

**San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, September 11, 2014 – 4:00 p.m. – Board Room**

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

**2. 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. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957 (2 cases)
- c. Public Employee Performance Evaluation  
Government Code 54957  
Title: Chancellor

**3. 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.

**4. CONVENE CLOSED SESSION**

**5. RECONVENE PUBLIC MEETING**

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

**7. 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.

**8. INSTITUTIONAL PRESENTATIONS**

- a. Left Lane and Summer Bridge – Staff: Jonathan Townsend and Luis Mondragon  
Students: Darrian Briggs and Ashley Shelton

**9. 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.4)
- d. CHC
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associated Students
- e. SBVC
  - i. President
  - ii. Academic Senate
  - iii. Classified Senate
  - iv. Associated Students
- f. CSEA
- g. CTA

**10. CONSENT AGENDA**

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

**a. INSTRUCTIONAL/STUDENT SERVICES**

**b. HUMAN RESOURCES**

- i. Consideration of Acceptance of Academic Employee Resignation (p.8)
- ii. Consideration of Acceptance of Management Resignation (p.9)
- iii. Consideration of Approval of Adjunct & Substitute Academic Employees (p.10)
- iv. Consideration of Approval of Assistant Coach Stipend (p.12)
- v. Consideration of Approval of Classified Employees (p.13)
- vi. Consideration of Approval of District Volunteers (p.15)
- vii. Consideration of Approval of Employment Date Amendment for Academic Employee (p.18)
- viii. Consideration of Approval of Interim Management Appointment (p.19)
- ix. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.20)
- x. Consideration of Approval of Salary Amendment for Academic Employee (p.26)
- xi. Consideration of Approval of Short-Term Substitute and Professional Expert Employees (p.27)

**c. FISCAL SERVICES**

- i. Consideration of Approval of Conference Attendance (p.33)
- ii. Consideration of Approval of District & College Expenses (p.42)
- iii. Consideration of Approval of Professional Services Contracts (p.46)
- iv. Consideration of Approval of Routine Contracts (p.49)
- v. Consideration of Approval of Surplus Property (p.83)

**11. ACTION AGENDA**

**a. INSTRUCTIONAL/STUDENT SERVICES**

**b. HUMAN RESOURCES**

- i. Consideration of Acceptance of Academic Employee Retirement (p.86)
- ii. Consideration of Acceptance of Classified Employee Retirement (p.87)

**c. FISCAL SERVICES**

- i. Consideration of Approval of Amendment 08 - Steinberg Architects (p.88)
- ii. Consideration of Approval to Ratify Contract - Braughton Construction (p.93)
- iii. Consideration of Approval to Ratify Contract - G Corp International (p.96)
- iv. Consideration of Approval to Ratify Contract - Three Peaks (p.100)
- v. Consideration of Approval of the amendment to the Master Agreement of the Economic Development and Corporate Training Foundation (EDCT Foundation) with the San Bernardino Community College District (p.103)
- vi. Consideration of Approval of EDCT Foundation Budget & Funding (p.112)
- vii. Consideration of Approval to Establish a Fiduciary Fund - EDCT Foundation (p.115)
- viii. Consideration of Approval to Establish a Fiduciary Fund - KVCR Foundation (p.116)
- ix. Consideration of Approval to Conduct a Public Hearing (p.117)
- x. Consideration of Approval to Adopt Final Budget (p.118)
- xi. Consideration of Approval to Reaffirm Board Imperatives and Approve 2014-2015 Board Goals (p.126)
- xii. Consideration of Approval to Accept Board Policies for First Reading (p.129)

**d. RESOLUTIONS**

- i. Consideration of Approval to Adopt Resolution to Recognize the Month of October as National Arts and Humanities Month (p.193)
- ii. Consideration of Resolution to Recognize the Dedication of the Curtis T. Winton Building by Rialto Unified School District on October 10, 2014 (p.195)
- iii. Consideration to Adopt a Resolution expressing Support for and Commitment to the Student Success Initiative and the 22 specific policy changes recommended by the CCCCCO Student Success Task Force (p.197)
- iv. Consideration to Adopt a Resolution expressing Support for designation of October, 2014 as National Cyber Security Awareness Month (p.200)
- v. Consideration to Adopt a Resolution expressing Support for designation of October, 2014 as National Disability Employment Awareness Month (p.202)
- vi. Consideration to Adopt a Resolution expressing Support for Designation of September 23, 2014 as National Voter Registration Day (p.204)
- vii. Consideration to Adopt a Resolution Proclaiming September 11, 2014 as National Day of Service and Remembrance (p.206)

**12. INFORMATION ITEMS**

- a. Applause Cards (p.208)
- b. Budget Report (p.226)
- c. Clery Report (p.264)
- d. General Fund Cash Flow Analysis (p.266)
- e. Local Hire Summary Report (p.268)
- f. Purchase Order Report (p.287)
- g. Measure M Change Order Summary (p.296)
- h. MOU CSEA Interim Supervisory Assignment (p.307)

**13. ADJOURN** – the next Board of Trustees Meeting will be Thursday, October 9, 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: September 11, 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.

**San Bernardino Community College District  
Board of Trustees Information Requests  
(Updated September 4, 2014)**

Date of Board Request	Request	Requested By	Planned Completion Date	Comments
October 10, 2013	Review current policies and bylaws to make sure they reflect current board realities.	Trustee Williams	January 2014 – June 2014 + time through collegial consultation	<p>Planned work with Community College League consultant to review all Board policies and procedures for updates based on current legal recommendations and draft policies or procedures that are required but not currently in place.</p> <p>1<sup>st</sup> committee meeting with Dr. Jane Wright on January 30, 2014. Multiple meetings with various work groups have taken place and are scheduled to go through the collegial consultation process.</p> <p>District Assembly adopted a new review process and has implemented for a more expeditious process as of 4/1/14.</p>
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
November 14, 2013  <i>December 12, 2013 revised</i>	<p>Board of Trustees were encouraged to participate and go through safety overview training.</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</p>	Trustee Williams  Trustee Henry & Williams	October 9, 2014	<p>Topics to include:</p> <ol style="list-style-type: none"> <li>1. <del>Workers' Compensations data- frequency/severity/ what the data means/process for filing a claim in the district</del></li> <li>2. <del>MSDS now SDS database – How it</del></li> </ol>

	<p>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>works</p> <p><del>3. Safety training monthly statistics on training completion</del>  <del>—What the numbers mean</del></p> <p><del>4. 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>
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	
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.
June 12, 2014	Requested for regular SBVC Foundation Updates	Trustee Williams	Ongoing	Dr. Fisher will provide updates in her President's Reports
August 14, 2014	Requested for additional information on the results of the Adult Education and Town Hall meetings that took place between December 2013 and February 2014	Trustee Henry	Completed	Sent with Chancellor's Chat on 9/22/14.

August 14, 2014	Requested the Board to pass a resolution supporting a community college state-wide allocation model that considers college-going rate unemployment, poverty rates and other factors that can be included in a "Districts in Greatest Need" model.	Trustee Harrison	October 9, 2014	Chancellor will bring a resolution to the board in October to pass along to the State Chancellor's Office.
August 14, 2014	Trustee Williams asked if we could look into the comments made about the job developer at SBVC.	Trustee Williams	Completed	Sent with Chancellor's Chat on 9/22/14.
August 14, 2014	Dr. Henry asked for what was presented previously compared to what is currently presented and what the difference was	Trustee Henry	Completed	Sent with Chancellor's Chat on 9/22/14.

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: September 11, 2014

SUBJECT: Consideration of Acceptance of Academic Employee Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Carol Stiltner, Instructor, Nursing, SBVC, and Kevin Kammer, Instructor, Aeronautics, SBVC.

OVERVIEW

Carol Stiltner, Instructor, Nursing, SBVC, submitted her letter of resignation with an effective date of July 29, 2014, after 1 year of service. Her last day of employment was July 28, 2014.

Kevin Kammer, Instructor, Aeronautics, SBVC, submitted his letter of resignation with an effective date of July 2, 2014, after 12 years of service. His last day of employment was July 1, 2014.

ANALYSIS

The employee's resignation correspondence was received and accepted by the Human Resources Department.

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: September 11, 2014  
SUBJECT: Consideration of Acceptance of Management Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Laura Whitehead, Emergency Preparedness Manager, District.

OVERVIEW

Laura Whitehead, Emergency Preparedness Manager, District, submitted her letter of resignation with an effective date of October 4, 2014, after seven months of employment with the District.

ANALYSIS

The employee's resignation correspondence was received and accepted by the Human Resources Department.

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. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, Interim President, SBVC

DATE: September 11, 2014

SUBJECT: Consideration of Approval of Adjunct and 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 2014-2015 academic year.

OVERVIEW

The following list of adjunct and 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 2014-2015 academic year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

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

<b>NAME</b>	<b>DISCIPLINE</b>
DeLaune, Stacey	American Sign Language
Granado, Alycia	Child Development
Jordan, Jessica	Psychology
Leon, Juan	Computer Science
Moreno-Terrill, Mark	Communication Studies
Peterson, Charles	Biology
Victor, Mark	Chemistry

**San Bernardino Valley College  
Adjunct and Substitute Academic Employees  
Academic Year 2014-2015  
September 11, 2014**

<b>NAME</b>	<b>DISCIPLINE</b>
Bednarczyk, Denise	Kinesiology
Bonine, James	Culinary Arts
DeCourten, Theresia	Nursing
Elraghy, Omaina	Biology
Haviland, Dulce	English
Higgins, Meagen	Psychology
Hoover, Jason	Electricity/Electronics
Jensen, Deanna	English
Kim, Elliott,	History
Retzlaff, Steven	Kinesiology
Vakil-Jessop, Carolee	Reading

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: September 11, 2014  
SUBJECT: Consideration of Approval of Assistant Coach Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve the SBVC assistant coach stipend.

OVERVIEW

Gary Waters, Football, SBVC, will as assistant coach for the Fall 2014 Season, effective September 12, 2014, with a stipend of \$4,683.00.

ANALYSIS

Coaches are routinely hired for sports teams.

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:** September 11, 2014  
**SUBJECT:** Consideration of Approval of Classified Employees

**RECOMMENDATION**

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

**OVERVIEW**

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

**ANALYSIS**

All requirements for employment processing have been completed and Human Resources has cleared the individuals for employment.

**BOARD IMPERATIVE**

III. Resource Management for Efficiency, Effectiveness and Excellence.

**FINANCIAL IMPLICATIONS**

Included in the 2014-2015 budget.

**CLASSIFIED EMPLOYEES**  
**September 11, 2014**

**Luisa Martinez-Guzman**, Custodian I, SBVC, effective September 15, 2014 at Classified Salary Schedule Range 27, Step A, \$2,762.00 per month. Replaces Preston Clark

**Victoria Rodriguez**, Custodian I, SBVC, effective September 15, 2014 at Classified Salary Schedule Range 27, Step A, \$2,762.00 per month. Replaces Jose Borja

**Reginald Bass Jr**, Custodian I, SBVC, effective September 29, 2014 at Classified Salary Schedule Range 27, Step A, \$2,762.00 per month. Replaces Sonji Key

**Joshua Orosco**, Custodian I, SBVC, effective September 29, 2014 at Classified Salary Schedule Range 27, Step A, \$2,762.00 per month. Replaces Albert Camacho

**Laurens Dekoekkoek**, Grounds Caretaker, SBVC, effective September 15, 2014 at Classified Salary Schedule Range 27, Step C, \$3,046.00 per month. Replaces Reyes Sanchez.

**Daniel Johnson**, Custodian I, CHC, effective September 15, 2014, at Classified Salary Schedule Range 27, Step A, at \$2,762.00 per month. Replaces Ed Chavez.

**Joan Corbett**, Project Analyst, ATPC, effective September 15, 2014, Classified Salary Schedule Range 44, Step A, at \$4,203.00 per month. Replacing Richard Burke.

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: September 11, 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 2014-2015  
 September 11, 2014

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>DATE</b>
<b>Abitan, Christian</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Andretta, Robert</b>	Science Division/Geology	09/15-2014-12/31/2014
<b>Armitage, Kim</b>	President's Office/Police Academies	09/12/2014-12/31/2014
<b>Arreola, April</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Awunganyi, John</b>	President's Office/Middle College HS	09/12/2014-12/31/2014
<b>Barrow, Andrew</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Beauvis, Alfred</b>	Arts & Humanities/Art	09/12/2014-12/19/2014
<b>Bird, Ngara</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Cardenas, Oscar</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Cruzado, Jessika</b>	President's Office/Middle College HS	09/12/2014-12/31/2014
<b>Davila, Janeth</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Davis, Victoria</b>	President's Office/Middle College HS	09/12/2014-12/31/2014
<b>Diaz, Maria</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Ellis, Ketsia</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Etzal, Linda</b>	President's Office/Middle College HS	09/12/2014-12/31/2014
<b>Eyler, John</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Garcia, Eric</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Gonzales, Felix</b>	Social Sciences/Athletics	09/12/2014-12/31/2014
<b>Hager, Stephanie</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Hammerstein, Joshua</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Hanna, Benjamin</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Herrera, Christopher</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Higuera, Maria</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Johnson, Jamelia</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Journey, Claire</b>	President's Office/Middle College HS	09/12/2014-12/31/2014
<b>Lopez, David</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Mandujano, Moises</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>McDearmon, Pamela</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Morales, Brenda</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Morales, Helena K.</b>	Social Sciences/Athletics	09/12/2014-12/31/2014
<b>Morga, Noe</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Naranjo, Sharon</b>	President's Office/Middle College HS	09/12/2014-12/31/2014
<b>Olson, Axel</b>	President's Office/Middle College HS	09/12/2014-12/31/2014
<b>Pettaway, Lamarra D.</b>	Social Sciences/Athletics	09/12/2014-12/31/2014
<b>Phipps, Valiant</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Pirollo, Greg</b>	President's Office/Middle College HS	09/12/2014-12/31/2014
<b>Poland-Zinda, Sheila</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Renteria, Alyssa</b>	President's Office/Middle College HS	09/12/2014-12/31/2014
<b>Rodriguez, Steven</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Rogers, Clover</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Romero, Jazmin M.</b>	Social Sciences/Athletics	09/12/2014-12/31/2014
<b>Salas, Miguel</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Saldana, Koraima</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Sanchez, Crystal</b>	Social Sciences/Athletics	09/12/2014-12/31/2014



<b>Serrano, Leonard</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Skans, Melanie</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Tan, Keomakara</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Tenorio, John</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Tesfay, Jordan</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Thornburd, Lisa</b>	Arts & Humanities/Theatre Arts	09/12/2014-12/31/2014
<b>Turner, Phillip</b>	President's Office/Police Academies	09/12/2014-12/31/2014
<b>Velasquez, Luis</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>White, Joseph</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Williams, Rebecca</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Winn, Dina</b>	President's Office/Middle College HS	09/12/2014-12/31/2014
<b>Wood, Travis</b>	Math, Business, CT Division	09/15/2014-12/31/2014
<b>Wright, Steve</b>	President's Office/Middle College HS	09/12/2014 12/31/2014
<b>Yorgenson, Yessenia</b>	Science Division	09/15/2014-12/31/2014
<b>Young, Alicia</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014
<b>Zuick, Nhan</b>	Math, Business, CT/Student Success Ctr.	09/15/2014-12/31/2014

**Crafton Hills College  
Volunteers  
Academic Year 2014-2015  
September 11, 2014**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>DATE</b>
<b>Lorenz, Lester</b>	Tutoring Center	09/12/2014-12/31/2014
<b>Morales, Hiromi</b>	Tutoring Center	09/12/2014-12/31/2014
<b>Narciso, Eric</b>	EMS Department	09/12/2014-12/31/2014
<b>Steele, Matthew</b>	EMS Department	09/12/2014-12/31/2014

**KVCR  
Volunteers  
September 11, 2014**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>DATE</b>
<b>Anderson, Tanita</b>	Audio Production	9/12/2014-12/31/2014
<b>Barajas, Kimberlyn</b>	Development	9/12/2014-12/31/2014
<b>Barbarin, Michael</b>	Graphics	9/12/2014-12/31/2014
<b>Flores, Augusto</b>	Media Arts	10/1/2014-12/31/2014
<b>Hernandez, Marcia</b>	Media Arts	10/1/2014-12/31/2014
<b>Lopez, Jose</b>	Graphics	9/12/2014-12/31/2014
<b>Maders, Ivan</b>	Media Arts	10/1/2014-12/31/2014
<b>Moncada, Juan Jr.</b>	Graphics	9/12/2014-12/31/2014
<b>Nelson, Ricky</b>	Radio/Sound	9/12/2014-12/31/2014
<b>Pfleider, Robert</b>	Media Arts	10/1/2014-12/31/2014
<b>Rosen, Dena</b>	Media Arts	10/1/2014-12/31/2014
<b>Seny, Maya</b>	Graphics	9/12/2014-12/31/2014

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: September 11, 2014  
SUBJECT: Consideration of Approval of Employment Date Amendment for Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment date amendment for Emily Spencer, Instructor, Chemistry, CHC.

OVERVIEW

Emily Spencer, Instructor, Chemistry, CHC, one-year temporary academic contract, Academic Salary Schedule, Column H, Step 3, \$65,432.73 per year, effective August 15, 2014 through May 22, 2015. New position.

ANALYSIS

On June 12, 2014, the Board approved the employment of Emily Spencer with an effective date of August 18, 2014. Ms. Bradley began employment on August 15, 2014.

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: September 11, 2014

SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve the interim management appointment of Johnny Conley, Interim Director of First Year Experience, SBVC.

OVERVIEW

Johnny Conley, Interim Director of First Year Experience, SBVC, Management Salary Schedule Range 16, Step A, \$7,813.50 per month, effective October 13, 2014, through December 31, 2014, or until position is filled on a permanent basis, whichever occurs first.

ANALYSIS

It is necessary to appoint an individual to serve on an interim basis until the position is filled permanently.

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: September 11, 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  
Summer 2014**

**Commander, John**, Fit Testing for Respiratory Program, 6/4/2014 through 8/15/14, not to exceed \$245. Funding source is General Fund.

**Sullivan, Dan**, Assistant Coordinator of Redlands Emergency Services Academy stipend, 6/4/2014 through 8/15/2014, not to exceed \$1,000. Funding source is Career Technical Education Transitions grant.

**Crafton Hills College  
Non-Instructional Pay  
Academic Year 2014-2015  
Fall 2014**

**Anderson, Jonathan**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Bartlett, Ryan**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Bedoya, Rosemary**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

**Beitscher, Jane**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Brink, T.L.**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Bryant, Tom**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Cannon, Judy**, Title V Learning Communities Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Cervantez, Jeff**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Commander, John**, Fit testing for Respiratory Program, 8/19/14 through 12/19/14, not to exceed \$1600, Funding source is General Fund.

**Costello, Gerarda**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Cummings, Lou'Rie**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

**Curry, Vicki**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

**DiPonio, Gwen**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Dudash, Leigh**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Guaracha, Anthony**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Hadden, Jay**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Hamlett, Cynthia**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Hughes, Richard**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Hunter, Morris**, Stipend to coordinate Radiologic Technology program, 8-19/14 through 12/19/14, not to exceed \$1,127, Funding source is Vocational Education.

**LeDoux, Janine**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Lopez, Monica**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

**Lowe, Lynn**, Title V Learning Communities Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Martin, Lisa**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

**O'Shaughnessy, Vonda**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Polson, Elizabeth**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Quintanar, Brittnee**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

**Salt, Kim**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Shelton, Steve**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Simonson, Scott**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Singh, Manika**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

**Swanson, William**, Title V Honors Faculty Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Vasquez, Violeta**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

**Washburn, Ben**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

**Williams, Gary**, Title V Learning Communities Stipend, 8/19/14 through 12/19/14, not to exceed \$600, Funding source is Title V Grant.

**Wilson, Debbie**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

**Xayaphanthong, Souts**, Title V Counselor Training, 8/19/14 through 12/19/14, not to exceed \$500, Funding source is Title V Grant.

The Title V Learning Communities Stipend is given to faculty members who have taken on a learning community component with their taught course. One of the objectives of the Title V grant is to strengthen the basic skills learning communities.

The Title V Counselor Training Stipend is given to counselors who attended ongoing student transfer advisement, workshops and meetings.

The Title V Honors Faculty Stipend is given to faculty members who have taken on an honors component with their taught course. One of the objectives of the Title V grant is to increase the number of honors courses offered at Crafton Hills College.

**San Bernardino Valley College  
Non-Instructional Pay  
Academic Year 2014-2015  
August 14, 2014**

**Alvarado, Laura**, Counselor, Counseling & Matriculation, 9-12-14 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Matriculation Categorical Fund.

**Giles, Keenan**, Counselor, Counseling & Matriculation, 9-12-14 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Matriculation Categorical Fund.

**Gomez, Karla P.**, Counseling Intern, Counseling & Matriculation, 9-12-14 to 6-30-15. Funding source is the Matriculation Categorical Fund.

**Gomez, Larissa**, Counseling Intern, Counseling & Matriculation, 9-12-14 to 6-30-15. Funding source is the Matriculation Categorical Fund.

**Glover, Earline**, Counselor, Counseling & Matriculation, 9-12-14 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Matriculation Categorical Fund.

**Hayes, Shonia**, to assist with training of Supplemental Instruction Leaders and development of a mentoring component, 9-12-14 to 12-24-14, not to exceed 15 hours per semester, at \$49.00 per hour. Funding source is the MSEIP (Math, Science and Engineering Improvement Program) Grant.

**Jones, Desiree**, Counselor, Counseling & Matriculation, 9-12-14 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Matriculation Categorical Fund.

**Morales, Jason**, to assist with training of Supplemental Instruction Leaders and development of a mentoring component, 9-12-14 to 12-24-14, not to exceed 15 hours per semester, at \$49.00 per hour. Funding source is the MSEIP (Math, Science and Engineering Improvement Program) Grant.

**Murell, Deanna**, Counselor, Counseling & Matriculation, 9-12-14 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Matriculation Categorical Fund.

**Nivard, Sommers**, Counselor, Counseling & Matriculation, 9-12-14 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Matriculation Categorical Fund.

**Ramsey, Daniele**, to complete essential duties for the success of the STEM (Science Technology, Engineering and Math) Grant, 9-12-14 to 6-30-15 not to exceed 270 hours per semester, at \$49.00 per hour. Funding source is the STEM Grant.

**Shohreh, Rahbarnia**, to assist with training of Supplemental Instruction Leaders and development of a mentoring component, 9-12-14 to 12-24-14, not to exceed 15 hours per semester, at \$49.00 per hour. Funding source is the MSEIP (Math, Science and Engineering Improvement Program) Grant.



**Valenzuela, Maria**, Counselor, Counseling & Matriculation, 9-12-14 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Matriculation Categorical Fund.

**Williams, Dahlene**, Counselor, Counseling & Matriculation, 9-12-14 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Matriculation Categorical Fund.

**DISTRICT  
Non-Instructional Pay  
Summer 2014**

**Yolanda Simental**, Nursing Instructor, total of 6.5 hours of non-instructional pay at \$49.00 per hour, from July 16, 2014 to July 30, 2014, for screening committee work outside of work calendar.

**Tamara Maurizi**, Nursing Instructor, total of 6.5 hours of non-instructional pay at \$49.00 per hour, from July 16, 2014 to July 30, 2014, for screening committee work outside of work calendar.

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: September 11, 2014  
SUBJECT: Consideration of Approval of Salary Amendment for Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary step amendment for Richard Fleishman, Instructor, Business, CHC.

OVERVIEW

Richard Fleishman, Instructor, Business, CHC, one-year temporary academic contract, 177 days, Academic Salary Schedule, Column D, Step 3, \$55,071.34 per year, effective August 15, 2014. Replacement for Robert O'Toole.

ANALYSIS

On August 14, 2014, the Board approved the employment of Richard Fleishman with a salary step of 1. Mr. Fleishman's salary is Column D, Step 3.

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: September 11, 2014

SUBJECT: Consideration of Approval of Professional Expert, Short-Term, and  
Substitute Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Professional Expert, Short-Term, and Substitute Employees.

OVERVIEW

The following list of Professional Expert, Short-Term, and Substitute Employees is submitted for approval.

ANALYSIS

Approval of Professional Expert, Short-Term, and Substitute 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**

**September 11, 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>
Padilla, Gabriela	CalWORKs	CHC	Training Specialist	9/12/14	12/31/14	\$19.00
Clements Jr., Charles	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	9/12/14	12/31/14	\$20./25./30
Johnson, Ryan	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	9/12/14	12/31/14	\$20./25./30
Kibbey, Bryttany	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	9/12/14	12/31/14	\$20./25./30
Lawrie, Thomas E	Public Safety & Emergency Services	CHC	Lab Instructor/ Primary Instructor/ EMS Specialist	9/12/14	12/31/14	\$20./25./30
Deras, Wendy	Professional Development Center	DIST	Workforce Development/ PDC Trainer	9/12/14	12/31/14	\$50.00
Holliman, Roanne M	Professional Development Center	DIST	Workforce Development/ PDC Trainer	9/12/14	12/31/14	\$50.00
Wellenstein, Nick M	Professional Development Center	DIST	Workforce Development/ PDC Trainer	9/12/14	12/31/14	\$50.00
Campos, Norma A	Applied Technology	SBVC	Tech Prep	9/12/14	12/31/14	\$30.00
Coral, Robert	Police Academies/ Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator	9/12/14	12/31/14	\$35./\$105./\$25
Juarez, Sylvia	Student Services/ Counseling	SBVC	The Guardian Scholars and Dreams Liaison	9/12/14	12/31/14	\$45.00

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT****Short Term Hourly Employees****September 11, 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>
Miller, Brittany	Tutoring Center	CHC	Tutor III	9/12/2014	12/31/2014	\$14.00
Parks, Luthor	Tutoring Center	CHC	Tutor III	7/14/2014	12/31/2014	\$14.00
Flores Salas, Cesar	DSPS	SBVC	Tutor I	9/12/2014	12/31/2014	\$10.00
Ward, Michael T	DSPS	SBVC	Tutor I	9/12/2014	12/31/2014	\$10.00
Zamundino, Taylor	DSPS	SBVC	Tutor II	9/12/2014	12/31/2014	\$12.00
Williams, Jamie	Student Success Center	SBVC	Tutor II	9/12/2014	12/31/2014	\$12.00

Amend July 10, 2014 Board to correct spelling of last name.

Hill, Sharlee P	Financial Aid	CHC	Project Assistant I	7/1/14	8/18/14	\$10.00
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**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**Substitute Employees**

**September 11, 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>	<b>Justification</b>
Jaco, Herberth A	Chemistry	CHC	Lab Technician-Physics	7/1/14	7/13/14	\$20.82	New: Vacancy - Lab Tech Physics (B. Schultze). Position filled 7/14/14.
Jaco, Herberth A	Chemistry	CHC	Lab Technician-Physics	6/27/14	6/30/14	\$19.25	Extension: Vacancy - Lab Tech Physics (B. Schultze). Position filled 7/14/14.
Heilgeist, Kristina A	Instruction	CHC	Administrative Secretary	6/27/14	6/30/14	\$18.78	Extension: Vacancy (S. Chavira) lateral transfer. In recruitment.
Heilgeist, Kristina A	Instruction	CHC	Administrative Secretary	7/1/14	8/29/14	\$20.32	New: Vacancy (S. Chavira) lateral transfer. In recruitment.
BeDell, Susann L	Human Resources	DIST	Administrative Assistant II	9/2/14	11/2/14	\$29.82	Extension: Vacancy (L. Norton) Retired. In recruitment.
Carranza, Francisco	District Computing Services	DIST	Telecommunications Specialist	9/1/14	11/1/14	\$29.43	Extension: Vacancy - (J. Kyle). In recruitment.
Lapham, Garrett	KVCR	DIST	Broadcast Operator	9/2/14	11/2/14	\$20.82	Extension: Vacancy Need multiple subs for coverage 24/7. position In recruitment

Miller, Donald D	KVCR	DIST	Broadcast Operator	9/2/14	11/2/14	\$20.82	Extension: Vacancy back up sub for one vacancy; position requires continuous coverage. In Recruitment.
Porter, Janine	KVCR	DIST	Broadcast Operator	7/1/14	9/1/14	\$20.82	Extension: Vacancy. Need multiple subs for coverage – 24/7 position. In recruitment
Rosales Jr, Manuel	KVCR	DIST	Broadcast Operator	7/1/14	9/1/14	\$20.82	Extension: Vacancy. Need multiple subs for coverage – 24/7 position. In recruitment
Alexander, Cheryl	KVCR	DIST	Traffic Coordinator	9/2/14	11/2/14	\$23.00	Extension: Vacancy In recruitment.
Gonzales, Amelia	Admission and Records	SBVC	Admission and Records Technician	7/28/14	9/28/14	\$17.97	New: (K. Marmolejo) working out of class in A&R Specialist position.
Ashford Jr., Lawrence W	Applied Technology/ Tool Room	SBVC	Tool Room Specialist	8/21/14	10/21/14	\$15.48	New: Vacancy (P. Nguyen). Promoted. In recruitment.
Stevenson, David C	Biology	SBVC	Lab Technician-Biology	8/11/14	10/9/14	\$20.82	New: Vacancy (D. Garza). In recruitment.
Aboytes, Alfonso	Child Development Center	SBVC	Child Development Assistant	6/11/14	6/30/14	\$12.84	Extension: On call for Sick/Vac Coverage

Cairns, Eunice	Student Health Services	SBVC	Clerical Assistant I	8/19/14	10/19/14	\$13.69	New: Vacancy (K. Yarbrough). In recruitment
Addington, April A	Fiscal Services	DIST	Payroll Accountant	8/29/14	10/29/14	\$20.32	Extension: Vacancy. In recruitment.
Espinoza, Clara	Fiscal Services	DIST	Senior Payroll Accountant	8/29/14	10/29/14	\$23.56	Extension: (C. Gamboa). coverage for CSEA duties



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: September 11, 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 2014-2015 budget.

**DISTRICT**

**NAME:** Wendy Zinn  
**DEPARTMENT:** Economic Development & Corporate Training  
**CONFERENCE:** Academies of Nashville Studies  
**DATES:** September 16 – 19, 2014  
**LOCATION:** Nashville, TN  
**PURPOSE:** Best practices and brainstorming.  
**BENEFIT:** The information disseminated will assist in creating additional pathways and expand existing pathways.  
**ESTIMATED COST:** \$2,208.74  
**FUNDING SOURCE:** Career Technology Education Community Collaborative Grant

**NAME:** Wendy Zinn  
**DEPARTMENT:** Economic Development & Corporate Training  
**CONFERENCE:** California Stem Symposium  
**DATES:** September 21-23, 2014  
**LOCATION:** San Diego, CA  
**PURPOSE:** Identify trends and engineering practices.  
**BENEFIT:** To increase quality and innovation in STEM education throughout.  
**ESTIMATED COST:** \$ 1,110.00  
**FUNDING SOURCE:** Career Technology Education Community Collaborative Grant

**NAME:** Bruce Baron  
**DEPARTMENT:** Chancellor's Office  
**CONFERENCE:** NACCE 2014  
**DATES:** October 11-15, 2014  
**LOCATION:** Phoenix, AZ  
**PURPOSE:** To create economic vitality through entrepreneurship.  
**BENEFIT:** To further entrepreneurship opportunities based on accessibility and local ties to communities. Attending the conference will help community colleges link their traditional role in workforce development with entrepreneurial development resulting in innovative ideas and programs that advance economic growth and prosperity in the communities served by the colleges.  
**ESTIMATED COST:** \$2,500.00  
**FUNDING SOURCE:** General Funds - Chancellor's Office

**NAME:** Donna Ferracone  
Gloria Harrison  
Dr. Kathleen Henry  
Nick Zoumbos  
**DEPARTMENT:** Board of Trustees  
**CONFERENCE:** ACCT Leadership Congress  
**DATES:** October 19-26, 2014  
**LOCATION:** Chicago, IL  
**PURPOSE:** Over 2,000 community college trustees, presidents, administrators, and guests from all around the country and abroad to gather together on behalf of all community college students.

**BENEFIT:** to foster greater understanding of and appreciation for community college boards; support boards in their efforts to develop public policies focusing on meeting community needs; help build board governance leadership and advocacy capacity through in-service education and training programs; and support boards through specialized services and programs.

**ESTIMATED COST:** \$500.00 per person – *this is an additional amount per person to include an additional night stay, meals, and a change in airline travel.*

**FUNDING SOURCE:** Board of Trustees – General Fund

**NAME:** Dr. Matthew Issac, Alan Braggins, Robert Levesque, Deanna Krehbiel & Wendy Zinn

**DEPARTMENT:** Economic Development & Corporate Training

**CONFERENCE:** CCCAOE 2014 Conference

**DATES:** October 22-24, 2014

**LOCATION:** Los Angeles, CA

**PURPOSE:** Identify new & emerging trends.

**BENEFIT:** To learn strategies and understand products for workforce education that emphasizes partnerships that maximize positive participant/student outcomes.

**ESTIMATED COST:** \$1,700.00 per person

**FUNDING SOURCE:** ICT/Digital Media Grant, IDRC Grant, Community Services, and Career Technology Education Community Collaborative Grant.

**NAME:** Tim Oliver

**DEPARTMENT:** Business & Fiscal Services

**CONFERENCE:** 2014 ACBO Fall Conference

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

**LOCATION:** Temecula, CA

**PURPOSE:** To network with other chief business officials in the State of California to discuss trending issues and industry solutions.

**BENEFIT:** Interim Vice Chancellor of Business & Fiscal Services will gain knowledge of industry issues, and benefit from workshops regarding current events, best practices, and the role of the Chief Business Official.

**ESTIMATED COST:** \$1,025.00

**FUNDING SOURCE:** Controller General Fund

**NAME:** Bruce Baron

**DEPARTMENT:** Chancellor's Office

**CONFERENCE:** CCLC Annual Convention

**DATES:** November 19-23, 2014

**LOCATION:** Rancho Mirage, CA

**PURPOSE:** To find opportunities and strategies to benefit our students and District.

**BENEFIT:** Attend sessions on achieving student success, leveraging partnerships, growing college foundations, creating a positive campus environment for veterans, and expanding access to higher education.

**ESTIMATED COST:** \$1,500.00

**FUNDING SOURCE:** Chancellor's Office General Fund

**NAME:** Glen Kuck  
**DEPARTMENT:** TESS  
**CONFERENCE:** ICEF North America Workshop  
**DATES:** December 7-11, 2014  
**LOCATION:** Miami, FL  
**PURPOSE:** Attendance will allow for the creation of an International Student Recruitment profile for the San Bernardino Community College District  
**BENEFIT:** To establish and grow the International Students program  
**ESTIMATED COST:** \$9,150.00  
**FUNDING SOURCE:** International Students General Funds

**NAME:** Glen Kuck, Andrew Change, Joyce Bond  
**DEPARTMENT:** TESS  
**CONFERENCE:** Ellucian Live  
**DATES:** April 10-15, 2015  
**LOCATION:** New Orleans, LA  
**PURPOSE:** Offer insight and roadmap for District's core Student Information System.  
**BENEFIT:** Better service to the Colleges and students  
**ESTIMATED COST:** \$3,325.00 per individual  
**FUNDING SOURCE:** District Computing Services General Funds

**CHC**

**NAME:** Benjamin Gradias  
**DEPARTMENT:** Fire Technology  
**CONFERENCE:** International Association of Fire Chiefs – Fire Rescue International  
**DATES:** August 14-16, 2014  
**LOCATION:** Dallas, TX  
**PURPOSE:** The San Bernardino regional Emergency Training Center (SBRETC) will be the featured Airport Rescue Fire Fighting (ARFF) training center of the conference. We also have an exhibit booth during the conference. .  
**BENEFIT:** The anticipated value is \$25,000-\$50,000 in estimated income over the next twelve months for the SBRETC.  
**ESTIMATED COST:** Time Only  
**FUNDING SOURCE:** Not Applicable

**NAME:** Kirsten Colvey and Rebeccah Warren-Marlatt  
**DEPARTMENT:** Counseling  
**CONFERENCE:** Training and Orientation for Student Success and Support Program Coordinators  
**DATES:** September 15-16, 2014  
**LOCATION:** Sacramento, CA  
**PURPOSE:** Training offered for all SSSP coordinators will focus on preparing program and budget plans, understanding the funding formula, reporting requirements, MIS data and funding guidelines.  
**BENEFIT:** The sponsoring agency is the State Chancellor's Office and this training and

orientation is designed for SSSP Coordinators of Credit and Noncredit programs.  
**ESTIMATED COST:** \$1,910.00 per person  
**FUNDING SOURCE:** Counseling General Fund

**NAME:** Daniel Word  
**DEPARTMENT:** EMS/Public Safety  
**CONFERENCE:** NAEMSE Educator Symposium  
**DATES:** September 16-21, 2014  
**LOCATION:** Reno, NV  
**PURPOSE:** The emphasis will be on updates to the accreditation standards and guidelines. Participation in the "Site Visitor" training sessions.  
**BENEFIT:** These sessions are designed to help programs prepare for the accreditation site visit and prepare directors to serve as site visitors.  
**ESTIMATED COST:** \$1809.00  
**FUNDING SOURCE:** Emergency Medical Program Perkins Title I C

**NAME:** Richard Hogrefe, Ernesto Rivera  
**DEPARTMENT:** STEM Pathways  
**CONFERENCE:** Accelerating Latino Students Success (ALASS)  
**DATES:** September 30-October 1, 2014  
**LOCATION:** Washington, DC  
**PURPOSE:** Accelerating Latino Student Success (ALASS) is a comprehensive initiative for institutions and professionals to develop greater capacities to serve Latino students in higher education. The ALASS initiative offers tools, strategies, and programming including a collaborative data review process to examine institutional practices, policies, and leadership efforts to accelerate Latino student success.  
**BENEFIT:** Give additional information to build more momentum and accelerate Latino success in higher education.  
**ESTIMATED COST:** \$1,900.00 each  
**FUNDING SOURCE:** Title III HSI STEM Grant

**NAME:** Ben Gradias, June Yamamoto  
**DEPARTMENT:** Career Education and Human Development  
**CONFERENCE:** Aircraft Rescue & Firefighting Working Group Conference  
**DATES:** September 29-October 2, 2014  
**LOCATION:** Galveston, TX  
**PURPOSE:** Vendor booth to promote SBRETC at the Professional Aircraft Rescue and Firefighting Organization to fire department/agencies, airport authorities and private companies.  
**BENEFIT:** By promoting SBRETC, it may bring in additional revenue to SBRETC.  
**ESTIMATED COST:** Time Only  
**FUNDING SOURCE:** Joint Powers Association

**NAME:** Benjamin Gamboa

**DEPARTMENT:** Institutional Effectiveness, Research and Planning  
**CONFERENCE:** 2014 Strengthening Student Success Conference  
**DATES:** October 8-10, 2014  
**LOCATION:** Costa Mesa, CA  
**PURPOSE:** To strengthen understanding of critical issues that shape student success and equity in California community colleges. Learn techniques and methodologies in analyzing and applying data in the implementation of the Student Success Act.  
**BENEFIT:** To utilize information in support of the CHC Title III HSI STEM grant.  
**ESTIMATED COST:** \$1,500.00  
**FUNDING SOURCE:** Title III HSI STEM Grant

**NAME:** Jason Almanzan  
**DEPARTMENT:** Student  
**CONFERENCE:** HACU 21<sup>st</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:** \$2,200.00  
**FUNDING SOURCE:** Campus President General Fund

**NAME:** Richard Hughes III  
**DEPARTMENT:** Arts and Sciences  
**CONFERENCE:** Geological Society of America National Conference  
**DATES:** October 18-22, 2014  
**LOCATION:** Vancouver, BC (Canada)  
**PURPOSE:** Discussion regarding updating and overhauling the curriculum of geoscience programs.  
**BENEFIT:** This short course will enable me to update the geoscience program at Crafton Hills College  
**ESTIMATED COST:** \$500.00  
**FUNDING SOURCE:** Campus President's General Fund

**NAME:** Daniel Bahner, Tina Marie Gimple, Lynn Lowe, Constantine Papas  
**DEPARTMENT:** Title V  
**CONFERENCE:** NCSPD Annual Conference  
**DATES:** October 26-28, 2014  
**LOCATION:** Chicago, IL  
**PURPOSE:** To deepen and develop knowledge and skills in implementing and expanding the professional development program.  
**BENEFIT:** An expanded and more cohesive CHC Professional Development Program.  
**ESTIMATED COST:** \$2,175.00 per person  
**FUNDING SOURCE:** Title V Grant

**NAME:** Jodi Hanley  
**DEPARTMENT:** STEM Pathways  
**CONFERENCE:** STEM Tech 2014  
**DATES:** November 9-12, 2014  
**LOCATION:** Denver, CO  
**PURPOSE:** STEM Tech is an international conference focused on increasing student success in science, technology, engineering and mathematics (STEM) courses. Over 400 sessions emphasizing improving STEM education, better aligning educational systems, and addressing the local workforce needs.  
**BENEFIT:** To bring back new ideas on improving STEM education.  
**ESTIMATED COST:** \$1,950.00  
**FUNDING SOURCE:** Title III HSI STEM Grant

**NAME:** Daniel O'Hare  
**DEPARTMENT:** STEM Pathways  
**CONFERENCE:** SI Supervisor Training  
**DATES:** November 10-12, 2014  
**LOCATION:** Kansas City, MO  
**PURPOSE:** SI Supervisor Training covers procedures for selecting SI courses and SI leaders, role of supervisors and leaders, evaluation and funding of the program, training and supervision of SI leaders and effective learning strategies.  
**BENEFIT:** This conference aligns with the goals and objectives of the CHC STEM Pathways grant.  
**ESTIMATED COST:** \$2,300.00  
**FUNDING SOURCE:** Title III HSI STEM Grant

**NAME:** Ericka Paddock, Crystal Sultzbaugh, Esmeralda Vazquez, Aaron Burgess, Jr., Jonathan Grau, Aladdin Awar, Jade Murguia, Junior Gutierrez, Adam Downer, Andrew Guerra, Miriam Fadal, Cindy Omana, Vaneza Perez, Marissa Perez, Taylor Simmons, Faraz Abbasi, Alexis Panaguiton, Annaly Medrano  
**DEPARTMENT:** Student Life  
**CONFERENCE:** Fall General Assembly  
**DATES:** November 13-16, 2014  
**LOCATION:** Los Angeles, CA  
**PURPOSE:** The conference will provide training of effective advocacy, shared governance, state and federal legislative updates.  
**BENEFIT:** Students will have the opportunity to network and share information with other community college students  
**ESTIMATED COST:** \$8,000.00 total  
**FUNDING SOURCE:** Student Rep Fee Account

**NAME:** Denise Allen, Jessica McCambly  
**DEPARTMENT:** Academic Senate  
**CONFERENCE:** 2014 Fall Plenary Session  
**DATES:** November 13-15, 2014  
**LOCATION:** Irvine, CA  
**PURPOSE:** To learn the latest updates regarding Academic Senate, professional issues and topics.  
**BENEFIT:** To share knowledge learned with the CHC Academic Senate Executive Board

and faculty members.  
**ESTIMATED COST:** \$1,300.00 per person  
**FUNDING SOURCE:** Campus President General Fund

**SBVC**

**NAME:** June Hill  
**DEPARTMENT:** Science Division  
**CONFERENCE:** National League for Nursing (NLN) Education Summit 2014  
**DATES:** September 17 – 20, 2014  
**LOCATION:** Phoenix, AZ  
**PURPOSE:** This premier conference is designed for nurse faculty and leader sin nursing education. As a nursing education, this conference will provide opportunities for collaboration, life-long learning, mentoring, and service.  
**BENEFIT:** The nursing program continues to be in great demand. The professional growth of the faculty strengthens the integrity of the nursing program. The District is meeting the needs of the community it serves.  
**ESTIMATED COST:** \$1, 656.24  
**FUNDING SOURCE:** Carl D. Perkins Grant Funds

**NAME:** Marco Cota and Laura Gomez  
**DEPARTMENT:** Counseling and Matriculation  
**CONFERENCE:** Hispanic Association of Colleges & Universities (HACU) 28<sup>th</sup> Annual Conference  
**DATES:** October 3-6, 2014  
**LOCATION:** Denver, CO  
**PURPOSE:** Will represent San Bernardino Community College District (SBCCD) and San Bernardino Valley College (SBVC) as Hispanic Serving Institution (HSI) representatives to network and acquire updates on Association activity.  
**BENEFIT:** To mentor students, attend workshops on best practices for future programs benefitting our students.  
**ESTIMATED COST:** \$2,085.00 each  
**FUNDING SOURCE:** HSI STEM PASS GO Grant and President's General Fund

**NAME:** Marleen Malendez and Gloria Posada  
**DEPARTMENT:** Students/Counseling and Matriculation  
**CONFERENCE:** Hispanic Association of Colleges & Universities (HACU) 28<sup>th</sup> Annual Conference  
**DATES:** October 3-6, 2014  
**LOCATION:** Denver, CO  
**PURPOSE:** Will represent San Bernardino Community College District (SBCCD) and San Bernardino Valley College (SBVC) as Hispanic Serving Institution (HSI) representatives to network and acquire updates on Association activity.  
**BENEFIT:** To mentor students, attend workshops on best practices for future programs benefitting our students.  
**ESTIMATED COST:** \$1,685.00 each



**FUNDING SOURCE:** President's General Fund which will be reimbursed for one of the student cost at a later date by a journal entry from the Chancellor's General Fund.

**NAMES:** Dr. Kathleen M. Rowley  
**DEPARTMENT:** Grant Development & Management  
**CONFERENCE:** Building Bridges Sponsored by Grant Professionals Association  
**DATES:** October 14-18, 2014  
**LOCATION:** Portland, OR  
**PURPOSE:** To learn the latest developments in the field, including sources of grant opportunities available as well as grant management systems and strategies.  
**BENEFIT:** Increased capability of the SBVC grants office to function effectively in pursuing and managing grants using up-to-date resources.  
**ESTIMATED COST:** \$2,683.66  
**FUNDING SOURCE:** Grant Development and Management General Fund

**NAME:** Albert Maniaol  
**DEPARTMENT:** Applied Technology  
**CONFERENCE:** California Community College Association for Occupational Education (CCCAOE) Fall 2014 Conference  
**DATES:** October 22 – 24, 2014  
**LOCATION:** Los Angeles, CA  
**PURPOSE:** To learn new policies, grant opportunities, partnerships and best practices related to Career Technical Education (CTE)  
**BENEFIT:** The CTE program is a vital part of the community and SBVC. By attending the conference, the CTE Applied Technology division dean can keep abreast of the opportunities at is relates to career and technical education programs and apply the opportunities district-wide.  
**ESTIMATED COST:** \$1, 110.00  
**FUNDING SOURCE:** Carl D. Perkins Grant Funds

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: September 11, 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 2014-2015 budget.

**DISTRICT**

**EVENT:** District Service Awards  
**DATES:** October 30, 2014  
**AMOUNT:** \$3,000.00  
**ITEM:** Service Awards and Refreshments  
**FUNDING SOURCE:** Human Resources General Fund

**EVENT:** District Service Awards  
**DATES:** October 30, 2014  
**AMOUNT:** \$1,500.00  
**ITEM:** Service Awards and Refreshments  
**FUNDING SOURCE:** Chancellor's Office General Fund

**EVENT:** District Holiday Open House and Applause Awards  
**DATES:** December 2, 2014  
**AMOUNT:** \$2,700.00  
**ITEM:** Awards and Refreshments  
**FUNDING SOURCE:** Chancellor's Office General Fund

**EVENT:** KVCR Space Racer Day  
**DATES:** October 22, 2014  
**AMOUNT:** \$1,200.00  
**ITEM:** Two groups of preschool children in KVCR Studio for an hour visit with new KVCR cartoon character, "Space Racer" from 9:00 am to 11:30 am.  
**FUNDING SOURCE:** KVCR Educational Foundation Funds

**EVENT:** KVCR Studio Screening of *Unsung Heroes*  
**DATES:** November 7, 2014  
**AMOUNT:** \$500.00  
**ITEM:** 80 guests will be invited to view the PBS program *Unsung Heroes* from 6:30 pm to 9:00 pm.  
**FUNDING SOURCE:** KVCR Educational Foundation Funds

**CHC**

**EVENT:** Counselor Retreat  
**DATES:** September 18-19, 2014  
**AMOUNT:** Not to exceed \$1,600.00  
**ITEM:** Refreshments and Supplies  
For meals, snacks, and supplies for our upcoming Counselor Retreat designed to develop curriculum and workshops to support Student Success and support program initiative. This is a full 2 day event and the attendees consist of all full-time counselors on campus from Counseling, EOPS, Transfer Center, STEM, all part-time counselors, administrators and staff related to counseling.  
**FUNDING SOURCE:** Counseling General Fund

**SBVC**

**EVENT:** AB86 (Work group) Hub Meetings  
**DATES:** 9/11/14, 9/12/14, 9/18/14, 9/19/14, 9/26/14, 10/2/14, 10/3/14, 10/16/14, 10/17/14, 10/30/14, 10/31/14, 11/6/14, 11/7/14 and 12/5/14  
**AMOUNT:** \$7,500.00  
**ITEM:** Refreshments  
The AB86 Hub meetings will be attended by individuals from across this region. Individuals will be present from both Valley and Crafton Colleges, the surrounding five K-12 unified school districts and community partners. Each meeting will have 20-25 individuals present for up to 8 hours of working meetings. Recommendations that result from these meetings will be compiled in a report to the State for a regional shaping of adult education.

**FUNDING SOURCE:** AB86 Adult Education Grant

**EVENT:** Hispanic Serving Institutions (HSI) Science Technology Engineering Mathematics (STEM) Pass Go Family Night  
**DATES:** September 17, 2014  
**AMOUNT:** \$303.00  
**ITEM:** Refreshments  
Sponsored by the HSI STEM Pass Go Grant, this event is intended for the families of our STEM Pass Go students. We will introduce family members to STEM, STEM career fields and more. Anticipated attendance is approximately 150 students, faculty and staff.

**FUNDING SOURCE:** HSI STEM Pass Go Grant

**EVENT:** Hispanic Serving Institutions (HSI) Science Technology Engineering Mathematics (STEM) Pass Go Veteran Event  
**DATES:** September 23, 2014  
**AMOUNT:** \$1,167.19  
**ITEM:** Refreshments  
Sponsored by the HSI STEM Pass Go Grant, this event is to promote how veterans can transition from military careers into STEM career fields. Anticipated attendance is approximately 150 students, faculty and staff.

**FUNDING SOURCE:** HSI STEM Pass Go Grant

**EVENT:** Accreditation Team Visit  
**DATES:** September 29 – October 2, 2014  
**AMOUNT:** \$1,050.00  
**ITEM:** Refreshments  
The Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC) Accreditation Team Visit is scheduled for September 29, 2014 – October 2, 2014. There will be 12 team members visiting SBVC in response to the SBVC Institutional Self Evaluation Reaffirmation of Accreditation.

**FUNDING SOURCE:** Accreditation General Fund

**EVENT:** 1<sup>st</sup> Annual Barbara Jordan Women in Politics and Education Award Ceremony  
**DATES:** October 3, 2014  
**AMOUNT:** \$4,200.00  
**ITEM:** Refreshments, Plaques/Awards, Supplies/Decorations & Advertisement  
Hosted by SBVC Interim, President, Dr. Gloria Fisher, the Black Faculty & Staff Association (BF&SA) and the Latino Faculty, Staff & Administrators Association (LFS&A), this event is to honor women of our community for their achievements, contributions, and excellence as leaders in local government and education. Anticipated attendance is approximately 200 faculty, staff and community members.  
**FUNDING SOURCE:** SBVC Foundation/President's Pepsi Fund Account, President's Office General Fund and the BF&SA & LFS&A Funds.

**EVENT:** Middle College High School (MCHS) California State University, San Bernardino (CSUSB) Leadership Challenge Center Field Trip  
**DATES:** October 24, 2014  
**AMOUNT:** \$2,600.00  
**ITEM:** Admission Fee  
Sponsored by the Middle College High School Chancellor's Grant, this event allows students to participate in CSUSB'S Leadership Challenge Center's Course. In order to best promote college readiness, the AVID class is used to strengthen individual determination and goal setting, as well as team collaboration for cross-support. This Leadership Course will solidify and increase skills learned for the students as they get ready to approach college planning and classes. This Leadership Course will acclimate students to college resources and services. Anticipated attendance is approximately 65 students, community members, faculty and staff. Kimberly Wingson and Susan Gasca will be the chaperones for this event.  
**FUNDING SOURCE:** Middle College High School Chancellor's Grant Fund

**EVENT:** Super Saturday at Big Bear  
**DATES:** November 15, 2014  
**AMOUNT:** \$250.00  
**ITEM:** Refreshments and Supplies  
The Big Bear events are scheduled before the start of the fall and spring semesters and provide one-stop student services to the mountain communities. Students can apply, take the assessment tests, consult with financial aid, and talk to a counselor in one day. Anticipated attendance is approximately 40 faculty, staff and students.  
**FUNDING SOURCE:** Off-Campus Programs General Fund

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: September 11, 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.

# *Contracts for Approval*

*Scheduled Board Date 9/11/2014*

## *Contract Type*

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b>Consultants</b>				
Community College League of Ca	(9669) Consulting Service for review and update of SBCCD Board Policies and Administrative Procedures; Amendment 1 - Increase not to exceed from \$20,000 to \$24,000 Term: 12/1/2013 - 6/30/2014 Funding Source: General Funds	Chancellor/SBCCD	\$24,000.00	SSutorus
<b>SubTotal for Consultants: 1</b>				
<b>Professional Services</b>				
Hadland, Alexander	(10321) 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	\$20,000.00	SSutorus
Higginson Cartozian Arch	(10703) Architectural services for CHC new parking lot for DSA Term: 7/1/2014 - 12/31/2014 Funding Source: General Funds	Administrative Services/CHC	\$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>
Nary, Steven	(10728) 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	\$20,000.00	SSutorus
Public Economics, Inc	(10787) Consulting on financial, economic, facilities and/or administrative matters pertaining to District interaction with area redevelopment agencies Term: 7/1/2014 - 6/30/2015 Funding Source: Capital Outlay	Chancellor/SBCCD	\$35,000.00	SSutorus
Rosen, Maureen	(10734) 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	\$20,000.00	SSutorus

***SubTotal for Professional Services: 5***

***Grand Total Contracts for Board Date 9/11/2014: 6***



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: September 11, 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 9/11/2014***

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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>				
Brill's Shoes	(10672) 10% Discount on all products with valid ASB card Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
Bud Rickerts Art Center Inc	(10673) 10% Discount with valid ASB card Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
Eagle Smog Check Rialto	(10684) 10% Discount on with valid ASB Card Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
Elliot's Pet Emporium	(10683) 10% Discount on subtotal with valid ASB card on limited items Term: 7/1/2014 - 6/30/2014  Funding Source: N/A	Student Life/SBVC		SSutorus
G & G Smog Only	(10682) 20% Discount on initial smog test with valid ASB Card Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		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>ASB Discount Program</u></b>					
	Hair to the Max	(10702) \$2 discount on haircuts and \$5 discount on any color services Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
	Minuteman Press	(10724) ASB Discount Program - 10% off any non-coupon order with valid ASB card Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
	Molly's Cafe	(10725) ASB Discount Program - 50% Off with a purchase of a meal and two drinks Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
	My Gym Redlands	(10730) ASB Discount Program - 50% discount on membership fee with valid ASB Card Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		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>ASB Discount Program</u></b>					
	My Hero Sub's #2	(10731) 10% Discount on regular sandwich or combo with valid ASB Card Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
	Palmer Chiropractic	(10735) ASB Discount Program - 20% Discount on exams and xrays with valid ASB Card Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
	Rolling Stone, A	(10745) ASB Discount program - 10% Discount on purchases of beads and findings Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
	SecurCare Self Storage	(10753) ASB Discount program - 1st month's rent fee with valid ASB Card Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
	Sizzler - San Bernardino	(10754) ASB Discount program - 15% discount on any regular priced entrée Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		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>ASB Discount Program</u></b>					
	So Cal Locksmith	(10775) ASB Discount program - 15% discount on labor Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
	Stephenson's Flowers	(10758) ASB Discount Program - 10% discount on all in house items Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Student Life/SBVC		SSutorus
<b><i>SubTotal for ASB Discount Program: 16</i></b>					
<b><u>Broadcasting Rights</u></b>					
	Industrial Strength Television, Inc	(10704) Broadcast program rights for "First People-Kumeyaay"; no cost Term: 7/1/2014 - 6/30/2019  Funding Source: N/A	TV/KVCR		SSutorus
	Iverson, Nancey dba Pathstar	(10707) Broadcast rights for "From the Dalelands to Alcatraz"; no cost Term: 8/1/2014 - 7/31/2019  Funding Source: N/A	FNX/KVCR		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>Broadcasting Rights</u></b>				
Multiple Media Enter	(10727) Rights to air program "Every Emotion Costs" Term: 8/1/2014 - 7/31/2015  Funding Source: KVCR - CPB Grant - TV	FNX/KVCR	\$14,000.00	SSutorus
PRX, Inc	(10741) Carriage fee for program "This American Life" Term: 7/1/2014 - 6/30/2015  Funding Source: KVCR - Gen Funds	FM/KVCR	\$10,360.00	SSutorus
Seawell, Brockman	(10747) Rights to program "When I Hear Thunder" Term: 8/15/2014 - 9/14/2019  Funding Source: KVCR - FNX Grant	FNX/KVCR	\$2,365.00	SSutorus
<b><i>SubTotal for Broadcasting Rights: 5</i></b>			<b><i>\$26,725.00</i></b>	
<b><u>CalWorks Child Care</u></b>				
Barraza, Mira	(10696) CalWorks Grant to cover cost of Childcare for participating Students - Parent – Lopez, Mirna Term: 7/1/2014 - 6/30/2015  Funding Source: CalWorks	Calworks/SBVC	\$13,569.30	SSutorus
<b><i>SubTotal for CalWorks Child Care: 1</i></b>			<b><i>\$13,569.30</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>General</u></b>					
	100 Proof	(10669) Band performance for the CHC college hour; no cost Term: 8/20/2014 - 8/20/2014  Funding Source: N/A	Student Life/CHC		SSutorus
	100 Proof	(10706) Band performance for the CHC college hour; no cost Term: 10/15/2014 - 10/15/2014  Funding Source: N/A	Student Life/CHC		SSutorus
	4 Imprint	(10715) Advertising on pacific aluminum sports bottles Term: 8/18/2014 - 12/31/2014  Funding Source: General Funds	District Police/SBCCD	\$541.71	SSutorus
	Allied Storage Containers Inc	(10719) Rental of four 8'X40 DD storage containers for Maintenance building bond project; rate of \$75 per month per container and \$600 for delivery Term: 9/2/2014 - 6/30/2015  Funding Source: General Funds	Kitchell/SBCCD	\$3,564.00	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>				
America's Xpress Rent A Car	(10641) Rental - Districtwide on-demand eight passenger van rental as needed by departments; Each department pays for own rental period at a cost of \$84.17 per day; contract revised for a lower per day rate Term: 7/1/2014 - 6/30/2015  Funding Source: Grant & General Fund	Business Services/SBCCD	\$80,000.00	SSutorus
Autry National Center of American West	(10670) Endorsement agreement for advertisements and promotions for KVCR-FNX; no cost Term: 8/15/2014 - 8/14/2017  Funding Source: N/A	KVCR/SBCCD		SSutorus
Barstow Community College District	(10782) Provide on site training at Barstow College for National Center for Construction Education and Research Term: 7/1/2014 - 6/30/2015  Funding Source: State Grant	PDC/SBCCD	\$40,000.00	SSutorus
Bear Valley Unified SD	(10711) Rental of Big Bear High School for SBVC satellite campus for Fall 2014 and Spring 2015; to be billed at the direct cost rate for classrooms used Term: 7/1/2014 - 6/30/2014  Funding Source: General Funds	Science/SBVC	\$6,900.00	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>					
	Blackboard	(8445) Blackboard Master agreement and terms and conditions for all services; Addendum 3 - Contractor to be the host server and data storage for online education programs offered through the District for one year FY14-15 at an additional cost of \$107,855.45 Term: 7/1/2012 - 6/30/2017  Funding Source: General Funds	DETS/SBCCD	\$1,323,555.45	SSutorus
	Blue Blaze Production, Inc	(10697) Presenter/speaker at the Women in Math & Science event Term: 4/25/2014 - 4/25/2014  Funding Source: STEM Grant	STEM/SBVC	\$300.00	SSutorus
	Boykin, Joseph A.	(10721) Mini-Grant for 2014-2015 Business Plan Competition Entrepreneurship Institute: funded through ATTC SB Entrepreneurship project Term: 9/12/2014 - 6/30/2015  Funding Source: Local Grant	PDC/SBCCD	\$2,000.00	SSutorus
	Burrtec Waste Industries, Inc	(10666) Rental of 2 roll-off open top boxes, six tons Term: 8/11/2014 - 11/30/2014  Funding Source: Bond Funded	Kitchell/SBCCD	\$3,257.76	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>				
California State University - San Bernardino	(10783) Provide facilitators at Leadership Challenge Center Term: 10/24/2014 - 10/24/2014  Funding Source: State Grant	Middle College/SBVC	\$2,600.00	SSutorus
Career America, LLC Parent Company of Financial Aid TV	(10785) Service - Broadcast rights to "Financial Aid TV" for one year Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Financial Aid/SBVC	\$3,500.00	SSutorus
Center for Healthcare Education Inc	(10698) Provide CPR classes at SBVC and CHC for staff and faculty Term: 10/1/2011 - 2/28/2015  Funding Source: General Funds	Health & Safety/SBCCD	\$2,250.00	SSutorus
Champion Electric, Inc.	(10675) Construction and installation of Lot M parking lot lighting Term: 8/15/2014 - 9/30/2014  Funding Source: Capital Outlay	Maintenance/CHC	\$10,995.00	SSutorus
ChicoBag Company	(10786) Production of logo bags and pouches for pledge drive giveaways Term: 8/28/2014 - 10/31/2014  Funding Source: KVCR - Foundation	FM/KVCR	\$3,936.40	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>				
Citadel Environmental Services, Inc	(10677) Provide limited moisture consulting services for the SBVC Physical Science Building Term: 8/1/2014 - 12/31/2014  Funding Source: General Funds	Environmental Health/SBCCD	\$2,508.00	SSutorus
Collaborative Brain Trust	(10791) Board Workshop - topics: the Board's role in the day to day operations, the Board's role in providing leadership, review of 2013/2014 Board goals and establishing 2014/2015 Board goals Term: 8/12/2014 - 8/12/2014  Funding Source: General Funds	Chancellor/SBCCD	\$4,680.00	BBaron
Decouflet, Guillaume	(10699) Music license agreement for use of compositions and recordings for "Sisters Featuring Northern Voice Music Video"; at no cost Term: 7/1/2014 - 6/30/2019  Funding Source: N/A	FNX/KVCR		SSutorus
Direct Connection	(10689) Convert and format mail list file to addresses for Add Gift campaign Term: 8/18/2014 - 12/31/2014  Funding Source: KVCR - Foundation	KVCR/KVCR	\$2,109.36	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		(10691) Direct mail campaign for Fall 2014 new donors Term: 8/18/2014 - 12/31/2014  Funding Source: KVCR - Foundation	TV & FM/KVCR	\$6,736.50	SSutorus
Direct Connection		(10692) Direct mail campaign for September 2014 acquisitions Term: 8/18/2014 - 12/31/2014  Funding Source: KVCR - Foundation	TV & FM/KVCR	\$6,683.04	SSutorus
Direct Connection		(10693) Direct mail campaign for September 2014 lapsed campaign printing Term: 8/18/2014 - 12/31/2014  Funding Source: KVCR - Foundation	TV & FM/KVCR	\$3,029.57	SSutorus
Direct Connection		(10690) Direct mail campaign to additional donors who have lapsed Term: 8/19/2014 - 12/31/2014  Funding Source: KVCR - Foundation	TV & FM/KVCR	\$5,231.08	SSutorus
Direct Connection		(10688) Direct mail campaign to CHC area homes Term: 8/18/2014 - 12/31/2014  Funding Source: General Funds	Marketing/CHC	\$2,478.00	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>				
Direct Connection	(10694) September 2014 Add Gift campaign printing Term: 8/18/2014 - 12/31/2014  Funding Source: KVCR - Foundation	TV & FM/KVCR	\$1,573.29	SSutorus
Environmental Management Technologies	(10700) Provide pickup services of hazardous waste Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Health & Safety/SBCCD	\$1,250.00	SSutorus
FastSigns	(10681) Production of 48 signs and 11 stands with SBVC logo and mission statement Term: 8/18/2014 - 12/31/2014  Funding Source: Matriculation	Counseling/SBCCD	\$2,347.67	SSutorus
First Student Charter	(10768) Bus rental for field trip to UC Irvine Term: 10/17/2014 - 10/17/2014  Funding Source: General Funds	Transfer Center/CHC	\$700.00	SSutorus
Foreman, Becky	(10701) Facilitate a series of workshops for SB86 hub meetings Term: 8/21/2014 - 3/30/2015  Funding Source: AB86 Adult Consortium	Mathematics/SBVC	\$31,404.00	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>				
Graphic Solutions, The	(10714) Production of Full Color advertising on a "Tag Banner" Term: 8/18/2014 - 10/31/2014  Funding Source: General Funds	Transfer Center/CHC	\$648.00	SSutorus
Hi-Desert Forklift	(10705) Provide forklift Training to PDC participants on-site at Victor Valley College; cost covered by Caltrans grant Term: 8/19/2014 - 6/15/2015  Funding Source: State Grant	PDC/SBCCD	\$5,000.00	SSutorus
High Quality Speakers Bureau	(10680) Speaker topic "An Evening with Tavis Smiley" Term: 10/23/2014 - 10/23/2014  Funding Source: General Funds	Arts & Lecture/SBVC	\$15,600.00	SSutorus
Holritz, Karen	(10720) Mini-Grant for 2014-2015 Business Plan Competition Entrepreneurship Institute: funded through ATTC SB Entrepreneurship project Term: 9/12/2014 - 6/30/2015  Funding Source: Local Grant	PDC/SBCCD	\$3,000.00	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>General</u></b>				
Hotel San Bernardino, The	(10671) Block Room rental for accreditation team conference Term: 9/24/2014 - 10/2/2014  Funding Source: General Funds	Instruction/SBVC	\$3,378.24	SSutorus
Karlson, Kanbeei	(10710) Band performance for the CHC college hour; no cost Term: 9/3/2014 - 9/3/2014  Funding Source: N/A	Student Life/CHC		SSutorus
Libreria Del Pueblo	(10686) Half page advertisement in Legacy of Exemplary Service printed program guide Term: 8/18/2014 - 8/22/2014  Funding Source: General Funds	Chancellor/SBCCD	\$500.00	SSutorus
Lighthouse Services, Inc	(7478) Service - Provide anonymous hotline services; Amendment 3 - extend contract term to 06/30/2016 with increase in cost of \$2,830.00 Term: 7/1/2011 - 6/30/2016  Funding Source: General Funds	Fiscal Services/SBCCD	\$8,415.00	SSutorus

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<b><u>General</u></b>					
	Lighting, Crystal	(10717) Music rights for compositions and recordings "Burn it Down, Zombie Love, and Meet me at the Pow Wow"; no cost Term: 9/1/2014 - 8/31/2019  Funding Source: N/A	FNX/KVCR		SSutorus
	Mashonee, Jana	(10722) Music licensing for compositions and recordings of "A Change is Gonna Come and the Enlightened Time"; no cost Term: 9/1/2014 - 8/31/2017  Funding Source: N/A	FNX/KVCR		SSutorus
	Mt. San Jacinto CCD	(10726) Provide assistance in curriculum development for media marketing career pathways for middle and high schools through post-secondary; funded through Information and Communication Technology grant program Term: 7/15/2014 - 11/1/2014  Funding Source: State Grant	PDC/SBCCD	\$2,500.00	SSutorus
	Native Peoples Magazine	(10729) Trade for full page color advertisement plus and island advertisement for promotion of "Native Peoples Magazine" on FNX station; no cost Term: 9/1/2014 - 10/31/2014  Funding Source: N/A	FNX/KVCR		SSutorus



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<b><u>General</u></b>					
	Nerdpop	(10733) Band performance for the CHC college hour on 08/20/2014, 09/03/2014, 09/17/2014 and on 10/15/2014; no cost Term: 8/20/2014 - 10/15/2014  Funding Source: N/A	Student Life/CHC		SSutorus
	OnAirFundrasing. LLC	(10766) PledgeDrive subscription agreement Term: 9/1/2014 - 8/31/2015  Funding Source: KVCR - Gen Funds	FM/KVCR	\$1,950.00	SSutorus
	Party Plus Rentals	(10790) Rental of red carpet runner for District Service Awards event Term: 10/30/2014 - 10/30/2014  Funding Source: General Funds	Chancellor/SBCCD	\$48.61	SSutorus
	Pipit & Finch	(10736) Carriage Fee For "Says You!" program Term: 8/22/2014 - 8/22/2014  Funding Source: KVCR - Gen Funds	FM/KVCR	\$1,109.00	SSutorus
	Pitney Bowes Inc	(10737) Maintenance Agreement and postage meter rental Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Administrative Services/SBVC	\$6,164.84	SSutorus

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<b><u>General</u></b>				
Positive Promotions	(10738) Production of folders with Financial Aid department logo imprinted; funded through BFAP grant Term: 8/25/2014 - 9/30/2014  Funding Source: State Grant	Financial Aid/SBVC	\$924.30	SSutorus
Protech Environmental Compliance and Safety, LLC	(10740) Chemical hygiene training for laboratory staff at CHC Term: 8/25/2014 - 6/30/2015  Funding Source: General Funds	Environmental Health/SBCCD	\$1,550.00	SSutorus
Protech Environmental Compliance and Safety, LLC	(10739) Chemical hygiene training for laboratory staff at SBVC Term: 8/25/2014 - 6/30/2015  Funding Source: General Funds	Environmental Health/SBCCD	\$1,550.00	SSutorus
Prudential Overall Supply, Inc	(10777) Laundry service for Technical Division towels and lab coats Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Technical Training/SBVC	\$1,500.00	SSutorus
Quantum Group, The	(10771) Production of sunglasses, hand sanitizer bottles, pens and pencils with Financial Aid Logo Term: 8/20/2014 - 10/31/2014  Funding Source: General Funds	Financial Aid/SBVC	\$4,679.20	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>					
	Rayne Water Conditioning	(10744) Water softening treatment needed to steam clean equipment used in Tech Programs Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Technical Training/SBCCD	\$498.00	SSutorus
	Rayne Water Conditioning	(10742) Water treatment services and tank rental for Microbiology Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Microbiology/SBVC	\$849.60	SSutorus
	Rayne Water Conditioning	(10743) Water treatment services and tank rental for Science labs Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Science/SBCCD	\$1,617.30	SSutorus
	Redlands Theater Festival	(10549) MOU to allow sharing of theater equipment to help promote each others programs; no cost Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Humanities/SBVC		SSutorus
	San Bernardino Black Culture Foundation	(10746) Half page advertisement in color in the "Black Rose Awards" Program Term: 9/12/2014 - 9/12/2014  Funding Source: General Funds	Chancellor/SBCCD	\$250.00	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>					
	San Bernardino County Sheriff's Department	(10663) Dispatch services for District Police Department Term: 7/1/2014 - 6/30/2017  Funding Source: General Funds	District Police/SBCCD	\$58,494.00	SSutorus
	San Bernardino, City of	(10772) MOU - Employment & Training One Stop Centers; no cost Term: 7/1/2014 - 6/30/2019  Funding Source: N/A	Calworks/SBVC		SSutorus
	San Joaquin Chemicals, Inc	(10760) Monthly water treatment for SBVC Central Plant Term: 7/1/2014 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$11,640.00	SSutorus
	Smith Seating Company, Inc	(10756) Rental - Bleacher seating rental for SBVC home football games for the 2014 season; rental includes setup and removal Term: 9/8/2014 - 11/24/2014  Funding Source: General Funds	Athletics/SBVC	\$4,350.00	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>					
	South Sequoia, LLC	(10757) Provide assistance in the facilitation of workshops for High Schools and CHC counselors as part of the CTE Transition project Term: 9/15/2014 - 6/30/2015  Funding Source: Perkins	Program Development/CHC	\$23,100.00	SSutorus
	This is Noise	(10761) Band performance for the CHC College Hour; no cost Term: 9/17/2014 - 9/17/2014  Funding Source: N/A	Student Life/CHC		SSutorus
	Trujillo, David	(10762) Provide assistance in an external evaluation of the Hispanic Serving Institutions and STEM projects Term: 8/15/2014 - 9/30/2014  Funding Source: STEM Grant	STEM/CHC	\$8,000.00	SSutorus
	Victor Valley CCD	(10763) Rental of facility for fork lift training in Victorville, CA Term: 8/16/2014 - 9/20/2014  Funding Source: Caltrans Grant	PDC/SBCCD	\$770.00	SSutorus

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<b><u>General</u></b>				
Wenell, Paul Bradley	(10764) Music rights for compositions and recordings for the video "Protect Ya Spirit"; no cost Term: 7/1/2014 - 6/30/2017  Funding Source: N/A	FNX/KVCR		SSutorus
Wenell, Paul Bradley	(10770) Music rights for compositions and recordings for video "April Fool's"; no cost Term: 7/1/2014 - 6/30/2017  Funding Source: N/A	FNX/KVCR		SSutorus
Wood, Wendy	(10765) Provide assistance in formatting and editing the 2014 SBVC Accreditation Self Study Term: 7/16/2014 - 8/31/2014  Funding Source: General Funds	Instruction/SBVC	\$2,300.00	SSutorus
<b><i>SubTotal for General: 69</i></b>			<b><i>\$1,724,516.92</i></b>	
<b><u>Income - Contract Ed</u></b>				
California State Employment Training Panel	(10662) Reimbursement of training cost by the Panel pursuant to its authority in Unemployment Insurance Code section 10200 Term: 8/4/2014 - 9/3/2015  Funding Source: N/A	PDC/SBCCD	\$374,744.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><u>Income - Contract Ed</u></b>					
<b><i>SubTotal for Income - Contract Ed: 1</i></b>				<b>\$374,744.00</b>	
<b><u>Income - Facilities Use</u></b>					
	Pete Aguilar for Congress	(10773) Use of SBVC grounds for film shoot for campaign advertisements Term: 8/28/2014 - 8/28/2014  Funding Source: N/A	Administrative Services/SBVC	\$105.00	SSutorus
<b><i>SubTotal for Income - Facilities Use: 1</i></b>				<b>\$105.00</b>	
<b><u>Income - General</u></b>					
	California Baptist University	(10674) Waive application fees; offer a 10% discount on tuition for employees taking classes online, at main campus, or satellite campus; offer a 30% discount on tuition for employees taking classes held at CHC facility Term: 8/1/2014 - 7/31/2017  Funding Source: N/A	President/CHC		SSutorus
	California Department of Ed	(10679) Contract for Braille transcribing and embossing services Term: 12/1/2014 - 11/30/2017  Funding Source: N/A	ATPC/SBCCD	\$149,999.99	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>					
	CCC Chancellor's Office	(10664) COTOP "Chancellor's Office Tax Offset Program" - The collection of debt owed to SBCCD via the State Franchise Tax Board's Interagency Offset Program; 75% of Collected Debt Term: 10/1/2014 - 9/30/2015  Funding Source: N/A	Fiscal Services/SBCCD		SSutorus
	College of the Desert	(10784) Healthcare Workforce initiative Mini-project Term: 9/1/2014 - 3/30/2015  Funding Source: N/A	PDC/SBCCD	\$10,000.00	SSutorus
	Goodwill Southern California	(10776) Goodwill fundraising donation drive for SBVC's Spanish Club; club to receive \$50 per filled bin and \$1500 for 30 filled bins Term: 10/11/2014 - 10/11/2014  Funding Source: N/A	Student Life/SBVC		SSutorus
	Jamba Juice #636	(10712) Fundraiser agreement - 20% of sales to be donated to Student Life during promotional period; dates 08/20/2014 and 10/15/2014 Term: 1/1/2014 - 12/31/2014  Funding Source: N/A	Cafeteria/CHC		SSutorus



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<b><u>Income - General</u></b>				
San Bernardino, County of	(10778) Child care covered by third party - Parent - Hoffman, Angela Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Child Care Center/CHC	\$7,644.00	SSutorus
<b><i>SubTotal for Income - General: 7</i></b>			<b><i>\$167,643.99</i></b>	
<b><u>Income - Grant</u></b>				
San Bernardino County Superintendent of Schools	(10781) State preschool grant delegated agency agreement Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Child Care Center/CHC	\$144,320.00	SSutorus
<b><i>SubTotal for Income - Grant: 1</i></b>			<b><i>\$144,320.00</i></b>	
<b><u>Income - Underwriter</u></b>				
Kaiser Permanente	(10709) Underwriter agreement for radio program; "All Things Considered" and "R.O.S. Bonus X 20" Term: 9/1/2014 - 12/5/2014  Funding Source: N/A	FM/KVCR	\$27,000.00	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 - Underwriter</u></b>					
	Mediassociates	(10617) Underwriter agreement for programs "Morning Edition, All Things Considered, and Market Place"; Amendment 1- revise term ending date from 09/01/2014 to 08/03/2014 decreasing the income from 15,000 to \$9,000 Term: 7/14/2014 - 8/3/2014  Funding Source: N/A	FM/KVCR	\$9,000.00	SSutorus
<b><i>SubTotal for Income - Underwriter: 2</i></b>				<b><i>\$36,000.00</i></b>	
<b><u>Leases</u></b>					
	Terra Pacific Waste Management	(10636) Lease - One P200 Compactor and two P200 Bins; these are trash compactors to save on campus costs of waste disposal; lease includes on-going support; revised total to include tax Term: 7/1/2014 - 6/30/2017  Funding Source: General Funds	Maintenance/SBVC	\$42,456.96	SSutorus
	Terra Pacific Waste Management	(10759) Lease - One P200 Compactor and two P200 Bins; these are trash compactors to save on campus costs of waste disposal; lease includes on-going support; revised total to include tax Term: 7/1/2014 - 6/30/2017  Funding Source: General Funds	Maintenance/CHC	\$21,228.42	SSutorus
<b><i>SubTotal for Leases: 2</i></b>				<b><i>\$63,685.38</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>Maintenance Agreement</u></b>				
ADT Security Services, Inc	(10665) Alarm Service Renewal for Data/Computing Building on SBVC Campus Term: 8/6/2014 - 8/5/2015  Funding Source: General Funds	TESS/SBCCD	\$600.00	SSutorus
Barracuda Networks	(10695) Software updates and replacement of 3 Barracuda spam and virus firewall 300 appliances Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	TESS/SBCCD	\$3,444.00	SSutorus
David Ollis Landscape	(10685) Landscape maintenance for District/PDC, ATTC and Annex sites plus on-demand repairs Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	District M & O/SBCCD	\$20,000.00	SSutorus
Johnson Power Systems	(10708) Prerform level 2 preventative maintenance on Box Spring transmitter Term: 8/18/2014 - 6/30/2015  Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$610.02	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>					
	Konica Minolta	(10769) Maintenance agreement for Bizhub C360 Serial Number aoedo11007430; funded through Employment Training Panel grant Term: 7/1/2014 - 6/30/2015  Funding Source: State Grant	PDC/SBCCD	\$1,059.36	SSutorus
	Three M (3M) Library Systems	(10667) Maintenance covers labor, parts and equipment modifications if necessary on Detection Systems 3804BC, Serial Number 3848440 and resensitizer 764, Serial ID 16405851 Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Library/SBVC	\$2,421.36	SSutorus
	Wingate Air Conditioning	(10716) Maintenance agreement for KVCR's TV HVAC system Term: 9/3/2014 - 8/31/2015  Funding Source: KVCR - FNX Grant	TV/KVCR	\$2,994.00	SSutorus
<b><i>SubTotal for Maintenance Agreement: 7</i></b>				<b><i>\$31,128.74</i></b>	
<b><u>PO as Contract</u></b>					
	Consolidated Sterilizer Systems	(10748) Repair of Auto Clave in HLS 218 Term: 8/25/2014 - 8/25/2014  Funding Source: General Funds	Science/SBVC	\$2,650.52	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<b><i>PO as Contract</i></b>				
Crest Chevrolet/Geo	(10749) Oil Change on Red SUV 2004 GMC Envoy XL License #1209375 Term: 8/19/2014 - 8/19/2014	TV/KVCR	\$50.00	SSutorus
	Funding Source: KVCR - FNX Grant			
Dave's Auto Medics	(10751) Oil and filter change on van Term: 8/19/2014 - 8/19/2014	District M & O/SBCCD	\$58.84	SSutorus
	Funding Source: General Funds			
Whittaker Aluminum	(10752) Repair of four roll up doors Term: 8/13/2014 - 8/13/2014	Maintenance/SBVC	\$1,675.78	SSutorus
	Funding Source: General Funds			
Yale/Chase Material Handling	(10750) Repair of forklift Term: 8/8/2014 - 8/8/2014	Warehouse/SBCCD	\$1,000.00	SSutorus
	Funding Source: General Funds			
<b><i>SubTotal for PO as Contract: 5</i></b>			<b><i>\$5,435.14</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>Program Acquisition</u></b>				
Cheyenne & Arapaho Television 47	(10676) Program acquisition rights for programs "Making Regalia, CATV47 Community New, Learn Cheyenne, and Learn Arapaho"; no cost Term: 6/3/2014 - 6/2/2019  Funding Source: N/A	FNX/KVCR		SSutorus
<b><i>SubTotal for Program Acquisition: 1</i></b>				
<b><u>Rescinded/Cancelled</u></b>				
Bowen, Krystal	(10566) 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; funded through Alternative Text grant: Canceled with a total cost incurred of \$400.00 Term: 7/1/2014 - 9/8/2014  Funding Source: State Grant	ATPC/SBCCD	\$400.00	SSutorus
Smith, Cindra	(10535) Facilitator for Board workshop on setting policy direction (Contract Canceled) Term: 8/28/2014 - 8/28/2014  Funding Source: General Funds	Chancellor/SBCCD	(\$2,500.00)	BBaron
<b><i>SubTotal for Rescinded/Cancelled: 2</i></b>			<b><i>(\$2,100.00)</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>Software/Online Services</u></b>				
Allegiance Software, Inc	(10668) Sayori software; a mailroom toolkit to send mailings and address updates Term: 8/1/2014 - 7/31/2015  Funding Source: KVCR - CPB Grant - TV	KVCR/SBCCD	\$3,255.50	SSutorus
Christy White Accountancy Corp	(10767) Reimbursement for Tanya Rogers' time for SBCCD personnel hearings Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Human Resources/SBCCD	\$10,000.00	SSutorus
ComputerLand of Silicon Valley	(10678) Software renewal for Symantec Backup Exec 2014 for applications and databases per server renewal essential for 12 months Term: 10/1/2014 - 9/30/2015  Funding Source: General Funds	TESS/SBCCD	\$2,635.00	SSutorus
CPP, Inc	(10713) SkillsOne website license set-up Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Counseling/CHC	\$210.60	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>				
MICROS Systems, Inc	(10723) Renewal software maintenance - Point of Sale software system for the Sun Room registers which includes e7 Recovery and e7 Help Desk Term: 8/20/2014 - 8/19/2015  Funding Source: General Funds	Restaurant Mgt/SBVC	\$675.17	SSutorus
Perceptive Software, Inc	(10732) Maintenance for ImageNow software Term: 9/1/2014 - 8/31/2015  Funding Source: General Funds	TESS/SBCCD	\$56,546.00	SSutorus
SIGMAnet	(10774) Software for "InformaCast" paging gateway used to send information messages across campuses Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	TESS/SBCCD	\$1,462.32	SSutorus
Skillful Communications, LLC	(10755) Complimentary access to "Big Interview" website for students; no cost Term: 7/1/2014 - 6/30/2015  Funding Source: N/A	Counseling/CHC		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>					
	SofterWare	(10718) Software license for DonorPerfect Online Essentials access Term: 7/1/2014 - 6/30/2015  Funding Source: General Funds	Foundation/SBVC	\$1,722.00	SSutorus
<b><i>SubTotal for Software/Online Services: 9</i></b>				<b><i>\$76,506.59</i></b>	
<b><i>Grand Total Contracts for Board Date 9/11/2014: 129</i></b>					

## Routine Contracts - Summary

Scheduled Board Meeting 09/11/2014

### EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>ASB Discount program</u>	16	\$0.00
<u>Broadcast Rights</u>	5	\$26,725.00
<u>CalWorks Child Care</u>	1	\$13,569.30
<u>General</u>	69	\$1,724,516.92
<u>Leases</u>	2	\$63,685.38
<u>Maintenance Agreement</u>	7	\$31,128.74
<u>PO as Contract</u>	5	\$5,435.14
<u>Program Acquisition</u>	1	\$0.00
<u>Rescinded/Canceled</u>	2	(\$2,100.00)
<u>Software/Online Services</u>	9	\$76,506.59
	117	
		<b>Total Expenses</b>
		<b><u><u>\$1,939,467.07</u></u></b>

### INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Income - Contract Ed</u>	1	\$374,744.00
<u>Income - Facilities Use</u>	1	\$105.00
<u>Income - General</u>	7	\$167,643.99
<u>Income - Grant</u>	1	\$144,320.00
<u>Income - Underwriter</u>	2	\$36,000.00
	12	
		<b>Total Income</b>
<b>Total Number of Contracts</b>	<b><u><u>129</u></u></b>	<b><u><u>\$722,812.99</u></u></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:** September 11, 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 \$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  
September 11, 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>
16342	7/24/2014	CRAFTON HILLS COLLEGE	PRINTER	5/11/2001	\$1,933.00	\$0.00
17524	7/24/2014	CRAFTON HILLS COLLEGE	Dell precision 690	3/12/2007	\$3,683.00	\$0.00
17642	7/24/2014	CRAFTON HILLS COLLEGE	comp w/ 17 mon.	3/15/2007	\$1,217.40	\$0.00
17643	7/24/2014	CRAFTON HILLS COLLEGE	comp w/ 17 mon.	3/15/2007	\$1,217.40	\$0.00
17686	7/24/2014	CRAFTON HILLS COLLEGE	LASERJET 4350DTN Printer	1/9/2008	\$4,088.21	\$0.00
17712	7/24/2014	CRAFTON HILLS COLLEGE	CPU	7/1/2008	\$1,256.00	\$0.00
17713	7/24/2014	CRAFTON HILLS COLLEGE	CPU	7/1/2008	\$1,256.00	\$0.00
17714	7/24/2014	CRAFTON HILLS COLLEGE	Dell Optiplex 755 Computer	2/29/2008	\$1,344.29	\$0.00
17716	7/24/2014	CRAFTON HILLS COLLEGE	Dell Optiplex 755 Computer	2/29/2008	\$1,344.29	\$0.00
17718	7/24/2014	CRAFTON HILLS COLLEGE	Dell Optiplex 755 Computer	2/29/2008	\$1,344.29	\$0.00
17743	7/24/2014	CRAFTON HILLS COLLEGE	Dell Optiplex 755 Computer	2/29/2008	\$1,344.29	\$0.00
17744	7/24/2014	CRAFTON HILLS COLLEGE	Dell Optiplex 755 Computer	2/29/2008	\$1,344.29	\$0.00
17745	7/24/2014	CRAFTON HILLS COLLEGE	Dell Optiplex 755 Computer	2/29/2008	\$1,344.29	\$0.00
17816	7/24/2014	CRAFTON HILLS COLLEGE	comp w/mon.	6/2/2008	\$1,001.00	\$0.00
30754	7/24/2014	CRAFTON HILLS COLLEGE	cpu	1/9/2012	\$1,290.74	\$0.00
<b>Total</b>					<b>\$25,008.49</b>	<b>\$0.00</b>

## Non-Fixed Asset Surplus List

Page 1 of 1

September 11, 2014

Keyboards	6 ea
Mice	6 ea
Misc Power Cables	12 ea
Speaker Bars	3 ea.
Dell Monitors	9 ea
3M-1700 Overhead Projector	1 ea
3M-9100 Overhead Projector	1 ea
Hp Scanjet 5300c Scanner	1 ea
3M-905D Overhead Projector	1 ea
HP Laserjet 4350 DTN Printer	1 ea
HP Laserjet 4050 N Printer	1 ea
Brother Intellifax 2800	1 ea
Dell Optiplex 745 Computer	4 ea
Dell Optiplex 755 Computer	6 ea
Dell Optiplex GX 520 Computer	1 ea
60-255 Metrologic Instrument	1 ea
Sony VP-1000 Video Cassette Player	1 ea
Paper Machine	1 ea
Ripple Tank	12 ea
Macalister Wave Generator	7 ea
Fluke Electronic Tester	1 ea
Ealing Digital Timer	1 ea
Cenco milliamp/micro amp meter	2 ea
Calrad Ohm Meter	2 ea
A.W. Haydon Stop Clock	2 ea
Ealing Geiger Supply	1 ea
Round Tables	40 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: September 11, 2014  
SUBJECT: Consideration of Acceptance of Academic Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Kim McCormick, Career Center Specialist, CHC.

OVERVIEW

Kim McCormick, Career Center Specialist, CHC, submitted her letter of retirement effective September 1, 2014, after 15 years of service.

ANALYSIS

The employee's retirement correspondence was received and accepted by the Human Resources Department.

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: September 11, 2014  
SUBJECT: Consideration of Acceptance of Classified Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Long V. Nguyen, Custodian, SBVC.

OVERVIEW

Long V. Nguyen, Custodian, SBVC, submitted his letter of retirement with an effective date of September 1, 2014, after 23 years of service to the District. His last day of employment was August 31, 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: Timothy L. Oliver, Interim Vice Chancellor, Business & Fiscal Services  
PREPARED BY: Diana Johnson, Bond Program Manager, Kitchell/BRj  
DATE: September 11, 2014  
SUBJECT: Consideration of Approval of Amendment 008 to the Steinberg Architects Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 008 to the Steinberg Architects contract for the Physical Education (PE) Complex project at Crafton Hills College in the amount of \$16,835.00.

OVERVIEW

On December 8, 2011, the Board of Trustees approved a contract with Steinberg Architects for architectural/engineering services for the PE Complex project at Crafton Hills College. This amendment is for additional construction administration services and submittal of additional construction change directives that are due to unforeseen conditions.

ANALYSIS

The effect of this amendment will be an addition of \$16,835.00 to the Steinberg Architects contract, resulting in a revised contract amount of \$635,120.00. There is no increase in the length of the contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2014-15 Measure M budget.



# Kitchell/BRj

11715 Sand Canyon Rd., Yucaipa, CA 92399

# Project Memo

Ph: 909.435.4159 Fax: 909.794.8901

DATE: July 29, 2014

PE Complex – No. 47

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

FROM: Tim Purcell  
*Project Manager*  
*Crafton Hills College (CHC)*  
Kitchell/BRj

RE: Crafton Hills College (CHC) Measure M  
New PE Complex  
Steinberg Owner/Architect Agreement Amendment

## SCOPE:

SBCCD approval to issue an amendment to the owner/architect agreement for the New PE Complex for additional construction administration services and the issuance and submittal of additional construction change directives.

## NARRATIVE:

Unforeseen conditions encountered during the project necessitated additional construction administrative services and change directives, requiring agency approval. The project team conducted negotiations with Steinberg Architects. We believe that the costs associated with the change in scope of work are reasonable and in agreement with construction industry practices.

## RECOMMENDATION:

KB recommends approval in the amount of **\$16,835.00**.

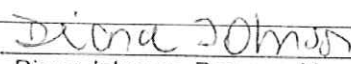

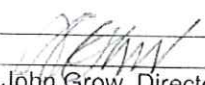
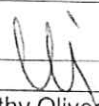
## Budget Information:

*Info from Measure M Budget V18 dated 6/30/14*

PROJECT: 42-50-32-1510-0257-6210.10.73-7100

Original Project Budget amount:	\$ 6,952,080.61
Spent to Date:	\$ 6,093,810.87
Project Current Estimate of Complete Costs:	\$ 7,087,474.23
<b>Project Memo Forecast Cost:</b>	<b>\$ 16,835.00</b>
Project Change Amount:	\$ 0.00

Budget Line Item:

<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 Diana Johnson, Program Manager, KB	7/29/14
<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 Mike Strong, Vice President, Administrative Services, Crafton Hills College	7/30/14
<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 John Grow, Director, Facilities, Planning & Construction, SBCCD	8/7/14
<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 Timothy Oliver, Interim Vice Chancellor Business & Fiscal Services, SBCCD	8/12/14

Attachments: Steinberg Architects ASA #011R & #012R

  
7/31/14

**ARCHITECT CONTRACT AMENDMENT: 008**

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

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Brief Description:

This contract amendment is for extended Construction Administration Services and the preparation of additional DSA Construction Change Directives. Construction Administrative Services is extended to August 31, 2014.

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Costs:

**\$16,835.00**= Total of this requested Consultant Contract Amendment: 008

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The original <b>Contract Sum</b>	\$428,165.00
Net change by previous Amendments	\$190,120.00
The <b>Contract Sum</b> prior to this Amendment	\$618,285.00
The <b>Contract Sum</b> will be <b>increased</b> by this Amendment	\$16,835.00
The new <b>Contract Sum</b> including this Amendment	\$635,120.00
The Contract Schedule as of this Amendment will be <b>increased by:</b>	62 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

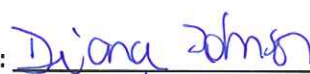
**PROGRAM MANAGER**  
Kitchell/BRj

**OWNER**  
SBCCD

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

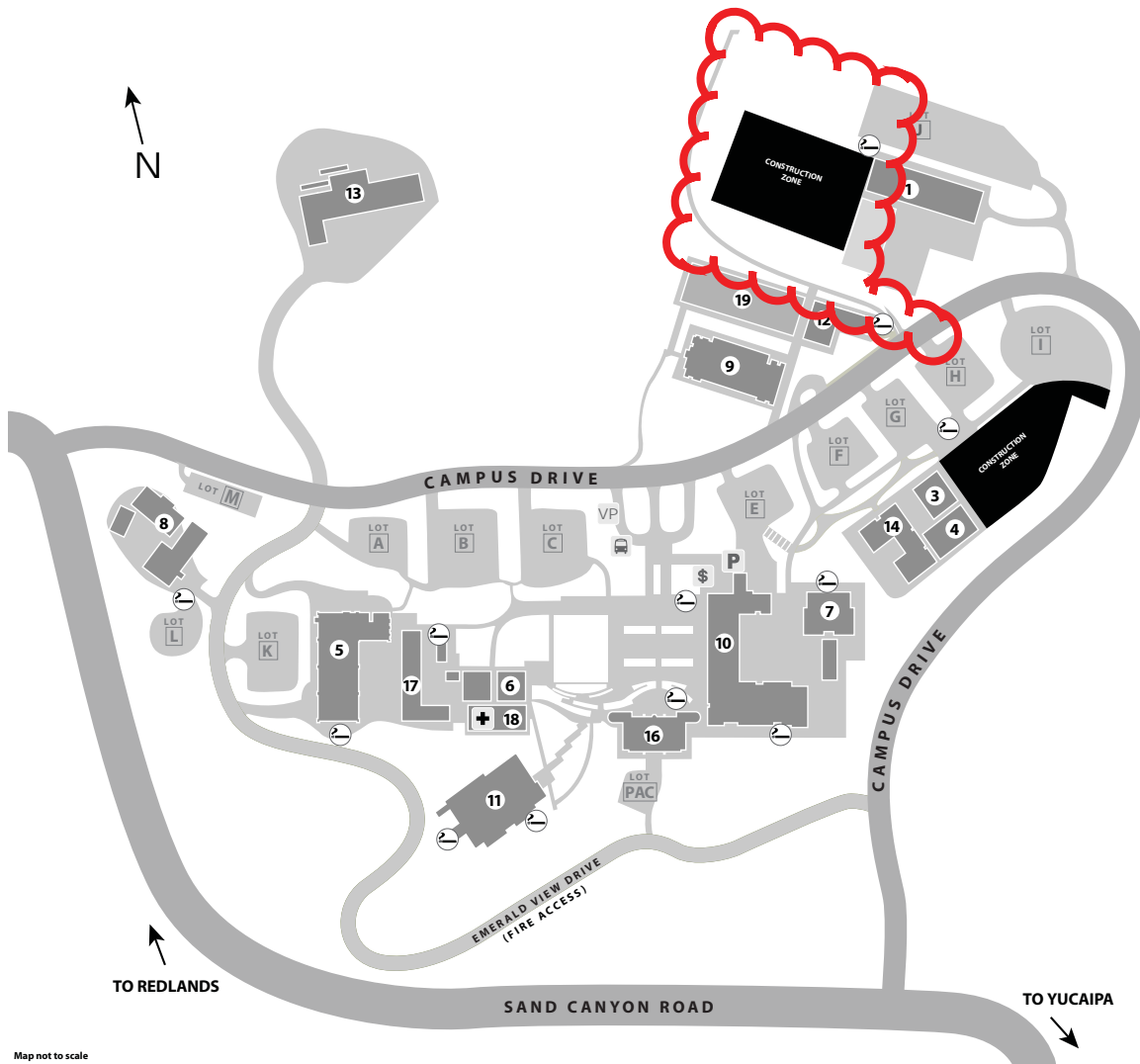
  
8.14.2014

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






  
8/15/14


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


# CAMPUS DIRECTORY



Map not to scale  
Updated: June 19, 2013

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

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

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

**District Police (909) 389-3275**

1 AQUATIC CENTER .....	AC	11 LEARNING RESOURCE CENTER .....	LRC
2 ATHLETIC FIELD .....	AF	Copy Center	Multi-purpose Room
3 BC CLASSROOM BUILDING. ....	BC	Gallery	Teaching Center
4 BOOKSTORE .....	BK	Lecture Hall	Tutoring Center
5 STUDENT CENTER/CAFETERIA. ....	SCC	Library	
Student Senate		12 MATH & SCIENCE ANNEX .....	MSA
6 CL CLASSROOM BUILDING.....	CL	13 MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING	
Financial Aid		14 OCCUPATION EDUCATION 1 .....	OE1
7 CHEMISTRY/HEALTH SCIENCES .....	CHS	15 OCCUPATION EDUCATION 2 .....	OE2
8 CHILD DEVELOPMENT CENTER .....	CDC	16 PERFORMING ARTS CENTER .....	PAC
9 GYMNASIUM. ....	G	17 STUDENT SERVICES A .....	SSA
10 LABORATORY/ADMINISTRATION. ....	LADM	Admissions & Records	EOPS
Campus Business Office		18 STUDENT SERVICES B .....	SSB
Parking Permits (Semester/Annual)		Counseling	Health & Wellness Center
POLICE (LADM 153)		Disabled Student Services	
		19 TENNIS COURTS .....	TC-CRTS

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: September 11, 2014  
SUBJECT: Consideration of Approval to Ratify a Contract with  
Braughton Construction, Inc. of Rancho Cucamonga, California

RECOMMENDATION

It is recommended that the Board of Trustees ratify a contract with Braughton Construction of Rancho Cucamonga, California for additional parking lot signage at CHC in the amount of \$9,875.00.

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 directional and informational signage leading into the campus overflow parking lot at CHC.

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 Braughton Construction, Inc.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2014-15 Measure M budget.



# Kitchell/BRj

11711 Sand Canyon Road, Yucaipa, CA 92399

# Project Memo

Phone (909) 435-4159 - FAX (909) 794-8901

DATE: August 4, 2014

No - M CHC GEN 065

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

FROM: Hussain Agah  
*Project Manager*  
*Crafton Hills College (CHC)*  
**Kitchell/BRj**

RE: Crafton Hills College (CHC) Measure M  
Campus Additional Parking Signage Project - Recommendation to Issue Contract

## SCOPE:

SBCCD approval of Kitchell/BRj's recommendation to issue a Contract to the lowest responsible bidder, Braughton Construction, Inc., for the directional and informational signage leading into the Campus overflow parking lot located at Chapman Heights and Sand Canyon Road., in the amount of \$ 9,875.00 (nine thousand eight hundreds seventy five dollars).

## NARRATIVE:

With the planned concurrent construction of the New Crafton Center, New Science Building, and New Occupational Education 2, Campus proposed a signage system to be installed at designated points throughout the Campus and Sand Canyon Road, in an effort to direct student traffic through the center of Campus to the over flow parking lot located at the corner of Chapman Heights and Sand Canyon road for the duration of construction of these three major projects. A request for proposal was sent, contractors on the District's Uniform Construction Cost Accounting Procedures (UCCAP) list on Friday, July 15, 2014. Bids were accepted until 4:00 PM on Thursday, July 31, 2014. Three (4) contractors submitted bids for the Crafton Hills College's Additional Parking Signage proposal. After our detailed review of the four bidders the lowest responsible bidder was determined to be Braughton Construction, Inc., with a total bid amount of \$ 9,875.00 (nine thousand eight hundreds seventy five dollars).

## RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve the issuance of a contract to Braughton Construction, Inc., in the amount of \$ 9,875.00 (nine thousand eight hundreds seventy five dollars).

## MEASURE M BUDGET INFORMATION/FISCAL IMPACT:

### MISCELLANEOUS BOND IMPROVEMENTS - 5248

Info from Measure M Budget V18 7/30/14

Project Original Budget Amount:	\$ 350,000.00
Project Current Spent to date:	\$ 17,785.00
Project Current Estimate to Complete:	\$ 350,000.00
Project Memo Forecast Cost:	\$ 9,875.00
Project Change Amount:	\$ 0.00

Budget Line Item will be 6220.50 - Remodel Construction

*[Handwritten signature]*  
8/4/14

<input checked="" type="checkbox"/> I concur with this recommendation <input type="checkbox"/> I do not concur with this recommendation	<u>Diana Johnson 8/5/14</u> Diana Johnson, Program Manager, KB
<input checked="" type="checkbox"/> I concur with this recommendation <input type="checkbox"/> I do not concur with this recommendation	<u>Mike Strong 8/6/14</u> Mike Strong, Vice President, Administrative Services, Crafton Hills College
<input checked="" type="checkbox"/> I concur with this recommendation <input type="checkbox"/> I do not concur with this recommendation	<u>John Grow 8/9</u> John Grow, Director, Facilities, Planning & Construction, SBCCD
<input checked="" type="checkbox"/> I concur with this recommendation <input type="checkbox"/> I do not concur with this recommendation	<u>Timothy Oliver 8/12/14</u> Timothy Oliver, Interim Vice Chancellor Business and Fiscal Services, SBCCD

Attachments:

- ❖ Request for Proposal - Crafton Hills College's Additional Parking Signage (14 pages)
- ❖ Bid Results ( 1 page)
- ❖ Braughton Construction, Inc. Proposal (7 pages)
- ❖ Insurance Certificate (1 page)
- ❖ Company W-9 Form (1 page)

Cc: Diana Johnson; Sheila Nelson – Kitchell/BRJ  
File

## 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: September 11, 2014  
SUBJECT: Consideration of Approval to Ratify a Contract with G Corp International of Moreno Valley, California

### RECOMMENDATION

It is recommended that the Board of Trustees ratify a contract with G Corp International of Moreno Valley, California for Move Services for the Maintenance and Operation (M&O) Renovation project at CHC in the amount of \$24,600.00.

### 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 moving boxes, relocating items, and clearing up various areas in order to prepare for the upcoming M&O Renovation project at CHC.

### 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 G Corp International.

### BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

Included in 2014-15 Measure M budget.



# Kitchell/BRj

11715 Sand Canyon Rd., Yucaipa, CA 92399

# Project Memo

Ph: 909.435.4159 Fax: 909.794.8901

DATE: August 12, 2014

**M & O Renovation – No. 14**

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

FROM: Farrah Farzaneh *FF*  
*Sr. Project Engineer*  
*Crafton Hills College (CHC)*  
**Kitchell/BRj**

RE: Crafton Hills College (CHC) Measure M  
M & O Renovations  
G Corp International – Move Services

## **SCOPE:**

SBCCD approval for issuance of a purchase order to G Corp International to provide move services for a period of five weeks for the Maintenance and Operation Building renovation project.

## **NARRATIVE:**

The bid day for the Maintenance and Operation Building Renovation at Crafton Hills College is currently scheduled for September 18<sup>th</sup>, 2014. Move services are required for moving boxes, relocating items, clearing up various areas in order to prepare for the upcoming renovation project. This process must be completed prior to the start of construction.

Attached RFP was sent out to UCCAP general contractors interested in participating in this bid. Three responses were received, one of which is considered none responsive. The lowest bidder was one of the responsive bidders, G Corp international, at \$24,600.00. The other responsive bidder was Braughton Construction Inc., at \$29,000.00. None-responsive bidder was Three Peaks Corp, at \$28,536.00.

## **RECOMMENDATION:**

Kitchell/BRj recommends that SBCCD approve the issuance of a purchase order in the amount of \$24,600.00 to G Corp International.

## **Budget Information:**

Version 18 7/30/2014

**PROJECT:** 42-50-32-9515-0257-5113.03-7100

Original Project Budget amount:	\$ 1,884,694.00
Spent to Date:	\$ 89,616.46
Project Current Estimate of Complete Costs:	\$ 1,884,964.00
<b>Project Memo Forecast Cost:</b>	<b>\$ 24,600.00.</b>
Project Change Amount:	\$ 0.00

*W*  
*8/11/14*

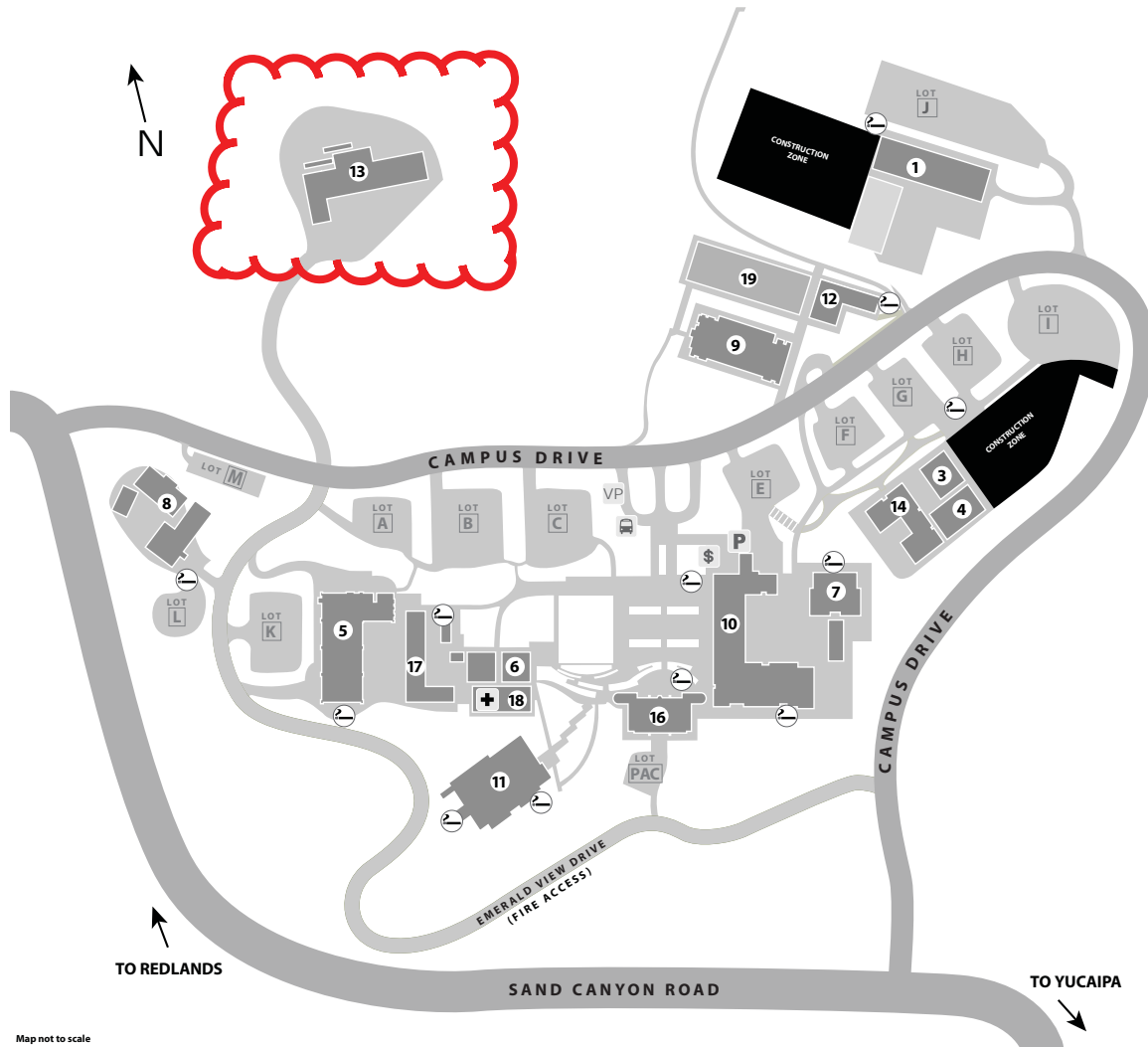
Page 1 of 2

Budget Line Item: 42-50-32-9515-0257-5113.03 - 7100






<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	<u>Diana Johnson 8/12/14</u> Diana Johnson, Program Manager, KB
<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	<u>Mike Strong 8/13/14</u> Mike Strong, Vice President, Administrative Services, Crafton Hills College
<input type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	John Grow, Director, Facilities, Planning & Construction, SBCCD
<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	<u>Timothy Oliver 8-14-14</u> Timothy Oliver, Interim Vice Chancellor Business & Fiscal Services, SBCCD


Attachments: RFP  
G Corp International – Lowest Bidder  
Braughton Construction Inc.  
Three Peaks Corp.  
Cc: Diana Johnson; Sheila Nelson – Kitchell/BRj  
File


# CAMPUS DIRECTORY



Map not to scale  
Updated: June 19, 2013

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

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

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

**District Police (909) 389-3275**

<p>1 AQUATIC CENTER ..... AC</p> <p>2 ATHLETIC FIELD ..... AF</p> <p>3 BC CLASSROOM BUILDING. ....BC</p> <p>4 BOOKSTORE .....BK</p> <p>5 STUDENT CENTER/CAFETERIA. ....SCC Student Senate</p> <p>6 CL CLASSROOM BUILDING.....CL Financial Aid</p> <p>7 CHEMISTRY/HEALTH SCIENCES ..... CHS</p> <p>8 CHILD DEVELOPMENT CENTER ..... CDC</p> <p>9 GYMNASIUM. .... G</p> <p>10 LABORATORY/ADMINISTRATION. ....LADM Campus Business Office Parking Permits (Semester/Annual) POLICE (LADM 153)</p>	<p>11 LEARNING RESOURCE CENTER .....LRC Copy Center                      Multi-purpose Room Gallery                              Teaching Center Lecture Hall Library                                Tutoring Center</p> <p>12 MATH &amp; SCIENCE ANNEX ..... MSA</p> <p>13 MAINTENANCE &amp; OPERATIONS/ SHIPPING &amp; RECEIVING</p> <p>14 OCCUPATION EDUCATION 1 ..... OE1</p> <p>15 OCCUPATION EDUCATION 2 .....OE2</p> <p>16 PERFORMING ARTS CENTER .....PAC</p> <p>17 STUDENT SERVICES A .....SSA Admissions &amp; Records    EOPS</p> <p>18 STUDENT SERVICES B .....SSB Counseling                      Health &amp; Wellness Center Disabled Student Services</p> <p>19 TENNIS COURTS ..... TC-CRTS</p>
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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: September 11, 2014  
SUBJECT: Consideration of Approval to Ratify a Contract with  
Three Peaks Corporation of Redlands, California

RECOMMENDATION

It is recommended that the Board of Trustees ratify a contract with Three Peaks Corporation of Redlands, California for the Landscape Around the ADSS Building project at SBVC in the amount of \$42,665.00.

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 scope of work is part of the campus Site-work/Signage/ADA Renovation Project. The Americans with Disabilities Act sidewalk and access renovations work around the ADSS building was completed in 2013. This contract will complete the landscape foliage and irrigation portion of the work to give the Administration building a finished and complete appearance.

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 Three Peaks Corporation.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2014-15 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: August 4, 2014

No. VC- 348

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

FROM: Michael Villegas *MV*  
Project Manager  
San Bernardino Valley College (VC)  
Kitchell/BRj

RE: San Bernardino Valley College (SBVC) Measure M  
Landscape around ADSS Building  
Three Peaks Contract

**SCOPE:**

Kitchell/BRj request SBCCD approval to engage in a contract for the Landscape around the ADSS Building

**NARRATIVE:**

Kitchell/BRj has utilized the UCCAP Contractors to bid out the project to install Landscape around ADSS Building. An RFP was issued and the three lowest qualified bids were reviewed. The bids ranged from \$42,665 - \$116,950. KB determined that Three Peaks Corporation was the lowest responsible bidder.

**RECOMMENDATION:**

Kitchell/BRj recommends that SBCCD approve the execution of the contract with Three Peaks Corporation to complete the Landscape around the ADSS Building Project.

**Budget Information:**

Version 18 7/30/2014

PROJECT: 42-50-31-4410-0257-6120.502-7100

Original Project Budget amount:	\$ 4,164,141.00
Spent to Date:	\$ 3,278,754.39
Project Current Estimate of Complete Costs:	\$ 3,560,838.43
<b>Project Memo Forecast Cost:</b>	\$ 42,665.00
Project Change Amount:	\$ 0.00

Budget Line Item: 6120.502 – Remodel Construction

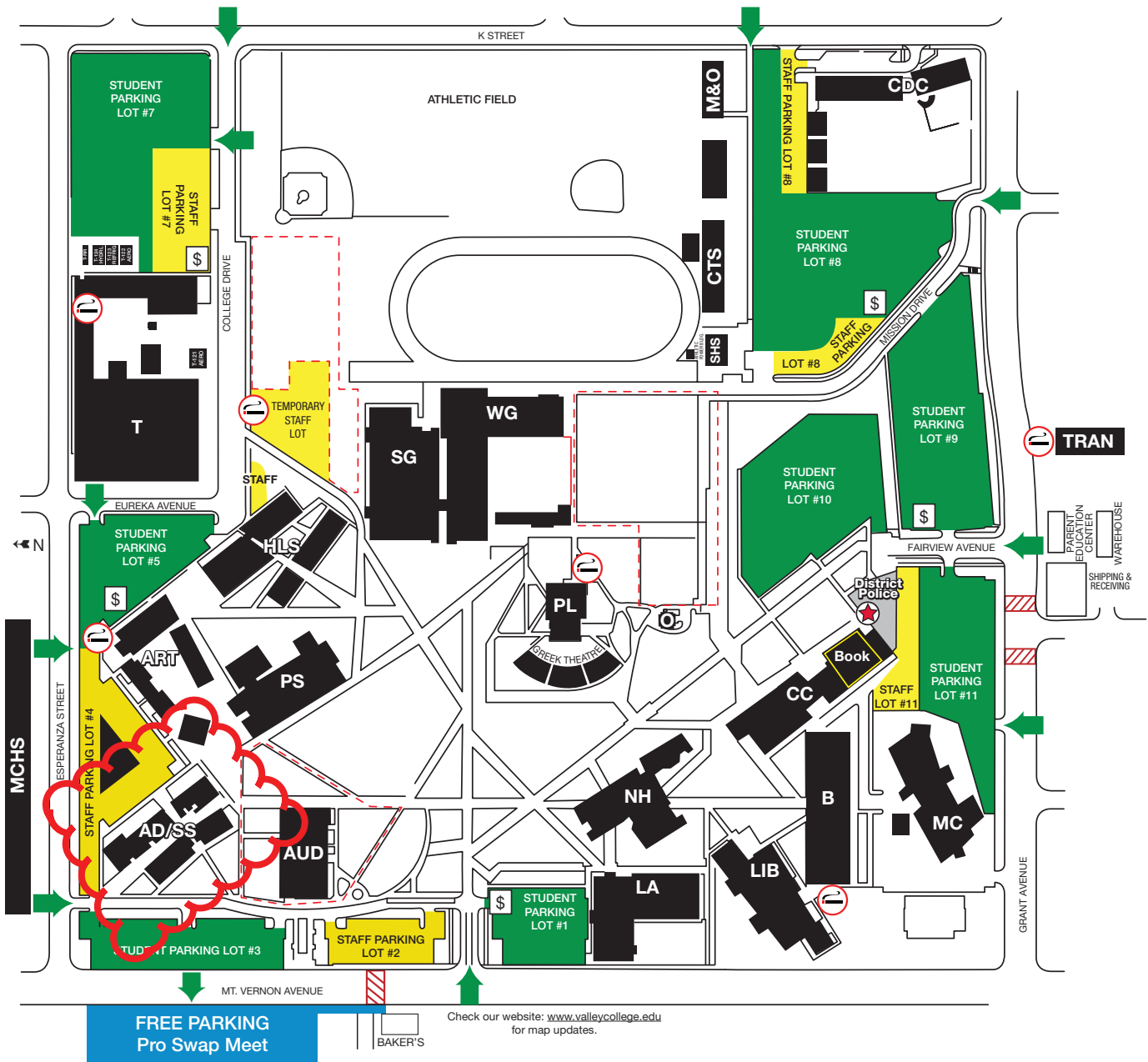
<input checked="" type="radio"/> I concur with this recommendation	<i>Diana Johnson</i> 8/5/14 Diana Johnson, Program Manager, KB
<input type="radio"/> I do not concur with this recommendation	
<input checked="" type="radio"/> I concur with this recommendation	<i>Scott Stark</i> Scott Stark, Vice President of Administrative Services, San Bernardino Valley College
<input type="radio"/> I do not concur with this recommendation	
<input type="radio"/> I concur with this recommendation	<i>N/A</i> John Grow, Director, Facilities, Planning & Construction
<input type="radio"/> I do not concur with this recommendation	
<input checked="" type="radio"/> I concur with this recommendation	<i>Timothy Oliver</i> Timothy Oliver, Interim Vice Chancellor Business and Fiscal Services, SBCCD
<input type="radio"/> I do not concur with this recommendation	

Attachments: Three Peaks Proposal

*MV* 8/4/14

# 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: Bruce Baron, Chancellor

PREPARED BY: Dr. Matthew Isaac, Executive Director, EDCT and CEO, EDCT Foundation

DATE: September 11, 2014

SUBJECT: Consideration of Approval of the amendment to the Master Agreement of the Economic Development and Corporate Training Foundation (EDCT Foundation) with the San Bernardino Community College District

### RECOMMENDATION

It is recommended that the SBCCD Board of Trustees approve the amended Master Agreement of the Economic Development and Corporate Training Foundation (EDCT Foundation) with the San Bernardino Community College District.

### OVERVIEW

The Board of Directors of the EDCT Foundation at its meeting on August 20, 2014 approved EDCT Foundation's "Master Agreement with the San Bernardino Community College District," which was previously approved by the SBCCD Board of Trustees in May 2014, and proposed an amendment to the last sentence in Section #17 of the Agreement that would enable the District to transfer funds to the Foundation when needed. Therefore, the Board of Directors of the EDCT Foundation recommended that an amended Master Agreement be submitted to the SBCCD Board of Trustees for approval.

### ANALYSIS

By approving the amended Master Agreement of the Foundation with the SBCCD, the District will be able to transfer funds approved by the SBCCD Board of Trustees to the EDCT Foundation when such transfers are necessary to operate the Foundation.

### BOARD IMPERATIVE

II. Resource Management for Efficiency, Effectiveness and Excellence

### FINANCIAL IMPLICATIONS

Will be included in the 2014-15 budget.

Master Agreement  
for Economic Development and Corporate Training Foundation

1. Parties. This Master Agreement (“Agreement”) is between the San Bernardino Community College District (“District”), through its Board of Trustees, on the one hand, and the Economic Development and Corporate Training Foundation (“Foundation”), through its Board of Directors, on the other hand. The District and the Foundation are referred to herein as “Party” and collectively as “Parties.”

2. Legal Authority. This Agreement is made pursuant to Section 59257 of Title 5 of the California Code of Regulations and Section 72670 of the Education Code.

3. Term. This Agreement will commence on July 1, 2014, and will terminate on June 30, 2019, unless extended by mutual consent of the Parties. The Foundation agrees to maintain its existence throughout the term of this Agreement.

4. Prior Agreements. This Agreement replaces and supersedes any prior agreements between the District and the Foundation.

5. District’s Recognition of the Foundation. By approving this Agreement, the District’s Board of Trustees hereby affirms its recognition of the Foundation as an “auxiliary organization” within the meaning of Section 72670(e) of the Education Code.

6. Functions and Purpose of the Foundation. The Parties agree and understand that the functions and specific purpose of the Foundation is to provide activities which are an integral part of the not-for-credit educational programs of the District’s Economic Development and Corporate Training (“EDCT”) programs. The Parties further agree and understand that the functions undertaken by the Foundation are more effectively and efficiently performed by the Foundation than by the District under usual District procedures, pursuant to Section 59257(j)(2) of Title 5 of the California Code of Regulations.

7. Services and Programs. In furtherance of the Foundation’s purpose, the Foundation may develop and operate services and programs, including those related to (a) the District’s EDCT programs; (b) District facilities and equipment; (c) loans, scholarships, and grants-in-aids for District students; (d) workshops, conferences, institutes, and federal projects; (e) alumni activities; (f) gifts, bequests, devises, endowments, and trusts; (g) public relations; and (h) seeking and applying for grants. All other educational and student services functions at the colleges are to be performed exclusively by the District.

8. Acceptance of Gifts. The Foundation may not accept any grant, contract, bequest, trust, or gift unless it is so conditioned that it may be used only for purposes consistent with this Agreement, District policy and regulations, and law.

9. Legal Compliance. The Foundation agrees to operate in compliance with District policy and regulations, and with provisions of law pertaining to auxiliary organizations of community college districts, Sections 72670 et. seq. of the Education Code and Sections 59255 et. seq. of Title 5 of the California Code of Regulations.



10. Board of Directors. The Foundation shall have a Board of Directors composed of nine directors, at least three of whom shall be District employees. The Foundation Board of Directors shall hold at least one business meeting every quarter, pursuant to Section 72674 of the Education Code. The Foundation Board of Directors shall have the benefit of the advice and counsel of at least one attorney admitted to practice law in California, and at least one licensed certified public accountant. Neither the attorney nor the certified public accountant need be members of the Foundation Board of Directors. The Foundation Board of Directors, and all standing committees of the Foundation, shall be subject to the Ralph M. Brown Act, Sections 54950 et. seq. of the Government Code. Minutes shall be kept of all meetings.

11. Public Records. The Parties understand that the Foundation is subject to the Richard McKee Transparency Act of 2011, Sections 72690 et. seq. of the Education Code.

12. Audit. The Foundation shall select a certified public accountant and contract for an annual audit performed by the certified public accountant, pursuant to Section 72672(a) of the Education Code. The Foundation shall submit the audit report to the District's Board of Trustees and to the State Chancellor's Office. The Foundation shall annually publish an audited statement of its financial condition which shall be disseminated as widely as feasible and be available to any person on request. Distribution of the published audited statement of the Foundation's financial condition at a regularly scheduled meeting of the District Board of Trustees shall be deemed compliance with this requirement. Also, the District Board of Trustees shall insure that an annual audit is conducted on the Foundation, and that the audit report is submitted to the State Chancellor's Office, pursuant to Section 72672(a) of the Education Code and Section 59265(a) of Title 5 of the California Code of Regulations. The Foundation may rely on the audit contracted for by the District, with the cost of auditing the Foundation to be paid for by the Foundation.

13. Annual Report. In addition to the annual audit report required by Section 12 of this Agreement, the Foundation shall provide to the District Board of Trustees an annual report detailing the Foundation's activities.

14. Foundation Expenditures. The Foundation Board of Directors, at a duly noticed meeting, shall approve or ratify all expenditures of the Foundation. The District Chancellor or his designee, reporting to the District Board of Trustees, shall be responsible for ascertaining that all expenditures are in accordance with this Agreement, District policy, and regulations, for the propriety of Foundation expenditures, and for the integrity of the Foundation's financial reporting, pursuant to Section 72672(b) of the Education Code.

15. Employees. The Foundation may hire its own employees and provide salaries, working conditions, and benefits for full-time employees in compliance with Section 72672(c) of the Education Code. If District employees provide services to the Foundation, on either a full-time or part-time basis, then, pursuant to Section 59257(j)(6) of Title 5 of the California Code of Regulations, the Foundation shall reimburse the District in full for the District's personnel costs. No more than 50% of the Foundation's reimbursement to the District may be made in the form of non-monetary benefits that the Foundation provides to the District; such non-monetary benefits shall be assigned a good-faith reimbursement value by the District. The Foundation may provide monetary benefits to the District either directly, or indirectly. Non-monetary benefits that the Foundation provides to the District may include intangible benefits such as developing goodwill towards the District or increased community awareness of District

programs. During the term of this Agreement, District employees will provide services to the Foundation as set forth in Appendix “A” to this Agreement which may be modified by the Parties from time-to-time.

16. Recordkeeping. The Foundation shall be responsible for maintaining adequate records.

17. Transfer of District Funds. Pursuant to Section 59257(i) of Title 5 of the California Code of Regulations, the District shall not transfer any of its funds or resources, other than funds or resources derived from gifts or bequests, to the Foundation, when the purpose of such transfer is either to avoid laws or regulations which constrain community college districts or to provide the District with an unfair advantage with respect to the application of any state funding mechanism. ~~However, the District, at its sole discretion, may transfer to the Foundation, on a loan basis, residual income derived from the EDCT programs.~~ However, the District, at its sole discretion, may transfer to the Foundation, funds determined to be necessary to meet the operational expenditures of the Foundation based on a budget that has been approved by the District Board of Trustees.

18. Foundation’s Use of District Facilities. The District] hereby grants to the Foundation permission to use the District facilities (“Facilities”) set forth in Appendix “B” to this Agreement for the purpose of conducting business of the Foundation. Pursuant to Section 59257(j)(5) of Title 5 of the California Code of Regulations, and in consideration of the value that the Foundation provides to the District, the Foundation shall pay to the District a monthly fee of \$1, payable on an annual basis, for use of these Facilities and to cover operating expenses. The Foundation shall have the right to place and attach fixtures, signs, and equipment at these Facilities, as authorized in writing by the District Chancellor or his designee. Such fixtures, signs, and equipment shall be and remain the property of the Foundation, and shall be removed by the Foundation upon termination or expiration of this Agreement. The Foundation shall be liable for any costs incurred by the District in returning the Facilities to its original condition, upon termination or expiration of this Agreement. The District, and its agents and employees, have a right to enter these Facilities at any time. The District reserves the right to terminate the Foundation’s use of the Facilities, or any portion thereof, if needed for another District purpose.

19. Indirect Costs and Operating Expenses. Pursuant to Sections 59257(j)(7) and 59257(j)(8) of Title 5 of the California Code of Regulations, the Foundation shall be liable for all indirect costs relating to federally-sponsored programs that it administers, and for maintenance and payment of the Foundation’s operating expenses, unless otherwise agreed to by the District Board of Trustees.

20. Foundation Funds. The Foundation will expend funds on an annual basis for public relations and other purposes which serve to augment District appropriations for the operation of the District, as approved by the Foundation Board of Directors. The District hereby names the District Chancellor or designee as the individual who shall file with the District Board of Trustees a statement of the Foundation’s policies on the accumulation and use of public relations funds. Pursuant to Section 59257(j)(9) of Title 5 of the California Code of Regulations, this statement also will include the Foundation’s policies and procedure on solicitation of funds, source of funds, amounts, purposes for which the funds will be used, allowable expenditures, and procedures of control.

21. Foundation Policies. The Foundation Board of Directors shall ensure that the Foundation has adopted policies pertaining to ethics, conflicts of interest, roles of directors, committees, mission statement, gift-acceptance, and whistle-blowing. The Foundation shall review these policies, and shall submit these policies for approval to the District Board of Trustees, on a biannual basis.

22. Foundation Bylaws and Articles of Incorporation. At least on a biannual basis, the Foundation Board of Directors shall review its Bylaws and Articles of Incorporation to ensure compliance with law, District policies and regulations, and this Agreement. Any amendments or revisions to the Bylaws or Articles of Incorporation shall be reported to the District Board of Trustees.

23. Contracts. The Foundation shall not enter into any contract that would obligate use of District funds or facilities without prior written approval of the District Board of Trustees.

24. Real Property. The Foundation shall not accept any gift or bequest of real property without the prior approval of the District Board of Trustees.

25. Conflict of Interest Prohibited.

(a) Pursuant to Section 72677 of the Education Code, no member of the Foundation Board of Directors shall be financially interested in any contract or other transaction entered into by the Board of Directors, except as provided in Section 72678 of the Education Code. Specifically, such contract is permissible under Section 72678 of the Education Code if the fact of such financial interest is disclosed or known to the Board of Directors and noted in the minutes; the Board of Directors thereafter authorizes, approves, or ratifies the contract or transaction in good faith without counting the vote or votes of such financially interested member or members; and the contract or transaction is just and reasonable.

(b) Nevertheless, pursuant to Section 72679 of the Education Code, no contract or transaction shall be permitted if any of the following conditions exist: (i) the contract or transaction is between the Foundation and a member of the Foundation Board of Directors; (ii) the contract or transaction is between the Foundation and a partnership or unincorporated association of which any member of the Foundation Board of Directors is a partner or in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest; (iii) the contract or transaction is between the Foundation and a corporation in which any member of the Foundation Board of Directors is the owner or holder, directly or indirectly, of five percent or more of the outstanding common stock; or (iv) a member of the Foundation Board of Directors is interested in a contract or transaction, and without first disclosing such interest to the Foundation Board of Directors at a public meeting of the Board, influences or attempts to influence another member or members of the Board to enter into the contract or transaction.

(c) Additionally, pursuant to Section 72680 of the Education Code, no member of the Foundation Board of Directors may utilize any information, not a matter of public record, which is received by the person by reason of his or her membership on the Board for

personal pecuniary gain, regardless of whether he or she is or is not a member of the Board at the time such gain is realized.

26. Insurance. For its day-to-day activities, the Foundation shall be included within the District's insurance policies. When special events are sponsored by the Foundation, separate insurance coverage may be required by the District.

27. Indemnification. The Foundation agrees to indemnify, defend, and hold harmless the District, and its trustees, employees, agents, and students, from and against any loss, damage, or liability that may be suffered or incurred by the District, caused by, arising out of, or in any way connected with the Foundation's activities or use of the Facilities, except to the extent caused by the negligence or other wrongdoing of the District. The District agrees to indemnify, defend, and hold harmless the Foundation, and its directors, employees, and agents, from and against any loss, damage, or liability that may be suffered or incurred by the Foundation, caused by, arising out of, or in any way connected with the District's activities or use of the Facilities, except to the extent caused by the negligence or other wrongdoing of the Foundation.

28. Good-Standing. The District shall maintain a list of auxiliary organizations in good-standing, and after periodic review by the District of the Foundation's compliance with this Agreement and with law, the District shall include the Foundation on this list. Under Section 59263 of Title 5 of the California Code of Regulations, when the District Chancellor or his designee has reason to believe that the Foundation should be removed from this list, he or she shall give the Foundation Board of Directors reasonable notice that a conference will be held to determine whether grounds for removal do in fact exist, and representatives of the Foundation Board of Directors shall be entitled to be present at such conference and to be heard. Based upon this conference, the District Chancellor or his designee shall recommend to the District Board of Trustees whether the Foundation should be removed from the list. The District Board of Trustees, in its sole discretion, may remove the Foundation from the list, and may make such other provisions consistent with law as may be appropriate with respect to the Foundation. The District shall forward a copy of the current list to the State Chancellor's Office.

29. Non-Assignability. The Foundation may not assign this Agreement, in whole or in part, without the written consent of the District, with the granting of such consent at the District's sole discretion.

30. Amendment. This Agreement may be amended only by a writing approved by the Foundation Board of Directors and the District Board of Trustees. The District shall forward a copy of this Agreement, and of any amendment to this Agreement, to the State Chancellor's Office.

31. Severability. This Agreement shall be considered severable such that if any provision or part of the Agreement is ever held invalid under any law or ruling, all other provisions or parts shall remain in full force and effect.

Date: \_\_\_\_\_, 2014

\_\_\_\_\_  
President, District Board of Trustees

Date: \_\_\_\_\_, 2014

\_\_\_\_\_  
President, Foundation Board of Directors

Appendix "A"

District Employees Working For Foundation

<u>Employee Name</u>	<u>Position</u>	<u>% Time Working for Foundation</u>
Dr. Matthew K. Isaac	CEO of Foundation	25%
Larry Strong	CFO of Foundation	5%

Appendix "B"

District Facilities Utilized by Foundation

1. EDCT Foundation Office, Suite 101, Donald F. Averill Applied Technology Training Center, 114 South Del Rosa, San Bernardino, CA 92408
2. EDCT Foundation Board Meeting Room, Conference Room, Donald F. Averill Applied Technology Training Center, 114 South Del Rosa, San Bernardino, CA 92408

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Dr. Matthew Isaac, CEO, EDCT Foundation

DATE: September 11, 2014

SUBJECT: Consideration of Approval of EDCT Foundation Budget & Funding

### RECOMMENDATION

It is recommended that the Board of Trustees approve and fund the proposed operating budget for the EDCT Foundation out of the District's General Fund Balance in the amount of \$150,000 for fiscal year 2014-15.

### OVERVIEW

The EDCT Foundation Board of Directors, at its initial meeting on August 20, 2014, recommended that its Chief Executive Officer (CEO) develop an operating budget and submit it to the District Chancellor as a recommendation to the District Board of Trustees.

Approval of an initial operating budget and augmentation is necessary for the formation and ongoing operations of the Foundation during fiscal year 2014-15.

### ANALYSIS

It is recommended that the Board of Trustees approve the proposed operating budget and provide funding for the EDCT Foundation from the Unrestricted General Fund Balance in the Amount of \$150,000 for fiscal year 2014-15.

### BOARD IMPERATIVE

II. Resource Management for Efficiency, Effectiveness and Excellence

### FINANCIAL IMPLICATIONS

The allocation of funds to EDCT Foundation will be added to the final budget in the form of a Budget Adjustment.



Date	Location	Responsibility Center Manager	President
8/25/14	District/EDCT Foundation	Lawrence Strong, Treasurer	Matthew Isaac, CEO, EDCT Found.

**ACCOUNT**

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
------	------	------	---------	--------	--------	------	--------------	----------------

**INCOME**

01	50	03	8115		8890.00		Other Local Revenues	150,000.00

**EXPENSE**

01	50	03	8115		2100.00		Classified Manager--Non-instructional	\$85,040.00
01	50	03	8115		3000.00		Benefits	\$33,834.00
01	50	03	8115		4500.00		Non-instructional Supplies	\$500.00
01	50	03	8115		4551.00		Printing	\$1,000.00
01	50	03	8115		5113.00		Consultant and Other Services	\$7,000.00
01	50	03	8115		5200.00		Travel/Conference/Refreshments	\$2,600.00
01	50	03	8115		5208.00		Cell Phone Allowance	\$600.00
01	50	03	8115		5210.00		Personal Mileage	\$2,400.00
01	50	03	8115		5350.00		Postage	\$1,000.00
01	50	03	8115		5620.00		Leases and Software Licensing	\$200.00
01	50	03	8115		5809.00		Other Expenses and Fees	\$6,000.00
01	50	03	8115		5830.00		Software/On-site/Internet Services	\$8,326.00
01	50	03	8115		6420.00		Computer/IT Equipment	\$1,500.00
							Total	150,000.00

**JUSTIFICATION**

Operating Budget for Fiscal Year 2014-15 for the newly created Economic Development and Corporate Training (EDCT) Foundation (Please see attached page for additional justifications of the Budget Summary).\*

Fiscal Services		Board Action Date
Batch Transfer Number/Reference #	Posted By:	Date:

## **Economic Development and Corporate Training Foundation (EDCT Foundation)**

### **\*Budget Narrative (Justification)**

#### **2100.00 Classified Manager**

EDCT Foundation is proposing to hire a full-time Manager, who will be responsible for the development and management of grants and resources and the coordination of all development efforts of the Foundation. This support to hire a manger is critical for the viable operation of the Foundation in the first year and for the generation of revenues to sustain the Foundation. We are proposing to hire a manager at Range 12, Step C, salary of \$85,040.

#### **3000.00 Benefits**

The \$33,834 allocated under this Object Code is to cover PERS, FICA, Medical, Medicare, SUI and Workers Compensation of the full-time manager.

#### **4000.00 Supplies and Printing**

The \$500 allocated under Object Code 4500.00 and the \$1,000 under Object Code 4551.00 will be used for supplies and printing brochures and other materials necessary for promoting and gaining visibility for the Foundation.

#### **5000.00 Other Operating Expenses and Services**

The \$7,000 allocated under Object Code 5113.00 will be necessary to design and launch a Website for the Foundation; \$2,600 under Object Code 5200.00 is for reimbursing the manager for one professional conference attendance and to cover some basic refreshments for events; \$600 under Object Code 5208.00 is to cover the Mobile Phone allowance of the Manager for 12 months at the rate of \$50 per month; \$2,400 allocated under Object Code 5210.00 is for Personal Mileage for the manager for 12 months at an estimated rate of \$200 per month; \$1,000 indicated under Object Code 5350.00 is for mailing out information to prospective donors, other sources of opportunities, and for mailing out grant applications; \$200 allocated under Object Code 5620.00 is for the purpose of purchasing a Web Address for the Foundation and for other related expenses; \$6,000 allocated under Object Code 5809.00 is for covering the expenses of hosting major events for potential benefactors and donors, designing a logo/seal for the Foundation, and for any other contingencies related to resource development efforts; and, \$8,326 allocated under Object Code 5830.00 is for purchasing a basic database/software for prospecting donors and private foundation grant opportunities.

#### **6000.00 Computer/IT Equipment**

The \$1,500 allocated under Object Code 6420.00 is to acquire a new computer and a printer for the full-time manager.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
PREPARED BY: Jose F. Torres, Director of Fiscal Services  
DATE: September 11, 2014  
SUBJECT: Consideration of Approval to Establish a Fiduciary Fund for the Economic Development and Corporate Training Foundation

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of a fiduciary fund for the Economic Development and Corporate Training Foundation (EDCT Foundation).

OVERVIEW

The EDCT Foundation had its initial meeting on August 20, 2014 and is ready to become immediately operational. SBCCD is currently a participant of the countywide software services provided by the San Bernardino County Superintendent of Schools through the BEST NET Consortium (Business-Personnel Educational Software Technology and Network Consortium). The EDCT Foundation will be utilizing the same services. The San Bernardino County Superintendent of Schools requires Board approval in order to create new funds within our financial system.

ANALYSIS

Approval of this consideration will ensure that the EDCT Foundation is ready to operate for this fiscal year.

BOARD IMPERATIVE

III. Resource Management For Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
PREPARED BY: Jose F. Torres, Director of Fiscal Services  
DATE: September 11, 2014  
SUBJECT: Consideration of Approval to Establish a Fiduciary Fund for the KVCR Foundation

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of a fiduciary fund for the KVCR Foundation.

OVERVIEW

The KVCR Foundation has been operating under the umbrella of KVCR (Fund 74) for the past two years. Upon further review of the current structure, it is recommended that the KVCR Foundation money be taken out of Fund 74 and a new fund created to better organize and account for financial transactions and audits. SBCCD is currently a participant of the countywide software services provided by the San Bernardino County Superintendent of Schools through the BEST NET Consortium (Business-Personnel Educational Software Technology and Network Consortium). The KVCR Foundation will be utilizing the same services. The San Bernardino County Superintendent of Schools requires Board approval in order to create new funds within our financial system.

ANALYSIS

Approval of this consideration will ensure that the KVCR has better organized financial transactions and audits.

BOARD IMPERATIVE

III. Resource Management For Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
PREPARED BY: Jose Torres, Director of Fiscal Services  
DATE: September 11, 2014  
SUBJECT: Consideration of Approval to Conduct a Public Hearing on the  
Final Budget for Fiscal Year 2014-15

RECOMMENDATION

It is recommended that the Board of Trustees conduct a public hearing on the Final Budget for Fiscal Year 2014-15.

OVERVIEW

The District is required to hold a public hearing prior to the adoption of the final budget each year.

ANALYSIS

Title 5, Section 58301 requires the Board of Trustees to hold a public hearing prior to adopting the final budget for the fiscal year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Timothy L. Oliver, Interim Vice Chancellor, Fiscal Services  
PREPARED BY: Jose Torres, Director of Fiscal Services  
DATE: September 11, 2014  
SUBJECT: Consideration of Approval to Adopt Final Budget for Fiscal Year 2014-15

RECOMMENDATION

It is recommended that the Board of Trustees adopt the Final Budget for Fiscal Year 2014-15 as presented or amended.

OVERVIEW

Title 5, Section 58301 requires that the Board of Trustees hold a public hearing and adopt the final budget on or before September 15.

ANALYSIS

This Final Budget incorporates the projected income and expenditures of the District for fiscal year 2014-15 as of this date. Once approved by the Board of Trustees, the budget is transmitted to the County for review, approval, and submission to Sacramento. Attached are the Chancellor's message and Budget Summary. A detailed budget book is being distributed under separate cover.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The adoption of this budget will enable the District to manage its resources for efficiency, effectiveness and excellence.

September 11, 2014

Dear Members of the Board of Trustees:

I am pleased to present the Final 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.

Continued improvements to the California State economy have allowed the San Bernardino Community College District (SBCCD) to project a modest increase in funding to restore access to educational services coupled with a small cost-of-living-adjustment (COLA). During the past year, SBCCD has demonstrated its ability to be one of the fastest growing community colleges in the State, and the extraordinary ability to provide education for our under-served community. This is especially important as the State is examining ways to provide “districts in greatest need” with additional funding based on economic conditions that reflect the needs of their communities. Increased growth and funding can help improve the trend in our state allocations that previously 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 fiscal year 2013-14, the District was able to increase access to classes for the first time since 2010-11, restoring 95% of 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 400 unfunded full-time equivalent students (FTES). We anticipate that The District will be funded for these FTES in the future and that increased productivity will allow us to offer more classes within our existing resources.

In his May Revised 2014-15 State Budget, the Governor proposed funding for enrollment restoration of 2.75% and a COLA of .85%. SBCCD’s funded credit FTES for this fiscal year is estimated to be 14,063, which is an increase of 3.43% or 466 FTES, as provided in the State’s growth allocation. The District is targeting 14,401 credit FTES, which is identical to last fiscal year. However, the growth funding provided by the State this year will significantly reduce our unfunded (over-cap) FTES.

Future state funding is dependent on many unforeseeable economic conditions, including state corporate and individual tax revenues, as well as sunset dates in which Prop 30 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 continue to grow our student enrollment.

This budget assumes a net 11% increase in health and welfare benefit costs; negotiated collective bargaining salary increases equal to 4% last fiscal year and an additional 4% this fiscal year; 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 remaining \$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 General Fund, Unrestricted fund balance (reserve) is estimated to be \$16.2 million on June 30, 2015, or 20.8% of the expenditure budget, a decrease of approximately \$653 thousand compared to the previous year. The Board has set 15% as the minimum requirement, while the State has a 5% minimum requirement. We are proud that SBCCD has remained fiscally conservative during these difficult budget years; has been able to meet cash flow demands in spite of the State's system of deferring our cash income; and, is one of the few public entities in the State with fully funded retirement fund obligations.

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.

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 in accordance with an SBCCD Strategic Plan goal. 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,

A handwritten signature in blue ink that reads "Bruce Baron". The signature is written in a cursive, flowing style.

Bruce Baron  
Chancellor



## BUDGET SUMMARY

### Balanced Budget

The budget is balanced using 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. This budget has been constructed to match district resources with those goals and objectives.

### State Budget Update

*Board of Governors, June 2014*

#### **Budget Update: 2014-15 Budget Approved by the Legislature<sup>1</sup>**

Colleagues,

Yesterday, the Legislature passed the final version of the 2014-15 and sent it to the Governor's desk. The details of the budget did not change from the report of the Conference Committee agreement.

I would like to draw your attention to a few additional notes on the agreement:

- The STRS employer rate for the 14-15 year will 8.88% (an increase of 0.63%). From the 2015-16 through the 2019-20 fiscal years, the rate will grow by an additional 1.85%, annually. In 2020-21, it will further grow by 0.97%, resulting in an employer contribution rate of 19.1% at that time. The details can be viewed in AB 1469.
- Trailer legislation includes legislative intent that funds provided for increased access “be expended for purposes of increasing the number of FTES in courses or programs that support the primary missions of the segment.” The Chancellor's Office will also be required to annually report on the number of course sections and FTES that were added in the previous year that are “within the primary missions of the segment.” Clearly, there is significant interest from the Legislature in *how* the system grows, not just in how *much* it grows. The details can be viewed in the Education Omnibus bill, SB 860.

Recapping some major details of the Budget Act:

- 2.75% for increased access
- 0.85% COLA
- \$148M for maintenance and instructional equipment (includes district flexibility and removes the local match)
- \$100M increase for the SSSP
- \$70M for Student Equity Plans
- \$50M increase for EWD
- \$49.5M for earlier mandate reimbursement claims
- \$37.5M for Proposition 39 energy efficiency projects and workforce development
- \$30M increase for DSPS
- All but \$94.6M of system deferrals will paid down

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<sup>1</sup> Troy, Dan. (June 16, 2014) *Budget update: 2014-15 budget approved by the legislature*, California Community Colleges Chancellor's Office Board of Governor's Meeting.

- A positive trigger allowing the Director of Finance to increase Proposition 98 funding if, in his determination, the Proposition 98 guarantee is higher than estimated at the time of the Budget Act. The first call on additional expenditures will be to pay down the remaining deferrals.
- Language equalizing the funding rate for CDCP FTES to the same level as credit FTES, as of the 2015-16 fiscal year
- An increase in the Cal Grant B award to \$1,648

Overall, we are very pleased to see the Governor and Legislature provide a budget so clearly supportive of access and success. While the Budget Act does not regain ground for the lost purchasing power of the recessionary years, for the second consecutive year it does fund the annual COLA described in statute. We are also pleased to see that districts are permitted flexibility as to how they choose to allocate their share of the \$148M in Physical Plant/Instructional Equipment funding, and will not be required to meet a local match. Also, the partial funding for prior mandate claims chips away at the state's obligations to community college districts. The planned increase in CDCP rates will more adequately fund this important work and help incentivize the provision of CTE instruction.

With 72 districts come 72 opinions (at least!) of what makes a good budget, but we believe this agreement continues the progress made in 2013-14 budget to restore access to higher education and to support efforts to improve student completion and success.

Regards,

Dan Troy  
Vice Chancellor, College Finance and Facilities Planning  
California Community Colleges Chancellor's Office

## Budget Assumptions

Given the status of the state budget, the District's budget includes the following assumptions:

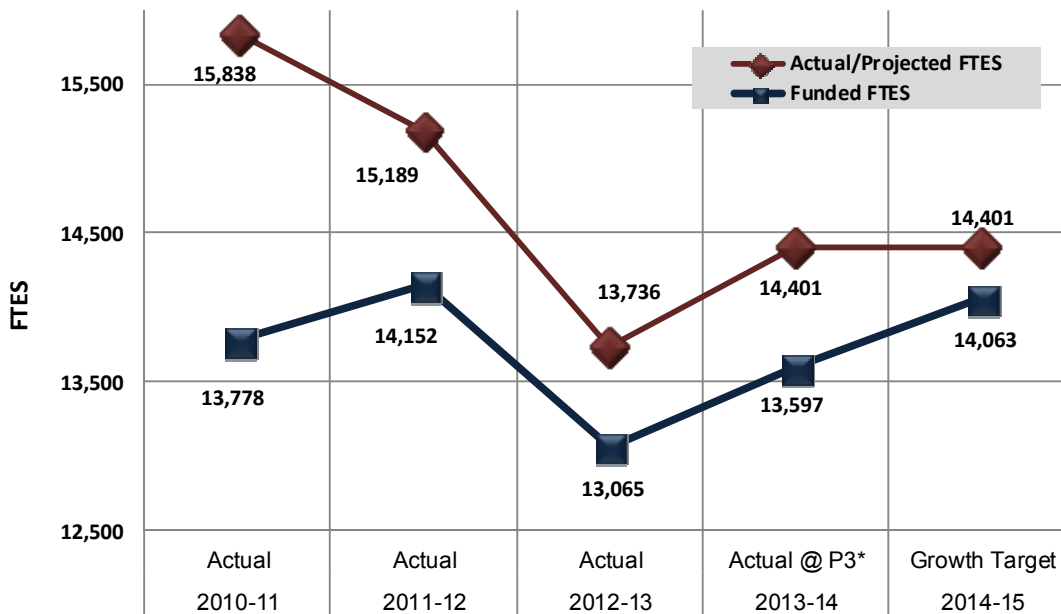
- State funds enrollment of 14,063 full-time equivalent students (FTES), a 3.43% increase.
- District targeting enrollment of 14,401 FTES for 2014-15 (same as FY 2013-14 P-3 reported FTES).
- FY 2014-15 Funded FTES Allocation based on FY 2013-14 Period 3 (P3) is 68.76% for Valley College and 31.24% for Crafton Hills.
- .85% cost-of-living adjustment (COLA).
- An estimated 11% increase in health and welfare benefits.
- An estimated 8% decrease in self-insurance premiums.
- \$1,036,000 in KVCR General Fund support from districtwide ending fund balance.
- Reduction of Economic Development & Corporate Training (EDCT) college assessment by 20%.
- 4% salary increases for FY 2013-2014 and FY 2014-2015, respectively.
- Unfunded FTES paid from Capital Outlay reserves.

## Enrollment

For 2013-14, the State funded the District 13,597 credit FTES per the Period 3 Annual Apportionment Attendance Report. Actual enrollment was 14,401 credit FTES – 9,902 for SBVC and 4,499 for CHC. This is 804 credit FTES, or 5.9%, over the funded amount. July 2015 Advance Apportionment figures indicate that the State is funding the District for enrollment of 14,063 credit FTES in 2014-15, an increase of 3.43% compared to 2013-14. The District has determined the target enrollment for its 2014-15 budget to be 14,401 credit FTES (9,902 for SBVC and 4,499 for CHC). This is 338 FTES (2.4%) over funded FTES.

### Full-Time Equivalent Students (FTES)

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Actual @ P3*	2014-15 Growth Target
SBVC	11,052	10,506	9,595	9,902	9,902
CHC	4,786	4,683	4,141	4,499	4,499
District FTES	15,838	15,189	13,736	14,401	14,401
Total Funded FTES	13,778	14,152	13,065	13,597	14,063
Actual over Funded	2,060	1,037	671	804	338
% FTES Over Funded	15.0	7.3	5.1	5.9	2.4



\*P3 is the District's Annual Apportionment Attendance Report submitted to the California Community College Chancellor's Office reflecting all actual FTES from prior three terms.

## Revenues

Federal, state, and local revenues for all funds, excluding transfers, are budgeted at \$166,291,587, an increase of \$9,715,095 (6.2%) compared to last year's actual of \$156,575,492. This is primarily due to increases to General Apportionments, a \$2.2 million increase in Title V funding, and a \$5.1 million increase in categorical and reimbursable categorical programs.

Federal revenues are budgeted at \$33,354,359, an increase of \$3,879,292 (13.2%) compared to last year's actual of \$29,475,067. This is primarily due to increases in Title V funding.

State revenues are budgeted at \$74,071,803, an increase of \$7,764,049 (11.7%) compared to last year's actual of \$66,307,754. This is primarily due to an increase of \$2 million in General Apportionment and \$5 million in categorical and reimbursable categorical programs.

Local revenues are budgeted at \$58,865,424, a decrease of \$1,928,246 (-3.2%) compared to last year's actual of \$60,793,670. This is primarily due to a conservative estimate by the State Chancellor's Office of property taxes for San Bernardino County.

## Expenditures

Expenditures for all funds for the budget year, excluding transfers, are budgeted at \$288,988,965 compared to last year's actual of \$138,209,915.

This large difference is due primarily to Fund 42, Revenue Bond Construction. In 2014-15 SBCCD budgeted \$170,442,751 in this fund, versus last year's estimated actual of \$31,077,835. This year's budget represents the entire amount necessary to complete the Measure M bond program. Only a portion will be expended in fiscal year 2014-15, corresponding to the actual payments for construction and related services. The balance will be carried forward until completion of the Measure M bond program.

In addition, there is an increase of approximately \$6 million in categorical and reimbursable categorical programs grants compared to last year's actual due to the increased state and federal revenue for these programs. There is also an increase in Salaries and Benefits of approximately \$1.1 million due to approved salary and benefit increases.

This year, the District will implement a series of cost cutting measures. It will manage enrollment, fill only mission-critical vacant positions, and implement a series of other cost cutting actions at each site. The District will follow the Board's directive of developing transition plans in 2014-15 to minimize or mitigate future utilization of fund balance.

## Capital Expenditures

\$88,979,880 million is budgeted to continue implementing SBVC and CHC facilities master plans and the District's Five Year Construction Plan. Consistent with the Five Year Construction Plan submitted for approval to the Board of Trustees in July 2014, projects scheduled to be designed, under construction, or completed next year include:

- San Bernardino Valley College – New Athletic/PE Facility/Stadium, Auditorium Renovation, Applied Technology Building, and Miscellaneous Projects
- Crafton Hills College – New Science Building, New Crafton Center (One Stop Student Center), New Occupational Education Building #2, New Physical Education Building, LADM Labs, Offices & Lecture Renovation, Student Services A Seismic Upgrade & Renovation, College Center Seismic Upgrade & Renovation, Performing Arts Center Seismic Upgrade & Renovation, Maintenance & Operations

Renovation, Occupational Education Building #1 Improvements, Chemistry & Health Services Improvements, and Classroom Building Improvements

## **Other Financing Sources**

Net other financing sources for all funds are budgeted at \$53,502,193, an increase of \$1,067,069 compared to last year's actual of \$52,435,124. This is the net of incoming transfers and other outgo.

## **General Fund, Unrestricted Fund Balance**

Fund Balance is used to describe the net assets, or available resources, of funds. At the end of Fiscal Year 2014 the unrestricted general fund balance was \$16.8 million, or 22.62% of the total unrestricted general fund expenditure budget. Fund balance will decrease approximately \$653 thousand at the end of fiscal year 2015. The unrestricted general fund balance is expected to end the year at \$16.2 million, or 20.8% of the total unrestricted general fund expenditure budget.

In January 2014, the Board of Trustees provided a directive to maintain a minimum of 15% fund balance of expenditure budget, and the State mandates a minimum of 5%. These levels of fund balance are necessary to accommodate the District's cash flow needs as the State continues to defer appropriation payments. As mentioned above, the District will follow the Board's directive of developing transition plans in 2014-15 to minimize or mitigate future utilization of fund balance.

## **Deferral Factor**

The district does not anticipate any cash needs during fiscal year 2014-2015; however, if necessary, the District will seek short-term financing from sources such as inter-fund borrowing from the San Bernardino County's Constitutional Advance, or an alternate tax revenue anticipation note (TRAN) source to meet the District's cash flow needs.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: September 11, 2014

SUBJECT: Consideration of Approval to Reaffirm Board Imperatives and Approve 2014-2015 Board Goals

### RECOMMENDATION

It is recommended that the Board of Trustees reaffirm the Board Imperatives and approve the 2014-2015 Board Goals.

### OVERVIEW

At the August 12, 2014 Board Retreat, the trustees discussed the 2014-2015 goals related to the Board Imperatives per Board Policy 2270.

### ANALYSIS

The Board reviews its goals and develops new ones annually. The 2014-2015 Board goals were developed along with suggested activities and tasks to complete each goal.

### BOARD IMPERATIVES

- 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

Included in the 2014-2015 budget.

**San Bernardino Community College District Board of Trustees**  
**DRAFT Board Goals 2014-2015**

The Board of Trustees has the following priorities and goals related to the Board Imperatives (Board Policy 2270)

Board Goal	Activities and Tasks
<b>I. Institutional Effectiveness</b>	
1. Ensure that leadership positions currently held by interims are filled with permanent hires.  2. Implement a District-wide emphasis on leadership development.	Receive regular information on the progress of filling positions via Chancellor’s Chat.  Present Brain Trust Report and cost projection of implementation.  Start development of process to create professional development plans for all employees.
<b>II. Learning Centered Institution for Student Access, Retention and Success</b>	
3. Develop collaborative partnerships with other educational institutions, especially Pre-12.	Board to Board meetings of Pre-12 schools (initial meeting with Chancellor, superintendents, and board presidents).  Study to determine cost and feasibility of expanding Middle College High School to a broader range of students across our service area.
4. Strengthen the Board’s capacity to use metrics to monitor improvement in student access and success.	Review and accept, by resolution, the recommendations from the state pertaining to the Student Success Initiative (if it was not previously accepted).  Keep informed on regional economic indicators.
5. Monitor student success initiatives and outcomes.	Develop timeline for Board updates on student success initiatives and student scorecard outcomes.
6. Monitor all District programs that provide workforce training and experience for students.	Discuss and/or receive reports on programs that provide workforce training and experience.

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

7. Continue to ensure the district's sound fiscal condition. Reports should reflect long-term analysis.

Receive and discuss financial reports to ensure that general fund and other monies are budgeted and expended prudently.

Make fiscal decisions that ensure the district's fiscal condition and future fiscal condition will be strong.

**IV. Enhanced and Informed Governance and Leadership**

8. Strengthen the effectiveness of the Board of Trustees.

Participate in individual and Board trustee development activities.

Report back to the Board on attendance and experience of meetings, workshops, and conferences.

9. Ensure new trustees are fully integrated into the Board/CEO team.

Enhance local new trustee orientation strategies (meetings, a handbook, mentorship, etc.) to ensure a comprehensive, systematic, and customized approach.



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey Nikac, Executive Assistant

**DATE:** September 11, 2014

**SUBJECT:** Consideration of Approval to Accept Board Policies for First Reading:  
BP 2430 Delegation of Authority to the Chief Executive Officer  
BP 2431 Chief Executive Officer Selection  
BP 2510 Participation in Local Decision Making  
BP 2745 Board Self Evaluation  
BP 3050 Institutional Code of Ethics  
BP 3200 Accreditation  
BP 3250 Institutional Planning  
BP 3410 Nondiscrimination  
BP 4020 Program, Curriculum, and Course Development  
BP 4050 Articulation  
BP 4070 Auditing and Auditing Fees  
BP 6330 Purchasing  
BP 6520 Security of District Property  
BP 7120 Recruitment

Submitted for Information Only:  
AP 3050 Institutional Code of Ethics  
AP 3200 Accreditation  
AP 3250 Institutional Planning  
AP 3410 Nondiscrimination  
AP 4070 Auditing and Auditing Fees  
AP 6330 Purchasing  
AP 6520 Security of District Property  
AP 7120 Recruitment

**RECOMMENDATION**

It is recommended that the Board of Trustees accept Board Policies BP 2430 Delegation of Authority to the Chief Executive Officer, BP 2431 Chief Executive Officer Selection, BP 2510 Participation in Local Decision Making, BP 2745 Board Self Evaluation, BP 3050 Institutional Code of Ethics, BP 3200 Accreditation, BP 3250 Institutional Planning, BP 3410 Nondiscrimination, BP 4020 Program, Curriculum, and Course Development, BP 4050 Articulation, BP 4070 Auditing and Auditing Fees, BP 6330 Purchasing, BP 6520 Security of District Property, and BP 7120 Recruitment for first reading.

AP 3050 Institutional Code of Ethics, AP 3200 Accreditation, AP 3250 Institutional Planning, AP 3410 Nondiscrimination, AP 4070 Auditing and Auditing Fees, AP 6330 Purchasing, AP 6520 Security of District Property, AP 7120 Recruitment are 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 2 – Board of Trustees

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**BP 2430 DELEGATION OF AUTHORITY TO THE CHANCELLOR**

*(Replaces current SBCCD BP 2170)*

❖ **From current SBCCD BP 2170 titled Delegation of Authority to the Chancellor**

The Board delegates to the Chancellor the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Chancellor may delegate any powers and duties entrusted to him/ or her by the Board [including the administration of colleges and centers], but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Chancellor is empowered to reasonably interpret Board policy. In situations where there is no Board policy direction, the Chancellor shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the Chancellor to inform the Board of such action and to recommend written board policy if one is required.

The Chancellor is expected to perform the duties contained in the Chancellor's job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The Board, in consultation with the Chancellor, shall develop the job description and goals and objectives for performance.

The Chancellor shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Chancellor shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Chancellor, they are not unduly burdensome or disruptive to District operations. Information provided to any trustee shall be provided to all trustees.

43 The Chancellor is delegated the authority to act on behalf of the Board in an emergency  
44 for the protection of life, health, and safety of individuals and the protection of property.

45  
46 The Chancellor is delegated the authority to confer with District Counsel in addressing  
47 legal matters of the District with the exception of legal matters directly affecting the  
48 Board relationship with the Chancellor.

49  
50 The Chancellor is delegated the authority to accept written resignations.

51  
52 The Chancellor shall act as the professional advisor to the Board in policy formation.

53  
54 **References:** Education Code §§ [Sections](#) 70902(d), [and](#) 72400;  
55 [WASC/ACCJC Accreditation Standards 10-A.3 IV.B.1.j and IV.B.2](#)

56  
57  
58 

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**NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy  
59 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is  
60 from the current SBCCD BP 2170 titled Delegation of Authority to the Chancellor adopted on 1/11/01 and  
61 amended on 4/08/04. The language in **blue ink** is included for consideration. The language in **green ink**  
62 was added by the Board Policy Work Group on 2/18/14.

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**Adopted: 1/11/01**  
**Revised: 4/8/04, \_\_\_\_\_**

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San Bernardino Community College District  
Board Policy  
Chapter 2 – Board of Trustees

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**BP 2431 CHANCELLOR SELECTION**

**NOTE:** Accreditation standards require Boards to establish a formal search process for the Chief Executive Officer and College Presidents in multi-college districts. The following is an illustrative example.

In the case of a vacancy in the Chancellor position, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

**References:** Title 5 Sections 53000 et seq.;  
WASC/ACCJC Accreditation Standard IV.B.1 and IV.B.1.j

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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).

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**Adopted:**

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San Bernardino Community College District  
Board Policy  
Chapter 2 – Board of Trustees

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**BP 2510** **COLLEGIAL CONSULTATION**

*(Replaces current SBCCD BP 2225)*

❖ **From current SBCCD BP 2225 titled Collegial Consultation**

It shall be the policy of this ~~The~~ Board to embrace ~~s~~ the concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students the right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations, while retaining its own right and responsibilities in all areas defined by state laws and regulations.

**NOTE:** *The language below reflects the minimum policy requirements of the Education Code and Title 5.*

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

**Academic Senate(s)** (Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board of Trustees of the ~~San Bernardino Community College District~~ recognizes the definition of “academic and professional matters” as stated in the Title 5 regulations:

~~i.e.,~~

- 44 1. Curriculum including establishing prerequisites and placing courses within
- 45 disciplines;
- 46 2. degree and certificate requirements;
- 47 3. grading policies;
- 48 4. education program development;
- 49 5. standards or policies regarding student preparation and success;
- 50 6. District and college consultation structures, as related to faculty roles;
- 51 7. faculty roles and involvement in accreditation processes, including self-study and
- 52 annual reports;
- 53 8. policies for faculty professional development activities;
- 54 9. processes for program review;
- 55 10. process for institutional planning and budget development; and
- 56 11. other academic and professional matters as mutually agreed upon between the
- 57 Governing Board and the Academic Senate.

58  
59 The Board also recognizes its obligation, under Title 5 Regulations, to “consult  
60 collegially” with the Faculty Academic Senate on these “academic and professional  
61 matters.” Additional academic and professional matters may be added as specified in  
62 #11 only through formal resolution of the Board.

63  
64 The Board further recognizes that, under Title 5, it may choose to “consult collegially”  
65 through the option of “mutual agreement” on policy issues, or the option of “relying  
66 primarily on the advice and judgment of the senate” when adopting policies and  
67 procedures on “academic and professional matters.”

68  
69 The Board of Trustees shall have the final responsibility for developing all policies  
70 governing the community college district, including academic and professional matters.  
71 For purposes of academic and professional matters, the Board shall rely primarily on  
72 the advice of the Academic Senate. If the Board has a compelling reason for not  
73 accepting the advice of the Academic Senate, it shall provide that reason in writing upon  
74 request of the Academic Senate. The decision of the Board on all policy shall be final.

75  
76 **Classified Staff (Title 5 Section 51023.5)**  
77 Staff shall be provided with opportunities to participate in the formulation and  
78 development of District policies and procedures that have a significant effect on staff.  
79 The opinions and recommendations of the **classified staff** will be given every reasonable  
80 consideration.

81  
82 **Associated Students (Title 5 Section 51023.7)**  
83 The Associated Students shall be given an opportunity to participate effectively in the  
84 formulation and development of **Board** policies and **administrative** procedures that have  
85 a significant effect on students, as defined by law. The recommendations and positions  
86 of the Associated Students will be given every reasonable consideration. The selection  
87 of student representatives to serve on District committees or task forces shall be made  
88 after consultation with the Associated Students.

89

90 Except for unforeseeable emergency situations, the Board shall not take any action on  
91 matters subject to this policy until the appropriate constituent group or groups have  
92 been provided the opportunity to participate.

93  
94 Nothing in this policy will be construed to interfere with the formation or administration of  
95 employee organizations or with the exercise of rights guaranteed under the Educational  
96 Employment Relations Act, Government Code Sections 3540 et seq.

97  
98 **References:** Education Code Sections §§ 70901 - 70902(b)(7);  
99 ~~California Code of Regulation Title 5~~ Sections §§ 53200–53204 et seq.  
100 (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);  
101 WASC/ACCJC Accreditation Standard IV.A

102  
103  
104 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy  
105 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is  
106 from the current SBCCD BP 2225 titled Collegial Consultation adopted on 4/10/03 and amended on  
107 4/08/04. The language in **blue ink** is included for consideration. Glen Kuck reviewed this document on  
108 3-4-14. The language in **green ink** was added by the Board Policy Work Group on 4/3/14.

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109  
**Adopted: 4/10/03**  
**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 2745 BOARD SELF-EVALUATION**

*(Replaces current SBCCD BP 2020)*

**❖ From current SBCCD BP 2020 titled Board Self-Evaluation**

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To this end the Board has established the following processes for evaluation:

An ad hoc committee of the Board shall be appointed in April to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to Board President.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

1. The Board and the Chancellor shall establish Goals and Objectives to be accomplished each fiscal year.
2. A report will be completed by the Chancellor to report on the accomplishments of the Board Goals and Objectives at the end of the fiscal year.
3. The Board shall develop an evaluation instrument jointly with the assistance of the Chancellor that will address functions and responsibilities of the Board.

- 44 4. Each Board member will complete the self-evaluation instrument and submit it to  
45 the Chancellor.  
46  
47 5. The Chancellor shall synthesize the annual report and the self-evaluation and the  
48 information shall be shared with the Board.  
49  
50 6. The Board shall meet in open session to complete a final review and assessment  
51 of the Board.  
52

53 **Reference:** WASC/ACCJC Accreditation Standard ~~10-A.5~~ IV.B.1.e & g  
54  
55

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56 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy  
57 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is  
58 from the current SBCCD BP 2020 titled Board Self-Evaluation adopted on 1/11/01 and amended on  
59 4/8/04. The language in **green ink** was added by the Board Policy Work Group 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 3 – General Institution

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**BP 3050 INSTITUTIONAL CODE OF ETHICS**

The District upholds a written code of professional ethics for all its personnel.

The Chancellor shall establish appropriate administrative procedures in furtherance of the District's expectation and requirement of ethical conduct by all personnel in carrying-out their duties for the benefit of the institution and the public in compliance with all applicable laws, policies, rules, and regulations.

**Reference:** WASC/ACCJC Accreditation Standard III.A.1.d

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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 **blue ink** is included for consideration. This document was reviewed by the Chancellor's Office on 2/24/14. This document was reviewed with Human Resources on 3/4/14.

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**Adopted:**

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San Bernardino Community College District  
Board Policy  
Chapter 3 – General Institution

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**BP 3200 ACCREDITATION**

*(Replaces current SBCCD BP 3200)*

**❖ From current SBCCD BP 3200 titled Accreditation**

The Chancellor shall ensure that the District complies with the requirements of the accreditation process of the Western Association of Schools and Colleges (WASC)/Accrediting Commission of Community and Junior Colleges (ACCJC) and of other agencies that accredit District programs that seek accreditation.

The Chancellor shall keep the Board of Trustees informed of the District's relationship with approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the Board is involved in any accreditation process in which Board participation is required.

The Chancellor shall provide the Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

**References:** WASC/ACCJC Accreditation Eligibility Requirement 20 21;  
WASC/ACCJC Accreditation Standard IV.B.1.i;  
Title 5 Section 51016

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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 BP 3200 titled Accreditation adopted on 5/13/04. This document was reviewed by Gloria Fisher & Rebeccah Warren-Marlatt on 3/4/14.

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**Adopted: 5/13/04**

**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 3 – General Institution

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**BP 3250 INSTITUTIONAL PLANNING**

*(Replaces current SBCCD BP 3250)*

**❖ From current SBCCD BP 3250 titled Institutional Planning**

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

The planning system shall include all plans required by law and or policy, including, but not limited to:

Recommend removal of the list of plans here (check with the League).

- Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the governing Board of Trustees
- Facilities Plan
- Safety Plan
- Faculty and staff diversity plan Equal Employment Opportunity Plan
- Student equity Plan
- Matriculation plan Student Success and Support Program Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- Extended Opportunity Programs and Services (EOPS) Plan
- District Technology Strategic Plan

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

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

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

44 **References:** WASC/ACCJC Accreditation Standard I.B;  
45 Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190,  
46 55250, 55510, and 56270 et seq.

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49 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy  
50 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is  
51 from the current SBCCD BP 3250 titled Institutional Planning adopted on 5/13/04 and amended on  
52 4/9/09. The language in **blue ink** is included for consideration. The language in **green ink** was  
53 recommended by Glen Kuck on 3-4-14 as well as Gloria Fisher & Rebecca Warren-Marlatt on 3/4/14.  
54 The green highlights were recommended by the District Assembly Work Group.  
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**Adopted: 5/13/04**

**Revised: 4/9/09, \_\_\_\_\_**

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San Bernardino Community College District  
Board Policy  
Chapter 3 – General Institution

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**BP 3410 NONDISCRIMINATION**

*(Replaces current SBCCD BP 3410)*

**Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) added “military and veteran status” as a protected classification in compliance with recent changes in the law. (see the gray shaded language below)**

**NOTE: The language in red ink is legally required.**

❖ **From current SBCCD BP 3410 titled Nondiscrimination**

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to ~~race, religion, creed, color, national origin, ancestry, disability, sex (i.e., gender), marital status, or sexual orientation~~ national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of ~~race, creed, color, sex (i.e., gender), religion, or national origin~~ national origin, religion, age, gender, gender identity, gender expression, race,

44 color, medical condition, genetic information, ancestry, sexual orientation, marital status,  
45 physical or mental disability, pregnancy, or military and veteran status, or because  
46 he/she is perceived to have one or more of the foregoing characteristics, or because of  
47 his/her association with a person or group with one or more of these actual or perceived  
48 characteristics.

49  
50 **References:** Education Code Sections 66250, et seq., 72010, et seq., and 87100 et  
51 seq.;  
52 Title 5 Sections 53000, et seq. and 59300 et seq.;  
53 Penal Code Section 422.55;  
54 Government Code Sections 12926.1 and 12940, et seq.;  
55 WASC/ACCJC Accreditation Standard II.B.2.c

56  
57  
58 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and  
59 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from  
60 the current SBCCD BP 3410 titled Nondiscrimination adopted on 5/13/04. This document was reviewed  
61 with Human Resources on 3/4/14.  
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**Adopted: 5/13/04**  
**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 4 – Academic Affairs

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**BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT**

*(Replaces current SBCCD BP 4020)*

**NOTE:** This policy is **legally required**. The following language in red ink indicates that the Board retains authority to approve new programs and courses, and delete programs, and delegates the authority for all other actions to the Chancellor. It is the option that is legally advised, but options that delegate all authority to the Chancellor or that require Board approval for new courses and deleted courses are legal. However, it is suggested that the Board not require program or course modifications be submitted to them for approval.

The portion of this policy regarding **credit hour definition is legally required in an effort to show good faith compliance with the applicable federal regulations.**

❖ **From current SBCCD BP 4020 titled Program, Curriculum and Course Development**

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

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

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

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

42 All new programs shall be submitted to the **California Community College State**  
43 **Chancellor's Office** of the Chancellor for the California Community Colleges for approval  
44 as required.

45  
46 Individual degree-applicable credit courses offered as part of a permitted educational  
47 program shall be approved by the Board. Non-degree-applicable credit and degree-  
48 applicable courses that are not part of an existing approved program must satisfy the  
49 conditions authorized by Title 5 regulations and shall be approved by the Board.

50  
51 **Credit Hour**  
52 Consistent with federal regulations applicable to federal financial aid eligibility, the  
53 District shall assess and designate each of its programs as either a "credit hour"  
54 program or a "clock hour" program.

55  
56 The Chancellor shall establish procedures:  
57 

- which prescribe the definition of "credit hour" consistent with applicable federal  
58 regulations, as they apply to community college districts.
- to assure that curriculum at the District complies with the definition of "credit  
59 hour" or "clock hour," where applicable.
- for using a clock-to-credit hour conversion formula to determine whether a credit  
60 hour program is eligible for federal financial aid. The conversion formula is used  
61 to determine whether such a credit hour program has an appropriate minimum  
62 number of clock hours of instruction for each credit hour it claims.

63  
64  
65  
66 **References:** Education Code Sections 70901(b), 70902(b), and 78016;  
67 Title 5, Sections 51000, 51022, 55100, 55130 and 55150;  
68 U.S. Department of Education regulations on the Integrity of Federal  
69 Student Financial Aid Programs under Title IV of the Higher Education Act  
70 of 1965, as amended;  
71 34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and  
72 668.8

73  
74  
75 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and  
76 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from  
77 the current SBCCD BP 4020 titled Program, Curriculum and Course Development adopted on 5/13/04  
78 and amended on 4/9/09. The language in **blue ink** is included for consideration. This document was  
79 reviewed by Gloria Fisher & Rebecca Warren-Marlatt on 3/4/14. The green highlights were  
80 recommended by the District Assembly Work Group.

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**Adopted: 5/13/04**  
**Revised: 4/9/09, \_\_\_\_\_**

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San Bernardino Community College District  
Board Policy  
Chapter 4 – Academic Affairs

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**BP 4050 ARTICULATION**

*(Replaces current SBCCD BP 4050)*

**❖ From current SBCCD BP 4050 titled Articulation**

The Chancellor is responsible for establishing procedures that assure appropriate articulation of the District's educational programs with proximate high schools and baccalaureate institutions in accordance with law and regulations.

The procedures also may support articulation with institutions, including other community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the District.

**References:** [Education Code Sections 66720-66744;](#)  
[Title 5, Section 51022\(b\);](#)  
[WASC/ACCJC Accreditation Standard II.A.6.a](#)

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**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 4050 titled Articulation adopted on 5/13/04. This document was reviewed by Gloria Fisher & Rebecca Warren-Marlatt on 3/4/14. The green highlights were recommended by the District Assembly Work Group.

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**Adopted: 5/13/04**

**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 4 – Academic Affairs

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**BP 4070 AUDITING AND AUDITING FEES**

*(Replaces current SBCCD BP 4070)*

**NOTE:** *The District is not required to permit auditing of courses; but if it does, the following policy applies.*

The District will provide students, who have been admitted ~~are eligible~~ to either college and with permission from the instructor, with opportunities to audit specific credit courses, with the permission of the instructor.

The fee for auditing courses shall be set ~~per relevant education code 76370 and Title V.\$15.00-per-unit~~. Students enrolled in classes to receive credit for ten or more semester credit units shall not be charged a fee to audit three or fewer semester units per semester.

No student auditing a course shall be permitted to change his/her enrollment to receive credit for the course.

Priority in class enrollment shall be given to students enrolled in the course for credit toward a degree or certificate.

❖ **From current SBCCD BP 4070 titled Auditing**

Students may not audit courses.

**Reference:** Education Code Section 76370

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**NOTE:** *The **red ink** signifies language that is **legally advised** 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 BP 4070 titled Auditing approved on 5/13/04. The language in **blue ink** was suggested by District Assembly on 2/4/14. The language in **green ink** was suggested by SBVC. The green highlights were recommended by the District Assembly Work Group.*

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**Adopted:** 5/13/04  
**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs

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**BP 6330 PURCHASING**

*(Replaces current SBCCD BP 6330)*

**NOTE:** *The language in current SBCCD BP 6330 parallels the language recommended by the Policy and Procedure Service.*

❖ **From current SBCCD BP 6330 titled 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 [Public Contract Code](#) 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.

References: Education Code Section 81656;  
Public Contracts Code Sections 20650 and 20651

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**NOTE:** *The language in red ink is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current SBCCD BP 6330 titled Purchasing adopted on 9/9/04. The language in blue ink is included for consideration.*

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**Adopted: 9/9/04**

**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Services

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**BP 6520 SECURITY FOR DISTRICT PROPERTY**

*(Replaces current SBCCD BP 6520)*

❖ **From current SBCCD BP 6520 titled Security for District Property**

The Chancellor shall establish procedures necessary to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage.

**References:** Education Code Sections 81600 et seq.

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**NOTE:** This policy is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 6520 titled Security for District Property adopted on 9/9/04. The language in **blue ink** is included for consideration.

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**Adopted: 9/9/04**

**Revised:**

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San Bernardino Community College District  
Board Policy  
Chapter 7 – Human Resources

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**BP 7120 RECRUITMENT AND HIRING**

*(Replaces current SBCCD BP 7120)*

**❖ From current SBCCD BP 7120 titled Recruitment and Hiring**

The Chancellor shall establish procedures for the recruitment and selection of employees including, but not limited to, the following criteria.

An Equal Employment Opportunity Plan shall be implemented according to Title 5 and Board Policy 3420 titled Equal Employment Opportunity.

Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors.

The criteria and procedures for hiring instructional/non-instructional academic employees shall be established and implemented in accordance with board policies and administrative procedures regarding the Academic Senate's role in local decision-making.

The criteria and procedures for hiring classified employees shall be established by the Board of Trustees.

**References:** Education Code Sections 70901.2, 70902 (b)(7) & (d), and 87100 et seq.; Title 5, Sections 51023.5 and 53000, 53021, et seq.; WASC/ACCJC Accreditation Standard III.1.A

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**NOTE:** This policy is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 7120 titled Recruitment and Hiring adopted on 6/10/04. The language in **blue ink** is included for consideration. This document was reviewed with Human Resources on 3/4/14.

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**Adopted: 6/10/04**

**Revised:**



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San Bernardino Community College District  
Administrative Procedure  
Chapter 3 – General Institution

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AP 3050 INSTITUTIONAL CODE OF ETHICS

**NOTE:** *The Accreditation Standard requires the District to uphold a written code of professional ethics for all of its personnel.*

The District recognizes its responsibility and obligation to the public and to the students it serves to conduct its business with honesty, integrity, professionalism, and quality in the performance of those operations and functions necessary to achieve its established mission and philosophy as described in board policy. To that end, the District is committed to public accountability and transparency.

The Institutional Code of Ethics applies to all employees of the District. Employees of the District share the fundamental responsibility to always act with integrity and in a manner that reflects the best interests of the District and its students. Employees of the District shall conform their conduct to the following Standards of Ethics:

**Use of District Resources:** District resources shall not be used for other than their intended purpose. Employees of the District shall manage the District's resources prudently and shall not improperly convert such resources to personal use or for the personal use of another. The District's resources shall not be offered to another in order to obtain unfair advantage or otherwise offered in a manner or under circumstances that would constitute a violation of law.

**Relationship with Vendors:** Employees of the District who have a financial interest in a firm under consideration for business transactions with the District must disclose the relationship to appropriate District personnel, if the employee is participating in the business decision. Such employees shall recuse themselves from participation in decisions related to District business with the firm. In addition, such employees shall disclose the relationship in writing, to the District's legal counsel to determine that the proposed activity is fair to the District and will not result in the District foregoing revenues, or incurring costs in excess of the costs that would be incurred for goods, property, or services of like quality if acquired from another source.

44 Under no circumstances may an employee with a financial interest, as described  
45 above, approve a relationship with, order or authorize purchase from, or approve  
46 or make payments to an affiliated firm or person on behalf of the District. For the  
47 purposes of this paragraph, the terms “person” and “affiliated person” includes an  
48 individual’s immediate family members, spouse, and others living within such  
49 individual’s household.

50  
51 **Conflict of Interest:** Executive administrative personnel and other designated  
52 personnel subject to the provisions of the Political Reform Act of 1974 as set  
53 forth in Government Code Sections 81000 et seq. have additional responsibilities  
54 with reference to contracts and financial decisions made by the District as  
55 described in applicable conflict of interest laws, which include the following:

- 56  
57 • **Contractual Conflicts:** Executive administrative personnel and other  
58 designated personnel are prohibited from having a financial interest in any  
59 contract made by the District or in any contract entered into in their official  
60 capacity. As such, they are prohibited from making, participating in making or  
61 in any way attempting to use their official positions to influence a District  
62 decision when it is foreseeable that their personal financial interests may be  
63 affected by those decisions. If an executive administrator or other designated  
64 person determines that they have a conflict of interest at some point in the  
65 contract-making process, this determination shall be disclosed and they shall  
66 immediately disengage from the contract process.
- 67  
68 • **Obligation to Resolve Conflicts:** Executive administrative personnel and  
69 other designated personnel have an obligation to examine any situation in  
70 which they believe they have a conflict of interest and take steps to resolve  
71 the conflict.
- 72  
73 • **Disqualification:** When a conflict of interest exists, an executive  
74 administrator or other designated person who has declared or who has been  
75 found to have a conflict of interest in a matter shall refrain from participating in  
76 consideration of the matter.
- 77  
78 • **Gratuities:** No employee of the District shall receive or solicit anything of  
79 value in return for influencing or exercising their discretion in a particular way  
80 on a District matter. In addition, employees of the District are prohibited from  
81 accepting or soliciting any gratuity or thing of value (for which a fair market  
82 price has not been paid) for or because of any official act performed or to be  
83 performed in their official capacity with the District.

84  
85 The gratuities provision does not prohibit the acceptance of an item having a  
86 nominal value or ceremonial gifts received by employees of the District in  
87 their official capacity.

89 **Maintenance of Accurate Accounts and Records:** The accounts and records of the  
90 District are maintained in a manner that provides for an accurate and auditable record of  
91 all financial transactions in conformity with generally accepted accounting principles,  
92 established business practices, and all relevant provisions of controlling law. No false  
93 or deceptive entries may be made and all entries must contain an appropriate  
94 description of the underlying transaction.

95  
96 To the extent not required for daily operating transactions (e.g., petty cash  
97 transactions), all District funds must be retained in the appropriate District accounts with  
98 appropriately designated financial institutions and no undisclosed or unrecorded fund or  
99 asset shall be established or maintained for any purpose.

100  
101 All reports, vouchers, bills, invoices, payroll information, personnel records, and other  
102 essential business records must be prepared accurately and honestly, and access to  
103 such data shall be closely controlled.

104  
105 Employees of the District who improperly access District accounts and records or who  
106 improperly convert these records and accounts for their own personal purpose or for the  
107 personal purpose of another, or who wrongfully disclose such records or accounts will  
108 be subject to appropriate sanctions by the District.

109  
110 **Maintenance of Confidentiality:** Employees of the District who may have access to  
111 confidential information relating to students, job applicants, employees, and other  
112 information of a sensitive nature are expected to take appropriate measures to  
113 safeguard confidential or sensitive information and not disclose such information except  
114 in the course of their official duties to those who have a legitimate business need to  
115 know or as otherwise required by law.

116  
117 **Employment Practices:** Employees of the District are expected to conform their  
118 actions to the requirements of the law and District policy related to their positions and  
119 areas of responsibility, and to ethically and effectively carry out their responsibilities.

120  
121 **Consequences for Violations:** Employees of the District who fail to comply with this  
122 Institutional Code of Ethics will be subject to disciplinary action in accordance with  
123 established disciplinary procedures.

124  
125 **Reference:** WASC/ACCJC Accreditation Standard III.A.1.d

126  
127  
128 ***NOTE:*** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy  
129 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is  
130 included for consideration. This document was reviewed with Human Resources on 3/4/14. The  
131 language in **green ink** was suggested by the District Assembly Work Group on 7/1/14.

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132 **Approved:**

133

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San Bernardino Community College District  
Administrative Procedure  
Chapter 3 – General Institution

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## AP 3200 ACCREDITATION

*(Replaces current SBCCD AP 3200)*

### ❖ From current SBCCD AP 3200 titled Accreditation

- A. The following requirements apply to the colleges' preparation for reaffirmation of accreditation by the Accrediting Commission of Community and Junior Colleges (ACCJC), a part of the Western Association of Schools and Colleges (WASC):
1. The development of a ~~self-study~~ [self evaluation](#) report and any other materials necessary to support accreditation or reaffirmation of accreditation shall begin no less than two years before the accreditation visit.
  2. The college president shall appoint an accreditation liaison officer, who will be responsible for coordinating all necessary activities in preparation for the visit by the visiting team and subsequent reports and visits.
  3. Each college shall have an Accreditation Steering Committee with members from faculty, management, the classified staff, and students.
  4. The Accreditation Steering Committee will meet ~~at least 6~~ [six](#) times a year to support the writing of the ~~self-study~~ [self evaluation](#) and any other reports required by the ACCJC.
  5. The ~~self-study~~ [self evaluation](#) report shall be made available to the faculty, classified staff, managers, and student leaders for review and comment before it is sent to the Board of Trustees for approval.
  6. The ~~self-study~~ [self evaluation](#) and any subsequent reports required by the ACCJC shall be approved by the SBCCD Board of Trustees before they are submitted to the ACCJC.
- B. The following requirements apply to all other activities in preparation for accreditation or reaffirmation of accreditation:
1. Preparation for accreditation activities must begin no less than one year before that activity.
  2. The college president, after consultation with the president of the academic senate, is responsible for appointing someone to coordinate the accreditation activities.

- 45 3. The development of all supporting materials shall involve appropriate faculty,  
46 management, classified staff, and students.  
47 4. Accreditation reports shall be approved by the Board of Trustees before they are  
48 submitted to an accrediting agency on behalf of the college.  
49

50 **References:** [WASC/ACCJC Accreditation Eligibility Requirement 21;](#)  
51 [WASC/ACCJC Accreditation Standard IV.B.1.i;](#)  
52 [Title 5 Section 51016](#)  
53

54  
55 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy  
56 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is  
57 from the current SBCCD AP 3200 titled Accreditation approved in 5/04. The language in **blue ink** is  
58 included for consideration. This document was reviewed by Gloria Fisher & Rebeccah Warren-Marlatt on  
59 3/4/14. The language in **green ink** was suggested by the District Assembly Work Group on 7/1/14.  
60

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**Approved: 5/04**

**Revised:**

61  
62

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San Bernardino Community College District  
Administrative Procedure  
Chapter 3 – General Institution

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## AP 3250 INSTITUTIONAL PLANNING

*(Replaces current SBCCD AP 3250)*

### ❖ From current SBCCD AP 3250 titled Institutional Planning

- A. The colleges and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technological, and financial resources.

Applying the criteria of accreditation standards, the planning process will be guided by adopted vision, mission, and core values statements and will develop specific goals, objectives, and strategies, which have measurable outcomes and specific accountability.

Action plans will be reviewed and revised annually and approved by the respective planning bodies.

- B. Academic Senate will be the representative body in all academic and professional matters, as defined by Title 5, Section 53200.

- C. Institutional effectiveness research, program reviews, and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.

- D. The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means, including, but not limited to, the Chancellor's evaluation process, the Board/Chancellor retreat, and any time the Board reviews curriculum items.

- E. Planning documents will be submitted to the System California Community College State Chancellor's Office in a timely manner when required.

References: [WASC/ACCJC](#) Accreditation Standard I.B;

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Title 5, Sections 51008, 51010, 51027, 53003, 53200, 54220, 55080, 55190, 55510, and 56270 et seq.

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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 3250 titled Institutional Planning approved in 2/09. The language in **blue ink** is included for consideration. This document was reviewed by Glen Kuck on 3-4-14 as well as Gloria Fisher & Rebecca Warren-Marlatt on 3/4/14. The green highlights were made by District Assembly Work Group.

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**Approved: 2/09**  
**Revised:**

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San Bernardino Community College District  
Administrative Procedure  
Chapter 3 – General Institution

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AP 3410 NONDISCRIMINATION

Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) added “military and veteran status” as a protected classification in compliance with recent changes in the law. (see the gray shaded language)

**NOTE: The language in red ink in this procedure is legally required and must comply with these minimum requirements.**

**Education Programs**

The District shall provide access to its services, classes and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” mean’s a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

The District shall not prohibit any student from enrolling in any class or course on the basis of gender.

Academic employees, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.

Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.



44 **Nondiscrimination References for Education Programs:**  
45 Education Code Sections 66250 et seq., 200 et seq., and 72010 et seq.;  
46 Penal Code Sections 422.55 et seq.;  
47 Title 5 Sections 59300 et seq.;  
48 WASC/ACCJC Accreditation Standard II.B.2.c

49  
50  
51 **Employment**

52 The District shall provide equal employment opportunities to all applicants and  
53 employees regardless of race, religious creed, color, national origin, ancestry, physical  
54 disability, mental disability, medical condition, genetic information, marital status, sex,  
55 gender, gender identity, gender expression, age, sexual orientation, or military and  
56 veteran status or status as a Vietnam-era veteran.

57  
58 All employment decisions, including but not limited to hiring, retention, assignment,  
59 transfer, evaluation, dismissal, compensation, and advancement for all position  
60 classifications shall be based on job-related criteria as well as be responsive to the  
61 District's needs.

62  
63 The District shall from time to time as necessary provide professional and staff  
64 development activities and training to promote understanding of diversity.

65  
66 **Nondiscrimination References for Employment:**

67 Education Code Sections 87100 et seq.;  
68 Title 5 Sections 53000 et seq.;  
69 Government Code Sections 11135 et seq. and 12940 et seq.

70  
71  
72 ***NOTE:*** *The red ink signifies language that is **legally required** and recommended by the Policy and*  
73 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This document was reviewed with*  
74 *Human Resources on 3/4/14. The green highlights were recommended by the District Assembly Work*  
75 *Group.*

76  

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**Approved:**

77  
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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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**AP 4070 AUDITING AND AUDITING FEES**

**Application/Enrollment**

- a. Students who have been admitted to one of the colleges in the District ~~may~~ are eligible to apply to audit courses at the college to which they have been admitted.
- b. Students must meet all course prerequisites. It is the responsibility of the student to provide the instructor with documentation that the prerequisite(s) has been satisfied.
- c. Auditing enrollment is permitted ~~only~~ on a space available basis, ~~solely upon the discretion of the instructor.~~
- d. A student may enroll in a course for audit ~~only~~ if he/she has not enrolled in that course for credit during the same semester.
- e. Priority in class enrollment shall be given to students desiring to take the course for credit.

**Process**

- a- Students shall complete an audit application. ~~form located in the Admissions and Records Office which must be signed by the appropriate instructor, and presented to the Campus Business Office for payment of fees. Students must provide a copy of audit application with proof of payment to instructor.~~
- b- Auditing will be permitted at the conclusion of the late registration period.
- c. Any instructor may refuse auditing without explanation.
- d. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
- e. Auditing students will not be used in the determination to cancel a class for lack of adequate enrollment.
- f. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit. ~~There is no limit set on the number of courses a student may audit.~~
- g- The Admissions and Records Office will not under any circumstances certify completion of any course attended by audit, nor will the District provide any

43 transcripts, letters, records or any other documentation of attendance in a course  
44 undertaken on an audit basis.

45  
46 **Fees**

- 47 a. The fee for auditing will be assessed as determined by the current approved fee  
48 under the Education Code. A student enrolled for credit in ten (10) or more  
49 semester credit units will not be charged a fee to audit three (3) or fewer units per  
50 semester.  
51 b. Students must also pay all mandatory fees required fees  
52 c. Audited classes do not count toward units for any purpose, financial aid,  
53 veteran's benefits, full time student status, or any other purpose etc.  
54 d. No refund will be permitted after enrollment per BF/AP 5033 unless the course is  
55 cancelled.  
56 e. Classroom attendance of students auditing a course shall not be included in  
57 computing the apportionment due to the District.

58  
59 **Attendance and Participation**

- 60 a. The instructor will determine classroom policies for students who audit: including  
61 attendance, participation, assignments, and the evaluation of course work.  
62 b. ~~Students auditing classes must abide by college and district policies. A student~~  
63 ~~may be asked to leave the classroom by the instructor if s/he becomes~~  
64 ~~disruptive.~~

65  
66 **Reference:** Education Code Section 76370

67  
68  
69 **NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and  
70 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** was  
71 suggested by District Assembly on 2/4/14. The language in **green ink** was suggested by SBVC. The  
72 green highlights were recommended by the District Assembly Work Group.  
73

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74 **Approved:**

75

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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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**AP 6330 PURCHASING**

*(Replaces current SBCCD AP 6330)*

**NOTE:** Procedures on purchasing are suggested as good practice if there is a separate purchasing department. They may also be contained in a separately maintained Purchasing Handbook, and if so, this administrative procedure would delegate responsibility and authority to a designated position for the Handbook.

Legal requirements related to the bid process duplicate those regarding the awarding of contracts and are included in AP 6340 titled Bids and Contracts.

❖ From current SBCCD AP 6330 titled Purchasing

**GENERAL PURCHASING**

**A. Authority to Purchase**

The authority to contract for goods and/or services is vested in the Board of Trustees. Authority to purchase supplies, materials, apparatus, equipment and services is annually delegated by Board action to designated District officers. The purchase of goods and services shall be made through the Purchasing Department following authorized procedures in accordance with established policies and laws. Any purchase made by an employee without proper authorization will be considered an obligation and liability of the employee and not the San Bernardino Community College District.

**B. Conflict of Interest**

See Administrative Procedure 2260

The District shall not purchase goods or services from any vendor or source in which a requisitioner or an authorized purchasing agent or a member of the Board has any proprietary interest. Any proposed exception must be reviewed by the Vice Chancellor Fiscal Services and approved by the Board. Employees and Board members are prohibited from accepting gratuities, in any form, the value of

44 ~~which could compromise their objectivity in selecting vendors or awarding~~  
45 ~~purchase contracts.~~

46  
47 **C. General Purchasing Information**  
48

49 1. Except for small purchases from petty cash or on procurement cards, all  
50 purchases or commitments to buy are made through the use of a  
51 purchase order. Purchase orders will be issued by the Purchasing  
52 Department only upon receipt of a properly authorized purchase  
53 requisition.

54  
55 **2. Specifications**  
56

57 Departments may submit their own specifications for supplies and/or  
58 equipment; however, the Purchasing Department has the authority to  
59 question need, quantity, quality, and materials requested and to make  
60 recommendations where the general health and welfare or economy is in  
61 question. The Purchasing Department will provide assistance in the  
62 development of specifications as requested.

63  
64 **3. Selection of Vendor**  
65

66 The Purchasing Department will accept recommendations from the  
67 requesting department for potential vendors. ~~Final vendor designation will~~  
68 ~~be made by the Purchasing Department.~~ but will endeavor, where  
69 possible, to encourage the use of local and small business enterprises in  
70 its procurement activities. On all procurement activities that must be  
71 competitively bid, or for which the District must receive quotes, such will  
72 be evaluated with a ten (10%) percent preference for local vendors. The  
73 vendor must claim local vendor preference to be considered. Please note  
74 the following exceptions:

- 75 • Those contracts which State Law or, other law or regulation  
76 precludes this local preference.
- 77 • Purchases made through cooperative purchasing and leveraged  
78 procurement agreements and piggy-back purchases.
- 79 • Public Works construction projects.

80  
81 A "local" vendor will be approved as such when, 1) it conducts business in  
82 a physical location within the County of San Bernardino; and 2) it holds a  
83 valid business license issued by an agency within the County of San  
84 Bernardino; and 3) business has been conducted in such a manner for not  
85 less than six months prior to being able to receive the preference. Proof  
86 of eligibility will be provided to the District as part of the vendor application  
87 process.  
88

89 Subject to the Local Vendor Preference, final vendor designation will be  
90 made by the Purchasing Department.

91  
92 **4. Price Quotations**

93  
94 Any purchase of supplies or equipment with a unit cost in excess of  
95 ~~\$6,000~~ \$20,000 or contract for services in excess of ~~\$6,000~~ \$20,000  
96 requires price quotations from at least three different vendors. Any  
97 requests for exception must be submitted in writing to the Vice Chancellor,  
98 Fiscal Services for consideration. The Purchasing Office may require  
99 price quotations for items regardless of the cost if it determines that such  
100 quotes would be in the best interest of the District.

101  
102 **5. Bid Requirements**

103  
104 ~~Any purchase over \$15,000 for work to be done (services), or \$83,400 for~~  
105 ~~60 equipment or supplies must go through the formal bid process.~~ The  
106 Board of Governors of the California Community Colleges shall annually  
107 adjust the dollar amount required for bid to reflect the percentage change  
108 in the annual average of the Implicit Price Deflator for State and Local  
109 Government Purchase of Goods and Services for the United States, as  
110 published by the United States Department of Commerce for the 12-month  
111 period ending in the prior fiscal year (Public Contract Code 20651). The  
112 annual adjustments shall be rounded to the nearest one hundred dollars  
113 (\$100). The Purchasing Department will publish the annual bid threshold  
114 in January of each year as it is made available by the Board of Governors  
115 of the California Community Colleges. Any purchase over this established  
116 threshold must go through the formal bid process. The Purchasing  
117 Department may require formal bids for items regardless of the cost if it  
118 determines that such bids would be in the best interest of the District. ~~All~~  
119 ~~vendors involved in a bid process shall be notified that Board action is~~  
120 ~~required before materials are delivered or a project can begin.~~

121  
122  
123 **6. Date of Delivery**

124  
125 Materials and services must be charged against and paid from  
126 appropriations within the fiscal year in which the material or service is  
127 actually received.

128  
129 **D. Purchase Requisitions**

130  
131 A purchase requisition is prepared by an individual or department to request the  
132 Purchasing Department to buy specific items. The requested information on the  
133 requisition provides guidance to the Purchasing Department as to the requester's  
134 preferences regarding vendor, specifications, etc. The Purchasing Department

135 will review each purchase requisition to determine if the request meets  
136 established procedures, standards, and laws and will test the object, location,  
137 and program codes to determine the availability of funds.  
138

#### 139 **E. Purchase Order**

140  
141 After a purchase requisition has been reviewed and approved, a purchase order  
142 is prepared which authorizes the vendor to deliver the supplies/equipment or  
143 provide the service requested. No vendor has authority to provide materials or  
144 services until a purchase order has been ~~processed~~ issued and signed.  
145

#### 146 **F. Change Orders**

147  
148 A change order may be required if there are material changes to the purchase  
149 order. The requisitioning department must contact the Purchasing Department to  
150 request a change order. A proper request will include the purchase order  
151 number, vendor name, the cause of the change order, a detailed description of  
152 the changes to be made on the purchase order, and the budget codes affected, if  
153 applicable.  
154

#### 155 **G. Emergencies**

156  
157 In the event of an emergency, authority to purchase may be obtained from the  
158 Purchasing Department and a purchase order can be issued ~~by telephone~~  
159 without a fully authorized purchase requisition. Such approval must be obtained  
160 from the Purchasing Department in advance of the purchase.  
161

### 162 **BID REQUIREMENTS AND PROCEDURES**

#### 163 **A. Price Quotations**

164  
165  
166 ~~Any purchase of supplies or equipment with a unit cost in excess of \$6,000 or~~  
167 ~~contract for services in excess of \$6,000 requires price quotations from at least~~  
168 ~~three different vendors. Any requests for exception must be submitted in writing~~  
169 ~~to the Vice Chancellor, Fiscal Services for consideration. The Purchasing~~  
170 ~~Department may require price quotations for items regardless of cost if it~~  
171 ~~determines that such quotes would be in the best interest of the District.~~  
172

#### 173 **B. Bid Requirements**

174  
175 ~~Any purchase over \$15,000 for work to be done (services) or \$83,400 for~~  
176 ~~equipment or supplies must go through the formal bid process. The Business~~  
177 ~~Manager may require formal bids for items regardless of the cost if it determines~~  
178 ~~that such bids would be in the best interest of the District.~~  
179

#### 180 **A. Approval**



181 All purchases requiring bid procedures require an "award of bid" by the Board.  
182 All vendors involved in a bid process shall be notified that Board action is  
183 required before materials are delivered or a project can begin.  
184

185  
186 **B. Purchase and Contract Specifications**  
187

188 Bid documents or requests for price quotations must contain specifications  
189 and/or drawings, if appropriate, which standardize the purchase and **pro-vid**  
190 provide a basis for selection of a vendor. The Purchasing Department can  
191 advise on the level of specificity required based on the nature of the purchase. In  
192 general, specifications should be generic in nature and not specify a particular  
193 brand, manufacturer or vendor. It may be necessary to involve a consultant in the  
194 development and/or review of specifications. Some specifications may require  
195 legal review. Development of specifications may require several weeks or  
196 months.  
197

198 **C. Energy Efficiency Specifications**  
199

200 Vendors must provide equipment and appliances that earn the ENERGY STAR  
201 and meet ENERGY STAR specifications for energy efficiency where ratings  
202 exist. Complete product specifications and updated lists of qualifying products  
203 may be found at [www.energystar.gov](http://www.energystar.gov).  
204

205 **D. Bid Documents**  
206

207 Bid documents are prepared by the **Business Manager** Purchasing Department  
208 in consultation with the individual initiating the request. Bid documents contain a  
209 variety of standard provisions required by law and are supplemented by  
210 specifications and special requirements. Bid documents are made available **to**  
211 **vendors through** on the **Purchasing Department** District website at  
212 [www.sbccd.org/bids](http://www.sbccd.org/bids).  
213

214 **E. Advertisement for Bids**  
215

216 Advertisements for bids are prepared by the **Business Manager** Purchasing  
217 Department to meet the legal bidding requirements. Ads are placed in  
218 newspapers and through other sources that are designed to reach the  
219 appropriate vendors. Ads must appear twice, once a week for two consecutive  
220 weeks; in a newspaper with general circulation in the District. Vendors **are**  
221 **usually allowed three to four** will be provided at least two weeks from the date of  
222 the first advertisement to prepare their bids.  
223

224 **F. Bid Opening**  
225



226 A time and place of bid opening is stated in the bid document and the bid  
227 advertisement. Bids are accepted via physical delivery in the Purchasing  
228 Department up to the exact time of the bid opening. Bids received before the  
229 opening are kept unopened until the designated time; in the Purchasing  
230 Department. Late bids will not be accepted and will be returned to the bidder  
231 unopened. The District has the sole right to determine the time a bid is received.  
232 A public bid opening is held during which all bids are opened and read aloud.  
233 Bids are a matter of public record and the results are available in the Purchasing  
234 Department after the bid opening. Bids are considered to be "responsive" if they  
235 meet the specifications as published. The services of an outside consultant may  
236 be required to evaluate responsiveness. Reference checks may be applied to  
237 any and all bids that are responsive and competitive. A summary of the prices  
238 quoted is prepared for the Board.

#### 239 **G. Bid Bonds/Guarantees**

240 Bid bonds or other bid guarantees may be required of all bidders and are kept on  
241 file until the Board awards a contract. Bonds/guarantees are returned to all  
242 bidders after the award of bid.

#### 243 **H. Award of Bid**

244 A summary of the bids received is prepared for the Board. Results of reference  
245 checks The bids are evaluated per the criteria established in the bid, to include  
246 local vendor preference procedures, and a recommendation is made to the  
247 Board for the award of bid. The award does not automatically go to the lowest  
248 bidder and only the Board can award a bid. As a general rule the bid is awarded  
249 to the lowest bidder unless reference information or other mitigating  
250 circumstances suggest an alternate choice. Contracts are not signed until after  
251 the bid award and no bidder should move to deliver supplies or equipment or  
252 start of project until after the Board takes action and the contract is executed.  
253 The Board has the right to reject all bids or waive any irregularities. If that  
254 occurs, bidders will be notified in writing.

#### 255 **I. Bid Protest**

256 The bid documents will contain procedures allowing a bidder to protest an  
257 impending award of bid. Bid protests must be made in writing to the designated  
258 agent of the district. The decision of the Board shall be final.

#### 259 **J. Amendments and Addenda**

260 1. Any changes to the bid document prior to the award of bid must be  
261 provided to all prospective bidders in writing will be published prior to the  
262 bid opening. It is the sole responsibility of the bidder to acknowledge any  
263 amendment or addendum in its bid. If the change will require substantial

272 time for bidders to reconfigure their quotes, the bid opening may have to  
273 be extended.

274  
275 2. Any change to specifications or terms and conditions of the bid after the  
276 opening will require a change notice approved by the Board.

277

## 278 **PROCUREMENT CARD**

279

### 280 **SECTION I - GENERAL**

281

282 **A. Purpose**

283 **B. Policy**

284 **C. Overview**

285 **D. Program Benefits**

286 **E. Program Administrator**

287 **F. Procurement Card Rejection**

288

### 289 **SECTION II - PROGRAM OVERVIEW**

290

291 **A. How to Obtain a Procurement Card**

292 **B. Opening of Accounts**

293 **C. Ordering Process**

294 **D. Proof Purchase Documentation**

295 **E. Closing of Accounts**

296 **F. Authorized/Prohibited Purchases and Practices**

297

### 298 **SECTION III - RESOLUTION PROCESS**

299

300 **A. General**

301 **B. Order and Receipt of Goods**

302 **C. Resolving Errors**

303 **D. Resolving Disputes**

304 **E. Credits and Returns**

305 **F. Card Cancellation**

306

307 **G. Lost or Stolen Card**

308

### 309 **SECTION IV - ACCOUNTING PROCESS**

310

311 **A. Purchase Requisition/Purchase Order - General**

312 **B. Purchase Requisition/Purchase Order - Travel**

313 **C. Recordkeeping and Documentation**

314 **D. Reconciliation and Approval Process**

315

### 316 **SECTION V - RESPONSIBILITIES**

317

- 318 A. Cardholder Responsibilities
- 319 B. Responsibility Center Manager
- 320 C. Program Administrator
- 321 D. Accounts Payable Department
- 322 E. Card Provider

323 **SECTION I – GENERAL**

324 **A. Purpose**

325  
326 The purpose of the District's Procurement Card Program is to establish a more efficient,  
327 cost-effective method of purchasing and paying for small dollar transactions, and to  
328 establish policies and guidelines related to appropriate use of the Procurement Card.  
329

330  
331 **B. Policy**

- 332 1. A Procurement Card Application form must be completed and approved (Appendix
- 333 B).
- 334 2. All cardholders must sign and accept the terms and conditions as outlined on the
- 335 Procurement Card Program Cardholder Agreement (Appendix A).
- 336 3. All purchase transactions processed against the Procurement Card must be made by
- 337 the individual to whom the card is issued.
- 338 4. The Procurement Card can only be used for non-restricted (acceptable) commodities.
- 339 5. Documentation pertaining to all purchase transactions must be obtained and
- 340 maintained on file.
- 341 6. Split purchases to bypass the authorized limit(s) or to circumvent Purchasing Policies
- 342 and Procedures are prohibited.
- 343 7. Fraudulent use of the Procurement Card will result in corrective action in accordance
- 344 with the terms and conditions of the Procurement Card as outlined on the Cardholder
- 345 Agreement.
- 346
- 347

348  
349 **C. Overview**

350  
351 The Procurement Card Program streamlines the purchasing process, including the

352 requisitioning, procurement, receiving, and payment processes for low-dollar value

353 purchases from any vendor or supplier that accepts a VISA credit card.

354  
355 This program enables the cardholder to purchase approved commodities directly from

356 vendors/suppliers.

357  
358 The Procurement Card can be used for purchases of all non-restricted (acceptable)

359 commodities. All purchases of commodities, where approved "Prime Vendor" contracts

360 are in place, should be made from those contracted vendors/suppliers. Each

361 Procurement Card issued will contain the name of SAN BERNARDINO COMMUNITY

362 COLLEGE DISTRICT as the corporate buyer of products and services. THE

363 PROCUREMENT CARD IS NOT TO BE USED FOR PERSONAL TRANSACTIONS.

364  
365 Each card is assigned credit and transaction limits when the Procurement Card  
366 Application is completed and approved.

367  
368 **D. Program Benefits**

369  
370 1. Significant decrease of paperwork for requisitioning, purchasing and receiving  
371 activities.

372  
373 2. Significant decrease in the volume of invoices and checks processed by Accounts  
374 Payable.

375  
376 3. Enables automated reporting tools.

377  
378 4. Empowers cardholders to make purchases directly from suppliers.

379  
380 **E. Program Administrator**

381  
382 The Business Manager is the Program Administrator for the Procurement Card  
383 program.

384  
385 **F. Procurement Card Rejection**

386  
387 When presenting the Procurement Card to vendors for payment for goods and the card  
388 is rejected, the Cardholder must complete and submit a Procurement Card Rejection  
389 Form to the Procurement Card Administrator to determine the reason(s) for rejection  
390 (Appendix E).

391  
392 Procurement card rejection is normally due to:

- 393  
394 • Incorrect vendor/supplier Merchant Category Code (MCC)  
395 • An attempt to purchase restricted or unauthorized items  
396 • An attempt to exceed card dollar limits.

397  
398 **SECTION II - PROGRAM OVERVIEW**

399  
400 The Procurement Card Program simplifies the purchasing/disbursement process by  
401 facilitating point-of-sale procurement. Purchasing responsibility is delegated to **the**  
402 **ordering department enabling** an authorized cardholder **to** **who may** place an order  
403 directly with a vendor/supplier. When a purchase authorization is requested by a  
404 vendor/supplier at the point-of-sale, VISA validates the transaction against pre-set limits  
405 established by the District in conjunction with department administrators. All  
406 transactions are approved or declined instantaneously based on the following  
407 Procurement Card authorization criteria:

- 408  
409 1. Number of transactions allowed per day.

- 410 2. Number of transactions allowed per month.
- 411 3. Single purchase limit **not to exceed \$500.00.**
- 412 4. Spending limit per month.
- 413 5. Approved commodity codes.

414  
415 **The Business Manager is responsible for setting these limits.** The authorization process  
416 occurs through an electronic system that supports the Procurement Card Program  
417 **under the agreement with US Bank.** The Program Administrator for the Procurement  
418 Card Program shall be the Business Manager. In the absence of the Business  
419 Manager, Cardholders may contact the Purchasing Department for guidance and  
420 information. All forms listed herein and all Cal Card procedures shall be made available  
421 on the District website. [at www.shccd.org/businessdocs](http://www.shccd.org/businessdocs)

422  
423 **A. How to Obtain a Procurement Card**

- 424
- 425 1. Employee C completes a Procurement Card Application form (Appendix B).
- 426 2. Employee S submits the Request for Procurement Card for approvals of  
427 officials to administrators listed on the form for approval.
- 428 3. Employee S submits the approved Request for Procurement Card to the  
429 Program Administrator for processing.
- 430 4. Employee completes Attend a Pre-Card Issue Training Session.
- 431 5. Application for Procurement Card is completed and transmitted to Card  
432 Provider by Program Administrator.
- 433 6. Card Provider issues Procurement Card to Employee, hereinafter Cardholder.
- 434 7. Cardholder signs the Procurement Card Program Cardholder Agreement  
435 (Appendix A) and sends to the Program Administrator.

436  
437 **B. Opening of Accounts**

- 438
- 439 1. The Chancellor, Presidents, Vice Chancellors, and Vice Presidents are  
440 responsible for designating employees to receive the Procurement Card and  
441 must use the Procurement Card Application form (Appendix B). All  
442 applications, however, are subject to review and final approval by the  
443 Business Manager. The approved application is submitted to Purchasing for  
444 processing Program Administrator. Procurement Cards will only be issued to  
445 permanent, full-time employees who are not on probationary status.  
446 Legitimate charges made on the Procurement Card are a District liability, not  
447 a personal liability to the individual. Employees should ensure that  
448 Procurement Cards are adequately safeguarded from loss or misuse.
- 449 2. There will be no credit reference check on the personal credit of the employee  
450 as a condition for receiving the District Procurement Card, nor will the use of  
451 the Procurement Card have any effect on the employee's personal credit  
452 rating.
- 453 3. Employees who have exhibited a history of not following Board Policy or/and  
454 Administrative Regulations concerning Purchasing will not be approved to use  
455 the Procurement Card. An example of such a history would include having

456 ~~three or more Audit Exception Memos on file for the preceding 12 months.~~

457  
458  
459 ~~3. The Program Administrator may use district business documents, such as~~  
460 ~~audit findings and exceptions, to assess any risk associated with an~~  
461 ~~employee's Procurement Card Application.~~

462 ~~4. Each employee approved to receive the Procurement Card must attend~~  
463 ~~complete a Pre-Card Issue Training session. Training will be provided by the~~  
464 ~~Purchasing Department Program Administrator. After completion of the~~  
465 ~~training, the employee Cardholder will be required to complete and sign the~~  
466 ~~Cardholder Agreement (Appendix A).~~

467 ~~5. The US Bank Card Provider will issue a Procurement Card to the employee~~  
468 ~~when a Procurement Card Application is submitted by the Program~~  
469 ~~Administrator (Appendix B). Procurement Cards will only be issued to~~  
470 ~~permanent, full-time employees who are not on probationary status.~~

471 ~~6. Transaction and monthly limits are established for each card by the Program~~  
472 ~~Administrator in consultation with the Employee and Responsibility Center~~  
473 ~~Manager. Temporary increases for emergency purposes may be made by~~  
474 ~~contacting the Program Administrator.~~

### 475 476 **C. Ordering Process**

477  
478 ~~The Procurement Card Program provides another option to existing purchasing~~  
479 ~~procedures regarding transactions for most goods, commodities, supplies or~~  
480 ~~repair parts valued at less than \$500.00 (including all delivery, shipping, etc.)~~  
481 ~~NO SINGLE PURCHASE IS TO EXCEED \$500.00.~~

482  
483 ~~Purchases for restricted commodities and for purchases of \$500.00 or more~~  
484 ~~should continue to be processed in accordance with the established~~  
485 ~~procurement/disbursement policies and procedures.~~

486  
487 ~~Please be sure to Cardholders should follow these procedures when using the~~  
488 ~~Procurement Card:~~

489  
490 ~~1. Identify if the purchase is appropriate for a Procurement Card transaction.~~  
491 ~~Check the list of restricted commodities.~~

492 ~~2. Determine if your the transaction total is \$500.00 or less within the transaction~~  
493 ~~limits established by the Program Administrator. If not, the transaction must~~  
494 ~~be processed in accordance with established purchasing disbursement~~  
495 ~~policies and procedures.~~

496 ~~3. Subject to the Local Vendor Preference, Contact the vendor/supplier and~~  
497 ~~obtain the goods. Goods may be purchased either in person, by telephone,~~  
498 ~~or internet. Purchases must be in conformance with District purchasing~~  
499 ~~guidelines (i.e. reasonable, necessary, and for District business).~~

- 500 4. ~~When receiving a shipment, it is the responsibility of the cardholder to~~  
501 ~~properly inspect the shipment for damage and to verify the shipment is~~  
502 ~~complete. In case of returns, the cardholder is responsible for coordinating~~  
503 ~~the return directly with the vendor/supplier and for contacting the Program~~  
504 ~~Administrator with any unresolved issues.~~  
505 5. ~~All packing slips must be retained as part of the purchase transaction~~  
506 ~~documentation.~~

507  
508 **~~D. Procurement Card Rejection~~**

509  
510 ~~When presenting the Procurement Card to vendors for payment for goods and~~  
511 ~~the card is rejected, the Cardholder must complete and submit a Procurement~~  
512 ~~Card Rejection Form to the Procurement Card Administrator to determine the~~  
513 ~~reason(s) for rejection.~~

514  
515 ~~Procurement card rejection is normally due to:~~

- 516  
517 ~~1. Incorrect vendor/supplier Merchant Category Code (MCC).~~  
518 ~~2. An attempt to purchase restricted or unauthorized items.~~  
519 ~~3. An attempt to exceed card dollar limits.~~

520  
521 **~~E. Proof Purchase Documentation~~**

- 522  
523 1. ~~The Procurement Card program facilitates point-of-sale purchases, giving~~  
524 ~~authorized cardholders the ability to purchase specific goods directly from a~~  
525 ~~vendor/supplier. The Procurement Card will eliminate the time and effort~~  
526 ~~spent on processing multiple requisitions and other internal forms, filing~~  
527 ~~purchase requisition copies, distributing, filing and the reconciling invoices.~~  
528 2. ~~With this authority comes the responsibility for maintaining adequate~~  
529 ~~documentation at the source of the transaction. It is the responsibility of each~~  
530 ~~department to retain supporting documentation in accordance with the~~  
531 ~~District's Records Retention Policy and Administrative **Regulation Procedure**~~  
532 ~~3310.~~  
533 3. ~~Documentation, including the monthly Procurement Card transaction~~  
534 ~~statement, MUST be maintained at its source.~~

535  
536 **~~F. Closing of Accounts~~**

- 537  
538 1. ~~Accounts will be audited as a part of the closeout procedures for employees~~  
539 ~~leaving the District. Procurement Cards are to be turned in to the Program~~  
540 ~~Administrator by employees upon separation of service from the District for~~  
541 ~~any reason.~~  
542 2. ~~Supervisors of employees changing departments must contact the Program~~  
543 ~~Administrator to close their accounts. If appropriate to the new position, the~~  
544 ~~process for opening a new account will be followed. The **District's** Program~~



545 Administrator will close account numbers upon request of the Chancellor,  
546 Presidents, Vice Chancellors, and Vice Presidents.  
547 3. Accounts may be closed without prior notification if funds are not available in  
548 the Cardholder's account or cancelled at any time for reasons considered not  
549 in the best interest of the District. Reasons include but are not limited to  
550 failure to adhere to Board Policies and/or Administrative **Regulations**  
551 Procedures.

## 552 Authorized/Prohibited Purchases and Practices

553 Procurement cards are District property issued in the employee's name. Use is  
554 restricted exclusively for qualified business-related purchases. Applicable  
555 purchase categories are summarized as:

### 556 1. Authorized Purchases

- 557 **One time purchases** Purchases of supplies, goods, and materials up to  
558 \$500.00
- 559 **Periodic supply purchases** up to \$1,000.00 per transaction
- 560 **Equipment costing purchases** under \$500.00 \$1,000.00 (includes tax and  
561 shipping a cardholder shall verify with their site technology manager  
562 technology equipment is compatible with District systems)
- 563 **Software purchases** less than \$200 classified under object code 4430 (a  
564 cardholder shall verify with their site technology manager the software is  
565 compatible with District systems)
- 566 **Web site domain name purchases**
- 567 **Travel Expenses, such as** (Airfare, Ground Transportation, Lodging,  
568 Conference Registration Fees, and /or meals, excluding alcohol. Itemized  
569 receipt is required for meals). A maximum acceptable meal gratuity is 20%  
570 of allowable meal expenses and taxes.
- 571 **Refreshments and other goods** for official business meetings (see  
572 Administrative Procedure 3750 for additional requirements)
- 573 **Postage and shipping expenses**

### 574 2. Prohibited Purchases

- 575 ~~Any purchase over \$500.00~~
- 576 ~~Equipment costing over \$500.00~~
- 577 ~~Furniture~~
- 578 ~~AV equipment~~
- 579 ~~Services~~
- 580 Purchases for supplies, goods, material and equipment over \$1,000.00  
581 per transaction
- 582 Services, such as consultants, instructors, speakers, repairs,  
583 maintenance, personnel, labor, rentals, leases, lease-to-purchases, and  
584 public works
- 585 Computers



- 590           ▪ Software over \$200.00
- 591           ▪ Software licenses and other copyright use licenses
- 592           ~~▪ Consultants, Instructors, Speakers~~
- 593           ~~▪ Maintenance Agreements~~
- 594           ~~▪ Service Agreements~~
- 595           ▪ Personal Items or items for personal use
- 596           ~~▪ Personnel/labor~~
- 597           ~~▪ Rental Agreements (Facilities, Equipment, ect.)~~
- 598           ~~▪ Lease/Purchase Agreements~~
- 599           ~~▪ Facility Improvements~~
- 600           ~~▪ Postage, Federal Express, UPS~~
- 601           ~~▪ Event decorations~~
- 602           ~~▪ Employee meals during travel~~
- 603           ▪ Alcohol and gratuities
- 604           ▪ Other purchases where the vendor requires a signed contract, agreement,
- 605           MOU or other similar document

606

607 3. Prohibited Practices

- 608           ▪ Cash Refunds
- 609           ▪ Cash Advances
- 610           ▪ Split Orders/Purchases to exceed established limits
- 611           ▪ Transferring cards between individuals
- 612           ▪ Wire transfers – Money orders

613

614 4. Exceptions

615 The Program Administrator has the authority to grant exceptions to prohibited

616 purchases on a case by case basis. Requests for exceptions shall be made in

617 writing from the Cardholder to the Program Administrator.

618

619 **SECTION II - RESOLUTION PROCESS**

620

621 **A. ~~General~~**

622

623 ~~The Cardholder is responsible for taking appropriate and timely action by~~

624 ~~initiating the proper documentation and notifying the proper official Program~~

625 ~~Administrator whenever a discrepancy is noted on the monthly billing statement.~~

626

627 **B. ~~Order and Receipt of Goods~~**

628

629 ~~The Cardholder is responsible for ensuring receipt of materials and will follow-~~

630 ~~up with the vendor to resolve any delivery problems, discrepancies or damages~~

631 ~~to goods. For telephone or catalog orders, the Cardholder should make sure~~

632 ~~complete shipping address and instructions are given along with your name the~~

633 ~~Cardholder information (i.e., name, department name, complete street address,~~

634 ~~room number, city, state and zip code). If materials are ordered by phone, the~~

635 ~~Cardholder should ask the vendor to include a sales receipt in the package, and~~  
636 ~~save the credit card receipt and shipping documentation.~~

637

### 638 ~~C. Resolving Errors~~

639

640 ~~The Cardholder is responsible for following up with the vendor or bank on any~~  
641 ~~erroneous charges, disputed items, or returns as soon as detected. Disputed~~  
642 ~~billing can result from failure to receive goods/services, fraud, misuse, altered~~  
643 ~~charges, defective merchandise, incorrect amounts, duplicated charges,~~  
644 ~~unprocessed credits, etc. The Cardholder will first contact the vendor to resolve~~  
645 ~~all outstanding issues.~~

646

### 647 ~~D. Resolving Disputes~~

648

649 ~~If the Cardholder is unable to reach agreement with the vendor, contact US Bank~~  
650 ~~Customer Service Center at 1-888-344-5696. The bank will ask the cardholder~~  
651 ~~to complete a Cardholder Statement of Questioned Item form and fax or mail the~~  
652 ~~completed form to the bank (Appendix D). Please note on the form the reference~~  
653 ~~number given to you by the customer service representative. A copy of the form~~  
654 ~~should be sent to Purchasing. The bank must be notified of any disputed item~~  
655 ~~within thirty (45 30) days of the cycle in which the item was purchased. If the~~  
656 ~~Cardholder is still unable to reach an acceptable solution, contact the Program~~  
657 ~~Administrator immediately.~~

658

659 ~~If the cardholder is still unable to reach an acceptable solution, contact~~  
660 ~~Purchasing at 384-4308.~~

661

### 662 ~~E. Credits and Returns~~

663

664 ~~The Cardholder is responsible for ensuring that all credits resulting from the~~  
665 ~~return of merchandise to the vendor are applied to the cardholder's account.~~  
666 ~~Should the related credit appear in the subsequent billing cycle or appear on a~~  
667 ~~subsequent billing statement the cardholder must identify the future credit on the~~  
668 ~~SBCGD Monthly Procurement Card Purchase Log (Appendix C).~~

669

### 670 ~~F. Card Cancellation~~

671

672 ~~To cancel a Procurement Card, immediately call or notify in writing the Program~~  
673 ~~Administrator. The Program Administrator will notify the bank and deactivate the~~  
674 ~~card. The card should be cut in half and immediately forwarded to the Program~~  
675 ~~Administrator.~~

676

### 677 ~~G. Lost or Stolen Card~~

678

679 ~~If your Procurement Card is lost or stolen, immediately notify US Bank at 1-888-~~  
680 ~~344-5696 and the program administrator at (909) 382-4031.~~

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**SECTION III - ACCOUNTING PROCESS**

**A. Purchase Requisition/Purchase Order - General**

Prior to final approval by Program Administrator of an applicant's Procurement Card Application, applicant must initiate an Open Purchase Requisition to identify and encumber sufficient funds to pay for obligations created by use of card. At any given moment the unexpended amount on the Open Purchase Order must not be less than the monthly expenditure limit established by the Program Administrator. Should the unexpended balance remaining on the Open Purchase Order fall below the monthly expenditure limit established the Program Administrator will reduce the monthly expenditure limit accordingly.

**B. Purchase Requisition/Purchase Order - Travel**

Authorized cardholders can use their assigned Procurement Cards to pay for registration, airfare, lodging, parking, and other business-related incidental expenses **with the exception of meals during travel are prohibited purchases.** Such expenses should only be made after receiving Board approval, if applicable. **The purchase of alcohol and gratuities is expressly prohibited.** If these expenses appear on a Cardholder's statement, the expense shall be deducted from the Cardholder's personal expense claim and procurement card use may be suspended. Prior to using the Procurement Card, cardholders must create a Purchase Requisition for the total estimated expense of the activity. **Itemized receipts are required for meals during travel.**

**C. Recordkeeping and Documentation**

To facilitate reconciliation, substantiation, and allocation of charges, the Cardholder is required to provide detailed information about his/her credit card purchases. The original transaction documentation (credit card slip, packing slip, itemized invoice, etc.) will generally provide important information such as a detailed listing of what was purchased, when the transaction occurred, who the vendor is, where they are located, the purchase amount, and the purchaser identification. Regardless of the method used to document credit card transactions, the documentation must provide the details of the transaction and describe the goods purchased. The Cardholders must prepare and maintain the SBCCD Monthly Procurement Card Purchase Log **(Appendix C)** to expedite reconciliation and distribution of charges. This summary, along with supporting documentation, is to be presented to the cardholder's Responsibility Center Manager and Purchasing Department for review and approval.

**D. Reconciliation and Approval Process**

726 The following process and timeline has been established to facilitate the payment  
727 process within the timeline required by US Bank.

- 728
- 729 1. Cardholders will receive a statement of charges either via U.S. mail or  
730 downloaded from the US Bank website for their respective card. Cardholders  
731 must timely reconcile the transaction documentation with the statement of  
732 charges using the SBCCD Monthly Procurement Card Purchase Log. All the  
733 preceding documents are **herein after** collectively referred to as the  
734 "reconciliation packet".
- 735 2. Cardholders must forward the reconciliation packet to their Responsibility  
736 Center Manager for approval no more than 5 working days after the close of  
737 the billing cycle.
- 738 3. After review and approval, the Responsibility Center Manager must forward  
739 the reconciliation packet to the Purchasing Department no more than 5  
740 working days after receipt from the Cardholder.
- 741 4. Upon receipt, the Purchasing Department must review and approve the  
742 reconciliation packet and forward to the Business Manager no more than 3  
743 working days after receipt.
- 744 5. The Business Manager or designee must review and approve the  
745 reconciliation packet and forward to Accounts Payable for processing within  
746 48 hours of receipt.

## 747

## 748 SECTION IV - RESPONSIBILITIES

### 749 A. ~~Cardholder Responsibilities~~

750 ~~This Administrative Regulation coupled with the Cardholder Guide places~~  
751 ~~adequate controls into effect, and if followed should provide significant benefits to~~  
752 ~~both cardholder and District.~~

753 The following is a list of the cardholder's specific responsibilities:

- 754
- 755
- 756 1. Ensure that the Procurement Card is used in accordance with this  
757 Administrative **Regulation** Procedure.
- 758 2. Purchase only items that are work-related or for the use and benefit of the  
759 District.
- 760 3. Order supplies, goods, and materials only as needed and only from vendors  
761 **with** whom the District does not already have negotiated contracts.
- 762 4. Sign the card in the signature panel.
- 763 5. Maintain card security to prevent unauthorized charges against the account.
- 764 6. Obtain itemized receipts at the point of purchases and verify them for  
765 accuracy.
- 766 7. Reconcile receipts and other purchase documentation to the statement of  
767 charges timely.
- 768 8. Provide the vendor with all pertinent information when placing an order (if  
769 placing an order by telephone, cardholder must instruct the vendor to ship  
770 goods directly to the Cardholder's department). Do not have the order sent to  
771 central receiving.

- 772 9. ~~Maintain the documentation for all transactions in accordance with this~~  
773 ~~applicable Administrative Regulation and the District's record retention policy~~  
774 ~~Procedures.~~  
775 10. ~~Report loss of card IMMEDIATELY to: (1) U.S. Bank Customer Service and~~  
776 ~~(2) the Program Administrator (Business Manager).~~  
777 11. ~~Notify U.S Bank Customer Service of any billing discrepancies posted on your~~  
778 ~~the statement of charges that cannot be resolved with the merchant. If~~  
779 ~~needed, complete and submit the Cardholder Statement of Questioned Item.~~  
780 12. ~~Do not allow any member of your staff, family, or supervisor to use this card.~~  
781 ~~You The Cardholder, alone, are is authorized to use this card.~~  
782 13. ~~Ensure that NO SPLIT PURCHASES are made.~~  
783 14. ~~Accept NO BACKORDERS.~~  
784 15. ~~Maintaining the SBCCD Monthly Procurement Card Purchase Log.~~  
785 16. ~~Submit the "Reconciliation Packet" to the Responsibility Center Manager for~~  
786 ~~approval within stated timelines.~~  
787 17. ~~Ensure sufficient funds have been encumbered on a Purchase Order to meet~~  
788 ~~the obligations from card use.~~

789  
790 Use of the Procurement Card that is NOT in accordance with the guidelines  
791 established for this Program may result in: (1) ~~lost~~ loss of card privileges, (2)  
792 personal liability, (3) suspension, (4) written reprimand, or (5) termination, in the  
793 case of fraudulent use.

## 794 795 **B. Responsibility Center Managers**

796  
797 Responsibility Center Managers are responsible for:

- 798  
799 1. ~~Reviewing all charges.~~  
800 2. ~~Ensuring all purchases are appropriate.~~  
801 3. ~~Ensuring no prohibited items have been purchased.~~  
802 4. ~~Ensuring all proper documentation is attached to the reconciliation packet.~~  
803 5. ~~Ensuring cardholders do not purchase commodities that should have been~~  
804 ~~competitively bid in accordance with District Purchasing Policies and~~  
805 ~~Procedures.~~  
806 6. ~~Ensuring that NO SPLIT PURCHASES are made.~~

## 807 808 **C. Program Administrator**

809  
810 The Program Administrator is responsible for:

- 811  
812 1. ~~Administering the Procurement Card Program.~~  
813 2. ~~Processing approved requests for Procurement Cards.~~  
814 3. ~~Conducting Pre-Card Issue Training Sessions.~~  
815 4. ~~Providing assistance to Cardholders.~~  
816 5. ~~Providing information to appropriate District officials.~~  
817 6. ~~Reviewing reports for program compliance.~~

818 ~~7. Following up with Card Provider when necessary.~~

819

820 ~~D. Accounts Payable Department~~

821

822 The Accounts Payable Department is responsible for:

823

824 ~~1. Paying monthly statement billing upon receipt from Business Manager~~  
825 ~~Program Administrator.~~

826 ~~2. Following up with Card Provider on matters of payment.~~

827

828 ~~E. Card Provider~~

829

830 Card Provider is responsible for:

831

832 ~~1. Paying suppliers/vendors.~~

833 ~~2. Monitoring and controlling credit verification.~~

834 ~~3. Providing monthly statement and analyses to the Program Administrator.~~

835 ~~4. Providing duplicate copies of sales drafts of a disputed charge when~~  
836 ~~requested.~~

837

838 **References:** Education Code Section 81656;

839 Public Contract Code Section 20650

840

841

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842 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and  
843 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from  
844 current SBCCD AP 6330 titled Purchasing approved in 1/13/11. The language in **green ink** reflects  
845 revisions submitted by Fiscal Services on 2/24/13. The yellow highlights were suggestions from Business  
846 Services. The green highlights were recommended by the District Assembly Work Group. The orange ink  
847 are revisions made by Steve Sutorus.

848

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**Approved: 1/13/11**

**Revised:**

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Appendix A  
San Bernardino Community College District  
Cardholder Agreement

The procurement card represents our company's trust in you. You are empowered as a responsible agent to safeguard company assets. Your signature below is verification that you have read the employee handbook, Board Policy, and Administrative Regulation and agree to comply with the following responsibilities. It also acknowledges that you have received the Cal-Card card # \_\_\_\_\_.

- ~~1. I understand the card is for District approved purchases only and I agree not to charge personal purchases.~~
- ~~2. Improper use of this card can be considered misappropriation of company funds. This may result in disciplinary action up to and including termination of employment.~~
- ~~3. If the card is lost or stolen, I will immediately notify U.S. Bank by telephone. I will confirm the telephone call by mail or facsimile with a copy of the notification to the Program Administrator.~~
- ~~4. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.~~
- ~~5. The card is issued in my name. I will not allow any other person to use the card. I am considered responsible for any and all charges against the card.~~
- ~~6. All charges will be billed directly to and paid directly by the District. The bank cannot accept any monies from me directly; therefore any personal charges billed to the company could be considered misappropriation of company funds.~~
- ~~7. As the card is District property, I understand that I may be periodically required to comply with internal control procedures designed to protect District assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts and statements to audit its use.~~
- ~~8. I will receive a Monthly Reconciliation Statement (MRS), which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.~~
- ~~9. The charges made against my card are automatically assigned to the cost center assigned to the card as specified by management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change but will affect future charges.~~
- ~~10. I understand the Cal-Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the business and/or to provide for business travel. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.~~

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approving Responsibility Center Manager Signature  
(RCM)

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving RCM Printed Name

\_\_\_\_\_  
Date

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Appendix B

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
Purchasing & Business Services

**PROCUREMENT CARD APPLICATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle

Campus/Department: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please check one:

Administrator: \_\_\_\_\_

Faculty: \_\_\_\_\_

Staff: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date

Approve  Disapprove \_\_\_\_\_  
Signature of Responsibility Center Manager Date

Approve  Disapprove \_\_\_\_\_  
Vice President Date

Approve  Disapprove \_\_\_\_\_  
President Date

Approve  Disapprove \_\_\_\_\_  
Program Administrator Date





## CARDHOLDER STATEMENT OF QUESTIONED ITEM

CARDHOLDER NAME (please print or type) \_\_\_\_\_ ACCOUNT NUMBER \_\_\_\_\_

CARDHOLDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_ (AREA CODE) TELEPHONE NUMBER \_\_\_\_\_

The transaction in question as shown on statement of Account:

Transaction Date	Reference Number	Merchant	Amount	Statement Date

Please read carefully each of the following situations and check the one most appropriate in your particular dispute. If you have any questions, please contact us at 888-994-6722. We will be more than happy to advise you in this matter.

**1. UNAUTHORIZED MAIL OR PHONE ORDER OR PHONE ORDER**

I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

**2. DUPLICATE PROCESSING THE DATE OF THE FIRST TRANSACTION WAS \_\_\_\_\_.**

The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

**3. MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ \_\_\_\_\_.**

My account has been charged for the above listed transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved. (Please provide a separate statement detailing the merchant contract, and the expected date to receive merchandise.)

**4. MERCHANDISE RETURNED IN THE AMOUNT OF \$ \_\_\_\_\_.**

My account has been charged for the above listed transaction, but the merchandise has since been returned.  
\*enclosed is a copy of my postal or express mail receipt\*

**5. CREDIT NOT RECEIVED**

I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. (Please provide a copy of this voucher with this correspondence.)

**6. ALTERATION OF AMOUNT**

The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount of which I signed. The difference of amount is \$ \_\_\_\_\_.

**7. INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE**

I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me, a Cardholder Statement of Questioned Item Form must be provided and will include the copy of the sales draft if a further dispute exists. If a copy of the sales draft cannot be obtained, a credit will appear on my account.

**8. COPY REQUEST**

I recognize this charge, but need a copy of the sales draft for my records.

**9. SERVICES NOT RECEIVED**

I have been billed for this transaction; however, the merchant was unable to provide the services.

Paid for by another means. My card number was used to secure this purchase, however final payment was made by check, cash, another credit card or purchase order. (Enclosed is my receipt, canceled check (front and back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means).

**10. NOT AS DESCRIBED**

(Cardholder must specify what goods, services or other things of value were received). The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint). \_\_\_\_\_

**11. If none of the above reasons apply, please describe the situation** \_\_\_\_\_

(Note: Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper, if necessary, and sign your description statement).

**Send To:**

U.S. Bank Government Services, P.O. Box 6344, Fargo, ND 58125-6344  
Fax: 866-299-9625 or 701-461-3463

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Appendix E

San Bernardino Community College District  
Purchasing & Business Services

PROCUREMENT CARD REJECTION

Instructions: Please complete this form and returned to the Purchasing Department for processing and follow up when purchases are rejected when using the Procurement Card. Please print or type.

Site: \_\_\_\_\_ Department: \_\_\_\_\_ Cardholder: \_\_\_\_\_ Ext.: \_\_\_\_\_ Date: \_\_\_\_\_  
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<u>Vendor</u>	<u>Item(s) Attempted to Purchase</u>	<u>Amount</u>
Name: _____	_____	_____
Address: _____	_____	_____
City/State/Zip: _____	_____	_____
Contact: _____	_____	_____
Telephone: _____	_____	_____

965

Date purchase was attempted: \_\_\_\_\_

Name of person attempting purchase: \_\_\_\_\_

Vendor/Supplier accept VISA: YES NO

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Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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<b>PURCHASING USE ONLY</b>		
<u>Reason for Card Rejection</u>	<u>Cardholder Assigned Standard Merchant Code Group</u>	
Incorrect Vendor/Supplier MCC	_____	_____
Unauthorized Items (s)	_____	_____
Card Limit Exceeded	_____	_____
Other: _____	Vendor/Supplier MCC	_____

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Comments: (Purchasing Only) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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San Bernardino Community College District  
Administrative Procedure  
Chapter 6 – Business and Fiscal Services

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## AP 6520 SECURITY FOR DISTRICT PROPERTY

(Replaces current SBCCD AP 6520)

**NOTE:** Procedures on security for District property are required by accreditation. Local practice may be inserted. The following are suggested elements:

- Allocation of responsibilities for patrolling District property
- Allocation of responsibilities for maintenance (e.g., lighting, pruning, locks)
- Distribution of keys
- Responsibility for publication of warnings about unsafe areas of campus
- Emergency notification procedures
- Fire alarms
- Locking software for computers

### ❖ From current SBCCD AP 6520 titled Security for District Property

~~Each District site will establish a written security plan for that location. Each District site plan must be on file in the office of the Director of Facilities and Planning.~~

~~Each District employee shall take appropriate measures to secure is responsible for the equipment under his/her control and shall not loan or allow the use of the equipment to any individual who is not authorized by the District (see AP 6535 titled Use of District Equipment and AP 6500 titled Property Management). Loss of equipment and unauthorized use of equipment shall be reported immediately to the responsible administrator.~~

~~**NOTE:** The following newly recommended language from Steve Sutorus may be better placed in AP 6535 titled Use of District Equipment: The District shall will not assume either responsibility or liability for personal property belonging to employees or students either on or off campus. The District shall will not provide reimbursement or replacement for loss, destruction, or damage by arson, burglary, or vandalism of personal property. Personal property shall will not be received or stored by maintenance personnel on District property. The use of an individual's personal automobile in connection with District business is an exception authorized under this procedure. No personnel of the District shall will use any equipment belonging to the~~

44 District or consume any supplies or utilize any District personnel for any purposes other  
45 than the business of the District.

46  
47 District facilities and grounds are for the use of District-authorized activities and events.  
48 (Also see BP/AP 6700 titled Civic Center and Other Facilities Use.)

### 49 **Assignment of Responsibilities**

50 The District's Police Department is designated the responsibility to develop and  
51 implement:

- 52 1. Patrolling schedules and practices to monitor and protect District property,  
53 including buildings, parking lots, and other open spaces;
- 54 2. Maintaining fire, ~~and~~ security cameras, and other alarm systems in working  
55 order;
- 56 3. Emergency notification and disaster response practices (e.g., earthquake, fire,  
57 flood) and
- 58 4. Plans for publication of warnings about unsafe areas of campus as necessary.

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63 The Campuses' Maintenance Department and District sites facilities office are  
64 designated the responsibility to develop and implement:

- 65 1. Processes for assigning, distributing, monitoring, and retrieving keys, including  
66 electronic key cards, which may include assessing fees to responsible parties for  
67 replacement of lost keys and/or re-keying buildings necessitated by such loss;  
68 and
- 69 2. Maintaining other aspects of the property in the interest of security (e.g., tree  
70 pruning, adequate lighting, and workable locks).

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73 The District's Information Technology Department is designated the responsibility to  
74 maintain security of all electronic equipment (e.g., telephones, computers), including but  
75 not limited to password protection, virus control, and locking systems as needed.

### 76 **Keys**

77  
78 The campus Vice President of Administrative Services or District Director, Facilities, or  
79 designee must approve the assignment of keys. Employees and others who are  
80 authorized to hold keys are responsible for protecting said keys while they are in the  
81 individual's possession. Upon termination or completion of duties that mandate a key,  
82 the key holder must return the key ~~to the department that originally issued the key.~~  
83 In the event a key is lost, the responsible individual shall sign an affidavit to that effect and  
84 may be assessed a fee for the replacement of the key, up to and including the cost of  
85 re-keying the impacted facility.

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87  
88 **References:** WASC/ACCJC Accreditation Standard III.B.1;  
89 Penal Code Section 469

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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 6520 titled Security for District Property approved in 9/4/04. The language in **blue ink** is included for consideration. The language in **green ink** was added by Steve Sutorus on 2/12/14. The green highlights were recommended by the District Assembly Work Group.*

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**Approved: 9/9/04**  
**Revised:**

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99

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San Bernardino Community College District  
Administrative Procedure  
Chapter 7 – Human Resources

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AP 7120 RECRUITMENT AND HIRING

**NOTE:** This procedure is required by accreditation.

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

The District employs persons for positions categorized as Faculty, Classified, Confidential, Educational Administrators, and Classified Managers as outlined in corresponding board policies and administrative procedures:

- [BP/AP 7210 titled Faculty](#)
- [BP/AP 7230 titled Classified Employees](#)
- [BP/AP 7240 titled Confidential Employees](#)
- [BP/AP 7250 titled Educational Administrators](#)
- [BP/AP 7260 titled Classified Managers](#)

The information in this procedure does not apply to the recruitment and hiring for the position of Chancellor (see AP 2431 Chancellor Selection).

### **Position Approval Process**

Every department, program, or discipline in the District, whether associated with a District function or on a campus/college, goes through a complete annual program review, identifying needed positions for the coming fiscal year. Needed positions could be brand new positions or positions that are vacant at the time of the review. Once the positions are identified, they are submitted to the strategic planning process for review. The various strategic planning committees make recommendations to the site manager/Chancellor. All positions are subject to funding.

### **Job Opening/Application Processes**

The District utilizes a completely electronic process for posting all job openings and the application process. The online applicant tracking system serves as the mechanism for

44 submittal of recruitment requests, routes them through approval process and serves as  
45 the tool for job posting and application submittal. Initial screening is **also** coordinated  
46 between Human Resources and screening committee members. **Application materials**  
47 **may be submitted to the District Office during regular business hours.**

48  
49 **Job Postings**  
50 When a **vacant or newly created** position **is approved for recruitment**, the job is posted  
51 on the District's Human Resources webpage **and advertised in other appropriate**  
52 **venues.**

53  
54 **Applying for a Job**  
55 Applicants can apply for any open position by logging onto the District's Human  
56 Resources webpage. Applicants will be expected to electronically attach all required  
57 documentation, such as, but not limited to: resume, cover letter, transcripts,  
58 certifications, etc., to the application.

59  
60 [Also see BP/AP 3410 Nondiscrimination; BP/AP 3420 Equal Employment Opportunity;](#)  
61 [BP/AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; and AP](#)  
62 [7126 Applicant Background Checks](#)

63  
64 **References:** [Education Code Sections 87100 et seq., 87400, and 88003;](#)  
65 [WASC/ACCJC Accreditation Standard III.A](#)

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68 **NOTE:** *The **red ink** signifies language that is **required by accreditation** and recommended by the*  
69 *Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue***  
70 *ink is included for consideration. The language in **green ink** was recommended by Human Resources*  
71 *on 3/4/14. The green highlights were recommended by the District Assembly Work Group.*  
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**Approved:**

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Bruce Baron, Chancellor  
DATE: September 11, 2014  
SUBJECT: Consideration of Approval to Adopt Resolution to Recognize the Month of October as National Arts and Humanities Month

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize October 2014 as National Arts and Humanities Month

OVERVIEW

The San Bernardino Community College District (SBCCD) actively supports the annual Presidential declaration naming October as National Arts and Humanities Month, which calls upon the people of the United States to join together in observing this month with appropriate ceremonies, activities, and programs to celebrate the arts and the humanities in America.

ANALYSIS

National Arts & Humanities Month (NAHM) is a coast-to-coast collective recognition of the importance of culture in America. It is designed to encourage all Americans to explore new facets of the arts and humanities in their lives, and to begin a lifelong habit of active participation in the arts. Ensuring our students can share these same experiences and hone their own talents is essential to our Nation's future. It is an appropriate role for the community college to so further that participation.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO RECOGNIZE NATIONAL ARTS AND HUMANITIES MONTH  
OCTOBER 2014**

**WHEREAS**, The San Bernardino Community College District (SBCCD) supports the President's declaration that October 2014 shall be "National Arts and Humanities Month", and

**WHEREAS**, *President Obama noted*, "Throughout our history, America has advanced not only because of our people's will or our leaders' vision, but also because of paintings and poems, stories and songs, dramas and dances. These works open our minds and nourish our souls, helping us understand what it means to be human and what it means to be American. During National Arts and Humanities Month, we celebrate the rich heritage of arts and humanities that has long been at the core of our country's story," 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 Professional Development Center and public broadcast system (KVCR TV-FM) by providing high quality, effective and accountable instructional programs and services, and

**WHEREAS**, both colleges within the SBCCD are comprehensive community colleges offering music, dance, theatre, creative writing, art, and a wide range of humanities courses, clubs and opportunities for students, staff and faculty to learn, explore and perform, and

**WHEREAS**, Governor Brown said, "The importance of arts and humanities cannot be emphasized enough. California is enriched by its vast array of libraries, museums and schools. These important resources have fostered the growth of many great thinkers here in our Golden State. Books, films, paintings and other great works of art not only entertain us, but also teach us valuable lessons within our own lives. Without the support of arts and humanities, our enriched quality of living here in California would be severely diminished, and,

**WHEREAS**, a month of celebration provides an opportunity to participate in the cultural riches offered by our community and our District as the humanities enhance, enrich and expand all our lives; and,

**THEREFORE**, be it resolved that the Trustees of the San Bernardino County Community College District observe National Arts and Humanities Month, celebrating the power of artistic expression to bridge our differences and reveal our common heritage, and applauding the creative contributions of our SBCCD community.

**ADOPTED** this 11<sup>th</sup> day of September, 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: September 11, 2014  
SUBJECT: Consideration of Resolution to Recognize the Dedication of the Curtis T. Winton Building by Rialto Unified School District on October 10, 2014

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize the contributions of educator Curtis T. Winton, who passed away in May 2013, but whose dedication to parents and children carries on through the annual Parent Summit.

OVERVIEW

The San Bernardino Community College District (SBCCD) recognizes the lifetime of service of Curtis T. Winton, who passed away in May 2013, but whose work is being recognized by the Rialto Unified School District with a Building Dedication on October 10, 2014.

ANALYSIS

The Curtis T. Winton Building will be dedicated on October 10, 2014 in recognition of his many years of commitment to parent activities at Rialto Unified School District. The San Bernardino Community College District shares his commitment to improving our community through the enhancement and expansion of educational opportunities and acknowledges his many years of service to education.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO ACKNOWLEDGE THE CONTRIBUTIONS OF CURTIS T. WINTON  
AND THE DEDICATION OF THE CURTIS T. WINTON BUILDING  
BY THE RIALTO UNIFIED SCHOOL DISTRICT ON OCTOBER 10, 2014**

**WHEREAS**, The San Bernardino Community College District (SBCCD) acknowledges the myriad contributions of Curtis T. Winton to the parents, children and educators of the Rialto Unified School District (RUSD) and join with the RUSD in honoring Mr. Winton with the dedication of the Curtis T. Winton Building on October 10, 2014, 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**, Mr Winton, recipient of the "2012 California Parent Leadership Award", was described as "the facilitator for the planning, organizing, and the implementation of all parent activities in the Rialto Unified School District (RUSD). He completely understands the need for parent involvement and engagement for the educational success of all RUSD children. He has been an advocate for homeless students, mentored parents of underachieving students and was successful in helping many move toward graduation", and

**WHEREAS**, Mr. Winton was recognized for having "implemented a parent-training module through the RUSD Parent University and as a key organizer for the RUSD 2011 Parent Summit which was attended by 2,700 parents, teachers, administrators, and students", and

**WHEREAS**, Mr. Winton's greatest leadership achievement was acknowledged to be "his ability to open the channels of communication between the School Board, the Superintendent's Office, the Directors, the Principals, and most of all the parents. Curtis has been successful in creating a flow and exchange of information and 'get along attitude'", and

**WHEREAS**, the late Mr. Winton was an active Rialto resident, military hero, community leader and one with a vision for parents/guardians to work together with their school district for the betterment of Rialto students, and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino County Community College District joins in honoring Curtis T. Winton for his life of advocacy on behalf of and improving the communication between parents, students, and schools, and applauds the Rialto Unified School District for so naming the Curtis T. Winton Building.

**ADOPTED** this 11<sup>th</sup> day of September, 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: September 11, 2014  
SUBJECT: Consideration to Adopt a Resolution expressing Support for and Commitment to the Student Success Initiative and the 22 specific policy changes recommended by the CCCC Student Success Task Force

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution supporting the recommendations of the CCCC Student Success Initiative Task Force.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports all documented methods to increase the success of our students. The Student Success Task Force has recommended 22 specific policy changes to improve educational achievement in the California Community Colleges.

ANALYSIS

The 22 specific policy changes recommended by the CCCC Student Success Initiative will, according to the Task Force, “strengthen the community college system, including the SBCCD, by expanding those structures and programs that work and realigning our resources”with the Mission and Vision of the SBCCD: student success and achievement.

BOARD IMPERATIVE

- 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

Variable impact based on state budget formula

**RESOLUTION**  
**TO SUPPORT THE CCCC STUDENT SUCCESS INITIATIVE AND THE**  
**RECOMMENDATIONS OF THE STUDENT SUCCESS TASK FORCE**

**WHEREAS**, The San Bernardino Community College District (SBCCD) supports the work of the California Community College Board of Governors' Task Force intended to chart a roadmap for system-wide focus on student success. The Task Force identified the best practices and designed evidence-based recommendations to ensure student success is a driving theme in the colleges, including the two colleges of the San Bernardino Community College District; 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**, the comprehensive plan from the Task Force, the Student Success Initiative, focuses on the CCC core missions of workforce preparation, remediation, transfer to four-year colleges and universities, and degree and certificate completion; and

**WHEREAS**, the Student Success Initiative identifies five key improvements: priority enrollment and academic standards; redesigned student support services; transparency and accountability; and streamlined transfer and improving basic skills instruction, that lead to student success, make higher education more accessible and transparent, and provide students with necessary information in order to make their educational and career decisions while staying on track academically; and

**WHEREAS**, the Student Success Initiative also includes a number of other steps dedicated to assisting students succeed in greater numbers, including closer collaboration with our K-12 partners, better assessment of incoming students, establishment of state and local student success goals, promotion of full-time college attendance where possible, and better alignment of course offerings and schedules based on students' needs; and

**WHEREAS**, those five key improvements are supported by 22 Task Force Recommendations which are, taken as a whole, designed specifically to grow our economy, meet the demands of California's evolving workplace, and inspire and realize the aspirations of students and families; and

**WHEREAS**, as students benefit personally, so do our state and local economies when students are successful. Students who earn a degree or certificate from a CCC nearly double their earnings within three years and every dollar invested in producing a college graduate generates four dollars and fifty cents in additional revenue for the state.

**WHEREAS**, taken together, the 22 Recommendations contained in the Student Success Initiative report will improve the effectiveness of the community colleges and help more students to attain their educational objectives, while honoring the goal of equitable access and keeping in mind the fiscal realities of the state and local economies, significant considerations for the SBCCD, given the low college persistence and completion rates in the Inland Empire; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does support the California Community College Board of Governor’s Task Force on Student Success and adopt the resultant Student Success Initiative and it’s supporting Recommendations, recognizing that the Recommendations must be implemented over time, in a logical and sequential manner, while maintaining our history of shared governance, collegial consultation and collective bargaining.

**ADOPTED** this 11th day of September, 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: September 11, 2014  
SUBJECT: Consideration to Adopt a Resolution expressing Support for designation of October, 2014 as National Cyber Security Awareness Month

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution proclaiming the month of October, 2014 as “National Cyber Security Awareness Month”.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the work of the Department of Homeland Security, in cooperation with the National Cyber Security Alliance and the Multi-State Information Sharing and Analysis Center who are collectively engaging the public to raise awareness and educate Americans about cybersecurity and increase the resiliency of the nation and its cyber infrastructure.

ANALYSIS

The Internet is part of everyone’s life, every day. However, being constantly connected brings increased risk of theft, fraud, and abuse. No country, industry, community, or individual is immune to cyber risks. Cybersecurity is a shared responsibility, and with a few simple steps, the Internet can be made more secure. The work of the Department of Homeland Security supports the Mission and Vision of the San Bernardino Community College District, which is to prepare students to contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None



**RESOLUTION  
TO PROCLAIM OCTOBER 2014 AS  
“NATIONAL CYBER SECURITY AWARENESS MONTH”**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and appreciates the contributions of the Department of Homeland Security and its partners, the National Cyber Security Alliance and the Multi-State Information Sharing and Analysis Center; 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**, Since our way of life depends on critical infrastructure and the digital technology that operates it, cybersecurity is one of our country's most important national security priorities, and we each have a role to play—cybersecurity is a shared responsibility. and

**WHEREAS**, As a nation, we face constant cyber threats against our critical infrastructure and economy. As individuals, cybersecurity risks can threaten our finances, identity, and privacy; and

**WHEREAS**, Through a series of events and initiatives across the country, DHS engages public and private sector partners to raise awareness and educate Americans about cybersecurity and improve the resiliency of the nation and its cyber infrastructure; and

**WHEREAS**, SBCCD students have participated in the winning SBVC Cyber Defense Team and graduates have gone on to participate in the CSUSB Cyber Security Program, a well recognized computer science program, showing local awareness of the issues related to this concern; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby proclaim October 2014 as “National Cyber Security Awareness Month”, saluting the Department of Homeland Security and urging all members of the SBCCD community to participate in the Department's suggested steps to improve cyber security.

**ADOPTED** this 11th day of September, 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: September 11, 2014  
SUBJECT: Consideration to Adopt a Resolution expressing Support for designation of October, 2014 as National Disability Employment Awareness Month

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution proclaiming the month of October, 2014 as "National Disability Employment Awareness Month".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports all attempts to increase awareness of the need to include Americans with disabilities in the job force.

ANALYSIS

As of 2013, only 20 percent of Americans with disabilities, including veterans who became disabled while serving our country, participate in our labor force. We need their talent, dedication, and creativity. The Mission and Vision of the San Bernardino Community College District is to enhance the educational and occupational opportunities of all students, regardless of disabilities so that they can contribute effectively and ethically as citizens of a rapidly changing and increasingly technological world.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO PROCLAIM OCTOBER 2014 AS  
“NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH”**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes and appreciates the contributions that people with disabilities bring to our workforce, and we rededicate ourselves to improving access to education and employment opportunities for those living with disabilities; 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 said, “More than 20 years after the signing of the Americans with Disabilities Act, individuals with disabilities, including injured veterans, are making immeasurable contributions to workplaces across our country. Unfortunately, the unemployment rate for people with disabilities remains too high -- nearly double the rate of people without disabilities -- and reversing this trend is crucial,” and

**WHEREAS**, Congress designated in 1945 the first “National Employ the Physically Handicapped Week”; the word “physically” was removed in 1962 to allow for the inclusion of all Americans with disabilities. In 1988, the week was extended to a month and changed its name to “National Disability Employment Awareness Month”; and

**WHEREAS**, the SBCCD is the host District for the Alternative Text Production Center, which produces Braille and e-Text for community college and K-12 students across California, while training people to produce said text, which promotes their access to equal education and to employable skills, which was documented by KVCR TV-FM in a documentary titled “The World Through Your Eyes”; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby proclaim October 2014 as “National Disability Employment Awareness Month”, supporting the contention that America's workers with disabilities have the education, training, experience, abilities and determination to be successful in the workplace.

**ADOPTED** this 11th day of September, 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: September 11, 2014  
SUBJECT: Consideration to Adopt a Resolution expressing Support for Designation of September 23, 2014 as National Voter Registration Day

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution proclaiming September 23, 2014 as "National Voter Registration Day".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports all attempts to increase participation in the political process at the local, state and federal levels.

ANALYSIS

In 2008, 6 million Americans didn't vote because they missed a registration deadline or didn't know how to register. In 2014, in order to ensure that no one is left out, National Voter Registration Day is designed as a coordinated effort to create a pervasive awareness of voter registration opportunities. The San Bernardino Community College District is committed to supporting participation in the political process through education and access.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO PROCLAIM SEPTEMBER 23, 2014 AS  
“NATIONAL VOTER REGISTRATION DAY”**

**WHEREAS**, The San Bernardino Community College District (SBCCD) encourages all citizens to be educated on the issues and candidates in local, state and federal elections and to register and to vote, and actively supports efforts dedicated to increasing involvement in the political process, especially by students; 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**, volunteers, celebrities, and organizations from around the country will "hit the streets" on September 23, 2014, for National Voter Registration Day. This single day of coordinated field, technology and media efforts will create pervasive awareness of voter registration opportunities-- reaching tens of thousands of voters who we could not reach otherwise. and

**WHEREAS**, the concept behind the event was to pick one day, Sept. 23, to remind people to take the necessary steps to be eligible to vote this year, a mid-term election year, including filling out the needed registration forms, following in the tradition of voter registration drives that have been part of the nation's political heritage since the suffrage movement. That effort expanded the franchise beyond the white, male, yeoman farmer class that was the rock on which the United States political system was originally built. and

**WHEREAS**, more than 1,000 partners have signed on to host voter registration events across the nation in order to urge people to register to vote in an avowedly nonpartisan campaign; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby proclaim September 23, 2014 as “National Voter Registration Day”, urges all members of the SBCCD Community to register to vote and to encourage others to do the same.

**ADOPTED** this 11th day of September, 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: September 11, 2014  
SUBJECT: Consideration to Adopt a Resolution Proclaiming September 11, 2014 as National Day of Service and Remembrance

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution proclaiming September 11, 2014 as "National Day of Service and Remembrance".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the continuing recognition and honor of those who were lost on September 11, 2001 in the reaffirmation of September 11, 2014 as National Day of Service and Remembrance.

ANALYSIS

On September 11, 2001, nearly 3,000 innocent Americans lost their lives in attacks meant to devastate our country. On September 11, 2014, we honor those lost and those who came to the aid and rescue of those in need by observing a National Day of Service and Remembrance. The San Bernardino Community College District is committed to a moment of silence at 8:46 EDT and to participating in community service activities in tribute to those injured or killed.

BOARD IMPERATIVE

- II. Learning-Centered Institution for Student Access, Retention and Success
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None

**RESOLUTION  
TO PROCLAIM SEPTEMBER 11, 2014 AS  
“NATIONAL DAY OF SERVICE AND REMEMBRANCE”**

**WHEREAS**, The San Bernardino Community College District (SBCCD) encourages all members of the District Community to gather together in a moment of silence and to serve their community in a National Day of Service and Remembrance for those lost and injured on September 11, 2001; 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**, nearly 3,000 innocent people were killed and countless others injured by unthinkable acts of terrorism on September 11, 2001 that brought tragedy, destruction, pain, and loss for people across our Nation and the world; and

**WHEREAS**, President Obama said, “As we pay tribute to loved ones, friends, fellow citizens, and all who died, we reaffirm our commitment to the ideas and ideals that united Americans in the aftermath of the attacks. We must apprehend all those who perpetrated these heinous crimes, seek justice for those who were killed, and defend against all threats to our national security. We must also recommit ourselves to our founding principles. September 11 reminds us that our fate as individuals is tied to that of our Nation. Our democracy is strengthened when we uphold the freedoms upon which our Nation was built: equality, justice, liberty, and democracy. These values exemplify the patriotism and sacrifice we commemorate today”; and

**WHEREAS**, by a joint resolution approved December 18, 2001 (Public Law 107-89), the Congress has designated September 11 of each year as "Patriot Day," and by Public Law 111-13, approved April 21, 2009, the Congress has requested the observance of September 11 as an annually recognized "National Day of Service and Remembrance"; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby proclaim September 11, 2014 as “National Day of Service and Remembrance”, and urges all members of the SBCCD Community to participate in a moment of silence and in a community service activity in memorial thereof.

**ADOPTED** this 11th day of September, 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: Stacey Nikac, Executive Assistant  
DATE: September 11, 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 – September 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
Bolita	Tony	KVCR	Tony is a hard worker and a team player. His selfless work ethic is one of a kind. He takes his job very serious.	Andre Jones
Brady	Cory	TESS	Cory went above the call of duty to assist the SBVC Financial Aid Office in resolving issues with running the reports in Datatel for the disbursement of funds.	Ricky Shabazz
Brady	Jason	TESS	Thank you for the exceptional job setting up the Live Streaming for the State of the District. Thanks to you, so many more people were able to receive the update.	Bruce Baron
Brady	Cory	TESS	Cory has been a tremendous help in updating the Financial Aid system. With his help, 250 additional students were able to receive their aid early. Thank you Cory!	Amber Gallagher

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Carranza	Francisco	TESS	For your assistance and quick response in reprogramming our conference room phone in order for a conference call to happen that same day. Thank you!	Debby Gallagher
Diggle	Virginia	Business Services	Exemplary support in expediting contracts pertaining to Accreditation.	Dr. Haragewen Kinde
Diggle	Virginia	Business Services	Thank you for your tremendous assistance throughout the year regarding contracts/MOU's. We can count on your knowledge. You are greatly appreciated!	Debby Gallagher
Elmore	Cory	Human Resources	Thank you for your technological assistance and knowledge.	Julia Sanchez
Glazatov	Trelisa	Instructional Technology	Trelisa helped with the new Tablet Pilot at Crafton and she has been very helpful.	Bryan Reece
Harris, III	James	TESS	For your quick response in reprogramming our conference room phone in order for a conference call to happen that same day. You're the best! Thank you!	Debby Gallagher

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Moore	Alisa	Marketing/PR	Alisa has worked hard to build good relationships with local media and has helped to increase the District's visibility through press releases, and marketing.	Bruce Baron
Nikac	Stacey	Chancellor's Office	Development of AC 9 and AC 10 Fillable Forms for the Wiki. This initiative has been very well received by many in the District. Well done!	Kelly Goodrich
Oberhelman	Jason	Purchasing	Thank you Jason for being so helpful and patient with me. The District has gained an outstanding employee. Keep up the good work. You are not being unnoticed.....	Gina Gonzalez
Oberhelman	Jason	Purchasing	Exemplary support in expediting contracts pertaining to Accreditation.	Dr. Haragewen Kinde
Parada	Osman	TESS	Thank you for the exceptional job setting up the Live Streaming for the State of the District. Thanks to you, so many more people were able to receive the update.	Bruce Baron
Rykevic	Susan	Fiscal Services	Exemplary support in the processing of budget transfers pertaining to Accreditation.	Dr. Haragewen Kinde

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Rykevic	Susan	Fiscal Services	Susan has contributed greatly to our award-winning budget processes! She is an outstanding professional.	Tim Oliver
Sims	Jeremy	TESS	Thank you for the exceptional job setting up the Live Streaming for the State of the District. Thanks to you, so many more people were able to receive the update.	Bruce Baron
Sims	Jeremy	TESS	Thank you for your professionalism and assistance in solving the varies computer issues throughout the month. You are much appreciated! Thank you for all you do!	Debby Gallagher
Smith	Damon	Warehouse	Damon is an exemplary employee. He delivers all orders in a timely manner, and has often gone above and beyond in the performance of his work. His sincere good nature and hard work is definitely an asset to our SBVC Campus.	Rose King
Smith	Debra	Custodial Services	Thank you for your excellent customer service to are campus each and every day of delivering and transporting packets, mail etc. You are greatly appreciated!	Debby Gallagher

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Stills	Kenneth	Police Department	Thank you for using great judgment with a recent retired faculty member. You made her feel like she was well taken care of and provided excellent service!	Bruce Baron
Walter	DyAnn	TESS	DyAnn is a constant support for the Office of Instruction at SBVC. I greatly appreciate her knowledge and assistance!	Corrina Baber

**CHC**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Carrillo	Minerva	Custodial	Our department is going through a transition at this time. Minerva went above and beyond to assist us with the deep cleaning and reorganization needed.	Deborah Wasbotten
Childers	Karen	Resource Development	Thank you for all of your help in making the Retiree Brunch a great success. I have really enjoyed working with you and wish you continued success in your new role!	Michelle Riggs

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Cook	Larry	Facilities	Thank you for taking the retirees on a campus tour. Everyone really enjoyed learning about the campus and appreciated that you are so careful in preserving the history.	Michelle Riggs
Cook	Larry	Facilities	Larry gave a campus tour to retirees on August 15 <sup>th</sup> as part of the Retiree Brunch. He is always knowledgeable, friendly, and professional. The retirees loved him. Thank you Larry!	Karen Childers
Gundersen	Cyndi	Vice President's Office	Thank you so much Cyndi for helping with the flowers and the set-up for the retiree brunch. I know how busy you are and it really means a lot to me that you are always so helpful.	Michelle Riggs
Hagin-Campos	Deborah	Counseling	Deborah is a new substitute in the Counseling Office and has already proven herself to be a great addition!	Kathy Wilson
Heilgeist	Kristina	Instruction Office	Kristina did a great job getting bio's into the Instruction Office with very little notice.	Bryan Reece
Hoffmann	Donna	Marketing	Thank you for your help creating boutonnieres for the retirees. I know you have many obligations, and I appreciate you taking the time from your busy schedule to help!	Michelle Riggs

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Hogrefe	Rick	Arts and Sciences	Thank you for getting her so early to speak at the Kiwanis meeting. Everyone enjoyed learning about some of the programs and services at Crafton, and touring the new facility.	Michelle Riggs
Hunter	Morris	CTE	Morris was very helpful and kind with working with the schedule.	Bryan Reece
Marshall	Cheryl	President's Office	Thank you for your part in making the Retiree Brunch such a success! You did an amazing job and I really appreciate your time and commitment to the Foundation.	Michelle Riggs
McClain	Julie	Resource Development	The Retiree Brunch invitations, programs, intro cards and all of the materials we sent home with them were perfect. A huge thank you for helping with the flowers!	Michelle Riggs
McNaughton	Ana	Theatre	Ana does so much to make Crafton a great place to learn. She is the unseen force which makes the theatre program run!	Anonymous Employee

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Muskavitch	John	Financial Aid	John came out of the Financial Aid Office to see what students were there and to ease congestion. My family and I wanted to thank him for this and he deserves an applause.	Student
Paddock	Ericka	Student Life	Thank you for helping with the Retiree Brunch! I really appreciate your helping with the registration table and coordinating the students -who were amazing!!	Michelle Riggs
Papas	Constantine (Dean)	English	Dean has done a great job as the new English Chair as well as being the new Coordinator of Professional Development.	Bryan Reece
Pompa	Rebecca	Administrative Services	Rebecca goes above and beyond to support our department. I appreciate her willingness to help and to always be a team player!	Tina Marie Gimple
Rea	Marti	Cafeteria	Thank you for giving me access to the Cafeteria for the retiree brunch. I really appreciate your willingness to share your space and equipment.	Michelle Riggs
Rodriquez	Nicole	Resource Development	Thank you for going above and beyond to help me! I don't know what I'd do without you. Thank you for all you did for the Retiree Brunch!	Michelle Riggs



LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Townsend	Jonathan	Tutoring Center	Jonathan did a great job helping with the Part-time orientation meeting.	Cyndi Gundersen
Vasquez	Alta	Information Technology	Outstanding teacher! Did a great job presenting materials and saw to it that each student learned at their own rate. Kept the interest up for each student.	Ron Tanner, Student
Veloni	Shane	Technology Services	Thanks Shane for setting up the equipment for the Retiree Brunch. I really appreciate your help in making that event successful!	Michelle Riggs
Word	Dan	EMS	Dan has stepped up to the extra work and responsibilities of his department.	Bryan Reece
Yamamoto	June	Career Education and Human Development	Thank you for your help making boutonnières for the retirees. I know how busy you are, and I truly appreciate you taking the time to help!	Michelle Riggs
Zuniga	Ruby	Title V	Ruby did a great job helping with the Part-time orientation meeting. She saw a need and just jumped in.	Cyndi Gundersen

**SBVC**

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Ashford	Larry	Tool Room Volunteer, Applied Technology	Thank you for your efforts in the transformation of my cart. I greatly appreciate it.	Dr. Haragewen Kinde
Au	Algie	Biology	Service to the college and district as SBVC Academic Senate Vice President.	Jeremiah Gilbert
Baber	Corrina	Instruction Office	For helping make the President's Ice Cream Social event a success.	Stacy Garcia
Blackwell	Shari	VP of Student Services Office	For helping make the President's Ice Cream Social event a success.	Stacy Garcia
Can	Francine	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014.	Dr. Susan Bangasser
Candelaria	Bridget	Instruction Office	Thank you for your tremendous help in the success of the fall 2014 Part-time Faculty Orientation day! Your assistance was greatly appreciated.	Dr. Haragewen Kinde
Candelaria	Bridget	Instruction Office	For helping make the President's Ice Cream Social event a success.	Stacy Garcia
Chavira	Sharen	Applied Technology, Transportation and Culinary Arts	Thank you for your tremendous help in the success of the fall 2014 Part-time Faculty Orientation day! Your assistance was greatly appreciated.	Dr. Haragewen Kinde
Chavira	Sharen	Applied Technology, Transportation and Culinary Arts	Thank you for your enthusiasm and consideration in the transformation of my cart. I truly appreciate it!	Dr. Haragewen Kinde

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Cota	Marco	Counseling and Matriculation	Marco and his team did a great job at planning New Student Welcome Day!	Dr. Ricky Shabazz
Curasi	Gina	Counseling Office	Thank you for your assistance in satisfying the student complaint by assisting him in registering him into a class and successfully getting him on 3 waitlist for general Ed courses. I appreciate all you do for are students!	Debby Gallagher
Donnelly	Jerry	Tool Room Specialist, Applied Technology	Thank you for leading the cart renovation project. I greatly appreciate your enthusiasm and generosity!	Dr. Haragewen Kinde
Feist	John	Technology Services	He was so diligent in repairing my computer. He dedicated several days to fixing the problem and followed up as well.	Leslie M. Gregory
Feist	John	Technology Services	Thank you for your professionalism and knowledge in trouble shooting the computer issues this last month for our office. Excellent customer service. You are appreciated!	Debby Gallagher
Flaa	Jonathan	Technology Services	Thank you for all you do at all our events in making sure the audio visual is set-up and ready to go. Excellent customer service. You are appreciated!	Debby Gallagher

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Gallagher	Amber	Financial Aid Office	Amber went above the call of duty to resolve a long standing issue in Datatel that would have prevented students from receiving their financial aid.	Dr. Ricky Shabazz
Gallagher	Debby	Office of the President	For helping make the President's Ice Cream Social event a success.	Stacy Garcia
Gallagher	Debby	Office of the President	In a personal emergency Debby stepped in my position to ensure all task left were taken care of efficiently. She handled the situation with grace and professionalism.	Stacy Garcia
Gallagher	Debby	Office of the President	Always going over and beyond.	Dr. Gloria Fisher
Garcia	Rosalinda	Science Division	Thank you for your tremendous help in the success of the fall 2014 Part-time Faculty Orientation day! Your assistance was greatly appreciated.	Dr. Haragewen Kinde
Gowen	Laura	Foundation Office	For helping make the President's Ice Cream Social event a success.	Stacy Garcia
Gutierrez	Albert	Custodial	Thank you for your last minute help in moving several boxes!	Jennifer Rodrick
Gutierrez	Albert	Custodial	Thank you for expediting the transporting of several items over to the Sunroom from the President's office. Excellent customer service. You are appreciated!	Debby Gallagher

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Jollie	Melodie	Custodial	Thank you for your assistance in helping rearrange the setup for an event at the last minute. Great customer service. You are appreciated!	Debby Gallagher
Kinde	Dr. Haragewen	VP Instruction Office	Work on Accreditation Team site visit preparation.	Dr. Gloria Fisher
Kracher	Gloria	Custodial	Thank you for offering to help me transport the items left in the auditorium after an event to the appropriate offices. Excellent customer service. You are appreciated!	Debby Gallagher
Maniaol	Albert	Applied Technology	Many thanks to you for the generosity shown in the transformation of my cart. It is much appreciated!	Dr. Haragewen Kinde
Marquez	Vivian	Math, Business and Computer Technology Division	Ms. Marquez is an outstanding Administrative Secretary. She is a model of efficiency and professionalism. She works very hard to take care of the various needs of her Division and Departments. She is appreciated!	Rose King
Mason	Jason	Custodial	Thank you for expediting the transporting of several items over to the Sunroom from the President's office. Excellent customer service. You are appreciated!	Debby Gallagher

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Maurizi	Tamara	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation of Health Careers Pathways.	Dr. Susan Bangasser
Moore	Anita	Counseling Office	Anita is very busy but she takes time to assist other employees in her department, other employees in other departments, students, and the general public.	Muriel Armstead-Moore
Nguyen	Phuong	Tool Room Supervisor, Applied Technology	Thank you, Phuong, for the generosity shown in the wonderful transformation of my cart.	Dr. Haragewen Kinde
Pasillas	Karol	VP of Administrative Services Office	For assisting me with finding a location to hold College Hour dance lessons at the last minute.	Stacy Garcia
Pasillas	Karol	VP of Administrative Services Office	Thank you for your last minute help in coordinating the move of several boxes!	Jennifer Rodrick
Rabon	Deanne	STAR Program	Deanne went above the call of duty in the planning of our first New Student Welcome Day!	Dr. Ricky Shabazz
Rabon	Deanna	STAR Program	If you ever need anything done and you need someone to help you or walk you through it step by step...she will get the job done.	Muriel Armstead-Moore
Rodrick	Jennifer	Criminal Justice	For helping make the President's Ice Cream Social event a success.	Stacy Garcia

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Rodriguez	Judy	Nursing	Thank you for your tremendous help in the success of the fall 2014 Part-time Faculty Orientation day! Your assistance was greatly appreciated.	Dr. Haragewen Kinde
Rodriguez	Maria del Carmen	EOPS/CARE and Valley Bound Program	Special recognition for her tremendous teamwork spirit. Carmen's support to the Transfer/College Fairs is very much appreciated!	Maria C. Gonzalez
Rowley	Dr. Kathleen	Grants Development and Management	Excellent presentation to the board on SBVC Grants.	Dr. Gloria Fisher
Salas	Nancy	Child Development Center	I just want to say that Nancy is an amazing teacher's assistant whom I admire working with. Nancy always went above and beyond to make sure that the children's needs were met. Thank you Nancy for all your hard work.	Diane Roque
Shabazz	Dr. Ricky	VP of Student Services Office	Work on developing a Dreamers Center.	Dr. Gloria Fisher
Smith	David	Mathematics	Service to the college and district as SBVC Academic Senate Secretary.	Jeremiah Gilbert
Smith	Dr. James	Research, Planning & Institutional Effectiveness	Very busy but not too busy to help someone out when they are in need...	Muriel Armstead-Moore
Smith	Dr. James	Research, Planning and Institutional Effectiveness	Excellent work on SBVC Strategic Plan.	Dr. Gloria Fisher
Stark	Scott	VP of Administrative Services Office	Outstanding effort on Budget Projections.	Dr. Gloria Fisher

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Stevenson	Dave	Biology	Dave goes above and beyond his required duties with a positive attitude always. He is an inspiration to me and gives me a work ethic to stride towards.	Erik Remai
Sylva	Brian	Athletics	Sports Information Director...keeping everyone up to date on our Athletic Contests and Scores.	Mike Sola
Taylor	Priscilla	Science Division	Assisting with the organization and development of Science and Technology Day, held May 2, 2014 and for the presentation of Health Careers Pathways.	Dr. Susan Bangasser
Trujillo	Maria	Financial Aid Office	Maria went above the call of duty to ensure that student will receive their financial aid.	Dr. Ricky Shabazz
Tymchek	Linda	Humanities	Thank you for your tremendous help in the success of the fall 2014 Part-time Faculty Orientation day! Your assistance was greatly appreciated.	Dr. Haragewen Kinde
Tymchek	Linda	Arts & Humanities Division	Thank you for your assistance in helping Gina in Counseling to satisfy the student complaint by assisting her in getting the challenge form processed expeditiously. I appreciate all you do for are students!	Debby Gallagher



LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Valenzuela-Gonzalez	Moses	Tool Room Specialist, Applied Technology	Thank you, Moses, for the generosity shown in the transformation of my cart. It was much appreciated.	Dr. Haragewen Kinde
Williams	Clyde	Outreach & Recruitment	Clyde has been here helping me though a lot of grief and I just want to say...thank you.	Muriel Armstead-Moore
Williams	Nicole	VP of Instruction Office	Thank you for your organization and dedication to the success of the fall 2014 Part-time Faculty Orientation day! I appreciate your commitment of excellence.	Dr. Haragewen Kinde
Yarbrough	Kay Dee	VP of Instruction Office	Thank you for your tremendous help in the success of the fall 2014 Part-time Faculty Orientation day! Your assistance was greatly appreciated.	Dr. Haragewen Kinde
Yarbrough	Kay Dee	VP of Instruction Office	For helping make the President's Ice Cream Social event a success.	Stacy Garcia

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: September 11, 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 2014-15 fiscal year through August 28, 2014. It reflects summary information for all District funds, grouped by category within each fund.

As of August 28, the District was 16.2% through the fiscal year and had spent and encumbered about 20.6% its budgeted general funds.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

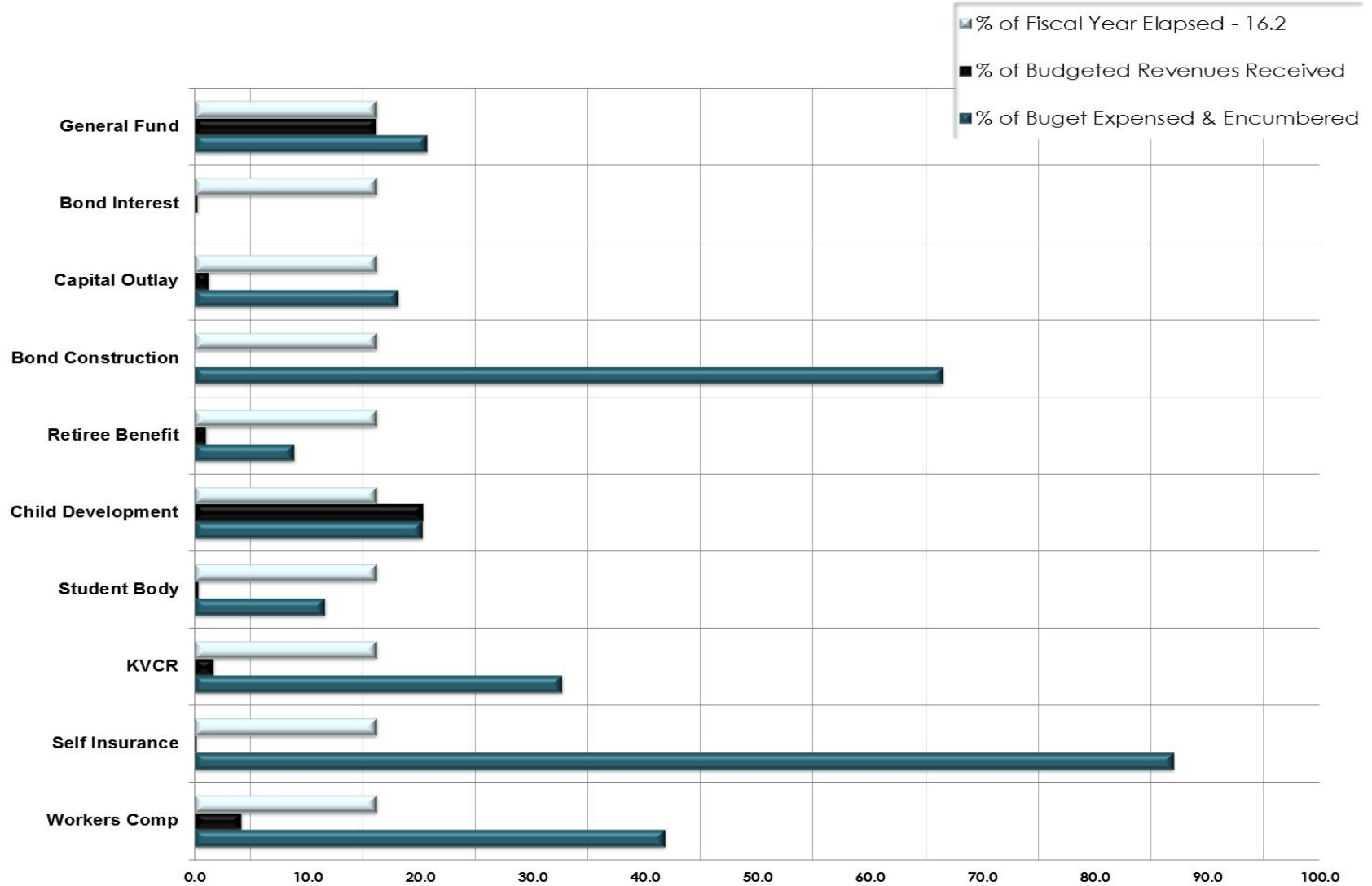
FINANCIAL IMPLICATIONS

There are no financial implications.

## Budget Revenue & Expenditure Summary

Year to Date 8/28/2014  
16.2% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$ 101,424,721	\$16,315,315	16.1%	\$ 104,368,509	\$ 21,549,217	20.6%	<i>Encumbered amount is \$9.9 million.</i>
21 Bond Interest & Redemption	\$ 24,000,000	\$ 67,550	0.3%	\$ 24,000,000	\$ -	0.0%	<i>Annual payments for bonds will take effect during October and March.</i>
41 Capital Outlay Projects	\$ 1,200,983	\$ 15,032	1.3%	\$ 3,794,535	\$ 686,373	18.1%	
42 Bond Construction	\$ -	\$ 34,821	n/a	\$ 170,442,751	\$113,374,635	66.5%	<i>All expenditures are encumbered only.</i>
68 Retiree Benefit	\$ 356,915	\$ 3,590	1.0%	\$ 356,915	\$ 31,556	8.8%	
72 Child Development	\$ 2,649,183	\$ 536,939	20.3%	\$ 2,649,183	\$ 536,495	20.3%	<i>Encumbered amount is \$171 thousand.</i>
73 Student Body Center Fee	\$ 276,658	\$ 978	0.4%	\$ 276,658	\$ 32,021	11.6%	
74 KVCR	\$ 7,144,646	\$ 118,724	1.7%	\$ 7,144,646	\$ 2,333,216	32.7%	<i>Encumbered amount is \$1,768,392..</i>
78 Self Insurance-Liability	\$ 553,000	\$ 932	0.2%	\$ 553,000	\$ 481,235	87.0%	<i>Premiums are paid during July.</i>
84 Workers Compensation	\$ 1,325,000	\$ 54,802	4.1%	\$ 1,325,000	\$ 554,020	41.8%	<i>Encumbered amount is \$377 thousand.</i>



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	6,407,539.13	16,074.00	16,074.00	.2	0.00	6,391,465.13	99.7
8600.00 STATE REVENUES	69,102,345.18	15,498,832.18	15,498,832.18	22.4	0.00	53,603,513.00	77.5
8800.00 LOCAL REVENUES	24,902,837.00	800,408.90	800,408.90	3.2	0.00	24,102,428.10	96.7
8900.00 OTHER FINANCING SOURCES	1,012,000.00	0.00	0.00	.0	0.00	1,012,000.00	100.0
TOTAL: 8000	101,424,721.31	16,315,315.08	16,315,315.08	16.0	0.00	85,109,406.23	83.9
1100.00 CONTRACT CLASSROOM INST.	16,116,836.00	1,673,915.33	1,673,915.33	10.3	0.00	14,442,920.67	89.6
1200.00 CONTRACT CERT. ADMINISTRATORS	8,361,345.00	1,234,047.99	1,234,047.99	14.7	0.00	7,127,297.01	85.2
1300.00 INSTRUCTORS DAY/HOURLY	9,240,485.00	646,899.33	646,899.33	7.0	0.00	8,593,585.67	92.9
1400.00 NON-INSTRUCTION HOURLY CERT.	1,788,679.00	136,492.96	136,492.96	7.6	0.00	1,652,186.04	92.3
TOTAL: 1000	35,507,345.00	3,691,355.61	3,691,355.61	10.3	0.00	31,815,989.39	89.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	18,136,853.94	3,400,405.88	3,400,405.88	18.7	0.00	14,736,448.06	81.2
2200.00 INSTRUCTIONAL AIDS	1,372,709.00	239,080.07	239,080.07	17.4	0.00	1,133,628.93	82.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	2,235,357.00	210,883.25	210,883.25	9.4	0.00	2,024,473.75	90.5
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,451,338.00	46,912.01	46,912.01	3.2	0.00	1,404,425.99	96.7
TOTAL: 2000	23,196,257.94	3,897,281.21	3,897,281.21	16.8	0.00	19,298,976.73	83.1
3100.00 CERTIFICATED RETIREMENT	3,057,636.00	299,187.50	299,187.50	9.7	0.00	2,758,448.50	90.2
3200.00 CLASSIFIED RETIREMENT	2,561,638.53	456,495.69	456,495.69	17.8	0.00	2,105,142.84	82.1
3300.00 OASDHI /FICA	2,194,156.24	351,356.54	351,356.54	16.0	0.00	1,842,799.70	83.9
3400.00 HEALTH AND WELFARE BENEFITS	8,671,250.35	1,324,074.93	1,324,074.93	15.2	0.00	7,347,175.42	84.7
3500.00 STATE UNEMPLOYMENT INSURANCE	29,267.04	3,775.16	3,775.16	12.8	0.00	25,491.88	87.1
3600.00 WORKERS COMPENSATION INSURANCE	955,301.50	147,800.00	147,800.00	15.4	0.00	807,501.50	84.5
3900.00 OTHER BENEFITS	198,942.88	35,663.75	35,663.75	17.9	0.00	163,279.13	82.0
TOTAL: 3000	17,668,192.54	2,618,353.57	2,618,353.57	14.8	0.00	15,049,838.97	85.1
4100.00 TEXTBOOKS	68,365.00	0.00	0.00	.0	41,200.00	27,165.00	39.7
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	96,154.00	1,084.62	1,084.62	1.1	16,810.46	78,258.92	81.3
4300.00 INSTRUCTIONAL SUPPLIES	402,188.09	10,618.60	10,618.60	2.6	104,877.41	286,692.08	71.2
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	48,117.00	863.46	863.46	1.7	383.39	46,870.15	97.4
4500.00 NONINSTRUCTIONAL SUPPLIES	1,301,918.84	60,025.30	60,025.30	4.6	577,250.53	664,643.01	51.0
4700.00 FOOD SUPPLIES	8,843.00	0.00	0.00	.0	2,843.00	6,000.00	67.8
TOTAL: 4000	1,925,585.93	72,591.98	72,591.98	3.7	743,364.79	1,109,629.16	57.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	5,996,778.10	147,472.08	147,472.08	2.4	3,609,006.48	2,240,299.54	37.3
5200.00 TRAVEL & CONFERENCE EXPENSES	865,266.87	66,594.50	66,594.50	7.6	105,309.72	693,362.65	80.1
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	363,577.98	65,096.78	65,096.78	17.9	125,420.74	173,060.46	47.5
5400.00 INSURANCES - DISTRICT USE	129,000.00	0.00	0.00	.0	122,457.00	6,543.00	5.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,890,420.62	322,325.63	322,325.63	11.1	2,497,921.44	70,173.55	2.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,877,460.00	543,408.03	543,408.03	18.8	1,466,935.94	867,116.03	30.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	644,000.00	7,216.50	7,216.50	1.1	390,265.50	246,518.00	38.2
5800.00 OTHER OPERATING EXP-DIST. USE	8,036,740.36	76,658.70	76,658.70	.9	151,656.11	7,808,425.55	97.1
TOTAL: 5000	21,803,243.93	1,228,772.22	1,228,772.22	5.6	8,468,972.93	12,105,498.78	55.5

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	100,100,625.34	11,508,354.59	11,508,354.59	11.4	9,212,337.72	79,379,933.03	79.3
6100.00 SITES & IMPROVEMENTS-DIST. USE	40,121.00	0.00	0.00	.0	0.00	40,121.00	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	112,146.00	0.00	0.00	.0	28,915.00	83,231.00	74.2
6300.00 LIBRARY BOOKS - EXPANSION	107,839.00	500.52	500.52	.4	97,213.92	10,124.56	9.3
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,881,884.21	10,098.98	10,098.98	.5	190,749.47	1,681,035.76	89.3
TOTAL: 6000	2,141,990.21	10,599.50	10,599.50	.4	316,878.39	1,814,512.32	84.7
TOTAL: 1000-6999	102,242,615.55	11,518,954.09	11,518,954.09	11.2	9,529,216.11	81,194,445.35	79.4
7300.00 INTERFUND TRANSFERS	1,586,000.00	116,666.67	116,666.67	7.3	0.00	1,469,333.33	92.6
7500.00 OTHER OUTGO-STUDENT FIN AID	40,561.00	0.00	0.00	.0	7,000.00	33,561.00	82.7
7600.00 OTHER STUDENT AID	499,332.00	6,003.64	6,003.64	1.2	371,376.36	121,952.00	24.4
TOTAL: 7000	2,125,893.00	122,670.31	122,670.31	5.7	378,376.36	1,624,846.33	76.4
TOTAL: 1000-7999	104,368,508.55	11,641,624.40	11,641,624.40	11.1	9,907,592.47	82,819,291.68	79.3

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	101,424,721.31	16,315,315.08	16,315,315.08	16.0	0.00	85,109,406.23	83.9
TOTAL:	1000-5999	100,100,625.34	11,508,354.59	11,508,354.59	11.4	9,212,337.72	79,379,933.03	79.3
TOTAL:	1000-6999	102,242,615.55	11,518,954.09	11,518,954.09	11.2	9,529,216.11	81,194,445.35	79.4
TOTAL:	1000-7999	104,368,508.55	11,641,624.40	11,641,624.40	11.1	9,907,592.47	82,819,291.68	79.3
TOTAL EXPENSES	(1000 - 7999)	104,368,508.55	11,641,624.40	11,641,624.40	11.1	9,907,592.47	82,819,291.68	79.3

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	250,000.00	37,144.74	37,144.74	14.8	0.00	212,855.26	85.1
8800.00 LOCAL REVENUES	23,750,000.00	30,404.87	30,404.87	.1	0.00	23,719,595.13	99.8
TOTAL: 8000	24,000,000.00	67,549.61	67,549.61	.2	0.00	23,932,450.39	99.7
7100.00 DEBT RETIREMENT	24,000,000.00	0.00	0.00	.0	0.00	24,000,000.00	100.0
TOTAL: 7000	24,000,000.00	0.00	0.00	.0	0.00	24,000,000.00	100.0
TOTAL: 1000-7999	24,000,000.00	0.00	0.00	.0	0.00	24,000,000.00	100.0



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)	24,000,000.00	67,549.61	67,549.61	.2	0.00	23,932,450.39	99.7
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	24,000,000.00	0.00	0.00	.0	0.00	24,000,000.00	100.0
TOTAL EXPENSES	(1000 - 7999)	24,000,000.00	0.00	0.00	.0	0.00	24,000,000.00	100.0

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	507,859.20	0.00	0.00	.0	0.00	507,859.20	100.0
8800.00 LOCAL REVENUES	693,123.60	15,031.74	15,031.74	2.1	0.00	678,091.86	97.8
TOTAL: 8000	1,200,982.80	15,031.74	15,031.74	1.2	0.00	1,185,951.06	98.7
4500.00 NONINSTRUCTI ONAL SUPPLI ES	11,288.00	0.00	0.00	.0	0.00	11,288.00	100.0
TOTAL: 4000	11,288.00	0.00	0.00	.0	0.00	11,288.00	100.0
5100.00 PERSON&CONSULTANT SVC-DI ST USE	535,000.00	1,020.00	1,020.00	.1	135,000.00	398,980.00	74.5
5600.00 RENTS, LEASES&REPAI RS-DI ST. USE	235,334.00	14,376.60	14,376.60	6.1	7,764.00	213,193.40	90.5
5800.00 OTHER OPERATI NG EXP-DI ST. USE	3,123.60	0.00	0.00	.0	0.00	3,123.60	100.0
TOTAL: 5000	773,457.60	15,396.60	15,396.60	1.9	142,764.00	615,297.00	79.5
TOTAL: 1000-5999	784,745.60	15,396.60	15,396.60	1.9	142,764.00	626,585.00	79.8
6100.00 SITES & IMPROVEMENTS-DI ST. USE	666,987.88	0.00	0.00	.0	24,474.00	642,513.88	96.3
6200.00 BUI LDI NGS&I MPROVEMENT-DI ST. USE	65,654.90	0.00	0.00	.0	0.00	65,654.90	100.0
6400.00 EQUI P/FURNI TURE (EXCLD COMPTR)	1,277,146.42	446,748.33	446,748.33	34.9	56,989.60	773,408.49	60.5
TOTAL: 6000	2,009,789.20	446,748.33	446,748.33	22.2	81,463.60	1,481,577.27	73.7
TOTAL: 1000-6999	2,794,534.80	462,144.93	462,144.93	16.5	224,227.60	2,108,162.27	75.4
7300.00 INTERFUND TRANSFERS	1,000,000.00	0.00	0.00	.0	0.00	1,000,000.00	100.0
TOTAL: 7000	1,000,000.00	0.00	0.00	.0	0.00	1,000,000.00	100.0
TOTAL: 1000-7999	3,794,534.80	462,144.93	462,144.93	12.1	224,227.60	3,108,162.27	81.9

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)	1,200,982.80	15,031.74	15,031.74	1.2	0.00	1,185,951.06	98.7
TOTAL:	1000-5999	784,745.60	15,396.60	15,396.60	1.9	142,764.00	626,585.00	79.8
TOTAL:	1000-6999	2,794,534.80	462,144.93	462,144.93	16.5	224,227.60	2,108,162.27	75.4
TOTAL:	1000-7999	3,794,534.80	462,144.93	462,144.93	12.1	224,227.60	3,108,162.27	81.9
TOTAL EXPENSES	(1000 - 7999)	3,794,534.80	462,144.93	462,144.93	12.1	224,227.60	3,108,162.27	81.9

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	0.00	34,820.66	34,820.66	100.0	0.00	34,820.66-	.0
TOTAL: 8000	0.00	34,820.66	34,820.66	100.0	0.00	34,820.66-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	91,517.00	15,194.28	15,194.28	16.6	0.00	76,322.72	83.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	0.00	84.60	84.60	100.0	0.00	84.60-	.0
TOTAL: 2000	91,517.00	15,278.88	15,278.88	16.6	0.00	76,238.12	83.3
3200.00 CLASSIFIED RETIREMENT	10,761.00	1,788.52	1,788.52	16.6	0.00	8,972.48	83.3
3300.00 OASDHI/FICA	7,038.00	1,167.84	1,167.84	16.5	0.00	5,870.16	83.4
3400.00 HEALTH AND WELFARE BENEFITS	12,234.00	2,039.08	2,039.08	16.6	0.00	10,194.92	83.3
3500.00 STATE UNEMPLOYMENT INSURANCE	46.00	7.64	7.64	16.6	0.00	38.36	83.3
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	200.00	200.00	16.6	0.00	1,000.00	83.3
3900.00 OTHER BENEFITS	59.00	9.82	9.82	16.6	0.00	49.18	83.3
TOTAL: 3000	31,338.00	5,212.90	5,212.90	16.6	0.00	26,125.10	83.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,841,840.00	21,972.23	21,972.23	1.1	900,428.01	919,439.76	49.9
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	80.00	80.00	16.6	0.00	400.00	83.3
5400.00 INSURANCES - DISTRICT USE	638,619.00	44,712.00	44,712.00	7.0	0.00	593,907.00	92.9
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	70,000.00	748.59	748.59	1.0	12,558.70	56,692.71	80.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	318,766.00	0.00	0.00	.0	172,250.00	146,516.00	45.9
5800.00 OTHER OPERATING EXP-DIST. USE	10,358,452.00	5,800.00	5,800.00	.0	2,990,087.66	7,362,564.34	71.0
TOTAL: 5000	13,228,157.00	73,312.82	73,312.82	.5	4,075,324.37	9,079,519.81	68.6
TOTAL: 1000-5999	13,351,012.00	93,804.60	93,804.60	.7	4,075,324.37	9,181,883.03	68.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	730,135.00	20,263.67-	20,263.67-	.0	2,936.47	747,462.20	100.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	148,925,673.50	6,506,886.44-	6,506,886.44-	.0	115,525,332.04	39,907,227.90	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	7,435,930.00	54,084.85	54,084.85	.7	150,302.77	7,231,542.38	97.2
TOTAL: 6000	157,091,738.50	6,473,065.26-	6,473,065.26-	.0	115,678,571.28	47,886,232.48	100.0
TOTAL: 1000-6999	170,442,750.50	6,379,260.66-	6,379,260.66-	.0	119,753,895.65	57,068,115.51	100.0

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)	0.00	34,820.66	34,820.66	100.0	0.00	34,820.66-	.0
TOTAL:	1000-5999	13,351,012.00	93,804.60	93,804.60	.7	4,075,324.37	9,181,883.03	68.7
TOTAL:	1000-6999	170,442,750.50	6,379,260.66-	6,379,260.66-	.0	119,753,895.65	57,068,115.51	100.0
TOTAL:	1000-7999	170,442,750.50	6,379,260.66-	6,379,260.66-	.0	119,753,895.65	57,068,115.51	100.0
TOTAL EXPENSES	(1000 - 7999)	170,442,750.50	6,379,260.66-	6,379,260.66-	.0	119,753,895.65	57,068,115.51	100.0

BDX110  
 ALL FUNDS  
 72 San Bernardino Community Col

BEST NET CONSORTIUM  
 BUDGET SUMMARY REPORT  
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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	82.70	82.70	100.0	0.00	82.70-	.0
TOTAL: 8000	0.00	82.70	82.70	100.0	0.00	82.70-	.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	82.70	82.70	100.0	0.00	82.70-	.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	356,915.00	3,590.02	3,590.02	1.0	0.00	353,324.98	98.9
TOTAL: 8000	356,915.00	3,590.02	3,590.02	1.0	0.00	353,324.98	98.9
3300.00 OASDHI /FICA	132.00	18.14	18.14	13.7	0.00	113.86	86.2
3400.00 HEALTH AND WELFARE BENEFITS	347,777.00	30,036.62	30,036.62	8.6	0.00	317,740.38	91.3
3500.00 STATE UNEMPLOYMENT INSURANCE	6.00	0.77	0.77	12.8	0.00	5.23	87.1
3900.00 OTHER BENEFITS	9,000.00	1,500.00	1,500.00	16.6	0.00	7,500.00	83.3
TOTAL: 3000	356,915.00	31,555.53	31,555.53	8.8	0.00	325,359.47	91.1
TOTAL: 1000-5999	356,915.00	31,555.53	31,555.53	8.8	0.00	325,359.47	91.1



Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	356,915.00	3,590.02	3,590.02	1.0	0.00	353,324.98	98.9
TOTAL:	1000-5999	356,915.00	31,555.53	31,555.53	8.8	0.00	325,359.47	91.1
TOTAL:	1000-6999	356,915.00	31,555.53	31,555.53	8.8	0.00	325,359.47	91.1
TOTAL:	1000-7999	356,915.00	31,555.53	31,555.53	8.8	0.00	325,359.47	91.1
TOTAL EXPENSES	(1000 - 7999)	356,915.00	31,555.53	31,555.53	8.8	0.00	325,359.47	91.1

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	0.00	67.40	67.40	100.0	0.00	67.40-	.0
TOTAL: 8000	0.00	67.40	67.40	100.0	0.00	67.40-	.0
1300.00 INSTRUCTORS DAY/HOURLY	0.00	43,124.96	43,124.96	100.0	0.00	43,124.96-	.0
TOTAL: 1000	0.00	43,124.96	43,124.96	100.0	0.00	43,124.96-	.0
3100.00 CERTIFICATED RETIREMENT	0.00	3,829.49	3,829.49	100.0	0.00	3,829.49-	.0
3300.00 OASDHI/FICA	0.00	597.33	597.33	100.0	0.00	597.33-	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	0.00	21.50	21.50	100.0	0.00	21.50-	.0
TOTAL: 3000	0.00	4,448.32	4,448.32	100.0	0.00	4,448.32-	.0
TOTAL: 1000-5999	0.00	47,573.28	47,573.28	100.0	0.00	47,573.28-	.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)	0.00	67.40	67.40	100.0	0.00	67.40-	.0
TOTAL:	1000-5999	0.00	47,573.28	47,573.28	100.0	0.00	47,573.28-	.0
TOTAL:	1000-6999	0.00	47,573.28	47,573.28	100.0	0.00	47,573.28-	.0
TOTAL:	1000-7999	0.00	47,573.28	47,573.28	100.0	0.00	47,573.28-	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	47,573.28	47,573.28	100.0	0.00	47,573.28-	.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	0.00	0.00	.0	0.00	146,820.00	100.0
8600.00 STATE REVENUES	2,316,599.00	536,550.00	536,550.00	23.1	0.00	1,780,049.00	76.8
8800.00 LOCAL REVENUES	185,764.00	389.43	389.43	.2	0.00	185,374.57	99.7
TOTAL: 8000	2,649,183.00	536,939.43	536,939.43	20.2	0.00	2,112,243.57	79.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,304,402.00	214,569.42	214,569.42	16.4	0.00	1,089,832.58	83.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	261,053.00	24,562.76	24,562.76	9.4	0.00	236,490.24	90.5
TOTAL: 2000	1,565,455.00	239,132.18	239,132.18	15.2	0.00	1,326,322.82	84.7
3100.00 CERTIFICATED RETIREMENT	22,510.00	3,893.24	3,893.24	17.2	0.00	18,616.76	82.7
3200.00 CLASSIFIED RETIREMENT	105,579.00	20,328.75	20,328.75	19.2	0.00	85,250.25	80.7
3300.00 OASDHI/FICA	86,447.00	13,771.05	13,771.05	15.9	0.00	72,675.95	84.0
3400.00 HEALTH AND WELFARE BENEFITS	434,509.00	69,014.48	69,014.48	15.8	0.00	365,494.52	84.1
3500.00 STATE UNEMPLOYMENT INSURANCE	715.00	111.42	111.42	15.5	0.00	603.58	84.4
3600.00 WORKERS COMPENSATION INSURANCE	63,000.00	8,250.00	8,250.00	13.0	0.00	54,750.00	86.9
3900.00 OTHER BENEFITS	8,296.00	1,356.12	1,356.12	16.3	0.00	6,939.88	83.6
TOTAL: 3000	721,056.00	116,725.06	116,725.06	16.1	0.00	604,330.94	83.8
4300.00 INSTRUCTIONAL SUPPLIES	48,089.00	0.00	0.00	.0	20,000.00	28,089.00	58.4
4500.00 NONINSTRUCTIONAL SUPPLIES	66,248.00	2,182.68	2,182.68	3.2	46,817.32	17,248.00	26.0
4700.00 FOOD SUPPLIES	98,000.00	6,743.36	6,743.36	6.8	104,006.64	12,750.00-	.0
TOTAL: 4000	212,337.00	8,926.04	8,926.04	4.2	170,823.96	32,587.00	15.3
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	0.00	0.00	.0	0.00	1,000.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	12,547.00	0.00	0.00	.0	337.87	12,209.13	97.3
5800.00 OTHER OPERATING EXP-DIST. USE	103,588.00	550.00	550.00	.5	0.00	103,038.00	99.4
TOTAL: 5000	119,635.00	550.00	550.00	.4	337.87	118,747.13	99.2
TOTAL: 1000-5999	2,618,483.00	365,333.28	365,333.28	13.9	171,161.83	2,081,987.89	79.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	30,700.00	0.00	0.00	.0	0.00	30,700.00	100.0
TOTAL: 6000	30,700.00	0.00	0.00	.0	0.00	30,700.00	100.0
TOTAL: 1000-6999	2,649,183.00	365,333.28	365,333.28	13.7	171,161.83	2,112,687.89	79.7

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,649,183.00	536,939.43	536,939.43	20.2	0.00	2,112,243.57	79.7
TOTAL:	1000-5999	2,618,483.00	365,333.28	365,333.28	13.9	171,161.83	2,081,987.89	79.5
TOTAL:	1000-6999	2,649,183.00	365,333.28	365,333.28	13.7	171,161.83	2,112,687.89	79.7
TOTAL:	1000-7999	2,649,183.00	365,333.28	365,333.28	13.7	171,161.83	2,112,687.89	79.7
TOTAL EXPENSES	(1000 - 7999)	2,649,183.00	365,333.28	365,333.28	13.7	171,161.83	2,112,687.89	79.7

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	276,658.00	978.36	978.36	.3	0.00	275,679.64	99.6
TOTAL: 8000	276,658.00	978.36	978.36	.3	0.00	275,679.64	99.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	93,768.00	20,082.21	20,082.21	21.4	0.00	73,685.79	78.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	3,413.75	3,413.75	6.3	0.00	50,586.25	93.6
TOTAL: 2000	147,768.00	23,495.96	23,495.96	15.9	0.00	124,272.04	84.0
3200.00 CLASSIFIED RETIREMENT	11,081.00	2,363.87	2,363.87	21.3	0.00	8,717.13	78.6
3300.00 OASDHI/FICA	7,173.00	1,528.79	1,528.79	21.3	0.00	5,644.21	78.6
3400.00 HEALTH AND WELFARE BENEFITS	30,588.00	5,097.68	5,097.68	16.6	0.00	25,490.32	83.3
3500.00 STATE UNEMPLOYMENT INSURANCE	47.00	10.00	10.00	21.2	0.00	37.00	78.7
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	500.00	500.00	16.6	0.00	2,500.00	83.3
3900.00 OTHER BENEFITS	148.00	24.56	24.56	16.5	0.00	123.44	83.4
TOTAL: 3000	52,037.00	9,524.90	9,524.90	18.3	0.00	42,512.10	81.6
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	14,809.00	0.00	0.00	.0	0.00	14,809.00	100.0
TOTAL: 4000	16,809.00	0.00	0.00	.0	0.00	16,809.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	9,100.00	0.00	0.00	.0	0.00	9,100.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	50,944.00	0.00	0.00	.0	0.00	50,944.00	100.0
TOTAL: 5000	60,044.00	0.00	0.00	.0	0.00	60,044.00	100.0
TOTAL: 1000-5999	276,658.00	33,020.86	33,020.86	11.9	0.00	243,637.14	88.0

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)	276,658.00	978.36	978.36	.3	0.00	275,679.64	99.6
TOTAL:	1000-5999	276,658.00	33,020.86	33,020.86	11.9	0.00	243,637.14	88.0
TOTAL:	1000-6999	276,658.00	33,020.86	33,020.86	11.9	0.00	243,637.14	88.0
TOTAL:	1000-7999	276,658.00	33,020.86	33,020.86	11.9	0.00	243,637.14	88.0
TOTAL EXPENSES	(1000 - 7999)	276,658.00	33,020.86	33,020.86	11.9	0.00	243,637.14	88.0

Fund: 74 KVCR FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	5,524,719.46	2,057.55	2,057.55	.0	0.00	5,522,661.91	99.9
8900.00 OTHER FINANCING SOURCES	1,619,927.00	116,666.67	116,666.67	7.2	0.00	1,503,260.33	92.7
TOTAL: 8000	7,144,646.46	118,724.22	118,724.22	1.6	0.00	7,025,922.24	98.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,704,462.00	268,562.41	268,562.41	15.7	0.00	1,435,899.59	84.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	772,000.00	50,883.23	50,883.23	6.5	0.00	721,116.77	93.4
TOTAL: 2000	2,476,462.00	319,445.64	319,445.64	12.8	0.00	2,157,016.36	87.1
3200.00 CLASSIFIED RETIREMENT	201,169.00	36,053.96	36,053.96	17.9	0.00	165,115.04	82.0
3300.00 OASDHI/FICA	147,661.00	23,951.49	23,951.49	16.2	0.00	123,709.51	83.7
3400.00 HEALTH AND WELFARE BENEFITS	365,301.00	46,397.74	46,397.74	12.7	0.00	318,903.26	87.2
3500.00 STATE UNEMPLOYMENT INSURANCE	1,270.00	159.56	159.56	12.5	0.00	1,110.44	87.4
3600.00 WORKERS COMPENSATION INSURANCE	39,000.00	5,250.00	5,250.00	13.4	0.00	33,750.00	86.5
3900.00 OTHER BENEFITS	10,915.00	1,754.98	1,754.98	16.0	0.00	9,160.02	83.9
TOTAL: 3000	765,316.00	113,567.73	113,567.73	14.8	0.00	651,748.27	85.1
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	200.00	0.00	0.00	.0	0.00	200.00	100.0
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	3,700.00	0.00	0.00	.0	0.00	3,700.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	61,900.00	1,209.47	1,209.47	1.9	26,936.89	33,753.64	54.5
TOTAL: 4000	65,800.00	1,209.47	1,209.47	1.8	26,936.89	37,653.64	57.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	221,284.00	1,753.28	1,753.28	.7	458,237.74	238,707.02-	.0
5200.00 TRAVEL & CONFERENCE EXPENSES	124,000.00	1,274.66	1,274.66	1.0	4,447.16	118,278.18	95.3
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	130,015.00	18,078.27	18,078.27	13.9	30,262.29	81,674.44	62.8
5400.00 INSURANCES - DISTRICT USE	11,000.00	0.00	0.00	.0	0.00	11,000.00	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	221,808.00	19,591.33	19,591.33	8.8	162,280.67	39,936.00	18.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	461,910.00	19,952.08	19,952.08	4.3	98,831.36	343,126.56	74.2
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	55,500.00	0.00	0.00	.0	21,100.00	34,400.00	61.9
5800.00 OTHER OPERATING EXP-DIST. USE	1,893,624.46	68,750.33	68,750.33	3.6	932,508.09	892,366.04	47.1
TOTAL: 5000	3,119,141.46	129,399.95	129,399.95	4.1	1,707,667.31	1,282,074.20	41.1
TOTAL: 1000-5999	6,426,719.46	563,622.79	563,622.79	8.7	1,734,604.20	4,128,492.47	64.2
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	134,000.00	1,200.75	1,200.75	.8	33,788.19	99,011.06	73.8
TOTAL: 6000	134,000.00	1,200.75	1,200.75	.8	33,788.19	99,011.06	73.8
TOTAL: 1000-6999	6,560,719.46	564,823.54	564,823.54	8.6	1,768,392.39	4,227,503.53	64.4
7200.00 INTRAFUND TRANSFERS OUT	583,927.00	0.00	0.00	.0	0.00	583,927.00	100.0
TOTAL: 7000	583,927.00	0.00	0.00	.0	0.00	583,927.00	100.0
TOTAL: 1000-7999	7,144,646.46	564,823.54	564,823.54	7.9	1,768,392.39	4,811,430.53	67.3



Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	7,144,646.46	118,724.22	118,724.22	1.6	0.00	7,025,922.24	98.3
TOTAL:	1000-5999	6,426,719.46	563,622.79	563,622.79	8.7	1,734,604.20	4,128,492.47	64.2
TOTAL:	1000-6999	6,560,719.46	564,823.54	564,823.54	8.6	1,768,392.39	4,227,503.53	64.4
TOTAL:	1000-7999	7,144,646.46	564,823.54	564,823.54	7.9	1,768,392.39	4,811,430.53	67.3
TOTAL EXPENSES	(1000 - 7999)	7,144,646.46	564,823.54	564,823.54	7.9	1,768,392.39	4,811,430.53	67.3

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,000.00	932.23	932.23	31.0	0.00	2,067.77	68.9
8900.00 OTHER FINANCING SOURCES	550,000.00	0.00	0.00	.0	0.00	550,000.00	100.0
TOTAL: 8000	553,000.00	932.23	932.23	.1	0.00	552,067.77	99.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	0.00	0.00	.0	10,000.00	10,000.00	50.0
5400.00 INSURANCES - DISTRICT USE	450,000.00	420,429.00	420,429.00	93.4	806.00	28,765.00	6.3
5800.00 OTHER OPERATING EXP-DIST. USE	60,000.00	0.00	0.00	.0	50,000.00	10,000.00	16.6
TOTAL: 5000	530,000.00	420,429.00	420,429.00	79.3	60,806.00	48,765.00	9.2
TOTAL: 1000-5999	530,000.00	420,429.00	420,429.00	79.3	60,806.00	48,765.00	9.2
7900.00 RESERVE FOR CONTINGENCIES	23,000.00	0.00	0.00	.0	0.00	23,000.00	100.0
TOTAL: 7000	23,000.00	0.00	0.00	.0	0.00	23,000.00	100.0
TOTAL: 1000-7999	553,000.00	420,429.00	420,429.00	76.0	60,806.00	71,765.00	12.9

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)	553,000.00	932.23	932.23	.1	0.00	552,067.77	99.8
TOTAL:	1000-5999	530,000.00	420,429.00	420,429.00	79.3	60,806.00	48,765.00	9.2
TOTAL:	1000-6999	530,000.00	420,429.00	420,429.00	79.3	60,806.00	48,765.00	9.2
TOTAL:	1000-7999	553,000.00	420,429.00	420,429.00	76.0	60,806.00	71,765.00	12.9
TOTAL EXPENSES	(1000 - 7999)	553,000.00	420,429.00	420,429.00	76.0	60,806.00	71,765.00	12.9

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,325,000.00	54,802.37	54,802.37	4.1	0.00	1,270,197.63	95.8
TOTAL: 8000	1,325,000.00	54,802.37	54,802.37	4.1	0.00	1,270,197.63	95.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	428,000.00	0.00	0.00	.0	244,260.00	183,740.00	42.9
5400.00 INSURANCES - DISTRICT USE	167,000.00	0.00	0.00	.0	124,884.00	42,116.00	25.2
5800.00 OTHER OPERATING EXP-DIST. USE	605,000.00	177,233.93	177,233.93	29.2	7,642.44	420,123.63	69.4
TOTAL: 5000	1,200,000.00	177,233.93	177,233.93	14.7	376,786.44	645,979.63	53.8
TOTAL: 1000-5999	1,200,000.00	177,233.93	177,233.93	14.7	376,786.44	645,979.63	53.8
7900.00 RESERVE FOR CONTINGENCIES	125,000.00	0.00	0.00	.0	0.00	125,000.00	100.0
TOTAL: 7000	125,000.00	0.00	0.00	.0	0.00	125,000.00	100.0
TOTAL: 1000-7999	1,325,000.00	177,233.93	177,233.93	13.3	376,786.44	770,979.63	58.1

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)	1,325,000.00	54,802.37	54,802.37	4.1	0.00	1,270,197.63	95.8
TOTAL:	1000-5999	1,200,000.00	177,233.93	177,233.93	14.7	376,786.44	645,979.63	53.8
TOTAL:	1000-6999	1,200,000.00	177,233.93	177,233.93	14.7	376,786.44	645,979.63	53.8
TOTAL:	1000-7999	1,325,000.00	177,233.93	177,233.93	13.3	376,786.44	770,979.63	58.1
TOTAL EXPENSES	(1000 - 7999)	1,325,000.00	177,233.93	177,233.93	13.3	376,786.44	770,979.63	58.1

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	0.00	0.00	.0	0.00	53,500.00	100.0
8600.00 STATE REVENUES	1,463,789.00	12,678.00	12,678.00	.8	0.00	1,451,111.00	99.1
8800.00 LOCAL REVENUES	576,488.00	0.00	0.00	.0	0.00	576,488.00	100.0
TOTAL: 8000	2,093,777.00	12,678.00	12,678.00	.6	0.00	2,081,099.00	99.3
1100.00 CONTRACT CLASSROOM INST.	11,057,056.00	1,100,526.65	1,100,526.65	9.9	0.00	9,956,529.35	90.0
1200.00 CONTRACT CERT. ADMINI STRATORS	3,520,230.00	565,922.00	565,922.00	16.0	0.00	2,954,308.00	83.9
1300.00 INSTRUCTORS DAY/HOURLY	6,300,352.00	413,316.80	413,316.80	6.5	0.00	5,887,035.20	93.4
1400.00 NON-INSTRUCTION HOURLY CERT.	416,188.00	3,761.90	3,761.90	.9	0.00	412,426.10	99.0
TOTAL: 1000	21,293,826.00	2,083,527.35	2,083,527.35	9.7	0.00	19,210,298.65	90.2
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,267,186.00	1,236,336.18	1,236,336.18	19.7	0.00	5,030,849.82	80.2
2200.00 INSTRUCTIONAL AIDS	893,795.00	143,144.45	143,144.45	16.0	0.00	750,650.55	83.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	105,838.00	42,383.05	42,383.05	40.0	0.00	63,454.95	59.9
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	240,895.00	20,815.32	20,815.32	8.6	0.00	220,079.68	91.3
TOTAL: 2000	7,507,714.00	1,442,679.00	1,442,679.00	19.2	0.00	6,065,035.00	80.7
3100.00 CERTIFICATED RETIREMENT	1,854,963.00	170,469.95	170,469.95	9.1	0.00	1,684,493.05	90.8
3200.00 CLASSIFIED RETIREMENT	975,931.20	178,600.64	178,600.64	18.3	0.00	797,330.56	81.6
3300.00 OASDHI /FICA	936,724.10	144,616.97	144,616.97	15.4	0.00	792,107.13	84.5
3400.00 HEALTH AND WELFARE BENEFITS	4,246,355.44	672,474.75	672,474.75	15.8	0.00	3,573,880.69	84.1
3500.00 STATE UNEMPLOYMENT INSURANCE	14,553.72	1,747.18	1,747.18	12.0	0.00	12,806.54	87.9
3600.00 WORKERS COMPENSATION INSURANCE	461,350.00	73,715.00	73,715.00	15.9	0.00	387,635.00	84.0
3900.00 OTHER BENEFITS	95,782.72	15,059.43	15,059.43	15.7	0.00	80,723.29	84.2
TOTAL: 3000	8,585,660.18	1,256,683.92	1,256,683.92	14.6	0.00	7,328,976.26	85.3
4100.00 TEXTBOOKS	811.00	0.00	0.00	.0	0.00	811.00	100.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	5,997.00	344.49	344.49	5.7	402.00	5,250.51	87.5
4300.00 INSTRUCTIONAL SUPPLIES	71,463.00	913.75	913.75	1.2	25,050.35	45,498.90	63.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	6,202.00	0.00	0.00	.0	328.39	5,873.61	94.7
4500.00 NONINSTRUCTIONAL SUPPLIES	460,918.00	29,978.50	29,978.50	6.5	248,323.26	182,616.24	39.6
4700.00 FOOD SUPPLIES	3,243.00	0.00	0.00	.0	2,243.00	1,000.00	30.8
TOTAL: 4000	548,634.00	31,236.74	31,236.74	5.6	276,347.00	241,050.26	43.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,025,706.00	44,992.56	44,992.56	4.3	841,157.04	139,556.40	13.6
5200.00 TRAVEL & CONFERENCE EXPENSES	149,523.00	8,609.31	8,609.31	5.7	9,830.05	131,083.64	87.6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	129,734.00	26,008.48	26,008.48	20.0	69,137.52	34,588.00	26.6
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	1,872,337.00	174,925.02	174,925.02	9.3	1,674,238.43	23,173.55	1.2
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	850,329.00	37,370.38	37,370.38	4.3	521,420.81	291,537.81	34.2
5800.00 OTHER OPERATING EXP-DIST. USE	200,839.00	2,638.47	2,638.47	1.3	40,229.77	157,970.76	78.6
TOTAL: 5000	4,229,468.00	294,544.22	294,544.22	6.9	3,156,013.62	778,910.16	18.4
TOTAL: 1000-5999	42,165,302.18	5,108,671.23	5,108,671.23	12.1	3,432,360.62	33,624,270.33	79.7

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)	118,464.00	2,315.46	2,315.46	1.9	40,707.75	75,440.79	63.6
TOTAL: 6000	118,464.00	2,315.46	2,315.46	1.9	40,707.75	75,440.79	63.6
TOTAL: 1000-6999	42,283,766.18	5,110,986.69	5,110,986.69	12.0	3,473,068.37	33,699,711.12	79.6

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,093,777.00	12,678.00	12,678.00	.6	0.00	2,081,099.00	99.3
TOTAL:	1000-5999	42,165,302.18	5,108,671.23	5,108,671.23	12.1	3,432,360.62	33,624,270.33	79.7
TOTAL:	1000-6999	42,283,766.18	5,110,986.69	5,110,986.69	12.0	3,473,068.37	33,699,711.12	79.6
TOTAL:	1000-7999	42,283,766.18	5,110,986.69	5,110,986.69	12.0	3,473,068.37	33,699,711.12	79.6
TOTAL EXPENSES	(1000 - 7999)	42,283,766.18	5,110,986.69	5,110,986.69	12.0	3,473,068.37	33,699,711.12	79.6



Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
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)	0.00	0.00	0.00	.0	0.00	0.00	.0
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	0.00	0.00	.0	0.00	20,067.00	100.0
8600.00 STATE REVENUES	660,116.00	2,439.00	2,439.00	.3	0.00	657,677.00	99.6
8800.00 LOCAL REVENUES	548,954.00	7,792.58	7,792.58	1.4	0.00	541,161.42	98.5
TOTAL: 8000	1,229,137.00	10,231.58	10,231.58	.8	0.00	1,218,905.42	99.1
1100.00 CONTRACT CLASSROOM INST.	4,896,352.00	547,133.92	547,133.92	11.1	0.00	4,349,218.08	88.8
1200.00 CONTRACT CERT. ADMINI STRATORS	2,565,378.00	436,204.45	436,204.45	17.0	0.00	2,129,173.55	82.9
1300.00 INSTRUCTORS DAY/HOURLY	2,827,228.00	233,582.53	233,582.53	8.2	0.00	2,593,645.47	91.7
1400.00 NON-INSTRUCTION HOURLY CERT.	157,467.00	14,896.00	14,896.00	9.4	0.00	142,571.00	90.5
TOTAL: 1000	10,446,425.00	1,231,816.90	1,231,816.90	11.7	0.00	9,214,608.10	88.2
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,717,549.00	746,921.79	746,921.79	20.0	0.00	2,970,627.21	79.9
2200.00 INSTRUCTIONAL AIDS	464,831.00	94,195.39	94,195.39	20.2	0.00	370,635.61	79.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	129,873.00	25,226.00	25,226.00	19.4	0.00	104,647.00	80.5
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	355,310.00	14,477.94	14,477.94	4.0	0.00	340,832.06	95.9
TOTAL: 2000	4,667,563.00	880,821.12	880,821.12	18.8	0.00	3,786,741.88	81.1
3100.00 CERTIFICATED RETIREMENT	892,079.00	99,657.83	99,657.83	11.1	0.00	792,421.17	88.8
3200.00 CLASSIFIED RETIREMENT	578,003.00	106,543.51	106,543.51	18.4	0.00	471,459.49	81.5
3300.00 OASDHI /FICA	512,584.00	86,191.68	86,191.68	16.8	0.00	426,392.32	83.1
3400.00 HEALTH AND WELFARE BENEFITS	2,147,453.00	340,478.51	340,478.51	15.8	0.00	1,806,974.49	84.1
3500.00 STATE UNEMPLOYMENT INSURANCE	7,632.00	1,052.29	1,052.29	13.7	0.00	6,579.71	86.2
3600.00 WORKERS COMPENSATION INSURANCE	244,465.00	39,697.96	39,697.96	16.2	0.00	204,767.04	83.7
3900.00 OTHER BENEFITS	59,279.00	11,851.87	11,851.87	19.9	0.00	47,427.13	80.0
TOTAL: 3000	4,441,495.00	685,473.65	685,473.65	15.4	0.00	3,756,021.35	84.5
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	3,460.00	561.28	561.28	16.2	290.17	2,608.55	75.3
4300.00 INSTRUCTIONAL SUPPLIES	57,578.00	8,779.41	8,779.41	15.2	13,161.19	35,637.40	61.8
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	4,825.00	0.00	0.00	.0	0.00	4,825.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	154,424.00	4,536.10	4,536.10	2.9	92,509.06	57,378.84	37.1
TOTAL: 4000	220,287.00	13,876.79	13,876.79	6.2	105,960.42	100,449.79	45.5
5100.00 PERSON&CONSULTANT SVC-DI ST USE	16,117.00	1,895.48	1,895.48	.0	10,373.02	7,639.46	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	87,818.00	4,042.89	4,042.89	4.6	5,994.33	77,780.78	88.5
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	54,362.00	12,065.27	12,065.27	22.1	2,634.93	39,661.80	72.9
5500.00 UTILITIES & HOUSEKEEP-DI ST. USE	716,202.00	71,361.40	71,361.40	9.9	644,175.60	665.00	.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	407,018.00	17,998.35	17,998.35	4.4	263,356.03	125,663.62	30.8
5800.00 OTHER OPERATING EXP-DI ST. USE	186,125.00	24,046.00	24,046.00	12.9	16,118.40	145,960.60	78.4
TOTAL: 5000	1,467,642.00	127,618.43	127,618.43	8.6	942,652.31	397,371.26	27.0
TOTAL: 1000-5999	21,243,412.00	2,939,606.89	2,939,606.89	13.8	1,048,612.73	17,255,192.38	81.2
6200.00 BUI LDINGS&I MPROVEMENT-DI ST. USE	600.00	0.00	0.00	.0	0.00	600.00	100.0
6300.00 LIBRARY BOOKS - EXPANSION	10,000.00	500.52	500.52	5.0	8,000.00	1,499.48	14.9
6400.00 EQUI P/FURNITURE (EXCLD COMPTR)	42,269.00	0.00	0.00	.0	1,200.00	41,069.00	97.1

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 6000	52,869.00	500.52	500.52	.9	9,200.00	43,168.48	81.6
TOTAL: 1000-6999	21,296,281.00	2,940,107.41	2,940,107.41	13.8	1,057,812.73	17,298,360.86	81.2

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,229,137.00	10,231.58	10,231.58	.8	0.00	1,218,905.42	99.1
TOTAL:	1000-5999	21,243,412.00	2,939,606.89	2,939,606.89	13.8	1,048,612.73	17,255,192.38	81.2
TOTAL:	1000-6999	21,296,281.00	2,940,107.41	2,940,107.41	13.8	1,057,812.73	17,298,360.86	81.2
TOTAL:	1000-7999	21,296,281.00	2,940,107.41	2,940,107.41	13.8	1,057,812.73	17,298,360.86	81.2
TOTAL EXPENSES	(1000 - 7999)	21,296,281.00	2,940,107.41	2,940,107.41	13.8	1,057,812.73	17,298,360.86	81.2

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
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
TOTAL: 1000-5999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT		=====						
TOTAL INCOME	(8000 - 8999)	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-5999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0
TOTAL:	1000-6999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0
TOTAL:	1000-7999	2,154.00	0.00	0.00	.0	0.00	2,154.00	100.0
TOTAL EXPENSES	(1000 - 7999)	2,154.00	0.00	0.00	.0	0.00	2,154.00	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: September 11, 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 August.

### BOARD IMPERATIVE

I. Institutional Effectiveness

### FINANCIAL IMPLICATIONS

None





SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 CLERY ACT CRIMES  
 August 2014

Case#	Reported	Reportable Clery Crimes	Location	Date (s)	Time (s)	Disposition
<b>CRAFTON HILLS</b>						
14C-065	08/12/14	AGGRAVATED ASSAULT	LOT B	08/12/14	10:51 AM	REPORT TAKEN
<b>DISTRICT</b>						
<b>NO CLERY CRIMES</b>						
<b>VALLEY</b>						
14-232	08/13/14	AGGRAVATED ASSAULT	ART BLDG.	08/13/14	04:36 PM	REPORT TAKEN
14-233	08/14/14	LIQUOR LAW VIOLATION	ADMISSIONS	08/14/14	01:25 PM	REPORT TAKEN
14-237	08/19/14	AGGRAVATED ASSAULT	LA BLDG	08/19/14	12:20 PM	REPORT TAKEN
14-245	08/21/14	DRUG LAW VIOLATION	BOOKSTORE	08/21/14	01:40 PM	REPORT TAKEN
14-247	08/22/14	AGGRAVATED ASSAULT	NORTH HALL	08/22/14	08:45 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: September 11, 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, 2015 is estimated to be \$8,065,239.

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 2014-15

	PROJECTIONS													TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	
<b>Beginning Cash Balance</b>	12,251	14,837	12,880	17,292	15,851	15,466	20,422	22,307	19,983	21,439	14,220	10,123		
<b>Receipts</b>														
<b>Federal</b>	11	5	348	30	24	1,851	16	93	1,302	88	628	1,348		5,744
<b>State</b>	4,355	4,057	10,995	6,266	5,569	5,692	5,778	3,998	5,256	2,405	3,142	6,697		64,209
<b>State Deferrals</b>	7,087													7,087
<b>Local</b>	622	178	1,194	381	1,959	4,662	3,847	1,194	2,912	-738	2,301	6,657		25,169
<b>Temporary Borrowings</b>														
<b>Inc Transfer &amp; Sale of Assets</b>							23							23
<b>Accounts Receivable/Accruals</b>	497	370												866
<b>Total Receipts</b>	12,572	4,610	12,537	6,676	7,553	12,205	9,663	5,285	9,471	1,755	6,071	14,701		103,099
<b>Disbursements</b>														
<b>Academic Salaries</b>	2	1,410	2,881	3,029	3,160	3,073	3,210	2,883	3,174	3,183	3,193	7,057		36,255
<b>Classified Salaries</b>	2,108	1,844	1,722	1,822	1,926	2,062	1,885	1,702	1,881	1,910	1,934	1,576		22,373
<b>Benefits</b>	831	1,225	1,288	1,312	1,385	1,367	1,342	1,317	1,341	1,358	1,345	1,846		15,957
<b>Supplies &amp; Materials</b>	-2	74	148	137	62	101	60	101	164	175	286	585		1,892
<b>Other Operating Exp</b>	77	1,122	1,930	1,670	1,354	493	1,207	1,431	987	2,130	2,044	5,071		19,515
<b>Capital Outlay</b>	1	10	41	127	23	33	54	165	97	194	274	688		1,706
<b>Other Outgo</b>		121	115	20	28	120	20	11	369	24	1,093	-64		1,856
<b>Loan Repayment</b>														
<b>Accounts Payable/Accruals</b>	6,968	761												7,730
<b>Total Disbursements</b>	9,986	6,567	8,125	8,117	7,937	7,249	7,779	7,609	8,014	8,974	10,168	16,759		107,284
<b>Increase / (Decrease) in Cash Balance</b>	2,586	-1,957	4,412	-1,441	-384	4,956	1,885	-2,324	1,457	-7,219	-4,097	-2,058		
<b>Ending Cash Balance</b>	14,837	12,880	17,292	15,851	15,466	20,422	22,307	19,983	21,439	14,220	10,123	8,065		

<sup>†</sup> Rounded to the nearest 1,000.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Bruce Baron, Chancellor  
REVIEWED BY: Bruce Baron, Chancellor  
PREPARED BY: Stacey Nikac, Executive Assistant  
DATE: September 11, 2014  
SUBJECT: Local Hire Summary

RECOMMENDATION

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

OVERVIEW

Local Hire Summary Report of Active Construction Projects for July 2014. This report presents the local hire status for each project and indicates the city of residence for the labor force.

ANALYSIS

In November 2013, the Board of Trustees passed Board Policy 6610, which sets minimum goals at fifty percent (50%) participation of Local Hires and twenty-five percent (25%) participation of Local Businesses in its District Bid projects awarded each fiscal year. As of July 2014, the District-wide total of local hires was 58%, exceeding the Board goal by 8%. The District-wide total of local business was 40%, exceeding the Board goal by 15%.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

SBVC	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total – Non Local	Wages - Local (cumulative)	Wages - Non Local (cumulative)
AUDITORIUM	35	53%	31	47%	\$ 415,785.00	\$ 427,800.00	\$ 5,956,415.00	Data not recorded*	
K STREET LIGHTING	4	80%	1	20%	\$ -	\$ 112,750.00	\$ -	\$ 35,186.00	\$ 1,336.00
AT SECURITY LIGHTING	2	100%	0	0%	\$ -	\$ 44,950.00	\$ -	\$ 4,012.50	\$ 2,316.00
GYMNASIUM**	34	47%	38	53%	\$ 825,797.00	\$ 3,182,501.00	\$ 15,510,724.00	\$ 43,787.83	\$ 72,741.25
<b>TOTAL</b>	<b>75</b>	<b>52%</b>	<b>70</b>	<b>48%</b>	<b>\$ 1,241,582.00</b>	<b>\$ 3,768,001.00</b>	<b>\$ 21,467,139.00</b>	<b>\$ 82,986.33</b>	<b>\$ 76,393.25</b>

\$5,009,583.00	
19%	81%

CHC	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total– Non-Local	Wages - Local (cumulative)	Wages - Non Local (cumulative)
CRAFTON CENTER	17	71%	7	29%	\$ 7,496,846.94	\$ 7,096,378.00	\$ 6,851,341.06	\$ 61,742.51	\$ 6,666.13
NEW SCIENCE BUILDING	22	51%	21	49%	\$ 3,579,050.00	\$ 6,804,716.00	\$ 8,199,240.00	\$ 305,549.61	\$ 197,416.74
OE2	33	70%	17	30%	\$ 1,329,733.00	\$ 2,412,208.00	\$ 12,146,059.00	\$ 269,973.69	\$ 184,252.41
PE COMPLEX	22	71%	9	29%	\$ -	\$ 852,800.00	\$ 3,658,270.00	Data not recorded*	
<b>TOTAL</b>	<b>94</b>	<b>64%</b>	<b>54</b>	<b>36%</b>	<b>\$ 12,405,629.94</b>	<b>\$ 17,166,102.00</b>	<b>\$ 30,854,910.06</b>	<b>\$ 637,265.81</b>	<b>\$ 388,335.28</b>

\$29,571,731.94	
49%	51%

DISTRICT WIDE - Combined	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total– Non-Local	Wages - Non Local (cumulative)	Wages - Non Local (cumulative)
<b>TOTAL</b>	<b>169</b>	<b>58%</b>	<b>124</b>	<b>42%</b>	<b>\$ 13,647,211.94</b>	<b>\$ 20,934,103.00</b>	<b>\$ 52,322,049.06</b>	<b>\$ 720,252.14</b>	<b>\$ 464,728.53</b>

\$34,581,314.94	
40%	60%

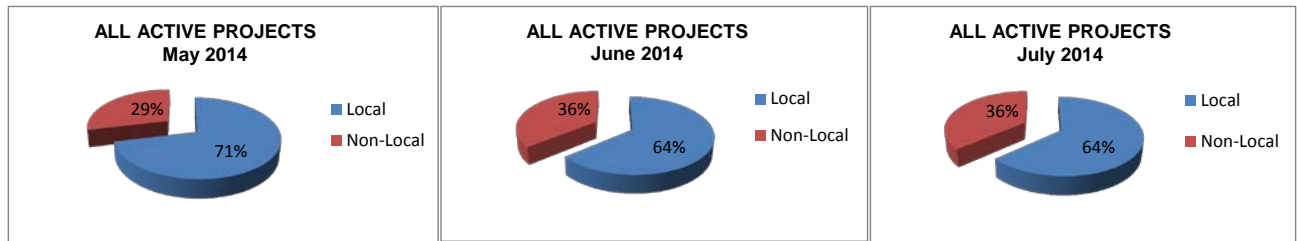
\*Data not recorded because project started before implementation of Local Hire Bond Policy (Nov. 2013)

\*\*In process of Subcontractor Buy Out; all contract monies not yet allocated

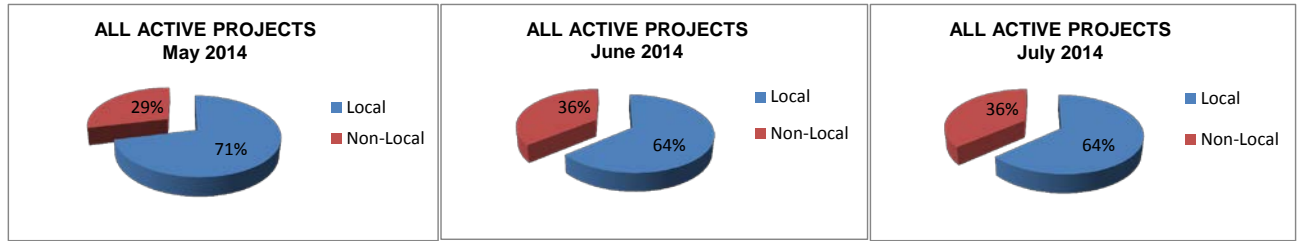
SBVC	General Contractor Name	Contractor Name and Trade	Apprentices per Division of Work / Trade
AUDITORIUM	Woodcliff Corporation	Inland Empire Arch. Specialties - Partitions	1
		GBI Electrical - Electrical	1
		Kone Inc. - Elevator	1
		Quad County Painting, Inc. - Painting	2
		Time and Alarm Systems – Fire Alarm	3
		Valencia Sheet Metal Inc. – Sheet Metal	1
K STREET LIGHTING	RDM Electric Company	RDM Electrical – Electrical	1
AT SECURITY LIGHTING	RDM Electric Company	RDM Electrical – Electrical	1
GYMNASIUM	Swinerton Builders	Berg Electric - Electrical	9
		H.L Moe Co. - Plumbing	3
<b>TOTAL # OF APPRENTICES</b>			<b>23</b>

CHC	General Contractor Name	Contractor Name and Trade	Apprentices per Division of Work / Trade
CRAFTON CENTER	Bernard's	Procraft - Plumbing	1
NEW SCIENCE BUILDING	Earl Corporation	Devris Construction - Building concrete	4
		J.Francis Company, Inc - Waterproofing	1
OE2	Sinanian Development	Civil Works - Building Concrete & Rebar	5
		Mack Construction	1
PE COMPLEX	Minco Corporation	N/A	No Apprentices Listed on Demographics Reporting
<b>TOTAL # OF APPRENTICES</b>			<b>12</b>

\*This information is gathered from reports provided by the General Contractors. Kitchell / BRj has not performed a labor compliance report or audit on this information.

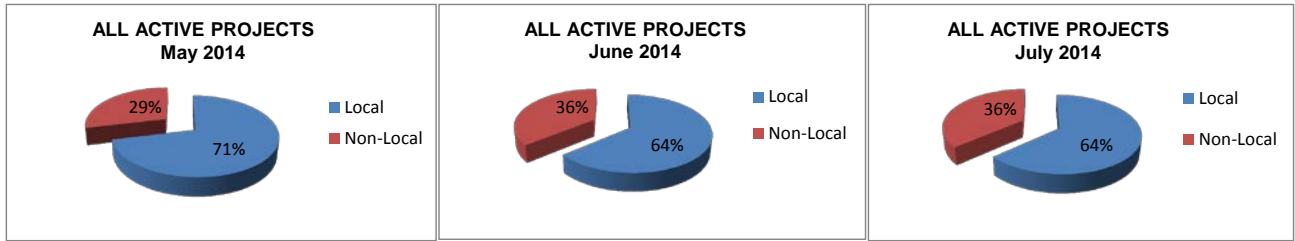


	May 2014	June 2014	July 2014
<b>San Bernardino County</b>			
Hesperia	4	4	4
Yucaipa	4	6	5
Alta Loma	2	1	1
Upland	2		
Colton	2		1
Fontana	4	2	2
Chino	2	2	4
Chino Hills		1	
Morongo Valley	2		
Grand Terrace	2	3	1
Ontario	3	8	9
Highland	2	1	1
Redlands	3	1	3
San Bernardino	9	11	13
Rancho Cucamonga	2	3	4
Victorville	2	1	1
Pinon Hills		1	2
Rialto	2	2	1
Apple Valley	3	3	4
<b>Riverside County</b>			
Temecula	3	1	3
Hemet	3	3	2
Riverside	29	32	23
Banning	2		1
Menifee	2	3	
Corona	2	2	1
Moreno Valley	1	2	3
San Jacinto	4	1	
Murrieta	4	2	1
Lake Elsinore	2	1	1
Beaumont	1	4	
Homeland		1	1
Perris	1	4	
Cathedral City			1
Wildomar		2	1
<b>TOTAL LOCAL</b>	<b>104</b>	<b>108</b>	<b>94</b>
<b>Local Percent</b>	<b>71%</b>	<b>64%</b>	<b>64%</b>



	May 2014	June 2014	July 2014
<b>Other Counties</b>			
Fullerton	4	1	1
Anaheim		2	1
Downey	3	2	2
El Monte	3	1	1
Escondido		2	1
Bell	1		
Hollywood	1		
La Habra		1	3
Lynwood		1	1
Commerce		1	1
Huntington Beach	2	1	1
Lake View Terrace	1	1	1
Palmdale	1	1	1
Montclair	1		
Huntington Park			1
Serman Oaks			1
Pasadena		1	1
San Dimas			1
San Pedro		1	1
La Puente			2
Pico Rivera	1	1	1
Pomona	2	6	6
Pacoima	1	1	1
West Covina	2	2	1
Long Beach	3	5	4
Paramount	2	1	1
Sylmar	1	1	1
Monrovia	1	1	1
Los Vegas			1
Monterey Park	2	1	1
Los Angeles	3	5	6
Orange	1	1	2
Laguna Hills			1
Orange County*		13	
Wilmington		2	2
Santa Ana	4	5	4
Azusa	2		
<b>TOTAL NON-LOCAL</b>	<b>42</b>	<b>61</b>	<b>54</b>
<b>Non-Local Percent</b>	<b>29%</b>	<b>36%</b>	<b>36%</b>





	May 2014	June 2014	July 2014
<b>Veterans</b>	0	0	0
<b>Apprentice</b>	17	16	12

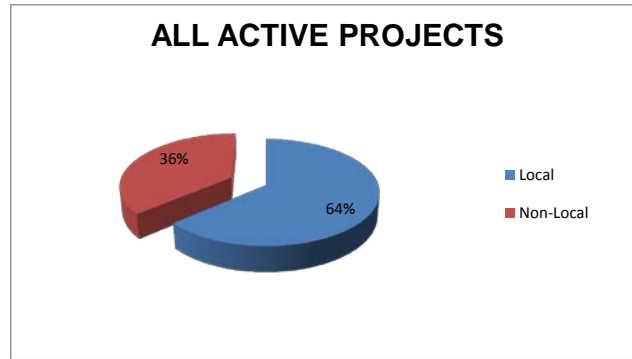
\* Cities not included in Contractor monthly reporting

# Demographics Summary

July 2014

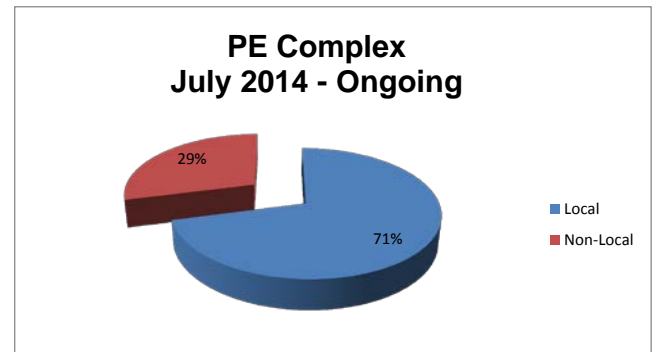
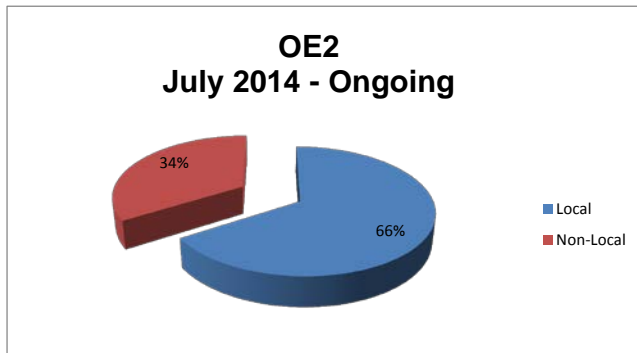
## Crafton Hills College On-Site Labor Force

OVERALL		
Local	94	64%
Non-Local	54	36%
Total	148	



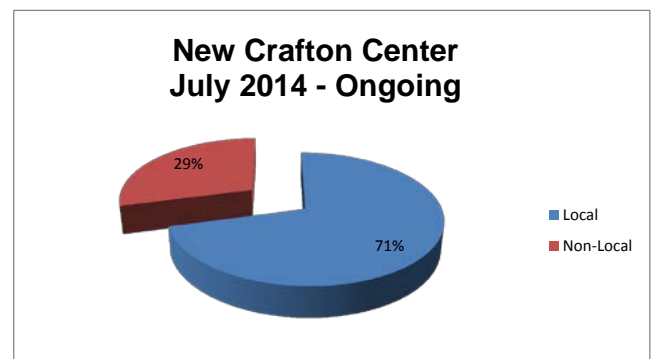
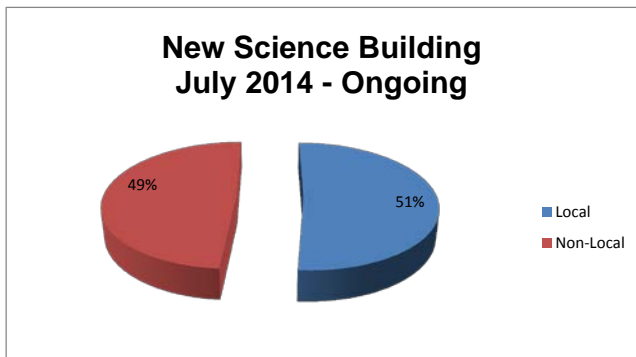
OE2 BUILDING		
Local	33	66%
Non-Local	17	34%
Total	50	

PE COMPLEX		
Local	22	71%
Non-Local	9	29%
Total	31	



NEW SCIENCE BUILDING		
Local	22	51%
Non-Local	21	49%
Total	43	

NEW CRAFTON CENTER		
Local	17	71%
Non-Local	7	29%
Total	24	



**OE2**

<b>Dec-13</b>			
Veteran	0		
Apprentice	0		
San Bernardino	0	Local	0 0%
Riverside	0	Non-Local	0 0%
Other	0	<b>Total</b>	<b>0</b>

<b>Jan-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	1	Local	2 67%
Riverside	1	Non-Local	1 33%
Other	1	<b>Total</b>	<b>3</b>

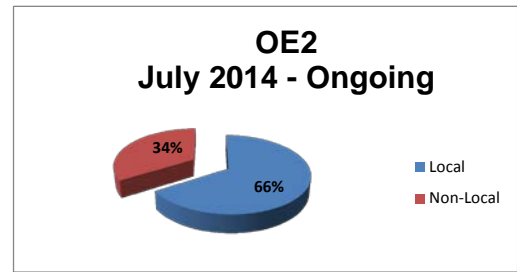
<b>Feb-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	7	Local	20 91%
Riverside	13	Non-Local	2 9%
Other	2	<b>Total</b>	<b>22</b>

<b>Mar-14</b>			
Veteran	0		
Apprentice	2		
San Bernardino	8	Local	17 94%
Riverside	9	Non-Local	1 6%
Other	1	<b>Total</b>	<b>18</b>

<b>Apr-14</b>			
Veteran	0		
Apprentice	4		
San Bernardino	5	Local	10 91%
Riverside	5	Non-Local	1 9%
Other	1	<b>Total</b>	<b>11</b>

<b>May-14</b>			
Veteran	0		
Apprentice	11		
San Bernardino	14	Local	32 73%
Riverside	18	Non-Local	12 27%
Other	12	<b>Total</b>	<b>44</b>

<b>Jun-14</b>			
Veteran	0		
Apprentice	8		
San Bernardino	13	Local	28 70%
Riverside	15	Non-Local	12 30%
Other	12	<b>Total</b>	<b>40</b>



<b>Jul-14</b>			
Veteran	0		
Apprentice	6		
San Bernardino	18	Local	33 66%
Riverside	15	Non-Local	17 34%
Other	17	<b>Total</b>	<b>50</b>

\*\*\*PROJECT ONGOING\*\*\*

**PE Complex**

Oct-13			
Veteran	0		
Apprentice	0		
San Bernardino	3	Local	12 71%
Riverside	9	Non-Local	5 29%
Other	5	<b>Total</b>	<b>17</b>

Nov-13			
Veteran	0		
Apprentice	1		
San Bernardino	7	Local	14 70%
Riverside	7	Non-Local	6 30%
Other	6	<b>Total</b>	<b>20</b>

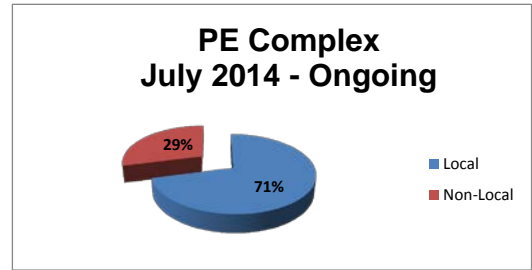
Dec-13			
Veteran	0		
Apprentice	2		
San Bernardino	15	Local	26 81%
Riverside	11	Non-Local	6 19%
Other	6	<b>Total</b>	<b>32</b>

Jan-14			
Veteran	0		
Apprentice	1		
San Bernardino	9	Local	27 82%
Riverside	18	Non-Local	6 18%
Other	6	<b>Total</b>	<b>33</b>

Feb-14			
Veteran	0		
Apprentice	0		
San Bernardino	9	Local	27 82%
Riverside	18	Non-Local	6 18%
Other	6	<b>Total</b>	<b>33</b>

Mar-14			
Veteran	0		
Apprentice	0		
San Bernardino	7	Local	28 82%
Riverside	21	Non-Local	6 18%
Other	6	<b>Total</b>	<b>34</b>

Apr-14			
Veteran	0		
Apprentice	1		
San Bernardino	11	Local	30 81%
Riverside	19	Non-Local	7 19%
Other	7	<b>Total</b>	<b>37</b>



May-14			
Veteran	0		
Apprentice	2		
San Bernardino	15	Local	36 78%
Riverside	21	Non-Local	10 22%
Other	10	<b>Total</b>	<b>46</b>

Jun-14			
Veteran	0		
Apprentice	0		
San Bernardino	14	Local	26 67%
Riverside	12	Non-Local	13 33%
Other	13	<b>Total</b>	<b>39</b>

Jul-14			
Veteran	0		
Apprentice	0		
San Bernardino	15	Local	22 71%
Riverside	7	Non-Local	9 29%
Other	9	<b>Total</b>	<b>31</b>

\*\*\*PROJECT ONGOING\*\*\*

**New Science Building**

<b>Dec-13</b>			
Veteran	0		
Apprentice	0		
San Bernardino		Local	0 0%
Riverside	0	Non-Local	0 0%
Other	0	<b>Total</b>	<b>0</b>

<b>Jan-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	2	Local	3 60%
Riverside	1	Non-Local	2 40%
Other	2	<b>Total</b>	<b>5</b>

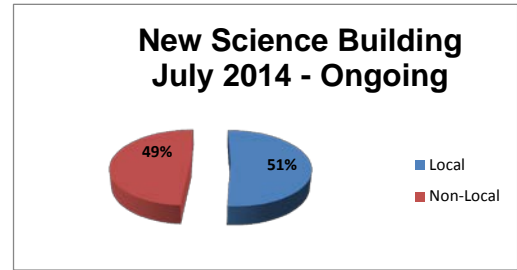
<b>Feb-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	4	Local	8 57%
Riverside	4	Non-Local	6 43%
Other	6	<b>Total</b>	<b>14</b>

<b>Mar-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	4	Local	8 53%
Riverside	4	Non-Local	7 47%
Other	7	<b>Total</b>	<b>15</b>

<b>Apr-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	12	Local	17 65%
Riverside	5	Non-Local	9 35%
Other	9	<b>Total</b>	<b>26</b>

<b>May-14</b>			
Veteran	0		
Apprentice	4		
San Bernardino	12	Local	21 58%
Riverside	9	Non-Local	15 42%
Other	15	<b>Total</b>	<b>36</b>

<b>Jun-14</b>			
Veteran	0		
Apprentice	7		
San Bernardino	13	Local	27 59%
Riverside	14	Non-Local	19 41%
Other	19	<b>Total</b>	<b>46</b>



<b>Jul-14</b>			
Veteran	0		
Apprentice	5		
San Bernardino	12	Local	22 51%
Riverside	10	Non-Local	21 49%
Other	21	<b>Total</b>	<b>43</b>

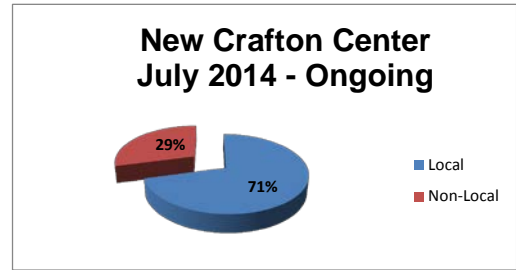
\*\*\*PROJECT ONGOING\*\*\*

**New Crafton Center**

<b>May-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	9	Local	12 100%
Riverside	3	Non-Local	0 0%
Other	0	<b>Total</b>	<b>12</b>

<b>Jun-14</b>			
Veteran	0		
Apprentice	1		
San Bernardino	7	Local	15 79%
Riverside	8	Non-Local	4 21%
Other	4	<b>Total</b>	<b>19</b>

<b>Jul-14</b>			
Veteran	0		
Apprentice	1		
San Bernardino	11	Local	17 71%
Riverside	6	Non-Local	7 29%
Other	7	<b>Total</b>	<b>24</b>

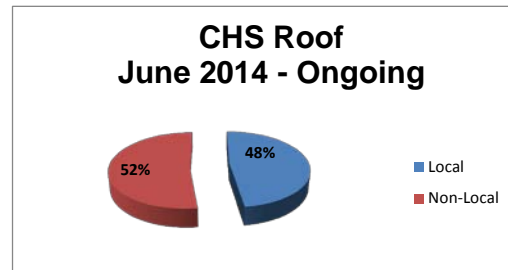


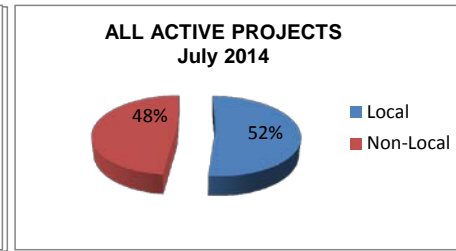
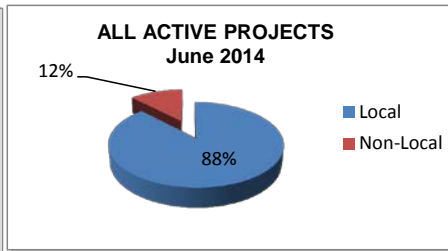
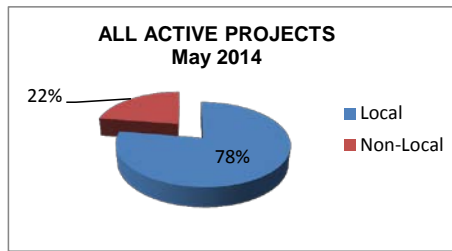
\*\*\*PROJECT ONGOING\*\*\*

**CHS / CL Roof**

Jun-14			
Veteran	0		
Apprentice	0		
San Bernardino	10	Local	12 48%
Riverside	2	Non-Local	13 52%
Other	13	<b>Total</b>	<b>25</b>

\*\*\*PROJECT COMPLETE\*\*\*





	May 2014	June 2014	July 2014
<b>San Bernardino County</b>			
Alta Loma			1
Apple Valley			1
Chino			1
Fontana	4	1	1
Hesperia		1	2
Montclair			1
Ontario	1		
Rancho Cucamonga	2	1	4
Reche Canyon	1	1	
Rialto	1		2
San Bernardino		1	3
Upland		1	1
Victorville	2	1	2
Wrightwood			1
<b>Riverside County</b>			
Beaumont			1
Corona	2		2
Eastvale	1	1	
Hemet	5	4	2
Menifee			1
Moreno Valley		2	2
Murrieta			2
Norco			2
Perris			1
Riverside	1	1	3
San Jacinto		1	
Temecula			2
Winchester			2
<b>Unknown City*</b>	18	42	35
<b>TOTAL LOCAL</b>	<b>38</b>	<b>58</b>	<b>75</b>
<b>Local Percent</b>	<b>78%</b>	<b>88%</b>	<b>52%</b>



<b>Other Counties</b>			
Aliso Viejo			1
Anaheim	1		2
Baldwin Park			1
Compton			1
Covina			4
Escondido			1
Fallbrook			1
Fountain Valley			2
Garden Grove			2
Glendale			2
Huntington Beach			1
La Crescenta			1
Los Angeles	1		5
Littlerock	1		
Montebello			1
Norwalk			2
Pomona			1
San Diego			1
San Dimas			1
San Gabriel			1
San Juan Capistrano			1
San Pedro			1
South Gate			3
Sunland			1
Sylmar			1
West Covina			1
Whittier		1	
<b>Unknown City*</b>	8	7	31
<b>TOTAL NON-LOCAL</b>	<b>11</b>	<b>8</b>	<b>70</b>
<b>Non-Local Percent</b>	<b>22%</b>	<b>12%</b>	<b>48%</b>
<b>Veterans</b>	<b>1</b>	<b>0</b>	<b>2</b>
<b>Apprentice</b>	<b>4</b>	<b>9</b>	<b>23</b>

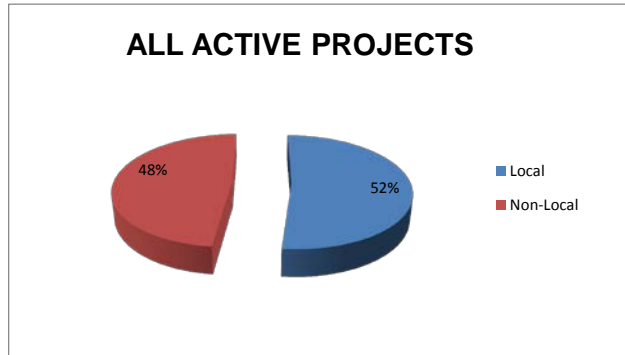
NOTE: SBVC Auditorium is listed as Unknown City, as specific numbers for each county/city are not provided since contract was issued before the requirements to provide this information.

# Demographics Summary

July 2014

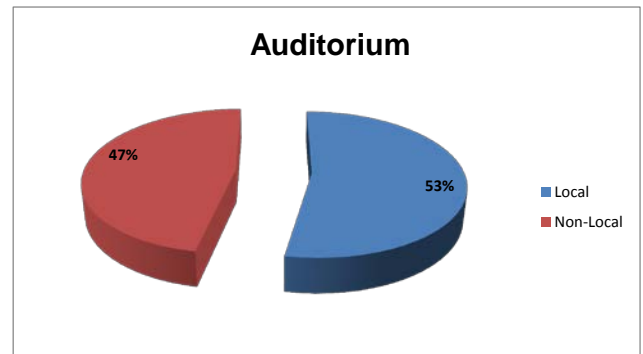
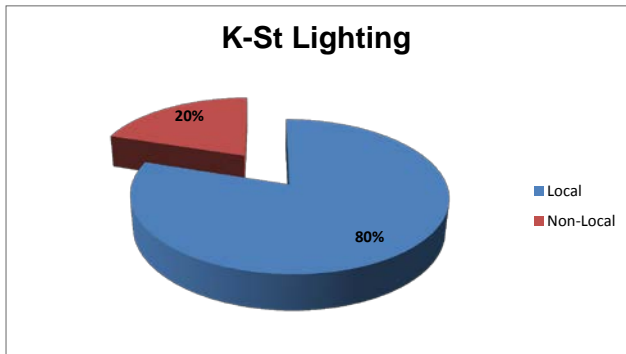
## San Bernardino Valley College On-Site Labor Force

OVERALL		
Local	75	52%
Non-Local	70	48%
<b>Total</b>	<b>145</b>	



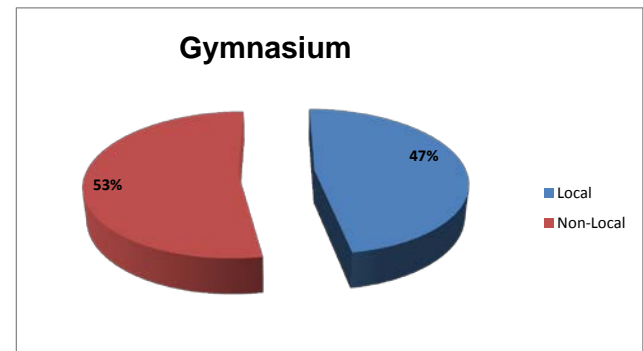
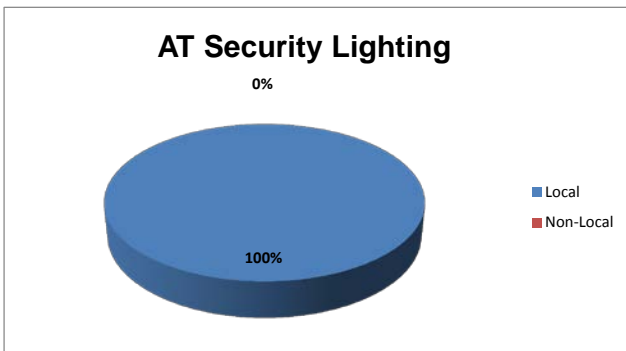
K-STREET LIGHTING		
Local	4	80%
Non-Local	1	20%
<b>Total</b>	<b>5</b>	

AUDITORIUM		
Local	35	53%
Non-Local	31	47%
<b>Total</b>	<b>66</b>	



AT Security Lighting		
Local	2	100%
Non-Local	0	0%
<b>Total</b>	<b>2</b>	

Gymnasium		
Local	34	47%
Non-Local	38	53%
<b>Total</b>	<b>72</b>	



**Notes:**

- \* Information is taken directly from contractor prepared sheets
- \* How SBCCD tracked on-site labor force has evolved over time so reporting may be different from job to job. Overall though the numbers shown on the summary are local and non-local.

**K-St Lighting**

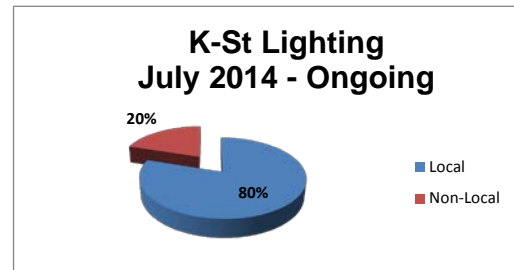
<b>Mar-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	0	Local	2 100%
Riverside	2	Non-Local	0 0%
Other	0	<b>Total</b>	<b>2</b>

<b>Apr-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	0	Local	4 100%
Riverside	4	Non-Local	0 0%
Other	0	<b>Total</b>	<b>4</b>

<b>May-14</b>			
Veteran	0		
Apprentice	0		
San Bernardino	0	Local	4 100%
Riverside	4	Non-Local	0 0%
Other	0	<b>Total</b>	<b>4</b>

<b>Jun-14</b>			
Veteran	0		
Apprentice	2		
San Bernardino	2	Local	6 86%
Riverside	4	Non-Local	1 14%
Other	1	<b>Total</b>	<b>7</b>

<b>Jul-14</b>			
Veteran	0		
Apprentice	1		
San Bernardino	2	Local	4 80%
Riverside	2	Non-Local	1 20%
Other	1	<b>Total</b>	<b>5</b>



**\*\*Project Ongoing\***

**Auditorium**

Sep-13				
Veteran			1	
Apprentice			0	
San Bernardino	N/A	Local	6	75%
Riverside	N/A	Non-Local	2	25%
Other	N/A	<b>Total</b>	<b>8</b>	

Oct-13				
Veteran			1	
Apprentice			1	
San Bernardino	N/A	Local	8	80%
Riverside	N/A	Non-Local	2	20%
Other	N/A	<b>Total</b>	<b>10</b>	

Nov-13				
Veteran			1	
Apprentice			1	
San Bernardino	N/A	Local	12	80%
Riverside	N/A	Non-Local	3	20%
Other	N/A	<b>Total</b>	<b>15</b>	

Dec-13				
Veteran			1	
Apprentice			1	
San Bernardino	N/A	Local	6	86%
Riverside	N/A	Non-Local	1	14%
Other	N/A	<b>Total</b>	<b>7</b>	

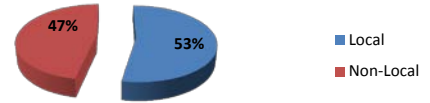
Jan-14				
Veteran			1	
Apprentice			1	
San Bernardino	N/A	Local	21	88%
Riverside	N/A	Non-Local	3	13%
Other	N/A	<b>Total</b>	<b>24</b>	

Feb-14				
Veteran			1	
Apprentice			1	
San Bernardino	N/A	Local	25	76%
Riverside	N/A	Non-Local	8	24%
Other	N/A	<b>Total</b>	<b>33</b>	

Mar-14				
Veteran			1	
Apprentice			1	
San Bernardino	N/A	Local	27	75%
Riverside	N/A	Non-Local	9	25%
Other	N/A	<b>Total</b>	<b>36</b>	

Apr-14				
Veteran			1	
Apprentice			0	
San Bernardino	N/A	Local	30	67%
Riverside	N/A	Non-Local	15	33%
Other	N/A	<b>Total</b>	<b>45</b>	

**Auditorium  
July 2014 - Ongoing**



May-14				
Veteran			1	
Apprentice			4	
San Bernardino	N/A	Local	18	69%
Riverside	N/A	Non-Local	8	31%
Other	N/A	<b>Total</b>	<b>26</b>	

Jun-14				
Veteran			0	
Apprentice			7	
San Bernardino	N/A	Local	42	86%
Riverside	N/A	Non-Local	7	14%
Other	N/A	<b>Total</b>	<b>49</b>	

Jul-14				
Veteran			2	
Apprentice			9	
San Bernardino	N/A	Local	35	53%
Riverside	N/A	Non-Local	31	47%
Other	N/A	<b>Total</b>	<b>66</b>	

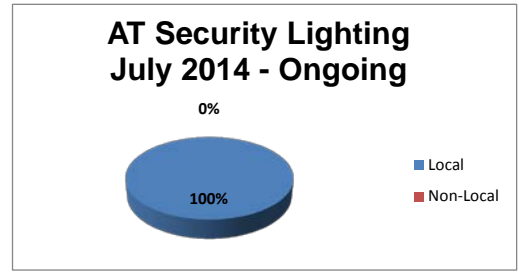
\*\*\*PROJECT ONGOING\*\*\*

**AT Security Lighting**

Jun-14			
Veteran	0		
Apprentice	0		
San Bernardino	2	Local	4 100%
Riverside	2	Non-Local	0 0%
Other	0	<b>Total</b>	<b>4</b>

Jul-14			
Veteran	0		
Apprentice	1		
San Bernardino	2	Local	2 100%
Riverside	0	Non-Local	0 0%
Other	0	<b>Total</b>	<b>2</b>

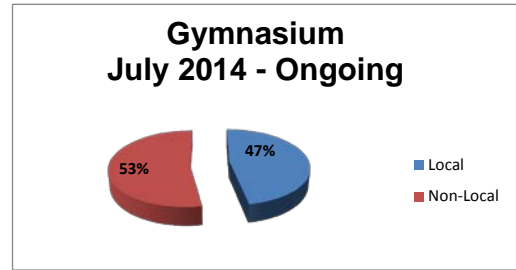
\*\*\*PROJECT ONGOING\*\*



**Gymnasium**

Jul-14					
Veteran	0				
Apprentice	12				
San Bernardino	16	Local	34	47%	
Riverside	18	Non-Local	38	53%	
Other	38	<b>Total</b>	<b>72</b>		

\*\*\*PROJECT ONGOING\*\*\*



## **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:** September 11, 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 150942 - 151477 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  
September 11, 2014

PO#	Vendor Name	PO Board Description	Original Enc Amt
150987	CITY OF YUCAIPA	Building Improvements	\$ 146.00
151034	K-K WOODWORKING	Commencement Supplies	\$ 145.75
151240	AAC&U	Conference	\$ 1,100.00
151158	ARIZONA GRAND RESORT & SPA	Conference	\$ 803.84
151326	ASSOCIATION OF COMMUNITY	Conference	\$ 3,880.00
151365	BANGASSER,SUSAN	Conference	\$ 1,200.00
151157	BARON, BRUCE	Conference	\$ 750.00
151417	BARRIE, TRINETTE	Conference	\$ 195.00
151437	BARRIE, TRINETTE	Conference	\$ 90.00
151420	BEDOYA, ROSEMARY	Conference	\$ 195.00
151440	BEDOYA, ROSEMARY	Conference	\$ 90.00
151015	BIA BALDY VIEW CHAPTER	Conference	\$ 1,174.00
151304	BLACK CULTURE FOUNDATION	Conference	\$ 300.00
151334	BLANQUET, FRANCISCO	Conference	\$ 165.00
151413	BOGH, DEBRA	Conference	\$ 195.00
151433	BOGH, DEBRA	Conference	\$ 90.00
150982	BRAGGINS, ALAN	Conference	\$ 977.89
151070	CALIFORNIA POLICE CHIEFS ASSOC	Conference	\$ 616.00
150983	CALIFORNIA WORKFORCE ASSOC	Conference	\$ 675.00
151071	CCCEOPSA	Conference	\$ 375.00
151270	CENTER FOR ACADEMIC DEVELOPMEN	Conference	\$ 645.00
151339	CENTER FOR ACADEMIC DEVELOPMEN	Conference	\$ 645.00
151364	CLERY CENTER FOR SECURITY	Conference	\$ 99.00
151340	COUNTY OF SAN BERNARDINO	Conference	\$ 225.00
151389	COUNTY OF SAN BERNARDINO	Conference	\$ 225.00
151335	CRUZ, ALFREDO	Conference	\$ 322.07
151421	CUMMINGS, LOU'RIE	Conference	\$ 195.00
151441	CUMMINGS, LOU'RIE	Conference	\$ 90.00
151422	CURRY, VICKI	Conference	\$ 195.00
151442	CURRY, VICKI	Conference	\$ 90.00
151337	DALE-CARTER, APRIL	Conference	\$ 450.00
151415	DIAL, TROY LYNN	Conference	\$ 195.00
151435	DIAL, TROY LYNN	Conference	\$ 90.00
151338	DONNHAUSER, MARC	Conference	\$ 1,200.00
151057	DREAMAKER PUBLISHING INC	Conference	\$ 1,000.00
151010	ELLUCIAN INC	Conference	\$ 600.00
151011	ELLUCIAN INC	Conference	\$ 1,800.00
151018	ELLUCIAN INC	Conference	\$ 3,000.00
151017	EMBASSY SUITES WATERFRONT	Conference	\$ 1,200.00
151327	FERRACONE, DONNA	Conference	\$ 300.00
151012	GILBERT, JEREMIAH	Conference	\$ 549.00
151013	GILBERT, JEREMIAH	Conference	\$ 199.00
151019	GILBERT, JEREMIAH	Conference	\$ 454.00
151419	GIST, JOHN	Conference	\$ 195.00



Purchase Order Report  
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151439	GIST, JOHN	Conference	\$	90.00
151179	GOMEZ, LAURA	Conference	\$	1,845.89
151328	HARRISON, GLORIA M	Conference	\$	300.00
151329	HENRY, DR KATHLEEN	Conference	\$	300.00
151464	HYATT REGENCY CHICAGO	Conference	\$	4,637.44
151014	JONES, DIANNA	Conference	\$	552.00
151296	KASSAB, MOHAMMED	Conference	\$	1,277.00
151309	KREHBIEL, DEANNA	Conference	\$	20.00
151332	KUCK, GLEN	Conference	\$	650.00
151401	KUCK, GLEN	Conference	\$	350.00
151241	LEAGUE FOR INNOVATION	Conference	\$	2,200.00
151305	LIBRERIA DEL PUEBLO INC	Conference	\$	65.00
151178	LOPEZ, ALMA	Conference	\$	1,754.11
151425	LOPEZ, MONICA	Conference	\$	195.00
151445	LOPEZ, MONICA	Conference	\$	90.00
151336	MACELMA, ARTEMUS	Conference	\$	190.00
151416	MCATEE,ROBERT	Conference	\$	195.00
151436	MCATEE,ROBERT	Conference	\$	90.00
151396	MILLS, LARRY	Conference	\$	351.00
151414	MORENO, MARIANA	Conference	\$	195.00
151434	MORENO, MARIANA	Conference	\$	90.00
151430	MUDGETT, BENJAMIN	Conference	\$	280.00
151159	NACCE	Conference	\$	649.00
151432	NELSON, WILLENE D	Conference	\$	1,804.00
151465	NELSON, WILLENE D	Conference	\$	700.00
151317	OLIVER, TIM	Conference	\$	1,024.00
151423	QUINTANAR, BRITTNEE A	Conference	\$	195.00
151443	QUINTANAR, BRITTNEE A	Conference	\$	90.00
151269	ROWLEY, KATHLEEN	Conference	\$	80.00
151271	ROWLEY, KATHLEEN	Conference	\$	160.00
151429	RP GROUP, THE	Conference	\$	800.00
151272	SAN BERNARDINO ADULT SCHOOL	Conference	\$	80.00
151163	SAN BERNARDINO COUNTY SHERIFF	Conference	\$	1,250.00
151426	SINGH, MANIKA	Conference	\$	195.00
151446	SINGH, MANIKA	Conference	\$	90.00
151418	STERNARD, EVAN	Conference	\$	195.00
151438	STERNARD, EVAN	Conference	\$	90.00
151180	TILLMAN, SHALITA	Conference	\$	712.45
151224	TORRES, JOSE	Conference	\$	3,214.67
151307	TORRES, JOSE	Conference	\$	441.00
150990	US BANK CORPORATE PMT SYSTEMS	Conference	\$	399.00
151216	US BANK CORPORATE PMT SYSTEMS	Conference	\$	14.00
151308	US BANK CORPORATE PMT SYSTEMS	Conference	\$	335.00
151310	US BANK CORPORATE PMT SYSTEMS	Conference	\$	152.96
151325	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,058.10
151330	US BANK CORPORATE PMT SYSTEMS	Conference	\$	323.70
151333	US BANK CORPORATE PMT SYSTEMS	Conference	\$	300.00

Purchase Order Report  
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151400	US BANK CORPORATE PMT SYSTEMS	Conference	\$	350.00
151427	VASQUEZ, VIOLETA	Conference	\$	195.00
151447	VASQUEZ, VIOLETA	Conference	\$	90.00
151424	WILSON, DEBBIE	Conference	\$	195.00
151444	WILSON, DEBBIE	Conference	\$	90.00
151016	WISEGARVER, LILLIAN	Conference	\$	2,600.00
151431	WURTZ, KEITH	Conference	\$	600.00
151428	XAYAPHANTHONG, SOUTS	Conference	\$	195.00
151448	XAYAPHANTHONG, SOUTS	Conference	\$	90.00
151331	ZOUMBOS, NICKOLAS W	Conference	\$	300.00
151247	BEAUMONT CHAMBER OF COMMERCE	Dues & Memberships	\$	60.00
151037	CALIFORNIA ASSOCIATION FOR	Dues & Memberships	\$	80.00
151137	CODESP	Dues & Memberships	\$	1,850.00
151312	HIGHLAND AREA CHAMBER OF	Dues & Memberships	\$	310.00
151395	NAFSA MEMBERSHIP	Dues & Memberships	\$	425.00
151294	REVOLVING CASH	Dues & Memberships	\$	1,800.00
151197	ACCREDITING COMMISSION FOR	Dues & Memberships	\$	25,284.00
151268	CCCCSSAA	Dues & Memberships	\$	300.00
151081	CCPRO	Dues & Memberships	\$	50.00
151293	CHAFFEY COMMUNITY COLLEGE	Dues & Memberships	\$	200.00
151038	COMMUNITY COLLEGE LEAGUE	Dues & Memberships	\$	1,500.00
151303	COMMUNITY COLLEGE LEAGUE	Dues & Memberships	\$	22,501.00
151394	EDUCAUSE	Dues & Memberships	\$	1,340.00
151404	FOUNDATION FOR CALIFORNIA COMM	Dues & Memberships	\$	600.00
151082	NCMPR	Dues & Memberships	\$	225.00
151469	PUBLIC RADIO INTERNATIONAL	Dues & Memberships	\$	15,928.56
151080	REVOLVING CASH	Dues & Memberships	\$	7,810.00
151449	SCIAC	Dues & Memberships	\$	75.00
151450	US BANK CORPORATE PMT SYSTEMS	Dues & Memberships	\$	125.00
151366	AMAZON.COM	Equipment	\$	842.24
151021	ARNEL COMPRESSOR	Equipment	\$	4,559.64
151175	B&H PHOTO VIDEO	Equipment	\$	2,527.20
151266	BRODART COMPANY	Equipment	\$	378.40
151313	CALIFORNIA SURVEILLANCE SYSTEM	Equipment	\$	3,382.00
151127	DIGITAL BUYER	Equipment	\$	413.64
151344	DIGITAL BUYER	Equipment	\$	240.80
151225	HOLT ANATOMICAL INC	Equipment	\$	16,763.05
151039	SAN JOAQUIN CHEMICALS INC	Equipment	\$	6,435.00
151267	TANDUS CENTIVA INC	Equipment	\$	118.96
151055	YALE/CHASE MATERIAL HANDLING	Equipment	\$	14,300.39
151083	PEPSI- COLA	Food Supplies	\$	2,243.00
151223	SMART & FINAL IRIS CO	Food Supplies	\$	3,800.00
151238	STATER BROS MARKETS	Food Supplies	\$	2,950.00
150992	AMAZON.COM	Instructional Supplies	\$	475.01
151190	AMAZON.COM	Instructional Supplies	\$	167.57
151452	AMAZON.COM	Instructional Supplies	\$	141.91
151455	AMAZON.COM	Instructional Supplies	\$	149.55

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151194	ARBOR SCIENTIFIC	Instructional Supplies	\$	693.90
151367	ARROWHEAD REGIONAL MEDICAL CTR	Instructional Supplies	\$	4,000.00
151139	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$	182.00
151345	CM SCHOOL SUPPLY CO	Instructional Supplies	\$	9,000.00
151094	CYNMAR CORPORATION	Instructional Supplies	\$	1,728.67
151302	DICK BLICK	Instructional Supplies	\$	578.29
151454	DICK BLICK ART MATERIALS	Instructional Supplies	\$	447.77
151346	DISCOUNT SCHOOL SUPPLY	Instructional Supplies	\$	5,000.00
151347	ELITE TEK	Instructional Supplies	\$	702.00
150959	FLINN SCIENTIFIC INC	Instructional Supplies	\$	480.38
151084	FLINN SCIENTIFIC INC	Instructional Supplies	\$	1,644.19
151138	FLINN SCIENTIFIC INC	Instructional Supplies	\$	381.66
151188	GANDER PUBLISHING	Instructional Supplies	\$	197.09
150975	HARDY DIAGNOSTICS	Instructional Supplies	\$	200.00
150998	HARDY DIAGNOSTICS	Instructional Supplies	\$	358.57
151088	HARDY DIAGNOSTICS	Instructional Supplies	\$	4,858.19
151085	HOME DEPOT, THE	Instructional Supplies	\$	1,000.00
151292	KAPLAN SCHOOL SUPPLY CORP	Instructional Supplies	\$	3,000.00
151092	KEN'S SPORTING GOODS	Instructional Supplies	\$	2,131.96
151291	LAKESHORE LEARNING MATERIALS	Instructional Supplies	\$	3,000.00
151093	MEDCO SPORTS MEDICINE	Instructional Supplies	\$	7,674.87
151195	PASCO SCIENTIFIC	Instructional Supplies	\$	213.04
151453	PASCO SCIENTIFIC	Instructional Supplies	\$	78.80
151348	PIONEER ATHLETICS	Instructional Supplies	\$	401.76
151189	RIVERSIDE PUBLISHING CO	Instructional Supplies	\$	187.70
151022	SCALE PEOPLE, THE	Instructional Supplies	\$	85.20
150974	SOCCER CENTER	Instructional Supplies	\$	67.99
150958	SOCCER.COM	Instructional Supplies	\$	403.91
150973	SPORT DECALS	Instructional Supplies	\$	537.84
151187	STAPLES	Instructional Supplies	\$	194.32
151191	STAPLES	Instructional Supplies	\$	57.15
151456	STAPLES	Instructional Supplies	\$	120.24
151086	SYSCO FOOD SERVICES	Instructional Supplies	\$	28,055.00
151140	THE NATIONAL REGISTRY OF	Instructional Supplies	\$	1,000.00
151087	TRI-ANIM HEALTH SERVICES INC	Instructional Supplies	\$	593.22
151193	UNITED STATES PLASTIC CORP	Instructional Supplies	\$	259.23
151090	UNITED STATES POSTAL SERVICE	Instructional Supplies	\$	1,106.63
151192	US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	\$	162.00
151089	VERNIER SOFTWARE	Instructional Supplies	\$	1,134.00
151095	VERNIER SOFTWARE & TECHNOLOGY	Instructional Supplies	\$	1,162.20
151091	WARD'S SCIENCE	Instructional Supplies	\$	138.49
151457	AMAZON.COM	Instructional Supplies	\$	208.34
151132	ALLEGIANCE SOFTWARE INC	IT Equipment	\$	3,255.50
151161	AMAZON.COM	IT Equipment	\$	861.84
151258	AMAZON.COM	IT Equipment	\$	712.80
151471	B&H PHOTO VIDEO	IT Equipment	\$	952.54
151472	B&H PHOTO VIDEO	IT Equipment	\$	2,155.68

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151176	COMPUTERLAND OF SILICON VALLEY	IT Equipment	\$	2,635.00
150942	DELL COMPUTER COMPANY	IT Equipment	\$	4,334.14
150957	DELL COMPUTER COMPANY	IT Equipment	\$	22,060.83
151290	DELL COMPUTER COMPANY	IT Equipment	\$	6,628.82
151368	DELL COMPUTER COMPANY	IT Equipment	\$	10,965.55
151177	ONAIRFUNDRAISING LLC	IT Equipment	\$	1,950.00
151393	SIGMANET INC	IT Equipment	\$	1,462.32
151196	SYMMETRY DATA INC	IT Equipment	\$	1,531.81
151285	BAKER & TAYLOR	Library Books	\$	8,000.00
151286	BERNAN ASSOCIATES	Library Books	\$	2,000.00
151287	MIDWEST LIBRARY SERVICE	Library Books	\$	30,000.00
151265	WORLD BOOK INC	Library Books	\$	1,095.92
151264	CHRONICLE OF PHILANTHROPY, THE	Magazines & Subscriptions	\$	89.00
151227	EBSCO SUBSCRIPTION SERVICES	Magazines & Subscriptions	\$	14,597.52
151284	PHARMACIST'S LETTER	Magazines & Subscriptions	\$	93.00
151477	BLANQUET, FRANCISCO	Mileage Reimbursement	\$	200.00
150993	BRAGGINS, ALAN	Mileage Reimbursement	\$	500.00
151381	DIAZ, EMMA	Mileage Reimbursement	\$	1,200.00
151097	HERNANDEZ, ANITA	Mileage Reimbursement	\$	500.00
150972	ISAAC, MATTHEW K	Mileage Reimbursement	\$	500.00
151249	LEMUS, BREANNA	Mileage Reimbursement	\$	150.00
151382	LONG, RICHARD	Mileage Reimbursement	\$	200.00
151027	MANIAOL, ALBERT	Mileage Reimbursement	\$	1,000.00
151098	MOSES, DEBRA	Mileage Reimbursement	\$	400.00
151198	WEBER, PEGGY	Mileage Reimbursement	\$	1,000.00
151199	WISEGARVER, LINDSEY	Mileage Reimbursement	\$	250.00
151217	ZINN, WENDY	Mileage Reimbursement	\$	500.00
151250	123 OFFICE SOLUTION INC	Non-instructional Supplies	\$	4,968.00
151261	A&R INDUSTRIES	Non-instructional Supplies	\$	534.60
150994	AMAZON.COM	Non-instructional Supplies	\$	293.76
151219	AMAZON.COM	Non-instructional Supplies	\$	187.84
151321	AMAZON.COM	Non-instructional Supplies	\$	92.73
151369	AMAZON.COM	Non-instructional Supplies	\$	59.39
151041	BADGE EXPRESS	Non-instructional Supplies	\$	14.04
151298	BADGE EXPRESS	Non-instructional Supplies	\$	14.04
151104	CHC BOOKSTORE	Non-instructional Supplies	\$	100.00
151202	CINTAS FIRST AID & SAFETY	Non-instructional Supplies	\$	234.90
151349	CM SCHOOL SUPPLY CO	Non-instructional Supplies	\$	8,000.00
150969	DELL COMPUTER COMPANY	Non-instructional Supplies	\$	121.49
151373	DIGITAL BUYER	Non-instructional Supplies	\$	313.08
151352	GAYLORD BROS INC	Non-instructional Supplies	\$	306.99
151405	GRAINGER INC W W	Non-instructional Supplies	\$	259.84
151350	HOME DEPOT CREDIT SERVICES	Non-instructional Supplies	\$	5,000.00
151125	HUMANSCALE	Non-instructional Supplies	\$	498.12
151282	KELLY PAPER COMPANY	Non-instructional Supplies	\$	4,000.00
151028	LIFETIME MEMORY PRODUCTS	Non-instructional Supplies	\$	1,347.84
151148	MDI WORLDWIDE	Non-instructional Supplies	\$	244.62

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151299	MUSIC THEATRE INTERNATIONAL	Non-instructional Supplies	\$	21.60
151229	POMA DISTRIBUTING CO INC	Non-instructional Supplies	\$	22,799.75
151105	SBVC BOOKSTORE	Non-instructional Supplies	\$	800.00
151106	SBVC BOOKSTORE	Non-instructional Supplies	\$	2,500.00
151107	SBVC BOOKSTORE	Non-instructional Supplies	\$	300.00
151370	SBVC BOOKSTORE	Non-instructional Supplies	\$	5,000.00
150968	STAPLES	Non-instructional Supplies	\$	371.22
150970	STAPLES	Non-instructional Supplies	\$	1,014.98
150995	STAPLES	Non-instructional Supplies	\$	218.19
151101	STAPLES	Non-instructional Supplies	\$	84.79
151102	STAPLES	Non-instructional Supplies	\$	63.98
151103	STAPLES	Non-instructional Supplies	\$	455.24
151108	STAPLES	Non-instructional Supplies	\$	259.16
151122	STAPLES	Non-instructional Supplies	\$	209.35
151147	STAPLES	Non-instructional Supplies	\$	352.59
151203	STAPLES	Non-instructional Supplies	\$	360.26
151204	STAPLES	Non-instructional Supplies	\$	74.17
151205	STAPLES	Non-instructional Supplies	\$	402.12
151206	STAPLES	Non-instructional Supplies	\$	205.54
151207	STAPLES	Non-instructional Supplies	\$	209.52
151208	STAPLES	Non-instructional Supplies	\$	216.46
151209	STAPLES	Non-instructional Supplies	\$	163.33
151210	STAPLES	Non-instructional Supplies	\$	488.95
151218	STAPLES	Non-instructional Supplies	\$	161.48
151220	STAPLES	Non-instructional Supplies	\$	511.36
151221	STAPLES	Non-instructional Supplies	\$	94.50
151228	STAPLES	Non-instructional Supplies	\$	622.81
151230	STAPLES	Non-instructional Supplies	\$	169.34
151252	STAPLES	Non-instructional Supplies	\$	189.91
151253	STAPLES	Non-instructional Supplies	\$	94.56
151254	STAPLES	Non-instructional Supplies	\$	328.39
151255	STAPLES	Non-instructional Supplies	\$	272.05
151281	STAPLES	Non-instructional Supplies	\$	258.58
151283	STAPLES	Non-instructional Supplies	\$	196.52
151300	STAPLES	Non-instructional Supplies	\$	324.45
151319	STAPLES	Non-instructional Supplies	\$	105.38
151320	STAPLES	Non-instructional Supplies	\$	217.76
151353	STAPLES	Non-instructional Supplies	\$	373.52
151354	STAPLES	Non-instructional Supplies	\$	97.73
151371	STAPLES	Non-instructional Supplies	\$	549.91
151372	STAPLES	Non-instructional Supplies	\$	457.89
151406	STAPLES	Non-instructional Supplies	\$	173.22
151459	STAPLES	Non-instructional Supplies	\$	64.65
151460	STAPLES	Non-instructional Supplies	\$	135.00
151461	STAPLES	Non-instructional Supplies	\$	139.40
151166	UNISOURCE PAPER	Non-instructional Supplies	\$	3,944.97
150955	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	21.58

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150971	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	53.99
151351	US BANK CORPORATE PMT SYSTEMS	Non-instructional Supplies	\$	4,500.00
151301	WALKER, JAMES	Non-instructional Supplies	\$	5.56
151231	WARREN-MARLATT, REBECCA	Non-instructional Supplies	\$	157.46
151150	ACCREDITING COMMISSION FOR	Operational Expenses & Fees	\$	21,794.00
151232	ALL STATE POLICE EQUIPMENT	Operational Expenses & Fees	\$	108.31
151391	AWARDS & SPECIALTIES	Operational Expenses & Fees	\$	991.44
151462	AWARDS & SPECIALTIES	Operational Expenses & Fees	\$	12.96
151474	BLUEDOT PRODUCTIONS	Operational Expenses & Fees	\$	500.00
151113	BOARD OF REGISTERED NURSING	Operational Expenses & Fees	\$	200.00
151112	CAAHEP	Operational Expenses & Fees	\$	450.00
150945	CHICOBAG COMPANY	Operational Expenses & Fees	\$	3,936.40
151109	CITY OF SAN BERNARDINO	Operational Expenses & Fees	\$	700.00
151251	CLARENDEN WOODS LLC	Operational Expenses & Fees	\$	1,000.00
151111	COMMITTEE ON ACCREDITATION	Operational Expenses & Fees	\$	1,200.00
151110	DEPARTMENT OF SOCIAL SERVICES	Operational Expenses & Fees	\$	550.00
151053	DEPT OF INDUSTRIAL RELATIONS	Operational Expenses & Fees	\$	7,642.44
150954	HOUSTON ENTERPRISES	Operational Expenses & Fees	\$	1,000.00
151114	JOSE'S MEXICAN FOOD	Operational Expenses & Fees	\$	753.82
151162	KINDE, HARAGWEN A	Operational Expenses & Fees	\$	242.25
151044	MARRIOTT-CAMARILLO	Operational Expenses & Fees	\$	2,293.92
150948	MARYLAND PUBLIC TV	Operational Expenses & Fees	\$	500.00
151407	MORENO, MARIANA	Operational Expenses & Fees	\$	500.00
150947	NAXOS OF AMERICA	Operational Expenses & Fees	\$	500.00
150953	NORTHEASTERN PA EDUCATION	Operational Expenses & Fees	\$	500.00
151475	RED WHEEL WEISER LLC	Operational Expenses & Fees	\$	500.00
151356	REVOLVING CASH	Operational Expenses & Fees	\$	1,425.00
151376	REVOLVING CASH	Operational Expenses & Fees	\$	2,688.00
151377	REVOLVING CASH	Operational Expenses & Fees	\$	1,848.00
151378	REVOLVING CASH	Operational Expenses & Fees	\$	1,368.00
151379	REVOLVING CASH	Operational Expenses & Fees	\$	3,160.00
151280	SAN BERNARDINO CO FIRE DEPT	Operational Expenses & Fees	\$	1,045.00
151380	SAN BERNARDINO COUNTY SUPT	Operational Expenses & Fees	\$	396.25
151392	SAN BERNARDINO COUNTY SUPT	Operational Expenses & Fees	\$	400.00
151043	SBVC FOOD SERVICES	Operational Expenses & Fees	\$	216.00
151374	SBVC FOOD SERVICES	Operational Expenses & Fees	\$	204.24
151375	SBVC FOOD SERVICES	Operational Expenses & Fees	\$	450.00
151149	STATE OF CALIFORNIA	Operational Expenses & Fees	\$	450.00
151476	STATE OF CALIFORNIA	Operational Expenses & Fees	\$	45.00
150949	THANE INTERNATIONAL INC	Operational Expenses & Fees	\$	500.00
151279	THE HOTEL SAN BERNARDINO	Operational Expenses & Fees	\$	3,378.24
150950	WLIW21 PUBLIC TELEVISION	Operational Expenses & Fees	\$	500.00
150946	WNET EDUCATIONAL BROADCASTING	Operational Expenses & Fees	\$	1,000.00
150951	WPBT	Operational Expenses & Fees	\$	500.00
150952	WQED MULTIMEDIA	Operational Expenses & Fees	\$	500.00
151046	FEDERAL EXPRESS	Postage & Freight	\$	100.00
151047	FEDERAL EXPRESS	Postage & Freight	\$	100.00

Purchase Order Report  
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151233	WARREN-MARLATT, REBECCA	Postage & Freight	\$	43.20
150944	SBCCD PRINTING SERVICES	Printing	\$	10,000.00
151048	SBCCD PRINTING SERVICES	Printing	\$	500.00
151116	SBCCD PRINTING SERVICES	Printing	\$	2,500.00
151117	SBCCD PRINTING SERVICES	Printing	\$	200.00
151151	SBCCD PRINTING SERVICES	Printing	\$	500.00
151234	SBCCD PRINTING SERVICES	Printing	\$	1,000.00
151237	SBCCD PRINTING SERVICES	Printing	\$	315.00
151383	SBCCD PRINTING SERVICES	Printing	\$	3,000.00
151384	SBCCD PRINTING SERVICES	Printing	\$	5,000.00
151408	SBCCD PRINTING SERVICES	Printing	\$	1,500.00
151277	AACRAO DISTRIBUTION CENTER	Reference Books	\$	132.00
151410	ACGIH	Reference Books	\$	139.79
151276	AMAZON.COM	Reference Books	\$	76.95
150996	AMERA-CHEN INC	Reference Books	\$	104.40
151278	AYCOCK, LARRY	Reference Books	\$	234.50
151152	CHC BOOKSTORE	Reference Books	\$	441.13
151409	J J KELLER & ASSOC INC	Reference Books	\$	59.58
151360	P & P UNIFORMS	Reference Books	\$	39.95
151260	SHABAZZ, RICKY	Reference Books	\$	52.54
151275	THOMSON REUTERS/BARCLAYS	Reference Books	\$	315.00
151049	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$	10.13
151235	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$	55.90
151029	SBVC FOOD SERVICES	Refreshments	\$	364.76
151361	SMART & FINAL IRIS CO	Refreshments	\$	250.00
151118	STATER BROS MARKETS	Refreshments	\$	500.00
151362	STATER BROS MARKETS	Refreshments	\$	200.00
151388	SBVC FOOD SERVICES	SBVC Food Service	\$	831.88
151169	DIVISION OF STATE ARCHITECT	Site Improvements	\$	5,550.00
151357	BARRAZA, MIRNA	Student Aid	\$	3,400.00
151124	CHC BOOKSTORE	Student Aid	\$	6,300.00
151115	SBVC BOOKSTORE	Student Aid	\$	211,130.00
151052	SBVC CAMPUS BUSINESS OFFICE	Student Aid	\$	900.00
151131	NATIONAL ENVIROMENTAL HEALTH	Textbooks	\$	1,200.00
151050	SBVC BOOKSTORE	Textbooks	\$	20,000.00
151397	SBVC BOOKSTORE	Textbooks	\$	20,000.00
151167	VERIZON CALIFORNIA	Utilities	\$	445.00
151358	VERIZON CALIFORNIA	Utilities	\$	250.00
151359	VERIZON CALIFORNIA	Utilities	\$	200.00

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: Diana Johnson, Bond Program Manager, Kitchell/BRj  
DATE: September 11, 2014  
SUBJECT: Summary of Bond Measure M Capital Improvement Program  
Change Orders and Amendments for Construction Contracts

RECOMMENDATION

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

OVERVIEW

As an informational item to the San Bernardino Community College District Board of Trustees, this report is a summary of all construction change orders and amendments to date for 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 \$3,212,112.93 which is only 2.03% of the project cost of \$158,341,115.45.

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 09/11/14 agenda)

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**CONTRACT AMENDMENTS**

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 74,525,493.50	\$ 441,122.93	\$ -	\$ 74,966,616.43	0.59%
SBVC-San Bernardino Valley College	\$ 83,815,621.95	\$ 130,483.49	\$ -	\$ 83,946,105.44	0.16%
				\$ -	
<b>TOTAL for CONTRACT AMENDMENTS</b>	<b>\$ 158,341,115.45</b>	<b>\$ 571,606.42</b>	<b>\$ -</b>	<b>\$ 158,912,721.87</b>	<b>0.36%</b>

**CHANGE ORDERS**

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 74,966,616.43	\$ 832,615.93	\$ -	\$ 75,799,232.36	1.11%
SBVC-San Bernardino Valley College	\$ 83,946,105.44	\$ 1,807,890.58	\$ -	\$ 85,753,996.02	2.15%
<b>TOTAL for CHANGE ORDERS</b>	<b>\$ 158,912,721.87</b>	<b>\$ 2,640,506.51</b>	<b>\$ -</b>	<b>\$ 161,553,228.38</b>	<b>1.66%</b>

**CHANGE SUMMARY by PROJECT**

(Including any contract amendments and change orders on the 9/11/14 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	0.00%
SOLAR FARM	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.76	\$ -	\$ 2,762,678.76	0.00%
OE 2	\$ 16,542,000.00	\$ 38,321.93	\$ -	\$ 123,511.78	\$ -	\$ 16,703,833.71	0.00%
OE 1 Roofing Package	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	0.00%
PE Complex	\$ 4,511,070.00	\$ -	\$ -	\$ 99,009.46	\$ -	\$ 4,610,079.46	2.19%
Science Building	\$ 18,638,831.00	\$ -	\$ -	\$ 42,519.89	\$ -	\$ 18,681,350.89	0.23%
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>\$ 74,525,493.50</b>	<b>\$ 441,122.93</b>	<b>\$ -</b>	<b>\$ 832,615.93</b>	<b>\$ -</b>	<b>\$ 75,799,232.36</b>	<b>1.11%</b>

**PAL**

PROJECTS	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**

September 11, 2014

(Including any contract amendments and change orders on the 9/11/14 agenda)

**M&S Annex**

PROJECTS	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>

**MPOE-Data**

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MPOE/DATA-01: Shanks Electric Corporatio	\$ 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>

**Library Demo**

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of
		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>

**Solar Farm**

PROJECTS	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>

Crafton Hills College  
CHANGE SUMMARY by PROJECT

September 11, 2014

(Including any contract amendments and change orders on the 9/11/14 agenda)

**OE2**

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>OE 2 Demo Pkg.</i>							
The Richards Group	\$ 654,000.00	\$ -	\$ -	\$ 22,571.02	\$ -	\$ 676,571.02	3.45%
<i>Building Pkg.</i>							
Sinianian Development, Inc.	\$ 15,888,000.00	\$ 38,321.93	\$ -	\$ 100,940.76	\$ -	\$ 16,027,262.69	0.63%
							0.00%
<b>TOTAL</b>	<b>\$ 16,542,000.00</b>	<b>\$ 38,321.93</b>	<b>\$ -</b>	<b>\$ 123,511.78</b>	<b>\$ -</b>	<b>\$ 16,703,833.71</b>	<b>0.74%</b>
Sinianian Development, Inc.	<b>NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS</b>						

**OE1 Roof**

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>OE 1 Roof Pkg.</i>							
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>

**PE Complex**

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Minco Construction	\$ 4,511,070.00	\$ -	\$ -	\$ 99,009.46	\$ -	\$ 4,610,079.46	2.19%
<b>TOTAL</b>	<b>\$ 4,511,070.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 99,009.46</b>	<b>\$ -</b>	<b>\$ 4,610,079.46</b>	<b>2.19%</b>
Minco Construction	<b>NOTE: THIS WAS BOARD APPROVED ON 8/08/13 UP TO 10% IN CHANGE ORDERS</b>						

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**

September 11, 2014

(Including any contract amendments and change orders on the 9/11/14 agenda)

**New Science Building**

PROJECTS	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	\$ 18,573,131.00	\$ -	\$ -	\$ 42,027.00	\$ -	\$ 18,615,158.00	0.23%
<b>TOTAL</b>	<b>\$ 18,638,831.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 42,519.89</b>	<b>\$ -</b>	<b>\$ 18,681,350.89</b>	<b>0.23%</b>
Earl Corporation	<b>NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS</b>						

**New Crafton Center**

PROJECTS	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	\$ 141,480.00	\$ -	\$ -	\$ 3,502.49	\$ -	\$ 144,982.49	2.48%
<i>Building</i>							
Bernards Brothers	\$ 21,798,066.00	\$ -	\$ -	\$ -	\$ -	\$ 21,798,066.00	0.00%
							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	<b>NOTE: THIS WAS BOARD APPROVED ON 04/10/14 UP TO 10% IN CHANGE ORDERS</b>						

**Temporary Parking Lot**

PROJECTS	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>\$ 4,369.93</b>	<b>\$ -</b>	<b>\$ 173,869.93</b>	<b>2.58%</b>

Crafton Hills College  
**CHANGE SUMMARY by PROJECT**

September 11, 2014

(Including any contract amendments and change orders on the 9/11/14 agenda)

**CHS CL**

PROJECTS	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**

September 11, 2014

(Including any contract amendments and change orders on the 9/11/14 agenda)

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Central Plant / Infrastructure	\$ 11,860,084.00	\$ 83,941.49	\$ -	\$ 55,854.00	\$ -	\$ 11,999,879.49	0.47%
HVAC Cafeteria & Health Science	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	0.00%
Gym Demo	\$ 52,163,223.00	\$ -	\$ -	\$ 292,299.00	\$ -	\$ 52,455,522.00	3.17%
Business Building Remodel	\$ 9,886,651.95	\$ 12,209.00	\$ -	\$ 850,839.00	\$ -	\$ 10,749,699.95	0.00%
Site Signage	\$ 2,622,963.00	\$ 34,333.00	\$ -	\$ 52,969.58	\$ -	\$ 2,710,265.58	1.99%
Auditorium	\$ 6,800,000.00	\$ -	\$ -	\$ 562,523.00	\$ -	\$ 7,362,523.00	8.27%
Career Technical Building	\$ 44,950.00	\$ -	\$ -	\$ -	\$ -	\$ 44,950.00	0.00%
K-Street Lighting	\$ 112,750.00	\$ -	\$ -	\$ (6,594.00)	\$ -	\$ 106,156.00	0.00%
	<b>\$ 83,815,621.95</b>	<b>\$ 130,483.49</b>	<b>\$ -</b>	<b>\$ 1,807,890.58</b>	<b>\$ -</b>	<b>\$ 85,753,996.02</b>	<b>2.15%</b>

**Central Plant & Infrastructure**

PROJECTS	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>							0.00%
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**

September 11, 2014

(Including any contract amendments and change orders on the 9/11/14 agenda)

**HVAC**

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
BP 1: Arrowhead Mechanical	\$ 183,000.00	\$ -	\$ -	\$ -	\$ -	\$ 183,000.00	0.00%
BP 2: Arrowhead Mechanical	\$ 142,000.00	\$ -	\$ -	\$ -	\$ -	\$ 142,000.00	0.00%
<b>TOTAL</b>	<b>\$ 325,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 325,000.00</b>	<b>0.00%</b>

**Gym Demo**

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
E. Avico, Inc.	\$ 253,071.00	\$ -	\$ -	\$ (15,000.00)	\$ -	\$ 238,071.00	-5.93%
JM Builders	\$ 256,000.00	\$ -	\$ -	\$ (35,905.00)	\$ -	\$ 220,095.00	-14.03%
Three Peaks (Soccer Field)	\$ 116,414.00	\$ -	\$ -	\$ 3,693.00	\$ -	\$ 120,107.00	3.17%
Inland Building Company	\$ 81,200.00			\$ (10,489.00)	\$ -	\$ 70,711.00	-12.92%
Swinerton Builders, Inc.	\$ 51,456,538.00			\$ 350,000.00		\$ 51,806,538.00	0.68%
<b>TOTAL</b>	<b>\$ 52,163,223.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 292,299.00</b>	<b>\$ -</b>	<b>\$ 52,455,522.00</b>	<b>0.56%</b>

**Swinerton NOTE: THIS WAS BOARD APPROVED ON 06/12/14 UP TO 10% IN CHANGE ORDERS**

**Business Building**

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Janus Corporation	\$ 417,600.00	\$ 12,209.00	\$ -	\$ 5,127.00	\$ -	\$ 434,936.00	1.19%
Three Peaks	\$ 34,923.95	\$ -	\$ -	\$ -	\$ -	\$ 34,923.95	0.00%
Three Peaks (Swing Space)	\$ 60,528.00	\$ -	\$ -	\$ (7,500.00)	\$ -	\$ 53,028.00	-12.39%
Doug Wall Construction, Inc.	\$ 9,250,000.00	\$ -	\$ -	\$ 848,321.00	\$ -	\$ 10,098,321.00	9.17%
Pacific Industrial Electric	\$ 123,600.00	\$ -	\$ -	\$ 4,891.00	\$ -	\$ 128,491.00	3.96%
<b>TOTAL</b>	<b>\$ 9,886,651.95</b>	<b>\$ 12,209.00</b>	<b>\$ -</b>	<b>\$ 850,839.00</b>	<b>\$ -</b>	<b>\$ 10,749,699.95</b>	<b>8.60%</b>



San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**

September 11, 2014

(Including any contract amendments and change orders on the 9/11/14 agenda)

**Signage - ADA**

PROJECTS	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							0.00%
<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>

**Auditorium**

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Woodcliff Corporation	\$ 6,800,000.00			\$ 562,523.00	\$ -	\$ 7,362,523.00	8.27%
<b>TOTAL</b>	<b>\$ 6,800,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 562,523.00</b>	<b>\$ -</b>	<b>\$ 7,362,523.00</b>	<b>8.27%</b>

Woodcliff Corporation **NOTE: THIS WAS BOARD APPROVED ON 7/11/13 UP TO 10% IN CHANGE ORDERS**

**Career Technical**

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
RDM Electric (Security Lighting)	\$ 44,950.00			\$ -	\$ -	\$ 44,950.00	0.00%
<b>TOTAL</b>	<b>\$ 44,950.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 44,950.00</b>	<b>0.00%</b>

San Bernardino Valley College  
**CHANGE SUMMARY by PROJECT**

September 11, 2014

(Including any contract amendments and change orders on the 9/11/14 agenda)

**K-Street Lighting**

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
RDM Electric	\$ 112,750.00			\$ (6,594.00)	\$ -	\$ 106,156.00	-5.85%
<b>TOTAL</b>	<b>\$ 112,750.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (6,594.00)</b>	<b>\$ -</b>	<b>\$ 106,156.00</b>	<b>-5.85%</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: September 11, 2014

SUBJECT: MOU: CSEA Interim Supervisory Assignment

RECOMMENDATION

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

OVERVIEW

The District and Association met on August 28, 2014, and entered into a MOU for an Interim Supervisory Assignment.

ANALYSIS

The Memorandum of Understanding constitutes the full and complete Agreement regarding the Interim Supervisory Assignment of Printing Operations Supervisor.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
CHAPTER #291**

This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").


**The District and the Association agree to approve the interim assignment for Dennis Winters, Printing Operations Specialist, to Printing Operations Supervisor, Management and Supervisor Employee Group, under the following stipulations:**

1. The length of the assignment will for a maximum of 12 months.
2. The Employee will be compensated from the Management and Supervisor Salary Schedule at Range 8, Step B. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. The District and the Association agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during his assignment as Interim Printing Operations Supervisor.
4. Upon completion of the Interim assignment, the Employee shall return to his regular classified position as Printing Operator Specialist.
5. The District and the Association agree that during the interim assignment, the Employee's seniority as Printing Operations Specialist will continue to accrue and the Interim assignment will not be construed in any manner as a break in service.
6. The District and the Association agree that should the District choose to fill the position on a permanent basis, the District's Supervisory Recruitment process will be followed and open to all internal and external candidates.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the interim Supervisory assignment of Dennis Winters.

The effective date of this MOU is July 12, 2014.


For the District

  
Bruce Baron, Chancellor

For CSEA



Colleen Gamboa  
President, CSEA Chapter 291



Charlie LaChance  
CSEA Labor Relations Representative