It, Inc.	(10311) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Burke, William & Sorensen, LLP	(10436) Legal Services; Rate Schedule: Partners \$280 per hour; Associates \$235 per hour; Paralegals \$135 per hour; plus expenses Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	Chancellor/SBCCD	\$30,000.00	SSutorus
Cantrall, Kathleen	(10312) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Chandler, Denise	(10313) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
College Brain Trust	(10408) Develop a recruitment plan, career paths and succession plans for SBCCD employees Term: 7/1/2014 - 8/31/2014 Funding Source: General Funds	Chancellor/SBCCD	\$18,720.00	SSutorus
College Brain Trust	(10444) Develop District wide process for enrollment management planning Term: 6/1/2014 - 6/30/2015 Funding Source: General Funds	Fiscal Services/SBCCD	\$42,315.00	SSutorus
Community College League of Ca	(10437) Consulting Service for review and update of SBCCD Board Policies and Administrative Procedures Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	Chancellor/SBCCD	\$10,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Community Counseling Service, Co. LLC	(10414) Provide interim development management services for SBVC Foundation Term: 6/1/2014 - 6/30/2015 Note - Contract authorized to start prior to Board Meeting per BP6340 Funding Source: General Funds	President/SBVC	\$342,000.00	SSutorus
Counseling Team, The	(10423) Provide personnel psychological assessments for the Human Resources Department on an as needed basis: \$300.00 per assessment Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	Human Resources/SBCCD	\$1,500.00	SSutorus
Crispin, Cynthia	(10314) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Denault, Mary	(10315) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Facilities Planning and Consulting Services	(9418) On-demand help with State Chancellor's Office web-based facilities management and reporting system "FUSION"; rate schedule \$150 per hour; Amendment 2 increase not to exceed amount by \$2,500 for additional assistance with final closeout process with four State funded projects Term: 7/1/2013 - 6/30/2014 Funding Source: General Funds	Fiscal Services/SBCCD	\$16,000.00	SSutorus
Farkas, Jason	(10316) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus



<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Garrett, Charles	(10317) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Gilchrist, Carmen	(10318) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Gottschalk, Dennis	(10319) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Guggia, Conda	(10320) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Harris, Terry	(10322) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Hauser, Martin	(10323) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Hensley, Roxanne	(10324) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Hynd, Janis	(10325) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Jackson, Margaret	(10326) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Keenan & Associates	(10443) Property and Liability Claims administration: Rate Schedule VP/Claims Manager \$90 Per Hour, Senior Claims Examiner \$85 Per Hour, Claims Examiner \$75 Per Hour, Expenses 42% of hourly billings, Minimum per file charge one hour Term: 7/1/2014 - 6/30/2017 Funding Source: General Funds	Business Services/SBCCD	\$50,000.00	SSutorus
Kessler & Gehman Associates, Inc	(10294) Technical and engineering services for KVCR-TV and KVCR-FM Term: 5/14/2014 - 6/30/2016 Funding Source: KVCR - Foundation	KVCR/SBVC	\$10,000.00	SSutorus
Lillie, Anglina	(10327) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Long, Hallie	(10329) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Lopez, Leisha	(10301) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	Ssutorus
Lopez, Leisha	(10255) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 5/9/2014 - 6/30/2014 Funding Source: State Grant	ATPC/SBCCD	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Lots 4 You Inc	(10330) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Lundberg, Carol	(10328) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Major, Winifred	(10331) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Martinez, Bayardo	(10332) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
McGovern, Linda	(10333) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Nord, Marlene	(10334) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Ostby, Kathrina	(10335) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Otte, Devin T	(10336) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Parciak, Ania	(10337) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus



<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Pember, Sharon	(10338) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Pierson, Justin	(10339) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Pierson, Lisa	(10254) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 5/9/2014 - 6/30/2014 Funding Source: State Grant	ATPC/SBCCD	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Pierson, Lisa	(10302) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Prado, Viviana	(10340) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Quick Caption, Inc	(10424) Provide educational captioning by qualified translators for students in the Disabled Students Programs and Services at SBVC and CHC Term: 7/1/2014 - 6/30/2015 Funding Source: DSP&S	DSP&S/SBVC/CHC	\$18,000.00	SSutorus

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Quilalang, Roger	(10341) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Ralston, Bonnie	(10342) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Santana, Jewel	(10343) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Shaw HR Consulting, Inc	(10422) Provide disability interactive process coordination and facilitation services Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	Human Resources/SBCCD	\$10,000.00	SSutorus
Sherwood, Rebecca	(10344) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Sommars, Billie	(10345) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Stogsdill, Aura Lee	(10346) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Taesch, Richard	(10347) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Toker, Ryan	(10253) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule funding Term: 5/9/2014 - 6/30/2014 Funding Source: State Grant	ATPC/SBCCD	SSutorus

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Token, Ryan	(10300) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Valle, Maricruz	(10348) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Velo, Alicia	(10349) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus

<i>Contract Type</i>			<i>Amount</i>	<i>Signed</i>
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>		
Velo, Brian	(10350) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Ventura County Braille Transcribers Association	(10351) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus
Walker, Jacquelyn	(10352) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus

<i>Contract Type</i>			
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
Walker, Kathleen	(10353) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Walker, Megan	(10354) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus
Walling, Joyce	(10355) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD	SSutorus



<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
Walton, Lindy	(10356) Braille transcribing and/or embossing services to cover any or all of the following: Transcription of text books covering all subjects; these services may also include technical assistance, proofing, final production, and trainee mentoring; Per Rate Schedule Term: 7/1/2014 - 6/30/2015 Funding Source: State Grant	ATPC/SBCCD		SSutorus

***SubTotal for Professional Services: 70***

***Grand Total Contracts for Board Date 6/12/2014: 70***

Rate Schedule for Braille Contracts

Code	task type	Rate per Page	Rate per Hour
AC	A2CI Coordinator		\$35.00
ABTA-S	A2CI Braille Technical Assistant		\$35.00
ABTA	A2CI Braille Technical Assistant		\$25.00
APM	A2CI Trainee Mentor		\$35.00
ASBC	A2CI Business Consultant		\$35.00
BP-1	Braille Proofers	\$1.00	
BP-2	Braille Proofers	\$1.25	
BP-3	Braille Proofers	\$1.50	
BTA-1	Braille Technical Assistances		\$16.00
BTA-2	Braille Technical Assistances		\$17.00
BTA-3	Braille Technical Assistances		\$18.00
BTA-4	Braille Technical Assistances		\$20.00
EM-1	Embossers		\$11.00
EM-2	Embossers		\$13.50
EM-3	Embossers		\$15.00
EMA-1	E-Text Media Assistants		\$14.00
EMA-2	E-Text Media Assistants		\$16.00
EM-S	Embossers		\$21.00
EMS	E-Text Media Specialist		\$17.00
ETA-1	E-Text Technical Assistants		\$10.00
ETA-2	E-Text Technical Assistants		\$12.00
FLT	Foreign Language Transcribers	\$3.00	
FP-1	Braille Format Proofers		\$16.00
FP-2	Braille Format Proofers		\$18.00
FP-3	Braille Format Proofers		\$20.00
FPA-1	Final Production Assistants		\$8.00
FPA-2	Final Production Assistants		\$11.00
FPA-3	Final Production Assistants		\$12.00
FPA-S	Final Production Assistants		\$15.00
FPL-2	Braille Format Proofers		\$17.00
FPN-2	Braille Format Proofers		\$18.00
FPS	Braille Format Proofers		\$25.00
LCT-1	Literary Certified Transcribers	\$2.00	
LCT-2	Literary Certified Transcribers	\$2.50	
MCT-1	Music Certified Transcriber	\$6.00	
MCT-2	Music Certified Transcriber	\$7.00	
MCTA	Music Certified Technical Assistance		\$25.00
NCT-1	Nemeth Certified Transcribers	\$3.00	
NCT-2	Nemeth Certified Transcribers	\$3.50	
NCT-3	Nemeth Certified Transcribers	\$4.00	
TGA-1	Tactile Graphic Artists		\$11.00
TGA-2	Tactile Graphic Artists		\$13.50
TGA-3	Tactile Graphic Artists		\$15.00
TGA-S	Tactile Graphic Artists		\$18.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Routine Contracts/Agreements and Memorandums of Understanding

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

The attached list of contracts, agreements and their associated purchase orders are routine, customary and necessary for the on-going operations of the District. Unless otherwise noted the amount shown for multi-year agreements is the projected total amount for the full contract period. Any changes to these amounts will be submitted for board ratification and/or approval.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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

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***Routine Contracts and Agreements******Scheduled Board Date 6/12/2014***

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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>ASB Discount Program</i></b>				
B & R Lock and Key	(10272) ASG Student Discount Program; 25% discount on services Term: 5/14/2014 - 6/30/2014  Funding Source: N/A	Student Life/SBVC		SSutorus

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***SubTotal for ASB Discount Program: 1***

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***Broadcasting Rights***

American Public Television	(10249) Broadcasting Rights for the program "Wyland's Art Studio V" Term: 5/17/2014 - 5/16/2017  Funding Source: KVCR - Foundation	KVCR-TV/SBCCD	\$3,575.00	SSutorus
Morris, Charlotte	(10235) Broadcast Rights for the Documentary "Touching the Past" at no cost to District Term: 6/13/2014 - 6/13/2019  Funding Source: N/A	KVCR-FNX/SBCCD		SSutorus
Prince, Robert	(10236) Broadcast Rights for the Documentary "Finding Their Own Dance" at no cost to District Term: 7/1/2014 - 6/30/2019  Funding Source: N/A	KVCR-FNX/SBCCD		SSutorus

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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>Broadcasting Rights</u></b>					
<b><i>SubTotal for Broadcasting Rights: 3</i></b>				<b><i>\$3,575.00</i></b>	
<b><u>CalWorks Off-Campus Work Study</u></b>					
Inland Empire Resource Conservation District	(10231) Off-Campus workstudy - Student - Oliver, Sherita; reimbursed at 100% of per hourly rate Term: 5/1/2014 - 6/30/2014  Funding Source: CalWorks	Calworks/SBVC	\$4,608.00	SSutorus	
Newman Leadership Academy	(10228) Off-Campus workstudy - Student - Alvarez, Monique; reimbursed at 100% of per hourly rate Term: 5/1/2014 - 6/30/2014  Funding Source: CalWorks	Calworks/SBVC	\$2,880.00	SSutorus	
San Bernardino County Public Defender	(10229) Off-Campus workstudy - Student - Chavez, Marina; reimbursed at 100% of per hourly rate Term: 5/1/2014 - 6/30/2014  Funding Source: CalWorks	Calworks/SBVC	\$2,952.00	SSutorus	
San Bernardino County Public Defender	(10230) Off-Campus workstudy - Student - Williams, Jessica; reimbursed at 100% of per hourly rate Term: 5/1/2014 - 6/30/2014  Funding Source: CalWorks	Calworks/SBVC	\$3,744.00	SSutorus	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
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**CalWorks Off-Campus Work Study**

***SubTotal for CalWorks Off-Campus Work Study: 4*** **\$14,184.00**

**Clinicals**

Chino Valley Independent Fire District	(10434) Clinical - Training Site Agreement for EMT Program Participants Term: 7/1/2014 - 6/30/2019	Emergency Medical Svcs/CHC		SSutorus
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Funding Source: N/A

***SubTotal for Clinicals: 1***

**General**

20/20 Network, The	(10251) Provide assistance in creating web content for each degree and/or certificate offered by CHC Term: 4/21/2014 - 6/30/2014	Instruction/CHC		\$12,000.00 SSutorus
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Funding Source: Left Lane Project

4 Imprint	(10245) Production and delivery of 200 tagless t-shirts with SBVC logo in different colors: 75 t-shirt in white, 300 Javelin Pens, 75 Combed Cotton Pique Sport Shirts Term: 5/20/2014 - 6/30/2014	Student Services/SBVC		\$4,465.96 SSutorus
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Funding Source: General Funds

<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>					
	4 Imprint	(10267) Production of 25 100% cotton pique sport shirts with SBVC logo Term: 5/10/2014 - 6/30/2014  Funding Source: General Funds	Student Services/SBVC	\$583.03	SSutorus
	4 Imprint	(10244) Production of Hanes tagless t-shirts with SBVC logo Term: 5/20/2014 - 6/30/2014  Funding Source: General Funds	Student Services/SBVC	\$461.08	SSutorus
	A & A Copy Machines, Inc DBA Pioneer Copy Machines, Co	(10438) Maintenance for two Konica Minolta Bizhub 601 Serial number 11009034 and 11005956; includes all parts, labor and supplies (except paper and staples) funded through Alternative Text Grant Term: 7/1/2014 - 6/30/2015  Funding Source: State Grant	ATPC/SBCCD	\$8,360.00	SSutorus
	Abdur-Razzaq, Galen	(10440) Performance of Jazz band and lecture on Jazz music Term: 8/28/2014 - 8/28/2014  Funding Source: General Funds	Arts & Lecture/SBVC	\$5,300.00	SSutorus

<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>				
All Star Engraving	(10415) Production of 44 medals including engraved name of students Term: 5/20/2014 - 6/30/2014  Funding Source: EOP&S	EOP&S/CHC	\$392.04	SSutorus
Balloons of California	(10397) Provide bouquet of balloons for "Transfer Day Celebration" Term: 5/9/2014 - 5/9/2014  Funding Source: General Funds	Transfer Center/SBVC	\$233.28	SSutorus
Bauman, Autumn	(10289) Provide assistance in creating a video of CHC Students sharing highlights and experiences at CHC Term: 5/15/2014 - 5/14/2014  Funding Source: General Funds	Marketing/CHC	\$300.00	SSutorus
Bellfree Contractors, Inc	(10296) Construction of trail from Lot M to Lot L and installation of split rail fencing Term: 5/14/2014 - 6/30/2014  Funding Source: Capital Outlay	Maintenance/CHC	\$9,860.00	SSutorus
Best Impressions	(10399) Promotional items with CHC logo for community event give-a-ways Term: 5/22/2014 - 6/30/2014  Funding Source: General Funds	Marketing/CHC	\$2,552.80	SSutorus



<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>				
Blick Art Materials	(10271) Provide pencil sketch sets for non-promotional giveaways to SBVC art students Term: 5/15/2014 - 6/30/2014  Funding Source: General Funds	Art/SBCCD	\$481.50	SSutorus
BuyShade.com	(10298) Advertising flag kit with CHC logo in full color imprint Term: 5/14/2014 - 6/30/2014  Funding Source: General Funds	Counseling/CHC	\$1,402.80	SSutorus
CertifiedBackground.com	(10417) Student drug testing for Clinical requirements; all fees to be paid by students, no cost to District Term: 6/1/2014 - 6/30/2015  Funding Source: N/A	Program Development/CHC		SSutorus
Citadel Environmental Services, Inc	(10270) Provide "Personal Protective Equipment Risk" chart assessments for laboratory classrooms Term: 5/14/2014 - 6/30/2014  Funding Source: General Funds	Safety/SBCCD	\$4,173.00	SSutorus

<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>				
City News Group, Inc	(10378) 1/2 page advertisement to promote CHC and SBVC programs Term: 5/5/2014 - 5/15/2014  Funding Source: General Funds	Chancellor/SBCCD	\$5,094.00	SSutorus
Colton Redlands Yucaipa ROP	(10390) Provide curriculum development activities to enhance science programs; funded through Digital Media grant Term: 6/9/2014 - 6/30/2015  Funding Source: State Grant	PDC/SBCCD	\$5,000.00	SSutorus
Costco	(10295) Transfer of slides and DVD production for Spanish program Term: 5/14/2014 - 6/30/2014  Funding Source: General Funds	Instruction/CHC	\$1,000.00	SSutorus
Couts Heating & Cooling, Inc.	(10391) Repair and maintenance of 16 economizers: funded through Block Grant Term: 5/22/2014 - 6/30/2014  Funding Source: State Grant	Maintenance/SBCCD	\$25,690.00	SSutorus
Custom Lapel Pins	(10388) Production of lapel pins with CHC logo Term: 5/22/2014 - 6/30/2014  Funding Source: General Funds	Marketing/CHC	\$1,177.20	SSutorus

<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>					
	Custom Pin & Design	(10250) Production and delivery of lapel pins with FNX logo Term: 5/9/2014 - 6/30/2014  Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$711.72	SSutorus
	Direct Connection	(9885) Convert and format mail list file for June fundraising campaign targeting past members; revised to include increase in quantity and cost by \$3,164.83 Term: 1/14/2014 - 6/30/2014  Funding Source: KVCR - Foundation	KVCR/SBCCD	\$6,567.26	SSutorus
	Direct Connection	(9883) Convert and format mail list for addressing mailer for March fundraiser campaign targeting past members; revised to increase in quantity Term: 1/14/2014 - 6/30/2014  Funding Source: KVCR - Foundation	KVCR/SBCCD	\$5,725.57	SSutorus
	Direct Connection	(9791) Printing of 10,000 KVCR member donor statements and envelopes; Revised to include cost of reply envelopes at \$307.89 Term: 12/3/2013 - 12/31/2013  Funding Source: KVCR - Foundation	KVCR/SBCCD	\$1,197.81	SSutorus

<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>					
	Direct Connection	(10387) Printing services for June 2014 fundraising campaign Term: 5/22/2014 - 6/30/2014  Funding Source: KVCR - Foundation	KVCR/SBCCD	\$4,004.64	SSutorus
	DWR, Inc	(10428) Repair of Myrtha stainless steel pool system Term: 6/12/2014 - 7/14/2014  Funding Source: Capital Outlay	Maintenance/CHC	\$44,950.00	SSutorus
	Edlen Electrical Exhibition Services	(10237) Provide electrical outlets for KVCR booth at PBS Annual Meeting and Expo Term: 5/11/2014 - 5/16/2014  Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$136.00	SSutorus
	EDU Business Solutions	(10274) Software subscription for Print Shop Pro support Term: 5/1/2014 - 4/30/2015  Funding Source: General Funds	Printing/SBCCD	\$4,216.39	SSutorus
	FastSigns	(10240) Fabricate custom street banners with SBVC logo Term: 5/9/2014 - 6/30/2014  Funding Source: General Funds	Student Services/SBVC	\$3,780.87	SSutorus

<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>					
	FastSigns	(10269) Production and delivery of banner with CHC Three Peaks Challenge logo Term: 5/15/2014 - 6/30/2014  Funding Source: General Funds	Marketing/CHC	\$356.40	SSutorus
	FastSigns	(10401) Production of 1,000 t-shirts, 2 pop up displays, 3 banners, 4 aluminum .080 signs, 5 vinyl signs, and 6 ADA metal signs Term: 5/20/2014 - 6/30/2014  Funding Source: Matriculation	Counseling/SBVC	\$15,051.46	SSutorus
	Graphic Solutions, The	(10380) Production of 150 t-shirts with transfer center logo Term: 5/22/2014 - 6/30/2014  Funding Source: General Funds	Transfer Center/CHC	\$1,073.00	SSutorus
	ICS Service Co	(10288) Provide annual fire alarm inspection on SBVC Campus Term: 5/15/2014 - 6/30/2014  Funding Source: General Funds	Administrative Services/SBVC	\$14,952.00	SSutorus
	Inland Empire Tours & Transportation	(10275) Bus rental field trip to the Frontier Project and Cucamonga Valley Water District Term: 6/5/2014 - 6/5/2014  Funding Source: General Funds	Science/SBVC	\$585.00	SSutorus

<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>				
Inland Empire Tours & Transportation	(10276) Bus Rental for field trip to Rancho Santa Ana Botanic Gardens in Claremont Term: 6/19/2014 - 6/19/2014	Geography/SBVC	\$585.00	SSutorus
	Funding Source: General Funds			
Inland Petroleum Equipment Repair	(10273) Repair of fuel storage tank Term: 5/14/2014 - 6/30/2014	Maintenance/CHC	\$2,862.11	SSutorus
	Funding Source: General Funds			
Intuit, Inc	(10410) Software license for QuickBooks accounting software for accounting courses Term: 5/20/2014 - 5/19/2015	Mathematics/SBVC	\$745.20	SSutorus
	Funding Source: General Funds			
Johnson Power Systems	(10242) Repair and maintenance on the station's generator engine and install new turbo and seals Term: 5/9/2014 - 6/30/2014	KVCR/SBCCD	\$3,742.68	SSutorus
	Funding Source: KVCR - Foundation			
Lamar Advertising Company	(10265) Advertisement display on 20 buses to promote SBVC and CHC Term: 5/6/2014 - 6/30/2014	Chancellor/SBCCD	\$13,320.00	SSutorus
	Funding Source: General Funds			

<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>				
Lamar Advertising Company	(10266) Advertisement display on 20 buses to promote SBVC and CHC Term: 7/1/2014 - 10/20/2014  Funding Source: General Funds	Chancellor/SBCCD	\$26,640.00	SSutorus
LeMay Construction	(10281) Install five TV systems to include installation of support board, TV bracket and TV, electrical outlet and data port Term: 5/22/2014 - 6/30/2014  Funding Source: Capital Outlay	TESS/SBCCD	\$3,800.00	SSutorus
LeMay Construction	(8371) Service - On-demand building repair service for District/PDC, ATTC and Annex Term: 7/1/2012 - 6/30/2014  Funding Source: General Funds	District M&O/SBCCD	\$40,000.00	SSutorus
Lipscomb, Martha Detema	(10398) Assistance in writing and budgeting KVCR's American Graduate Project Term: 1/1/2014 - 1/31/2014  Funding Source: KVCR - Foundation	KVCR-TV/SBCCD	\$500.00	SSutorus
M H M & Associates Enterprise Inc	(10416) Provide assistance in developing, researching and writing of grant proposals Term: 5/19/2014 - 7/10/2014  Funding Source: Other Non-General	PDC/SBCCD	\$14,600.00	SSutorus

<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>					
	Ohlone CCD	(10413) CISCO Academy Network Affiliation agreement for FY 2014-2015 Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Mathematics/SBVC	\$300.00	SSutorus
	Precinct Reporter	(10446) Half page advertisement in color to promote SBVC and CHC programs Term: 5/1/2014 - 8/7/2014  Funding Source: General Funds	Chancellor/SBCCD	\$8,000.00	SSutorus
	Press Enterprise, The	(10264) Full page advertisement for Summer and Fall programs offered at both campuses Term: 5/2/2014 - 8/1/2014  Funding Source: General Funds	Chancellor/SBCCD	\$24,000.00	SSutorus
	PrestoSports	(10382) Provide access to software and application servers for hosting website for athletic organizations; funded through athletic trust account Term: 8/1/2014 - 7/31/2017  Funding Source: Trust Account	Athletics/SBVC	\$9,250.00	SSutorus



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<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>General</u></b>				
Printers, The	(10383) Production of 8 retractable banners with stand Term: 5/22/2014 - 6/30/2014  Funding Source: General Funds	Program Development/CHC	\$1,460.16	SSutorus
Public Media Partnerships, Inc	(10262) Purchase of "Thank you" gifts for KVCR-FM pledge drive Term: 5/15/2014 - 6/30/2014  Funding Source: KVCR - Foundation	KVCR-FM/SBCCD	\$1,000.00	SSutorus
Quantum Group, The	(10396) Production of 100 center court duffel bags with CHC logo; funded through BFAP grant Term: 5/22/2014 - 6/30/2014  Funding Source: State Grant	Financial Aid/CHC	\$875.72	SSutorus
Quantum Group, The	(10394) Production of 16 t-shirts with CHC logo and financial aid information; funded through BFAP grant Term: 5/23/2001 - 6/30/2014  Funding Source: State Grant	Financial Aid/CHC	\$489.35	SSutorus
Quantum Group, The	(10419) Production of deluxe tent kit and runners with imprints and CHC Logo Term: 5/28/2014 - 6/30/2014  Funding Source: General Funds	Counseling/CHC	\$1,677.24	SSutorus

<i>Contract Type</i>				
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<b><u>General</u></b>				
Quantum Group, The	(10395) Production of nail files with CHC logo; funded through BFAP Grant Term: 5/22/2014 - 6/30/2014  Funding Source: State Grant	Financial Aid/CHC	\$679.22	SSutorus
Quantum Group, The	(10381) Production of tent kit with Transfer Center imprint Term: 5/22/2014 - 6/30/2014  Funding Source: General Funds	Transfer Center/SBVC	\$3,688.20	SSutorus
Quantum Group, The	(10405) Waterproof table covers and tents with imprint of CHC logos: funded through BFAP grant Term: 5/30/2014 - 6/30/2014  Funding Source: State Grant	Financial Aid/CHC	\$490.09	SSutorus
Ran Graphics, Inc	(10290) Printing of the 2014-2015 Annual SBVC College Catalog Term: 6/1/2014 - 6/30/2014  Funding Source: General Funds	Instruction/SBVC	\$5,390.85	SSutorus

<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>					
	Reach Out	(10259) Provide assistance in designing, implementing and administering the Faculty-Teacher Externship Program; funded through Community Tech Education Grant Term: 2/1/2014 - 6/30/2014  Funding Source: State Grant	PDC/SBCCD	\$30,000.00	SSutorus
	Rocky Padilla Band	(10144) Entertainment for the "Cinco De Mayo" Celebration Term: 5/7/2014 - 5/7/2014  Funding Source: General Funds	EOP&S/SBVC	\$700.00	
	San Bernardino Area Chamber of Commerce	(10426) Platinum Sponsor at the San Bernardino Area Chamber of Commerce 38th Annual Law Enforcement Recognition Dinner Term: 6/5/2014 - 6/5/2014  Funding Source: General Funds	Chancellor/SBCCD	\$1,000.00	SSutorus
	San Bernardino County Sheriff's Department	(10441) Service - Trimester Use of Force Instructional Update Course and Use of Force Training for District Police; rate schedule: instructional update \$1,000, additional \$200 per student, trimester training \$110 per student Term: 7/1/2014 - 6/30/2017  Funding Source: General Funds	District Police/SBCCD	\$15,000.00	SSutorus

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<b><u>General</u></b>				
Scantron Service Group	(10407) Purchase of scantron scanner and five years maintenance agreement Term: 5/20/2014 - 6/30/2019  Funding Source: General Funds	Reading Lab/SBVC	\$4,493.80	SSutorus
Signs on the Cheap	(10418) Production of 50 corrugated plastic signs with wire stakes Term: 5/28/2014 - 6/30/2014  Funding Source: General Funds	Counseling/CHC	\$261.00	SSutorus
Southern California Fire Services, Inc	(10258) Annual inspection and preventative maintenance services on fire truck Term: 5/15/2014 - 6/30/2014  Funding Source: General Funds	Fire Technology/CHC	\$4,193.36	SSutorus
Stanley Convergent Solutions	(10409) Installation and monitoring of eCloud video cameras in the Technical Training Building Term: 5/20/2014 - 6/30/2018  Funding Source: General Funds	Administrative Services/SBVC	\$7,636.00	SSutorus
Stanley Convergent Solutions	(10299) Maintenance, inspection, testing and reprogramming the intrusion detection system Term: 5/14/2014 - 6/30/2014  Funding Source: General Funds	Administrative Services/SBVC	\$285.00	SSutorus

<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>				
Stanley Convergent Solutions	(10280) Monthly monitoring of SBVC Auditorium intrusion alarms at \$244 per month and video surveillance at \$248 per month Term: 5/15/2014 - 6/30/2018  Funding Source: General Funds	Administrative Services/SBVC	\$29,520.00	SSutorus
Sun Newspaper, The	(10263) 1/2 page advertisement and targeted E-Blast to promote SBVC and CHC programs Term: 5/4/2014 - 5/25/2014  Funding Source: General Funds	Chancellor/SBCCD	\$13,520.00	SSutorus
Taco Village	(10108) Catering for EOP&S/CalWorks Graduation/Scholars ceremony; funded through CalWorks and EOP&S grants: revised to include additional attendees Term: 5/9/2014 - 5/9/2014  Funding Source: State Grant	Calworks/CHC	\$2,268.25	SSutorus
Tech 4 Fit	(10268) Repair of gym equipment Term: 5/9/2014 - 6/30/2014  Funding Source: General Funds	Instruction/CHC	\$885.60	SSutorus

<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>				
Three Peaks Corp	(10403) Installation new and removal of old circuits in rooms Tech 107 and Tech 109A Term: 5/20/2014 - 6/30/2014  Funding Source: General Funds	Administrative Services/SBVC	\$12,114.37	SSutorus
Timeless Plaques & Awards	(10404) Production of 70 "lamp of knowledge" medals with neck ribbons Term: 5/20/2014 - 6/30/2014  Funding Source: General Funds	Transfer Center/SBVC	\$359.93	SSutorus
Timeless Plaques & Awards	(10406) Production of scholastic metals and achievement ribbons for graduates Term: 5/15/2014 - 6/30/2014  Funding Source: General Funds	Student Services/SBVC	\$811.88	SSutorus
TypeCare	(10432) On-demand repair and maintenance of typewriters District wide at a cost of \$70.00 per hour Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Business Services/SBCCD	\$3,000.00	SSutorus
Valley Alarm	(10439) Alarm monitoring service Term: 7/1/2014 - 6/30/2015  Funding Source: State Grant	ATPC/SBCCD	\$420.00	SSutorus

<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>				
Victor Valley CCD	(10389) Provide curriculum development activities to enhance and align existing science programs Term: 4/17/2014 - 11/30/2014  Funding Source: STAR Grant	PDC/SBCCD	\$5,000.00	SSutorus
Yucaipa & Calimesa News Mirror	(10445) Half page advertisement in color to promote SBVC and CHC programs Term: 5/2/2014 - 5/16/2014  Funding Source: General Funds	Chancellor/SBCCD	\$3,101.25	Ssutorus
<b><i>SubTotal for General: 77</i></b>			<b><i>\$490,501.07</i></b>	
<b><u>Income - Contract Ed</u></b>				
Arrowhead Christian Academy	(10140) Provide fee-based Summer courses for high school students Term: 6/9/2014 - 7/25/2014  Funding Source: N/A	PDC/SBCCD	\$24,000.00	SSutorus
San Bernardino City USD	(10379) PDC to provide robotics training at the CAPS Connect 2 Summer program Term: 5/29/2014 - 6/30/2014  Funding Source: N/A	PDC/SBCCD	\$34,500.00	SSutorus
<b><i>SubTotal for Income - Contract Ed: 2</i></b>			<b><i>\$58,500.00</i></b>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Facilities Use</u></b>					
	Crafton Hills Tennis Team	(10241) Facilities use of CHC tennis courts for "USTA Spring League Tennis"; no direct charges Term: 4/6/2014 - 6/21/2014  Funding Source: N/A	Administrative Services/CHC		SSutorus
	San Bernardino, County of	(10248) Use of SBVC football stadium, gym, Greek Theatre, and classroom for Foster & Kinship Youth Sports Fair; Fair rental value waived, only direct cost to be charged Term: 6/21/2014 - 6/21/2014  Funding Source: N/A	Administrative Services/SBVC	\$1,000.00	SSutorus
	Splash Kingdom Water Park	(10252) Use of pool for lifeguard training Term: 5/4/2014 - 5/4/2014  Funding Source: N/A	Administrative Services/CHC	\$240.00	SSutorus
<b><i>SubTotal for Income - Facilities Use: 3</i></b>				<b><i>\$1,240.00</i></b>	
<b><u>Income - General</u></b>					
	Chaffey CCD	(10427) PDC to provide up to 10 externships for faculty from Chaffey College Term: 3/1/2014 - 6/30/2014  Funding Source: N/A	PDC/SBCCD	\$17,000.00	SSutorus



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - General</u></b>				
Liquidation Company, The - TLC Auctions	(10430) Auctioneer services for disposal of District wide surplus assets; 65% of Sale price Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Business Services/SBCCD		SSutorus
Wyland World Wide, LLC	(10256) Production services to be provided by KVCR Term: 3/10/2014 - 4/18/2014  Funding Source: N/A	KVCR-TV/SBCCD	\$11,653.25	SSutorus
<b><i>SubTotal for Income - General: 3</i></b>			<b><i>\$28,653.25</i></b>	
<b><u>Income - Grant</u></b>				
CCC Chancellor's Office	(10232) Deputy Sector Navigator Grant as part of the Info & Comm Tech Digital Media project Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	PDC/SBCCD	\$200,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Grant</u></b>					
	Foundation for California CC	(8484) Grant - Building Strengths: Enhancing Campus-Wide Mental Health Strategies and Training project; through outreach, training, peer-to-peer support, and data tracking; this project seeks to improve the efficiency and effectiveness of early intervention and suicide prevention strategies on campus; Amendment 01 - Amount of grant decreased from \$248,191 to 191,214 Term: 7/1/2012 - 6/30/2014  Funding Source: N/A	Grant Development/SBVC	\$191,214.00	SSutorus
<b><i>SubTotal for Income - Grant: 2</i></b>				<b><i>\$391,214.00</i></b>	
<b><u>Income - Underwriter</u></b>					
	Community Action Partnership	(10261) Underwriter agreement for programs "All Things Considered" and "Weekends" in trade KVCR was given a Diamond Sponsorship for the Gala Fundraising Event, a \$10,000 value Term: 5/2/2014 - 5/16/2014  Funding Source: N/A	KVCR/SBCCD		SSutorus
<b><i>SubTotal for Income - Underwriter: 1</i></b>					

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Joint Power/Piggyback Purchase</u></b>				
Dell Computer Company	(10247) Maintenance agreement on "Fortigate," the District's firewall software Term: 5/20/2014 - 5/19/2015  Funding Source: Capital Outlay	TESS/SBCCD	\$10,481.78	SSutorus
Dell Computer Company	(10246) Maintenance renewal on F5 Load balancer (hardware) to keep the computer usage balanced on the network Term: 3/26/2014 - 3/25/2015  Funding Source: Capital Outlay	TESS/SBCCD	\$15,968.96	SSutorus
Dell Computer Company	(10285) Software upgrade for Vmware used to run and store virtual workstations Term: 5/15/2014 - 5/14/2015  Funding Source: General Funds	TESS/SBCCD	\$123.22	SSutorus
<b><i>SubTotal for Joint Power/Piggyback Purchase: 3</i></b>			<b><i>\$26,573.96</i></b>	
<b><u>Maintenance Agreement</u></b>				
ACH Mechanical Contractors, Inc	(10420) General maintenance on heating and air conditioning systems at District/PDC, ATTC and Annex sites plus on-demand repairs Term: 7/1/2014 - 6/30/2016  Funding Source: General Funds	District M & O/SBCCD	\$35,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Maintenance Agreement</u></b>				
American Thermoform Corp	(10435) Maintenance on two braille embossers Term: 7/1/2014 - 6/30/2015  Funding Source: State Grant	ATPC/SBCCD	\$7,000.00	SSutorus
Dewey Pest Control	(10421) Pest control service for District Office/PDC, ATTC and Annex sites Term: 7/1/2014 - 6/30/2016  Funding Source: General Funds	District M & O/SBCCD	\$8,400.00	SSutorus
Emergency Power Controls, Inc	(10239) Maintenance on automatic transfer switch Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	TESS/SBCCD	\$800.00	SSutorus
Konica Minolta	(10386) Maintenance on copier BizHub C284; PDC/SBCCD funded through Community Technical Education grant Term: 1/1/2014 - 12/31/2015  Funding Source: State Grant		\$900.20	SSutorus
TypeCare	(10431) CHC Typewriter Maintenance and repair for FY 2014-2015 Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Administrative Services/CHC	\$1,158.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Maintenance Agreement</u></b>					
<b>SubTotal for Maintenance Agreement: 6</b>				<b>\$53,258.20</b>	
<b><u>PO as Contract</u></b>					
	ACRA Machinery Inc	(10374) Repair of mills and lathes Term: 5/9/2014 - 6/30/2014  Funding Source: General Funds	Welding/SBVC	\$3,893.40	SSutorus
	ACRA Machinery Inc	(10373) Repair of Welding machines Term: 5/6/2014 - 6/30/2014  Funding Source: Perkins	Welding/SBVC	\$3,704.40	SSutorus
	Air Conditioning Control Systems, Inc.	(10357) Service on energy management systems mechanical control Term: 4/23/2014 - 6/30/2014  Funding Source: Bond Funded	Bond/SBVC	\$720.00	SSutorus
	Airgas USA, LLC	(10359) Repair of welding power sources and portable fume extraction system; parts and labor included Term: 5/8/2014 - 6/30/2014  Funding Source: General Funds	Welding/SBVC	\$5,548.50	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>PO as Contract</u></b>				
Allied Storage Containers Inc	(10365) Rental of two 8'X20' swing space storage containers for furniture, fixtures and equipment from Women's Gym at SBVC Term: 6/1/2014 - 11/30/2016  Funding Source: Bond Funded	Kitchell/SBVC	\$3,897.15	SSutorus
BAVCO Backflow Apparatus & Valve CO	(10375) Calibration test kit Term: 5/9/2014 - 6/30/2014  Funding Source: General Funds	Technical Training/SBVC	\$850.00	SSutorus
Best Golf Carts, Inc	(10368) Repair and replace forward/reverse switch and general maintenance on CHC golf cart Term: 5/5/2014 - 6/30/2014  Funding Source: Student Body Center Fee	Student life/CHC	\$326.55	SSutorus
Boehringer	(10361) Repair of adult spirometer Term: 4/24/2014 - 6/30/2014  Funding Source: Perkins	Respiratory Care/CHC	\$400.00	SSutorus
Burgess Moving & Storage	(10364) Move out preparation for demolition of gym at SBVC Term: 5/5/2014 - 6/30/2014  Funding Source: Bond Funded	Kitchell/SBVC	\$2,297.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>PO as Contract</u></b>				
Ecorp Consulting, Inc	(10358) Surveying services for LRC temporary parking lot at CHC Term: 4/24/2014 - 6/30/2014  Funding Source: Bond Funded	Bond/CHC	\$1,500.00	SSutorus
Green Building Certification Institute	(10363) Review of LEED design for SBVC auditorium Term: 4/24/2014 - 6/30/2014  Funding Source: Bond Funded	Kitchell/SBVC	\$2,000.00	SSutorus
J & M Appliance	(10360) Repair of water filter with fittings on Frigidaire refrigerator Term: 4/9/2014 - 6/30/2014  Funding Source: Student Health Fee	Health Services/SBVC	\$34.99	SSutorus
LeMay Construction	(10372) Install vent in printing room at District Annex building Term: 5/1/2014 - 6/30/2014  Funding Source: General Funds	Printing/SBCCD	\$1,436.40	SSutorus
Montgomery Hardware Co	(10370) Replace hardware for OE1 and CHC Term: 5/15/2014 - 6/30/2014  Funding Source: Bond Funded	Kitchell/CHC	\$20,620.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>PO as Contract</u></b>				
SIGMAnet	(10367) Emergency repair of network equipment at the Computer Services Building Term: 5/2/2014 - 6/30/2014  Funding Source: General Funds	TESS/SBCCD	\$780.00	SSutorus
TEK Time Systems	(10376) Repair of electronic date stamp and Rapidprint time and date stamp; parts and labor Term: 4/29/2014 - 6/30/2014  Funding Source: EOP&S	EOP&S/CHC	\$175.99	SSutorus
Trophy House	(10371) Production of "Spotlighting our Success" employee recognition trophies Term: 5/14/2014 - 6/30/2014  Funding Source: General Funds	Marketing/SBVC	\$702.00	SSutorus
TSI, INC	(10366) Repair of wick for SCBA Porta Count Fit Tester; the test machine for checking the seal of air masks for fire personnel Term: 4/25/2014 - 6/30/2014  Funding Source: General Funds	Fire Technology/SBVC	\$139.20	SSutorus



<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>PO as Contract</u></b>				
Watson Bros	(10369) Maintenance and repair of 18 balances Term: 5/5/2014 - 6/30/2014  Funding Source: General Funds	Chemistry/SBVC	\$1,255.00	SSutorus
West Coast Lights & Sirens, Inc	(10362) Repair idle for 2014 Ford Taurus; includes parts and labor Term: 4/24/2014 - 6/30/2014  Funding Source: General Funds	District Police/SBCCD	\$220.70	SSutorus
Wingate Mechanical, Inc	(10377) Repair of HVAC equipment at the KVCR Box Springs transmitter Term: 5/22/2014 - 6/30/2014  Funding Source: KVCR - Foundation	KVCR-TV/SBCCD	\$294.00	SSutorus
<b><i>SubTotal for PO as Contract: 21</i></b>			<b>\$50,795.28</b>	
<b><u>Program Acquisition</u></b>				
Southern California Earthquake Center at USC	(10234) Program Acquisition Rights for program "The Turtle Story"; no cost to District Term: 4/30/2014 - 4/29/2019  Funding Source: N/A	KVCR-FNX/SBCCD		SSutorus
<b><i>SubTotal for Program Acquisition: 1</i></b>				

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Sheriff On Site Supervisor</u></b>					
	Federoff, Thomas	(10425) Sheriff's On Site Supervisor for Basic Academy; no cost to District Term: 7/1/2014 - 6/30/2019  Funding Source: N/A	Police Science/SBVC		SSutorus
	Warrick, Michael	(10392) Sheriff's On Site Supervisor for Basic Academy; no cost to District Term: 5/22/2014 - 6/30/2019  Funding Source: N/A	Police Science/SBVC		SSutorus
<b><u>SubTotal for Sheriff On Site Supervisor: 2</u></b>					
<b><u>Software/Online Services</u></b>					
	Accuvant, Inc	(10277) Software license for "WatchDox" - used to allow secure sharing of files across the internet Term: 5/15/2014 - 5/14/2015  Funding Source: General Funds	TESS/SBCCD	\$25,690.40	SSutorus
	Blackbaud, Inc	(10411) Software license for Fundraising Solutions suite; Event 7 for special events , Search 7 for prospect research, Alum 7 for alumni tracking, Raiser's Edge 7 for donor tracking Term: 7/1/2013 - 6/30/2014  Funding Source: General Funds	Grants/CHC	\$6,265.14	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
ComputerLand of Silicon Valley	(10233) Software - Office 365 used for enhanced email features for users Term: 5/1/2014 - 9/1/2014  Funding Source: General Funds	TESS/SBCCD	\$405.00	SSutorus
CPP, Inc	(10402) Testing software for 200 uses of Strong Profile, College Edition Administration for career assessment and 200 uses of Skills One for personality assessments Term: 5/20/2014 - 5/19/2015  Funding Source: Matriculation	Counseling/SBVC	\$4,570.00	SSutorus
Ellucian, Inc	(9567) Master agreement for Datatel System; student management software used throughout the District for managing enrollment and scheduling; Amendment 4 - Additional services to allow for Mobile platform for an additional cost of \$206,440 Term: 7/1/2013 - 6/30/2018  Funding Source: General Funds	TESS/SBCCD	\$2,366,440.00	SSutorus
Foothill DeAnza Community College District	(10429) EduStream license to provide hosting and streaming services to all California Community Colleges; no cost to District Term: 12/1/2013 - 6/30/2014  Funding Source: N/A	TESS/SBCCD		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
Insight Media	(10433) Software license renewal for audiovisual materials used in the nursing program Term: 6/1/2014 - 5/31/2015  Funding Source: Perkins	Nursing/SBVC	\$726.18	SSutorus
Network Solutions	(10279) Registration for domain name "inlandab86"; funded through STEM Grant Term: 4/22/2014 - 4/21/2016  Funding Source: Federal Grant	Science/SBVC	\$65.98	SSutorus
Network Solutions	(10278) Registration of domain name "SBVCSTEM.org"; funded through STEM Grant Term: 4/22/2014 - 4/21/2019  Funding Source: Federal Grant	Science/SBVC	\$114.95	SSutorus
Novedge, LLC	(10384) Software license for "Entertainment Creations Suite Ultimate 2014" Term: 5/22/2014 - 5/21/2015  Funding Source: KVCR - FNX Grant	KVCR-FNX/SBCCD	\$489.85	Ssutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Software/Online Services</u></b>					
	S/P2 Safety and Pollution Prevention	(10442) Software license for "S/P2" program to train students on OSHA and EPA requirement as it relates to Diesel repair Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Diesel/SBVC	\$597.00	SSutorus
	Sage Software	(10400) Software licenses for "Sage 50" 2014 premium silver business care plan Term: 5/22/2014 - 6/30/2015  Funding Source: General Funds	Business Services/SBCCD	\$1,348.92	SSutorus
	SEHI Computer Products, Inc	(10257) Software license for QuickBooks 2014 for Accounting 105 Course Term: 5/20/2014 - 5/19/2015  Funding Source: General Funds	Computer & Information/CHC	\$622.03	SSutorus
	SIGMAnet	(10393) Installation of Voice gateways used to convert analog signals Term: 5/5/2014 - 6/2/2014  Funding Source: General Funds	TESS/SBCCD	\$5,150.00	SSutorus
	SIGMAnet	(10385) Software license for "Smartynet Essential" for troubleshooting problems with phone system Term: 5/22/2014 - 5/21/2015  Funding Source: General Funds	Administrative Services/SBVC	\$5,065.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>					
	SIGMAnet	(10243) Software support for CISCO phone systems Term: 4/12/2014 - 4/11/2015  Funding Source: General Funds	TESS/SBCCD	\$20,706.00	SSutorus
	SiteCore USA, Inc.	(10260) Administering and managing the websites for the Faculty-Teacher Externship Program Term: 5/7/2014 - 5/6/2015  Funding Source: General Funds	TESS/SBCCD	\$13,600.00	SSutorus
	Snap Surveys, LTD	(10238) Software maintenance for "University Enterprise" and "Snap Webhost" used for conducting surveys Term: 5/18/2014 - 5/17/2015  Funding Source: General Funds	TESS/SBCCD	\$4,250.00	SSutorus
	SolarWinds North America	(10286) Software - IP address manager and network topology mapper manager Term: 5/15/2014 - 5/14/2015  Funding Source: General Funds	TESS/SBCCD	\$5,214.00	Ssutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Software/Online Services</u></b>					
	Spectra Guard	(10297) Software license for "SpectraGuard" on-site support Term: 5/14/2014 - 1/21/2015  Funding Source: KVCR - Foundation	KVCR/SBVC	\$12,395.16	SSutorus
	Studica, Inc	(10287) Software license for "Autodesk Entertainment Creation Suite Ultimate 2014"; used in the classroom for 3D modeling and animation; funded through Perkins Grant Term: 5/15/2014 - 5/14/2015  Funding Source: State Grant	Computer & Information/CHC	\$507.00	SSutorus
	Xerox Education Services, LLC	(10447) Provide online access to "CampusOnCall" internet portal services to access student information from other Colleges and Universities Term: 5/1/2014 - 4/30/2015  Funding Source: General Funds	Counseling/SBVC	\$500.00	SSutorus
<b><i>SubTotal for Software/Online Services: 22</i></b>				<b><i>\$2,474,722.61</i></b>	
<b><i>Grand Total Contracts for Board Date 6/12/2014: 152</i></b>					

# **Routine Contracts - Summary**

Scheduled Board Meeting 6/12/2014

## **EXPENSES**

<b>Category</b>	<b>Number of Contracts</b>	<b>Contract Value</b>	
<i>ASB Discount Program</i>	1	\$0.00	
<i>Broadcast Rights</i>	3	\$3,575.00	
<i>CalWorks Off-Campus Work Study</i>	4	\$14,184.00	
<i>Clinicals</i>	1	\$0.00	
<i>General</i>	77	\$490,501.07	
<i>Joint Powers/Piggyback Purchase</i>	3	\$26,573.96	
<i>Maintenance Agreement</i>	6	\$53,258.20	
<i>PO as Contract</i>	21	\$50,795.28	
<i>Program Acquisition</i>	1	\$0.00	
<i>Sheriff On Site Supervisor</i>	2	\$0.00	
<i>Software/Online Services</i>	22	\$2,474,722.61	
	141		
		<b>Total Expenses</b>	<b>\$3,113,610.12</b>

<b>Category</b>	<b>Number of Contracts</b>	<b>Contract Value</b>	
<i>Income - Contract Education</i>	2	\$58,500.00	
<i>Income - Facilities Use</i>	3	\$1,240.00	
<i>Income - General</i>	3	\$28,653.25	
<i>Income - Grant</i>	2	\$391,214.00	
<i>Income - Underwriter</i>	1	\$0.00	
	11		
<b>Total Number of Contracts</b>	<b>152</b>	<b>Total Income</b>	<b>\$479,607.25</b>



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** June 12, 2014  
**SUBJECT:** Consideration of Approval of Surplus Property and Authorize Disposal or Private Sale

### **RECOMMENDATION**

It is recommended that the Board of Trustees declare the listed equipment and materials as surplus and direct the Business Manager to contact auction houses and appropriate salvage companies for the disposal.

### **OVERVIEW**

The attached equipment and materials have been declared obsolete and no longer usable.

### **ANALYSIS**

Through reputable auction houses and salvage companies, these items will be picked up and transported to vendor facilities for sale or disposal as necessary. According to Education Code 81452, if the governing board by a unanimous vote of those members present finds that the property does not exceed in value the sum of Five Thousand Dollars (\$5,000), the property may be sold at private sale without advertising by the District.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

A statement and check for equipment sold will be provided to the District within 30 days after the date of auction and will positively impact the District budget.

**Fixed Assets Surplus Report  
June 12, 2014**

<b>Asset Number</b>	<b>Date Retired</b>	<b>Location</b>	<b>Description</b>	<b>Date In Service</b>	<b>Initial Value</b>	<b>Current Value</b>
8849	4/29/2014	CRAFTON HILLS COLLEGE	PRINTER LASER	7/1/1998	\$1,800.00	\$0.00
17757	4/29/2014	CRAFTON HILLS COLLEGE	HP LaserJet 4350dtn Printer	4/16/2008	\$2,044.10	\$0.00
24224	5/1/2014	SAN BERNARDINO VALLEY COLLEGE	Electric cart, 4 pass.	2/10/2003	\$5,707.00	\$0.00
30024	5/15/2014	CRAFTON HILLS COLLEGE	tram	6/15/2009	\$12,397.50	\$0.00
				Total	\$21,948.60	\$0.00

## Non-Fixed Asset Surplus List

June 12, 2014

Panasonic VCR	1 ea.
Sony TV	1 ea.
HP Deskjet 670C Printer	1 ea.
Dell Optiplex 755 Computer	1 ea.
HP Scanjet 4400C	1 ea.
HP Scanjet 4400C	1 ea.
HP Scanjet 4400C	1 ea.
RCA TV	1 ea.
HP PSC Printer	1 ea.
IBM Typewriter	1 ea.
Meridian Phone	1 ea.
Pelco Monitor	1 ea.
Gem Golf Cart	1 ea.
Taylor Dunn Cart	1 ea.
Nordskog Cart	1 ea.
Mitsubishi Industrial Truck	1 ea.
Massey tractor	1 ea.
John Deere reel mower	1 ea.
Refrigerator	1 ea.
Small Chairs	30 ea.
Half Circle Tables	5 ea.
Bookshelves	7 ea.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron  
Chancellor  
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant  
DATE: June 12, 2014  
SUBJECT: Consideration of Acceptance of Academic Employee Retirements

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Christie Winter, Instructor, Nursing, SBVC, and Michael Durrett, Instructor, Real Estate/Business Administration, SBVC.

OVERVIEW

Christie Winter submitted her letter of retirement with an effective date of May 24, 2014, after 24 years of employment with the District. Her last day of employment with the District was May 23, 2014.

Michael Durrett submitted his letter of retirement with an effective date of May 24, 2014, after 37 years of employment with the District. His last day of employment with the District was May 23, 2014.

ANALYSIS

The Human Resources Department provided the employees acceptance of their retirement.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Dr. Jack Miyamoto, Human Resources Consultant  
PREPARED BY: Dr. Jack Miyamoto, Human Resources Consultant  
DATE: June 12, 2014  
SUBJECT: Consideration of Acceptance of Classified Employee Retirements

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Miriam Williams, Clerical Assistant II, CHC, Janet Burnham, Instructional Assessment Technician, CHC, and Lorraine Norton, Administrative Assistant II, Confidential, District.

OVERVIEW

Miriam Williams submitted her letter of retirement with an effective date of June 1, 2014, after 17 years of service to the District. Her last day of employment was May 31, 2014.

Janet Burnham submitted her letter of retirement with an effective date of July 1, 2014, after fifteen years of service to the District. Her last day of employment will be June 30, 2014.

Lorraine Norton submitted her letter of retirement with an effective date of July 1, 2014, after thirty-four years of service to the District. Her last day of employment will be June 30, 2014.

ANALYSIS

The Human Resources Department provided employees acceptance of their retirement.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: June 12, 2014

SUBJECT: Consideration of Approval of Employment Management Contract for  
Five-Month Duration

RECOMMENDATION

It is recommended that the Board of Trustees approve a five-month employment contract for Wendy Zinn, Manager, CTE Community Collaborative, ATTC.

OVERVIEW

Wendy Zinn, Classified Manager, CTE Community Collaborative, ATTC, District employment Contract, effective July 1, 2014 through November 30, 2014.

ANALYSIS

Wendy Zinn, will receive a five-month employment contract effective July 1, 2014 through November 30, 2014. The grant which provides funding for this position is due to expire at this time.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

This position is categorically funded and is dependent on the life of the grant.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron  
Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: June 12, 2014

SUBJECT: Consideration of Approval of One-Year Employment Management  
Contracts

RECOMMENDATION

It is recommended that the Board of Trustees approve one-year employment contracts for academic and classified managers.

OVERVIEW

The attached list of academic and classified management employees will receive one year employment contracts effective July 1, 2014.

ANALYSIS

It is recommended that the District issue an employment contract to each manager, director, and supervisor in the District. The issuance of contracts places the District in accordance with proper employment practices as well as documenting for both the employee and the employer the specific conditions of their employment.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SBVC One-Year Employment Management Contracts July 1, 2014 through June 30, 2015

Bangasser, Susan Academic Management	Dean, Science
Chavez, Gloriann Classified Management	Director, Bookstore SBVC & CHC
Cota, Marco, Dean Academic Management	Counseling & Matriculation
Gideon, Angelita Classified Management	Circulation Supervisor
Fisher, Gloria Academic Management	Dean, Police Science
Hrdlicka, Ricky Classified Management	College Director of Technology Services
Kates, Johnny Classified Management	Custodial Supervisor
Merjil, Mark Director Classified Management	Director, Child Development Center
Morrison, Tracy Classified Management	Cafeteria/Snack Bar Manager
Parra, Guillermo Classified Management	Maintenance & Grounds Supervisor
Rowley, Kathleen Classified Management	Director of Grant Development & Management
Rubio, David Academic Management	Director of Athletics
Smith, James Academic Management	Dean of Research, Planning & Institution Effectiveness
Tillman, Shalita Classified Management	Supervisor, Job Development
Wells, Carol Academic Management	Associate Dean, Nursing (SBVC)
Weiss, Kathryn Academic Management	Dean, Arts and Humanities



CHC One-Year Employment Management Contracts July 1, 2014 through June 30, 2015

Bogh, Wayne Classified Management	College Director Technology Services
Cabrales, Jose Academic Management	Dean, Student Services & Student Development
Chavira, Rejoice Academic Management	Director, EOPS
Childers, Karen Classified Management	Director of Resource Development & Grants
Chittenden, Heather Classified Management	Director, Aquatics
Colvey, Kirsten Academic Management	Dean, Support Services/Counseling & Matriculation
Cook, Lawrence Classified Management	Director, Facilities, Operations & Maintenance
Crooks, Jeremy Classified Management	Custodial Supervisor
Hogrefe, Richard, Jr. Academic Management	Dean, Instruction
Muskavitch, John Classified Management	Director, Financial Aid
Paddock, Ericka Academic Management	Director, Student Life
Rea, Maricela Classified Management	Cafeteria/Snack Bar Manager
Reece, Bryan Academic Management	Vice President, Instruction
Riggs, Michelle Classified Management	Assistant Director of Resource Development
Strong, Michael Classified Management	Vice President, Administrative Services
Warren-Marlatt, Rebeccah Academic Management	Vice President, Student Services

Wasbotten, Deborah  
Classified Management

Director, Child Development Center

Wurtz, Keith  
Academic Management

Dean, Research, Planning & Institutional Effectiveness

Yamamoto, June  
Academic Management

Dean, Career Education & Human Development

District One-Year Employment Management Contracts July 1, 2014 through June 30, 2015

Allred, Gregory Classified Management	Accounting Manager
Baugher, Jeffrey Classified Management	Director, Alternate Text Production Center
Bradley, Cristina Classified Management	RTF Grant Administrator
Braggins, Alan Classified Management	Logistics Technology Manager and DSN ICT/Digital Media
Chang, Andrew Classified Management	Director of Administrative Application Systems
Cruz, Alfredo Classified Management	General Manager, KVCR
Fields, Whitney Classified Management	Environmental, Health & Safety Administrator
Galvez, Pierre Classified Management	Chief of Police
Gross, Dawn Classified Management	Braille Program Manager
Grow, John Classified Management	Director, Facilities Planning & Construction
Isaac, Matthew Academic Management	Executive Director, Economic Development & Corporate Training
Levesque, Robert Classified Management	Director, Workforce Development
Myers, Katherine Classified Management	Supervisor, Accounting
Rubio, Eduardo Classified Management	Cal Trans Project Administrator
Sims, Jeremy Classified Management	Director, Technology Services
Stills, Kenneth Classified Management	Police Sergeant

Strong, Lawrence  
Classified Management

Director, Internal Audits

Sutorus, Steven  
Classified Management

Business Manager

Tamayo, Chris  
Classified Management

Police Sergeant

Torres, Jose  
Classified Management

Director of Fiscal Services

Trussell, Deanna  
Classified Management

Assistant Manager, Workforce Development

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: June 12, 2014

SUBJECT: Consideration of Approval of Ratification of CSEA Tentative Agreement

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Tentative Agreement between the SBCCD and CSEA Chapter #291.

OVERVIEW

Tentative Agreement was reached on the following CSEA Articles:

- Article 1: Recognition
- Article 3: No Discrimination
- Article 4: Dues and Organizational Security
- Article 9: Layoff and Reemployment
- Article 11: Long Service Recognition
- Article 12: Holidays
- Article 16: Personnel

ANALYSIS

The parties met on several occasions and reached tentative agreements on Articles 1, 3, 4, 9, 11, 12, and 16.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

California School Employees Association  
and its Chapter #291 and  
San Bernardino Community College  
District  
CSEA Proposal #1  
November 12, 2013  
ARTICLE 1: RECOGNITION

*Looks OK T.A.*  
*J.M.P.*  
*11/25/13*  
*CSEA President*  
*ogamecc*  
*11/25/13*  
*C. LaChance*  
*11-25-13*

- 1 The DISTRICT recognizes the ASSOCIATION as the exclusive representative for all classified employees except those positions identified in Appendix A.
- 1.2 Personal services contracting for all services currently or customarily performed by classified school employees to achieve cost savings is permissible, unless otherwise prohibited, when all the ASSOCIATION is provided evidence that all of the following conditions are met:
  - 1.2.1 The governing board or contracting agency clearly demonstrates that the proposed contract will result in actual overall cost savings to the DISTRICT provided that:
    - a. In comparing costs, there shall be included the DISTRICT'S additional cost of providing the same service as proposed by a contractor. These additional costs shall include the salaries and benefits of additional staff that would be needed and the cost of additional space, equipment, and materials needed to perform the function.
    - b. In comparing costs, there shall not be included the DISTRICT'S indirect overhead costs unless these costs can be attributed solely to the function in question and would not exist if that function was not performed by the DISTRICT. Indirect overhead costs shall mean the pro rata share of existing administrative salaries and benefits, rent, equipment costs, utilities and materials.
    - c. In comparing costs, there shall be included in the cost of a contractor providing a service any continuing DISTRICT costs that would be directly associated with the contracted function. These continuing DISTRICT costs shall include, but not be limited to, those for inspection, supervision, and monitoring.
  - 1.2.2 Proposals to contract out work shall not be approved solely on the basis that savings will result from lower contractor pay rates or benefits. Proposals to contract out work shall be eligible for approval if the contractor's wages are at the industry's level and do not undercut DISTRICT pay rates.
  - 1.2.3 The contract does not cause the displacement of DISTRICT employees. The term "displacement" includes layoff, demotion, involuntary transfer to a new classification, involuntary transfer to a new location requiring a change of residence, and time base reductions. Displacement does not include changes in shifts or days off, nor does it include reassignment to other positions within the same classification and general location or employment with the contractor, so long as wages and benefits are comparable to those paid by the school DISTRICT.
  - 1.2.4 The savings shall be large enough to ensure that they will not be eliminated by private sector and DISTRICT cost fluctuations that could normally be expected during the contracting period.
  - 1.2.5 The amount of savings clearly justifies the size and duration of the contracting agreement.
  - 1.2.6 The contract is awarded through a publicized, competitive bidding process.
  - 1.2.7 The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards.
  - 1.2.8 The potential for future economic risk to the DISTRICT from potential contractor rate increases is minimal.

1.2.9 The contract is with a firm. A "firm" means a corporation, limited liability corporation, partnership, nonprofit organization, or sole proprietorship.

1.2.10 The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the DISTRICT.

A. Notwithstanding any other provision of this CHAPTER, personal services contracting shall also be permissible when any of the following conditions can be met:

1. The contract is for new DISTRICT functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
2. The services contracted are not available within DISTRICT, cannot be performed satisfactorily by DISTRICT employees, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the DISTRICT.
3. The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements" shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
4. The policy, administrative, or legal goals and purposes of the DISTRICT cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
5. The nature of work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the DISTRICT. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
6. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the DISTRICT in the location where the services are to be performed.
7. The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the DISTRICT'S regular or ordinary hiring process would frustrate their very purpose.
8. This section shall apply to personal service contracts entered into after January 1, 2003. This section shall not apply to the renewal of personal services contracts subsequent to January 1, 2003, where the contract was entered into before January 1, 2003, irrespective of whether the contract is renewed or rebid with the existing contractor or with a new contractor.

California School Employees Association  
and its Chapter #291 and  
San Bernardino Community College  
District  
CSEA Proposal #1  
November 12, 2013

OK

**ARTICLE 3: NO DISCRIMINATION**

3.1 It is understood and agreed that neither the DISTRICT nor the ASSOCIATION shall ~~lawfully~~ discriminate against any unit member because of rights guaranteed by the Educational Employment Relations Act. Such discrimination is subject to unfair practice procedures and shall not be grievable under Article 18 of this Agreement.

T.A. /  
J. [unclear]  
11/25/13

Gamera  
CSEA President  
11/25/13  
C. LaChance  
11-25-13



CSEA Counter #1 Article 4  
October 31, 2613

ARTICLE 4: DUES AND ORGANIZATIONAL SECURITY

TA  
11/14/13  
JMYK  
Cramerco 11/12/13  
CSEA President.  
C LaCheneo  
11-12-13

Provisions

- 4.1.1 It is the mutual intention of the parties that the provisions of this Article protect the rights of individual unit members without restricting the ASSOCIATION'S rights to require every bargaining unit member to pay a share of the cost of collective bargaining activities.
- 4.1.2 All employees in the bargaining unit who do not maintain membership in good standing in the ASSOCIATION are required to pay service fees to the ASSOCIATION, in amounts that do not exceed the periodic dues of the ASSOCIATION, for the duration of this agreement.
  - 4.1.2.1 It is the express intention of the parties that the service fee obligation outlined herein constitutes a condition of continued employment with the DISTRICT.
- 4.1.3 No unit member shall be obligated to pay dues or service fees to the ASSOCIATION until the first of the month following 30 calendar days after the unit member first comes into the bargaining unit.

Dues and Service Fee Deductions

- 4.2.1 The ASSOCIATION has the sole and exclusive right to have employee organization membership dues and service fees deducted by the DISTRICT for unit members.
- 4.2.2 The DISTRICT shall deduct, in accordance with the ASSOCIATION dues and service fee schedule, dues, service fees or, with the ASSOCIATION'S approval, payments to charity in lieu of service fees from the wages of all unit members. Nothing contained herein shall prohibit a unit member from paying either dues or service fees directly to the ASSOCIATION.
- 4.2.3 The DISTRICT shall, without charge, pay to the ASSOCIATION within 15 days of the deduction all sums so deducted, except that the DISTRICT shall pay to the designated charity sums deducted in lieu of service fees from the wages of unit members who request for religious exemption have been approved by the ASSOCIATION pursuant to this agreement.
- 4.2.4 Along with each monthly payment to the ASSOCIATION, the DISTRICT shall without charge, furnish the ASSOCIATION with an alphabetical list of all unit members, identifying them by name, social security number, months per year in paid status and annual salary, and indicating the amount deducted, if any, and whether such deduction is for dues, service fees or charitable contributions.
- 4.2.5 The DISTRICT shall immediately notify the ASSOCIATION Chapter President or designee if any member of the bargaining unit revokes a dues, service fee, or payment in lieu of service fee deduction authorization.
- 4.2.6 The DISTRICT shall deduct and pay to the ASSOCIATION service fees for each bargaining unit member who is not an ASSOCIATION member in good standing and who is obligated to pay such fees, pursuant to this agreement, unless the ASSOCIATION notifies the DISTRICT the unit member is paying such fees directly to the ASSOCIATION. A payroll deduction authorization form shall not be required for such deduction.

### 4.3 Religious Exemption

- 4.3.1 Any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or paying service fees to employee organizations shall not be required to join, maintain membership in, or pay service fees to the ASSOCIATION as a condition of employment. However, such unit member shall be required, in lieu of a service fee required by this agreement, to pay sums equal to such service fee to one of the following non-religious, non-labor organizations, charitable funds exempt from taxation under Section 501 (c)(3) of Title 26 of the Internal Revenue Code:
- a. United Way
  - b. SBVC Foundation
  - c. CHC Foundation
  - d. Or mutually agreed to by the ASSOCIATION, Employer and bargaining unit member.
- 4.3.2 Any unit member claiming this religious exemption must file a written request for exemption with the ASSOCIATION. If the request is granted, the unit member shall, as a condition of continued exemption from the requirement of paying service fees to the ASSOCIATION furnish the ASSOCIATION with copies of receipts from the charity selected, as proof that such payments have been made, or shall authorize payroll deduction of such payments.

*J. A. [Signature]*  
*[Signature]*  
*[Signature]*

DISTRICT COUNTER #3

January 15, 2014

*Coyameca*  
*CSEA 1/15/2014*  
*[Signature]*  
*[Signature]*  
*[Signature]*  
*[Signature]*

ARTICLE 9: LAYOFF AND REEMPLOYMENT

- 9.1 **NOTICE OF LAYOFF.** Upon the decision of the Board of Trustees to reduce the number of bargaining unit employee(s) in the classified service of the DISTRICT, the DISTRICT shall send written notice of layoff to the affected employee(s) and the ASSOCIATION not less than sixty (60) forty five (45) days prior to the effective date of layoff. This notice of layoff shall be sent by certified mail, return receipt requested, or delivered in person to the affected bargaining unit employee(s) by the DISTRICT. Affected bargaining unit employee(s) shall be informed of the reason for layoff, his/her displacement rights, if any, and reemployment rights with copies of the letters provided to the ASSOCIATION.
- 9.2 **ORDER OF LAYOFF**
- 9.2.1 The DISTRICT shall determine the specific positions to be discontinued.
- 9.2.2 The order of layoff of unit employees shall be determined by length of service. The employee, who has been employed the shortest time in the affected classification, including time employed in a higher classification, shall be laid off first.
- 9.2.3 For purposes of this section, "length of service" means date of employment in the regular classified service. Seniority within a classification shall be calculated by length of service within a classification, plus higher classification(s) in which the employee is serving or has served. For the purpose of this section, a higher classification is any classification in a higher salary range. A unit member who is voluntarily transferred laterally to a new classification shall retain seniority in the prior classification. A unit member who is voluntarily transferred laterally and/or voluntarily demoted to a new classification shall accrue seniority in the new classification.
- 9.3 **BUMPING RIGHTS.** Bargaining unit employees who are subject to layoff shall exercise bumping rights into an equal or lower classification in which the employee has served based on seniority.
- 9.4 **OPTIONAL TRANSFER IN LIEU OF LAYOFF.** Bargaining unit employees upon mutual agreement may be transferred to vacant positions provided they are qualified or can be trained to fill the vacancy.
- 9.5 **LAYOFF IN LIEU OF BUMPING.** A unit member may elect layoff in lieu of bumping rights and maintain his/her reemployment rights under this Agreement.
- 9.6 **EQUAL SENIORITY.** If two (2) or more unit employees subject to layoff have equal seniority within the classification, priority shall be given to the unit employee with the greater overall DISTRICT seniority; if that be equal, determination shall be made by lot.
- 9.7 **REEMPLOYMENT PROCEDURES.**
- 9.7.1 A unit employee who is laid off shall be placed on a thirty-nine (39) month or sixty-three (63) month reemployment list as applied applicable. The unit employee shall be required to maintain his/her current address on file with the Human Resources Office.
- 9.7.2 If, during a unit employee's eligibility period for reemployment, a classification becomes vacant to which the employee has a return privilege, the DISTRICT shall send written notice offering reemployment by certified mail, return receipt requested, or telegraph to the last known address of such unit employee(s). A copy of this written notice shall be sent to the ASSOCIATION.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

- 9.7.3 A unit employee who receives such notice of reemployment and fails to respond in writing within ten (10) working days shall be deemed to have rejected the offer of reemployment.
- 9.7.4 If the unit employee in a layoff status accepts the position being offered, the unit employee shall have up to thirty (30) calendar days from the postmark date of the notice to report to work. This does not preclude a unit employee from returning to work in fewer than thirty (30) calendar days. Failure to report to work within the thirty (30) calendar days shall be considered a rejection of the offer of reemployment.
- 9.7.5 A unit member rejecting an offer of reemployment under the conditions set forth under 9.7.3 Or 9.7.4 above, on three (3) occasions shall have his/her name permanently removed from the reemployment list. This does not include offers of reemployment that do not restore the employee to the level of pay and status previously held at the time of layoff.
- 9.7.6 A unit member reemployed after being laid off shall be fully restored to his/her classification with all rights to permanent status. Service credit and benefits shall not accrue during the period of layoff.
- 9.7.7 Unit employees **placed on the thirty-nine (39) month or sixty-three (63) month reemployment list** shall be reemployed in the highest rated job classification available<sup>^</sup> in accordance with their classification seniority. Unit members, in order to be appointed to a lower position, must be qualified for that position. Unit employees who accept a position lower than their highest classification shall retain their original thirty-nine (39) month rights to the higher paid position
- 9.8 **VOLUNTARY DEMOTION OR VOLUNTARY REDUCTION OF HOURS.** Unit employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the employee's option, returned to a position in their former classification or to a position with increased assigned time as vacancies become available, and with no time limit, except that they shall be ranked in accordance with their seniority on any valid reemployment list. The salary of a unit member taking a voluntary demotion shall be the lesser of his/her old salary or Step E of the new range.
- 9.9 **SENIORITY ROSTER.** The DISTRICT shall maintain an updated seniority roster indicating each employee's classification seniority and hire date seniority. Such rosters shall be available to the ASSOCIATION annually in December or prior to layoff.
- 9.10 The PARTIES agree to meet and negotiate the impact of such layoff on those matters within the scope of representation.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION

California School Employees Association  
and its Chapter #291 and  
San Bernardino Community College  
District

CSEA Counter #2

April 21, 2014

Article 11: LONG SERVICE RECOGNITION

T.A.  
JMA  
4/21/14

Gameco President  
CSEA  
4/21/14

Sim, Cc

MAG

Chana  
J. E.  
Beyr...

<u>Completed Years of Service with the District</u>	<u>Amount of Stipend</u>	
5-10	<u>\$ 650</u>	\$ 500
11-15	<u>\$ 800</u>	\$ 650
16-20	<u>\$ 950</u>	\$ 800
21-25	<u>\$1100</u>	\$ 950
26-30	<u>\$1250</u>	\$1100
31-35	<u>\$1400</u>	\$1250
36 and over	<u>\$1550</u>	\$1400

- 11.1 **INITIAL PAYMENT.** The first long service payment will be made in December of the first year following five (5) complete years of employment.
- 11.2 **PAYMENT.** The amount of long service pay will be available to the unit members no later than December 15, and only to those actually employed on November 30, except upon retirement in which case the long service payment will be in proportion to the fraction of the year worked. Payment will be by a check separate from the unit member's monthly paycheck. ~~A "separate check fee" charge, up to two dollars (\$2.00) per check will be paid by the DISTRICT. If the fee is over two dollars (\$2.00) the unit member will pay the additional cost, not to exceed two dollars (\$2.00). If the total "separate check fee" is over four dollars (\$4.00), this section will be renegotiated. The payment will be taxed at the long service recognition amount.~~
- 11.3 **ELIGIBILITY.** In order to be eligible for long service pay, a unit member must qualify for inclusion in the retirement program, ~~i.e. must be employed half time or more.~~ Bargaining unit members whose District employment contract is less than fifty (50) percent shall be eligible to receive the same percentage of the Long Service Stipend as the percentage of their District employment contract.

Oct 31, 2013  
11:52 am

Cameca  
CSEA President



**California School Employees Association and its Chapter 291  
and San Bernardino Community College District  
Successor Negotiations**

**ARTICLE 12: HOLIDAYS**

12.1 **HOLIDAYS.** The DISTRICT shall provide for the following scheduled paid holidays: See Appendix L.

- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving
- Winter Break (Five days from December 25 – December 31)\*
- New Year's Day
- Dr. Martin Luther King Jr. Day
- Lincoln's Day
- Washington's Day
- Memorial Day

\*Winter Break was established to incorporate: Day in lieu of shopping day, fall semester recess period, and day in lieu of Admissions Day.

Prior to January 1, 2011, the employee's birthday is to be included as an additional holiday. The day must be taken on a day within the month that the birthday falls; otherwise this holiday will be forfeited.

Effective January 1, 2011, the employee's birthday is to be included as an additional holiday. The day must be scheduled with prior reasonable notification for a date within that calendar year, and must be mutually agreed upon between the employee and the supervisor.

12.2 **LESS THAN FIVE (5) WORKWEEK.** Unit members who work less than a five (5) day week shall receive their normal pay for any of the above scheduled holidays provided it falls on a normal workday. If said holiday falls on other than the normal workday, the unit member shall receive holiday pay or time off equivalent to the total regularly scheduled weekly hours divided by five (5) provided he/she is in paid status on the day immediately preceding or succeeding the holiday. Said holiday time off shall be scheduled with approval of the immediate supervisor.

12.3 **ADDITIONAL HOLIDAYS.** Unit members shall be entitled to such additional holidays, other than those in Article 12.1 as are mandated by the United States President, the Governor, or the Governing Board under Section 88203 of the Education Code.

12.4 **HOLIDAY COMPENSATION.** A unit member required to work on any holiday shall be paid compensation or granted compensatory time off, at the rate of one and one-half (1 ½) times his/her regular pay in addition to the regular pay received for the holiday.

12.5 **HOLIDAY ELIGIBILITY.** A unit member must be in paid status during the workday immediately preceding or succeeding the holiday in order to be eligible to receive holiday pay.

July 25, 2013 - Time 10:44am  
August 23, 2013

California School Employees Association and its Chapter 291

and San Bernardino Community College District

Successor Negotiations

*Camela*  
OCSEA President  
*Brooklyn*  
SBCCD Int. UC HR.  
*Elise*, CSEA

ARTICLE 16: PERSONNEL

- 16.1 **CLASSIFICATION.** The DISTRICT may create new classifications and fix duties, responsibilities, and assignments for such classifications, or reclassify or abolish positions as long as any such action is not inconsistent with other provisions in this Article or Agreement. Except by mutual agreement, the DISTRICT shall notify the ASSOCIATION in writing ten (10) working days prior to the board calendaring of an agenda item of any new classification or the abolition of a classification. Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, the ASSOCIATION shall notify the DISTRICT in writing within ten (10) working days, its intent to negotiate the classification, titles, or abolition of the classification.
- 16.1.2 The District will notify CSEA in writing within five (5) working days, notice of reorganization of classified position(s) at the colleges or district sites. Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, the ASSOCIATION shall notify the DISTRICT in writing within five (5) working days its intent to negotiate effects of such reorganization.
- 16.2 **PERSONNEL FILES.** The personnel file of each unit member shall be maintained at a single location determined by the DISTRICT. No disciplinary action based upon written materials shall be taken against a unit member unless such written materials are included in the unit member's personnel file.
- 16.2.1 Any supervisor or other administrator who writes and places into the personnel file a written evaluation, other than the regular employee evaluation as defined in Article 13, or memorandum relating to a unit member's job performance shall sign and date such evaluation memorandum. The unit member shall be provided with copies of any derogatory written material ~~five (5) workdays~~ **thirty calendar days**, before it is placed in the personnel file. During this ~~five-day~~ **thirty calendar day** period, the unit member shall be given an opportunity during normal working hours to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.
- 16.2.2 Unit members may review material in their personnel files which serve as a basis for affecting the status of their employment, except the following material shall not be available for inspection: (1) Ratings, reports, or records which were obtained prior to employment of the unit member; (2) Material prepared by identifiable examination committee members; or (3) Materials obtained in connection with a promotional examination.
- 16.2.3 Unit members shall have the right to inspect the contents of their personnel files upon request, provided the request is made at a time when such person is not actually required to render services to the DISTRICT.
- 16.2.4 The DISTRICT shall maintain a log within each unit member's personnel file indicating the persons (other than employees in the Human Resources Office) who have examined the file and the date of such examination. The log and the unit member's personnel file shall also be available to the appropriate CSEA representative with written authorization of the unit member where disciplinary action is pending against, or a grievance has been filed

by the unit member. Such examination by the employee or CSEA representative shall conform to the parameters set forth under Section 16.2.2.

16.2.5 Upon written authorization of the unit member, an ASSOCIATION representative may review the unit member's permanent personnel file. An ASSOCIATION representative may accompany any unit member in the review of that member's file

### 16.3 REQUEST FOR RECLASSIFICATION

16.3.1 Requests for consideration of position reclassification shall be made on the appropriate forms obtained from the Office of Human Resources and on the District website:

- 16.3.1.1 Requests for reclassification may be submitted by a unit member at any time during the life of the Agreement..
- 16.3.1.2 The Reclassification Committee shall consist of Vice Chancellor, Human Resources & Employee Relations or designee and CSEA Labor Relations Representative/Chapter President or designee.
- 16.3.1.3 Upon completion of the appropriate forms a unit member shall submit the reclassification request to the Office of Human Resources.
- 16.3.1.4 The Office of Human Resources shall date stamp the request prior to submitting the request to a unit member's immediate supervisor, while keeping a copy on file. Within ten (10) working days, Human Resources will notify employee, with a copy to the supervisor, that the request has been received.
- 16.3.1.5 A unit member's immediate supervisor must complete his/her portion of the request and return it to the Office of Human Resources within fifteen (15) working days.
- 16.3.1.6 A unit member may request a personal interview with the Reclassification Committee.
- 16.3.1.7 The process for review of the request and submission of the recommendations by the committee to the Chancellor shall be accomplished within sixty (60) working days from receipt of supervisors review.
- 16.3.1.8 If the Reclassification Committee disagrees, each member of the committee shall submit a position statement with their rationale to the Chancellor within fifteen (15) working days. The Chancellor shall consider the request within thirty (30) working days, and if granted, the reclassification shall be submitted to the Board of Trustees for approval.
- 16.3.1.9 If the reclassification is denied by the Reclassification Committee or the Chancellor, the unit member has the right to appeal in writing to the Chancellor within fifteen (15) working days of the committee's finding. The Chancellor shall notify the unit member and the Reclassification Committee in writing within thirty (30) working days of his/her decision and rationale. The Chancellor's decision shall be final.

16.3.2 When a position is reclassified, the incumbent in the position shall be entitled to serve in the new position.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto  
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto  
Human Resources Consultant

DATE: June 12, 2014

SUBJECT: Consideration of Approval to Extend Interim Management Assignments

RECOMMENDATION

It is recommended that the Board of Trustees approve the interim management extensions for Albert Maniaol, Interim Dean of Applied Technology, Transportation, & Culinary Arts, SBVC, Carolyn Lindsey, Interim Director, Student Life, SBVC, Edward Millican, Interim Dean of Social Science, Human Development, & Physical Education, SBVC, Shalita Tillman, Interim Manager, CalWORKS & Workforce Development, SBVC, Maria C. Rodriguez, Interim Director, EOPS, CARE, & CALWORKS, SBVC, Thang Nguyen, Interim Scholarship Program Administrator, SBVC, Jeffrey Klug, Interim Director, Police Academy, SBVC, Gregory Zerovnik, Interim Director, Marketing & Public Relations, SBVC, Terria Smith, Interim Tribal Liaison KVCR, Jeffrey McCumber, Interim Art Director, KVCR, and Tim Oliver, Interim Vice Chancellor, Business & Fiscal Services.

OVERVIEW

The management employees on the attached list are submitted for approval.

ANALYSIS

Management employees are currently serving in interim assignments due to vacancies created by resignations and retirements. It is recommended that they continue to serve in their interim assignments until the positions are filled on a permanent basis.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

### **San Bernardino Valley College**

**Albert Maniaol**, Interim Dean of Applied Technology, Transportation, and Culinary Arts, SBVC, Management Salary Schedule Range 19, Step A, \$9,044.33 per month, full-time, effective July 1, 2014 through December 31, 2014 or until position is filled on a permanent basis, whichever occurs first.

**Carolyn Lindsey**, Interim Director, Student Life, SBVC, Management Salary Schedule Range 15, Step E, \$9,044.33 per month, full-time, effective July 1, 2014 through December 31, 2014 or until position is filled on a permanent basis, whichever occurs first.

**Edward Millican**, Interim Dean of Social Science, Human Development, and Physical Education, SBVC, Management Salary Schedule Range 19, Step E, \$10,993.42, plus \$95 doctoral stipend per month, full-time, effective July 1, 2014 through December 31, 2014 or until position is filled on a permanent basis, whichever occurs first.

**Shalita Tillman**, Interim Manager, CalWORKS and Workforce Development, SBVC, Management Salary Schedule Range 12, Step B, \$6,428.00 per month, full-time, effective July 1, 2014 through December 31, 2014 or until position is filled on a permanent basis, whichever occurs first.

**Maria C. Rodriquez**, Interim Director, EOPS, CARE, & CALWORKS, SBVC, Management Salary Schedule, Range 16, Step B, \$8,203.92 per month, full-time, effective July 1, 2014 through December 31, 2014 or until position is filled on a permanent basis, whichever occurs first.

**Thang Nguyen**, Interim Scholarship Program Administrator, SBVC, Management Salary Schedule, Range 12, Step C, \$7,086.67 per month, full-time, effective July 1, 2014 through December 31, 2014, or until position is filled on a permanent basis, whichever occurs first.

**Jeffrey Klug**, Interim Director, Police Academy, SBVC, at Management Salary Schedule Range 15, Step B, 60% of full time, \$4,688.10 per month, effective July 1, 2014 through December 31, 2014, or until position is filled on a permanent basis, whichever occurs first.

**Gregory Zerovnik**, Interim Director, Marketing & Public Relations, SBVC, Management Salary Schedule Range 14, Step C, \$7,813.50 per month, full-time, plus \$95 doctoral stipend per month, effective July 1, 2014 through December 31, 2014 or until position is filled on a permanent basis, whichever occurs first.

### **District**

**Terria Smith**, Interim Tribal Liaison, KVCR, Management Salary Schedule, Range 8, Step A, \$5,288.00 per month, full-time, effective July 1, 2014 through December 31, 2014, or until the position is filled on a permanent basis, whichever occurs first.

**Jeffrey McCumber**, Interim Art Director, KVCR, Management Salary Schedule, Range 12, Step A, \$6,428.00 per month, full-time, effective July 1, 2014 through December 31, 2014, or until the position is filled on a permanent basis, whichever occurs first.

**Tim Oliver**, Interim Vice Chancellor, Business & Fiscal Services, District, Management Salary Schedule, Range 26, Step E, \$15,469.08 per month, full-time, effective July 1, 2014 through December 31, 2014, or until the position is filled on a permanent basis, whichever occurs first.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Diana Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** June 12, 2014  
**SUBJECT:** Consideration of Approval of Amendment 001 to the PMSM Architects Contract

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 001 to the PMSM Architects contract for the Maintenance and Operations Building Renovation project at Crafton Hills College in the amount of \$51,000.00.

### **OVERVIEW**

On May 9, 2013 the Board of Trustees approved a contract with PMSM Architects for the Maintenance and Operations Building Renovation project at Crafton Hills College. This amendment incorporates additional scope into the contract, including upgraded electrical gear, structural upgrades, and a new metal storage building adjacent to the existing facility.

### **ANALYSIS**

The effect of this amendment will be an addition of \$51,000.00 to the PMSM Architects contract, resulting in a revised contract amount of \$122,183.50. The contract will be extended by 60 days.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in 2013-14 Measure M budget.

No. M&O 4

DATE: April 28, 2014

TO: Timothy Oliver  
Interim Vice Chancellor, Business & Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Xavier Rene Adrian  
Project Manager  
Kitchell/BRj

RE: Crafton Hills College (CHC) Measure M  
PMSM Architects  
Architectural Services Contract Amendment No.1 for M&O

SCOPE:

SBCCD approval of Amendment No. 1 to architect's contract for design fees to incorporate the additional scope items as authorized by Project Memo No. M&O 3.

NARRATIVE:

The Campus has requested that PMSM Architects provide design drawings and specifications to include the expanded scope to the project as authorized by Project Memo No. M&O 3. New scope items include the addition of a new storage building, surveying, upgraded electrical systems and additional storage space.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to issue an amendment in the amount of \$51,000.00

MEASURE M BUDGET INFORMATION/FISCAL IMPACT:

Info from Measure M Budget V15 4/1/2014

Project Original Budget Amount: \$ 1,884,694.00  
 Project Current Spent to date: \$ 63,272.46  
 Project Current Estimate to Complete: \$ 1,884,694.00  
 Project Memo Forecast Cost: \$ 51,000.00  
 Project Change Amount: \$ 0.00  
 Budget Line Item: 42-50-32-9515-0257-6220.10-7100

<input checked="" type="radio"/> I concur with this recommendation	<i>Diana Johnson</i> 4/29/14
<input type="radio"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KB
<input checked="" type="radio"/> I concur with this recommendation	<i>Timothy Oliver</i> 4/30/14
<input type="radio"/> I do not concur with this recommendation	Timothy Oliver, Interim Vice Chancellor Business & Fiscal Services, SBCCD

ATTACHMENTS:

PMSM Proposal, Project Memo No. M&O 3.

Cc:

Diana Johnson; Sheila Nelson – Kitchell/BRj  
File

*Handwritten signature and date: 4/29/14*

ARCHITECT CONTRACT AMENDMENT: 01

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

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: PMSM Architects  
802 Cota Street  
Santa Barbara, CA 93103

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Brief Description:

This contract amendment is for the additional architectural and engineering required to include the additional scope items approved by the district into the bid documents.

Costs:

\$51,000 = Total of this requested Consultant Contract Amendment: 001

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The original Contract Sum	\$71,183.50
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$71,183.50
The Contract Sum will be Increased by this Amendment	\$51,000.00
The new Contract Sum including this Amendment	\$122,183.50
The Contract Schedule as of this Amendment will be Increased by:	60 calendar days

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By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes PMSM 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 PMSM Architects architectural services contract with SBCCD.

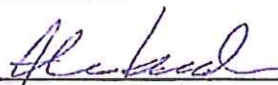
Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

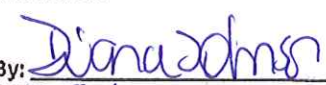
Authorized:

CONSULTANT  
PMSM Architects

PROGRAM MANAGER  
Kitchell/BR

OWNER  
SBCCD

By:   
DATE: 5-19-14

By:   
DATE: 5/22/14

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



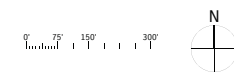
Maintenance & Operations Renovations

**NO. BUILDING NAME**

- 1 LAB/ADMIN
- 2 CRAFTON CENTER**
- 3 CLASSROOM BUILDING 2
- 4 STUDENT SERVICES A
- 5 CLASSROOM BUILDING 1
- 7 OCCUPATIONAL ED 2**
- 8 PERFORMING ARTS CENTER
- 9 MAINTENANCE & OPERATIONS
- 12 CHEMISTRY
- 13 CDC 1
- 14 CDC 2
- 15 CDC 3
- 20 PHYS ED / ATHLETICS**
- 23 WATER TANK
- 24 SCIENCE**
- 27 SCIENCE MODULAR
- 28 MATH MODULAR
- 29 OFFICES (REPURPOSED BOOKSTORE MODULAR)**
- 34 BOOKSTORE CLASSROOMS
- 37 STUDENT SERVICES B
- 38 AQUATIC CENTER
- 39 LEARNING RESOURCE CENTER

\* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Diana Johnson, Bond Program Manager, Kitchell/BRj  
**DATE:** June 12, 2014  
**SUBJECT:** Consideration of Approval of Amendment 003 to HMC Architects Contract

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 003 to the HMC Architects contract for the New Crafton Center at CHC in the amount of \$2,120.00.

### **OVERVIEW**

On August 8, 2013, the Board of Trustees approved a contract with HMC Architects for the New Crafton Center. This amendment is for additional design services, including the coordination of changes to the Crafton Store food service area to accommodate owner-furnished and -installed equipment.

### **ANALYSIS**

The effect of this amendment will be an addition of \$2,120.00 to HMC Architects contract, resulting in a revised contract amount of \$927,500.00. There is no increase in length of contract.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

Included in 2013-14 Measure M budget.

**No. 41 – New Crafton Center**

DATE: April 17, 2014

TO: Tim Oliver  
Interim Vice Chancellor, Business and Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Brooke Duncan *[Signature]*  
Sr. Project Manager  
Crafton Hills College (CHC)  
Kitchell/BRj

RE: Crafton Hills College (CHC) Measure M  
New Crafton Center  
HMC Architects Amendment #3

**SCOPE:**

SBCCD approval to execute an amendment to HMC Architects for the food service design at the Crafton Center Project.

**NARRATIVE:**

This request is associated with changes to the food service area design that were discussed with the Campus in November 2013 in order to accommodate owner furnished, owner installed (OFOI) equipment versus the project included equipment. The changes included:

1. Identifying existing refrigeration units that will be moved to the future facility (usually Vendor owned);
2. Modify counters and receptacles;
3. Revision to the equipment schedule, plan and specifications after multiple job walks and meetings with the (2) users of existing Bookstore and Cafeteria.

A reconciliation of the food service equipment occurred between the two departments to economize the space and needs of the Campus, thereby saving project dollars on unnecessary equipment purchases.

**RECOMMENDATION:**

Kitchell/BRj recommends that SBCCD grant approval to execute the amendment in the total amount of \$2,120.00.

**Budget Information:**

Version 15 3/31/2014

**New Crafton Center:** 42-50-32-8208-0257-6210.10-7100

Original Project Budget amount:	\$ 31,347,128
Spent to Date:	\$ 4,520,307.41
Project Current Estimate of Complete Costs:	\$ 31,347,128.00
<b>Project Memo Forecast Cost:</b>	\$ 2,120.00 (contingency)
Project Change Amount:	\$ 0.00

Budget Line Item: 6210.10- Architectural Fees

I concur with this recommendation  
 I do not concur with this recommendation

*[Signature]* 4/22/14  
Diana Johnson, Program Manager, KB

I concur with this recommendation  
 I do not concur with this recommendation

*[Signature]* 4/23/14  
Tim Oliver, Interim Vice Chancellor, Business and Fiscal Services

Attachments: HMC Extra Service #4 Proposal



ARCHITECT CONTRACT AMENDMENT: 003

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

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: HMC Group  
3546 Concourse Street  
Ontario, CA 91764

Brief Description:

This amendment is for additional services to the Architect for the following scope of work:

1. Architect to coordinate design changes to the food service area for the Crafton Center project to accommodate owner furnished, owner installed (OFOI) equipment provided by Vendors or currently owned.
  - a. \$2,120.00

Attachments:

Kitchell/BRJ Project Memo 41 (4) pages w/ proposal

Costs:

1. \$2,210.00 Total of this requested Contract Amendment: 003

The original Contract Sum	\$895,100.00
Net change by previous Amendments	\$30,280.00
The Contract Sum prior to this Amendment	\$925,380.00
The Contract Sum will be Increased by this Amendment	\$2,120.00
The new Contract Sum including this Amendment	\$927,500.00
The Contract Schedule as of this Amendment will be Increased by:	0 calendar days

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes HMC Group 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 HMC Group. contract with SBCCD.

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

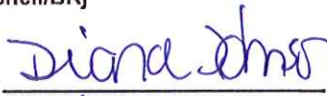
**Authorized:**

CONSULTANT  
HMC Group

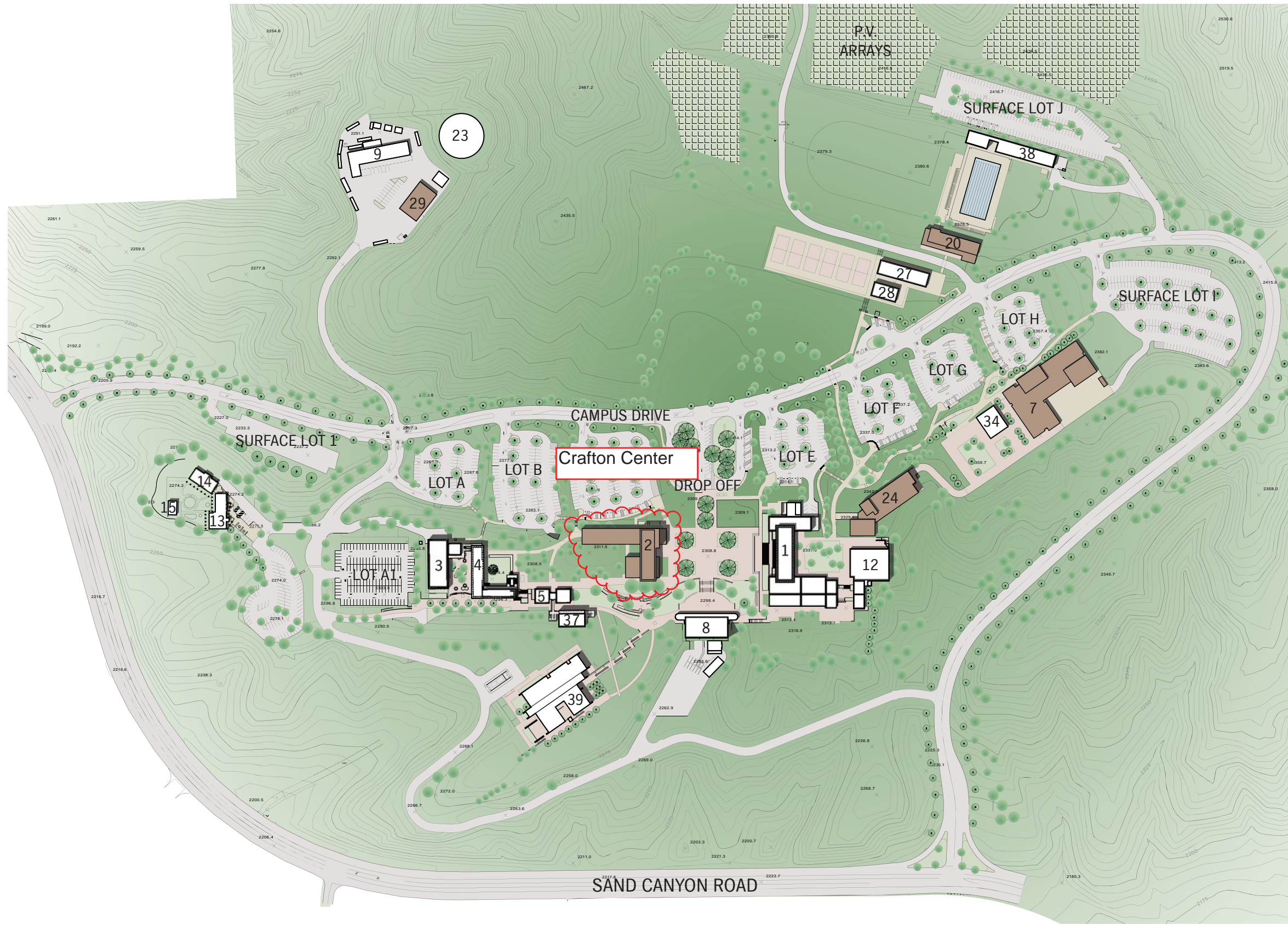
PROGRAM MANAGER  
Kitchell/BRJ

OWNER  
SBCCD

By:   
DATE: 5.1.14

By:   
DATE: 5/22/14

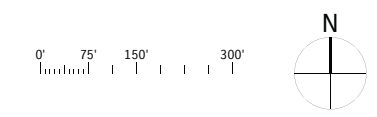
By: \_\_\_\_\_  
DATE: \_\_\_\_\_



- | NO.       | BUILDING NAME                                 |
|-----------|---|
| 1         | LAB/ADMIN                                     |
| <b>2</b>  | <b>CRAFTON CENTER</b>                         |
| 3         | CLASSROOM BUILDING 2                          |
| 4         | STUDENT SERVICES A                            |
| 5         | CLASSROOM BUILDING 1                          |
| <b>7</b>  | <b>OCCUPATIONAL ED 2</b>                      |
| 8         | PERFORMING ARTS CENTER                        |
| 9         | MAINTENANCE & OPERATIONS                      |
| 12        | CHEMISTRY                                     |
| 13        | CDC 1   |
| 14        | CDC 2   |
| 15        | CDC 3   |
| <b>20</b> | <b>PHYS ED / ATHLETICS</b>                    |
| 23        | WATER TANK                                    |
| <b>24</b> | <b>SCIENCE</b>                                |
| 27        | SCIENCE MODULAR                               |
| 28        | MATH MODULAR                                  |
| <b>29</b> | <b>OFFICES (REPURPOSED BOOKSTORE MODULAR)</b> |
| 34        | BOOKSTORE CLASSROOMS                          |
| 37        | STUDENT SERVICES B                            |
| 38        | AQUATIC CENTER                                |
| 39        | LEARNING RESOURCE CENTER                      |

\* BOLD INDICATES NEW BUILDING

### MASTER PLAN - HORIZON 1



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Amendment 005 to the  
HMC Architects Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 005 to the HMC Architects contract for the Gymnasium Project at SBVC, in the amount of \$222,760.00.

OVERVIEW

On September 9, 2010, the Board of Trustees approved a contract with HMC Architects for the Gymnasium Project at San Bernardino Valley College. This amendment is for additional services, including design and construction administration associated with user group program requirements, and campus upgrades for landscaping and art educational gardens. Inclusive in this amendment will be architectural, electrical, civil, landscape, mechanical/plumbing and structural engineering services.

ANALYSIS

The effect of this amendment will be an addition of \$222,760.00 to HMC Architects contract resulting in a revised contract amount of \$4,871,079.20. There is no increase in the length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2013-14 Measure M budget.

# Kitchell/BRJ

701 S Mount Vernon Ave, San Bernardino, CA 92410

# Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: May 14, 2014

No. VC 319

TO: Timothy Oliver  
Interim Vice Chancellor, Business & Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Michael Villegas *MV*  
Senior Project Manager  
Kitchell/BRJ

RE: San Bernardino Valley College (SBVC) Measure M  
Project: Gymnasium Project  
Subject: Additional Services – HMC Architects

**SCOPE:**

Provide additional services for the San Bernardino Valley Gymnasium Building project.

**NARRATIVE:**

This contract amendment is for design and construction on the Measure M Gymnasium Project for San Bernardino Valley College. Additional services to provide Architectural, Electrical, Civil, Landscape, Mechanical/Plumbing and Structural Engineering services associated with user group program requirements and campus upgrades for landscaping and art educational gardens for the Gymnasium Building Project.

With your concurrence with this recommendation HMC Architecture Amendment No. 05 will be presented to the SBCCD board at the upcoming June 12, 2014 board meeting.

**RECOMMENDATION:**

Kitchell/BRJ recommends that SBCCD approves the increased scope for the Gymnasium Building Project.

**Budget Information:**

Project Original Budget Amount:	\$68,396,038.00
Project Current Spent to Date:	\$ 6,658,668.91
Project Current Estimate to Complete:	\$68,396,038.00
Project Memo Forecast Cost:	\$ 222,760.00
Project Change Amount:	\$ 0.00

Budget Line Item: 42-50-31-1510-0257-6210.10 (Project Contingency-\$147,760)

I concur with this recommendation *Diana Johnson* 5/14/14  
 I do not concur with this recommendation  
 Diana Johnson, Program Manager, KB

I concur with this recommendation *Timothy Oliver*  
 I do not concur with this recommendation  
 Timothy Oliver, Interim Vice Chancellor, Fiscal Services

Attachments: SBVC HMC Add Services, 4/21/14

*MV*  
5/14/14

**ARCHITECTURAL CONTRACT AMENDMENT: 005**

PROJECT: San Bernardino Valley College (SBVC)  
701 S. Mount Vernon Avenue  
San Bernardino, CA 92410

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: HMC Architects, Inc.  
3546 Concourses Street  
Ontario, CA 91764

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Brief Description:

This contract amendment is for services for design and construction on the Measure M Gymnasium Project for San Bernardino Valley College. Additional services to provide Architectural, Electrical, Civil, Landscape, Mechanical/Plumbing and Structural Engineering services associated with user group program requirements and campus upgrades for landscaping and art educational gardens for the Gymnasium Building Project.

Attachment:

HMC Architects, Inc. proposal dated 4/21/14

Costs:

\$222,760 = Total of this requested Consultant Contract Amendment: 05

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The original Contract Sum	\$4,280,000.00
Net change by previous Amendments	\$368,319.20
The Contract Sum prior to this Amendment	\$4,648,319.20
The Contract Sum will be increased by this Amendment	\$222,760.00
The new Contract Sum including this Amendment	\$4,871,079.20
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

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By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes HMC Architects, Inc. 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 HMC Architects, Inc. for architectural services contract with SBCCD.

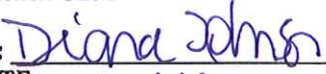
Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

**Authorized:**

CONSULTANT  
HMC Architects, Inc.

By:   
DATE: 5/14/14

PROGRAM MANAGER  
Kitchell CEM

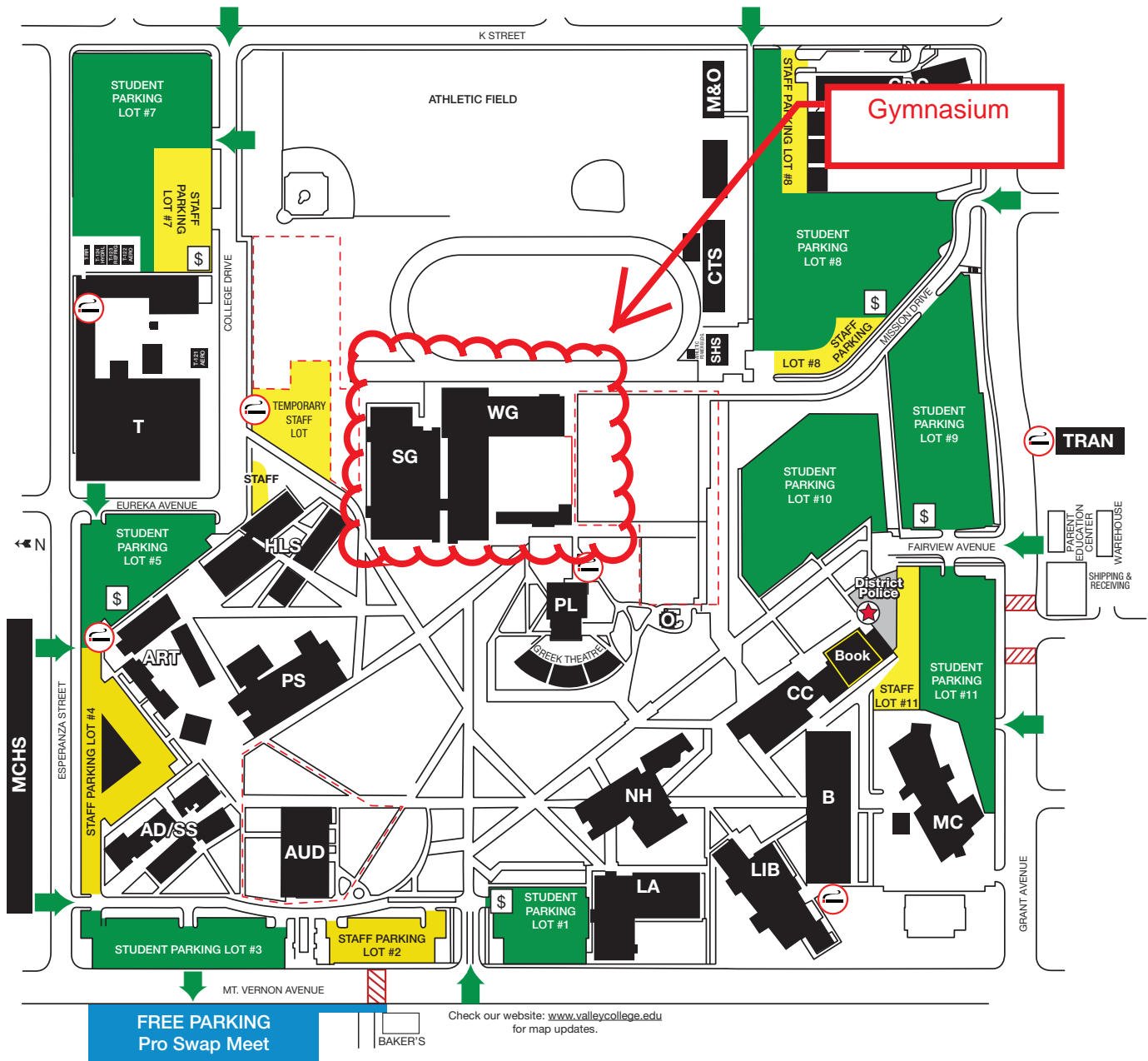
By:   
DATE: 5/22/14

OWNER  
SBCCD

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

# San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)  
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

### Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
ART.....Art Center	MCHS..... Middle College High School
AUD..... Auditorium	M&O..... Maintenance & Operations
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC.....Child Development Center	SG..... Snyder Gym
CTS.....Computer Technology Services	SHS..... Student Health Services
HLS.....Health & Life Science	T..... Technical
LA..... Liberal Arts	TRAN..... Transportation Center
LIB..... Library	WG..... Women's Gym

**DISTRICT POLICE**  
Campus Center Rm. 100  
(909) 384-4491

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Amendment 007 to the Steinberg Architects Contract

### RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 007 to the Steinberg Architects contract for the Physical Education Complex project at CHC in the amount of \$33,080.00.

### OVERVIEW

On December 8, 2011, the Board of Trustees approved a contract with Steinberg Architects for architectural/engineering services for the Physical Education Complex project at CHC. This amendment authorizes Steinberg Architects to produce drawings for the Division of the State Architect review of a revised fence layout in the Aquatics Center resulting in construction cost savings. The amendment also includes administration services for the increase in construction time due to the Leadership in Energy & Environmental Design Platinum level certification requirements.

### ANALYSIS

The effect of this amendment will be an addition of \$33,080.00 to the Steinberg Architects contract, resulting in a revised contract amount of \$618,285.00. The contract will be extended by 59 days.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

Included in 2013-14 Measure M budget.

No. 34 R1-CHC PE COMPLEX

DATE: May 13, 2014

TO: Timothy Oliver  
Interim Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Xavier Rene Adrian  
Project Manager  
Kitchell/BRj

RE: Crafton Hills College (CHC)  
New PE Complex  
Architect Amendment No. 7- Steinberg Architects

SCOPE:

SBCCD approval of Amendment No. 7 to architect's contract for the plans for the reduction of fencing and extended construction administration services.

NARRATIVE:

The PE Complex is aiming for a LEED Platinum Certification. A 304 calendar day construction time frame is required to achieve the certification. The original contract for Steinberg Architects set forth prior to the decision to aim for Platinum certification, stipulated 245 calendar days. This amendment will add 59 calendar days to the contract. The amendment will also include plans for approval by DSA to reduce the fencing in the pool area which will result in a construction credit of \$20,850.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to issue an amendment in the amount of \$33,080.00.

MEASURE M BUDGET INFORMATION/FISCAL IMPACT:

Info from Measure M Budget V15

Project Original Budget Amount: \$ 6,952,080.61  
 Project Current Spent to date: \$ 3,658,370.72  
 Project Current Estimate to Complete: \$ 6,969,499.45  
 Project Memo Forecast Cost: \$ 33,080.00  
 Project Change Amount: \$ 33,080.00  
 Budget Line Item: 42-50-32-1510-0257-6210.10-7100

<input checked="" type="checkbox"/> I concur with this recommendation	<i>Diana Johnson</i> 5/19/14
<input type="checkbox"/> I do not concur with this recommendation	Diana Johnson, Program Manager, KB
<input checked="" type="checkbox"/> I concur with this recommendation	<i>Timothy Oliver</i> MS 5/19/14
<input type="checkbox"/> I do not concur with this recommendation	Timothy Oliver, Interim Vice Chancellor Business & Fiscal Services, SBCCD

Attachments: Proposals  
 Cc: Diana Johnson; Sheila Nelson - Kitchell/BRj  
 File

*Handwritten signature and date 5/19/14*



ARCHITECT CONTRACT AMENDMENT: 007

PROJECT: Crafton Hills College (CHC)  
New P.E. Complex  
11711 Sand Canyon Road, Yucaipa, CA 92399

OWNER: San Bernardino Community College District  
114 S. Del Rosa Avenue  
San Bernardino, CA 92408

TO: Steinberg Architects  
523 West 6<sup>th</sup> Street, Ste 245  
Los Angeles, CA 90014

Brief Description:

This contract amendment is for extended Construction Administration Services and the preparation of the CCD including revisions to the pool area fencing per the Campus' request.

Costs:

\$33,080.00= Total of this requested Consultant Contract Amendment: 007

The original Contract Sum	\$428,165.00
Net change by previous Amendments	\$157,040.00
The Contract Sum prior to this Amendment	\$585,205.00
The Contract Sum will be increased by this Amendment	\$33,080.00
The new Contract Sum including this Amendment	\$618,285.00
The Contract Schedule as of this Amendment will be increased by:	59 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 architectural services contract with SBCCD.

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

Authorized:

CONSULTANT  
Steinberg Architects

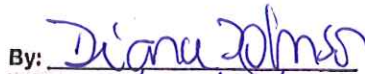
PROGRAM MANAGER  
Kitchell/BR

OWNER  
SBCCD

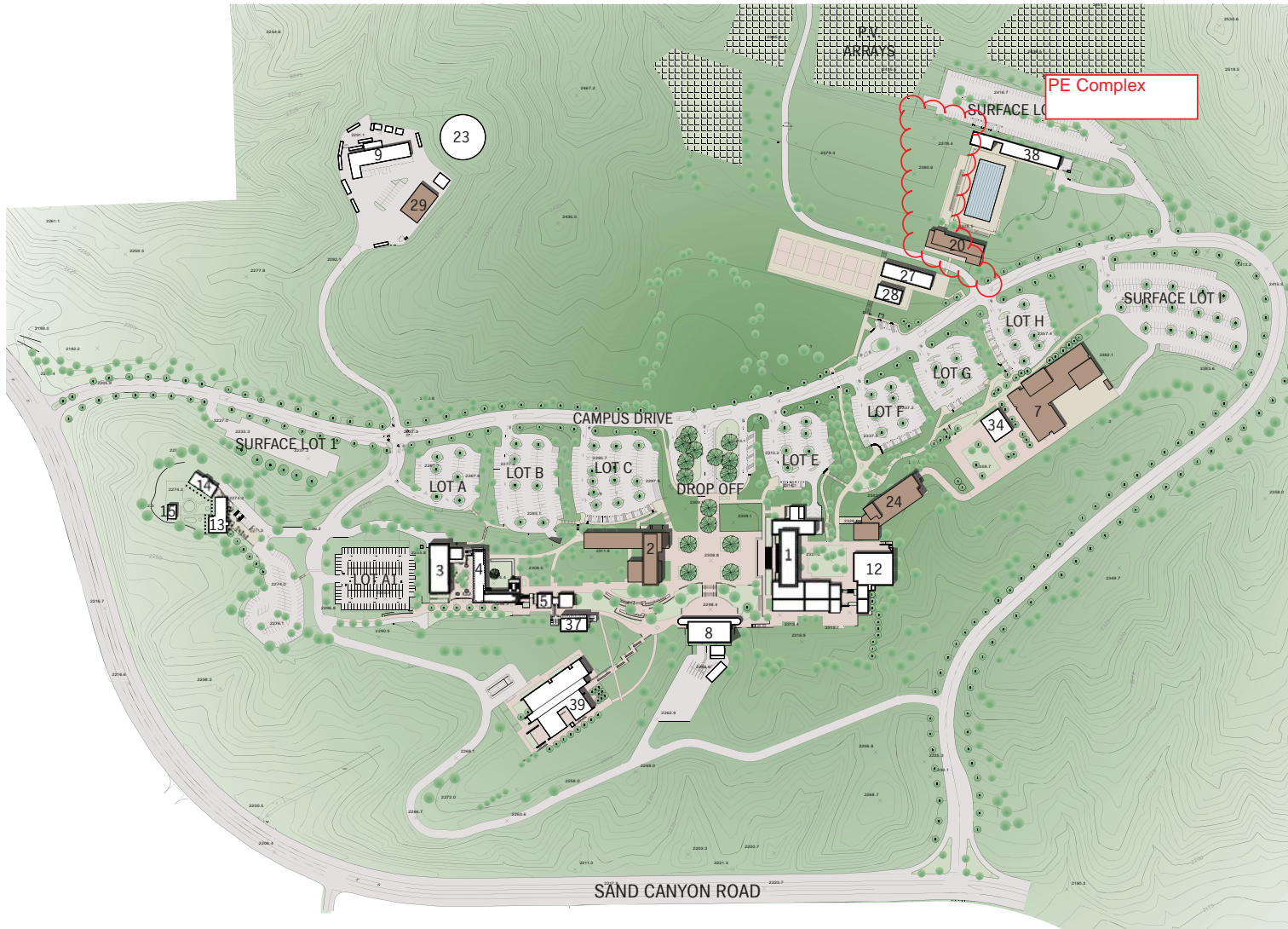
By: \_\_\_\_\_  
DATE: \_\_\_\_\_

  
5-22-2014

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

  
5/22/14

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



- | NO.       | BUILDING NAME                                 |
|-----------|---|
| 1         | LAB/ADMIN                                     |
| <b>2</b>  | <b>CRAFTON CENTER</b>                         |
| 3         | CLASSROOM BUILDING 2                          |
| 4         | STUDENT SERVICES A                            |
| 5         | CLASSROOM BUILDING 1                          |
| <b>7</b>  | <b>OCCUPATIONAL ED 2</b>                      |
| 8         | PERFORMING ARTS CENTER                        |
| 9         | MAINTENANCE & OPERATIONS                      |
| 12        | CHEMISTRY                                     |
| 13        | CDC 1   |
| 14        | CDC 2   |
| 15        | CDC 3   |
| <b>20</b> | <b>PHYS ED / ATHLETICS</b>                    |
| 23        | WATER TANK                                    |
| <b>24</b> | <b>SCIENCE</b>                                |
| 27        | SCIENCE MODULAR                               |
| 28        | MATH MODULAR                                  |
| <b>29</b> | <b>OFFICES (REPURPOSED BOOKSTORE MODULAR)</b> |
| 34        | BOOKSTORE CLASSROOMS                          |
| 37        | STUDENT SERVICES B                            |
| 38        | AQUATIC CENTER                                |
| 39        | LEARNING RESOURCE CENTER                      |

\* BOLD INDICATES NEW BUILDING

MASTER PLAN - HORIZON 1



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Business & Fiscal Services  
PREPARED BY: Jose F. Torres, Director of Fiscal Services  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Authorized Signature List

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Authorized Signature List for Fiscal Year 2014-15.

OVERVIEW

In accordance with California legal code, the Board of Trustees may, via annual Board action, delegate its authority to named agents. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions.

ANALYSIS

The Authorized Signature List for Fiscal Year 2013-14 will expire on June 30, 2014. In order to ensure the continuation of operations, the Authorized Signature List for Fiscal Year 2014-15 must be approved before July 1, 2014.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications connected with the approval of this item.

## Authorized Signature List Fiscal Year 2014-15

<b>Contracts, Agreements, and Memos of Understanding</b> Subject to Ratification by the Board of Trustees <i>(no monetary limit)</i>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Jose Torres, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> </ul>
<b>Travel Advances</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> </ul>
<b>Revenue Clearing Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Jose Torres, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Greg Allred, Accounting Manager</i></li> </ul>
<b>Revolving Cash Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Jose Torres, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Greg Allred, Accounting Manager</i></li> </ul>
<b>Safe Deposit Box</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Jose Torres, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> </ul>
<b>Bookstore, Cafeteria, Associated Students, Clubs &amp; Trusts, Representation Fee, and Scholarship &amp; Loan Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Jose Torres, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Greg Allred, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>
<b>Financial Aid Bank Accounts</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Bruce Baron, Chancellor</i></li> <li>◆ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Jose Torres, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Greg Allred, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>
<b>Financial Aid Mailbox</b>	}	<ul style="list-style-type: none"> <li>◆ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li> <li>◆ <i>Jose Torres, Director of Fiscal Services</i></li> <li>◆ <i>Steven J. Sutorus, Business Manager</i></li> <li>◆ <i>Greg Allred, Accounting Manager</i></li> <li>◆ <i>Kate Myers, Accounting Supervisor</i></li> </ul>



# Authorized Signature List

## Fiscal Year 2014-15

<b>District Orders for Commercial Warrants and Related Journal Entries</b>	<ul style="list-style-type: none"><li>♦ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li><li>♦ <i>Jose Torres, Director of Fiscal Services</i></li><li>♦ <i>Steven J. Sutorus, Business Manager</i></li><li>♦ <i>Greg Allred, Accounting Manager</i></li><li>♦ <i>Kate Myers, Accounting Supervisor</i></li></ul>
<b>Payroll Orders and Related Journal Entries, and Voluntary Payroll Deductions (PAY620)</b>	<ul style="list-style-type: none"><li>♦ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li><li>♦ <i>Jose Torres, Director of Fiscal Services</i></li><li>♦ <i>Steven J. Sutorus, Business Manager</i></li><li>♦ <i>Greg Allred, Accounting Manager</i></li></ul>
<b>Notices of Employment for Certificated, Classified, and Student and Temporary Employees</b>	<ul style="list-style-type: none"><li>♦ <i>Bruce Baron, Chancellor</i></li><li>♦ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li><li>♦ <i>Vacant, Vice Chancellor, Human Resources &amp; Employee Relations</i></li></ul>
<b>Purchase Orders (no monetary limit)</b>	<ul style="list-style-type: none"><li>♦ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li><li>♦ <i>Jose Torres, Director of Fiscal Services</i></li><li>♦ <i>Steven J. Sutorus, Business Manager</i></li></ul>
<b>Journal Entries (not authorized by District or Payroll Orders), Interfund Transactions, and Budget Transfers</b>	<ul style="list-style-type: none"><li>♦ <i>Timothy L. Oliver, Interim Vice Chancellor, Business &amp; Fiscal Services</i></li><li>♦ <i>Jose Torres, Director of Fiscal Services</i></li><li>♦ <i>Steven J. Sutorus, Business Manager</i></li><li>♦ <i>Greg Allred, Accounting Manager</i></li></ul>
<b>Certify/Attest to Board Action</b>	<ul style="list-style-type: none"><li>♦ <i>Bruce Baron, Chancellor</i></li><li>♦ <i>Joseph Williams, Clerk of the Board</i></li></ul>
<b>Access to San Bernardino County Schools Computer Consortium System with Secure I.D. Token</b>	<ul style="list-style-type: none"><li>♦ <i>Jose Torres, Director of Fiscal Services</i></li><li>♦ <i>Steven J. Sutorus, Business Manager</i></li><li>♦ <i>Greg Allred, Accounting Manager</i></li><li>♦ <i>Kate Myers, Accounting Supervisor</i></li></ul>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Jose F. Torres, Director of Fiscal Services  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

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

OVERVIEW

Budget Adjustments are 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. These actions reflect the adjustments necessary to conduct the business of the District and to remain in compliance with sound fiscal practices.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The various budgets are impacted as indicated on the attached adjustments.

## BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
4-23-14	SBVC	<i>K. DeWitt</i>	<i>[Signature]</i>

### ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
------	------	------	---------	--------	--------	------	--------------	----------------

### INCOME

01	001	01	3540	0000	8823.00	0000	Donations	\$7,500.00
							Total	\$7,500.00

### EXPENSE

01	00	01	3540	0000	6400.00	1002	Equipment	\$7,500.00
							Total	\$7,500.00

### JUSTIFICATION

To set up income/expense budget for donation of Crane and Bamboo Sculpture to Art Department. Donated by Allen and Clara Gresham, Charles and Shelby Obershaw and Claudia Aguilar. Board approval June 12, 2014.

Fiscal Services		Board Action Date
<i>[Signature]</i> 5/22/14		6/12/14
Batch Transfer Number/Reference #	Posted By:	Date:









SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Jose Torres, Director of Fiscal Services  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of District Bank Accounts

RECOMMENDATION

It is recommended that the Board of Trustees approve the District's existing bank accounts.

OVERVIEW

According to the California Budget and Accounting Manual, it is the intent of the California Board of Governors and the Chancellor's Office to encourage sound fiscal management practices among community college districts to facilitate the most efficient and effective use of moneys under district control. To that end, the District may, for the purpose of expediting business transactions in accordance with sound business practices, establish separate bank accounts for functions or revenue-producing activities or operations not directly associated with, but complementary to, the regular instructional and non-instructional functions of the district and colleges.

All such authorized separate bank accounts are to be annually presented to the governing board for its review and confirmation of continuing need.

ANALYSIS

The list of bank accounts currently held by the District is attached.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications connected with the approval of this item.



## District Bank Accounts

Fiscal Year 2014-15

Fund	Accounts	Type	Institution
General	<ul style="list-style-type: none"> <li>♦ Revenue Clearing</li> <li>♦ Revolving Cash Fund</li> </ul>	Checking	Citizens Business Bank
Bond Interest & Redemption	<ul style="list-style-type: none"> <li>♦ General Obligation 2008 Series A Construction</li> <li>♦ General Obligation Refunding Bonds, Series 2013A Tax-Exempt – COI</li> <li>♦ General Obligation Refunding Bonds, Series 2013B - COI</li> </ul>	Investment	Bank of New York Melon
Financial Aid	<ul style="list-style-type: none"> <li>♦ Grants/Federal</li> <li>♦ Student Loans/Federal</li> <li>♦ Grants/State</li> </ul>	Checking	Citizens Business Bank
	<ul style="list-style-type: none"> <li>♦ Student Loans/Federal</li> </ul>	Mailbox	US Bank
Scholarship & Loan	<ul style="list-style-type: none"> <li>♦ Emergency Loans</li> <li>♦ Scholarship &amp; Loan</li> </ul>	Checking	Community Bank
	<ul style="list-style-type: none"> <li>♦ Scholarship &amp; Loan</li> </ul>	Money Market	Inland Valley Bank
Representation Fee	<ul style="list-style-type: none"> <li>♦ Student Rep Fee</li> </ul>	Checking	Inland Valley Bank
Bookstore	<ul style="list-style-type: none"> <li>♦ Bookstore</li> </ul>	Checking	Bank of America
	<ul style="list-style-type: none"> <li>♦ Bookstore</li> </ul>	CD	Inland Valley Bank
Cafeteria	<ul style="list-style-type: none"> <li>♦ Cafeteria</li> </ul>	Checking	Bank of America
Associated Students	<ul style="list-style-type: none"> <li>♦ CHC Student Government/Clubs &amp; Trusts</li> </ul>	Checking	Bank of America
	<ul style="list-style-type: none"> <li>♦ SBVC Student Government</li> <li>♦ SBVC Clubs &amp; Trusts</li> </ul>	Checking	Wells Fargo Bank
	<ul style="list-style-type: none"> <li>♦ SBVC Student Government</li> </ul>	Certificate of Deposit	Inland Valley Bank
Self-Insurance	<ul style="list-style-type: none"> <li>♦ Workers Comp/Keenan &amp; Associates Administrators</li> </ul>	Checking	Union Bank
	<ul style="list-style-type: none"> <li>♦ Property &amp; Liability/ Keenan &amp; Associates Administrators</li> </ul>	Checking	Bank of America

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of 2016-17 Five Year Construction Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2016-17 Five Year Construction Plan.

OVERVIEW

Each year the District is required to submit a Five Year Construction Plan to the California Community Colleges Chancellor's Office. The Plan provides a list of proposed capital construction projects, including those supported by local funds like Measure M, and those supported with a combination of State and local funds. The Plan summary is attached.

ANALYSIS

The Five-Year Construction Program addresses the highest priority capital construction needs throughout the District. These needs were identified through planning and development activities with each college. Based on an analysis of the State's criteria for funding projects, Initial Project Proposals are being submitted this year for the Technical Building and Liberal Arts Replacement projects at SBVC.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Approval of the Five Year Construction Plan will not impact the budget.

2016 - 20 FIVE YEAR CAPITAL OUTLAY PLAN  
(2016 - 17 FIRST FUNDING YEAR)

**San Bernardino CCD**

Prepared in reference to the Community College Construction Act of 1980  
and  
approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

*Signed* \_\_\_\_\_  
Bruce Baron  
(Chief Executive Officer  
or their designee)

*Title* \_\_\_\_\_ Chancellor \_\_\_\_\_

*Date* \_\_\_\_\_

*Contact Person* Tim Oliver \_\_\_\_\_

*Telephone* (909) 382-4021 \_\_\_\_\_

Date Received at  
Chancellor's Office

Chancellor's Office  
reviewed by

Notice of Approval

**Inventory of Land**

San Bernardino CCD

List the address and acreage of every land unit owned by the district (Education Code 81821(e)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year

Address	Acreage
Crafton Hills College 11711 Sand Canyon Road Yucapia, CA 92399	527.0
San Bernardino District Office 114 South Del Rosa Drive San Bernardino, CA 92408	5.0
San Bernardino Valley College 701 South Mt. Vernon Avenue San Bernardino, CA 92410	87.0

**Legislative Districts**

Campus	Assembly	Senate	House
Crafton Hills College	65	31	0
San Bernardino Valley College	62	32	0
San Bernardino District Office*	76	39	49

**Instructional Delivery Locations**

San Bernardino CCD

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**Address**

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Crafton Hills College  
11711 Sand Canyon Road  
Yucapia, CA 92399

San Bernardino District Office  
114 South Del Rosa Drive  
San Bernardino, CA 92408

San Bernardino Valley College  
701 South Mt. Vernon Avenue  
San Bernardino, CA 92410

Arrowhead Regional Medical Center  
400 North Pepper Avenue  
Colton, CA 92324

Big Bear High School  
351 Maple Lane  
Big Bear Lake, CA 92386

San Bernardino Sheriff's Dept.  
18000 Institution Road  
San Bernardino, CA 92407

Stater Brother's Corporation Office  
301 South Tippecanoe Avenue  
San Bernardino, CA 92408





**District Projects Priority Order**

San Bernardino CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
15	Parking Structure	2016/2017	NonState		(P)(W)	(C)				
		\$33,000,000				\$33,000,000				
16	ADA Access	2014/2015	NonState		(C)					
		\$800,000		\$800,000						
17	Parking Structure 2	2017/2018	NonState				(C)			
		\$31,000,000					\$31,000,000			
18	Parking Structure	2017/2018	NonState		(P)	(W)(C)	(E)			
		\$21,000,000		\$500,000	\$18,000,000	\$2,500,000				
19	Chemistry Health Science Renovation	2016/2017	NonState		(P)(W)	(C)				
		\$3,000,000		\$450,000	\$2,550,000					
20	Arts Renovation Upgrade	2016/2017	NonState		(P)(W)	(C)				
		\$823,529		\$100,000	\$723,529					
21	Classroom Building Renovation	2016/2017	NonState		(P)(W)	(C)				
		\$294,118		\$50,000	\$244,118					
22	Student Services Building Selective Re	2016/2017	NonState			(C)				
		\$50,000			\$50,000					
23	Café Tier 2&3 Renovation/Upgrade	2018/2019	NonState				(P)(W)	(C)		
		\$2,473,500				\$300,000	\$2,173,500			
24	East Classroom Complex (Bookstore, B	2018/2019	NonState				(P)	(W)(C)		
		\$400,000				\$40,000	\$360,000			
25	Gym	2018/2019	NonState				(P)	(W)(C)		
		\$500,000				\$75,000	\$425,000			
26	Performance Art Center Renovation	2016/2017	NonState		(P)(W)(C)	(E)				
		\$9,441,600		\$6,441,600	\$3,000,000					
27	Child Development Center	2018/2019	NonState				(P)	(W)(C)		
		\$450,000				\$45,000	\$405,000			
28	North Hall-Media Communications, Sei	2009/2010	State							
		\$7,689,000								
		\$10,333,000	NonState							

**District Projects Priority Order**

San Bernardino CCD

No.	Project	Occupancy	Source	Schedule of Funds						
				2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021
29	Learning Resource/Technology Center	2010/2011	Crafton Hills College							
	ASF	Total Cost								
		\$15,545,000	State							
		\$12,043,000	NonState							

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
 FROM: Bruce Baron, Chancellor  
 REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
 PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj  
 DATE: June 12, 2014  
 SUBJECT: Consideration of Approval of Measure M Construction Change Orders and Contract Amendments

RECOMMENDATION

It is recommended that the Board of Trustees approve this single action item for Measure M construction change orders and amendments. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

<b>Crafton Hills College – Occupational Education 2 Building</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Sinanian Development	CA #1	15,888,000.00	0.00	38,321.93	15,926,321.93	0.0%

<b>Crafton Hills College – Temporary Parking Lot</b>						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Three Peaks	CO #1	169,500.00	0.00	4,369.93	173,869.93	2.58%

OVERVIEW

Construction change orders may be generated by a number of circumstances. These include changes directed by the District to address contractor or architect recommendations for efficiency, occupant needs, or to improve future building or space usability. California Public Contract Code 20118.4 establishes a guideline that limits construction contract change orders to 10% of the base contract amount.

A construction contract is amended when there is a change in the scope of work due to unforeseen conditions that must be corrected in order for work to proceed. Amendments alter the base contract amount and are not limited to the 10% guideline.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

#### ANALYSIS

Construction contract amendments and change orders submitted with this board item total \$42,691.86 which is 0.040% of the total Measure M construction contracts of \$106,894,377.45.

The total of all Measure M amendments and change orders, including those submitted at this board meeting, increases the Bond Measure M construction contracts by \$2,535,718.71. The new overall Measure M change order percentage is 2.37%. The construction projects remain within the approved budget.

#### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

Included in the 2013-2014 Budget for Measure M



# Bond Measure M Construction Change Summary

*This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.*

Contractor: Sinanlan Development Amount \$ 38,321.93

Campus: Crafton Hills College Project: Occupational Education 2 Building

This Change is a(n):

- Amendment (not subject to 10% limitation)      Change Order (subject to 10% limitation)
- Unforeseen Conditions      Design Omission      Design Conflict  
 Campus Recommended      Contractor Recommended      Agency Required  
 Contractor Transfer (no cost to District)      Other, Construction Manager Generated

Explanation of Change: Eroded hole repair

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### Accountability

This Change was part of the original design scope: Due to rain events that took place and after a meeting with the geotechnical engineer a recommendation was made to repair the eroded hole. The rain caused the eroded hole to enlarge both in width and depth, thereby causing an unforeseen condition.

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- The cost of this change has been validated and is the best possible price available to the District.
- This change has been reviewed and is necessary to the completion this project.

### Impact

Original contract was Board approved on <u>12/12/13</u> in the amount of	\$	<u>15,888,000.00</u>
Total Board approved amendments to date	\$	<u>-</u>
Requested amendment amount		<u>38,321.93</u>

This request is an amendment and results in a revised contract amount of \$ 15,926,321.93  
 (Note: This revised contract amount basis for 10% rule)

Change orders to date	\$	<u>-</u>
Requested Change Order amount	\$	<u>-</u>

This request is a change order and results in a revised contract amount of \$ \_\_\_\_\_

This change order is subject to the 10% rule. It results in a 0.00% change to the contract

The cumulative amount of change orders for this contract equals \_\_\_\_\_

0.00% of the contract amount.

<b>TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS</b>		<b>\$ 15,926,321.93</b>
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### Signatures

Bond Program Manager: Diana Johnson *Diana Johnson* 5/21/14  
 (Signature) (Date)

8102.00  
Project Number

OE2  
CA-01

**CHANGE AMENDMENT**

Original Contract Amount: \$15,888,000.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$0.00

School Name:	<u>Crafton Hills College</u>	Date:	<u>May 1, 2014</u>
Project Description:	<u>OE2 Building</u>	Contract No.:	<u>Bld Category 1</u>
To (Contractor):	<u>Sinanian Development, Inc.</u>	Alln:	<u>Fuad Motia</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attachments Reference RFP No.: Refer to attachments

Description of Work:

This change amendment includes additional scope of work for the general contractor generated from an unforeseen field conditions encountered during construction operations. See backup for additional description/information.

Refer to attached OE2 Project Memo No. 38  
Contract Change Order No. OE2-CA1: Item 1.1

TOTAL COST of CONTRACT CHANGE ORDER OE2-CA1: \$38,321.93

Reason for Change:

Refer to pg 2 for information.

Initiator of Change:

Refer to pg 2 for information.

The original Base Contract Sum was:	<u>\$15,888,000.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. OE2-CA1 will be increased by:	<u>\$38,321.93</u>
The revised BASE Contract Sum:	<u>\$15,926,321.93</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$15,926,321.93</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$15,926,321.93</u>
The contract TIME due to C.O. No. OE2-CA1 will be changed by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>19-Jun-16</u>
SBCCD Change Order No. <u>OE2-CA1</u> includes Item Number(s):	<u>1.1</u>

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Signature	Name (printed)	Date
	Bob Lavey, Project Architect	5-12-2014
	Geoff Bachanas, Construction Manager	5/4/14
District:	Timothy Oliver, Vice Chancellor Fiscal Services	
Contractor:	Sinan Sinanian, Owner	5/16/14
	Printed Name/Title	

State of California - Division of the State Architect DSA Application No. \_\_\_\_\_ File No. \_\_\_\_\_  
Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

**CHANGE AMENDMENT NO. OE2-CA1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	COR #6 - Eroded Hole Repair	A-2	100	\$0.00	\$38,321.93	\$38,321.93
<b>Subtotal</b>						<b>\$38,321.93</b>
<b>TOTAL CONTRACT CHANGE AMENDMENT # OE2-CA1</b>						<b>\$38,321.93</b>

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED





# Bond Measure M Construction Change Summary

*This form must accompany all Construction Change Requests to verify that all steps of review and accountability have been met prior to submission for approval by the Board of Trustees.*

Contractor: Three Peaks Amount \$ 4,369.93  
 Campus: Crafton Hills College Project: Temporary Parking Lot

This Change is a(n):

- Amendment (not subject to 10% limitation)    
  Change Order (subject to 10% limitation)
- Unforeseen Conditions    
  Design Omission    
  Design Conflict  
 Campus Recommended    
  Contractor Recommended    
  Agency Required  
 Contractor Transfer (no cost to District)    
  Other, Construction Manager Generated

Explanation of Change: Revised pavement section; credit for a portion of retaining wall; clean-out for storm drain system; relocating existing french drain; realigning the retaining wall; unused electrical parts; irrigation work & hardware supplied

### Accountability

This Change was part of the original design scope: Unforeseen field condition for revision of pavement section; credit issued for portion of retaining wall deleted from contract; error and omission for clean-out of storm drain system; unforeseen field condition for relocation of existing french drain; error and omission for realigning the retaining wall; credit for unused electrical parts; added scope for irrigation work and hardware supplied.

- The cost of this change has been validated and is the best possible price available to the District.  
 This change has been reviewed and is necessary to the completion this project.

### Impact

Original contract was Board approved on <u>04/10/14</u> in the amount of	\$	<u>169,500.00</u>
Total Board approved amendments to date	\$	<u>-</u>
Requested amendment amount		<u>-</u>
<input type="checkbox"/> This request is an amendment and results in a revised contract amount of	\$	<u>169,500.00</u>
<b>(Note: This revised contract amount basis for 10% rule)</b>		
Total Board approved change orders to date	\$	<u>-</u>
Requested Change Order amount	\$	<u>4,369.93</u>
<input checked="" type="checkbox"/> This request is a change order and results in a revised contract amount of	\$	<u>173,869.93</u>
This change order is subject to the 10% rule. It results in a <u>2.58%</u> change to the contract		
The cumulative amount of change orders for this contract equals		<u>4,369.93</u>
<u>2.58%</u> of the contract amount.		

**TOTAL CONTRACT AMOUNT TO DATE INCL. CHANGE ORDERS** 173,869.93

### Signatures

Bond Program Manager     Diana Johnson     Diana Johnson     5/21/14  
(Signature) (Date)

5246.00  
Project Number

LRC: Temp Parking  
CO-01

**CHANGE ORDER**

Original Contract Amount: \$169,500.00  
Amount of Previous Contract Amendments: \$0.00  
Amount of Previous Change Orders: \$0.00

School Name:	<u>Crafton Hills College</u>	Date:	<u>May 13, 2014</u>
Project Description:	<u>LRC: Temporary Parking Lot</u>	Contract No.:	<u>5246</u>
To (Contractor):	<u>Three Peaks Corp.</u>	Attn:	<u>Erik Simmons</u>

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attachments Reference RFP No.: Refer to attachments

Description of Work:

This change order includes additional scopes of work for the general contractor generated from added and/or deleted scope improvements, unforeseen field conditions encountered and identified during construction operations, and error and/or omissions. These items were not included in the original contract documents and noted after the bid and execution of the trade contract.

Refer to attached LRCP Project Memo No. 9

Contract Change Order No. LRC: Temporary Parking Lot - CO1: Item 1.1 - 1.7.

TOTAL COST of CONTRACT CHANGE ORDER LRCP-CO1: \$4,369.93

Reason for Change:

Refer to pg 2 for information.

Initiator of Change:

Refer to pg 2 for information.

The original Base Contract Sum was:	<u>\$169,500.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No. LRCP-CO1 will be increased by:	<u>\$4,369.93</u>
The revised BASE Contract Sum:	<u>\$173,869.93</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$173,869.93</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$173,869.93</u>
The contract TIME due to C.O. No. LRCP-CO1 will be changed by:	<u>14</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore:	<u>16-May-14</u>
SBCCD Change Order No. <u>LRCP-CO1</u> includes Item Number(s):	<u>1.1 through 1.7</u>

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

	Signature	Name (printed)	Date
Architect:		Darryl Cartozian, Project Architect	05/19/2014
Constr. Mgr.:		Geoff Bachanas, Construction Manager	5/15/14
District:		Timothy Oliver, Interim Vice Chancellor of Business & Fiscal Services SBCCD	
Contractor:		Erik Simmons, Owner	5/16/14

Printed Name/Title

State of California - Division of the State Architect DSA Application No. \_\_\_\_\_ File No. \_\_\_\_\_  
Approved \_\_\_\_\_ per Principal Structural Engineer: \_\_\_\_\_

**CHANGE ORDER NO. Learning Resource Center: Temporary Parking Lot-CO1**

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	COR #1 - Revised pavement section	A-1	100	\$0.00	\$2,332.00	\$2,332.00
Item 1.2	COR #2 - Credit for a portion of wall to be deleted from contract	A-1	100	-\$3,735.00	\$0.00	-\$3,735.00
Item 1.3	COR #3 - Additional cost to provide clean out for storm drain	B-1	100	\$0.00	\$144.06	\$144.06
Item 1.4	COR #4 - Additional cost for relocating existing french drain	A-1	100	\$0.00	\$963.70	\$963.70
Item 1.5	COR #5 - Additional cost of realigning the wall	B-3/4	100	\$0.00	\$1,263.96	\$1,263.96
Item 1.6	COR #6 - Unused Electrical Parts Allowance Credit	L-2	100	-\$298.53	\$0.00	-\$298.53
Item 1.7	COR #7 - Irrigation pipe installation and hardware purchasing and delivery	C-4	100	\$0.00	\$3,699.74	\$3,699.74
<b>Subtotal</b>						<b>\$4,369.93</b>
<b>TOTAL CONTRACT CHANGE ORDER # LRC: Temporary Parking Lot-CO1</b>						<b>\$4,369.93</b>

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

\* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval of Sole Source Purchases from Forest Incentives, Ltd.

RECOMMENDATION

It is recommended that the Board of Trustees approve purchasing from Forest Incentives, Ltd. as a sole source vendor.

OVERVIEW

As part of KVCR's pledge drives, the practice of giving thank you gifts in return for donations during pledge times is well established. The Public Broadcasting Service (PBS) coordinates with all PBS stations for pledge programming and related thank you gifts. KVCR, through PBS direction utilizes Forest Incentives, Ltd. as its supplier and fulfillment center. The pledge programs include the pledge breaks and the dollar amounts at which members can pledge to receive thank you gifts. KVCR is informed of the length of the programs, the dollar amounts to be pledged for which gift level and which vendor to use for purchasing and processing of the thank you gifts. PBS negotiates with vendors for the best price, value and service and this year the vendor chosen was Forest Incentives, Ltd.

ANALYSIS

The products and fulfillment services associated with PBS pledge programming as desired by KVCR cannot be provided by any other provider. No competitive advantage to the District would result by competitively bidding for these purchases because of the pre-negotiated packaging established for specific PBS station pledge drives. Therefore, the District may purchase from Forest Incentives, Ltd. as the sole source.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fiscal Year 2013-2014 and 2014-2015 budgets.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Bruce Baron, Chancellor

**DATE:** June 12, 2014

**SUBJECT:** Consideration of Approval to Accept Board Policies for First Reading:  
BP 1100 SBCCD  
BP 1200 District Mission Statement  
BP 2200 Board Duties & Responsibilities  
BP 2410 Board Policies & Administrative Procedures

Submitted for Information Only:  
AP 2410 Board Policies & Administrative Procedures

### **RECOMMENDATION**

It is recommended that the Board of Trustees accept Board Policies 1100 SBCCD, 1200 District Mission Statement, 2200 Board Duties & Responsibilities, and 2410 Board Policies & Administrative Procedures for first reading. AP 2410 Board Policies & Administrative Procedures is submitted for information only.

### **OVERVIEW**

The changes to these policies include requirements of the Education Code and current law.

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

### **ANALYSIS**

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district.

The attached Administrative Procedures have been modified and or reviewed and have gone through the collegial consultation process.

### **BOARD IMPERATIVE**

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

None.

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**San Bernardino Community College District**  
**Board Policy**  
Chapter 1 – The District

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**BP 1100 THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

*(Replaces current SBCCD BP 1000)*

❖ **From current SBCCD BP 1000 titled District Name**

The District has been named the San Bernardino Community College District. The name is the property of the District. No person shall, without the permission of the Board [of Trustees](#), use this name or the name(s) of any college(s) or other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The District consists of the following colleges and/or education centers:

- San Bernardino Valley College  
701 So. Mt. Vernon Avenue  
San Bernardino, CA 92410
- Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, CA 92399
- [Technology and Educational Support Services](#) ~~Distributed Education & Technology Services~~  
~~441 West 8th Street~~  
~~San Bernardino, CA 92401~~  
[1289 Bryn Mawr Avenue, Suite B](#)  
[Redlands, CA 92374](#)
- District Office and Professional Development Center  
114 S. Del Rosa Avenue [Drive](#)  
San Bernardino, CA 92408

- 44 • [Economic Development and Corporate Training](#)  
45 [114 S. Del Rosa Drive](#)  
46 [San Bernardino, CA 92408](#)  
47
- 48 • [KVCR TV-FM](#)  
49 [701 S. Mt. Vernon Avenue](#)  
50 [San Bernardino, CA 92410](#)  
51

52 The District holds classes and conducts programs at [its campus locations and other off-](#)  
53 [campus](#) sites, ~~belonging to Joint Power Agreement authorities. These include facilities~~  
54 ~~operated by the San Bernardino County Sheriff, the San Bernardino County Fire~~  
55 ~~Department, and other city and county agencies.~~  
56

57 **References:** Education Code § Section 72000(b);  
58 [Elections Code Section 18304](#)  
59  
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61 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and  
62 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from  
63 the current SBCCD BP 1000 titled District Name adopted on 1/11/01 and amended on 4/8/04. The  
64 language in **blue ink** is included for consideration from the Board Policy Work Group on 1/30/14. The  
65 language in **purple ink** was recommended by District Assembly on 3/4/14 (**NOTE:** The reference to  
66 Middle College was removed as this is not solely SBCCD's enterprise). The Board Policy Work Group  
67 reviewed this document again on 3/18/14.  
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**Adopted:** 1/11/01  
**Revised:** 4/8/04; \_\_\_\_\_

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**San Bernardino Community College District**  
**Board Policy**  
Chapter 1 – The District

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**BP 1200 DISTRICT MISSION STATEMENT**

*(Replaces current SBCCD BP 1100)*

**District Strategic Planning is revising the Mission for consideration.**

**NOTE:** *The language in red ink is required by the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) accreditation standards.*

**❖ From current SBCCD BP 1100 titled District Mission Statement**

The mission of the San Bernardino Community College District is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.

This mission is achieved through the District's two colleges, public broadcast system (KVCR), **Economic Development and Corporate Training Center (EDCT)** by providing to the students and communities we serve high quality, effective and accountable instructional programs and services in the following areas:

- **Transfer education** programs that ensure the greatest possibility of success in baccalaureate programs.
- **General education** programs designed to give students a substantial and coherent exposure to the major broad domains of higher education.
- **Vocational/technical** education programs that offer opportunities in training, retraining, and skill building to provide business, industry and government with a qualified work force.
- **Workforce Development programs** of fee-based classes that provides an opportunity for individuals to develop occupational skills in preparation for employment or to improve or upgrade job skills to enhance performance in current employment.
- **Economic Development** programs that promote partnerships with corporate and commercial enterprise as well as government agencies to enhance the economic base of the community served.



- 44 • **A Public Broadcasting System** – Service and infrastructure will be provided to  
45 the community that contributes to meeting the educational and communications  
46 needs of the Inland Empire and partners with educational agencies and public  
47 agencies to broaden the scope of services to the community.
- 48 • **Distributive Education** programs that are coordinated with the existing delivery  
49 systems and provide enhanced access and opportunity for all students to  
50 improve their educational opportunities. These services to include increased  
51 access through the infrastructure.

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52 These instructional programs will be supported by specific student services as identified  
53 below:

- 54 • **Comprehensive Support Services** enhanced by matriculation that provides for  
55 counseling and guidance to encourage student growth and development through  
56 assessment, academic planning, career planning and personal development.
- 57 • **Developmental Program** services that provide under-prepared students with the  
58 skills they need to enter transfer, general education, or vocational/technical  
59 programs.
- 60 • **Disabled and Disadvantaged Student services** that provide students the  
61 opportunity for equitable access to the educational offerings of the college.
- 62 • **Commitment to Diversity** that recognizes the varied needs of equal opportunity  
63 and access to a diverse student population.

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64 This mission is carried out in an environment that encourages intellectual development,  
65 enhances personal growth, and fosters openness to a wide range of ideas, cultures  
66 and people. Admission to these educational programs is open to adults, high school  
67 graduates and others as identified by law who can profit from the instruction.

68 The Board of Trustees of the San Bernardino Community College District reaffirms the  
69 role of the community colleges as defined in the California Master Plan for Higher  
70 Education. The District has adopted and is committed to an Affirmative Action policy of  
71 nondiscrimination in all of its dealings with students, employees, and the community.  
72 This statement of mission is designed to assist the Board in carrying out its role and  
73 responsibility in developing fiscal, physical, and human resources on behalf of the  
74 people of this District.

75 The mission is evaluated and revised on a regular basis.

76 ~~**Note:** The Board of Trustees shall review the mission statement in preparation for each  
77 self-study under the WASC/ACCJC standards.~~

78 **Reference:** WASC/ACCJC Accreditation Standard One !

88 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy  
89 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is  
90 from the current SBCCD BP 1100 titled District Mission Statement adopted on 1/11/01 and amended on  
91 4/8/04. This document was reviewed by the Board Policy Work Group on 1/30/14. All other changes  
92 were recommended by the constituent groups of District Assembly on 5/6/14.  
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**Adopted:** 1/11/01

**Revised:** 4/8/04; \_\_\_\_\_

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San Bernardino Community College District  
Board Policy  
Chapter 2 – Board of Trustees

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**BP 2200 BOARD DUTIES AND RESPONSIBILITIES OF THE BOARD**

*(Replaces current SBCCD BP 2000 and BP 2270)*

**NOTE:** Board duties and responsibilities are also reflected throughout the Board Policy Manual and are addressed in BP 2715 titled Code of Ethics/Standards of Practice. Insert local practice; sample concepts are provided below. Additional resources may be found in Chapter 7 of the League's Trustee Handbook and other publications on trusteeship.

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies. (see BP/AP 2410 titled Board Policies and Administrative Procedures)
- Select, hire, and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

❖ **From current SBCCD BP 2270 titled Board Imperatives**

The Board is committed to excellence and effectiveness in all the operations and entities that comprise the ~~San Bernardino Community College~~ District. It is committed to student access, retention and success and to prudent management of all the District's resources. The Board strives for and expects informed and excellent

43 governance and leadership from themselves and from all the key leaders of the  
44 District.

45  
46 To that end, the Board has established four Board Imperatives:

47  
48 I. Institutional Effectiveness

49  
50 II. Learning Centered Institution for Student Access, Retention, and Success

51  
52 III. Resource Management for Efficiency, Effectiveness, and Excellence

53  
54 IV. Enhanced and Informed Governance and Leadership

55  
56 The Board directs the ~~Chancellor~~ Chancellor to ensure that each entity of the ~~San~~  
57 ~~Bernardino Community College~~ District develops and meets goals to ensure that the  
58 Board's Imperatives are met.

59  
60  
61 **❖ From current SBCCD BP 2000 titled Duties and Responsibilities of the**  
62 **Board**

63  
64 In addition, the Board of Trustees is committed to fulfilling the following duties and  
65 responsibilities:

66  
67 **A. General**

- 68 1. Select the ~~chief administrative officer~~ Chancellor of the District.
- 69  
70 2. Approve the college calendar and determine which holidays to observe and  
71 on what days to observe them within the framework of providing the  
72 necessary number of days of instruction to qualify for state apportionment.  
73 The calendar shall be established after consultation with the District  
74 constituencies.
- 75  
76 3. Consider communications and requests from citizens or organizations on  
77 matters of administration and policy.
- 78  
79 4. Provide auxiliary services necessary to achieve the purposes of the  
80 community college.
- 81  
82 5. Approve and provide such classes, programs and facilities under the  
83 provisions of the Community Service Act and the Civic Center Act as deemed  
84 appropriate.
- 85  
86 6. Notify the Board President or Chancellor ~~Secretary of the Board~~ when a  
87 member shall be absent from a Board meeting. Such notification shall be  
88 given as far in advance of the meeting as possible.

89  
90 7. Evaluate annually, in writing, the [Chancellor's](#) performance using selected  
91 evaluation instruments.

92  
93 8. Evaluate annually, in writing, the Board of Trustees performance using  
94 selected evaluation instruments.

95  
96 **B. Business**

97  
98 1. Establish policies and approve long-range master plans for facilities, and  
99 submit such plans to the Board of Governors for review and approval.

100  
101 2. Determine and control the District budget and present the budget to County  
102 authorities.

103  
104 3. Consider reports of the financial condition of the District.

105  
106 4. Provide for periodic audit of funds of the District as provided by law, including  
107 those of student organizations, food services, bookstores, and others handled  
108 under the supervision of the District.

109  
110 5. Authorize expenditures of funds and approve payment for authorized  
111 purchases.

112  
113 6. Manage and control District property.

114  
115 7. Contract for the procurement of such goods and services as authorized by  
116 law.

117  
118 8. Receive and administer gifts, grants, and scholarships.

119  
120 **C. Educational**

121  
122 1. Establish policies for, and approve, current and long-range educational plans  
123 and programs, and promote orderly growth and development of the colleges  
124 within the District.

125  
126 2. Establish academic standards, probation and dismissal and readmission  
127 policies, and graduation requirements not inconsistent with the minimum  
128 standards adopted by the Board of Governors.

129  
130 3. Approve courses, programs of instruction, and certificate and graduation  
131 requirements.

132

- 133 4. Establish ad hoc citizen advisory committees and curricular or vocational  
134 career and technical advisory committees, and appoint, upon the  
135 recommendation of the Chancellor, the members of such committees.  
136

137 **D. Personnel**  
138

- 139 1. Employ and assign all personnel.  
140  
141 2. Establish employment practices, salaries, and benefits for all employees.  
142  
143 3. Serve as a Board of final appeal for employees and the public.  
144  
145 4. Act upon the recommendations of the Chancellor pertaining to the  
146 appointment or dismissal of District employees.  
147

148 **E. Students**  
149

- 150 1. Establish such student fees as authorized by law.  
151  
152 2. Establish rules and regulations governing student conduct.  
153  
154 3. Serve as a final appeal for complaints regarding administrative actions  
155 against students, employees, and citizens of the ~~San Bernardino Community~~  
156 ~~College~~ District. The Board shall serve in its appellate role for students,  
157 employees, and citizens only after a decision on the matter in contention has  
158 been made by administrative action and then upon the basis of a request for  
159 reconsideration of the matter to the Board. Appeals on grievances and  
160 discipline matters of bargaining unit members will be handled in accordance  
161 with the Collective Bargaining Agreements.  
162

163 **References:** WASC/ACCJC Accreditation Standard IV.B.1.d;  
164 Education Code Section 70902  
165  
166

167 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy  
168 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is  
169 from current SBCCD BP 2000 titled Duties and Responsibilities of the Board adopted on 1/11/01 and  
170 amended on 4/08/04 and current SBCCD BP 2270 titled Board Imperatives adopted on 11/6/08. The  
171 language in **blue ink** is included for consideration. The language in **green ink** was added by the Board  
172 Policy Work Group on 2/18/14. All other changes were recommended by the constituent groups of District  
173 Assembly on 5/6/14.  
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**Adopted:** 1/11/01 (BP 2000); 11/6/08 (BP 2270)

**Revised:** 4/8/04, \_\_\_\_\_



San Bernardino Community College District
Board Policy
Chapter 2 – Board of Trustees

BP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

(Replaces current SBCCD BP 2045)

NOTE: The current SBCCD policy language parallels the language recommended by the Policy and Procedure Service.

From current SBCCD BP 2045 titled Policies and Administrative Procedures

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations.

At the July Regular Board of Trustees Meeting, the Chancellor shall, annually present each member of the Board with copies of any revisions of administrative regulations procedures since the last time they were provided. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

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44 Copies of all **Board** policies and administrative procedures shall be readily available to  
45 District employees on the District's website.

46  
47 **Reference:** Education Code Section 70902;  
48 WASC/ACCJC Accreditation Standard IV.B.1.b & e

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51 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy  
52 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is  
53 from the current SBCCD BP 2045 titled Policies and Administrative Procedures adopted on 10/14/10.  
54 The language in **blue ink** is included for consideration. The language in **green ink** was added by the  
55 Board Policy Work Group on 2/18/14. All other changes were recommended by the constituent groups of  
56 District Assembly on 5/6/14.  
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**Adopted: 10/14/10**  
**Revised:**

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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 2 – Board of Trustees

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**AP 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

*(Replaces current SBCCD AP 2045)*

Pursuant to Education Code Section 70902(a)(1), the Board of Trustees shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the Board of Trustees may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by, any law, and that is not in conflict with the purposes for which community college districts are established.

**❖ From current SBCCD AP 2045 titled Policies and Administrative Procedures**

The Chancellor, through the Collegial Consultation process, has the authority to develop new Board Policies and Administrative Procedures. The process for developing or changing administrative procedures is outlined below:

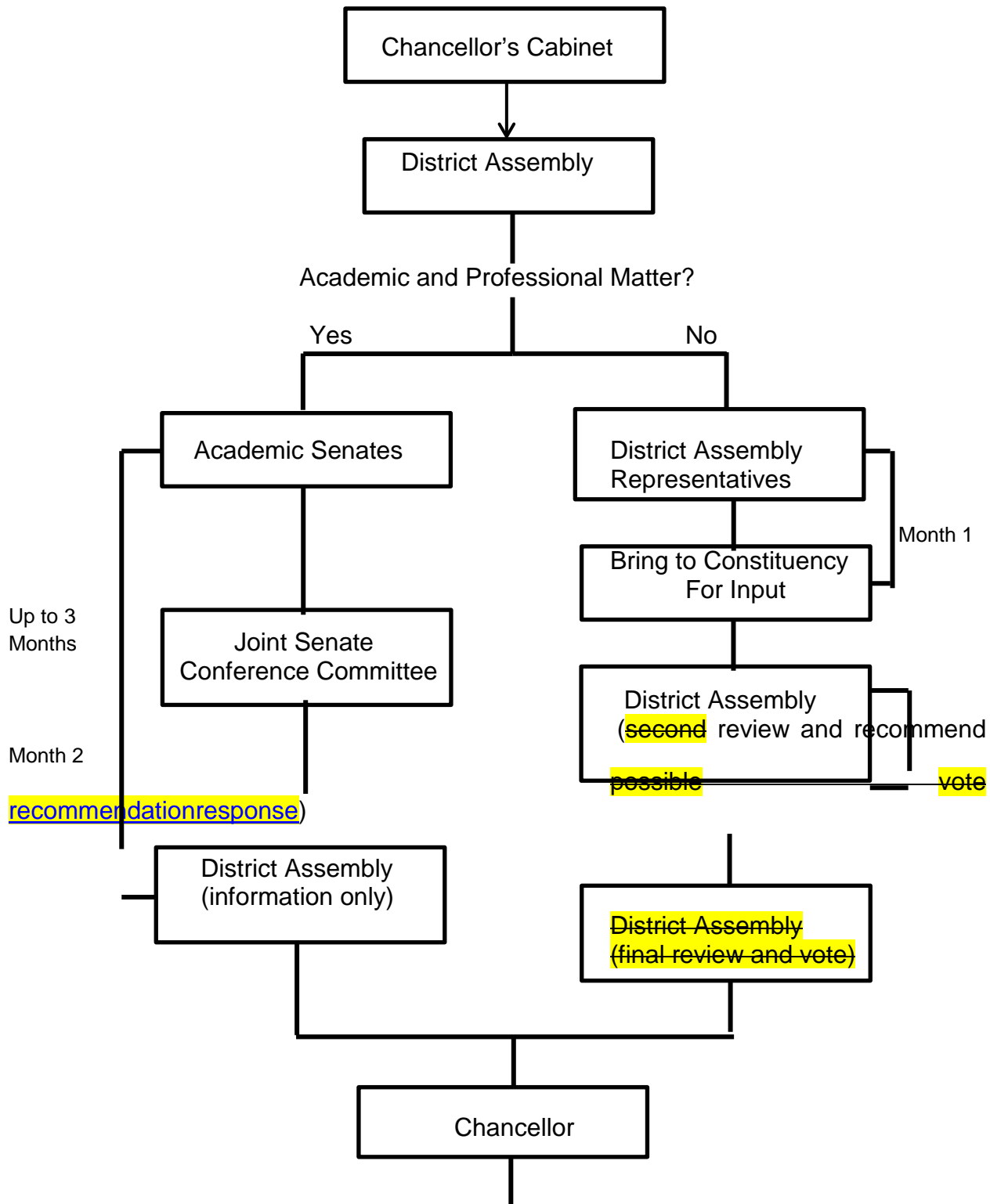
1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure will be submitted in writing to the Chancellor's Cabinet.
2. If approved for consideration by the Chancellor's Cabinet, the proposal will be shared with District Assembly and given to the Academic Senate presidents to determine whether either believes the proposal is an "academic and professional matter."
3. If the proposal is deemed to be an academic and professional matter:
  - a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 3 months to review and suggest appropriate changes to the proposal, bearing in accordance with Title 5 and relevant state regulations.
  - b.a. After the Senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to iron out any differences.
  - c.b. The proposal will then be submitted to the District Assembly as an information item.

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d.c. The Chancellor will submit the Academic Senates' proposal for Board Policy to the Board for a first reading and/or approval. The Chancellor will submit the Academic Senates' changes to Administrative Procedures to the Board for information only.

- 4. If the proposal is deemed **not** to be an academic and professional matter:
  - a. The proposal will be submitted for consideration to the District Assembly, for review and recommendation.response. ~~which will have up to 3 months to review and suggest changes.~~ The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item. (See 4.d below.)
  - b. If the Academic Senate at either campus deems the proposal an academic and professional matter, the proposal will be removed from District Assembly consideration and submitted to the Academic Senates, as per Step 3 above. ~~The District Assembly will assign a subcommittee comprised of all campus constituencies, which will review and suggest appropriate changes to the proposal, bearing in mind Title 5 and relevant state regulations.~~
  - c. The District Assembly may, when appropriate, assign a subcommittee which will review and respond to the proposal. ~~After the subcommittee has completed its review, the proposal will be submitted to the District Assembly for final review.~~
  - d. After the subcommittee has completed its review, their response will be submitted to the District Assembly within two months. ~~If the Senate at either campus disagrees with the presidents' assessment and deems the proposal an academic and professional matter, the proposal will be removed from District Assembly consideration and submitted to the Senates, as per Step 3 above.~~
  - e. After Step 3 or 4 above, the proposal recommendationresponse will be submitted to the Chancellor. If the proposal concerns a Board Policy, the Chancellor will submit it to the Board for a first reading and/or approval. The Chancellor will submit changes in Administrative Procedures to the Board for information only.

81 **Flow Chart for Changes to**  
 82 **Board Policies or**  
 83 **Administrative Procedures**  
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Board of Trustees

**References:** [Education Code Section 70902;](#)  
[WASC/ACCJC Accreditation Standard IV.B.1.b & e](#)

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**NOTE:** The **red ink** signifies language that is **required by accreditation** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD AP 2045 titled Policies and Administrative Procedures approved on 10/20/11 (flowchart dated 9/8/11). The language in **blue ink** is included for consideration. The language in **green ink** was added by the Board Policy Work Group on 2/18/14 with additional revisions made by the Board Policy Work Group on 3/18/14. All other changes were recommended by the constituent groups of District Assembly on 5/6/14.

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**Approved: 10/20/11**  
**Revised:**

142  
143

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Jose Torres, Director of Fiscal Services  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval to Adopt Fiscal Year 2014-15 Tentative Budget

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Fiscal Year 2014-15 Tentative Budget.

OVERVIEW

The Tentative Budget is adopted prior to July 1, so that the District can make expenditures after June 30, 2014.

ANALYSIS

The Tentative Budget is a preliminary projection of income and expenditures based on the current information available. The Final Budget will be submitted to the Board of Trustees in September per the budget calendar approved January 16, 2014.

There will be many changes between now and then based on year-end activity and the final budget approved by the State.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The proposed Tentative Budget complies with the Board Directives approved January 16, 2014.



Fiscal Year 2014-15

# Tentative Budget

*Submitted for Approval at the June 12, 2014  
Board of Trustees Meeting*

## Table of Contents

Chancellor’s Letter .....	1
Budget Summary .....	3
Mission .....	5
Multi-Year Allocation Forecast .....	6
Tentative Budget .....	10
Total All Funds.....	10
General Fund, Unrestricted .....	11
Summary.....	12
Unrestricted by Site .....	15
San Bernardino Valley College .....	16
Crafton Hills College .....	20
District Central Services .....	23
Summary.....	25
General Fund, Restricted .....	26
Summary.....	27
Restricted by Site.....	30
San Bernardino Valley College .....	30
Crafton Hills College .....	35
District Central Services .....	40
Summary.....	44
Bond Interest & Redemption .....	45
Capital Outlay.....	48
Revenue Bond Construction.....	51
Other Internal Services.....	54
Retiree Benefit .....	55
Employee Load Banking Trust .....	57
Child Development Fund .....	59
San Bernardino Valley College.....	60
Crafton Hills College .....	61
Summary.....	62
Student Body Center Fee.....	63
San Bernardino Valley College.....	64
Crafton Hills College .....	65
Summary.....	66
Other Special Revenue .....	67
KVCR .....	68
Self Insurance .....	70
Liability & Property .....	71
Workers Compensation .....	73

June 12, 2014

Dear Members of the Board of Trustees:

I am pleased to present the Tentative Budget for the fiscal year ending June 30, 2015. This budget was developed in accordance with Title 5, the California Community Colleges Budget and Accounting Manual, the best practices of the Government Finance Officers Association, and the fiscal policies set by the Board of Trustees.

The long-awaited improvement to the California State economy has allowed the San Bernardino Community College District (SBCCD) to experience a modest increase in funding to restore access to educational services for the first time in three years. This, coupled with a small cost-of-living-adjustment (COLA), has reversed a downward trend in our state allocations that eroded buying power, kept the salaries of our faculty and staff frozen while costs increased, and slowed the ability of our students to graduate in a timely way simply because the funds did not exist to offer all of the needed courses.

In the 2013-14 fiscal year the District was able to increase access to classes for the first time since 2010-11, restoring 95% of the student enrollment. In our desire to better serve our community, we increased access by even more than the State has funded. This budget reflects the commitment to continued access with more than 800 unfunded full-time equivalent students (FTES). We anticipate that The District will be funded for these FTES in the future and increased productivity will allow us to offer more classes within our existing resources.

In his May Revised 2014-15 State Budget, the Governor proposes an apportionment for enrollment restoration of 2.75% and a COLA of .85. SBCCD's funded credit FTES for this fiscal year is estimated to be 14,013, which is an increase of 2.75% or 375 FTES, as provided in the State's growth allocation. The District is targeting 14,500 credit FTES and no noncredit FTES for fiscal year 2014-15.

However, for the future this state funding is dependent on many unforeseeable economic conditions, including state corporate and individual tax revenues, as well as sunset dates in which the new tax revenues are scheduled to end. As long as we proceed cautiously and conservatively, SBCCD has the opportunity to pursue a number of its highest priorities, goals, and objectives; and to begin growing our student population (FTES) to previous levels.

This budget assumes a net 11% increase in health and welfare benefit costs, negotiated collective bargaining salary increases, contractual step and column increases, and implementation of the goals and objectives of the District's strategic plan. To accomplish these goals, the District took the step of fully funding its current liability for GASB 43/45 retiree benefits. On May 8, 2014, the Board of Trustees took action on paying the \$7,482,100 liability out of the current fund balance, freeing-up annual operating income to support the current operating budget which includes those priorities previously mentioned.



The fund balance (reserve) is estimated to be \$15.1million on June 30, 2015, or 19.5% of the expenditure budget, a decrease of \$1.2 million compared to the previous year. The Board has set 15% as the minimum requirement while the State has a 5% minimum requirement. Even at 15%, the fund balance (reserve) can only support ongoing operating costs for about two months in the event of an economic crisis. We are proud that SBCCD has remained fiscally conservative during these difficult budget years and has been able to meet cash flow demands in spite of the State's system of deferring our cash income.

The Board's adopted directives have guided the development of a strategic budget that carefully balances the need to provide access to educational resources for our communities and provide academic excellence in our classrooms. It also preserves our commitment to faculty and staff – we have not had any layoffs of full-time contract employees, furloughs, or other salary reductions, as many other districts had over the past few years.

The significant budget reductions of the past few years have relied heavily upon sacrifice by every member of the SBCCD community. We've implemented a series of cost-cutting measures including filling positions selectively, reducing budgets in operational programs, and reallocating resources to meet the highest priority needs. We will continue to effectively manage our budget to help ensure prudent spending, which can result in savings that will assist in balancing future budgets. Furthermore, we've implemented a multi-year financial plan and we will continue enhancing this plan as we prepare the final budget for Board approval in September.

We must continue to reinvent ourselves, increase productivity, and strive to offer the highest possible educational and support services to our students. We are continually assessing how we are organized and deliver services, evaluating our effectiveness and efficiency, and seeking ways to improve. We also review additional revenue opportunities in an effort to supplement state appropriations, and explore public and private partnerships that can provide new resources. These opportunities can potentially achieve exciting and measurable outcomes for our students and the communities we serve.

This budget demonstrates our commitment to the students, faculty, staff and community. Many lives have been changed for the better as a result of the education garnered from San Bernardino Valley College, Crafton Hills College, the Economic Development Corporate Training Center, and KVCR. We sincerely hope that our students continue their learning to enhance their skills, improve their employment opportunities, and achieve their educational goals.

Sincerely,



Bruce Baron  
Chancellor

## BUDGET SUMMARY

### Balanced Budget

The budget is balanced utilizing revenues and fund balance to cover expenditures.

### Integrated Planning and Budgeting

The colleges and the District Office have each used their program review and/or strategic planning processes to determine their highest priority goals and objectives. Consequently, the budget reflects resources allocated to departments based on those prioritized requirements, in an effort to match resources with the highest priority goals and objectives throughout the District.

### **State Budget Update**

*By: Dan Troy, Vice Chancellor for Fiscal Policy, Chancellor's Office of the California Community College, 5/13/14*

Colleagues,

The Governor released his May Revision update on the morning of Tuesday, May 13th. While those watching the updated revenues flow into the Treasury for the 13-14 fiscal year may have hoped for ongoing increases even beyond the relatively strong proposal outlined in January, the Governor and his staff see a more complicated picture. While there was strong revenue growth in the 13-14 fiscal year, the Governor does not see the current year increase carrying over into the 14-15 fiscal year to any large extent.

Further, as the Proposition 98 minimum guarantee is based largely on year-over-year change, the upward tick in the 13-14 year combined with a modest revenue increase in the 14-15 projection actually decreases the minimum guarantee in the budget year relative to the January estimate. Despite the decrease in the 14-15 guarantee, the Governor's proposal actually manages to create room for some increased programmatic support by shifting some of the buy down of deferrals from the budget year to the current year.

While more time and details are needed to get a fuller picture of the proposal, the key highlights are as follows:

- \$50M is added to the Economic and Workforce Development Program (EWD) on a one-time basis "to improve student success in career technical education." The funds are intended to develop, enhance, and expand CTE programs that build upon existing regional capacity to better meet regional market demands.
- \$42.4M is added to offset decreases in local property tax and fee revenue estimates for the 14-15 year.

- \$6M for increased technology infrastructure (\$1.4M one-time, \$4.6M ongoing) to upgrade bandwidth and replace technology equipment at local campuses
- Adjustments to Access Funding and COLA –
  - A decrease of \$14.8M to reflect a change from 3 percent to 2.75 percent in funds for new access for the 2014-15 fiscal year. Additionally, the Governor will push back the implementation of a revised growth formula until the 2015-16 fiscal year.
  - A decrease of \$1.2M to reflect a drop in the COLA from 0.86 percent to 0.85 percent
- Adjustment to the January maintenance and instructional equipment proposal –
  - A decrease from \$175M to \$148M
  - All funds will go toward deferred maintenance in the revised proposal, rather than a 50/50 split with instructional equipment
  - A local match will not be required in 2014-15
- A decrease of \$1.5M for Proposition 39 projects/workforce development, due to reduced revenues attributable to the California Clean Energy Jobs Act
- The May Revise will also propose increasing the funding rate for Career Development and College Preparation courses to the rate for credit courses commencing with the 2015-16 year
- Deferral pay down adjustments –
  - A decrease of \$55.5M in the prior year
  - An increase of \$133.6M in the current year
  - A decrease of \$78.1M in the budget year
  - While there are adjustment of payments among the three fiscal years, the net result is still a complete pay down of system deferrals as of the 14-15 fiscal year

The Governor is expected to emphasize the need for fiscal restraint amid many calls for greater spending and restoration of general fund programs that were negatively impacted during the Great Recession. To this end, the Governor will be pushing passage within the Legislature of a ballot initiative to be placed before voters this fall that will modify a proposed Rainy Day Fund that will smooth out the state's boom and bust budget cycles (fueled primarily by capital gains returns) and require the state to pay down liabilities. Further, it is anticipated that the Governor will work on a solution regarding CalSTRS obligations, though it is not clear at this time what he will propose.

Next steps will include a response by the Legislative Analyst's Office (recall that at this time last year, the LAO projection of revenues was far more optimistic the Governor's figures), review by the budget committees of each house, and a legislative conference committee to iron out differences between the two houses. It is expected that the budget will be approved and signed by the Governor prior to July 1, 2014.

### Budget Assumptions

Given the status of the state budget, the District's budget includes the following assumptions:

- State funds enrollment of 14,013 full-time equivalent students (FTES), a 2.75% increase.
- District targeting enrollment of 14,500 FTES for 2014-15 (same as FY 2013-14 P-2 reported FTES).
- FY 14-15 Funded FTES Allocation based on FY 13-14 Period 2 (P2) is be 68.62% for Valley College and 31.38% for Crafton Hills.
- .86% cost-of-living adjustment (COLA) or additional funding for growth.
- 11% increase in health and welfare benefits.
- \$700,000 in KVCR General Fund support from Districtwide ending fund balance.
- Reduce Economic Development & Corporate Training (EDCT) College Assessment by 20%.
- 4% Salary Increases for FY 2013-2014 and FY 2014-2015
- Unfunded FTES Paid From College Reserves.

## MISSION

The mission of the San Bernardino Community College District (SBCCD) is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This mission is achieved through the District's two colleges – San Bernardino Valley College (SBVC) and Crafton Hills College (CHC); the Economic Development and Corporate Training (EDCT) division; and its public broadcast system, KVCR TV-FM, by providing high quality, effective and accountable instructional programs and services.

Multi-Year Allocation Forecast  
6/12/2014

		2013-14 Final Budget				2013-14 Forecasted Actuals			
		SBVC	CHC	District Office	District Total	SBVC	CHC	District Office	District Total
<b>State Base Revenue</b>									
1	Base Allocation Revenue per SB361 for Medium and Small Colleges	\$3,939,076	\$3,376,351		\$7,315,427	\$3,935,976	\$3,373,693		\$7,309,669
2	Credit FTES Percent	70.00%	30.00%		100.00%	70.00%	30.00%		100.00%
3	Total College Credit FTES	9,442.56	4,046.82		13,489.38	9,546.49	4,091.35		13,637.84
4	District Funded Rate Credit FTES per State Allocation				\$4,636.49				\$4,636.49
5	Credit Funding (multiply line 3 x 4)	\$43,780,349	\$18,763,027		\$62,543,375	\$44,262,219	\$18,969,522		\$63,231,741
6	Total District Noncredit FTES				0.00				0.00
7	Total College Noncredit FTES	0.00	0.00			0.00	0.00		
8	State Funded Rate Noncredit FTES				\$2,744.96				\$2,744.96
9	Noncredit Funding (multiply line 7 x 8)	\$0	\$0		\$0	\$0	\$0		\$0
10	<b>Total State Base Revenue (add lines 1, 5, &amp; 9)</b>	<b>\$47,719,425</b>	<b>\$22,139,378</b>	<b>\$0</b>	<b>\$69,858,802</b>	<b>\$48,198,194</b>	<b>\$22,343,216</b>	<b>\$0</b>	<b>\$70,541,410</b>
11	Revenue Shortfall Percent				0.00%				0.00%
12	<b>Revenue Shortfall Amount (multiply line 10 x 11)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
13	<b>Adjusted State Base Revenue (line 10 minus line 12)</b>	<b>\$47,719,425</b>	<b>\$22,139,378</b>	<b>\$0</b>	<b>\$69,858,802</b>	<b>\$48,198,194</b>	<b>\$22,343,216</b>	<b>\$0</b>	<b>\$70,541,410</b>
<b>Adjustments for District Goals</b>									
19	Total State Revenue (add lines 13, 15-18)	\$47,719,425	\$22,139,378	\$0	\$69,858,802	\$48,198,194	\$22,343,216	\$0	\$70,541,410
20	Change From Prev. Year State Base Revenue				n/a				n/a
<b>Other Revenue</b>									
21	College Part-time Faculty	\$216,841	\$92,932	\$0	\$309,773	\$216,841	\$92,932	\$0	\$309,773
22	College Lottery Funds	\$1,163,463	\$498,627	\$0	\$1,662,090	\$1,268,492	\$565,648	\$0	\$1,834,140
23	College Interest Income	\$53,060	\$22,740	\$0	\$75,800	\$55,930	\$23,970	\$0	\$79,900
24	Other Campus Revenue per Campus Projections	\$848,646	\$617,999	\$0	\$1,466,645	\$848,646	\$617,999	\$0	\$1,466,645
25	Other Revenue	\$0	\$0	\$1,213,975	\$1,213,975	\$0.00	\$0	\$131,250	\$131,250
26	<b>Total College Revenue (add lines 19, 21-25)</b>	<b>\$50,001,435</b>	<b>\$23,371,676</b>	<b>\$1,213,975</b>	<b>\$74,587,085</b>	<b>\$50,588,104</b>	<b>\$23,643,765</b>	<b>\$131,250</b>	<b>\$74,363,118</b>
<b>Assessments</b>									
27	Assessment for District Office Operations Expenditures	-\$8,851,885	-\$3,793,669	\$12,645,554	\$0	-\$8,135,084	-\$3,486,465	\$11,621,549	\$0
28	Assessment for Property & Liability Insurance Cost	-\$420,000	-\$180,000	\$600,000	\$0	-\$420,000	-\$180,000	\$600,000	\$0
29	Assessment for KVCR Operations Expenditures	-\$490,000	-\$210,000	\$700,000	\$0	-\$490,000	-\$210,000	\$700,000	\$0
31	Assessment for GASB 45 Liability (Past)	-\$525,000	-\$225,000	\$750,000	\$0	\$0	\$0	\$0	\$0
33	Assessment for EDCT Operations Expenditures	-\$197,800	-\$84,772	\$282,572	\$0	-\$197,800	-\$84,772	\$282,572	\$0
<b>Individual Site Budgets</b>									
35	<b>Total Site Budget Allocation for Colleges (add lines 26, 27-33)</b>	<b>\$39,516,750</b>	<b>\$18,878,234</b>	<b>\$16,192,101</b>	<b>\$74,587,085</b>	<b>\$41,345,219</b>	<b>\$19,682,528</b>	<b>\$13,335,371</b>	<b>\$74,363,118</b>
36	1000 - Academic Salaries	\$18,948,429	\$9,277,945	\$1,072,989	\$29,299,363	\$20,249,936	\$9,596,886	\$818,888	\$30,665,710
37	2000 - Classified Salaries	\$7,099,084	\$4,366,822	\$4,806,119	\$16,272,025	\$7,382,686	\$4,711,719	\$4,570,434	\$16,664,839
38	3000 - Benefits	\$7,882,183	\$4,069,401	\$2,429,569	\$14,381,153	\$7,456,376	\$3,847,478	\$2,073,406	\$13,377,260
39	4000 - Supplies	\$577,522	\$220,610	\$209,704	\$1,007,836	\$453,894	\$179,506	\$192,999	\$826,399
40	5000 - Other Expenses and Services	\$3,804,391	\$1,501,508	\$4,302,680	\$9,608,579	\$3,638,289	\$1,277,141	\$4,102,335	\$9,017,765
41	6000 - Capital Outlay	\$276,041	\$59,466	\$107,065	\$442,572	\$417,861	\$65,745	\$146,059	\$629,665
42	7000 - Other Outgo	\$0	\$0	\$2,050,000	\$2,050,000	\$3,852	\$0	\$1,300,000	\$1,303,852
43	Prior Year Expenditures	\$162,476	\$31,276	\$0	\$193,752	\$7,831	\$11,750	\$0	\$19,581
44	Site Budgeted / Estimated Actual Expenditures	\$38,750,126	\$19,527,028	\$14,978,126	\$73,255,280	\$39,610,725	\$19,690,225	\$13,204,121	\$72,505,071
45	<b>Excess/(Deficit) (line 34 minus line 43 plus line 44)</b>	<b>\$766,624</b>	<b>-\$648,794</b>	<b>\$1,213,975</b>	<b>\$1,331,806</b>	<b>\$1,734,494</b>	<b>-\$7,697</b>	<b>\$131,250</b>	<b>\$1,858,047</b>
46	One-time Exp. (Adjust. to Fund Balance) - Unfunded FTES				\$0				\$0
47	One-time Exp. (Adjust. to Fund Balance) - FY 13-14 GASB and KVCR, FY 14-15 KVCR Contribution.				\$0	-\$5,237,470	-\$2,244,630	-\$2,260,440	-\$9,742,540
48	Site Fund Balance July 1, Year Beginning (Includes RDA)	\$5,552,668	\$1,501,628	\$17,167,662	\$24,221,958	\$5,552,668	\$1,501,628	\$17,167,662	\$24,221,958
49	<b>Site Fund Balance June 30, Year Ending (line 45 plus line 46)</b>	<b>\$6,319,292</b>	<b>\$852,834</b>	<b>\$18,381,637</b>	<b>\$25,553,764</b>	<b>\$2,049,692</b>	<b>-\$750,699</b>	<b>\$15,038,472</b>	<b>\$16,337,465</b>
									19.86%
50	Unrestricted Fund Balance				\$25,553,764				\$16,337,465

Multi-Year Allocation Forecast  
6/12/2014

		2014-15 Forecast				2015-16 Forecast			
		SBVC	CHC	District Office	District Total	SBVC	CHC	District Office	District Total
<b>State Base Revenue</b>									
1	Base Allocation Revenue per SB361 for Medium and Small Colleges	\$3,969,825	\$3,402,707		\$7,372,532	\$4,003,966	\$3,431,970		\$7,435,936
2	Credit FTES Percent	68.62%	31.38%		100.00%	68.62%	31.38%		100.00%
3	Total College Credit FTES	9,615.64	4,397.24		14,012.88	9,807.95	4,485.19		14,293.14
4	District Funded Rate Credit FTES per State Allocation				\$4,676.36				\$4,716.58
5	Credit Funding (multiply line 3 x 4)	\$44,966,220	\$20,563,101		\$65,529,321	\$46,259,988	\$21,154,742		\$67,414,731
6	Total District Noncredit FTES				0.00				0.00
7	Total College Noncredit FTES	0.00	0.00			0.00	0.00		
8	State Funded Rate Noncredit FTES				\$2,788.05				\$2,788.05
9	Noncredit Funding (multiply line 7 x 8)	\$0	\$0		\$0	\$0	\$0		\$0
10	<b>Total State Base Revenue (add lines 1, 5, &amp; 9)</b>	<b>\$48,936,045</b>	<b>\$23,965,808</b>	<b>\$0</b>	<b>\$72,901,853</b>	<b>\$50,263,954</b>	<b>\$24,586,713</b>	<b>\$0</b>	<b>\$74,850,666</b>
11	Revenue Shortfall Percent				0.00%				0.00%
12	<b>Revenue Shortfall Amount (multiply line 10 x 11)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
13	<b>Adjusted State Base Revenue (line 10 minus line 12)</b>	<b>\$48,936,045</b>	<b>\$23,965,808</b>	<b>\$0</b>	<b>\$72,901,853</b>	<b>\$50,263,954</b>	<b>\$24,586,713</b>	<b>\$0</b>	<b>\$74,850,666</b>
<b>Adjustments for District Goals</b>									
19	Total State Revenue (add lines 13, 15-18)	\$48,936,045	\$23,965,808	\$0	\$72,901,853	\$50,263,954	\$24,586,713	\$0	\$74,850,666
20	Change From Prev. Year State Base Revenue				\$2,360,443				\$1,948,813
<b>Other Revenue</b>									
21	College Part-time Faculty	\$212,566	\$97,207	\$0	\$309,773	\$212,566	\$97,207	\$0	\$309,773
22	College Lottery Funds	\$1,258,587	\$575,553	\$0	\$1,834,140	\$1,258,587	\$575,553	\$0	\$1,834,140
23	College Interest Income	\$52,014	\$23,786	\$0	\$75,800	\$52,014	\$23,786	\$0	\$75,800
24	Other Campus Revenue per Campus Projections	\$832,622	\$656,152	\$0	\$1,488,774	\$832,622	\$656,152	\$0	\$1,488,774
25	Other Revenue	\$0	\$0	\$13,000	\$13,000	\$0	\$0	\$13,000	\$13,000
26	<b>Total College Revenue (add lines 19, 21-25)</b>	<b>\$51,291,834</b>	<b>\$25,318,506</b>	<b>\$13,000</b>	<b>\$76,623,340</b>	<b>\$52,619,743</b>	<b>\$25,939,411</b>	<b>\$13,000</b>	<b>\$78,572,153</b>
<b>Assessments</b>									
27	Assessment for District Office Operations Expenditures	-\$8,861,054	-\$4,052,169	\$12,913,223	\$0	-\$9,064,640	-\$4,145,270	\$13,209,910	\$0
28	Assessment for Property & Liability Insurance Cost	-\$411,720	-\$188,280	\$600,000	\$0	-\$411,720	-\$188,280	\$600,000	\$0
29	Assessment for KVCR Operations Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31	Assessment for GASB 45 Liability (Past)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
33	Assessment for EDCT Operations Expenditures	-\$137,899	-\$63,061	\$200,960	\$0	-\$86,187	-\$39,413	\$125,600	\$0
<b>Individual Site Budgets</b>									
35	<b>Total Site Budget Allocation for Colleges (add lines 26, 27-33)</b>	<b>\$41,881,162</b>	<b>\$21,014,995</b>	<b>\$13,727,183</b>	<b>\$76,623,340</b>	<b>\$43,057,196</b>	<b>\$21,566,448</b>	<b>\$13,948,510</b>	<b>\$78,572,153</b>
36	1000 - Academic Salaries	\$21,859,806	\$10,457,539	\$549,156	\$32,866,501	\$22,297,618	\$10,667,703	\$557,393	\$33,522,714
37	2000 - Classified Salaries	\$7,409,053	\$4,663,684	\$4,777,977	\$16,850,714	\$7,509,460	\$4,726,123	\$4,839,130	\$17,074,713
38	3000 - Benefits	\$7,710,616	\$4,085,253	\$1,945,366	\$13,741,235	\$8,118,889	\$4,283,722	\$2,047,064	\$14,449,675
39	4000 - Supplies	\$598,068	\$214,841	\$289,200	\$1,102,109	\$603,211	\$216,689	\$291,687	\$1,111,587
40	5000 - Other Expenses and Services	\$4,158,581	\$1,530,310	\$5,095,859	\$10,784,750	\$4,194,345	\$1,543,471	\$5,139,683	\$10,877,499
41	6000 - Capital Outlay	\$145,038	\$63,369	\$456,625	\$665,032	\$146,285	\$63,914	\$460,552	\$670,751
42	7000 - Other Outgo	\$0	\$0	\$600,000	\$600,000	\$0	\$0	\$600,000	\$600,000
43	Prior Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
44	Site Budgeted / Estimated Actual Expenditures	\$41,881,162	\$21,014,995	\$13,714,183	\$76,610,340	\$42,869,808	\$21,501,622	\$13,935,510	\$78,306,939
45	<b>Excess(Deficit) (line 34 minus line 43 plus line 44)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$13,000</b>	<b>\$13,000</b>	<b>\$187,388</b>	<b>\$64,826</b>	<b>\$13,000</b>	<b>\$265,214</b>
46	One-time Exp. (Adjust. to Fund Balance) - Unfunded FTES	-\$354,424	-\$161,924		-\$516,348	-\$361,513	-\$165,163		-\$526,676
47	One-time Exp. (Adjust. to Fund Balance) - FY 13-14 GASB and KVCR, FY 14-15 KVCR Contribution.			-\$700,000	-\$700,000				
48	Site Fund Balance July 1, Year Beginning (Includes RDA)	\$2,049,692	-\$750,699	\$15,038,472	\$16,337,465	\$1,695,268	-\$912,623	\$14,351,472	\$15,134,117
49	<b>Site Fund Balance June 30, Year Ending (line 45 plus line 46)</b>	<b>\$1,695,268</b>	<b>-\$912,623</b>	<b>\$14,351,472</b>	<b>\$15,134,117</b>	<b>\$1,521,143</b>	<b>-\$1,012,960</b>	<b>\$14,364,472</b>	<b>\$14,872,655</b>
					19.45%				18.87%
50	Unrestricted Fund Balance				\$15,134,117				\$14,872,655

Multi-Year Allocation Forecast  
6/12/2014

		2016-17 Forecast				2017-18 Forecast			
		SBVC	CHC	District Office	District Total	SBVC	CHC	District Office	District Total
<b>State Base Revenue</b>									
1	Base Allocation Revenue per SB361 for Medium and Small Colleges	\$4,038,400	\$3,461,485		\$7,499,885	\$4,073,130	\$3,491,254		\$7,564,384
2	Credit FTES Percent	68.62%	31.38%		100.00%	68.62%	31.38%		100.00%
3	Total College Credit FTES	10,004.11	4,574.89		14,579.00	10,204.19	4,666.39		14,870.58
4	District Funded Rate Credit FTES per State Allocation				\$4,757.14				\$4,798.05
5	Credit Funding (multiply line 3 x 4)	\$47,590,981	\$21,763,407		\$69,354,387	\$48,960,268	\$22,389,583		\$71,349,852
6	Total District Noncredit FTES				0.00				0.00
7	Total College Noncredit FTES	0.00	0.00			0.00	0.00		
8	State Funded Rate Noncredit FTES				\$2,788.05				\$2,788.05
9	Noncredit Funding (multiply line 7 x 8)	\$0	\$0		\$0	\$0	\$0		\$0
10	<b>Total State Base Revenue (add lines 1, 5, &amp; 9)</b>	<b>\$51,629,380</b>	<b>\$25,224,892</b>	<b>\$0</b>	<b>\$76,854,272</b>	<b>\$53,033,398</b>	<b>\$25,880,837</b>	<b>\$0</b>	<b>\$78,914,236</b>
11	Revenue Shortfall Percent				0.00%				0.00%
12	<b>Revenue Shortfall Amount (multiply line 10 x 11)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
13	<b>Adjusted State Base Revenue (line 10 minus line 12)</b>	<b>\$51,629,380</b>	<b>\$25,224,892</b>	<b>\$0</b>	<b>\$76,854,272</b>	<b>\$53,033,398</b>	<b>\$25,880,837</b>	<b>\$0</b>	<b>\$78,914,236</b>
<b>Adjustments for District Goals</b>									
19	Total State Revenue (add lines 13, 15-18)	\$51,629,380	\$25,224,892	\$0	\$76,854,272	\$53,033,398	\$25,880,837	\$0	\$78,914,236
20	Change From Prev. Year State Base Revenue				\$2,003,606				\$2,059,963
<b>Other Revenue</b>									
21	College Part-time Faculty	\$212,566	\$97,207	\$0	\$309,773	\$212,566	\$97,207	\$0	\$309,773
22	College Lottery Funds	\$1,258,587	\$575,553	\$0	\$1,834,140	\$1,258,587	\$575,553	\$0	\$1,834,140
23	College Interest Income	\$52,014	\$23,786	\$0	\$75,800	\$52,014	\$23,786	\$0	\$75,800
24	Other Campus Revenue per Campus Projections	\$832,622	\$656,152	\$0	\$1,488,774	\$832,622	\$656,152	\$0	\$1,488,774
25	Other Revenue	\$0	\$0	\$13,000	\$13,000	\$0	\$0	\$13,000	\$13,000
26	<b>Total College Revenue (add lines 19, 21-25)</b>	<b>\$53,985,169</b>	<b>\$26,577,590</b>	<b>\$13,000</b>	<b>\$80,575,759</b>	<b>\$55,389,187</b>	<b>\$27,233,535</b>	<b>\$13,000</b>	<b>\$82,635,723</b>
<b>Assessments</b>									
27	Assessment for District Office Operations Expenditures	-\$9,305,454	-\$4,255,394	\$13,560,848	\$0	-\$9,460,380	-\$4,326,242	\$13,786,622	\$0
28	Assessment for Property & Liability Insurance Cost	-\$411,720	-\$188,280	\$600,000	\$0	-\$411,720	-\$188,280	\$600,000	\$0
29	Assessment for KVCR Operations Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31	Assessment for GASB 45 Liability (Past)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
33	Assessment for EDCT Operations Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Individual Site Budgets</b>									
35	Total Site Budget Allocation for Colleges (add lines 26, 27-33)	\$44,267,995	\$22,133,916	\$14,173,848	\$80,575,759	\$45,517,087	\$22,719,013	\$14,399,622	\$82,635,723
36	1000 - Academic Salaries	\$22,740,070	\$10,879,990	\$569,210	\$34,189,271	\$23,187,256	\$11,094,442	\$581,027	\$34,862,725
37	2000 - Classified Salaries	\$7,609,867	\$4,788,562	\$4,900,283	\$17,298,712	\$7,710,274	\$4,851,001	\$4,961,436	\$17,522,711
38	3000 - Benefits	\$8,527,162	\$4,482,192	\$2,148,762	\$15,158,115	\$8,935,434	\$4,680,661	\$2,250,460	\$15,866,555
39	4000 - Supplies	\$608,399	\$218,552	\$294,196	\$1,121,147	\$613,631	\$220,432	\$296,726	\$1,130,789
40	5000 - Other Expenses and Services	\$4,230,416	\$1,556,745	\$5,183,885	\$10,971,045	\$4,266,798	\$1,570,133	\$5,228,466	\$11,065,396
41	6000 - Capital Outlay	\$147,543	\$64,464	\$464,513	\$676,520	\$148,812	\$65,018	\$468,508	\$682,338
42	7000 - Other Outgo	\$0	\$0	\$600,000	\$600,000	\$0	\$0	\$600,000	\$600,000
43	Prior Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
44	Site Budgeted / Estimated Actual Expenditures	\$43,863,457	\$21,990,504	\$14,160,848	\$80,014,809	\$44,862,205	\$22,481,686	\$14,386,622	\$81,730,513
45	<b>Excess(Deficit) (line 34 minus line 43 plus line 44)</b>	<b>\$404,538</b>	<b>\$143,412</b>	<b>\$13,000</b>	<b>\$560,950</b>	<b>\$654,882</b>	<b>\$237,327</b>	<b>\$13,000</b>	<b>\$905,209</b>
46	One-time Exp. (Adjust. to Fund Balance) - Unfunded FTES	-\$368,743	-\$168,466		-\$537,209	-\$376,118	-\$171,835		-\$547,953
47	One-time Exp. (Adjust. to Fund Balance) - FY 13-14 GASB and KVCR, FY 14-15 KVCR Contribution.								
48	Site Fund Balance July 1, Year Beginning (Includes RDA)	\$1,521,143	-\$1,012,960	\$14,364,472	\$14,872,655	\$1,556,938	-\$1,038,014	\$14,377,472	\$14,896,397
49	<b>Site Fund Balance June 30, Year Ending (line 45 plus line 46)</b>	<b>\$1,556,938</b>	<b>-\$1,038,014</b>	<b>\$14,377,472</b>	<b>\$14,896,397</b>	<b>\$1,835,702</b>	<b>-\$972,521</b>	<b>\$14,390,472</b>	<b>\$15,253,653</b>
					18.49%				18.54%
50	Unrestricted Fund Balance				\$14,896,397				\$15,253,653

Multi-Year Allocation Forecast  
6/12/2014

		2018-19 Forecast				2019-20 Forecast			
		SBVC	CHC	District Office	District Total	SBVC	CHC	District Office	District Total
<b>State Base Revenue</b>									
1	Base Allocation Revenue per SB361 for Medium and Small Colleges	\$4,108,159	\$3,521,279		\$7,629,438	\$4,143,489	\$3,551,562		\$7,695,051
2	Credit FTES Percent	68.62%	31.38%		100.00%	68.62%	31.38%		100.00%
3	Total College Credit FTES	10,408.28	4,759.72		15,167.99	10,616.44	4,854.91		15,471.35
4	District Funded Rate Credit FTES per State Allocation				\$4,839.32				\$4,880.94
5	Credit Funding (multiply line 3 x 4)	\$50,368,953	\$23,033,777		\$73,402,730	\$51,818,169	\$23,696,504		\$75,514,673
6	Total District Noncredit FTES				0.00				0.00
7	Total College Noncredit FTES	0.00	0.00			0.00	0.00		
8	State Funded Rate Noncredit FTES				\$2,788.05				\$2,788.05
9	Noncredit Funding (multiply line 7 x 8)	\$0	\$0		\$0	\$0	\$0		\$0
10	<b>Total State Base Revenue (add lines 1, 5, &amp; 9)</b>	<b>\$54,477,112</b>	<b>\$26,555,055</b>	<b>\$0</b>	<b>\$81,032,167</b>	<b>\$55,961,658</b>	<b>\$27,248,066</b>	<b>\$0</b>	<b>\$83,209,724</b>
11	Revenue Shortfall Percent				0.00%				0.00%
12	<b>Revenue Shortfall Amount (multiply line 10 x 11)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
13	<b>Adjusted State Base Revenue (line 10 minus line 12)</b>	<b>\$54,477,112</b>	<b>\$26,555,055</b>	<b>\$0</b>	<b>\$81,032,167</b>	<b>\$55,961,658</b>	<b>\$27,248,066</b>	<b>\$0</b>	<b>\$83,209,724</b>
<b>Adjustments for District Goals</b>									
19	Total State Revenue (add lines 13, 15-18)	\$54,477,112	\$26,555,055	\$0	\$81,032,167	\$55,961,658	\$27,248,066	\$0	\$83,209,724
20	Change From Prev. Year State Base Revenue				\$2,117,932				\$2,177,557
<b>Other Revenue</b>									
21	College Part-time Faculty	\$212,566	\$97,207	\$0	\$309,773	\$212,566	\$97,207	\$0	\$309,773
22	College Lottery Funds	\$1,258,587	\$575,553	\$0	\$1,834,140	\$1,258,587	\$575,553	\$0	\$1,834,140
23	College Interest Income	\$52,014	\$23,786	\$0	\$75,800	\$52,014	\$23,786	\$0	\$75,800
24	Other Campus Revenue per Campus Projections	\$832,622	\$656,152	\$0	\$1,488,774	\$832,622	\$656,152	\$0	\$1,488,774
25	Other Revenue	\$0	\$0	\$13,000	\$13,000	\$0.00	\$0	\$13,000	\$13,000
26	<b>Total College Revenue (add lines 19, 21-25)</b>	<b>\$56,832,901</b>	<b>\$27,907,753</b>	<b>\$13,000</b>	<b>\$84,753,654</b>	<b>\$58,317,447</b>	<b>\$28,600,764</b>	<b>\$13,000</b>	<b>\$86,931,211</b>
<b>Assessments</b>									
27	Assessment for District Office Operations Expenditures	-\$9,615,608	-\$4,397,228	\$14,012,836	\$0	-\$9,771,140	-\$4,468,353	\$14,239,493	\$0
28	Assessment for Property & Liability Insurance Cost	-\$411,720	-\$188,280	\$600,000	\$0	-\$411,720	-\$188,280	\$600,000	\$0
29	Assessment for KVCR Operations Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
31	Assessment for GASB 45 Liability (Past)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
33	Assessment for EDCT Operations Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Individual Site Budgets</b>									
35	<b>Total Site Budget Allocation for Colleges (add lines 26, 27-33)</b>	<b>\$46,805,573</b>	<b>\$23,322,245</b>	<b>\$14,625,836</b>	<b>\$84,753,654</b>	<b>\$48,134,587</b>	<b>\$23,944,131</b>	<b>\$14,852,493</b>	<b>\$86,931,211</b>
36	1000 - Academic Salaries	\$23,639,270	\$11,311,101	\$592,844	\$35,543,215	\$24,096,209	\$11,530,013	\$604,661	\$36,230,882
37	2000 - Classified Salaries	\$7,810,681	\$4,913,440	\$5,022,590	\$17,746,710	\$7,911,087	\$4,975,879	\$5,083,743	\$17,970,709
38	3000 - Benefits	\$9,343,707	\$4,879,130	\$2,352,157	\$16,574,995	\$9,751,980	\$5,077,599	\$2,453,855	\$17,283,435
39	4000 - Supplies	\$618,908	\$222,327	\$299,278	\$1,140,513	\$624,231	\$224,239	\$301,851	\$1,150,322
40	5000 - Other Expenses and Services	\$4,303,492	\$1,583,636	\$5,273,431	\$11,160,559	\$4,340,502	\$1,597,255	\$5,318,782	\$11,256,540
41	6000 - Capital Outlay	\$150,092	\$65,577	\$472,537	\$688,206	\$151,383	\$66,141	\$476,601	\$694,124
42	7000 - Other Outgo	\$0	\$0	\$600,000	\$600,000	\$0	\$0	\$600,000	\$600,000
43	Prior Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
44	Site Budgeted / Estimated Actual Expenditures	\$45,866,150	\$22,975,212	\$14,612,836	\$83,454,198	\$46,875,392	\$23,471,127	\$14,839,493	\$85,186,012
45	<b>Excess/(Deficit) (line 34 minus line 43 plus line 44)</b>	<b>\$939,423</b>	<b>\$347,034</b>	<b>\$13,000</b>	<b>\$1,299,456</b>	<b>\$1,259,194</b>	<b>\$473,005</b>	<b>\$13,000</b>	<b>\$1,745,199</b>
46	One-time Exp. (Adjust. to Fund Balance) - Unfunded FTES	-\$383,640	-\$175,272		-\$558,912	-\$391,313	-\$178,777		-\$570,090
47	One-time Exp. (Adjust. to Fund Balance) - FY 13-14 GASB and KVCR, FY 14-15 KVCR Contribution.								
48	Site Fund Balance July 1, Year Beginning (Includes RDA)	\$1,835,702	-\$972,521	\$14,390,472	\$15,253,653	\$2,391,485	-\$800,760	\$14,403,472	\$15,994,197
49	<b>Site Fund Balance June 30, Year Ending (line 45 plus line 46)</b>	<b>\$2,391,485</b>	<b>-\$800,760</b>	<b>\$14,403,472</b>	<b>\$15,994,197</b>	<b>\$3,259,366</b>	<b>-\$506,532</b>	<b>\$14,416,472</b>	<b>\$17,169,306</b>
					19.04%				20.02%
50	Unrestricted Fund Balance				\$15,994,197				\$17,169,306



	Total				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
<b>FEDERAL REVENUES</b>					
Higher Education Act	1,560,004.96	3,987,396.38	4,347,231.87	4,347,231.00	4,131,557.00
Student Financial Aid	66,008.70	66,594.50	53,900.00	42,744.00	53,900.00
Perkins (VTEA)	509,760.00	709,024.00	513,072.00	199,560.00	513,072.00
Department of Labor	1,719,317.40	1,810,827.55	1,184,637.16	1,037,817.00	1,105,754.00
Other Federal Revenues	976,667.38	1,109,076.69	86,534.17	220,057.00	86,532.53
<b>TOTAL FEDERAL REVENUES</b>	<b>4,831,758.44</b>	<b>7,682,919.12</b>	<b>6,185,375.20</b>	<b>5,847,409.00</b>	<b>5,890,815.53</b>
<b>STATE REVENUES</b>					
General Apportionments	50,521,678.54	47,307,242.95	53,050,218.74	51,047,967.00	52,513,811.00
General Categorical Programs	7,177,421.35	9,153,580.91	10,340,807.55	8,722,880.00	9,319,357.23
Reimbursable Categorical Programs	1,749,247.39	2,371,361.84	4,313,166.95	1,308,367.00	2,595,753.00
Other State Revenues	2,921,999.05	3,417,668.08	2,516,417.00	3,583,969.40	2,515,929.00
<b>TOTAL STATE REVENUES</b>	<b>62,370,346.33</b>	<b>62,249,853.78</b>	<b>70,220,610.24</b>	<b>54,367,469.40</b>	<b>66,944,850.23</b>
<b>LOCAL REVENUES</b>					
Property Taxes	33,056,046.44	39,720,367.45	38,582,052.00	38,533,805.19	41,320,663.00
Contributions, Grants, etc.	115,851.27	1,606,958.13	1,613,479.00	1,037,523.28	1,323,707.00
Contract Services	1,477,190.93	1,609,726.88	1,577,565.00	893,086.75	1,532,520.00
Student Fees & Charges	5,478,129.33	5,985,118.96	6,641,782.00	5,205,524.00	6,643,541.00
Other Local Revenues	6,295,824.06	8,069,315.70	5,964,990.57	8,362,978.92	4,257,670.60
<b>TOTAL LOCAL REVENUES</b>	<b>46,423,042.03</b>	<b>56,991,487.12</b>	<b>54,379,868.57</b>	<b>52,363,552.14</b>	<b>55,078,101.60</b>
<b>TOTAL REVENUES</b>	<b>113,625,146.80</b>	<b>126,924,260.02</b>	<b>130,785,854.01</b>	<b>108,779,177.54</b>	<b>127,913,767.36</b>
<b>EXPENDITURES</b>					
Academic Salaries	30,496,574.21	31,189,762.56	32,451,587.34	30,665,710.00	36,254,655.50
Classified Salaries	22,807,184.74	24,643,183.56	25,765,550.97	21,856,526.79	26,180,712.50
Employee Benefits	18,159,737.10	19,216,996.79	19,137,250.00	21,737,968.90	17,788,293.00
Supplies & Materials	1,640,029.54	2,231,226.72	2,390,381.55	2,758,640.00	2,271,032.90
Other Expenses & Services	15,164,294.50	21,302,903.08	35,900,434.54	15,048,231.00	30,801,600.76
Capital Outlay	40,644,971.93	33,220,229.24	85,968,321.76	29,240,787.00	93,640,117.15
<b>TOTAL EXPENDITURES</b>	<b>128,912,792.02</b>	<b>131,804,301.95</b>	<b>201,613,526.16</b>	<b>110,026,450.69</b>	<b>206,936,411.81</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>(15,287,645.22)</b>	<b>(4,880,041.93)</b>	<b>(70,827,672.15)</b>	<b>(1,247,273.15)</b>	<b>(79,022,644.45)</b>
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	41,115.62	14,230.00	22,876.60	-	12,000.00
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	9,370,741.82	2,609,269.00	1,350,450.00	2,528,929.00	600,000.00
Other Outgo	(33,148,772.37)	(26,321,292.61)	(27,332,181.00)	(34,782,035.92)	(27,021,248.00)
<b>NET OTHER FINANCING SOURCES</b>	<b>(23,736,914.93)</b>	<b>(23,697,793.61)</b>	<b>(25,958,854.40)</b>	<b>(32,253,106.92)</b>	<b>(26,409,248.00)</b>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>(39,024,560.15)</b>	<b>(28,577,835.54)</b>	<b>(96,786,526.55)</b>	<b>(30,754,231.07)</b>	<b>(105,431,892.45)</b>
<b>FUND BALANCE, JULY 1</b>	<b>339,900,591.74</b>	<b>300,876,031.59</b>	<b>272,298,196.05</b>	<b>272,298,196.05</b>	<b>241,543,964.98</b>
<b>FUND BALANCE, JUNE 30</b>	<b>300,876,031.59</b>	<b>272,298,196.05</b>	<b>175,511,669.50</b>	<b>241,543,964.98</b>	<b>136,112,072.53</b>

	General Fund, Unrestricted				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
<b>FEDERAL REVENUES</b>					
Higher Education Act	17,880.01	18,280.66	19,667.00	19,667.00	19,667.00
Student Financial Aid	66,008.70	66,594.50	53,900.00	42,744.00	53,900.00
Perkins (VTEA)	-	-	-	-	-
Department of Labor	-	-	-	-	-
Other Federal Revenues	-	-	-	-	-
<b>TOTAL FEDERAL REVENUES</b>	<b>83,888.71</b>	<b>84,875.16</b>	<b>73,567.00</b>	<b>62,411.00</b>	<b>73,567.00</b>
<b>STATE REVENUES</b>					
General Apportionments	50,394,662.00	46,839,264.00	52,570,536.00	50,534,324.00	52,066,580.00
General Categorical Programs	-	-	-	-	-
Reimbursable Categorical Programs	-	-	-	-	-
Other State Revenues	2,250,602.08	2,792,260.55	1,910,674.00	2,143,913.00	1,882,288.00
<b>TOTAL STATE REVENUES</b>	<b>52,645,264.08</b>	<b>49,631,524.55</b>	<b>54,481,210.00</b>	<b>52,678,237.00</b>	<b>53,948,868.00</b>
<b>LOCAL REVENUES</b>					
Property Taxes	13,272,652.47	15,325,057.00	13,334,452.00	15,480,604.00	17,464,663.00
Contributions, Grants, etc.	-	220,300.00	109,270.00	211,150.00	-
Contract Services	270,443.81	-	-	-	-
Student Fees & Charges	3,866,372.00	3,886,630.00	4,441,740.00	4,526,482.00	4,387,000.00
Other Local Revenues	884,060.05	930,709.81	843,109.00	1,404,234.00	737,242.00
<b>TOTAL LOCAL REVENUES</b>	<b>18,293,528.33</b>	<b>20,362,696.81</b>	<b>18,728,571.00</b>	<b>21,622,470.00</b>	<b>22,588,905.00</b>
<b>TOTAL REVENUES</b>	<b><u>71,022,681.12</u></b>	<b><u>70,079,096.52</u></b>	<b><u>73,283,348.00</u></b>	<b><u>74,363,118.00</u></b>	<b><u>76,611,340.00</u></b>
<b>EXPENDITURES</b>					
Academic Salaries	28,676,360.34	28,564,810.00	29,787,176.36	\$30,665,710	33,382,848.50
Classified Salaries	15,341,327.37	15,087,491.00	15,977,640.62	\$16,664,839	16,850,713.50
Employee Benefits	12,878,993.36	13,338,164.00	14,363,368.60	\$13,377,260	13,741,235.00
Supplies & Materials	877,530.89	809,492.00	1,030,299.04	\$826,399	1,102,109.00
Other Expenses & Services	7,891,709.86	6,726,701.00	10,480,554.11	\$9,037,346	10,784,750.00
Capital Outlay	555,897.88	597,507.00	783,617.06	\$629,665	665,032.00
<b>TOTAL EXPENDITURES</b>	<b><u>66,221,819.70</u></b>	<b><u>65,124,165.00</u></b>	<b><u>72,422,655.79</u></b>	<b><u>71,201,219.00</u></b>	<b><u>76,526,688.00</u></b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>4,800,861.42</b>	<b>4,954,931.52</b>	<b>860,692.21</b>	<b>3,161,899.00</b>	<b>84,652.00</b>
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	41,115.62	14,230.00	22,876.60	-	12,000.00
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	150,209.83	-	450.00	-	-
Other Outgo	(9,217,551.56)	(2,609,269.00)	(2,051,814.00)	(11,046,392.00)	(1,300,000.00)
<b>NET OTHER FINANCING SOURCES</b>	<b><u>(9,026,226.11)</u></b>	<b><u>(2,595,039.00)</u></b>	<b><u>(2,028,487.40)</u></b>	<b><u>(11,046,392.00)</u></b>	<b><u>(1,288,000.00)</u></b>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>(4,225,364.69)</b>	<b>2,359,892.52</b>	<b>(1,167,795.19)</b>	<b>(7,884,493.00)</b>	<b>(1,203,348.00)</b>
<b>FUND BALANCE, JULY 1</b>	<b>26,087,431.00</b>	<b>21,862,066.31</b>	<b>24,221,958.83</b>	<b>24,221,958.83</b>	<b>16,337,465.83</b>
<b>FUND BALANCE, JUNE 30</b>	<b>21,862,066.31</b>	<b>24,221,958.83</b>	<b>23,054,163.64</b>	<b>16,337,465.83</b>	<b>15,134,117.83</b>

FU: 01 GENERAL FUND

SUMMARY BY OBJECT	FY 13-14		FY 13-14	FY 14-15	
	BUDGET	ADJ FTE	EXPENSES	PRELIMINARY BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	73,567		42,559.70	73,567	
8600.00 STATE REVENUES	54,481,210		33,532,318.02	53,948,868	
8800.00 LOCAL REVENUES	18,728,571		12,232,551.75	22,588,905	
8900.00 OTHER FINANCING SOURCES	23,327		24,736.02	12,000	
TOTAL: 8000-8999	73,306,675		45,832,165.49	76,623,340	
1100.00 CONTRACT CLASSROOM INST.	14,845,843	195.88	8,926,192.22	16,538,026	192.47
1200.00 CONTRACT CERT. ADMINISTRATORS	6,924,012	74.09	3,606,820.76	6,965,611	61.09
1300.00 INSTRUCTORS DAY/HOURLY	7,401,593	0.00	4,879,960.88	9,251,726	0.00
1400.00 NON-INSTRUCTION HOURLY CERT.	615,728	0.00	279,448.58	578,747	0.00
*** TOTAL: 1000 ***	29,787,176	269.97	17,692,422.44	33,334,110	253.56
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	13,051,563	308.54	8,789,704.68	14,172,538	283.27
2200.00 INSTRUCTIONAL AIDS	1,334,456	30.51	723,439.44	1,373,076	27.51
2300.00 NON-INSTRUCTION HOURLY CLASS.	958,250	0.00	678,879.94	782,851	0.00
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	633,372	0.00	341,731.39	522,248	0.00
*** TOTAL: 2000 ***	15,977,641	339.05	10,533,755.45	16,850,713	310.78
3100.00 CERTIFICATED RETIREMENT	1,907,983	0.00	1,277,476.29	791,451	0.00
3200.00 CLASSIFIED RETIREMENT	1,978,654	0.00	1,198,750.79	2,190,999	0.00
3300.00 OASDHI/FICA	1,771,206	0.00	1,069,932.57	1,932,577	0.00
3400.00 HEALTH AND WELFARE BENEFITS	7,627,783	0.00	4,210,968.43	7,874,299	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	23,837	0.00	80,206.04	26,076	0.00
3600.00 WORKERS COMPENSATION INSURANCE	882,233	0.00	495,784.66	873,375	0.00
3900.00 OTHER BENEFITS	171,673	0.00	118,234.98	41,466	0.00
*** TOTAL: 3000 ***	14,363,369	0.00	8,451,353.76	13,730,243	0.00
4100.00 TEXTBOOKS	20,761		545.76	20,811	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	45,107		23,932.41	44,513	
4300.00 INSTRUCTIONAL SUPPLIES	121,420		72,363.36	128,073	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	26,602		1,189.05	19,677	
4500.00 NONINSTRUCTIONAL SUPPLIES	813,367		567,883.18	885,792	
4700.00 FOOD SUPPLIES	3,043		2,243.00	3,243	
*** TOTAL: 4000 ***	1,030,300		668,156.76	1,102,109	
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,574,160		1,927,684.07	2,666,123	
5200.00 TRAVEL & CONFERENCE EXPENSES	469,072		264,554.63	487,200	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	288,891		196,673.58	301,550	
5400.00 INSURANCES - DISTRICT USE	88,000		65,773.00	71,000	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	2,497,988		2,280,119.95	2,886,193	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	2,717,251		2,056,742.74	2,620,583	
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	528,000		291,012.08	756,000	
5800.00 OTHER OPERATING EXP-DIST. USE	1,317,193		379,356.04	995,501	
*** TOTAL: 5000 ***	10,480,555		7,461,916.09	10,784,150	

FU: 01 GENERAL FUND

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
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TOTAL: 1000-5999	71,639,041	609.02	44,807,604.50	75,801,325	564.34
6100.00 SITES & IMPROVEMENTS-DIST. USE	17,000		11,950.00	0	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	19,880		18,715.59	600	
6300.00 LIBRARY BOOKS - EXPANSION	10,150		10,000.00	10,000	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	736,587		452,615.41	654,432	
*** TOTAL: 6000 ***	783,617		493,281.00	665,032	
TOTAL: 1000-6999	72,422,658	609.02	45,300,885.50	76,466,357	564.34
7300.00 INTERFUND TRANSFERS	2,050,000		1,758,332.00	1,300,000	
7600.00 OTHER STUDENT AID	1,814		1,851.50	0	
*** TOTAL: 7000 ***	2,051,814		1,760,183.50	1,300,000	
TOTAL: 1000-7999	74,474,472	609.02	47,061,069.00	77,766,357	564.34

SUMMARY BY OBJECT	FY 13-14		FY 13-14	FY 14-15	
	BUDGET	ADJ FTE	EXPENSES	PRELIMINARY BUDGET	ADJ FTE
TOTAL: 8000-8999	73,306,675		45,832,165.49	76,623,340	
TOTAL: 1000-5999	71,639,041	609.02	44,807,604.50	75,801,325	564.34
TOTAL: 1000-6999	72,422,658	609.02	45,300,885.50	76,466,357	564.34
TOTAL: 1000-7999	74,474,472	609.02	47,061,069.00	77,766,357	564.34

FU: 01 GENERAL FUND

SI: 00 GENERAL

SUMMARY BY OBJECT	FY 13-14		FY 13-14	FY 14-15	
	BUDGET	ADJ FTE	EXPENSES	PRELIMINARY BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	0		39,501.91	0	
8600.00 STATE REVENUES	43,173,882		27,506,998.69	40,839,906	
8800.00 LOCAL REVENUES	17,403,592		11,457,388.97	21,462,463	
TOTAL: 8000-8999	60,577,474		39,003,889.57	62,302,369	
3100.00 CERTIFICATED RETIREMENT	0	0.00	2.28-	0	0.00
*** TOTAL: 3000 ***	0	0.00	2.28-	0	0.00
TOTAL: 1000-5999	0	0.00	2.28-	0	0.00

FU: 01 GENERAL FUND

SI: 01 SAN BERNARDINO VALLEY COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	53,500		2,403.30	53,500	
8600.00 STATE REVENUES	1,366,097		437,960.37	1,461,221	
8800.00 LOCAL REVENUES	691,782		322,292.20	576,488	
TOTAL: 8000-8999	2,111,379		762,655.87	2,091,209	
1100.00 CONTRACT CLASSROOM INST.	10,417,495	136.97	6,166,563.89	11,822,770	136.86
1200.00 CONTRACT CERT. ADMINISTRATORS	3,412,871	36.14	1,840,198.01	3,630,041	33.92
1300.00 INSTRUCTORS DAY/HOURLY	5,089,677	0.00	3,481,345.66	6,357,776	0.00
1400.00 NON-INSTRUCTION HOURLY CERT.	413,595	0.00	192,310.17	403,643	0.00
*** TOTAL: 1000 ***	19,333,638	173.11	11,680,417.73	22,214,230	170.78
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	5,594,360	140.89	3,864,207.30	6,165,762	122.23
2200.00 INSTRUCTIONAL AIDS	761,172	18.07	437,615.64	851,983	17.07
2300.00 NON-INSTRUCTION HOURLY CLASS.	422,028	0.00	268,486.91	222,650	0.00
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	237,336	0.00	124,898.21	168,658	0.00
*** TOTAL: 2000 ***	7,014,896	158.96	4,695,208.06	7,409,053	139.30
3100.00 CERTIFICATED RETIREMENT	1,344,987	0.00	849,119.32	767,037	0.00
3200.00 CLASSIFIED RETIREMENT	875,280	0.00	549,581.58	975,815	0.00
3300.00 OASDHI/FICA	863,555	0.00	538,820.81	961,036	0.00
3400.00 HEALTH AND WELFARE BENEFITS	4,232,594	0.00	2,424,261.94	4,482,279	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	13,488	0.00	8,112.11	14,959	0.00
3600.00 WORKERS COMPENSATION INSURANCE	484,937	0.00	278,634.85	486,240	0.00
3900.00 OTHER BENEFITS	89,492	0.00	57,798.86	23,250	0.00
*** TOTAL: 3000 ***	7,904,333	0.00	4,706,329.47	7,710,616	0.00
4100.00 TEXTBOOKS	20,761		545.76	20,811	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	33,403		19,229.75	32,903	
4300.00 INSTRUCTIONAL SUPPLIES	68,004		41,353.09	72,441	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	9,626		149.04	5,802	
4500.00 NONINSTRUCTIONAL SUPPLIES	446,907		311,136.86	462,868	
4700.00 FOOD SUPPLIES	3,043		2,243.00	3,243	
*** TOTAL: 4000 ***	581,744		374,657.50	598,068	
5100.00 PERSON&CONSULTANT SVC-DIST USE	977,256		610,855.72	984,671	
5200.00 TRAVEL & CONFERENCE EXPENSES	152,288		83,745.80	149,773	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	129,754		92,999.28	129,989	
5400.00 INSURANCES - DISTRICT USE	1,000		.00	1,000	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	1,480,197		1,324,113.14	1,869,269	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	900,921		583,056.57	823,561	
5800.00 OTHER OPERATING EXP-DIST. USE	586,600		71,260.84	200,318	
*** TOTAL: 5000 ***	4,228,016		2,766,031.35	4,158,581	
TOTAL: 1000-5999	39,062,627	332.07	24,222,644.11	42,090,548	310.08

FU: 01 GENERAL FUND

SI: 01 SAN BERNARDINO VALLEY COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14	FY 14-15	
	BUDGET	ADJ FTE	EXPENSES	PRELIMINARY BUDGET	ADJ FTE
6100.00 SITES & IMPROVEMENTS-DIST. USE	17,000		11,950.00	0	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	19,280		18,715.59	0	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	492,309		309,038.49	145,038	
*** TOTAL: 6000 ***	528,589		339,704.08	145,038	
TOTAL: 1000-6999	39,591,216	332.07	24,562,348.19	42,235,586	310.08
7600.00 OTHER STUDENT AID	1,814		1,851.50	0	
*** TOTAL: 7000 ***	1,814		1,851.50	0	
TOTAL: 1000-7999	39,593,030	332.07	24,564,199.69	42,235,586	310.08



FU: 01 GENERAL FUND

SI: 15 SBVC PRIOR YEAR FUNDING

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
1200.00 CONTRACT CERT. ADMINISTRATORS	67,864	0.63	.00	0	0.00
1400.00 NON-INSTRUCTION HOURLY CERT.	2,520	0.00	.00	0	0.00
*** TOTAL: 1000 ***	70,384	0.63	.00	0	0.00
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	27,516	0.00	1,408.00	0	0.00
*** TOTAL: 2000 ***	27,516	0.00	1,408.00	0	0.00
3100.00 CERTIFICATED RETIREMENT	5,807	0.00	193.42	0	0.00
3300.00 OASDHI/FICA	1,295	0.00	.00	0	0.00
3400.00 HEALTH AND WELFARE BENEFITS	9,375	0.00	.00	0	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	44	0.00	.00	0	0.00
3600.00 WORKERS COMPENSATION INSURANCE	945	0.00	.00	0	0.00
3900.00 OTHER BENEFITS	46	0.00	.00	0	0.00
*** TOTAL: 3000 ***	17,512	0.00	193.42	0	0.00
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	1,000		970.00	0	
5800.00 OTHER OPERATING EXP-DIST. USE	46,064		.00	0	
*** TOTAL: 5000 ***	47,064		970.00	0	
TOTAL: 1000-5999	162,476	.63	2,571.42	0	

FU: 01 GENERAL FUND

SI: 31 CENTRAL SERVICES AT S.B.V.C.

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
2300.00 NON-INSTRUCTION HOURLY CLASS.	0	0.00	252.63	0	0.00
*** TOTAL: 2000 ***	0	0.00	252.63	0	0.00
3300.00 OASDHI/FICA	0	0.00	14.70	0	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	0	0.00	.27	0	0.00
*** TOTAL: 3000 ***	0	0.00	14.97	0	0.00
TOTAL: 1000-5999	0	0.00	267.60	0	0.00

FU: 01 GENERAL FUND

SI: 02 CRAFTON HILLS COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	20,067		654.49	20,067	
8600.00 STATE REVENUES	554,913		179,272.96	662,684	
8800.00 LOCAL REVENUES	598,697		437,341.60	548,954	
8900.00 OTHER FINANCING SOURCES	10,877		10,879.60	0	
TOTAL: 8000-8999	1,184,554		628,148.65	1,231,705	
1100.00 CONTRACT CLASSROOM INST.	4,428,348	58.91	2,759,628.33	4,912,928	55.61
1200.00 CONTRACT CERT. ADMINISTRATORS	2,580,827	28.72	1,253,964.57	2,628,742	23.56
1300.00 INSTRUCTORS DAY/HOURLY	2,311,916	0.00	1,398,615.22	2,893,950	0.00
1400.00 NON-INSTRUCTION HOURLY CERT.	134,613	0.00	64,026.23	135,104	0.00
*** TOTAL: 1000 ***	9,455,704	87.63	5,476,234.35	10,570,724	79.17
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,327,128	78.27	2,364,133.68	3,604,299	69.26
2200.00 INSTRUCTIONAL AIDS	573,284	12.44	285,823.80	521,093	10.44
2300.00 NON-INSTRUCTION HOURLY CLASS.	140,592	0.00	136,958.04	184,701	0.00
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	368,520	0.00	215,425.18	353,590	0.00
*** TOTAL: 2000 ***	4,409,524	90.71	3,002,340.70	4,663,683	79.70
3100.00 CERTIFICATED RETIREMENT	515,151	0.00	405,940.11	569,693	0.00
3200.00 CLASSIFIED RETIREMENT	533,848	0.00	331,025.93	568,732	0.00
3300.00 OASDHI/FICA	484,124	0.00	302,768.91	518,573	0.00
3400.00 HEALTH AND WELFARE BENEFITS	2,213,265	0.00	1,181,536.87	2,146,400	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	7,230	0.00	4,214.13	7,796	0.00
3600.00 WORKERS COMPENSATION INSURANCE	261,276	0.00	145,214.04	251,445	0.00
3900.00 OTHER BENEFITS	57,174	0.00	39,130.36	11,622	0.00
*** TOTAL: 3000 ***	4,072,068	0.00	2,409,830.35	4,074,261	0.00
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	2,005		979.09	2,460	
4300.00 INSTRUCTIONAL SUPPLIES	53,416		31,010.27	55,632	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	6,525		283.07	4,825	
4500.00 NONINSTRUCTIONAL SUPPLIES	155,559		113,550.04	151,924	
*** TOTAL: 4000 ***	217,505		145,822.47	214,841	
5100.00 PERSON&CONSULTANT SVC-DIST USE	62,517		38,682.59	50,517	
5200.00 TRAVEL & CONFERENCE EXPENSES	72,576		32,054.75	81,018	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	48,237		39,803.70	53,862	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	724,337		704,287.00	718,770	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	421,876		301,680.28	422,018	
5800.00 OTHER OPERATING EXP-DIST. USE	162,800		22,548.81	204,125	
*** TOTAL: 5000 ***	1,492,343		1,139,057.13	1,530,310	
TOTAL: 1000-5999	19,647,144	178.34	12,173,285.00	21,053,819	158.87
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	600		.00	600	

FU: 01 GENERAL FUND

SI: 02 CRAFTON HILLS COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14	FY 14-15	
	BUDGET	ADJ FTE	EXPENSES	PRELIMINARY BUDGET	ADJ FTE
6300.00 LIBRARY BOOKS - EXPANSION	10,000		10,000.00	10,000	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	67,936		36,128.41	52,769	
*** TOTAL: 6000 ***	78,536		46,128.41	63,369	
TOTAL: 1000-6999	19,725,680	178.34	12,219,413.41	21,117,188	158.87

FU: 01 GENERAL FUND

SI: 25 CHC PRIOR YEAR FUNDING

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
4500.00 NONINSTRUCTIONAL SUPPLIES	8,750		.00	0	
*** TOTAL: 4000 ***	8,750		.00	0	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	2,500		8,030.00	0	
5800.00 OTHER OPERATING EXP-DIST. USE	5,000		.00	0	
*** TOTAL: 5000 ***	7,500		8,030.00	0	
TOTAL: 1000-5999	16,250		8,030.00	0	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	15,026		.00	0	
*** TOTAL: 6000 ***	15,026		.00	0	
TOTAL: 1000-6999	31,276		8,030.00	0	

FU: 01 GENERAL FUND

SI: 03 CENTRAL SERVICES

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8600.00 STATE REVENUES	9,386,318		5,408,086.00	10,985,057	
8800.00 LOCAL REVENUES	34,500		15,528.98	1,000	
8900.00 OTHER FINANCING SOURCES	12,450		13,856.42	12,000	
TOTAL: 8000-8999	9,433,268		5,437,471.40	10,998,057	
1100.00 CONTRACT CLASSROOM INST.	0	0.00	.00	197,672-	0.00
1200.00 CONTRACT CERT. ADMINISTRATORS	862,450	8.60	512,658.18	706,828	3.61
1400.00 NON-INSTRUCTION HOURLY CERT.	65,000	0.00	23,112.18	40,000	0.00
*** TOTAL: 1000 ***	927,450	8.60	535,770.36	549,156	3.61
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	4,130,075	89.38	2,561,363.70	4,402,477	91.78
2300.00 NON-INSTRUCTION HOURLY CLASS.	395,630	0.00	273,182.36	375,500	0.00
*** TOTAL: 2000 ***	4,525,705	89.38	2,834,546.06	4,777,977	91.78
3100.00 CERTIFICATED RETIREMENT	42,038	0.00	22,225.72	545,279-	0.00
3200.00 CLASSIFIED RETIREMENT	569,526	0.00	318,143.28	646,452	0.00
3300.00 OASDHI/FICA	422,232	0.00	228,328.15	452,968	0.00
3400.00 HEALTH AND WELFARE BENEFITS	1,172,549	0.00	605,169.62	1,245,620	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	3,075	0.00	67,879.53	3,321	0.00
3600.00 WORKERS COMPENSATION INSURANCE	135,075	0.00	71,935.77	135,690	0.00
3900.00 OTHER BENEFITS	24,961	0.00	21,305.76	6,594	0.00
*** TOTAL: 3000 ***	2,369,456	0.00	1,334,987.83	1,945,366	0.00
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	9,699		3,723.57	9,150	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	10,451		756.94	9,050	
4500.00 NONINSTRUCTIONAL SUPPLIES	202,151		143,196.28	271,000	
*** TOTAL: 4000 ***	222,301		147,676.79	289,200	
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,534,387		1,278,145.76	1,630,935	
5200.00 TRAVEL & CONFERENCE EXPENSES	244,208		148,754.08	256,409	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	110,900		63,870.60	117,699	
5400.00 INSURANCES - DISTRICT USE	87,000		65,773.00	70,000	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	293,454		251,719.81	298,154	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	1,390,954		1,163,005.89	1,375,004	
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	528,000		291,012.08	756,000	
5800.00 OTHER OPERATING EXP-DIST. USE	516,729		285,546.39	591,058	
*** TOTAL: 5000 ***	4,705,632		3,547,827.61	5,095,259	
TOTAL: 1000-5999	12,750,544	97.98	8,400,808.65	12,656,958	95.39
6300.00 LIBRARY BOOKS - EXPANSION	150		.00	0	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	161,316		107,448.51	456,625	
*** TOTAL: 6000 ***	161,466		107,448.51	456,625	

FU: 01 GENERAL FUND

SI: 03 CENTRAL SERVICES

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
----- TOTAL: 1000-6999	12,912,010	97.98	8,508,257.16	13,113,583	95.39
7300.00 INTERFUND TRANSFERS	2,050,000		1,758,332.00	1,300,000	
*** TOTAL: 7000 ***	2,050,000		1,758,332.00	1,300,000	
TOTAL: 1000-7999	14,962,010	97.98	10,266,589.16	14,413,583	95.39

FU: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	73,306,675	0.00	45,832,165.49	76,623,340	0.00
TOTAL: 1000-5999	71,639,041	609.02	44,807,604.50	75,801,325	564.34
TOTAL: 1000-6999	72,422,658	609.02	45,300,885.50	76,466,357	564.34
TOTAL: 1000-7999	74,474,472	609.02	47,061,069.00	77,766,357	564.34



	General Fund, Restricted				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
<b>FEDERAL REVENUES</b>					
Higher Education Act	1,542,124.95	3,969,115.72	4,327,564.87	4,327,564.00	4,111,890.00
Student Financial Aid	-	-	-	-	-
Perkins (VTEA)	509,760.00	709,024.00	513,072.00	199,560.00	513,072.00
Department of Labor	1,719,317.40	1,677,397.97	1,037,817.16	1,037,817.00	958,934.00
Other Federal Revenues	846,689.42	1,109,076.69	86,534.17	88,057.00	86,532.53
<b>TOTAL FEDERAL REVENUES</b>	<b>4,617,891.77</b>	<b>7,464,614.38</b>	<b>5,964,988.20</b>	<b>5,652,998.00</b>	<b>5,670,428.53</b>
<b>STATE REVENUES</b>					
General Apportionments	127,016.54	467,978.95	479,682.74	513,643.00	447,231.00
General Categorical Programs	5,677,914.15	7,478,004.94	7,901,516.40	7,210,880.00	6,850,339.33
Reimbursable Categorical Programs	1,295,235.50	2,361,436.68	4,302,839.95	1,301,367.00	2,585,426.00
Other State Revenues	437,083.39	349,343.00	349,343.00	31,543.00	377,241.00
<b>TOTAL STATE REVENUES</b>	<b>7,537,249.58</b>	<b>10,656,763.57</b>	<b>13,033,382.09</b>	<b>9,057,433.00</b>	<b>10,260,237.33</b>
<b>LOCAL REVENUES</b>					
Property Taxes	-	-	-	-	-
Contributions, Grants, etc.	115,851.27	43,500.00	60,733.00	15,167.00	65,301.00
Contract Services	171,372.12	607,601.88	542,565.00	200,100.00	475,520.00
Student Fees & Charges	1,170,232.45	1,698,060.00	1,688,720.00	1,670,021.00	1,749,519.00
Other Local Revenues	314,150.00	360,057.92	247,974.00	215,922.00	277,664.00
<b>TOTAL LOCAL REVENUES</b>	<b>1,771,605.84</b>	<b>2,709,219.80</b>	<b>2,539,992.00</b>	<b>2,101,210.00</b>	<b>2,568,004.00</b>
<b>TOTAL REVENUES</b>	<b>13,926,747.19</b>	<b>20,830,597.75</b>	<b>21,538,362.29</b>	<b>16,811,641.00</b>	<b>18,498,669.86</b>
<b>EXPENDITURES</b>					
Academic Salaries	1,820,213.87	2,624,952.56	2,664,410.98	2,064,262.00	2,871,807.00
Classified Salaries	4,550,515.11	6,306,854.05	5,705,482.39	4,577,504.00	5,522,507.00
Employee Benefits	1,735,322.27	2,259,856.92	1,973,337.74	1,667,818.00	2,215,943.00
Supplies & Materials	576,910.57	1,156,706.30	971,731.51	529,652.00	790,237.90
Other Expenses & Services	3,735,012.26	8,267,590.03	10,740,589.84	3,125,046.00	8,730,618.16
Capital Outlay	1,034,746.38	1,575,319.01	1,258,801.19	682,869.00	1,040,738.75
<b>TOTAL EXPENDITURES</b>	<b>13,452,720.46</b>	<b>22,191,278.87</b>	<b>23,314,353.65</b>	<b>12,647,151.00</b>	<b>21,171,851.81</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>474,026.73</b>	<b>(1,360,681.12)</b>	<b>(1,775,991.36)</b>	<b>4,164,490.00</b>	<b>(2,673,181.95)</b>
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	-	-	-	-	-
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	683,571.99	-	-	-	-
Other Outgo	(542,969.50)	(627,196.69)	(698,517.00)	(650,817.00)	(555,921.00)
<b>NET OTHER FINANCING SOURCES</b>	<b>140,602.49</b>	<b>(627,196.69)</b>	<b>(698,517.00)</b>	<b>(650,817.00)</b>	<b>(555,921.00)</b>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>614,629.22</b>	<b>(1,987,877.81)</b>	<b>(2,474,508.36)</b>	<b>3,513,673.00</b>	<b>(3,229,102.95)</b>
<b>FUND BALANCE, JULY 1</b>	<b>1,311,563.44</b>	<b>1,926,192.66</b>	<b>(61,685.15)</b>	<b>(61,685.15)</b>	<b>3,451,987.85</b>
<b>FUND BALANCE, JUNE 30</b>	<b>1,926,192.66</b>	<b>(61,685.15)</b>	<b>(2,536,193.51)</b>	<b>3,451,987.85</b>	<b>222,884.90</b>

FU: 01 GENERAL FUND

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	5,964,990		1,123,136.23	5,670,429	
8600.00 STATE REVENUES	13,033,381		4,671,173.18	10,260,237	
8800.00 LOCAL REVENUES	2,539,992		1,175,414.06	2,568,004	
TOTAL: 8000-8999	21,538,363		6,969,723.47	18,498,670	
1100.00 CONTRACT CLASSROOM INST.	87,032	0.72	50,707.21	218,952	2.14
1200.00 CONTRACT CERT. ADMINISTRATORS	1,339,595	17.87	650,433.21	1,548,542	16.85
1300.00 INSTRUCTORS DAY/HOURLY	93,002	0.00	.00	87,669	0.00
1400.00 NON-INSTRUCTION HOURLY CERT.	1,144,782	0.00	543,627.02	1,065,382	0.00
*** TOTAL: 1000 ***	2,664,411	18.59	1,244,767.44	2,920,545	18.99
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,235,712	69.22	1,771,265.37	3,650,843	66.64
2200.00 INSTRUCTIONAL AIDS	12,324	0.48	6,960.27	14,083	0.48
2300.00 NON-INSTRUCTION HOURLY CLASS.	1,670,480	0.00	668,694.10	1,189,782	0.00
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	786,969	0.00	272,296.20	667,799	0.00
*** TOTAL: 2000 ***	5,705,485	69.70	2,719,215.94	5,522,507	67.12
3100.00 CERTIFICATED RETIREMENT	194,139	0.00	88,090.63	229,916	0.00
3200.00 CLASSIFIED RETIREMENT	335,021	0.00	203,826.66	421,393	0.00
3300.00 OASDHI/FICA	281,699	0.00	174,725.95	343,540	0.00
3400.00 HEALTH AND WELFARE BENEFITS	1,019,562	0.00	540,264.20	1,099,952	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	3,464	0.00	1,850.34	3,869	0.00
3600.00 WORKERS COMPENSATION INSURANCE	119,162	0.00	65,715.34	122,627	0.00
3900.00 OTHER BENEFITS	20,292	0.00	12,276.53	5,638	0.00
*** TOTAL: 3000 ***	1,973,339	0.00	1,086,749.65	2,226,935	0.00
4100.00 TEXTBOOKS	33,020		19,430.44	45,714	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	36,467		19,651.85	31,502	
4300.00 INSTRUCTIONAL SUPPLIES	343,271		178,788.85	234,783	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	13,110		399.04	23,340	
4500.00 NONINSTRUCTIONAL SUPPLIES	539,962		201,419.13	449,399	
4700.00 FOOD SUPPLIES	5,900		5,900.00	5,500	
*** TOTAL: 4000 ***	971,730		425,589.31	790,238	
5100.00 PERSON&CONSULTANT SVC-DIST USE	4,675,418		2,197,035.34	3,018,565	
5200.00 TRAVEL & CONFERENCE EXPENSES	430,026		162,455.44	314,416	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	68,121		29,680.36	47,783	
5400.00 INSURANCES - DISTRICT USE	58,000		58,000.00	58,000	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	47,122		35,716.70	62,165	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	401,968		205,613.49	344,315	
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,000		.00	0	
5800.00 OTHER OPERATING EXP-DIST. USE	5,058,934		222,681.41	4,885,974	
*** TOTAL: 5000 ***	10,740,589		2,911,182.74	8,731,218	

FU: 01 GENERAL FUND

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
----- TOTAL: 1000-5999	22,055,554	88.29	8,387,505.08	20,191,443	86.11
6100.00 SITES & IMPROVEMENTS-DIST. USE	85,002		.00	39,793	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	72,747		3,456.00	46,496	
6300.00 LIBRARY BOOKS - EXPANSION	102,240		88,040.92	97,839	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	998,812		413,336.17	856,611	
*** TOTAL: 6000 ***	1,258,801		504,833.09	1,040,739	
 TOTAL: 1000-6999	23,314,355	88.29	8,892,338.17	21,232,182	86.11
7500.00 OTHER OUTGO-STUDENT FIN AID	55,255		31,255.00	40,767	
7600.00 OTHER STUDENT AID	643,262		436,149.22	515,154	
*** TOTAL: 7000 ***	698,517		467,404.22	555,921	
 TOTAL: 1000-7999	24,012,872	88.29	9,359,742.39	21,788,103	86.11

FU: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	21,538,363		6,969,723.47	18,498,670	
TOTAL: 1000-5999	22,055,554	88.29	8,387,505.08	20,191,443	86.11
TOTAL: 1000-6999	23,314,355	88.29	8,892,338.17	21,232,182	86.11
TOTAL: 1000-7999	24,012,872	88.29	9,359,742.39	21,788,103	86.11

FU: 01 GENERAL FUND

SI: 01 SAN BERNARDINO VALLEY COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	2,498,168		315,781.05	2,411,490	
8600.00 STATE REVENUES	3,018,762		1,345,415.75	3,283,930	
8800.00 LOCAL REVENUES	1,035,518		607,848.96	1,037,928	
TOTAL: 8000-8999	6,552,448		2,269,045.76	6,733,348	
1100.00 CONTRACT CLASSROOM INST.	73,862	0.72	44,079.81	145,716	1.44
1200.00 CONTRACT CERT. ADMINISTRATORS	576,007	9.79	259,074.20	952,772	10.67
1400.00 NON-INSTRUCTION HOURLY CERT.	462,767	0.00	194,025.78	431,586	0.00
*** TOTAL: 1000 ***	1,112,636	10.51	497,179.79	1,530,074	12.11
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,000,035	27.23	597,457.19	1,177,524	24.55
2300.00 NON-INSTRUCTION HOURLY CLASS.	810,963	0.00	316,256.36	598,977	0.00
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	467,095	0.00	101,889.00	360,578	0.00
*** TOTAL: 2000 ***	2,278,093	27.23	1,015,602.55	2,137,079	24.55
3100.00 CERTIFICATED RETIREMENT	85,849	0.00	33,701.40	121,239	0.00
3200.00 CLASSIFIED RETIREMENT	126,845	0.00	73,424.40	135,581	0.00
3300.00 OASDHI/FICA	114,362	0.00	66,521.05	124,371	0.00
3400.00 HEALTH AND WELFARE BENEFITS	416,263	0.00	208,446.58	471,157	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	1,420	0.00	704.49	1,627	0.00
3600.00 WORKERS COMPENSATION INSURANCE	49,267	0.00	26,030.03	53,259	0.00
3900.00 OTHER BENEFITS	10,259	0.00	6,382.36	2,510	0.00
*** TOTAL: 3000 ***	804,265	0.00	415,210.31	909,744	0.00
4100.00 TEXTBOOKS	17,500		17,500.00	38,214	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	9,250		2,425.44	7,902	
4300.00 INSTRUCTIONAL SUPPLIES	153,745		105,803.13	135,641	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,750		.00	1,400	
4500.00 NONINSTRUCTIONAL SUPPLIES	97,870		42,737.35	69,030	
4700.00 FOOD SUPPLIES	5,900		5,900.00	5,500	
*** TOTAL: 4000 ***	287,015		174,365.92	257,687	
5100.00 PERSON&CONSULTANT SVC-DIST USE	615,526		83,955.82	539,892	
5200.00 TRAVEL & CONFERENCE EXPENSES	85,600		19,211.47	69,007	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	26,879		10,148.06	10,133	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	600		600.00	1,000	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	58,516		34,323.68	103,175	
5800.00 OTHER OPERATING EXP-DIST. USE	949,954		108,960.55	906,463	
*** TOTAL: 5000 ***	1,737,075		257,199.58	1,629,670	
TOTAL: 1000-5999	6,219,084	37.74	2,359,558.15	6,464,254	36.66
6300.00 LIBRARY BOOKS - EXPANSION	92,339		78,143.92	92,339	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	145,412		103,529.46	96,068	

FU: 01 GENERAL FUND

SI: 01 SAN BERNARDINO VALLEY COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
*** TOTAL: 6000 ***	237,751		181,673.38	188,407	
TOTAL: 1000-6999	6,456,835	37.74	2,541,231.53	6,652,661	36.66
7500.00 OTHER OUTGO-STUDENT FIN AID	44,249		22,575.00	29,667	
7600.00 OTHER STUDENT AID	353,878		300,788.41	286,349	
*** TOTAL: 7000 ***	398,127		323,363.41	316,016	
TOTAL: 1000-7999	6,854,962	37.74	2,864,594.94	6,968,677	36.66

FU: 01 GENERAL FUND

SI: 15 SBVC PRIOR YEAR FUNDING

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	1,192,322		183,725.51	831,632	
8600.00 STATE REVENUES	154,743		118,036.33	32,886	
8800.00 LOCAL REVENUES	55,000		55,000.00	0	
TOTAL: 8000-8999	1,402,065		356,761.84	864,518	
1200.00 CONTRACT CERT. ADMINISTRATORS	14,914	0.00	14,995.66	24,377	0.25
1400.00 NON-INSTRUCTION HOURLY CERT.	169,264	0.00	44,368.48	82,013	0.00
*** TOTAL: 1000 ***	184,178	0.00	59,364.14	106,390	0.25
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	42,709	1.20	24,349.35	97,922	2.20
2200.00 INSTRUCTIONAL AIDS	12,324	0.48	6,960.27	14,083	0.48
2300.00 NON-INSTRUCTION HOURLY CLASS.	44,295	0.00	22,191.51	45,162	0.00
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	211,901	0.00	156,332.95	211,901	0.00
*** TOTAL: 2000 ***	311,229	1.68	209,834.08	369,068	2.68
3100.00 CERTIFICATED RETIREMENT	12,300	0.00	3,629.90	8,778	0.00
3200.00 CLASSIFIED RETIREMENT	6,781	0.00	2,466.60	11,205	0.00
3300.00 OASDHI/FICA	9,504	0.00	6,165.15	13,017	0.00
3400.00 HEALTH AND WELFARE BENEFITS	31,922	0.00	6,279.36	12,729	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	201	0.00	104.28	210	0.00
3600.00 WORKERS COMPENSATION INSURANCE	2,300	0.00	1,400.00	3,675	0.00
3900.00 OTHER BENEFITS	113	0.00	31.96	48	0.00
*** TOTAL: 3000 ***	63,121	0.00	20,077.25	49,662	0.00
4100.00 TEXTBOOKS	10,020		.00	0	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	108		290.00-	0	
4300.00 INSTRUCTIONAL SUPPLIES	91,535		42,336.01	3,197	
4500.00 NONINSTRUCTIONAL SUPPLIES	56,702		20,708.96	56,438	
*** TOTAL: 4000 ***	158,365		62,754.97	59,635	
5100.00 PERSON&CONSULTANT SVC-DIST USE	246,785		172,180.75	175,615	
5200.00 TRAVEL & CONFERENCE EXPENSES	31,518		7,370.92	12,222	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	1,800		150.00	0	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	16,506		15,000.00	15,000	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	87,358		16,097.91	68,757	
5800.00 OTHER OPERATING EXP-DIST. USE	1,158,910		9,542.68	1,035,868	
*** TOTAL: 5000 ***	1,542,877		220,342.26	1,307,462	
TOTAL: 1000-5999	2,259,770	1.68	572,372.70	1,892,217	2.93
6100.00 SITES & IMPROVEMENTS-DIST. USE	17,057		.00	12,793	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	30,747		860.00	0	
6300.00 LIBRARY BOOKS - EXPANSION	4,901		4,897.00	0	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	68,841		42,236.49	54,607	

FU: 01 GENERAL FUND

SI: 15 SBVC PRIOR YEAR FUNDING

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
*** TOTAL: 6000 ***	121,546		47,993.49	67,400	
TOTAL: 1000-6999	2,381,316	1.68	620,366.19	1,959,617	2.93
7600.00 OTHER STUDENT AID	300		1,184.19-	4,000	
*** TOTAL: 7000 ***	300		1,184.19-	4,000	
TOTAL: 1000-7999	2,381,616	1.68	619,182.00	1,963,617	2.93



FU: 01 GENERAL FUND

SI: 31 CENTRAL SERVICES AT S.B.V.C.

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8600.00 STATE REVENUES	611,685		178,202.00	378,817	
TOTAL: 8000-8999	611,685		178,202.00	378,817	
1400.00 NON-INSTRUCTION HOURLY CERT.	20,599	0.00	13,724.88	56,909	0.00
*** TOTAL: 1000 ***	20,599	0.00	13,724.88	56,909	0.00
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	264,060	6.00	131,372.30	231,918	5.00
2300.00 NON-INSTRUCTION HOURLY CLASS.	17,300	0.00	4,463.68	0	0.00
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	33,400	0.00	9,311.50	20,747	0.00
*** TOTAL: 2000 ***	314,760	6.00	145,147.48	252,665	5.00
3100.00 CERTIFICATED RETIREMENT	1,607	0.00	972.06	4,695	0.00
3200.00 CLASSIFIED RETIREMENT	30,249	0.00	15,031.64	26,536	0.00
3300.00 OASDHI/FICA	20,647	0.00	10,542.77	18,868	0.00
3400.00 HEALTH AND WELFARE BENEFITS	58,112	0.00	41,058.06	61,442	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	148	0.00	76.66	154	0.00
3600.00 WORKERS COMPENSATION INSURANCE	6,000	0.00	4,250.00	6,000	0.00
3900.00 OTHER BENEFITS	295	0.00	208.76	295	0.00
*** TOTAL: 3000 ***	117,058	0.00	72,139.95	117,990	0.00
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	500		.00	0	
4500.00 NONINSTRUCTIONAL SUPPLIES	6,500		.00	0	
*** TOTAL: 4000 ***	7,000		.00	0	
5100.00 PERSON&CONSULTANT SVC-DIST USE	500		.00	0	
5200.00 TRAVEL & CONFERENCE EXPENSES	9,334		3,113.08	7,400	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	3,000		2,051.00	0	
5800.00 OTHER OPERATING EXP-DIST. USE	139,434		16,110.67	6,962	
*** TOTAL: 5000 ***	152,268		21,274.75	14,362	
TOTAL: 1000-5999	611,685	6.00	252,287.06	441,926	5.00
6300.00 LIBRARY BOOKS - EXPANSION	0		.00	5,500	
*** TOTAL: 6000 ***	0		.00	5,500	
TOTAL: 1000-6999	611,685	6.00	252,287.06	447,426	5.00

FU: 01 GENERAL FUND

SI: 02 CRAFTON HILLS COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	1,788,077		313,801.90	1,820,235	
8600.00 STATE REVENUES	1,404,588		553,410.89	1,413,187	
8800.00 LOCAL REVENUES	778,321		398,721.89	864,355	
TOTAL: 8000-8999	3,970,986		1,265,934.68	4,097,777	
1100.00 CONTRACT CLASSROOM INST.	11,853	0.00	.00	58,031	0.57
1200.00 CONTRACT CERT. ADMINISTRATORS	540,712	5.53	224,148.89	456,154	4.72
1300.00 INSTRUCTORS DAY/HOURLY	93,002	0.00	.00	33,519	0.00
1400.00 NON-INSTRUCTION HOURLY CERT.	403,329	0.00	181,979.28	407,874	0.00
*** TOTAL: 1000 ***	1,048,896	5.53	406,128.17	955,578	5.29
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	615,079	13.15	327,129.27	657,812	13.39
2300.00 NON-INSTRUCTION HOURLY CLASS.	404,761	0.00	142,522.42	424,592	0.00
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	20,713	0.00	76.00	4,713	0.00
*** TOTAL: 2000 ***	1,040,553	13.15	469,727.69	1,087,117	13.39
3100.00 CERTIFICATED RETIREMENT	67,346	0.00	29,000.30	74,050	0.00
3200.00 CLASSIFIED RETIREMENT	61,049	0.00	36,330.19	79,940	0.00
3300.00 OASDHI/FICA	51,396	0.00	32,337.05	69,907	0.00
3400.00 HEALTH AND WELFARE BENEFITS	239,501	0.00	127,632.05	251,345	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	777	0.00	413.08	921	0.00
3600.00 WORKERS COMPENSATION INSURANCE	28,237	0.00	15,304.93	25,373	0.00
3900.00 OTHER BENEFITS	4,374	0.00	2,163.46	1,248	0.00
*** TOTAL: 3000 ***	452,680	0.00	243,181.06	502,784	0.00
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	18,500		15,289.17	20,100	
4300.00 INSTRUCTIONAL SUPPLIES	43,414		1,822.50	41,414	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	1,560		279.10	1,300	
4500.00 NONINSTRUCTIONAL SUPPLIES	103,163		55,295.54	92,512	
*** TOTAL: 4000 ***	166,637		72,686.31	155,326	
5100.00 PERSON&CONSULTANT SVC-DIST USE	222,285		131,472.02	220,123	
5200.00 TRAVEL & CONFERENCE EXPENSES	126,461		62,387.73	97,708	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	11,000		287.50	19,000	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	16,366		12,974.90	32,565	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	91,709		65,149.67	98,695	
5800.00 OTHER OPERATING EXP-DIST. USE	373,717		54,336.90	504,854	
*** TOTAL: 5000 ***	841,538		326,608.72	972,945	
TOTAL: 1000-5999	3,550,304	18.68	1,518,331.95	3,673,750	18.68
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	17,000		.00	21,496	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	251,812		68,715.45	168,215	
*** TOTAL: 6000 ***	268,812		68,715.45	189,711	

FU: 01 GENERAL FUND

SI: 02 CRAFTON HILLS COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
----- TOTAL: 1000-6999	3,819,116	18.68	1,587,047.40	3,863,461	18.68
7500.00 OTHER OUTGO-STUDENT FIN AID	11,006		8,680.00	11,100	
7600.00 OTHER STUDENT AID	289,084		136,545.00	224,805	
*** TOTAL: 7000 ***	300,090		145,225.00	235,905	
TOTAL: 1000-7999	4,119,206	18.68	1,732,272.40	4,099,366	18.68

FU: 01 GENERAL FUND

SI: 25 CHC PRIOR YEAR FUNDING

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	465,511		301,345.20	586,160	
8600.00 STATE REVENUES	145,778		145,778.03	135,702	
TOTAL: 8000-8999	611,289		447,123.23	721,862	
1100.00 CONTRACT CLASSROOM INST.	1,317	0.00	6,627.40	15,205	0.13
1200.00 CONTRACT CERT. ADMINISTRATORS	160,921	2.25	123,410.86	115,239	1.21
1300.00 INSTRUCTORS DAY/HOURLY	0	0.00	.00	54,150	0.00
1400.00 NON-INSTRUCTION HOURLY CERT.	49,823	0.00	109,528.60	48,000	0.00
*** TOTAL: 1000 ***	212,061	2.25	239,566.86	232,594	1.34
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	37,734	0.88	37,360.10	36,417	0.64
2300.00 NON-INSTRUCTION HOURLY CLASS.	89,360	0.00	85,735.25	27,071	0.00
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	18,860	0.00	.00	34,860	0.00
*** TOTAL: 2000 ***	145,954	0.88	123,095.35	98,348	0.64
3100.00 CERTIFICATED RETIREMENT	23,126	0.00	18,402.00	17,936	0.00
3200.00 CLASSIFIED RETIREMENT	4,320	0.00	4,389.14	5,907	0.00
3300.00 OASDHI/FICA	7,720	0.00	7,354.37	7,605	0.00
3400.00 HEALTH AND WELFARE BENEFITS	30,124	0.00	29,894.52	27,080	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	172	0.00	155.83	154	0.00
3600.00 WORKERS COMPENSATION INSURANCE	3,458	0.00	3,437.50	2,970	0.00
3900.00 OTHER BENEFITS	922	0.00	1,168.87	144	0.00
*** TOTAL: 3000 ***	69,842	0.00	64,802.23	61,796	0.00
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	7,109		1,663.49	3,500	
4300.00 INSTRUCTIONAL SUPPLIES	19,531		8,406.05	34,531	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	6,100		.00	3,640	
4500.00 NONINSTRUCTIONAL SUPPLIES	51,864		7,427.49	70,648	
*** TOTAL: 4000 ***	84,604		17,497.03	112,319	
5100.00 PERSON&CONSULTANT SVC-DIST USE	36,000		32,250.00	14,500	
5200.00 TRAVEL & CONFERENCE EXPENSES	14,517		8,776.11	20,813	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	2,184		210.00	1,500	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	7,643		6,545.00	12,143	
5800.00 OTHER OPERATING EXP-DIST. USE	163,393		15,421.67	208,176	
*** TOTAL: 5000 ***	223,737		63,202.78	257,132	
TOTAL: 1000-5999	736,198	3.13	508,164.25	762,189	1.98
6100.00 SITES & IMPROVEMENTS-DIST. USE	50,000		.00	0	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	25,000		2,596.00	25,000	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	114,835		30,787.21	207,870	
*** TOTAL: 6000 ***	189,835		33,383.21	232,870	

FU: 01 GENERAL FUND

SI: 25 CHC PRIOR YEAR FUNDING

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
----- TOTAL: 1000-6999	926,033	3.13	541,547.46	995,059	1.98

FU: 01 GENERAL FUND

SI: 32 CENTRAL SERVICES AT C.H.C.

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8600.00 STATE REVENUES	228,975		125,564.00	237,416	
TOTAL: 8000-8999	228,975		125,564.00	237,416	
1400.00 NON-INSTRUCTION HOURLY CERT.	39,000	0.00	.00	39,000	0.00
*** TOTAL: 1000 ***	39,000	0.00	.00	39,000	0.00
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	91,881	1.98	61,894.42	98,012	1.98
2400.00 INST AIDES-HOURLY- DIR.INSTRUC	35,000	0.00	4,686.75	35,000	0.00
*** TOTAL: 2000 ***	126,881	1.98	66,581.17	133,012	1.98
3100.00 CERTIFICATED RETIREMENT	0	0.00	.00	3,218	0.00
3200.00 CLASSIFIED RETIREMENT	8,641	0.00	7,081.90	9,327	0.00
3300.00 OASDHI/FICA	7,102	0.00	4,755.79	8,354	0.00
3400.00 HEALTH AND WELFARE BENEFITS	21,944	0.00	14,491.04	23,413	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	45	0.00	31.90	79	0.00
3600.00 WORKERS COMPENSATION INSURANCE	3,750	0.00	2,500.00	3,750	0.00
3900.00 OTHER BENEFITS	111	0.00	73.68	111	0.00
*** TOTAL: 3000 ***	41,593	0.00	28,934.31	48,252	0.00
4500.00 NONINSTRUCTIONAL SUPPLIES	1,000		324.86	2,716	
*** TOTAL: 4000 ***	1,000		324.86	2,716	
5200.00 TRAVEL & CONFERENCE EXPENSES	11,900		1,900.00	10,000	
5800.00 OTHER OPERATING EXP-DIST. USE	8,601		.00	4,436	
*** TOTAL: 5000 ***	20,501		1,900.00	14,436	
TOTAL: 1000-5999	228,975	1.98	97,740.34	237,416	1.98

FU: 01 GENERAL FUND

SI: 03 CENTRAL SERVICES

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	20,912		8,482.57	20,912	
8600.00 STATE REVENUES	5,158,728		999,084.00	1,506,994	
8800.00 LOCAL REVENUES	659,733		113,843.21	654,301	
TOTAL: 8000-8999	5,839,373		1,121,409.78	2,182,207	
1200.00 CONTRACT CERT. ADMINISTRATORS	47,041	0.30	28,803.60	0	0.00
*** TOTAL: 1000 ***	47,041	0.30	28,803.60	0	0.00
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	807,193	10.30	315,181.29	902,313	11.20
2300.00 NON-INSTRUCTION HOURLY CLASS.	90,429	0.00	27,943.34	73,980	0.00
*** TOTAL: 2000 ***	897,622	10.30	343,124.63	976,293	11.20
3100.00 CERTIFICATED RETIREMENT	3,911	0.00	2,384.97	0	0.00
3200.00 CLASSIFIED RETIREMENT	55,394	0.00	33,377.27	103,243	0.00
3300.00 OASDHI/FICA	39,970	0.00	24,026.08	66,783	0.00
3400.00 HEALTH AND WELFARE BENEFITS	123,214	0.00	48,218.80	157,513	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	422	0.00	187.26	489	0.00
3600.00 WORKERS COMPENSATION INSURANCE	15,775	0.00	6,017.88	16,800	0.00
3900.00 OTHER BENEFITS	3,775	0.00	1,920.79	824	0.00
*** TOTAL: 3000 ***	242,461	0.00	116,133.05	345,652	0.00
4100.00 TEXTBOOKS	1,500		1,396.00	1,500	
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	500		500.00	0	
4300.00 INSTRUCTIONAL SUPPLIES	3,000		1,000.00	3,000	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,000		119.94	17,000	
4500.00 NONINSTRUCTIONAL SUPPLIES	142,039		68,183.20	111,864	
*** TOTAL: 4000 ***	149,039		71,199.14	133,364	
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,949,984		1,450,662.70	938,412	
5200.00 TRAVEL & CONFERENCE EXPENSES	75,186		19,909.08	48,060	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	17,050		14,615.00	16,850	
5400.00 INSURANCES - DISTRICT USE	58,000		58,000.00	58,000	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	13,650		7,141.80	13,600	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	97,787		51,859.47	54,545	
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,000		.00	0	
5800.00 OTHER OPERATING EXP-DIST. USE	1,246,519		2,404.15	284,517	
*** TOTAL: 5000 ***	4,459,176		1,604,592.20	1,413,984	
TOTAL: 1000-5999	5,795,339	10.60	2,163,852.62	2,869,293	11.20
6300.00 LIBRARY BOOKS - EXPANSION	5,000		5,000.00	0	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	36,301		6,273.83	6,500	
*** TOTAL: 6000 ***	41,301		11,273.83	6,500	

FU: 01 GENERAL FUND

SI: 03 CENTRAL SERVICES

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
----- TOTAL: 1000-6999	5,836,640	10.60	2,175,126.45	2,875,793	11.20



FU: 01 GENERAL FUND

SI: 33 CENTRAL SERVICES

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8600.00 STATE REVENUES	348,000		261,000.00	0	
TOTAL: 8000-8999	348,000		261,000.00	0	
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	71,316	1.00	47,544.00	80,990	1.00
2300.00 NON-INSTRUCTION HOURLY CLASS.	20,000	0.00	.00	0	0.00
*** TOTAL: 2000 ***	91,316	1.00	47,544.00	80,990	1.00
3200.00 CLASSIFIED RETIREMENT	8,159	0.00	5,440.00	9,267	0.00
3300.00 OASDHI/FICA	5,456	0.00	3,604.72	6,195	0.00
3400.00 HEALTH AND WELFARE BENEFITS	14,491	0.00	9,660.72	15,293	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	36	0.00	23.60	41	0.00
3600.00 WORKERS COMPENSATION INSURANCE	1,500	0.00	1,000.00	1,500	0.00
3900.00 OTHER BENEFITS	74	0.00	49.12	74	0.00
*** TOTAL: 3000 ***	29,716	0.00	19,778.16	32,370	0.00
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	1,000		63.75	0	
4300.00 INSTRUCTIONAL SUPPLIES	5,000		574.45	0	
4500.00 NONINSTRUCTIONAL SUPPLIES	4,000		1,863.78	0	
*** TOTAL: 4000 ***	10,000		2,501.98	0	
5100.00 PERSON&CONSULTANT SVC-DIST USE	119,805		78,212.07	0	
5200.00 TRAVEL & CONFERENCE EXPENSES	15,500		6,922.90	0	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	300		.00	0	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	17,875		8,019.42	0	
5800.00 OTHER OPERATING EXP-DIST. USE	57,053		2,399.56	0	
*** TOTAL: 5000 ***	210,533		95,553.95	0	
TOTAL: 1000-5999	341,565	1.00	165,378.09	113,360	1.00
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	6,435		6,435.00	0	
*** TOTAL: 6000 ***	6,435		6,435.00	0	
TOTAL: 1000-6999	348,000	1.00	171,813.09	113,360	1.00

FU: 01 GENERAL FUND

SI: 35 SBCCD PRIOR YEAR FUNDING

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8600.00 STATE REVENUES	1,962,122		944,682.18	3,271,305	
8800.00 LOCAL REVENUES	11,420		.00	11,420	
TOTAL: 8000-8999	1,973,542		944,682.18	3,282,725	
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	305,705	7.48	228,977.45	367,935	6.68
2300.00 NON-INSTRUCTION HOURLY CLASS.	193,372	0.00	69,581.54	20,000	0.00
*** TOTAL: 2000 ***	499,077	7.48	298,558.99	387,935	6.68
3200.00 CLASSIFIED RETIREMENT	33,583	0.00	26,285.52	40,387	0.00
3300.00 OASDHI/FICA	25,542	0.00	19,418.97	28,440	0.00
3400.00 HEALTH AND WELFARE BENEFITS	83,991	0.00	54,583.07	79,980	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	243	0.00	153.24	194	0.00
3600.00 WORKERS COMPENSATION INSURANCE	8,875	0.00	5,775.00	9,300	0.00
3900.00 OTHER BENEFITS	369	0.00	277.53	384	0.00
*** TOTAL: 3000 ***	152,603	0.00	106,493.33	158,685	0.00
4100.00 TEXTBOOKS	4,000		534.44	6,000	
4300.00 INSTRUCTIONAL SUPPLIES	27,046		18,846.71	17,000	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	200		.00	0	
4500.00 NONINSTRUCTIONAL SUPPLIES	76,824		4,877.95	46,191	
*** TOTAL: 4000 ***	108,070		24,259.10	69,191	
5100.00 PERSON&CONSULTANT SVC-DIST USE	484,533		248,301.98	1,130,023	
5200.00 TRAVEL & CONFERENCE EXPENSES	60,010		32,864.15	49,206	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	5,908		2,218.80	300	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	41,080		23,618.34	7,000	
5800.00 OTHER OPERATING EXP-DIST. USE	961,353		13,505.23	1,934,698	
*** TOTAL: 5000 ***	1,552,884		320,508.50	3,121,227	
TOTAL: 1000-5999	2,312,634	7.48	749,819.92	3,737,038	6.68
6100.00 SITES & IMPROVEMENTS-DIST. USE	17,945		.00	27,000	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	375,176		155,358.73	323,351	
*** TOTAL: 6000 ***	393,121		155,358.73	350,351	
TOTAL: 1000-6999	2,705,755	7.48	905,178.65	4,087,389	6.68

FU: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	21,538,363		6,969,723.47	18,498,670	
TOTAL: 1000-5999	22,055,554	88.29	8,387,505.08	20,191,443	86.11
TOTAL: 1000-6999	23,314,355	88.29	8,892,338.17	21,232,182	86.11
TOTAL: 1000-7999	24,012,872	88.29	9,359,742.39	21,788,103	86.11

	<b>Bond Interest &amp; Redemption</b>				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
<b>FEDERAL REVENUES</b>					
Higher Education Act	-	-	-	-	-
Student Financial Aid	-	-	-	-	-
Perkins (VTEA)	-	-	-	-	-
Department of Labor	-	-	-	-	-
Other Federal Revenues	-	-	-	-	-
<b>TOTAL FEDERAL REVENUES</b>	-	-	-	-	-
<b>STATE REVENUES</b>					
General Apportionments	-	-	-	-	-
General Categorical Programs	-	-	-	-	-
Reimbursable Categorical Programs	-	-	-	-	-
Other State Revenues	234,313.58	276,064.53	256,400.00	138,689.40	256,400.00
<b>TOTAL STATE REVENUES</b>	234,313.58	276,064.53	256,400.00	138,689.40	256,400.00
<b>LOCAL REVENUES</b>					
Property Taxes	19,783,393.97	24,395,310.45	23,856,000.00	23,053,201.19	23,856,000.00
Contributions, Grants, etc.	-	-	-	-	-
Contract Services	-	-	-	-	-
Student Fees & Charges	-	-	-	-	-
Other Local Revenues	915,067.29	87,354.19	114,000.00	114,185.13	114,000.00
<b>TOTAL LOCAL REVENUES</b>	20,698,461.26	24,482,664.64	23,970,000.00	23,167,386.32	23,970,000.00
<b>TOTAL REVENUES</b>	<u>20,932,774.84</u>	<u>24,758,729.17</u>	<u>24,226,400.00</u>	<u>23,306,075.72</u>	<u>24,226,400.00</u>
<b>EXPENDITURES</b>					
Academic Salaries	-	-	-	-	-
Classified Salaries	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Supplies & Materials	-	-	-	-	-
Other Expenses & Services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	20,932,774.84	24,758,729.17	24,226,400.00	23,306,075.72	24,226,400.00
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	-	-	-	-	-
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	-	-	-	-	-
Other Outgo	(23,230,382.49)	(23,084,826.92)	(24,226,400.00)	(23,084,826.92)	(24,226,400.00)
<b>NET OTHER FINANCING SOURCES</b>	<u>(23,230,382.49)</u>	<u>(23,084,826.92)</u>	<u>(24,226,400.00)</u>	<u>(23,084,826.92)</u>	<u>(24,226,400.00)</u>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	(2,297,607.65)	1,673,902.25	-	221,248.80	-
<b>FUND BALANCE, JULY 1</b>	26,292,081.17	23,994,473.52	25,668,375.77	25,668,375.77	25,889,624.57
<b>FUND BALANCE, JUNE 30</b>	23,994,473.52	25,668,375.77	25,668,375.77	25,889,624.57	25,889,624.57

FU: 21 BOND INTEREST AND REDEMPTIONF

SUMMARY BY OBJECT	FY 13-14		FY 13-14	FY 14-15	
	BUDGET	ADJ FTE	EXPENSES	PRELIMINARY BUDGET	ADJ FTE
8600.00 STATE REVENUES	256,400		.00	256,400	
8800.00 LOCAL REVENUES	23,970,000		2,932,299.03	23,970,000	
TOTAL: 8000-8999	24,226,400		2,932,299.03	24,226,400	
7100.00 DEBT RETIREMENT	24,226,400		15,282,885.61	24,226,400	
*** TOTAL: 7000 ***	24,226,400		15,282,885.61	24,226,400	
TOTAL: 1000-7999	24,226,400		15,282,885.61	24,226,400	

FU: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	24,226,400		2,932,299.03	24,226,400	
TOTAL: 1000-5999	0		.00	0	
TOTAL: 1000-6999	0		.00	0	
TOTAL: 1000-7999	24,226,400		15,282,885.61	24,226,400	

	Capital Outlay Projects				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
FEDERAL REVENUES					
Higher Education Act	-	-	-	-	-
Student Financial Aid	-	-	-	-	-
Perkins (VTEA)	-	-	-	-	-
Department of Labor	-	-	-	-	-
Other Federal Revenues	-	-	-	-	-
<b>TOTAL FEDERAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
STATE REVENUES					
General Apportionments	-	-	-	-	-
General Categorical Programs	11,979.49	-	71,091.15	12,000.00	61,229.90
Reimbursable Categorical Programs	446,597.05	-	-	-	-
Other State Revenues	-	-	-	-	-
<b>TOTAL STATE REVENUES</b>	<b>458,576.54</b>	<b>-</b>	<b>71,091.15</b>	<b>12,000.00</b>	<b>61,229.90</b>
LOCAL REVENUES					
Property Taxes	-	-	1,391,600.00	-	-
Contributions, Grants, etc.	-	-	-	-	-
Contract Services	-	-	-	-	-
Student Fees & Charges	95,780.00	57,790.00	52,000.00	57,790.00	52,000.00
Other Local Revenues	2,056,542.25	589,463.64	609,123.60	470,715.26	609,123.60
<b>TOTAL LOCAL REVENUES</b>	<b>2,152,322.25</b>	<b>647,253.64</b>	<b>2,052,723.60</b>	<b>528,505.26</b>	<b>661,123.60</b>
<b>TOTAL REVENUES</b>	<b><u>2,610,898.79</u></b>	<b><u>647,253.64</u></b>	<b><u>2,123,814.75</u></b>	<b><u>540,505.26</u></b>	<b><u>722,353.50</u></b>
<b>EXPENDITURES</b>					
Academic Salaries	-	-	-	-	-
Classified Salaries	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Supplies & Materials	18,164.54	10,891.53	11,491.00	10,000.00	10,241.00
Other Expenses & Services	340,787.41	146,176.46	321,139.24	124,000.00	248,029.60
Capital Outlay	2,366,076.97	2,210,288.41	2,366,185.51	2,025,000.00	1,630,664.90
<b>TOTAL EXPENDITURES</b>	<b><u>2,725,028.92</u></b>	<b><u>2,367,356.40</u></b>	<b><u>2,698,815.75</u></b>	<b><u>2,159,000.00</u></b>	<b><u>1,888,935.50</u></b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>(114,130.13)</b>	<b>(1,720,102.76)</b>	<b>(575,001.00)</b>	<b>(1,618,494.74)</b>	<b>(1,166,582.00)</b>
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	-	-	-	-	-
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	1,200,000.00	84,783.00	-	84,783.00	-
Other Outgo	(157,483.24)	-	-	-	-
<b>NET OTHER FINANCING SOURCES</b>	<b><u>1,042,516.76</u></b>	<b><u>84,783.00</u></b>	<b><u>-</u></b>	<b><u>84,783.00</u></b>	<b><u>-</u></b>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>928,386.63</b>	<b>(1,635,319.76)</b>	<b>(575,001.00)</b>	<b>(1,533,711.74)</b>	<b>(1,166,582.00)</b>
<b>FUND BALANCE, JULY 1</b>	<b>14,689,481.36</b>	<b>15,617,867.99</b>	<b>13,982,548.23</b>	<b>13,982,548.23</b>	<b>12,448,836.49</b>
<b>FUND BALANCE, JUNE 30</b>	<b>15,617,867.99</b>	<b>13,982,548.23</b>	<b>13,407,547.23</b>	<b>12,448,836.49</b>	<b>11,282,254.49</b>

FU: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8600.00 STATE REVENUES	71,091		71,091.15	61,230	
8800.00 LOCAL REVENUES	2,052,724		309,490.18	661,124	
TOTAL: 8000-8999	2,123,815		380,581.33	722,354	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	1,250		.00	0	
4500.00 NONINSTRUCTIONAL SUPPLIES	10,241		2,239.47	10,241	
*** TOTAL: 4000 ***	11,491		2,239.47	10,241	
5100.00 PERSON&CONSULTANT SVC-DIST USE	125,610		98,630.00	16,000	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	192,406		164,669.43	228,906	
5800.00 OTHER OPERATING EXP-DIST. USE	3,124		.00	3,124	
*** TOTAL: 5000 ***	321,140		263,299.43	248,030	
TOTAL: 1000-5999	332,631		265,538.90	258,271	
6100.00 SITES & IMPROVEMENTS-DIST. USE	30,220		.00	20,359	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	1,066,370		.00	510,249	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,269,595		832,496.03	1,100,057	
*** TOTAL: 6000 ***	2,366,185		832,496.03	1,630,665	
TOTAL: 1000-6999	2,698,816		1,098,034.93	1,888,936	



FU: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14	FY 14-15	
	BUDGET	ADJ FTE	EXPENSES	PRELIMINARY BUDGET	ADJ FTE
TOTAL: 8000-8999	2,123,815		380,581.33	722,354	
TOTAL: 1000-5999	332,631		265,538.90	258,271	
TOTAL: 1000-6999	2,698,816		1,098,034.93	1,888,936	
TOTAL: 1000-7999	2,698,816		1,098,034.93	1,888,936	

	Revenue Bond Construction				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
<b>FEDERAL REVENUES</b>					
Higher Education Act	-	-	-	-	-
Student Financial Aid	-	-	-	-	-
Perkins (VTEA)	-	-	-	-	-
Department of Labor	-	-	-	-	-
Other Federal Revenues	-	-	-	-	-
<b>TOTAL FEDERAL REVENUES</b>	-	-	-	-	-
<b>STATE REVENUES</b>					
General Apportionments	-	-	-	-	-
General Categorical Programs	-	-	-	-	-
Reimbursable Categorical Programs	-	-	-	-	-
Other State Revenues	-	-	-	-	-
<b>TOTAL STATE REVENUES</b>	-	-	-	-	-
<b>LOCAL REVENUES</b>					
Property Taxes	-	-	-	-	-
Contributions, Grants, etc.	-	-	-	-	-
Contract Services	-	-	-	-	-
Student Fees & Charges	-	-	-	-	-
Other Local Revenues	696,225.12	539,504.29	125,000.00	575,000.00	-
<b>TOTAL LOCAL REVENUES</b>	696,225.12	539,504.29	125,000.00	575,000.00	-
<b>TOTAL REVENUES</b>	<u>696,225.12</u>	<u>539,504.29</u>	<u>125,000.00</u>	<u>575,000.00</u>	<u>-</u>
<b>EXPENDITURES</b>					
Academic Salaries	-	-	-	-	-
Classified Salaries	39,662.65	2,921.79	3,013.96	2,921.79	-
Employee Benefits	14,241.36	888.90	226.66	888.90	-
Supplies & Materials	-	-	-	-	-
Other Expenses & Services	888,999.26	1,071,564.67	9,701,104.38	830,000.00	7,648,933.00
Capital Outlay	36,658,214.07	28,650,616.86	81,363,369.00	23,300,000.00	90,182,981.50
<b>TOTAL EXPENDITURES</b>	<u>37,601,117.34</u>	<u>29,725,992.22</u>	<u>91,067,714.00</u>	<u>24,133,810.69</u>	<u>97,831,914.50</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	(36,904,892.22)	(29,186,487.93)	(90,942,714.00)	(23,558,810.69)	(97,831,914.50)
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	-	-	-	-	-
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	-	-	-	-	-
Other Outgo	-	-	-	-	-
<b>NET OTHER FINANCING SOURCES</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	(36,904,892.22)	(29,186,487.93)	(90,942,714.00)	(23,558,810.69)	(97,831,914.50)
<b>FUND BALANCE, JULY 1</b>	261,535,667.96	224,630,775.74	195,444,287.81	195,444,287.81	171,885,477.12
<b>FUND BALANCE, JUNE 30</b>	224,630,775.74	195,444,287.81	104,501,573.81	171,885,477.12	74,053,562.62

FU: 42 REVENUE BOND CONSTRUCTION FUND

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8800.00 LOCAL REVENUES	125,000		91,588.73	0	
TOTAL: 8000-8999	125,000		91,588.73	0	
2300.00 NON-INSTRUCTION HOURLY CLASS.	3,014	0.00	1,986.48	0	0.00
*** TOTAL: 2000 ***	3,014	0.00	1,986.48	0	0.00
3300.00 OASDHI/FICA	224	0.00	148.21	0	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	2	0.00	.97	0	0.00
*** TOTAL: 3000 ***	226	0.00	149.18	0	0.00
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,334,445		933,003.14	910,912	
5200.00 TRAVEL & CONFERENCE EXPENSES	6,000		.00	0	
5400.00 INSURANCES - DISTRICT USE	2,780,939		396,799.73	497,380	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	120,000		56,960.00	0	
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	475,000		321,744.60	178,417	
5800.00 OTHER OPERATING EXP-DIST. USE	4,984,721		19,629.90	6,062,224	
*** TOTAL: 5000 ***	9,701,105		1,728,137.37	7,648,933	
TOTAL: 1000-5999	9,704,345		1,730,273.03	7,648,933	
6100.00 SITES & IMPROVEMENTS-DIST. USE	1,842,400		724,269.09	340,901	
6200.00 BUILDINGS&IMPROVEMENT-DIST.USE	77,777,885		51,532,620.72	84,710,924	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,743,084		11,624.32	5,131,157	
*** TOTAL: 6000 ***	81,363,369		52,268,514.13	90,182,982	
TOTAL: 1000-6999	91,067,714		53,998,787.16	97,831,915	

FU: 42 REVENUE BOND CONSTRUCTION FUND SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	125,000		91,588.73	0	
TOTAL: 1000-5999	9,704,345		1,730,273.03	7,648,933	
TOTAL: 1000-6999	91,067,714		53,998,787.16	97,831,915	
TOTAL: 1000-7999	91,067,714		53,998,787.16	97,831,915	

	Other Internal Services				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
<b>FEDERAL REVENUES</b>					
Higher Education Act	-	-	-	-	-
Student Financial Aid	-	-	-	-	-
Perkins (VTEA)	-	-	-	-	-
Department of Labor	-	-	-	-	-
Other Federal Revenues	-	-	-	-	-
<b>TOTAL FEDERAL REVENUES</b>	-	-	-	-	-
<b>STATE REVENUES</b>					
General Apportionments	-	-	-	-	-
General Categorical Programs	-	-	-	-	-
Reimbursable Categorical Programs	-	-	-	-	-
Other State Revenues	-	-	-	-	-
<b>TOTAL STATE REVENUES</b>	-	-	-	-	-
<b>LOCAL REVENUES</b>					
Property Taxes	-	-	-	-	-
Contributions, Grants, etc.	-	-	-	-	-
Contract Services	-	-	-	-	-
Student Fees & Charges	-	-	-	-	-
Other Local Revenues	8,810.29	13,834.47	13,450.00	12,008.29	354,548.00
<b>TOTAL LOCAL REVENUES</b>	8,810.29	13,834.47	13,450.00	12,008.29	354,548.00
<b>TOTAL REVENUES</b>	<u>8,810.29</u>	<u>13,834.47</u>	<u>13,450.00</u>	<u>12,008.29</u>	<u>354,548.00</u>
<b>EXPENDITURES</b>					
Academic Salaries	-	-	-	-	-
Classified Salaries	-	-	-	-	-
Employee Benefits	2,305,212.56	2,392,981.45	1,302,001.00	2,565,000.00	354,548.00
Supplies & Materials	-	-	-	-	-
Other Expenses & Services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>2,305,212.56</u>	<u>2,392,981.45</u>	<u>1,302,001.00</u>	<u>2,565,000.00</u>	<u>354,548.00</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	(2,296,402.27)	(2,379,146.98)	(1,288,551.00)	(2,552,991.71)	-
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	-	-	-	-	-
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	4,777,468.00	750,000.00	750,000.00	750,000.00	-
Other Outgo	(385.58)	-	(450.00)	-	-
<b>NET OTHER FINANCING SOURCES</b>	<u>4,777,082.42</u>	<u>750,000.00</u>	<u>749,550.00</u>	<u>750,000.00</u>	<u>-</u>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	2,480,680.15	(1,629,146.98)	(539,001.00)	(1,802,991.71)	-
<b>FUND BALANCE, JULY 1</b>	1,112,364.25	3,593,044.40	1,963,897.42	1,963,897.42	160,905.71
<b>FUND BALANCE, JUNE 30</b>	3,593,044.40	1,963,897.42	1,424,896.42	160,905.71	160,905.71

FU: 68 RETIREE BENEFIT FUND

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8800.00 LOCAL REVENUES	13,000		3,650.11	354,548	
8900.00 OTHER FINANCING SOURCES	750,000		750,000.00	0	
TOTAL: 8000-8999	763,000		753,650.11	354,548	
3300.00 OASDHI/FICA	0	0.00	65.31	0	0.00
3400.00 HEALTH AND WELFARE BENEFITS	536,559	0.00	292,119.81	354,548	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	2	0.00	3.59	0	0.00
3900.00 OTHER BENEFITS	765,440	0.00	7,000.00	0	0.00
*** TOTAL: 3000 ***	1,302,001	0.00	299,188.71	354,548	0.00
TOTAL: 1000-5999	1,302,001	0.00	299,188.71	354,548	0.00

FU: 68 RETIREE BENEFIT FUND

SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	763,000	0.00	753,650.11	354,548	0.00
TOTAL: 1000-5999	1,302,001	0.00	299,188.71	354,548	0.00
TOTAL: 1000-6999	1,302,001	0.00	299,188.71	354,548	0.00
TOTAL: 1000-7999	1,302,001	0.00	299,188.71	354,548	0.00

FU: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8800.00 LOCAL REVENUES	450		131.88	0	
TOTAL: 8000-8999	450		131.88	0	
7300.00 INTERFUND TRANSFERS	450		.00	0	
*** TOTAL: 7000 ***	450		.00	0	
TOTAL: 1000-7999	450		.00	0	



FU: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	450		131.88	0	
TOTAL: 1000-5999	0		.00	0	
TOTAL: 1000-6999	0		.00	0	
TOTAL: 1000-7999	450		.00	0	

	Child Development				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
FEDERAL REVENUES					
Higher Education Act	-	-	-	-	-
Student Financial Aid	-	-	-	-	-
Perkins (VTEA)	-	-	-	-	-
Department of Labor	-	162,838.58	146,820.00	-	146,820.00
Other Federal Revenues	129,977.96	-	-	132,000.00	-
<b>TOTAL FEDERAL REVENUES</b>	<b>129,977.96</b>	<b>162,838.58</b>	<b>146,820.00</b>	<b>132,000.00</b>	<b>146,820.00</b>
STATE REVENUES					
General Apportionments	-	-	-	-	-
General Categorical Programs	1,487,527.71	1,675,575.97	2,368,200.00	1,500,000.00	2,407,788.00
Reimbursable Categorical Programs	7,414.84	9,925.16	10,327.00	7,000.00	10,327.00
Other State Revenues	-	-	-	-	-
<b>TOTAL STATE REVENUES</b>	<b>1,494,942.55</b>	<b>1,685,501.13</b>	<b>2,378,527.00</b>	<b>1,507,000.00</b>	<b>2,418,115.00</b>
LOCAL REVENUES					
Property Taxes	-	-	-	-	-
Contributions, Grants, etc.	-	-	-	-	-
Contract Services	-	-	-	-	-
Student Fees & Charges	145,568.63	157,483.46	194,170.00	156,000.00	185,764.00
Other Local Revenues	14,387.73	12,039.12	29,573.00	12,000.00	-
<b>TOTAL LOCAL REVENUES</b>	<b>159,956.36</b>	<b>169,522.58</b>	<b>223,743.00</b>	<b>168,000.00</b>	<b>185,764.00</b>
<b>TOTAL REVENUES</b>	<b><u>1,784,876.87</u></b>	<b><u>2,017,862.29</u></b>	<b><u>2,749,090.00</u></b>	<b><u>1,807,000.00</u></b>	<b><u>2,750,699.00</u></b>
<b>EXPENDITURES</b>					
Academic Salaries	-	-	-	-	-
Classified Salaries	1,168,462.83	1,132,690.78	1,522,565.00	1,100,000.00	1,588,985.00
Employee Benefits	584,669.15	585,563.53	708,673.00	585,000.00	690,763.00
Supplies & Materials	156,438.93	213,853.83	287,172.00	202,000.00	302,045.00
Other Expenses & Services	65,509.28	138,562.78	144,919.00	10,000.00	120,206.00
Capital Outlay	1,847.75	69,552.49	84,461.00	60,600.00	48,700.00
<b>TOTAL EXPENDITURES</b>	<b><u>1,976,927.94</u></b>	<b><u>2,140,223.41</u></b>	<b><u>2,747,790.00</u></b>	<b><u>1,957,600.00</u></b>	<b><u>2,750,699.00</u></b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>(192,051.07)</b>	<b>(122,361.12)</b>	<b>1,300.00</b>	<b>(150,600.00)</b>	<b>-</b>
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	-	-	-	-	-
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	149,728.00	60,406.00	-	60,406.00	-
Other Outgo	-	-	-	-	-
<b>NET OTHER FINANCING SOURCES</b>	<b><u>149,728.00</u></b>	<b><u>60,406.00</u></b>	<b><u>-</u></b>	<b><u>60,406.00</u></b>	<b><u>-</u></b>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>(42,323.07)</b>	<b>(61,955.12)</b>	<b>1,300.00</b>	<b>(90,194.00)</b>	<b>-</b>
<b>FUND BALANCE, JULY 1</b>	<b>369,454.74</b>	<b>327,131.67</b>	<b>265,176.55</b>	<b>265,176.55</b>	<b>174,982.55</b>
<b>FUND BALANCE, JUNE 30</b>	<b>327,131.67</b>	<b>265,176.55</b>	<b>266,476.55</b>	<b>174,982.55</b>	<b>174,982.55</b>

FU: 72 CHILD DEVELOPMENT FUND

SI: 01 SAN BERNARDINO VALLEY COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	139,320		84,616.77	139,320	
8600.00 STATE REVENUES	2,242,093		867,745.56	2,285,615	
8800.00 LOCAL REVENUES	63,073		16,952.49	36,500	
TOTAL: 8000-8999	2,444,486		969,314.82	2,461,435	
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,022,727	29.35	626,734.80	1,153,753	31.73
2300.00 NON-INSTRUCTION HOURLY CLASS.	320,644	0.00	155,167.90	320,236	0.00
*** TOTAL: 2000 ***	1,343,371	29.35	781,902.70	1,473,989	31.73
3100.00 CERTIFICATED RETIREMENT	16,709	0.00	11,204.75	20,642	0.00
3200.00 CLASSIFIED RETIREMENT	84,106	0.00	55,898.92	88,143	0.00
3300.00 OASDHI/FICA	65,069	0.00	39,954.65	74,045	0.00
3400.00 HEALTH AND WELFARE BENEFITS	379,130	0.00	228,827.91	371,643	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	549	0.00	339.28	642	0.00
3600.00 WORKERS COMPENSATION INSURANCE	51,000	0.00	29,875.00	63,000	0.00
3900.00 OTHER BENEFITS	4,990	0.00	4,234.14	1,990	0.00
*** TOTAL: 3000 ***	601,553	0.00	370,334.65	620,105	0.00
4300.00 INSTRUCTIONAL SUPPLIES	89,915		53,132.12	89,915	
4500.00 NONINSTRUCTIONAL SUPPLIES	85,383		81,675.19	91,130	
4700.00 FOOD SUPPLIES	100,000		70,000.00	110,000	
*** TOTAL: 4000 ***	275,298		204,807.31	291,045	
5200.00 TRAVEL & CONFERENCE EXPENSES	2,500		.00	2,500	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	1,000		.00	1,000	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	19,175		2,839.16	17,147	
5800.00 OTHER OPERATING EXP-DIST. USE	117,028		1,752.03	7,649	
*** TOTAL: 5000 ***	139,703		4,591.19	28,296	
TOTAL: 1000-5999	2,359,925	29.35	1,361,635.85	2,413,435	31.73
6100.00 SITES & IMPROVEMENTS-DIST. USE	25,000		.00	18,000	
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	58,761		11,315.03	30,000	
*** TOTAL: 6000 ***	83,761		11,315.03	48,000	
TOTAL: 1000-6999	2,443,686	29.35	1,372,950.88	2,461,435	31.73

FU: 72 CHILD DEVELOPMENT FUND

SI: 02 CRAFTON HILLS COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8100.00 FEDERAL HEA REVENUES	7,500		.00	7,500	
8600.00 STATE REVENUES	136,434		41,708.48	132,500	
8800.00 LOCAL REVENUES	160,670		31,086.97	149,264	
TOTAL: 8000-8999	304,604		72,795.45	289,264	
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	158,994	5.71	56,321.78	105,796	3.71
2300.00 NON-INSTRUCTION HOURLY CLASS.	20,200	0.00	6,540.62	9,200	0.00
*** TOTAL: 2000 ***	179,194	5.71	62,862.40	114,996	3.71
3200.00 CLASSIFIED RETIREMENT	11,325	0.00	5,744.41	9,113	0.00
3300.00 OASDHI/FICA	11,841	0.00	4,134.08	7,436	0.00
3400.00 HEALTH AND WELFARE BENEFITS	72,996	0.00	28,982.16	46,330	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	90	0.00	31.13	58	0.00
3600.00 WORKERS COMPENSATION INSURANCE	10,500	0.00	5,000.00	7,500	0.00
3900.00 OTHER BENEFITS	368	0.00	147.36	221	0.00
*** TOTAL: 3000 ***	107,120	0.00	44,039.14	70,658	0.00
4300.00 INSTRUCTIONAL SUPPLIES	1,962		1,620.00	2,000	
4500.00 NONINSTRUCTIONAL SUPPLIES	1,912		1,441.72	1,000	
4700.00 FOOD SUPPLIES	8,000		5,809.18	8,000	
*** TOTAL: 4000 ***	11,874		8,870.90	11,000	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	400		245.00	400	
5800.00 OTHER OPERATING EXP-DIST. USE	4,816		550.00	91,510	
*** TOTAL: 5000 ***	5,216		795.00	91,910	
TOTAL: 1000-5999	303,404	5.71	116,567.44	288,564	3.71
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	700		.00	700	
*** TOTAL: 6000 ***	700		.00	700	
TOTAL: 1000-6999	304,104	5.71	116,567.44	289,264	3.71

FU: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	2,749,090		1,042,110.27	2,750,699	
TOTAL: 1000-5999	2,663,329	35.06	1,478,203.29	2,701,999	35.44
TOTAL: 1000-6999	2,747,790	35.06	1,489,518.32	2,750,699	35.44
TOTAL: 1000-7999	2,747,790	35.06	1,489,518.32	2,750,699	35.44

	Student Body Center Fee				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
<b>FEDERAL REVENUES</b>					
Higher Education Act	-	-	-	-	-
Student Financial Aid	-	-	-	-	-
Perkins (VTEA)	-	-	-	-	-
Department of Labor	-	-	-	-	-
Other Federal Revenues	-	-	-	-	-
<b>TOTAL FEDERAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>STATE REVENUES</b>					
General Apportionments	-	-	-	-	-
General Categorical Programs	-	-	-	-	-
Reimbursable Categorical Programs	-	-	-	-	-
Other State Revenues	-	-	-	-	-
<b>TOTAL STATE REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>LOCAL REVENUES</b>					
Property Taxes	-	-	-	-	-
Contributions, Grants, etc.	-	-	-	-	-
Contract Services	-	-	-	-	-
Student Fees & Charges	200,176.25	185,155.50	265,152.00	265,152.00	269,258.00
Other Local Revenues	5,738.25	4,956.82	7,800.00	7,800.00	7,400.00
<b>TOTAL LOCAL REVENUES</b>	<b>205,914.50</b>	<b>190,112.32</b>	<b>272,952.00</b>	<b>272,952.00</b>	<b>276,658.00</b>
<b>TOTAL REVENUES</b>	<b>205,914.50</b>	<b>190,112.32</b>	<b>272,952.00</b>	<b>272,952.00</b>	<b>276,658.00</b>
<b>EXPENDITURES</b>					
Academic Salaries	-	-	-	-	-
Classified Salaries	126,510.48	131,111.61	124,504.00	124,504.00	147,768.00
Employee Benefits	37,054.41	46,566.05	48,316.00	48,316.00	51,685.00
Supplies & Materials	5,496.40	2,821.55	17,423.00	17,423.00	17,000.00
Other Expenses & Services	(397.26)	1,152.03	28,233.00	28,233.00	60,205.00
Capital Outlay	28,188.88	48,728.36	54,476.00	54,476.00	-
<b>TOTAL EXPENDITURES</b>	<b>196,852.91</b>	<b>230,379.60</b>	<b>272,952.00</b>	<b>272,952.00</b>	<b>276,658.00</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>9,061.59</b>	<b>(40,267.28)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	-	-	-	-	-
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	-	-	-	-	-
Other Outgo	-	-	-	-	-
<b>NET OTHER FINANCING SOURCES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	<b>9,061.59</b>	<b>(40,267.28)</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FUND BALANCE, JULY 1</b>	<b>1,107,682.82</b>	<b>1,116,744.41</b>	<b>1,076,477.13</b>	<b>1,076,477.13</b>	<b>1,076,477.13</b>
<b>FUND BALANCE, JUNE 30</b>	<b>1,116,744.41</b>	<b>1,076,477.13</b>	<b>1,076,477.13</b>	<b>1,076,477.13</b>	<b>1,076,477.13</b>

FU: 73 STUDENT BODY CENTER FEE FUND SI: 01 SAN BERNARDINO VALLEY COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14	FY 14-15	
	BUDGET	ADJ FTE	EXPENSES	PRELIMINARY BUDGET	ADJ FTE
8800.00 LOCAL REVENUES	205,800		109,379.77	205,800	
TOTAL: 8000-8999	205,800		109,379.77	205,800	
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	44,698	1.00	29,658.00	50,770	1.00
2300.00 NON-INSTRUCTION HOURLY CLASS.	40,000	0.00	30,488.00	54,000	0.00
*** TOTAL: 2000 ***	84,698	1.00	60,146.00	104,770	1.00
3200.00 CLASSIFIED RETIREMENT	5,120	0.00	3,393.29	5,809	0.00
3300.00 OASDHI/FICA	3,419	0.00	2,268.83	3,884	0.00
3400.00 HEALTH AND WELFARE BENEFITS	14,491	0.00	9,660.72	15,294	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	22	0.00	14.89	25	0.00
3600.00 WORKERS COMPENSATION INSURANCE	1,500	0.00	1,000.00	1,500	0.00
3900.00 OTHER BENEFITS	74	0.00	49.12	74	0.00
*** TOTAL: 3000 ***	24,626	0.00	16,386.85	26,586	0.00
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	2,000		.00	2,000	
4500.00 NONINSTRUCTIONAL SUPPLIES	13,500		.00	13,500	
*** TOTAL: 4000 ***	15,500		.00	15,500	
5200.00 TRAVEL & CONFERENCE EXPENSES	2,000		.00	0	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	1,500		.00	0	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	8,000		.00	8,000	
5800.00 OTHER OPERATING EXP-DIST. USE	15,000		.00	50,944	
*** TOTAL: 5000 ***	26,500		.00	58,944	
TOTAL: 1000-5999	151,324	1.00	76,532.85	205,800	1.00
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	54,476		7,806.24	0	
*** TOTAL: 6000 ***	54,476		7,806.24	0	
TOTAL: 1000-6999	205,800	1.00	84,339.09	205,800	1.00

FU: 73 STUDENT BODY CENTER FEE FUND SI: 02 CRAFTON HILLS COLLEGE

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8800.00 LOCAL REVENUES	67,152		49,015.21	70,858	
TOTAL: 8000-8999	67,152		49,015.21	70,858	
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	39,806	1.00	26,754.00	42,998	1.00
*** TOTAL: 2000 ***	39,806	1.00	26,754.00	42,998	1.00
3200.00 CLASSIFIED RETIREMENT	4,560	0.00	3,061.17	4,920	0.00
3300.00 OASDHI/FICA	3,045	0.00	2,046.69	3,289	0.00
3400.00 HEALTH AND WELFARE BENEFITS	14,491	0.00	9,660.72	15,294	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	20	0.00	13.37	22	0.00
3600.00 WORKERS COMPENSATION INSURANCE	1,500	0.00	1,000.00	1,500	0.00
3900.00 OTHER BENEFITS	74	0.00	49.12	74	0.00
*** TOTAL: 3000 ***	23,690	0.00	15,831.07	25,099	0.00
4500.00 NONINSTRUCTIONAL SUPPLIES	1,923		927.50	1,500	
*** TOTAL: 4000 ***	1,923		927.50	1,500	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	1,733		.00	1,261	
*** TOTAL: 5000 ***	1,733		.00	1,261	
TOTAL: 1000-5999	67,152	1.00	43,512.57	70,858	1.00



FU: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	272,952		158,394.98	276,658	
TOTAL: 1000-5999	218,476	2.00	120,045.42	276,658	2.00
TOTAL: 1000-6999	272,952	2.00	127,851.66	276,658	2.00
TOTAL: 1000-7999	272,952	2.00	127,851.66	276,658	2.00

	Other Special Revenue				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
<b>FEDERAL REVENUES</b>					
Higher Education Act	-	-	-	-	-
Student Financial Aid	-	-	-	-	-
Perkins (VTEA)	-	-	-	-	-
Department of Labor	-	(29,409.00)	-	-	-
Other Federal Revenues	-	-	-	-	-
<b>TOTAL FEDERAL REVENUES</b>	-	(29,409.00)	-	-	-
<b>STATE REVENUES</b>					
General Apportionments	-	-	-	-	-
General Categorical Programs	-	-	-	-	-
Reimbursable Categorical Programs	-	-	-	-	-
Other State Revenues	-	-	-	-	-
<b>TOTAL STATE REVENUES</b>	-	-	-	-	-
<b>LOCAL REVENUES</b>					
Property Taxes	-	-	-	-	-
Contributions, Grants, etc.	-	1,343,158.13	1,443,476.00	826,373.28	1,258,406.00
Contract Services	-	-	-	-	-
Student Fees & Charges	-	-	-	-	-
Other Local Revenues	1,180,088.75	5,227,396.37	3,756,960.97	3,939,934.99	1,939,693.00
<b>TOTAL LOCAL REVENUES</b>	1,180,088.75	6,570,554.50	5,200,436.97	4,766,308.27	3,198,099.00
<b>TOTAL REVENUES</b>	<u>1,180,088.75</u>	<u>6,541,145.50</u>	<u>5,200,436.97</u>	<u>4,766,308.27</u>	<u>3,198,099.00</u>
<b>EXPENDITURES</b>					
Academic Salaries	-	-	-	-	-
Classified Salaries	1,580,706.30	1,982,114.33	2,432,345.00	1,900,000.00	2,070,739.00
Employee Benefits	604,243.99	592,975.94	741,327.00	584,000.00	734,119.00
Supplies & Materials	5,488.21	37,461.51	72,265.00	35,000.00	49,400.00
Other Expenses & Services	867,306.85	3,599,192.91	2,988,894.97	3,114,000.00	1,688,859.00
Capital Outlay	-	68,217.11	57,412.00	46,000.00	72,000.00
<b>TOTAL EXPENDITURES</b>	<u>3,057,745.35</u>	<u>6,279,961.80</u>	<u>6,292,243.97</u>	<u>5,679,000.00</u>	<u>4,615,117.00</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	(1,877,656.60)	261,183.70	(1,091,807.00)	(912,691.73)	(1,417,018.00)
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	-	-	-	-	-
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	1,659,764.00	964,080.00	-	883,740.00	-
Other Outgo	-	-	-	-	(583,927.00)
<b>NET OTHER FINANCING SOURCES</b>	<u>1,659,764.00</u>	<u>964,080.00</u>	<u>-</u>	<u>883,740.00</u>	<u>(583,927.00)</u>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	(217,892.60)	1,225,263.70	(1,091,807.00)	(28,951.73)	(2,000,945.00)
<b>FUND BALANCE, JULY 1</b>	3,653,103.64	3,435,211.04	4,660,474.74	4,660,474.74	4,631,523.01
<b>FUND BALANCE, JUNE 30</b>	3,435,211.04	4,660,474.74	3,568,667.74	4,631,523.01	2,630,578.01

FU: 74 KVCR FUND

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8800.00 LOCAL REVENUES	5,200,437		2,271,614.87	3,198,099	
8900.00 OTHER FINANCING SOURCES	700,000		408,332.00	1,283,989	
TOTAL: 8000-8999	5,900,437		2,679,946.87	4,482,088	
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,764,116	30.00	958,342.33	1,708,739	26.00
2300.00 NON-INSTRUCTION HOURLY CLASS.	668,229	0.00	437,179.54	362,000	0.00
*** TOTAL: 2000 ***	2,432,345	30.00	1,395,521.87	2,070,739	26.00
3200.00 CLASSIFIED RETIREMENT	222,601	0.00	124,487.60	195,514	0.00
3300.00 OASDHI/FICA	159,441	0.00	93,874.97	137,393	0.00
3400.00 HEALTH AND WELFARE BENEFITS	309,702	0.00	190,226.96	359,258	0.00
3500.00 STATE UNEMPLOYMENT INSURANCE	1,092	0.00	709.30	1,036	0.00
3600.00 WORKERS COMPENSATION INSURANCE	40,500	0.00	22,125.00	39,000	0.00
3900.00 OTHER BENEFITS	7,991	0.00	6,080.64	1,918	0.00
*** TOTAL: 3000 ***	741,327	0.00	437,504.47	734,119	0.00
4200.00 BOOK,MAGAZINE&PERIOD-DIST.USE	100		19.95	0	
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	13,500		5,122.34	500	
4500.00 NONINSTRUCTIONAL SUPPLIES	58,665		28,210.50	48,900	
*** TOTAL: 4000 ***	72,265		33,352.79	49,400	
5100.00 PERSON&CONSULTANT SVC-DIST USE	372,500		283,759.88	279,000	
5200.00 TRAVEL & CONFERENCE EXPENSES	65,400		22,506.66	32,200	
5300.00 POST/DUES/MEMBERSHIPS-DIST.USE	163,690		113,215.74	120,015	
5400.00 INSURANCES - DISTRICT USE	10,100		8,971.00	8,500	
5500.00 UTILITIES & HOUSEKEEP-DIST.USE	251,580		208,910.26	221,808	
5600.00 RENTS,LEASES&REPAIRS-DIST.USE	254,476		188,016.52	210,410	
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	85,000		60,438.00	52,000	
5800.00 OTHER OPERATING EXP-DIST. USE	1,786,148		1,346,565.68	764,926	
*** TOTAL: 5000 ***	2,988,894		2,232,383.74	1,688,859	
TOTAL: 1000-5999	6,234,831	30.00	4,098,762.87	4,543,117	26.00
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	57,412		16,134.29	72,000	
*** TOTAL: 6000 ***	57,412		16,134.29	72,000	
TOTAL: 1000-6999	6,292,243	30.00	4,114,897.16	4,615,117	26.00
7200.00 INTRAFUND TRANSFERS OUT	0		.00	583,927	
*** TOTAL: 7000 ***	0		.00	583,927	
TOTAL: 1000-7999	6,292,243	30.00	4,114,897.16	5,199,044	26.00

FU: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	5,900,437		2,679,946.87	4,482,088	
TOTAL: 1000-5999	6,234,831	30.00	4,098,762.87	4,543,117	26.00
TOTAL: 1000-6999	6,292,243	30.00	4,114,897.16	4,615,117	26.00
TOTAL: 1000-7999	6,292,243	30.00	4,114,897.16	5,199,044	26.00

	Self Insurance				
	Actual FY 2012	Actual FY 2013	Budget FY 2014	Estimated Actual FY 2014	Budget FY 2015
<b>REVENUES</b>					
<b>FEDERAL REVENUES</b>					
Higher Education Act	-	-	-	-	-
Student Financial Aid	-	-	-	-	-
Perkins (VTEA)	-	-	-	-	-
Department of Labor	-	-	-	-	-
Other Federal Revenues	-	-	-	-	-
<b>TOTAL FEDERAL REVENUES</b>	-	-	-	-	-
<b>STATE REVENUES</b>					
General Apportionments	-	-	-	-	-
General Categorical Programs	-	-	-	-	-
Reimbursable Categorical Programs	-	-	-	-	-
Other State Revenues	-	-	-	-	-
<b>TOTAL STATE REVENUES</b>	-	-	-	-	-
<b>LOCAL REVENUES</b>					
Property Taxes	-	-	-	-	-
Contributions, Grants, etc.	-	-	-	-	-
Contract Services	1,035,375.00	1,002,125.00	1,035,000.00	877,919.75	1,057,000.00
Student Fees & Charges	-	-	-	-	-
Other Local Revenues	220,754.33	303,999.07	218,000.00	157,080.25	218,000.00
<b>TOTAL LOCAL REVENUES</b>	1,256,129.33	1,306,124.07	1,253,000.00	1,035,000.00	1,275,000.00
<b>TOTAL REVENUES</b>	<u>1,256,129.33</u>	<u>1,306,124.07</u>	<u>1,253,000.00</u>	<u>1,035,000.00</u>	<u>1,275,000.00</u>
<b>EXPENDITURES</b>					
Academic Salaries	-	-	-	-	-
Classified Salaries	-	-	-	-	-
Employee Benefits	-	-	-	-	-
Supplies & Materials	-	-	-	-	-
Other Expenses & Services	1,375,366.84	1,351,963.20	1,495,000.00	1,375,000.00	1,520,000.00
Capital Outlay	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<u>1,375,366.84</u>	<u>1,351,963.20</u>	<u>1,495,000.00</u>	<u>1,375,000.00</u>	<u>1,520,000.00</u>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	(119,237.51)	(45,839.13)	(242,000.00)	(340,000.00)	(245,000.00)
<b>OTHER FINANCING SOURCES</b>					
Sale of Fixed Assets	-	-	-	-	-
Proceeds--Long Term Debt	-	-	-	-	-
Incoming Transfers	750,000.00	750,000.00	600,000.00	750,000.00	600,000.00
Other Outgo	-	-	(355,000.00)	-	(355,000.00)
<b>NET OTHER FINANCING SOURCES</b>	<u>750,000.00</u>	<u>750,000.00</u>	<u>245,000.00</u>	<u>750,000.00</u>	<u>245,000.00</u>
<b>NET INCREASE/(DECREASE) IN FUND BALANCE</b>	630,762.49	704,160.87	3,000.00	410,000.00	-
<b>FUND BALANCE, JULY 1</b>	3,741,761.36	4,372,523.85	5,076,684.72	5,076,684.72	5,486,684.72
<b>FUND BALANCE, JUNE 30</b>	4,372,523.85	5,076,684.72	5,079,684.72	5,486,684.72	5,486,684.72

FU: 78 SELF INSURANCE-LIABILITY&PROP

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
8800.00 LOCAL REVENUES	3,000		1,689.28	3,000	
8900.00 OTHER FINANCING SOURCES	600,000		600,000.00	600,000	
TOTAL: 8000-8999	603,000		601,689.28	603,000	
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000		17,798.00	20,000	
5400.00 INSURANCES - DISTRICT USE	505,000		469,908.00	500,000	
5800.00 OTHER OPERATING EXP-DIST. USE	50,000		36,210.00	58,000	
*** TOTAL: 5000 ***	575,000		523,916.00	578,000	
TOTAL: 1000-5999	575,000		523,916.00	578,000	
7900.00 RESERVE FOR CONTINGENCIES	25,000		.00	25,000	
*** TOTAL: 7000 ***	25,000		.00	25,000	
TOTAL: 1000-7999	600,000		523,916.00	603,000	

FU: 78 SELF INSURANCE-LIABILITY&PROP SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	603,000		601,689.28	603,000	
TOTAL: 1000-5999	575,000		523,916.00	578,000	
TOTAL: 1000-6999	575,000		523,916.00	578,000	
TOTAL: 1000-7999	600,000		523,916.00	603,000	

FU: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	FY 13-14		FY 13-14	FY 14-15	
	BUDGET	ADJ FTE	EXPENSES	PRELIMINARY BUDGET	ADJ FTE
8800.00 LOCAL REVENUES	1,250,000		625,041.15	1,272,000	
TOTAL: 8000-8999	1,250,000		625,041.15	1,272,000	
5100.00 PERSON&CONSULTANT SVC-DIST USE	165,000		136,350.00	165,000	
5400.00 INSURANCES - DISTRICT USE	145,000		140,145.00	167,000	
5800.00 OTHER OPERATING EXP-DIST. USE	610,000		538,298.84	610,000	
*** TOTAL: 5000 ***	920,000		814,793.84	942,000	
TOTAL: 1000-5999	920,000		814,793.84	942,000	
7900.00 RESERVE FOR CONTINGENCIES	330,000		.00	330,000	
*** TOTAL: 7000 ***	330,000		.00	330,000	
TOTAL: 1000-7999	1,250,000		814,793.84	1,272,000	



FU: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT	FY 13-14		FY 13-14 EXPENSES	FY 14-15 PRELIMINARY	
	BUDGET	ADJ FTE		BUDGET	ADJ FTE
TOTAL: 8000-8999	1,250,000		625,041.15	1,272,000	
TOTAL: 1000-5999	920,000		814,793.84	942,000	
TOTAL: 1000-6999	920,000		814,793.84	942,000	
TOTAL: 1000-7999	1,250,000		814,793.84	1,272,000	

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Diana Johnson, Program Manager, Kitchell/BRj  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval to Award Proposal and Contract to Swinerton Builders, Inc. of Irvine, California

### RECOMMENDATION

It is recommended that the Board of Trustees award Proposal #52714 and contract to Swinerton Builders, Inc. of Irvine, California, as the general contractor for the San Bernardino Valley College Gymnasium Project in the amount of \$56,602,191.80. This includes the base contract amount of \$51,456,538.00 as well as any and all change orders up to \$5,145,653.80 approved by the Vice Chancellor of Business & Fiscal Services, as set forth in the original contract.

### OVERVIEW

The SBVC Gymnasium Project includes construction of a three-story gymnasium of approximately 146,000 square feet, ticket booths, press box, bleachers, field buildings, fitness rooms, locker rooms, basketball courts, lecture rooms, staff offices, associated site work, landscaping, flatwork, demolition, hazardous material abatement, and sports lighting. Utility infrastructure upgrades will also be incorporated. The project is designed to achieve a Leadership in Energy and Environmental Design Silver rating through the U.S. Green Building Council. The total cost of the project – including construction and all related “soft” costs such as legal, program/project/construction management, architectural, engineering, and Division of the State Architect (DSA) – is approximately \$68.3 million.

### ANALYSIS

On November 14, 2013, the District approved use of the lease-leaseback contracting approach for construction projects. A Request for Qualifications for this project was conducted from March 13 to April 1, 2014, and the District received ten proposals. Of those ten firms, five were selected as pre-qualified finalists for the Request for Proposal (RFP) phase. Of the five pre-qualified finalists, three submitted proposals.

Through the lease-leaseback evaluation process, an extensive review of each proposer's company and qualification criteria was completed, and each firm was interviewed. The results of this process are as follows.

Contractor	City	County	Listed Subcontractor Local Percentage	Commitment to Local Hire Policy (Subcontractors)	Commitment to Local Hire Policy (Resident Workforce)	Negotiated Total Bid with Deductive Alternates	Best Value Ranking
Swinerton Builders	Irvine, CA	Orange	54%	65%	70%	\$ 51,456,538	1
S.J. Amoroso	Costa Mesa, CA	Orange	52%	60%	50%	\$ 53,996,700	2
Pinner Construction	Anaheim, CA	Orange	44%	50%	65%	\$ 54,752,572	3

An analysis of the proposals received, scores tabulated, and interviews conducted indicates that Swinerton Builders, Inc. is the contractor that will best meet the needs of the District.

#### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

Included in the 2013-14 and 2014-15 budgets for Measure M.

## Summary of Lease Leaseback Contractor Selection Criteria San Bernardino Valley College Gymnasium Project

May 28, 2014

### Request for Qualifications and Pricing (RFQP) Summary:

The purpose of the RFQP is for the District to obtain sufficient information to determine if a proposer can meet the qualification criteria established by the District for this specific project. As part of the evaluation, the Uniform Rating System assessed many factors, including, without limitation, the characteristics of trustworthiness, quality, fitness, capacity, experience, Local Hire commitments, pricing, proposed project team interview, Local Hire/Construction work plans and ability of the proposers to satisfactorily perform the work for this project. Using the Uniform Rating System, the evaluation identified a short list of pre-qualified finalists the District interviewed, and negotiated with, for a recommendation to award a contract for this project. While pricing was a factor of consideration, the evaluation process was predominately a qualification-based selection process tailored for this specific project.

### Request for Proposal Procurement Scoring Criteria Summary:

All aspects of, and requirements met by, each Proposal will be taken into consideration as part of the selection process. No one aspect or requirement will be dispositive. The Proposals will not receive any hard scoring or score. Rather, each Proposal will be assessed against a requirement checklist that mirrors the requirements of this RFP and evaluated based on the content of the information provided.

The following requirements will be considered more important in the evaluation process than others and are weighted as follows:

- Detailed Work Plans for Performing Pre-Construction and Construction Services (15%)
- Presentation and Interview (5%)
- Pricing Plan for Performing Pre-Construction and Construction Services (40%)
- Contractor Commitment Plan to Exceed the District's Minimum Local Hire Policy Goals, including the hiring and/or or subcontracting with disadvantaged business entities (40%)

Contractor	City	County	Listed Subcontractor Local Percentage	Commitment to Local Hire Policy (Subcontractors)	Commitment to Local Hire Policy (Resident Workforce)	Negotiated Total Bid with Deductive Alternates	Best Value Ranking
Swinerton Builders	Irvine, CA	Orange	54%	65%	70%	\$ 51,456,538	1
S.J. Amoroso	Costa Mesa, CA	Orange	52%	60%	50%	\$ 53,996,700	2
Pinner Construction	Anaheim, CA	Orange	44%	50%	65%	\$ 54,752,572	3



May 28, 2014

Local Hire Information for Swinerton Builders – **Gymnasium Project** at San Bernardino Valley College:

Company Name	City, State	County	* Listed Subcontractor Local Percentage	** Commitment to Local Hire Policy (Subcontractors)	*** Commitment to Local Hire Policy (Resident Workforce Hires)	**** Validated
Swinerton Builders	Irvine, CA	Orange	54%	65%	70%	Yes

\*General Contractors are required by California Public Contract code to only list those subcontractors whose bid amount is half of one percent or more of the total contract value.

\*\*Validation for this commitment was provided by the Contractor in the Local Hire Policy Commitment Work Plan for subcontractors whose bid amount is less than half of one percent of the total contract value and is based on the total value of local subcontractor bid amounts as a percentage of the Contractors base bid proposal amount.

\*\*\*Commitment to resident work force hires “boots on the ground” was provided by the Contractor in their Local Hire Policy Commitment Work Plan and will be validated with each monthly pay application.

\*\*\*\*Kitchell/BRj validated this column using the designated subcontractor list provided in the proposals.

Please refer to the attached list.

**SBVC Gymnasium Project**  
**General Contractor and Sub-Contractor Log**



Item #	Trade	Name of Contractor	City
1	General Contractor FINALIST	Swinerton Builders	Irvine, CA

Item #	Trade	Name of Subcontractor	City & State
1	Pond	Pacific Aquascape	Fountain Valley
2	Demolition and Abatement	Miller Environmental	Anaheim
3	Concrete Reinforcing	Quality Reinforcing	Poway
4	Concrete	Swinerton	Riverside
5	Self Leveling Conc. Topping	Surfacing Solutions	Temecula
6	Masonry	Kretschmar & Smith	Riverside
7	Structural & Misc. Steel	KCB Tower	Highland
8	Metal Decing	MCIntyre Company	Corona
9	Ornamental Metals	Columbia Fabricating	Los Angeles
10	Rough Carpentry	D.W. McCasland, Inc.	Irwindale
11	Casework	Bristol Omega	Mentone
12	Dampproofing/Waterproofing	Proulx Company	Paramount
13	Roofing	Howard Roofing	Pomona
14	Flashing & Sheetmetal	Letner Roofing	Orange
15	Doors, Frames, Hardware	Roy E. Whitehead	Riverside
16	Coiling Doors & Grilles	Casco Equipment Corporation	Riverside
17	Translucent Wall Assemblies	Harwood Construction Inc	La Verne
18	Glass & Glazing	Corona Aluminum	Riverside
19	Plaster, Drywall, Fireproofing	Caston Plastering and Drywall	San Bernardino
20	Acoustical Ceilings	Alert Insulation	La Puente
21	Wood Flooring	Roy's Flooring	Sylmar
22	Resilient & Carpet Flooring	DFS Flooring	Ontario
23	Painting / Intumescent Fireproofing	Triumph Painting	Riverside
24	Markerboards & Tackboards	Claridge Products	Corona
25	Wall Protection	Miller Paneling Specialties	Grand Terrace
26	Signage	Architectural Sign Identity	San Jacinto
27	Lockers	Engineered Storage Systems	Azusa
28	Lockers	Wenger Corporation	Owatonna, MN
29	Fire Extinguishers	Inland Empire Architectural Specialties	Riverside
30	Toilet Partitions and Accessories	Stumbaugh & Associates	Burbank
31	Athletic Equipment	Herk Edwards	Torrance
32	Window Coverings	Diamond Drapery	Garden Grove
33	Seating	American Seating Company, California facility Specialty	Beaumont
34	Bleachers	Souther Bleacher Co	Graham, TX
35	Elevators	Kone Inc	Los Angeles
36	Fire Sprinklers	Aero Automatic Sprinkler Co	Corona
37	Plumbing / Site Utilities	M&K Plumbing & Piping	Norco
38	Electrical	Berg Electric Corp	Costa Mesa
39	Caissons	Mahaffey	Compton
40	Site Concrete	McGuire Contracting	Fontana
41	Asphalt Paving/ Pavement Marking	Haitbrink Asphalt Paving, Inc.	Corona
42	Fencing	Alcorn Fence Company	Riverside
43	Landscape & Irrigation	Southern CA Landscape	Ontario
44	Earthwork	Jacobsson Engineering	Palm Desert
45	HVAC	West Tech Mech	Montclair
46	Scoreboards	CA Signs	Pacoma
47	Insulation	Canyon Insulation	Corona
48	Ceramic Tile	Inland Pacific Tile	San Bernardino



May 27, 2014

Timothy L. Oliver  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

**RE: San Bernardino Valley College Gymnasium Project  
PROPOSAL ANALYSIS AND RECOMMENDATION**

Dear Mr. Oliver:

Kitchell/BRj is pleased to provide this analysis of the RFQP – Request for Qualifications and Pricing for the San Bernardino Valley College – Gymnasium project.

On March 13, 2014 a Request for Qualifications (RFQ) was conducted for Lease-Leaseback General Contractors on the upcoming San Bernardino Valley Gymnasium Project. On April 1, 2014, the District received (10) ten General Contractor RFQ statements for consideration into the selected group of pre-qualified finalists. Of the ten firms, five were selected as pre-qualified finalists for the Request for Proposal (RFP) phase. Of the five pre-qualified finalists, three firms elected to submit proposals and participate in finalist interviews. On May 27, 2014 RFP proposals and accompanying local hire/work plan commitment statements were accepted until 1:00 PM. Upon closing of the proposal period, the contractor proposals were opened and tallied by Michael Villegas for recording purposes at the San Bernardino Community College District Office, Board Room located at 114 S. Del Rosa Drive in San Bernardino, CA.

Proposal copies and local hire back-up were accepted by the District until 4:00 PM on May 27, 2014. The proposal copies were then transmitted to each Selection Committee Panelist member for evaluation and scoring.

The best value as determined by the Selection Committee's recommendation to the Board of Trustees is Swinerton Builders, Inc. at a value of \$51,456,538.00. This was determined as follows:

1. The RFQ/RFP Selection Committee consisted of the following panel members:
  - a. Lawrence Strong – Director of Internal Audits, SBCCD
  - b. Greg Allred – Accounting Manager, SBCCD
  - c. Scott Stark – Vice President of Administrative Services, SBVC
  - d. Michael Villegas – Kitchell/BRj (Chair)
  - e. Brooke Duncan – Kitchell/BRj
  - f. Geoffrey Bachanas – Kitchell/BRj
2. The Selection Committee was tasked to evaluate and score three (3) proposals submitted by the pre-qualified finalists:
  - a. Swinerton Builders, Inc. was selected by the committee as the Best Value Contractor.
  - b. Of the three finalists, the Selection Committee tallied the submitted proposals, interview rankings and local hire/work plans for “Best Value” Contractor selection on the San Bernardino Valley Gymnasium Project:

i. Swinerton Builders	1
ii. S.J. Amoroso	2
iii. Pinner Construction	3
3. Interviews were conducted on Friday 5/23/14:

- a. Contractors were ranked on their performance and quality of responses to the Panelists questions:
  - i. Swinerton Builders ranked #1
  - ii. S.J. Amoroso ranked #2
  - iii. Pinner Construction ranked #3
4. Best and Final Offer's (BAFO) were conducted by the Kitchell/BRj team on Wednesday 5/28/14 and the final proposal prices were discussed and reviewed by the Selection Committee Panel on 5/28/14. The best and final price includes the contractors insurance and all deductive alternates are to be included within the project budget. Based on the best value criteria set forth by the RFQP (Request for Qualifications and Request for Proposals), the Selection Committee unanimously agreed to recommend Swinerton Builders, Inc. as the selected contractor for San Bernardino Valley College Gymnasium Project.
5. The best value contract sum is \$51,456,538.00 and is within the construction budget for the San Bernardino Valley Gymnasium project.
6. Kitchell/BRj have reviewed and verified that the proposal submitted by Swinerton Builders, Inc. was responsive and the Selection Committee was notified of the results.
7. SBCCD and SBVC's decision and direction is to proceed with the Contractor and Subcontractor's insurance costs of \$1,175,000.00 as listed within Swinerton Builders, Inc.'s proposal, versus the use of OCIP and represents a savings of approximately \$475,998.00.

## Proposal Analysis

The following items were considered in the Selection Committee's best value proposal analysis:

- I. Compliance with RFQP directions;
- II. Bond review and required forms;
- III. Company history, organizational structure and performance;
- IV. Projects and performance;
- V. Construction excellence;
- VI. Contractor license check;
- VII. Pricing- based on the RFQP criteria and within the budget of construction;
- VIII. General Contractor's proposed team Interview performance.

## II. Bond Review

- A. Liberty Mutual Insurance Company, a Zurich Insurance Company, is the surety for Swinerton Builders, Inc.
- B. Liberty Mutual Insurance Company is a surety company authorized to transact the business of insurance in the State of California, No. 24002178.
- C. Contractor's License Board (CSLB): All California contractors are required to file a bond or cash deposit with the State in the amount of \$12,500. The Contractor's Bond No. is 92, verified to be effective since 10/01/1929, is currently and on file with CSLB.

## III. Company History

Swinerton Builders, founded in Southern California in 1888, is a California based general contractor with over 125 years of experience. Their specialties include General Building/Engineering Contracting and Public Works Contracts. Similar sample projects include:



- South Orange County Community College District: Irvine Valley College A400 Building in the amount of \$8,300,000.00.
- California State University Fullerton: Physical Education Building in the amount of \$70,000,000.00.
- San Diego Community College District: Mesa College Behavioral Science Building in the amount of \$73,000,000.00.

**IV. Client Reference Check**

Client references reviewed and verified.

**V. Contractor License Check**

A.	License # and Status:	License # 92 Current and Active
B.	Type of company:	Corporation
C.	Expiration date:	8/31/2015
D.	State of Incorporation:	California
E.	Type of license:	A - General Engineering Contractor B - General Building Contractor C12 - Earthwork and Paving C29 - Masonry C39 - Roofing C-4 - Boiler, Hot Water Heating and Steam Fitting C20 - Warm-Air Heating, Ventilating and Air-Conditioning C50 - Steel, Reinforcing C51 - Steel, Structural C-9 - Drywall C-2 - Insulation and Acoustical C-6 - Cabinet, Millwork and Finish Carpentry C-8 - Concrete C33 - Painting and Decorating C35 - Lathing and Plastering C16 - Fire Protection Contractor C36 - Plumbing C38 - Refrigeration C55 - Water Conditioning C23 - Ornamental Metals C42 - Sanitation System C-5 - Framing and Rough Carpentry D34 - Prefabricated Equipment C46 - Solar ASB - Asbestos

Based on the Selection Committee review and analysis per the RFQP direction, Kitchell/BRj confirms that Swinerton Builders, Inc. is the best value proposer. We recommend that the SBCCD board accept and award the contract to Swinerton Builders, Inc. in the amount of \$51,456,538.00 for the San Bernardino Valley College Gymnasium Project.

If you have any questions or concerns, please do not hesitate to contact me.

Proposal Analysis and Recommendation  
Prepared by M. Villegas, May 27, 2014  
San Bernardino Valley Gymnasium Project

Sincerely,

Kitchell/BRj

A handwritten signature in black ink, appearing to read 'M. Villegas', written over a horizontal line.

Michael Villegas  
Senior Project Manager

cc: Diana Johnson – Kitchell/BRj  
Job File

May 28, 2014

Selected Contractor Finalist Summary

Local Hire Information for the **Gymnasium Project** at San Bernardino Valley College:

Company Name	City, State	County	* Listed Subcontractor Local Percentage	** Commitment to Local Hire Policy (Subcontractors)	*** Commitment to Local Hire Policy (Resident Workforce Hires)	**** Validated
Swinerton Builders	Irvine, CA	Orange	54%	65%	70%	Yes
S.J. Amoroso	Costa Mesa, CA	Orange	52%	60%	50%	Yes
Pinner Construction	Anaheim, CA	Orange	44%	50%	65%	Yes

\*General Contractors are required by California Public Contract code to only list those subcontractors whose bid amount is half of one percent or more of the total contract value.

\*\*Validation for this commitment was provided by the Contractor in the Local Hire Policy Commitment Work Plan for subcontractors whose bid amount is less than half of one percent of the total contract value and is based on the total value of local subcontractor bid amounts as a percentage of the Contractors base bid proposal amount.

\*\*\*Commitment to resident work force hires “boots on the ground” was provided by the Contractor in their Local Hire Policy Commitment Work Plan and will be validated with each monthly pay application.

\*\*\*\*Kitchell/BRj validated this column using the designated subcontractor list provided in the proposals.

**Bid Proposal Summary**

COMPANY	BASE BID	CONTRACTOR INSURANCE	DEDUCTIVE ALTERNATES	PRECONSTRUCTION SERVICES	TOTAL BID w/o DEDUCTIVE ALTERNATES	TOTAL BID w/ DEDUCTIVE ALTERNATES
Swinerton Builders	\$52,923,711	\$1,175,000	\$(1,830,000)	\$ 42,520	\$ 54,641,231	\$ 52,811,231
S.J. Amoroso	\$54,757,000	\$1,240,000	\$(2,020,000)	\$ 79,700	\$ 56,576,700	\$ 54,556,700
Pinner Construction	\$54,448,744	\$1,675,000	\$(1,805,000)	\$ 328,000	\$ 56,951,744	\$ 55,146,744

**Negotiated Best and Final Offer Analysis**

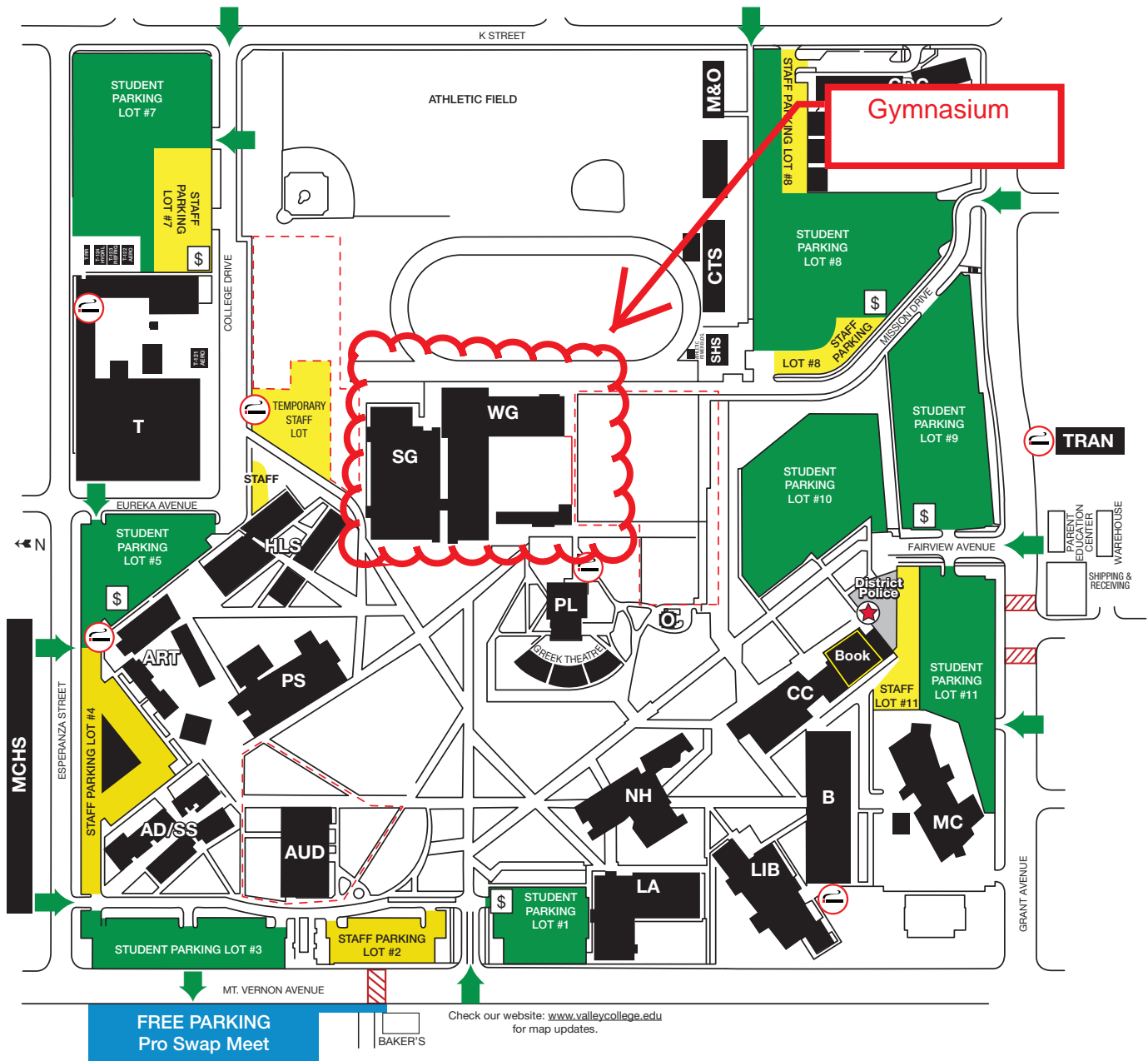
COMPANY	REVISED BASE BID	CONTRACTOR INSURANCE	DEDUCTIVE ALTERNATES	PRECONSTRUCTION SERVICES	NEGOTIATED TOTAL BID w/o DEDUCTIVE ALTERNATES	NEGOTIATED TOTAL BID w/ DEDUCTIVE ALTERNATES
Swinerton Builders	\$51,885,000	\$1,175,000	\$(1,830,000)	\$ 0	\$ 53,286,538	\$ 51,456,538
S.J. Amoroso	\$54,197,000	\$1,240,000	\$(2,020,000)	\$ 79,700	\$ 56,016,700	\$ 53,996,700
Pinner Construction	\$54,166,862	\$1,675,000	\$(1,917,000)	\$ 328,000	\$ 56,669,862	\$ 54,752,572

**Best Value Selected (LLB Contracted) – Negotiated Terms and Conditions**  
**Swinerton Builders**

- Negotiated final construction value of \$51,456,538 (Final Costs Reduced by \$1,354,963)
- Preconstruction Services to be No Cost for District
- Deductive Alternates to be “locked in pricing” for 120 Days
- Value Engineering Sessions to be conducted to assist District in identifying funding for alternates
- Reduction of Preconstruction Services Contingency (Contingency reduced by \$273,462)

# San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



Check our website: [www.valleycollege.edu](http://www.valleycollege.edu) for map updates.

INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

INDICATES APPROVED SMOKING AREAS (10)  
 This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

### Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	MC.....Media/Communications
ART.....Art Center	MCHS..... Middle College High School
AUD..... Auditorium	M&O..... Maintenance & Operations
B..... Business	O..... Observatory
BOOK..... Bookstore	PL..... Planetarium
CC..... Campus Center	PS..... Physical Sciences
CDC.....Child Development Center	SG..... Snyder Gym
CTS.....Computer Technology Services	SHS..... Student Health Services
HLS.....Health & Life Science	T..... Technical
LA..... Liberal Arts	TRAN..... Transportation Center
LIB..... Library	WG..... Women's Gym

**DISTRICT POLICE**  
 Campus Center Rm. 100  
 (909) 384-4491

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval to Award Request for Proposal and Contract for RFP 2014-04 Loss Control & Safety Services to Citadel Environmental Services, Inc.

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) 2014-04 Loss Control & Safety Services to Citadel Environmental Services, Inc. for the purpose of providing loss control & safety services to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) has reached the end of the contract period with the existing vendor and therefore a new competitive solicitation for loss control & safety services was required.

ANALYSIS

The District received four responsive and responsible proposals. An evaluation committee ranked the proposals as follows:

<u>Vendor</u>	<u>Ranking</u>
Citadel Environmental Services, Inc.	1
Keenan & Associates	2
Pacific EH & S Services	3
Instructional MD, LLC	4

Through an analysis of the proposals received and a committee based interview process, rankings indicate Citadel Environmental Services, Inc. is the vendor that will best meet the needs of the District. The initial term of this contract is three years, with two optional one year renewal periods with a total cost of \$470,000.00 during the initial three years of the contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2014/2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Steven J. Sutorus, Business Manager  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval to Award Request for Proposal and Contract for RFP 2014-02 Employee Benefits Insurance Broker & Consulting Services to Keenan and Associates.

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) 2014-02 Employee Benefits Insurance Broker and Consulting Services, and approve contract to Keenan and Associates for the purpose of providing employee benefits, insurance brokering, and consulting services to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) has reached the end of the current contract with Kennan and Associates and therefore a new competitive solicitation for Employee Benefits Brokering and Consulting Services was required

ANALYSIS

The District received three responsive and responsible proposals:

<u>Vendor</u>	<u>Total Bid Cost</u>
Keenan and Associates	\$93,000.00 per year
Wells Fargo Insurance Services	\$90,000.00 per year
BB&T Insurance Services	\$110,000.00 per year

An analysis of the proposals received indicates that Keenan and Associates is the vendor that will best meet the needs of the District. Keenan and Associates is the current contract holder for Employee Benefits Insurance Brokering and Consulting Services, and through the RFP and interview process have proven they are the best selection for SBCCD and the Health Benefits committee. The initial term of this contract is three years, with two optional one year renewal periods.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2013/2014 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval to Ratify a Contract with RDM Electric, Inc. of Chino, California

RECOMMENDATION

It is recommended that the Board of Trustees ratify a contract with RDM Electric, Inc. of Chino, California for the Exterior Security Lighting Fixtures – Applied Technology and Transportation Building project at SBVC in the amount of \$44,950.00.

OVERVIEW

In September 2007, SBCCD adopted a resolution to use Uniform Construction Cost Accounting Program procedures (UCCAP). Per the Award of Contracts section, authority to award a contract is delegated by the Board to the Vice Chancellor of Business & Fiscal Services. This delegation of authority is an option granted by Public Contract Code 22034(e). Hence, it is at the discretion of the Vice Chancellor to authorize individual UCCAP contracts, allowing for work to begin. These contracts will then be taken to the Board for ratification.

This contract entails the installation of exterior lighting fixtures for the Applied Technology and Transportation Building project at SBVC.

ANALYSIS

As part of UCCAP, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000.00 and \$175,000.00. Informal bids were solicited from those qualified contractors and the lowest, most responsive was from RDM Electric, Inc.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2013-14 Measure M budget.



# Kitchell/BRj

701 S Mount Vernon Ave, San Bernardino, CA 92410

# Project Memo

Ph: 909.693.3160 Fax: 909.889.9952

DATE: May 15, 2014

No. VC- 320

TO: Timothy Oliver  
Interim Vice Chancellor, Fiscal Services  
San Bernardino Community College District (SBCCD)

FROM: Tim Purcell  
Project Manager  
Kitchell/BRj

RE: San Bernardino Valley College  
Measure M – CTE & Transportation Building Security Lighting Project

**SCOPE:**

SBCCD approval to engage in a contract for the installation of exterior lighting fixtures at the CTE and Transportation Buildings.

**NARRATIVE:**

Kitchell/BRj has utilized the UCCAP Contractors to bid out the project to install Exterior Security Lighting Fixtures at the CTE and Transportation Buildings. An RFP was issued and the three lowest qualified bids were reviewed. The bids ranged from \$44,950 - \$79,088.00. KB determined that RDM Electric Co, Inc. was the lowest responsible bidder.

**RECOMMENDATION:**

Kitchell/BRj recommends that SBCCD approve the execution of the contract with RDM Electric Co., Inc. to complete the CTE and Transportation Buildings Security Lighting Project.

**Budget Information:**

Project Original Budget Amount:	\$ 5,768,906.00
Project Current Spent to Date:	\$ 209,768.49
Project Current Estimate to Complete:	\$ 5,768,906.00
Project Memo Forecast Cost:	\$ 44,950.00
Project Change Amount:	\$ 0.00

Budget Line Item: 42-50-31-8119-0257-6220.50-7100 TP

I concur with this recommendation Diana Johnson 5/15/14  
 I do not concur with this recommendation Diana Johnson, Program Manager, KB

I concur with this recommendation TP Kitchell for Tim Oliver 5/19/14  
 I do not concur with this recommendation Timothy Oliver, Interim Vice Chancellor, Fiscal Services

Attachments: RDM Electric Proposal

Cc: File

*Handwritten signature and date: 5/15/14*

Wednesday May 14, 2014 @ 1:00PM  
 San Bernardino Community College District  
 San Bernardino Valley College - CTETRANS Security Lighting Project



BID RESULTS



Contractor	City	County	Bid Bond Y/N	Addenda (2) Noted Y/N	Allowance Included Y/N	Base Bid	Allowance	Bid Total
RDM Electric Co., Inc	Chino CA	San Bernardino	Y	2	Y	\$39,950.00	\$5,000.00	\$44,950.00
Champion Electric	Riverside CA	Riverside	Y	2	Y	\$47,990.00	\$5,000.00	\$52,990.00
Shanks Electric	Helendale CA	San Bernardino	Y	2	Y	\$53,800.00	\$5,000.00	\$58,800.00
Lighting Technology Services Inc.	Santa Ana CA	Orange	Y	1	Y	\$61,885.29	\$5,000.00	\$66,885.29
Nevada -BKD Corp	Fontana CA	San Bernardino	Y	2	Y	\$74,088.00	\$5,000.00	\$79,088.00

Notes:

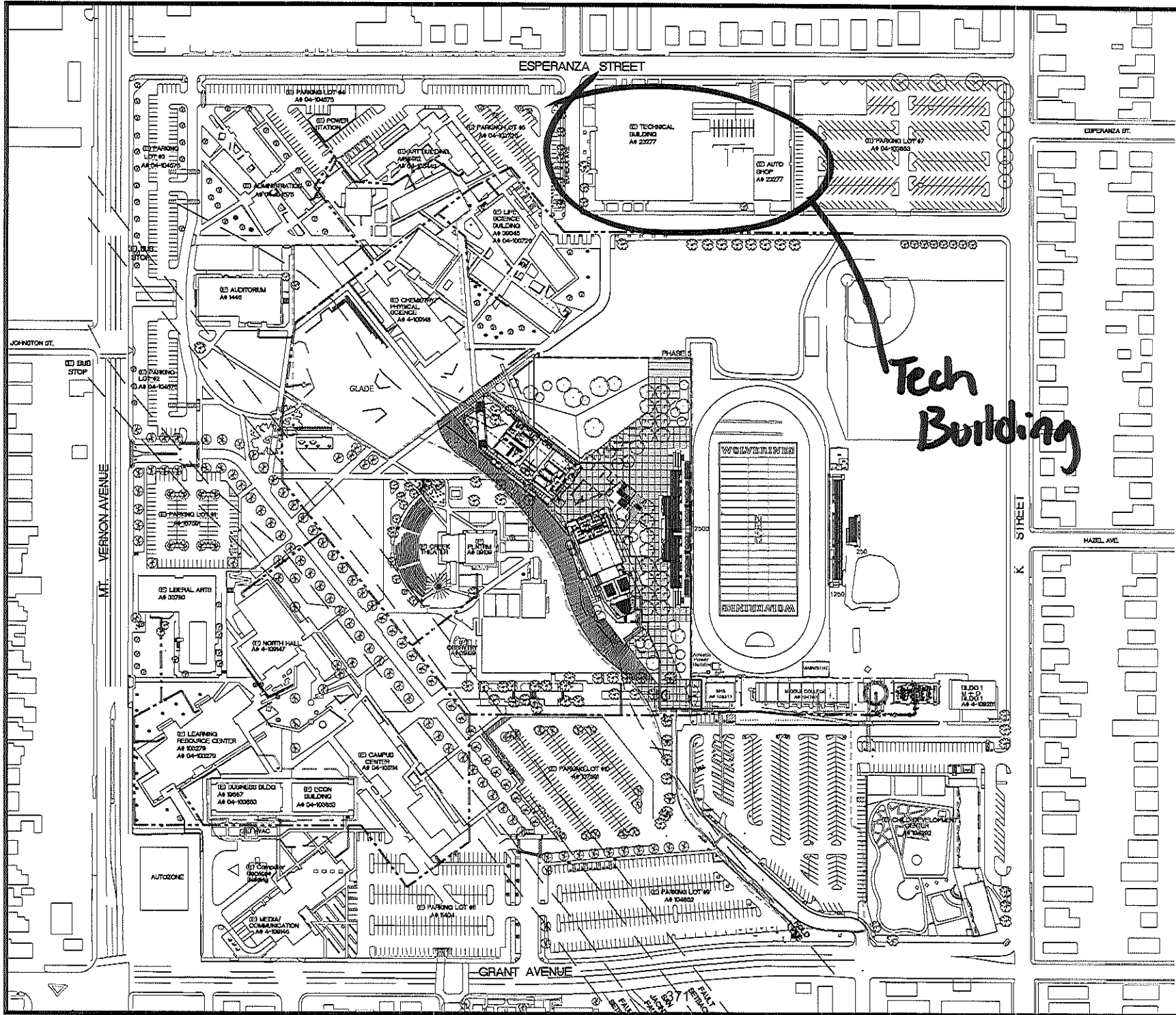
**LEGEND**

PROJECT LIMITS OF WORK: \_\_\_\_\_

OF PAVING: \_\_\_\_\_

**SCALE**

1" = 60'



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Lawrence Strong, Director of Internal Audits  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval to Transfer Redevelopment Agency Funds from Fund 41 Capital Outlay to Unrestricted General Fund

RECOMMENDATION

It is recommended that the Board of Trustees approve the transfer of \$3,973,307.37 of Redevelopment Agency (RDA) funds received during Fiscal Year 2012-2013 from Fund 41 Capital Outlay to the Unrestricted General Fund.

OVERVIEW

The Fund 41 Capital Outlay account is used for the acquisition or construction of major capital facilities and other capital outlay projects. The following are examples of expenditures that may be recorded in Fund 41:

- Acquisition or construction of new capital facilities (e.g., land, buildings, site improvements).
- Improvements or extensions to the life of existing capital facilities, including major repair and remodeling projects such as Scheduled Maintenance and Special Repair as defined in Education Code §84660.
- Initial equipping of buildings (library books, furniture, fixtures, classroom supplies, etc.).
- Significant capital equipment purchases.

ANALYSIS

On January 16, 2014 the Board of Trustees approved the recommendation to transfer \$4,044,423.37 from the Unrestricted General Fund to Fund 41 Capital Outlay to properly record RDA funds received in 2012-2013, while Fiscal Services researched all existing RDA contracts and transactions to determine the amounts, if any, that should be recorded in the Unrestricted General Fund. Additional reporting subsequently received indicates most of the 2012-13 receipts are unrestricted and should be transferred back to the Unrestricted General Fund.

BOARD IMPERATIVE

III. Resource Management For Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

\$3,973,307.37 will be transferred from Fund 41 Capital Outlay to the Unrestricted General Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: June 12, 2014  
SUBJECT: Consideration to Adopt Resolution to Recognize African-American Music Appreciation Month, June 2014

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the profound contributions of African-Americans as composers, singers, songwriters, musicians and music producers to our Nation, the state of California, and to our local community.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts of the President, Governor and other national, state, and local partners in recognizing and celebrating the historic contributions and cultural enrichment of African Americans to the world of music specifically.

ANALYSIS

This commemorative month has been recognized nationally and in California to acknowledge the contributions of African-Americans in enriching the culture of America, California, the Inland Empire and the SBCCD, making our communities better places to live and work.

BOARD IMPERATIVE

II. Learning-Centered Institution for Student Access, Retention and Success

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE THE CULTURAL SIGNIFICANCE OF  
AFRICAN-AMERICAN MUSIC APPRECIATION MONTH  
JUNE 2014**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and supports the contributions of African-American composers, singers, songwriters, musicians and music producers to our Nation, the state of California, and our local community; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, President Obama noted in several annual Proclamations that, "Generations of African-Americans have carried forward the musical traditions of their forebears, blending old styles with innovative rhythms and sounds. They have enriched American music and captured the diversity of our Nation. During African-American Music Appreciation Month, we honor this rich heritage," and

**WHEREAS**, the SBCCD recognizes the myriad contributions of the African-American people to the musical traditions enjoyed by all the peoples of this Nation, from gospel and Motown to bebop and blues, which have also impacted symphony, opera, choral music and musical theatre, and joins in the celebration of the history of this music, especially in our local community; and

**WHEREAS**, "African-American musicians continue to create new musical genres and transform the scope of traditional musical formats. The artistic depth of soul, rock and roll, and hip-hop not only bring together people across our Nation, but also energize and shape the creativity of artists around the world"; and

**WHEREAS**, African-American Music Appreciation Month was first celebrated by President Jimmy Carter to acknowledge the contributions of musicians who often went unheralded, but used music "to share joy and pain, triumph and sorrow"; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize June as African-American Music Appreciation Month, and encourage all members of the diverse SBCCD community to share in the celebrations and commemorations of the month.

**ADOPTED** this 12 day of June 2014.

---

Bruce Baron, Chancellor and  
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Gloria Fisher, Interim President, SBVC

PREPARED BY: Dr. Haragewen Kinde, Vice President, Instruction SBVC

DATE: June 12, 2014

SUBJECT: Resolution – Child Development Division, California Department of Education

RECOMMENDATION

It is recommended that the Board of Trustees approve the Resolution on Reduced Days of Operation for the Child Development Division, California Department of Education.

OVERVIEW

Circumstances beyond the control of the Child Development Division reduced the days of operation at the San Bernardino Valley College Child development center. A power outage occurred April 20, 2014 at approximately 9:45 a.m. The lack of proper ventilation, sufficient light and the ability to provide the children with meal service prompted the closure and evaluation of the Child Development Center at approximately 1:30 p.m. The program remained closed April 30, 2014, as the power had not been restored. The program resumed services May 1, 2014.

In accordance Education Code §8271, The Governing Board of San Bernardino Community College District does hereby approve the suspension of child care services on Tuesday, April 29, 2014 and Wednesday, April 30, 2014 due to circumstances beyond the control of the operating agency.

ANALYSIS

Whenever a contractor's days of operation are reduced for any reason, and the reduction in days of operation did not require the contractor to reduce staff through layoffs or unpaid furloughs, the contractor's governing board, or the executive office for contractors not having a governing board, must adopt a resolution that clearly and fully describes the nature of the emergency condition as well as the specific effect on program operations. The resolution should include:

- Dates program operation was necessarily suspended or substantially reduced
- Daily attendance for both certified and non-certified children for the week prior to the date operation was suspended or reduced

BOARD IMPERATIVE

III. Resource management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None.



MAY - 7 2014



San Bernardino  
Valley College

Mark Merjil, M.S.  
Director, Child Development Center  
San Bernardino Valley College  
701 S. Mt Vernon Avenue  
San Bernardino, CA 92410  
(909) 384-8900

# MEMORANDUM

*Ed Millican*

**TO:** Dr. Ed Millican, Interim Dean of Social Sciences, Human Development & Physical Science  
**FROM:** Mark Merjil, Director *Merjil*  
**Cc:** Dr. Haragewen Kinde, Vice President of Instruction *H.K.*  
**Cc:** Dr. Gloria Fisher, Interim President *Gloria Fisher 5-7-14*  
**Date:** May 2, 2014  
**Re:** Board of Trustees Resolution

Whenever a contractor's days of operation are reduced for any reason, and the reduction in days of operation did not require the contractor to reduce staff through layoffs or unpaid furloughs, the contractor's governing board, or the executive office for contractors not having a governing board, must adopt a resolution that clearly and fully describes the nature of the emergency condition as well as the specific effect on program operations. The resolution should include:

- Dates program operation was necessarily suspended or substantially reduced
- Daily attendance for both certified and non-certified children for the week prior to the date operation was suspended or reduced

This resolution needs to be signed by the Clerk of the Board of Trustees at the next Board meeting and sent back to Mark Merjil the Director of the San Bernardino Valley College Child Development Center in order to be mailed to the Child Development Division of the State Department of Education.

Thank you for your consideration.



San Bernardino  
Valley College

Child Development Division  
California Department of Education  
Attn.: Ms. Nancy DeArmond  
Child Development Consultant  
1430 N Street, Suite 3410  
Sacramento, CA 95814

May 2, 2014

RE: REDUCED DAYS OF OPERATION

Dear Ms. DeArmond:

Circumstances beyond the control of our agency reduced the days of operation at the San Bernardino Valley College Child Development Center. A power outage occurred April 29, 2014 at approximately 9:45a.m. The lack of proper ventilation, sufficient light and the ability to provide children with meal service prompted the closure and evacuation of the child development center at approximately 1:30p.m. The program remained closed April 30, 2014 as the power had not yet been restored. The program resumed services May 1, 2014.

Due to circumstances beyond the control of our agency, I am asking you to grant us provision against loss of funds for reduced days of operation on April 29 and 30, 2014.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Merjil'.

Mark Merjil, M.S.  
Director, Child Development Center

**A RESOLUTION OF THE GOVERNING BOARD OF  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**RESOLUTION**

**WHEREAS**, Education Code §8271 provides that "In the event that operating agencies are unable to operate due to incomplete renovations authorized by administering state agencies, or due to circumstances beyond the control of the operating agency, including earthquakes, floods, or fire, such programs shall not be penalized for incurred program expenses not in subsequent annual budget allocations;" and

**WHEREAS**, on April 29, 2014 & April 30 2014, child care services were suspended due to a power outage affecting the San Bernardino Valley College Child Development Center.

**WHEREAS**, per Education Code §8271, operating agencies may be unable to operate due to circumstances beyond the control of the operating agency including the imminence of a major health or safety hazard, as determined by the local health department or law enforcement agency; and

**WHEREAS**, services affected 261 certified children and 1 noncertified child April 29, 2014, and 269 Certified and 1 noncertified child April 30, 2014;

**NOW THEREFORE BE IT RESOLVED THAT** the Governing Board of the San Bernardino Community College District does hereby approve the suspension of child care services on Tuesday April 29, 2014 and Wednesday April 30, 2014 due to circumstances beyond the control of the operating agency.

Ayes:

Nays:

Abstain:

Absent:

As Clerk of the Governing Board of the San Bernardino Community College District in San Bernardino County, California, I hereby certify that the above and foregoing resolution was duly adopted by the board at a regular meeting thereof on the \_\_\_\_\_, and passed by a majority of said board.

**IN WITNESS WHERE OF**, I have hereunto set my hand this day \_\_\_\_\_.

\_\_\_\_\_  
Joseph Williams  
Clerk, Governing Board of Trustees  
San Bernardino Community College District

AGUILAR, ADRIAN	DUBOIS, MARQUIS	GURIERREZ, ALEXIS	MARQUEZ, GISBELLE	ROUSSEAU, NICOLE
AGUIRRE, YOVANA	DUENAS, ARIEL	GUTIERREZ, MELISSA	MARRUFO, ISAAH	RUIZ, ANABELLE
ALBERTO, KAMIL	DUKE, ALYSSA	HADLEY, GABRIELLA	MARTINEZ, BRANDEN	RUIZ, ANDREW
ALDAMA, SCARLETTE	DUKE, SARAH	HARRIS, KAYLEE	MARTINEZ, ZITA	RUIZ, BRIANNA
ALMANZA, ALEJANDRO	DUKE, SARAH	HARTMAN-GRAHAM AIDEN	MEDERA, EVELYN	RUIZ, EMBERLIEN
ALVARADO, NATHAN	DUNCAN, MASON	HAYNES, MARCUS	MEDLOCK, AZ-ZUBAYR	SAHAGUN, CLAIRE
ALVAREZ ANGELINA	DURAN, ANDREW	HENRIQUEZ, GIANNI	MEDRANO, MELONI	SALAS, ANALIAH
ALVAREZ, ADRIAN	DURHAM, HEATHER	HERNANDEZ, ADAM	MEJIA, JEDIDIA	SALIDO, DONOVAN
ALVAREZ, ALAN	EAST, ALANNAH	HERNANDEZ, ALFONSO	MENDEZ, GISSELLE	SANCHEZ, ADDISON
ALVAREZ, BENJAMIN	EDWARDS, BROOKLYNN	HERNANDEZ, FATIMA	MENDEZ,EVELIA	SANCHEZ, ALYSSA
ALVAREZ, JASON	ENRIQUEZ, JULIAN	HERNANDEZ, GIZELLE	MENENDEZ, NEVAEH	SANCHEZ, BREANA
ALVAREZ, KATHERINE	ESCALANTE, EYDEN	HERNANDEZ, KYLIE	MITCHELL, LOYALTY	SANCHEZ, JONATHAN
ALVAREZ, ROBERT	ESCAMILLA JAIDEN	HERNANDEZ, VICTORIA	MONROY, GABRIEL	SANCHEZ, JOSHUA
AMAYA, CARMINE	ESCOBAR, KAI	HERNANDEZ-ALVAREZ, DAMIEN	MONTES, RAYMOND	SANCHEZ, LEILA
ANAYA MIGUEL	ESPINOSA, DAVID	HERRERA, ALONDRA	MONTOYA, AUDRINAH	SMALL, COLLIN
ARGUETA, KIELY	ESQUER, AUBRIE	HERRERA, RUBEN	MORALES DAMIAN	SMITH, ANILAH
ARGUETA, KIRA	ESQUIBEL, AUBREY	HODGES, JAYDEN	MORALES, LEOBARDO	SOTO, JUAN
ARIZPE, ESTRELLA	ESTRADA, APRIL	HONG, LOGAN	MORENO, RENE	SPARKS, KARLEE
ARZATE, IZASKUN	ESTRADA, JORDEN	HORDYNSKI-GRAHAM, MADISON	MOSES, DESIREE	SPENCE, ZAKHI
AVINA, ALBERT	FERNANDEZ, ANTHONY	HORZEN, JUNEI	MOSES, MATTHEW	TELLO, JACOB
AVINA, SEBASTIAN	FERNANDEZ, RAQUEL	HOWARD, LYNNAYAH	NEGRETE, BRAYDEN	THOMAS, LAYLA
AYALA, RAQUEL	FERNANDEZ, YENISEL	HUERTA GUSTAVO	NEWTON, SILAS	TORRES, VICTOR
BALTAZAR, DESTINY	FICKES, STERLING	HUERTA, KIMBERLY	NOLASCO, AIN	TOVAR, LILIANA
BASURTO, SOPHIA	FLORES, ALICIA	HUGHES, KILEY	NORIEGA, EMMA	TRUSS, MASON
BENITEZ, ULYSSES	FLORES, ANTHONY	HUMES, AIYANA	NORIEGA, KAYLA	TYLOR, MAJIK
BENNINGTON, MIA	FLORES, ELISA	JAMES, NOEL	OLVERA, NATHAN	URIBE, JAZLENE
BETANCOURT, ALEXA	FLORES, LOGAN	JIMENEZ, SANTIAGO	ORTEGA, AUDREY	VALDIVIA, JAIRO
CAAMAL, GENESIS	FLORES, SOFIA	JOHNSON, DELAILAH	PADILLA, ELIZABETH	VALLE, YULIANA
CAMACHO, JAYDEN	FOUNTAIN, JAYDA	JOYA,JULIANA	PATEL, YASH	VASQUEZ, ANDRES
CAMPOS, AUBRY	FRANCO-ALVAREZ DANGELA	JUAREZ, EDUARDO	PENAFLO, JULIAN	VAZQUEZ, RAMIRO
CANAS, ISAAH	FRANK, ELIJAH	KUCK, SOPHIA	PEREZ STEPHANIE	VELASCO, AIDEN
CANO, BELINDA	GALAVIZ, AALIYAH	LARA, MARLON	PEREZ, AUDRINA	VILLA, ALESSANDRA
CARDOZA, MIA	GARCIA, ALEJANDRO	LARIOS, HENRY	PEREZ, MADELYNN	VILLA, ISAAC
CARMODY, WAYLON	GARCIA, CHRISTOPHER	LAVASSER, KAILYASIA	PINO, OSVALDO	VILLALOBOS YAMILETH
CARRILLO, KATHERINE	GARCIA, EAN	LAVASSER, KAMARI	PONCE, AHMAYA	VILLANUEVA ANGELICA
CARTEZE, SOLOMON	GARCIA, GENESIS	LIEBANO, ETHAN	PONCE, JESSE	WEBSTER, EDEN
CASTRO, NAOMI	GARCIA, ISABELA	LITTLE, CAMERON	PONCE-PEREZ, GENESIS	WENTWORTH, NATHANIEL
CHACON, LILLIAN	GARCIA, XAVIER	LO RHYEN	POWELL, D'NAIYA	WILSON, KIANA
CHAN, LEANA	GASCA, JACOB	LOBATO, NEVAEH	POYNTER, MYALA	WITHERSPOON, DAVIEN
CHAURE, DANIELA	GASCA, JOSEPH	LONG, NAOMI	PRICE, MARIAH	WRIGHT, JERIAH
CHAVEZ, JAYSAH	GASCA, JOSEPH	LOPEZ, ALEAH	QUINTANA, ALYSSA	WRIGHT, JULIAN
CHOW, EMILY	GASTELUM, CARLOS	LOPEZ, ANTONIO	QUIROZ, KEVIN	ZAPATA-ROMO, KENYA
COLLAZO, EMILIANO	GIL, JESSE	LOPEZ, JAZELLE	RAMIREZ REMY	ZAVALA, DANIEL
COMMINEY, D'MONIY	GILL, JONATHAN	LOPEZ, JERMIAH	RAYFORD, MYCHOL	ZAVALA, ISABELLA
COMMINEY, DYLAN	GOMEZ, LUIS	LOPEZ, KATHERINE	RICHARDSON, JOURNEY	
DAVIS, CAYDEN	GONZALEZ, AIDEN	LOPEZ, SAMANTHA	RIOS, KAYLEE	
DAVIS, CYDRICK	GONZALEZ, DANIEL	LOPEZ, SEBASTYAN	RIVERA, DRAKE	
DAVIS, KAY'LYNN	GONZALEZ, ETHAN	LOZANO, DANIEL	RIVERA, MYA	
DE OCA MONTES CRISTA	GONZALEZ, EZEKIEL	LOZOYA, JAYSON	ROBINSON, SANIYAH	
DEL REAL, ALYSSA	GONZALEZ, GIONNI	LUCAS, JAHAZIEL	RODRIGUEZ, JOCELYN	
DELGADO GISELLE	GONZALEZ, SALOME	LUJAN, JASMIN	RODRIGUEZ, JORDAN	
DE'RYK, GRACE	GOODMAN, RIKYAH	MACIAS, CESAR	RODRIGUEZ, LARISSA	
DIJAZ, ABREANA	GRIFFIN, KYLIE	MADERA, AERIS	RODRIGUEZ, NOAH	
DRAKE, LILLIAN	GUILLEN, JAIDA	MARIN, ARMANDO	ROSS, JORDYN	
DUARTE, ISAAC	GULICK, CAPONE	MARIN, JAIME	ROSS, NOAH	

AGUILAR, ADRIAN	DRAKE, LILLIAN	GUILLEN, JAIDA	MACIAS, CESAR	RODRIGUEZ, JORDAN
AGUIRRE, YOVANA	DUARTE, ISAAC	GULICK, CAPONE	MADERA, AERIS	RODRIGUEZ, LARISSA
ALBERTO, KAMIL	DUBOIS, MARQUIS	GURIERREZ, ALEXIS	MARIN, ARMANDO	RODRIGUEZ, NOAH
ALDAMA, SCARLETTE	DUENAS, ARIEL	GUTIERREZ, MELISSA	MARIN, JAIME	ROSS, JORDYN
ALMANZA, ALEJANDRO	DUKE, ALYSSA	GUZMAN, MATTHEW	MARQUEZ, GISBELLE	ROSS, NOAH
ALVARADO, NATHAN	DUKE, SARAH	HADLEY, GABRIELLA	MARRUFO, ISAIAH	ROUSSEAU, NICOLE
ALVAREZ ANGELINA	DUKE, SARAH	HARRIS, KAYLEE	MARTINEZ, BRANDEN	RUIZ, ANABELLE
ALVAREZ, ADRIAN	DUNCAN, MASON	HARTMAN-GRAHAM AIDEN	MARTINEZ, ZITA	RUIZ, ANDREW
ALVAREZ, ALAN	DURHAM, HEATHER	HAYNES, MARCUS	MEDERA, EVELYN	RUIZ, BRIANNA
ALVAREZ, BENJAMIN	EAST, ALANNAH	HENRIQUEZ, GIANNI	MEDLOCK, AZ-ZUBAYR	RUIZ, DOMONIC
ALVAREZ, JASON	EDWARDS, BROOKLYNN	HERNANDEZ, ADAM	MEDRANO, MELONI	RUIZ, EMBERLIEN
ALVAREZ, KATHERINE	ENRIQUEZ, JULIAN	HERNANDEZ, ALFONSO	MEJIA, JEDIDIA	SAHAGUN, CLAIRE
ALVAREZ, ROBERT	ESCALANTE, EYDEN	HERNANDEZ, FATIMA	MENDEZ, GISSELLE	SALAS, ANALIAH
AMAYA, CARMINE	ESCAMILLA JAIDEN	HERNANDEZ, GIZELLE	MENDEZ,EVELIA	SALIDO, DONOVAN
ANAYA MIGUEL	ESCOBAR, KAI	HERNANDEZ, KYLIE	MENENDEZ, NEVAEH	SANCHEZ, ADDISON
ARGUETA, KIELY	ESPINOSA, DAVID	HERNANDEZ, VICTORIA	MITCHELL, LOYALTY	SANCHEZ, ALYSSA
ARGUETA, KIRA	ESQUER, AUBRIE	HERNANDEZ-ALVAREZ, DAMIEN	MONROY, GABRIEL	SANCHEZ, BREANA
ARIZPE, ESTRELLA	ESQUIBEL, AUBREY	HERRERA, ALONDRA	MONTES, RAYMOND	SANCHEZ, JONATHAN
ARZATE, IZASKUN	ESTRADA, APRIL	HERRERA, RUBEN	MONTOYA, AUDRINAH	SANCHEZ, JOSHUA
AVINA, ALBERT	ESTRADA, JORDEN	HODGES, JAYDEN	MORALES DAMIAN	SANCHEZ, LEILA
AVINA, SEBASTIAN	FERNANDEZ, ANTHONY	HONG, LOGAN	MORALES, LEOBARDO	SMALL, COLLIN
AYALA, RAQUEL	FERNANDEZ, RAQUEL	HORDYNSKI-GRAHAM, MADISON	MORENO, RENE	SMITH, ANILAH
BALTAZAR, DESTINY	FERNANDEZ, YENISEL	HORZEN, JUNEI	MOSES, DESIREE	SOTO, JUAN
BASURTO, SOPHIA	FICKES, STERLING	HOWARD, LYNNAYAH	MOSES, MATTHEW	SPARKS, KARLEE
BELTON, JANEL	FLORES, ALICIA	HUERTA GUSTAVO	MUNERLYN, CAMILLE	SPENCE, ZAKHI
BENITEZ, ULYSSES	FLORES, ANTHONY	HUERTA, KIMBERLY	NEGRETE, BRAYDEN	TELLO, JACOB
BENNINGTON, MIA	FLORES, ELISA	HUGHES, KILEY	NEWTON, SILAS	THOMAS, LAYLA
BETANCOURT, ALEXA	FLORES, LOGAN	HUMES, AIYANA	NOLASCO, AIN	TORRES, VICTOR
CAAMAL, GENESIS	FLORES, SOFIA	JAMES, NOEL	NORIEGA, EMMA	TOVAR, LILIANA
CAMACHO, JAYDEN	FOUNTAIN, JAYDA	JIMENEZ, SANTIAGO	NORIEGA, KAYLA	TRUSS, MASON
CAMPOS, AUBRY	FRANCO-ALVAREZ DANGELA	JOHNSON, DELAILAH	OLVERA, NATHAN	TYLOR, MAJIK
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CANO, BELINDA	GALAVIZ, AALIYAH	JUAREZ, EDUARDO	PADILLA, ELIZABETH	VALDIVIA, JAIRO
CARDOZA, MIA	GARCIA TAISHA	KUCK, SOPHIA	PATEL, YASH	VALLE, YULIANA
CARMODY, WAYLON	GARCIA, ALEJANDRO	LARA, MARLON	PENAFLO, JULIAN	VASQUEZ, ANDRES
CARRILLO, KATHERINE	GARCIA, CHRISTOPHER	LARIOS, HENRY	PEREZ STEPHANIE	VAZQUEZ, RAMIRO
CARSON, CHRISTIAN	GARCIA, EAN	LAVASSER, KAILYASIA	PEREZ, AUDRINA	VELASCO, AIDEN
CARTEZE, SOLOMON	GARCIA, GENESIS	LAVASSER, KAMARI	PEREZ, MADELYNN	VILLA, ALESSANDRA
CASTRO, NAOMI	GARCIA, ISABELA	LIEBANO, ETHAN	PINO, OSVALDO	VILLA, ISAAC
CHAN, LEANA	GARCIA, XAVIER	LINCOLN, ANIYAH	PONCE, AHMAYA	VILLALOBOS YAMILETH
CHAURE, DANIELA	GASCA, JACOB	LITTLE, CAMERON	PONCE, JESSE	VILLANUEVA ANGELICA
CHAVEZ, JAYSAH	GASCA, JOSEPH	LO RHYEN	PONCE-PEREZ, GENESIS	WEBSTER, EDEN
CHOW, EMILY	GASCA, JOSEPH	LOBATO, NEVAEH	POWELL, D'NAIYA	WENTWORTH, NATHANIEL
COLLAZO, EMILIANO	GASTELUM, CARLOS	LONG, NAOMI	POYNTER, MYALA	WILSON, KIANA
COMMINEY, D'MONIY	GIL, JESSE	LOPEZ, ALEAH	PRICE, MARIAH	WITHERSPOON, DAVIEN
COMMINEY, DYLAN	GILL, JONATHAN	LOPEZ, ANTONIO	QUINTANA, ALYSSA	WRIGHT, JERIAH
DAVIS, CAYDEN	GOMEZ, LUIS	LOPEZ, JAZELLE	QUIROZ, KEVIN	WRIGHT, JULIAN
DAVIS, CYDRICK	GONZALEZ, AIDEN	LOPEZ, JERMIAH	RAMIREZ REMY	ZAPATA-ROMO, KENYA
DAVIS, KAY'LYNN	GONZALEZ, DANIEL	LOPEZ, KATHERINE	RAYFORD, MYCHOL	ZAVALA, DANIEL
DE OCA MONTES CRISTA	GONZALEZ, ETHAN	LOPEZ, SAMANTHA	RICHARDSON, JOURNEY	ZAVALA, ISABELLA
DEL REAL, ALYSSA	GONZALEZ, EZEKIEL	LOPEZ, SEBASTYAN	RIOS, KAYLEE	
DELGADO GISELLE	GONZALEZ, GIONNI	LOZANO, DANIEL	RIVERA, DRAKE	
DE'RYK, GRACE	GONZALEZ, SALOME	LOZOYA, JAYSON	RIVERA, MYA	
DIAZ, ABREANA	GOODMAN, RIKYAH	LUCAS, JAHAZIEL	ROBINSON, SANIYAH	
DIAZ, XAVIER	GRIFFIN, KYLIE	LUJAN, JASMIN	RODRIGUEZ, JOCELYN	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Jose F. Torres, Director of Fiscal Services  
DATE: June 12, 2014  
SUBJECT: Consideration to Adopt a Resolution Regarding the Expenditure of Proposition 30 Education Protection Account Funds

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached resolution regarding the expenditure of Proposition 30 Education Protection Account Funds.

OVERVIEW

Proposition 30, the Schools and Local Public Safety Protection Act of 2012, provides temporary tax revenues for the funding of local school districts and community colleges by raising the sales and use tax by .25 cents for four years, and by raising the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) for seven years. The Education Protection Account (EPA) was created in the State General Fund to receive and disburse these temporary tax revenues.

Districts have sole authority to determine how the moneys received from the EPA are spent within guidelines, provided that 1) the Governing Board makes these determinations in an open session of a public meeting of the Board and 2) the District does not use any of the funds from the EPA for administrative salaries or benefits, or any other administrative costs.

ANALYSIS

Pursuant to Article XIII, Section 36 of the California Constitution, SBCCD is required to report on its website an accounting of how much money was received from the EPA and how that money was spent. Additionally, the Governing Board is also required to determine and discuss the use of EPA funds at an open public meeting prior to June 30 annually.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The adoption of this resolution will not have a direct financial impact on the budget.

San Bernardino Community College District  
**RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30<sup>th</sup> of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII,

San Bernardino Community College District  
**RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT**

Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of the San Bernardino Community College District.
2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the San Bernardino Community College District has determined to spend the monies received from the Education Protection Act as attached.

PASSED AND ADOPTED by the Governing Board on June 12, 2014, by the following vote:

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSTENTIONS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

STATE OF CALIFORNIA                    )  
COUNTY OF SAN BERNARDINO        )

I, Joseph Williams, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Clerk/Secretary of the Governing Board



San Bernardino Community College District  
**EDUCATION PROTECTION ACCOUNT EXPENDITURES THROUGH**  
**JUNE 30, 2014**

**Expenditures through: June 30, 2014**  
**For Fund 01, Resource 1400 Education Protection Account**

Description	Object Codes	Amount
<b>AMOUNT AVAILABLE FOR THIS FISCAL YEAR</b>		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Limit Sources	8010-8099	0.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	9,421,581
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
<b>TOTAL AVAILABLE</b>		<b>9,421,581</b>
<b>EXPENDITURES AND OTHER FINANCING USES</b>		
<b>(Objects 1000-7999)</b>		
Instruction	1000-1999	9,421,581
Instruction-Related Services		
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
<b>TOTAL EXPENDITURES AND OTHER FINANCING USES</b>		<b>0.00</b>
<b>BALANCE (Total Available minus Total Expenditures and Other Financing Uses)</b>		<b>0.00</b>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj  
DATE: June 12, 2014  
SUBJECT: Consideration of Approval to Adopt Lease Leaseback Resolution No. 1 to issue a Request for Qualifications and Proposals for the New Gymnasium at SBVC

RECOMMENDATION

It is recommended that the Board of Trustees adopt Lease Leaseback Resolution No. 1, ratifying District staff's authority to issue a Request for Proposal and Qualifications and Proposals from general contractors, licensed and in good standing with the state of California, to enter into, execute, and deliver a Site Lease, a Facilities Lease, and related construction agreements to provide work, labor, services, material, equipment, supplies, apparatus, and the like, for the New Gymnasium project at San Bernardino Valley College.

OVERVIEW

On November 14, 2013, the Board of Trustees approved a Lease Leaseback (LLB) method to award construction contracts. Adoption of the present resolution by the Board of Trustees, which is attached hereto, is necessary for the District to proceed with the award and construction of the New Gymnasium project at SBVC using the Lease Leaseback method.

ANALYSIS

Based on input from District consultants and outside legal counsel, it has been determined that awarding a contract for construction of this project using LLB is authorized by Education Code section 81335 and will result in a well-qualified contractor being hired at a competitive price, thereby providing the District with the best value, while also meeting the goals of the District's Local Hire Policy.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no direct financial implications to the 2012-14 Measure M budget.

JUNE 12, 2014

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

To the Board of Trustees:

Staff is submitting this Report and the proposed attached Lease Leaseback Resolution, No. 1, to the Board of Trustees of the San Bernardino Community College District (“Board”) seeking the Board to ratify District Staff’s authority to issue a Request for Proposal and Qualifications and Proposals from general contractors, licensed and in good standing with the state of California, to enter into, execute, and deliver a Site Lease, a Facilities Lease, and related construction agreements to provide work, labor, services, material, equipment, supplies, apparatus, and the like, for a construction project commonly known as the New Gymnasium project at San Bernardino Valley College (“Project”). The duration of the Project is anticipated to take approximately thirty (30) months.

The District desires to have the following scope of work accomplished for the Project located at 701 South Mount Vernon, San Bernardino, California 92410:

Hazardous-Material remediation, site work, utility disconnection and tie back. Construction consisting of a new, 3 story, 146,007 sf gymnasium building, including ticket booths, concessions, field buildings, bleachers, press box, fitness room, men’s/women’s locker rooms, two (2) basketball courts, group exercise room, staff office and lecture rooms. Project will also provide lighting, landscape and drought tolerant landscaping.

Staff has determined, with the input of District consultants and outside legal counsel that: (1) the District has available funds on hand that have been designated from local bond funds to construct the Project and make the lease payments described in the Facilities Lease for such improvements; (2) awarding a contract for construction of the Project is authorized by Education Code section 81335; (3) that using the authority provided for in Education Code section 81335 is most likely to result in the most qualified contractor being hired for the specific project in question at a competitive price, while also meeting the while also meeting the goals of the District’s Local Hire Policy, because of the flexibility in selecting a contractor provided for under Education Code section 81335; and (4) as a result thereof, proceeding as proposed is in the best interests of the District, the citizens residing within the District and will not increase the tax rate of such citizens by proceeding in this manner.

Provided the Board approves the Resolution and recommended award, the District intends to lease the site and facilities, which the District owns, to a general contractor, licensed and in good standing with the state of California to construct the Project thereon and then lease back and surrender the improved Site, Facilities and improvements constructed thereon to the District pursuant to the authority given to the District under Education Code Section 81335.

Please see attached Resolution No.1 for further details which should be considered as part of Staff’s Report and Recommendation to the Board which is incorporated herein as if set forth at length hereat.

JUNE 12, 2014  
LEASE LEASEBACK RESOLUTION NO. 1  
OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

RATIFYING STAFF'S AUTHORITY TO ISSUE A REQUEST FOR QUALIFICATIONS AND PROPOSALS SEEKING PROPOSALS FROM QUALIFIED CONTRACTORS TO CONSTRUCT A PROJECT PURSUANT TO EDUCATION CODE SECTION 81335 AND TO ENTER INTO A SITE LEASE, FACILITIES LEASE, AND RELATED CONSTRUCTION AGREEMENTS REGARDING THE NEW GYMNASIUM PROJECT AT SAN BERNARDINO VALLEY COLLEGE ("PROJECT").

**WHEREAS**, the Board of Trustees of the San Bernardino Community College District ("District") currently owns, previously acquired, and/or has held for some time in a manner required by law, a fee simple interest the real property and improvements thereon commonly referred to as San Bernardino Valley College located at 701 South Mount Vernon, San Bernardino, California 92408 ("Site"), and intends to construct on a portion of said Site a public work of improvement commonly referred to as the New Gymnasium which occupies a portion of said Site;

**WHEREAS**, a portion of the Site, is in need of having a new three (3) story, 146,007 sf gymnasium building, which includes ticket booths, concessions, field buildings, bleachers, press box, fitness room, men's/women's locker rooms, two (2) basketball courts, group exercise room, staff office and lecture rooms, and Project will also provide new sports field lighting, landscape and drought tolerant landscaping;

**WHEREAS**, the District has approved plans and specifications and has and/or will secure all necessary governmental approvals for the construction of the Project;

**WHEREAS**, the District has determined, with the input of District consultants and outside legal counsel that: (1) the District has available funds on hand that have been designated from local bond funds to construct the Project and make the lease payments described in the Facilities Lease for such improvements; (2) awarding a contract for construction of the Project is authorized by Education Code section 81335; (3) that using the authority provided for in Education Code section 81335 is most likely to result in a well-qualified contractor being hired for the specific project in question at a competitive price, while also meeting the goals of the District's Local Hire Policy, because of the flexibility in selecting a contractor provided for under Education Code section 81335; (4) proceeding as proposed is in the best interests of the District and the citizens residing within the District; and (5) the entering into the Site Lease, Facilities Lease, and related agreements will not affect an increase in the applicable maximum tax rate of the District;

**WHEREAS**, the District intends to enter into a Site Lease, Facilities Lease, and other related agreements with a general contractor, licensed and in good standing with the state of California, to construct the public work of improvement on a portion of the Site and, if applicable, the facilities currently located thereon, pursuant to the District's authority under Education Code section 81335, samples of which are attached hereto and/or otherwise have been previously provided to the Board;

**WHEREAS**, the District intends to enter into a Site Lease for a minimum rental amount not less than One Dollar (\$1) per year and for a period of time not to exceed thirty (30) months;

**WHEREAS**, the District intends to enter into a Facilities Lease and other agreements with a general contractor, Swinerton Builders, Inc., licensed and in good standing with the state of California, regarding the Site and the facilities currently located thereon so that the general contractor, during the term of the Leases, shall have the obligation to construct on a portion of the Site a public work of improvement as described in the Construction Services Agreement attached as Exhibit "A" to the Facilities Lease, with the result being that full and clear fee simple title to the Site and all improvements thereon shall vest immediately in the District without any further action at the expiration of the terms of the Leases, or sooner as may be provided in the Lease Agreements;

**WHEREAS**, notwithstanding all of the foregoing, the District also recognizes the need of the District, District employees, and/or students, may have the need to use certain portions of the Site being leased, and/or the existing facilities thereon, during the Lease terms, and as such, the Leases shall provide for such access and uses during the terms of the Leases;

**WHEREAS**, the District has determined that District Staff, specifically the Vice Chancellor, Fiscal Services, is in the best position to determine what other terms and conditions are in the best interest of the District regarding said Leases and other agreements;

**THEREFORE, BE IT NOW RESOLVED**, that the District, after due, full and careful consideration of all of the information provided to it by Staff and legal counsel has, for all of the reasons expressed above, and based on the authority

JUNE 12, 2014  
LEASE LEASEBACK RESOLUTION NO. 1  
OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

provided to the District under Education Code section 81335, and any and all other applicable authority, hereby ratifies and approves the following actions taken by the Vice Chancellor, Fiscal Services to:

1. Issuing a request for qualifications and proposals and to select a general contractor, licensed and in good standing with the state of California to construct the public work of improvement commonly known as the New Gymnasium, said selected contractor being Swinerton Builders, Inc.

**THEREFORE, BE IT FURTHER RESOLVED**, that the District, after due, full and careful consideration of all of the information provided to it by Staff and legal counsel has, for all of the reasons expressed above, and based on the authority provided to the District under Education Code section 81335, and any and all other applicable authority, hereby delegates the authority to the Vice Chancellor, Fiscal Services to:

2. Enter into on the District's behalf a Site Lease, Facilities Lease and other related agreements for the Project for a period of time not to exceed thirty (30) months; for a yearly rental value not to be less than One Dollar (\$1) per year; to provide for access to and use of the leased portion of the Site for District employees, personnel, students, and/or others, as needed during the term of the Leases; to construct the public work of improvement; to have full and clear fee simple title in and to the Site and all improved facilities thereon immediately vest back in the District before or at the conclusion of the Lease terms; and to include in said Leases all other terms and conditions that are in the best interests of the District; and
3. Enter into a construction agreement with Swinerton Builders, Inc., a general contractor, licensed and in good standing with the state of California, for an agreed to amount that does not exceed the maximum amount approved by the Board for this Project.

**APPROVED, PASSED AND ADOPTED** by the Board of the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT on the 12<sup>th</sup> day of June, 2014, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_  
Donna Ferracone  
President of the Board of Trustees of the San Bernardino  
Community College District

Attested to:

\_\_\_\_\_  
Joseph Williams  
Clerk of the Board of the  
San Bernardino Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: June 12, 2014  
SUBJECT: Consideration to Adopt Resolution to Recognize Lesbian, Gay, Bisexual and Transgender Pride Month, June 2014

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the importance of expanding our acceptance of the diverse culture in the San Bernardino Community College District and the Inland Empire.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts of the President, Governor and other national, state, and local partners in recognizing the significance of broadening the fairness and equity of the American Dream, regardless of sexual orientation or gender identity.

ANALYSIS

This commemorative month continues to be recognized nationally and in California to acknowledge the expansion of recognition and the need for continuing vigilance of the acceptance of all, regardless of race, color, creed, religion, ethnicity, sexual orientation, or gender identification, thereby making our communities better and safer places to live, be educated, and work.

BOARD IMPERATIVE

II. Learning-Centered Institution for Student Access, Retention and Success

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE THE IMPORTANCE OF  
LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PRIDE MONTH  
JUNE 2014**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and supports the significance of Lesbian, Gay, Bisexual and Transgender Pride Month and the need for continued attention to the spreading of freedom and fairness for all throughout our Nation, the state of California, and our local community; and

**WHEREAS**, the Mission of the SBCCD is to promote the discovery and application of knowledge, the acquisition of skills, and the development of intellect and character in a manner that prepares students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world. This Mission is achieved through the District's two colleges, the Economic Development and Corporate Training Division and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services; and

**WHEREAS**, Governor Jerry Brown noted in his Proclamation celebrating LGBT PRIDE MONTH that, "Our nation was founded on the principle of equal rights for all people, but the fulfillment of this promise has been long in coming for many Americans. Some of the most inspiring moments in our history have arisen from the various civil rights movements that have brought one group after another from the margins to the mainstream of American society", and

**WHEREAS**, institutions of higher learning should be among the first to acknowledge and accept all those who yearn to work, study, and live in peace and freedom, contributing to the betterment of all, the SBCCD community has long been a site of safety and support for those in the LBGT society; and

**WHEREAS**, President Obama reflected in his Proclamation that "From brave men and women who came out and spoke out, to union and faith leaders who rallied for equality, to activists and advocates who challenged unjust laws and marched on Washington, LGBT Americans and allies have achieved what once seemed inconceivable"; but that more consciousness must still be raised and more freedoms still achieved; and

**WHEREAS**, that the SBCCD Community is proud to stand with those who celebrate acceptance for all; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize June as Lesbian, Gay, Bisexual and Transgender Month, and encourage all members of the diverse SBCCD community to share in the commemorations of the month.

**ADOPTED** this 12 day of June 2014.

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Bruce Baron, Chancellor and  
Secretary to the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: June 12, 2014  
SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only. 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.



**Caring Hands Applause Cards – June 2014**

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.

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance:

**DISTRICT**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Carmichael	Dennis	IT	You are such a pleasure to work with and I appreciate your help with the migration to the cloud.	Stacey Nikac
Castro	Debbie	Printing Services	Debbie was extremely helpful in April. Although the dept was beginning to move, she completed the projects in a timely manner, and they looked great.	Krysten Newbury
Davis	Angela	Business Services	Angela does an excellent job on all areas of contracts processing and purchasing. Thank you!	Anonymous
Elizalde	Noemi	AP	Thanks for being knowledgeable, professional and enthusiastic while working on the development of a Fiscal Services data project and related board items.	Kelly Goodrich

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Elizalde	Noemi	AP	I thank Noemi for all of her hard work this year serving on the district sites safety committee and as a district sites building captain. Thank you so much Noemi!	Whitney Fields
Elmore	Cory	Human Resources	Thanks for going the extra mile to help people.	Angela Lujan
Lasad	Adam	Police	Thank you for helping me with access to buildings and moving supplies and equipment. I would have a hard time doing my job if you weren't there to help. I appreciate you.	Michelle Riggs
Leon	Colleen	TESS	Colleen was extremely proactive in coordinating emergency preparedness evacuation locations for the new Redlands Annex site. I appreciated all of Colleens hard work!	Whitney Fields
Nikac	Stace	Chancellor's Office	Thanks for being a ray of sunshine.	Angela Lujan

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Oberhelman	Jason	Purchasing	Thank you Jason for all of your hard work with putting together the loss/safety control RFP and facilitating the process. You are appreciated and I thank you!	Whitney Fields
Oberhelman	Jason	Purchasing	Jason is AMAZING! Conferences for next fiscal year have had issues for years, and Jason resolved this in one quick swoop once he was informed--a tremendous asset!!	Nicole Williams
Piggott	Gloria	Print Shop	Gloria is always so helpful and willing to assist with the printing of the CHC Scholars Convocation Program. She is so professional and so nice to work with. Thank you Gloria.	Laura Record
Piggott	Gloria	Printing Services	Gloria was fantastic in helping me with several projects in April. She is professional, does a great job, and does it quickly, especially during the department's move.	Krysten Newbury

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Ryckevic	Susan	Fiscal Services	Susan is always friendly and professional. Even in the busiest times, she is always willing to help.	Karen Childers
Smith	Debra	Custodial	Thank you for your attention to detail in Ernie's absence. You have done a great job and been proactive in your work!	Stacey Nikac
Trasporte	Catalina	Human Resources	Ms. Catalina would stop what she is doing just to help students out. Even though she has a lot of paper work to do, she still manages to put it aside and help.	Laralynn Pantan
Trujillo	Karla	Human Resources	Thanks for helping payroll whenever we need you, as if you were still in payroll.	Angela Lujan

**CHC**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Bahner	Daniel	Title V	Daniel's participation on the Title V Coop team has been invaluable.	Karen Childers
Bogh	Wayne	Technology Services	Wayne and his staff have provided professional, efficient, effective assistance and they all have great attitudes while dealing with those of us stressed out about "how easy computers have made our lives"!	Diane Pfahler
Bryson	Richard	Custodial	Thank you for moving the Respiratory ventilator from the Respiratory Department to the Simulation Lab. Your assistance is greatly appreciated.	Anonymous
Chavez	Ed	Custodial	Thank you for moving the Respiratory ventilator from the Respiratory Department to the Simulation Lab. Your assistance is greatly appreciated.	Anonymous

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Chavez	Ed	Custodial	Thank you for always having a kind word and a smile. You've brightened my day on many occasions when I was feeling frustrated and overwhelmed. It's not only nice to receive a package, but to know it will be delivered with cheer!	Elizabeth Mealey
Cook	Larry	Facilities, Maintenance and Operations	Thank you Larry for your hard work and being proactive addressing health/safety needs for the campus. You have been instrumental as an administrator and your professionalism should be recognized.	Whitney Fields
Gamboa	Ben	Institutional Effectiveness, Research & Planning	Ben was an excellent contributor to the Title V Coop team. He provided important insights and suggestions.	Karen Childers
Garcia	Maria	Student Services	Thank you for implementing the Family PACT program which is improving our students' health and also increasing the HWC budget	Judy Giacona

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Guadiana	Lorena	Institutional Effectiveness, Research & Planning	Lorena was extremely helpful on the Title V Coop team. Her work on the GIS map and the evaluation plan was vital.	Karen Childers
Hallex	Alicia	Disabled Students Programs and Services	Thank you for your hard work on getting donations from local businesses/ organizations for our Classified Professionals Week luncheon. Much appreciated by Classified Senate.	Michelle Tinoco
Hallex	Alicia	Disabled Students Programs and Services	Alicia stepped up for Crafton and volunteered to represent us in the community at the Broadway Block Party and Give BIG event. This family engagement effort brought community awareness to the educational opportunities at Crafton.	Michelle Riggs
Hawkins	Judy	English	Judy provided expert editing and writing for the Title V Coop team. Thank you!	Karen Childers
Hegde	Raju	Instructional Support	Thank you for doing such a great job dealing with difficult people.	Dawn Donaldson

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Hogrefe	Rick	Arts and Sciences	Thank you for your outstanding service as Master of Ceremonies at the 2014 Scholars Convocation.	Rebecca Warren-Marlatt
Jimenez	Liane	Health and Wellness Center	Thank you for implementing the Family PACT program which is improving our students' health and also increasing the HWC budget.	Judy Giacona
Limoges	Kevin	Technology Services	Kevin is very knowledgeable, approachable, patient and helpful. He checked back in with me to see how things were going without being asked after he set up new laptop. Very thoughtful and service oriented.	Keith Wurtz
McKee	Julie	Sociology	Julie is an advocate for our students and is so very supportive of Crafton. Thank you for your donation and for encouraging others to give BIG in support of scholarships for the 4.0 graduates.	Michelle Riggs



LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Menchaca	Patricia	STEM Pathways	For being passionately committed to the success of STEM students, and inspiring students to reach beyond themselves for greatness in their lives	Anonymous
Mottl	Karen	Technology Services	Karen has been very helpful, efficient, and capable. It is a pleasure to see her and know things will be done well!	Diane Pfahler
Newsom	Helen	Health and Wellness Center	Thank you for implementing the Family PACT program which is improving our students' health and also increasing the HWC budget.	Judy Giacona
Palkki	Kevin	Theatre Arts	Kevin, you did another great job with the CHC Fire Academy Graduation Ceremony, especially when the Cadets performed the "Fire Dance".	Dan Sullivan
Record	Laura	Office of Student Services	Fantastic job on the Scholars Convocation! You remembered every detail!	Rebecca Warren-Marlatt

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Record	Laura	Office of Student Services	Thank you for coordinating the scholarships at Crafton. I had no idea how much work goes into the process and you do such a fabulous job organizing everything. I appreciate all you do!	Michelle Riggs
Sandy	Hannah	Health and Wellness Center	Thank you for implementing the Family PACT program which is improving our students' health and also increasing the HWC budget.	Judy Giacona
White	Anthony	Technology Services	Thank you for your help fixing a computer/printer connection error.	Anonymous
Wurtz	Keith	Institutional Effectiveness, Research & Planning	Keith supported the Title V Coop team by providing fine-tuned objectives and the evaluation plan.	Karen Childers
Zuniga	Ruby	Title V	You know everything!! When we have a question we all say "Call Ruby". You are always so helpful, friendly, a team player and a very hard worker. I strive to be like you every day! Thank you for always going the extra mile.	Anonymous

**SBVC**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Banola	John	Kinesiology	John has done an outstanding job for our department since he has been department head. He has gone above and beyond to bring our department up to date on curriculum, SLO's and program review. He has done an outstanding job.	Tricia Rossman
Blackwell	Shari	Student Services Office	Thank you for being a fabulous, fantastic, and awesome co-worker! I appreciate you!	Anonymous, Employee
Bojorquez	Ana	DSP & S	It is with great pleasure that I find myself writing this. Ana is an outstanding person who on a daily basis goes "above and beyond" in her administrative support to DSP&S; continuously exceeds the performance standards for her position.	Ozzie Kalayeh, Student
Bojorquez	Ana	DSP&S High Tech Center	The Alternate Media that the High-Tech Center provides has been a very big factor in not just my success, but the success of others like me. I am one of many who have used the High-Tech Center on a daily basis.	Randy Payne, Student

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Buchanan	Don	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Rock and Minerals in your Neighborhood."	Susan Bangasser
Burnham	Lorrie	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Fun with Space Sand: Separating the Dyes in Grape Soda using Space Sand".	Susan Bangasser
Carmel	Melissa	Admissions & Records Office	Mel always has a smile on her face and is willing to help!	Anonymous, Employee
Chiem	Vihn	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for being on our panel.	Susan Bangasser
Clarke	Chris	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Skies over San Bernardino, Planetarium Experience".	Susan Bangasser

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Davis	Theresa	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 for over 200 eighth graders, and for the presentation, "The Physics of Motor Sports".	Susan Bangasser
Donnhauser	Marc	HSI STEM Pass Go	Success of Celebrating Women in Mathematics and Science Day. His commitment to students' success in STEM education is commendable!	Dr. Haragewen A. Kinde
Drewes	Glenn	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Fossils."	Susan Bangasser
Dunn	Natalia	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Chemistry of Lip Balm".	Susan Bangasser
Eastburn	Halia	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "The Physics of Motor-sports".	Susan Bangasser

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Febder	Rochelle	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Health Careers Pathways".	Susan Bangasser
Galindo	Cecilia	Admissions & Records Office	Cecilia Galindo has applied every effort to assist our office with the heavy impact of our telephone system. Thank you so much Cecilia!	Margaret Gonzales
Garcia	Destiny	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014.	Susan Bangasser
Garcia	Rose	Science Division	Rose was an invaluable member of the Spotighting Our Success 19 <sup>th</sup> annual event committee. She attended every meeting and her experience with prior events provided essential guidance as we planned the event.	Dr. Greg Zerovnik
Garcia	Rose	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014.	Susan Bangasser

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Gowen	Laura	Foundation Office	Laura was an invaluable member of the Spotighting Our Success 19 <sup>th</sup> annual event committee. She attended nearly every meeting and her experience with prior events and PayPal provided essential guidance as we planned the event.	Dr. Greg Zerovnik
Gutierrez	Albert	Maintenance & Operations	Albert is the only one that gives service when needed. Never complains about helping and always there when you need him. Hard worker and dedicated to SBVC.	Rosemary Chavez
Hepburn-Stroud	Lisa	Bookstore	Lisa was an invaluable member of the Spotighting Our Success 19 <sup>th</sup> annual event committee. She attended nearly every meeting and her experience with prior events and PayPal provided essential guidance as we planned the event.	Dr. Greg Zerovnik
Herrera	Christopher	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "The Physics of Motor-sports".	Susan Bangasser

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Herzer	Brian	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "The Physics of Motor-sports".	Susan Bangasser
Hua	Henry	Mathematics, Business & Computer Technology Division	Success of Celebrating Women in Mathematics and Science Day. His commitment to students' success in STEM education is commendable!	Dr. Haragewen A. Kinde
Jenkins	Pat	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Fuel Cell Technology in mini-robots".	Susan Bangasser
Kesling	Susaniel	Pharmacy Technology Department	Thank you Susaniel for your assistance with coordinating waste management in the pharmacy technology department. You are highly organized and I thank you for all of your assistance.	Whitney Fields
Klein	Ann	DSP&S	For being supportive of your co-workers. Thank you!	Anonymous, Employee



LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Limpus	Renee	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Fun with Space Sand Separating the Dyes in Grape Soda using Space Sand".	Susan Bangasser
Loukeh	Allison	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Water Conservation".	Susan Bangasser
Lysak	Michael	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Fuel Cell Technology in mini-robots".	Susan Bangasser
Maniaol	Albert	Applied Technology Division	Since Albert has been the Interim Dean for the Applied Technology Division, he has been instrumental in providing exemplary leadership! His demeanor everyday and all he does make you proud to work side by side with him!	Sharen Chavira

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Mendoza	Agustin	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "The Physics of Motor-sports".	Susan Bangasser
Merjil	Mark	Child Development Center	Mark served as advertising coordinator for our 19 <sup>th</sup> Annual Spotlighting Our Success event. He sold our most expensive ad spaces with ease and provided highly valuable input to our planning process and our results	Dr. Greg Zerovnik
Moberly	Erik	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014.	Susan Bangasser
Mullgrave	Bianna	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014.	Susan Bangasser
Murillo	Joan	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "What's Up Doc? Monitoring Vital Signs".	Susan Bangasser

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Okray	Raina	Counseling Department	Ms. Raina Okray has a heart of gold that is reflected in her positive attitude. She is always willing to assist students (even the difficult ones) while always providing a smile. She is a great colleague and person.	Ramiro Hernandez
Okray	Raina	Counseling Department	Her above and beyond approach to help students, staff and faculty as we serve the SBVC Community is of excellence! It is worthy of imitation and absolute recognition.	Debbie Orozco
Okray	Raina	Counseling Department	Her above and beyond approach to help students, staff and faculty as we serve the SBVC Community is of excellence! It is worthy of imitation and absolute recognition.	Maria M. Maness
Okray	Raina	Counseling Department	Excellent people skills in helping students in Counseling Center. Always, very kind and caring.	Patty Jones

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Parra	Guillermo "Memo"	Maintenance and Operations	"Memo" demonstrated outstanding leadership and quick action during the "Loss of Electricity Incident" on April 20-30. He showed efficiency, calmness and professionalism as he carried out his Emergency Plan for loss of power.	Laura Whitehead
Pasillas	Karol	Administrative Services Office	Outstanding service with assisting in making campus events happen. She is good at making suggestions to assist with helping activities be successful.	Carolyn Lindsey
Pasillas	Karol	Administrative Services Office	Karol thank you for all that you do in assisting with campus health safety and emergency preparedness. Your hard work is recognized and I thank you for all that you do. Thanks, Karol!	Whitney Fields
Perez	Nuria	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for being on the panel.	Susan Bangasser
Powell	Roger	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Stop the hacker! How do I create a secure password?"	Susan Bangasser

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Rabago	Raquel	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "The Physics of Motor-sports".	Susan Bangasser
Ramsey	Daniele	HSI STEM Pass Go	Success of Celebrating Women in Mathematics and Science Day. Her commitment to students' success in STEM education is commendable!	Dr. Haragewen A. Kinde
Reza-Rivera	Rosemary	Student Care and Education	Provides loving service to foster kinship students, providers and instructors. Creates beautiful publications, for foster parent classes and events. Ms. Rosemary is dedicated to providing the best she has to give!	Valenzuela, Employee
Salazar	Gustavo	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "The Physics of Motor-sports".	Susan Bangasser
Schmidt	Lisa	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Battle of the G's: Google Earth meets Geocaching".	Susan Bangasser

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Scudder	Baybie	Financial Aid Office	Ms. Scudder makes sure that students turn in everything they need for Financial Aid. She calls the students when they are missing some documents for their FAFSA. It takes passion, dedication, and love to care for each student.	Laralynn, Student
Silva	Steven	Admission and Records Office	For excellent assistance in helping students each semester.	Patty Jones
Simental	Yolanda	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Health Careers Pathways".	Susan Bangasser
Spahn	Michele	Health Sciences/Nursing	Michele was an invaluable member of the Spotighting Our Success 19 <sup>th</sup> annual event committee. She attended nearly every meeting and her experience with prior events provided essential guidance as we planned the event.	Dr. Greg Zerovnik
Spahn	Michele	Registered Nursing Department	Michele is the Skills Lab Coordinator in the nursing department. She should be recognized for having the skills lab as a mirror image of a mini hospital clinic for our students to learn and practice their skills.	Mary Gutierrez

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Spahn	Michele	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Health Careers Pathways".	Susan Bangasser
Stewart	Jim	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "The Science of Glass Blowing".	Susan Bangasser
Stilner	Carol	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Health Careers Pathways".	Susan Bangasser
Strong	Teri	Mathematics Department	Teri was an invaluable member of the Spotighting Our Success 19 <sup>th</sup> annual event committee. She coordinated the faculty association contributions, purchased needed supplies, attended meetings regularly, and was great to work with.	Dr. Greg Zerovnik
Sullivan	Laurie	DSP&S	For being supportive of your co-workers. Thank you!	Anonymous, Employee

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Terry	Kim	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "The Physical of Motor-sports".	Susan Bangasser
Thomas	Cassandra	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014.	Susan Bangasser
Tillman	Shalita	Occupational Advancement	Dedicated, professional, all, encompassing provider to her staff, student and other SBVC personnel. Ms. Shalita is the kind of manager everyone wants to work for! Exceptional!	Valenzuela, Employee
Torrez	Michael	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation, "Chemistry of Lip Balm".	Susan Bangasser
Wall	Mark	PE/Athletics	Mark always goes above and beyond his normal duties to better the department!	Anonymous, Employee



LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Weber	Michele	Communication Studies	Michele is a very dedicated instructor and a person who always goes above and beyond the call of duty! I have known Michele from my first week at Valley College in 2008. Her support and inspiration to work with others is admirable!	Basemeh Rihan
Wells	Carol	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014.	Susan Bangasser

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Jose F. Torres, Director of Fiscal Services  
DATE: June 12, 2014  
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 its review.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2013-14 fiscal year through May 23, 2014. It reflects summary information for all District funds, grouped by category within each fund.

As of May 23, the District was 89.5% through the fiscal year and had spent and encumbered about 73.6% of its budgeted general funds. Expenditures are expected to level out by the end of the fiscal year due to salary increases and the payment of retirement benefits.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

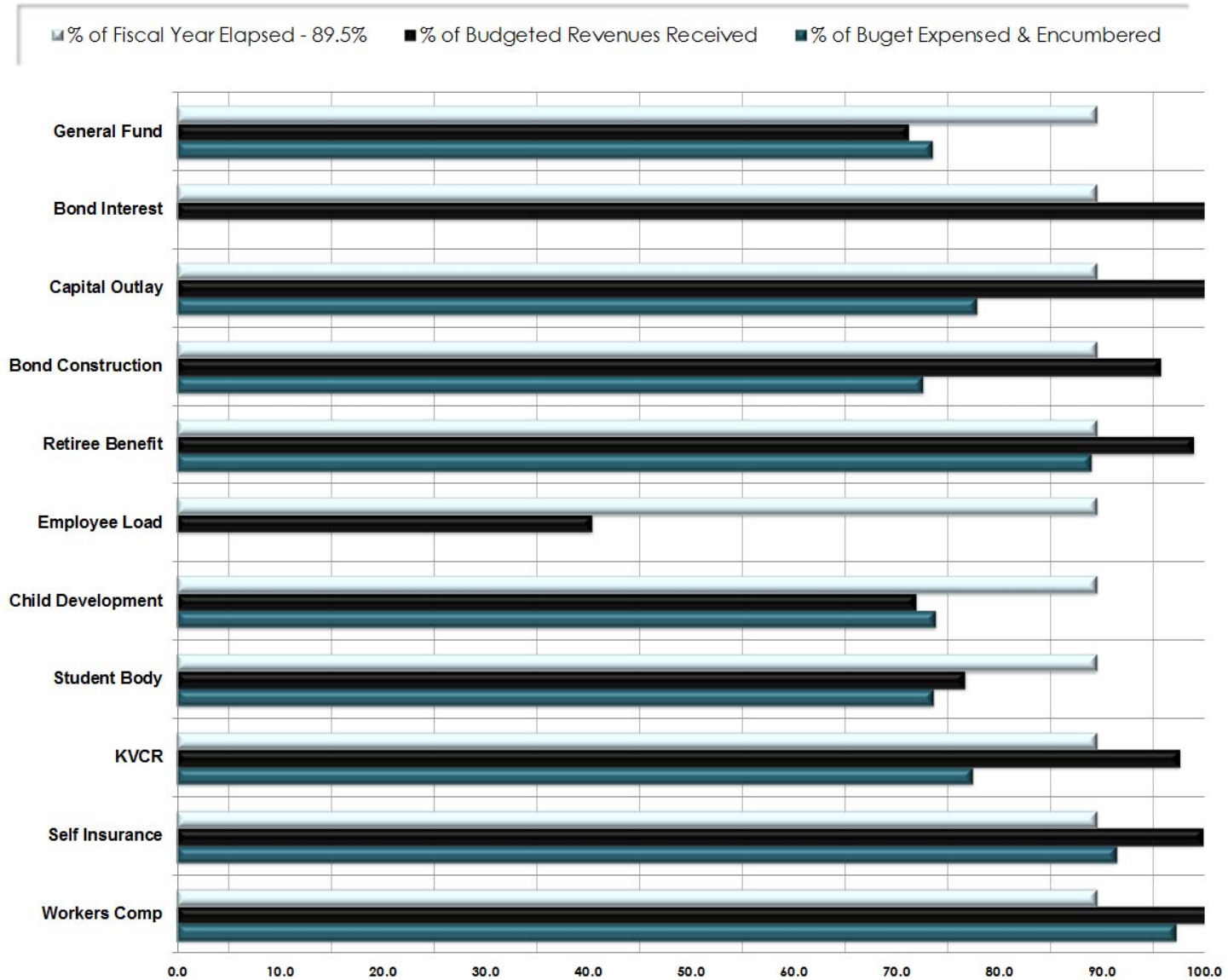
## Budget Revenue & Expenditure Summary

Year to Date 5/23/2014  
89.5% of Fiscal Year Elapsed

	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		COMMENTS
01 General Fund	\$ 95,500,780	\$68,001,442	71.2%	\$ 109,294,568	\$80,404,794	73.6%	<i>Budget includes additions in the amount of \$2.3 million for forgiveness of the KVCR loan, and \$6.7 million for the payment of GASB 43/45 retirement benefits. Expenses related to salary increases and the payment of GASB 43/45 in the amount of \$9 million are expected.</i>
21 Bond Interest & Redemption	\$ 24,226,400	\$24,542,697	101.3%	\$ 24,226,400	\$24,183,601	99.8%	
41 Capital Outlay Projects	\$ 2,587,967	\$ 4,758,334	183.9%	\$ 3,677,608	\$ 2,863,509	77.9%	<i>Revenues include RDA receipts which are currently being reconciled. Expenditures in this fund are sporadic; the District is on target to experience savings for the year.</i>
42 Bond Construction	\$ 125,000	\$ 119,700	95.8%	\$ 91,767,714	\$66,645,577	72.6%	<i>Expensed/Encumbered is comprised of \$18,419,076 in expenditures (20.0% of budget) and \$48,226,501.67 in encumbrances.</i>
68 Retiree Benefit	\$ 763,000	\$ 755,275	99.0%	\$ 1,302,001	\$ 1,159,076	89.0%	
69 Employee Load	\$ 450	\$ 182	40.4%	\$ 450	\$ -	0.0%	
72 Child Development	\$ 2,749,090	\$ 1,979,221	72.0%	\$ 2,747,790	\$ 2,029,256	73.9%	
73 Student Body Center Fee	\$ 272,952	\$ 209,531	76.8%	\$ 272,952	\$ 201,015	73.6%	
74 KVCR	\$ 5,900,437	\$ 5,758,950	97.6%	\$ 6,292,244	\$ 4,873,470	77.5%	<i>Revenue includes loan forgiveness of \$2,260,440.</i>
78 Self Insurance-Liability	\$ 603,000	\$ 602,399	99.9%	\$ 600,000	\$ 548,916	91.5%	
84 Workers Compensation	\$ 1,250,000	\$ 1,269,347	101.5%	\$ 1,250,000	\$ 1,215,222	97.2%	

## Budget Revenue & Expenditure Summary

Year to Date 5/23/2014  
 89.5% of Fiscal Year Elapsed



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	6,135,255.20	2,156,811.28	2,156,811.28	35.1	0.00	3,978,443.92	64.8
8600.00 STATE REVENUES	68,023,635.09	48,992,528.53	48,992,528.53	72.0	0.00	19,031,106.56	27.9
8800.00 LOCAL REVENUES	21,318,563.00	16,827,366.65	16,827,366.65	78.9	0.00	4,491,196.35	21.0
8900.00 OTHER FINANCING SOURCES	23,326.60	24,736.02	24,736.02	100.0	0.00	1,409.42-	.0
TOTAL: 8000	95,500,779.89	68,001,442.48	68,001,442.48	71.2	0.00	27,499,337.41	28.7
1100.00 CONTRACT CLASSROOM INST.	14,983,762.98	13,462,351.68	13,462,351.68	89.8	0.00	1,521,411.30	10.1
1200.00 CONTRACT CERT. ADMINISTRATORS	8,272,864.44	6,096,006.00	6,096,006.00	73.6	0.00	2,176,858.44	26.3
1300.00 INSTRUCTORS DAY/HOURLY	7,955,110.50	7,436,540.37	7,436,540.37	93.4	0.00	518,570.13	6.5
1400.00 NON-INSTRUCTION HOURLY CERT.	2,014,211.37	1,257,836.42	1,257,836.42	62.4	16,005.66	740,369.29	36.7
TOTAL: 1000	33,225,949.29	28,252,734.47	28,252,734.47	85.0	16,005.66	4,957,209.16	14.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	16,073,876.37	13,011,735.22	13,011,735.22	80.9	204.84	3,061,936.31	19.0
2200.00 INSTRUCTIONAL AIDS	1,233,216.92	904,842.92	904,842.92	73.3	0.00	328,374.00	26.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,883,788.80	2,061,656.89	2,061,656.89	71.4	0.00	822,131.91	28.5
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,457,138.80	1,013,806.32	1,013,806.32	69.5	0.00	443,332.48	30.4
TOTAL: 2000	21,648,020.89	16,992,041.35	16,992,041.35	78.4	204.84	4,655,774.70	21.5
3100.00 CERTIFICATED RETIREMENT	2,097,623.56	2,040,298.20	2,040,298.20	97.2	5,573.10	51,752.26	2.4
3200.00 CLASSIFIED RETIREMENT	2,292,046.94	1,783,696.15	1,783,696.15	77.8	44.07	508,306.72	22.1
3300.00 OASDHI /FICA	2,034,566.94	1,653,269.80	1,653,269.80	81.2	541.27	380,755.87	18.7
3400.00 HEALTH AND WELFARE BENEFITS	8,712,651.41	6,276,780.01	6,276,780.01	72.0	0.00	2,435,871.40	27.9
3500.00 STATE UNEMPLOYMENT INSURANCE	27,295.19	96,212.66	96,212.66	100.0	0.00	68,917.47-	.0
3600.00 WORKERS COMPENSATION INSURANCE	993,420.37	740,312.50	740,312.50	74.5	0.00	253,107.87	25.4
3900.00 OTHER BENEFITS	193,258.83	173,842.16	173,842.16	89.9	46.00	19,370.67	10.0
TOTAL: 3000	16,350,863.24	12,764,411.48	12,764,411.48	78.0	6,204.44	3,580,247.32	21.8
4100.00 TEXTBOOKS	80,095.32	50,303.41	50,303.41	62.8	24,982.57	4,809.34	6.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	98,613.30	44,230.89	44,230.89	44.8	33,455.93	20,926.48	21.2
4300.00 INSTRUCTIONAL SUPPLIES	559,588.84	313,765.18	313,765.18	56.0	172,120.78	73,702.88	13.1
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	45,898.65	14,870.60	14,870.60	32.3	9,965.10	21,062.95	45.8
4500.00 NONINSTRUCTIONAL SUPPLIES	1,418,741.49	683,837.18	683,837.18	48.2	385,869.33	349,034.98	24.6
4700.00 FOOD SUPPLIES	8,133.65	2,599.84	2,599.84	31.9	5,533.81	0.00	.0
TOTAL: 4000	2,211,071.25	1,109,607.10	1,109,607.10	50.1	631,927.52	469,536.63	21.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	7,773,443.93	3,242,386.67	3,242,386.67	41.7	2,553,591.86	1,977,465.40	25.4
5200.00 TRAVEL & CONFERENCE EXPENSES	870,124.90	457,150.48	457,150.48	52.5	127,253.52	285,720.90	32.8
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	346,890.87	226,131.01	226,131.01	65.1	45,250.49	75,509.37	21.7
5400.00 INSURANCES - DISTRICT USE	146,000.00	123,773.00	123,773.00	84.7	0.00	22,227.00	15.2
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,756,222.30	2,107,812.32	2,107,812.32	76.4	571,072.53	77,337.45	2.8
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	3,074,575.34	2,209,228.28	2,209,228.28	71.8	528,650.46	336,696.60	10.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	611,000.00	439,205.73	439,205.73	71.8	100,246.08	71,548.19	11.7
5800.00 OTHER OPERATING EXP-DIST. USE	5,888,101.97	829,671.99	829,671.99	14.0	180,882.22	4,877,547.76	82.8
TOTAL: 5000	21,466,359.31	9,635,359.48	9,635,359.48	44.8	4,106,947.16	7,724,052.67	35.9

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	94,902,263.98	68,754,153.88	68,754,153.88	72.4	4,761,289.62	21,386,820.48	22.5
6100.00 SITES & IMPROVEMENTS-DIST. USE	94,944.00	53,607.50	53,607.50	56.4	8,342.50	32,994.00	34.7
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	137,930.00	22,196.00	22,196.00	16.0	22,389.37	93,344.63	67.6
6300.00 LIBRARY BOOKS - EXPANSION	122,897.49	83,106.60	83,106.60	67.6	16,462.16	23,328.73	18.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,224,342.55	950,686.28	950,686.28	42.7	754,882.36	518,773.91	23.3
TOTAL: 6000	2,580,114.04	1,109,596.38	1,109,596.38	43.0	802,076.39	668,441.27	25.9
TOTAL: 1000-6999	97,482,378.02	69,863,750.26	69,863,750.26	71.6	5,563,366.01	22,055,261.75	22.6
7300.00 INTERFUND TRANSFERS	11,042,540.09	4,252,104.09	4,252,104.09	38.5	0.00	6,790,436.00	61.4
7500.00 OTHER OUTGO-STUDENT FIN AID	66,255.00	49,926.40	49,926.40	75.3	11,580.44	4,748.16	7.1
7600.00 OTHER STUDENT AID	703,394.55	369,225.95	369,225.95	52.4	294,841.03	39,327.57	5.5
TOTAL: 7000	11,812,189.64	4,671,256.44	4,671,256.44	39.5	306,421.47	6,834,511.73	57.8
TOTAL: 1000-7999	109,294,567.66	74,535,006.70	74,535,006.70	68.1	5,869,787.48	28,889,773.48	26.4

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	95,500,779.89	68,001,442.48	68,001,442.48	71.2	0.00	27,499,337.41	28.7
TOTAL:	1000-5999	94,902,263.98	68,754,153.88	68,754,153.88	72.4	4,761,289.62	21,386,820.48	22.5
TOTAL:	1000-6999	97,482,378.02	69,863,750.26	69,863,750.26	71.6	5,563,366.01	22,055,261.75	22.6
TOTAL:	1000-7999	109,294,567.66	74,535,006.70	74,535,006.70	68.1	5,869,787.48	28,889,773.48	26.4
TOTAL EXPENSES	(1000 - 7999)	109,294,567.66	74,535,006.70	74,535,006.70	68.1	5,869,787.48	28,889,773.48	26.4

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	256,400.00	123,823.42	123,823.42	48.2	0.00	132,576.58	51.7
8800.00 LOCAL REVENUES	23,970,000.00	24,418,873.88	24,418,873.88	100.0	0.00	448,873.88-	.0
TOTAL: 8000	24,226,400.00	24,542,697.30	24,542,697.30	100.0	0.00	316,297.30-	.0
7100.00 DEBT RETIREMENT	24,226,400.00	24,183,601.44	24,183,601.44	99.8	0.00	42,798.56	.1
TOTAL: 7000	24,226,400.00	24,183,601.44	24,183,601.44	99.8	0.00	42,798.56	.1
TOTAL: 1000-7999	24,226,400.00	24,183,601.44	24,183,601.44	99.8	0.00	42,798.56	.1



Fund: 21 BOND INTEREST AND REDEMPTION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	24,226,400.00	24,542,697.30	24,542,697.30	100.0	0.00	316,297.30-	.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	24,226,400.00	24,183,601.44	24,183,601.44	99.8	0.00	42,798.56	.1
TOTAL EXPENSES	(1000 - 7999)	24,226,400.00	24,183,601.44	24,183,601.44	99.8	0.00	42,798.56	.1

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	535,243.15	71,091.15	71,091.15	13.2	0.00	464,152.00	86.7
8800.00 LOCAL REVENUES	2,052,723.60	4,687,242.46	4,687,242.46	100.0	0.00	2,634,518.86-	.0
TOTAL: 8000	2,587,966.75	4,758,333.61	4,758,333.61	100.0	0.00	2,170,366.86-	.0
4500.00 NONINSTRUCTI ONAL SUPPLI ES	11,491.00	3,635.63	3,635.63	31.6	5,149.34	2,706.03	23.5
TOTAL: 4000	11,491.00	3,635.63	3,635.63	31.6	5,149.34	2,706.03	23.5
5100.00 PERSON&CONSULTANT SVC-DI ST. USE	268,000.62	135,877.44	135,877.44	50.7	100,388.18	31,735.00	11.8
5500.00 UTILI TIES & HOUSEKEEP-DI ST. USE	2,900.00	0.00	0.00	.0	2,900.00	0.00	.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	341,671.58	241,339.39	241,339.39	70.6	85,037.45	15,294.74	4.4
5800.00 OTHER OPERATING EXP-DI ST. USE	3,123.60	0.00	0.00	.0	0.00	3,123.60	100.0
TOTAL: 5000	615,695.80	377,216.83	377,216.83	61.2	188,325.63	50,153.34	8.1
TOTAL: 1000-5999	627,186.80	380,852.46	380,852.46	60.7	193,474.97	52,859.37	8.4
6100.00 SITES & IMPROVEMENTS-DI ST. USE	944,011.83	18,670.95	18,670.95	1.9	881,048.00	44,292.88	4.6
6200.00 BUI LDI NGS&I MPROVEMENT-DI ST. USE	696,914.20	0.00	0.00	.0	0.00	696,914.20	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,409,494.92	1,130,190.96	1,130,190.96	80.1	259,271.51	20,032.45	1.4
TOTAL: 6000	3,050,420.95	1,148,861.91	1,148,861.91	37.6	1,140,319.51	761,239.53	24.9
TOTAL: 1000-6999	3,677,607.75	1,529,714.37	1,529,714.37	41.5	1,333,794.48	814,098.90	22.1

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,587,966.75	4,758,333.61	4,758,333.61	100.0	0.00	2,170,366.86-	.0
TOTAL:	1000-5999	627,186.80	380,852.46	380,852.46	60.7	193,474.97	52,859.37	8.4
TOTAL:	1000-6999	3,677,607.75	1,529,714.37	1,529,714.37	41.5	1,333,794.48	814,098.90	22.1
TOTAL:	1000-7999	3,677,607.75	1,529,714.37	1,529,714.37	41.5	1,333,794.48	814,098.90	22.1
TOTAL EXPENSES	(1000 - 7999)	3,677,607.75	1,529,714.37	1,529,714.37	41.5	1,333,794.48	814,098.90	22.1

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	125,000.00	119,700.26	119,700.26	95.7	0.00	5,299.74	4.2
TOTAL: 8000	125,000.00	119,700.26	119,700.26	95.7	0.00	5,299.74	4.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	3,013.96	1,986.48	1,986.48	65.9	0.00	1,027.48	34.0
TOTAL: 2000	3,013.96	1,986.48	1,986.48	65.9	0.00	1,027.48	34.0
3300.00 OASDHI/FICA	225.18	148.21	148.21	65.8	0.00	76.97	34.1
3500.00 STATE UNEMPLOYMENT INSURANCE	1.48	0.97	0.97	65.5	0.00	0.51	34.4
TOTAL: 3000	226.66	149.18	149.18	65.8	0.00	77.48	34.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,247,362.69	220,453.81	220,453.81	9.8	1,657,038.14	369,870.74	16.4
5200.00 TRAVEL & CONFERENCE EXPENSES	6,000.00	0.00	0.00	.0	0.00	6,000.00	100.0
5400.00 INSURANCES - DISTRICT USE	1,911,141.69	396,515.10	396,515.10	20.7	15,903.00	1,498,723.59	78.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	120,000.00	78,183.40	78,183.40	65.1	0.00	41,816.60	34.8
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	475,000.00	68,523.25	68,523.25	14.4	243,001.14	163,475.61	34.4
5800.00 OTHER OPERATING EXP-DIST. USE	3,282,443.00	3,350.00	3,350.00	.1	18,800.00	3,260,293.00	99.3
TOTAL: 5000	8,041,947.38	767,025.56	767,025.56	9.5	1,934,742.28	5,340,179.54	66.4
TOTAL: 1000-5999	8,045,188.00	769,161.22	769,161.22	9.5	1,934,742.28	5,341,284.50	66.3
6100.00 SITES & IMPROVEMENTS-DIST. USE	1,692,400.00	79,692.60	79,692.60	4.7	166,358.52	1,446,348.88	85.4
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	80,212,042.00	17,553,617.86	17,553,617.86	21.8	46,027,968.66	16,630,455.48	20.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,818,084.00	16,603.92	16,603.92	.9	97,432.21	1,704,047.87	93.7
TOTAL: 6000	83,722,526.00	17,649,914.38	17,649,914.38	21.0	46,291,759.39	19,780,852.23	23.6
TOTAL: 1000-6999	91,767,714.00	18,419,075.60	18,419,075.60	20.0	48,226,501.67	25,122,136.73	27.3

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	125,000.00	119,700.26	119,700.26	95.7	0.00	5,299.74	4.2
TOTAL:	1000-5999	8,045,188.00	769,161.22	769,161.22	9.5	1,934,742.28	5,341,284.50	66.3
TOTAL:	1000-6999	91,767,714.00	18,419,075.60	18,419,075.60	20.0	48,226,501.67	25,122,136.73	27.3
TOTAL:	1000-7999	91,767,714.00	18,419,075.60	18,419,075.60	20.0	48,226,501.67	25,122,136.73	27.3
TOTAL EXPENSES	(1000 - 7999)	91,767,714.00	18,419,075.60	18,419,075.60	20.0	48,226,501.67	25,122,136.73	27.3

BDX110  
 ALL FUNDS  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 07/01/2013 TO 06/30/2014

#J4921

05/23/2014

PAGE 10

Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	223.08	223.08	100.0	0.00	223.08-	.0
TOTAL: 8000	0.00	223.08	223.08	100.0	0.00	223.08-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	223.08	223.08	100.0	0.00	223.08-	.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 CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	13,000.00	5,275.22	5,275.22	40.5	0.00	7,724.78	59.4
8900.00 OTHER FINANCING SOURCES	750,000.00	750,000.00	750,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	763,000.00	755,275.22	755,275.22	98.9	0.00	7,724.78	1.0
3300.00 OASDHI /FICA	0.00	97.94	97.94	100.0	0.00	97.94-	.0
3400.00 HEALTH AND WELFARE BENEFITS	536,559.00	386,533.12	386,533.12	72.0	0.00	150,025.88	27.9
3500.00 STATE UNEMPLOYMENT INSURANCE	2.00	5.15	5.15	100.0	0.00	3.15-	.0
3900.00 OTHER BENEFITS	765,440.00	10,000.00	10,000.00	1.3	762,440.00	7,000.00-	.0
TOTAL: 3000	1,302,001.00	396,636.21	396,636.21	30.4	762,440.00	142,924.79	10.9
TOTAL: 1000-5999	1,302,001.00	396,636.21	396,636.21	30.4	762,440.00	142,924.79	10.9



Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	763,000.00	755,275.22	755,275.22	98.9	0.00	7,724.78	1.0
TOTAL:	1000-5999	1,302,001.00	396,636.21	396,636.21	30.4	762,440.00	142,924.79	10.9
TOTAL:	1000-6999	1,302,001.00	396,636.21	396,636.21	30.4	762,440.00	142,924.79	10.9
TOTAL:	1000-7999	1,302,001.00	396,636.21	396,636.21	30.4	762,440.00	142,924.79	10.9
TOTAL EXPENSES	(1000 - 7999)	1,302,001.00	396,636.21	396,636.21	30.4	762,440.00	142,924.79	10.9

Fund: 69 EMPL LOAD BANKING TRUST FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	450.00	181.78	181.78	40.3	0.00	268.22	59.6
TOTAL: 8000	450.00	181.78	181.78	40.3	0.00	268.22	59.6
7300.00 INTERFUND TRANSFERS	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 7000	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL: 1000-7999	450.00	0.00	0.00	.0	0.00	450.00	100.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	450.00	181.78	181.78	40.3	0.00	268.22	59.6
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	450.00	0.00	0.00	.0	0.00	450.00	100.0
TOTAL EXPENSES	(1000 - 7999)	450.00	0.00	0.00	.0	0.00	450.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	146,820.00	127,625.83	127,625.83	86.9	0.00	19,194.17	13.0
8600.00 STATE REVENUES	2,378,527.00	1,709,598.55	1,709,598.55	71.8	0.00	668,928.45	28.1
8800.00 LOCAL REVENUES	223,743.00	141,996.75	141,996.75	63.4	0.00	81,746.25	36.5
TOTAL: 8000	2,749,090.00	1,979,221.13	1,979,221.13	71.9	0.00	769,868.87	28.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,181,721.00	849,499.82	849,499.82	71.8	0.00	332,221.18	28.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	419,844.00	254,195.98	254,195.98	60.5	0.00	165,648.02	39.4
TOTAL: 2000	1,601,565.00	1,103,695.80	1,103,695.80	68.9	0.00	497,869.20	31.0
3100.00 CERTIFICATED RETIREMENT	16,709.00	13,899.76	13,899.76	83.1	0.00	2,809.24	16.8
3200.00 CLASSIFIED RETIREMENT	95,431.00	77,491.34	77,491.34	81.2	0.00	17,939.66	18.7
3300.00 OASDHI/FICA	76,910.00	56,255.03	56,255.03	73.1	0.00	20,654.97	26.8
3400.00 HEALTH AND WELFARE BENEFITS	452,126.00	322,010.14	322,010.14	71.2	0.00	130,115.86	28.7
3500.00 STATE UNEMPLOYMENT INSURANCE	639.00	477.03	477.03	74.6	0.00	161.97	25.3
3600.00 WORKERS COMPENSATION INSURANCE	61,500.00	43,250.00	43,250.00	70.3	0.00	18,250.00	29.6
3900.00 OTHER BENEFITS	5,358.00	5,731.48	5,731.48	100.0	0.00	373.48-	.0
TOTAL: 3000	708,673.00	519,114.78	519,114.78	73.2	0.00	189,558.22	26.7
4300.00 INSTRUCTIONAL SUPPLIES	96,877.00	64,654.91	64,654.91	66.7	31,864.73	357.36	.3
4500.00 NONINSTRUCTIONAL SUPPLIES	134,295.00	80,403.81	80,403.81	59.8	48,888.43	5,002.76	3.7
4700.00 FOOD SUPPLIES	118,000.00	98,266.34	98,266.34	83.2	17,542.85	2,190.81	1.8
TOTAL: 4000	349,172.00	243,325.06	243,325.06	69.6	98,296.01	7,550.93	2.1
5200.00 TRAVEL & CONFERENCE EXPENSES	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	1,000.00	825.00	825.00	82.5	0.00	175.00	17.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	8,575.00	3,084.16	3,084.16	35.9	0.00	5,490.84	64.0
5800.00 OTHER OPERATING EXP-DIST. USE	16,844.00	2,302.03	2,302.03	13.6	0.00	14,541.97	86.3
TOTAL: 5000	28,919.00	6,211.19	6,211.19	21.4	0.00	22,707.81	78.5
TOTAL: 1000-5999	2,688,329.00	1,872,346.83	1,872,346.83	69.6	98,296.01	717,686.16	26.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	59,461.00	58,613.22	58,613.22	98.5	0.00	847.78	1.4
TOTAL: 6000	59,461.00	58,613.22	58,613.22	98.5	0.00	847.78	1.4
TOTAL: 1000-6999	2,747,790.00	1,930,960.05	1,930,960.05	70.2	98,296.01	718,533.94	26.1

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,749,090.00	1,979,221.13	1,979,221.13	71.9	0.00	769,868.87	28.0
TOTAL:	1000-5999	2,688,329.00	1,872,346.83	1,872,346.83	69.6	98,296.01	717,686.16	26.6
TOTAL:	1000-6999	2,747,790.00	1,930,960.05	1,930,960.05	70.2	98,296.01	718,533.94	26.1
TOTAL:	1000-7999	2,747,790.00	1,930,960.05	1,930,960.05	70.2	98,296.01	718,533.94	26.1
TOTAL EXPENSES	(1000 - 7999)	2,747,790.00	1,930,960.05	1,930,960.05	70.2	98,296.01	718,533.94	26.1

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	272,952.00	209,530.90	209,530.90	76.7	0.00	63,421.10	23.2
TOTAL: 8000	272,952.00	209,530.90	209,530.90	76.7	0.00	63,421.10	23.2
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	84,504.00	70,326.00	70,326.00	83.2	0.00	14,178.00	16.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	55,000.00	44,056.00	44,056.00	80.1	0.00	10,944.00	19.8
TOTAL: 2000	139,504.00	114,382.00	114,382.00	81.9	0.00	25,122.00	18.0
3200.00 CLASSIFIED RETIREMENT	9,680.00	8,046.50	8,046.50	83.1	0.00	1,633.50	16.8
3300.00 OASDHI/FICA	6,464.00	5,379.94	5,379.94	83.2	0.00	1,084.06	16.7
3400.00 HEALTH AND WELFARE BENEFITS	28,982.00	24,151.80	24,151.80	83.3	0.00	4,830.20	16.6
3500.00 STATE UNEMPLOYMENT INSURANCE	42.00	35.22	35.22	83.8	0.00	6.78	16.1
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	2,500.00	2,500.00	83.3	0.00	500.00	16.6
3900.00 OTHER BENEFITS	148.00	122.80	122.80	82.9	0.00	25.20	17.0
TOTAL: 3000	48,316.00	40,236.26	40,236.26	83.2	0.00	8,079.74	16.7
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	15,423.00	927.50	927.50	6.0	5,597.00	8,898.50	57.6
TOTAL: 4000	17,423.00	927.50	927.50	5.3	5,597.00	10,898.50	62.5
5200.00 TRAVEL & CONFERENCE EXPENSES	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	1,500.00	0.00	0.00	.0	0.00	1,500.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	9,733.00	1,013.26	1,013.26	10.4	1,853.29	6,866.45	70.5
TOTAL: 5000	13,233.00	1,013.26	1,013.26	7.6	1,853.29	10,366.45	78.3
TOTAL: 1000-5999	218,476.00	156,559.02	156,559.02	71.6	7,450.29	54,466.69	24.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	54,476.00	7,806.24	7,806.24	14.3	29,199.56	17,470.20	32.0
TOTAL: 6000	54,476.00	7,806.24	7,806.24	14.3	29,199.56	17,470.20	32.0
TOTAL: 1000-6999	272,952.00	164,365.26	164,365.26	60.2	36,649.85	71,936.89	26.3

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	272,952.00	209,530.90	209,530.90	76.7	0.00	63,421.10	23.2
TOTAL:	1000-5999	218,476.00	156,559.02	156,559.02	71.6	7,450.29	54,466.69	24.9
TOTAL:	1000-6999	272,952.00	164,365.26	164,365.26	60.2	36,649.85	71,936.89	26.3
TOTAL:	1000-7999	272,952.00	164,365.26	164,365.26	60.2	36,649.85	71,936.89	26.3
TOTAL EXPENSES	(1000 - 7999)	272,952.00	164,365.26	164,365.26	60.2	36,649.85	71,936.89	26.3

Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	5,200,436.97	2,856,846.17	2,856,846.17	54.9	0.00	2,343,590.80	45.0
8900.00 OTHER FINANCING SOURCES	700,000.00	2,902,104.09	2,902,104.09	100.0	0.00	2,202,104.09-	.0
TOTAL: 8000	5,900,436.97	5,758,950.26	5,758,950.26	97.6	0.00	141,486.71	2.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,764,116.00	1,182,840.89	1,182,840.89	67.0	0.00	581,275.11	32.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	694,743.00	584,068.09	584,068.09	84.0	0.00	110,674.91	15.9
TOTAL: 2000	2,458,859.00	1,766,908.98	1,766,908.98	71.8	0.00	691,950.02	28.1
3200.00 CLASSIFIED RETIREMENT	222,601.00	157,103.05	157,103.05	70.5	0.00	65,497.95	29.4
3300.00 OASDHI/FICA	159,441.00	118,476.93	118,476.93	74.3	0.00	40,964.07	25.6
3400.00 HEALTH AND WELFARE BENEFITS	283,188.00	236,625.56	236,625.56	83.5	0.00	46,562.44	16.4
3500.00 STATE UNEMPLOYMENT INSURANCE	1,092.00	894.87	894.87	81.9	0.00	197.13	18.0
3600.00 WORKERS COMPENSATION INSURANCE	40,500.00	27,625.00	27,625.00	68.2	0.00	12,875.00	31.7
3900.00 OTHER BENEFITS	7,991.00	7,850.80	7,850.80	98.2	0.00	140.20	1.7
TOTAL: 3000	714,813.00	548,576.21	548,576.21	76.7	0.00	166,236.79	23.2
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	100.00	19.95	19.95	19.9	0.00	80.05	80.0
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	13,500.00	3,548.23	3,548.23	26.2	2,064.67	7,887.10	58.4
4500.00 NONINSTRUCTIONAL SUPPLIES	58,665.00	21,246.79	21,246.79	36.2	20,841.17	16,577.04	28.2
TOTAL: 4000	72,265.00	24,814.97	24,814.97	34.3	22,905.84	24,544.19	33.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	372,500.00	234,120.13	234,120.13	62.8	67,061.86	71,318.01	19.1
5200.00 TRAVEL & CONFERENCE EXPENSES	65,400.00	28,409.14	28,409.14	43.4	5,200.53	31,790.33	48.6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	163,690.00	112,095.55	112,095.55	68.4	14,254.57	37,339.88	22.8
5400.00 INSURANCES - DISTRICT USE	10,100.00	9,961.00	9,961.00	98.6	0.00	139.00	1.3
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	237,743.00	173,532.57	173,532.57	72.9	35,377.69	28,832.74	12.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	250,560.00	182,538.61	182,538.61	72.8	38,464.76	29,556.63	11.7
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	85,000.00	35,928.47	35,928.47	42.2	32,509.53	16,562.00	19.4
5800.00 OTHER OPERATING EXP-DIST. USE	1,803,901.97	1,325,538.35	1,325,538.35	73.4	105,760.27	372,603.35	20.6
TOTAL: 5000	2,988,894.97	2,102,123.82	2,102,123.82	70.3	298,629.21	588,141.94	19.6
TOTAL: 1000-5999	6,234,831.97	4,442,423.98	4,442,423.98	71.2	321,535.05	1,470,872.94	23.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	57,412.00	15,622.43	15,622.43	27.2	3,888.85	37,900.72	66.0
TOTAL: 6000	57,412.00	15,622.43	15,622.43	27.2	3,888.85	37,900.72	66.0
TOTAL: 1000-6999	6,292,243.97	4,458,046.41	4,458,046.41	70.8	325,423.90	1,508,773.66	23.9



Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	5,900,436.97	5,758,950.26	5,758,950.26	97.6	0.00	141,486.71	2.3
TOTAL:	1000-5999	6,234,831.97	4,442,423.98	4,442,423.98	71.2	321,535.05	1,470,872.94	23.5
TOTAL:	1000-6999	6,292,243.97	4,458,046.41	4,458,046.41	70.8	325,423.90	1,508,773.66	23.9
TOTAL:	1000-7999	6,292,243.97	4,458,046.41	4,458,046.41	70.8	325,423.90	1,508,773.66	23.9
TOTAL EXPENSES	(1000 - 7999)	6,292,243.97	4,458,046.41	4,458,046.41	70.8	325,423.90	1,508,773.66	23.9

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,000.00	2,399.03	2,399.03	79.9	0.00	600.97	20.0
8900.00 OTHER FINANCING SOURCES	600,000.00	600,000.00	600,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	603,000.00	602,399.03	602,399.03	99.9	0.00	600.97	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	12,583.40	12,583.40	62.9	5,214.60	2,202.00	11.0
5400.00 INSURANCES - DISTRICT USE	505,000.00	469,908.00	469,908.00	93.0	0.00	35,092.00	6.9
5800.00 OTHER OPERATING EXP-DIST. USE	50,000.00	55,054.66	55,054.66	100.0	6,155.34	11,210.00-	.0
TOTAL: 5000	575,000.00	537,546.06	537,546.06	93.4	11,369.94	26,084.00	4.5
TOTAL: 1000-5999	575,000.00	537,546.06	537,546.06	93.4	11,369.94	26,084.00	4.5
7900.00 RESERVE FOR CONTINGENCIES	25,000.00	0.00	0.00	.0	0.00	25,000.00	100.0
TOTAL: 7000	25,000.00	0.00	0.00	.0	0.00	25,000.00	100.0
TOTAL: 1000-7999	600,000.00	537,546.06	537,546.06	89.5	11,369.94	51,084.00	8.5

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	603,000.00	602,399.03	602,399.03	99.9	0.00	600.97	.0
TOTAL:	1000-5999	575,000.00	537,546.06	537,546.06	93.4	11,369.94	26,084.00	4.5
TOTAL:	1000-6999	575,000.00	537,546.06	537,546.06	93.4	11,369.94	26,084.00	4.5
TOTAL:	1000-7999	600,000.00	537,546.06	537,546.06	89.5	11,369.94	51,084.00	8.5
TOTAL EXPENSES	(1000 - 7999)	600,000.00	537,546.06	537,546.06	89.5	11,369.94	51,084.00	8.5

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,250,000.00	1,269,347.31	1,269,347.31	100.0	0.00	19,347.31-	.0
TOTAL: 8000	1,250,000.00	1,269,347.31	1,269,347.31	100.0	0.00	19,347.31-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	165,000.00	134,342.10	134,342.10	81.4	2,007.90	28,650.00	17.3
5400.00 INSURANCES - DISTRICT USE	145,000.00	140,145.00	140,145.00	96.6	0.00	4,855.00	3.3
5800.00 OTHER OPERATING EXP-DIST. USE	940,000.00	934,835.71	934,835.71	99.4	3,891.38	1,272.91	.1
TOTAL: 5000	1,250,000.00	1,209,322.81	1,209,322.81	96.7	5,899.28	34,777.91	2.7
TOTAL: 1000-5999	1,250,000.00	1,209,322.81	1,209,322.81	96.7	5,899.28	34,777.91	2.7
7900.00 RESERVE FOR CONTINGENCIES	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 7000	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL: 1000-7999	1,250,000.00	1,209,322.81	1,209,322.81	96.7	5,899.28	34,777.91	2.7

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)	1,250,000.00	1,269,347.31	1,269,347.31	100.0	0.00	19,347.31-	.0
TOTAL:	1000-5999	1,250,000.00	1,209,322.81	1,209,322.81	96.7	5,899.28	34,777.91	2.7
TOTAL:	1000-6999	1,250,000.00	1,209,322.81	1,209,322.81	96.7	5,899.28	34,777.91	2.7
TOTAL:	1000-7999	1,250,000.00	1,209,322.81	1,209,322.81	96.7	5,899.28	34,777.91	2.7
TOTAL EXPENSES	(1000 - 7999)	1,250,000.00	1,209,322.81	1,209,322.81	96.7	5,899.28	34,777.91	2.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	53,500.00	27,783.30	27,783.30	51.9	0.00	25,716.70	48.0
8600.00 STATE REVENUES	1,366,097.00	871,186.94	871,186.94	63.7	0.00	494,910.06	36.2
8800.00 LOCAL REVENUES	709,282.00	543,424.16	543,424.16	76.6	0.00	165,857.84	23.3
TOTAL: 8000	2,128,879.00	1,442,394.40	1,442,394.40	67.7	0.00	686,484.60	32.2
1100.00 CONTRACT CLASSROOM INST.	10,463,995.00	9,266,569.37	9,266,569.37	88.5	0.00	1,197,425.63	11.4
1200.00 CONTRACT CERT. ADMINI STRATORS	3,402,922.33	2,628,972.73	2,628,972.73	77.2	0.00	773,949.60	22.7
1300.00 INSTRUCTORS DAY/HOURLY	5,591,892.50	5,253,611.40	5,253,611.40	93.9	0.00	338,281.10	6.0
1400.00 NON-INSTRUCTION HOURLY CERT.	411,358.52	257,654.41	257,654.41	62.6	0.00	153,704.11	37.3
TOTAL: 1000	19,870,168.35	17,406,807.91	17,406,807.91	87.6	0.00	2,463,360.44	12.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	5,555,631.34	4,620,000.83	4,620,000.83	83.1	0.00	935,630.51	16.8
2200.00 INSTRUCTIONAL AIDS	728,171.90	546,036.30	546,036.30	74.9	0.00	182,135.60	25.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	465,219.84	382,815.80	382,815.80	82.2	0.00	82,404.04	17.7
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	253,444.00	203,416.69	203,416.69	80.2	0.00	50,027.31	19.7
TOTAL: 2000	7,002,467.08	5,752,269.62	5,752,269.62	82.1	0.00	1,250,197.46	17.8
3100.00 CERTIFICATED RETIREMENT	1,343,995.00	1,267,070.21	1,267,070.21	94.2	0.00	76,924.79	5.7
3200.00 CLASSIFIED RETIREMENT	875,280.06	696,629.59	696,629.59	79.5	0.00	178,650.47	20.4
3300.00 OASDHI /FICA	862,472.93	722,070.33	722,070.33	83.7	0.00	140,402.60	16.2
3400.00 HEALTH AND WELFARE BENEFITS	4,313,770.36	3,228,647.61	3,228,647.61	74.8	0.00	1,085,122.75	25.1
3500.00 STATE UNEMPLOYMENT INSURANCE	13,487.71	11,527.65	11,527.65	85.4	0.00	1,960.06	14.5
3600.00 WORKERS COMPENSATION INSURANCE	484,802.00	370,196.20	370,196.20	76.3	0.00	114,605.80	23.6
3900.00 OTHER BENEFITS	90,741.68	77,289.84	77,289.84	85.1	0.00	13,451.84	14.8
TOTAL: 3000	7,984,549.74	6,373,431.43	6,373,431.43	79.8	0.00	1,611,118.31	20.1
4100.00 TEXTBOOKS	21,956.82	20,532.85	20,532.85	93.5	1,312.02	111.95	.5
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	50,652.24	19,327.61	19,327.61	38.1	28,651.44	2,673.19	5.2
4300.00 INSTRUCTIONAL SUPPLIES	87,132.85	55,567.10	55,567.10	63.7	23,314.64	8,251.11	9.4
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	12,367.84	1,907.56	1,907.56	15.4	5,595.56	4,864.72	39.3
4500.00 NONINSTRUCTIONAL SUPPLIES	434,464.88	256,444.87	256,444.87	59.0	139,022.61	38,997.40	8.9
4700.00 FOOD SUPPLIES	2,243.00	2,109.19	2,109.19	94.0	133.81	0.00	.0
TOTAL: 4000	608,817.63	355,889.18	355,889.18	58.4	198,030.08	54,898.37	9.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,394,989.60	429,398.94	429,398.94	30.7	875,194.04	90,396.62	6.4
5200.00 TRAVEL & CONFERENCE EXPENSES	155,236.12	89,781.19	89,781.19	57.8	33,603.30	31,851.63	20.5
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	145,908.10	77,107.87	77,107.87	52.8	26,765.00	42,035.23	28.8
5400.00 INSURANCES - DISTRICT USE	1,000.00	0.00	0.00	.0	0.00	1,000.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	1,692,150.00	1,368,462.80	1,368,462.80	80.8	305,824.47	17,862.73	1.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	841,800.84	511,559.94	511,559.94	60.7	228,677.12	101,563.78	12.0
5800.00 OTHER OPERATING EXP-DIST. USE	310,613.87	57,979.23	57,979.23	18.6	54,130.63	198,504.01	63.9
TOTAL: 5000	4,541,698.53	2,534,289.97	2,534,289.97	55.8	1,524,194.56	483,214.00	10.6
TOTAL: 1000-5999	40,007,701.33	32,422,688.11	32,422,688.11	81.0	1,722,224.64	5,862,788.58	14.6

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6100.00 SITES & IMPROVEMENTS-DIST. USE	11,950.00	11,950.00	11,950.00	100.0	0.00	0.00	.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	82,330.00	18,740.00	18,740.00	22.7	12,114.37	51,475.63	62.5
6300.00 LIBRARY BOOKS - EXPANSION	3,257.00	0.00	0.00	.0	0.00	3,257.00	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	596,889.77	324,504.74	324,504.74	54.3	195,700.91	76,684.12	12.8
TOTAL: 6000	694,426.77	355,194.74	355,194.74	51.1	207,815.28	131,416.75	18.9
TOTAL: 1000-6999	40,702,128.10	32,777,882.85	32,777,882.85	80.5	1,930,039.92	5,994,205.33	14.7
7600.00 OTHER STUDENT AID	3,851.50	1,851.50	1,851.50	48.0	2,000.00	0.00	.0
TOTAL: 7000	3,851.50	1,851.50	1,851.50	48.0	2,000.00	0.00	.0
TOTAL: 1000-7999	40,705,979.60	32,779,734.35	32,779,734.35	80.5	1,932,039.92	5,994,205.33	14.7

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,128,879.00	1,442,394.40	1,442,394.40	67.7	0.00	686,484.60	32.2
TOTAL:	1000-5999	40,007,701.33	32,422,688.11	32,422,688.11	81.0	1,722,224.64	5,862,788.58	14.6
TOTAL:	1000-6999	40,702,128.10	32,777,882.85	32,777,882.85	80.5	1,930,039.92	5,994,205.33	14.7
TOTAL:	1000-7999	40,705,979.60	32,779,734.35	32,779,734.35	80.5	1,932,039.92	5,994,205.33	14.7
TOTAL EXPENSES	(1000 - 7999)	40,705,979.60	32,779,734.35	32,779,734.35	80.5	1,932,039.92	5,994,205.33	14.7



Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	164,913.19	164,913.19	100.0	0.00	164,913.19-	.0
TOTAL: 8000	0.00	164,913.19	164,913.19	100.0	0.00	164,913.19-	.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	164,913.19	164,913.19	100.0	0.00	164,913.19-	.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: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	26,573.00	538.93	538.93	2.0	0.00	26,034.07	97.9
TOTAL: 8000	26,573.00	538.93	538.93	2.0	0.00	26,034.07	97.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	23,930.00	0.00	0.00	.0	0.00	23,930.00	100.0
TOTAL: 2000	23,930.00	0.00	0.00	.0	0.00	23,930.00	100.0
3300.00 OASDHI /FICA	1,831.00	0.00	0.00	.0	0.00	1,831.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	12.00	0.00	0.00	.0	0.00	12.00	100.0
TOTAL: 3000	1,843.00	0.00	0.00	.0	0.00	1,843.00	100.0
TOTAL: 1000-5999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	26,573.00	538.93	538.93	2.0	0.00	26,034.07	97.9
TOTAL:	1000-5999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL:	1000-6999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL:	1000-7999	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0
TOTAL EXPENSES	(1000 - 7999)	25,773.00	0.00	0.00	.0	0.00	25,773.00	100.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	20,067.00	7,669.49	7,669.49	38.2	0.00	12,397.51	61.7
8600.00 STATE REVENUES	554,913.00	361,620.63	361,620.63	65.1	0.00	193,292.37	34.8
8800.00 LOCAL REVENUES	598,697.00	552,545.09	552,545.09	92.2	0.00	46,151.91	7.7
8900.00 OTHER FINANCING SOURCES	10,876.60	10,879.60	10,879.60	100.0	0.00	3.00-	.0
TOTAL: 8000	1,184,553.60	932,714.81	932,714.81	78.7	0.00	251,838.79	21.2
1100.00 CONTRACT CLASSROOM INST.	4,428,349.12	4,120,597.23	4,120,597.23	93.0	0.00	307,751.89	6.9
1200.00 CONTRACT CERT. ADMINISTRATORS	2,661,389.83	1,873,961.91	1,873,961.91	70.4	0.00	787,427.92	29.5
1300.00 INSTRUCTORS DAY/HOURLY	2,272,616.00	2,127,836.25	2,127,836.25	93.6	0.00	144,779.75	6.3
1400.00 NON-INSTRUCTION HOURLY CERT.	141,413.00	100,138.43	100,138.43	70.8	0.00	41,274.57	29.1
TOTAL: 1000	9,503,767.95	8,222,533.82	8,222,533.82	86.5	0.00	1,281,234.13	13.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,312,354.24	2,959,011.75	2,959,011.75	89.3	0.00	353,342.49	10.6
2200.00 INSTRUCTIONAL AIDS	492,721.02	351,846.35	351,846.35	71.4	0.00	140,874.67	28.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	165,823.75	194,441.83	194,441.83	100.0	0.00	28,618.08-	.0
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	361,978.00	310,213.18	310,213.18	85.6	0.00	51,764.82	14.3
TOTAL: 2000	4,332,877.01	3,815,513.11	3,815,513.11	88.0	0.00	517,363.90	11.9
3100.00 CERTIFICATED RETIREMENT	515,151.39	613,411.74	613,411.74	100.0	0.00	98,260.35-	.0
3200.00 CLASSIFIED RETIREMENT	533,848.00	423,458.50	423,458.50	79.3	0.00	110,389.50	20.6
3300.00 OASDHI /FICA	484,124.00	406,787.20	406,787.20	84.0	0.00	77,336.80	15.9
3400.00 HEALTH AND WELFARE BENEFITS	2,214,018.47	1,585,526.97	1,585,526.97	71.6	0.00	628,491.50	28.3
3500.00 STATE UNEMPLOYMENT INSURANCE	7,230.00	6,013.34	6,013.34	83.1	0.00	1,216.66	16.8
3600.00 WORKERS COMPENSATION INSURANCE	261,276.00	194,977.70	194,977.70	74.6	0.00	66,298.30	25.3
3900.00 OTHER BENEFITS	57,174.00	55,112.64	55,112.64	96.3	0.00	2,061.36	3.6
TOTAL: 3000	4,072,821.86	3,285,288.09	3,285,288.09	80.6	0.00	787,533.77	19.3
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	2,172.00	1,293.30	1,293.30	59.5	353.10	525.60	24.1
4300.00 INSTRUCTIONAL SUPPLIES	52,852.04	39,504.68	39,504.68	74.7	11,403.73	1,943.63	3.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	3,425.00	984.56	984.56	28.7	229.33	2,211.11	64.5
4500.00 NONINSTRUCTIONAL SUPPLIES	159,731.01	98,269.37	98,269.37	61.5	45,874.43	15,587.21	9.7
TOTAL: 4000	218,180.05	140,051.91	140,051.91	64.1	57,860.59	20,267.55	9.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	64,017.00	32,633.34	32,633.34	50.9	23,560.50	7,823.16	12.2
5200.00 TRAVEL & CONFERENCE EXPENSES	74,297.77	37,239.85	37,239.85	50.1	15,471.80	21,586.12	29.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	48,777.39	41,345.30	41,345.30	84.7	2,929.40	4,502.69	9.2
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	724,337.00	566,515.86	566,515.86	78.2	140,771.14	17,050.00	2.3
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	423,415.40	294,343.55	294,343.55	69.5	75,058.42	54,013.43	12.7
5800.00 OTHER OPERATING EXP-DIST. USE	140,376.40	34,361.02	34,361.02	24.4	25,340.19	80,675.19	57.4
TOTAL: 5000	1,475,220.96	1,006,438.92	1,006,438.92	68.2	283,131.45	185,650.59	12.5
TOTAL: 1000-5999	19,602,867.83	16,469,825.85	16,469,825.85	84.0	340,992.04	2,792,049.94	14.2
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	600.00	0.00	0.00	.0	0.00	600.00	100.0
6300.00 LIBRARY BOOKS - EXPANSION	10,000.00	5,067.27	5,067.27	50.6	4,964.77	32.04-	.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	112,212.96	35,437.16	35,437.16	31.5	55,132.30	21,643.50	19.2
TOTAL: 6000	122,812.96	40,504.43	40,504.43	32.9	60,097.07	22,211.46	18.0
TOTAL: 1000-6999	19,725,680.79	16,510,330.28	16,510,330.28	83.6	401,089.11	2,814,261.40	14.2

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,184,553.60	932,714.81	932,714.81	78.7	0.00	251,838.79	21.2
TOTAL:	1000-5999	19,602,867.83	16,469,825.85	16,469,825.85	84.0	340,992.04	2,792,049.94	14.2
TOTAL:	1000-6999	19,725,680.79	16,510,330.28	16,510,330.28	83.6	401,089.11	2,814,261.40	14.2
TOTAL:	1000-7999	19,725,680.79	16,510,330.28	16,510,330.28	83.6	401,089.11	2,814,261.40	14.2
TOTAL EXPENSES	(1000 - 7999)	19,725,680.79	16,510,330.28	16,510,330.28	83.6	401,089.11	2,814,261.40	14.2

BDX110  
 CHC UNRESTRICTED  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
 07/01/2013 TO 06/30/2014

#J4923

05/23/2014

PAGE 4

Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	223.08	223.08	100.0	0.00	223.08-	.0
TOTAL: 8000	0.00	223.08	223.08	100.0	0.00	223.08-	.0



Fund: 51 BOOKSTORE FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	223.08	223.08	100.0	0.00	223.08-	.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: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,000.00	336.83	336.83	11.2	0.00	2,663.17	88.7
TOTAL: 8000	3,000.00	336.83	336.83	11.2	0.00	2,663.17	88.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
TOTAL: 2000	2,000.00	0.00	0.00	.0	0.00	2,000.00	100.0
3300.00 OASDHI /FICA	153.00	0.00	0.00	.0	0.00	153.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	1.00	0.00	0.00	.0	0.00	1.00	100.0
TOTAL: 3000	154.00	0.00	0.00	.0	0.00	154.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	346.00	0.00	0.00	.0	0.00	346.00	100.0
TOTAL: 5000	346.00	0.00	0.00	.0	0.00	346.00	100.0
TOTAL: 1000-5999	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	3,000.00	336.83	336.83	11.2	0.00	2,663.17	88.7
TOTAL:	1000-5999	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
TOTAL:	1000-6999	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
TOTAL:	1000-7999	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
TOTAL EXPENSES	(1000 - 7999)	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Pierre Galvez, Police Chief  
DATE: June 12, 2014  
SUBJECT: District Clery Act Compliance Report

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

Postsecondary educational institutions (institutions) that participate in student aid programs under Title IV of the federal Higher Education Act of 1965, as amended, are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to create an annual security report by October 1 of each year. This security report must contain required crime statistics of the institution as well as certain security policy disclosures. When institutions do not comply with the Clery Act, they inhibit the ability of students and others to make informed decisions about campus security. Further, the U.S. Department of Education can impose financial penalties of up to \$27,500 per violation against noncompliant institutions.

ANALYSIS

Monthly Report of Clery Crimes for May (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CLERY ACT CRIMES  
MAY 2014

Case#	Reported	Reportable Clery Crimes	Location	Date (s)	Time (s)	Disposition
<b>CRAFTON HILLS</b>						
14C-044	05/18/14	DRUG VIOLATION	WATER TOWER	05/18/14	11:00 PM	CITED
<b>DISTRICT</b>						
<b>NO CLERY CRIMES</b>						
<b>VALLEY</b>						
14-155	05/06/14	VEHICLE THEFT	SWAP LOT	05/06/14	02:45 PM	REPORT TAKEN
14-168	05/14/14	ARSON	SNYDER GYM	05/14/14	10:25 AM	REPORT TAKEN
14-170	05/14/14	VEHICLE THEFT	PARKING LOT # 5	05/14/14	11:51 AM	REPORT TAKEN
14-173	05/17/14	BURGLARY	MAINTENANCE BLDG.	05/17/14	12:14 AM	REPORT TAKEN
14-175	05/19/14	ATTEMPTED BURGLARY	TECH BUILDING	05/19/14	07:15 PM	REPORT TAKEN
14-171	05/15/14	DRUG VIOLATION	GRANT AVE.	05/14/14	08:30 PM	ARREST
14-179	05/20/14	ATTEMPTED VEH. THEFT	PARKING LOT # 5	05/20/14	06:30 PM	REPORT TAKEN

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Jose F. Torres, Director of Fiscal Services  
DATE: June 12, 2014  
SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

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

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the General Fund monthly cash flow analysis for the District.

ANALYSIS

The General Fund cash balance as of June 30, 2014 is estimated to be \$8,795,210. This includes payment for the Post-Retirement Health Benefits related to GASB 43 & 45 in the amount of \$6.7 million, as approved at the May 8, 2014 Board meeting.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This is an information item only. There are no financial implications.

# General Fund Cash Flow Analysis<sup>†</sup>

## Fiscal Year 2013-14

	ACTUALS										PROJECTIONS			TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	
Beginning Cash Balance	19,523	34,567	23,350	25,739	25,044	25,370	27,534	29,310	27,113	28,042	21,332	17,640		
<b>Receipts</b>														
Federal	11		172	15	12	914	8	46	643	44	303	3,834		6,002
State	4,255	4,449	9,455	5,388	4,789	4,895	4,968	3,438	4,520	2,068	2,696	8,108		59,029
State Deferrals													8,023	8,023
Local	765	3	1,207	385	1,980	4,714	3,889	1,207	2,944	-746	494	485		17,327
Temporary Borrowings														
Inc Transfer & Sale of Assets		16					8	1						25
Accounts Receivable/Accruals	15,593	346	1,783	1,073	929	86	143	84	2,255	81	627			23,002
<b>Total Receipts</b>	<b>20,623</b>	<b>4,814</b>	<b>12,617</b>	<b>6,861</b>	<b>7,711</b>	<b>10,609</b>	<b>9,016</b>	<b>4,777</b>	<b>10,363</b>	<b>1,447</b>	<b>4,121</b>	<b>12,427</b>	<b>8,023</b>	<b>113,408</b>
<b>Disbursements</b>														
Academic Salaries	-4	1,131	2,813	2,958	3,086	3,001	3,135	2,816	3,100	3,109	3,118	4,908		33,172
Classified Salaries	1,400	1,510	1,602	1,695	1,791	1,918	1,753	1,583	1,750	1,777	1,800	3,595		22,174
Benefits	651	1,103	1,251	1,275	1,345	1,328	1,304	1,279	1,303	1,320	1,307	3,206		16,672
Supplies & Materials	5	79	133	123	56	91	54	91	148	158	198	836		1,973
Other Operating Exp	171	1,234	1,287	1,113	902	329	805	954	658	1,420	861	1,567		11,301
Capital Outlay	33	32	46	141	26	37	60	184	108	216	258	373		1,512
Other Outgo		50	738	130	179	771	129	67	2,367	151	272	56		4,910
Loan Repayment														
Accounts Payable/Accruals	3,322	10,891	2,358	119		970				6		6,732		24,398
<b>Total Disbursements</b>	<b>5,579</b>	<b>16,031</b>	<b>10,228</b>	<b>7,555</b>	<b>7,385</b>	<b>8,444</b>	<b>7,240</b>	<b>6,974</b>	<b>9,434</b>	<b>8,156</b>	<b>7,813</b>	<b>21,272</b>		<b>116,112</b>
<b>Increase / (Decrease) in Cash Balance</b>	<b>15,044</b>	<b>-11,217</b>	<b>2,389</b>	<b>-694</b>	<b>326</b>	<b>2,164</b>	<b>1,776</b>	<b>-2,198</b>	<b>929</b>	<b>-6,709</b>	<b>-3,692</b>	<b>-8,845</b>		
Ending Cash Balance	34,567	23,350	25,739	25,044	25,370	27,534	29,310	27,113	28,042	21,332	17,640	8,795		

<sup>†</sup> Rounded to the nearest 1,000.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj  
DATE: June 12, 2014  
SUBJECT: Summary of Measure M Capital Construction Contract Change Orders and Amendments

RECOMMENDATION

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

OVERVIEW

This report is a summary of all construction change orders and amendments to date for Measure M projects at Crafton Hills and San Bernardino Valley Colleges.

ANALYSIS

The analysis shows that construction contract change orders and amendments for currently awarded Measure M projects have been held to a minimal amount of \$2,535,718.71 which is only 2.37% of the project cost of \$106,894,377.45.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item is for information only. There are no financial implications.



Measure M Projects  
**CHANGE SUMMARY by PROJECT**  
(Including any contract amendments and change orders on the 06/12/14  
agenda)

June 12, 2014

**CONTRACT AMENDMENTS**

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 74,616,493.50	\$ 402,801.00	\$ 38,321.93	\$ 75,057,616.43	0.59%
SBVC-San Bernardino Valley College	\$ 32,277,883.95	\$ 130,483.49	\$ -	\$ 32,408,367.44	0.40%
				\$ -	
<b>TOTAL for CONTRACT AMENDMENTS</b>	<b>\$ 106,894,377.45</b>	<b>\$ 533,284.49</b>	<b>\$ 38,321.93</b>	<b>\$ 107,465,983.87</b>	<b>0.53%</b>

**CHANGE ORDERS**

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 75,057,616.43	\$ 599,762.78	\$ 4,369.93	\$ 75,661,749.14	0.80%
SBVC-San Bernardino Valley College	\$ 32,408,367.44	\$ 1,359,979.58	\$ -	\$ 33,768,347.02	4.20%
<b>TOTAL for CHANGE ORDERS</b>	<b>\$ 107,465,983.87</b>	<b>\$ 1,959,742.36</b>	<b>\$ 4,369.93</b>	<b>\$ 109,430,096.16</b>	<b>1.83%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PARKING LOT/ADA/LIGHTING IMPRVMENTS.	\$ 6,146,450.00	\$ 402,801.00	\$ -	\$ 296,344.00	\$ -	\$ 6,845,595.00	4.82%
MATH AND SCIENCE ANNEX	\$ 2,270,500.00	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,460,045.00	8.35%
MPOE/DATA RELOCATION	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
OLD LIBRARY DEMOLITION	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	#REF!
SOLAR FARM	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.76	\$ -	\$ 2,762,678.76	0.00%
OE 2	\$ 16,542,000.00	\$ -	\$ 38,321.93	\$ 22,571.02	\$ -	\$ 16,602,892.95	0.00%
OE 1 Roofing Package	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	0.00%
PE Complex	\$ 4,511,070.00	\$ -	\$ -	\$ 13,494.00	\$ -	\$ 4,524,564.00	0.30%
Science Building	\$ 18,729,831.00	\$ -	\$ -	\$ 492.89	\$ -	\$ 18,730,323.89	0.00%
Crafton Center	\$ 21,939,546.00	\$ -	\$ -	\$ 3,502.49	\$ -	\$ 21,943,048.49	0.02%
Temporary Parking Lot	\$ 169,500.00	\$ -	\$ -	\$ -	\$ 4,369.93	\$ 173,869.93	0.00%
Chemistry/Health/Science/Classrooms	\$ 226,870.00	\$ -	\$ -	\$ -	\$ -	\$ 226,870.00	0.00%
<b>TOTAL</b>	<b>\$ 74,616,493.50</b>	<b>\$ 402,801.00</b>	<b>\$ 38,321.93</b>	<b>\$ 599,762.78</b>	<b>\$ 4,369.93</b>	<b>\$ 75,661,749.14</b>	<b>0.80%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**PAL PROJECT**

June 12, 2014

(Including any contract amendments and change orders on the 06/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PAL-01: ASR Constructors, Inc.	\$ 3,058,000.00	\$ 402,801.00	\$ -	\$ 94,560.00		\$ 3,555,361.00	2.73%
PAL-02: Pierre Sprinkler & Landscape	\$ 569,450.00	\$ -	\$ -	\$ 36,260.00		\$ 605,710.00	6.37%
PAL-03: RDM Electric Company, Inc.	\$ 2,519,000.00	\$ -	\$ -	\$ 165,524.00		\$ 2,684,524.00	6.57%
<b>TOTAL</b>	<b>\$ 6,146,450.00</b>	<b>\$ 402,801.00</b>	<b>\$ -</b>	<b>\$ 296,344.00</b>	<b>\$ -</b>	<b>\$ 6,845,595.00</b>	<b>4.82%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**M S ANNEX**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/2014 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MODS-01: Conengr Corporation	\$ 539,500.00	\$ -	\$ -	\$ 22,504.00	\$ -	\$ 562,004.00	4.17%
MODS-02: Global Modular, Inc.	\$ 1,731,000.00	\$ -	\$ -	\$ 167,041.00	\$ -	\$ 1,898,041.00	9.65%
<b>TOTAL</b>	<b>\$ 2,270,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 189,545.00</b>	<b>\$ -</b>	<b>\$ 2,460,045.00</b>	<b>8.35%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**MPOE-DATA**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MPOE/DATA-01: Shanks Electric Corporation	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
<b>TOTAL</b>	<b>\$ 527,700.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 37,234.00</b>	<b>\$ -</b>	<b>\$ 564,934.00</b>	<b>7.06%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**LIBRARY DEMOLITION**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
LIBRARY DEMO-01:Miller Environmental, Inc.	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
<b>TOTAL</b>	<b>\$ 574,576.50</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 574,576.50</b>	<b>0.00%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**SOLAR FARM**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Rosendin Electric, Inc. ***	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.76	\$ -	\$ 2,762,678.76	2.32%
<b>TOTAL</b>	<b>\$ 2,700,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 62,678.76</b>	<b>\$ -</b>	<b>\$ 2,762,678.76</b>	<b>2.32%</b>

\*\*\*NOTE: \$3,500,000 OF THIS CONTRACT WAS IN MEASURE P --- THE TOTAL BASE AMOUNT OF THE CONTRACT IS \$6,200,000.

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**OE 2**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<u>OE 2 Demo Pkg.</u>							
The Richards Group	\$ 654,000.00	\$ -	\$ -	\$ 22,571.02	\$ -	\$ 676,571.02	3.45%
<u>Building Pkg.</u>							
Sinianian Development, Inc.	\$ 15,888,000.00	\$ -	\$ 38,321.93	\$ -	\$ -	\$ 15,926,321.93	0.00%
<b>TOTAL</b>	<b>\$ 16,542,000.00</b>	<b>\$ -</b>	<b>\$ 38,321.93</b>	<b>\$ 22,571.02</b>	<b>\$ -</b>	<b>\$ 16,602,892.95</b>	<b>0.14%</b>

Sinianian Development, Inc. **NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS**



Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**OE 1**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<u>OE 1 Roof Pkg.</u>							
Best Contracting Services	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	-9.37%
<b>TOTAL</b>	<b>\$ 278,450.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (26,099.38)</b>	<b>\$ -</b>	<b>\$ 252,350.62</b>	<b>-9.37%</b>

Crafton Hills College  
**CHANGE SUMMARY by PE BUILDING**  
 (Including any contract amendments and change orders on the 6/12/14  
 agenda)

June 12, 2014

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Minco Construction	\$ 4,511,070.00	\$ -	\$ -	\$ 13,494.00	\$ -	\$ 4,524,564.00	0.30%
<b>TOTAL</b>	<b>\$ 4,511,070.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,494.00</b>	<b>\$ -</b>	<b>\$ 4,524,564.00</b>	<b>0.30%</b>

**Minco Construction NOTE: THIS WAS BOARD APPROVED ON 8/08/13 UP TO 10% IN CHANGE ORDERS**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**Science Building**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Circuit C</i>							
RDM Electric	\$ 65,700.00	\$ -	\$ -	\$ 492.89	\$ -	\$ 66,192.89	0.75%
<i>Building</i>							
Earl Corporation	\$ 18,664,131.00	\$ -	\$ -	\$ -	\$ -	\$ 18,664,131.00	0.00%
<b>TOTAL</b>	<b>\$ 18,729,831.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 492.89</b>	<b>\$ -</b>	<b>\$ 18,730,323.89</b>	<b>0.00%</b>

<b>Earl Corporation</b>	<b>NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS</b>
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Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**New Crafton Center**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>CIRCUIT A</i>							
Dalke & Sons Construction Building	\$ 141,480.00	\$ -	\$ -	\$ 3,502.49	\$ -	\$ 144,982.49	2.48%
Bernards Brothers	\$ 21,798,066.00	\$ -	\$ -	\$ -	\$ -	\$ 21,798,066.00	0.00%
<b>TOTAL</b>	<b>\$ 21,939,546.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,502.49</b>	<b>\$ -</b>	<b>\$ 21,943,048.49</b>	<b>0.02%</b>

**Bernards Brothers NOTE: THIS WAS BOARD APPROVED ON 04/10/14 UP TO 10% IN CHANGE ORDERS**

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**Temporary Lot**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Three Peaks	\$ 169,500.00	\$ -	\$ -	\$ -	\$ 4,369.93	\$ 173,869.93	2.58%
<b>TOTAL</b>	<b>\$ 169,500.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,369.93</b>	<b>\$ 173,869.93</b>	<b>2.58%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**  
**CHS/CL**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Roy O. Hoffman	\$ 226,870.00	\$ -	\$ -	\$ -	\$ -	\$ 226,870.00	0.00%
<b>TOTAL</b>	<b>\$ 226,870.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 226,870.00</b>	<b>0.00%</b>



San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**  
**CENTRAL PLANT**

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Infrastructure Sewer Improvements</i>							
Kirtley Construction dba TK Construction	\$ 348,300.00	\$ 83,941.49	\$ -	\$ 26,806.00	\$ -	\$ 459,047.49	6.20%
<i>Central Plant</i>							
Plumbing, Piping & Construction	\$ 10,878,000.00	\$ -	\$ -	\$ 122,077.00	\$ -	\$ 11,000,077.00	1.12%
<i>Grant Street Sewer Project</i>							
Tyco General Engineering	\$ 567,780.00	\$ -	\$ -	\$ (85,500.00)	\$ -	\$ 482,280.00	-15.06%
Broughton - ADA Access	\$ 26,485.00	\$ -	\$ -	\$ (5,568.00)	\$ -	\$ 20,917.00	-21.02%
L.A. Air Conditioning	\$ 39,519.00	\$ -	\$ -	\$ (1,961.00)	\$ -	\$ 37,558.00	-4.96%
<b>TOTAL</b>	<b>\$ 11,860,084.00</b>	<b>\$ 83,941.49</b>	<b>\$ -</b>	<b>\$ 55,854.00</b>	<b>\$ -</b>	<b>\$ 11,999,879.49</b>	<b>0.47%</b>









San Bernardino Valley College  
 CHANGE SUMMARY by PROJECT  
 SITE SIGNAGE/ADA

June 12, 2014

(Including any contract amendments and change orders on the 6/12/14 agenda)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Broughton Construction, Inc.	\$ 1,170,000.00	\$ -	\$ -	\$ (20,502.00)	\$ -	\$ 1,149,498.00	-1.75%
C.S. Legacy Construction *	\$ 1,365,776.00	\$ 34,333.00	\$ -	\$ 73,884.58	\$ -	\$ 1,473,993.58	5.28%
Three Peaks Corporation	\$ 87,187.00	\$ -	\$ -	\$ (413.00)	\$ -	\$ 86,774.00	-0.47%
*Note: \$71,836.58 - claim settlement							
<b>TOTAL</b>	<b>\$ 2,622,963.00</b>	<b>\$ 34,333.00</b>	<b>\$ -</b>	<b>\$ 52,969.58</b>	<b>\$ -</b>	<b>\$ 2,710,265.58</b>	<b>1.99%</b>







## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron  
Chancellor

**REVIEWED BY:** Dr. Jack Miyamoto  
Human Resources Consultant

**PREPARED BY:** Dr. Jack Miyamoto  
Human Resources Consultant

**DATE:** June 12, 2014

**SUBJECT:** Police Department Manual

### **RECOMMENDATION**

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

### **OVERVIEW**

The 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**

None.



**San Bernardino Community College  
District  
POLICE DEPARTMENT**



**POLICIES & PROCEDURES  
MANUAL**

Approved:   
Bruce Baron  
Chancellor

1/16/14  
Date

## **PREFACE**

**MISSION STATEMENT  
LAW ENFORCEMENT CODE OF ETHICS  
GENERAL INFORMATION  
OATH OF OFFICE**

### **I. INTRODUCTION**

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

**1.01.01: DEPARTMENT MANUAL  
1.01.02: VALIDITY OF MANUAL CONTENT  
1.01.03: ISSUANCE OF AMENDMENTS  
1.01.04: AMENDMENT PROCEDURE  
1.01.05: GRAMMATICAL CONSTRUCTION  
1.01.06: KNOWLEDGE OF SUPPLEMENTAL DIRECTIVES AND  
MANUAL UPDATES**

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

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

**2.01.01: AUTHORITY  
2.01.02: PC 830.32 – COMMUNITY COLLEGE DISTRICT POLICE  
2.01.03: AREA OF JURISDICTION  
2.01.04: COMPLAINTS FROM NEIGHBORS  
2.01.05: ASSISTING OTHER AGENCIES  
2.01.06: EMERGENCY ASSISTANCE  
2.01.07: SITE AUTHORITY**

### **III. ADMINISTRATIVE PRINCIPLES**

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

**3.01.01: DELINEATION OF FUNCTIONS  
3.01.02: ORGANIZATION FOR COMMAND  
3.01.03: CHAIN OF COMMAND  
3.01.04: UNITY OF COMMAND  
3.01.05: RANK  
3.01.06: AUTHORITY OF RANK  
3.01.07: MANNER OF EXERCISING AUTHORITY  
3.01.08: DELEGATION OF COMMENSURATE AUTHORITY  
3.01.09: CONFLICT OF ORDERS**

### **IV: SUPERVISION**

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

**4.01.01: EXTENT OF SUPERVISION  
4.01.02: IMPLEMENTING SUPERVISION**

- 4.01.03: SUPERVISORIAL IDENTITY
- 4.01.04: RESPONSIBILITY FOR COMPLETION OF DUTIES
- 4.01.05: CHAIN OF RESPONSIBILITY
- 4.01.06: RELATIONSHIP WITH CAMPUS & SITE ADMINISTRATOR
- 4.01.07: DELEGATION OF AUTHORITY
- 4.01.08: IMPROVEMENT OF METHODS
- 4.01.09: MANNER OF GIVING ORDERS AND INSTRUCTIONS
- 4.01.10: RESPONSIBILITY FOR SUBORDINATES
- 4.01.11: EVALUATION OF SUBORDINATE WORK
- 4.01.12: DEVELOPMENT OF POSITIVE ATTITUDES
- 4.01.13: RELATIONSHIP WITH SUBORDINATES
- 4.01.14: WELFARE OF SUBORDINATES
- 4.01.15: RESPONSIBILITY FOR CONDUCT OF SUBORDINATES

**V. POLICIES AND PROCEDURES**

**5.01: GENERAL POLICIES AND PROCEDURES**

- 5.01.01: GENERAL BEHAVIOR
- 5.01.02: CONFORMANCE WITH DEPARTMENT POLICY AND PROCEDURES
- 5.01.03: OBEDIENCE TO LAWS, REGULATIONS, AND ORDERS
- 5.01.04: DISTRICT KEYS
- 5.01.05: RADIO PROCEDURES
- 5.01.06: RADIO COMMUNICATIONS
- 5.01.07: SECRET TAPING OF CONVERSATIONS
- 5.01.08: BRIBES/REWARDS/LOANS/GIFTS/FAVORS
- 5.01.09: GAMBLING
- 5.01.10: COURT ATTENDANCE
- 5.01.11: SAFEGUARDING PERSONS IN CUSTODY
- 5.01.12: RECOMMENDING LAWYERS OR BONDSMEN
- 5.01.13: SEXUAL HARASSMENT POLICY
- 5.01.14: POLITICS
- 5.01.15: CARE OF IDENTIFICATION ITEMS
- 5.01.16: POLICE PROTECTION FOR SPECIAL PERSONS/EVENTS

**5.02: DUTIES AND PERFORMANCE OF DUTIES**

- 5.02.01: DUTIES OF POLICE OFFICERS
- 5.02.02: PERFORMANCE OF DUTIES
- 5.02.03: INATTENTIVE/SLEEPING ON DUTY

**5.03: HOURS AND ATTENDANCE OF DUTY**

- 5.03.01: HOURS OF DUTY
- 5.03.02: PUNCTUALITY
- 5.03.03: DISCIPLINE
- 5.03.04: OVERTIME
- 5.03.05: DEVIATION FROM REGULAR HOURS OF ASSIGNMENT
- 5.03.06: UNSCHEDULED ABSENCES

**5.04: PERSONAL INFORMATION**

**5.04.01: POLICY**

**5.05: GROOMING STANDARDS**

**5.05.01: CLEANLINESS AND NEATNESS**

**5.05.02: SWORN UNIFORMED PERSONNEL – GROOMING STANDARDS**

**5.06: UNIFORM STANDARDS (PATROL PERSONNEL)**

**5.06.01: PURPOSE**

**5.06.02: MAINTENANCE OF UNIFORM**

**5.06.03: WEARING OF UNIFORM**

**5.06.04: ALTERING STYLE OF UNIFORM**

**5.06.05: DUPLICATING EMBLEMS OR ORNAMENTS PROHIBITED**

**5.06.06: CARRYING REQUIRED EQUIPMENT WITH UNIFORM**

**5.06.07: AUTHORIZED UNIFORM**

**5.06.08: CLOTHING (PLAIN CLOTHES)**

**5.07: CLASSES OF UNIFORMS**

**5.07.01: DUTY UNIFORMS FOR UNIFORMED PERSONNEL**

**5.07.02: CLASS “A”**

**5.07.03: CLASS “B”**

**5.07.04: CLASS “C”**

**5.08: ORNAMENT GUIDELINES**

**5.08.01: SBCCD POLICE DEPARTMENT PATCH**

**5.08.02: BADGE**

**5.08.03: PINS**

**5.09: ISSUANCE OF DEPARTMENT “FLAT” BADGES AND RETIREMENT BADGES**

**5.09.01: POLICY AND GUIDELINES**

**5.09.02: BASIC REQUIREMENTS**

**5.09.03: RETIREMENT BADGES/SERVICE AWARDS**

**5.09.04: BADGE (OPTIONAL CLOTH)**

**5.09.05: SERVICE HASH MARKS**

**5.09.06: METAL NAME PLATES**

**5.10: RANK AND SPECIAL ASSIGNMENT INSIGNIA**

**5.10.01: CHIEF OF POLICE**

**5.10.02: SUPERVISOR**

**5.11: ACCESSORIES**

**5.11.01: HELMETS/RIOT GEAR**

**5.11.02: RAIN GEAR**

- 5.11.03: WHISTLE (OPTIONAL)
- 5.11.04: IDENTIFICATION CARD
- 5.11.05: SUNGLASSES

**5.12: SAFETY AND OTHER RELATED EQUIPMENT**

- 5.12.01: SAM BROWN GEAR
- 5.12.02: EQUIPMENT
- 5.12.03: PROTECTIVE VESTS

**5.13: DISORDERLY AND IMMORAL CONDUCT**

- 5.13.01: DISORDERLY CONDUCT
- 5.13.02: IMMORAL CONDUCT
- 5.13.03: CONDUCT TOWARDS OTHERS
- 5.13.04: STUDENT CONTACTS
- 5.13.05: DEROGATORY LANGUAGE

**5.14: USE OR POSSESSION OF ALCOHOL, DRUGS OR NARCOTICS AND TOBACCO**

- 5.14.01: USE OR POSSESSION OF ALCOHOL
- 5.14.02: USE OR POSSESSION OF DRUGS OR NARCOTICS
- 5.14.03: USE OF TOBACCO

**5.15: USE OF THE DISTRICT, DISTRICT PROPERTY AND EQUIPMENT**

- 5.15.01: INCURRING FINANCIAL LIABILITY AGAINST THE DISTRICT
- 5.15.02: USE OF DISTRICT PROPERTY FOR PERSONAL USE
- 5.15.03: CARE OF DISTRICT PROPERTY AND EQUIPMENT
- 5.15.04: RETURN OF DISTRICT PROPERTY
- 5.15.05: INJURY OR PROPERTY DAMAGE
- 5.15.06: TRANSPORTATION OF DISTRICT FUNDS

**5.16: STATEMENTS**

- 5.16.01: FALSE STATEMENTS
- 5.16.02: STATEMENTS DURING DEPARTMENTAL INVESTIGATIONS

**5.17: REPORTING OF INFORMATION, CONFIDENTIAL INFORMATION, RELEASE OF INFORMATION AND DISSEMINATION OF INFORMATION**

- 5.17.01: POLICE DEPARTMENT REPORTS
- 5.17.02: TYPES OF REPORTS INVESTIGATED
- 5.17.03: REQUIREMENT TO REPORT IF SUBJECT OF ARREST OR CRIMINAL INVESTIGATION
- 5.17.04: CRIME REPORTS AND RECORDKEEPING
- 5.17.05: REPORTING INFORMATION REGARDING VIOLATIONS
- 5.17.06: CONFIDENTIAL INFORMATION/PRESS RELEASES
- 5.17.07: DISSEMINATION OF CRITICAL INFORMATION
- 5.17.08: MISSING PERSONS

5:17:09: SIGNIFICANT EVENT  
5:17:10: DUE DATES FOR REPORTS

**5:18: FIRES – REPORTING PROCEDURE**

5:18:01: PROCEDURE  
5:18:02: FIRE – BURNING, SMOLDERING OR OUT

**5:19: SEARCH OF SUSPECTS BY SBCCD POLICE PERSONNEL**

5:19:01: SEARCH OF FEMALE SUSPECTS  
5:19:02: SKIN SEARCHES AND ISOLATION OF SUSPECTS

**5:20: OBTAINING SEARCH AND ARREST WARRANTS**

5:20:01 PROCEDURE

**5:21: CASE CLEARANCE POLICY**

5:21:01 CASE CLEARANCE REQUIREMENTS  
5:21:02 CLEARED BY ARREST – ADULTS  
5:21:03 CLEARED BY ARREST – JUVENILES  
5:21:04 INVESTIGATION CONTINUED  
5:21:05 CLEARED OTHER

**5:22: ARREST**

5:22:01: DISPOSITION OF VIOLATORS  
5:22:02: ARREST, TRANSPORTATION AND BOOKING OF FIELD ARRESTEES  
5:22:03: ARREST – USE OF FORCE  
5:22:04: PRISONERS AND SUSPECTS – SAFEGUARDING  
5:22:05: HANDCUFFING AND RESTRAINING OF ARRESTED PERSONS

**5:23: RECOVERED PROPERTY AND/OR EVIDENCE**

5:23:01: MONEY AND PROPERTY OF OTHERS  
5:23:02: MISAPPROPRIATION OF PROPERTY  
5:23:03: EVIDENCE RESULTING FROM A CRIMINAL ACT  
5:23:04: NARCOTICS  
5:23:05: FOUND PROPERTY  
5:23:06: DISPOSITION OF PROPERTY  
5:23:07: TAMPERING WITH EVIDENCE

**VI. FORCE AND FIREARMS**

**6.01: FORCE AND FIREARMS POLICY GUIDELINES**

6.01.01: PURPOSE  
6.01.02: DOCUMENTATION  
6.01.03: DISPLAY OF FIREARMS

- 6.01.04: USE OF FORCE
- 6.01.05: PHYSICAL FORCE
- 6.01.06: DEADLY FORCE
- 6.01.07: DISCHARGING FIREARMS – OTHER THAN DEADLY FORCE
- 6.01.08: FIREARM – TO CONTROL DANGEROUS FELONY SUSPECT
- 6.01.09: TASER
- 6.01.10: TASER TRAINING
- 6.01.11: TASER MANDATORY CARRY
- 6.01.12: TASER DUTY HOLSTER
- 6.01.13: TASER VERBAL WARNING
- 6.01.14: TASER REMOVAL OF PROBES
- 6.01.15: TASER PRE-BOOKING MEDICAL EXAMINATION
- 6.01.16: TASER REPORTING ITS USE
- 6.01.17: TASER LIMITATIONS OF USE

**6.02: GENERAL WEAPONS POLICY**

- 6.02.01: PURPOSE
- 6.02.02: SURRENDERING OF WEAPON TO SUSPECT
- 6.02.03: STORAGE AND MAINTAINING CONTROL OF FIREARMS
- 6.02.04: AUXILIARY WEAPONS – CARRYING ON-DUTY (RESTRICTED)
- 6.02.05: SELLING OF FIREARMS (RESTRICTIONS)
- 6.02.06: PURCHASE OR LOSS OF FIREARMS (FILE REPORT)
- 6.02.07: MAINTENANCE REQUIREMENTS OF FIREARMS
- 6.02.08: MISCELLANEOUS REGULATIONS OF FIREARMS
- 6.02.09: CLEANING OF WEAPONS
- 6.02.10: OTHER WEAPONS

**6.03: FIREARMS QUALIFICATIONS**

- 6.03.01: PURPOSE
- 6.03.02: FIREARMS QUALIFICATIONS
- 6.03.03: REMEDIAL TRAINING
- 6.03.04: SPECIAL WEAPONS TRAINING

**6.04: ON-DUTY WEAPONS AND AMMUNITION – UNIFORMED PERSONNEL**

- 6.04.01: GENERAL CONSIDERATIONS
- 6.04.02: HANDGUNS – UNIFORMED PERSONNEL
- 6.04.03: AMMUNITION

**6.05: USE OF CHEMICAL AGENT DEVICES (OC SPRAY)**

- 6.05.01: CHEMICAL AGENTS SPRAY GUIDELINES
- 6.05.02: REQUIRED INSTRUCTION FOR USE
- 6.05.03: RESTRICTIONS
- 6.05.04: CARRYING OF OLEORESIN CAPSICUM SPRAY
- 6.05.05: TREATMENT FOR OC SPRAY EXPOSURE
- 6.05.06: REPORT OF USE
- 6.05.07: PURPOSE
- 6.05.08: TYPES OF CHEMICAL AGENT DEVICES

- 6.05.09: CARRYING OF CHEMICAL AGENT DEVICES
- 6.05.10: PURPOSE OF CHEMICAL AGENT USE
- 6.05.11: MANNER OF USE
- 6.05.12: FIRST AID
- 6.05.13: REPORTING THE USE OF CHEMICAL AGENTS
- 6.05.14: CERTIFICATION

**VII. PATROL OPERATIONS**

**7.01: PATROL ASSIGNMENTS, DUTIES AND RESPONSIBILITIES**

- 7.01.01: PURPOSE
- 7.01.02: DUTIES AND RESPONSIBILITIES
- 7.01.03: ASSIGNMENT
- 7.01.04: POLICY
- 7.01.05: VEHICLE INSPECTION
- 7.01.06: VEHICLE IN NEED OF REPAIR

**VIII. VEHICLE OPERATIONS**

**8.01: USE OF DISTRICT VEHICLES**

- 8.01.01: POLICY
- 8.01.02: VEHICLE ACCIDENT REPORTING AND REVIEW PROCEDURES
- 8.01.03: VEHICLE STOPS

**8.02: PURSUIT POLICY**

- 8.02.01: DEFINITION OF A VEHICLE PURSUIT
- 8.02.02: INITIATING A PURSUIT
- 8.02.03: RESPONSIBILITIES OF THE UNIT INITIATING A VEHICLE PURSUIT
- 8.02.04: VEHICLE PURSUITS RESPONSIBILITIES
- 8.02.05: VEHICLE PURSUITS SPEED
- 8.02.06: VEHICLE PURSUITS DISPATCH RESPONSIBILITIES
- 8.02.07: VEHICLE PURSUITS SUPERVISOR RESPONSIBILITIES
- 8.02.08: VEHICLE PURSUITS ADDITIONAL REQUIREMENTS AND INFORMATION
- 8.02.09: VEHICLE PURSUITS INTO OTHER JURISDICTIONS
- 8.02.10: VEHICLE PURSUITS FROM ANOTHER JURISDICTION
- 8.02.11: VEHICLE PURSUITS AND THE USE OF DEADLY FORCE
- 8.02.12: DISCONTINUING A VEHICLE PURSUIT
- 8.02.13: WRONG WAY VEHICLE PURSUITS
- 8.02.14: VEHICLE PURSUITS APPREHENDING OFFENDERS
- 8.02.15: VEHICLE PURSUITS REPORTING PROCEDURE
- 8.02.16: SHOOTING AT FLEEING MISDEMEANANTS
- 8.02.17: USE OF FORCE IN VEHICLE PURSUITS
- 8.02.18: MOVING STALLED VEHICLES WITH SBCCD POLICE DEPARTMENT AUTOMOBILES



**8.03: EMERGENCY CALL RESPONSE**

- 8.03.01: PURPOSE**
- 8.03.02: EMERGENCY CALL RESPONSE**
- 8.03.03: RED LIGHT AND SIREN**
- 8.03.04: DUE REGARD FOR LIFE AND PROPERTY**
- 8.03.05: BUS ACCIDENTS**
- 8.03.06: TRAFFIC ACCIDENTS**
- 8.03.07: STORAGE AND IMPOUNDING OF VEHICLES**

**IX. UNUSUAL EVENTS/SPECIAL OPERATIONS**

**9.01: EMERGENCY OPERATIONS**

- 9.01.01: PURPOSE**
- 9.01.02: TACTICAL ALERT**
- 9.01.03: MOBILIZATION**
- 9.01.04: DEPARTMENTAL OFFICERS**

**X. DISCIPLINE PROCESS**

**10.01: EMPLOYEE DISCIPLINE**

- 10.01.01: BACKGROUND**
- 10.01.02: STANDARDS**

**XI. SBCCD POLICE DISPATCH**

**11.01: POLICE DEPARTMENT DISPATCH FUNCTION**

- 11.01.01: PURPOSE**

**11.02: PROCEDURE FOR USE OF DAILY LOG**

- 11.02.01: PURPOSE**
- 11.02.02: PROCEDURE**
- 11.02.03: DISPATCHER/OFFICER ROLE**
- 11.02.04: EMERGENCY TRANSMISSION/CODE 33**

## APPENDICES

- Education Code Section 72330
- SBCCD Board Policy 7370 Political Activity
- Penal Code 830.32
- Penal Code 836
- Government Code 8597 & 8598
- SBCCD Board Policy 3430 Prohibition of Harassment
- CSEA Agreement Article 14 Leaves
- CSEA Agreement Article 19 Vacation Requests
- SBCCD Board Policy 7420 Authorized Drivers
- CSEA Agreement Article 8 Employee Expenses and Materials
- SBCCD Board Policy 3570 Smoking
- SBCCD Administrative Regulations 6330 Purchasing
- SBCCD Board Policy 7365 Discipline and Dismissal Classified Employees
- Penal Code Section 148.6
- Welfare and Institutions Code Section 5150
- CHP 187 Report
- CA Vehicle Code 21055 Exemption of Authorized Emergency Vehicle
- CA Vehicle Code 21056 Effect of Exemption

## **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.**

## 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 any chosen profession....law enforcement.

## 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/Chief in order that the policy may be clarified.

### C. ACKNOWLEDGEMENT OF RECEIPT OF THE MANUAL

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date Issued

**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 the 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

## **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" defined as sworn peace officers.

#### **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 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. 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:
  - 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.
  - 4. "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 shall contact his supervisor for direction.

## **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 Supervisors, 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 as stated above.

#### **2.01.02: PC830.32-COMMUNITY COLLEGE DISTRICT POLICE**

- A. The following persons are peace officers 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**

- 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 request by a member of that agency who is in a position of authority.
- 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.

### **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 security/police 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

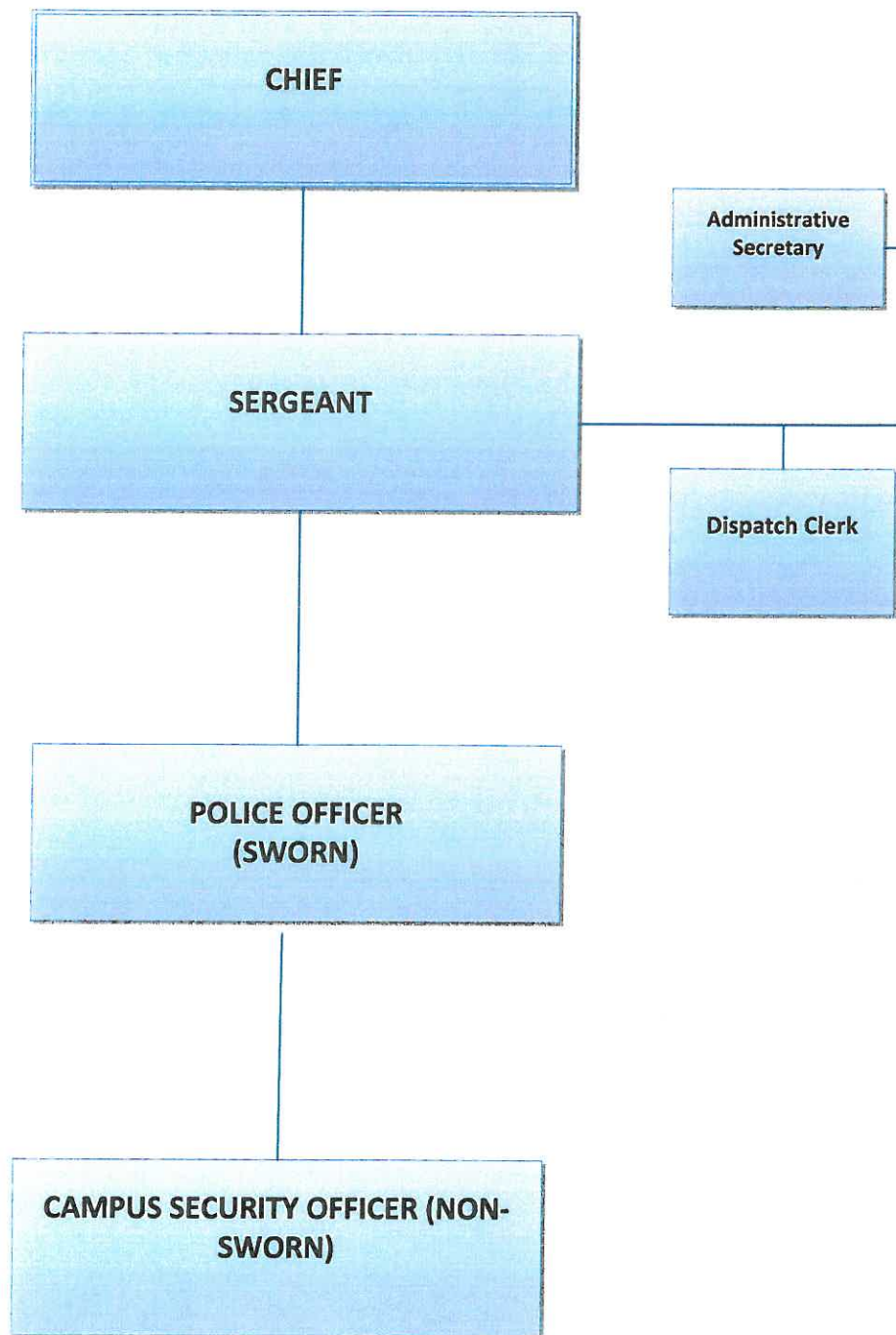
communications shall move up, down, or across established channels. It shall be the responsibility of persons at each level of authority to forward information and communication to the next or lower level together with approval, disapproval, directive or action taken.

**3.01.04: UNITY OF COMMAND**

- A. Each individual, unit, and situation is under the immediate control of his supervisor.

**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.
- B. Department personnel are distinguished by rank, which is assigned in terms of level of responsibility within the chain of command. The descending order of rank in the Department is as follows:



- 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 OR RANK**

- A. The authority delegated to or granted to supervisory 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 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 any collective bargaining agreement governing the sworn personnel..

**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 supervisor 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.

**IV. SUPERVISION**

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

**4.01.01: EXTENT OF SUPERVISION**

- A. Each and every employee shall have a supervisor, namely, the person next above him in the chain of command. The supervisor 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 is supervising. Every employee shall know his supervisor.

#### **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 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 District site, must understand that although they are Police Officers 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 President, while having overall responsibility for his 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 to maintain maximum efficiency.

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

- A. Each supervisor shall develop sound and resourceful operating methods for law enforcement activities based on his own experience and that of others. He shall see that these methods are passed on from the experienced subordinates to new subordinates. He 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 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 shall recommend solutions to problems which arise.
- B. When an investigation is conducted in response to citizen complaints about the action of a given sworn officer, 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, when appropriate.
- D. The supervisor shall also be responsible for seeing that copies of all investigation records, correspondence, recommendation, etc., concerning the alleged 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 correcting the identified problem.

**4.01.15: RESPONSIBILITY FOR CONDUCT OF SUBORDINATES**

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

**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 responsibilities as a member of this department or to discredit himself, of 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 his duty.

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

- A. All 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 police department issued keys. The supervisor will initiate an investigation to determine cause. The supervisor will be notified of missing keys and facilitate replacement.

**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 when using the radio.

#### **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 shall keep his radio on so he 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 business-like attire or uniform. 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, in regards 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**

- 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 not participate in political activities as defined within Board Policy 7370 (Political Activity).

### **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, nameplate, emblem, other uniform paraphernalia, etc.). An officer shall neither loan nor borrow such items. He shall immediately report the loss of such items to the 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 Chief shall be advised.

## **5.02: DUTIES AND PERFORMANCE OF DUTIES**

### **5.02.01: DUTIES OF POLICE OFFICERS**

- A. Police Officers of the SBCCD Police Department shall:
  1. Protect life and property.
  2. Preserve the public peace.
  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, faculty, staff and other law enforcement agencies.
- B. Primary responsibility 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 responsibility 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 responsibility shall be immediately referred to the appropriate law enforcement agency.

**5.02.02: PERFORMANCE OF DUTY**

- A. While on duty, employee 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: 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: DISCIPLINE**

- A. Any disciplinary action taken against police personnel shall comply with Public Safety Officers Procedural Bill of Rights Act, Education Code, District Board Policy and the CSEA Collective Bargaining Agreement (CBA).

**5.03.04: OVERTIME**

- A. Officers shall advise their supervisor in advance when the need to work overtime arises. If involved in a late arrest, the supervisor shall be advised at the beginning and ending of the overtime. The same practice will be followed 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 Collective Bargaining Agreement, Article 14, Section 14.4 (1-15).
- B. Personnel Leave  
Employees desiring personal leave absence shall conform to current CSEA Collective Bargaining Agreement, Article 14, Section 14.6.
- C. Bereavement Leave  
Employees are entitled to paid bereavement absence in accordance with current CSEA Collective Bargaining Agreement, Article 14, Section 14.1.
- D. Military Leave  
Employees seeking military leave shall conform to State and Federal regulations as outlined in CSEA Collective Bargaining Agreement, Article 14, Section 14.3.
- E. Vacation  
Vacation requests shall be submitted to the immediate supervisor. Requests shall conform to current CSEA Collective Bargaining Agreement, Article 19, (1-13).
- F. Jury Duty  
Paid leaves shall be granted for employees called to serve on jury duty, subject to conditions outlined in CSEA Collective Bargaining Agreement, Article 14.2.
- G. Injury on Duty  
All employees injured on-duty are required to immediately notify their supervisor. Employees will be advised of correct procedures and forms to be completed by their supervisor in accordance with current District procedure.
- H. Return to Work (Light Duty)  
All employees may be assigned to light duty or reassigned as determined by SBCCD Human Resources.

**5.04: PERSONNEL INFORMATION**

**5.04.01: POLICY**

- A. All employees shall follow current Board Policy 7420 regarding authorized drivers.

**5.05: GROOMING STANDARDS**

**5.05.01: CLEANLINESS AND NEATNESS**

- A. It shall be the duty of all sworn personnel 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 the 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  $\frac{1}{4}$  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.

## **5.06: UNIFORM STANDARDS (PATROL PERSONNEL)**

### **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 as provided by the CSEA Collective Bargaining Agreement, Article 8.1. All on-duty sworn personnel are required to wear and use only that apparel and gear which is 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 working hours.
  - 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: 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
  - 13. Taser
- B. The following are optional items of equipment – knives, laser, and other approved backup weapons.

## **5.06.07: 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.
- c. Patch shall be located ¼" below top shoulder seam.
- d. Supervisor 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.
  - ii. Nameplates are ½" wide by 2 ¼" long, white metal with black lettering.
  - iii. Nameplate shall contain officer's first name, initial and full last name, in that order.
- f. 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.
- g. Whenever either shirt is worn with the dress jacket, the tie and tie bar shall be worn.
- h. 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. Supervisors shall wear the appropriate chevrons on both sleeves.
- d. A cloth name tag shall be worn immediately below and centered.
- e. Name Tag
  - i. The name tag shall consist of an officer's first name initial followed by a period, and full last name.
  - ii. The cloth strip, upon which the custom embroidered lettering will be sewn will measure 1 ¼" high with the width (left to right) being

proportionate in length with the number of letters in the name, and allowing ½" 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 color.

- iii. The embroidered block (Roman Gothic) letters shall be sewn of silver thread, letters measuring ½" high, ¼" wide. The period following the first name initial shall be a 1/16" silver dot.

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.
- c. Patches are to be affixed to each shoulder ½" below top seam of sleeves.
- d. Supervisors 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 nametag, 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.
- d. Patches are to be affixed to each shoulder ½" below top seam of sleeve.
- e. Piping.
  - i. No piping on sleeves below the rank of supervisor.
  - ii. Supervisors will wear 5/8" dark blue piping with gold borders.
  - iii. 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.
- 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)

- a. Black leather may only be worn during inclement weather. When worn both gloves will be worn.
- b. May not have selected fingers cut from glove.

- c. Lead or sand filled gloves (commonly referred to as "sap gloves") are not authorized.

#### **5.06.08: CLOTHING (PLAIN CLOTHES)**

- 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.
- 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 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 black shoes which are clean and shined. Shoes shall not hinder 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 are not allowed.
  - 3. Exceptions
    - a. Special assignments or specific occasions may require alterations of dress standards. Approval by an assignment supervisor is required prior to any modification of the dress standard.

#### **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"**

- 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 supervisor's 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, lightweight 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.
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 ¼" below top shoulder seam (1/2" on heavy-duty jacket).

### **5.08.02: BADGE**

- A. Department approved and issued by the department.
- B. Shall be worn above left pocket on outermost garment worn (unless cloth badge is visible on outermost garments).

### **5.08.03: PINS**

- A. Department uniformed personnel are authorized to wear the following pins on their uniform:
  1. Department lifesaving, 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.

## **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 department issued flat badge.
  2. The supervisor receiving the employee's request shall review the memo for content and cause and forward it to the Chief 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 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.
- B. Issued by the Department. The cloth blue patch badge may be sewn onto the lightweight 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 – supervisors and above  
Supervisors 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 supervisor  
Officers below the rank of supervisor 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 nameplates 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 ½" wide and 2 ¼" long.
  - 2. Name plate shall contain officer's first name , initial and full last name.

#### **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.

##### **5.10.02: SUPERVISOR**

- A. SBCCD Police Department patch
  - 1. Chevrons will be centered ¼" below 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.
- 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.

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. Radio/Radio Holder  
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. Radio
- 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.
1. Protected vest life span is monitored by supervisory personnel. Officers will be provided a replacement prior to expiration.
- 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:
    - 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 provider of the grains, if it can be determined.
    - d. If appropriate, distance between the officer and the penetrator..
  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 any time.

### **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 respectfully, 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 (BP 3430).

#### **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.

#### **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 under the influence of alcohol, or be unfit for duty because of its use. The odor of an alcoholic beverage on the breath will require subsequent testing to determine fitness 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. Use of tobacco products are governed under Board Policy 3570, and must be adhered to.

## **5.15: USE OF 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 Board Policy 6330.

### **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 or 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 shall return all district property in his possession to the supervisor.

### **5.15.05: INJURY OR PROPERTY DAMAGE**

- A. Officers shall promptly notify their supervisor 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 STATEMENT**

- A. Officers shall not make false or misleading statements in reports or when questioned or interviewed. False and misleading statements are considered work related dishonestly, for which personnel may receive disciplinary action, up to and including dismissal, per Board Policy 7365 and/or Penal Code Section 148.6.



### **5.16.02: STATEMENTS DURING DEPARTMENTAL INVESTIGATIONS**

- A. If requested to make a statement in the course of an official departmental investigation, officers shall make full, complete and truthful statements.
- B. Pursuant to "Peace Officer's Bill of Rights", Officers are subject to disciplinary action, up to and including dismissal, for insubordination if they fail to answer questions/make statements 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: 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 supervisor, dispatcher shall enter the property.
  - 4. Once a report is completed by SBCCD Police personnel, it will be submitted to a SBCCD Police Supervisor for review.
  - 5. After the report is reviewed and approved by a SBCCD Police Supervisor, the report will be turned into dispatch for filing or copying for other agencies.

#### **5.17.02: TYPES OF REPORTS INVESTGATED**

##### **A. Misdemeanors**

Will investigate all misdemeanors.

##### **B. Felonies**

Will investigate all felonies except homicides and some sex crimes. Crimes requiring extensive investigation may be turned over to the appropriate allied agency pursuant to the Memorandum of Understanding with that agency.

**5.17.03: 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 a Police Officer imposes a tremendous amount of responsibility and accountability.
- 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 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 shall advise the Chief 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 subject to a criminal investigation.

**5.17.04: CRIME REPORTS AND RECORDKEEPING**

- 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 database.

**5.17.05: 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 Chief.

**5.17.06: CONFIDENTIAL INFORMATION/PRESS RELEASES**

- A. Official business of the department is confidential, and shall only be discussed with authorized personnel.

**5.17.07: 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 supervisor will then cause the agencies in the area to be notified of the incident and deploy 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 supervisor's attention.

- D. Officers should provide the supervisor 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.

#### **5.17.08: MISSING PERSONS**

- 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.

#### **5.17.09: SIGNIFICANT EVENT**

- A. The supervisor 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.

#### **5.17.10: 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 the supervisor. All in custody reports shall be completed by the end of the reporting officer's shift. Any non-custody crime report shall 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 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 to 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 the 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 supervisor should be made as soon as possible.
  7. Complete SBCCD Police crime/incident report.
  8. Preserve any evidence for investigators.
  9. Take role 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 to the Chief.

## **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 would reach such weapon. Such search shall only be conducted in the presence of an adult person who would 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 search will be 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 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 by custodial law enforcement agency. 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.
- 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 supervisor 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 the supervisor for approval.
  - 3. After the warrant has been issued by the court, but prior to serving the warrant, the officer will advise the supervisor 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 the 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 investigations, and service is imperative, the responsible jurisdiction Supervisor 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 supervisor 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 the FBI Uniform 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 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.
- 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 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 has probable cause to believe that the arrested person committed a felony.
  - 3. Arrest should not be made in cases lacking probable cause. Proper reports should detail whatever suspicious circumstances point to a particular suspect.
  - 4. In most 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 Officers, it is mandatory that the 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 in 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**

- 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 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 the San Bernardino County Sheriff’s Department 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 a SBCCD Police Officer and documented in report form.



### **5.23.06: DISPOSITION OF PROPERTY**

- A. The Chief of SBCCD Police shall ensure that property is disposed of pursuant to California law.

### **5.23.07: TAMPERING WITH EVIDENCE**

- A. Officers shall not fabricate, withhold, or destroy evidence of any kind.

## **VI. FORCE AND FIREARMS**

### **6.01: FORCE AND FIREARMS POLICY 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 Officers 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 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 Chief.
  - 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 arrestee.
- 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.

#### **6.01.08: FIREARM – TO CONTROL DANGEROUS FELONY SUSPECT**

- 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 alongside 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.

#### **6.01.09: TASER**

- A. The term "Taser," as used in this manual, refers to a class of electronic control devices

which discharge probes and deliver an electronic charge to an individual for the purpose of controlling violent or potentially violent subjects who pose an immediate threat to a law enforcement officer or other member of the public.

- B. Appropriate use of the Taser is intended to help reduce the risk of injury to suspects, officers, and the general public.
- C. Police officers are authorized to carry and use Tasers in accordance with current Departmental training and in compliance with the Department's Use of Force Policy (See 6.01.04). The Taser shall not be used as a means or method of punishment.

#### **6.01.10: TASER: TRAINING**

- A. The San Bernardino County Sheriff's Training Division shall be responsible for establishing training requirements related to the carry and use of the Taser.
- B. SBCCD Officers must successfully complete an approved Taser training course before they are authorized to carry and use the Taser.

#### **6.01.11: TASER: MANDATORY CARRY**

- A. SBCCD Officers who have successfully completed an approved Taser training course and been issued a Taser shall carry the Taser while on duty, unless the device is in need of repair or otherwise unavailable for use.

The following personnel are exempt from this requirement:

- 1. SBCCD Officers assigned to special details, administrative or public relations duties, upon approval from the Chief of Police.
- B. All other SBCCD Officers who have successfully completed an approved Taser training course and have been issued a Taser shall ensure the Taser is readily accessible for use while on duty, unless the device is in need of repair or otherwise unavailable for use.

#### **6.01.12: TASER: DUTY HOLSTER**

- A. SBCCD Officers shall carry the Taser in a holster issued or approved by the Chief of Police.
- B. The holster shall be attached to the duty gun belt. The Taser shall be carried in the holster in a butt-forward, cross-draw position. The Taser SHALL NOT be carried on the same side as the officer's service handgun.
- C. Generally, the Taser should be only drawn from the holster with the dominant gun hand. Personnel assigned to special details may receive authorization from the Chief of Police to carry the Taser in a holster configuration other than that described above, based on the individual's assignment.

#### **6.01.13: TASER: VERBAL WARNING**

- A. Generally, a verbal announcement of the intended use of the Taser shall be given prior to the application of the Taser. This announcement serves to:
1. Provide the individual with a reasonable opportunity to voluntarily comply with the officer's direction.
  2. Provide other officers and individuals with the warning that a Taser may be deployed.
  3. No verbal announcement is required prior to application of the Taser if making such an announcement would endanger officers or others, or if an announcement is otherwise impractical.

#### **6.01.14: TASER: REMOVAL OF PROBES**

- A. Generally, probes imbedded in a subject's skin shall be removed as soon as practical by either trained Department personnel or by licensed medical personnel.
1. If a probe is embedded in a sensitive area of the body (i.e. eye, lip, neck, breast, or genital area), licensed medical personnel should accomplish the removal, if practicable.
  2. In the event of a serious injury, immediate medical aid shall be sought.
  3. If medical personnel other than those employed by the Department remove Taser probes, the arresting officer shall ensure a Taser Probe Removal form is completed.

#### **6.01.15: TASER: PRE-BOOKING MEDICAL EXAMINATION**

- A. Generally, if the subject to which the Taser was applied is to be booked at a Type I or Type II facility, and there are no other medical issues associated with the individual, no pre-booking medical exam is required.

#### **06.01.16: TASER: REPORTING ITS USE**

- A. Every Taser application shall be reported by the officer who applied the Taser. This shall be accomplished by:
1. All members involved will orally report the application to their supervisor as soon as practicable after the event.
  2. Personnel will ensure the Taser use is documented on the subject's booking application, WI5150 application, or juvenile application.
  3. At the direction of the incident supervisor, all members involved will complete a related crime report or memorandum containing a detailed description of the facts involved, including both their own and other officers' interaction with the subject, and the underlying reasons for the decision to use a particular level of force.
  4. The supervisor will complete the Use of Force Report form.

5. If an officer discharges a Taser at a subject, but the probes miss the subject, the officer shall notify their supervisor, as soon as practical and document the "miss" in the crime report.

#### **06.01.17: TASER: LIMITATIONS OF USE**

- A. Generally, the Taser should not be used:
  1. Over a prolonged period of time. Minimize repeated, continuous, or simultaneous exposures.
  2. Near flammable liquids or fumes; or when the officer knows a subject has recently come into contact with flammable liquids likely to be on his person.
  3. In conjunction with the application of pepper spray.
  4. When a subject is operating a moving vehicle.
  5. When the subject is likely to fall from a precarious position, such as at the top of a staircase, on a balcony or ledge, in a tree, or in or next to a body of water.
  6. When the subject is obviously pregnant, or known to be pregnant.
  7. When the subject is visibly enfeebled due to advanced age or illness.
  8. When subjects are handcuffed or otherwise restrained, absent overtly assaultive behavior that cannot be reasonably overcome by any other less intrusive manner.

#### **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. Officers 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.

- B. Officers on-duty shall not carry auxiliary weapons either on their persons or in vehicles.

#### **6.02.05: SELLING OF FIREARMS (RESTRICTIONS)**

- A. Officers 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 officer transfer as ordered by law.

#### **6.02.06: PURCHASE OR LOSS OF FIREARMS (FILE REPORT)**

- A. Officers 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 sidearm in good working order. Any indication of malfunction shall be called to the attention of the supervisor and immediate steps taken to identify and remedy the malfunction.

#### **6.02.08: MISCELLANEOUS REGULATIONS OF FIREARMS**

- A. Off duty weapons should be no smaller caliber than .38 and shall be approved by the Chief.

#### **6.02.09: CLEANING OF WEAPONS**

- A. Officers shall not clean, repair, load, or unload firearms any place on the 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 supervisor involved in actual use of a firearm as authorized by departmental regulations.

#### **6.02.10: OTHER WEAPONS**

- A. Baton  
As provided by the Department.
- B. Shotguns  
As provided by the Department.
- C. Types of Chemical Agents, Pepper Spray, Examples: Oleoresin 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.
- B. Demonstrated proficiency shall mean achieving minimum scores.
- C. Minimum score shall be set by the Range Master.

#### **6.03.03: REMEDIAL TRAINING**

- A. At a given time, the officer shall report 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 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: GENERAL CONSIDERATIONS**

- A. Handguns carried by sworn uniformed personnel of this department shall conform to the specifications established in this procedure. No officer of this department shall carry any firearm not approved by this department.

#### **6.04.02: HANDGUNS – UNIFORMED OFFICERS**

- A. Uniformed personnel shall carry a revolver or semiautomatic handguns meeting the following specifications:
  - 1. Manufacturer: Smith and Wesson, Sig Sauer, Colt, Ruger, Glock, Beretta, H&K and Springfield.
  - 2. Type: Semi-automatic handgun Caliber.
- 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.

### **6.04.03: 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 AGENTS (OC Spray)**

#### **6.05.01: CHEMICAL AGENTS SPRAY GUIDELINES**

- A. Only authorized personnel may possess and maintain department issued oleoresin capsicum spray. Chemical agents are weapons used to minimize the potential for injury to officers, offenders, or other persons. They should be used only in situations where such force reasonably appears justified and necessary.

#### **6.05.02: REQUIRED INSTRUCTION FOR USE**

- A. All personnel authorized to carry oleoresin capsicum spray, shall complete the required course of instruction prior to possessing and using the oleoresin capsicum spray.

#### **6.05.03: RESTRICTIONS**

- A. OC **will not** be used against non-combative persons
- B. Officers (sworn / non-sworn) **will not** spray OC into the face of a person who is closer than twelve inches away.
- C. Officers **will not** carry department issued OC for personal use or used when off duty.

#### **6.05.04: CARRYING OF OLEORESIN CAPSICUM SPRAY**

- A. Uniformed field personnel carrying the oleoresin capsicum spray shall carry the device in its holster on the equipment belt. Plainclothes personnel may carry the oleoresin capsicum spray as authorized, consistent with the needs of their assignment or at the direction of their supervisor.
- B. Canisters involved in any type of malfunction or damage shall be turned in to the supervisor for exchange.

#### **6.05.05: TREATMENT FOR OC SPRAY EXPOSURE**

- A. Persons who have been affected by the use of chemical agents should be promptly provided with the proper solution to cleanse the affected areas. Those persons who complain of further severe effects shall be afforded a medical examination by competent medical personnel.

#### **6.05.06: REPORT OF USE**

- A. All uses of chemical agents shall be documented in the related arrest/crime report.



#### **6.05:07 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.

#### **6.05.08: 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.

#### **6.05.09: CARRYING OF CHEMICAL AGENT DEVICES**

- A. General purposes chemical agent devices may be carried by officers who are certified to do so.

#### **6.05.10: PURPOSE OF CHEMICAL AGENT USE**

- 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.

#### **6.05.11: MANNER OF USE**

- A. In utilizing a chemical agent, the following factors should be considered:
  1. Wind direction.
  2. Potential effect on others.
  3. Physical and mental condition of the suspect.

#### **6.05.12: FIRST AID**

- A. As soon as practical, the suspect's affected area should be allowed to "air-out", and flushed with water.

#### **6.05.13: 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.

#### **6.05.14: 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 officer's training file.

### **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 officers are varied and complex. SBCCD 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**

- 1. In general, Officers provide 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 Officers will be dispatched to provide extra coverage, investigate a crime, handle a hostile situation or answer alarm activations.
- 2. As directed by the supervisor, 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 the 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 enforcement agencies.
  - 6. Advise all concerned persons of any unusual activity that may affect the orderly conduct of district business.

### **7.01.03: ASSIGNMENT**

- A. All Officers are required to report to duty in uniform, with all issued equipment.

### **7.01.04: POLICY**

- A. SBCCD Officers may be assigned to work a specialized assignment such as an acting supervisor, investigator, task force with an allied agency.

- 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 allied agency.
- C. Wearing of uniforms will be at the discretion of the SBCCD Police Chief.

#### **7.01.05: VEHICLE INSPECTION**

- A. At the beginning and end of watch, the 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 supervisor of any deficiencies, and the required inspection sheet.

#### **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 supervisor who, in turn, will make proper arrangements for repair.

### **VIII. VEHICLE OPERATIONS**

#### **8.01: USE OF DISTRICT VEHICLES**

##### **8.01.01: POLICY**

- A. An employee shall not use a district vehicle without the knowledge and permission of the supervisor or Chief.
- B. Officers 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. All Officers 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 the supervisor or Chief.

##### **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 Officer is involved in a vehicle accident while performing assigned duties, the employee shall immediately report the accident to the supervisor or Chief.

2. Unless otherwise directed, he shall remain at the scene until police reports are completed.
3. A supervisor 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 Officer. 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 Officers may enforce traffic laws in and around campuses.
- B. Dispatch shall be notified via radio of the license number and location of the stop.

### **8.02: PURSUIT POLICY**

#### **8.02.01: DEFINITION OF A VEHICLE PURSUIT**

- A. A vehicle pursuit is defined as an event involving one or more law enforcement officers operating motor vehicles and utilizing emergency lights and sirens, attempting to apprehend a suspected or actual law violator in a motor vehicle while the driver is actively attempting to avoid detention/arrest by using high or low speed driving or other evasive tactics, such as:
  1. Driving off surface streets/paved roads.
  2. Turning suddenly or abruptly.
  3. Bypassing traffic control devices.
  4. Driving in a legal manner, but willfully failing to yield to the officer's signal to stop.

#### **8.02.02: INITIATING A PURSUIT**

- A. A pursuit is justified only when the apparent need for immediate apprehension or protection of the public outweighs the level of danger created by the pursuit (to innocent motorist, peace officers or the general public).
- B. Whenever an officer pursues an offender, he shall continually weigh the risk to public safety against law enforcement's duty to enforce the law and apprehend violators. Factors to be considered in initiating a pursuit include:
  1. The seriousness of the crime committed (e.g., violent vs. non-violent).
  2. Whether the crime was committed in the officer's presence.
  3. Whether the fleeing offender's identity is established to the point where later apprehension may be accomplished without further risk to public safety.
  4. The known criminal history of the fleeing offender.

5. The area involved in the pursuit, such as rural, urban, business, industrial, or schools.
  6. The volume of vehicular and pedestrian traffic in the area.
  7. Whether there are civilian passengers in the pursuing patrol vehicle.
  8. Whether there are other persons in or near the pursued vehicle.
  9. Road conditions, such as line of sight, hills, curves, road surfaces, obstructions, construction and parked vehicles.
  10. Weather conditions such as rain, fog or snow.
  11. The time of day.
  12. The speed of the pursuit given the conditions.
  13. Vehicle Code provisions related to vehicle pursuits, emergency vehicle operations and/or public safety.
  14. Whether the area is familiar to the officers involved.
  15. The quality of radio communication between pursuing units, the supervisor and the dispatcher.
  16. The type and capability of the pursuit vehicles.
  17. The availability of backup units and other resources.
- C. It is the responsibility of all involved Department personnel to continually evaluate whether a pursuit should be continued, balancing law enforcement's duty to enforce the law and apprehend offenders against the risk to public and officer safety.

#### **8.02.03: RESPONSIBILITIES OF THE UNIT INITIATING A VEHICLE PURSUIT**

- A. The officer initiating a vehicle pursuit shall immediately notify San Bernardino Community College District Police Department Dispatch that a pursuit is underway. Initially, the officer shall advise dispatch of their unit identification (call sign), a description of the vehicle (including the license plate number if known) their direction of travel/location and the violation for ensuing the pursuit. After this, the officer shall switch to the San Bernardino County Sheriff's Communications channel (EVC-1 or EVC-2 if in Yucaipa) and utilize this frequency for the duration of the pursuit.
- B. The initiating officer shall identify himself on Sheriff's Communication with his/her county assigned unit identifier. Once acknowledged by Sheriff's Dispatch, the officer shall inform the dispatcher of the following:
  1. The known law violations or reasons for the pursuit.
  2. A description of the pursued vehicle, including the license plate number (if known).
  3. The location and direction of travel of the pursued vehicle.
  4. The speed of the fleeing vehicle.
  5. The number of known occupants in the fleeing vehicle.
  6. Any pertinent information concerning the identity of the offender(s).
  7. Any information concerning unusual hazards.

#### **8.02.04: VEHICLE PURSUITS: RESPONSIBILITIES**

- A. Generally, pursuits should be limited to no more than two marked ground units plus a supervisor. The supervisor may join the pursuit as the third unit.

- B. The unit that first attempts to stop the suspected vehicle is considered to be the initiating pursuit unit. Generally, the initiating pursuit unit shall be the primary unit (first or closest pursuit unit immediately behind the pursued vehicle). The assisting unit is the second of the two marked units allowed to participate in a pursuit.
- C. The primary unit, the assisting unit, and the supervisor should be the only units to pursue the suspect vehicle in Code Three mode. Units involved shall not pass other units unless requested to do so by the primary unit or the pursuit supervisor. All other units shall stay clear of the pursuit, but alert to its progress and location.
- D. The primary unit or the supervisor may request additional units to assist. If it appears certain the officers in the units involved would not be sufficient to safely accomplish the arrest of the suspect(s). Generally, any assigned units other than the primary, secondary, or supervisory unit shall follow at a distance that would allow them to respond for an apprehension, but shall not join in the pursuit.
- E. PRIMARY UNIT RESPONSIBILITIES:
  - 1. The initial coordination of the pursuit.
  - 2. Assumption of command at the termination point of the pursuit unless relieved by a higher authority.
  - 3. Requesting a second unit.
  - 4. Requesting additional units, if needed, based on officer safety or public safety concerns.
  - 5. Reporting the crime and/or circumstances involved in the initiation of the pursuit.
  - 6. Discontinuing the pursuit if hazards to officers and/or the public appear to outweigh the benefit of suspect apprehension.
- F. SECONDARY UNIT RESPONSIBILITIES – The secondary unit is the assisting unit and shall notify communications of his involvement in the pursuit as a secondary unit. The secondary unit, once in position, is typically responsible for the following:
  - 1. Reporting the location, direction of travel, and the speed of the fleeing vehicle.
  - 2. Providing traffic condition updates as frequently as possible during the pursuit.
  - 3. Assessing and reporting information concerning unusual hazards, and any other safety concerns.
  - 4. Reporting the actions of the fleeing vehicle and/or suspect(s) such as running red lights, throwing objects out of the window, and other unusual activities.

#### **8.02.05: VEHICLE PURSUITS: SPEEDS**

- A. Although it is typically the offender that controls the actual speed of a pursuit, it is the responsibility of all involved Department personnel to constantly evaluate whether a pursuit should be continued, balancing the speed and driving behavior of the offender against the risk to public safety, officer safety, and against law enforcement's duty to enforce the law and apprehend violators.

- B. For example, the “reasonable” speed of a pursuit in a rural area or on a freeway may be much different than the “reasonable” speed of a pursuit in an urban or surface street environment.
- C. The following factors should be considered in determining whether the speed of a pursuit is “reasonable”:
1. The type or seriousness of the crime committed (e.g., violent v. non-violent).
  2. The safety of the public and of involved law enforcement personnel.
  3. Whether the fleeing offender’s identity is established to the point where later apprehension may be accomplished without further risk to public safety.
  4. Vehicle Code provisions related to vehicle pursuits, emergency vehicle operations, and/or public safety.
  5. Whether there are civilian passengers in the pursuing patrol vehicle.
  6. Whether there are other persons in or near the pursued vehicle.
  7. The presence of pedestrian and vehicular traffic.
  8. The location of the pursuit (e.g., school zone, playground, residential, downtown, jurisdiction) and the time of day.
  9. Weather, visibility, and road conditions.
  10. The capabilities of law enforcement vehicles (s) and the driving ability of officers involved.
  11. The availability of additional resources.
  12. Officers/supervisory familiarity with the area of the pursuit.
  13. The quality of radio communications (e.g., out of range or poor transmission quality).

#### **8.02.06: VEHICLE PURSUITS: DISPATCH RESPONSIBILITIES**

With respect to a pursuit, the department dispatcher shall be responsible for the following:

1. Informing the Supervisor/Chief immediately if a pursuit is initiated.
2. Advising all units to switch to alternate frequencies if necessary.
3. Providing additional direction and/or coordination as indicated by the Supervisor/Chief.

#### **8.02.07: VEHICLE PURSUITS: SUPERVISOR RESPONSIBILITIES**

A. Generally, the Supervisor/Chief is responsible for the overall monitoring, management and control of a pursuit; and assessing risk factors involved. Specific areas of concern for a supervisor during a vehicle pursuit include, but are not limited to, the following:

1. Determining that a law violation constitutes justification for the pursuit.
2. Ensuring that no more than the required or necessary units are involved in the pursuit.
3. Ensuring that available aircraft have been requested.
4. Ensuring that the proper radio frequencies are being utilized.

5. Ensuring that the driving and pursuit intervention tactics used by pursuing officers are reasonable and within policy.
  6. Evaluating the speed of the pursuing vehicles.
  7. Assessing roadway, weather, and traffic conditions.
  8. Assessing the hazards presented to uninvolved bystanders or motorist.
  9. Ensuring that Department policy and applicable inter-agency pursuit Memorandums of Understanding or agreements are followed.
  10. Planning/coordinating the apprehension of suspects.
  11. Stabilizing/containing the incident.
  12. Determining whether to request another agency's assistance.
  13. Determining whether to grant assistance in response to the request of another agency.
  14. Notifying affected allied agencies.
  15. Ensuring that the initiating and/or primary pursuit unit has provided the information set forth in this manual.
  16. Engaging in the pursuit, when appropriate and practicable, to provide direct on-scene supervision.
- B. If, at any time, in the pursuit supervisor's judgment, the risk or danger to the public outweigh the necessity for immediate apprehension of the offender, he shall cause the pursuit to be immediately terminated. If the suspect's identity is established to the point where later apprehension may be accomplished and there is no immediate threat to public safety, the pursuit supervisor shall cause the pursuit to be immediately terminated.
- C. As an option, the pursuit supervisor may direct pursuing units to disengage from the pursuit and allow aviation to monitor the pursued vehicle and broadcast its location so ground units may safely arrest its occupants when stopped.
- D. The pursuit supervisor shall proceed to the termination point of the pursuit, if practicable, to provide guidance and supervision.

**8.02.08: VEHICLE PURSUITS: ADDITIONAL REQUIREMENTS AND INFORMATION**

**A. SAFETY CUSHION BETWEEN PURSUIT UNITS AND SUSPECT VEHICLE -**

All officers involved in the pursuit of suspect vehicles shall ensure, as much as practical, that the distance between involved vehicles is such that a reasonable "safety cushion" exists. This "safety cushion" of distance will allow for pursuing units to react safely to any erratic or dangerous driving activity perpetrated by the suspect vehicle, and will allow officers to more accurately assess specific dangers the pursuit may present to public and/or officer safety.

- B. **LOSS OF PURSUIT UNIT** – if the primary pursuit unit cannot continue, the assisting unit shall become the primary unit and shall generally request another marked unit to assist. This is also applicable if the assisting unit is disabled.



- C. PURSUIT OF VEHICLE OFF ROAD – Absent extraordinary circumstances officers shall not pursue vehicles off road.
- D. UNMARKED UNITS - Engaging in a pursuit with an unmarked unit is generally not recommended, but there may be certain situations where it is appropriate. Unmarked units that initiate a pursuit shall, after sufficient marked units have joined the pursuit, discontinue Code Three mode and drop out of the pursuit. They should however continue to the termination point of the pursuit.

#### **8.02.09: VEHICLE PURSUITS INTO OTHER JURISDICTIONS**

- A. Generally, when a pursuit crosses into another law enforcement agency jurisdiction, the officer in charge or the pursuit supervisor shall retain control of the pursuit, at least initially.

In all cases, when practical, the other jurisdiction shall be notified of the pursuit and may be requested to assume full control, assist, or provide traffic control of the pursuit. The allied agency also may be requested to assume the secondary unit position in order to broadcast the location and direction of the pursuit while in its jurisdiction. Whichever agency is in supervisory control of the pursuit shall be fully responsible for management of the pursuit and coordination with other assisting agencies.

If the other jurisdiction assumes control of the pursuit it may be necessary to continue the initiating/primary unit to provide information for the arrest. All other units shall terminate the pursuit and remain in their area of jurisdiction, except possibly for the incident supervisor.

When a pursuit crosses into another law enforcement agency jurisdiction the following should be considered in determining who takes control of the pursuit:

1. The distance involved.
2. The pursuing officer's possible unfamiliarity with the new area.
3. Radio coverage and communications issues.

When officers assist with an inter-jurisdictional pursuit arrest, the officer's methods, techniques and tactics shall comply with SBCCD Department policy and all applicable interagency Memoranda of Understanding.

#### **8.02.10: VEHICLE PURSUITS FROM ANOTHER JURISDICTION**

- A. Notification by another agency of a pursuit in progress shall not be automatically considered a request to join or assume control of the pursuit. Units shall not become involved in another agency's pursuit unless requested to do so by that agency, or when such assistance is provided for in established inter-agency agreements. Request for assistance will be evaluated and approved by the Supervisor/Chief.
- B. When officers assist with an inter-jurisdictional pursuit arrest, the officers' methods, techniques, and tactics shall comply with SBCCD Department Policy and all applicable interagency Memoranda of Understanding.

### **8.02.11: VEHICLE PURSUITS: AND THE USE OF DEADLY FORCE**

- A. The use of deadly force during a vehicle pursuit is justified in the following circumstances:
  - 1. An officer may use deadly force to protect himself or others from what he reasonably believes to be an immediate threat of death or serious bodily injury.
  - 2. An officer may use deadly force to accomplish the arrest or prevent the escape of a suspected felon, when the officer has probable cause to believe that the suspect poses a significant threat of death or serious bodily injury to the officer or others.
  - 3. Under such circumstances, some warning should precede the use of deadly force, when feasible.
- B. The use of deadly force cannot be justified solely by stating that it was initiated due to an order or authorization given by another officer. Officers must be able to articulate a justified and appropriate use of deadly force, based on information available to them at the time it is used. There may be times when an authorization to use deadly force has been communicated, and yet circumstances have changed to the point that deadly force is no longer reasonable.
- C. Attempts to intentionally disable a suspect vehicle moving at dangerous speeds by tactical acts such as blocking, ramming, cutting off, boxing in, or barricading a roadway should be considered as force likely to result in serious bodily harm or death.
  - 1. Under no circumstance shall an occupied vehicle be used to barricade a roadway.
  - 2. The ramming of any vehicle is generally not recommended, but there may be certain limited situations where it is appropriate (for example, in an ambush situation, etc.).
- D. Firing at or from a moving vehicle is not recommended, but may be reasonable in certain situations.

### **8.02.12: DISCONTINUING A VEHICLE PURSUIT**

- A. Officers and supervisors involved in a pursuit must continually assess whether the totality of the circumstances justifies the continuance of a vehicle pursuit. Officers weigh the risk to public safety against law enforcement's duty to enforce the law and apprehend violators.

Generally, pursuits shall be discontinued when:

- 1. The level of danger created by the pursuit (to innocent motorists, peace officers and/or the general public) outweighs the apparent need for immediate suspect apprehension.
- 2. The pursued vehicle's location is no longer definitely known.
- 3. The fleeing offender's identity is established to the point where later apprehension may be accomplished without further risk to public safety.

- B. As officers and supervisors continually assess the appropriateness of a continued pursuit, or its termination, the following additional factors should also be considered:
1. The type or seriousness of the crime committed (e.g., violent v. non-violent).
  2. Whether the crime was committed in the officer's presence.
  3. The type of area involved in the pursuit, such as rural, urban, business, industrial or schools.
  4. The volume of vehicular and pedestrian traffic in the area.
  5. Whether there are civilian passengers in the pursuing patrol vehicle.
  6. Whether there are other persons in or near the pursued vehicle.
  7. Road conditions such as line of sight, hills, curves, road surfaces, obstructions, construction and parked vehicles.
  8. Weather conditions, such as rain, fog or snow.
  9. The time of day.
  10. The speed of the pursuit given the conditions.
  11. Vehicle code provisions related to vehicle pursuits, emergency vehicle operations, and/or public safety.
  12. Whether the area is familiar to the officers involved.
  13. The quality of radio communication between pursuing units, the supervisor, and the dispatcher.
  14. The type and capability of the pursuit vehicles.
  15. The availability of backing units and other resources.
  16. The distance between the pursued vehicle and the pursuing vehicles.
  17. The availability of air support.
  18. Whether emergency equipment (e.g., emergency lights and siren) or vehicle have become disabled.
  19. Whether the pursuit is going the wrong way on a roadway.
  20. Whether the pursuit is leaving the initial area of jurisdiction.

#### **8.02.13: WRONG WAY VEHICLE PURSUITS**

- A. Officers shall not pursue a vehicle by entering the wrong way on a freeway or divided highway that is open to vehicle traffic. They shall maintain visual contact with the suspect by paralleling on the correct side of the roadway, and shall implement one or more of the following additional measures:
1. Discontinue the vehicle pursuit.
  2. Reduce speed.
  3. Request or employ the assistance of Sheriff's Department Aviation or other law enforcement agency aircraft for aerial observations.
  4. Coordinate other units to monitor and/or block freeway on/off ramps and /or cross streets in order to prevent additional vehicles from being involved.
  5. Notify allied law enforcement agencies with BOLO information.
- B. In the event a suspect vehicle travels the wrong way on a surface street, the officer should consider implementing one or more of the following measures:

1. Maintain visual contact with the suspect vehicle while paralleling on the correct side of the roadway.
2. Reduce speed.
3. Request or employ the assistance of Sheriff's Department Aviation or other law enforcement agency aircraft for aerial observation.
4. Coordinate other units to monitor and/or block freeway on/off ramps and/or cross streets in order to prevent additional vehicles from being involved.
5. Notify allied law enforcement agencies with BOLO information.

#### **8.02.14: VEHICLE PURSUITS: APPREHENDING OFFENDERS**

- A. The safety of the public and officers during the effort to capture an offender is an important consideration when a pursuit concludes. The officer in command at the apprehension location continues to be the primary unit unless relieved by a supervisor, and is responsible for organizing and accomplishing the apprehension of the offender(s) in a controlled and reasonable manner.
- B. When practical, a high-risk car stop technique shall be used to apprehend offenders involved in a vehicle pursuit.
- C. Additional factors to be considered during the apprehension of offenders if involved in a vehicle pursuit include:
  1. The behavior of the offender(s) and level of threat.
  2. The availability/presence of additional units.
  3. The availability/use of force policy and available force options.
  4. The physiological and psychological condition(s) of the involved officer(s).
  5. Department use of force policy and available force options.
  6. Less lethal force options.
  7. The characteristics of the arrest location.

#### **8.02.15: VEHICLE PURSUITS: REPORTING PROCEDURE**

- A. Whenever an officer engages in a vehicle pursuit as defined in this manual, both a criminal report and a CHP 187 Report shall be completed.

#### **8.02.16: SHOOTING AT FLEEING MISDEMEANANTS**

- A. Officers shall not use deadly force to affect the arrest or prevent the escape of a person whose only offense is classified solely as a misdemeanor under the Penal Code.

#### **8.02.17: USE OF FORCE IN VEHICLE PURSUITS**

- A. The Department recognizes that Code 3 and pursuit driving are two of the most common, yet most hazardous of law enforcement functions, subjecting both the involved officers as well as nearby members of the public to significant danger. Therefore, all officers shall remain constantly familiar with the policy and procedures concerning Code 3 and pursuit driving set forth in the SBCCD Department Manual.

**8.02.18: MOVING STALLED VEHICLES WITH SBCCD POLICE DEPARTMENT AUTOMOBILES**

- A. Employees may use a San Bernardino Community College District Police Department vehicle to push another vehicle when:
  - 1. The vehicle is equipped with a push bar.
  - 2. It is necessary to clear the roadway.
  - 3. The circumstances indicate neither vehicle will be damaged by such action.
- B. In such cases, the other automobile shall be moved no further than the nearest place of safety or legal parking. No attempt shall be made to start the vehicle during such movement.

**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 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. No officer shall respond with red light and siren without advising the dispatcher as soon as possible.

**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: 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 Officers shall respond to all school bus accidents occurring on district property. The SBCCD Officer will prepare a vehicle accident report for District use. The SBCCD Officer can also assist the California Highway Patrol in their investigation.

**8.03.06: TRAFFIC ACCIDENTS**

- A. SBCCD Officers shall investigate traffic collisions occurring on any District property. The accident shall be reported on the approved CHP traffic collision report forms.

### **8.03.07: STORAGE AND IMPOUNDING OF VEHICLES**

- A. Whenever a vehicle is impounded or stored, an Officer must complete a CHP form 180 and ensure that the dispatcher or supervisor has forwarded the appropriate copies to the registered owner within 48 hours and that the automobile's information has been entered into the database.

## **IX. UNUSUAL EVENTS/SPECIAL OPERATIONS**

### **9.01: EMERGENCY OPERATIONS**

#### **9.01.01: PURPOSE**

- A. The purpose of this directive is to define an EMERGENCY and to give specific guidelines for handling such an event.
- B. An 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 department personnel. It includes the controlled distribution of on-duty personnel. Units should be pre-designated.
  - 1. Incident Commander:  
The on-duty supervisor or unless relieved by a higher authority.
  - 2. Operations Commander:  
The Chief or designated alternate.

#### **9.01.03: MOBILIZATION**

**PURPOSE** All phases of mobilization will or could be defined as an earthquake, flood, fire or shooting severity, will be determined by the incident and the Chief.

- A. **A Phase II** mobilization would normally be utilized for a limited geographical disaster.
- B. **A Phase II** mobilization is the total mobilization of the SBCCD Police Department and its equipment.
- C. **A Phase II** mobilization would be utilized for a District-wide disaster.

**9.01.04: DEPARTMENTAL OFFICERS**

- 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 Officers shall remain at their assignment until properly relieved (12-hour shifts) or re-deployed. Officers shall keep their District radio on the main frequency.
  - 2. Off-duty departmental Officers 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 site. Officers shall notify dispatch of their location and standby for instructions.

**X. DISCIPLINE PROCESS**

**10.01: EMPLOYEE DISCIPLINE**

**10.01.01: BACKGROUND**

- A. The provisions of this Article are subject to the Public Safety Officers Procedural Bill of Rights Act, Education Code, District Regulations, and the Collective Bargaining Agreement between CSEA and SBCCD. In the event of conflict between this Article and anything contained in those rules, those rules shall be controlling.

**10.01.02: STANDARDS**

- A. SBCCD Police personnel, by 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.

**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.

**11.02: 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 Daily Log. This includes the Supervisor/Chief 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 data base.

#### **11.02.03: 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 supervisor 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 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 supervisor, but in no case over the radio.

#### **11.02.04: 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.




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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
**SCRIBE'S WAIVER**  
**POLICE DEPARTMENT POLICIES & PROCEDURES**  
**MANUAL**

In the event of any inadvertent omission or errors by the scribe of the manual, the parties agree to be governed by work product used in the development of the manual.

Dated: 1/16/14

  
\_\_\_\_\_  
Bruce Baron  
SBCCD Chancellor

  
\_\_\_\_\_  
Colleen Gamboa  
CSEA Chapter 291 President

  
\_\_\_\_\_  
Grayling Eation  
CSEA Chapter 291 1<sup>st</sup> Vice President

## **EDUCATION CODE**

### **SECTION 72330-72332**

72330. (a) The governing board of a community college district may establish a community college police department under the supervision of a community college chief of police and, in accordance with Chapter 4 (commencing with Section 88000) of Part 51, may employ personnel as necessary to enforce the law on or near the campus of the community college and on or near other grounds or properties owned, operated, controlled, or administered by the community college or by the state acting on behalf of the community college. Each campus of a multi campus community college district may designate a chief of police.

(b) The governing board of a community college district that establishes a community college police department under subdivision (a) may also establish a police reserve officer program to supplement that police department.

(c) Persons employed and compensated as members of a community college police department, when so appointed and duly sworn, are peace officers as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code.

(d) The governing board of a community college district that establishes a community college police department shall set minimum qualifications of employment for the community college chief of police, including, but not limited to, prior employment as a peace officer or completion of any peace officer training course approved by the Commission on Peace Officer Standards and Training. A chief of security or chief of police shall be required to comply with the prior employment or training requirement set forth in this subdivision as of January 1, 1993, or a date one year subsequent to the initial employment of the chief of security or chief of police by the community college district, whichever occurs later. This subdivision may not be construed to require the employment by a community college district of any additional personnel.

72330.2. Every member of a California Community College police department first employed by a California Community College district before July 1, 1999, shall, in order to retain his or her employment, fulfill both of the following conditions:

(a) The employee shall submit to the district one copy of his or her fingerprints on forms prescribed by the Department of Justice. The Department of Justice shall forward this copy to the United States Federal Bureau of Investigation.

(b) The employee shall be determined to be a person who is not prohibited from employment by the California Community College district, and, if the employee is required to carry a firearm, shall be determined by the Department of Justice to be a person who is not prohibited from possessing a firearm.

The Department of Justice may participate in the National Instant Criminal Background Check System (NICS) in lieu of submitting fingerprints to the United States Federal Bureau of Investigation in order to meet the requirements of this section relating to firearms.

72330.5. (a) It is the intent of the Legislature to ensure the safety of pupils, staff, and the public on or near California's community colleges, by providing community college security officers with training that will enable them to deal with the increasingly diverse and dangerous situations they encounter.

(b) After July 1, 2000, every school security officer employed by a community college district who works more than 20 hours a week as a school security officer shall complete a course of training developed no later than July 1, 1999, by the Bureau of Security and Investigative Services of the Department of Consumer Affairs in consultation with the Commission on Peace Officer Standards and Training pursuant to Section 7583.31 of the Business and Professions Code. If any community college security officer subject to the requirements of this subdivision is required to carry a firearm while employed, that security officer shall additionally satisfy the training requirements of Section 832 of the Penal Code.

(c) For purposes of this chapter, "security officer" means any person primarily employed or assigned pursuant to subdivision (b) to provide security services as a watchperson, security guard, or patrolperson on or about premises owned or operated by the community college district to protect persons or property or to prevent the theft or unlawful taking of district property of any kind or to report any unlawful activity to the district and local law enforcement.

(d) No security officer shall be employed or shall continue to be employed by the district after July 1, 2000, until both of the following conditions have been met:

(1) (A) The applicant or employee has submitted to the district two copies of his or her fingerprints on forms or electronically, as prescribed by the Department of Justice. The district shall submit the fingerprints to the Department of Justice, which shall submit one copy of the fingerprints to the United States Federal Bureau of Investigation.

(B) An applicant or employee who holds a permanent registration with the Bureau of Security and Investigative Services of the Department of Consumer Affairs as a security guard need only submit one copy of his or her fingerprints, which copy shall be submitted to the United States Federal Bureau of Investigation.

(C) An applicant or employee who is registered by the Bureau of Security and Investigative Services of the Department of Consumer Affairs, and who holds a firearms qualification card as specified in Section 7583.22 of the Business and Professions Code, is exempt from the requirements of this subdivision.

(2) The applicant or employee has been determined not to be a person legally prohibited from employment by the community college and has been determined by the Department of Justice not to be a person prohibited from possessing a firearm if the applicant is required to carry a firearm.

The Department of Justice may participate in the National Instant

Criminal Background Check System (NICS) in lieu of submitting fingerprints to the United States Federal Bureau of Investigation in order to meet the requirements of this subdivision relating to firearms.

(e) Every security officer employed by a community college district prior to July 1, 2000, who works more than 20 hours a week as a school security officer shall meet the requirements of subdivision (b) by July 1, 2002, unless he or she has completed an equivalent course of instruction pursuant to Section 832.2 of the Penal Code.

72331. Every member of a community college police department shall be supplied with, and authorized to wear, a badge bearing the words "Community College Police", prefaced by the name of the district, and shall be issued a suitable identification card bearing his or her physical description, photograph, and authority for peace officer status, and such other identification data as may be required by local law enforcement agencies, countersigned by the chief administrative officer of the district. The governing board may direct the wearing of a distinctive uniform and shall prescribe such a uniform. The governing board shall pay for the required uniforms, equipment, identification cards, and badges.

72332. Any vehicle, when operated in the performance of his or her duties by any member of the police department, is an authorized emergency vehicle and may be equipped and operated as such as provided by the Vehicle Code.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
BOARD POLICY 7370**

**POLITICAL ACTIVITY**

Employees shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

Reference:  
Education Code Sections 7054, 7056;  
Government Code Section 8314

APPROVED: 6/10/04

830.32. The following persons are peace officers 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 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.

(a) Members of a California Community College police department appointed pursuant to Section 72330 of the Education Code, if the primary duty of the police officer is the enforcement of the law as prescribed in Section 72330 of the Education Code.

(b) Persons employed as members of a police department of a school district pursuant to Section 38000 of the Education Code, if the primary duty of the police officer is the enforcement of the law as prescribed in Section 38000 of the Education Code.

(c) Any peace officer employed by a K-12 public school district or California Community College district who has completed training as prescribed by subdivision (f) of Section 832.3 shall be designated a school police officer.

836. (a) A peace officer may arrest a person in obedience to a warrant, or, pursuant to the authority granted to him or her by Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, without a warrant, may arrest a person whenever any of the following circumstances occur:

(1) The officer has probable cause to believe that the person to be arrested has committed a public offense in the officer's presence.

(2) The person arrested has committed a felony, although not in the officer's presence.

(3) The officer has probable cause to believe that the person to be arrested has committed a felony, whether or not a felony, in fact, has been committed.

(b) Any time a peace officer is called out on a domestic violence call, it shall be mandatory that the officer make a good faith effort to inform the victim of his or her right to make a citizen's arrest, unless the peace officer makes an arrest for a violation of paragraph (1) of subdivision (e) of Section 243 or 273.5. This information shall include advising the victim how to safely execute the arrest.

(c) (1) When a peace officer is responding to a call alleging a violation of a domestic violence protective or restraining order issued under Section 527.6 of the Code of Civil Procedure, the Family Code, Section 136.2, 646.91, or paragraph (2) of subdivision (a) of Section 1203.097 of this code, Section 213.5 or 15657.03 of the Welfare and Institutions Code, or of a domestic violence protective or restraining order issued by the court of another state, tribe, or territory and the peace officer has probable cause to believe that the person against whom the order is issued has notice of the order and has committed an act in violation of the order, the officer shall, consistent with subdivision (b) of Section 13701, make a lawful arrest of the person without a warrant and take that person into custody whether or not the violation occurred in the presence of the arresting officer. The officer shall, as soon as possible after the arrest, confirm with the appropriate authorities or the Domestic Violence Protection Order Registry maintained pursuant to Section 6380 of the Family Code that a true copy of the protective order has been registered, unless the victim provides the officer with a copy of the protective order.

(2) The person against whom a protective order has been issued shall be deemed to have notice of the order if the victim presents to the officer proof of service of the order, the officer confirms with the appropriate authorities that a true copy of the proof of service is on file, or the person against whom the protective order was issued was present at the protective order hearing or was informed by a peace officer of the contents of the protective order.

(3) In situations where mutual protective orders have been issued under Division 10 (commencing with Section 6200) of the Family Code, liability for arrest under this subdivision applies only to those persons who are reasonably believed to have been the dominant aggressor. In those situations, prior to making an arrest under this subdivision, the peace officer shall make reasonable efforts to identify, and may arrest, the dominant aggressor involved in the incident. The dominant aggressor is the person determined to be the most significant, rather than the first, aggressor. In identifying the dominant aggressor, an officer shall consider (A) the intent of the law to protect victims of domestic violence from continuing abuse, (B) the threats creating fear of physical injury, (C) the



history of domestic violence between the persons involved, and (D) whether either person involved acted in self-defense.

(d) Notwithstanding paragraph (1) of subdivision (a), if a suspect commits an assault or battery upon a current or former spouse, fiancé, fiancée, a current or former cohabitant as defined in Section 6209 of the Family Code, a person with whom the suspect currently is having or has previously had an engagement or dating relationship, as defined in paragraph (10) of subdivision (f) of Section 243, a person with whom the suspect has parented a child, or is presumed to have parented a child pursuant to the Uniform Parentage Act (Part 3 (commencing with Section 7600) of Division 12 of the Family Code), a child of the suspect, a child whose parentage by the suspect is the subject of an action under the Uniform Parentage Act, a child of a person in one of the above categories, any other person related to the suspect by consanguinity or affinity within the second degree, or any person who is 65 years of age or older and who is related to the suspect by blood or legal guardianship, a peace officer may arrest the suspect without a warrant where both of the following circumstances apply:

(1) The peace officer has probable cause to believe that the person to be arrested has committed the assault or battery, whether or not it has in fact been committed.

(2) The peace officer makes the arrest as soon as probable cause arises to believe that the person to be arrested has committed the assault or battery, whether or not it has in fact been committed.

(e) In addition to the authority to make an arrest without a warrant pursuant to paragraphs (1) and (3) of subdivision (a), a peace officer may, without a warrant, arrest a person for a violation of Section 25400 when all of the following apply:

(1) The officer has reasonable cause to believe that the person to be arrested has committed the violation of Section 25400.

(2) The violation of Section 25400 occurred within an airport, as defined in Section 21013 of the Public Utilities Code, in an area to which access is controlled by the inspection of persons and property.

(3) The peace officer makes the arrest as soon as reasonable cause arises to believe that the person to be arrested has committed the violation of Section 25400.

836.1. When a person commits an assault or battery against the person of a firefighter, emergency medical technician, or mobile intensive care paramedic while that person is on duty engaged in the performance of his or her duties in violation of subdivision (b) of Section 241 or subdivision (b) of Section 243, a peace officer may, without a warrant, arrest the person who commits the assault or battery:

(a) Whenever the peace officer has reasonable cause to believe that the person to be arrested has committed the assault or battery, although the assault or battery was not committed in the peace officer's presence.

(b) Whenever the peace officer has reasonable cause to believe that the person to be arrested has committed the assault or battery, whether or not the assault or battery has in fact been committed.

836.3. A peace officer may make an arrest in obedience to a warrant delivered to him, or may, without a warrant, arrest a person who, while charged with or convicted of a misdemeanor, has escaped from any county or city jail, prison, industrial farm or industrial road camp or from the custody of the officer or person in charge of him while engaged on any county road or other county work or going to or returning from such county road or other county work or from the custody of any officer or person in whose lawful custody he is when such escape is not by force or violence.

836.5. (a) A public officer or employee, when authorized by ordinance, may arrest a person without a warrant whenever the officer or employee has reasonable cause to believe that the person to be arrested has committed a misdemeanor in the presence of the officer or employee that is a violation of a statute or ordinance that the officer or employee has the duty to enforce.

(b) There shall be no civil liability on the part of, and no cause of action shall arise against, any public officer or employee acting pursuant to subdivision (a) and within the scope of his or her authority for false arrest or false imprisonment arising out of any arrest that is lawful or that the public officer or employee, at the time of the arrest, had reasonable cause to believe was lawful. No officer or employee shall be deemed an aggressor or lose his or her right to self-defense by the use of reasonable force to effect the arrest, prevent escape, or overcome resistance.

(c) In any case in which a person is arrested pursuant to subdivision (a) and the person arrested does not demand to be taken before a magistrate, the public officer or employee making the arrest shall prepare a written notice to appear and release the person on his or her promise to appear, as prescribed by Chapter 5C (commencing with Section 853.5). The provisions of that chapter shall thereafter apply with reference to any proceeding based upon the issuance of a written notice to appear pursuant to this authority.

(d) The governing body of a local agency, by ordinance, may authorize its officers and employees who have the duty to enforce a statute or ordinance to arrest persons for violations of the statute or ordinance as provided in subdivision (a).

(e) For purposes of this section, "ordinance" includes an order, rule, or regulation of any air pollution control district.

(f) For purposes of this section, a "public officer or employee" includes an officer or employee of a nonprofit transit corporation wholly owned by a local agency and formed to carry out the purposes of the local agency.

836.6. (a) It is unlawful for any person who is remanded by a magistrate or judge of any court in this state to the custody of a sheriff, marshal, or other police agency, to thereafter escape or attempt to escape from that custody.

(b) It is unlawful for any person who has been lawfully arrested by any peace officer and who knows, or by the exercise of reasonable care should have known, that he or she has been so arrested, to thereafter escape or attempt to escape from that peace officer.

(c) Any person who violates subdivision (a) or (b) is guilty of a

misdemeanor, punishable by imprisonment in a county jail not to exceed one year. However, if the escape or attempted escape is by force or violence, and the person proximately causes a peace officer serious bodily injury, the person shall be punished by imprisonment in the state prison for two, three, or four years, or by imprisonment in a county jail not to exceed one year.

8597. Whenever a state of emergency is proclaimed to exist within any region or area, or whenever a state of war emergency exists, the following classes of state employees who are within the region or area proclaimed or who may be assigned to duty therein shall be peace officers and shall have the full powers and duties of those officers for all purposes as provided by Section 830.1 of the Penal Code, and shall perform those duties and exercise any powers which are appropriate or which may be directed by their superior officers:

(a) All peace officers of the Department of the California Highway Patrol.

(b) All deputies of the Department of Fish and Game who have been appointed to enforce the provisions of the Fish and Game Code pursuant to Section 851 of that code.

(c) The Director of Forestry and Fire Protection and the classes of the Department of Forestry and Fire Protection who are designated by the Director of Forestry and Fire Protection as having the powers of peace officers pursuant to Section 4156 of the Public Resources Code.

(d) Peace officers who are state employees within the provisions of Section 830.5 of the Penal Code.

8598. Whenever a local emergency exists within a region or area of the state and the Department of the California Highway Patrol or the Department of Corrections or the Department of the Youth Authority employing any peace officer within Section 830.5 of the Penal Code is requested by properly constituted local authorities to assist local law enforcement, the officers assigned to assist within the designated regions or areas shall have the full powers of peace officers within the meaning of Section 830.1 of the Penal Code and shall perform those duties and exercise those powers as are appropriate or as may be directed by their superior officers.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
BOARD POLICY 3430**

**PROHIBITION OF HARASSMENT**

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation. It shall also be free of other unlawful harassment, including that which is based on any of the following statuses: race, color, religion, ancestry, national origin, disability, sex (i.e. gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Harassment based on any of the following statuses is prohibited and will not be tolerated; race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics.

Sexual harassment violates state and federal laws, as well as this policy, and will not be tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual harassment or for participating in a sexual harassment investigation, and retaliation constitutes a violation of this policy.

Sexual harassment is further defined as unwelcome sexual advances, requests for sexual favors and other conduct of a sexual nature when:

Submission to the conduct is made a term or condition of an individual's employment, academic status, or progress;

Submission to or rejection of the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;

The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or education environment; or

Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education activities to counter discrimination and minimize and eliminate a hostile environment that impairs access to equal education opportunity (Education Code 66252).

The Chancellor shall establish procedures that define sexual harassment and other forms of harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment and discrimination, and procedures for students to resolve complaints of sexual and other harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees in all administrative offices.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

Reference: Education Code Sections 212.5; 66252; 66281.5

APPROVED: 6/8/06

## ARTICLE 14: LEAVES

- 14.1 **BEREAVEMENT LEAVE.** Unit members shall be entitled to a paid leave of absence, not to exceed three (3) days, or five (5) days if travel out-of-state or a round trip of over 500 miles is required, on account of the death of any member of his/her immediate family. Member of the immediate family means mother, father, grandparent, or grandchild of the unit member or the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the unit member or any relative living in the immediate household of the unit member. Absences due to bereavement leave should be recorded on the member's work report.
- 14.2 **JUDICIAL LEAVE.** Unit members called for mandatory jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, during working hours, shall be entitled to paid leave in the amount of the difference between the unit member's regular earnings and the amount of fees received as a juror, subpoenaed witness as an employee of the DISTRICT, or litigant on behalf of the DISTRICT, excluding allowances for meals, mileage, or parking. Absences due to judicial leave should be recorded on the member's work report.
- 14.2.1 A unit member's jury duty hours plus the hours from court to work plus any workday shift assignment for that day should not exceed nor be less than the unit member's regularly assigned number of work hours for that day. The DISTRICT shall assess any unusual work shift on an individual basis, taking into consideration what is reasonable under the circumstances giving due respect to the needs of the DISTRICT and the health and welfare of the unit member.
- 14.2.2 Unit members called for jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, shall notice the DISTRICT as soon as possible upon receipt of the summons. The DISTRICT will require unit members absent on jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, to submit verification from the court indicating the reporting and release times.
- 14.3 **MILITARY LEAVE.** A unit member shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave. Request for such military leave shall be made in writing and verified by a copy of the military orders requiring military duty. Absences due to military leave should be recorded on the member's work report.
- 14.4 **SICK LEAVE.** Members of the bargaining unit employed by the DISTRICT five (5) days per week with full pay for a fiscal year shall be entitled to twelve (12) days leave of absence for illness or injury, exclusive of days they are not required to render to the DISTRICT. Day, as used in this Article, means the employee's regularly assigned workday, exclusive of overtime. Absences due to sick leave should be recorded on the member's work report.
- 14.4.1 Members of the bargaining unit, employed five (5) days a week, who are employed for less than a full fiscal year are entitled that proportion of twelve (12) days leave of absence for illness or injury as the number of months he/she is employed bears to twelve (12). Members of the bargaining unit employed less than five (5) days per week or forty (40) hours per week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days or hours he/she is employed per week bears to five (5) days or forty (40) hours.
- 14.4.2 Pay for any day of such absence shall be the same as the pay which would have been received had the unit member served during the day of illness.

- 14.4.3 At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each unit member. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new unit member of the DISTRICT shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be eligible under this section, until the first day of the calendar month after completion of six (6) months of active service with the DISTRICT.
- 14.4.4 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job related purposes, temporary disabilities and shall be treated as a condition of illness. Eligible employees are entitled to receive compensation at their regular rate of pay charged against credited sick leave for the workdays missed during the period of disability, provided that Human Resources receives a medical status report from the attending physician.
- 14.4.5 If a member of the bargaining unit does not take the full amount of leave allowed in any year, the amount not taken shall be accumulated from year to year.
- 14.4.6 Members of the bargaining unit absent due to surgery, serious injury or illness for more than five (5) consecutive assigned workdays shall be required to submit a medical release from a physician to Human Resources prior to being permitted to return to work. A member absent for more than five (5) workdays shall notify Human Resources of his/her approximate return date.
- 14.4.7 Members of the bargaining unit may be required to submit to medical examinations, at the DISTRICT'S expense, at the discretion of the DISTRICT.
- 14.4.8 A unit member who has been employed by some other school DISTRICT for a period of one (1) calendar year or more, and who terminates such employment for the sole purpose of accepting a position in this DISTRICT and has not been terminated by an action initiated by the employer for cause, and who subsequently accepts within one (1) year of such termination, a position with the DISTRICT, shall upon request have transferred with him/her all of the unused accumulated sick leave.
- 14.4.9 The DISTRICT may cancel all sick leave rights or accumulations when a unit member severs all official employment connection with the DISTRICT and all accumulated sick leave may be transferred pursuant to the provisions in Section 88202 of the Education Code. A unit member who has any sick leave benefits earned but unused on the date of retirement may have those converted to retirement credit if appropriate in accordance with applicable law.
- Upon retirement, if sick leave cannot be used for retirement credit, sick leave will be converted to vacation days as follows:
- a. A ratio of five (5) sick days (40 hours) to 1 vacation day (8 hours). Unit members working less than full-time shall be pro-rated accordingly.
  - b. Only days earned while employed for the SBCCD are eligible for conversion benefits.
  - c. Only employees who have rendered five (5) years or more of unbroken service to the SBCCD are eligible for conversion benefits.
  - d. The maximum number of vacation days which may be converted shall not exceed the number of days the retiring unit member earns annually under the provisions of Article 19, Section 19.1.2.
- 14.4.10 An unit member shall be credited once a fiscal year with a total of not less than 100 working days of paid sick leave, excluding sick days under Article 14.4. Such days of paid sick leave in addition to those days of sick leave under Article 14.4, shall be



compensated at 50% of the member's regular salary. Such additional days shall be exclusive of any other paid leaves, holidays, vacation or compensatory time to which the member may be entitled. The 100 working days of extended sick leave shall be allocated on July 1<sup>st</sup>, of each fiscal year; the 50% (half-pay) extended sick days will be utilized only after all accrued regular full-pay sick leave is exhausted. Any remaining 50% half pay extended sick leave will not carry forward to the next fiscal year. At the conclusion of the 100 working days of 50% half pay extended sick leave the member may elect to use any other available leaves.

- 14.4.11 Unit members who have given forty-eight (48) hours notice and have been released for a doctor or dental appointment have the option to work an extended day or to utilize sick leave. The additional hours constituting an extended day shall be equal to the period of time that the employee was absent, but not in no event shall exceed two (2) hours.
- 14.4.12 Sick leave shall be taken in increments of not less than one-quarter (1/4) hour.
- 14.4.13 A unit member shall contact his/her immediate supervisor, or their designee, as soon as the need to be absent is known or at the beginning of the work shift. This does not apply where the unit member cannot reasonably provide the notification. The unit member shall inform his/her immediate supervisor, or their designee as to the expected date of return. Required documentation shall be submitted to Human Resources. Absences extending more than five work days are subject to the provisions in section 14.4.6.
- 14.4.14 The DISTRICT may require a unit member to provide to Human Resources written verification of illness or injury by a licensed physician for any absence that exceeds five (5) workdays for which entitlement to sick leave is claimed under this Article and reported on the employee absence form. The verification shall include a statement that the unit member is able to perform his/her duties without restriction. The verification shall also include the date upon which the member is released to full duties
- 14.4.15 **SICK LEAVE STATUS REPORT.** All unit members will be issued an individual status report on accrued sick leave quarterly.
- 14.4.16 When all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months.
- 14.5 **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE.** Absences due to Industrial leave should be recorded on the member's work report. Unit members shall be entitled to industrial accident and illness leave in accordance with current Education Code and the following provisions.
- 14.5.1 A unit member suffering an injury or illness arising out of, and in the course, of his/her employment, shall be entitled to a leave of sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
- 14.5.2 Payment for wages on any day shall not, when added to an award granted the unit member under the Worker's Compensation laws of this State, exceed the normal wage for the day. During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off or other available leave provided by law or the action of the Board of Trustees, the unit member may endorse to the DISTRICT wage loss benefit checks received under the Worker's Compensation laws of this State. In the absence of such endorsement, the DISTRICT shall pay the difference between the wage loss benefit check and any entitlement the employee may have.

- 14.5.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave will then be used. If however, a unit member is still receiving Worker's Compensation benefits at the time of the exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.
- 14.5.4 When all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months.
- 14.5.5 Leave under this Section shall commence on the first day of absence. The DISTRICT may select the examining physician and require a physician's report as verification of illness or injury due to industrial accident or illness.
- 14.5.6 Any unit member receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the State.
- 14.5.7 In order to be eligible for leave under this Section, a unit member must have served as an employee of the DISTRICT continually for a period of nine (9) months.
- 14.6 **PERSONAL NECESSITY LEAVE.** Absences due to personal necessity leave should be recorded on the member's work report. Any days of leave of absence for illness or injury under Section 14.4 of this Agreement may be used by a unit member, at his/her election in cases of personal necessity, including, but not limited to any of the following:
- a. Death of a member of his/her immediate family.
  - b. Accident involving his/her person or property, or the person or property of a member of his/her immediate family.
  - c. Appearance in court as a litigant, party or witness under subpoena or any order made with jurisdiction. If the unit member receives payment for this appearance, such payment will be forfeited to the DISTRICT.
  - d. A serious illness of a member of the family.
  - e. Such other reasons approved by the DISTRICT.

No earned leave in excess of seven (7) days may be used in any school year for leave under this Section. Under no circumstances shall leave be available for purposes of recreation of any kind, engaging in other employment of any kind, including direct or indirect self-employment, social events, vacation, any concerted refusal to work, pursuit of other business, financial or economic interests of the employee, or any illegal activity. For purposes of this Section, members of the immediate family means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse/registered domestic partner of the employee, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.

- 14.7 **UNAUTHORIZED LEAVE.** Absences due to unauthorized leave should be recorded on the member's work report. Any unit member absent without being on approved leave shall have deducted from his/her salary the appropriate amount covering such period. The DISTRICT reserves the right to take any appropriate disciplinary action against such unit member. Failure to notify the DISTRICT of the anticipated absence prior to the commencement of the unit member's shift may constitute unauthorized leave.

- 14.8 **BREAK IN SERVICE.** No absence under any paid leave provisions of this Article shall be considered as a break in service for any unit member who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.
- 14.9 **ADDITIONAL LEAVE.** The DISTRICT may grant, in addition to the leaves set forth hereinabove, such additional leaves of absence, with or without pay, for such purposes and periods of time as it deems advisable.
- 14.10 **AUTHORIZED LEAVE VERIFICATION.** Prior or subsequent to approval of any paid leave, the DISTRICT may require a unit member to furnish a doctor's certificate, affidavit or other documentation, on forms prescribed by the DISTRICT, as verification of illness or other reason for authorized leave. Verification may be required when the DISTRICT has reason to question the validity or any request for approved leave.
- 14.11 **PARENTAL LEAVE AND FAMILY CARE.** Absences due to Parental Leave and Family Care should be recorded on the member's work report.
- 14.11.1 **PARENTAL LEAVE/BONDING.** The DISTRICT will allow the use of paid sick leave for parental leave/bonding up to a period of twelve (12) weeks within the first six (6) months following the birth or adoption of a child
- 14.11.2 **FAMILY CARE.** The DISTRICT will allow the use of paid sick leave for family care leave for care of a disabled or seriously ill immediate family member for a period of up to twelve (12) weeks.
- 14.11.3 Leave under this section are subject to the following provisions:
- (a) The unit member must have served as an employee of the DISTRICT continuously for a period of one (1) year.
  - (b) Sections 14.11.1 or 14.11.2 individually or in combination may not exceed a total of twelve (12) weeks in any twelve (12) month period.
  - (c) Upon exhaustion of sick leave, an employee may utilize difference in pay up to completion of the twelve-week period.
  - (d) During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and employee.
  - (e) For purposes of this Article, members of the immediate family means the mother, father, grandmother, grandfather or a grandchild of the employee or of the spouse of the employee, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee or any other individual whose legal residence is in the immediate household of the employee.
- 14.12 **STATE AND FEDERAL LEAVE LAWS.** Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Act (PDA) benefits are available to classified employees as entitled under current state and federal law. Upon request, the DISTRICT shall provide the employee a copy of their rights and benefits.

All Federal and State Leave benefits will be calculated for eligibility and use on a 12 month basis.

- (a) In cases of non-pregnancy related illness, FMLA and CFRA will apply and run concurrent with Sick Leave (Article 14.4)
- (b) In cases of pregnancy related illness, FMLA and PDA will apply and run concurrent with Sick Leave (Article 14.4).
- (c) In cases of family care, FMLA and CFRA will apply and run concurrent with Parental Leave and Family Care (Article 14.11).

- 14.13 **Catastrophic Illness Leave.** The purpose of this program is to permit employees with a catastrophic injury or illness to solicit individual donations of sick leave and/or vacation and/or comp time leave from fellow employees.

All requests submitted to the Vice Chancellor of Human Resources are handled with confidentiality and upheld throughout the process. The District will make every effort to protect the identity and privacy of the catastrophic illness leave recipient.

- 14.13.1 Definition of Catastrophic Leave: The intent of this program is to permit employees to donate eligible leave credits to an employee when that employee or a member of his or her family suffers from a catastrophic illness or injury. For purposes of this Article a catastrophic illness or injury is defined as one which is expected to incapacitate the employee or a member of his/her family for an extended period of at least forty-five (45) or more calendar days or is, according to competent medical evidence catastrophic, likely to incapacitate the employee or family member or be characterized as terminal.

A catastrophic leave donation request may be initiated immediately, using the process defined below, at the moment the need is known. However, Catastrophic Leave will not begin until all leaves have been exhausted as defined in this Article.

For purposes of this Section, "family" means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse/registered domestic partner of the employee, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.

#### 14.13.2 Recipient Requirements

The recipient

- (a) Is a regular, non-probationary bargaining unit member who has exhausted all accrued paid leave credits, including sick leave, vacation and comp time.
- (b) Is incapacitated/absent for an extended period of time no less than 45 calendar days.
- (c) Is incapacitated during assigned time. For example in the case of 10 or 11-month employee only assigned time will be considered.
- (d) May use donated time in partial day increments.
- (e) May initially request not more than sixty (60) days. A unit member may request an additional sixty (60) days by filing an additional request.
- (f) Requests for donated leave credits in writing to Human Resources. A fellow employee, supervisor, family member, Human Resources, or the Recipient's medical provider may request Catastrophic Leave benefits on behalf of the Recipient.
- (g) Must include with the request, a written statement from the medical provider, which verifies catastrophic illness or injury of the Recipient or the Recipient's immediate family member as defined in 14.12.1.
- (h) Must use all donated leave within a twelve (12) consecutive month period following the donations. If the Recipient returns to work and has a reoccurrence of the same or related catastrophic injury or illness, after using any accrued vacation or sick leave, previously donated leave days may be used if time remains available, within the same twelve (12) month period.

The Vice Chancellor of Human Resources or designee shall evaluate all requests for catastrophic leave and shall have authority for granting leave in accordance with this Article. Pledged donated leaves can be used only for the specified catastrophic injury or illness. A different catastrophic injury or illness must be handled as a separate second incident. If the District has reasonable cause to believe there is abuse of the catastrophic

leave policy by an employee, the District may require additional medical verification from a physician selected by the District at District expense.

Human Resources will notify District employees in writing of the need for donations of catastrophic leave credits and collect all signed pledge forms. Human Resources will notify Payroll of donated hours. Payroll will deduct donated hours from the donor and credit donated hours to the recipient. Human Resources and Payroll will keep a record of all donated leave credits.

If Recipient's request for catastrophic leave is denied, the Recipient or Recipient's agent or Association may request a review of the reason(s) for denial. If the denial is upheld the employee or Association may appeal the decision to the Chancellor. If the denial is upheld at the Chancellor level, the decision is not subject to the grievance process.

The maximum amount of time in which donated leave credits may be used shall be twelve (12) consecutive months.

#### 14.13.3 **Donor Requirements**

Unit members may donate leave credits to an eligible classified, confidential, management or academic employee under the following conditions:

- (a) Donors may volunteer no more than 50% of their accrued sick and/or vacation and/or comp time. Donors must have accrued no less than 120 hours of leave credits prior to donation.
- (b) Employees wishing to donate catastrophic leave credits must donate credits in writing on a signed, District authorized pledge form, distributed by Human Resources
- (c) The minimum amount of donated leave credits shall be eight (8) hours initially, and in one-hour increments thereafter.
- (d) The donor understands that donation of catastrophic leave credits is voluntary.
- (e) Donations may be made by eligible classified, confidential, management or academic employees.
- (f) Leave donations are irrevocable. Once you donate, it is gone forever. Unused leave credits will not be credited back to the donor.
- (g) Donated leave is charged on an hour-for-hour basis.
- (h) Employees voluntarily participating in this program shall hold the District and CSEA harmless for any and all disputes arising out of this provision.

#### 14.13.4 **Termination of Catastrophic Illness Leave**

Catastrophic leave ends when:

- (a) The need for leave no longer exists, due to change in health status.
- (b) The 12-month eligibility period expires.
- (c) The recipient terminates employment with the District.

## ARTICLE 19: VACATIONS

- 19.1 **ACCUMULATION:** Unit members shall accrue annual vacation at the regular rate of pay earned at the time the vacation is commenced as follows:
- 19.1.1 The first day of the month following the date of initial employment is considered the day and month in determining vacation entitlement.
- 19.1.2 Full time unit members shall earn vacation at the rate of eight (8) hours per month during the first four (4) years of employment, at the rate of ten (10) hours per month beginning with the fifth year through the tenth year, at the rate of twelve (12) hours per month beginning with the eleventh year through the fifteenth year, and at the rate of fourteen (14) hours per month beginning with the sixteenth year of employment. Unit members working less than full-time shall earn vacation on a pro rata basis of the above. (See 19.10 for calculation.)
- A total of one (1) additional vacation day will be earned effective with the 20<sup>th</sup> year of service.  
A total of one (1) additional vacation day will be earned effective with the 25<sup>th</sup> year of service.
- 19.2 **PARTIAL MONTHS.** Vacation earned by full time unit members for partial months worked will be prorated. Except for partial month of initial employment, vacation earned by full time unit members for a partial month worked will be prorated as follows:
- |                   |                               |
|-------------------|-------------------------------|
| Less than 1 week  | 25% of a month's entitlement  |
| 1 week to 2 weeks | 50% of a month's entitlement  |
| More than 2 weeks | 100% of a month's entitlement |
- 19.3 **INITIAL SIX MONTHS:** Earned vacation shall not become a vested right and available to be taken until completion of the initial six (6) months of employment.
- 19.4 **RESIGNATION AND RETIREMENT.** Upon termination, a unit member shall be entitled to all unused vacation pay earned and accumulated up to the time of termination. A full time unit member who has worked a full year but resigns effective June 30 must take earned vacation time during the last working days in June.
- 19.5 **CONSECUTIVE FISCAL YEAR.** Vacations earned in two (2) different fiscal years may be combined and taken at one time if it does not exceed the maximum vacation entitlement of the most recent complete fiscal year. There must be a period of at least two (2) months of actual performance on the job between vacations that were earned in two (2) fiscal years, unless otherwise approved by the DISTRICT.
- 19.6 **VACATION SCHEDULING.** All earned vacation must be taken prior to December 31 of the year following the fiscal year in which it was earned.
- 19.7 **PRIOR APPROVAL.** All vacations must be approved in advance by the unit member's immediate supervisor and shall be taken at a time which is least disruptive of DISTRICT operations. A unit member's request for vacation must be responded to and answered by the immediate supervisor within ten (10) days of its receipt. If the request is denied, a reason for denial in writing shall be provided to the unit member. This decision shall not be arbitrary or capricious and every effort will be made by the District to accommodate a unit member's request to take vacation.
- 19.8 **UNAUTHORIZED ABSENCE.** Any unit member absent without being on approved vacation leave shall have deducted from his/her salary the appropriate amount covering such period. The

DISTRICT reserves the right to take any appropriate disciplinary action against such unit member, including termination.

19.9 **VACATION INTERRUPTION.** A permanent unit member may interrupt or terminate his regular vacation leave in case of illness, and use sick leave before continuing regular leave or returning to work, subject to the following requirements:

19.9.1 The unit member must notify the DISTRICT Human Resources Office and/or his/her supervisor of the interruption or termination of his/her vacation prior to use of sick leave.

19.9.2 The DISTRICT Human Resources Office and/or the supervisor shall notify the unit member if he/she may continue his/her vacation leave, after use of sick leave, or if he/she must report to his/her normally assigned work.

19.9.3 Upon returning to the regularly assigned work, the unit member must furnish a doctor's medical certificate verifying the illness or injury which interrupted or terminated his/her vacation.

19.10 **VACATION ACCRUAL FORMULA.** Vacation for unit members shall be computed on an hourly basis, 173 hours being equal to one (1) full-month of employment.

Months Worked	0-4 Years	5-10 Years	11-15 Years	16-19 Years	20 Years	25 Yrs & Over
173 Hours	8 hrs	10 hrs	12 hrs	14 hrs	14 <sup>2</sup> / <sub>3</sub>	15 <sup>1</sup> / <sub>3</sub>
346	16	20	24	28	29 <sup>1</sup> / <sub>3</sub>	30 <sup>2</sup> / <sub>3</sub>
519	24	30	36	42	44	46
692	32	40	48	56	58 <sup>2</sup> / <sub>3</sub>	61 <sup>1</sup> / <sub>3</sub>
865	40	50	60	70	73 <sup>1</sup> / <sub>3</sub>	76 <sup>2</sup> / <sub>3</sub>
1038	48	60	72	84	88	92
1211	56	70	84	98	102 <sup>2</sup> / <sub>3</sub>	107 <sup>1</sup> / <sub>3</sub>
1384	64	80	96	112	117 <sup>1</sup> / <sub>3</sub>	122 <sup>2</sup> / <sub>3</sub>
1557	72	90	108	126	132	136
1730	80	100	120	140	146 <sup>2</sup> / <sub>3</sub>	153 <sup>1</sup> / <sub>3</sub>
1903	88	110	132	154	161 <sup>1</sup> / <sub>3</sub>	168 <sup>2</sup> / <sub>3</sub>
2076	96	120	144	168	176	184

19.10.1 Vacations earned for partial months shall be as follows:

Less than 40 hours	25% of a month's entitlement
40 hours to 80 hours	50% of a month's entitlement
80 hours or more	100% of a month's entitlement

19.10.2 Vacation benefits earned must be taken before December 31 of the fiscal year following that in which they were earned.

19.11 **VACATION PAY.** Vacation pay shall be based upon the unit member's salary at the time the vacation is taken.

19.12 **VACATION PAY UPON TERMINATION.** Upon termination a unit member shall be entitled to all unused vacation pay earned and accumulated up to the time of termination.

19.13 **STATUS REPORT ON VACATION.** All unit members will be issued an individual status report of vacation entitlement quarterly.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
BOARD POLICY 7420**

**AUTHORIZED DRIVERS**

The San Bernardino Community College District is enrolled in the California Department of Motor Vehicle (Ca DMV) Government Employer Pull Notice (EPN). This was established as a means of promoting driver safety through an ongoing review of driver records and minimizing the District's liability.

Employees who possess the appropriate valid driver's license issued by the State of California and fulfill the District's specific requirements as outlined in the administrative procedures will be authorized drivers. All employees, who drive (1) District owned or rented/leased vehicles, and/or (2) their personal vehicle for any purpose related to events, functions or attendance at meetings, conferences or workshops, must be on the District's Approved Driver's List under the terms and conditions as outlined in the administrative procedures.

Student Workers and District approved Volunteers who meet the specific requirements and conditions as outlined in the administrative procedures shall be authorized to drive.

Exceptions to this policy are authorized on a case-by-case basis and upon authorization of the Chancellor.

Board Approved: 6/16/11



## **ARTICLE 8: EMPLOYEE EXPENSES AND MATERIALS**

- 8.1 **UNIFORMS.** The DISTRICT shall pay the full cost of the purchase, lease, or rental of uniforms, equipment, identification badges, emblems, and cards required by the DISTRICT to be worn or used by unit members.
- 8.2 **PHYSICAL EXAMINATIONS.** The DISTRICT shall reimburse unit members for the cost, if any, of a physical examination required as a condition of continued employment under Section 88021 of the Education Code.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
BOARD POLICY 3570**

**SMOKING**

- A. Smoking of any form of tobacco or non-tobacco products is prohibited on District grounds, in all District vehicles, at any activity or athletic event and on all property owned, leased or rented by or from the District, unless a tobacco use area has been designated.
- B. This policy allows for the establishment of procedures to comply with California Code of Regulations Government Code Section §7597.
- C. This policy and these regulations apply to employees, students, visitors and other persons who use the facilities on the campuses or centers that are part of San Bernardino Community College District.

Reference:  
Government Code Section 7597

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
BOARD POLICY 6330**

**PURCHASING**

The Chancellor is delegated the authority to purchase supplies, materials, apparatus, equipment and services as necessary to the efficient operation of the District. No such purchase shall exceed the amounts specified by Section 20651 of the California Public Contract Code as amended from time to time.

All such transactions shall be reviewed by the Board every 60 days.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
BOARD POLICY 7365**

**DISCIPLINE AND DISMISSAL, CLASSIFIED EMPLOYEES**

The Chancellor shall enact procedures for the disciplinary proceedings applicable to permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code.

The Board's determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arise more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the classified service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.
- Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision, conform to duly established orders or directions of, or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty involving employment.
- Being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty, which could impact the ability to do the job.
- Excessive absenteeism.
- Unexcused absence without leave.
- Abuse or misuse of sick leave.
- The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this Section.
- Discourteous treatment of the public or other employees.
- Improper or unauthorized use of District property.
- Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment.
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.

- Inattention to duty, tardiness, indolence, carelessness or negligence in the care and handling of District property.
- Mental or physical impairment that renders the employee unable to perform the essential functions of the job without reasonable accommodation or without presenting a direct threat to the health and safety of self or others.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his or her official duties.
- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful violation of policies, procedures and other rules that may be prescribed by the District, 60 college(s) or departments.
- Working overtime without authorization.

Reference:  
Education Code Section 88013  
Approved: 6/10/04

148.6. (a) (1) Every person who files any allegation of misconduct against any peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2, knowing the allegation to be false, is guilty of a misdemeanor.

(2) Any law enforcement agency accepting an allegation of misconduct against a peace officer shall require the complainant to read and sign the following advisory, all in boldface type:  
YOU HAVE THE RIGHT TO MAKE A COMPLAINT AGAINST A POLICE OFFICER FOR ANY IMPROPER POLICE CONDUCT. CALIFORNIA LAW REQUIRES THIS AGENCY TO HAVE A PROCEDURE TO INVESTIGATE CITIZENS' COMPLAINTS. YOU HAVE A RIGHT TO A WRITTEN DESCRIPTION OF THIS PROCEDURE. THIS AGENCY MAY FIND AFTER INVESTIGATION THAT THERE IS NOT ENOUGH EVIDENCE TO WARRANT ACTION ON YOUR COMPLAINT; EVEN IF THAT IS THE CASE, YOU HAVE THE RIGHT TO MAKE THE COMPLAINT AND HAVE IT INVESTIGATED IF YOU BELIEVE AN OFFICER BEHAVED IMPROPERLY. CITIZEN COMPLAINTS AND ANY REPORTS OR FINDINGS RELATING TO COMPLAINTS MUST BE RETAINED BY THIS AGENCY FOR AT LEAST FIVE YEARS.  
IT IS AGAINST THE LAW TO MAKE A COMPLAINT THAT YOU KNOW TO BE FALSE. IF YOU MAKE A COMPLAINT AGAINST AN OFFICER KNOWING THAT IT IS FALSE, YOU CAN BE PROSECUTED ON A MISDEMEANOR CHARGE.

I have read and understood the above statement.

\_\_\_\_\_  
Complainant

(3) The advisory shall be available in multiple languages.

(b) Every person who files a civil claim against a peace officer or a lien against his or her property, knowing the claim or lien to be false and with the intent to harass or dissuade the officer from carrying out his or her official duties, is guilty of a misdemeanor. This section applies only to claims pertaining to actions that arise in the course and scope of the peace officer's duties.

# WELFARE AND INSTITUTIONS CODE

## SECTION 5150-5157

5150. (a) When any person, as a result of mental disorder, is a danger to others, or to himself or herself, or gravely disabled, a peace officer, member of the attending staff, as defined by regulation, of an evaluation facility designated by the county, or other professional person designated by the county may, upon probable cause, take, or cause to be taken, the person into custody and place him or her in a facility designated by the county and approved by the State Department of Health Care Services as a facility for 72-hour treatment and evaluation.

(b) The facility shall require an application in writing stating the circumstances under which the person's condition was called to the attention of the officer, member of the attending staff, or professional person, and stating that the officer, member of the attending staff, or professional person has probable cause to believe that the person is, as a result of mental disorder, a danger to others, or to himself or herself, or gravely disabled. If the probable cause is based on the statement of a person other than the officer, member of the attending staff, or professional person, the person shall be liable in a civil action for intentionally giving a statement which he or she knows to be false.

5150.05. (a) When determining if probable cause exists to take a person into custody, or cause a person to be taken into custody, pursuant to Section 5150, any person who is authorized to take that person, or cause that person to be taken, into custody pursuant to that section shall consider available relevant information about the historical course of the person's mental disorder if the authorized person determines that the information has a reasonable bearing on the determination as to whether the person is a danger to others, or to himself or herself, or is gravely disabled as a result of the mental disorder.

(b) For purposes of this section, "information about the historical course of the person's mental disorder" includes evidence presented by the person who has provided or is providing mental health or related support services to the person subject to a determination described in subdivision (a), evidence presented by one or more members of the family of that person, and evidence presented by the person subject to a determination described in subdivision (a) or anyone designated by that person.

(c) If the probable cause in subdivision (a) is based on the statement of a person other than the one authorized to take the person into custody pursuant to Section 5150, a member of the attending staff, or a professional person, the person making the statement shall be liable in a civil action for intentionally giving any statement that he or she knows to be false.

(d) This section shall not be applied to limit the application of Section 5328.

5150.1. No peace officer seeking to transport, or having transported, a person to a designated facility for assessment under Section 5150, shall be instructed by mental health personnel to take the person to, or keep the person at, a jail solely because of the unavailability of an acute bed, nor shall the peace officer be forbidden to transport the person directly to the designated facility. No mental health employee from any county, state, city, or any private agency providing Short-Doyle psychiatric emergency services shall interfere with a peace officer performing duties under Section 5150 by preventing the peace officer from entering a designated facility with the person to be assessed, nor shall any employee of such an agency require the peace officer to remove the person without assessment as a condition of allowing the peace officer to depart.

"Peace officer" for the purposes of this section also means a jailer seeking to transport or transporting a person in custody to a designated facility for assessment consistent with Section 4011.6 or 4011.8 of the Penal Code and Section 5150.

5150.2. In each county whenever a peace officer has transported a person to a designated facility for assessment under Section 5150, that officer shall be detained no longer than the time necessary to complete documentation of the factual basis of the detention under Section 5150 and a safe and orderly transfer of physical custody of the person. The documentation shall include detailed information regarding the factual circumstances and observations constituting probable cause for the peace officer to believe that the individual required psychiatric evaluation under the standards of Section 5105.

Each county shall establish disposition procedures and guidelines with local law enforcement agencies as necessary to relate to persons not admitted for evaluation and treatment and who decline alternative mental health services and to relate to the safe and orderly transfer of physical custody of persons under Section 5150, including those who have a criminal detention pending.

5150.3. Whenever any person presented for evaluation at a facility designated under Section 5150 is found to be in need of mental health services, but is not admitted to the facility, all available alternative services provided for pursuant to Section 5151 shall be offered as determined by the county mental health director.

5150.4. "Assessment" for the purposes of this article, means the determination of whether a person shall be evaluated and treated pursuant to Section 5150.



**ALLIED AGENCY PURSUIT REPORT**  
CHP 187A (Rev. 3-11) OPI 051

SUPERVISOR'S INITIALS

VEHICLE PURSUIT NUMBER  
*(For your agency's use only, if applicable)*

**ALL MOTOR VEHICLE PURSUIT DATA SHALL BE SUBMITTED NO LATER THAN 30 DAYS AFTER PURSUIT. SEE PAGE TWO FOR DETAILED INSTRUCTIONS.**

**SECTION I - Mandatory for all California Law Enforcement Agencies involved in vehicle pursuit.**

1. AGENCY NCIC		2. AGENCY NAME <i>(Specify district, i.e., LAPD Newton)</i>		3. DATE VEHICLE PURSUIT WAS INITIATED		4. TIME VEHICLE PURSUIT WAS INITIATED <i>(24 hr., e.g., 1430)</i>	
5. PURSUED VEHICLE LICENSE PLATE NUMBER			6. STATE	7. VIN NUMBER <i>(Complete only if 'cold plated' or no license plate available)</i>		8. TIME YOUR AGENCY BECAME INVOLVED IN VEHICLE PURSUIT <i>(24 hr., e.g., 1430)</i>	
9. CHECK THE CATEGORY THAT BEST DESCRIBES THE VEHICLE TYPE							
<input type="checkbox"/> Passenger Vehicle (Car, SUV, Mini-Van)		<input type="checkbox"/> Passenger Vehicle (Car, SUV, Mini-Van) with Trailer		<input type="checkbox"/> Motorcycle, Motor Driven Cycle, Motor Scooter		<input type="checkbox"/> Pickup Truck	
<input type="checkbox"/> Pickup Truck with Trailer		<input type="checkbox"/> Truck Tractor		<input type="checkbox"/> Truck Tractor with Trailer		<input type="checkbox"/> School Bus	
		<input type="checkbox"/> Other Bus		<input type="checkbox"/> Emergency Vehicle		<input type="checkbox"/> Other	
10. TOTAL TIME <b>YOUR AGENCY</b> WAS INVOLVED VEHICLE PURSUIT <i>(Minutes)</i>				11. TOTAL DISTANCE YOUR AGENCY WAS INVOLVED IN VEHICLE PURSUIT <i>(Miles)</i>		12. COUNTY WHERE YOUR AREA INVOLVEMENT BEGAN	
13. AGENCY INITIATING VEHICLE PURSUIT				14. DID YOUR AGENCY TURN THE PURSUIT OVER? <i>(If yes, indicate agency below)</i>		15. DID YOUR AGENCY CONCLUDE VEHICLE PURSUIT?	
				<input type="checkbox"/> No <input type="checkbox"/> Yes:		<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(complete SECTION II)</i>	
16. LIST I.D. NUMBERS OF YOUR AGENCY'S OFFICERS INVOLVED IN VEHICLE PURSUIT <i>(Do not list names)</i>							
17. HIGHEST NUMBER OF INVOLVED UNITS AT ONE TIME IN YOUR AREA		18. CHECK ONE CONDITION THAT BEST DESCRIBES WEATHER DURING THE PURSUIT				19. MAXIMUM SPEEDS ATTAINED	
Ground: _____ Air: _____		<input type="checkbox"/> Clear <input type="checkbox"/> Cloudy <input type="checkbox"/> Raining <input type="checkbox"/> Snowing				Freeway: _____ Surface Streets: _____	
<input type="checkbox"/> Fog <input type="checkbox"/> Windy <input type="checkbox"/> Other <i>(Specify):</i>							
20. INDICATE ATTEMPTED FORCIBLE STOP(S) AND NUMBER OF TIMES ATTEMPTED				21. INDICATE THE NUMBER OF COLLISIONS THAT OCCURRED IN YOUR AREA			
Spike Strip: _____ PIT: _____		Other Ramming: _____ Boxed In: _____		Fatal: _____		Injury: _____	
Remote Engine Disabler: _____		Other <i>(Specify):</i> _____		Property Damage Only: _____			
22. ORIGINAL VIOLATION OBSERVED BY AGENCY INITIATING THE VEHICLE PURSUIT <i>(Leave blank if your agency did not initiate pursuit)</i>							
Section & Code: _____ <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Infraction <input type="checkbox"/> BOL / Warrant / Wanted <input type="checkbox"/> Other <i>(Specify):</i>							

**If injuries were incurred as a result of collision during your agency's involvement in the vehicle pursuit and your agency did not conclude the pursuit, complete only item 23 in Section II below.**

**SECTION II - Complete only if your agency brought vehicle pursuit to conclusion (includes aborting of pursuit).**

23. WERE INJURIES INCURRED AS A RESULT OF A COLLISION? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, indicate number of each type below)</i>					24. WERE INJURIES INCURRED AFTER THE VEHICLE PURSUIT? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, indicate the number of each type below)</i>						
	Police Officer(s)	Suspect Driver	Suspect Passenger(s)	Uninvolved 3rd Party	Fatal Injury	Police Officer(s)	Suspect Driver	Self-Inflicted	Suspect Passenger(s)	Self-Inflicted	Uninvolved 3rd Party
Fatal Injury					Fatal Injury						
Severe Injury					Severe Injury						
Other Visible Injury					Other Visible Injury						
Complaint of Injury					Complaint of Injury						
25. SUSPECT <input type="checkbox"/> WAS <input type="checkbox"/> WAS NOT APPREHENDED. WHICH ONE OF THE FOLLOWING MOST NEARLY DESCRIBES THE EVENT CONCLUDING THE VEHICLE PURSUIT?											
<input type="checkbox"/> Suspect vehicle voluntarily stopped			<input type="checkbox"/> Pursuit aborted by law enforcement agency			<input type="checkbox"/> Suspect vehicle escaped patrol vehicle					
<input type="checkbox"/> Forcible stop			<input type="checkbox"/> Suspect vehicle and patrol vehicle collided			<input type="checkbox"/> Suspect abandoned vehicle and fled on foot					
<input type="checkbox"/> Suspect vehicle became disabled			<input type="checkbox"/> Suspect vehicle became involved in a collision			<input type="checkbox"/> Other <i>(Specify):</i>					
<input type="checkbox"/> Patrol vehicle became disabled			<input type="checkbox"/> Patrol vehicle became involved in a collision								
26. VIOLATION(S) SUSPECT(S) CHARGED WITH UPON CONCLUSION OF VEHICLE PURSUIT <i>(List most serious offense first followed by additional charges)</i>											
Section / Code		Felony	Misdemeanor	Infraction	BOL / Warrant / Wanted	Other <i>(Specify)</i>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
27. D.O.B. OF PERSON PURSUED		28. GENDER		29. DRIVING UNDER THE INFLUENCE?							
		<input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="checkbox"/> No <input type="checkbox"/> Yes <i>(Specify):</i>		<input type="checkbox"/> Alcohol		<input type="checkbox"/> Drugs		<input type="checkbox"/> Combination of both	
30. ETHNICITY											
<input type="checkbox"/> White		<input type="checkbox"/> Vietnamese		<input type="checkbox"/> Cambodian		<input type="checkbox"/> Other Asian		<input type="checkbox"/> Guamanian		<input type="checkbox"/> Asian Indian	
<input type="checkbox"/> Black		<input type="checkbox"/> Japanese		<input type="checkbox"/> Korean		<input type="checkbox"/> Filipino		<input type="checkbox"/> Hawaiian		<input type="checkbox"/> American Indian	
<input type="checkbox"/> Hispanic		<input type="checkbox"/> Chinese		<input type="checkbox"/> Laotian		<input type="checkbox"/> Samoan		<input type="checkbox"/> Other Pacific Islander		<input type="checkbox"/> Alaskan	

**ALL CALIFORNIA LAW ENFORCEMENT AGENCIES**

Carefully read the following information regarding completion of this form.

**Vehicle Pursuit Data**

Vehicle Code Section 14602.1 requires that "every state and local law enforcement agency, including but not limited to, city police departments and county sheriff's offices, shall report to the Department of the California Highway Patrol, on an approved form, all vehicle pursuit data." The form CHP 187A, Allied Agency Vehicle Pursuit Report, has been developed to record this information.

**Vehicle Pursuit - Definition**

A vehicle pursuit is an event involving one or more law enforcement officers attempting to apprehend a suspect operating a motor vehicle while the suspect is attempting to avoid arrest by using high speed or other evasive tactics such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to the officer's signal to stop.

**INSTRUCTIONS - READ CAREFULLY**

**SECTION I - Mandatory for all California Law Enforcement Agencies**

1. **AGENCY NCIC** - Your agency's four-digit NCIC number.
2. **AGENCY NAME** - Your agency's name.
3. **DATE VEHICLE PURSUIT WAS INITIATED** - The date of the vehicle pursuit your agency was involved in. Use mm/dd/yyyy format.
4. **TIME VEHICLE PURSUIT WAS INITIATED** - The exact time the vehicle pursuit actually began. If your agency did not initiate the pursuit, contact the initiating agency to verify this information. Use 24 hour notation.
5. **PURSUED VEHICLE LICENSE PLATE NUMBER** - The vehicle license plate number on the suspect vehicle.
6. **STATE** - The state of the suspect vehicle license plate number (i.e., CA, NV).
7. **VIN NUMBER** - The vehicle identification number of the pursued vehicle. Complete this item if the vehicle was 'cold-plated' or no license plate number was available.
8. **TIME YOUR AGENCY BECAME INVOLVED IN VEHICLE PURSUIT** - If your agency initiated the pursuit, enter the time from item four. If your agency took over the pursuit from another agency, enter that time instead. Use 24 hour notation.
9. **CHECK THE CATEGORY THAT BEST DESCRIBES THE VEHICLE TYPE** - Of the listed categories, check the type that best describes the vehicle.
10. **TOTAL TIME YOUR AGENCY WAS INVOLVED IN VEHICLE PURSUIT** - The time, in minutes, that your agency was in the primary position for the pursuit.
11. **TOTAL DISTANCE YOUR AGENCY WAS INVOLVED IN VEHICLE PURSUIT** - Length, in miles, that your agency was in the primary position for the pursuit.
12. **COUNTY WHERE YOUR AREA INVOLVEMENT BEGAN** - The county your Agency was in when involved in the pursuit.
13. **AGENCY INITIATING VEHICLE PURSUIT** - Name of the Agency which initiated the pursuit.
14. **DID YOUR AGENCY TURN THE PURSUIT OVER?** - If your agency turned the vehicle pursuit over to another allied agency, indicate that agency's name and station or office.
15. **DID YOUR AGENCY CONCLUDE VEHICLE PURSUIT?** - Your agency concluded the pursuit if you did not turn it over to another agency.
16. **LIST I.D. NUMBERS OF YOUR AGENCY'S OFFICERS INVOLVED IN VEHICLE PURSUIT** - Include only officers actually involved in the vehicle pursuit.
17. **HIGHEST NUMBER OF INVOLVED UNITS AT ONE TIME IN YOUR AREA** - Enter the highest number of ground enforcement vehicles (including motorcycles and sedans) as well as air units (including helicopters and airplanes) actively involved in the vehicle pursuit at one time.
18. **CHECK ONE CONDITION THAT BEST DESCRIBES WEATHER DURING THE PURSUIT** - Check the dominant condition for the majority of the pursuit.
19. **MAXIMUM SPEEDS ATTAINED** - The highest rate of speed attained during the vehicle pursuit on a freeway and/or surface streets. If the suspect did not enter the freeway OR exit to surface streets, enter 0 in the corresponding space.
20. **INDICATE ATTEMPTED FORCIBLE STOP(S) AND NUMBER OF TIMES ATTEMPTED** - Enter the number of attempts a forcible stop was initiated to terminate the vehicle pursuit. By definition, a forcible stop is the use or presence of a physical force to end a vehicle pursuit (e.g., roadblock, ramming, boxing-in, channelization, pursuit immobilization technique [PIT]).
21. **INDICATE THE NUMBER OF COLLISIONS THAT OCCURRED IN YOUR AREA** - Enter the number of collisions for each type (Fatal, Injury, Property Damage Only). If none, enter 0.
22. **ORIGINAL VIOLATION OBSERVED BY AGENCY INITIATING THE VEHICLE PURSUIT** - Enter the single, most serious violation which led to an enforcement stop on the vehicle and the degree of the violation, i.e., 10851(a) VC and check the felony box.

**SECTION II - Complete only if your agency brought vehicle pursuit to conclusion (includes aborting of pursuit).**

23. **WERE INJURIES INCURRED AS A RESULT OF A COLLISION?** - If a collision occurred during your pursuit which resulted in injuries to any person, check the 'yes' box and indicate the highest degree of injury for each person injured. Suspect driver is considered the driver of the suspect vehicle. Suspect Passengers includes any passengers which were in the suspect vehicle, regardless if any charges are filed against them. Uninvolved Third Party would include any persons not in the suspect vehicle or any peace officers.
24. **WERE INJURIES INCURRED AFTER THE VEHICLE PURSUIT?** - If any injuries were incurred by peace officers, the suspected driver, passengers in the suspect vehicle, or innocent third parties as a result of any event occurring after the vehicle pursuit (e.g., foot pursuit, arrest, shooting) while your agency was concluding the pursuit, check the "yes" box and indicate the highest degree of injury for each person injured. If the injury was self-inflicted (e.g., the suspect cut their hands while climbing a chain-link fence, self-inflicted gunshot wound), indicate in the self-inflicted field for the respective injury.
25. **SUSPECT WAS / WAS NOT APPREHENDED** - Check if the suspect was or was not apprehended during the pursuit.
26. **VIOLATION(S) SUSPECT(S) CHARGED WITH UPON CONCLUSION OF VEHICLE PURSUIT** - List the five most serious charges and their degree of violation in descending order filed against the driver. Do not include 2800.1, 2800.2 or 2800.3 VC in any of these fields unless it is the only violation charged.
27. **D.O.B. OF PERSON PURSUED** - The date of birth of the driver of the suspect vehicle. Use mm/dd/yyyy format.
28. **GENDER** - Indicate whether the driver of the suspect vehicle was male or female.
29. **DRIVING UNDER THE INFLUENCE?** - Check if the driver was under the influence. If yes, indicate alcohol, drugs, or a combination of both.
30. **ETHNICITY** - Indicate the ethnicity that most clearly resembles the driver of the suspect vehicle.

Questions concerning the completion of this form should be directed to the California Highway Patrol,  
Research and Planning Section, at (916) 843-3340.



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## V C Section 21055 Exemption of Authorized Emergency Vehicles

### Exemption of Authorized Emergency Vehicles

21055. The driver of an authorized emergency vehicle is exempt from Chapter 2 (commencing with Section 21350), Chapter 3 (commencing with Section 21650), Chapter 4 (commencing with Section 21800), Chapter 5 (commencing with Section 21950), Chapter 6 (commencing with Section 22100), Chapter 7 (commencing with Section 22348), Chapter 8 (commencing with Section 22450), Chapter 9 (commencing with Section 22500), and Chapter 10 (commencing with Section 22650) of this division, and Article 3 (commencing with Section 38305) and Article 4 (commencing with Section 38312) of Chapter 5 of Division 16.5, under all of the following conditions:

(a) If 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, except that fire department vehicles are exempt whether directly responding to an emergency call or operated from one place to another as rendered desirable or necessary by reason of an emergency call and operated to the scene of the emergency or operated from one fire station to another or to some other location by reason of the emergency call.

(b) If 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 drivers and pedestrians.

A siren shall not be sounded by an authorized emergency vehicle except when required under this section.

Amended Ch. 1017, Stats. 1977. Effective September 23, 1977 by terms of an urgency clause.

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## V C Section 21056 Effect of Exemption

### Effect of Exemption

21056. Section 21055 does not relieve the driver of a vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor protect him from the consequences of an arbitrary exercise of the privileges granted in that section.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** June 12, 2014  
**SUBJECT:** Purchase Order Report

### **RECOMMENDATION**

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

### **OVERVIEW**

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days. All Purchase Orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

### **ANALYSIS**

Purchase Orders between the ranges of 144379 – 145229 are attached for review, except those reviewed through the contract agenda items. Purchase Orders are detailed by number, vendor, purpose, and amount.

### **BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

This is an information item. There are no financial implications.

**Purchase Order Report**  
**June 12, 2014**

<b>PO#</b>	<b>Vendor Name</b>	<b>PO Board Description</b>	<b>Original Enc Amt</b>
144383	AMERICAN PUBLIC TELEVISION	Broadcast Rights	\$ 3,575.00
144466	STATE WATER RES CONTROL BOAR	Building Improvements	\$ 1,328.00
144758	SAN BERNARDINO WATER	Building Improvements	\$ 8,990.00
144930	THREE PEAKS CORP	Building Improvements	\$ 12,114.37
144931	PEARSON EDUCATION	Classroom Textbooks	\$ 3,245.94
144932	MCGRAW HILL	Classroom Textbooks	\$ 291.30
145054	AMAZON.COM	Classroom Textbooks	\$ 831.29
145068	PEARSON	Classroom Textbooks	\$ 182.75
145069	PEARSON EDUCATION	Classroom Textbooks	\$ 418.38
144385	SBVC BOOKSTORE	Commencement Supplies	\$ 713.25
144387	SMITH, TERRIA OZIE	Conference	\$ 1,025.00
144388	BARRIE, TRINETTE	Conference	\$ 134.73
144389	GAMBOA, BENJAMIN	Conference	\$ 104.77
144390	IEEP	Conference	\$ 90.00
144391	WINGSON, KIMBERLY	Conference	\$ 40.00
144392	GASCA, SUSAN	Conference	\$ 50.00
144393	YAU, MARGARET	Conference	\$ 500.00
144394	US BANK CORPORATE PMT SYSTEM	Conference	\$ 976.00
144395	MORENO, MARIANA	Conference	\$ 1,500.00
144445	HUA, HENRY	Conference	\$ 109.01
144486	AACRAO	Conference	\$ 720.00
144487	MORENO, MARIANA	Conference	\$ 2,130.00
144488	GREGORY, LESLIE	Conference	\$ 209.51
144489	VALENZUELA, PATRICIA	Conference	\$ 450.70
144521	WESTERN ASSOC OF VETERANS	Conference	\$ 450.00
144524	SAN BERNARDINO COUNTY SUPT	Conference	\$ 80.00
144525	CLERY CENTER FOR SECURITY	Conference	\$ 395.00
144526	ROWLEY, KATHLEEN	Conference	\$ 1,197.00
144527	CRUZ, ALFREDO	Conference	\$ 1,075.00
144528	MACELMA, ARTEMUS	Conference	\$ 1,075.00
144559	CLERY CENTER FOR SECURITY	Conference	\$ 195.00
144560	BLANQUET, FRANCISCO	Conference	\$ 1,420.00
144561	SMITH, TERRIA OZIE	Conference	\$ 1,075.00
144592	JAKPOR, RIASE	Conference	\$ 2,086.25
144593	SOLA, MIKE	Conference	\$ 663.29
144594	AGUILAR-KITIBUTR, AILSA	Conference	\$ 223.19
144595	JONES, PATRICIA	Conference	\$ 223.19
144596	NELSON, WILLENE D	Conference	\$ 223.19
144597	REECE, BRYAN	Conference	\$ 992.86
144598	ASSOCIATION OF CALIF COMMUNITY	Conference	\$ 525.00
144600	BURNS-PETER, DAVENA	Conference	\$ 42.60
144601	US BANK CORPORATE PMT SYSTEM	Conference	\$ 675.00
144602	GROTKE, ANGELA	Conference	\$ 20.00
144603	LOSEE, CALEB	Conference	\$ 20.00
144604	BOJORQUEZ, ANA	Conference	\$ 20.00

**Purchase Order Report  
June 12, 2014**

144605 GABRIEL-MILLETTE, CHRISTIE	Conference	\$	158.85
144606 KRACHER, GLORIA	Conference	\$	158.85
144634 ACCT	Conference	\$	100.00
144635 COTA, MARCO	Conference	\$	223.19
144636 GOMEZ, LAURA	Conference	\$	223.19
144637 WALTER, DYANN	Conference	\$	78.40
144638 MCGOWAN, ARLENE	Conference	\$	67.20
144639 GLAZATOV, TRELISA	Conference	\$	150.00
144640 PARADA, OSMAN	Conference	\$	750.00
144641 COMMUNITY COLLEGE LEAGUE	Conference	\$	4,560.00
144642 COMMUNITY COLLEGE LEAGUE	Conference	\$	1,300.00
144643 TINOCO, MICHELLE	Conference	\$	150.00
144644 GARCIA, KRISTIN	Conference	\$	305.00
144645 COLLEGE OF THE CANYONS	Conference	\$	50.00
144671 INTERN BRIDGE ACQUISITIONS INC	Conference	\$	217.00
144700 BRUNELLE, RENEE	Conference	\$	269.99
144701 UNIVERSITY OF VERMONT	Conference	\$	4,238.00
144702 WISEGARVER, LILLIAN	Conference	\$	2,500.00
144729 RUSH, STEVE	Conference	\$	1,215.00
144748 DEMSKY, JEFFREY	Conference	\$	500.00
144749 HUA, HENRY	Conference	\$	250.00
144751 ARROWHEAD UNITED WAY	Conference	\$	90.00
144770 YAMAMOTO, JUNE	Conference	\$	1,019.94
144771 HEIBEL, TODD	Conference	\$	100.00
144772 ENGSTROM, VANESSA	Conference	\$	100.00
144773 BEAUMONT CHAMBER OF COMMERC	Conference	\$	120.00
144774 FEIST, JOHN	Conference	\$	20.00
144775 SAN BERNARDINO AREA CHAMBER (	Conference	\$	100.00
144776 NELSON, WILLENE D	Conference	\$	876.36
144777 CHANEY, NIKIA	Conference	\$	876.36
144778 BLACKMAN, SANDRA	Conference	\$	876.36
144779 CRUZ, ALFREDO	Conference	\$	2,500.00
144780 POWERS, YVONNE	Conference	\$	2,500.00
144810 YAMAMOTO, JUNE	Conference	\$	44.07
144822 NICHOLS, BARBARA	Conference	\$	14.35
144870 BRAGGINS, ALAN	Conference	\$	606.20
144871 ZINN, WENDY	Conference	\$	1,048.16
144872 MAYNE, MICHAEL	Conference	\$	474.27
144891 DONNHAUSER, MARC	Conference	\$	500.00
144892 METU, REGINALD	Conference	\$	750.00
144894 SBVC CAMPUS BUSINESS OFFICE	Conference	\$	24.00
144933 HACU MEMBERSHIP	Conference	\$	2,970.00
144934 MILLIGAN, MARTY	Conference	\$	65.00
144935 RUBIO, EDUARDO	Conference	\$	204.70
144936 MILLIGAN, MARTY	Conference	\$	287.00
144937 ACADEMIC SENATE, THE	Conference	\$	400.00
144938 AU, ALGIE	Conference	\$	550.00

**Purchase Order Report**  
**June 12, 2014**

145027 SAN BERNARDINO AREA CHAMBER	Conference	\$	100.00
145028 KAFELA, KATHY	Conference	\$	876.36
145067 MILLS, LARRY	Conference	\$	975.00
145128 GOMEZ, LAURA	Conference	\$	1,746.96
145129 LOPEZ, ALMA	Conference	\$	1,746.96
145219 BURNS-PETER, DAVENA	Conference	\$	594.39
144940 GRANT PROFESSIONALS ASSOC	Dues & Membership	\$	209.00
144998 NAFSA MEMBERSHIP	Dues & Membership	\$	425.00
144999 MONEYMAKER, MELINDA	Dues & Membership	\$	300.00
145000 ADMINISTRATIVE PROF TODAY	Dues & Membership	\$	89.00
145222 ASSOCIATION OF COMPUTER	Dues & Membership	\$	99.00
145227 WESTERN STATES COMMUNICATIO	Dues & Membership	\$	80.00
144398 WESTAIR GASES & EQUIPMENT	Equipment	\$	968.76
144399 CARMEN'S CUSTOM DRAPERY	Equipment	\$	220.93
144400 CAROLINA BIOLOGICAL SUPPLY CO	Equipment	\$	846.45
144401 STAPLES	Equipment	\$	97.19
144477 RYONET CORPORATION	Equipment	\$	601.50
144478 FINIS	Equipment	\$	6,496.50
144479 WAXIE SANITARY SUPPLY	Equipment	\$	2,382.48
144480 COLORADO TIME SYSTEMS	Equipment	\$	3,324.00
144481 IRONCOMPANY.COM INC	Equipment	\$	1,705.32
144482 ORBIT RESEARCH	Equipment	\$	537.84
144518 AMAZON.COM	Equipment	\$	776.77
144519 P & P UNIFORMS	Equipment	\$	1,781.84
144520 STAPLES	Equipment	\$	507.59
144529 AMAZON.COM	Equipment	\$	863.60
144562 ACTION SALES & MARKETING INC	Equipment	\$	3,340.65
144563 UNITED SCOPE LLC	Equipment	\$	1,846.91
144564 WORTHINGTON DIRECT	Equipment	\$	1,946.48
144607 CARD INTEGRATORS CORPORATION	Equipment	\$	12,357.02
144608 GRAINGER INC W W	Equipment	\$	2,908.65
144609 BIO QUIP PRODUCTS	Equipment	\$	964.89
144610 AMERICAN THERMOFORM CORP	Equipment	\$	4,494.00
144646 G/M BUSINESS INTERIORS	Equipment	\$	4,801.68
144647 KLOG INC	Equipment	\$	3,241.12
144648 PASCO SCIENTIFIC	Equipment	\$	1,482.84
144649 KLOG INC	Equipment	\$	1,177.20
144650 G/M BUSINESS INTERIORS	Equipment	\$	2,528.76
144651 AIRGAS USA LLC	Equipment	\$	3,175.92
144652 ULINE	Equipment	\$	949.32
144674 STAPLES	Equipment	\$	6,288.45
144675 2010 OFFICE FURNITURE	Equipment	\$	4,817.88
144676 NATIONAL OFFICE OUTFITTERS LLC	Equipment	\$	2,763.72
144677 AMAZON.COM	Equipment	\$	535.79
144696 BROADCAST ELECTRONICS	Equipment	\$	1,723.08
144705 SNAP-ON INDUSTRIAL	Equipment	\$	669.92
144731 US BANK CORPORATE PMT SYSTEM	Equipment	\$	539.99



**Purchase Order Report**  
**June 12, 2014**

144742 COLTON TRUCK SUPPLY	Equipment	\$	587.63
144781 AIRGAS USA LLC	Equipment	\$	531.84
144782 MCMASTER-CARR SUPPLY CO	Equipment	\$	304.81
144793 WHOLESALE FOLDING TABLE	Equipment	\$	1,140.00
144794 ENCO	Equipment	\$	2,024.72
144864 THREE PEAKS CORP	Equipment	\$	27,664.00
144865 KLOG INC	Equipment	\$	722.86
144867 US FOODS INC	Equipment	\$	1,989.88
144879 STAPLES	Equipment	\$	516.85
144880 TROXELL COMMUNICATIONS INC	Equipment	\$	1,817.64
144896 BRODART COMPANY	Equipment	\$	378.40
144897 DESERT BUSINESS INTERIORS	Equipment	\$	1,575.08
144898 SCANTRON CORPORATION	Equipment	\$	4,493.80
144899 YALE/CHASE MATERIAL HANDLING	Equipment	\$	24,646.25
144900 DISH FACTORY INC, THE	Equipment	\$	600.00
144941 COLTON TRUCK SUPPLY	Equipment	\$	210.59
144942 KLOG INC	Equipment	\$	1,222.55
144943 STAPLES	Equipment	\$	1,047.56
144944 STAPLES	Equipment	\$	3,064.78
144945 DELL COMPUTER COMPANY	Equipment	\$	1,076.31
145001 ENKO SYSTEMS	Equipment	\$	2,174.20
145002 DAN'S LAWNMOWER CENTER	Equipment	\$	3,691.95
145003 GRAINGER INC W W	Equipment	\$	7,310.96
145031 AMAZON.COM	Equipment	\$	559.44
145032 AMAZON.COM	Equipment	\$	215.99
145033 AMAZON.COM	Equipment	\$	232.57
145061 COLOR CONSULTANTS INC	Equipment	\$	4,718.52
145062 MYBINDING.COM	Equipment	\$	1,292.00
145063 YAMAHA GOLF CARS OF CA	Equipment	\$	15,156.00
145064 CYNMAR CORPORATION	Equipment	\$	703.80
145065 GRAINGER INC W W	Equipment	\$	475.63
145066 PROGRESSIVE METHODS INC	Equipment	\$	872.86
145071 ELECTRONIX EXPRESS	Equipment	\$	570.00
145072 G/M BUSINESS INTERIORS	Equipment	\$	4,144.30
145073 KI INCORPORATED	Equipment	\$	21,345.38
145074 FREEDOM SCIENTIFIC BLV GRP LLC	Equipment	\$	1,175.65
145085 GENUINE AUTO PARTS	Equipment	\$	581.04
145086 COLTON TRUCK SUPPLY	Equipment	\$	314.33
145087 GRAINGER INC W W	Equipment	\$	407.44
145088 FISHER SCIENCE EDUCATION	Equipment	\$	491.58
145089 CALIFORNIA TOOL & WELDING SPLY	Equipment	\$	4,785.44
145090 COLTON TRUCK SUPPLY	Equipment	\$	280.71
144402 VASQUEZ, TATIANA	Instructional Supplies	\$	70.08
144403 SKULLS UNLIMITED	Instructional Supplies	\$	633.18
144404 TRI-ANIM HEALTH SERVICES	Instructional Supplies	\$	5,570.72
144405 AMAZON.COM	Instructional Supplies	\$	1,152.09
144406 STAPLES	Instructional Supplies	\$	55.13

**Purchase Order Report**  
**June 12, 2014**

144472 FLINN SCIENTIFIC INC	Instructional Supplies	\$	208.79
144473 FIBERLAY INC	Instructional Supplies	\$	301.66
144474 GEYER INSTRUCTIONAL PRODUCTS	Instructional Supplies	\$	594.39
144475 BASIC LAB SUPPLIES	Instructional Supplies	\$	55.34
144476 AIRGAS USA LLC	Instructional Supplies	\$	2,413.79
144508 AMAZON.COM	Instructional Supplies	\$	419.77
144509 STAPLES	Instructional Supplies	\$	479.48
144510 AMAZON.COM	Instructional Supplies	\$	165.46
144511 SBVC BOOKSTORE	Instructional Supplies	\$	1,198.58
144512 GOPHER PERFORMANCE	Instructional Supplies	\$	677.90
144513 PERFORM BETTER & MF ATHLETICS	Instructional Supplies	\$	237.93
144514 AMAZON.COM	Instructional Supplies	\$	267.84
144515 BIO QUIP PRODUCTS	Instructional Supplies	\$	3,935.68
144516 AMAZON.COM	Instructional Supplies	\$	664.82
144517 AMAZON.COM	Instructional Supplies	\$	105.33
144530 BIOQUIP PRODUCTS	Instructional Supplies	\$	1,098.89
144531 SBVC BOOKSTORE	Instructional Supplies	\$	867.75
144565 CARPI DIEM STORE	Instructional Supplies	\$	2,544.48
144566 ELIGHTBULBS	Instructional Supplies	\$	41.28
144567 PRECISION WEIGHING BALANCES	Instructional Supplies	\$	148.42
144568 SARGENT-WELCH SCIENTIFIC	Instructional Supplies	\$	1,018.52
144569 US BANK CORPORATE PMT SYSTEM	Instructional Supplies	\$	777.22
144570 WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	\$	294.16
144590 BONE CLONES	Instructional Supplies	\$	4,232.00
144611 AMAZON.COM	Instructional Supplies	\$	492.89
144612 AMERICAN SOCIOLOGICAL ASSOC	Instructional Supplies	\$	176.00
144613 TURNING TECHNOLOGIES LLC	Instructional Supplies	\$	3,367.88
144614 ARBOR SCIENTIFIC	Instructional Supplies	\$	157.60
144653 CYNMAR CORPORATION	Instructional Supplies	\$	155.78
144654 FOTRONIC CORP	Instructional Supplies	\$	1,113.51
144678 AMAZON.COM	Instructional Supplies	\$	85.00
144679 AMAZON.COM	Instructional Supplies	\$	215.88
144706 AIRCRAFT SPRUCE & SPECIALTY	Instructional Supplies	\$	1,849.38
144707 USGS MAP SALES	Instructional Supplies	\$	150.80
144708 AMERICAN SCIENCE & SURPLUS	Instructional Supplies	\$	25.89
144709 CARPE DIEM ARCHITECTURAL	Instructional Supplies	\$	333.57
144710 BOUND TREE MEDICAL	Instructional Supplies	\$	199.13
144743 DART AIRCRAFT PARTS	Instructional Supplies	\$	456.78
144754 KAPLAN COMPANIES INC	Instructional Supplies	\$	1,855.70
144755 KAPLAN EARLY LEARNING CO.	Instructional Supplies	\$	3,879.34
144756 COSTCO	Instructional Supplies	\$	336.87
144768 HARBOR FREIGHT TOOLS CO	Instructional Supplies	\$	613.57
144769 HOME DEPOT, THE	Instructional Supplies	\$	194.34
144783 MSC INDUSTRIAL DIRECT	Instructional Supplies	\$	342.83
144784 KAPLAN EARLY LEARNING CO.	Instructional Supplies	\$	3,116.19
144795 RAND MCNALLY	Instructional Supplies	\$	458.55
144796 1-WORLD GLOBES & MAPS	Instructional Supplies	\$	1,900.00

**Purchase Order Report  
June 12, 2014**

144797 CAL-MESA STEEL SUPPLY INC	Instructional Supplies	\$	845.64
144798 MCMASTER-CARR SUPPLY CO	Instructional Supplies	\$	844.46
144799 BOUND TREE MEDICAL LLC	Instructional Supplies	\$	153.20
144800 GRIZZLY INDUSTRIAL INC	Instructional Supplies	\$	1,905.55
144801 TUFFSTUFF FITNESS EQUIP	Instructional Supplies	\$	1,869.48
144877 AIRGAS USA LLC	Instructional Supplies	\$	1,906.32
144878 AIRCRAFT SPRUCE & SPECIALTY	Instructional Supplies	\$	218.94
144901 PICTURES OF RECORD INC	Instructional Supplies	\$	360.60
144902 GENUINE AUTO PARTS	Instructional Supplies	\$	5,074.67
144903 USGS MAP SALES	Instructional Supplies	\$	419.72
144904 WRS GROUP LTD	Instructional Supplies	\$	97.99
144922 GRAINGER INC W W	Instructional Supplies	\$	1,959.31
144923 PATTON SALES CORP	Instructional Supplies	\$	885.08
144924 NORTHERN TOOL & EQUIP	Instructional Supplies	\$	438.59
144925 AIRGAS USA LLC	Instructional Supplies	\$	1,434.71
144926 GRAINGER INC W W	Instructional Supplies	\$	1,319.95
144947 AMAZON.COM	Instructional Supplies	\$	460.70
144948 AMAZON.COM	Instructional Supplies	\$	487.54
144949 ELECTRONIX EXPRESS	Instructional Supplies	\$	2,584.96
144950 STAPLES	Instructional Supplies	\$	814.59
144951 STAPLES	Instructional Supplies	\$	854.50
145004 MUSICIAN'S FRIEND	Instructional Supplies	\$	3,537.08
145005 LIFE ASSIST COMPANY	Instructional Supplies	\$	1,646.54
145034 AMAZON.COM	Instructional Supplies	\$	178.15
145051 AMAZON.COM	Instructional Supplies	\$	476.23
145052 AMAZON.COM	Instructional Supplies	\$	2,134.30
145053 AMAZON.COM	Instructional Supplies	\$	357.58
145075 ASSOCIATION FOR UNMANNED	Instructional Supplies	\$	1,690.00
145076 LIFE ASSIST COMPANY	Instructional Supplies	\$	550.01
145077 OLIVER, MELINDA	Instructional Supplies	\$	53.81
145078 E&C EQUIPMENT INC	Instructional Supplies	\$	9,956.96
145079 ALLIED REFRIGERATION INC	Instructional Supplies	\$	9,957.33
145080 DICK BLICK	Instructional Supplies	\$	2,441.23
145081 PICTURES OF RECORD INC	Instructional Supplies	\$	213.72
145082 BONE CLONES	Instructional Supplies	\$	270.00
145083 BOOK VINE, THE	Instructional Supplies	\$	40.41
145084 BONE CLONES	Instructional Supplies	\$	482.76
145091 E&C EQUIPMENT INC	Instructional Supplies	\$	1,756.68
145095 DISCOUNT SCHOOL SUPPLY	Instructional Supplies	\$	2,121.53
145096 BOUND TREE MEDICAL	Instructional Supplies	\$	813.88
145097 BOUND TREE MEDICAL LLC	Instructional Supplies	\$	1,001.16
145098 RIVERSIDE PUBLISHING CO	Instructional Supplies	\$	2,163.57
145099 RIVERSIDE PUBLISHING CO	Instructional Supplies	\$	181.72
145163 POWER SYSTEMS	Instructional Supplies	\$	345.16
145164 REAL VOLLEYBALL	Instructional Supplies	\$	230.98
145165 HL CORPORATION	Instructional Supplies	\$	185.60
144407 CDW GOVERNMENT INC	IT Equipment	\$	497.71

**Purchase Order Report  
June 12, 2014**

144408 STAPLES	IT Equipment	\$	347.65
144409 BEST BUY GOV LLC	IT Equipment	\$	215.98
144469 LIFETIME MEMORY PRODUCTS	IT Equipment	\$	9,240.48
144470 APPLE COMPUTER INC	IT Equipment	\$	790.56
144471 APPLE COMPUTER INC	IT Equipment	\$	1,413.67
144502 DELL COMPUTER COMPANY	IT Equipment	\$	8,513.92
144503 DELL COMPUTER COMPANY	IT Equipment	\$	11,967.79
144504 DELL COMPUTER COMPANY	IT Equipment	\$	19,436.40
144505 TROXELL COMMUNICATIONS INC	IT Equipment	\$	23,876.64
144506 TROXELL COMMUNICATIONS INC	IT Equipment	\$	1,898.64
144507 APPLE COMPUTER INC	IT Equipment	\$	2,794.82
144532 DELL COMPUTER COMPANY	IT Equipment	\$	1,820.09
144533 DELL COMPUTER COMPANY	IT Equipment	\$	17,944.00
144534 APPLE COMPUTER INC	IT Equipment	\$	1,387.57
144535 DELL COMPUTER COMPANY	IT Equipment	\$	2,134.01
144615 B&H PHOTO VIDEO	IT Equipment	\$	2,915.15
144616 BEST BUY GOV LLC	IT Equipment	\$	4,354.94
144617 DELL COMPUTER COMPANY	IT Equipment	\$	1,223.63
144618 DELL COMPUTER COMPANY	IT Equipment	\$	14,577.25
144619 DELL COMPUTER COMPANY	IT Equipment	\$	185.43
144620 BEST BUY GOV LLC	IT Equipment	\$	5,993.94
144655 DELL COMPUTER COMPANY	IT Equipment	\$	838.66
144656 BEST BUY GOV LLC	IT Equipment	\$	5,591.94
144680 DELL COMPUTER COMPANY	IT Equipment	\$	13,228.36
144681 ACCUVANT INC	IT Equipment	\$	25,690.40
144732 TROXELL COMMUNICATIONS INC	IT Equipment	\$	21,895.38
144785 DELL COMPUTER COMPANY	IT Equipment	\$	6,705.56
144786 SYMMETRY DATA INC	IT Equipment	\$	29,512.78
144787 SIGMANET INC	IT Equipment	\$	7,574.00
144788 CDW GOVERNMENT INC	IT Equipment	\$	2,507.93
144802 SYMMETRY DATA INC	IT Equipment	\$	20,186.09
144803 CEI	IT Equipment	\$	1,447.20
144804 SOLARWINDS	IT Equipment	\$	5,215.00
144811 TROXELL COMMUNICATIONS INC	IT Equipment	\$	1,381.32
144856 DELL COMPUTER COMPANY	IT Equipment	\$	123.22
144857 APPLE COMPUTER INC	IT Equipment	\$	2,718.04
144860 DELL COMPUTER COMPANY	IT Equipment	\$	38,481.48
144861 DELL COMPUTER COMPANY	IT Equipment	\$	2,022.21
144862 APPLE COMPUTER INC	IT Equipment	\$	431.89
144863 SEHI COMPUTER PRODUCTS INC	IT Equipment	\$	307.10
144905 SEHI COMPUTER PRODUCTS INC	IT Equipment	\$	5,973.44
144906 APPLE COMPUTER INC	IT Equipment	\$	1,065.84
144907 DELL COMPUTER COMPANY	IT Equipment	\$	982.23
144908 DELL COMPUTER COMPANY	IT Equipment	\$	67,043.89
144909 DELL COMPUTER COMPANY	IT Equipment	\$	1,786.04
144952 MULTIWAVE	IT Equipment	\$	1,193.98
144953 SEHI COMPUTER PRODUCTS INC	IT Equipment	\$	3,243.48

**Purchase Order Report  
June 12, 2014**

144954 STAPLES	IT Equipment	\$	1,443.06
145006 DELL COMPUTER COMPANY	IT Equipment	\$	6,067.57
145100 DELL COMPUTER COMPANY	IT Equipment	\$	18,581.99
145101 DELL COMPUTER COMPANY	IT Equipment	\$	1,104.55
145102 DELL COMPUTER COMPANY	IT Equipment	\$	2,228.85
145103 DELL COMPUTER COMPANY	IT Equipment	\$	7,935.08
145104 DELL COMPUTER COMPANY	IT Equipment	\$	8,414.97
145105 APPLE COMPUTER INC	IT Equipment	\$	431.89
145106 DELL COMPUTER COMPANY	IT Equipment	\$	1,007.63
145107 DELL COMPUTER COMPANY	IT Equipment	\$	4,413.84
145108 DELL COMPUTER COMPANY	IT Equipment	\$	1,515.58
145109 TROXELL COMMUNICATIONS INC	IT Equipment	\$	2,209.09
145110 BEST BUY GOV LLC	IT Equipment	\$	1,997.98
145111 DELL COMPUTER COMPANY	IT Equipment	\$	1,788.26
145112 DELL COMPUTER COMPANY	IT Equipment	\$	1,586.15
145113 DELL COMPUTER COMPANY	IT Equipment	\$	3,287.27
145139 DELL COMPUTER COMPANY	IT Equipment	\$	3,442.93
145140 DELL COMPUTER COMPANY	IT Equipment	\$	2,302.92
145141 ONX USA LLC	IT Equipment	\$	27,320.03
145166 DELL COMPUTER COMPANY	IT Equipment	\$	2,065.49
145167 DELL COMPUTER COMPANY	IT Equipment	\$	2,665.72
145168 SWEETWATER	IT Equipment	\$	8,240.13
145218 DELL COMPUTER COMPANY	IT Equipment	\$	5,374.56
145228 VERIZON WIRELESS	IT Equipment	\$	2,434.62
145144 GREY HOUSE PUBLISHING INC	Library Books	\$	1,495.80
144589 CHRONICLE OF HIGHER EDUC, THE	Magazines & Subscriptions	\$	76.00
144910 EBSCO SUBSCRIPTION SERVICES	Magazines & Subscriptions	\$	21,469.31
145145 PROQUEST CSA	Magazines & Subscriptions	\$	2,835.00
144805 HARRIS COMMUNICATIONS	Media	\$	34.98
144806 IHS HEADQUARTERS	Media	\$	1,254.96
144927 MILLER ELECTRIC MFG CO	Media	\$	540.00
145007 BULLFROG FILMS	Media	\$	763.56
145008 AMAZON.COM	Media	\$	93.67
145114 DAVIDSON FILMS INC	Media	\$	929.13
145115 INSIGHT MEDIA	Media	\$	1,824.00
145146 INSIGHT MEDIA	Media	\$	147.32
145147 AMERICAN SOCIETY OF HEALTH	Media	\$	800.16
144411 CRANE, THOMAS	Mileage Reimbursement	\$	123.20
144412 WINGSON, KIMBERLY	Mileage Reimbursement	\$	6.05
144413 KOEPER, JOHN T	Mileage Reimbursement	\$	250.00
144414 GAMBINO, LIZETTE	Mileage Reimbursement	\$	300.00
144415 HUGHES III, RICHARD	Mileage Reimbursement	\$	339.92
144435 WISEGARVER, LINDSEY	Mileage Reimbursement	\$	15.00
144467 RODRICK, JENNIFER	Mileage Reimbursement	\$	33.95
144468 MENCHACA, PATRICIA	Mileage Reimbursement	\$	42.94
144682 NEWSOM, HELEN	Mileage Reimbursement	\$	189.82
144683 WEBER, PEGGY	Mileage Reimbursement	\$	300.00

**Purchase Order Report**  
**June 12, 2014**

144812 WISEGARVER, LINDSEY	Mileage Reimbursement	\$	95.00
144813 HOFFMANN, DONNA	Mileage Reimbursement	\$	140.00
144818 HUGHES III, RICHARD	Mileage Reimbursement	\$	94.92
144853 NELSON, WILLENE D	Mileage Reimbursement	\$	280.02
144911 WOO, JOANN	Mileage Reimbursement	\$	175.00
145055 SALAZAR, FELIPE	Mileage Reimbursement	\$	8.87
145116 HERRERA, JAMIE	Mileage Reimbursement	\$	8.79
145117 MARQUIS, JEANNE	Mileage Reimbursement	\$	8.87
145118 ROWLEY, KATHLEEN	Mileage Reimbursement	\$	100.00
145119 CRUZ, ALFREDO	Mileage Reimbursement	\$	100.00
145148 JONES, PATRICIA	Mileage Reimbursement	\$	8.87
145149 JONES, PATRICIA	Mileage Reimbursement	\$	31.35
145169 MARQUIS, JEANNE	Mileage Reimbursement	\$	12.46
144416 UNITED STATES PLASTIC CORP	Non-instructional Supplies	\$	86.93
144417 US BANK CORPORATE PMT SYSTEM	Non-instructional Supplies	\$	500.00
144418 BADGE EXPRESS	Non-instructional Supplies	\$	11.54
144419 AQUATIC TECHNOLOGY INC	Non-instructional Supplies	\$	200.64
144420 STAPLES	Non-instructional Supplies	\$	273.03
144421 GRAINGER INC W W	Non-instructional Supplies	\$	476.27
144422 US BANK CORPORATE PMT SYSTEM	Non-instructional Supplies	\$	146.84
144423 STAPLES	Non-instructional Supplies	\$	440.21
144424 STAPLES	Non-instructional Supplies	\$	638.85
144425 SBVC FOOD SERVICES	Non-instructional Supplies	\$	22.68
144456 NATIONAL PARTS DEPOT	Non-instructional Supplies	\$	4,030.25
144457 ROSE BRAND	Non-instructional Supplies	\$	215.74
144458 CAROLINA BIOLOGICAL SUPPLY CO	Non-instructional Supplies	\$	427.67
144459 ULINE	Non-instructional Supplies	\$	312.26
144460 ALL SAFE INDUSTRIES	Non-instructional Supplies	\$	1,873.95
144461 LIFEGUARD STORE, THE	Non-instructional Supplies	\$	513.58
144462 HARDY DIAGNOSTICS	Non-instructional Supplies	\$	211.55
144463 FISHER SCIENTIFIC	Non-instructional Supplies	\$	194.18
144464 SCHOOL OUTFITTERS	Non-instructional Supplies	\$	4,796.75
144465 FREZZI ELECTRONICS INC	Non-instructional Supplies	\$	433.20
144492 STAPLES	Non-instructional Supplies	\$	658.84
144493 STAPLES	Non-instructional Supplies	\$	1,648.99
144494 STAPLES	Non-instructional Supplies	\$	2,120.36
144495 STAPLES	Non-instructional Supplies	\$	89.32
144496 TROXELL COMMUNICATIONS INC	Non-instructional Supplies	\$	149.04
144497 STAPLES	Non-instructional Supplies	\$	569.43
144498 STAPLES	Non-instructional Supplies	\$	230.85
144499 STAPLES	Non-instructional Supplies	\$	4,341.20
144500 AMAZON.COM	Non-instructional Supplies	\$	177.50
144501 COMPUTERIZED EMBROIDERY CO	Non-instructional Supplies	\$	4,213.08
144539 STAPLES	Non-instructional Supplies	\$	244.02
144540 STAPLES	Non-instructional Supplies	\$	739.30
144541 YOUNG LIVING ESSENTIAL OILS	Non-instructional Supplies	\$	214.89
144542 SCHOOLSIN	Non-instructional Supplies	\$	933.33

**Purchase Order Report**  
**June 12, 2014**

144543 STAPLES	Non-instructional	Supplies	\$	356.86
144544 FAIRVIEW FORD	Non-instructional	Supplies	\$	20.72
144545 SBCCD PRINTING SERVICES	Non-instructional	Supplies	\$	330.00
144546 SANCHEZ, JULIA	Non-instructional	Supplies	\$	16.76
144571 UNISOURCE PAPER	Non-instructional	Supplies	\$	5,093.28
144572 STAPLES	Non-instructional	Supplies	\$	510.23
144573 STAPLES	Non-instructional	Supplies	\$	155.26
144574 US BANK CORPORATE PMT SYSTEM	Non-instructional	Supplies	\$	165.02
144575 US BANK CORPORATE PMT SYSTEM	Non-instructional	Supplies	\$	189.00
144584 STAPLES	Non-instructional	Supplies	\$	265.52
144585 US BANK CORPORATE PMT SYSTEM	Non-instructional	Supplies	\$	324.83
144586 STAPLES	Non-instructional	Supplies	\$	30.22
144587 STAPLES	Non-instructional	Supplies	\$	215.98
144588 STAPLES	Non-instructional	Supplies	\$	90.54
144621 SCHMITZ PHOTOGRAPHY	Non-instructional	Supplies	\$	26.46
144622 CARPE DIEM ARCHITECTURAL	Non-instructional	Supplies	\$	192.24
144623 INMARK	Non-instructional	Supplies	\$	33.20
144624 TOTAL PHARMACY SUPPLY	Non-instructional	Supplies	\$	277.52
144625 SAN BERNARDINO COUTY	Non-instructional	Supplies	\$	6.25
144626 WARD'S NATURAL SCIENCE EST INC	Non-instructional	Supplies	\$	244.86
144631 SAN BERNARDINO COUNTY	Non-instructional	Supplies	\$	1,210.77
144658 STAPLES	Non-instructional	Supplies	\$	1,516.57
144659 STAPLES	Non-instructional	Supplies	\$	1,076.29
144660 STAPLES	Non-instructional	Supplies	\$	226.32
144661 STAPLES	Non-instructional	Supplies	\$	740.71
144662 STAPLES	Non-instructional	Supplies	\$	562.50
144663 STAPLES	Non-instructional	Supplies	\$	507.15
144664 STAPLES	Non-instructional	Supplies	\$	1,081.55
144665 STAPLES	Non-instructional	Supplies	\$	89.51
144666 STAPLES	Non-instructional	Supplies	\$	213.59
144667 STAPLES	Non-instructional	Supplies	\$	106.70
144670 MERIT OIL CO	Non-instructional	Supplies	\$	3,000.00
144684 AMAZON.COM	Non-instructional	Supplies	\$	68.91
144685 UNITED SCOPE LLC	Non-instructional	Supplies	\$	838.51
144686 PRESSTEK INC	Non-instructional	Supplies	\$	1,780.51
144687 SPICERS PAPER INC	Non-instructional	Supplies	\$	4,661.65
144688 COLTON TRUCK SUPPLY	Non-instructional	Supplies	\$	210.59
144689 123 OFFICE SOLUTION INC	Non-instructional	Supplies	\$	4,853.52
144690 STAPLES	Non-instructional	Supplies	\$	6,861.58
144691 JE HALLIDAY SALES INC	Non-instructional	Supplies	\$	2,157.70
144714 CAROLINA BIOLOGICAL SUPPLY CO	Non-instructional	Supplies	\$	131.43
144715 BLANQUET, FRANCISCO	Non-instructional	Supplies	\$	44.31
144716 BOGH, DEBRA	Non-instructional	Supplies	\$	160.00
144717 STAPLES	Non-instructional	Supplies	\$	551.99
144718 VERNIER SOFTWARE & TECHNOLOG	Non-instructional	Supplies	\$	121.17
144719 YA YA CREATIONS INC	Non-instructional	Supplies	\$	293.15
144720 STAPLES	Non-instructional	Supplies	\$	122.07

**Purchase Order Report**  
**June 12, 2014**

144744 GUNDERSEN, CYNDI	Non-instructional	Supplies	\$	21.00
144759 CHC BOOKSTORE	Non-instructional	Supplies	\$	100.00
144760 GRAINGER INC W W	Non-instructional	Supplies	\$	866.00
144789 MACGILL	Non-instructional	Supplies	\$	2,267.75
144790 THEATRE EFFECTS	Non-instructional	Supplies	\$	595.96
144791 COMPUTERIZED EMBROIDERY CO	Non-instructional	Supplies	\$	1,030.16
144807 SCHOOL OUTFITTERS	Non-instructional	Supplies	\$	3,386.38
144808 TROXELL COMMUNICATIONS INC	Non-instructional	Supplies	\$	1,594.08
144814 US BANK CORPORATE PMT SYSTEM	Non-instructional	Supplies	\$	98.55
144819 CHATTERJEE, ACHALA	Non-instructional	Supplies	\$	255.83
144834 STAPLES	Non-instructional	Supplies	\$	118.31
144835 STAPLES	Non-instructional	Supplies	\$	258.82
144836 STAPLES	Non-instructional	Supplies	\$	391.63
144837 STAPLES	Non-instructional	Supplies	\$	120.31
144838 CORTEZ, YECENIA	Non-instructional	Supplies	\$	16.20
144839 STAPLES	Non-instructional	Supplies	\$	196.99
144840 STAPLES	Non-instructional	Supplies	\$	432.53
144841 STAPLES	Non-instructional	Supplies	\$	158.86
144842 SEHI COMPUTER PRODUCTS INC	Non-instructional	Supplies	\$	258.12
144843 STAPLES	Non-instructional	Supplies	\$	173.36
144844 STAPLES	Non-instructional	Supplies	\$	124.19
144845 SPICERS PAPER INC	Non-instructional	Supplies	\$	2,111.40
144846 SPICERS PAPER INC	Non-instructional	Supplies	\$	493.56
144847 STAPLES	Non-instructional	Supplies	\$	85.45
144848 STAPLES	Non-instructional	Supplies	\$	294.45
144849 STAPLES	Non-instructional	Supplies	\$	247.44
144850 STAPLES	Non-instructional	Supplies	\$	422.10
144851 STAPLES	Non-instructional	Supplies	\$	180.14
144852 STAPLES	Non-instructional	Supplies	\$	196.40
144866 STAPLES	Non-instructional	Supplies	\$	682.09
144875 STAPLES	Non-instructional	Supplies	\$	504.03
144876 STAPLES	Non-instructional	Supplies	\$	465.69
144890 STAPLES	Non-instructional	Supplies	\$	551.98
144912 STAPLES	Non-instructional	Supplies	\$	446.65
144913 STAPLES	Non-instructional	Supplies	\$	293.63
144914 STAPLES	Non-instructional	Supplies	\$	193.30
144915 IDENTIFICATION AND SECURITY	Non-instructional	Supplies	\$	597.00
144916 STAPLES	Non-instructional	Supplies	\$	98.19
144917 STAPLES	Non-instructional	Supplies	\$	370.85
144918 STAPLES	Non-instructional	Supplies	\$	108.74
144956 STAPLES	Non-instructional	Supplies	\$	1,218.94
144957 CHC BOOKSTORE	Non-instructional	Supplies	\$	300.00
144958 COLLEGE BOARD ACCUPLACER DEF	Non-instructional	Supplies	\$	11,104.88
144959 SCANTRON CORPORATION	Non-instructional	Supplies	\$	277.94
144960 STAPLES	Non-instructional	Supplies	\$	1,875.42
144961 STAPLES	Non-instructional	Supplies	\$	1,563.65
144962 STAPLES	Non-instructional	Supplies	\$	1,123.77



**Purchase Order Report**  
**June 12, 2014**

144963 STAPLES	Non-instructional Supplies	\$	3,114.84
144965 STAPLES	Non-instructional Supplies	\$	2,435.65
144966 STAPLES	Non-instructional Supplies	\$	2,548.02
144967 STAPLES	Non-instructional Supplies	\$	1,226.73
145009 PITNEY BOWES	Non-instructional Supplies	\$	413.61
145010 AMAZON.COM	Non-instructional Supplies	\$	129.73
145011 AMAZON.COM	Non-instructional Supplies	\$	152.02
145012 AMAZON.COM	Non-instructional Supplies	\$	215.78
145013 CYNMAR CORPORATION	Non-instructional Supplies	\$	43.35
145014 STAPLES	Non-instructional Supplies	\$	7,438.46
145015 AMAZON.COM	Non-instructional Supplies	\$	471.98
145016 STAPLES	Non-instructional Supplies	\$	990.59
145017 SBVC BOOKSTORE	Non-instructional Supplies	\$	370.21
145035 US BANK CORPORATE PMT SYSTEM	Non-instructional Supplies	\$	199.81
145036 NEBRASKA SCIENTIFIC	Non-instructional Supplies	\$	49.32
145037 BRODART COMPANY	Non-instructional Supplies	\$	1,839.20
145038 DEMCO SUPPLY INC	Non-instructional Supplies	\$	1,959.45
145039 INMARK	Non-instructional Supplies	\$	40.16
145040 PEARSON ASSESSMENT	Non-instructional Supplies	\$	949.86
145057 SBCCD PRINTING SERVICES	Non-instructional Supplies	\$	132.00
145058 SBCCD PRINTING SERVICES	Non-instructional Supplies	\$	156.71
145059 SBCCD PRINTING SERVICES	Non-instructional Supplies	\$	37.50
145060 SBCCD PRINTING SERVICES	Non-instructional Supplies	\$	99.00
145120 POSITIVE PROMOTIONS INC	Non-instructional Supplies	\$	2,194.28
145121 GAYLORD BROS	Non-instructional Supplies	\$	1,593.22
145122 KESLING, SUSANIEL	Non-instructional Supplies	\$	75.00
145123 WARD'S NATURAL SCIENCE EST INC	Non-instructional Supplies	\$	278.84
145124 BIOQUIP PRODUCTS	Non-instructional Supplies	\$	138.85
145125 MARINE DEPOT AQUARIUM SUPPLIE	Non-instructional Supplies	\$	138.83
145126 HOME SCIENCE TOOLS	Non-instructional Supplies	\$	71.67
145127 CAROLINA BIOLOGICAL SUPPLY CO	Non-instructional Supplies	\$	156.76
145150 INMARK	Non-instructional Supplies	\$	53.89
145151 CRUZ, ALFREDO	Non-instructional Supplies	\$	165.67
145152 MCCUMBER, JEFF	Non-instructional Supplies	\$	16.57
145153 STAPLES	Non-instructional Supplies	\$	408.22
145170 SBVC BOOKSTORE	Non-instructional Supplies	\$	5,000.00
145224 STAPLES	Non-instructional Supplies	\$	240.87
145226 APPLE COMPUTER INC	Non-instructional Supplies	\$	4,249.80
144426 STATE OF CALIFORNIA	Operational Expenses & Fees	\$	2,250.00
144427 SOUTH COAST AQMD	Operational Expenses & Fees	\$	2,615.50
144428 SBVC FOOD SERVICES	Operational Expenses & Fees	\$	568.82
144429 SBVC FOOD SERVICES	Operational Expenses & Fees	\$	375.80
144430 PUBLIC MEDIA PARTNERSHIPS INC	Operational Expenses & Fees	\$	1,000.00
144431 HUGHES III, RICHARD	Operational Expenses & Fees	\$	100.00
144432 CRANE, THOMAS	Operational Expenses & Fees	\$	67.96
144433 CRANE, THOMAS	Operational Expenses & Fees	\$	13.40
144434 CRANE, THOMAS	Operational Expenses & Fees	\$	42.09

Purchase Order Report

June 12, 2014

144454 CRUZ, ALFREDO	Operational Expenses & Fees	\$	136.00
144455 CRANE, THOMAS	Operational Expenses & Fees	\$	60.01
144491 SBVC FOOD SERVICES	Operational Expenses & Fees	\$	1,430.78
144582 EL TORITO REAL MEX RESTAURANT	Operational Expenses & Fees	\$	1,090.71
144583 TIMELESS PLAQUES AND AWARDS	Operational Expenses & Fees	\$	442.24
144627 SOUTH COAST AIR QUALITY	Operational Expenses & Fees	\$	118.94
144668 BALLOONS OF CALIFORNIA	Operational Expenses & Fees	\$	233.28
144721 ORIGINAL TACO GIRLS, THE	Operational Expenses & Fees	\$	1,200.00
144722 SBVC FOOD SERVICES	Operational Expenses & Fees	\$	135.63
144723 TIMELESS PLAQUES AND AWARDS	Operational Expenses & Fees	\$	359.10
144724 ALL STAR ENGRAVING	Operational Expenses & Fees	\$	181.60
144745 SBVC BOOKSTORE	Operational Expenses & Fees	\$	140.29
144746 BANGASSER,SUSAN	Operational Expenses & Fees	\$	350.00
144761 GOMEZ, LAURA	Operational Expenses & Fees	\$	100.00
144762 GOMEZ, LAURA	Operational Expenses & Fees	\$	138.90
144792 MORENO, MARIANA	Operational Expenses & Fees	\$	300.00
144815 CRAFTON HILLS COLLEGE	Operational Expenses & Fees	\$	375.00
144833 DIAZ, EMMA	Operational Expenses & Fees	\$	21.00
144920 SBVC FOOD SERVICES	Operational Expenses & Fees	\$	309.10
145018 COSTCO	Operational Expenses & Fees	\$	1,100.00
145019 TIMELESS PLAQUES AND AWARDS	Operational Expenses & Fees	\$	811.88
145020 SBVC BOOKSTORE	Operational Expenses & Fees	\$	100.00
145042 CITY OF YUCAIPA	Operational Expenses & Fees	\$	1.00
145043 PBS SOCAL	Operational Expenses & Fees	\$	10.00
145056 NELSON, WILLENE D	Operational Expenses & Fees	\$	200.00
145154 UC RIVERSIDE	Operational Expenses & Fees	\$	1,393.65
145171 SBVC FOOD SERVICES	Operational Expenses & Fees	\$	1,657.65
145172 HOCKRIDGE FLORIST	Operational Expenses & Fees	\$	1,000.00
145173 SBVC FOOD SERVICES	Operational Expenses & Fees	\$	200.00
145221 TACO VILLAGE	Operational Expenses & Fees	\$	756.00
145223 CALIFORNIA DEPARTMENT OF	Operational Expenses & Fees	\$	113.00
144628 CHC BOOKSTORE	Other Student Aid	\$	529.11
144735 CHC BOOKSTORE	Other Student Aid	\$	3,741.12
144816 CRAFTON HILLS COLLEGE	Other Student Aid	\$	20.00
144817 CRAFTON HILLS COLLEGE	Other Student Aid	\$	200.00
144832 SVM LP	Other Student Aid	\$	5,285.00
145155 DREAMAKER PUBLISHING INC	Other Student Aid	\$	1,957.80
144453 LEAGUE FOR INNOVATION	Postage & Freight	\$	8.47
144552 US POSTAL SERVICE	Postage & Freight	\$	10,000.00
144581 US BANK CORPORATE PMT SYSTEM	Postage & Freight	\$	9.80
144692 US POSTAL SERVICE	Postage & Freight	\$	220.00
144693 US POSTAL SERVICE	Postage & Freight	\$	1,500.00
144827 US POSTAL SERVICE	Postage & Freight	\$	20,000.00
144828 PITNEY BOWES	Postage & Freight	\$	1,900.00
144669 SBCCD PRINTING SERVICES	Printing	\$	300.00
144726 SBCCD PRINTING SERVICES	Printing	\$	600.00
144764 SBCCD PRINTING SERVICES	Printing	\$	2,000.00

**Purchase Order Report**  
**June 12, 2014**

144765 SBCCD PRINTING SERVICES	Printing	\$	300.00
144766 SBCCD PRINTING SERVICES	Printing	\$	128.77
145021 SBCCD PRINTING SERVICES	Printing	\$	1,250.00
145156 SBCCD PRINTING SERVICES	Printing	\$	1,213.86
145157 SBCCD PRINTING SERVICES	Printing	\$	702.01
145158 SBCCD PRINTING SERVICES	Printing	\$	190.50
145176 SBCCD PRINTING SERVICES	Printing	\$	690.96
145220 SBCCD PRINTING SERVICES	Printing	\$	7,350.00
144452 WORLD ENGINEERING XCHANGE LL	Reference Books	\$	1,191.27
144577 TAYLOR & FRANCIS	Reference Books	\$	51.79
144579 US BANK CORPORATE PMT SYSTEM	Reference Books	\$	15.29
144580 FLINN SCIENTIFIC INC	Reference Books	\$	904.68
144694 AMAZON.COM	Reference Books	\$	193.49
144727 WILEY PUBLISHING	Reference Books	\$	434.49
144728 CARPE DIEM ARCHITECTURAL	Reference Books	\$	328.32
144737 CENGAGE ACADEMIC LEARNING	Reference Books	\$	402.82
144767 WATER EDUCATION FOUNDATION	Reference Books	\$	280.00
144969 AMAZON.COM	Reference Books	\$	1,376.52
145044 F.A. DAVIS COMPANY	Reference Books	\$	863.89
145045 BARNES & NOBLE INC	Reference Books	\$	428.52
145046 AMERICAN WATER WORKS ASSOC	Reference Books	\$	359.64
145047 AMERICAN WATER WORKS ASSOC	Reference Books	\$	90.72
145174 WELLS, CAROL	Reference Books	\$	700.00
144436 SHABAZZ, RICKY	Refreshments	\$	212.17
144437 US BANK CORPORATE PMT SYSTEM	Refreshments	\$	55.16
144438 US BANK CORPORATE PMT SYSTEM	Refreshments	\$	137.90
144553 SBVC FOOD SERVICES	Refreshments	\$	197.12
144554 US BANK CORPORATE PMT SYSTEM	Refreshments	\$	27.98
144629 SBVC FOOD SERVICES	Refreshments	\$	137.65
144825 SBVC FOOD SERVICES	Refreshments	\$	300.00
145048 US BANK CORPORATE PMT SYSTEM	Refreshments	\$	43.09
145049 REVOLVING CASH	Refreshments	\$	180.96
145175 LANGENFIELD, ELIZABETH	Refreshments	\$	366.95
145229 US BANK CORPORATE PMT SYSTEM	Refreshments	\$	489.96
144446 DAILY JOURNAL CORPORATION	Site Improvements	\$	1,417.50
144447 WESTSIDE STORY NEWSPAPER	Site Improvements	\$	1,485.00
144448 DAILY JOURNAL CORPORATION	Site Improvements	\$	1,135.20
144449 INLAND VALLEY NEWS	Site Improvements	\$	223.00
144820 BELLFREE CONTRACTORS INC	Site Improvements	\$	9,860.00
144410 LYNDA.COM INC	Software	\$	3,250.00
144442 ARTICULATE	Software	\$	1,957.00
144443 EL CAJON AIRCRAFT	Software	\$	318.60
144444 SEHI COMPUTER PRODUCTS INC	Software	\$	622.03
144536 HENRY BROADCASTING CO INC	Software	\$	12,000.00
144537 PYRAMED HEALTH SYSTEM	Software	\$	4,542.65
144578 VERNIER SOFTWARE	Software	\$	343.64
144657 CHIEF AUTOMOTIVE	Software	\$	916.92

**Purchase Order Report  
June 12, 2014**

144711 I-CAR	Software	\$	900.00
144712 PERCEPTIVE SOFTWARE INC	Software	\$	511.92
144713 STUDICA INC	Software	\$	507.60
144733 US BANK CORPORATE PMT SYSTEM	Software	\$	65.98
144734 US BANK CORPORATE PMT SYSTEM	Software	\$	16.00
144738 US BANK CORPORATE PMT SYSTEM	Software	\$	21.59
144757 US BANK CORPORATE PMT SYSTEM	Software	\$	114.95
144955 COMPUTERLAND OF SILICON VALLE	Software	\$	351.00
145023 INTUIT INC	Software	\$	745.20
145160 NOVEDGE LLC	Software	\$	490.56
144970 ABDUL ZAHIR, FATIMAH	Student Financial Aid	\$	60.99
144971 AKHTER, SHAPLA	Student Financial Aid	\$	182.97
144972 BAKLANOVA, NATALIA	Student Financial Aid	\$	60.99
144973 BANKS, PRINCESS	Student Financial Aid	\$	243.96
144974 BARBO, JENNIFER	Student Financial Aid	\$	121.98
144975 BARNES, LAURA	Student Financial Aid	\$	121.98
144976 BENITEZ, VILMA	Student Financial Aid	\$	121.98
144977 BOLDS, DORIS	Student Financial Aid	\$	121.98
144978 BRACKETT, DANIESHA	Student Financial Aid	\$	243.96
144979 CANDRAY, GRINGRELIA	Student Financial Aid	\$	121.98
144980 DE LA TORRE, GEORGINA	Student Financial Aid	\$	325.28
144981 GOMEZ, JACQUELINE	Student Financial Aid	\$	325.28
144982 GOMEZ, LUPE	Student Financial Aid	\$	203.30
144983 HOLMAN, SHERIEN	Student Financial Aid	\$	142.31
144984 LE, VAN	Student Financial Aid	\$	101.65
144985 LOPEZ DE ACOSTA, KARLA	Student Financial Aid	\$	121.98
144986 MEIGHAN, GLENDA	Student Financial Aid	\$	142.31
144987 MONTOYA, CARMELLO	Student Financial Aid	\$	60.99
144988 MORALES, DANELL	Student Financial Aid	\$	264.29
144989 MUNOZ RIO, ANDREA	Student Financial Aid	\$	243.96
144990 TREACY, BLANCA	Student Financial Aid	\$	121.98
144991 PEREZ-PONCE, BLANCA	Student Financial Aid	\$	121.98
144992 ROQUE, DIANE	Student Financial Aid	\$	60.99
144993 SANDERS, BARBARA	Student Financial Aid	\$	60.99
144994 SBCCD FINANCIAL AID	Student Financial Aid	\$	8,999.90
144995 MUNOZ RIO, NELLY	Student Financial Aid	\$	243.96
144996 TURNER, TERESA	Student Financial Aid	\$	81.32
144997 VILLALOBOS, IRMA	Student Financial Aid	\$	182.97
145177 AL-ASADY, ZAYNAB	Student Financial Aid	\$	162.64
145178 ALCANTARA, AMY	Student Financial Aid	\$	60.99
145179 ALMANZA-CORTEZ, ELISA	Student Financial Aid	\$	121.98
145180 AVILA, JESSICA	Student Financial Aid	\$	203.30
145181 COLIX, SANDRA	Student Financial Aid	\$	406.60
145182 FIGEROA, CRYSTALINA	Student Financial Aid	\$	121.98
145183 FLORES, LUPITA	Student Financial Aid	\$	182.97
145184 GASTELUM LUEVANOS, MARIANA	Student Financial Aid	\$	121.98
145185 GIRON, DEYSI	Student Financial Aid	\$	142.31

**Purchase Order Report**  
**June 12, 2014**

145186 GUERRA, MONICA	Student Financial Aid	\$	121.98
145187 GUTIERREZ, KIMBERLY	Student Financial Aid	\$	81.32
145188 GUTIERREZ, BLANCA	Student Financial Aid	\$	60.99
145189 HERNANDEZ, DIANA	Student Financial Aid	\$	60.99
145190 HERNANDEZ, MARIA	Student Financial Aid	\$	121.98
145191 JACKSON, ALISON	Student Financial Aid	\$	243.96
145192 JUAREZ, CHRISTINE	Student Financial Aid	\$	386.27
145193 HERNANDEZ, LAURA	Student Financial Aid	\$	406.60
145194 LOPEZ, ISABEL	Student Financial Aid	\$	182.97
145195 MADRID, MICHAEL	Student Financial Aid	\$	142.31
145196 MEDINA, ARCELIA	Student Financial Aid	\$	60.99
145197 NOBLE, DAMITA	Student Financial Aid	\$	182.97
145198 ORTIZ, GEMA	Student Financial Aid	\$	243.96
145199 OLMOS, KRYSTAL	Student Financial Aid	\$	243.96
145200 PONCE, ANDREA	Student Financial Aid	\$	315.12
145201 PORRAS, JESSICA	Student Financial Aid	\$	182.97
145202 PALACIOS, THERESA	Student Financial Aid	\$	121.98
145203 ROBLES, AMANDA	Student Financial Aid	\$	264.29
145204 RAMIREZ, ERICA	Student Financial Aid	\$	121.98
145205 RAMIREZ, ERICA	Student Financial Aid	\$	121.98
145206 RIVIERA, STEPHANIE	Student Financial Aid	\$	243.96
145207 RUIZ, DIANA	Student Financial Aid	\$	142.31
145208 SALAS, NANCY	Student Financial Aid	\$	60.99
145209 SANCHEZ, VIRGINIA	Student Financial Aid	\$	386.27
145210 SOTO, BRENDA	Student Financial Aid	\$	60.99
145211 OY, SAO	Student Financial Aid	\$	121.98
145212 SHELTON, ERICKA	Student Financial Aid	\$	121.98
145213 SANCHEZ, CELIA	Student Financial Aid	\$	142.31
145214 SCHNABEL-MORENO, TIFFANIE	Student Financial Aid	\$	264.29
145215 WARD, ERICKA	Student Financial Aid	\$	60.99
145216 YOUNAN, MANAL	Student Financial Aid	\$	182.97
145217 VARELA GARCIA, ROSA	Student Financial Aid	\$	386.27
144831 VERIZON CALIFORNIA	Utilities	\$	12,752.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Jose F. Torres, Director of Fiscal Services  
DATE: June 12, 2014  
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

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

OVERVIEW

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the attached CCFS-311Q form.

ANALYSIS

This report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions may be addressed to the Fiscal Services Office.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q**  
ENTER OR EDIT CURRENT DATA

**Record Updated**

CHANGE THE PERIOD ▼

District: (980) SAN BERNARDINO

Fiscal Year: 2013-2014  
Quarter Ended: (Q3) Mar 31, 2014

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
Closed for edits after May 17, 2014					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	74,563,750	73,283,348	54,341,164	73,283,348
A.2	Other Financing Sources (Object 8900)	23,327	23,327	24,736	23,327
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	74,587,077	73,306,675	54,365,900	73,306,675
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	71,205,271	73,264,401	48,458,113	73,264,401
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,050,000	4,314,292	4,078,957	4,314,292
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	73,255,271	77,578,693	52,537,070	77,578,693
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,331,806	-4,272,018	1,828,830	-4,272,018
D.	Fund Balance, Beginning	24,062,725	24,062,725	24,062,725	24,062,725
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	24,062,725	24,062,725	24,062,725	24,062,725
E.	<b>Fund Balance, Ending (C. + D.2)</b>	25,394,531	19,790,707	25,891,555	19,790,707
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	34.7%	25.5%	49.3%	25.5%

SAVE EDITS »»

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	14,500
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	Amount as of the Specified Quarter Ended	
H.1	Cash, excluding borrowed funds	28,041,534
H.2	Cash, borrowed funds only	0
H.3	<b>Total Cash (H.1 + H.2)</b>	28,041,534

IV. Has the district settled any employee contracts during this quarter?  Yes  No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>						
Year 1:						
Year 2:						
Year 3:						
<b>b. BENEFITS:</b>						
Year 1:						
Year 2:						
Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS »»

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes  No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?  Yes  No  
Next year?  Yes  No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

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SAVE EDITS »»

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4554  
Sacramento, California 95814-6511

Send questions to:  
Christine Atalig (916)327-5772 [catalig@cccco.edu](mailto:catalig@cccco.edu) or Tracy Britten (916)323-6899 [tbritten@cccco.edu](mailto:tbritten@cccco.edu)  
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