

**San Bernardino Community College District
Regular Meeting of the Board of Trustees
San Bernardino Valley College – Business Conference Room
701 S. Mt. Vernon, San Bernardino, CA
Thursday, March 12, 2015 – 4:00 p.m.**

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

2. SBCCD POLICE DEPARTMENT DONATION TO CHILDREN’S FUND

Consideration of Approval of Surplus – Children’s Fund (p.5)

District Representative: Chief Pierre Galvez

Children’s Fund Representative: Erin Phillips (President & CEO), Betty Chambers (Program Manager)
Caleb Williams, Gloria Birdwell (Caregiver); and Daquantis Welch, Terry & Jerry Earl (Caregivers)

3. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- a. Conference with Labor Negotiators, Government Code 54957.6
Agency Negotiators: Bruce Baron and Jack Miyamoto
CTA, CSEA, Management/Supervisors, Confidential Employees
- b. Public Employee Discipline/Dismissal/Release/Non Re-Employment, Government Code 54957
(3 cases)
- c. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation
pursuant to Government Code section 54956.9(d)(2) and (e)(3): 1 case
- d. Public Employee Performance Evaluation, Government Code 54957
Title: Chancellor

4. PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

The San Bernardino Community College Board of Trustees welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action.

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

5. CONVENE CLOSED SESSION

6. RECONVENE PUBLIC MEETING

7. REPORT OF ACTION IN CLOSED SESSION

8. INSTITUTIONAL PRESENTATIONS

- a. SBVC Disability Student Programs and Services – Marty Milligan

9. APPROVAL OF MINUTES

- a. Minutes February 19, 2015 (p.6)
- b. Minutes February 26, 2015 (p.14)

10. REPORTS

- a. Board Members
- b. Student Trustees
- c. Chancellor
 - i. Board Information Requests (p.17)
- d. SBVC
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- e. CHC
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- f. CTA
- g. CSEA

11. 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.

12. CONSENT AGENDA

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

- a. INSTRUCTIONAL/STUDENT SERVICES
 - i. Consideration of Approval of Curriculum Modifications – CHC (p.22)
 - ii. Consideration of Approval of Curriculum Modifications- SBVC (p.33)
 - iii. Consideration of Approval to Serve Wine at Campus Event (p.46)
- b. HUMAN RESOURCES
 - i. Consideration of Acceptance of Classified Employee Resignation (p.47)
 - ii. Consideration of Acceptance of Management Resignations (p.48)
 - iii. Consideration of Approval of Academic Employee (p.49)
 - iv. Consideration of Approval of Adjunct and Substitute Academic Employees (p.50)
 - v. Consideration of Approval of Authorized Signature List (p.52)
 - vi. Consideration of Approval of Classified Employee Promotion (p.55)
 - vii. Consideration of Approval of Classified Employee (p.56)
 - viii. Consideration of Approval of District Volunteers (p.57)
 - ix. Consideration of Approval of Management Appointments (p.59)

- x. Consideration of Approval of New Management Job Description – CTE (p.61)
 - xi. Consideration of Approval of New Management Job Description – Executive Director (p.66)
 - xii. Consideration of Approval of Non-Instructional Pay for Academic Employees (p.77)
 - xiii. Consideration of Approval of One and Two Year Contract Academic Employees (p.80)
 - xiv. Consideration of Approval of Professional Expert, Short-Term and Substitute Employees (p.82)
 - xv. Consideration of Approval of Revision of Classified Employee Promotion (p.88)
 - xvi. Consideration of Approval of Revision of Two Year Contract Academic Employee (p.89)
 - xvii. Consideration of Approval of the Revision of Management Job Description (p.90)
- c. FISCAL SERVICES
- i. Consideration of Approval of Conference Attendance (p.94)
 - ii. Consideration of Approval of District & College Expenses (p.102)
 - iii. Consideration of Approval of Individual Memberships (p.109)
 - iv. Consideration of Approval of Professional Services Contracts (p.111)
 - v. Consideration of Approval of Routine Contracts (p.113)
 - vi. Consideration of Approval of Surplus Property (p.153)

13. ACTION AGENDA

- a. INSTRUCTIONAL/STUDENT SERVICES
- b. HUMAN RESOURCES
- i. Consideration of Approval of Revision of Classified Employee Retirement (p.156)
- c. FISCAL SERVICES
- i. Consideration of Approval of Agreement - CHJ Incorporated (p.157)
 - ii. Consideration of Approval of Agreement - P2S Engineering (p.161)
 - iii. Consideration of Approval of Budget Adjustments (p.163)
 - iv. Consideration of Approval of Candidates for the 2015 CCCT Board of Directors (p.169)
 - v. Consideration of Approval of District Strategic Plan for 2014-20 (p.213)
 - vi. Consideration of Approval of Sole Source Purchase (p.258)
 - vii. Consideration of Approval to Accept Board Policies for Final Reading (p.259)
 - viii. Consideration of Approval to Accept Board Policies for First Reading (p.271)
 - ix. Consideration of Approval to Accept Independent Audit Report - KVCR Fund (p.377)
 - x. Consideration of Approval to Endorse Nomination for 2015 Classified Employee of the Year (p.398)
 - xi. Consideration of Approval to Select an Auditor for FY 2014-15 (p.406)
 - xii. Consideration of Approval of Amendment 002 - Knowland Construction (p.407)
- d. RESOLUTIONS
- i. Consideration of Approval to Adopt a Resolution in Support of Changes to Community College Funding (p.412)
 - ii. Consideration of Resolution to Recognize April 12-18, 2015 as “National Library Week” (p.414)
 - iii. Consideration of Resolution to Recognize April 22, 2015 as “Administrative Professionals Day” (p.416)
 - iv. Consideration of Resolution to Recognize April 22, 2015 as “Earth Day” (p.418)
 - v. Consideration of Resolution to Recognize April 2015 as “Sexual Assault Awareness and Prevention Month” (p.420)
 - vi. Consideration of Resolution to Recognize March 13 - April 15, 2015 as “Deaf History Month” (p.422)
 - vii. Consideration to Adopt a Resolution expressing Support for April 2015 as “Genocide and Human Rights Awareness Month” (p.424)

14. INFORMATION ITEMS

- a. Applause Cards (p.426)
- b. Budget Report (p.433)
- c. Cenergistic Report (p.477)
- d. Clery Report (p.479)
- e. General Fund Cash Flow Analysis (p.481)
- f. Local Hire Summary (p.483)
- g. Measure M Construction Change Order Summary (p.541)
- h. Purchase Order Report (p.566)
- i. Quarterly Financial Status Report (p.574)

15. ADJOURN – the next Board of Trustees meeting will be Thursday, April 9, 2015 at Crafton Hills College

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: March 12, 2015
SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to Children's Fund.

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of eight trek bikes to Children's Fund.

OVERVIEW

SBCCD's Police Department wishes to surplus eight trek bikes which are no longer used by the department. Education Code 81452 (c) provides that the governing board may, by unanimous vote, declare property of insignificant value as surplus and donate the surplus property to a charitable organization.

ANALYSIS

District Police no longer conduct bike patrols and the equipment is non-essential to ongoing operations. Children's Fund has examined the property and is willing to accept the donation for use in supporting their mission. The estimated value of the donation is \$800.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

No cost to the District.

**San Bernardino Community College District
Regular Meeting of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, February 19, 2015 – 4:00 p.m. – Board Room**

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 4:00pm. Trustee Guzman led the pledge of allegiance.

Members Present:

John Longville, President
Dr. Kathleen Henry, Vice President
Donna Ferracone
Dr. Donald Singer
Gloria Macias Harrison
Joseph Williams, Clerk
Nickolas W. Zoumbos
Alexis Panaguiton, Student Trustee, CHC
Tiffany Guzman, Student Trustee, SBVC

Members Absent:

None

Administrators Present:

Bruce Baron, Chancellor
Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, President, SBVC
Dr. Jack Miyamoto, Human Resources Consultant
Jose Torres, Interim Vice Chancellor Fiscal Services

Administrators Absent:

None

ANNOUNCEMENT OF CLOSED SESSION ITEMS

Conference with Labor Negotiators, Government Code 54957.6

Agency Negotiators: Bruce Baron and Jack Miyamoto

CTA, CSEA, Management/Supervisors, Confidential Employees

Public Employee Performance Evaluation, Government Code 54957; Title: Chancellor

Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

None.

CONVENE CLOSED SESSION

Closed session convened at 4:05pm

RECONVENE PUBLIC MEETING

Closed session reconvened at 5:26pm

REPORT OF ACTION IN CLOSED SESSION

None.

INSTITUTIONAL PRESENTATIONS

Sam Irwin of the SBCCD Citizens Bond Oversight Committee gave their annual report for 2013-2014. A written report was submitted. The Board recommended the CBOC give a report three times per year.

Chief Pierre Galvez and Linda Morin gave a presentation on Board Roles & Responsibilities During a Disaster. The Board agreed to a study session to learn more.
Dr. Shabazz, SBVC and Dr. Reece, CHC gave a presentation/update on Student Equity Plan.

APPROVAL OF MINUTES

Trustee Henry motioned, Trustee Singer seconded the motion and the board members voted as follows:
To approve the Minutes of January 15, 2015 with corrections as incorporated:

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

REPORTS

Trustee Singer attended ACCT National Legislative Summit and met with legislative representatives, including Dr. Jill Biden, Joaquin Castro from Texas, Pete Aguilar and Mark Takano, to discuss issues and funding for community colleges,. Trustee Williams attended ACCT National Legislative Summit and met with members of the higher education and labor committee to discuss America's College Promise. He also met with Senator Boxer and discussed a bill to establish a 24-hour advocate to deal with sexual assault victims. She is interested in coming to a campus to create attention around this issue. Trustee Panaguiton attended ACCT National Legislative Summit and met with Juan Vargas who gave her a tour of the Capitol. Trustee Guzman attended blood drive at SBVC and the Health Fair last week. She is participating in Adjunct Professors Week, Read Across America in classrooms to promote the power of reading and is speaking at an Honors conference in March to talk about why San Bernardino County has the lowest voting statistics in California. More specifically, why are we so disconnected from our local government, school board meetings, etc. President Longville announced we will give monthly reports on the Accreditation status. He noted Crafton Hills is 4th in the state.

Chancellor Baron reminded the audience that the colleges are fully accredited and nothing changes for the students. He thanked the staff for the tremendous work and progress that has been made to date in student learning outcomes and program learning outcomes. Numbers have already reached the 80% mark and he has commitments to be at 100% fairly soon. The Chancellor made a commitment to everyone in attendance that the progress report will be updated every month on the district. There is nothing more important than resolving these issues and making sure our accreditation is fully reaffirmed next year. The Chancellor will personally stay on top of that and keep the board and campus community informed. The Chancellor will also assist the Board in addressing the two Board recommendations and include the progress on those recommendations in the district's monthly report. He spoke with Valley College Academic Senate about the plans to address the recommendations..

President Marshall reported the state Chancellor's office has formed a new unit to provide technical assistance to colleges across the United States. Dr. Rebecca Warren-Marlatt was selected as one of the experts that will be helping other colleges on student success issues and accreditation issues. CHC will reapply for the baccalaureate program. It will require that Crafton be sanction-free and slots be available. Progress made on accreditation and all future reports will be included in President's Report going forward. Student learning outcomes are at 90% for courses and 84% for programs and are already at 100% for institutional outcomes. The team also mentioned that Crafton needs to have Broad dialogue about outcomes across service areas and disciplines. Crafton is working on a distance education plan. The Senate it is working on a resolution for the DE draft plan which will be forthcoming. CHC is addressing counseling, tutoring, library and other services in a timely manner. They addressed the college catalog and moving to a digital catalog so changes can be made immediately. Denise Allen reported the faculty and college leadership have made significant progress on the ACCJC recommendations without outside funds or professional experts. As a result, significant progress has been made on SLOs, and they are moving forward with a recommendation to retain the DE lead program. Senates developed a program viability document and the remaining issues relating to the College Catalog, mission statement and performance evaluations have been resolved. At the direction of the Senate, she is reporting the state of mind of the CHC academic senate regarding the findings of ACCJ. The CHC Academic Senate fully supports the findings of the accrediting commission. Furthermore, they believe it is the district level

recommendations that have resulted in Crafton Hills College and their sister college to be put on warning by ACCJC. The academic discussed the position Crafton Hills is now in as a result of being put on warning and the subsequent ill effects. The Senate feels there is a loss of confidence of the students and the community. The feelings of the Academic Senate is that there are those of anger and frustration because of the hard work that was done on the campus to obtain the previous accreditation and reaffirmation and all the work that was put into the proposed bachelors program. The CHC Academic Senate lays the cause of being put on warning at the doorstep of the board members and the Chancellor as a direct result of the district recommendations as identified by ACCJC. Similar recommendations for improvement noted by ACCJC at other community colleges did not result in those colleges put on warning. The CHC Academic Senate wants the board to know that they fully support their sister college Academic Senate and the actions they have taken in regards to the leadership of the district. Michelle Tinoco reported started developing an Ad Hoc committee for classified scholarship guidelines. Classified senate will start discussion and planning of professional development week for classified staff. Classified Executive Board attended a one day event at Valley College with other colleges to provide professional development for their classified staff. Classified staff is engaged in finding and working toward a solution for the warning status. Alexis Panaguiton reported for Associated Students. They have an electoral conference and club rush next week.

President Fisher reported that San Bernardino Valley College did extremely well in the last accreditation review. They came through the process as an institution with one recommendation. They received five commendations from the ACCJC. SBVC is moving from 22% to 82% of PLOs. They have a good storage system and everything is in place and they were recognized by ACCJC for the work they have done. SBVC open forum had nearly 100 in attendance of which most were students. President Fisher kept her welcome short to allow attendees to engage in dialogue. The 3rd party complaint was discussed and Dr. Fisher responded with what she is willing to do if it is called for. The psychiatric technology program continues to prepare students to successfully enter the profession. Recent graduates who completed the program and licensing achieved 100%. Jeremiah Gilbert reported expecting to be at 100% PLO assessment by May. Jeremiah pointed out that seven colleges were granted reaffirmation by the ACCJC even though they had noted deficiencies in their PLOs, making it clear that the ACCJC was not sanctioning colleges for SLO or PLO deficiencies. What they did not have were multiple deficiencies against the district and board. In addition we have the added Commission recommendation resulting from a third party comment in regards to the qualifications of the appointed college president. The Senates were told that this in no way contributed to the warning, but there is still cause of great concern to the faculty staff students and the community as a story has spread to a national level. The Academic Senate's meeting was devoted to the 3rd party complaint. They began by addressing the identified deficiency for the district and the Commission recommendation. Chancellor Baron was invited to speak to these issues and answer the questions. The Senate then went to general discussion resulting in the Senate President being asked to contact Barbara Beno to ask what ACCJC will accept in addressing the Commission recommendation. And if the president is showing progress towards an advanced degree, then what time line is expected for degree completion. Second, the senate decided to initiate a vote of no confidence on the Chancellor's leadership. They appreciate their sister college's support in the action and now working on establishing a process and timeline for this process. Cassandra Thomas reported she is resigning from classified senate to serve as CSEA 1st VP to replace Grayling. Aaron Bevor will step into Casey's role for classified senate. Classified senate is in a much better place than when Casey took over and classified said it has a much better relationship with CSEA. She thanked everyone for support over the last four years. Student senate reported on successful past events. Student Senate distributed surveys, like on Facebook, and general scholarships are now at \$10,000. Upcoming events are the March in March Rally on February 24th, Student Leadership Conference on March 15th, and a Homeless Forum for students in April.

Sheri Lillard reported on part time faculty appreciation day event. Academic Senate colleagues have done a good job and relaying the faculty's mood about the accreditation issues. It is very frustrating for faculty to see the SLOs keep popping up in the press. This constant picking on the SLOs are seen as being a major issue as to why we did not get our accreditation reaffirmed. We've already heard from the college presidents that this has been addressed. One of the district recommendations regarding the completion of the faculty evaluation instrument is to include the work on SLOs. We need to establish a tools committee and make the changes. The committee will be assembled and this will be completed soon. Sheri raised the issue of how contract education is implemented in the district. The SCCDTA is the sole bargaining agent and they cover the full time faculty and their hours, wages, and terms and conditions of employment. That means that if there's an agreement made

with an outside entity for our faculty to teach courses we need to be involved. We need to be made aware of this, see these in advance, and encourage the board to be cautious of approving these agreements unless they have been assured that it has gone across the table and been negotiated between the CTA and the district.

Grayling Eaton introduced himself as the new president of the CSEA local chapter. He said that he intends to focus on contractual concerns such as other people doing the work of CSEA members, work safety, and overall treatment of membership. Classified members are usually the first to encounter students and will play an important part in straightening out the accreditation issue. He looks forward to working with the district and being a helpful partner to get through the issues. He asked for the collective bargaining agreement to get it into the hands of the people that need it. Trustee Williams mentioned that comments are directed to the trustees in the report areas and some of the topics are vague. The Trustees' role in governance is hard to make policy decisions when things are not agendaized. Some trustees would like to discuss what is being reported but cannot if it is not placed on the agenda. If there are items that people want to discuss, Trustee Williams would like to see them on the agenda so they can be discussed.

PUBLIC COMMENT

Public comments were made by Jason Martinez, Nelson Goins, and Timothy Forrest.

CONSENT AGENDA

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows:
To approve the consent agenda.

- Consideration of Approval of Curriculum – CHC
- Consideration of Approval of Curriculum – SBVC
- Consideration of Approval of Adjunct and Substitute Academic Employees
- Consideration of Approval of Bilingual Stipend for Designated Classified Employees
- Consideration of Approval of Classified Employee Promotion
- Consideration of Approval of Classified Employees
- Consideration of Approval of District Volunteers
- Consideration of Approval of Employment Rescission
- Consideration of Approval to Grant Tenure
- Consideration of Approval of Management Appointment
- Consideration of Approval of Non-Instructional Pay for Academic Employees
- Consideration of Approval of One and Two Year Contract Academic Employees
- Consideration of Approval of Professional Expert Short-Term and Substitute Employees
- Consideration of Approval of Sabbatical Leaves for the 2015-2016 Academic Year
- Consideration of Approval of Salary Step Advancement for Management Employee
- Consideration of Approval of Temporary Academic Employees
- Consideration of Approval of the Revision to Professional Expert Rates of Pay
- Consideration of Granting a Paid Leave of Absence for Academic Employee
- Consideration of Approval of Conference Attendance
- Consideration of Approval of District & College Expenses
- Consideration of Approval of Individual Memberships
- Consideration of Approval of Professional Services Contracts
- Consideration of Approval of Surplus Property

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

Items Pulled From Consent Agenda:

Consideration of Approval of Routine Contracts

Dr. Fisher reported on the contract between Rialto Unified School District and San Bernardino Valley College. This was a way to provide college level courses on a contract basis in a way that it would not impact our

institution. We are not collecting apportionment. They are credit bearing courses. We have entered into numerous contracts similar to this over the years. President Fisher had no reason to think that she was infringing on the rights of the members. Classes are scheduled to start on Monday for this contract and there are approximately 120 students who have been processed to begin class. This contract has been discussed at Academic Senate and College Council and everything forums held throughout the community. President Fisher is willing to have a sit down conversation to go through the details with CTA but does not want to see the process stalled at this time. We are not asking faculty to teach who are not interested to go off site at a high school. It meets one of the goals of our student Equity Plan and it is the right thing to do if we are going to improve the college going rate and the success rate of our students. Sheri Lillard said perhaps the contract was fully negotiated between the college and the High School District but CTA was not involved. The District will work with CTA to gain a complete understanding of their concerns.

Trustee Singer motioned, Trustee Williams seconded the motion and the board members voted as follows:
To approve routine contracts.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Henry, Panaguiton (CHC Student Trustee)
NOES: Guzman (SBVC Student Trustee)
ABSENT: None
ABSTENTIONS: Harrison

ACTION AGENDA

Consideration of Acceptance of Classified Employee Retirement

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:
To accept the retirement of Linda Tymchek, Administrative Secretary, SBVC.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Budget Adjustments

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:
To approve the attached budget adjustments.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Contract - Leighton Consulting

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:
To approve an agreement with Leighton Consulting, Inc. for geotechnical services on the New Crafton Center, New Science Building, Occupational Education Building 2, and Maintenance and Operations Building projects at CHC in the amount of \$516,000.00.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Revised Board Directives for the 2015-16 Budget

Trustee Harrison said the board previously approved the fund balance at 15%. She would like to keep it at 15%.

If there is a pressing project it can be addressed on a case-by-case basis. Trustee Singer indicated most districts do not have their fund balance as high as 15%. Singer suggested dropping the fund balance to 12%. Trustee Ferracone asked what the amount would be to float payroll for 2 months. She felt 10 to 12% was too low. Trustee Henry is not comfortable with lowering the fund balance. Chancellor Baron said a report will go back to the district budget committee advising that the board was not comfortable with reducing the fund balance.

Singer motioned to approve the revised board directives for the 2015 - 16 budget. There was no second. Motion died for lack of second.

Consideration of Approval to Accept Board Policies for Final Reading

Trustee Harrison motioned, Trustee Henry seconded the motion and the board members voted as follows: To approve Board Policies BP 6320 Investments and BP 6610 Local, Minority, Women, and Veteran Owned Enterprise Program.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval to Accept Board Policies for First Reading

Trustee Harrison motioned, Trustee Henry seconded the motion and the board members voted as follows: To accept Board Policies BP 2010 Board Membership; BP 2040 Board Authorization; BP 2100 Board Elections; BP 4040 Library & Other Instructional Support Services; and BP 7150 Evaluation for first reading.

AP 2435 Evaluation of the Chancellor; AP 2510 Participation in Local Decision-Making; AP 4020 Program, Curriculum, and Course Development; AP 4025 Philosophy and Criteria for Associate Degree and General Education; and AP 7150 Evaluation were submitted for information only.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Amendment 4 - NTD at CHC

Trustee Harrison motioned, Trustee Henry seconded the motion and the board members voted as follows: To approve Amendment 4 to the NTD Architecture agreement for the New Science Building at CHC, assigning the agreement to Little Diversified Architectural Consulting, Inc.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Amendment 8 - NTD at SBVC

Trustee Harrison motioned, Trustee Henry seconded the motion and the board members voted as follows: To approve Amendment 8 to the NTD Architecture agreement for the Auditorium Renovation project at SBVC, assigning the agreement to Little Diversified Architectural Consulting, Inc.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None

ABSTENTIONS: None

Consideration of Approval to Adopt Resolution to Recognize March 2, 2015 as “Read Across America” Day
Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:
To adopt a resolution to recognize March 2, 2015 as “Read Across America” Day.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval to Adopt Resolution to Recognize March 31, 2015 as César Chávez Day
Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:
To adopt a resolution to recognize March 31, 2015 as César Chávez Day.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval to Adopt Resolution to Recognize March 2015 as National Women’s History Month
Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:
To adopt a resolution to recognize March 2015 as National Women’s History Month.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval to Adopt Resolution to Recognize the last week of March 2015 as Latino Education and Advocacy Days (LEAD)

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:
To adopt a resolution to recognize the last week of March 2015 as Latino Education and Advocacy Days (LEAD).

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry, Guzman (SBVC Student Trustee), Panaguiton (CHC Student Trustee)
NOES: None
ABSENT: None
ABSTENTIONS: None

INFORMATION ITEMS

Applause Cards

Budget Report

CCFS-320 Apportionment Report for FY 2015 Period 1

Cenergistic Report

Clery Report

General Fund Cash Flow Analysis

Local Hire Summary

MOU Interim Assignment – Payroll Administrator

Purchase Order Report

Quarterly Investment Report

Summary of Measure M Construction Contract Change Orders & Amendments

ADJOURN

President Longville adjourned the meeting at 8:41pm.

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

**San Bernardino Community College District
Regular Meeting (Study Session) of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, February 26, 2015 – 12:00 p.m. – Board Room**

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 12:02pm. Trustee Williams led the pledge of allegiance.

Members Present:

John Longville, President
Dr. Kathleen Henry, Vice President
Donna Ferracone
Dr. Donald Singer
Gloria Macias Harrison
Joseph Williams, Clerk
Nickolas W. Zoumbos
Tiffany Guzman, Student Trustee, SBVC

Members Absent:

Alexis Panaguigon, Student Trustee, CHC

Administrators Present:

Bruce Baron, Chancellor
Dr. Cheryl Marshall, President, CHC (left at 1:35pm)
Dr. Gloria Fisher, Interim President, SBVC
Dr. Jack Miyamoto, Human Resources Consultant (arrived at 1:45pm)

Administrators Absent:

Jose Torres, Interim Vice Chancellor Fiscal Services

PUBLIC COMMENT

None.

DISTRICT STRATEGIC PLAN

Chancellor gave an overview and reminded the group that the plan was brought to the board a couple of months ago. The board asked how the plan was derived and wanted to discuss before asking the board to reconsider. We started the shared governance process. The document has been through the constituent groups and district assembly and the shared governance processes. Hope to go through the plan goal by goal, what was the context, why the goal was set and to dialogue with the board and plan for the next strategic planning process.

Self-Introductions:

Barbara Nichols, Deanna Krehbiel, Laura Gowen, Amalia Perez, Donna Hoffman, Glen Kuck, Rania Hamdy, Haragewen Kinde, James Smith, Keith Wurtz, Cheryl Marshall Gloria Fisher, Alisa Moore, Greg Zerovnik,

The group agreed to move the document forward, as a living document, to the Board for approval in March.

ANNOUNCEMENT OF CLOSED SESSION ITEMS

Conference with Labor Negotiators, Government Code 54957.6
Agency Negotiators: Bruce Baron and Jack Miyamoto
CTA, CSEA, Management/Supervisors, Confidential Employees
Public Employee Performance Evaluation, Government Code 54957; Title: Chancellor

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

Public comments were heard in support of Dr. Fisher to remain as President of San Bernardino Valley College by Lauren Sanders, Linda Subero, Clyde Williams, Marquis Subero, Wilma Cochrane, Ratibu Jacocks, Corinthia Williams, Tily Howard, and Jimmie Bradley.

CONVENE CLOSED SESSION

Closed session convened at 1:45pm

RECONVENE PUBLIC MEETING

Closed session reconvened at 3:25pm

REPORT OF ACTION IN CLOSED SESSION

None.

ADJOURN

President Longville adjourned the meeting at 3:26m.

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



Westside Action Group

WAG Officers

President

Alton Garrett

February 24, 2015

1st Vice President

Membership

Stan Futch

To the Board of Trustees
San Bernardino Community College District:

2nd Vice President

Programs

Walter Hawkins

We have read many of the media's accounts about the Accreditation Commission report including some warnings for SBVC and the events surrounding Dr. Fisher's qualifications to serve as president. First and foremost, SBVC continues to be an accredited community college and there is no immediate need to be alarmed about the warning status.

Secretary / Treasurer

Ratibu Jacocks

We find it very alarming that the media attention has been given primarily to SBVC when the fact of the matter is that the visiting team submitted findings that actually praise SBVC in several areas. We encourage the members of the community to read the accreditation reports for both colleges and draw their own conclusions.

The accreditation report includes ACCJC concerns about Dr. Fisher's JD degree. Dr. Fisher does indeed hold a Juris Doctorate degree from a California accredited law school. Based on the screening performed by the Human Resources staff, Dr. Fisher meets all of the requisite qualifications for the position. The CA Community College Chancellor's office concurred. As a part of its due diligence, the search committee and Board of Trustees should have addressed and laid to rest any concerns regarding her qualifications prior to her appointment as president.

In December 2014, some Board members went on record stating that questions about Ms. Fisher's credentials do not concern them at all. We are urging that you continue to demonstrate that same unwavering commitment.

It is now time for the SBCCD Board of Trustees to reaffirm Dr. Fisher as the duly appointed President of San Bernardino Valley College, with your full support as she continues to perform the duties of this office. She has provided excellent leadership for over 18 months. Anything short of her reaffirmation to this post will be a travesty of justice.

Submitted by the
Westside Action Group

P.O. Box 7804 * San Bernardino * CA * 92411

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: March 12, 2015
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
2014-2015 Board of Trustees Information Requests
(updated 3/2/15)**

Date of Request: 10/10/2013
Requested by: Trustee Williams
Planned Completion Date: Ongoing

Request: Review current policies and bylaws to make sure they reflect current board realities

Comments: 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. 1st 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. District Assembly adopted a new review process and has implemented for a more expeditious process as of 4/1/14. January-June 2014 + time through collegial consultation process.

Date of Request: 6/12/2014
Requested by: Trustee Williams
Planned Completion Date: Ongoing

Request: Requested for regular SBVC Foundation Updates.

Comments: Dr. Fisher will provide updates in her President's Reports.

Date of Request: 10/10/2013
Requested by: Trustee Williams
Planned Completion Date: Open

Request: Consider succession planning at the President/CEO and Cabinet levels.

Comments: For discussion with Chancellor's Cabinet. Policies are being developed through CCLC Consultant

Date of Request: 11/13/2014
Requested by: Trustee Ferracone
Planned Completion Date: Open

Request: Trustee Ferracone would like the board to consider developing a policy on the hiring of a college president.

Comments: To be considered as we get through the policies and procedures updates.

Date of Request: 11/17/2014
Requested by: Trustee Williams
Planned Completion Date: Considered

Request: Trustee Williams asked if the District could be a developing partner in the project. He would like to if there any other districts that do something similar and how much unrestricted revenue could be generated.

Comments: The City staff will work with district staff to respond.

Date of Request: 11/17/2014
Requested by: Trustee Singer
Planned Completion Date: Considered

Request: Trustee Singer would like to know experiences from other community colleges, what they charge, and results.

Comments: The City staff will work with district staff to respond.

Date of Request: 5/29/2014
Requested by: Trustee Williams
Planned Completion Date: Considered

Request: To change budget cycle to begin review in the fall.

Comments: Chancellor indicated this can begin with the 2015-2016 budget calendar.

Date of Request: 3/13/2014
Requested by: Trustee Williams
Planned Completion Date: Considered

Request: Would like the board to consider sponsoring students to attend and/or organize a group to present at the A2Mend Conference next year.

Comments: Conference to be held 3/4/15-3/6/15 at LAX Westin.

Date of Request: 9/11/2014
Requested by: Trustee Harrison
Planned Completion Date: Completed

Request: Trustee Harrison asked that a directive for the new 2015-2016 budget be added to include: The reserve fund be used for short term projects and also to be used for one time cost.

Comments: To be included with the 2015-2016 Directives are sent to the board for approval.

Date of Request: 8/14/2014
Requested by: Trustee Henry
Planned Completion Date: Completed

Request: Requested for additional information on the results of the Adult Education and Town Hall meetings that took place between December 2013 and February 2014.

Comments: Sent with Chancellor's Chat on 8/22/14.

Date of Request: 8/14/2014
Requested by: Trustee Harrison
Planned Completion Date: Completed

Request: 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.

Comments: Resolution sent to the board 10/9/14.

Date of Request: 8/14/2014
Requested by: Trustee Williams
Planned Completion Date: Completed

Request: Trustee Williams asked if we could look into the comments made about the job developer at SBVC.

Comments: Sent with Chancellor's Chat on 8/22/14.

Date of Request: 8/14/2014
Requested by: Trustee Henry
Planned Completion Date: Completed

Request: Dr. Henry asked for what was presented previously compared to what is currently presented and what the difference was.

Comments: Sent with Chancellor's Chat on 8/22/14.

Date of Request: 9/9/2014
Requested by: Trustee Williams
Planned Completion Date: Completed

Request: Requested future presentations include the conversion of FTES to # of students. He would also like to see what the goal is and where we are currently.

Comments: Sent with Chancellor's Chat on 9/19/14.

Date of Request: 9/9/2014
Requested by: Trustee Harrison
Planned Completion Date: Completed

Request: Requested for a projection of the budget if the unfunded FTES remained at 804 and how long could this be sustained?

Comments: Chancellor submitted information as requested with the November Board Book.

Date of Request: 9/9/2014
Requested by: Trustee Williams
Planned Completion Date: Completed

Request: Requested a list of positions that were approved to be filled.

Comments: Chancellor submitted information as requested with the November Board Book.

Date of Request: 9/9/2014
Requested by: Trustee Ferracone
Planned Completion Date: Completed

Request: Requested for a breakdown for faculty positions.

Comments: Chancellor submitted information as requested with the November Board Book.

Date of Request: 9/9/2014
Requested by: Trustee Harrison
Planned Completion Date: Completed

Request: Requested for a breakdown for staffing positions.

Comments: Chancellor submitted information as requested with the November Board Book.

Date of Request: 9/11/2014
Requested by: Trustee Singer
Planned Completion Date: Completed

Request: Trustee Singer asked to see statistics of transfer and or success rate of the Left Lane Project.

Comments: Chancellor submitted information as requested with the November Board Book.

Date of Request: 11/14/2013
Requested by: Trustees Williams & Henry
Planned Completion Date: Completed

Request: Board of Trustees were encouraged to participate and go through safety overview training. Trustee Henry asked for clarification on topics 1-4. She understood this as more of a safety training overview and asked Trustee Williams to elaborate on what his r

Comments: Topics to include:
1. Workers' Compensations data - frequency/severity/ what the data means/process for filing a claim in the district
2. MSDS now SDS database – How it works
3. Safety training monthly statistics on training completion – What the numbers mean
4. Emergency preparedness/Table-top exercise training in the Spring.
Safety training overview focusing on what is the board's role if there is an earthquake? Great Shake-out simulation.
Presentation completed at 11/13/14 board meeting.

Date of Request: 10/9/2014
Requested by: Trustee Longville
Planned Completion Date: Considered

Request: Trustee Longville requested the presence of a representative from RCC at the next board meeting.

Comments: Chancellor will submit information to the board as requested.

Date of Request: 10/9/2014
Requested by: Trustee Harrison
Planned Completion Date: Considered

Request: Trustee Harrison asked that we make sure the agreement entered into is better than what we now have. Reports of contractors and subcontractor should include minority and women owned designation. Would also like feedback from RCC

Comments: Chancellor will submit information to the board as requested.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Cheryl A. Marshall, President, CHC
PREPARED BY: Bryan Reece, Vice President of Instruction, CHC
DATE: March 12, 2015
SUBJECT: Consideration of Approval of Curriculum Modifications

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEES APPROVAL
March 12, 2015

NEW COURSES

DISCIPLINE: College Life (Learning Assistance)
DEPARTMENT: Learning Resources
COURSE ID: CHC 900
COURSE TITLE: Essentials for Student Success
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: Concurrent enrollment in any basic skills level Math, English or Reading class
SEMESTER UNITS: 2 – 3
MINIMUM SEMESTER HOURS:
LECTURE: 2 – 3 contact hours per week
32 – 48 contact hours per semester
CATALOG DESCRIPTION: Introduction to academic success strategies and support services for basic skills students. Exploration of learning styles, study and time management techniques, motivation, memory, reading strategies, and academic and personal goals.
SCHEDULE DESCRIPTION: Introduction to academic success strategies and support services for basic skills students. Exploration of learning styles, study and time management techniques, motivation, memory, reading strategies, and academic and personal goals.

Notes: This course is Stand Alone.

This course does not currently equate with SBVC.

Effective: FA15

Rationale: According to the Student Success Initiative, "...more than 70 percent of community college students are under-prepared to do college-level work." This course will address the needs of students who are enrolled, or planning to enroll in basic skill courses towards the goal of successfully completing transfer level coursework. Building on the initial information shared in the enrollment process, this course will provide an opportunity for students to acquire skills for reflection, self-awareness and lifelong learning, along with fundamental skills and strategies to enhance their retention, success and persistence.

DISCIPLINE: Computer Information Systems
DEPARTMENT: Business, Economics and Information Technology
COURSE ID: CIS 174
COURSE TITLE: Introduction to Adobe Premiere
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 3
MINIMUM SEMESTER HOURS:
LECTURE: 3 contact hours per week
48 contact hours per semester
CATALOG DESCRIPTION: Foundational course in digital video editing using Adobe Premiere. Development of skills necessary to import video from a variety of sources and apply professional edits such as cuts, transitions, lower-third overlays, and soundtrack integration. Introduction to basic audio editing techniques including reading and editing wave forms and applying a multi-band graphic equalizer.

Curriculum Meeting: 01/26/15, 02/09/15

Conjoint Meeting: 02/23/15

Board of Trustees Meeting: 03/12/15

2 of 11

SCHEDULE DESCRIPTION: Foundational course in digital video editing using Adobe Premiere. Development of skills necessary to import video from a variety of sources and apply professional edits such as cuts, transitions, lower-third overlays, and soundtrack integration.

Note: The course does not currently equate with SBVC.

Effective: FA15

Rationale: The course would enable our students to develop multimedia content for professional distribution via both the Internet and permanent mediums such as DVD and Blu-ray.

DISCIPLINE: Counseling
DEPARTMENT: Counseling
COURSE ID: COUN 110
COURSE TITLE: Introduction to Career, Education and Life Planning
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

SEMESTER UNITS: 3

MINIMUM SEMESTER HOURS:

LECTURE: 3 contact hours per week
48 contact hours per semester

CATALOG DESCRIPTION: An introduction to career planning. Exploration of academic, personal and career goals through assessment of personality, interest, values, and talents toward completion of a comprehensive career and educational plan for first time career seekers. Analysis of desired lifestyle and work, decision making, and goal achievement will be addressed. Exploration of the sociological, physiological, and psychological needs in identifying and planning a major and career plan. Focus on the career planning process and the development of a career portfolio that demonstrates knowledge of career decision making, planning and job search strategies.

SCHEDULE DESCRIPTION: Introduction to career planning for the first time career seeker. Exploration of academic, personal, and career goals through assessment, self- exploration, and class projects.

Notes: This course is Stand Alone if not approved for CSU GE.

This course does not currently equate with SBVC.

Effective: FA15

Rationale: This course will enable traditional students to identify academic, personal and career goals that will lead to the completion of a comprehensive educational plan, lifelong career development, increase their motivation for success, and allow for them to matriculate through the community college system in a timely manner.

DISCIPLINE: Counseling
DEPARTMENT: Counseling
COURSE ID: COUN 111
COURSE TITLE: Career Transition and Educational Planning
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101

SEMESTER UNITS: 3

MINIMUM SEMESTER HOURS:

LECTURE: 3 contact hours per week
48 contact hours per semester

CATALOG DESCRIPTION: Designed for the transitional college student changing careers due to loss of job, change of career path, work-life balance, including veterans. Identify academic, personal and career goals through assessment of personality, interest, values, talents, and transferable skills to develop a career and educational plan. Assessment of psychological, physiological, sociological needs in transitioning to a new career; including, stress, anxiety, self-confidence, positive motivation, coping with unemployment or change in career needs, and finding satisfying work will be addressed. Analysis of desired lifestyle and work environments, decision making, overcoming obstacles, and identifying occupational security. Focus on learning the career planning process and developing a career portfolio that demonstrates knowledge of career decision making, planning and job search strategies.

SCHEDULE DESCRIPTION: Career planning for the transitional college student. Exploration of academic, personal, and career goals through assessment, self-exploration, transferable skills, and class projects.

Notes: This course is Stand Alone if not approved for CSU GE.

This course does not currently equate with SBVC.

Effective: FA15

Rationale: This course will enable college students transitioning into a new career to matriculate through the community college system in a timely manner and with ease. This course applies to the specific needs of the non-traditional student (loss of job, change of career path, financial awareness and stability, work-life balance, and family needs) to successfully identify their career goals. It will enable students to identify academic, personal and career goals that will lead to completion of a comprehensive student educational plan, lifelong career development, and making wise career change decisions.

DISCIPLINE: Counseling

DEPARTMENT: Counseling

COURSE ID: COUN 120

COURSE TITLE: Stress Management and Emotional Well-Being

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 010

SEMESTER UNITS: 3

MINIMUM SEMESTER HOURS:

LECTURE: 3 contact hours per week

48 contact hours per semester

CATALOG DESCRIPTION: The study and application of current research to attain emotional well-being in order to live a fulfilling Life. Designed to respond to the need to understand and manage personal stress as it relates to the college student. Examination of personal wellness development and the roles of stress and stress management.

SCHEDULE DESCRIPTION: Understanding and application of stress management and emotional wellness strategies.

Note: This course does not currently equate with SBVC.

Effective: FA15

Rationale: Student and community interest in this course is high; societal influences have created a considerable demand for "hands-on" personal development courses. Changes in economic and social certainties of previous generations have created a need to help students develop personal tools that can lead to increased life satisfaction and improve career decision-making.

Extensive research has demonstrated the need for colleges to help their students understand and manage both intrapersonal and interpersonal stress. According to a recent UCLA survey of college freshmen, students are feeling more overwhelmed and stressed than 15 years ago.

Many colleges and universities have recognized the need for stress management and personal wellness courses as means to enhance college student success and well-being. Some leading institutions in this emerging trend are Harvard University, Cal State Chico, Fullerton College, Orange Coast College and Santa Monica City College.

COURSE MODIFICATIONS

COURSE ID	COURSE TITLE
ART 102	Art History II: Renaissance Art to Contemporary Art

CATALOG DESCRIPTION: Survey of outstanding periods in the history of Western Art, with a focus on the Renaissance through Contemporary Art. Exploration of the relationship between the visual arts and the societies which produced them. Required of all art majors and open to non-art majors.

SCHEDULE DESCRIPTION: Survey of outstanding periods in the history of Western Art, with a focus on the Renaissance through Contemporary Art. Exploration of the relationship between the visual arts and the societies which produced them. Required of all art majors and open to non-art majors.

Note: The course currently equates with ART 102 at SBVC.

Effective: FA15

Rationale: Six-year revision

COURSE ID	COURSE TITLE
CHEM 150	General Chemistry I

Note: The course currently equates with CHEM 150 at SBVC.

Effective: FA15

Rationale: Laboratory experiments were added to the course content to meet the C-ID descriptor requirements for the state.

COURSE ID	COURSE TITLE
CHEM 150H	General Chemistry I – Honors

Note: The course currently equates with CHEM 150H at SBVC.

Effective: FA15

Rationale: Laboratory experiments were added to the course content to meet the C-ID descriptor requirements for the state.

COURSE ID	COURSE TITLE
CIS 091	College Keyboarding and File Management

COURSE TITLE: Essential Technology Skills for College and Career Success

SEMESTER UNITS: 3

MINIMUM SEMESTER HOURS:

LECTURE: 3 contact hours per week
48 contact hours per semester

Curriculum Meeting: 01/26/15, 02/09/15

Conjoint Meeting: 02/23/15

Board of Trustees Meeting: 03/12/15

5 of 11

CATALOG DESCRIPTION: An overview and practice of the computing technology knowledge, skills, research techniques, cloud collaboration techniques, language skills, and etiquette needed for college and career success. Topics include keyboarding, introduction to technology tools and applications, document formatting, and local and cloud-based file management and collaboration. No prior computer background is required.

SCHEDULE DESCRIPTION: Development of essential computing technology skills. Topics include keyboarding, introduction to technology tools and applications, document formatting, and local and cloud-based file management and collaboration. No prior computer background is required.

Note: This course does not currently equate with SBVC.

Effective: FA15

Rationale: Many students especially re-entry students do not have the basic technology skills required to be successful in college and the workplace. This course will provide students with the essential technology skills needed for college and career success.

COURSE ID	COURSE TITLE
KIN 049	Basic Firefighter Physical Fitness

COURSE ID: KIN/F 049

Effective: FA15

Rationale: Basic Firefighter Physical Fitness should be listed as a fitness course.

COURSE ID	COURSE TITLE
KIN/F 164ABCD	Swimming I – IV

COURSE ID: KIN/S 164ABCD

Effective: FA15

Rationale: Swimming should be listed as a sport rather than a fitness course.

COURSE ID	COURSE TITLE
KIN/S 190ABCD	Tai Chi I – IV

COURSE ID: KIN/F 190ABCD

Effective: FA15

Rationale: Tai Chi should be listed as fitness rather than a sport course.

COURSE ID	COURSE TITLE
MATH 942	Arithmetic

SEMESTER UNITS: 1 – 4

MINIMUM SEMESTER HOURS:

LECTURE: 1 – 3 contact hours per week
16 – 48 contact hours per semester

LAB: 3 contact hours per week
48 contact hours per semester

Note: The course currently equates with MATH 942 at SBVC.

Effective: FA15

Curriculum Meeting: 01/26/15, 02/09/15

Conjoint Meeting: 02/23/15

Board of Trustees Meeting: 03/12/15

6 of 11

Rationale: Six-year revision

COURSE ID	COURSE TITLE
MATH 953	Review of Selected Prealgebra Topics

PREREQUISITE: MATH 942 or MATH 943 or eligibility for MATH 952 as determined through the Crafton Hills College assessment process

DEPARTMENTAL RECOMMENDATION: None

SEMESTER UNITS: .25 – 1

MINIMUM SEMESTER HOURS:

LAB: .75 – 3 contact hours per week

12 – 48 contact hours per semester

Note: The course does not currently equate with SBVC.

Effective: FA15

Rationale: To allow the student more flexibility in self-based course.

DISTANCE EDUCATION

COURSE ID	DE TYPE
ART 102	100% Online and Hybrid
COUN 110	100% Online
COUN 111	100% Online

Effective: FA15

Rationale: To increase Distance Education course offerings.

CHC GENERAL EDUCATION

Health and Wellness

Add:

KIN/F 049

KIN/F 190ABCD

KIN/S 164ABCD

Effective: FA15

Rationale: Meets the requirements for CHC General Education.

PROGRAM MODIFICATIONS

ASSOCIATE OF SCIENCE DEGREE COMPUTER INFORMATION SYSTEMS

REQUIRED COURSES:

		UNITS
CIS 095	Employability Skills for Technical Careers	2.00
CIS 101	Introduction to Computer and Information Technology	3.00
CIS 130	Hardware and Information Technology	3.00
CIS 140	Introduction to Networks (Cisco CCNA 1)	4.00

One of the following courses:

		UNITS
CIS 104	Object Oriented Programming with Visual Basic	3.00
CIS 111	Web Page Programming and Design	3.00
CIS 113	Java Programming	3.00
CIS 114	C++ Programming I	3.00
CSCI 110	Introduction to Computer Science I	3.00

Students must select one area of emphasis from the following three options:

EMPHASIS IN PROGRAMMING

Students must complete at least twelve additional units from the following: UNITS

CIS 104	Object Oriented Programming with Visual	3.00
CIS 105	Database Concepts and Design	3.00
CIS 113	Java Programming	3.00
CIS 114	C++ Programming I	(3.00)
OR		
CSCI 110	Introduction to Computer Science I	(3.00)
CIS 116	C++ Programming II	(3.00)
OR		
CSCI 120	Introduction to Computer Science II	(3.00)
CIS 117	Scripting	3.00
CIS 121	Android Application Development	3.00
CIS 125	Introduction to C#.NET Programming	3.00
CIS 190D	Software Development Internship	1.00 – 3.00
MATH 102	College Algebra	4.00

OR

EMPHASIS IN WEB DESIGN

Students must complete at least twelve additional units from the following: UNITS

CIS 111	Web Page Programming and Design	3.00
CIS 117	Scripting	3.00
CIS 161	Website Design and Programming Using Dreamweaver	3.00
CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	(3.00)
OR		
CIS 180	Computer Graphics with Adobe Illustrator	(1.00 – 3.00)
CIS 190A	Web Master Internship	3.00
CIS 211	Cascading Style Sheet (CSS) Web Design	3.00

OR

EMPHASIS IN COMPUTER ASSISTED GRAPHIC DESIGN

Students must complete at least twelve additional units from the following: UNITS

Curriculum Meeting: 01/26/15, 02/09/15

Conjoint Meeting: 02/23/15

Board of Trustees Meeting: 03/12/15

CIS 162	Introduction to Flash	3.00
CIS 163	Introduction to PhotoShop	3.00
CIS 165	Introduction to 3D Modeling and Animation	3.00
CIS 166	Advanced 3D Modeling and Animation	3.00
CIS 180	Computer Graphics with Adobe Illustrator	1.00 – 3.00
CIS 182	Desktop Publishing with Adobe InDesign	1.00 – 3.00
CIS 184	Photoshop and Digital Photography	3.00
CIS 190E	Digital Media Design Internship	1.00 – 3.00
ART 120	Foundations of Two-Dimensional Design	3.00
TOTAL UNITS:		27.00 – 29.00

Lower division requirements for students interested in transferring to a four-year institution in this field may differ from associate degree requirements. Prospective transfer students should complete the general education and lower division requirements of the school to which they will be transferring. See a counselor for details. Information is also available at www.assist.org.

Effective: FA15

Rationale: Courses were added to give students more options.

PROGRAMMING CERTIFICATE

The objective of this certificate is to provide students with the knowledge and skills necessary for employment in entry-level positions in the field of computer programming or to continue to pursue a four-year degree in Computer Information Systems or Computer Science. The Programming Certificate indicates the student has acquired knowledge of various programming languages including basic language structures, syntax, debugging, and application development.

REQUIRED COURSES:

		UNITS
CIS 095	Employability Skills for Technical Careers	2.00
CIS 114	C++ Programming I	(3.00)
OR		
CSCI 110	Introduction to Computer Science I	(3.00)
CIS 116	C++ Programming II	(3.00)
OR		
CSC I 120	Introduction to Computer Science II	(3.00)

Students must complete at least ten additional units from the following:

		UNITS
CIS 104	Object Oriented Programming with Visual Basic	3.00
CIS 105	Database Concepts and Design	3.00
CIS 111	Web Page Programming and Design	3.00
CIS 113	Java Programming	3.00
CIS 117	Scripting	3.00
CIS 121	Android Application Development	3.00
CIS 125	Introduction to C#.NET Programming	3.00
CIS 190D	Software Development Internship	1.00 – 3.00
MATH 102	College Algebra	4.00
TOTAL UNITS:		18.00 – 20.00

Effective: FA15

Rationale: Update

INFORMATIONAL ITEM – PROGRAM MODIFICATION

The following is for information only. The state approved the program as an Associate in Arts in Geography for Transfer instead of an Associate in Science in Geography for Transfer. This will be updated in the current catalog.

ASSOCIATE IN ARTS IN GEOGRAPHY FOR TRANSFER DEGREE

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

REQUIRED COURSES:

		UNITS
GEOG 102	Cultural Geography	(3.00)
	OR	
GEOG 102H	Cultural Geography – Honors	(3.00)
GEOG 110	Physical Geography	(3.00)
	OR	
GEOG 110H	Physical Geography – Honors	(3.00)
GEOG 111	Physical Geography Laboratory	(1.00)
	OR	
GEOG 111H	Physical Geography Laboratory – Honors	(1.00)

Students must complete at least six (6) units from the following courses:

		UNITS
REQUIRED COURSES, LIST A		
GEOG 114	Investigations in Weather and Climate	(4.00)
	OR	
GEOG 115	Elements of Weather and Climate	(3.00)
GEOG 120	World Regional Geography	3.00
GEOG 126	Geography of California	3.00

Students must complete six (6) additional units from the following courses:

		UNITS
REQUIRED COURSES, LIST B		
GEOL 100	Physical Geology	(4.00)
	OR	
GEOL 100H	Physical Geology – Honors	(4.00)
	OR	
GEOL 101H	Introduction to Geology – Honors	(3.00)
	OR	
GEOL 101	Introduction to Geology	(3.00)
	AND	
GEOL 160	Geology Laboratory	(1.00)
GIS 175	Introduction to Information Mapping	3.00
ANTHRO 102	Cultural Anthropology	(3.00)
	OR	
ANTHRO 102H	Cultural Anthropology – Honors	(3.00)
GEOG 114	Investigations in Weather and Climate	4.00
GEOG 115	Elements of Weather and Climate	3.00
GEOG 120	World Regional Geography	3.00
GEOG 126	Geography of California	3.00

Curriculum Meeting: 01/26/15, 02/09/15

Conjoint Meeting: 02/23/15

Board of Trustees Meeting: 03/12/15

TOTAL UNITS:

19.00 – 20.00

Field experiences including GEOL 170, GEOL 175, GEOL 177, GEOL 180, GEOL 181, GEOL 190, and GEOL 270 are not required to earn the degree but are recommended for students preparing to major in geography at a four-year institution.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Gloria Fisher, President, SBVC

PREPARED BY: Dr. Haragewen Kinde, Vice President, Instruction SBVC

DATE: March 12, 2015

SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
March 12, 2015

NEW COURSE

Course ID: HIST 175
Course Title: Comparative History of Genocide and War Crimes
Units: 3
Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester

Prerequisite: ENGL 015 or eligibility for ENGL 101 or 101H as determined by the SBVC assessment process.

Catalog Description: This course teaches the comparative history of genocide and war crimes during the 20th and 21st centuries. Students will study the phenomenon in a cross-cultural framework and will learn about the various socio-cultural and political organizations that have combatted genocide and rendered it a criminal act under international law.

Schedule Description: This course teaches the comparative history of genocide and war crimes during the 20th and 21st centuries. Students will study the phenomenon in a cross-cultural framework and will learn about the various socio-cultural and political organizations that have combatted genocide and rendered it a criminal act under international law.

Rationale: The TMC requires history majors to have three units in a diversity course. This would be included in the Social and Behavioral Science category.

Effective: FA16

Course ID: PHT 067
Course Title: Pharmacology II
Units: 3
Lecture: 2 contact hour(s) per week
32 - 36 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Prerequisite: PHT 060
PHT 062
PHT 064

Catalog Description: This course continues to apply the therapeutic uses of administered medications into the human anatomy and physiology by a drug's pharmacokinetics and pharmacodynamics. Emphasis is placed on but not limited to a medication's brand/generic name, mechanisms of action, dosage forms, routes of administration, directions of use, standard dosage schedules, indications, basic side effects, adverse affects, contraindications, precautions, drug interactions, and any special black box warnings. Added topics to the course includes medication adjustments for special populations and use of common antidotes for medications

Schedule Description: This course continues to focus on the therapeutic uses of administered medications applicable to the human anatomy and physiology by a dug's pharmacokinetics and pharmacodynamics.

Rationale: This pharmacology course must be added due to the expanded information required for the updated Pharmacy Technician Certification Examination, 1 November 2013; and the new American Society of Health-System Pharmacists accreditation standards, 1 January 2014.

Effective: FA15

Curriculum Meeting: 2-2-15
Conjoint Meeting: 2-10-15
Board of Trustees Meeting: March 12, 2015

MODIFY COURSE

COURSE ID	COURSE TITLE
ENGL 224	INDEPENDENT STUDY IN ENGLISH: PRODUCTION

Previous Title: Independent Study in English: Writing

Proposed Title: Independent Study in English: Production

Rationale: This was previously approved at the January 2015 Board of Trustees meeting, however, the title was incorrect.

Effective: FA15

COURSE ID	COURSE TITLE
GIS 130	GEOGRAPHIC INFORMATION SYSTEMS

Catalog Description: This course provides an introduction to the fundamentals of Geographic Information Systems (GIS), including the history of automated mapping. The course includes a brief introduction to basic cartographic principles, including map scales, coordinate systems and map projections. GIS hardware and software are explored, as are various applications of GIS technology used in environmental science, business and government. (This course is also offered as GEOG 130).

Schedule Description: This course provides an introduction to the fundamentals of Geographic Information Systems (GIS), including the history of automated mapping. The course includes a brief introduction to basic cartographic principles, including map scales, coordinate systems and map projections. (This course is also offered as GEOG 130).

Rationale: Adding the statement (This course is also offered as GEOG 130).

Effective: FA15

COURSE ID	COURSE TITLE
MACH 074	SET-UP AND OPERATION OF CNC MACHINES

Prerequisite: None.

Rationale: Remove prerequisite MACH 073. Various community colleges in California do not require prerequisites and corequisites for this same course. Without the removal of prerequisites/corequisites the machine trades courses will continue to struggle to fill and will also require prerequisites/corequisites waiver forms.

Effective: FA15

COURSE ID	COURSE TITLE
MACH 075	INTRODUCTION TO COMPUTER AIDED DESIGN/SOLIDWORKS

Prerequisite: None.

Rationale: Remove corequisite MACH 090. Various community colleges in California do not require prerequisites and corequisites for this same course. Without the removal of prerequisites/corequisites the machine trades courses will continue to struggle to fill and will also require prerequisites/corequisites waiver forms.

Effective: FA15

Curriculum Meeting: 2-2-15

Conjoint Meeting: 2-10-15

Board of Trustees Meeting: March 12, 2015

COURSE ID	COURSE TITLE
MACH 090	MECHANICAL PRINT READING, GEOMETRIC DIMENSIONING AND TOLERANCING

Prerequisite: None.

Rationale: Remove corequisite MACH 075. Various community colleges in California do not require prerequisites and corequisites for this same course. Without the removal of prerequisites/co-requisites the machine trades courses will continue to struggle to fill and will also require prerequisites/co-requisites waiver forms

Effective: FA15

COURSE ID	COURSE TITLE
PHT 062	PHARMACOLOGY

Title: Pharmacology I

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

Catalog Description: This course introduces the basic pharmacology principles of pharmacokinetics and pharmacodynamics as it applies the therapeutic uses of medications being administered to the human body systems. The student will identify the medication's classifications, emphasizing basic indications, drug dosages, dosage forms, routes of administration, side effects, special directions of use, and drug interactions with other medications, foods, and/or nutrient supplements.

Schedule Description: This course applies the therapeutic uses of medications as they are administered to the human body systems and its classifications emphasizing basic indications, drug dosages, dosage forms, routes of administration, side effects, special directions of use, and drug interactions.

Rationale: This course is being modified due to the extended information requirements in the updated changes to the Pharmacy Technician Certification Board examination as of 1 November 2013, and the new accreditation standard of the American Society of Health-System Pharmacists as of 1 January 2014 for its model curriculum.

Effective: FA15

COURSE ID	COURSE TITLE
PHT 070	PHARMACY SYSTEMS II

Prerequisite: PHT 060

Corequisites: PHT 062 and PHT 064

Catalog Description: This course covers the application of advanced preparation, distribution and methods for dispensing medications within a institutional pharmacy setting. It emphasizes advanced concepts of medication order processing, non-sterile compounding, sterile compounding, pharmacy business management, data management, pharmacy safety, and pharmacy error prevention under the supervision of a pharmacist.

Schedule Description: This course covers the application of advanced preparation, distribution and methods for dispensing medications within a institutional pharmacy setting under the supervision of a pharmacist.

Rationale: This course is being modified due to the extended information requirements in the updated changes to the Pharmacy Technician Certification Board examination as of 1 November 2013, and the new accreditation standard of the American Society of Health-System Pharmacists as of 1 January 2014 for its model curriculum.

Effective: FA15

Curriculum Meeting: 2-2-15

Conjoint Meeting: 2-10-15

Board of Trustees Meeting: March 12, 2015

COURSE ID	COURSE TITLE
PHT 072	PHARMACY CLINICAL EXPERIENCE

Catalog Description: In this course, students study the application of prescription processing, inventory management and dispensing of medications in a pharmacy under the direct supervision of a pharmacist. It emphasizes use of a pharmacy data base, customer service, communication and professional ethics. Students will complete a minimum of 160 experiential hours in a minimum of two site locations.

Schedule Description: In this course, students study the application of prescription processing, inventory management and dispensing of medications in a pharmacy under the direct supervision of a pharmacist. It emphasizes use of a pharmacy data base, customer service, communication and professional ethics. Students will complete a minimum of 160 experiential hours in a minimum of two site locations.

Rationale: Modification must be made to reflect American Society of Health-System Pharmacists' new accreditation standard as of 1 January 2014.

Effective: FA15

DELETE COURSE

MACH 010x2

Rationale: Course is no longer offered.

Effective: FA15

DISTRIBUTED EDUCATION

GIS 130
PHT 067

HIST 175
PHT 070

PHT 062
PHT 072

100% ONLINE

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

Effective: FA15

Curriculum Meeting: 2-2-15

Conjoint Meeting: 2-10-15

Board of Trustees Meeting: March 12, 2015

NEW DEGREE

Kinesiology Associates of Arts Degree – AA

The A.A. in Kinesiology is designed to prepare students who wish to pursue a Bachelor's Degree from a four-year institution. At the four-year institution, students may choose to specialize in one particular aspect of Kinesiology, such as Adapted Physical Education, Athletic Training, Coaching, Fitness, Exercise Science, Physical Therapy or Teaching. Students planning to transfer to a four-year institution and major in Kinesiology should consult with a counselor regarding the transfer process and lower division requirements because additional courses may be required at some institutions. Completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU is required in addition to the major requirements listed below:

Required Courses		Units
BIOL 250	Human Anatomy and Physiology I	4
	and	
BIOL 251	Human Anatomy and Physiology II	4
	or	
BIOL 260	Human Anatomy	4
	and	
BIOL 261	Human Physiology	4
HEALTH 101	Health Education	3
KIN 200	Introduction to Physical Education and Kinesiology	3
KIN 232	Prevention and Care of Athletic Injuries	3
PSYCH 100	General Psychology	3
	or	
PSYCH 100H	General Psychology - Honors	3
		Units
Required Individual Activity Courses (select one course)		
KINS 103A	Beginning Badminton	1
KINF 112A	Beginning Body Conditioning	1
KINF 127A	Beginning Walking for Fitness	1
KINF 132A	Beginning Distance Running	1
KINF 142A	Beginning Conditioning for Sports	1
KINF 190A	Beginning Tai Chi	1
KINF 168A	Beginning Yoga	1
PE/I 105X4	PE/I-105X4 Low Impact Aerobics	1
KINF 108B	Intermediate Weight Training	1
		Units
Required Team Activity Courses (select one course)		
KINS 112A	Beginning Indoor Soccer	1
KINS 100A	Beginning Baseball	1
KINS 104B	Intermediate Basketball	1
KINS 108A	Beginning Football	1
KINS 116C	Advanced Soccer	1

Curriculum Meeting: 2-2-15

Conjoint Meeting: 2-10-15

Board of Trustees Meeting: March 12, 2015

5 of 12

KINS 120A	Beginning Softball	1
KINS 124A	Beginning Volleyball	1
KINX 110Ax3	Intercollegiate Cross Country - Men	3
KINX 111Ax3	Intercollegiate Cross Country - Women	3
KINX 112Ax3	Intercollegiate Football - Offense	3
KINX 113Ax3	Intercollegiate Football - Defense	3
KINX 114Ax3	Intercollegiate Soccer - Men	3
KINX 115Ax3	Intercollegiate Soccer - Women	3
KINX 120Ax3	Intercollegiate Basketball - Men, Fall	3
KINX 121Ax3	Intercollegiate Basketball - Women, Fall	3
KINX116Ax3	Intercollegiate Volleyball - Women	3
KINX 130Ax3	Intercollegiate Baseball	3
KINX 131Ax3	Intercollegiate Softball	3
KINX 132Ax3	Intercollegiate Track and Field - Men	3
KINX 133Ax3	Intercollegiate Track and Field - Women	3

Electives (select two courses)

Units

CHEM 101	Introductory Chemistry	4
FN 162	Nutrition	3
KIN 201	Mental Skills for Sport Performance	3
KIN 202	History of Physical Education and Sport in the United States	3
KIN 231	First Aid and CPR	3
KIN 236	Stress Management and Wellness	3

Total Units

28 - 31

NOTE: Chemistry 101 is a required pre-requisite for Biology 250, 251 and 261

Rationale: The A.A. in Kinesiology is designed to prepare students who wish to pursue a Bachelor's Degree from a four-year institution. At the four-year institution, students may choose to specialize in one particular aspect of Kinesiology, such as Adapted Physical Education, Athletic Training, Coaching, Fitness, Exercise Science, Physical Therapy or Teaching.

Effective: FA15

Curriculum Meeting: 2-2-15
 Conjoint Meeting: 2-10-15
 Board of Trustees Meeting: March 12, 2015
 6 of 12

MODIFY DEGREE

Art Associates of Arts Degree - AA

To graduate with a specialization in Art, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units). The art courses chosen should reflect the individual student's interests.

REQUIRED COURSES:	Units
ART100 Art History: The Stone Age to the Middle Ages	3
ART102 Art History: Renaissance to Present	3
or	
ART105 History of Modern Art	3
or	
ART107 Art History: Africa, Asia, the Americas, and Oceania	3
or	
ART108 Art of Mexico and Mesoamerica	3
ART120 Two-Dimensional Design	3
or	
ART175A Beginning Sculpture	3
or	
ART212A Beginning Ceramics	3
ART124A Beginning Drawing	3
ART126A Beginning Painting	3
or	
ART132A Beginning Life Drawing	3
ART148 Beginning Computer Graphic Design	3
ART161 Digital Photography	3
Total Units	21

Rationale: Content Review.

Effective: FA15

Graphic Design Associates of Arts Degree - AA

To graduate with a specialization in Graphic Design, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total =60 units). The art courses chosen should reflect the individual student's interests.

REQUIRED COURSES:	Units
ART100 Art History: The Stone Age to the Middle Ages	3
ART102 Art History: Renaissance to Present	3
or	
ART105 History of Modern Art	3
or	
ART107 Art History: Africa, Asia, the Americas, and Oceania	3

Curriculum Meeting: 2-2-15

Conjoint Meeting: 2-10-15

Board of Trustees Meeting: March 12, 2015

7 of 12

	or	
ART108	Art of Mexico and Mesoamerica	3
ART120	Two-Dimensional Design	3
ART124A	Beginning Drawing	3
ART145	Fundamentals of Graphic Design	3
ART148	Beginning Computer Graphic Design	3
ART161	Digital Photography	3

Three units from the list of recommended courses:

RECOMMENDED COURSES:		Units
ART126A	Beginning Painting	3
ART132A	Beginning Life Drawing	3
ART149	Intermediate Computer Graphic Design	3
ART180	Beginning 3D Computer Animation	3
BUSAD100	Introduction to Business	3
Total Units		24

Rationale: Content Review.

Effective: FA15

Pharmacy Technology Associates of Science Degree – AS

To earn an Associate Degree with a specialization in Pharmacy Technology, students must complete the required courses plus the general breadth requirements (minimum total = 60 units).

REQUIRED COURSES:

Complete the following courses with a grade of C or higher:

		Units
PHT060	Pharmacy Systems I	3
PHT062	Pharmacology I	3
PHT064	Pharmacy Calculations	3
PHT067	Pharmacology II	3
PHT070	Pharmacy Systems II	3
PHT072	Pharmacy Clinical Experience	3
PHT074	Pharmacy Seminar	2
Choose one of the following:		0
BIOL155	Introductory Anatomy and Physiology	4
	or	
BIOL250	Human Anatomy and Physiology I	4
	and	
BIOL251	Human Anatomy and Physiology II	4
	or	
BIOL260	Human Anatomy	4
	and	
BIOL261	Human Physiology	4

Total Units	24 - 28
--------------------	----------------

Curriculum Meeting: 2-2-15

Conjoint Meeting: 2-10-15

Board of Trustees Meeting: March 12, 2015

8 of 12

Rationale: Adjustments required due to ASHP accreditation standards and PTCB examination requirements. Adding PHT 067 Pharmacology II as an extension for PHT 062 Pharmacology I.

Effective: FA15

MODIFY CERTIFICATE

Graphic Design Certificate

This certificate is designed to prepare students for entry-level work using a variety of print, electronic, and film media to create designs that meet clients' commercial needs.

REQUIRED COURSES:

		Units
ENGL015	Preparation for College Writing	0 - 4
or eligibility for ENGL 101 or ENGL 101H as	determined by the SBVC assessment process.	0
ART100	Art History: The Stone Age to the Middle Ages	3
	or	
ART102	Art History: Renaissance to Present	3
	or	
ART102H	Art History: Renaissance to Present - Honors	3
	or	
ART105	History of Modern Art	3
	or	
ART107	Art History: Africa, Asia, the Americas, and Oceania	3
	or	
ART108	Art of Mexico and Mesoamerica	3
ART120	Two-Dimensional Design	3
ART145	Fundamentals of Graphic Design	3
ART148	Beginning Computer Graphic Design	3
ART149	Intermediate Computer Graphic Design	3
ART161	Digital Photography	3
ART185	Beginning Website Design	3
	or	
BUSAD100	Introduction to Business	3
Total Units		21 - 25

This is a Gainful Employment Program

Rationale: Content Review

Effective: FA15

Pharmacy Technology Certificate

This certificate is designed to prepare the student for entry-level employment as a pharmacy technician, assisting pharmacists to provide medication and other healthcare products to patients; receiving and verifying written prescriptions, requests for prescription refills from patients, or electronic prescriptions sent from doctors' offices; retrieving, counting, pouring, weighing, measuring, and sometimes mixing medications; and preparing containers and labels for medications. Technicians may also establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications.

Curriculum Meeting: 2-2-15

Conjoint Meeting: 2-10-15

Board of Trustees Meeting: March 12, 2015

9 of 12

Students working for certificates must have a basic knowledge of elementary algebra, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:

Complete the following courses with a grade of C or better:

		Units
ENGL015	Preparation for College Writing	0 - 4
or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process		0
MATH090	Elementary Algebra	0 - 4
or eligibility for MATH 095 as determined by the SBVC assessment process		0
PHT060	Pharmacy Systems I	3
PHT062	Pharmacology I	3
PHT064	Pharmacy Calculations	3
PHT067	Pharmacology II	3
PHT070	Pharmacy Systems II	3
PHT072	Pharmacy Clinical Experience	3
PHT074	Pharmacy Seminar	2
Choose one of the following:		0
BIOL155	Introductory Anatomy and Physiology	4
or		
BIOL250	Human Anatomy and Physiology I	4
and		
BIOL251	Human Anatomy and Physiology II	4
or		
BIOL260	Human Anatomy	4
and		
BIOL261	Human Physiology	4

Total Units

24 - 36

This is a Gainful Employment Program

Rationale: Adjustments required due to ASHP accreditation standards and PTCB examination requirements. Adding PHT 067 Pharmacology II as an extension for PHT 062 Pharmacology I.

Effective: FA15

Real Estate Certificate

This certificate qualifies students for entry-level employment in title and escrow companies, mortgage companies, financial institutions, and related firms. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:

		UNITS
REALST 062	Real Estate Practice	3
REALST 068	Real Estate Appraisal: Residential	3
REALST 070	Real Estate Finance	3
REALST 074	Legal Aspects of Real Estate	3
REALST 100	Real Estate Principles	3

Curriculum Meeting: 2-2-15

Conjoint Meeting: 2-10-15

Board of Trustees Meeting: March 12, 2015

10 of 12

3-4 units from the list of RECOMMENDED COURSES:**3 - 4****RECOMMENDED COURSES:****UNITS**

ACCT 200	Financial Accounting	4
BUSAD 103	Marketing Principles	3
BUSAD 106	Principles of Selling	3
BUSAD 100	Introduction to Business	3
BUSAD 210	Business Law	3
BUSAD 150	Business Math	3
ESCROW 001	Escrow Procedures I	3
REALS T063	Real Estate Loan Processing Fundamentals	3
REALST 072	Advanced Real Estate Finance	3
REALST 076	Property Management	3
REALST 078	Real Estate Economics	3
	or	
ECON 100	Introduction to Economics	3

TOTAL UNITS:**18-19***This is a Gainful Employment Program*

Rationale: This certificate was previously approved on the February 2015 board document; resubmitting for approval due to course ID correction.

Effective: FA15

Web and Multimedia Design Certificate

This certificate is designed to prepare students for entry-level work in a variety of occupations related to web site design, development, creation, and maintenance.

REQUIRED COURSES:**Units**

ENGL015	Preparation for College Writing	0 - 4
	or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.	0
ART100	Art History: The Stone Age to the Middle Ages	3
	or	
ART102	Art History: Renaissance to Present	3
	or	
ART102H	Art History: Renaissance to Present - Honors	3
	or	
ART105	History of Modern Art	3
	or	
ART107	Art History: Africa, Asia, the Americas, and Oceania	3
	or	
ART108	Art of Mexico and Mesoamerica	3
ART120	Two-Dimensional Design	3

Curriculum Meeting: 2-2-15

Conjoint Meeting: 2-10-15

Board of Trustees Meeting: March 12, 2015

11 of 12

ART148	Beginning Computer Graphic Design	3
ART161	Digital Photography	3
ART185	Beginning Website Design	3
ART186	Interactive Web Design	3

Three units from the list of recommended courses: **Units**

ART180	Beginning 3D Computer Animation	3
	or	
BUSAD100	Introduction to Business	3

Total Units **Units**

This is a Gainful Employment Program

Rationale: Content Review
Effective: FA15

21 - 25

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Cheryl Marshall, President, CHC
PREPARED BY: Michelle Riggs, Assistant Director, Resource Development, CHC
DATE: March 12, 2015
SUBJECT: Consideration of Approval to Serve Wine at Campus Event –
Crafton

RECOMMENDATION

It is recommended that the Board of Trustees approve wine to be served at a campus event: Scholarship Donor Mixer on May 15, 2015.

OVERVIEW

The Scholarship Donor Mixer recognizes and thanks donors to student scholarships. Wine will be served at this event.

ANALYSIS

Per AB 319, all events held on college grounds with the plans of serving alcohol beverages must obtain board approval prior to the event.

FINANCIAL IMPLICATIONS

None. Funding will be provided by the CHC Foundation.

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: March 12, 2015
SUBJECT: Consideration of Acceptance of Classified Employee Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignation of Krysten Newbury, College Police Officer, District.

OVERVIEW

Krysten Newbury, College Police Officer, District, submitted her letter of resignation with an effective date of March 6, 2015, after 5 years of service to the District. Her last day of employment with the District will be March 6, 2015.

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. Jack Miyamoto,
Human Resources Consultant
DATE: March 12, 2015
SUBJECT: Consideration of Acceptance of Management Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignations of Tracy Morrison, Cafeteria/Snack Bar Manager, SBVC, and Cristina Bradley, RTF Grant Administrator, District.

OVERVIEW

Tracy Morrison, Cafeteria/Snack Bar Manager, SBVC, submitted her letter of resignation with an effective date of April 2, 2015, after 20 years of service to the District. Her last day of employment with the District will be April 1, 2015.

Cristina Bradley, RTF Grant Administrator, District, submitted her letter of resignation with an effective date of March 31, 2015, after 1 year of service to the District. Her last day of employment with the District will be March 31, 2015.

ANALYSIS

The employees' 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. Jack Miyamoto,
Human Resources Consultant
DATE: March 12, 2015
SUBJECT: Consideration of Approval of Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Janice Wilkins, Articulation Officer/Counselor, SBVC.

OVERVIEW

Janice Wilkins, Articulation Officer/Counselor, Counseling/Matriculation, SBVC, effective March 30, 2015. Salary placement to be determined upon verification of education and experience. Replacing Cindy Parish.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto,
Human Resources Consultant
PREPARED BY: Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, President, SBVC
DATE: March 12, 2015
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.

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

NAME

**Kinsley-Carrillo, Heidi
Parish, Cynthia**

DISCIPLINE

Modern Language
Counseling

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services
DATE: March 12, 2015
SUBJECT: Consideration of Approval to Revise 2014-15 Authorized Signature List

RECOMMENDATION

It is recommended that the Board of Trustees approve revisions to the Authorized Signature List for Fiscal Year 2014-15, as indicated on the attached.

OVERVIEW

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

ANALYSIS

It has been determined that the daily flow of operations in the Business & Fiscal Services Department would be better served if the Accounting Supervisor were empowered to sign checks for revolving cash. This board action would grant Accounting Supervisor Kate Myers that authority.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Authorized Signature List

Fiscal Year 2014-15

Revised 3/12/2015

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



Authorized Signature List

Fiscal Year 2014-15

Revised 3/12/2015

District Orders for Commercial Warrants and Related Journal Entries	<ul style="list-style-type: none">◆ <i>Jose Torres, Interim Vice Chancellor, Business & Fiscal Services</i>◆ <i>Lawrence P. Strong, Interim Director of Fiscal Services</i>◆ <i>Steven J. Sutorus, Business Manager</i>◆ <i>Greg Allred, Accounting Manager</i>◆ <i>Kate Myers, Accounting Supervisor</i>
Payroll Orders and Related Journal Entries, and Voluntary Payroll Deductions (PAY620)	<ul style="list-style-type: none">◆ <i>Jose Torres, Interim Vice Chancellor, Business & Fiscal Services</i>◆ <i>Lawrence P. Strong, Interim Director of Fiscal Services</i>◆ <i>Steven J. Sutorus, Business Manager</i>◆ <i>Greg Allred, Accounting Manager</i>
Notices of Employment for Certificated, Classified, and Student and Temporary Employees	<ul style="list-style-type: none">◆ <i>Bruce Baron, Chancellor</i>◆ <i>Jose Torres, Interim Vice Chancellor, Business & Fiscal Services</i>◆ <i>Vacant, Vice Chancellor, Human Resources & Employee Relations</i>
Purchase Orders (no monetary limit)	<ul style="list-style-type: none">◆ <i>Jose Torres, Interim Vice Chancellor, Business & Fiscal Services</i>◆ <i>Lawrence P. Strong, Interim Director of Fiscal Services</i>◆ <i>Steven J. Sutorus, Business Manager</i>
Journal Entries (not authorized by District or Payroll Orders), Interfund Transactions, and Budget Transfers	<ul style="list-style-type: none">◆ <i>Jose Torres, Interim Vice Chancellor, Business & Fiscal Services</i>◆ <i>Lawrence P. Strong, Interim Director of Fiscal Services</i>◆ <i>Steven J. Sutorus, Business Manager</i>◆ <i>Greg Allred, Accounting Manager</i>
Certify/Attest to Board Action	<ul style="list-style-type: none">◆ <i>Bruce Baron, Chancellor</i>◆ <i>Joseph Williams, Clerk of the Board</i>
Access to San Bernardino County Schools Computer Consortium System with Secure I.D. Token	<ul style="list-style-type: none">◆ <i>Lawrence P. Strong, Interim Director of Fiscal Services</i>◆ <i>Steven J. Sutorus, Business Manager</i>◆ <i>Greg Allred, Accounting Manager</i>◆ <i>Kate Myers, Accounting Supervisor</i>

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: March 12, 2015
SUBJECT: Consideration of Approval of Classified Employee Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of Colleen Gamboa, Senior Payroll Accountant to Payroll Administrator, District.

OVERVIEW

Colleen Gamboa, Senior Payroll Accountant promoted to Payroll Administrator, District, effective March 13, 2015, Management Salary Schedule Range 10, Step B, \$73,462.00 annually. New position.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto,
Human Resources Consultant
PREPARED BY: Dr. Jack Miyamoto,
Human Resources Consultant
DATE: March 12, 2015
SUBJECT: Consideration of Approval of Classified Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of Gabriela Padilla, Financial Aid Specialist II, SBVC.

OVERVIEW

Gabriela Padilla, Financial Aid Specialist II, Financial Aid Office, SBVC, effective March 30, 2015, Classified Salary Schedule Range 40, Step A, at \$3,808.00 per month. New position.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto,
Human Resources Consultant

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

DATE: March 12, 2015

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
March 12, 2015**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Campa, Eric	President's Office/Police Academies	03/13/2015-06/30/2015
Canedo, Mario	President's Office/Police Academies	03/13/2015-06/30/2015
Cavazos, Stephen	President's Office/Police Academies	03/13/2015-06/30/2015
Drieberg, Denver	President's Office/Police Academies	03/13/2015-06/30/2015
Fisk, Cory	President's Office/Police Academies	03/13/2015-06/30/2015
Hines, Robert	President's Office/Police Academies	03/13/2015-06/30/2015

**Crafton Hills College
Volunteers
March 12, 2015**

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Johnson, Christine	Anatomy	03/13/2015-06/30/2015
Laub, Alyssa	Business	03/13/2015-06/30/2015
O'Conner, Chris	Fire Academy	03/13/2015-06/30/2015
Williams, Patrick	Tutoring/Economics	03/13/2015-06/30/2015

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: March 12, 2015

SUBJECT: Consideration of Approval of Management Appointments

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointments of Marty Milligan, Director, Disabled Student Program & Services (DSP&S), SBVC, Colleen Gamboa, Payroll Administrator, District, Karen Childers, Director Grant Management and Development, CHC, Michelle Riggs, Director Community Relations and Resource Development, CHC, and Wendy Zinn, CTE Project Manager, ATTC.

OVERVIEW

The following list of employees is 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.

Marty Milligan, Director, Disabled Student Program & Services (DSP&S), SBVC, effective July 1, 2015, through June 30, 2016. Management Salary Schedule Range 16, Step E, \$113,957.00 per year.

Colleen Gamboa, Payroll Administrator, District, effective March 13, 2015, through June 30, 2016. Management Salary Schedule Range 10, Step B, \$73,462.00 annually. New position.

Karen Childers, Director Grant Management and Development, CHC, effective July 1, 2015, through June 30, 2016. Management Salary Schedule Range 14, Step E, \$103,367.00 per year. New appointment.

Michelle Riggs, Director Community Relations and Resource Development, CHC, effective July 1, 2015, through June 30, 2016. Management Salary Schedule Range 14, Step C, \$93,762.00 per year. New appointment.

Wendy Zinn, Career Technical Education (CTE) Project Manager, ATTC, effective March 13, 2015 through June 30, 2016. Management Salary Schedule Range 11, Step D, \$85,040.00 per year. New position.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto,
Human Resources Consultant

PREPARED BY: Dr. Jack Miyamoto,
Human Resources Consultant

DATE: March 12, 2015

SUBJECT: Consideration of Approval of New Management Job Description - CTE

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job description, Career Technical Education (CTE) Project Manager, PDC.

OVERVIEW

The Career Technical Education (CTE) Project Manager position is a new management position. This position is critical to the overall operation and effectiveness of the District.

ANALYSIS

The CTE Project Manager will assist, coordinate and manage the operational functions related to grants and contracts to include program development and implementation; budget monitoring and oversight management; grant and contract compliance; outreach efforts with local and regional schools, colleges, universities, businesses and civic organizations.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There is no financial implication to the new management job description. This position is funded by the Careers Pathways Grant.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CAREER TECHNICAL EDUCATION (CTE) PROJECT MANAGER, PDC

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

SUMMARY DESCRIPTION

Under the administrative direction of the Executive Director of the Economic Development and Corporate Training (EDCT) and the leadership direction of the Career Technical Education (CTE) Deans from Crafton Hills College and San Bernardino Valley College hereinafter referred to as the “Supervisors,” the CTE Project Manager will assist, coordinate and manage the operational functions related to grants and contracts as assigned. The responsibilities of the position include program development and implementation; budget monitoring and oversight management; grant compliance; contract compliance; performance review and generation of reports; coordination and management of sub-contracts and independent contractors; development and coordination of all outreach efforts with local and regional school districts, middle schools, high schools, ROP/Cs community colleges, universities, members and staff of the Alliance for Education, business and industry, and civic organizations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Develops, coordinates, and manages the California Career Pathways Trust/High Desert Consortium, community outreach and various Career Technical Education (CTE) learning and teaching events and projects.
2. Develops detailed budgets, maintains and reconciles accounts, submits budget changes, tracks both State and district accounts, and files appropriate paperwork to allow for timely and accurate tracking in cooperation with the Supervisors and the District fiscal services department.
3. Monitors, evaluates and manages budgetary transactions for compliance with the terms and conditions of the grants/contracts and, in consultation with the Supervisors, seeks approvals for necessary modifications to the Work plan and grant/contract objectives.
4. Coordinates and oversees the accounts, maintenance of accurate records and reporting and tracking of services provided through sub-contractors, participating colleges, Workforce Investment Boards (WIBs), school districts, and other grant partners or clients.
5. Develops, prepares and submits monthly, quarterly and annual financial and narrative reports in accordance with the guidelines of the grants and contracts.
6. Coordinates related services and manages the development, delivery and operation of seminars, training events, testing services, and scheduled activities of the grants, contracts and sub-contracts.
7. Under the direction of the Supervisors, serves as the program liaison and conducts the outreach efforts with businesses partners, educational providers, Workforce Investment Boards (WIBs), community colleges, universities, Regional Occupational Centers or Programs (ROC/Ps), middle and high schools, the community and the Alliance for Education.

8. Convenes Regional Steering Committee meetings, and attends all the required meetings and conferences locally and nationally and presents reports and findings of the projects.
9. Provide appropriate COLLEGE personnel for participation in:
 - a. Regional RAMP UP Steering Committee meetings
 - b. Regional Advisory Council meetings for all designated pathways, and
 - c. Regional RAMP UP Curriculum Alignment workshops and meetings.
10. Develops sustainability plans.
11. Under the direction of the Supervisors, coordinates and manages the program review and data collection in accordance with the terms and conditions of the grants and/or contracts and serves as the liaison with the outside evaluator(s) (monitor) and provide updates to the DISTRICT.
12. May supervise and coordinate the activities of other staff members, outside contractors, and/or agencies associated with the activities of the grant and/or contracts.
13. Performs other related duties as assigned by the Supervisors to carry out the grant(s) and contract(s) goals and objectives.
14. Design a network of video conferencing classrooms, contract with a common vendor(s) and oversees installation of video conferencing at participating DISTRICT school sites.
15. Form strong collaborations with secondary, business and other community partners.
16. Identify appropriate credit-bearing college courses and dual enrollment courses in a career pathway to prepare students to enter postsecondary without need for remediation.
17. Collaborate with the secondary partner(s) to determine which courses will be taught by college faculty, by high school teachers with adjunct status, or by a combination of the two (ensuring the appropriate college-level rigor of courses taught by adjunct faculty) leveraging dual enrollment, credit recognition on e-transcript, and credit-by-exam policies in support thereof.
18. Collaborate with high school faculty to ensure that course content will prepare students for college level work.
19. Negotiate agreements with participating secondary agencies to support dual enrollment and early admission to aligned pathway programs.
20. Collaborate with business partners to align college coursework with relevant technical skills and workplace competencies, as defined by industry.
21. Maintain student advisory resources and credit transfer policies that protect the pathway to degree completion for participating students.
22. Commit to maximize and leverage available funding streams (in addition to grant funding), to support the needs of students.
23. Provide dedicated staff to work on the career pathways program that has the authority to coordinate with the Local Education Agency (LEA) on the college/university partner's behalf.

24. Leverage, connecting and building upon existing investments in education and workforce development.
25. Participate in statewide California Career Partnership Trust (CCPT) Network meetings as appropriate, and become members of a virtual learning community to share expertise and experiences on the development of career pathways, pertinent resources, tools and strategies as may be required by the California Department of Education.
26. Collect, analyze, and submit data to a data collection repository administered by an entity to be designated by the California Department of Education.
27. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
28. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of Career Technical Education (CTE) programs and California Department of Education.
- Principles and practices of career technical education.
- Principles and practices of project and program development, implementation and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of grant and contract management and compliance.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to California Department of Education.

Ability to:

- Oversee and participate in the management of a comprehensive CTE program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to career technical education functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university.

Required Experience:

Three (3) years of experience in career technical education between post-secondary and secondary education in a science, industrial technology or engineering field and project management, including familiarity with grants, fiscal and budgetary management.

Preferred Education or Experience:

1. A master's degree in Science, Technology, Engineering, or Mathematics (STEM) or a related field may be substituted for up to two years of work experience.
2. Familiarity with the K-12, ROCP and community college systems and the workforce needs of business and industry.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved: March 12, 2015

Range: 11

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: March 12, 2015

SUBJECT: Consideration of Approval of New Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the new management job description, Executive Director of Research, Planning & Institutional Effectiveness, District.

OVERVIEW

The Executive Director of Research, Planning & Institutional Effectiveness, District, is critical to the overall operation and effectiveness of the District and the colleges in meeting the planning, research, and reporting needs, District wide.

ANALYSIS

The Executive Director of Research, Planning & Institutional Effectiveness, is essential for the ability of the District to develop a unified research capacity that has become necessary for planning, reporting, and accreditation. This position will address the new institutional effectiveness program from the state chancellor's office, which will require District level reporting on key performance measures, as well as assist with District wide strategic planning and integration of plans, data analysis, IPEDS reporting, and other important and ongoing research projects. It will allow the District to provide current research statistics to the board and enhance the district's overall strategic plan.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014/2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

EXECUTIVE DIRECTOR OF RESEARCH, PLANNING & INSTITUTIONAL EFFECTIVENESS

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

SUMMARY DESCRIPTION:

Under the general direction of the Associate Vice Chancellor of Technology and Educational Support Services, the Executive Director of Research, Planning & Institutional Effectiveness, is responsible for providing leadership and strategic planning for institutional effectiveness and research throughout the District which includes coordinating, facilitating, and supporting research, planning, and information needs for the District. The Executive Director of Research, Planning & Institutional Effectiveness will organize and direct operations and activities involved in the review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with District and college planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of District and college practices, policies, measures and procedures. This position also provides information and direction which will assist the District and the colleges in understanding and improving student outcomes, success and ultimately recommending methods of continuous improvement and institutional effectiveness. The core responsibility is to establish effective working relationships with all District and College departments and divisions, providing assistance to the District and each College, which will enable the District and the Colleges to improve the effectiveness in meeting the educational needs of its students.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

1. Implements District and State policies regarding accountability reporting to ensure that the information submitted is of the highest possible quality, and meets the evidence-based needs of the District and College decision-makers.
2. Acquires and maintains pertinent information regarding the learning, retention, and success of students being served by District and College programs, and of the overall institutional effectiveness of the District and Colleges, including reports required by management, the Board of Trustees, State Chancellor's Office, state agencies, and other groups.
3. Oversees timely completion of federal, state, and local data submissions including but not limited to the State Management Information System (State MIS), the Integrated Postsecondary Education Data System (IPEDS), Gainful Employment, and the Student Success Scorecard.
4. Coordinate the collection of data for statutory reporting requirements; develop appropriate models of outcome measures, and prepare comprehensive reports for documenting progress toward District, state, and federal accountability standards.
5. Provides District and College decision-makers with effective orientation to institutional reporting mandates and on-going in-service training for decision support tools available to the District.

6. Develops and generates statistical reports, provides data analysis and interpretation of findings in terms of practical implications, and implements accountability procedures and systems, including the development and maintenance of the District data warehouse.
7. Serves as a member of appropriate District and College committees in the development and administration of long-range strategic, fiscal, human resources, enrollment management, and educational plans.
8. Facilitates the development of planning and budgeting priorities for the District, working in consultation with the colleges, industry, community and educational partners.
9. Provides leadership in major planning efforts; ensures alignment of District and college planning initiatives to maximize the benefits that can be achieved with available resources; facilitates identification of priorities; and coordinates the research and analysis of planning alternatives.
10. Supports the College research offices in analyzing educational research to identify implications for college program planning.
11. Plans, organizes and conducts meetings related to educational and District-wide planning, institutional effectiveness and outcomes.
12. Coordinates the development and implementation of a comprehensive and sustained planning program; provides planning assistance to District and college staff; oversees special studies, projects and analyses related to program evaluation, master planning activities and outcome measures.
13. Facilitates the development of goals, objectives, and action plans for the District and the colleges on an institutional program level; and supports District and college-wide planning including aspects of staffing, facilities, enrollment, technology and educational and support programs.
14. Facilitates the implementation of improvement initiatives by providing evidence and training on how to use evidence.
15. Acts as a facilitator with groups assigned with the responsibility for developing processes related to the accomplishment and measurement of institutional effectiveness goals and outcomes using continuous quality improvement techniques.
16. Provides administrative direction and leadership to the District and College Program Review Committees and the accreditation process for the District and the colleges; including District-wide leadership to committees and groups charged with accomplishing a variety of goals and/or tasks.
17. Conducts training on and facilitates Institutional Effectiveness Processes.
18. Serves as a technical research consultant to the District and college administration, faculty and staff.
19. Integrates statistical and planning software, processes and models including data warehousing and client server database procedures with academic master planning. Develop and maintain computerized databases; retrieve information from the District

database; verify and interpret results from both internal and external sources for use in a variety of on-line and printed reports.

20. Collaborate with the campus researchers to develop web-based dashboards that support evidence-based decision making, program review, planning, and institutional effectiveness.
21. Provide information to facilitate evidence-based decision making at every layer of the District.
22. Oversee the maintenance of research web based data warehouse system with an indexed archive of screens, dashboards, reports, and templates suitable for viewing information, facilitating evidence-based decision making, and responding to federal, state and local surveys, questionnaires, or to comply with federal, state and local data collection or accountability requirements.
23. Promote creativity and innovation in the development of research projects and services within the Institutional Effectiveness, Research, and Planning Office and throughout the District.
24. Develop and manage the implementation of a District-wide research agenda; coordinate priorities with District and College administrators; and, develop and maintain a system to track, evaluate, assign, and document annual and ad hoc requests and projects.
25. Develop comprehensive information regarding key performance indicators, characteristics of students, employees, and the community, as well as current trends in education to be utilized in the District's decision-making processes.
26. Develop, analyze, and refine District-wide standardized enrollment reporting for enrollment management, course scheduling, FTES targets, and enrollment trends.
27. Coordinate the development of an extensive local Data Element Dictionary for Data Warehouse Store.
28. Actively nurture a districtwide culture of inquiry that supports a pervasive commitment to excellence in student learning.
29. Represents the District in relationships with associations with other agencies and institutions regarding data-sharing and other collaborative activities and services including evaluation and development of projects which further the mission and goals of the District.
30. Selects, adapts, and applies appropriate quantitative and qualitative research design and statistical tools and techniques to all areas of study.
31. Facilitate and lead the effort to collect and report reliable Human Resources data.
32. Facilitate District planning including the District Strategic, Enrollment Management, and Human Resources Plan.
33. Develops and generates statistical data and reports.

34. Monitors budget and authorizes budget expenditures.
35. Represents the perspectives of the District when attending College or community meetings and shares information obtained with District personnel.
36. Maintains accessibility and strong lines of communication with District and College administrators, faculty and staff.
37. Provides supervision and administrative function for the District Office of Institutional Effectiveness, Research & Planning.
38. Performs other related duties as assigned.

QUALIFICATIONS:

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

Knowledge of

- Principles, practices, and theories of higher education; and the philosophy, objectives, and functions of California community college instructional programs.
- Appropriate sections of the Education Code and Title 5; federal, state, and county regulations as they relate to community college programs.
- Principles and practices in budget development and management; program planning and evaluation.
- Applicable state reporting systems and procedures.
- Principles and practices of program development and administration.
- Principles of supervision, training, and performance management.
- Conducting student outcomes assessment.
- Research methods and statistical skills
- Appropriate understanding of computer software associated with research, such as spreadsheet, statistical software, data warehousing, databases, inter/intranet, operating systems and networks
- Accreditation requirements

Ability to

- Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prioritize and execute a wide range of projects simultaneously.
- Work independently, assume responsibility, and take initiative in carrying out assignments.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships between the District, Colleges, community, and key individuals, and with all persons contacted in the course of work.

Build consensus among multiple constituencies and coordinate people and projects
Communicate in a non-technical language and use data to tell a compelling story
Use statistical software and manage databases

Education/Training

Required Education and Experience:

1. A Master's degree from an accredited institution or equivalent.
2. Two years of formal training, internship or leadership experience reasonably related to the administrative assignment.
3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel, including those with physical and/or learning disabilities.

Desired Experience:

1. Five (5) years of increasingly responsible experience, at least two years which demonstrates administrative responsibilities as a department head or division Director.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved: March 12, 2015

Range: 23

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, President, SBVC

DATE: March 12, 2015

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 2014-2015
March 12, 2015**

Abad, Jeremy, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Abad, Jeremy, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Anderson, Jonathan, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Baker, Deena, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Bartlett, Ryan, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Bartlett, Ryan, Title V Faculty Transfer Advocate Stipend, 01/12/15 through 05/21/15, \$600.00, Funding source is Title V Grant

Bedoya, Rosemary, Title V Counselor Training, 01/12/15 through 05/21/15, not to exceed \$875.00, Funding source is Title V Grant

Beitscher, Jane, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Blanck, Robert, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Brink, T.L., Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Bryant, Tom, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Cannon, Judy, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Cannon, Judy, Title V Learning Communities Stipend, 01/12/15 through 05/21/15, \$600.00, Funding source is Title V Grant

Cervantez, Jeff, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Cook, Natalie, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Costello, Gerarda, Title V Faculty Transfer Advocate Stipend, 01/12/15 through 05/21/15, \$300.00, Funding source is Title V Grant

Costello, Gerarda, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Cowles, Randee, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Cummings, Lou'Rie, Title V Counselor Training, 01/12/15 through 05/21/15, not to exceed \$875.00, Funding source is Title V Grant

Curry, Vicki, Title V Counselor Training, 01/12/15 through 05/21/15, not to exceed \$875.00, Funding source is Title V Grant

DiPonio, Gwen, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Dobbs, Anne, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Eastmond, Elizabeth, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Ford, Jacquelyn, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Guaracha, Anthony, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Gunter, Melody, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Hadden, Jay, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Hamlett Cynthia, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Hawkins, DJ, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Hawkins, Judith, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Hellerman, Steve, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Holod, Audrey, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Hughes, Richard, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Kowach, Melody, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Langenfeld, Elizabeth, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

LaPointe, Stacy, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Ledoux, Janine, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Lopez, Monica, Title V Counselor Training, 01/12/15 through 05/21/15, not to exceed \$875.00, Funding source is Title V Grant

Macias, Angela, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Mansourian, Farhad, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Manzanilla, Elicinda, Title V Counselor Training, 01/12/15 through 05/21/15, not to exceed \$875.00, Funding source is Title V Grant

Martin, Lisa, Title V Counselor Training, 01/12/15 through 05/21/15, not to exceed \$875.00, Funding source is Title V Grant

McClurg, Bruce, Title V Faculty Transfer Advocate Stipend, 01/12/15 through 05/21/15, \$300.00, Funding source is Title V Grant

McKee, Julie, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Mukundan, Ramaa, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Polson, Elizabeth, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Purves, Dianne, Title V Faculty Transfer Advocate Stipend, 01/12/15 through 05/21/15, \$300.00, Funding source is Title V Grant

Purves, Dianne, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Quintanar, Brittnee, Title V Counselor Training, 01/12/15 through 05/21/15, not to exceed \$875.00, Funding source is Title V Grant

Rinker, Courtney, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Robert, Charles, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Salt, Kim, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Shelton, Steve, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Simonson, Scott, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Sonico, Melissa, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Spence, Cynthia, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Stevens, Sara, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Truong, Sam, Title V Faculty Transfer Advocate Stipend, 01/12/15 through 05/21/15, \$600.00, Funding source is Title V Grant

Urbanovich, James, Title V Faculty Transfer Advocate Stipend, 01/12/15 through 05/21/15, \$600.00, Funding source is Title V Grant

Urbanovich, James, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Veldhuis, Stefan, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

White-Elliott, Assundra, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Williams, Arolyn, Non-Instructional pay for attending English 976 Retreat, 03/13/15 through 05/21/15, not to exceed two hours at \$49.00 per hour, Funding source is Basic Skills

Williams, Gary, Title V Faculty Transfer Advocate Stipend, 01/12/15 through 05/21/15, \$600.00, Funding source is Title V Grant

Williams, Gary, Title V Honors Faculty Stipend, 01/12/15 through 05/21/15, not to exceed \$600.00, Funding source is Title V Grant

Williams, Gary, Title V Learning Communities Stipend, 01/12/15 through 05/21/15, \$600.00, Funding source is Title V Grant

Wilson, Debbie, Title V Counselor Training, 01/12/15 through 05/21/15, not to exceed \$875.00, Funding source is Title V Grant

Winningham, Laura, Title V Faculty Transfer Advocate Stipend, 01/12/15 through 05/21/15, \$600.00, Funding source is Title V Grant

Word, Dan, Title V Faculty Transfer Advocate Stipend, 01/12/15 through 05/21/15, \$600.00, Funding source is Title V Grant

Yau, Margaret, Title V Faculty Transfer Advocate Stipend, 01/12/15 through 05/21/15, \$600.00, 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.

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.

The Title V Transfer Advocate stipend is given to faculty members who have participated in the Title V Transfer Advocate program.

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

Payment is given to adjunct faculty who attended the English 976 Retreat. Topics to be discussed include the course outline, required papers, assignments, and student preparation for ENGL 010.

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

Eastman, Kim, will proctor the Health Education Systems Incorporated (HESI) assessment test to nursing students and standardized testing to current nursing students, 3-13-15 to 5-22-15, not to exceed 20 hours, at \$49.00 per hour. Funding source is Enrollment & Growth Nursing Grant.

Fender, Rochelle, will proctor the Health Education Systems Incorporated (HESI) assessment test to nursing students and standardized testing to current nursing students, 3-13-15 to 5-22-15, not to exceed 20 hours, at \$49.00 per hour. Funding source is Enrollment & Growth Nursing Grant.

Glover, Earline, EOPS/CARE Adjunct Counselor, 3-16-15 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the EOPS/CARE Categorical Fund.

Graham, Glenn, to develop and update Electricity/Electronics curriculum, 3-13-15 to 5-22-15, not to exceed 30 hours, at \$49.00 per hour. Funding source is the Electricity/Electronics general fund.

Halabi, Tarif, to collaborate with the industries and other community colleges to update the Electricity/Electronics curriculum to meet the needs of the industries and employers, 3-13-15 to 5-22-15, not to exceed 30 hours, at \$49.00 per hour. Funding source is the Electricity/Electronics general fund.

Hecht, Andrea, First Year Experience Adjunct Counselor, 3-16-15 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Student Equity Categorical Fund.

Hoyt, James, to develop and update the Aeronautics curriculum, 3-13-15 5-22-15 not to exceed 30 hours, at \$49.00 per hour. Funding source is the Aeronautics general fund.

Jackson, Beverlyn, will proctor the Health Education Systems Incorporated (HESI) assessment test to nursing students and standardized testing to current nursing students, 3-13-15 to 5-22-15, not to exceed 20 hours, at \$49.00 per hour. Funding source is Enrollment & Growth Nursing Grant.

Johnson, Heather, First Year Experience Adjunct Counselor, 3-16-15 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Student Equity Categorical Fund.

Lowry, Belinda, will proctor the Health Education Systems Incorporated (HESI) assessment test to nursing students and standardized testing to current nursing students, 3-13-15 to 5-22-15, not to exceed 20 hours, at \$49.00 per hour. Funding source is Enrollment & Growth Nursing Grant.

Maurizi, Tamara, will proctor the Health Education Systems Incorporated (HESI) assessment test to nursing students and standardized testing to current nursing students, 3-13-15 to 5-22-15, not to exceed 20 hours, at \$49.00 per hour. Funding source is Enrollment & Growth Nursing Grant.

Mendez, Rebecca, Counseling Department Adjunct Counselor, 3-16-15 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Matriculation Categorical Fund.

Orozco, Debbie, will counsel nursing applicants and nursing students. In addition will proctor the Health Education Systems Incorporated (HESI) assessment test, 3-13-15 to 5-22-15, not to exceed 120 hours, at \$49.00 per hour. Funding source is Enrollment & Growth Nursing Grant.

Ortiz, Miguel, to develop and update the Machine Trades curriculum, 3-13-15 to 5-22-15, not to exceed 30 hours, at \$49.00 per hour. Funding source is the Aeronautics general fund.

Sadjadi, Shahla, will be facilitating Science Technology, Engineering and Math (STEM) with supplemental instructor trainings, workshops and other STEM activities, 3-13-15 to 5-22-15, not to exceed 54 hours, at \$49.00 per hour. Funding source is STEM grant.

Sanker, Eddie, to collaborate with the industries and other community colleges to update the Electricity/Electronics curriculum to meet the needs of the industries and employers, 3-13-15 to 5-22-15, not to exceed 30 hours, at \$49.00 per hour. Funding source is the Electricity/Electronics general fund.

Simental, Yolanda, will proctor the Health Education Systems Incorporated (HESI) assessment test to nursing students and standardized testing to current nursing students, 3-13-15 to 5-22-15, not to exceed 20 hours, at \$49.00 per hour. Funding source is Enrollment & Growth Nursing Grant.

Sommers, Nivard, First Year Experience Adjunct Counselor, 3-16-15 to 6-30-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the Student Equity Categorical Fund.

Spahn, Michele, will proctor the Health Education Systems Incorporated (HESI) assessment test to nursing students and standardized testing to current nursing students, 3-13-15 to 5-22-15, not to exceed 20 hours, at \$49.00 per hour. Funding source is Enrollment & Growth Nursing Grant.

Teegarden, Thomas, to develop and update Aeronautics curriculum, 3-13-15 to 5-22-15, not to exceed 30 hours, at \$49.00 per hour. Funding source is Aeronautics general fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Jack Miyamoto
Human Resources Consultant

PREPARED BY: Dr. Cheryl A. Marshall, President, CHC

DATE: March 12, 2015

SUBJECT: Consideration of Approval of One and Two Year Contract
Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure track contracts for academic employees.

OVERVIEW

The following employees on the attached list have been recommended by their division chair/manager to enter into one-year and two-year contracts.

ANALYSIS

The Board of Trustees regularly grants one-year contracts to first year contract employees and two-year contracts to second year faculty per AB-1725.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

**Crafton Hills College
One & Two Year Academic Employees
March 12, 2015**

The following contract employee has been recommended by their division chair/manager to continue first-year probationary status:

None

The following first-year contract employees have been recommended to receive second year probationary status:

Barrie, Trinette	CHC	Counseling
Cervantez, Jeff	CHC	Philosophy and Religious Studies
Sternard, Evan	CHC	Counseling

The following second-year contract employees have been recommended to enter into a two-year contract:

Hinds, Colleen	CHC	Kinesiology and Health
Rivera, Ernesto	CHC	STEM Pathways

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: March 12, 2015
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

March 12, 2015

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Teter, James C	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer/ Safety Officer	3/13/15	6/30/15	\$30./23./22.50
Elswick, Morgan	Public Safety & Emergency Services	CHC	Lab Inst/ Primary Inst/ EMS Specialist	3/13/15	6/30/15	\$20/25/\$30
Gorter, Brennain	Public Safety & Emergency Services	CHC	Lab Inst/ Primary Inst/ EMS Specialist	3/13/15	6/30/15	\$20/25/\$30
Gustafson, Jared M	Public Safety & Emergency Services	CHC	Lab Inst/ Primary Inst/ EMS Specialist	3/13/15	6/30/15	\$20/25/\$30
Benderman, Bibi L	Professional Development Center	DIST	Workforce Development/ PDC Trainer	3/13/15	6/30/15	\$20.00
Warren, Nichole M	Applied Technology Division	SBVC	CTE Transition Coordinator	3/13/15	6/30/15	\$20.00
Aledia, Israel A	Applied Technology Division	SBVC	Program Assistant	3/13/15	5/29/15	\$20.00-\$49.00
Shelby, Desmond A	Applied Technology Division- Automotive	SBVC	Assistant Instructor	2/9/2015	5/20/2015	\$20.00
Dragon, Darryl	Applied Technology Division- Welding	SBVC	Assistant Instructor	3/13/15	5/20/15	\$20.00
Alexander, Tameka	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level I	1/12/15	6/30/15	\$24.00
Mele, Aimee	Disabled Student Programs & Services	SBVC	Interpreting/ Transliterating Level III	1/12/15	6/30/15	\$18.00

Amend January 15, 2015 Board to correct Name:

Bolivar, Luis	Foster & Kinship Care Education	SBVC	Foster Parenting Education	1/16/15	6/30/15	\$45.00
----------------------	---------------------------------------	------	----------------------------------	---------	---------	---------

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**Short Term Hourly Employees****March 12, 2015**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Garcia, Sarahi Y	EOPS/CARE/CaWORKs	CHC	Project Assistant I	1/2/15	6/30/15	\$10.00
Alamilla, Jorge	EOPS/CARE/CaWORKs	CHC	Project Assistant I	1/2/15	6/30/15	\$10.00
Madrigal, Tommy	Disabled Student Programs & Services	SBVC	Tutor I	3/16/15	5/21/15	\$10.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Substitute Employees

March 12, 2015

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Ramirez, Berenice	Child Development Department	CHC	Child Development Teacher	2/18/15	4/18/15	\$19.21	New: On call for sick/vacation coverage.
Hagin, Deborah	Counseling	CHC	Secretary II	2/2/15	3/31/15	\$18.41	Extension: Vacancy (M. Williams). In recruitment.
Lopez, Rosa	Facilities	DIST	Lead Custodian	3/1/15	4/30/15	\$17.52	Extension: On call for Sick/Vac Coverage
Espinoza, Clara	Fiscal Services	DIST	Senior Payroll Accountant	1/1/15	2/27/15	\$23.56	Extension: Vacancy (C. Gamboa) working as Interim Payroll Manager.
Andrada, Cecilia	Police	DIST	Administrative Secretary	12/21/14	2/21/15	\$20.32	Ext: Vacancy (R. Baker Lee). In recruitment.
Stevenson, David	Chemistry	SBVC	Lab Technician, Chemistry	1/29/15	3/29/15	\$20.82	New: Coverage for Vacancy in Active Recruitment
Arrevillaga, Laura	Child Development Center	SBVC	Secretary II	2/5/15	4/5/15	\$18.41	New: On call for Sick/Vacation Coverage/Vacancy for B. Rodriguez Cruz in active recruitment)
Curtis, Lola	Child Development Center	SBVC	Secretary II	2/5/15	4/5/15	\$18.41	New: On call for Sick/Vacation Coverage/Vacancy for B. Rodriguez Cruz in active recruitment)

Cuevas, Sofia	Health Science	SBVC	Secretary II	2/18/15	4/18/15	\$18.41	New: On call for Sick/Vac /LOA Coverage
Fierro, Dorothy	Health Science	SBVC	Secretary II	1/28/15	3/28/15	\$18.41	New: On call for Sick/Vacation Coverage
Sanchez, Frances	HSI STEM PASS GO	SBVC	Secretary I	1/22/15	3/22/15	\$16.69	New: Covering (E. Lopez) while working out of class as Tutorial Coordinator.
Hall, Suzan	President's Office	SBVC	Administrative Secretary	3/2/15	5/2/15	\$20.32	New: Vacancy. In recruitment.
Hall, Suzan	President's Office	SBVC	Administrative Secretary	5/3/15	6/30/15	\$20.32	Extension: Vacancy. In recruitment.

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: February 19, 2015

SUBJECT: Consideration of Approval of Revised Salary for Classified Employee
Promotion

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised salary of Cynthia Gundersen, Research Assistant, CHC.

OVERVIEW

Cynthia Gundersen, Research Assistant, CHC, promotion effective February 23, 2015, at Classified Salary Schedule Range 46, Step A, \$ 4,417.00 per month.

ANALYSIS

On February 19, 2015, the Board of Trustees approved the promotion of Cynthia Gundersen with a Classified Salary Schedule Range of 54, Step A. This range was a typographical error. The Classified Salary Schedule Range should be Range 46, Step A.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Jack Miyamoto,
Human Resources Consultant
PREPARED BY: Dr. Gloria Fisher, President, SBVC
DATE: March 12, 2015
SUBJECT: Consideration of Approval of Revision of Two Year Contract Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the tenure track contract for Kenneth Lawler.

OVERVIEW

Kenneth Lawler was approved by the Board of Trustees on February 19, 2015, to receive a second year probationary status. Mr. Lawler should have been recommended to enter into a two-year probationary contract for years three and four.

Kenneth Lawler was sent to February's Board to receive a 2nd year contract. However, he already had the 2nd year contract issued to him. He worked on a temporary contract from September 13, 2013, to June 30, 2014. After the recruitment process he was selected for the position and was issued 2nd year contract effective July 1, 2014, to June 30, 2015. He should have gone to Board for a 3rd/4th year contract.

ANALYSIS

The Board of Trustees regularly grants one-year contracts to first year contract employees and two-year contracts to second year faculty per AB-1725.

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: March 12, 2015

SUBJECT: Consideration of Approval of the Revision of Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revisions of the Director, Development and Community Relations management job description.

OVERVIEW

The revisions to the Director, Development and Community Relations management job description adds duties relative to levels of gift solicitations.

ANALYSIS

The revisions to the Director, Development and Community Relations management job description are a necessary function of the position.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

No financial impact.

DIRECTOR, DEVELOPMENT AND COMMUNITY RELATIONS

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

SUMMARY DESCRIPTION

The Director of Development and Community Relations will report to the College President and maintain responsibility for the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the organization's mission. This individual will help develop and implement plans and establish policies to take the fundraising program to the next level of success. The Director of Development and Community Relations will oversee the organization's efforts in major gifts, annual fund, events, and development operations. The Director of Development and Community Relations will develop and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as the Director of the Foundation and manages the overall function of the Foundation, developing annual goals, training, preparing meeting agendas, Board handouts, minutes, and other relevant materials, and accountability for the overall operation of the Foundation
2. Develop and implement a comprehensive development plan for the organization, including plans for annual giving, foundation and corporate support, and individual major and planned gifts.
3. Provide leadership to scholarship and alumni staff; supervise the college scholarship program, scholarship awards, and donor recognition and student receipt of scholarships in conjunction with the Campus Business office.
4. Establish and drive performance metrics.
5. Oversee the comprehensive calendar of activities in support of development.
6. Ensure success in events management, including cultivation activities and a signature fundraising event.
7. Monitor Foundation assets, fiduciary oversight of trust agreements, gift reception and investment policies.
8. Work with the College and Foundation leadership, Board and volunteers, and others within the organization to identify linkage, ability, and interest of major gift prospects for their solicitation in alignment with the organization's priorities.
9. Support the College President, other staff, and key volunteers in their major gift work.
10. Manage a portfolio of 100 or more major gift level prospects through the entire cycle of development (research and identification, cultivation, solicitation, closure and stewardship).
11. Pursue and complete a minimum of 25 major gift solicitations per year, to include revocable intentions. This would include at least two (2) face-to-face meetings with major gift donors on a weekly basis.
12. Staff the Development Committee of the board, providing guidance and direction to their efforts.

13. Work closely with the organization's supporters to identify prospects and existing donors with capacity and attachment.
14. Create appropriate gift society activity and recognition for donors of all sizes.
15. Ensure proper stewardship practices for the timely and accurate recording and acknowledgement of all gifts.
16. Maintain ongoing and active networking with internal and external constituencies.
17. Represent the organization in the community as appropriate. [Experience working with print and broadcast media a plus.](#)
18. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
19. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of fundraising, with particular emphasis on major gift acquisition.

Principles and practices of fundraising, gift acquisition, and donor management.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations as it relates to the position.

Ability to:

Oversee and participate in the management of a comprehensive fundraising and donor management program.

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

Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through.

Inspire and motivate volunteers and staff.

Plan, organize, and coordinate multiple activities.

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

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

Gather and analyze data and situations and make appropriate decisions.

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

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Provide sound judgment and superior problem solving skills.

Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.

Provide exceptional interpersonal and influencing skills, tact, and diplomacy.

Demonstrate integrity and fiscal accountability.

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

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

Provide leadership based on ethics and principles as they relate to assigned functions and operations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Work evening and weekends according to event-related scheduling.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree from an accredited college or university.

Required Experience:

Five (5) years of progressively responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts.

Preferred Experience:

1. Experience working with donor management and data management systems.
2. Experience working with volunteers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved: January 16, 2014

Revised: March 12, 2015

Range: 18

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: March 12, 2015
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: Interview Candidate for Vice Chancellor Fiscal Services
DEPARTMENT: Human Resources
CONFERENCE: Candidate Interview
DATES: October 19 – 21, 2014
LOCATION: District Offices
PURPOSE: Interview for Vice Chancellor of Fiscal Services position
BENEFIT: Fill vacant position.
ESTIMATED COST: \$959.44
FUNDING SOURCE: Human Resources General Fund

NAME: John Longville
DEPARTMENT: Board of Trustees
CONFERENCE: March in March Rally
DATES: March 1-2, 2015
LOCATION: Sacramento, CA
PURPOSE: To meet with legislators and staff regarding district legislative issues.
BENEFIT: To support our students in their civic engagement, reflection, enrichment, and educational endeavors with legislative issues.
ESTIMATED COST: \$1,100.00
FUNDING SOURCE: Board of Trustees General Fund

NAME: Whitney Fields
DEPARTMENT: Business & Fiscal Services
CONFERENCE: Fall Protection Course
DATES: April 20 – 23, 2015
LOCATION: San Diego, CA
PURPOSE: To train the District's Environmental Health & Safety Administrator on state-of-the-art technology for fall protection, as well as current Occupational Safety & Health Administration (OSHA) requirements.
BENEFIT: Strengthens and maintains the District's ability to provide a safe environment for its employees and students.
ESTIMATED COST: \$1,188.00
FUNDING SOURCE: District Health & Safety General Fund

NAME: Alfredo Cruz, Lillian Vasquez, Frank Blanquet, Terria Smith, Ben Holland
DEPARTMENT: KVCR
CONFERENCE: 2015 PBS Annual Meeting
DATES: May 8 – 16, 2015
LOCATION: Austin, TX
PURPOSE: PBS Annual Meeting
BENEFIT: Annual PBS meeting of public television professionals bringing together station teams, producers, community partners and national organizations to connect, collaborate and plan for the future of public television.
ESTIMATED COST: \$2,650.00 each
FUNDING SOURCE: FNX & KVCR Funds

NAME: Joseph Williams
DEPARTMENT: Board of Trustees
CONFERENCE: International Council of Shopping Centers (ICSC) Recon Conference
DATES: May 16-20, 2015
LOCATION: Las Vegas, CA
PURPOSE: An educated and well-informed governing board is the foundation of a successful community college. To bring back information to will allow the district to help cities promote some of our CTE and credit courses to get more residence educated and to attract businesses.
BENEFIT: As a member of the Rialto Redevelopment Agency / Successor Agency oversight board I'm am interested in expanding my knowledge and network regarding the various economic development decisions made by the board.
I'd like to attend the RECon convention to study the economics behind why retailers select certain areas to locate their businesses. The Retail Industry is considered by San Bernardino County as one of its growth industries.
ESTIMATED COST: \$3,000.00
FUNDING SOURCE: Board of Trustees General Fund

NAME: Board of Trustees
DEPARTMENT: Board of Trustees
CONFERENCE: ACCT Leadership Congress
DATES: October 12-18, 2015
LOCATION: San Diego, CA
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: \$3,000.00 per person, not to exceed 7 Trustees
FUNDING SOURCE: Board of Trustees General Fund

NAME: Amalia Perez
DEPARTMENT: Human Resources
CONFERENCE: 2015 ACHRO Leadership Academy (Three Sessions)
DATES: April 8 - 10, 2015, July 22 - 24, 2015 & October 26, 2015
LOCATION: Sacramento, Cerritos & San Diego, CA
PURPOSE: Offers a unique training experience designed to build on existing skills and foster creativity and confidence to tackle challenges of today and tomorrow.
BENEFIT: Participant will learn perspective, leadership and how to become an effective CHRO in California's community colleges.
ESTIMATED COST: \$2,050.00
FUNDING SOURCE: Human Resources General Fund

CHC

NAME: Joe Cabrales, Kirsten Colvey, Rebeccah Warren-Marlatt
DEPARTMENT: Student Services
CONFERENCE: CCCCSSAA Spring 2015 Conference
DATES: March 11-13, 2015
LOCATION: Costa Mesa, CA
PURPOSE: The conference provides professional growth, represents student services in statewide consultation, provides communication and promotes the mission of the California Community Colleges. It addresses navigating pressing issues of accountability, fiscal uncertainty and the changing demographics of the state of California
BENEFIT: The information learned from this conference will be utilized and shared with managers and staff at CHC.
ESTIMATED COST: \$3,000.00 (total)
FUNDING SOURCE: Counseling General Fund

NAME: Dianne Purves
DEPARTMENT: Arts and Sciences
CONFERENCE: Field trip to the Grand Canyon National Park
DATES: March 16-20, 2015
LOCATION: Tusayan, AZ
PURPOSE: Biological and geological field studies in the Grand Canyon.
BENEFIT: Information will be used in the classroom.
ESTIMATED COST: \$1,000.00
FUNDING SOURCE: Office of Instruction General Fund

NAME: June Yamamoto
DEPARTMENT: Career Education/Human Development
CONFERENCE: CCCAOE Conference & New Regulations Governing the Perkins CTE Program
DATES: March 24-27, 2015
LOCATION: San Francisco, CA
PURPOSE: As administrator for the Perkins Career and Technical Education Grant, this conference provides pertinent information for grant administrators. Sessions will provide information on current legislation, research, student success and CTE workshops.
BENEFIT: The information learned from this conference will be utilized and shared with managers and staff at CHC.
ESTIMATED COST: \$2,053.00
FUNDING SOURCE: Perkins and CTE Grant

NAME: Cheryl Marshall
DEPARTMENT: President
CONFERENCE: Chris McCarthy Vineyard Leadership Symposium
DATES: March 29-31, 2015
LOCATION: Napa, CA
PURPOSE: A college presidential leadership symposium. The opportunity for engaging in discussions with other college presidents who fully understand the complexity of our colleges and pressures under which we all operate structured around the topics that all presidents are current dealing with.

BENEFIT: Networking, discussing best practices and planning strategies.
ESTIMATED COST: \$1,545.00
FUNDING SOURCE: Campus President General Fund

NAME: Daniel Bahner
DEPARTMENT: Title V
CONFERENCE: 57th Annual Council for the Student of Community Colleges Conference (CSCC)
DATES: April 9-11, 2015
LOCATION: Fort Worth, TX
PURPOSE: To remain current with the most recent studies in community college development and transfers to four-year institutions. It will also serve as a forum for disseminating research pertaining to community colleges.
BENEFIT: Will offer research-supported insights and experience-proven initiatives for leading students to transfer success.
ESTIMATED COST: \$1,400.00
FUNDING SOURCE: Title V Grant

NAME: Bryan Reece
DEPARTMENT: Office of Instruction
CONFERENCE: CCCCIO Spring 2015 Conference
DATES: April 15-17, 2015
LOCATION: San Francisco, CA
PURPOSE: To receive updates on Title 5 Ed Codes, Use of new ACCJC standards, hot topics facing Chief Instructional Officers as well as problem solving.
BENEFIT: The information received will be shared with the campus. It also will provide an opportunity to build and enhance relationships with California Community College Chief Instructional Officers.
ESTIMATED COST: \$1,170.00
FUNDING SOURCE: Instruction General Fund

NAME: Mariana Moreno
DEPARTMENT: Title V/Transfer Center
CONFERENCE: WACAC Annual Super Conference 2015
DATES: May 18-20, 2015
LOCATION: Reno, TX
PURPOSE: This conference is an opportunity to continue building external connections with universities, especially out-of-state, to increase the number of universities visiting our campus to meet with our students.
BENEFIT: This conference also offers workshops for counseling professionals with an emphasis on student transfer.
ESTIMATED COST: \$1,500.00
FUNDING SOURCE: Title V Grant

NAME: Daniel Sullivan
DEPARTMENT: Fire Technology
CONFERENCE: National Professional Development Symposium
DATES: June 9-12, 2015
LOCATION: Emmitsburg, MD

PURPOSE: The new SFT Firefighter I Certification process will be discussed. Also, Dan is a member of the High School to College Working Group and that group will be meeting on June 9th.
BENEFIT: Crafton Hills College will be updated on issues related to the new curriculum, education and State Fire Training (SFT) policy.
ESTIMATED COST: \$1,170.00
FUNDING SOURCE: Edison Grant

NAME: Hannah Sandy
DEPARTMENT: Health and Wellness Center
CONFERENCE: First Responder Training – FEMA
DATES: June 14-20, 2015
LOCATION: Anniston, AL
PURPOSE: To be trained as a first responder in the event of a domestic catastrophe affecting communities in a large scale by the Center for Domestic Preparedness.
BENEFIT: Disaster preparedness for Crafton Hills College.
ESTIMATED COST: \$21.64
FUNDING SOURCE: Student Health Services General Fund

NAME: Patricia Menchaca and Dean Papas
DEPARTMENT: STEM Pathways
CONFERENCE: Leadership Community of Practice
DATES: July 13-16, 2015
LOCATION: Oakland, CA
PURPOSE: This conference is a leadership reading apprenticeship training that will certify participants to train faculty to develop and implement strategies that will increase literacy for students.
BENEFIT: Provide training to faculty at CHC to develop and implement strategies to increase literacy for students.
ESTIMATED COST: \$1,575.00 each
FUNDING SOURCE: STEM Pathways Grant

NAME: Melissa Berube, Rick Hogrefe, Patricia Menchaca, Dean Papas, and Emily Spencer
DEPARTMENT: STEM Pathways
CONFERENCE: Reading Apprenticeship STEM
DATES: July 29-31, 2015
LOCATION: Oakland, CA
PURPOSE: This conference is the first of a series of Reading Apprenticeship training sessions for CHC faculty. The attendance will assist faculty in developing strategies that increase student literacy in STEM fields.
BENEFIT: To bring this information back to Crafton to assist in increasing student literacy.
ESTIMATED COST: \$1,585.00 each
FUNDING SOURCE: STEM Pathways Grant

SBVC

NAME: Eddie Sanker
DEPARTMENT: Applied Technology, Transportation, and Culinary Arts
CONFERENCE: Pacific Design and Manufacturing Expo 2015 Conference
DATES: February 9-12, 2015
LOCATION: Anaheim, CA
PURPOSE: This conference improved SBVC's department head's knowledge of industry trends and needs by participating in workshops and meeting industry professionals.
BENEFIT: The information learned at this conference will be shared directly with the students and staff involved in metal technology at SBVC.
ESTIMATED COST: \$1,211.62
FUNDING SOURCE: Professional Development General Fund and Carl D. Perkins Grant Fund

NAME: Henry Hua
DEPARTMENT: Mathematics, Business, and Computer Technology
CONFERENCE: Association of California Community College Administrators (ACCCA) Conference 2015
DATES: February 25-27, 2015
LOCATION: Burlingame, CA
PURPOSE: The attendance of this conference allowed for attainment of regional best practices of pathways for student success, development of SLOs, and building campus community through instruction. The conference also covered leadership growth through experience, instructional effectiveness through institutional culture shift and empowerment of faculty through resource attainment.
BENEFIT: These topics are vital to the success of SBVC in future and present planning practices.
ESTIMATED COST: \$1,326.91
FUNDING SOURCE: Professional Development General Fund and Mathematics Division General Fund

NAME: Dr. Wallace Johnson
DEPARTMENT: Social Sciences, Human Development, and Physical Education
CONFERENCE: Innovations Conference
DATES: March 7-11, 2015
LOCATION: Boston, MA
PURPOSE: The Innovations conference is dedicated to improving organizational teaching and learning, and discovering new approaches for enhancing the community college experience.
BENEFIT: Dr. Johnson will share the feedback and knowledge he gained on teaching, learning, and student success with the wider SBVC community.
ESTIMATED COST: \$950.00
FUNDING SOURCE: Professional Development General Fund

NAME: Dr. Haragewen Kinde
DEPARTMENT: Office of Instruction
CONFERENCE: California Community Colleges Chief Instructional Officers (CCCCIO) 2015 Spring Conference
DATES: April 14-17, 2015
LOCATION: San Francisco, CA
PURPOSE: This conference will cover materials in online education, education planning, common assessment practices, AB86, and student success.

BENEFIT: The information learned from this conference will be utilized and shared with managers and staff at SBVC.
ESTIMATED COST: \$1,649.07
FUNDING SOURCE: Office of Instruction General Fund

NAME: Davena Burns-Peters
DEPARTMENT: Arts and Humanities
CONFERENCE: Silent Weekend 2015 Conference
DATES: June 24-29, 2015
LOCATION: Orlando, FL
PURPOSE: This conference will allow for continued professional development and personal growth within the American Sign Language (ASL) community.
BENEFIT: This conference will result in Davena Burns-Peters being a more qualified instructor for the district, which in turn, represents the district in a positive light. The knowledge gained will directly impact the instructor's skill set, which will be passed to the students at SBVC.
ESTIMATED COST: \$750.00
FUNDING SOURCE: Professional Development General Fund

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: March 12, 2015
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: ATPC Braille Workshop
DATES: June 22 – 24, 2015
AMOUNT: \$2,109.00
ITEM: ATPC will host a training session with Braille transcribers and DSPS personnel from all colleges. Topics will include the new UEB Braille format and the agency specific requirement for Braille production within the Community College System.
FUNDING SOURCE: ATPC Grant Funds

EVENT: Dinner Meeting with FM Consultant. Discuss FM Pledge Drives. (Alfredo Cruz, and Public Media Partnerships, Mike Wallace)
DATES: 12/2/2014
AMOUNT: \$47.42
ITEM: Two (2) Meals
FUNDING SOURCE: KVCR Foundation

EVENT: Lunch Meeting with CCS Consultant (Alfredo Cruz, Candie Goldbronn, Lillian Vasquez) Discussion regarding KVCR Foundation Board By-Laws and Master Agreement and the JD of the KVCR Foundation Director of Development.
DATES: 12/8/2014
AMOUNT: \$31.02
ITEM: Three (3) Meals
FUNDING SOURCE: KVCR Foundation

EVENT: FNX Gift Event In KVCR Studio. Approximately 30 persons to attend from SBCCD, San Manuel and the Community at large.
DATES: 1/26/2015
AMOUNT: \$1500
ITEM: Refreshments and rental of tables
FUNDING SOURCE: FNX Funds

EVENT: Native Short II – In Studio KVCR/FNX Production
DATES: April 26 – May 2, 2015
AMOUNT: \$6,500.00
ITEM: FNX will be hosting in-studio talent to shoot the second in the Native Shorts Series.
FUNDING SOURCE: FNX Funds

EVENT: PBS 2015 Annual Meeting – Booth Rental (includes 3 full conference registrations)
DATES: Mary 10-14, 2015
AMOUNT: \$4,590.00
ITEM: KVCR/FNX will be hosting a booth to enhance the new PBS launch of FNX.
FUNDING SOURCE: FNX & KVCR Funds

EVENT: PBS 2015 Annual Meeting – Sponsorship Opportunity
DATES: May 10-14, 2015
AMOUNT: \$5000.00
ITEM: KVCR/FNX will include a promotional item in the bags of conference attendees
FUNDING SOURCE: FNX & KVCR Funds

CHC

EVENT: Spring 2015 Transfer Fairs
DATES: April 21-23, 2015
AMOUNT: \$350.00
ITEM: Refreshments and Supplies
Sponsored by the Transfer Center, the transfer fairs span across three days and are intended to provide an opportunity for students to meet with universities at CHC. Exposure to a variety of institutions as well as making a connection with the representatives will assist students with obtaining admissions information, getting their questions answered, and ultimately transferring to a 4-year institution.
FUNDING SOURCE: Transfer Center General Fund

EVENT: CHC Health Fair
DATES: April 15, 2015
AMOUNT: \$1,066.00
ITEM: Promotional Giveaways
Sponsored by the Health and Wellness Center, the CHC Health Fair is for CHC students, in collaboration with the SBCCD Police Department. The Health Fair is to promote health issues that affect college students. SBCCD Police is promoting campus security.
FUNDING SOURCE: Health and Wellness Center General Fund

SBVC

EVENT: March in March Student Advocacy Training
DATES: February 24, 2015
AMOUNT: \$2,000.00
ITEM: Meals
Sponsored by the Associated Student Government, this on campus event was the first advocacy training to be offered for the annual March in March event. As part of the Region IX representatives, San Bernardino Valley College (SBVC) has been asked to host this event in order to inform and train all students and staff who are attending the March in March event. The Region IX board asked SBVC to host a Strategic Legislative Advocacy Training for Region IX leaders as well as all students and staff who will be attending the March in March event. This event is being revised because the request was not made until late January; the Office of Student Life (OSL) office was unable to put the event to board in time before the requested event date. Anticipated attendance was 150 students, staff and community members. Chaperone was Joseph Nguyen.
FUNDING SOURCE: Student Body General Fund.

EVENT: SBVC Leadership Conference at San Bernardino Valley College
DATES: March 10, 2015
AMOUNT: \$10,000.00
ITEM: Speakers, Meals and Give-Aways
Sponsored by the First Year Experience program, the purpose of the Leadership Conference is to provide Valley College students with an opportunity to develop their leadership skills. The conference will focus on student success, student engagement, team building, Strengths Pro Quest, and the skills to develop our future leaders. Anticipated attendance is 200 students, faculty and staff. This item was previously board approved at the February 19, 2015 board meeting. Item is being revised to reflect added cost to meals, the inclusion of staff and faculty and the correction in the account funding sources.

FUNDING SOURCE: Matriculation Categorical Fund and Student Success Fund Accounts.

EVENT: Two-day field trip to San Jose State University, San Francisco State University and University of California Davis
DATES: March 13-14, 2015
AMOUNT: \$7,700.00
ITEM: Transportation and Lodging
Sponsored by the Transfer and Career Services and Student Success Program, this event is designed to increase transfer awareness and provide San Bernardino Valley College (SBVC) students with an opportunity to visit four year universities and learn first-hand about their unique programs and services. Anticipated attendance is 38 students and faculty members. Chaperones will be Kathy Kafela, Daniele Ramsey and Botra Moeung. This item was previously board approved at the February 19, 2015 board meeting. Item is being amended to reflect an increase in the total amount from \$7,200.00 to \$7,700.00 and item description changed to \$3,800.00 for the Bus Rental and \$3,900.00 for the Lodging.

FUNDING SOURCE: Student Success Categorical Funds.

EVENT: Westside Action Group (WAG) Meeting
DATES: March 16, 2015
AMOUNT: \$577.50
ITEM: Refreshments
Sponsored by Student Services, San Bernardino Valley College (SBVC) will host members of the Westside Action Group (WAG) for a community meeting about Student Support Services at SBVC. WAG is a community based organization that services as a resource and meeting location for other community and governmental agencies to come together and talk about community concerns and community engagement. Anticipated attendance is approximately 100 staff, faculty and community members.

FUNDING SOURCE: Student Success Program Categorical Funds.

EVENT: Field Trip to the University of California at Los Angeles (UCLA) for the Umoja Symposium
DATES: March 20, 2015
AMOUNT: \$1,285.00
ITEM: Bus Rental
Sponsored by the Tumaini Program; the students will travel from San Bernardino Valley College (SBVC) to Los Angeles, University of California at Los Angeles (UCLA) to attend the Umoja Symposium. Anticipated attendance is approximately 27 students and faculty members. Chaperones will be

FUNDING SOURCE: Daniele Ramsey and Sandra Blackman.
Student Equity Categorical Fund.

EVENT: 2015 Western Regional Collegiate Cyber Defense Competition
DATES: March 26-29, 2015
AMOUNT: \$250.00
ITEM: Registration, Hotel Accommodations, and Meals
The computer Information Technology Department will be participating in the 2015 Western Regional Collegiate Cyber Defense Competition being held in Pomona, CA on March 26, 2015. Anticipated attendance is six students and one faculty coach. Chaperone will be Dr. Roger Powell.

FUNDING SOURCE: Computer Information Technology General Fund

EVENT: Financial Aid Awareness Fair
DATES: March 31, 2015
AMOUNT: \$6,740.10
ITEM: Refreshments and Decorations
Sponsored by the San Bernardino Valley College Financial Aid Department, this event is to host an Awareness Fair for all students. This event will highlight the financial resources available to students. Additionally, students will have the opportunity to meet with various departments with the college to ensure student success. Anticipated attendance will be 500 students, staff and community members. This item was previously board approved at the February 19, 2015 board meeting. Item is being revised to reflect the date of this event has been changed from March 3, 2015 to March 31, 2015

FUNDING SOURCE: Matriculation Categorical Funds.

EVENT: Veteran's Center Mural Rededication
DATES: April 9, 2015
AMOUNT: \$1,350.00
ITEM: Refreshments
Sponsored by the Veteran's Resource Center, the rededication Veteran's event is to unveil the Veteran's mural in honor of our Veteran students who served in the United States Armed Forces. The event will include a singer, key note speaker and student speaker. Anticipated attendance is 150 students, staff, faculty and administrators.

FUNDING SOURCE: Student Equity Categorical Funds.

EVENT: Art Club Bus Trip to Palm Springs Museum of Art
DATES: April 11, 2015
AMOUNT: \$2,094.76
ITEM: Transportation
Sponsored by the Art Club at San Bernardino Valley College (SBVC), the Art Club is organizing a bus trip to Palm Springs Museum of Art, California. The trip will help promote the Art Club as well as provide a learning experience in the Arts to the students, staff, faculty and guests. Anticipated attendance is 107 students, faculty and community members. Chaperone will be Jim Stewart.

FUNDING SOURCE: Student Clubs & Trust/Art Club Trust Account.

EVENT: Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Graduation Celebration
DATES: April 15, 2015

AMOUNT: \$650.00
ITEM: Refreshments
Sponsored by the Foster and Kinship Department, the YESS/ILP graduation celebration is held for the foster youth who have successfully completed the 14-week Independent Living Program Life Skills classes which consist of four modules: Daily Living Skills, Education, Employment, and Financial Literacy. These classes help to prepare the youth to continue their educational or vocational goals to gain employment. The celebration will take place at San Bernardino Valley College in the Sun Room. Anticipated attendance will be 25 foster youth, faculty and staff.

FUNDING SOURCE: Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Categorical Funds.

EVENT: Alpha Gamma Sigma State Convention
DATES: April 17-19, 2015
AMOUNT: \$5,710.00
ITEM: Registration, Mileage and Transportation
Sponsored by Alpha Gamma Sigma, the Delta Chapter at San Bernardino Valley College, and this annual convention honors students from all chapters of the statewide society and will meet to learn about academic and professional development, network and receive scholarships. It is one of three annual events in which at least the advisor is required to attend. Anticipated attendance is 22 students and faculty members. Chaperones will be Dr. Melissa King and Susan Mattson.

FUNDING SOURCE: Student Clubs & Trust/Alpha Gamma Sigma Club Account.

EVENT: Dreamer's Conference
DATES: April 17, 2015
AMOUNT: \$4,664.00
ITEM: Refreshments
Sponsored by the Student Success and Support Program, lunch will be provided for students who will attend the Dreamer's Recruitment Conference. Anticipated attendance is approximately 550 students, parents, faculty, staff and administrators.

FUNDING SOURCE: Student Equity Categorical Funds.

EVENT: First Year Experience Recruitment Conference
DATES: April 24, 2015
AMOUNT: \$4,664.00
ITEM: Refreshments
Sponsored by the Student Success and Support Program, lunch will be provided for students who will attend the First Year Experience Recruitment Conference for Males. Anticipated attendance is approximately 550 students, parents, faculty, staff and administrators.

FUNDING SOURCE: Student Equity Categorical Funds

EVENT: 20th Annual Spotighting Our Success
DATES: April 24, 2015
AMOUNT: \$5,500.00
ITEM: Refreshments, Decorations, Supplies, Frames, Certificates, Promotional Giveaways-Wine Glasses, and Awards
SBVC will host the annual awards presentation to recognize multiple categories

of excellence in service at San Bernardino Valley College by our faculty, staff and administrators. Anticipated attendance is approximately 250 faculty, staff and their guests.

FUNDING SOURCE: President's Office General Fund, SBVC Foundation-President's Pepsi Fund – Special Projects Account and the Faculty Association Account.

EVENT: High School Counselor & Career Technician Conference

DATES: May 1, 2015

AMOUNT: \$7,991.55

ITEM: Supplies, Decorations, Refreshments and Give-Aways
Sponsored by San Bernardino Valley College's (SBVC) Counseling Department, this event is the 2015 High School Counselors' and Career Technicians' Conference. This conference is geared towards dissemination of information and updates to high school counselors and career technicians about the following: SBVC's program offers, current initiatives in response to the Student Success Act, such as learning communities, academic and student support services and other programs. It is also aimed at strengthening SBVC's partnership with feeder high schools. Anticipated attendance is approximately 150 High School Counselors and Career Technicians, faculty and staff.

FUNDING SOURCE: Matriculation Categorical Funds.

EVENT: Field Trip to California State University (CSU), Fresno

DATES: May 15, 2015

AMOUNT: \$2,950.00

ITEM: Bus Rental
Sponsored by the Tumaini Program; the students will travel from San Bernardino Valley College's (SBVC) to Fresno, California to visit California State University (CSU), Fresno and the historical city of Allensworth, California. Anticipated attendance is approximately 33 students and faculty members. Chaperones will be Daniele Ramsey, Kathy Kafela and Sandra Blackman.

FUNDING SOURCE: Student Equity Categorical Fund.

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: March 12, 2015
SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2014-2015 budget.

SBVC

NAME: Frank Blanquet and Terria Smith
MEMBERSHIP: Automobile Club of Southern California aka AAA
PURPOSE: To cover any vehicle breakdown while traveling on District business
AMOUNT: \$136.00
FUNDING SOURCE: KVCR Funds

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: March 12, 2015
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 and Administrative Procedures 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 3/12/2015

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Consultants</i>				
Venuto, Louis	(11400) Consultant services for external evaluation of CHC Title V/HSI Grant; Funded through Title V Grant Term: 4/22/2015 - 5/25/2015 Funding Source: Federal Grant	Title V/CHC	\$11,100.00	SSutorus

SubTotal for Consultants: 1

Professional Services

Malos, Jamie	(11386) Braille transcribing and/or embossing services Term: 7/1/2014 - 6/30/2015 Funding Source: Braille Grant	ATPC/SBCCD	\$22,000.00	SSutorus
Morrison, Frances Carol	(11303) Braille transcribing and/or embossing services Term: 7/1/2014 - 6/30/2015 Funding Source: Braille Grant	ATPC/SBCCD	\$22,000.00	SSutorus

SubTotal for Professional Services: 2

Grand Total Contracts for Board Date 3/12/2015: 3

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: March 12, 2015
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.

Routine Contracts and Agreements

Scheduled Board Date 3/12/2015

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
--------------------	---------------------------------------	-------------------------------------	----------------------	----------------------

Broadcasting Rights

De La Rosa, Danielle and Desiree	(11358) Broadcast license agreement for musical compositions and recordings for "I Let You Go" and "Kiss me Auras"; no cost to District Term: 2/20/2015 - 2/19/2020 Funding Source: N/A	FNX/KVCR		SSutorus
----------------------------------	---	----------	--	----------

Manitopyes, Jeremiah dba Drezus	(11331) Broadcast license agreement for use of musical compositions and recordings for "Red Water", "Big Dreams", and "War Path" in exchange for the promotion of the "FNX Music Block" series; no cost to District Term: 10/25/2014 - 10/24/2019 Funding Source: N/A	FNX/KVCR		SSutorus
---------------------------------	---	----------	--	----------

Marlin, Joseph	(11276) Broadcast license agreement for musical compositions and recordings for "All Alone", "Cool Running", "Bastards", "Jail Byrds", and "Freak Show-Night Witch"; no cost to District Term: 1/23/2015 - 1/22/2020 Funding Source: N/A	TV/KVCR		SSutorus
----------------	--	---------	--	----------

SubTotal for Broadcasting Rights: 3

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>CalWorks Off-Campus Work Study</i>				
Inland Empire Concerned African American Churches	(11362) Calworks grant to cover costs of off-campus workstudy for participating student (Lawrence, Latrice); reimbursed at 75% of per hour rate \$10.00 Term: 2/13/2015 - 6/30/2015 Funding Source: CalWorks	Calworks/SBVC	\$4,800.00	SSutorus
Teddy Bear Tymes Child Care	(11363) Calworks grant to cover costs of off-campus workstudy for participating student (Lopez, Mirna); reimbursed at 75% of per hour rate \$9.00 Term: 2/13/2015 - 6/30/2015 Funding Source: CalWorks	Calworks/SBVC	\$4,320.00	SSutorus
<i>SubTotal for CalWorks Off-Campus Work Study: 2</i>			<i>\$9,120.00</i>	
<i>Clinicals</i>				
Desert Regional Medical Center	(11336) Affiliation agreement for EMS Program participants; no cost to District Term: 1/26/2015 - 1/25/2018 Funding Source: N/A	Program Development/CHC		SSutorus
<i>SubTotal for Clinicals: 1</i>				

<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>				
Ad Pro	(11409) Fabrication of 500 T-shirts for give aways at events to promote FNX Term: 2/20/2015 - 6/30/2015 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$4,167.50	SSutorus
Airgas USA, LLC	(11349) Welding supplies and repairs to equipment: funded through the a contract with Metro Water Term: 2/1/2015 - 3/31/2015 Funding Source: Other Non-General	PDC/SBCCD	\$1,890.90	SSutorus
Airgas USA, LLC	(11350) Welding supplies and repairs to equipment; funded through Industry Driven Regional Collaborative grant Term: 2/1/2015 - 3/31/2015 Funding Source: State Grant	PDC/SBCCD	\$847.70	SSutorus
Alhambra Reprographics, Inc DBA A & I Reprographics	(11403) On-demand services for the reproduction of blueprints as needed Term: 1/1/2015 - 6/30/2015 Funding Source: General Funds	Administrative Services/SBVC	\$500.00	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>				
American Fidelity Assurance	(11397) Conduct a dependent verification audit for District personnel as it relates to the District's benefits program; no cost to District Term: 2/23/2015 - 6/30/2015 Funding Source: N/A	Human Resources/SBCCD		SSutorus
Arizona Machinery LLC dba Stotz Equipment	(11300) Repair of 28HP Gas Mower and Gator machine Term: 2/2/2015 - 3/1/2015 Funding Source: General Funds	Maintenance/SBVC	\$4,839.43	SSutorus
Automobile Club of Southern California	(11368) Annual membership with AAA for KVCR for Blanquet, Frank and Smith, Terria Term: 2/11/2015 - 2/10/2016 Funding Source: KVCR - FNX Grant	TV/KVCR	\$136.00	SSutorus
Baguette Bakery & Cafe	(11330) Refreshments for the San Bernardino Unified School District Conference held at SBCCD; funded through department's Special Project fund Term: 2/5/2015 - 2/5/2015 Funding Source: Other Non-General	PDC/SBCCD	\$2,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>	Balloons of California	(11401) Production of a balloon cluster with ribbon and base for the High School Counselor's Conference Term: 5/1/2015 - 5/1/2015 Funding Source: Matriculation	Counseling/SBVC	\$550.80	SSutorus
	Bose, Shonali	(11371) Provide movie screening of "Margarita With A Straw" and questions and answers with the director, producer and screenwriter of the film Term: 2/18/2015 - 2/18/2015 Funding Source: General Funds	Art & Lecture/SBVC	\$2,500.00	SSutorus
	Bradford, James	(11369) Facilitate women's self defense classes Term: 4/1/2015 - 4/1/2015 Funding Source: General Funds	District Police/SBCCD	\$400.00	SSutorus
	Broadcast Electronics	(11322) Repair of IBOC Module for KVCR FM Transmitter Term: 2/4/2015 - 6/30/2015 Funding Source: KVCR - Gen Funds	FM/KVCR	\$1,740.00	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>				
Bronson Investments, Inc.	(11404) Repair and parts of two vehicle four-post hoist in main automotive lab Term: 2/12/2015 - 5/12/2015 Funding Source: General Funds	Automotive/SBVC	\$354.82	SSutorus
California Department of Forestry & Fire Protection	(11312) Conservation Camp Program Project; Weed abatement, lawn mowing, creating a fire break and vegetation removal Term: 1/23/2015 - 6/30/2015 Funding Source: General Funds	Maintenance/CHC	\$7,000.00	SSutorus
Capstone Vietnam	(11420) Recruiting services for international students to enroll in SBVC or CHC Associate Degree and Transfer programs; at a cost of \$700 per student enrolled in classes Term: 1/12/2015 - 1/11/2018 Funding Source: N/A	TESS/Annex	\$20,000.00	SSutorus
Career America, LLC Parent Company of Financial Aid TV	(11382) Broadcast rights to "Financial Aid TV" Term: 7/1/2015 - 6/30/2018 Funding Source: General Funds	Financial Aid/SBVC	\$9,750.00	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>					
	CCC Chancellor's Office	(11297) Department of Children and Family Services; Letter of agreement for creating a working relationship between the college and county to determine the priority of training offered; no cost to the District Term: 1/1/2015 - 6/30/2015 Funding Source: N/A	Calworks/SBVC		SSutorus
	CCC Chancellor's Office	(11319) Reimburse State Chancellor's Office for cost of travel for Scott Valverde for review of Alternative Text Production Center programs; funded through Braille grant Term: 2/26/2015 - 2/26/2015 Funding Source: Alternative Text Grant	TESS/Annex	\$415.00	SSutorus
	Cintas First Aid & Safety	(11293) Provide First Aid Training for District Police Department Term: 1/9/2015 - 1/9/2015 Funding Source: General Funds	District Police/SBCCD	\$198.72	SSutorus
	Citadel Environmental Services, Inc	(11323) Environmental consulting services for air monitoring and ventilation assessment for SBVC HLS Rooms 222, 228 and 235 Term: 2/5/2015 - 6/30/2015 Funding Source: General Funds	Safety/SBCCD	\$6,241.00	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>				
Communications Center	(11290) On demand repair service for District Police radios Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	District Police/SBCCD	\$500.00	SSutorus
Credentials Solutions	(11414) Provide transcript ordering and delivery service; no cost to District Term: 2/20/2015 - 2/19/2020 Funding Source: N/A	TESS/Annex		SSutorus
Custom Pin & Design	(11352) Production of 1,000 lapel pins with KVCR-FNX logo as promotional give-aways Term: 2/17/2015 - 4/17/2015 Funding Source: KVCR - FNX Grant	TV/KVCR	\$1,100.00	SSutorus
Direct Connect Charter Bus	(11341) Bus rental for field trip to Cal State University-Fresno for students in the Tumaini Program; Funded through Student Equity Grant Term: 5/15/2015 - 5/16/2015 Funding Source: State Grant	Star Program/SBVC	\$2,950.00	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>					
	Direct Connect Charter Bus	(11340) Bus rental for field trip to UCLA for students in the Tumaini Program; Funded through Student Equity Grant Term: 3/20/2015 - 3/20/2015 Funding Source: State Grant	Star Program/SBVC	\$1,285.00	SSutorus
	Direct Connection	(11289) Direct mail and printing for acquisitions, lapsed, additional gifts, and renewal campaigns Term: 2/3/2015 - 4/3/2015 Funding Source: KVCR - Foundation	TV&FM/KVCR	\$12,969.60	SSutorus
	Direct Connection	(11288) Printing and mailing of March acquisitions campaign Term: 2/3/2015 - 4/3/2015 Funding Source: KVCR - Foundation	TV&FM/KVCR	\$6,874.65	SSutorus
	Direct Connection	(11287) Printing of March campaign for previous supporters Term: 2/3/2015 - 4/3/2015 Funding Source: KVCR - Foundation	TV&FM/KVCR	\$5,101.10	SSutorus
	Direct Connection	(11286) Printing of March gift campaign for additional supporters Term: 2/3/2015 - 4/3/2015 Funding Source: KVCR - Foundation	TV&FM/KVCR	\$2,483.14	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Duncan-Andrade, Jeff	(11266) Speaker Topic "The historical Relationship between African Americans and Latinos"; funded through trust account "ASB General Fund" Term: 2/12/2015 - 2/12/2015 Funding Source: Trust Account	Student Life/SBVC	\$6,250.00	SSutorus
E.M. Abdulmumin	(11329) Presentation for Black History Month on the historical relationship between African Americans and Native Americans; Funded through ASB General Funds Term: 2/12/2015 - 2/12/2015 Funding Source: Trust Account	Student Life/SBVC	\$3,000.00	SSutorus
Facilities Protection Systems	(11411) Replacement of two fire panel batteries at the Computing Services Building Term: 2/23/2015 - 3/23/2015 Funding Source: General Funds	TESS/Annex	\$175.00	SSutorus
Fox Occupational Medical Center	(9944) Medical services for employee injury claims and required employee vaccination and testing Term: 1/1/2014 - 12/31/2015 Funding Source: General Funds	Human Resources/SBCCD	\$8,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
G/M Business Interiors	(11396) Furnish and install Herman Miller 5000 series desk and meridian lateral file cabinet Term: 2/19/2015 - 6/30/2015 Funding Source: STAR Grant	Star Program/SBVC	\$1,877.81	SSutorus
Gapinski, Paul	(11364) Provide KVCR with a 8-VSB Transcoder "Loaner" Unit Term: 2/17/2015 - 3/17/2015 Funding Source: KVCR - Gen Funds	TV/KVCR	\$500.00	SSutorus
H & L Charter Co, Inc	(11378) Bus rental for field trip from UCLA Lake Arrowhead Conference Center back to campus Term: 4/26/2015 - 4/26/2015 Funding Source: Matriculation	Star Program/SBVC	\$946.97	SSutorus
H & L Charter Co, Inc	(11292) Bus rental for field trip to San Jose for transfer students; funded through Student Equity Grant Term: 3/13/2015 - 3/14/2015 Funding Source: State Grant	Transfer Center/SBVC	\$3,623.00	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>				
H & L Charter Co, Inc	(11377) Bus rental for field trip to UCLA Lake Arrowhead Conference Center Term: 4/24/2015 - 4/24/2015 Funding Source: Matriculation	Star Program/SBVC	\$946.97	SSutorus
Hampton Inn-San Francisco	(11189) Room rental for field trip to San Francisco State University for transfer students; funded through Student Equity Grant Term: 3/13/2015 - 3/14/2015 Funding Source: State Grant	Transfer Center/SBVC	\$3,900.00	SSutorus
Hertz Equipment Rental	(10967) On-demand equipment rental; Revised not to exceed amount from \$500 to \$5,000 Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	Maintenance/CHC	\$5,000.00	SSutorus
Hour Glass & Mirror, Inc	(11299) Furnish and install replacement window glass at Child Development Center Term: 1/29/2015 - 2/16/2015 Funding Source: General Funds	Maintenance/SBVC	\$2,050.00	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>					
	Inland Empire Tours & Transportation	(11366) Bus rental for field trip to Orange County Sanitation District in Fountain Valley, CA Term: 2/17/2015 - 2/17/2015 Funding Source: General Funds	Technical Training/SBVC	\$860.50	SSutorus
	Inland Empire Tours & Transportation	(11311) Bus rental for Geography field trip to Newport Beach Term: 4/17/2015 - 4/17/2015 Funding Source: General Funds	Science/SBVC	\$913.00	
	Inland Empire Tours & Transportation	(11393) Bus rental for Geology field trip to Cajon Pass Term: 3/31/2015 - 3/31/2015 Funding Source: General Funds	Science/SBVC	\$598.00	SSutorus
	Inland Empire Tours & Transportation	(11391) Bus rental for Geology field trip to Mill Creek Term: 4/7/2015 - 4/7/2015 Funding Source: General Funds	Science/SBVC	\$598.00	SSutorus
	Inland Empire Tours & Transportation	(11269) Bus rental for March in March Student Advocacy Event in Sacramento, CA; Funded through Student Rep Fund Term: 3/1/2015 - 3/2/2015 Funding Source: Trust Account	Student Life/SBVC	\$8,094.50	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>					
	Inland Empire Tours & Transportation	(11392) Bus rental for Science field trip to Upper Newport Bay; Funded through Minority Science Improvement Grant Term: 4/24/2015 - 4/24/2015 Funding Source: State Grant	Science/SBVC	\$1,195.00	SSutorus
	In-N-Out Burger	(11353) Catering contract for Financial Aid outreach event; funded through Student Equity Grant Term: 3/31/2015 - 3/31/2015 Funding Source: State Grant	Financial Aid/SBVC	\$3,150.00	Ssutorus
	In-N-Out Burger	(11389) Refreshments for First Year Experience Male Conference; Funded through Student Equity Grant Term: 4/24/2015 - 4/24/2015 Funding Source: State Grant	Student Services/SBVC	\$4,664.00	SSutorus
	In-N-Out Burger	(11390) Refreshments for First Year Experience Male Conference; Funded through Student Equity Grant Term: 4/17/2015 - 4/17/2015 Funding Source: State Grant	Student Services/SBVC	\$4,664.00	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>				
Jimenez, Aaron	(11398) Band performance for the "Lighthouse Club"; no cost to District Term: 3/25/2015 - 3/25/2015 Funding Source: N/A	Student Life/CHC		SSutorus
JW Marriott - Austin	(11394) Exhibitor electrical service for booth at 2015 PBS Annual Meeting event Term: 5/11/2015 - 5/13/2015 Funding Source: KVCR - FNX Grant	FNX/SBCCD	\$132.25	SSutorus
Mental Health Project, LLC	(11361) Photography Release Agreement; no cost to District Term: 2/17/2015 - 2/16/2016 Funding Source: N/A	Marketing/SBVC		SSutorus
Montalvan & Associates, LLC	(11295) Speaker for the "Until Tuesday" presentation Term: 3/31/2015 - 4/1/2015 Funding Source: State Grant	Student Services/CHC	\$4,500.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>General</i></u>					
	Murillo, Enrique G. JR	(11309) Presentation for Black History Month on the historical relationship between African Americans and Native Americans; Funded through ASB General Funds Term: 2/10/2015 - 2/10/2015 Funding Source: Trust Account	Student Life/SBVC	\$1,000.00	SSutorus
	Museum of Tolerance	(11302) Purchase of 36 tickets for field trip to Museum Term: 2/2/2015 - 3/1/2015 Funding Source: General Funds	Puente/SBVC	\$378.00	SSutorus
	National Braille Association	(11365) Workshop training for non-district employees Term: 6/22/2015 - 6/23/2015 Funding Source: Alternative Text Grant	TESS/Annex	\$3,650.00	SSutorus
	Party Plus Rental	(11367) Rental of 25 umbrellas for SBVC Spring Transfer Fair Term: 3/25/2015 - 3/25/2015 Funding Source: General Funds	Transfer Center/ Matriculation/	\$319.35	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>					
	Pepe's Towing Service	(11294) Transport and towing of recovered welding equipment from Fontana warehouse to the Welding Department at SBVC Term: 1/13/2015 - 1/13/2015 Funding Source: General Funds	District Police/SBCCD	\$320.00	SSutorus
	Platinum Wraps, Inc.	(11385) Design and installation of SBCCD Police Chevy Cruze security car wrap Term: 2/1/2015 - 2/28/2015 Funding Source: Capital Outlay	District Police/SBCCD	\$1,561.88	SSutorus
	Propeller Communications	(11334) Facilitate a brand positioning workshop and create a style manual for all marketing materials Term: 4/1/2015 - 4/1/2015 Funding Source: General Funds	Marketing/CHC	\$2,500.00	SSutorus
	Quantum Group, The	(11342) Production of 2,650 duffel bags with CHC logo; Funded through BFAP Grant Term: 2/9/2015 - 2/9/2015 Funding Source: State Grant	Financial Aid/CHC	\$18,099.24	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>				
Quantum Group, The	(11357) Production of items with logos: sunglasses, pencils, stylus pens, cylinder power banks, USB 2 GB drives, antibacterial hand sanitizers, backpacks Term: 2/13/2015 - 3/31/2015 Funding Source: General Funds	Financial Aid/SBVC	\$9,993.67	SSutorus
Relymedia	(11281) Provide flash drives for the "Bullying Project" program Term: 1/15/2015 - 2/15/2015 Funding Source: KVCR - Gen Funds	TV/KVCR	\$953.00	SSutorus
Safeway Electric Solar Company	(11346) Removal and replacement of two electrical gutters Term: 12/16/2014 - 1/16/2015 Funding Source: Perkins	Welding/Inspection Technology	\$3,173.31	SSutorus
San Bernardino American News, The	(11337) Quarter page advertisement in the Black History Month Display Term: 2/19/2015 - 2/19/2015 Funding Source: General Funds	Chancellor/SBCCD	\$750.00	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>					
	Shred-It	(7562) Service - Document shredding for Admissions and Records: Amendment 2 to add new location CC133; added 8% price increase for fuel cost; Amendment 3 - added 8% price increase for fuel cost and to extend the contract through 06/30/2015 Term: 7/25/2011 - 6/30/2015 Funding Source: General Funds	Admissions & Records/SBVC	\$3,000.00	SSutorus
	Sierra Graphics	(11402) Fabricate 110 light pole banners to replace worn banners at SBVC Term: 2/23/2015 - 6/30/2015 Funding Source: General Funds	Marketing/SBVC	\$5,906.12	SSutorus
	Soper, Misti	(11380) Provide assistance in design and building of costumes for the production of "Into The Woods" Term: 2/20/2015 - 5/12/2015 Funding Source: General Funds	Theater Arts/SBVC	\$1,000.00	SSutorus
	Southeast Publications USA	(11360) Full panel advertisement promoting CHC programs in the 2015 Yucaipa Regional Park Guide Term: 4/1/2015 - 3/30/2016 Funding Source: General Funds	Marketing/CHC	\$387.72	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>				
Tech Center San Bernardino, The	(11345) Repair of glass screen on KVCR IPAD 2 Digitizer Term: 1/28/2015 - 2/11/2015 Funding Source: KVCR - Gen Funds	TV/KVCR	\$162.36	SSutorus
Three M (3M) Personal Safety Division	(11301) Online respirator medical evaluations to meet OSHA respiratory protection standards for 25 employees Term: 1/1/2015 - 12/31/2015 Funding Source: General Funds	Maintenance/SBVC	\$700.00	SSutorus
TJM Promotions, Inc.	(11384) Advertising on 100 custom made 1.75" gold metal coins with SBCCD Police logo Term: 2/1/2015 - 2/28/2015 Funding Source: General Funds	District Police/SBCCD	\$709.00	SSutorus
Trapeze Software Group Inc dba AssetWorks	(11376) Provide fixed asset management and verification services Term: 2/18/2015 - 6/30/2015 Funding Source: General Funds	Fiscal Services/SBCCD	\$13,500.00	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>					
	University of California - Riverside	(11419) MOU to offer guaranteed acceptance to SBVC and CHC international students with 3.0 GPA and 60 transferable units prior to transfer; no cost to District Term: 2/20/2015 - 2/19/2018 Funding Source: N/A	TESS/Annex		SSutorus
	Ventura County Office of Education	(11339) Room rental with AV Tech for Braille Conference Term: 6/22/2015 - 6/24/2015 Funding Source: Braille Grant	TESS/Annex	\$2,109.00	SSutorus
	Volunteers of Vacaville	(11354) Repairs and part replacement of Perkins Braille Machines Term: 2/17/2015 - 3/17/2015 Funding Source: Braille Grant	TESS/SBCCD	\$2,100.00	SSutorus
	Walker, Daniel	(11310) Presentation for Black History Month on the historical relationship between African Americans and Latinos; Funded through ASB General Funds Term: 2/9/2015 - 2/9/2015 Funding Source: Trust Account	Student Life/SBVC	\$2,500.00	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>				
Weatherproofing Tech, Inc	(11317) Repairs to roof at SBVC Technical Building and Child Development Center Building Term: 2/9/2015 - 6/30/2015 Funding Source: General Funds	Administrative Services/SBVC	\$3,935.00	SSutorus
Westside Story Newspaper	(11291) 1/4 page black and white advertising promoting SBVC programs in the Martin Luther King Jr Special Edition section Term: 1/22/2015 - 1/22/2015 Funding Source: General Funds	Marketing/SBVC	\$325.00	SSutorus
<i>SubTotal for General: 80</i>			<i>\$241,467.01</i>	
<u>Income - Contract Ed</u>				
San Bernardino Employment & Training Agency, City of	(11344) Water Supply Engineering Program for participants to receive hands on training while working with the County water department Term: 1/1/2015 - 12/31/2016 Funding Source: N/A	ATTC/SBVC	\$89,570.00	SSutorus
<i>SubTotal for Income - Contract Ed: 1</i>			<i>\$89,570.00</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Facilities Use</u>					
	Redlands Swim Team	(11283) Facilities use of CHC swimming pool for swim practice Term: 2/1/2015 - 5/31/2015 Funding Source: N/A	Administrative Services/CHC	\$2,785.31	SSutorus
	Splash Kingdom Water Park	(11282) Facilities use of CHC Aquatic Center and Yoga Room Term: 3/25/2015 - 3/29/2015 Funding Source: N/A	Administrative Services/CHC	\$640.00	SSutorus
	Star Aquatic	(11413) Facilities use of CHC Aquatics center for swim competitions Term: 3/7/2015 - 7/25/2015 Funding Source: N/A	Administrative Services/CHC	\$1,112.79	SSutorus
	United States Olympic Committee	(11412) Facilities use of CHC Aquatic Center for swim competitions Term: 9/11/2015 - 9/13/2015 Funding Source: N/A	Administrative Services/CHC	\$1,600.00	SSutorus
	Yucaipa High School	(11284) Facilities use of CHC parking lot for parking for Yucaipa High School graduation ceremony - no charge Term: 6/9/2015 - 6/9/2015 Funding Source: N/A	Administrative Services/CHC		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Facilities Use</u>					
	Yucaipa Swim Team	(11324) Facilities use of CHC Aquatics Center for swim competitions Term: 3/28/2015 - 3/28/2015 Funding Source: N/A	Administrative Services/CHC	\$1,516.15	SSutorus
<i>SubTotal for Income - Facilities Use: 6</i>				<i>\$7,654.25</i>	
<u>Income - General</u>					
	Cal Micro Recycling	(11314) E-waste recycling as a fundraiser for Alpha Gamma Sigma; club to get between \$0.01 per lb and \$0.10 per lb for standard E-waste, and \$0.01 each for cell phones Term: 4/25/2015 - 4/25/2015 Funding Source: N/A	Student Life/SBVC		SSutorus
	Notable, Inc	(11410) Promotional cooperative agreement - contractor to provide to KVCR 100 tickets for "The Voice of a Legend Featuring Pasquale Esposito" in exchange for promoting the entertainment event on KVCR stations; includes additional discounted ticket for KVCR viewers; value of agreement is \$6,500 Term: 2/20/2015 - 6/30/2015 Funding Source: N/A	TV/KVCR		SSutorus
<i>SubTotal for Income - General: 2</i>					

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Grant</u>					
	CCC Chancellor's Office	(11304) Grant Application - RFA Specification 14-326- Industry-Driven Regional Collaborative Standard Individual Application - Welding and Industrial Maintenance amount applied for is \$399,000 Term: 5/1/2015 - 2/28/2017 Funding Source: N/A	PDC/SBCCD		BBaron
	CCC Chancellor's Office	(9519) Information and Communication Technologies Digital Media grant; Amendment 2 - to extend grant term from 6/30/2014 to 12/31/2014; Amendment 3 - to extend grant term from 6/30/2014 to 3/31/2015 Term: 7/9/2013 - 3/31/2015 Funding Source: N/A	PDC/SBCCD	\$300,000.00	SSutorus
	Yosemite CCD	(11335) Instructional agreement for the advancement of child development teachers to get stipends to advance their Early Childhood Teachers Certifications Term: 9/1/2014 - 6/30/2015 Funding Source: N/A	Program Development/CHC	\$3,750.00	SSutorus
<i>SubTotal for Income - Grant: 3</i>				<i>\$303,750.00</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Underwriter</u>				
A & R Tarpaulins	(11359) Underwriter agreement to sponsor KVCR-FM programs Term: 3/1/2015 - 12/25/2015 Funding Source: N/A	FM/KVCR	\$10,200.00	SSutorus
Ballard Rehabilitation Hospital	(11280) Underwriter agreement for the program "R.O.S" Term: 2/1/2015 - 2/4/2016 Funding Source: N/A	FM/KVCR	\$16,800.00	SSutorus
Career Kaboom	(11306) Underwriter agreement to sponsor the KVCR-FM Term: 2/2/2015 - 2/16/2015 Funding Source: N/A	FM/KVCR	\$1,000.00	SSutorus
Horizon Media	(11308) Dignity Health to sponsor KVCR-FM Term: 2/16/2015 - 3/22/2015 Funding Source: N/A	FM/KVCR	\$16,660.00	SSutorus
La Sierra University	(11268) Underwriter agreement to sponsor KVCR-FM program Term: 1/23/2015 - 2/6/2015 Funding Source: N/A	FM/KVCR	\$1,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Underwriter</u>					
	Scripps College	(11307) Underwriter agreement to sponsor the KVCR-FM Programs; Morning Addition, All Things Considered, Weekend Addition Term: 2/10/2015 - 2/16/2015 Funding Source: N/A	FM/KVCR	\$1,400.00	SSutorus
<i>SubTotal for Income - Underwriter: 6</i>				<i>\$47,060.00</i>	
<u>Joint Power/Piggyback Purchase</u>					
	Dell Computer Company	(11370) Maintenance agreement for Storage Area Network (SAN) used to share storage across different servers device A; WSCA B27160 Term: 1/1/2015 - 12/31/2015 Funding Source: General Funds	TESS/Annex	\$16,804.28	SSutorus
	Dell Computer Company	(11333) Purchase of 115 virtual desktops hardware; WSCA B27160 Term: 2/4/2015 - 2/3/2018 Funding Source: Capital Outlay	TESS/CHC	\$61,542.83	SSutorus
	Dell Computer Company	(11332) Software license for Xendesktop Enterprise Edition for 115 license to allow the runing of Windows software on virtual desktop environments; WSCA B27160 Term: 2/4/2015 - 6/30/2015 Funding Source: Capital Outlay	TESS/CHC	\$37,169.33	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>				
Dell Computer Company	(11373) Software Maintenance agreement for F5 Load Balancer used to balance the load of network traffic; WSCA B27160 Term: 1/1/2015 - 12/31/2015 Funding Source: General Funds	TESS/Annex	\$9,004.04	SSutorus
Dell Computer Company	(11372) Software Maintenance agreement for Storage Area Network (SAN) used to share storage across different servers device B; WSCA B27160 Term: 1/1/2015 - 12/31/2015 Funding Source: General Funds	TESS/Annex	\$9,902.22	SSutorus
Insight Investments LLC dba Red8 LLC	(11348) Installation and configuration of Storage Area Network (SAN); WSCA B27170 Term: 2/17/2015 - 2/16/2020 Funding Source: Capital Outlay	TESS/Annex	\$39,791.18	SSutorus
SIGMAnet	(11379) Software maintenance agreement for Smartnet Essential used to troubleshoot Cisco phone systems; CMAS 3-11-70-2486C Term: 4/12/2015 - 6/30/2016 Funding Source: General Funds	TESS/Annex	\$73,792.15	SSutorus
<i>SubTotal for Joint Power/Piggyback Purchase: 7</i>			<i>\$248,006.03</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Maintenance Agreement</u>				
ABM Business Machines, Inc	(11298) Maintenance Agreement for two Heavy Duty Burster machines Term: 7/1/2015 - 6/30/2015 Funding Source: Braille Grant	ATPC/SBCCD	\$572.50	SSutorus
Applied Power Technologies Corp	(11273) Repairs and maintenance on UPS equipment and battery replacement Term: 1/22/2015 - 6/30/2015 Funding Source: General Funds	Administrative Services/SBVC	\$12,827.46	SSutorus
J & M Industries	(11313) Maintenance agreement for security doors at SBVC; Funded through ASB General Funds Term: 3/1/2015 - 2/26/2016 Funding Source: Trust Account	Student Life/SBVC	\$594.00	SSutorus
Konica Minolta	(11277) Maintenance agreement for PDC BHC284 copy machine; funded through ICT/Digital Media Grant Term: 1/1/2015 - 12/31/2015 Funding Source: State Grant	PDC/SBCCD	\$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>
<u>Maintenance Agreement</u>					
	Multicard	(11320) Maintenance agreement renewal for printers and copiers; funded through OSL trust Term: 1/1/2015 - 12/31/2015 Funding Source: Trust Account	Student Life/SBVC	\$1,473.00	SSutorus
	Siemens Industry, Inc	(11272) On demand repairs to the computerized door system at SBVC Term: 7/1/2014 - 6/30/2015 Funding Source: General Funds	Administrative Services/SBVC	\$5,000.00	SSutorus
<i>SubTotal for Maintenance Agreement: 6</i>				<i>\$21,366.96</i>	
<u>PO as Contract</u>					
	Basic Backflow	(11296) PO as contract - Replacement of the 3" backflow; Labor and material included Term: 1/28/2015 - 1/28/2015 Funding Source: General Funds	Administrative Services/SBVC	\$2,353.65	SSutorus
	Brown Publishing Companies	(11388) PO as contract - 2/3 color page advertisement of CHC programs Term: 2/18/2015 - 2/18/2015 Funding Source: General Funds	Marketing/CHC	\$500.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>PO as Contract</u>				
Communications USA	(11316) PO as a contract-Repairs to police academy hand held radios Term: 1/14/2015 - 1/15/2015 Funding Source: General Funds	Police Science/SBVC	\$135.00	SSutorus
Mowbray's Tree Service	(11387) PO as contract - Removal of tree stumps on Campus Drive Term: 2/18/2015 - 2/18/2015 Funding Source: Parking Fee	Administrative Services/CHC	\$750.00	SSutorus
P&P Uniforms	(11315) PO as contract-Police Academy patches for uniforms Term: 1/16/2015 - 1/16/2015 Funding Source: General Funds	Police Science/SBVC	\$124.74	SSutorus
San Bernardino Area Chamber of Commerce	(11347) PO as contract-Table advertising promoting CHC at the Annual Meeting/Officer Installation Dinner Term: 2/27/2015 - 2/27/2015 Funding Source: General Funds	Marketing/CHC	\$125.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>PO as Contract</i>				
Time for Change Foundation	(11355) PO as contract-Full page promotional advertisement of District wide programs Term: 4/17/2015 - 4/17/2015 Funding Source: General Funds	Chancellor/SBCCD	\$250.00	SSutorus
Time for Change Foundation	(11328) PO as contract-Half page advertisement to recognize Chancellor for the Excellence in Education Award Term: 4/17/2015 - 4/17/2015 Funding Source: General Funds	Marketing/CHC	\$150.00	SSutorus
Time for Change Foundation	(11327) PO as contract-Quarter page advertisement of SBVC Programs Term: 4/17/2015 - 4/17/2015 Funding Source: General Funds	Marketing/SBVC	\$100.00	SSutorus
Wingate Mechanical, Inc	(11275) PO as contract - Repair of HVAC equipment at the KVCR Box Springs transmitter Term: 1/20/2015 - 1/20/2015 Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$1,001.86	SSutorus
<i>SubTotal for PO as Contract: 10</i>			<i>\$5,490.25</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>				
American Public Television	(11416) Programming acquisition rights for "Wyland Art Studio" Term: 2/19/2015 - 2/18/2018 Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$3,770.00	SSutorus
Breeding, Ed	(11279) Program acquisition for the program "Unshackled"; no cost to District Term: 12/12/2014 - 12/11/2019 Funding Source: N/A	TV/KVCR		SSutorus
Real World Films, Inc.	(11415) Program acquisition rights for "Native Planet" Term: 4/17/2015 - 4/16/2020 Funding Source: KVCR - FNX Grant	TV/KVCR	\$6,000.00	SSutorus
Rich-Heape Films	(11318) Program acquisition rights for 9 programs Term: 3/15/2015 - 3/14/2020 Funding Source: KVCR - Foundation	TV/KVCR	\$11,250.00	SSutorus
Telles, David	(11278) Program acquisition for the short film "The Reward"; no cost to District Term: 3/16/2015 - 3/15/2020 Funding Source: N/A	TV/KVCR		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>				
<i>SubTotal for Program Acquisition: 5</i>			\$21,020.00	
<u>Software/Online Services</u>				
ALLDATA	(11405) Software subscription renewal for "ALLDATA S3000" enterprise edition for one year Term: 12/13/2015 - 12/12/2016 Funding Source: General Funds	Automotive/SBVC	\$1,053.00	SSutorus
Blinkist	(11285) Software subscription for audio books Term: 1/1/2015 - 1/30/2016 Funding Source: General Funds	Chancellor/SBCCD	\$79.99	SSutorus
College Board, The	(11270) Accuplacer test units for online assessments for new students Term: 1/1/2015 - 6/30/2015 Funding Source: Matriculation	Counseling/CHC	\$7,992.00	SSutorus
College Central Network, Inc.	(11271) Provide web-based career office management systems for CHC students in exchange for feedback from CHC regarding performance and features of the software; no cost to District Term: 2/1/2015 - 1/31/2016 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>
<u><i>Software/Online Services</i></u>				
Ellucian, Inc	(11381) Maintenance and software agreement for Colleague Self Service Financial Aid Term: 2/13/2015 - 6/30/2015 Funding Source: General Funds	Financial Aid/SBVC	\$28,875.00	SSutorus
Elsevier	(11325) Software license testing package T2317889 for online assessment exams at the end of each semester or Registered Nurse Students who graduate in the Spring of 2016; Funded through Nursing Program Grant Term: 11/15/2014 - 5/5/2016 Funding Source: State Grant	Nursing/SBVC	\$24,840.00	SSutorus
Elsevier	(11326) Software license testing package T2317945 for online assessment exams at the end of each semester for Registered Nurse Students who graduate in the Fall of 2016; Funded through Nursing Program Grant Term: 1/15/2015 - 12/15/2016 Funding Source: State Grant	Nursing/SBVC	\$24,840.00	SSutorus
ENCO Systems, Inc	(11338) Software renewal and upgrade for "Digital Audio Delivery" (DAD); Customer Number (SO) 11323 Term: 3/15/2015 - 3/14/2016 Funding Source: KVCR - Gen Funds	FM/KVCR	\$1,907.40	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>				
IBM - International Business Machines Corp.	(11399) IBM SPSS Software subscription renewal; Funded through Title V Grant Term: 4/1/2015 - 5/31/2016 Funding Source: Federal Grant	Title V/CHC	\$3,332.88	SSutorus
Ipswitch, Inc	(11375) Software Maintenance agreement for What's Up Gold Software used to monitor network activities Term: 5/8/2015 - 5/7/2016 Funding Source: General Funds	TESS/Annex	\$2,123.75	SSutorus
Masstech America, Inc	(11321) Provide software updates and technical support for KVCR archive transfer system Term: 3/1/2015 - 2/28/2016 Funding Source: KVCR - Gen Funds	TV/KVCR	\$16,022.43	SSutorus
Mode Media Corporation	(11274) Software subscription to Ning.com used to build an online web-based community Term: 3/1/2015 - 2/28/2016 Funding Source: General Funds	TESS/SBCCD	\$300.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
Network Solutions	(11305) Registration for domain name "EDCTRaining.org" for five years Term: 2/23/2015 - 2/23/2020 Funding Source: Community Service	ATTC/SBCCD	\$234.90	SSutorus
SARS Software Products	(11351) Software license for SARS-CALL; a student notification system to contact users via e-mail Term: 2/5/2015 - 2/4/2016 Funding Source: General Funds	TESS/SBCCD	\$800.00	SSutorus
SiteCore USA, Inc.	(11395) Software maintenance on "Sitecore" software used to manage all District web sites Term: 5/5/2015 - 11/6/2015 Funding Source: General Funds	TESS/Annex	\$6,800.00	SSutorus
Siteimprove, Inc	(11343) Site Check Subscription Agreement; An online service that identifies broken links, misspellings and accessibility issues on District web sites Term: 1/1/2015 - 12/31/2016 Funding Source: General Funds	TESS/Annex	\$7,440.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>					
	Snap Surveys, LTD	(11374) Software Maintenance agreement for Education Enterprise SnapPlus used to run surveys Term: 5/18/2015 - 5/17/2016 Funding Source: General Funds	TESS/Annex	\$4,250.00	SSutorus
	Surveymonkey.com	(11383) Software license for SurveyMonkey online products Term: 2/13/2015 - 5/12/2015 Funding Source: General Funds	Library/SBVC	\$78.00	SSutorus
<i>SubTotal for Software/Online Services: 18</i>				<i>\$130,969.35</i>	
<i>Grand Total Contracts for Board Date 3/12/2015: 150</i>					

Routine Contracts - Summary

Scheduled Board Meeting 03/12/2015

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Broadcast Rights</i>	3	\$0.00
<i>Calworks Workstudy</i>	2	\$9,120.00
<i>Clinicals</i>	1	\$0.00
<i>General</i>	80	\$241,467.01
<i>Joint Powers/CMAS/WSCA</i>	7	\$248,006.03
<i>Maintenance Agreement</i>	6	\$21,366.96
<i>PO as contract</i>	10	\$5,490.25
<i>Program Acquisition</i>	5	\$21,020.00
<i>Software/Online Services</i>	18	\$130,969.35
	132	
		Total Expenses <u><u>\$677,439.60</u></u>

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Income - Contract Education</i>	1	\$89,570.00
<i>Income - Facilities Use</i>	6	\$7,654.25
<i>Income - General</i>	2	\$0.00
<i>Income-Grant</i>	3	\$303,750.00
<i>Income - Underwriter</i>	6	\$47,060.00
	18	
Total Number of Contracts	<u><u>150</u></u>	Total Income <u><u>\$448,034.25</u></u>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: March 12, 2015

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
March 12, 2015

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
17426	1/29/2015	CRAFTON HILLS COLLEGE	projector	6/15/2006	\$ 3,932.00	\$0.00
17471	1/29/2015	CRAFTON HILLS COLLEGE	macbook	5/19/2006	\$ 2,919.23	\$0.00
17663	1/29/2015	CRAFTON HILLS COLLEGE	starboard	7/12/2006	\$ 1,848.00	\$0.00
17702	1/29/2015	CRAFTON HILLS COLLEGE	Laptop	7/1/2008	\$ 1,531.00	\$0.00
30085	1/29/2015	CRAFTON HILLS COLLEGE	cpu	5/3/2010	\$ 1,187.24	\$0.00
30092	1/29/2015	CRAFTON HILLS COLLEGE	cpu	5/3/2010	\$ 1,187.24	\$0.00
30093	1/29/2015	CRAFTON HILLS COLLEGE	cpu	5/3/2010	\$ 1,187.24	\$0.00
30094	1/29/2015	CRAFTON HILLS COLLEGE	cpu	5/3/2010	\$ 1,187.24	\$0.00
Total					\$ 14,979.19	\$0.00

Non-Fixed Asset Surplus List

March 12, 2015

Miscellaneous Power Cables	15
1905FP Dell Monitors	1
1908FP Dell Monitors	4
1707FP Dell Monitors	1
Miscellaneous Toner	54
HP Laserjet 1220 Printer	1
UPS 2200 Battery Backup	1
Monitor Stand	1
Keyboard	4
DVD Players	1
HP Photosmart C7180 Printer	1
Hitachi CP-X430 Projectors	3
Hitachi CP-X885 Projector	1
Hitachi CP-X1250 Projector	1
Cisco Phone	1

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: March 12, 2015

SUBJECT: Consideration of Approval of Revision of Classified Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision of the retirement of Linda Tymchek, Administrative Secretary, SBVC.

OVERVIEW

On February 19, 2015, the Board of Trustees accepted the retirement of Linda Tymchek, Administrative Secretary, SBVC, with an effective date of May 1, 2015, after 6 years of service to the District. Ms. Tymchek's chose to amend her retirement date for personal reasons and her revised retirement date will be May 16, 2015.

ANALYSIS

The Human Resources Department provided the employee acceptance of her revised retirement date.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Director, Kitchell/BRj
DATE: March 12, 2015
SUBJECT: Consideration of Approval of Agreement with
CHJ Incorporated of Colton, California

RECOMMENDATION

It is recommended that the Board of Trustees approve an agreement with CHJ Incorporated of Colton, California for geotechnical and special testing for services on Measure M projects at SBVC, in an amount not to exceed \$320,667.00.

OVERVIEW

In 2009 the District performed a Request for Proposals procurement selection process for Measure M professional services. CHJ Incorporated was selected for Valley College and has performed these services for the past five years.

ANALYSIS

This new agreement for will provide a continuity of this specialized service for the current construction projects at SBVC: Gymnasium and Athletic Facilities, Applied Technology (Career Technical Education) and Miscellaneous Campus-Wide Projects. The term of the contract is from execution through June 30, 2017.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2014/2015 budget.

DATE: January 27, 2014

No. VC 393

TO: Jose F. Torres
Interim Vice Chancellor, Business and Fiscal Services
San Bernardino Community College District (SBCCD)

FROM: Hussain Agah
Sr. Campus Manager
Kitchell/BRj

RE: San Bernardino Valley College (SBVC) Measure M
CHJ Incorporated Inc. - New Contract for SBVC Projects

SCOPE:

SBCCD approval to execute a new contract to CHJ Incorporated Inc. for geotechnical observation and special testing services on Measure M projects currently in the construction phase: Gymnasium and Field Building, Career Technical Education (Applied Technology), and Miscellaneous Field Projects.

NARRATIVE:

As part of the construction phase for the Measure M projects, it is necessary to provide geotechnical observation and special testing services as required by the state regulatory agencies (Division of the State Architects). CHJ Incorporated Inc. currently holds the contract for these services and was contracted for five (5) years as part of the Districts approved RFQ/RFP process. CHJ's current contract will expire in February 2015. After consulting with the District, the Vice Chancellor in Fiscal year 2015 approved a new contract with CHJ Incorporated Inc. for two and half years to provide continuity to the projects in construction. Due to ongoing construction, CHJ Incorporated Inc. is required for the duration of the projects. The new contract will be issued for the remaining anticipated duration of the projects until June 30, 2017.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to issue a new contract for the remaining budget of the current CHJ's contract and the remaining anticipated duration of the projects until June 30, 2017.

Budget Information:

Version 20 09/30/2014

PROJECT: Gymnasium Project
42-50-31-1510-0257-6210.50-7100

Budget Information:

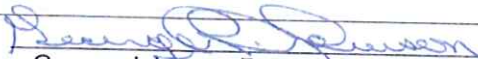
Project Original Budget Amount:	\$ 68,396,038.00
Project Current Spent to Date:	\$ 9,017,152.86
Project Current Estimate to Complete:	\$ 67,808,469.18
Project Memo Forecast Cost:	\$ 0.00
Project Change Amount:	\$ 0.00

PROJECT: Career Technical Education (Applied Technology)
42-50-31-8119-0257-6220.50-7100

Original Project Budget amount:	\$ 5,768,906.00
Spent to Date:	\$ 292,937.07
Project Current Estimate of Complete Costs:	\$ 5,768,906.00
Project Memo Forecast Cost:	\$ 0.00
Project Change Amount:	\$ 0.00

Budget Line Item: 6210.13 Testing/ Special Testing


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


George Johnson, Program Manager, KB 1/27/15

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


Scott Stark, Vice President of Administrative Services, San Bernardino Valley College

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


Jose F. Torres, Interim Vice Chancellor Business and Fiscal Services, SBCCD

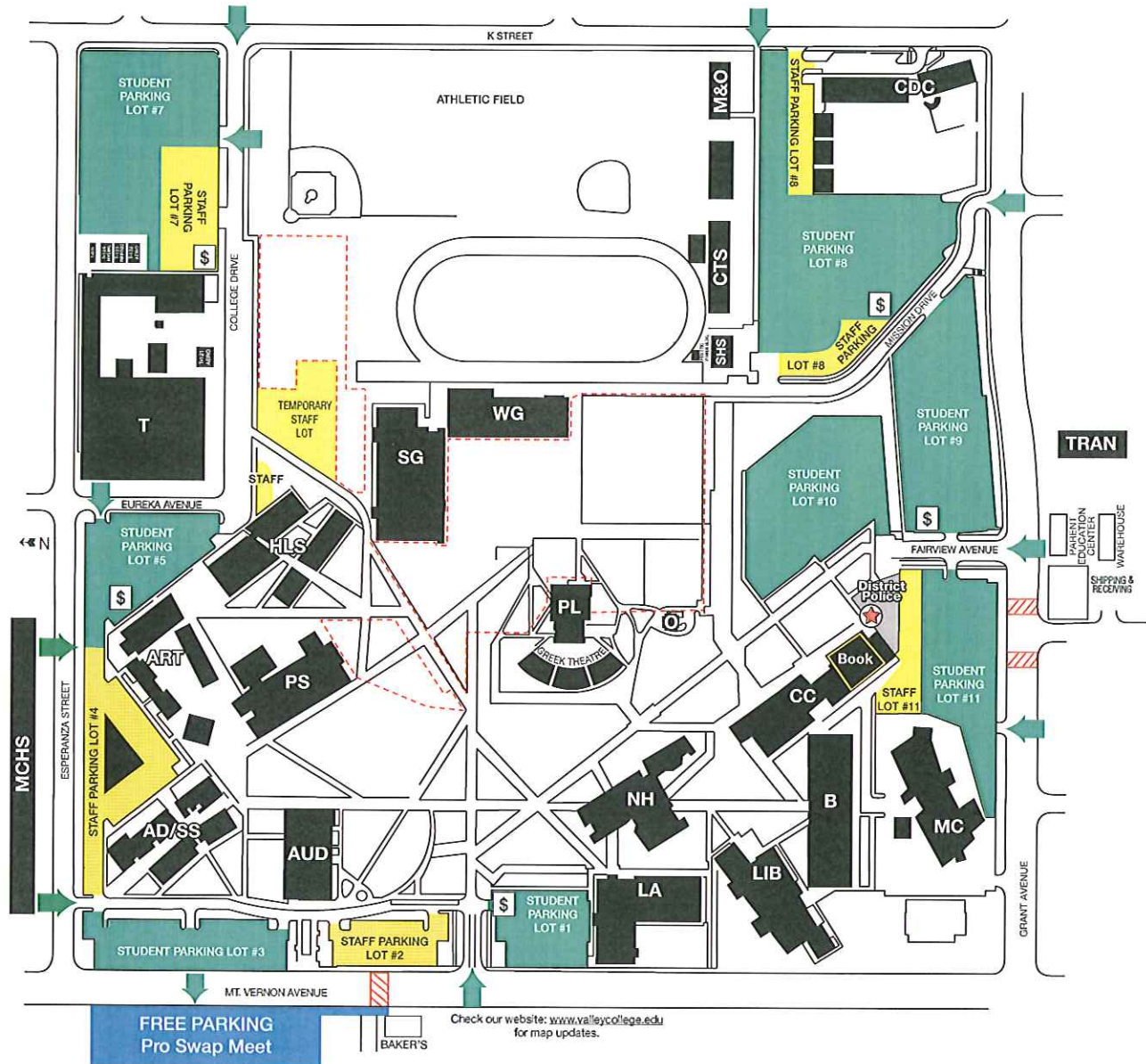
Attachments: Email dated January 9, 2015 - Contract Renewal for Architects and Professional Services Agreements

Cc: George Johnson; Hussain Agah – Kitchell/BRj
File


1/27/15

San Bernardino Valley College

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



- INDICATES CONSTRUCTION AREAS
- ← ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- \$ INDICATES PARKING PERMIT DISPENSER
- CROSSWALK
- 2 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/decal.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose Torres, Interim Vice Chancellor, Business & Fiscal Services
DATE: March 12, 2015
SUBJECT: Consideration of Approval of Contract with P2S Engineering, Inc. of Long Beach, California

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with P2S Engineering, Inc. of Long Beach, California for engineering services on the Prop 39 – Year 2 and 2014-15 Block Grant projects in an amount not to exceed \$20,000.00.

OVERVIEW

This master engineering services agreement will provide professional engineering consultation services, as needed, on an hourly basis for the various complexities of the Prop 39 – Year 2 and Block Grant projects.

ANALYSIS

P2S Engineering, Inc. is the mechanical, plumbing, heating-ventilating and air-conditioning, and information technology engineering consultant for the District bond program. The firm is very familiar with both the CHC and SBVC campuses and has been selected for this project based on this familiarity and their performance to date.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The funding for this contract is included in the capital outlay budget.

PROP 39 - YEAR 2

Item	Campus	Description	Cost to Implement
1	VC	Replace AHU's in Liberal Arts Building	\$ 277,800
2	VC	Exterior Walkway Lighting	\$ 59,466
3	VC	Liberal Arts Building: Replace HHW pump motor to premium efficiency. Add VFD.	\$ 7,000
4	VC	Lighting control panels / lighting control upgrades for various buildings and external areas	\$ 219,150
5	CHC	Performing Arts Center Lighting Retrofit	\$ 85,000
6	CHC	Central Plant Chiller VFD	\$ 92,500
7	CHC	Performing Arts Center (PAC) lighting control panel.	\$ 13,000

BLOCK GRANT

Item	Campus	Description	Cost to Implement
1	VC	Applied Technology Building HVAC System Retrofit	\$ 300,000
2	VC	Replace concrete retaining wall and walkways. Sidewalk uplift and damaged retaining walls.	\$ 247,000
3	VC	Roof Repairs across the Campus	\$ 194,692
4	CHC	Sidewalk uplift replacement and hazard removal	\$ 97,000
5	CHC	PAC lighting replacement	\$ 50,000
6	CHC	CL, BC, BK, CDC, door hardware/lockdown	\$ 35,500
7	CHC	Stairway lighting replacement	\$ 18,000
8	CHC	PAC Door Hardware Lockdown	\$ 25,500

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services
DATE: March 12, 2015
SUBJECT: Consideration of Approval of Budget Adjustments

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached budget adjustments.

OVERVIEW

Budget adjustments are submitted for review and approval.

ANALYSIS

In compliance with the County Superintendent of Schools, these budget adjustments are submitted for board review and approval. These actions reflect the adjustments necessary to conduct the business of the District and to remain in compliance with sound fiscal practices.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The various budgets are impacted as indicated on the attached adjustments.

BUDGET ADJUSTMENT

San Bernardino Valley College
Office of the President
Received on

FEB 10 2015

Date	Location	Responsibility Center	Manager	President
2/5/15	SBVC	<i>Albert Maniaol</i>	Albert Maniaol	<i>Dr. Gloria Fisher 2-10-15</i>

ACCOUNT

1416 de 2/5/15

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
01	50	01	6680	0276	8659.00	0000	Prop 39 Project Grant	50,704.00

EXPENSE

01	50	01	6680	0276	6400.00	6199	Equipment	38,839.00
01	50	01	6680	0276	1480.00	6199	Non-instructional hourly	6,837.00
01	50	01	6680	0276	5200.00	6199	Conferences/travel	3,000.00
01	50	01	6680	0276	3420.00	6199	Benefits	1,118.00
01	50	01	6680	0276	5819.00	6199	Indirect charges	910.00
								50,704.00

JUSTIFICATION

Set up budget for the Proposition 39 Clean Energy Workforce Program Grant to prepare students for energy efficient related jobs.

Fiscal Services		Board Action Date
<i>Ag. Legend 2/19/15</i>		<i>3/12/15</i>
Batch Transfer Number/Reference #	Posted By:	Date:

RECEIVED FEB 05 2015

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
02/05/15		MS Mike Strong	Cheryl Marshall

ACCOUNT

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

INCOME

01	50	02	0000	0314	887300	0000	Omni Trans	18,847.00

EXPENSE

01	50	02	8223	0314	581000	6999	STUDENT TRANSPORTATION PRGM	18,847.00

JUSTIFICATION

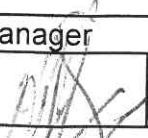

To record increase to budget for Board approval for Omni Trans.

Fiscal Services	Board Action Date
Greg O'Leary 2/19/15	3/12/15

Batch Transfer Number/Reference #	Posted By:	Date:

JMM
2/5/15

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
2/10/15	ATTC	Wendy Zinn 	 Dr. Matthew Isaac

ACCOUNT

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

INCOME

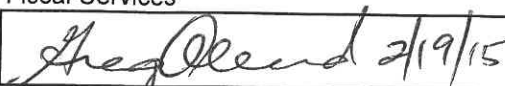
01	50	03	8115	0425	8836.00	0000	Contract Instrucional Services	\$11,000.00

EXPENSE

01	50	03	8115	0425	5113.00	7010	Consultant & Other Services	\$11,000.00
								\$11,000.00

JUSTIFICATION

Budget adjustment needed for new contract with CSUSB for STEM Certificate for Educators First Session Program Development and Implementation. FY 14/15

Fiscal Services	Board Action Date
 2/19/15	3/12/15
Batch Transfer Number/Reference #	Date:

BUDGET ADJUSTMENT

Date	Location	Responsibility Center Manager	President
2/4/15	District	Jose Torres	

ACCOUNT

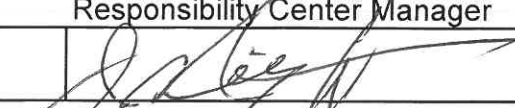

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
EXPENSE								
01	00	00	0000	0000	9790.00	0000	Fund Balance	-40,000.00
01	00	03	9750	0000	5840.00	6750	Tuition Reim	31,000.00
01	00	03	9750	0000	5841.00	6750	Tuition Reim	7,000.00
01	00	03	9750	0000	5842.00	6750	Tuition Reim	2,000.00
								0.00

JUSTIFICATION

To increase tuition reimbursement budget through June 30, 2015

Fiscal Services	Board Action Date
<i>[Signature]</i> 2-4-15	3/12/15
Batch Transfer Number/Reference #	Posted By: Date:
150350	2/4/15

BUDGET ADJUSTMENT


Date	Location	Responsibility Center Manager	President
2/3/15	District		

ACCOUNT

Fund	LfSp	Site	Program	Subpgm	Object	Type	Account Name	Amount in \$'s
INCOME								
EXPENSE								
01	00	00	0000	0000	9790.00	0000	Fund Balance	-200,000.00
01	00	03	9004	0000	5711.00	6730	Legal Expenses	200,000.00

JUSTIFICATION

To pay for legal services.

Fiscal Services		Board Action Date
 2/19/15		3/12/16
Batch Transfer Number/Reference #	Posted By:	Date:

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: March 12, 2015
SUBJECT: Consideration of Approval of Candidates for the 2015 CCCT Board of Directors

RECOMMENDATION

It is recommended that the Board of Trustees determine a vote for each of the seven vacancies and authorize staff to forward the official ballot to the League Office before the deadline.

OVERVIEW

The election of members of the CCCT Board of the League will take place between March 10 and April 25. This year there are seven vacancies; one of the seven is a vacancy created by a board member that was not re-elected at the district level in November.

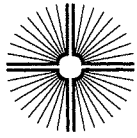
Each member community college district board of the League shall have one vote for each of the vacancies on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve three-year terms.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.



COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA

DATE: February 26, 2015

TO: California Community College Trustees
California Community College District Chancellors/Superintendents

FROM: Thuy Thi Nguyen, Interim President/CEO

SUBJECT: CCCT BOARD ELECTION — 2015

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the League will take place between March 10 and April 25. This year there are seven (7) seats up for re-election on the board; one of those seven is a vacancy created by a board member that was not re-elected at the district level in November.

Each community college district governing board shall have one vote for each of the seven seats on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve a three-year term.

The ten trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order of January 26, 2015. An official ballot for the election is also enclosed in this mailing to each community college district governing board, as well as copies of the statement of candidacy and biographic sketch form of each of the candidates. Candidates' statements and bios will also be available on the League's website (www.ccleague.org).

Please remember that:

- 1) ballots must be signed by the board secretary and board president or vice-president and also include the name of the district; and*
- 2) ballot return envelopes must have no identifying information or signatures.*

Although it is not required, you may want to send your ballots via certified mail as we will not have the ability to confirm receipt. Official ballots must be signed and returned to the CCCT Elections Committee, League office, with a USPS **postmarked no later than April 25**. A self-addressed return envelope is enclosed for your convenience. Faxed ballots will **not** be accepted. The ballots will be opened and counted by three tellers appointed by the CCCT board president and the results announced at the CCCT Annual Conference, May 1-3 in Monterey.

If you have any questions on the CCCT board election, please contact Judy Centlivre at the League office at (916) 444-8641.

Attachments:

- List of Candidates
- CHANCELLORS/SUPERINTENDENTS (GOVERNING BOARD OFFICES) ONLY:
 - Official Ballot and Return Envelope
 - Candidates' Biographic Sketches and Statements



2015 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF JANUARY 26, 2015

1. *Ann H. Ransford, Glendale CCD
2. *Janet Chaniot, Mendocino-Lake CCD
3. Richard Watters, Ohlone CCD
4. *Bernard "Bee Jay" Jones, Allan Hancock CCD
5. Don Edgar, Sonoma County CCD
6. Brent Hastey, Yuba CCD
7. Janet Green, Riverside CCD
8. Bill Freeman, Hartnell CCD
9. *Doug Otto, Long Beach CCD
10. *M. Tony Ontiveros, North Orange County CCD

* Incumbent

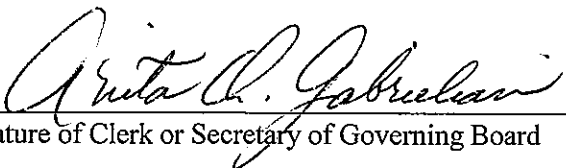
CCCT BOARD
NOMINATION FORM
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Glendale Community
College District nominates Ann H. Ransford to be a
candidate for the CCCT Board.

This nominee is a member of the Glendale Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.


Signature of Clerk or Secretary of Governing Board

CCCT BOARD STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Ann Ransford

DATE: January 28, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

The most critical issue is hiring the League CEO, as change in long term leadership can be challenging. Additionally, as community colleges' roles & recognition expand, the League must continue its education policy leadership and advocacy and partner with others for the betterment of community colleges and students success.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

For CCCT I served on CTE, ETP, and Accreditation Workshop committees; co-led a Conference session; wrote for Board Focus; and produced a video. State and local board experience and a career in community colleges help me contribute by asking key questions, identifying solutions, assisting in priority-setting, and making sound decisions.

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Ann Ransford	DATE: January 28, 2015
ADDRESS: 1846 Caminito del Cielo	CITY & ZIP CODE: Glendale CA 91208
PHONE: 818-549-9182	EMAIL: ransford@glendale.edu

EDUCATION

CERTIFICATES/DEGREES:
 MA, Pacific Oaks College
 Various courses, USC School of Gerontology
 BA, Cal State University San Jose
 Community College, Administrative Credential
 Adult Education Credential
 Community College Credential, FSA Gerontology

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Trustee, Glendale Community College

OTHER: -Director of Communications, Marketing & Foundation, GCC 1999-2007
 Executive Director, Glendale College Foundation, Inc. GCC 1987-1999
 Executive Director, Los Angeles Council on Careers for Older Americans 1983-1987
 Adult Education Instructor/Coordinator Retirement Seminars, GCC 1972-1987

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Glendale Community College District

YEARS OF SERVICE ON LOCAL BOARD: 6 years

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Clerk, Vice President, and President

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Presenter, Navigating the Excellence in Trusteeship Program (ETP) 2014 League Trustee Conference
Awarded - Excellence in Trusteeship Program (ETP) certificate
CCCT - served on various committees
Currently nominated as CCCT representative to Community College League of California Board
Represented CCCT at Board of Governors meetings

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Attended the 2013 & 2014 ACCT Congresses and Legislative Conferences and serve as the GCC board representative to ACCT.

CIVIC AND COMMUNITY ACTIVITIES

I served a 6-year term, including chair, on the City of Glendale Parks, Recreation & Community Services Commission; and have been a member of the executive boards of the YWCA, YMCA, Chamber of Commerce, Rotary, Committee on Aging, Temple Sinai, Rose Float Association, Campbell Center, Career Encores, and Life Services.

OTHER

Selected for inclusion as a trustee to serve on an ACCJC accreditation team.

I would very much like to continue my service and participation on the CCCT Board of the League.

I respectfully ask for your vote. Thank you.



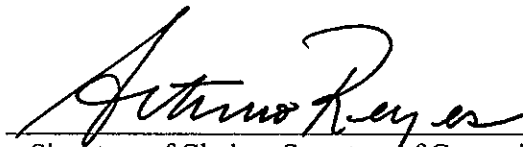
CCCT BOARD
NOMINATION FORM
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Mendocino-Lake Community College District nominates Janet Chaniot to be a candidate for the CCCT Board.

This nominee is a member of the Mendocino-Lake Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Janet Chaniot DATE: 02/02/15

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Issues: ****Improving access, success, diversity, and equity.**

****Matching local, state and federal resources to students' needs.**

****Meeting 21st century needs for educated, skilled citizens.**

Activities: ****Publish best practices in the areas above.**

****Support legislation and programs aligned with system goals.**

**** Provide services to facilitate increased transfer rates and CTE.**

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

****Experience in secondary and community college education.**

****Service to CCLC and CCCT as an officer of the board.**

****Work with national and international organizations to support programs for students of all ages.**

****Perspective of small, rural colleges in partnership with other districts.**


CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nomination form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

Name: Janet Chaniot Date: 02/02/2015
Address: 9430 West Road
City: Potter Valley Zip: 95469
Phone: 707-743-1310 707-972-6722
(home) (office)
E-Mail: kiks@pacific.net

EDUCATION

Certificates/Degrees: B.A. - University of Michigan, Ann Arbor, M.A. - University of California, Berkeley, M.A. - University of San Francisco, Teaching Credential, Administrative Services Credential

PROFESSIONAL EXPERIENCE

Present Occupation: Retired Teacher/Administrator (some part-time teaching)

Other: Experience in Education: Part-time Instructor at Mendocino College, with service on the curriculum committee and the Academic Senate, Administrative/Teacher in private alternative high school during a period of successful state Department of Education campaign to regain a public K-12 school, Department Chair at Colegio Roosevelt in Lima, Peru

COMMUNITY COLLEGE ACTIVITIES

College District Where Board Member: Mendocino-Lake Community College District
Years of Service on Local Board: 13
Offices and Committee Memberships Held on Local Board: Chair, Vice-Chair, Clerk, Policy Committee member.

State Activities (*CCCT and other organizations boards, committees, workshop presenter; Chancellor's Committees, etc*)
Two terms on CCCT Board, currently serving as 1st Vice President. Meetings with legislators to improve understanding of Community College issues and to lobby for legislation which improves the Community College system. Active participant in numerous educational conferences including community college trustee and legislative conferences.

National Activities (*ACCT and other organizations, boards, committees, etc.*): _____
Work with Congressman Mike Thompson to support the Community College Caucus.
Participate in the 2005 Higher Education Law and Policy Institute.

CIVIC AND COMMUNITY ACTIVITIES

**California Retired Teachers Association

**Local Community Services Board (member)

**Western Association of Schools and Colleges (WASC school and community
college accreditation visiting committee member)

**North Coast Resolutions (board member, volunteer mediator)

OTHER

**National Council of Teachers of English (NCTE)

Chair, Standing Committee on International Concerns

Chair, Committee to implement Robert Shafer Memorial Award for excellence
in teaching English as a global language

Presenter at numerous national and international conferences

**World Council for Curriculum and Instruction, participant at Triennial Conference in Amristar, India

International Federation for the Teaching of English, presenter at the Melbourne, Australia, Quadrennial Convention



CCCT BOARD
NOMINATION FORM
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

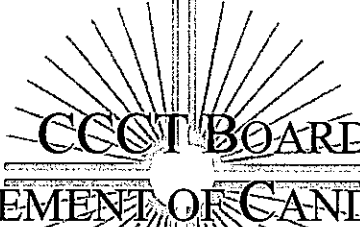
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Ohlone Community
College District nominates Richard Watters to be a
candidate for the CCCT Board.

This nominee is a member of the Ohlone Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Richard Watters

DATE: 2/11/15

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I think the two major issues CCCT and the League should focus on are: implementing the goals recommended by the Commission on the Future 2020 Vision and lobbying for California Community Colleges to provide necessary funding to fully implement Student Success initiatives and address an equitable funding formula.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

With my 20 years experience working in higher education and experience as a trustee, I can offer my strategic planning and project management skills to assist with the implementation of goals and actions plan, and to lobby the legislature for CCCT and League initiatives.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2014**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: RICHARD WATTERS	DATE: 2/7/14
ADDRESS: 6887 GRAHAM AVENUE	CITY & ZIP CODE: NEWARK, CA 94560
PHONE: 510-648-4616	EMAIL: RWATTERS@OHLONE.EDU

EDUCATION

CERTIFICATES/DEGREES: BA IN ENGLISH; BS IN HOSPITALITY & TOURISM; MA IN HIGHER EDUCATION ADMINISTRATION (IN PROGRESS); CALIFORNIA LICENSED REALTOR

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION:
OTHER:

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: OHLONE COMMUNITY COLLEGE DISTRICT
YEARS OF SERVICE ON LOCAL BOARD:
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: PRESIDENT, VICE PRESIDENT, AUDIT COMMITTEE

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

--

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

Member and former board member, National Orientation Directors Association; Member, National Association of Student Personnel Administrators; Member, American College Personnel Association; Member, National Association of Campus Activities; Member, Association of College Unions-International; Member, Association of College and University Housing Officers – International.

CIVIC AND COMMUNITY ACTIVITIES

School Site Council, Bunker Elementary School; Superintendent's Advisory Council, Newark Unified School District;

OTHER



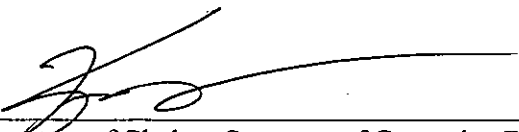
CCCT BOARD
NOMINATION FORM
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

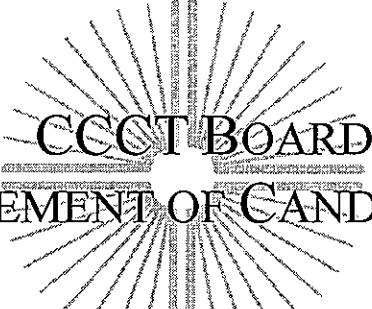
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Allan Hancock Community College District nominates Bernard "Bee Jay" Jones to be a candidate for the CCCT Board.

This nominee is a member of the Allan Hancock Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Bernard "Bee Jay" Jones

DATE: January 21, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

1. As the gateway to the middle class, we must ensure that funding for high cost programs in CTE are supported at the state level.
2. Programs for the underprepared and underrepresented must be strengthened.
3. Faculty and staff diversity must be a core value.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I know that students are successful when they are connected, directed, engaged, focused, nurtured and valued. As a trustee my goal is to provide the means by which our faculty and staff ensure that student success supported and remains at the core of every college's mission.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Bernard "Bee Jay" Jones	DATE: January 21, 2015
ADDRESS: 3123 Manley Drive	CITY & ZIP CODE: Lompoc, CA 93436
PHONE: (805) 733-1166	EMAIL: bernard.jones@verizon.net

EDUCATION

CERTIFICATES/DEGREES: B.S., Physics, Southwest Texas State University, 1978 M.A., Public Administration, University of Houston, 1988

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Aerospace Engineer, General Dynamics
OTHER: 23 years U.S. Air Force officer; retired as a Lt. Col. All 23 years in aerospace, space launch and spacecraft acquisition.

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Allan Hancock Joint Community College District
YEARS OF SERVICE ON LOCAL BOARD: 10
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Vice President and President

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

CCCT Board 2008-Present

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

--

CIVIC AND COMMUNITY ACTIVITIES

Santa Barbara County Human Relations Commission (Previously - 2 years) and very active in my church.

OTHER

**CCCT BOARD
NOMINATION FORM
2015**

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

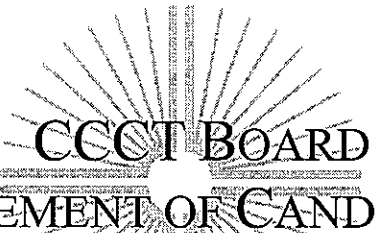
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Sonoma County Community
College District nominates Don Edgler to be a
candidate for the CCCT Board.

This nominee is a member of the Sonoma County Community
College District governing board, which is a member in good standing of the Community College League of
California. The nominee has been contacted and has given permission to be placed into nomination.
Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Donald S. Edgar, Esq.

DATE: February 12, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

The success of our colleges can be measured by actual positive outcomes by students in job placement and successful transitions to four year universities. Focusing on necessary outcomes of certificate completion and graduation, and improving access for all by reducing and eliminating barriers are important for CCCT and the League.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I can contribute to further develop a culture of sharing and collegiality among the districts and California universities, especially as to recognizing, sharing and exchanging best practices toward strengthening transfer opportunities, certificate training, and enhanced and broader utilization of technology to improve access, contain costs, and increase student success.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Donald S. Edgar, Esq.	DATE: February 12, 2015
ADDRESS: 408 College Avenue	CITY & ZIP CODE: Santa Rosa, CA 95401
PHONE: 707-799-4090	EMAIL: don@classattorneys.com

EDUCATION

CERTIFICATES/DEGREES:
 -University of Southern California School of Law, Los Angeles, CA
 Juris Doctor, May 1988
 -University of California, San Diego, CA,
 Bachelor of Science, Management Science, May 1981
 -Santa Rosa Junior College, Santa Rosa, CA
 Associate of Arts, May 1979

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Attorney at Law, Edgar Law Firm

OTHER:
 Member, State Bar of California
 Member, Bar of The District of Columbia
 Member, American Bar Association
 Member, United States Supreme Court Bar Association
 Member, Sonoma County Bar Association
 Member, Association of Trial Lawyers of America (ATAA)
 Member, California Trial Lawyers Association (CALTA)
 Member, Sonoma County Trial Lawyers Association (SCLTA)
 Member, Consumer Attorneys Association of Los Angeles

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Santa Rosa Junior College

YEARS OF SERVICE ON LOCAL BOARD: Six

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:
 Board Clerk, 2011/2012 through 2012/2013 Terms

Santa Rosa Junior College Foundation Board, 2009/2010 through 2014/2015 Terms
Vice President, 2013/2014 through 2014/2015 Terms
Bear Cub Athletic Trust Board, 2009/2010 through 2014/2015 Terms
Board Facilities Committee, 2014/2015 Term

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

CIVIC AND COMMUNITY ACTIVITIES

Board Member, Board of Community Services, City of Santa Rosa, 1994-98
Member, Active 20/30 International #50, 1989-98
President, Sonoma County Taxpayers' Association, 1993
Vice-President, Santa Rosa Downtown Association, 1993
Board Member, Santa Rosa Thursday Night Market Association, 1993
Adjunct Professor, Sonoma State University (Business Law) 1989-91
Board Member, Petaluma Fair Board (appointed by Gov. Pete Wilson) 1998-02
Soccer Coach, Annadel Youth Soccer League, 1999, 2003, 2004
Board of Trustees, Cardinal Newman High School, 2011/2012 through 2014/2015 Terms
Board Finance Committee, Cardinal Newman High School, 2011/2012 through 2014/2015 Terms
Buildings and Grounds Committee, Cardinal Newman High School, 2011/2012 through 2014/2015 Terms
Diocesan Pastoral Council, Diocese of Santa Rosa, 2011-13
Board Member, Sonoma County Legal Services Foundation
Board Member, Sonoma County Teen Court
Judge Pro Tem, Sonoma County Superior Court
Board Member, Sonoma County Bar Association
Board of Directors, Neptune Swimming

OTHER



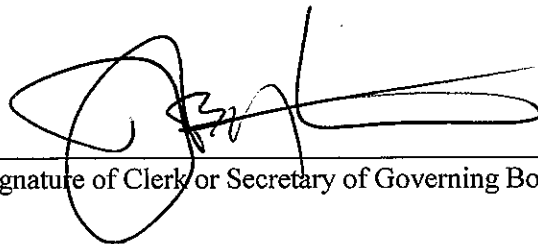
CCCT BOARD
NOMINATION FORM
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Yuba Community College District nominates Brent Hasteley to be a candidate for the CCCT Board.

This nominee is a member of the Yuba Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Brent Hastey

DATE: January 20, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I pledge to work cooperatively and collaboratively with community college colleagues throughout California to reduce the cost of a college degree, to improve student success rates and to improve access, affordability and services for all. I will also work towards a fuller integration of technology to better serve student needs.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I bring my extensive experience in local government, my working knowledge of the legislative process, and my commitment to maintaining affordability for all California college students. I envision an expanded partnership with K-12 districts, UC, CSU and the private sector to create clear and open pathways for improved student success.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Brent Hastey	DATE: January 20, 2015
ADDRESS: 3024 Plumas-Arboga Road	CITY & ZIP CODE: Olivehurst, CA 95961
PHONE: 530-400-1992 Cell 530-741-3223 Home	EMAIL: bhastey@gmail.com

EDUCATION

CERTIFICATES/DEGREES: AA Yuba College BS Golden Gate University
--

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Owner of Plumas Lake Self Storage Adjunct Instructor for Central Texas College
OTHER:

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Yuba Community College District
YEARS OF SERVICE ON LOCAL BOARD: 7 years
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board President 2012 & 2013; Board Vice President, 2011; Clerk of the Board 2010; Governing Board's Policy and Finance Committee 2013 & 2014; Board's Audit Committee 2015

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

Workshop Presenter with YCCD Chancellor Douglas Houston at: (1) 2013 Community College League of California Trustee Conference Presentation: New Trustee Orientation; (2) 2013 Rural Community College Alliance Presentation: A Rural Community College Collaborate; (3) 2014 CCLC Annual Convention Presenter: Trustee Roles in the Accreditation Process (4)2014 ACCJC Cerritos College Accreditation Team
--

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

--

CIVIC AND COMMUNITY ACTIVITIES

(1)Elected to the Yuba County Water Agency Board of Directors; (2)Chairman of the Board: Bank of Feather River; (3)Public Member of the Yuba County Local Agency Formation Commission (LAFCO); (4) Yuba Feather Rivers Rotary Club, Past President; (5)Yuba County Board of Supervisors 1993-2001; (6)Sacramento Area Council of Governments, Past Chairperson
--

OTHER

--



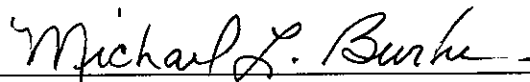
CCCT BOARD
NOMINATION FORM
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

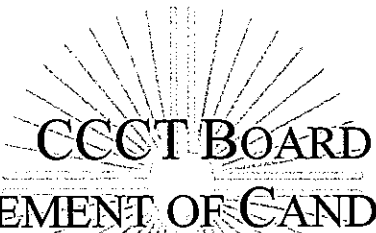
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Riverside Community College District nominates Trustee Janet Green to be a candidate for the CCCT Board.

This nominee is a member of the Riverside Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Janet Green

DATE: February 12, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

1. Differential funding to Districts for CTE/workforce development; two-thirds job growth requires more than a high school diploma/GED, but less than a BS/BA.
2. Funding, stability/responsibility - including bonding for facilities/technology, Student Success Initiative, AB 86 transitioning from K12 school districts to community college districts, flexibility, i.e., counselors/librarians moved to the right side.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Vast experience as a full professor, director of health services carried AB529 for health service association to get financial assistance for students who could not afford health center fees, administrative experience as dean of evening college sheriff's academy, and governor appointee to state emergency medical services committee.

CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: JANET GREEN	DATE: FEBRUARY 12, 2015
ADDRESS: 17338I Rancho Road	CITY & ZIP CODE: Riverside, CA 92504
PHONE: (951) 780-7559	EMAIL: janetgreen@juno.com

EDUCATION

CERTIFICATES/DEGREES: Master's Degree in Administration of Vocational Education from California State University, Long Beach

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Retired Nurse/Educator

OTHER:

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Riverside Community College

YEARS OF SERVICE ON LOCAL BOARD: Eight (8)

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President, Vice President, Secretary, Chair-Resources Committee, and Planning and Operations Committee

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

CCLC Advisory Committee on Legislation Member

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

ACCT Public Policy Committee Associate Member

CIVIC AND COMMUNITY ACTIVITIES

Ms. Green has served as chair, president or as a board member on numerous civic and professional organizations including the Board of Fair Housing Council of Riverside County, Inc.; Inland Agency Board of Directors; State Bar Board of Governors; Youth Justice Center; Catholic Charities of San Bernardino and Riverside Counties; NAACP of Riverside County; The Latino Network Association; Youth Justice Center of San Bernardino; San Bernardino Sexual Assault Agency; Child Abuse Center of Riverside; Friends of RCC Forensics; Riverside International Relations Council; and Uptown Kiwanis Club and Rotary East (Riverside). She also has held appointments by the Governor of California to the Emergency Medical Services Advisory Committee, the State Bar Board of Governance, and the State Bar Foundation. And she served for six years as the only public member on the Judicial Task Force to rewrite the Civil Jury Instructions.

OTHER

As a community college trustee, Ms. Green has continued in leadership roles outside the institution, serving on the Inland Valley Trustees and CEOs Association and the Advisory Committee on Legislation for the Community College League. She recently was appointed to the Athena International Board of Directors, which provides women in leadership programs and support to local Athena chapters across the United States, the United Kingdom, and India.

An avid career tech and business proponent, Ms. Green has conducted personnel management seminars in Canada, management and marketing sessions for People's Republic of China government employees, and management workshops for the Center for Civic Education. She has been recognized as the American Business Woman of the Year and the Air Force Nurse of Western Pennsylvania, was a Riverside Press-Enterprise Caring Nurse Award recipient, and received an Excellence Award from ASRCC. Riverside City College and Norco College students also honored her for service and support to the Career Insight Forum and the Upward Bound Program.



CCCT BOARD
NOMINATION FORM
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Hartnell Community College District nominates Bill Freeman to be a candidate for the CCCT Board.

This nominee is a member of the Hartnell Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board

CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office postmarked no later than February 15, 2015 along with the nomination form and biographic sketch form. Faxed material will not be accepted.

CANDIDATE'S NAME: Bill Freeman
DATE: 2/14/2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? (50 words or less; any portion of the statement beyond this limit will not be included.)

I believe the two ~~ISSUES~~ ISSUES ARE
(1) Funding or Fees Students pay for their classes;
and (2) Services for Disabled Students.

What do you feel you can contribute in these areas? (50 words or less; any portion of the statement beyond this limit will not be included.)

I believe that more Advocacy on the part of Trustees State wide is the answer. I would be willing to meet with the Governor to make things better for all of the Community College Students.

CCCT BOARD BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: <u>Bill Freeman</u>	DATE: <u>2/14/2015</u>
ADDRESS: <u>1654 Atherton Way</u>	CITY & ZIP CODE: <u>SALINAS, CA 93906</u>
PHONE: <u>831-809-8493</u>	EMAIL: <u>WWJF1961@aol.com</u>

EDUCATION

CERTIFICATES/DEGREES: <u>A.A. Degree From Hartnell B.A Degree From Sacramento State IN GOVERNMENT.</u>
--

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: <u>TRUSTEE - Hartnell College</u>
OTHER:

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: <u>Hartnell College</u>
YEARS OF SERVICE ON LOCAL BOARD: <u>12</u>
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD:

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

I WENT TO PRESIDENT OBAMA'S SWEARING IN EVENT IN 2009. I HAVE GONE TO SEVERAL NATIONAL CONVENTIONS AS A TRUSTEE OF HARTWELL COLLEGE.

CIVIC AND COMMUNITY ACTIVITIES

I HAVE WORKED FOR THE PAST 31 YEARS ON CAMPAIGNS FOR DEMOCRATIC CANDIDATES. I HAVE BEEN A SANTA CLAUS FOR DISABLED CHILDREN SINCE 1999. I HAVE HELPED OUT WITH THE SPECIAL OLYMPICS. I WON AN AWARD AS A VOLUNTEER WITH THE BIG BROTHERS AND BIG SISTERS ORGANIZATION.

OTHER

I RAN FOR MAYOR OF THE CITY OF SALINAS IN 2010 AND 2014.



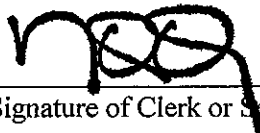
CCCT BOARD
NOMINATION FORM
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the Long Beach Community College District nominates Doug Otto to be a candidate for the CCCT Board.

This nominee is a member of the Long Beach Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Doug Otto

DATE: February 9, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

CCLC has recently undergone a change in leadership at the top. It needs to recruit and hire a visionary leader and develop a new strategic plan to lead California Community Colleges into the future. CCCT should play a central role in these efforts.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

I have been an active CCCT board member for six years. I taught the Board about student success, co-chaired CCLC's Commission on the Future of Community Colleges, served on the CCLC Board of Directors and co-chaired the League's Organizational Task Force. I was recently nominated as CCCT's vice president.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Doug, Otto	DATE: February 9, 2015
ADDRESS: 111 West Ocean Blvd., Ste. 1900	CITY & ZIP CODE: Long Beach 90808
PHONE: (Cell) 562-889-1005	EMAIL: doug@dwottolaw.com

EDUCATION

CERTIFICATES/DEGREES: Long Beach City College; Stanford University BA; Union Theological Seminary/Columbia University MA; University of Chicago JD

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Trial Attorney

OTHER: Adjunct Professor at Southwestern University School of Law for 15 years

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: Long Beach Community College District

YEARS OF SERVICE ON LOCAL BOARD: Elected 2004; Re-elected 2008; Re-elected 2012 = 11 years

OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: President Board of Trustees; Vice President Board of Trustees; Chair Audit Committee; Chair Trustees Goals Committee; Chair Presidential Search Committee; Chair Measure E \$440M Bond Campaign

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

- 1) Board of Directors Community College Leadership Development Initiatives (CCLDI) 2006-2010; Presenter at Summer Leadership Academy, Chair Bylaws Committee, Member Strategic Plan Task Force;
- 2) Board of Directors CCCT 2009-2015: Chair Student Success Committee, presenter at numerous conferences and conventions;
- 3) Board of Directors CCLC 2010-2012: Co-chair Commission on the Future of Community Colleges, Co-chair CCLC organizational Task Force; participant in California Leadership Alliance for Student Success (CLASS) program.

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

None

CIVIC AND COMMUNITY ACTIVITIES

Chair Long Beach Strategic Plan 2010; Chair City Manager's Downtown Business Development Advisory Committee; Chair Long Beach Planning Commission; Chair Citizens Transportation Task Force; President Long Beach Arts Council; President Long Beach Foundation for Architectural & Cultural Heritage; President Long Beach Bar Association; Founding Member Board of Directors; Chair Long Range Planning and Member Executive Committee Aquarium of the Pacific; Member Long Beach Ethics Task Force; Unsuccessful candidate for Mayor of Long Beach; Chaired Mayor's Transition Team

OTHER

AWARDS:

Rockefeller Foundation Scholarship to Union Theological Seminary (1971-1971)
Long Beach Preservationist of the year (1990)
Long Beach Bar Association Lawyer of the Year (2005)
City of Long Beach David Landry Award for Community Service (2001)
Long Beach City College Distinguished Blue Ribbon Alumni Award (2008)
National Conference for Equality & Justice Humanitarian Award (2009)
California State Bar Association Solo and Small Firm Section Attorney of the Year (2011)



CCCT BOARD
NOMINATION FORM
2015

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the statement of candidacy and biographic sketch form. **Faxed material will not be accepted.**

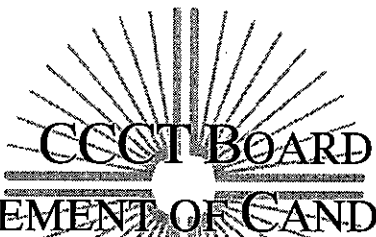
Mail to:
CCCT Board Nominations
Community College League of California
2017 "O" Street
Sacramento, CA 95811

The governing board of the North Orange County Community College District nominates M. Tony Ontiveros to be a candidate for the CCCT Board.

This nominee is a member of the North Orange County Community College District governing board, which is a member in good standing of the Community College League of California. The nominee has been contacted and has given permission to be placed into nomination. Enclosed are the Statement of Candidacy and the CCCT Biographical Sketch Form for our nominee.



Signature of Clerk or Secretary of Governing Board



CCCT BOARD
STATEMENT OF CANDIDACY

Must be returned to the League office **postmarked no later than February 15, 2015** along with the nomination form and biographic sketch form. **Faxed material will not be accepted.**

CANDIDATE'S NAME: Manny Ontiveros, Trustee, North Orange County CCCD


DATE: February 11, 2015

What do you see as the major issues and activities that should be considered by CCCT and the League in the next two years? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

The League is currently in a state of transition. It is imperative we examine its current role and responsibilities to ensure we are meeting the needs of our districts. The League must continue to be our primary voice in Sacramento, in regards to budget and advocacy efforts.

What do you feel you can contribute in these areas? **(50 words or less; any portion of the statement beyond this limit will not be included.)**

Last year we faced many leadership challenges. However, being on the executive board provided me with the opportunity to work closely with the CEOs to ensure the League continued without missing a beat. I will use my trustee experience to ensure we continue to become a stronger and responsive organization.



CCCT BOARD
BIOGRAPHIC SKETCH FORM

Must be returned to the League office **postmarked no later than February 15, 2015**, along with the nominating form and statement of candidacy. **Faxed material will not be accepted.**

PERSONAL

NAME: Manny Ontiveros	DATE: February 11, 2015
ADDRESS: PO Box 28796	CITY & ZIP CODE: Anaheim, 92807
PHONE: (562) 868-1753	EMAIL: trusteeontiveros@yahoo.com

EDUCATION

CERTIFICATES/DEGREES: Master's Degree, Political Science, Cal State Fullerton and Bachelor of Arts Degree, Criminology, Law and Society, University of California, Irvine

PROFESSIONAL EXPERIENCE

PRESENT OCCUPATION: Probation Officer
OTHER: Adjunct Political Science Professor, Golden West College

COMMUNITY COLLEGE ACTIVITIES

COLLEGE DISTRICT WHERE BOARD MEMBER: North Orange County CCD
YEARS OF SERVICE ON LOCAL BOARD: 16
OFFICES AND COMMITTEE MEMBERSHIPS HELD ON LOCAL BOARD: Board President, 2002, 2008 and 2015.

STATE ACTIVITIES

(CCCT and other organizations boards, committees, workshop presenter, Chancellor's Committees, etc.)

CCCT member since 2009; 2014 CCCT President; 2014 Member of the Chancellor's Office Consultation Council; 2014 Trustee Representative on the Chancellor's Baccalaureate Degree Study Group; 2015 Graduate of Effective Trusteeship program; League Presenter of Board/CEO Relationships in 2004, 2005, and 2008; Past member of the ACES Committee; Past President, California Association of Latino Community College Trustees and Administrators.

NATIONAL ACTIVITIES

(ACCT and other organizations, boards, committees, etc.)

--

CIVIC AND COMMUNITY ACTIVITIES

Member, Anaheim Beautiful Graduate of Leadership Anaheim

OTHER

--



CCCT 2015 BOARD OFFICIAL BALLOT

Vote for no more than seven (7) by checking the boxes next to the names.

NOMINATED CANDIDATES

List order based on Secretary of State's January 26, 2015 random drawing.

- *Ann H. Ransford, Glendale CCD
- *Janet Chaniot, Mendocino-Lake CCD
- Richard Watters, Ohlone CCD
- *Bernard "Bee Jay" Jones, Allan Hancock CCD
- Don Edgar, Sonoma County CCD
- Brent Hastey, Yuba CCD
- Janet Green, Riverside CCD
- Bill Freeman, Hartnell CCD
- *Doug Otto, Long Beach CCD
- *M. Tony Ontiveros, North Orange County CCD

WRITE-IN CANDIDATES

Type each qualified trustee's name and district on the lines provided below.

* Incumbent

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District: _____

Secretary of the Board

President or Vice President of the Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
DATE: March 12, 2015
SUBJECT: Consideration of Approval of the District Strategic Plan for 2014-15 to 2019-20

RECOMMENDATION

It is recommended that the Board of Trustees approve the District Strategic Plan for 2014-15 to 2019-20 with the understanding that it is a living document and will evolve as we incorporate recommendations from the Accrediting Commission for Community and Junior Colleges, Board of Trustees, and the emerging needs of the District.

OVERVIEW

The District Strategic Planning Committee (DSPC), comprised of 21 members representing constituent groups throughout the District, has worked for the past year on finalization of the District Strategic Plan. The plan represents the latest product of a formal and regularly evaluated district strategic planning process that both acknowledges input from, and aligns with, the colleges' educational plans, and serves as a guide for planning at the college level.

The DSPC has at its core the Board of Trustees imperatives, and has incorporated the feedback from district personnel, as appropriate.

ANALYSIS

This Plan was developed with significant opportunity provided at all levels of the district to provide feedback and input. It went to the Board of Trustees for a first-read on January 15, and was the subject of the February 26, 2015 Board Study Session. All changes and suggestions have been incorporated into the Plan.

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

There are no direct financial implications associated with this board item.



.....SAN BERNARDINO COMMUNITY.....
COLLEGE DISTRICT

Celebrating Student Success

..... 2014-15 TO 2019-20 STRATEGIC PLAN
.....

San Bernardino Valley College graduates



Pending Board Approval

Contents

Welcome from the President of the SBCCD Board of Trustees	05
Welcome from the Chancellor of the SBCCD	07
CHC President's Letter	08
SBVC President's Letter	09
MESSAGES FROM EDCT EXECUTIVE DIRECTOR & KVCR TV-FM GENERAL MANAGER	10 00
VISION, MISSION, VALUES	11
CONCEPTUALIZING A NEW MISSION AND VISION...	13
STRATEGIC PRIORITIES (SUMMARY)	15
A SHORT HISTORY OF THE SBCCD	17
STRATEGIC PRIORITIES (DETAIL)	21
RESOURCES NECESSARY TO ACHIEVE STRATEGIC GOALS	29
SBCCD STATEMENT ON ETHNIC & CULTURAL DIVERSITY	31
ACKNOWLEDGEMENTS	33
STRATEGIC PLANNING TEAM	35
DISTRICT GOVERNANCE AND ADMINISTRATION	39
GLOSSARY	40
STATEMENT OF NON-DISCRIMINATION	41





Welcome from John Longville, President, SBCCD Board of Trustees

On behalf of the San Bernardino Community College District Board of Trustees, I am honored to present our Strategic Plan for 2014-15 through 2019-20. This plan is a living document that we will review and update on a regular basis in order to maintain the flexibility required of our institutions and to meet the changing needs of the community.

The San Bernardino Community College District is very large, with more than 1.7 million people residing within about 500 square miles. Our for-credit student headcount is over 23,000 in one of the state's most economically disadvantaged areas. Traditionally we have a very high unemployment rate, high poverty rate and low college-going and college-completion rates, which means we have a daunting task set before us.

None of this is meant to discourage us, but rather to set out the parameters within which we must evaluate our policies and processes and set our goals. With every decision, we must ask, "Is this how we best serve our students and our community?"

As a former adjunct faculty member of this District, and now as a trustee, I can say with pride that the faculty, staff, and administrators welcome these challenges. Improving economic conditions enable the District to focus less of our attention on preserving the most basic programs. We now can put greater efforts into transforming the lives of our students through the best practices of student success, increasing access and the most current uses of technology. We are committed individually and collectively to broadening the opportunities we can present to our students and to the members of our community.

The SBCCD serves the whole community – everyone is a stakeholder in our decision-making processes, as evidenced by this document. When our students succeed, they create businesses and jobs, build families, and participate as knowledgeable citizens of the global economy, all here at home in the Inland Empire.

Our District, through San Bernardino Valley College and Crafton Hills College, as well as KVCN TV-FM and the Economic Development and Corporate Training division, is dedicated to improving the lives of our students and our community residents. The SBCCD Strategic Plan that follows is our guideline of how we intend to do so over the next five years. We welcome and appreciate your contributions and suggestions.

Sincerely,

A handwritten signature in black ink that reads "John Longville". The signature is written in a cursive, flowing style.

John Longville
President, SBCCD Board of Trustees





Welcome from the Chancellor

I'm very pleased to present the Strategic Plan that will guide our District for the next five years. Our Strategic Plan team's open, participatory process that involved dozens of people and many discussions, both internal and external, has resulted in this document that represents our shared vision regarding the District's future.

The San Bernardino Community College District may not be unique in titling our Strategic Plan "Celebrating student success" as "student success" seems to be the current objective of every educator. I believe that establishing Student Success as our over-arching goal for the next five years is more than just using jargon. Through an innovative, thoughtful planning process, our team has crafted specific, measurable, and realistic objectives to be achieved under reasonable timelines, which will result in achieving that goal. Student Success is not the pinnacle of a mountain, but rather an ongoing trail to be traveled, tested, evaluated, and redefined over time.

The San Bernardino Community College District, like others in California, is now emerging from a most fiscally challenging period. For five years, due to severe annual cuts in the state budgets, most of our energies were focused on preserving as much of the status quo as we could: trying to maintain as many class offerings as possible and to educate as many students as we could, even when there were no state funds; hoping to avoid laying off or furloughing staff; and seeking outside funding sources and additional resources wherever appropriate.

As of today, and hopefully for the foreseeable future, budgets are balancing and funding is being reestablished. New opportunities abound. But different challenges and responsibilities are now at hand. Never have the public and the state expected more from the community colleges. We are expected to serve more students; serve an increasingly diverse range of students; meet new technology demands; achieve newly established goals for completion, graduation and transfer; and ensure that our students are prepared for the work world with the necessary hard and soft skills. And we are ready to rise to those challenges.

Over the past decade, despite the economic hardships, but through the support of our community and bond measures M and P, we were able to both improve the infrastructure of and renovate or construct many new facilities on our campuses, resulting in a vastly upgraded educational environment and much-needed technology enhancements. Now we can better focus on the programs and services we provide to students in order to effectively create a culture of enduring excellence.

This Strategic Plan clearly establishes how important a team is in achieving our goal of student success; all stakeholders have valuable roles to play. The community, a variety of educational partners along the way, employers, our elected officials, the media, and our trustees, faculty, staff and administrators all contribute to the success of our students and so we must work together for that common goal. Each objective within the plan addresses achieving an enhanced partnership with one or more of those stakeholders. Through those partnerships we will be able to achieve our new mission statement, "We transform lives through the education of our students for the benefit of our diverse communities."

On behalf of the Board of Trustees and the San Bernardino Community College District, we look forward to implementing this Strategic Plan, and to improving the lives of our students, our employees, and our community.

Sincerely,

Bruce Baron
Chancellor



Serendipitously, Crafton Hills College was revisiting and revising its Education Master Plan at the same time this Strategic Plan was being developed. This provided us a great opportunity to focus intently on what we found to be important to our students and to our institution and meld those into this Strategic Plan.

As student success is the mandate for California Community Colleges today, this Strategic Plan addresses student success through its four goals: 1. Student Success, 2. Enrollment and Access, 3. Partnerships of Strategic Importance, and,

4. District Operational Systems. All of these goals will help us serve students in achieving their educational goals. Ultimately, of course, this fulfills our goal of creating a more educated workforce and knowledgeable community.

As Crafton Hills College defined and analyzed student success for its Education Master Plan, we developed an initiative for the work of the college: Engage. Learn. Advance. We want our students and colleagues to be engaged in their college and work experience, because engagement leads to learning, and learning propels one to advance in personal, educational, and career goals.

Most importantly, we used data to guide us in establishing CHC’s Educational Master Plan and this Strategic Plan. We reviewed findings from a recent Environmental Scan, research from the State Chancellor’s Office, and surveys from our past and present students, and used the data to guide our planning and decisions. We also garnered opinions and feedback from our constituent groups. Students, faculty, and staff all contributed to how the goals were defined and how they should be measured.

This Strategic Plan will guide our District through the next five years. It solidifies our mission of preparing the students of today for the workplace of tomorrow. It mirrors our vision of being “the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.”

It was a privilege to serve on the Strategic Planning Committee. I thank my colleagues who thoughtfully debated the goals and objectives for the San Bernardino Community College District Strategic Plan and I especially want to recognize the Deans of Research & Planning for their valuable contributions.

Sincerely,

Dr. Cheryl Marshall
President
Crafton Hills College



For generations, the San Bernardino Community College District has served the needs of this community through the programs it offers through its two campuses and occupational centers. The aim of the District Strategic Plan is to place the interest of students at the center of all short-term and long-term planning. The District's commitment to diversity, inclusiveness, and excellence in providing programs and services has earned it the respect of a community that relies on it for access to upward mobility.

The SBCCD Strategic Plan has four goals. They are clear-cut and easy to remember. They are aligned with the goals of the state-level strategic plan as well as with the strategic plans of both campuses. This strategic plan recognizes the unique attributes of the two campuses and integrates the planning priorities of all District sites into the strategic goals of the California Community College system. Student success has a very high priority for the District because it is at the center of all campus and district planning.

Moreover, all four planning goals are necessarily interdependent and intertwined. The plan aids in creating a road map for student success. It provides us with a creative and inspirational mission and vision. The goals that the plan establishes are articulated so as to bring human and financial resources to bear in the most efficient and effective ways.

A major strength of this plan is its stakeholder input, which included all campus and District constituencies. By providing broad-based input, it engenders a sense of ownership by all. The team who worked on this project deserves our gratitude for their tireless and inclusive efforts. The plan provides a much needed road map to achieve these vitally important goals in the most effective way – by providing a basis for prioritizing all aspects of campus and District operations. This plan incorporates evaluation procedures and institutionalizes self-assessment and accountability by defining measurable outcomes and timetables for accomplishing goals and objectives.

In conclusion, I enthusiastically endorse the SBCCD Strategic Plan and pledge myself to work for its implementation in any way I am called upon.

Respectively,

Dr. Gloria Fisher
President
San Bernardino Valley College



Dr. Matthew Isaac
EDCT Executive Director

The mission of the Economic Development and Corporate Training (EDCT) Division is to stimulate the economic prosperity of the Inland Empire through workforce development. This mission is achieved by:

- a. offering customized training solutions that meet the human capital development needs of regional employers;
- b. providing innovative job training to the workforce in emerging technologies and high growth areas to foster economic prosperity in the region; and
- c. building partnerships to obtain local/state/federal funds necessary for preparing a highly skilled workforce through short-term training.

EDCT serves the short-term training needs of a significant portion of the displaced and incumbent workforce who are not otherwise served by the academic programs of the colleges and thus complements the mission and impact of our colleges.

Representatives from the EDCT Division served on the District Strategic Planning Committee in developing the goals and directions for the District that will effectively serve the citizens of this region. Consistent with those goals and objectives, and in order to serve our constituency, the EDCT Division developed its own strategic goals, objectives, and priorities to support its mission, which include forging partnerships with private and public sector organizations to seek and leverage grant resources for delivering short-term training to the regional displaced and incumbent workforce; seeking out grants for emerging technologies; continuing to sustain our nationally recognized nanotechnology program; and sustaining EDCT as a self-supporting entrepreneurial entity of the District.



Alfredo Cruz
KVCR General Manager

KVCR FM-TV plays a fundamental role in educating, informing and entertaining the diverse communities of inland southern California and beyond. With its renewed commitment to localism, and the newly adopted motto “Community Matters,” KVCR works to accurately

and proportionately reflect our community with appropriate programming content and subject matter.

KVCR TV’s secondary channel, FNX (First Nations Experience) is the first and only public television network in the country focusing on Native American and World Indigenous content and making a national impact on local communities all across America. November 2014 marks the launch of FNX on the Public Television Satellite system, making it available to close to 400 public TV stations, cable, and satellite providers all across the U.S.

Originally founded as a college student-run radio station in 1952, KVCR FM expanded to television ten years later and became California’s pioneering stations for both NPR (National Public Radio) and PBS (Public Broadcasting System). KVCR’s state-of-the-art television and radio studios are the finest in the region and provide professional, world-class production opportunities for TV and radio programs.

In addition, KVCR TV-FM and FNX all continue to serve our original educational mission by providing important classroom and intern opportunities for high school and college students, opportunities that help them help prepare for careers in the media, and gain valuable professional-level industry experiences that enhance their education and futures. KVCR TV-FM is licensed to SBCCD, has a long heritage as a local and southern California jewel, and is one of the District’s most valuable assets.

MISSION

We transform lives through the education of our students for the benefit of our diverse communities.

VISION

SBCCD will be most known for student success.

- Our educational programs and services will be highly sought after.
- Our students will be the most preferred by four-year institutions and employers.
- Our students will have the highest graduation rates at four-year institutions.
- Our students will have the highest employment rates in our communities.
- Our district will be the gateway to pathways and opportunities for a brighter future.
- Our students and alumni will make a significant contribution to the socioeconomic prosperity of our communities.
- Our employees will want to be here, love working here, and go above and beyond for student success.

VALUES

Service, Integrity, Collaboration, Innovation, Quality



Conceptualizing a New Vision and Mission

The world of the Community College has changed significantly since the initial California Education Master Plan of the early 1960s. The Plan has been retooled several times, and each district and each college must do the same. It takes time, energy, research, and a thoughtful process to reassess and restate the role of an educational institution.

Our previous mission served us well, referring to the driving forces of technology that would impact our students' learning environment and their work worlds.

Our new mission is focused on the transformation that education can bring to the student, the diversity of those we serve, and the lasting impact of both on our communities. It is our reason for being – reflecting our idealistic motivations for doing the work we do here in our District. The mission should, and we hope will, inspire the members of our SBCCD community to bring our articulated values of service, integrity, collaboration, innovation, and quality to each aspect of our work, thereby benefiting our students and society as a whole.

In drafting ours, we examined the mission statements of those organizations known to be at the top of the best practices mountain – Massachusetts Institute of Technology, Walt Disney, 3M, University of Southern California, and Sony, among others, seeing the similarities in the usually single sentence or one paragraph structure of their mission statements, which clearly articulates what each does and why.

Our new vision is designed to create excitement by setting forth concrete, big, clear, compelling, and highly focused goals. The reader of our new Vision will get our message with little or no explanation – it contains vivid descriptions of what achieving the goals will look like. The Vision contains mountains for us to climb as educators – once a summit is reached, we can move on to yet another mountain.

In our path to create new vision and mission statements, we learned a great deal about other organizations and about our own institutions. We believe the results of those exploratory experiences will guide us well into the future.



Strategic Priorities

The California Community Colleges provide workforce training, basic courses in English and math, certificate and degree programs, and preparation for transfer to four-year institutions. The strategic priorities of the California Community College system are:

- A. College Awareness and Access
- B. Student Success and Readiness
- C. Partnerships for Economic and Workforce Development
- D. System Effectiveness
- E. Resource Development

The SBCCD Board of Trustees, through their Board Imperatives, incorporates the strategic priorities of the California Community College system. The Board is committed to excellence and effectiveness in all the operations and entities that comprise the San Bernardino Community College District. It is committed to student success, retention and access, and to prudent management of all the District's resources. The Board strives for and expects informed and excellent governance and leadership from themselves and from all the key leaders of the District.

To that end, the Board has established four Board Imperatives:

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

Understanding and acknowledging those Board Imperatives as well as the priorities of the CCC system, the SBCCD Strategic Planning committee's work resulted in the four goals set out here and discussed in detail in this publication:

Goal 1: Student Success: Provide the programs and services necessary to enable all students to achieve their educational and career goals.

Goal 2: Enrollment and Access: Increase access to higher education for populations in our region.

Goal 3: Partnerships of Strategic Importance: Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.

Goal 4: District Operational Systems: Improve the District systems to increase administrative and operational efficiency and effectiveness.



Pending Board Approval

The timeless Crafton Hills College Clock Tower

A Short History of the SBCCD

THE SBCCD WAS FORMED IN 1926, originally as the San Bernardino Valley Union Junior College District and was the first union district formed in the state.

The San Bernardino district was formed from the San Bernardino and Colton high school districts, which then joined forces to create the junior college district, elect trustees, establish curriculum and provide facilities and instructors for San Bernardino Valley College (SBVC), which was established on about 30 acres in downtown San Bernardino in 1927-28 with 17 faculty lead by Dean George Jantzen. The original class, starting in 1926-27, included 140 students. SBVC is the 25th oldest of the 112 California Community Colleges.

In 1967, the District office began the development of a new campus in Yucaipa. Crafton Hills College (CHC) opened in 1972, serving the East Valley. The first President for CHC was Foster Davidoff.

Both San Bernardino Valley and Crafton Hills are comprehensive community colleges, offering students associate degree programs, transfer preparation to four-year colleges and universities, career and technical education, and life-long learning opportunities, in addition to student life activities such as clubs, leadership, sports, and the chance to participate in extracurricular writing, art, theatre, dance, and music programs.

The Economic Development and Corporate Training Division, originally called the Professional Development Center, was formed more than a decade ago with the goal of partnering with Inland Empire businesses and industries to provide workforce development and convenient, affordable employee training solutions. It still does that and so much more, bringing business development and entrepreneurship training, among other skills, to the community through a multitude of federal and state grants and business partnerships.

Originally founded as a college student-run radio station in 1952, KVCR FM expanded to television ten years later and became California's pioneering stations for both NPR (National Public Radio) and PBS (Public Broadcasting System). KVCR's state-of-the-art television and radio studios are the finest in the region and provide professional, world-class production opportunities for TV and radio programs. In addition, KVCR is the home of Native American and World Indigenous channel FNX (First Nations Experience), made possible by its founding partner, the San Manuel Band of Mission Indians.



The Mission of the SBCCCD is:

“We transform lives through the education of our students for the benefit of our diverse communities.”

ONE EXAMPLE of the way we serve our diverse communities is the Veteran’s Program at San Bernardino Valley College, as seen in the photo opposite. Among the students who attend are more than 500 veterans per semester.

The Veteran’s Affairs Office at San Bernardino Valley College serves as a liaison between veteran students and the Department of Veterans Affairs. The Office is equipped to assist veteran students with the appropriate forms to process claims for educational benefits.

The Veteran’s Resource Office has an on-site Administrator and Veteran’s Representative from Admissions & Records to assist with any questions concerning veteran educational benefits or educational experiences at San Bernardino Valley College.

The Veteran’s Affairs Office provides a home-away-from-home for vets transitioning from service to school to employment.



2014-2020 Strategic Plan

Goal 1: Student Success

Provide the programs and services necessary to enable all students to achieve their educational and career goals.

OBJECTIVE 1.1

Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

Objectives	2007-08 to 2012-13 Baseline	2011-12 to 2016-17 Target	2014-15 to 2019-20 Target
Graduation Rate*	16.2%	18.2%	19.8%
Transfer Rate**	31.6%	36.0%	39.0%

*Target for the graduation rate set by calculating 22% increase from the baseline rate of 16.2% ($.22 * .162 = .0356$).

**Target rate for transfer rate set by identifying the transfer rate for the entire State (39.4%).

Objectives	2012-13	2016-17	2019-20
% with Complete Student Educational Plan***	Unavailable	100%	100%
Student Educational Plan Completion Rate****	Unavailable	46%	50%

***Target for the "% with Complete SEP" set based on the Student Success Act expectations.

****Target for SEP Completion rate based, in part, on targets identified for the graduation and transfer rates.

Key Strategies

- Expand and diversify professional development
 - Alternative instructional methods
- Enhance student support services
 - Expand tutoring
 - Expand learning communities
 - Enhance early alert intervention
 - Implement degree audit
 - Expand accelerated courses
 - Empower students to become continuous learners (study skills)
- Expand academic advising
- Align curricular pathways with K-12 and 4-year partners (activities include conducting a sequencing study, etc.)
- Ensure accurate student placement
- Increase student engagement (learning communities, mentor programs, supplemental instruction, etc.)

OBJECTIVE 1.2

Increase the number of students who complete developmental education programs and progress to successful completion of freshman-level courses.

Developmental Education 3-Year Improvement Rates	2010-11 to 2012-13 Baseline	2014-15 to 2016-17 Target	2017-18 to 2019-20 Target
Math*	20.4%	25.0%	29.2%
English**	48.1%	57.9%	60.0%

*Math Developmental Education 3-Year Improvement Rate target set by calculating a 22% increase in the improvement rate from the baseline year rate of 20.4% ($.22 * .204 = .0448$).

**English Developmental Education 3-Year Improvement Rate target developed by calculating a substantial increase (i.e., Effect Size of .20) using the most recent cohort year as the baseline and rounding to the nearest 10.

Key Strategies

1. Work with K-12 before students enroll at SBCCD
2. Increase and improve basic skills offerings including alternative instructional methods
3. Determine optimum class size and teaching strategies in developmental courses
4. Develop non-credit courses for basic skills program
5. Enhance tutoring and student mentoring
6. Require early and continuous enrollment in math and English

Pending Board Approval

Goal 2: Enrollment and Access

Increase access to higher education for populations in our region.

OBJECTIVE 2.1

Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

Student Population	2012-13	2016-17 Target	2019-20 Target
Annual Enrollment (FTES)*	13,241	14,350	15,000
Market Share**	TBD	65.2%	74.4%

*Full-time equivalent student (FTES) target set by calculating a 2% increase in the funded RFTES from 2012-2013 to 2016-2017 (i.e., 4 years) and a 1.5% increase from 2017-2018 to 2019-2020 (i.e., 3 years).

**Tracking the market share for the District would require SBCCD to pay the CCCCO for the data. The data for 2011-12 year (55.9%) was provided through the Environmental Scan. The methodology for the Market Share and the target can be reviewed at <http://craftonhills.edu/Env2013>. The average market share by contiguous community colleges is 74%, which was used to set the target. In order to increase the market share to 74.4% the District would need to add an additional 1,030 FTES. Currently the District is seeking to increase the RFTES from 13,241 to 15,000, an increase of 1,759 FTES.

Key Strategies

1. Develop and implement a comprehensive marketing plan to increase market share
 - Promote a culture of educational value throughout the community
2. Increase online, evening, and weekend classes
3. Offer concurrent college courses on K-12 campuses and at SBCCD campuses
4. Increase community involvement at cultural and athletic events on campus
5. Develop a comprehensive international student program

Pending Board Approval

OBJECTIVE 2.2

Provide transfer career and technical, and developmental education access to meet student needs.

Enrollment by Type of Education	2012-13 Baseline	2016-17 Target	2019-20 Target
Transfer*	9,317	10,085	10,545
Career and Technical**	3,728	4,035	4,219
Developmental***	2,146	2,323	2,429

*Transfer courses include any course transferable to a four-year university: transfer status of A, B, D, E, F, or H.

**CTE courses include any course that is advanced occupational, occupational, or possibly occupational as identified by the SAM code—B, C, or D—respectively.

***Developmental courses include all math, English, reading, and ESL courses that are not transferable.

Note: The FTES in Objective 2.2 will not match with the FTES reported in Objective 2.1. The FTES in 2.2 is the FTES for the academic year, not the funded FTES, which can include FTES from both summer semesters. In addition, a course could be both CTE and Transfer, and the FTES may be counted twice. Targets were set by calculating a 2% growth increase in FTES from 2012-2013 to 2016-2017 (i.e., 4 years) and a 1.5% increase from 2017-2018 to 2019-2020 (i.e., 3 years). A limitation to the estimated growth is that growth in each area can vary, for example, in 2013-2014 most of the growth occurred in transfer and developmental sections at Crafton.

Key Strategies

1. Use data to inform plans to grow new programs to meet labor market needs
2. Provide flexible delivery of instructional offerings
3. Revise program viability plans to streamline instructional offerings
4. Develop and implement an enrollment management and growth plan

OBJECTIVE 2.3

Enhance the public image of the San Bernardino Community College District.

Key Strategies

1. Utilize KVCR and EDCT as resources to enhance SBCCD's public image
2. Assess the District's public image and develop and implement a plan based on the assessment's results
3. Increase media presence and coverage of the District's accomplishments and performance results
4. Expand campus festivals and events
5. Increase faculty, staff, and student involvement in local community organizations
6. Expand outreach events

OBJECTIVE 2.4

Increase awareness of San Bernardino Valley College and Crafton Hills College as viable higher education options.

Key Strategies

1. Work with K-12 counselors to increase awareness in K-12 communities
2. Utilize all media resources to increase awareness
3. Focus our message on quality of education, affordability, value, and open access
4. Increase outreach events at local high schools and on the campuses
5. Offer courses at K-12 and employer locations

OBJECTIVE 2.5

Continue to diversify our student and employee populations to be reflective of our communities.

Key Strategies

1. Increase outreach to local residents
2. Ensure salaries and benefits at competitive rates
3. Have multilingual and multicultural marketing materials
4. Market and outreach to potential students and employees who are reflective of demographic trends

Pending Board Approval

Goal 3: Partnerships of Strategic Importance

Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.

OBJECTIVE 3.1

Enhance existing and secure new higher education partnerships to improve student transfer rates.

Key Strategies

1. Align course curriculum to enhance strategic partnerships
2. Strategically develop new courses and programs
3. Create consortium of higher education partners to focus on improving student transfer rates
4. Expand Transfer Model Curriculum

Examples of Potential Strategic Partners:

- Mt. San Jacinto College
- California State University, San Bernardino (CSUSB)
- University of Redlands
- University of California, Riverside (UCR)
- University of California, Los Angeles (UCLA)
- Brandman University

OBJECTIVE 3.2

Enhance existing and secure new PK-12 partnerships to improve student pathways, increase awareness of SBVC and CHC as viable options for higher education, and enhance the image of the San Bernardino Community College District.

Key Strategies

1. Align course curriculum to enhance strategic partnerships
2. Work with PK-12 partners to develop a communications campaign with the intent of sharing with local high school students and parents
3. Develop Common Standards with K-12
4. Develop Dual Enrollment Strategies

Examples of Potential Strategic Partners:

- Redlands Unified School District
- Yucaipa-Calimesa Joint Unified School District
- Beaumont Unified School District
- San Bernardino County Superintendent of Schools
- San Bernardino City Unified School District
- Colton Unified School District
- Rialto Unified School District
- Inland Leaders Charter School
- California Department of Education
- Hispanic Association of Colleges and Universities (HACU)
- Middle College High School
- San Bernardino Department of Rehabilitation
- Job Corps
- Native American Resource Center-Morongo
- Sheriff's Academy
- University of California, Los Angeles (UCLA)
- Brandman University

OBJECTIVE 3.3

Enhance existing and secure new business and workforce development partnerships for student internship opportunities, student pathways, incumbent worker training, and to enhance career and technical education course curriculum.

Key Strategies

1. Work with industry partners with a history of utilizing student interns to develop internship opportunities for SBCCD students
2. Develop and market an internship program template to make it attractive for local business partners to include student interns in their workforce
3. Leverage grant funding to develop student internship opportunities with local employers
4. Use technical expertise of industry partners to strengthen membership of CTE curriculum committees that will align student pathways to jobs in the community
5. Work with industry partners to develop incumbent worker training programs that will retain jobs and allow local businesses to expand
6. Work with community partners to develop short-term and long-term workforce development and community service programs to help build the local economy
7. Offer courses at employers' worksites (contract education)

Examples of Potential Strategic Partners:

- Workforce Investment Boards
- Local City and County Agencies
- Local Businesses and Non-Profit Agencies
- Regional Fire and Law Enforcement Agencies
- Regional Hospitals and Health Care Providers
- State Vice Chancellor of Workforce Development
- Colton Redlands Yucaipa Regional Occupational Program (CRY-ROP)
- Walmart Foundation
- Western Association of Food Chains
- California Alcohol and Drug Educators (CAADE)
- City of Redlands, City of San Bernardino Water Department
- Employee Training Agency (ETA)

OBJECTIVE 3.4

Enhance existing and secure new government and community partnerships to increase funding for improving student success and increasing student access.

Key Strategies

1. Partner with other local California community colleges to advocate for funding
2. Provide consistent SBCCD representation at regional and State leadership organizations
3. Work with State-level lobbying services to remain current on funding and other California community college issues and to provide feedback to local and State government officials
4. Enhance SBCCD's value to the communities we serve through proactive efforts to be engaged in local events and by continually demonstrating a strong commitment to developing programs and services that best serve our students, residents and local businesses

Examples of Potential Strategic Partners:

- Cities of San Bernardino, Colton, Rialto, Highland, Yucaipa, Redlands, Loma Linda, Grand Terrace
- Regional Fire and Law Enforcement Agencies
- Regional Hospitals and Health Care Providers
- Vice Chancellor of Workforce Development, California Community Colleges Chancellor's Office (CCCCO)
- Workforce Investment Boards

Goal 4: District Operational Systems

Improve the district systems to increase administrative and operational efficiency and effectiveness.

OBJECTIVE 4.1

Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.

Key Strategies

1. Administrative Efficiency/Effectiveness
 - a. Identify the dependencies for integrating existing major enterprise resource programs
 - b. Integrate major enterprise resource programs
 - 1) Align policies and procedures
 - 2) Purchase Human Resource, Fiscal, and other ERP modules as necessary to become independent from county systems and have a fully integrated administrative applications environment
2. Operational Efficiency/Effectiveness
 - a. Conduct Business Process Analysis (BPA) to streamline procedures within Human Resources, Business & Fiscal Services, and other District processes, as appropriate
 - b. Improve communications throughout the District

No other investment yields as great a return as the investment in education. An educated workforce is the foundation of every community and the future of every economy.

Brad Henry, former governor of Oklahoma

Resources Necessary to Achieve Strategic Goals

The SBCCD's Strategic Plan provides a framework for realizing the District's Vision of being most known for student success. Enhancing SBCCD's capacity will be necessary to enable the District to pursue achieving the mission, vision, and strategic goals of this plan. Specifically, enhancements in staffing, facilities, technology, and revenues will provide the resources necessary to begin this pursuit.

STAFFING

Hire Additional Faculty and Staff of Strategic Importance – The District will need to increase staffing of strategic importance to support the targeted increases in enrollment and student support services. These targets are aimed at increasing student success and access for the District. As a result, the District will need to develop a district-wide staffing plan that considers the faculty, staff, and administrator needs in fulfilling the strategic goals of this Strategic Plan.

Professional and Organizational Development – Not only does the District need to increase faculty and staff to increase student success and access, the District will need to increase organizational capacity in student success and access best practices, leadership development, developing and maintaining partnerships of strategic importance, and organizational effectiveness and efficiency. This capacity will be enhanced by robust professional development activities for faculty, staff, and administrators geared toward best practices in student success, access, and administrative effectiveness and efficiency.

FACILITIES

The District will need to provide additional and renovated facilities to accommodate the targeted increased enrollment and the increases in student support services. These facilities will need to include considerations for the newest design in learning spaces, instructional methods, flexibility, operational effectiveness, and administrative efficiency. Such facilities will be essential to the execution of this Strategic Plan in increasing the District's student success and access.

TECHNOLOGY

Information technology will play an increasing role in innovative instructional methods to enhance student success, improve collaboration and communications, stimulate leading edge research and creative activities, promote outreach, and increase efficiency and effectiveness in administrative operations. Information technology will be used to create smarter, more intelligent business systems; expand online training; and provide self-service functionality for students, faculty, and staff.

FINANCIAL

The District will need to increase revenue by increasing the District's enrollment to fund and support student success and access. In addition to increased enrollment, the District will need to diversify revenue sources by increasing the number and amount of grants and contributions received from granting agencies and District foundations, respectively. Implementation of the District's Strategic Plan will require alignment of budget priorities with plan goals and strategies.

The District will also need to increase administrative effectiveness and operational efficiency by implementing policies, procedures, and practices to promote rigor, transparency, and accountability for results.

The District will maintain its transparency in budgeting, planning, and resource allocation. The District will continue to make budget and resource allocation information available to the public, including budget summaries, how the budget addresses key District issues, constraints on revenues, and formulas and assumptions behind resource allocations. Transparency in budgeting, planning, and resource allocation will be critical to the success of the District's Strategic Plan.



Pending Board Approval

SBCCD Statement on Ethnic & Cultural Diversity

The San Bernardino Community College District actively supports and promotes diversity. Because of this dedication, we are better equipped to provide a quality education to students who need the social and academic skills required to interact and communicate in a 21st century workplace. We value the inherent dignity of all individuals and celebrate their diversity. We support inclusiveness and equity for students and employees. Our District extends the privileges of academic life to all by promoting mutual respect and the application of fair and ethical practices and policies. Through interacting with others whose backgrounds, beliefs, and perspectives are different from our own, we build a richer, more stimulating environment for teaching and learning. We value this cultural and intellectual diversity as a way to enrich each other.

“I speak not for myself but for those without voice... those who have fought for their rights... their right to live in peace, their right to be treated with dignity, their right to equality of opportunity, their right to be educated.”

Malala Yousafzai, Pakistani school pupil, education activist and winner of the Nobel Peace Prize.



Acknowledgements

This Strategic Plan is a collaborative effort that involved the time, energy, expertise, and dedication of many people, including SBCCD faculty, staff, students, and administrators. To all who assisted, we are deeply grateful. But we would like to take a moment to acknowledge certain individuals and groups who had special roles in the process, including specifically Charlie Ng, *facilitator extraordinaire*, the members of the District Strategic Planning Committee, Kelly Goodrich, compiler and organizer of all the minutes and materials utilized by the Committee, the SBCCD Board of Trustees, and SBCCD Chancellor Bruce Baron. We also appreciate the contributions of the District and Division leaders of areas of responsibility such as Finance, Human Resources, Student Services, and Instruction.

The publication itself is a result of the collective efforts of writing, editing, and formatting by Alisa Moore, J.D., SBCCD Communications and Public Relations, editing by Dr. Kathleen Rowley, Director, Grant Development and Management, SBVC, design and layout by Gloria Piggott, SBCCD Graphic Design and Publications, and the work of photographers Patrick Fite, Kristi Simonson, Craig Petinak, and Alisa Moore.



Pending Board Approval

KVCR

Strategic Planning Team

Charlie Ng, Ng Consulting Services, Facilitator

Algie Au, SBVC, Professor, Biology; Academic Senate

Bruce Baron, SBCCD, Chancellor

Jimmie Bradley, SBVC, ASG Administrative Support Services Director

Dr. Robert Brown, CHC Professional Development Coordinator, now CHC English faculty

Dr. Gloria Fisher, SBVC, President

Tina Gimple, CHC, Coordinator, Administrative Services

Laura Gowen, SBVC, Foundation, Administrative Assistant

Rania Hamdy, SBVC, Coordinator, Professional and Organizational Development

Donna Hoffmann, CHC, Director, Marketing and Public Relations

Denise Allen Hoyt, CHC, Professor, Academic Senate

Dr. Glen Kuck, SBCCD, Associate Vice Chancellor

Dr. Cheryl Marshall, CHC, President

Barbara Nichols, KVCR, Project Analyst

Tim Oliver, SBCCD, Interim Vice Chancellor, Business & Fiscal Services

Amalia Perez, SBCCD, Analyst, Human Resources

Chris Robles, CHC, Student Senate, Vice President, External Affairs

Dr. James Smith, SBVC, Dean, Research, Planning and Institutional Effectiveness

Deanna Krehbiel, EDCT, Assistant Manager, Workforce Development

Lillian Vasquez, KVCR, Coordinator, Marketing

Dr. Keith Wurtz, CHC, Dean, Institutional Effectiveness, Research & Planning

Dr. Greg Zerovnik, SBVC, Interim Director, Marketing and Public Relations



The Vision of the SBCCD is: to be known for student success

ONE EXAMPLE of SBCCD’s vision of student success can be found in the Learning Communities at Crafton Hills College, as seen in the photo left. At Crafton Hills College, students have the opportunity to participate in a number of different **Learning Communities**. A **Learning Community** joins students together in a cohort to take two or more classes together to provide a deeper understanding of course material and to build stronger relationships with faculty and other students. The courses in learning communities are linked by a common theme, have access to a counselor, and create a Student Educational Plan (SEP). Most often, students who participate in learning communities:

- Earn higher grades and have lower drop-out rates
- Have greater success in future college courses
- Maintain deeper connections to faculty and fellow students
- Report higher satisfaction with their college experience

The students pictured are participants in the **Math Fast Track Learning Community**.

Math Fast Track LCs offer motivated students the opportunity not only to complete a year of math courses in one semester, but to do so with support designed to help everyone in the cohort to succeed. Because Math Fast Track LCs are meant to give each student a full course load of 12+ units, participants are encouraged not to take any other classes, but to focus their energies solely on succeeding in the Math Fast Track courses.



Pending Board Approval

District Governance and Administration

SBCCD Board of Trustees

John Longville, President
Dr. Kathleen (Katy) Henry, Vice President
Joseph Williams, Clerk
Donna Ferracone, Trustee
Gloria Macías Harrison, Trustee
Dr. Donald L. Singer, Trustee
Nickolas W. Zoumbos, Trustee
Alexis Panaguiton, CHC Student Trustee
Tiffany Guzman, SBVC Student Trustee

District Administration

Bruce Baron, Chancellor
Jose Torres, Interim Vice Chancellor of Business & Fiscal Services
Dr. Jack Miyamoto, Human Resources Consultant

Economic Development and Corporate Training

Dr. Matthew Isaac, Executive Director

Technology and Educational Support Services

Dr. Glen Kuck, Associate Vice Chancellor

KVCR FM-TV

Alfredo Cruz, Jr., General Manager

Crafton Hills College

Dr. Cheryl Marshall, President
Mike Strong, Vice President of Administrative Services
Dr. Bryan Reece, Vice President of Instruction
Dr. Rebeccah Warren-Marlatt, Vice President of Student Services

San Bernardino Valley College

Dr. Gloria Fisher, President
Scott Stark, Vice President of Administrative Services
Dr. Haragewen Kinde, Vice President of Instruction
Dr. Ricky Shabazz, Vice President of Student Services

Glossary

A&R Admissions and Records

ACCJC Accrediting Commission for Community and Junior Colleges

Accreditation The process by which a college is reviewed by a group of peers on behalf of an official accreditation agency, to determine the extent to which the college meets specific accepted standards of excellence. Each college seeks, as a result of this process, to obtain formal acknowledgement as accredited.

ARCC Accountability Reporting for Community Colleges, a program administered by the CCCCO to gather and publish system wide and college-specific performance data.

ARRA American Recovery and Reinvestment Act, the legal name of the federal economic stimulus program.

Assessment The systematic collection of information about student learning, and about activities and functions that support such learning, both directly and indirectly, and the use of that information to create a continuing cycle of improved teaching and learning at the Institutional, Program and Course levels.

Career Awareness STEM Training and/or activities offered through the EDCT Career Technical Education (CTE) Community Collaborative program to build a system of STEM pathways and career awareness in new fields of technology across of the Eastern portion of San Bernardino to increase academic development combined with added relevance for students to close the achievement gap. This program is offered by EDCT through a competitive grant awarded by the California Community Colleges Chancellor's Office.

Career Pathways An approach to K-12 and higher education that systematically creates links between academic and career fields, often with the help of business and governmental partners. In the California Community Colleges System Strategic Plan, this approach is one of the strategies for achieving Goal C, Partnerships for Economic and Workforce Development.

CCCCO California Community Colleges Chancellor's Office

CHC Crafton Hills College

Cohort A group of people sharing certain characteristics, often tracked through time for research purposes. ARCC and many other studies of community college students use a cohort design.

Collegial Consultation The process by which the district provides faculty, students, staff, and management the opportunity to participate

effectively in district and college governance in accord with Title 5, California Code of Regulations, sections 51023.5, 51023.7, 53200, and 53203. Collegial consultation often involves committees on which the constituency groups are represented.

Constituency Group One of the groups that participate in collegial consultation. In SBCCD, that includes the Academic Senates, Student Senates, Classified Senates, CSEA, CTA, and the management teams.

CSEA California State Employees Association, the classified union in SBCCD District

CTA California Teachers Association, the faculty union in SBCCD

Customized Training A need-based training program specially designed for an employer or a collaborative consortium to improve the job performance of workers. A variable fee is charged by EDCT for designing and administering the training.

District Generally refers to the district as a whole and all the entities that comprise it: SBVC, CHC, the district office, KVCR, TESS, and EDCT/PDC.

District Assembly The District's shared decision-making council comprised of members selected by each constituency group.

District Office(s) Also called the central office, the centralized functions of the district: the Chancellor's Office, Business & Fiscal Services, Human Resources, and Technology and Educational Support Services (TESS). Also refers to the south wing of the administration building, where all these functions are housed, except for TESS, which is housed at the District Offices in Redlands.

District Resource Allocation Model The overall process by which funds are allocated to the campuses and district office operations.

DOE US Department of Education

DSP District Strategic Plan

DSP&S Disabled Students Programs and Services

DSPC District Strategic Planning Committee

EDCT The Economic Development and Corporate Training (EDCT) division is comprised of the following centers: the Professional Development Center (PDC), the Donald F. Averill Applied Technology Training Center (ATTC), the Entrepreneurship Institute of San Bernardino and the Center for the Advancement of Nanotechnology (NanoCenter).

Educational Master Plan A long-term outline (usually three to five years) of the programs and services that a college will undertake to facilitate student learning directly or indirectly; typically includes how the college will prioritize

the instructional and service offerings based on an assessment of data related to enrollment, job markets, and other information. May function as the college's strategic plan, or integrate with the strategic plan.

EMP Educational Master Plan

EOP&S Extended Opportunity Programs and Services

Fee-based Training An open enrollment professional development activity or short-term training offered for a fixed fee.

Foundational Skills Developmental and basic skills that are required for students to succeed at the college level. They include skills in reading, writing, mathematics, English as a Second Language, learning, and study skills. Foundation skills also include skills required to be successful in the workplace: critical thinking, interpersonal and group skills, information literacy, ethics, etc.

FTEF Full-time Equivalent Faculty, also known as Faculty Load

FTES Full-time Equivalent Students, the primary measure used by the state in funding community colleges. One FTES is the equivalent of one student taking courses totaling 15 hours per week each semester for two semesters.

Institutional Effectiveness The measure of our overall success as an educational operation. It is based on a systematic, continuous and documented evaluation of institutional performance in relation to institutional purpose.

KVCR TV-FM District-owned public radio and television stations

Message Deck A document that outlines key messages on key organizational issues and delineates which will be communicated to each target audience. The suggested Message Deck

document would provide approved language to ensure message consistency, and would serve as the primary reference for all the organization's communications, from media releases and brochures to publications and community event talking points.

New Grants Grants newly received during the referenced year

Ongoing Grants Multi-year grants that continue for a period of time determined by the grantor

Participant Any person who attended a short-term training or retraining, a professional development activity, a Boot Camp, or a career exploration event or activity.

PDC Professional Development Center, a division of EDCT.

Program Generic term for a specific set of institutional activities or functions considered as a unit for the purposes of assessment.

Program Review A process by which a program or service regularly evaluates its efficiency. Its purpose is continuous improvement of the program or service. It is evidence-based, involves input from constituency groups and advisory committees, and results in a report that includes planned improvements.

Research and Consulting Labor market research and consultative services offered by EDCT to its clients

SAO Service Area Outcome

SBCCD San Bernardino Community College District

SBVC San Bernardino Valley College

SLO Student Learning Outcome

WASC Western Association of Schools and Colleges, the regional accrediting body of which the ACCJC is a part.

Statement of Non-discrimination

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





Pending Board Approval



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: March 12, 2015
SUBJECT: Consideration of Approval of Sole Source Purchase with
Trane Building Services of Riverside, California

RECOMMENDATION

It is recommended that the Board of Trustees approve the purchase and installation of two adaptive frequency drives solely manufactured by Trane of Riverside, California to improve the energy efficiency and operability of CHC's central plant.

OVERVIEW

The District has obtained approval from the State Chancellor's Office for the funding of several construction, renovation, and upgrade projects that will reduce energy consumption and save operational dollars. These funds are made available through the passage of Proposition 39. In accordance, one of the projects is to replace the HVAC controls on CHC's central plant chillers to reduce energy consumption and extend the life of the equipment. The existing chillers are manufactured by Trane and must have Trane controls for compatibility and operability.

ANALYSIS

The compatible controls equipment required to operate the existing chillers is only available from Trane and must be installed by factory-authorized Trane technicians. Other contractors are unable to install the controls as they would be required to contract with Trane for the purchase and qualified installation of the equipment. In addition, installation of Trane controls by certified technicians is required to obtain the factory warranty from Trane. Therefore, there is no advantage to the District by competitively bidding the procurement and installation of this equipment. It is therefore recommended the District contract with Trane as the sole source.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2014-15 Proposition 39 energy efficiency project budgets

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: March 12, 2015

SUBJECT: Consideration of Approval of Board Policies:
BP 2010 Board Membership
BP 2040 Board Authorization
BP 2100 Board Elections
BP 4040 Library & Other Instructional Support Services
BP 7150 Evaluation

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policies BP 2010 Board Membership; BP 2040 Board Authorization; BP 2100 Board Elections; BP 4040 Library & Other Instructional Support Services; and BP 7150 Evaluation.

ANALYSIS

The changes to these policies were submitted for First Reading on February 19, 2015.

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.

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

BP 2010 BOARD MEMBERSHIP

(Replaces current SBCCD BP 2050)

NOTE: The language in red ink is legally required.

❖ From current SBCCD BP 2050 titled Board Membership and Eligibility

The Board of Trustees shall consist of seven members elected by the qualified voters of the District. The Board shall be elected by geographical area at-large for terms of four years as defined in BP 2100 titled Board Elections. ~~Terms of members expire for four members in every other even-numbered year and three members the alternate even-numbered year.~~

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Board unless he/she resigns as an employee.

NOTE: Government Code Sections 1090 and 87100 and common law principles of conflict of interest prohibit such office-holding, and inclusion of this exception is not recommended.

No member of the Board shall, during the term for which he/she is elected, hold an incompatible office.

NOTE: The following language from current SBCCD BP 2050 is shown as struck because it is addressed in new BP 2100 titled Board Elections.

~~In general, the following provisions are in effect for elected Board members: resident of California, 18 years of age, and registered voter (E.C. Section 72103).~~

~~Trustee elections shall be held on each even-numbered year in accordance with provisions of the Education Code.~~

44 ~~The term of office of members of the Board shall begin on the last Friday in November~~
45 ~~following their election.~~

46
47 ~~Education Code § 72103~~
48 ~~Education Code § 72023.5~~

49
50 [Also see BP 2100 titled Board Elections](#)

51
52 **References:** Education Code [Sections 72023](#), 72103, [and 72104](#)

53
54
55

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and
56 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
57 current SBCCD BP 2050 titled Board Membership and Eligibility adopted on **(no date indicated)** and
58 amended on 7/10/08. The language in **green ink** was added by the Board Policy Work Group on
59 4/22/14.
60

Adopted: No date
Revised: 7/10/08

61
62

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

BP 2040 BOARD AUTHORIZATION

(This is current SBCCD BP 2040)

On April 22, 2014, the Board Policy Work Group recommended deletion of this SBCCD-unique policy as not needed and too general of a policy to retain.

❖ From current SBCCD BP 2040 titled Board Authorization

~~The Board of Trustees of the San Bernardino Community College District is the governing body of the District. The Board is established by, and derives its powers and duties from, the Constitution of the State of California and the Statutes of California as adopted by the Legislature and issued in the California Education Code, and the directives of the Board of Governors, California Community Colleges, listed in Title 5, California Code of Regulation.~~

~~**References:** Education Code §§ 72280; (NOTE: 72280 no longer exists)
Government Code;
California Code of Regulations, Title 5~~

NOTE: This policy is unique to the San Bernardino CCD. The language in **black ink** is from current SBCCD BP 2040 titled Board Authorization adopted on no date indicated and amended on 4/8/04. On 4/22/14, the Board Policy Work Group recommended deletion of this SBCCD-unique policy as unnecessary.

Adopted: No date
Revised: 4/8/04

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

BP 2100 BOARD ELECTIONS

(Replaces current SBCCD BP 2090)

NOTE: The language in red ink is legally required.

Elections shall be held every two years, in even numbered years, for four-year overlapping terms. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the first Friday in December next succeeding his/her election.

The Board of Trustees has provided for the election of trustees by trustee areas. Effective January 16, 2014, the trustee areas include:

- Areas 1, 3, 5, and 7 from which governing board members will be elected in November 2016 and every four years thereafter.
- Areas 2, 4, and 6 from which governing board members will be elected in November 2014 and every four years thereafter.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee area(s).

The Chancellor shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

❖ From current SBCCD BP 2090 titled Candidates' Statements & Qualifications

42 ~~The District shall not pay for any charge levied against a candidate seeking election to~~
43 ~~the governing board for a statement of qualifications. The candidate shall be solely~~
44 ~~responsible for the printing, handling, etc., of any such material.~~

45
46 ~~Each candidate filing such a statement shall deposit with the Registrar of Voters a~~
47 ~~cashier's check, in advance, in the amount of the estimated pro rata share as a~~
48 ~~condition for including the statement in the Voter's Pamphlet. The Registrar of Voters~~
49 ~~will bill any underpayment to each candidate when the exact amount is determined. The~~
50 ~~Registrar of Voters will return any overpayment to the candidate.~~

51
52 ~~Candidates desiring to visit college campuses may do so by following established visitor~~
53 ~~procedures. If a candidate is invited to speak on campus, in the interests of fairness, all~~
54 ~~candidates shall be invited to speak.~~

55
56 **References:** ~~Education Code §§ 5090-5092~~ **Sections 5000 et seq. and 72036**
57 ~~Government Code § 1070~~ **(no longer exists)**

58
59 **NOTE:** *The **red ink** signifies language that is **legally required** and recommended by the Policy and*
60 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from*
61 *current SBCCD BP 2090 titled Candidates' Statements & Qualifications adopted on **no date indicated** and*
62 *amended on 4/8/04. The language in **blue ink** is included for consideration. The language in **green ink***
63 *was added on 3/3/14 based on the January 16, 2014 Board Resolution. The Board Policy Work Group*
64 *reviewed this document on 4/22/14.*

65

Adopted: No date
Revised: 4/8/04

66
67

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

BP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES

(Replaces current SBCCD BP 4040)

❖ **From current SBCCD BP 4040 titled Library and Other Instructional Support Services**

The District shall have library ~~and other instructional support~~ services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.

References: Education Code Section 78100;
Civil Code Section 1798.90;
ACCJC Accreditation Standard II

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 4040 titled Library and Other Instructional Support Services with no adoption date. This document was reviewed by Gloria Fisher & Rebecca Warren-Marlatt on 3/4/14. **Green highlights are recommendations from the DA Work Group**

Adopted: No date
Revised:

31
32

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

BP 7150 EVALUATION

(Replaces current SBCCD BP 7251)

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified staff members.

❖ **From current SBCCD BP 7251 titled Management Evaluation**

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable employee collective bargaining groups.

Reference: WASC/ACCJC Accreditation Standard 40.A.4 III.A.1.b

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 7251 titled Management Evaluation adopted on 5/9/13. The language in **blue ink** is included for consideration. The language in **green ink** was recommended by Human Resources on 3/4/14.

Adopted: 5/9/13

Revised:

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7150 EVALUATION

(Replaces current SBCCD AP 7251)

All management employees shall be evaluated in accordance with these procedures and BP 7150 titled Evaluation.

Frequency of Evaluation

Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

Interim Manager assignments will be evaluated during the first year and annually thereafter if the assignment is greater than one semester in length. Evaluations may be held on a more frequent basis as appropriate.

Goals/Objectives

Each manager will meet with his/her supervisor at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

Evaluation Committee

By the first day of the 3rd month of assignment, the supervisor and employee will meet to initiate the evaluation process.

In the case of campus-level managers, the committee shall include the immediate supervisor as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA. In each case, the manager will nominate three individuals from each category, (management, faculty and classified), from which the appointments shall be made.

In the case of the College Presidents, the committee shall include the immediate supervisor as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA as appropriate to the campus. In each case, the President will nominate three

45 individuals from each category, (management, faculty and classified), from which the
46 appointments shall be made.

47
48 In the case of the district-level managers, the committee shall include the immediate
49 supervisor as chairperson, one manager appointed by the Chancellor, one faculty
50 member appointed by the Academic Senate at San Bernardino Valley College, one
51 faculty member appointed by the Academic Senate at Crafton Hills College, and one
52 classified employee appointed by CSEA. In each case, the manager will nominate three
53 individuals from each category, (management, faculty and classified), from which the
54 appointments shall be made.

55

56 **Campus/District Survey**

57 As appropriate to the assignment, the committee shall seek written feedback from the
58 campus and/or district community. In obtaining this feedback, the committee shall use
59 an evaluation form approved by the Board of Trustees. Using the approved form, the
60 committee shall seek input from applicable managers, faculty, classified staff and any
61 others who are in a position to know how effectively the manager is performing
62 assigned responsibilities. To assist in this task, the manager will provide the committee
63 with a preliminary list of those with whom he/she interacts with on a regular basis.
64 Responses on the approved form shall be signed, and the committee shall prepare a
65 consolidated summary of the ratings and comments. Original survey documents will be
66 destroyed once the consolidated summary is prepared. A copy of the consolidated
67 summary will be made available to the manager at the conclusion of the evaluation
68 procedure.

69

70 **Evaluation Committee Meeting**

71 Prior to the evaluation conference, the person being evaluated will submit to the
72 supervisor a written self-evaluation of his/her performance, which shall be based on the
73 approved job description and previously established, mutually agreed upon goals and
74 objectives. The employee may submit a portfolio of representative work, or any other
75 items he/she considers appropriate.

76

77 The supervisor and the evaluation committee will meet to consider the self-evaluation,
78 the campus/district survey, and any additional material submitted by the manager. The
79 committee may consider any other documents or information sources which they agree
80 are appropriate.

81

82 **Evaluation Report**

83 The committee will produce a written evaluation report within two months following the
84 start of the evaluation process. The report shall include:

85

86 1. A summary of duties from the job description, which shall serve as a basis for the
87 evaluation.

88

89 2. A summary list of the goals and objectives from the prior year that have been
90 mutually agreed upon by the manager and his/her supervisor.

- 91
92 3. An assessment of the extent to which the manager meets his/her stated goals
93 and objectives.
94
95 4. An assessment of the management and leadership strengths of the manager.
96
97 5. The identification of any areas in which the manager can improve his/her
98 performance or management skills.
99

100 The written report shall specify one of the following:

- 101 1. Commendation for superior performance;
102
103 2. Confirmation of satisfactory performance;
104
105 3. Recommendation for improvement and/or further evaluation as indicated by
106 unsatisfactory performance.
107
108

109 The evaluation record shall be read and signed by the manager, the immediate
110 supervisor, and the responsible evaluators before being placed in his/her file. The
111 manager shall receive a copy of the evaluation report, and will have an opportunity to
112 attach a written response within fifteen working days. The response may offer
113 clarification, additional information, or a rebuttal, as the person being evaluated may
114 wish.
115

116 An official file of evaluation reports shall be maintained in the District Personnel Office.
117 Evaluation reports shall not be retained in the file beyond a four-year period if the
118 manager requests that they be expunged.
119

120 There will be only three copies of a completed evaluation. One copy will remain in the
121 possession of the manager being evaluated, one copy will remain with the immediate
122 supervisor, and the original will become a part of the official file in the Personnel Office.
123

124 **Procedures in the Case of Unsatisfactory Performance of Responsibilities**

125 When a manager's performance is judged unsatisfactory, corrective measures will be
126 initiated. The manager shall develop a work plan with measurable goals, objectives and
127 a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed
128 and approved by the immediate supervisor (or Board of Trustees, in the case of the
129 Chancellor) who shall be responsible for monitoring and assisting the manager with the
130 corrective measures. If desired, the immediate supervisor will work with the manager to
131 identify a mentor to provide guidance and advice.
132

133 In order to ascertain the extent to which corrective measures have succeeded, the re-
134 evaluation of the manager shall be undertaken as soon as deemed appropriate by the
135 supervisor, but in no case later than six months after the initial findings of the evaluation
136 committee. The re-evaluation process shall include the submission of new goals and

137 objectives to the immediate supervisor, the formation of a new evaluation committee,
138 the collection of new survey data, and the preparation of an updated evaluation report
139 that assesses the progress (or lack of progress) made since the last evaluation.

140

141 **Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration**

142 In the case of unsatisfactory progress following re-evaluation, managers shall be
143 notified of contract nonrenewal, dismissal, or penalty of limited duration by action of the
144 Board of Trustees in accordance with the Education Code.

145

146 Classified employee evaluations will be conducted in accordance with the Agreement
147 between the District and the Chapter of the California School Employees' Association.

148

149 Confidential employee evaluations will be conducted every three months for the first
150 nine months of service, then every two years thereafter.

151

152 Faculty, full and part-time, evaluations will be conducted in accordance with the
153 Agreement between the District and Chapter of CCA/CTA/NEA.

154

155 Additional documents related to evaluation can be reviewed on the Human Resources
156 webpage.

157

158 Also see BP/AP 2435 titled Evaluation of the Chancellor

159

160 **Reference:** Accreditation Standard III.A.5 (formerly III.A.1.b)

161

Approved: 5/9/13

Revised: 2/19/15

162

163

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: March 12, 2015

SUBJECT: Consideration of Approval to Accept Board Policies for First Reading:
BP 2015 Student Trustees
BP 2105 Election of Student Trustees
BP 2110 Vacancies on the Board
BP 2130 Term Limits
BP 2210 Officers
BP 2220 Committees of the Board
BP 2305 Annual Organizational Meeting
BP 2315 Closed Sessions
BP 2320 Special and Emergency Meetings
BP 2330 Quorum and Voting
BP 2340 Agendas
BP 2345 Public Participation at Board Mtgs
BP 2350 Speakers
BP 2355 Decorum
BP 2360 Minutes
BP 2365 Recording
BP 2432 Chancellor Succession
BP 2610 Presentation of Initial Collective Bargaining Proposals
BP 2710 Conflict of Interest
BP 2716 Political Activity
BP 2717 Personal Use of Public Resources
BP 2720 Communications Among Board Members
BP 2725 Board Member Compensation
BP 2730 Board Member Health Benefits
BP 2750 Board Member Absence from the State
BP 3510 Workplace Violence Plan
BP 5500 Standards of Student Conduct & Discipline
BP 6300 Fiscal Management

Submitted for Information Only:
AP 2105 Election of Student Trustees
AP 2110 Vacancies on the Board
AP 2320 Special and Emergency Meetings
AP 2340 Agendas
AP 2365 Recording
AP 2610 Presentation of Initial Collective Bargaining Proposals
AP 2710 Conflict of Interest

AP 2712 Conflict of Interest Code
AP 2730 Board Member Health Benefits
AP 3510 Workplace Violence Plan
AP 4040 Library & Other Instructional Support Services
AP 6300 Fiscal Management
AP 7160 Professional Development

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policies BP 2015 Student Trustees; BP 2105 Election of Student Trustees; BP 2110 Vacancies on the Board; BP 2130 Term Limits; BP 2210 Officers; BP 2220 Committees of the Board; BP 2305 Annual Organizational Meeting; BP 2315 Closed Sessions; BP 2320 Special and Emergency Meetings; BP 2330 Quorum and Voting; BP 2340 Agenda; BP 2345 Public Participation at Board Mtgs; BP 2350 Speakers; BP 2355 Decorum; BP 2360 Minutes; BP 2365 Recording; BP 2432 Chancellor Succession; BP 2610 Presentation of Initial Collective Bargaining Proposals; BP 2710 Conflict of Interest; BP 2716 Political Activity; BP 2717 Personal Use of Public Resources; BP 2720 Communications Among Board Members; BP 2725 Board Member Compensation; BP 2730 Board Member Health Benefits; BP 2750 Board Member Absence from the State; BP 3510 Workplace Violence Plan; BP 5500 Standards of Student Conduct & Discipline; and BP 6300 Fiscal Management for first reading.

AP 2710 Conflict of Interest; AP 2712 Conflict of Interest Code; AP 2730 Board Member Health Benefits; AP 3510 Workplace Violence Plan; AP 4040 Library & Other Instructional Support Services; AP 6300 Fiscal Management; AP 7160 Professional Development 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.

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

BP 2015 STUDENT TRUSTEES

(Replaces current SBCCD BP 2060 and 2070)

NOTE: The language in red ink is legally required.

❖ From current SBCCD BP 2060 titled Student Trustees

The Board of Trustees shall include two (2) non-voting student members (one representing each college in the District). The term of office shall be one year commencing at the first Board meeting in June and terminating on the last Board meeting in May of each academic year. ~~(In the event the Board of Trustees extends the privileges of the student trustees, the term shall begin on May 15 of each calendar year.)~~

NOTE: The District must abide by the language in Education Code Section 72023.5 which does not require the student trustee to be a resident. There is a Chancellor's office opinion dated May 23, 2001 that indicates Districts cannot impose more restrictions than those found in EC 72023.5.

The student member shall ~~be a resident of California at the time of nomination, and during the term of service, and shall be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 grade point average (GPA) during the term of office.~~

NOTE: The following language from current SBCCD BP 2060 is shown as struck because it is addressed in new BP 2105 titled Election of Student Trustees.

~~The student members shall be chosen by the students enrolled in the district as follows:~~

~~The student member shall be elected by all the students enrolled in the respective college in a general election held for that purpose. Normally an election will be held in the spring semester so that the office is filled by June 1. Special elections shall be held if the office becomes vacant by reason of the resignation or disqualification of an elected student member, or by any other reasons. Special elections shall be held within~~

45 ~~thirty (30) days after notice of the vacancy comes to the attention of the Chancellor~~
46 ~~provided the vacancy occurs in the first half of the term of office. The ASB may appoint~~
47 ~~for the remainder of the term when a vacancy occurs in the last half of the term of office.~~
48 ~~Candidates for the position may nominate themselves or be nominated by others by the~~
49 ~~filing of an application at their campus of residence certifying that the candidate is~~
50 ~~eligible for service under the criteria set forth in California law and these policies.~~

51
52 ~~An election will be conducted at each college in accordance with the administrative~~
53 ~~procedures adopted by the college student elections, except that all members of the~~
54 ~~student body shall be permitted to vote for the student member. Each candidate from~~
55 ~~throughout the District who has qualified shall be listed on the ballot at each college.~~
56 ~~The successful candidate must receive a plurality of all votes cast.~~

57
58 The student member shall be seated with the Board and shall be recognized as a full
59 member of the Board at meetings. The student member is entitled to participate in
60 discussion of issues and receive all materials presented to members of the Board
61 (except for closed session). The student member shall be entitled to any mileage
62 allowance necessary to attend Board meetings to the same extent as publicly elected
63 trustees.

64
65 **The student trustees have the responsibility to be contributing and ethical members of**
66 **the board.**

67
68 **The primary duties of the Student Trustees are to attend and participate in all open**
69 **board meetings, other duties may include:**

- 70 • **Represent the District at community events**
- 71 • **Advocate for the colleges and students to the legislatures**
- 72 • **Attend ASO/ Associated Student Government meetings**
- 73 • **Meet regularly with senior administrators**

74
75 ***NOTE: The Board of Trustees is responsible to decide whether to grant the following***
76 ***privileges to student members by May 15 of each year. Inclusion of the following policy***
77 ***will remind the Board of this requirement for annual review and action. It is **not*****
78 ***required that the Board adopt the following language in **red ink**. However, the Board***
79 ***must annually decide whether to grant privileges (if any) to the student trustee. The***
80 ***following lists possible privileges.***

81
82 Pursuant to Education Code Section 72023.5, oOn or before May 15 of each year, the
83 Board ~~must reconfirm the following~~ of Trustees shall consider whether to afford the
84 student trustees any of the following privileges:

- 85 • The privilege to receive compensation for meeting attendance at a level of \$100
86 per month. In the event a student trustee has an unexcused absence to a
87 required meeting, the compensation shall be prorated for the pay period.
- 88 • The privilege to make and second motions.
- 89 • The privilege to attend closed sessions, other than closed sessions on personnel
90 or collective bargaining matters, at the discretion of the Board of Trustees.

- The privilege to vote in an advisory capacity vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15.

~~If one or more of these privileges is granted, the term will commence on May 15 of each calendar year.~~

Reference:

~~Education Code § 72023.5~~

❖ From current SBCCD BP 2070 titled Advisory Voting Student Member

~~In compliance with Education Code Section 72023.5, the Board of Trustees of the San Bernardino Community College District may include two advisory voting student members who are enrolled in and maintain at least five (5) semester units in the District.~~

~~The student members of the Board shall be entitled to all privileges and rights provided elected members of the Board, including receiving of materials and participating in the questioning of witnesses and the discussion of issues, with the following exceptions:~~

- ~~1. The student member shall not have the right or be afforded the opportunity to either attend closed sessions of the Governing Board or receive materials related thereto.~~
- ~~2. The student member may be entitled to compensation of \$100 per month as prescribed by Education Code Section 72425. In the event a student Board member has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.~~
- ~~3. The student member shall not be entitled to vote on matters being considered by the Board of Trustees except in an advisory capacity that will not be tallied into the official vote.~~

~~The term of the student member shall be one year, commencing on, May 15 each fiscal year.~~

~~The student will be seated at the next regular Board meeting following the beginning of their one-year term of office.~~

The student trustees Board member shall meet the eligibility requirements as outlined in Board Policy 2060 BP 2105 titled Election of Student Trustees.

Reference: Education Code §§ Section 72023.5, 72425

137 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
138 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
139 current SBCCD BP 2060 titled Student Trustees adopted on 4/11/13 and SBCCD BP 2070 titled Advisory
140 Voting Student Member adopted on **no date indicated** and amended on 6/14/12. The language in **blue**
141 **ink** is included for consideration. The language in **green ink** was added by the Board Policy Work Group
142 on 4/22/14. **Green highlights are recommendations from the District Assembly Work Group.**
143

Adopted: 4/11/13

Revised:

144
145

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

BP 2105 ELECTION OF STUDENT TRUSTEES

Each college will elect a student trustee for a one year term. An election will be held in the Spring semester so that the office is filled by June 1.

An election will be conducted at each college in accordance with administrative procedures. The successful candidate must receive a simple majority of all votes cast.

Candidates for the position may nominate themselves or be nominated by others by the filing of an application certifying that the candidate is eligible for service under the criteria set forth in California law and these policies. The election will be conducted in accordance with administrative procedures.

If the seat of a student member becomes vacant for any reason during his/her term, the Board of Trustees may authorize the officers of the student body association(s) to appoint a student to serve the remainder of the term in accordance with administrative procedures.

A student trustee may be recalled by the student body at their respective college in a special election held for that purpose in accordance with administrative procedures.

Also see BP 2015 titled Student Trustee and AP 2105 titled Election of Student Trustees

References: Education Code Sections 72023.5 and 72103

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 **blue ink** reflects the latest legal revisions from Legal Update 24 issues in April 2014 by the Policy and Procedure Service. The language in **green ink** was added by the Board Policy Work Group on 5/20/14. Green highlights are recommendations by the District Assembly Work Group.

Adopted:

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2105 ELECTION OF STUDENT TRUSTEES

Ask the Chief Student Services Officers at each college to review the language in this administrative procedure as well as BPs 2015 and 2105 to ensure the language in the Student Government Bylaws is consistent with board policy and administrative procedures.

The student trustee(s) representing their respective college shall be elected, for a one year term, by a simple majority of those voting in a regular election of the student body. All members of the student body may vote. The election will be conducted during the spring semester and will be completed in time for the student member to take office on June 1.

The office shall become vacant if a student trustee becomes ineligible for the office, resigns, is recalled, or dies.

If the seat of a student member becomes vacant during his/her term, the Board of Trustees may authorize the officers of the student body associations to appoint a student to serve the remainder of the term in accordance with the administrative procedures.

No special election will be called if the vacancy occurs within 30 days prior to a regularly scheduled election for the student trustee(s).

The student trustee(s) may be recalled in an election conducted in the same manner as the election to office. An election will be called upon presentation to the Chancellor of a petition signed by at least 30% of the students enrolled at the time of filing the petition. No recall election will be held if the petition is received within 30 days of a regularly scheduled election for the student trustee(s).

Reference: Education Code Section 72023.5

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 **blue ink** reflects the latest legal revisions from Legal Update 24 issues in April 2014 by the Policy and Procedure Service.

45 The language in **green ink** was added by the Board Policy Work Group on 5/20/14. Green highlights are
46 recommendations by the District Assembly Work Group.
47

Approved:

48
49

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

BP 2110 VACANCIES ON THE BOARD

(Replaces current SBCCD BP 2080)

NOTE: The language in red ink is legally required.

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

The Chancellor shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

❖ From current SBCCD BP 2080 titled Board Vacancies

Any vacancy on the Board shall be filled by special election or provisional appointment in accordance with the provisions of the Education Code. Vacancies are caused by any of the events specified in the Government Code or by failure to elect. Any resignation must be filed in writing with the County Superintendent of Schools.

45
46 Vacancies for the student board member(s) are addressed BP 2105 titled Election of
47 Student Trustees are filled for the unexpired term by the Associated Students. A
48 vacancy exists in the student Board position when the student Board member resigns
49 from the Board. A vacancy may occur if the student Board member misses three (3)
50 consecutive Board meetings without authorization, is enrolled for fewer than **nine (9)**
51 units, or does not maintain a cumulative grade point average of **2.5**. The unit load and
52 the GPA are to be maintained during the entire term of office.

53
54 **References:** Education Code Sections 5090-5092 et seq.
55 Government Code Section 1770 § ~~1070~~ **(No longer exists)**

56
57
58 **NOTE:** The **red ink** signifies language that is **legally required** (unless indicated otherwise) and
59 recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).
60 The language in **black ink** is from current SBCCD BP 2080 titled Board Vacancies adopted on 1/11/01
61 and amended on 6/11/09. The language in **blue ink** is included for consideration. This document was
62 reviewed by the Board Policy Work Group on 4/22/14. Green highlights are recommendations from the
63 District Assembly Work Group.
64

Adopted: 1/11/01
Revised: 6/11/09

65
66

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2110 VACANCIES ON THE BOARD

(Replaces current SBCCD AP 2080)

❖ **From current SBCCD AP 2080 titled Board Vacancies**

- A. Vacancies are created on the Board for a regular Board Member when a written resignation or deferred resignation is filed with the County Superintendent of Schools. Once the written resignation or deferred resignation has been accepted by the County Superintendent of Schools, it is irrevocable.
- B. An office becomes vacant on the happening of any of the following events before the expiration of the term:
1. The death of the incumbent.
 2. An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/ or her office for the remainder of his/ or her term. This subdivision shall not apply to offices created by the California Constitution or to federal or state legislators.
 3. His/ or her resignation.
 4. His/ or her removal from office.
 5. His/ or her ceasing to be an inhabitant of the state, or if the office be local and one for which local residence is required by law, of the district, county, or city for which the officer was chosen or appointed, or within which the duties of his/ or her office are required to be discharged.
 6. His/ or her absence from the state without the permission required by law beyond the period allowed by law.

- 44 7. His/ or her ceasing to discharge the duties of his/ or her office for the period of
45 three consecutive months, except when prevented by sickness, or when
46 absent from the state with the permission required by law.
47
- 48 8. His/ or her conviction of a felony or of any offense involving a violation of
49 his/ or her official duties. An officer shall be deemed to have been convicted
50 under this subdivision when trial court judgment is entered. For the purposes
51 of this subdivision, "trial court judgment" means a judgment by the trial court
52 either sentencing the officer or otherwise upholding and implementing the
53 plea, verdict, or finding.
54
- 55 9. His/ or her refusal or neglect to file his/ or her required oath or bond within the
56 time prescribed.
57
- 58 10. The decision of a competent tribunal declaring void his/ or her election or
59 appointment.
60
- 61 11. The making of an order vacating his/ or her office or declaring the office
62 vacant when the officer fails to furnish an additional or supplemental bond.
63
- 64 12. His/ or her commitment to a hospital or sanitarium by a court of competent
65 jurisdiction as a drug addict, dipsomaniac, inebriate, or stimulant addict; but in
66 that event the office shall not be deemed vacant until the order of commitment
67 has become final.
68
- 69 C. Whenever a vacancy occurs, or whenever a resignation has been filed with the
70 County Superintendent of Schools containing a deferred effective date the Board
71 of Trustees shall within 60 days of the vacancy or the filing of the deferred
72 resignation, either order an election or make a provisional appointment to fill the
73 vacancy. A governing board member may not defer the effective date of his/ or
74 her resignation for more than 60 days after he/ or she files the resignation with
75 the County Superintendent of Schools.
76
- 77 1. When an election is ordered, it shall be held on the next regular election date
78 provided pursuant to Chapter 1 (commencing with Section 1000) of Division 1
79 of the Elections Code not less than 130 days after the occurrence of the
80 vacancy or after the written resignation is filed with the County
81 Superintendent of Schools.
82
- 83 2. If a provisional appointment is made within the 60-day period, the registered
84 voters of the district may, within 30 days from the date of the appointment,
85 petition for the conduct of a special election to fill the vacancy. The petition
86 list shall meet the requirements of Education Code § [Section](#) 5091.
87

- 88 3. A provisional appointment made pursuant to subdivision (a) confers all
89 powers and duties of a governing board member upon the appointee
90 immediately following his or her appointment.
91
- 92 4. A person appointed to fill a vacancy shall hold office only until the next
93 regularly scheduled election for district governing board members, where
94 upon an election shall be held to fill the vacancy for the remainder of the
95 unexpired term.
96
- 97 5. There shall be no special election or appointment to fill a vacancy on a
98 governing board if the vacancy occurs within four months of the end of the
99 term of that position.

100
101 D. Short-term appointments shall constitute a vacancy in excess of four months but
102 with not more than ten months remaining until the next election. The Governing
103 Board shall have the option of appointing a person to fill the vacancy. All
104 vacancies in excess of ten months of the next general election shall be selected
105 through a special election.
106

107 **NOTE: The language in red ink is legally advised.**

108
109 **Filling a Vacancy**

110 When the Board of Trustees determines to fill the vacancy by appointment, the
111 Chancellor shall assure that there is ample publicity to and information for
112 prospective candidates. Publicity shall include posting in three public places in
113 the District and publication in a newspaper of general circulation. (NOTE: This
114 publication, which is required by Government Code Section 6061, is only
115 required to be published once. If there is no newspaper of general circulation
116 published in the District, the notice need not be published.)

117
118 The posted notice of vacancy shall include directions regarding applications or
119 nominations of legally qualified candidates. Persons applying or nominated must
120 meet the qualifications required by law for members of the Board.

121
122 **Applying for an Appointment**

123 Persons applying for appointment to the Board shall receive a letter from the
124 Chancellor containing information about the District and the Board, and including
125 a candidate information sheet to be completed and returned by a specific date.

126
127 **Interviewing and Selecting Candidates**

128 The Board shall request interviews with candidates. Interviews will be conducted
129 in a public hearing scheduled for that purpose.

130
131 Each Board member will review all candidate information sheets, with final
132 selection made by a majority vote of the Board members at a public meeting
133 called for that purpose.

134
135 Whenever a provisional appointment is made, the Board shall, within 10 days of
136 the provisional appointment, post notices of both the actual vacancy or the filing
137 of a deferred resignation and the provisional appointment in three public places
138 in the District. It shall also publish a notice in a newspaper of general circulation.
139 (NOTE: This publication, which is required by Government Code Section 6061,
140 is only required to be published once. If there is no newspaper of general
141 circulation published in the District, notice need not be published.)

142
143 The notice shall state the fact of the vacancy or resignation and the date of the
144 occurrence of the vacancy or the date of the filing of, and the effective date of,
145 the resignation. It shall also contain the full name of the provisional appointee to
146 the Board, the date of appointment, and a statement that unless a petition calling
147 for a special election, containing a sufficient number of signatures, is filed in the
148 Office of County Superintendent of Schools within 30 days of the date of the
149 provisional appointment, it shall become an effective appointment.

150
151 A provisional appointment confers all powers and duties of a Board member
152 upon the appointee immediately following his/her appointment.

153
154 **Term and Powers of Office**

155 A person appointed to fill a vacancy shall hold office only until the next regularly
156 scheduled election for Board members. An election shall be held to fill the
157 vacancy for the remainder of the unexpired term. A person elected at an election
158 to fill the vacancy shall hold office for the remainder of the term in which the
159 vacancy occurs or will occur.

160
161 **References:** Education Code §§ Sections 5090 et seq. 5090 – 5095;
162 Government Code Sections 1770 and 6061

163
164
165 **NOTE:** *The **red ink** signifies language that is **legally advised** and recommended by the Policy and*
166 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from*
167 *the current SBCCD AP 2080 titled Board Vacancies approved in 4/04. The language in **blue ink** is*
168 *included for consideration. This document was reviewed by the Board Policy Work Group on 4/22/14.*
169

Approved: 4/04
Revised:

170
171

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

BP 2130 TERM LIMITS

The District does not currently limit the number of terms a member of the Board of Trustees may serve on the Board.

The Board may adopt or the residents of the District may propose, by initiative, a proposal to limit the number of terms a member of the Board of Trustees may serve on the Board. Any proposal to limit the number of terms a member of the Board may serve shall not become operative unless it is submitted to the electors of the District at a regularly scheduled election and a majority of the votes cast on the question favor adoption of the proposal. Any such proposal shall be subject to requirements set forth in Elections Code Sections 9500 et seq.

References: Education Code Section 72103(c);
Elections Code Sections 9500 et seq.

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 **green ink** was added by the Board Policy Work Group on 4/22/14.

Adopted:

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

BP 2210 OFFICERS

(Replaces current SBCCD BP 2100)

NOTE: The language in red ink is legally required.

NOTE: The following language from current SBCCD BP 2100 is shown as struck here as it is now reflected in new BP 2305 titled Annual Organizational Meeting.

❖ From current SBCCD BP 2100 titled Organization and Election of Officers

~~A. Organizational Meeting~~

~~The Board shall hold an annual organizational meeting on a day within fifteen calendar days of the last Friday in November and shall elect a president, a vice president, and a clerk from its members.~~

At the annual organizational meeting (See BP 2305 titled Annual Organizational Meeting), the Board of Trustees shall elect officers from among its members. The terms of officers shall be for one year.

~~B. Duties of the President of the Board:~~

- ~~1. Preside over all meetings of the Board;~~
- ~~2. Call emergency and special meetings of the Board as required by law;~~
- ~~3. Consult with the CEO Chancellor on the Board meeting agendas;~~
- ~~4. Communicate with individual Board members about their responsibilities;~~
- ~~5. Participate in the orientation process for new Board members;~~
- ~~6. Assure Board compliance with policies on Board education, Board self-evaluation, and CEO evaluation of the Chancellor;~~

- 45 7. Represent the Board at official events or ensure Board representation.
46
47 8. The Board President may contact District legal counsel regarding business of the
48 District as he/ or she deems necessary and the Board President will provide a
49 report to the Board and Chancellor regarding the topic of the call and the
50 associated costs. The President has the right to vote on all issues and to
51 participate in the discussions. (Note: This is an exception to Robert's Rules of
52 Order.)
53
54 9. The Board President shall establish ad hoc committees to comply with Board
55 Policies and deadlines.
56

57 **C. Duties of the Vice President of the Board:**
58

- 59 1. To perform in the absence of the President, all the duties of the President;
60
61 2. To attest the signature of the President or other members of the Board on
62 contracts, agreements, deeds, leases, and other legal documents not delegated
63 to the Chancellor or other officers of the District;
64
65 3. To attest to the signature of the President or other members of the Board on all
66 other documents of the District when the attestation is a legal requirement.
67

68 **D. Duties of the Clerk of the Board:**
69

- 70 1. To perform in the absence of the President, or the Vice President all the duties of
71 the President;
72
73 2. To attest the signature of the President or other members of the Board on
74 contracts, agreements, deeds, leases, and other legal documents not delegated
75 to the Chancellor or other officers of the District;
76
77 3. To attest to the signature of the President or other members of the Board on all
78 other documents of the District when the attestation is a legal requirement;
79
80 4. To certify copies of records of the District as required.
81

82 **E. Board Secretary**
83

84 The Chancellor of the District shall ~~be~~ serve as the Secretary to the Board.
85

86 **F. Duties of the Secretary to the Board:**
87

- 88 1. Notify members of the Board of regular, special, emergency, and adjourned
89 meetings;
90

- 91 2. Prepare and post the Board meeting agendas;
92
93 3. Have prepared for adoption minutes of the Board meetings;
94
95 4. Attend all Board meetings and closed sessions unless excused, and in such
96 cases to assign a designee;
97
98 5. Conduct the official correspondence of the Board;
99
100 6. Certify as legally required all Board actions;
101
102 7. Sign, when authorized by law or by Board action, any documents that would
103 otherwise require the signature of the Secretary or the Clerk of the Board.
104

105 The Board does not have an official system of rotation or officers; it elects the officers
106 each year from among all its members.
107

108 **Reference:** Education Code § Section 72000
109
110

111 **NOTE:** The **red ink** signifies language that is **legally required** (unless indicated otherwise) and
112 recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).
113 The language in **black ink** is from current SBCCD BP 2100 titled Organization and Election of Officers
114 adopted on **no date specified** and amended on 6/11/09. The language in **blue ink** is included for
115 consideration. The language in **green ink** was added by the Board Policy Work Group on 4/22/14.
116

Adopted: No date

Revised: 6/11/09

117
118

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

BP 2220 COMMITTEES OF THE BOARD

(Replaces current SBCCD BP 2220)

NOTE: The language in red ink is legally required.

❖ From current SBCCD BP 2220 titled Committees of the Board

The Board may by action establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act ([Brown Act](#)) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees. ~~and do not have authority that may lawfully be exercised by the Board itself are not required to comply with the California Public Meetings Act, or with these policies regarding open meetings.~~

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Reference: Government Code § [Section](#) 54952

NOTE: The **red ink** signifies language that is **legally required** (unless indicated otherwise) 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 2220 titled Committees of the Board adopted on 1/11/01 and amended on 4/8/04. The language in **blue ink** is included for consideration. This document was reviewed by the Board Policy Work Group on 4/22/14.

Adopted: 1/11/01

Revised: 4/8/04, _____

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

BP 2305 ANNUAL ORGANIZATIONAL MEETING

(Replaces current SBCCD BP 2100)

NOTE: The language in red ink is legally required.

❖ From current SBCCD BP 2100 titled Organization and Election of Officers

A. Organizational Meeting

The Board shall hold an annual organizational meeting on a day within fifteen calendar days of the last Friday in November and shall elect a president, a vice president, and a clerk from its members.

The purpose of the annual organizational meeting is to elect a president, vice president, and a clerk, and conduct any other business as required by law or determined by the Board.

NOTE: The following language from current SBCCD BP 2100 is shown as struck here as it is now reflected in new BP 2210 titled Officers.

~~B. Duties of the President of the Board:~~

- ~~1. Preside over all meetings of the Board;~~
- ~~2. Call emergency and special meetings of the Board as required by law;~~
- ~~3. Consult with the CEO on board meeting agenda;~~
- ~~4. Communicate with individual board members about their responsibilities;~~
- ~~5. Participate in the orientation process for new board members;~~
- ~~6. Assure Board compliance with policies on board education, self-evaluation and CEO evaluation;~~

- 45 7. ~~Represent the Board at official events or ensure board representation.~~
46
47 8. ~~The Board President may contact District legal counsel regarding business of the~~
48 ~~District as he or she deems necessary and the Board President will provide a~~
49 ~~report to the Board and Chancellor regarding the topic of the call and the~~
50 ~~associated costs. The President has the right to vote on all issues and to~~
51 ~~participate in the discussions. (Note: This is an exception to Robert's Rules of~~
52 ~~Order.)~~

53

54 **~~C. Vice President~~**

55

- 56 1. ~~To perform in the absence of the President, all the duties of the President;~~
57
58 2. ~~To attest the signature of the President or other members of the Board on~~
59 ~~contracts, agreements, deeds, leases, and other legal documents not delegated~~
60 ~~to the Chancellor or other officers of the District;~~
61
62 3. ~~To attest to the signature of the President or other members of the Board on all~~
63 ~~other documents of the District when the attestation is a legal requirement.~~

64

65 **~~D. Clerk~~**

66

- 67 1. ~~To perform in the absence of the President, or the Vice President all the duties of~~
68 ~~the President;~~
69
70 2. ~~To attest the signature of the President or other members of the Board on~~
71 ~~contracts, agreements, deeds, leases, and other legal documents not delegated~~
72 ~~to the Chancellor or other officers of the District;~~
73
74 3. ~~To attest to the signature of the President or other members of the Board on all~~
75 ~~other documents of the District when the attestation is a legal requirement;~~
76
77 4. ~~To certify copies of records of the District as required.~~

78

79 **~~E. Board Secretary~~**

80

81 ~~The Chancellor of the District shall be the secretary to the Board.~~

82

83 **~~F. Duties of the Secretary to the Board:~~**

84

- 85 1. ~~Notify members of the Board of regular, special, emergency, and adjourned~~
86 ~~meetings;~~
87
88 2. ~~Prepare and post board meeting agendas;~~
89
90 3. ~~Have prepared for adoption minutes of board meetings;~~

- 91
92 4. ~~Attend all board meetings and closed sessions unless excused, and in such~~
93 ~~cases to assign a designee;~~
94
95 5. ~~Conduct the official correspondence of the Board;~~
96
97 6. ~~Certify as legally required all board actions;~~
98
99 7. ~~Sign, when authorized by law or by board action, any documents that would~~
100 ~~otherwise require the signature of the Secretary or the Clerk of the Board.~~

101
102 ~~The Board does not have an official system of rotation or officers; it elects the officers~~
103 ~~each year from among all its members.~~
104

105
106 **Reference:** Education Code Section § 72000(c)(2)(A)
107

108
109 **NOTE:** *The **red ink** signifies language that is **legally required** (unless indicated otherwise) and*
110 *recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).*
111 *The language in **black ink** is from current SBCCD BP 2100 titled Organization and Election of Officers*
112 *adopted on **no date specified** and amended on 6/11/09. The language in **blue ink** is included for*
113 *consideration. This document was reviewed by the Board Policy Work Group on 4/22/14.*
114

Adopted: No date
Revised: 6/11/09, _____

115
116

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

BP 2315 CLOSED SESSIONS

(Replaces current SBCCD BP 2120)

❖ **From current SBCCD BP 2120 titled Board Meetings**

NOTE: *The language below is addressed in new BP 2310 titled Regular Meetings of the Board.*

~~A. All regular and special meetings of the Board are open to the public and comply with the Brown Act provisions, except as otherwise required or permitted by law.~~

~~A notice identifying the location, date, and time of each meeting of the Board shall be posted at least 72 hours prior to the meeting and shall remain posted until the day and time of the meeting.~~

~~All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.~~

B. Regular Meetings

~~Regular meetings of the Board shall be held on the second Thursday of each month. Meetings will be held in the District Assembly Room, 114 S. Del Rosa Avenue, San Bernardino, California, 92408, or as otherwise specified by previous Board action. Meetings will begin at 4:00 p.m. or as otherwise specified by previous Board action. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in Administrative Regulation 2120.~~

NOTE: *The language on special meetings is addressed in new BP 2320 titled Special and Emergency Meetings.*

C. Special Meetings

~~Special meetings may be held at the call of the President of the Board, or upon a call issued in writing and signed by a majority of the members of the Board, except that by~~

45 unanimous consent a special meeting may be convened at any time. The date set for a
46 special meeting shall be at least twenty-four hours subsequent to the completion of the
47 call. No business shall be transacted at a special meeting other than that specified in
48 the call, except that, by unanimous consent, any business matter may be transacted at
49 any special meeting.

50

51 ~~D. Executive Sessions (Closed Session)~~

52

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

54

55 Closed sessions of the Board of Trustees shall only be held as permitted by applicable
56 legal provisions including but not limited to the Brown Act, California Government
57 Code, and California Education Code. Matters discussed in closed session may
58 include:

59

60 • The appointment, employment, evaluation of performance, discipline or dismissal
61 of a public employee;

62

63 • Charges or complaints brought against a public employee by another person or
64 employee, unless the accused public employee requests that the complaints or
65 charges be heard in an open session. ~~The employee shall be given at least~~
66 ~~twenty-four (24) hours written notice of the closed session;~~ (NOTE: See
67 *language in red below*)

68

69 • Advice of counsel on pending litigation, as defined by law;

70

71 • Consideration of tort liability claims as part of the District's membership in any
72 joint powers agency formed for purposes of insurance pooling;

73

74 • Real property transactions;

75

76 • Threats to public security;

77

78 • Review of the District's position regarding labor negotiations and giving
79 instructions to the District's designated negotiator;

80

81 • Discussion of student disciplinary action, with final action taken in public;

82

83 • Conferring of honorary degrees;

84

85 • Consideration of gifts from a donor who wishes to remain anonymous.

86

87 • To consider its response to a confidential final draft audit report from the Bureau
88 of State Audits.

89

90 The agenda for each regular or special meeting shall contain information regarding
91 whether a closed session will be held and shall identify the topics to be discussed in any
92 closed session in the manner required by law.

93
94 After any closed session, the Board shall reconvene in open session before adjourning
95 and shall announce any actions taken in closed session and the vote or abstention of
96 every member present.

97
98 All matters discussed or disclosed during a lawfully held closed session and all notes,
99 minutes, records or recordings made of such a closed session are confidential and shall
100 remain confidential unless and until required to be disclosed by action of the Board or
101 by law.

102
103 **NOTE:** *Although the following language is not legally required, it is **suggested as***
104 **good practice.** *It is designed to assure that when charges or complaints are brought*
105 *by any person against an employee, before the Board hears them in accordance with*
106 *Government Code Section 54957, the administration of the district has an opportunity to*
107 *address, and possibly solve, the problem.*

108
109 Pursuant to Government Code Section 54957, if any person requests an opportunity to
110 present complaints to the Board about a specific employee, such complaints shall first
111 be presented to the Chancellor. Notice shall be given to the employee against whom
112 the charges or complaints are directed. If the complaint is not first resolved at the
113 administrative level, the matter shall be scheduled for a closed session of the Board.
114 The employee against whom the charges or complaints are directed shall be given at
115 least 24 hours written notice of the closed session, and shall be given the opportunity to
116 request that the complaints be heard in an open meeting of the Board of Trustees.

117
118 **NOTE:** *The language below is addressed in new BP 2310 titled Regular Meetings of*
119 *the Board.*

120
121 **E. Recessed Meetings**

122
123 ~~Meetings may be recessed by the President with the consent of the majority of the~~
124 ~~Board members present.~~

125
126 **F. Study Sessions**

127
128 ~~The Board may hold study sessions open to the public for the study of general topics of~~
129 ~~interest to the Board or the community in the operation of the District Board procedures~~
130 ~~and programs.~~

131
132 **G. Hearing on the Budget**

133
134 ~~A public hearing of the budget shall be held in conjunction with the September Board~~
135 ~~Meeting prior to adoption of the budget as provided by law.~~

136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159

H. Taking Action on Items not on the Agenda

~~The Board may only take action on items not posted on the agenda by a two-thirds vote or a unanimous vote when a simple majority exists under the following conditions (a) an emergency situation exists; (b) there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted; and (c) the item was continued from a previous meeting to the meeting at which action is being taken.~~

~~Education Code § 72112
Government Code §§ 54956.8, 54956.9 54957 et.seq.
Evidence Code § 1040~~

References: Education Code Section 72122;
Government Code Sections 11125.4, 54956.8, 54956.9, 54957, and
54957.6

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 2120 titled Board Meetings adopted on **no date indicated** and amended on 4/8/04. The language in **green ink** was added by the Board Policy Work Group on 5/6/14.

Adopted: No date
Revised: 4/8/04; _____

160
161

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

BP 2320 SPECIAL AND EMERGENCY MEETINGS

(Replaces current SBCCD BP 2120)

❖ **From current SBCCD BP 2120 titled Board Meetings**

NOTE: The language below is addressed in new BP 2310 titled Regular Meetings of the Board.

~~A. All regular and special meetings of the Board are open to the public and comply with the Brown Act provisions, except as otherwise required or permitted by law.~~

~~A notice identifying the location, date, and time of each meeting of the Board shall be posted at least 72 hours prior to the meeting and shall remain posted until the day and time of the meeting.~~

~~All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.~~

B. Regular Meetings

~~Regular meetings of the Board shall be held on the second Thursday of each month. Meetings will be held in the District Assembly Room, 114 S. Del Rosa Avenue, San Bernardino, California, 92408, or as otherwise specified by previous Board action. Meetings will begin at 4:00 p.m. or as otherwise specified by previous Board action. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in Administrative Regulation 2120.~~

C. Special Meetings

NOTE: The language in red ink is legally required.

~~Special meetings may be held at the call of the President of the Board, or upon a call issued in writing and signed by a majority of the members of the Board, except that by unanimous consent a special meeting may be convened at any time. The date set for a~~

45 ~~special meeting shall be at least twenty-four hours subsequent to the completion of the~~
46 ~~call. No business shall be transacted at a special meeting other than that specified in~~
47 ~~the call, except that, by unanimous consent, any business matter may be transacted at~~
48 ~~any special meeting.~~

49
50 Special meetings may from time to time be called by the President of the Board of
51 Trustees or by a majority of the members of the Board. Notice of such meetings shall
52 be posted at least 24 hours before the time of the meeting, and shall be noticed in
53 accordance with the Brown Act. No business other than that included in the notice may
54 be transacted or discussed.

55
56 Emergency meetings may be called by the President of the Board when prompt action
57 is needed because of actual or threatened disruption of public facilities under such
58 circumstances as are permitted by the Brown Act, including work stoppage, crippling
59 disasters, and other activity that severely impairs public health or safety.

60
61 No closed session shall be conducted during an emergency meeting, except as
62 provided for in the Brown Act to discuss a dire emergency.

63
64 The Chancellor shall be responsible to ensure that notice of such meetings is provided
65 to the local news media as required by law.

66
67
68 ***NOTE: The language on closed sessions is addressed in new BP 2315 titled Closed***
69 ***Sessions.***

70
71 ~~D. Executive Sessions (Closed Session)~~

72
73 ~~Closed sessions of the Board shall only be held as permitted by applicable legal~~
74 ~~provisions including but not limited to the Brown Act, California Government Code, and~~
75 ~~California Education Code. Matters discussed in closed session may include:~~

- 76
77 • ~~The appointment, employment, evaluation of performance, discipline or dismissal~~
78 ~~of a public employee;~~
79
80 • ~~Charges or complaints brought against a public employee by another person or~~
81 ~~employee, unless the accused public employee requests that the complaints or~~
82 ~~charges be heard in an open session. The employee shall be given at least~~
83 ~~twenty-four (24) hours written notice of the closed session;~~
84
85 • ~~Advice of counsel on pending litigation, as defined by law;~~
86
87 • ~~Consideration of tort liability claims as part of the District's membership in any~~
88 ~~joint powers agency formed for purposes of insurance pooling;~~
89
90 • ~~Real property transactions;~~

- 91
- 92 • Threats to public security;
- 93
- 94 • Review of the District's position regarding labor negotiations and giving
- 95 instructions to the District's designated negotiator;
- 96
- 97 • Discussion of student disciplinary action, with final action taken in public;
- 98
- 99 • Conferring of honorary degrees;
- 100
- 101 • Consideration of gifts from a donor who wishes to remain anonymous.
- 102

103 The agenda for each regular or special meeting shall contain information regarding
104 whether a closed session will be held and shall identify the topics to be discussed in any
105 closed session in the manner required by law.

106
107 After any closed session, the Board shall reconvene in open session before adjourning
108 and shall announce any actions taken in closed session and the vote of every member
109 present.

110
111 All matters discussed or disclosed during a lawfully held closed session and all notes,
112 minutes, records or recordings made of such a closed session are confidential and shall
113 remain confidential unless and until required to be disclosed by action of the Board or
114 by law.

115
116 **NOTE:** The language below is addressed in new BP 2310 titled *Regular Meetings of*
117 *the Board.*

118
119 **E. Recessed Meetings**

120
121 Meetings may be recessed by the President with the consent of the majority of the
122 Board members present.

123
124 **F. Study Sessions**

125
126 The Board may hold study sessions open to the public for the study of general topics of
127 interest to the Board or the community in the operation of the District Board procedures
128 and programs.

129
130 **G. Hearing on the Budget**

131
132 A public hearing of the budget shall be held in conjunction with the September Board
133 Meeting prior to adoption of the budget as provided by law.

134
135 **H. Taking Action on Items not on the Agenda**

136

137 ~~The Board may only take action on items not posted on the agenda by a two-thirds vote~~
138 ~~or a unanimous vote when a simple majority exists under the following conditions (a) an~~
139 ~~emergency situation exists; (b) there is a need to take immediate action and that the~~
140 ~~need for action came to the attention of the local agency subsequent to the agenda~~
141 ~~being posted; and (c) the item was continued from a previous meeting to the meeting at~~
142 ~~which action is being taken.~~

143
144 ~~Education Code § 72112~~
145 ~~Government Code §§ 54956.8, 54956.9 54957 et.seq.~~
146 ~~Evidence Code § 1040~~

147
148 **References: Education Code Section 72129;**
149 **Government Code Sections 54956, 54956.5, and 54957**

150
151
152

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and
153 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
154 current SBCCD BP 2120 titled Board Meetings adopted on **no date indicated** and amended on 4/8/04.
155 The language in **green ink** was added by the Board Policy Work Group on 5/6/14.
156

Adopted: No date
Revised: 4/8/04, _____

157
158

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2320 SPECIAL AND EMERGENCY MEETINGS

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

Special Meetings

Whenever a special meeting of the Board of Trustees is called, the Chancellor shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- Written notice to each member of the Board, including the student trustees.
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed.

Emergency Meetings

Whenever an emergency meeting of the Board of Trustees is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

References: Education Code Sections 72023.5 and 72129;
Government Code Sections 54956 and 54956.5

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 green ink was added by the Board Policy Work Group on 5/6/14.*

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

BP 2330 QUORUM AND VOTING

(Replaces current SBCCD BP 2130)

NOTE: The language shaded in gray is unique to the SBCCD

❖ **From current SBCCD BP 2130 titled Quorum/Majority**

Four Board members, other than the Student Trustees, shall constitute a quorum for the transaction of business. The Board of Trustees shall act by majority vote of all voting members of the Board. In the event of a minimum quorum, all four Board members must vote in favor of motions **to pass such motions.**

NOTE: The language shown as struck below was moved to new AP 2330 titled **Quorum and Voting due to the prescriptive details contained therein.**

~~Meeting Dismissed for Lack of a Quorum~~— Parliamentary procedures for conducting a meeting adjourned for lack of a quorum shall include:

- ~~1. Call to order by the Chairperson for the meeting;~~
- ~~2. Recitation of pledge of allegiance to the American Flag;~~
- ~~3. Roll call by the Chairperson;~~
- ~~4. Declaration of adjournment by the Chairperson for lack of a quorum.~~

~~A record of the permanent minutes of this meeting shall be recorded in the permanent files of the San Bernardino Community College District and will include:~~

- ~~1. The time the meeting was convened;~~
- ~~2. Names of members of the Board of Trustees, administrators, and guests in attendance;~~
- ~~3. The time the meeting was adjourned for lack of a quorum.~~

45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a **two-third majority** of all members of the Board:

- A. Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- B. Resolution of intention to dedicate or convey an easement;
- C. Resolution authorizing and directing the execution and delivery of a deed;
- D. Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- E. Resolution providing for the transfer from the reserve for contingencies to any expenditure classification ~~Appropriation of funds from an undistributed reserve;~~
- F. Resolution to condemn real property.

The following actions require a **unanimous vote** of all members of the Board:

- A. Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- B. Resolution authorizing lease of District property under a lease for the production of gas.
- C. ~~Resolution authorizing a~~ Any authorization to change ~~to~~ an existing construction contract.

References: Education Code § Sections 72000(d)(3), 81310 et seq., 81365, 81432, and 81511;
Government Code Sections 53094 and 54950 et seq.;
Code of Civil Procedure Section 1245.240

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 2130 titled Quorum/Majority adopted on **no date indicated** and amended on 4/8/04. The language in **green ink** was added by the Board Policy Work Group on 5/6/14.

Adopted: No date
Revised: 4/8/04, _____

88

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

BP 2340 AGENDAS

NOTE: The language in red ink is legally required.

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board of Trustees.

The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

NOTE: The following language is suggested as good practice.

Agendas shall be developed by the Chancellor in consultation with the Board President.

44
45 Agenda items submitted by members of the public must be received by the Office of the
46 Chancellor two weeks and at least 72 hours to assure compliance with the Brown Act
47 prior to the regularly scheduled Board meeting.

48
49 Agenda items initiated by members of the public shall be placed on the Board's agenda
50 following the items of business initiated by the Board and by staff. Any agenda item
51 submitted by a member of the public and heard at a public meeting cannot be
52 resubmitted before the expiration of a 90 day period following the initial submission.

53
54 **References:** Education Code Sections 72121 and 72121.5;
55 Government Code Sections 6250 et seq. and 54954 et seq.

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). This document was reviewed by the*
60 *Board Policy Work Group on 5/6/14.*

61

Adopted:

62
63

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2340 AGENDAS

(Replaces current SBCCD AP 2120)

NOTE: This procedure is legally advised.

❖ From current SBCCD AP 2120 titled Board Meetings

~~A. Minutes of the Meetings~~

~~Minutes of official actions taken at all regular and special meetings of the Board shall be kept on file in the Chancellor's Office.~~

~~B. The Agenda~~

The agenda [for the Board of Trustees Meetings](#) is the official document under which business is transacted. The official agenda shall be posted on the [District website and on the bulletin board front door in of](#) the District Administration Building and the Administration Building [on of each college campus, and District education centers](#) at least 72 hours prior to each Regular Meeting and 24 hours prior to each Special Meeting of the Board. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board Meeting and in the Board Room prior to the start of each meeting.

~~C. Agenda Development~~

The agenda is prepared by the Secretary to the Board (the Chancellor) in consultation with the Board President and the Chancellor's Cabinet. Requests for placing items directly related to District business on the agenda can be submitted by any individual or group. Requests should include the name, address, and telephone number of the person submitting the request, the name of any organization represented, a statement of action requested of the Board, and pertinent background material leading to the request. The Chancellor will place the item on the agenda and notify the individual or group of the time and place the item will be heard. The right is reserved to defer requests to a later date or to exclude items unrelated to District business.

45 ~~D. Addressing the Board~~

46

47 ~~Any individual or group spokesperson may address the Board. To present a matter~~
48 ~~before the Board, the procedures listed below should be followed:~~

49

50 ~~1. Agenda Items~~

51

52 ~~Persons wishing to address the Board concerning an item, which is listed on the~~
53 ~~agenda, shall notify the Chancellor prior to the start of the meeting by completing a~~
54 ~~speaker's card. The Board President shall recognize such persons at the time the~~
55 ~~subject is under consideration. Individuals who address the Board should do so from~~
56 ~~the lectern provided for speakers. Such person shall identify him/herself for the public~~
57 ~~record.~~

58

59 ~~2. Nonagenda Items~~

60

61 ~~The Board on any item, which does not appear on the agenda, can take no action. An~~
62 ~~urgent matter may be raised during the section entitled "Letters and Remarks From~~
63 ~~Interested Citizens." Comments may be made and a request may be submitted that the~~
64 ~~item be placed on a subsequent agenda.~~

65

66 ~~3. Discussion Items~~

67

68 ~~An individual may address the Board during the discussion of a specific agenda item.~~
69 ~~The individuals must first be recognized by the President of the Board and then should~~
70 ~~give his/her name when invited to speak. The Board President reserves the right to limit~~
71 ~~such discussion. A speaker's card shall be completed and submitted to the Chancellor~~
72 ~~for the record.~~

73

74 ~~4. Other Procedures for Public Comment~~

75

76 ~~Members of the public are subject to the following procedures related to public~~
77 ~~comment:~~

78

79 ~~A. No person may present orally or discuss at any Board meeting charges or complaints~~
80 ~~against individual employees of the District or the public. All such charges or~~
81 ~~complaints shall be presented to the Board through the Chancellor in writing and shall~~
82 ~~be signed and verified by the person making the charge or complaint.~~

83

84 ~~B. Remarks by any person addressing the Board, which reflects adversely upon the~~
85 ~~character or motives of any person, are out of order.~~

86

87 ~~C. Attacks in the form of inferences, insinuations, and innuendoes against the character~~
88 ~~or motives of any person are out of order.~~

89

90 ~~D. It shall be in order for Board members to interrupt a speaker at any time to ask~~
91 ~~questions or to make comments as frequently as is necessary to clarify the discussion.~~

92
93 **5. Orderly Conduct**

94
95 ~~The Board shall not allow interruption or other interference with the orderly conduct of~~
96 ~~official business. Defamatory or abusive remarks are out of order as are remarks by~~
97 ~~any person, which reflect adversely upon the religion, race or nationality of another.~~
98 ~~Persistence in such remarks shall be grounds for termination of that person's privilege~~
99 ~~of address. Boisterous, disorderly conduct of any kind is not permitted.~~

100
101 **6. Recognition**

102
103 ~~An individual who is recognized to speak shall direct questions or comments to the~~
104 ~~President of the Board. Questions or comments shall not be directed to individual~~
105 ~~members of the Board or the administrative staff unless invited to do so by the Board~~
106 ~~President. The Board reserves the right to interrupt a speaker at any time to ask~~
107 ~~questions, to make comments in order to clarify the discussion, or to terminate the~~
108 ~~discussion.~~

109
110 **7. Reading from Prepared Text**

111
112 ~~Individuals appearing before the Board and reading from a prepared text shall provide a~~
113 ~~copy of the text to each Board member and the Secretary of the Board. Failure to~~
114 ~~provide a copy of the text shall result in no record of the statement being maintained in~~
115 ~~the records of the meeting.~~

116
117 **8. Use of Recording Devices**

118
119 ~~Recording devices may be used unless the Board of Trustees make a reasonable~~
120 ~~finding that the recording cannot continue without noise, illumination or obstruction of~~
121 ~~view that constitutes or would constitute a persistent disruption of the meeting.~~

122
123 ~~Education Code §§ 72120, 72121.5, 72122, 72125, 72126, 72129, 72130, 72131,~~
124 ~~72132, and 85003~~
125 ~~Government Code §§ 7130, 54954.554957, and 54957.6~~

126
127 **References:** Education Code [Section 72121](#)

128
129
130 **NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and
131 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
132 the current SBCCD AP 2120 titled Board Meetings approved in 4/04. The language in **blue ink** is
133 included for consideration. The language in **green ink** was added by the Board Policy Work Group on
134 5/6/14.

135

Approved: 4/04

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

BP 2345 PUBLIC PARTICIPATION AT BOARD MEETINGS

(Replaces current SBCCD BP 2140)

NOTE: The language in red ink is legally required.

❖ **From current SBCCD BP 2140 titled Public Participation Meetings**

A. Placement of Items on Agenda

The Board [of Trustees](#) acknowledges that Education Code Section 72121.5 authorizes members of the public to place matters directly related to the business of the District on the agenda of Board meetings, and authorizes members of the public to address the Board regarding these or other matters on the agenda before or during their consideration by the Board.

Members of the public are not authorized to place matters on the notice for a special Board meeting but may address the Board regarding matters placed on the notice for a special Board meeting by the District.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

- There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.
- Members of the public may place items on the prepared agenda in accordance with BP 2340 titled Agendas.

NOTE: The language shaded in gray is unique to the SBCCD (See BP/AP 2340 titled Agendas)

~~Any member of the public who desires to place a matter on the agenda of a regular Board meeting shall notify the Chancellor in writing at least ten calendar days before any such regular meeting. The written notification shall identify the specific matter to be placed on the agenda and include relevant background information. The Chancellor shall determine whether the matter is directly related to the business of the District.~~

45
46 If requested, writings that are public records shall be made available in appropriate
47 alternative formats so as to be accessible to persons with a disability.

48
49 Claims for damages are not considered communications to the Board under this rule,
50 but shall be submitted to the District.

51
52 **NOTE:** *The language below is addressed in new BP 2350 titled Speakers.*

53
54 **B. Public Comments**

55
56 ~~Any member of the public who wishes to address the Board on any matter on the~~
57 ~~agenda of a regular Board meeting or on the notice for a special Board meeting is~~
58 ~~limited to five minutes per person and 20 minutes per agenda item unless the time limit~~
59 ~~is extended by a majority vote of the Board.~~

60
61 ~~The Board acknowledges that the Brown Act, Government Code Section 54954.3,~~
62 ~~requires that every agenda for regular meetings, but not every notice for special~~
63 ~~meetings, shall provide an opportunity for members of the public to directly address the~~
64 ~~Board on items of interest to the public that are not on the agenda.~~

65
66 ~~A member of the public who wishes to address the Board on an item not on the agenda,~~
67 ~~but related to the business of the District, is limited to five minutes unless a majority of~~
68 ~~the Board votes to extend the time limit. The total time for members of the public to~~
69 ~~speak on the same or a substantially similar subject shall be limited to twenty minutes~~
70 ~~unless a majority of the Board votes to extend the time limit.~~

71
72 ~~Members of the public desiring to address the Board shall complete and submit a Public~~
73 ~~Comment card.~~

74
75 ~~As a matter of law, members of the Board may not discuss or respond to public~~
76 ~~comments unless the matters are properly noticed for discussion or action in Open~~
77 ~~Session.~~

78
79 ~~Education Code §§ 72120, 72121.5, 72122, 72125, 72126, 72129, 72130, 72131,~~
80 ~~72132, and 85003~~

81 ~~Government Code §§ 7130, 54954.554957, and 54957.6~~

82
83 **References:** Education Code §§ Section 72121.5;
84 Government Code §§ Sections 54954.3 and 54957.5

85
86
87 **NOTE:** *The red ink signifies language that is legally required and recommended by the Policy and*
88 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from*
89 *current SBCCD BP 2140 titled Public Participation Meetings approved on 8/8/13. This document was*
90 *reviewed by the Board Policy Work Group on 5/6/14.*

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

BP 2350 SPEAKERS

(Replaces current SBCCD BP 2140)

❖ From current SBCCD BP 2140 titled Public Participation Meetings

NOTE: *The language below is addressed in new BP 2345 titled Public Participation at Board Meetings as well as in new BP 2340 titled Agendas.*

A. Placement of Items on Agenda

~~The Board acknowledges that Education Code Section 72121.5 authorizes members of the public to place matters directly related to the business of the District on the agenda of Board meetings, and authorizes members of the public to address the Board regarding these or other matters on the agenda before or during their consideration by the Board.~~

~~Members of the public are not authorized to place matters on the notice for a special Board meeting but may address the Board regarding matters placed on the notice for a special Board meeting by the District.~~

~~Any member of the public who desires to place a matter on the agenda of a regular Board meeting shall notify the Chancellor in writing at least ten calendar days before any such regular meeting. The written notification shall identify the specific matter to be placed on the agenda and include relevant background information. The Chancellor shall determine whether the matter is directly related to the business of the District.~~

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

B. Public Comments

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

45 Oral presentations relating to a matter on the agenda, including those on the consent
46 agenda, shall be heard before a vote is called.

47
48 Persons wishing to speak to matters not on the agenda shall do so at the time
49 designated at the meeting for public comment.

50
51 Those wishing to speak to the Board are subject to the following:

- 52 • The President of the Board may rule members of the public out of order if their
53 remarks do not pertain to matters that are within the subject matter jurisdiction of the
54 Board or if their remarks are unduly repetitive.
- 55 • Non-scheduled substitutes may not speak in place of scheduled speakers unless
56 alternates have been submitted on the original request.
- 57 • Employees who are members of a bargaining unit represented by an exclusive
58 bargaining agent may address the Board under this policy, but may not attempt to
59 negotiate terms and conditions of their employment. This policy does not prohibit
60 any employee from addressing a collective bargaining proposal pursuant to the
61 public notice requirements of Government Code Section 3547 and the policies of
62 this Board implementing that section.

63
64 Any member of the public who wishes to address the Board on any matter on the
65 agenda of a regular Board meeting or on the notice for a special Board meeting is
66 limited to five minutes per person and 20 minutes per agenda item topic unless the time
67 limit is extended by a majority vote of the Board.

68
69 The Board acknowledges that the Brown Act, Government Code Section 54954.3,
70 requires that every agenda for regular meetings, but not every notice for special
71 meetings, shall provide an opportunity for members of the public to directly address the
72 Board on items of interest to the public that are not on the agenda.

73
74 A member of the public who wishes to address the Board on an item not on the agenda,
75 but related to the business of the District, is limited to five minutes unless a majority of
76 the Board votes to extend the time limit. The total time for members of the public to
77 speak on the same or a substantially similar subject shall be limited to twenty minutes
78 unless a majority of the Board votes to extend the time limit. Each speaker coming
79 before the Board is limited to one presentation per specific agenda item before the
80 Board and to one presentation per meeting on non-agenda matters.

81
82 Members of the public desiring to address the Board shall complete and submit a Public
83 Comment card.

84
85 As a matter of law, members of the Board may not discuss or respond to public
86 comments unless the matters are properly noticed for discussion or action in Open
87 Session.

88
89 ~~Education Code §§ 72120, 72121.5, 72122, 72125, 72126, 72129, 72130, 72131,~~
90 ~~72132, and 85003~~

91 ~~Government Code §§ 7130, 54954.554957, and 54957.6~~

92

93 References: Education Code Section 72121.5;
94 Government Code Sections 54950 et seq.

95

96

97 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
98 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
99 current SBCCD BP 2140 titled Public Participation Meetings approved on 8/8/13. This document was
100 reviewed by the Board Policy Work Group on 5/6/14.

101

Adopted: 8/8/13

Revised:

102

103

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

BP 2355 DECORUM

NOTE: The language in red ink is **suggested as good practice** because Government Code Section 54954.3(b) allows for “reasonable regulations” to limit speakers.

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board of Trustees has scheduled to consider in closed session.
- Profanity, obscenity, and other offensive language.
- Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the President of the Board. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

44 **References:** Education Code Section 72121.5;
45 Government Code Section 54954.3 (b)

46
47

48 **NOTE:** *The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure*
49 *Service and its legal counsel (Liebert Cassidy Whitmore). This document was reviewed by the Board*
50 *Policy Work Group on 5/6/14.*

51

Adopted:

52
53

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

BP 2360 MINUTES

(Replaces current SBCCD BP 2150)

NOTE: The language in red ink is legally required.

❖ From current SBCCD BP 2150 titled Minutes of the Board of Trustees

The Chancellor shall cause minutes to be taken of all meetings of the Board of Trustees in accordance with the Brown Act and Education Code. The minutes shall record all actions taken by the Board. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

A. The minutes of the Board meeting shall also record those present, who presided, all motions, show the names of persons making and seconding motions, and the vote on motions unless the vote is unanimous. The minutes shall indicate the time of arrival of members who arrive after the meeting begins and the time of departure of members who leave before the meeting concludes. In addition, ~~t~~The minutes shall also record all resolutions and recommendations of the administration and the pertinent information upon which the Board has taken action.

NOTE: The language below is addressed in new BP 2365 titled Recording.

~~B. If the Board uses any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act. Government Code Sections 6250, et. Seq. The Chancellor is directed to enact administrative Procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.~~

~~Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video tape recording or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.~~

45
46 ~~Government Code §§ 54953.05, 54953.6~~
47 ~~Education Code § 72121(a)~~

48
49 **References:** Education Code Section 72121(a);
50 Government Code Section 54957.5

51
52
53

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and
54 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
55 current SBCCD BP 2150 titled Minutes of the Board of Trustees with no adoption date indicated and
56 amended on 4/8/04. The language in **blue ink** is included for consideration. The language in **green ink**
57 was added by the Board Policy Work Group on 5/20/14.
58

Adopted: No date

Revised: 4/8/04, _____

59
60

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

BP 2365 RECORDING

(Replaces current SBCCD BP 2150)

NOTE: The language below is addressed in new BP 2360 titled Minutes.

❖ From current SBCCD BP 2150 titled Minutes of the Board of Trustees

~~A. The minutes of the Board meeting shall record those present, who presided, all motions, show the names of persons making and seconding motions, and the vote on motions unless the vote is unanimous. The minutes shall indicate the time of arrival of members who arrive after the meeting begins and the time of departure of members who leave before the meeting concludes. The minutes shall also record all resolutions and recommendations of the administration and the pertinent information upon which the Board has taken action.~~

NOTE: The language in red ink is legally required.

~~B. If the Board uses any tape or video recording of a meeting, the recording shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250, et. Seq. Any audio or video recording of an open and public Board of Trustees Meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Chancellor is directed to enact administrative pProcedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording.~~

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video ~~tape~~ recording device or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the President of the Board to stop.

~~Government Code §§ 54953.05, 54953.6~~

45 ~~Education Code § 72121(a)~~

46

47 **References:** Education Code Section 72121(a);
48 Government Code Sections 6250 et seq., 54953.5 and 54953.6

49

50

51 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
52 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
53 current SBCCD BP 2150 titled Minutes of the Board of Trustees adopted on **no date indicated** and
54 amended on 4/8/04. The language in **green ink** was added by the Board Policy Work Group on 5/20/14.

55

Adopted: No date

Revised: 4/8/04, _____

56

57

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2365 RECORDING

Recordings are available for inspection by the public in the Chancellor's Office within 30 days of the Board meeting. Copies of recordings can be obtained through written request to the Chancellor's Office. Recordings are provided upon payment of a fee covering the current direct cost of duplication.

Any individual may, at their own expense, record the proceedings of a Board meeting. Persons desiring to record the meeting should inform the Chancellor's Office in advance. Such recording may not constitute a persistent disruption of the proceedings.

References: Government Code Sections 6250 et seq., 54953.5, and 54953.6

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 **blue ink** is included for consideration. The language in **green ink** was added by the Board Policy Work Group on 5/20/14.

Approved:

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

BP 2432 CHANCELLOR SUCCESSION

The Board of Trustees delegates authority to the Chancellor to appoint an acting Chancellor to serve in his/her absence for short periods of time, not to exceed 30 calendar days at a time.

In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with (in order):

1. The Longest Serving College President
2. Vice Chancellor of Fiscal Services
3. Vice Chancellor of Human Resources

The Board shall appoint an acting Chancellor for periods exceeding 30 calendar days.

References: Education Code Sections 70902(d) and 72400;
Title 5 Section 53021(b)

NOTE: The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **green ink** was added by the Board Policy Work Group on 5/20/14. The green highlights are changes recommended by the District Assembly work group.

Adopted:

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

BP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

(Replaces current SBCCD BP 2210)

NOTE: The language in red ink is legally required.

The Chancellor is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the timelines prescribed by the rules and regulations of the California Public Employment Relations Board.

❖ From current SBCCD BP 2210 titled Public Presentation of Initial Collective Bargaining Proposals

A. Purpose - It shall be the intent of the Board of Trustees to present all initial proposals of the exclusive representatives and of public school employers, which relate to matters within the scope of representation, to the public so that it is aware of the positions of its elected representatives and can express its opinion.

B. Rights Guaranteed to the Public:

1. All initial and ratified proposals of exclusive representatives and initial proposals of community college employers, which relate to matters within the scope of representation, shall be presented at a public meeting of the employer with a public hearing, and thereafter, shall be public records.
2. A reasonable amount of time must elapse to enable the public to become informed and express itself regarding the proposal at a public meeting of the employer. For the public's benefit, such proposals shall be presented at a "first" and "second" reading prior to initiating the negotiations process.

- 44
- 45 3. Meeting and negotiating with respect to the proposal may then take place.
- 46
- 47 4. The public school employer shall adopt its initial proposal at a meeting, which is
- 48 open to the public, and following the guidelines established in 1 and 2 above.
- 49
- 50 5. New subjects of meeting and negotiating arising after the presentation of initial
- 51 proposals shall be made public within seventy-two (72) hours.
- 52
- 53 6. If a vote is taken on such subject by the employer, the vote by each member
- 54 voting shall also be made public within seventy-two (72) hours.
- 55

56 **NOTE:** *The following language is shown as struck due to the prescriptive detail*

57 *contained therein. The following language is now reflected in the related procedure –*

58 *AP 2610 titled Presentation of Initial Collective Bargaining Proposals.*

59

60 **C. Procedures for Negotiations:**

61

62 ~~1. An exclusive representative shall present its initial proposal for collective bargaining~~

63 ~~at a public meeting of the Board of Trustees. This procedure covers all initial proposals~~

64 ~~including those pursuant to limited re-openers in current agreements. An exclusive~~

65 ~~representative shall notify the District sufficiently in advance of the presentation of an~~

66 ~~initial proposal so that the presentation can be indicated as an information item on the~~

67 ~~agenda for the public meeting.~~

68

69 ~~2. If an exclusive representative should fail to notify the District sufficiently in advance~~

70 ~~so that it can be noted on the agenda, the District shall notify the public through regular~~

71 ~~channels of communication that it is anticipating receipt of the initial proposal. The~~

72 ~~initial proposal shall then be indicated as an information item on the agenda for the next~~

73 ~~public meeting.~~

74

75 ~~3. Immediately after receipt of an initial proposal from an exclusive representative, the~~

76 ~~District shall notify the public through regular channels of communication that it has~~

77 ~~received the initial proposal and that copies are available for inspection at the District~~

78 ~~Office.~~

79

80 ~~4. An exclusive representative shall present no less than ten copies of its initial proposal~~

81 ~~for public inspection and use. If an exclusive representative should fail to supply ten~~

82 ~~copies, the District shall prepare an adequate number of copies for public inspection~~

83 ~~and use. The District may charge the exclusive representative for the reasonable cost~~

84 ~~of duplication of the proposal.~~

85

86 ~~5. At a public meeting of the Board of Trustees, the public shall be given a reasonable~~

87 ~~opportunity to comment on an initial proposal from an exclusive representative in a~~

88 ~~public hearing. This public meeting shall be at least seven days and no more than thirty~~

89 ~~days after the public meeting in which the initial proposal has been indicated on the~~
90 ~~agenda.~~
91
92 ~~6. Collective bargaining shall not begin on an initial proposal from an exclusive~~
93 ~~representative unless the procedures herein have been followed.~~
94
95 ~~7. The district shall present an initial proposal from the Board of Trustees at a public~~
96 ~~meeting of the Board of Trustees no later than thirty days after presentation of the initial~~
97 ~~proposal from an exclusive representative. This procedure covers all initial proposals~~
98 ~~including those pursuant to limited reopeners in current agreements. Every effort shall~~
99 ~~be made to coordinate the initial openers of the employer with the initial openers of the~~
100 ~~exclusive representative. The presentation shall first be presented as an information~~
101 ~~item on the agenda for the public meeting. The second reading shall be held as a~~
102 ~~public hearing and the Board shall adopt its initial proposal.~~
103
104 ~~8. The District shall notify the public through regular channels of communication that the~~
105 ~~Board of Trustees will take action on its initial proposal and that copies of the proposal~~
106 ~~are available for inspection at the District Office.~~
107
108 ~~9. The District shall make available no less than ten copies of the proposal for public~~
109 ~~inspection and use.~~
110
111 ~~10. At a public meeting of the Board of Trustees the public shall be given a reasonable~~
112 ~~opportunity to comment on the proposal.~~
113
114 ~~11. Collective bargaining shall not begin on an initial proposal from the Board of~~
115 ~~Trustees unless the procedures herein have been followed.~~
116
117 ~~12. New matters arising after the presentation of initial proposals shall be made public~~
118 ~~by the District within twenty-four (24) hours through regular channels of communication.~~
119 ~~If a vote is taken on such matters by the Board of Trustees, the vote thereon by each~~
120 ~~member voting shall also be made public within twenty-four (24) hours through regular~~
121 ~~channels of communication.~~
122
123 ~~13. In emergencies the District may change any time requirements herein to a~~
124 ~~requirement of not less than twenty-four (24) hours.~~
125
126 ~~14. Upon ratification of the tentative agreements on the initial proposals by the exclusive~~
127 ~~representatives, the Board of Trustees shall receive and ratify the amended agreement.~~
128 ~~The Management Team shall present the amendments to the agreement along with any~~
129 ~~costs associated with this amendment.~~
130
131 ~~15. The Board of Trustees shall conduct a public hearing on the ratification to provide~~
132 ~~the public an opportunity to comment on the amendments and their related costs. The~~
133 ~~public shall be provided a minimum of seventy-two (72) hours to review the~~

134 amendments to the agreement prior to any ratification by the Board of Trustees.

135

136 ~~16. Any individual who is a resident of the District, parent or guardian of a student in the~~
137 ~~District, or an adult student in the District may file a complaint with the Chancellor that~~
138 ~~the District or an exclusive representative has failed to comply with these procedures.~~
139 ~~Such complaint shall be filed no later than thirty (30) days subsequent to the date when~~
140 ~~conduct alleged to be a violation was known or reasonably could have been discovered.~~
141 ~~The Board of Trustees shall investigate the alleged complaint and present its findings or~~
142 ~~action to the public.~~

143

144 ~~Government Code §§ 3540.1, 3543.2, 3547~~

145

146 **Reference:** [Government Code Section 3547](#)

147

148

149 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
150 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
151 current SBCCD BP 2210 titled Public Presentation of Initial Collective Bargaining Proposals adopted on
152 1/11/01 and amended on 4/8/04. This document was reviewed by the Board Policy work Group on
153 6/5/14. The language in **green ink** was added by the Board Policy Work Group on 6/18/14.

154

Adopted: 1/11/01

Revised: 4/8/04

155

156

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2610 PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

NOTE: The language in red ink is **legally required**. Local practice may be inserted. The following is an illustrative example that meets all legal requirements.

Prior to commencing negotiations with an exclusive representative of District employees, the Chancellor and the District's Chief Negotiating Officer shall meet with the Board of Trustees to address the following:

1. The full scope of the negotiation process including details regarding issues raised by employee groups and
2. A long term fiscal analysis illustrating the overall impact on the District's budget including employee step and column costs as well as health and welfare benefit increases.

Prior to the "sun shining" of an agreement with an employee group, the Chancellor and the District's Chief Negotiating Officer shall receive input and recommendations from the Board.

Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District's own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Board of Trustees:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Board at a public meeting.
- The public shall have an opportunity to respond to the exclusive representative's or District's initial proposal at a subsequent public Board meeting. The opportunity for public response shall appear on the Board's regular agenda. Public response shall be taken in accordance with the Board's policies regarding speakers.

44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88

- After the public has an opportunity to respond to an initial proposal presented by the District, the Board shall, at the same meeting or a subsequent meeting, adopt the District's initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District's initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.

- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within 24 hours after their presentation in negotiations.

- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.

- When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:
 - The amendment shall appear on the agenda as a notice item, for action at a subsequent Board meeting.

 - The public shall have an opportunity to respond to the amendment at a subsequent Board meeting. The public response shall be indicated on the agenda.

NOTE: *The following language is from current SBCCD BP 2210 titled Public Presentation of Initial Collective Bargaining Proposals. It is included in this procedure for consideration.*

Procedures for Negotiations:

1. An exclusive representative shall present its initial proposal for collective bargaining at a public meeting of the Board of Trustees. This procedure covers all initial proposals including those pursuant to limited re-openers in current agreements. An exclusive representative shall notify the District sufficiently in advance of the presentation of an initial proposal so that the presentation can be indicated as an information item on the agenda for the public meeting.

- 89 2. If an exclusive representative should fail to notify the District sufficiently in
90 advance so that it can be noted on the agenda, the District shall notify the public
91 through regular channels of communication that it is anticipating receipt of the
92 initial proposal. The initial proposal shall then be indicated as an information item
93 on the agenda for the next public meeting.
94
- 95 3. Immediately after receipt of an initial proposal from an exclusive representative,
96 the District shall notify the public through regular channels of communication that
97 it has received the initial proposal and that copies are available for inspection at
98 the District Office.
99
- 100 4. An exclusive representative shall present no less than ten copies of its initial
101 proposal for public inspection and use. If an exclusive representative should fail
102 to supply ten copies, the District shall prepare an adequate number of copies for
103 public inspection and use. The District may charge the exclusive representative
104 for the reasonable cost of duplication of the proposal.
105
- 106 5. At a public meeting of the Board of Trustees, the public shall be given a
107 reasonable opportunity to comment on an initial proposal from an exclusive
108 representative in a public hearing. This public meeting shall be at least seven
109 days and no more than thirty days after the public meeting in which the initial
110 proposal has been indicated on the agenda.
111
- 112 6. Collective bargaining shall not begin on an initial proposal from an exclusive
113 representative unless the procedures herein have been followed.
114
- 115 7. The District shall present an initial proposal from the Board of Trustees at a
116 public meeting of the Board of Trustees no later than thirty (30) days after
117 presentation of the initial proposal from an exclusive representative. This
118 procedure covers all initial proposals including those pursuant to limited
119 reopeners in current agreements. Every effort shall be made to coordinate the
120 initial openers of the employer with the initial openers of the exclusive
121 representative. The presentation shall first be presented as an information item
122 on the agenda for the public meeting. The second reading shall be held as a
123 public hearing and the Board shall adopt its initial proposal.
124
- 125 8. The District shall notify the public through regular channels of communication
126 that the Board of Trustees will take action on its initial proposal and that copies of
127 the proposal are available for inspection at the District Office.
128
- 129 9. The District shall make available no less than ten copies of the proposal for
130 public inspection and use.
131
- 132 10. At a public meeting of the Board of Trustees the public shall be given a
133 reasonable opportunity to comment on the proposal.
134

- 135 11. Collective bargaining shall not begin on an initial proposal from the Board of
136 Trustees unless the procedures herein have been followed.
137
- 138 12. New matters arising after the presentation of initial proposals shall be made
139 public by the District within twenty-four (24) hours through regular channels of
140 communication. If a vote is taken on such matters by the Board of Trustees, the
141 vote thereon by each member voting shall also be made public within twenty-four
142 (24) hours through regular channels of communication.
143
- 144 13. In emergencies the District may change any time requirements herein to a
145 requirement of not less than twenty-four (24) hours.
146
- 147 14. Upon ratification of the tentative agreements on the initial proposals by the
148 exclusive representatives, the Board of Trustees shall receive and ratify the
149 amended agreement. The Management Team shall present the amendments to
150 the agreement along with any costs associated with this amendment.
151
- 152 15. The Board of Trustees shall conduct a public hearing on the ratification to provide
153 the public an opportunity to comment on the amendments and their related costs.
154 The public shall be provided a minimum of seventy-two (72) hours to review the
155 amendments to the agreement prior to any ratification by the Board of Trustees.
156
- 157 16. Any individual who is a resident of the District, parent or guardian of a student in
158 the District, or an adult student in the District may file a complaint with the
159 Chancellor that the District or an exclusive representative has failed to comply
160 with these procedures. Such complaint shall be filed no later than thirty (30)
161 days subsequent to the date when conduct alleged to be a violation was known
162 or reasonably could have been discovered. The Board of Trustees shall
163 investigate the alleged complaint and present its findings or action to the public.
164

165 **Reference:** Government Code Section 3547
166
167

168 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
169 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is
170 included for consideration. The language in **green ink** reflects recommendations from the Board Policy
171 Work Group on 6/5/14 and 6/18/14.
172

Approved:

173
174

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

BP 2710 CONFLICT OF INTEREST

(Replaces current SBCCD BP 2260)

NOTE: The language in red ink is legally required.

Pursuant to Government Code Section 1090, the District is prohibited from entering into any contracts where a Board member or employee may have a financial interest.

Board members shall not be financially interested in any contract made by the Board of Trustees or in any contract they make in their capacity as Board members.

A Board member shall not be considered to be financially interested in a contract if his/her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board shall disclose his/her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her duties as an officer of the District.

In compliance with law and regulation, the Chancellor shall establish administrative procedures to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

❖ From current SBCCD BP 2260 titled Conflict of Interest

45
46 A. ~~Each voting member of the Board and certain designated employees shall file an~~
47 ~~annual statement disclosing reportable investment interests in real property and income~~
48 ~~required to be reported under a category or categories to which the position is assigned.~~

49
50 B. ~~An investment, interest in real property or income shall be reportable if the business~~
51 ~~entity in which the investment is held, the interest in real property, or source of income~~
52 ~~may foreseeably be affected materially by any decision made or participated in by a~~
53 ~~Board member or designated employee by virtue of his or her position.~~

54
55 C. ~~The terms of the Fair Political Practices Commission Regulation 2.C.C.R. 18730, and~~
56 ~~any amendments to it duly adopted by the Fair Political Practices Commission, along~~
57 ~~with this policy in which officials and employees are designated and disclosure~~
58 ~~categories are set forth, are hereby incorporated by reference and constitute the~~
59 ~~Conflict of Interest Code of the San Bernardino Community College District.~~

60
61 **NOTE: The following language in red ink is legally advised.**

62
63 Board members are encouraged to seek counsel from the District's legal advisor in
64 every case where any question arises.

65
66 Also see AP 2710 titled Conflict of Interest and AP 7212 titled Conflict of Interest Code

67
68 **References:** Government Code §§ Sections 1090 et seq.; 1126; and 87200 et seq. ;
69 Title 2 Sections § 18730 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). The language in **black ink** is from
74 current SBCCD BP 2260 titled Conflict of Interest approved on 9/21/91 and amended on 4/8/04. The
75 language in **blue ink** is included for consideration. Fiscal Services and the District's Internal Auditor
76 confirmed on 6/16/14 that the language in red ink is preferable and addresses all necessary
77 requirements. The language in **green ink** was added by the Board Policy Work Group on 6/18/14.
78

Adopted: 9/21/91

Revised: 4/8/04, _____

79
80

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2710 CONFLICT OF INTEREST

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

Incompatible Activities (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Pursuant to Government Code Section 1090, the District is prohibited from entering into any contracts where a Board member or employee may have a financial interest.

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into

45 office. This provision does not apply to an individual who is usually employed in an
46 occupation other than teaching and who also is, at the time of election to the Board,
47 employed part time by the District to teach no more than one course per semester or
48 quarter in the subject matter of that individual's occupation (Education Code Section
49 72103(b)).

50
51 **Gifts (Government Code Section 89503)**

52 Board members and any employees who manage public investments shall not accept
53 from any single source in any calendar year any gifts in excess of the prevailing gift
54 limitation specified in law.

55
56 Designated employees shall not accept from any single source in any calendar year any
57 gifts in excess of the prevailing gift limitation specified in law if the employee would be
58 required to report the receipt of income or gifts from that source on his/her statement of
59 economic interests.

60
61 The above limitations on gifts do not apply to wedding gifts and gifts exchanged
62 between individuals on birthdays, holidays and other similar occasions, provided that
63 the gifts exchanged are not substantially disproportionate in value.

64
65 Gifts of travel and related lodging and subsistence shall be subject to the above
66 limitations except as described in Government Code Section 89506.

67
68 A gift of travel does not include travel provided by the District for Board members and
69 designated employees.

70
71 Board members and any employees who manage public investments shall not accept
72 any honorarium, which is defined as any payment made in consideration for any speech
73 given, article published, or attendance at any public or private gathering (Government
74 Code Sections 89501 and 89502).

75
76 Designated employees shall not accept any honorarium that is defined as any payment
77 made in consideration for any speech given, article published, or attendance at any
78 public or private gathering, if the employee would be required to report the receipt of
79 income or gifts from that source on his/her statement of economic interests. The term
80 "honorarium" does not include:

- 81
- 82 • Earned income for personal services customarily provided in connection with a
83 bona fide business, trade, or profession unless the sole or predominant activity of
84 the business, trade, or profession is making speeches.
 - 85 • Any honorarium that is not used and, within 30 days after receipt, is either
86 returned to the donor or delivered to the District for donation into the general fund
87 without being claimed as a deduction from income tax purposes.

88
89 **Representation (Government Code Section 87406.3)**

90 Elected officials and the Chancellor shall not, for a period of one-year after leaving their
91 position, act as an agent or attorney for, or otherwise represent for compensation, any
92 person appearing before that local government agency.

93
94 References: Government Code Sections 1090 et seq., 87100 et seq. (the Political
95 Reform Act), and 87200-87210;
96 Title 2 Sections 18700 et seq.; and as listed above

97
98
99 **NOTE:** *The **red ink** signifies language that is **legally required** and recommended by the Policy and*
100 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). Fiscal Services and the District's*
101 *Internal Auditor reviewed this document on 6/16/14 with no recommended revisions. The language in*
102 ***green ink** was added by the Board Policy Work Group on 6/18/14.*

103 **Approved:**

104
105

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2712 CONFLICT OF INTEREST CODE

(Replaces current SBCCD AP 2260)

NOTE: *The language in red ink is legally required. The language in green ink was added by Fiscal Services and the District's Internal Auditor.*

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix at the end of this procedure, constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this procedure are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

The Political Reform Act, Government Code Sections 87100 et seq., requires state and local government agencies to adopt Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, Title 2 Section 18730 containing the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice hearings. Therefore, the terms of Title 2 Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the Appendix below in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the San Bernardino Community College District (hereinafter "agency").

43 Pursuant to Title 2 Section 18730(b)(4)(B), all designated employees shall file
44 statements of economic interests with the agency, which shall make and retain a copy
45 and forward the originals to the code reviewing body, which shall be the filing officer.
46

47 As directed by Government Code Section 82011, the code reviewing body is the County
48 of San Bernardino. Pursuant to Title 2 Section 18277, the Chancellor or designee shall
49 be the official responsible for receiving and retaining statements of economic interests
50 filed.
51

52
53 **❖ From current SBCCD AP 2260 titled Conflict of Interest**
54

55 **A. General**
56

57 ~~In order to merit the respect and confidence of the public trust, the District is governed~~
58 ~~by the highest ideals of honesty and integrity in all public and personal relationships.~~
59 ~~Personal profit or any benefit obtained through misuse of public or personal~~
60 ~~relationships is dishonest and will not be tolerated. District faculty and staff should at no~~
61 ~~time, or under any circumstances, accept directly or indirectly, any form of gift, gratuity,~~
62 ~~honorarium, loan, favors or service, entertainment, prejudicial discounts, preferential~~
63 ~~treatment or other things of value or benefit, which might influence or appear to~~
64 ~~influence any business or operation of the District.~~
65

66 ~~Outside professional, private financial interests or arrangements, or the receipt of~~
67 ~~benefits from third parties can create an actual or perceived appearance of impropriety.~~
68 ~~District faculty and staff must at all times avoid the appearance of unethical or~~
69 ~~compromising practices in relationships, actions and communications. In order to~~
70 ~~maintain the highest standard of ethical conduct, District faculty and staff with other~~
71 ~~professional or financial interests shall disclose them in compliance with applicable~~
72 ~~conflict of interest/conflict of commitment policies, and shall not engage in any activity or~~
73 ~~transaction which is in violation of those policies. It is the responsibility of each District~~
74 ~~faculty and staff member to remain free of financial interests and activities which are, or~~
75 ~~could be, detrimental or in conflict with the best interests of the District.~~
76

77 **B. Designated Employees**
78
79

80 **APPENDIX**

81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125

Designated Positions and Disclosure Requirements

Persons holding positions listed below are considered designated employees. It has been determined that these persons make or participate in the making of decisions which may have a foreseeable material effect on financial interest.

	Disclosure Categories
Board of Trustees	1
Chancellor	1
President, CHC	1
President, SBVC	1
President & General Manager, KVCR TV/FM	1
Vice Chancellor, Business and Fiscal Services	1
Vice Chancellor, Human Resources	1
Vice President of Instruction	1
Vice President of Student Services	1
Vice President of Administrative Services	1
Retirement Board Authority	1
Business Manager	2
Executive Director Associate Vice Chancellor , TESS	2
Executive Director, EDCT	2,4
Executive Director , Facilities Planning & Construction	2
Director , Human Resources Administrative Manager	2
Director, Fiscal Services	2
Director , District Computing of Technical Services	2
Citizens Bond Oversight Committee Members	2
Police Chief	3
Deans	3
Associate Deans	3
Cafeteria/Snack Bar Manager	3
Director, Bookstore	3
Director of Maintenance & Operations	3
Consultants/New Positions*	3

*Consultants are defined in Board Policy. The Chancellor may determine in writing that a particular consultant, although a "designated person," is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements of one or more categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor determination is public record and shall be retained for public inspection in the same manner and location as this conflict of interest code. (~~Government~~- Code [Section](#) 81008). Nothing herein excuses any such consultant from any other provisions of the Conflict of Interest Code.

126
127
128
129
130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170

C. Disclosure Categories

Category 1

All investments and business positions and sources of income from business (including gifts, loans, and travel payments), and interests in real property.

Category 2

Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) of the type which contract with the San Bernardino Community College District to provide services, supplies, materials, machinery or equipment utilized by the District.

Category 3

Investments and business positions in business entities (including gifts, loans, and travel payments) of the type which contract with the designated position's department to provide services, supplies, materials, machinery or equipment utilized by the department.

Category 4

All investments and business positions in, and sources of income (including gifts, and travel payments) from a business entity or nonprofit organization, if the source is of the type to receive grants or other monies from or through the San Bernardino Community College District.

D. Gifts and Honoraria

Gifts

~~If the member or employee would be required to report the receipt to report the receipt of income or gifts from that sources on his or her statement of economic interests no member of the Board or Designated Employee shall accept gifts with a total value of more than \$390.00 in a calendar year from any single source.~~

2. Honoraria

~~For purposes of the application of this section, an honorarium is a payment received for making a speech, publishing an article, or attending any public or private conference, convention, meeting, social event, meal or similar gathering. If the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests no member of the Board or Designated Employee shall accept any honorarium from any source.~~

Reference:

~~Government Code §§ 1090, ET SEQ.; 1126, 87200 et seq.~~

171 California Code of Regulations, Title 2, § 18730 et seq.

172

173 **References:** Government Code Sections 81000 et seq., 82011, 87103(e), 87300-
174 87302, 89501, 89502, and 89503;
175 Title 2 Section 18730

176

177

178 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
179 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
180 the current SBCCD AP 2260 titled Conflict of Interest approved on 3/14/13. Fiscal Services and the
181 District's Internal Auditor reviewed this document on 6/16/14 and made recommended revisions in **green**
182 **ink**. The language in **blue ink** was added by the Board Policy Work Group on 6/18/14.

183

Approved: 3/14/13

Revised:

184

185

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

BP 2716 POLITICAL ACTIVITY

Members of the Board of Trustees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

Also see BP/AP 7370 titled Political Activity

References: Education Code Sections 7054, 7054.1, and 7056;
Government Code Section 8314

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 **blue ink** is included for consideration. This document was reviewed by the Board Policy Work Group on 5/20/14.

Adopted:

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

BP 2717 PERSONAL USE OF PUBLIC RESOURCES

No member of the Board of Trustees shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Also see AP 7371 titled Personal Use of Public Resources

References: Government Code Section 8314;
Penal Code Section 424

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 **blue ink** is included for consideration. This document was reviewed by the Board Policy Work Group on 7/2/14.

Adopted:

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

BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS

(Replaces current SBCCD BP 2030)

❖ **From current SBCCD BP 2030 titled Communication Among Board Members**

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board of Trustees.

Reference: Government Code § Section 54952.2

NOTE: The **red ink** signifies language that is **legally required** (unless indicated otherwise) 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 2030 titled Communication Among Board Members adopted on 1/11/01 and amended on 4/8/04. The language in **green ink** was added by the Board Policy Work Group on 7/2/14.

Adopted: 1/11/01

Revised: 4/8/04, _____

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

BP 2725 BOARD MEMBER COMPENSATION

(Replaces current SBCCD BP 2230)

NOTE: The language in red ink is legally advised.

Members of the Board of Trustees who attend all Board meetings shall receive \$400 per month and the student trustee(s), ~~\$100~~ 400 \$200 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

❖ From current SBCCD BP 2230 titled Compensation for Board Members

~~A. Each member of the Board may be compensated for attendance at regular or special meetings of the Board to the extent allowed by law and approved by the Board.~~

~~B. Any member may waive compensation by filing a letter with the Secretary to the Board stating that he/she declines said compensation.~~

~~C. Each member of the Board who actually attends all meetings held by the Board will be compensated at the rate of \$400 per month. Any member who does not attend all meetings in any month shall receive as compensation an amount not greater than a pro rata share of the number of meetings actually attended.~~

~~D. The student member shall be entitled to compensation of \$100 per month as prescribed by Education Code Section 72425. In the event a student Board member has an unexcused absence to a required meeting, the compensation shall be pro-rated for the pay period.~~

44 ~~Education Code § 72425~~ (This code section no longer exists)

45

46 **Reference:** Education Code [Section 72024](#)

47

48

49 **NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and
50 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
51 current SBCCD BP 2230 titled Compensation for Board Members approved on 4/8/10. The language in
52 **blue ink** is included for consideration. This document was reviewed by the Board Policy Work Group on
53 7/2/14. **Purple ink** represents recommendations by Student Trustees. **Green ink** represents the board
54 recommendation at first reading on 10/9/14.

55

Adopted: 4/8/10

Revised: _____

56

57

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

BP 2730 BOARD MEMBER HEALTH BENEFITS

(Replaces current SBCCD BP 2240)

NOTE: *The language in red ink is legally advised. If the Board has determined that Board members are permitted to participate in the District's health benefits programs, the following policy language can be used to set out the District's commitment to current and former Board members. The determination of whether or not Board members and former Board members may participate must be made in accordance with Government Code Section 53201.*

Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District. Board members are afforded the opportunity to opt out of receiving health benefits from the District and be reimbursed under the same terms and conditions as other employees of the District.

Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

❖ From current SBCCD BP 2240 titled Board Health and Welfare Benefits

~~It shall be the policy of the Board of Trustees to provide health and welfare benefits to Board members in accordance with Education Code § 72425 and Government Code § 53201. Board members serving on the Board of Trustees prior to January 1, 1990 shall be grandfathered for the purposes of health and welfare benefits.~~

~~Education Code § 72425 (This code section no longer exists)~~

References: Government Code Sections 53201 and 53208.5

45
46
47
48
49
50
51

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 current SBCCD BP 2240 titled Board Health and Welfare Benefits approved on **no date indicated** and amended on 4/8/04. The language in **green ink** was added by the Board Policy Work Group on 7/2/14.

Adopted: No date
Revised: 4/8/04, _____

52
53

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2730 BOARD MEMBER HEALTH BENEFITS

(Replaces current SBCCD AP 2240)

SEE THE QUESTIONS AND HIGHLIGHTED SECTIONS BELOW

❖ From current SBCCD AP 2240 titled Board Health and Welfare Benefits

Board of Trustees members may be provided health and welfare benefits in accordance with Education Code § [Section](#) 72425 and Government Code § [Section](#) 53201. ~~Board members serving on the Board of Trustees prior to January 1, 1990 shall be grandfathered for the purposes of health and welfare benefits.~~ Pursuant to the Government Code, former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis. The following benefits are available:

A. Medical

Each member of the Board may be covered under the District's medical/hospitalization plan.

Review the language in the following paragraph to ensure consistency with the Government Code language. Can the District include an age limit?

B. Medical After Retirement

~~Board members who retire from the Board who were elected prior to January 1, 1991, may, at their option, continue to receive hospitalization/medical benefits paid by District for a maximum of 5 years or until the of age 65, whichever occurs first. A retired member who has not reached the age of 65 at the end of the 5-year period may purchase such benefits at the District rate until age 65. Such Board member must have a minimum of 12 years or more of service on the Board.~~

45 **C. Dental**

46

47 Each member of the Board may be covered under the District's dental plan.

48

49 **D. Life Insurance**

50

51 Each member of the Board may be covered under the District's life insurance plan.

52

53 **E. PERS Retirement**

54

55 Board members that were elected prior to **January 1, 1991** that have elected to
56 contribute to PERS are eligible to apply for retirement benefits in accordance with the
57 PERS retirement plan.

58

59 **Reference:** Government Code § [Section](#) 53201

60

61

62 **NOTE:** The language in **black ink** is from the current SBCCD AP 2250 titled Board Travel approved in
63 1/01. The language in **blue ink** is included for consideration. The language in **green ink** was added by
64 the Board Policy Work Group on 7/2/14.

65

Approved: 1/01

Revised:

66

67

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

BP 2750 BOARD MEMBER ABSENCE FROM THE STATE

No member of the Board of Trustees shall be absent from the state for more than 60 days, except in any of the following situations:

- Upon business of the District with the approval of the Board.
- With the consent of the Board for an additional period not to exceed a total absence of 90 days. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.
- For federal military deployment, not to exceed an absence of a total of six months, as a member of the Armed Forces of the United States or the California National Guard. If the absence of a member of the Board pursuant to this subdivision exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of the circumstances described in this subdivision, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.
- The term of an interim member of the Board appointed as set forth above may not extend beyond the return of the absent member, nor may it extend beyond the next regularly scheduled election for that office.

Reference: Government Code Section 1064

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). This document was reviewed by the Board Policy Work Group on 7/2/14.

45

Adopted:

46

47

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

BP 3510 WORKPLACE VIOLENCE PLAN

(Replaces current SBCCD BP 3510)

NOTE: The language in current SBCCD BP 3510 parallels the language recommended by the Policy and Procedure Service.

❖ **From current SBCCD BP 3510 titled Workplace Violence Plan**

The Board [of Trustees](#) is committed to providing a District work and learning environment that is free of violence and the threat of violence. The Board's priority is the effective handling of critical workplace violence incidents, including those dealing with actual or potential violence.

The Chancellor is responsible for establishing administrative procedures that assure all employees are informed regarding what actions will be considered violent acts, and requiring any employee who is the victim of any violent conduct in the workplace, or is a witness to violent conduct to report the incident, and that employees are informed that there will be no retaliation for such reporting.

References: Cal/OSHA: Labor Code Sections ~~5300~~ [6300](#) et seq.;
8 Cal. [California](#) Code [of Regulations](#) Sections [3203](#);
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8 and Penal Code Sections 273.6 and 12021)

NOTE: The **red ink** signifies language that is **legally required** and recommended 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 3510 titled Workplace Violence Plan with no approval date. The language in **blue ink** is included for consideration.

Adopted: No date

Revised:



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

AP 3510 WORKPLACE VIOLENCE PLAN

NOTE: *The language in red ink is legally required. Local practice may be inserted. Safety in the workplace is addressed in AP 6800. Districts may merge the two procedures if desired.*

The District is committed to providing a safe work environment that is free of violence and the threat of violence.

Responding to Threats of Violence

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.

Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.

- 44 • Threatening harm or harming another person, or any other action or conduct that
45 implies the threat of bodily harm.
- 46 • Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade
47 longer than 2½ inches upon the grounds, unless the person is authorized to
48 possess such a weapon in the course of his/her employment, has been
49 authorized by a District employee to have the knife, or is a duly appointed peace
50 officer who is engaged in the performance of his/her duties.

51
52 Any employee who is the victim of any violent threatening or harassing conduct, any
53 witness to such conduct, or anyone receiving a report of such conduct, whether the
54 perpetrator is a District employee or a non-employee, shall immediately report the
55 incident to his/her supervisor or other appropriate person.

56
57 **District Police or 911**

58
59 No one, acting in good faith, who initiates a complaint or reports an incident under this
60 policy will be subject to retaliation or harassment.

61
62 Any employee reported to be a perpetrator will be provided both due process and
63 representation before disciplinary action is taken.

64
65 In the event the District fears for the safety of the perpetrator or the safety of others at
66 the scene of the violent act, **District police or 911** will be called.

67
68 **References:** Cal/OSHA; Labor Code Sections 6300 et seq.;
69 Title 8 Section 3203;
70 Code of Civil Procedure Section 527.8;
71 Penal Code Sections 273.6, 626.9, 626.10, and 12021

72
73
74 **NOTE:** *The **red ink** signifies language that is **legally required** and recommended by the Policy and*
75 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). **Green highlights are***
76 *recommendations from the District Assembly Work Group.*
77

78 **Approved:**
79

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

AP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES

AP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES

MISSION

Libraries in the San Bernardino Community College District provide instructional services and resources to support information literacy, supplement educational programs, and the mission of the District. Additionally, the libraries support the professional, personal, and intellectual development of students, faculty, and staff of the college communities. instruction, information resources, and services to support and supplement the instructional programs and mission statement of the District. Additionally, the colleges support professional, personal, intellectual and cultural development and learning for students, faculty, and staff of the college communities served.

As part of the District's Instructional and Student Support Services, the library shall support student learning by providing instruction in critical thinking, information literacy, and educational technology.

In support of this mission, it is the responsibility of faculty librarians to ensure that the libraries provide a wide range of learning resources, at varying levels of difficulty, with diversity of appeal and the presentation of differing points of view, in order to meet the needs for educational development the college community including students, staff, and instructors.

The District supports the Standards and the Association of College & Research Libraries (ACRL) and the American Library Association's (ALA) Library Bill of Rights, and operates in accordance with the Education Code, Sections 78100, 78101, 78103 and Title 5, Section 51023.

ETHICAL AND PROFESSIONAL CONSIDERATIONS FOR ACQUISITIONS AND COLLECTION MANAGEMENT

STATEMENT OF ETHICS

Overarching acquisition guidelines are based on the following tenets from the American Library Association's *Library Bill of Rights*:

- 44
- 45
- 46
- 47
- 48
- 49
- 50
- 51
- 52
- 53
- 54
- 55
- 56
- 57
- 58
- 59
- 60
- 61
- 62
- 63
- 64
- 65
- 66
- 67
- 68
- 69
- 70
- 71
- 72
- 73
- 74
- 75
- 76
- 77
- 78
- 79
- 80
- 81
- 82
- 83
- 84
- 85
- 86
- 87
- 88
- Books and other library resources should be for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas

COLLECTION MANAGEMENT^[Cjh5]

Collection management is required by the standards of the Accrediting Commission of California Junior and Community Colleges (ACCJC), a branch of the Western Association for Schools and Colleges (WASC) Accreditation Commission. These standards are the means by which the Library is tasked to provide an organized collection of print and non-print resources that will meet institutional, curricular research, and instructional requirements, as well as supporting the development of the lifelong habit of reading.

Under the supervision of the appropriate administrator, faculty librarians will utilize their collection management training and skills to ensure that the cultural and personal enrichment needs of the college community are met through the development and maintenance of library collections which best fulfill the above-stated requirements.

Broad objectives for selection of educational materials include:

- To provide materials that enrich and support the curriculum
- To provide materials that will stimulate growth in factual knowledge
- To provide a background of broad-based information resources to empower students to make informed judgments in their daily lives
- To provide materials representative of the diversity of the District, and
- To place library ethics above personal opinion and prejudice in the selection of materials.

As a measure of adequacy the library shall review its collection against the recommended lists of materials for community college libraries, professional journals in all disciplines taught at the college, and current bibliographic publications, and assess, supplement, or withdraw materials from all areas as needed.

CHALLENGES TO MATERIALS

89 On occasion, a patron may question or challenge the suitability of an item or items found
90 in the collection. On these occasions, the complainant will be reminded that it is the
91 obligation of academic libraries to promote intellectual freedom. As such entities,
92 district libraries will provide materials that promote free, open, and educational
93 discussion of sometimes-controversial matters in order to prepare students to make
94 informed decisions about challenges in their daily lives. It is the sole responsibility of
95 the librarians and library administration to make final decisions concerning inclusion
96 and exclusion of materials in the libraries' collections.

97 **CIRCULATION SERVICES**

98 **STUDENTS:** Currently-enrolled SBCCD students have free access to library materials and
99 services both on campus and online during posted hours. Students utilizing library materials or
100 services will be held responsible for them and overdue fines/replacement costs will apply. At
101 each time of checkout, students must provide to staff their student identification number and a
102 current photo I.D. for protection against identity theft. Certain library material and items must be
103 used in the college library only.

104
105
106 **DISTRICT EMPLOYEES:** Currently-employed District employees may borrow materials
107 from the circulating collections of the libraries. Standard loan periods and fines may apply.
108 Library services are cancelled upon termination of employment.

109
110 **COMMUNITY MEMBERS and ALUMNI ASSOCIATION MEMBERS:** All are welcome
111 to use the library facility, circulating books, and reference materials while in the building. Upon
112 proof of residence in a college's service area and the verification of a valid email address,
113 individuals over the age of 18 may borrow a limited number of items as defined locally by each
114 campus, from the general circulating collection. An activation fee may apply and vary by
115 location. Community and Alumni Association members are prohibited from use of the Library
116 Computer Lab and may not check out Reserve and Textbook Bank materials, student computers,
117 nor obtain remote access to databases, as these materials and services are reserved for the
118 exclusive use of the colleges' students.

119 **LIBRARY FINES**

120
121 ~~Loan periods for library materials vary by item type. Notification of overdue materials~~
122 ~~will be sent via email, and it is the responsibility of every borrower to monitor the loan~~
123 ~~period of the materials s/he borrows. The following fines apply to borrowed materials not~~
124 ~~returned for any reason:~~

125 * ~~**General Circulating Collection:** 10¢ per item, per day, accumulating to a \$5.00~~
126 ~~maximum per item borrowed.~~

127 * ~~**Replacement Cost for General Collection Materials:** A minimum charge~~
128 ~~of \$40.00 per title, or the cost incurred to replace the title, will be~~
129 ~~assessed, whichever is greater. If an item is overdue for more than three~~
130 ~~weeks, it will be considered lost, and a non-refundable clerical fee of~~
131 ~~\$2.00 per item will be charged in addition to the minimum charge as~~
132 ~~detailed above. If an item is returned in damaged condition such as to~~
133 ~~render it unusable by other students (as determined by the Library~~

134 Circulation Supervisor or by the Library Administration), the same fees
135 shall apply for replacement.
136 * **Reserve Materials:** 25¢ per item, per hour, accumulating to a maximum of
137 \$10.00 per item borrowed.
138 * **Textbook Bank Materials:** 25¢ per item, per hour, accumulating to a maximum
139 of \$10.00 per item borrowed.
140 * **Replacement Cost for Reserve and Textbook Bank Materials:** If lost, the
141 replacement textbook copy charge will be the amount incurred by the
142 library to replace the item, plus the overdue fine.
143

144 **SBVC and CHC STUDENT PRINTING SERVICES** ^{[c]he} (*from AP 5030 Library Fees)
145 Students at CHC and SBVC are provided printing and copy services for a fee.

146
147 ~~At the discretion of the department offering courses these fees may be waived, for classroom~~
148 ~~assignments, during scheduled class hours only.~~

149 ~~Fees for utilizing these services are as follows:~~

- 151 * Photocopiers: ten cents (10¢) per page
- 152 * Laser printout from computers (black & white): fifteen cents (15¢) per page
- 153 * Laser printout from computers (color, with or without text): fifty cents (50¢) per
154 page

155 Fees collected from student copiers become part of Campus Technology Services budget to
156 maintain and support student printing and copying systems.

157
158 The District supports the Standards and the Association of College & Research Libraries
159 (ACRL) and the American Library Association's (ALA) Library Bill of Rights, and operates in
160 accordance with the Education Code, Sections 78100, 78101, 78103 and Title 5, Section
161 51023 ^{[c]h7}.

162
163 **References:** [Education Code Section 78100:](#)
164 [ACCJC Accreditation Standard II.B \(formerly II.C\)](#)

165
166 **NOTE:** The **red ink** signifies language that is **required** by accreditation and recommended by the Policy
167 and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is
168 included for consideration. This document was reviewed by Gloria Fisher & Rebecca Warren-Marlatt on
169 3/4/14. **Green highlights are recommendations from the DA Work Group**

170
171

Approved:

172
173

San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5500 STANDARDS OF STUDENT CONDUCT

(Replaces current SBCCD BP 5500)

❖ **From current SBCCD BP 5500 titled Standards of Conduct and Disciplinary Procedures**

The Chancellor shall be responsible for procedures that impose discipline on students in accordance with due process outlined in federal and state law and regulations.

The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

The Board shall consider any recommendation from the Chancellor for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

The procedures shall be made widely available to students through the college catalog and other means.

The following behaviors are subject to disciplinary action ranging from verbal reprimand through removal, suspension, or expulsion of a student.

1. Causing, attempting to cause, or threatening to cause physical injury to one's self or to another person.

2. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object(s), including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee and approved, which is concurred in by the college president, unless specifically prohibited by law.

3. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section

- 45 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage,
46 or an intoxicant of any kind; or unlawful possession of, or offering, arranging or
47 negotiating the sale of any drug
48 paraphernalia, as defined in California Health and Safety Code Section 11014.5.
49
- 50 4. Committing or attempting to commit robbery or extortion.
51
- 52 5. Causing or attempting to cause damage to District property or to private property on
53 campus.
54
- 55 6. Stealing or attempting to steal District property or private property on campus, or
56 knowingly receiving stolen District property or private property on campus.
57
- 58 7. Willful or persistent smoking in any area where smoking has been prohibited by law
59 or by regulation of the college or the District.
60
- 61 8. Committing sexual harassment as defined by law or by District policies and
62 procedures.
63
- 64 9. Engaging in harassing or discriminatory behavior based on ~~race, sex, (i.e., gender)~~
65 ~~religion, age, national origin,~~ disability, gender, gender identity, gender expression,
66 nationality, race or ethnicity, religion, sexual orientation, or any other status protected by
67 law.
68
- 69 10. Willful misconduct which results in injury or death to a student or to college
70 personnel or which results in cutting, defacing, or other injury to any real or personal
71 property owned by the District or on campus.
72
- 73 11. Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open
74 and persistent defiance of the authority of, or persistent abuse of, college personnel.
75
- 76 12. Cheating, plagiarism (including plagiarism in a student publication), or engaging in
77 other academic dishonesty.
78
- 79 13. Dishonesty; forgery; alteration or misuse of college documents, records or
80 identification; or knowingly furnishing false information to the District.
81
- 82 14. Unauthorized entry upon or use of college facilities.
83
- 84 15. Lewd, indecent or obscene conduct on District-owned or controlled property, or at
85 District-sponsored or supervised functions.
86
- 87 16. Engaging in expression which is obscene; libelous or slanderous; or which so incites
88 students as to create a clear and present danger of the commission of unlawful acts on
89 college premises, or the violation of lawful District administrative procedures, or the
90 substantial disruption of the orderly operation of the District.

91
92 17. Persistent, serious misconduct where other means of correction have failed to bring
93 about proper conduct.

94
95 18. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any
96 commercial purpose, of any contemporaneous recording of an academic presentation in
97 a classroom or equivalent site of instruction, including but not limited to handwritten or
98 typewritten class notes, except as permitted by any District policy or administrative
99 procedure.

100
101 19. Hazing, defined as including any method of initiation into a student organization or
102 any pastime or amusement engaged in with respect to such an organization that
103 causes, or is likely to cause, bodily danger or physical harm to any student or other
104 person attending any school, college, university or other educational institution in this
105 State.

106
107 20. ~~Persistent violation of smoking regulations.~~ (Also see #7 above)
108
109 20. Engaging in intimidating conduct or bullying against another student through words
110 or actions, including direct physical contact; verbal assaults, such as teasing or name-
111 calling; social isolation or manipulation; and cyberbullying.

112
113 The standards shall be available to students in the college catalog and college
114 publications.

115
116 **References:** Education Code Sections 66300 and 66301;
117 ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b)

118
119

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and
120 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
121 the current SBCCD BP 5500 titled Standards of Conduct and Disciplinary Procedures adopted on
122 6/10/04. The language in **blue ink** is included for consideration. The language in **green ink** is from
123 SBVC. This document was reviewed by Gloria Fisher & Rebecca Warren-Marlatt on 3/4/14.
124 **Green highlights are recommendations made by the District Assembly Work Group.**

Adopted: 6/10/04
Revised:

125
126

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

BP 6300 FISCAL MANAGEMENT

(Replaces current SBCCD BP 6300)

❖ From current SBCCD BP 6300 titled Fiscal Management

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, [Section 58311](#), including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

References: Education Code Section 84040(c);

44 Title 5 Section 58311;
45 ACCJC Accreditation Standard III.D

46
47

NOTE: *This policy is **legally required** and recommended by the Policy and Procedure Service and its*
48 *legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 6300*
49 *titled Fiscal Management adopted on 9/9/04. The language in **blue ink** is included for consideration.*
50

Adopted: 9/9/04

Revised:

51
52

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

AP 6300 FISCAL MANAGEMENT

(Replaces current SBCCD AP 6300)

❖ **From current SBCCD AP 6300 titled Fiscal Management**

GENERAL ACCOUNTING

A. Functions

The Accounting staff Office, under the direction of the ~~Chief Business Officer~~ and Vice Chancellor of Fiscal Services, ~~Supervisor~~ shall provide the following functions:

1. Central accounting functions for all District funds.
2. Preparation of documents for transmittal to the County Treasurer's Office for payroll and commercial warrants, if needed.
3. Preparation of payroll reports.
4. Preparation of revolving cash checks.
5. Processing of payments to vendors.
6. Disbursement of scholarship, financial aid and loan funds.
7. Accounting services for sponsored programs, student financial aid, auxiliary enterprises, and student body funds.
8. Maintenance of accounting data on the District's data processing system.
9. Preparation of the District's financial reports.

B. Internal Controls

44 To provide adequate internal controls, it is necessary for certain procedures to be
45 followed at the operating level to prevent errors from occurring. The work of an
46 employee is verified by the work of another, each working separately and
47 independently. One employee should not have control of a complete financial
48 transaction that includes authorizing the transaction, receiving, disbursing, recording
49 and/or posting the transaction. Instead, different employees should participate at
50 various stages in the transaction so that each will arrive at the same result
51 independently and, without unnecessary duplication of work, verify the accuracy of the
52 work of others. Such a division of duties provides a procedure whereby errors of
53 omission or commission, whether intentional or unintentional will be minimized.

54

55 **ACCOUNTS RECEIVABLE**

56

57 **A. Types of Accounts Receivable:**

58

59 1. Receivables from students

60

61 2. Sponsored third party receivables

62

63 3. Receivables from other District funds

64

65 4. Employee receivables

66

67 **B. Controls**

68

69 1. Access to accounts receivable ledger is controlled by a security code.

70

71 2. Each entry to the accounts receivable ledger file is supported by documentary
72 evidence.

73

74 3. All invoices are pre-numbered and all numbers are accounted for.

75

76 4. Subsidiary ledgers are balanced monthly.

77

78 5. Postings are made by someone other than those having access to incoming
79 receipts.

80

81 6. Statements are mailed in a timely manner by someone other than the
82 bookkeeper or cashier.

83

84 7. All non-cash credits such as credit memos, allowances, or bad debts are properly
85 authorized.

86

87 8. Holds are placed on student records for students who have a financial obligation
88 to the District.

89

- 90 9. An SBCCD invoice will be prepared for all transactions where an obligation to the
91 District is incurred.
92
- 93 10. A copy of the invoice is kept on file in the ~~Accounting Office~~ Fiscal Services
94 Department in the outstanding invoices file until the remittance is received.
95
- 96 11. All accounts receivable remittances will be sent to the Campus Business Office
97 on campus or to the ~~Accounting Office~~ Fiscal Services Department in the District
98 Office.
99
- 100 12. ~~The Accounting~~ staff ~~Office~~ must be notified of any collection so that the invoice
101 can be removed from the "outstanding" file.
102
- 103 13. The collection of cash receivables should be handled as an ordinary cash
104 transaction according to cash receipting procedures.
105

106 C. Student Loans

- 107
- 108 1. All student loan transactions will be accounted for through subsidiary ledgers.
109
- 110 2. Billing functions should be separated from collection functions and general ledger
111 postings.
112
- 113 3. Upon receipt of a duly authorized promissory note, a loan receivable record will
114 be initiated by the Fiscal Services ~~Accounting Office~~/Financial Aid Section. The
115 file of these records becomes the subsidiary ledger.
116
- 117 4. The record must contain the student's social security number, loan number,
118 address, telephone number, loan amount, interest rate, payments received, and
119 current balance due.
120
- 121 5. Upon receipt of payment, a cash receipt will be prepared. A copy of the payment
122 will be sent to the Fiscal Services ~~Accounting Office~~/Financial Aid Section for
123 posting to the subsidiary ledger.
124
- 125 6. The receipt will be posted to the general ledger ~~by the Financial Aid Accountant~~.
126 The subsidiary balance will be reconciled to the general ledger balance on a
127 monthly basis.
128
- 129 7. The Student file and general ledger may be posted simultaneously, but a District
130 receipt should be prepared as a secondary source document.
131

132 D. Grant and Sponsored Program Accounting

133
134 In addition to the District procedures listed here, state and federal grants require special
135 accounting procedures. General directions are provided in the board policy on Grants

136 and Sponsored Programs. Recipients of grant awards are also cautioned to study
137 specific requirements of the grant that may vary from traditional procedures.
138

139 **CASH DISBURSEMENT**

140
141 **A. Disbursement Procedures**

- 142
- 143 1. Disbursements must be properly authorized and supported by adequate
144 documentation.
 - 145
 - 146 2. All disbursements shall be made by check.
 - 147
 - 148 3. All checks shall be pre-numbered.
 - 149
 - 150 4. All disbursements shall be substantiated by supporting documents including
151 evidence of purchase, receipt, and approval.
 - 152
 - 153 5. All supporting documents shall be canceled in such a manner as to preclude their
154 reuse.
 - 155
 - 156 6. Bulk check stock shall be adequately controlled and accounted for.
 - 157
 - 158 7. Daily use check stock shall be issued to the check-preparer on an adequate
159 transfer/control document.
 - 160
 - 161 8. There shall be adequate separation of duties to reduce the risk of collusion and
162 fraud.
 - 163
 - 164 9. The drawing of a warrant to "cash" or "bearer" is prohibited.
 - 165
 - 166 10. Electronic signature plates shall be secured and issued only to authorized
167 individuals.

168
169 **B. Documentation**

170
171 Documentation shall include:

- 172
- 173 1. A purchase order authorizing the commitment of funds by an appropriate
174 approving authority.
 - 175
 - 176 2. An original invoice.
 - 177
 - 178 3. An original receiving report **with date and signature** of an employee
179 acknowledging receipt of goods or services.

180
181 **C. Authorization**

182
183 All checks must bear a Board authorized signature.

184
185 **D. Controls**

- 186
187 1. All invoices and/or supporting documents will be marked with the check number
188 in ink to prevent their reuse.
189
190 2. Checks will be recorded in the check registers as of the date written and the
191 register closed promptly at the end of each month.
192
193 3. Unused checks shall be adequately controlled through sign-out logs, listing
194 where bulk stock is located and by warrant number.
195
196 4. Voided checks shall be mutilated or spoiled to prevent reuse.
197
198 5. Checks shall be signed only after comparing them with authorizations and
199 supporting documents.
200

201 **E. Requirements for County Controlled Funds**

- 202
203 1. Payments shall be released electronically through the County Superintendent's
204 system only by authorized agents.
205
206 2. If a payment batch is chosen for audit, one copy of the District Prelist with an
207 original invoice and other documentation required above shall be submitted to
208 School Claims in one package.
209
210 3. Upon receipt of the warrant and warrant listing from the County Superintendent's
211 office, the ~~accounts payable clerk shall reconcile the~~ County Postlist shall be
212 reconciled to the copy of the District Prelist.
213
214 4. An employee accounts payable clerk other than the payment batch preparer shall
215 mail the warrant to the appropriate vendor for payment.
216

217 **F. Records**

- 218
219 1. All original invoices and supporting documents shall be stamped to prevent
220 duplicate payments.
221
222 2. All voucher documents shall be attached to the documentation and filed in the
223 vendor file in alphabetic order.
224

225 **CASH RECEIPTS**

226
227 **A. General Provisions**

228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272

1. Persons who receive cash shall have no access to general ledger. All cash received must be recorded by cash register receipt, pre-numbered cash receipt, or terminal receipt. These documents provide the accounting controls and are prepared by the employee first receiving checks or cash. An independent audit trail must be maintained for all cash receipts. The receipt must be given or mailed to the client.

All cash received must be adequately safeguarded and promptly deposited. All cash shall be deposited in the Campus Business Office within 24 hours of receipt.

2. All checks must be made or endorsed payable to the San Bernardino Community College District, San Bernardino Valley College, or Crafton Hills College.
3. All checks shall be stamped "For Deposit Only" upon receipt with the appropriate endorsement stamp.
4. Payments received in the mail shall be logged and routed to a party who can write receipts and make deposits.
5. Cash registers/drawers/terminals shall be cleared daily even if no receipts are recorded. Tape totals, including those with zero receipts, shall be signed by the individual responsible for the cash drawer and submitted to the Campus Business Office.
6. Cash receipts shall be reconciled against cash register tapes, log-outs and/or handwritten receipts and signed by the individual responsible for the cash drawer.
7. Cash, checks, credit card slips and deposit slips from one register shall not be commingled with receipts from another register. Cash, checks, credit card slips and deposit slips from one receipting date shall not be commingled with receipts from another date.

B. Deposit of Cash Receipts

1. All cash receipts shall be received through the Central Cashier in the Campus Business Office except those received authorized by the Vice Chancellor of Fiscal Services ~~Chief Business Officer~~ to receive cash. Cash receipts received in locations other than the Campus Business Office shall be deposited intact in the Campus Business Office as prescribed above. When the deposit is made in the Campus Business Office, the deposit must be verified in the presence of the depositor or the depositor's supervisor.

- 273 2. Cash inadvertently received by offices not authorized to accept cash shall be
274 routed to the Campus Business Office for deposit.
275
- 276 3. Deposits of money into any account other than an authorized Campus Business
277 Office account are prohibited. Violation of this policy may result in disciplinary
278 action.
279

280 **C. Pre-numbered Receipts**

281
282 Any area/department that receives cash and does not have a cash register shall use
283 three- part pre-numbered receipts provided by the [Vice Chancellor of Fiscal Services](#)
284 ~~Chief Business Officer~~. Part one goes to the individual/group who makes the payment,
285 part two goes to the Campus Business Office with the cash deposit, and part three
286 stays with the office which accepts the cash.
287

288 **D. Registration Fees**

- 289
- 290 1. During periods of registration terminal receipts are required except in those
291 instances where source identification is necessary and/or where the office
292 receiving the fees does not have access to a computer terminal (off-campus,
293 etc.).
 - 294 2. The operator log-out report will be used as the primary source document. The
295 operator's cash drawer should reconcile to the operator log-out report.
 - 296 3. Receipts shall be conveyed to the Campus Business Office daily. The Campus
297 Business Office shall prepare a deposit ticket for each day's deposit.
 - 298 4. Admissions and Records receipting clerks shall reconcile the drawer(s) against
299 the daily log-outs, sign the log-outs verifying the reconciliation, and submit
300 receipts and signed log-outs to the Director of Admissions and Records,
301 Registrar or designee.
 - 302 5. The Director of Admissions and Records, Registrar, or designee shall verify the
303 receipts and log-outs, prepare and sign the reconciliation form attesting to its
304 accuracy, and prepare the daily receipts for transmission to the Campus
305 Business Office.
 - 306 6. The Director of Admissions and Records, Registrar, or designee, with college
307 police escort, shall transmit receipts daily to the Campus Business Office.
 - 308 a. When hand-carries are impractical, the receipts are to be transported by
309 the campus via locked bank bag to the Campus Business Office.
 - 310 b. The locked bank bag should be placed in the locked trunk of the police
311 vehicle for transport. Receipts, when transported in this manner, must
312 have been verified by two independent sources prior to giving them to the
313 college police for transport.
 - 314 c. The college police should receive a dated receipt for the locked bank bag
315 from the Campus Business Office.
 - 316 d. The Campus Business Office shall verify the daily receipts, provide a
317 receipt to the original source of receipts, and prepare a deposit slip by the
318 close of the next business day following receipting. Any exception

319 requires notification of the Vice Chancellor of Fiscal Services Chief
320 ~~Business Officer or the Fiscal Services Supervisor.~~

321

322 **PETTY CASH**

323

324 **A. Authorization**

325

326 A petty cash fund may be approved by the ~~Chief Business Officer~~ Vice Chancellor of
327 Fiscal Services to pay for small emergency purchases of supplies or services.

328 The ~~Chief Business Officer~~ Vice Chancellor of Fiscal Services will review each request
329 for the establishment of a petty cash fund and set the dollar amount of the fund if it is
330 approved. Approval for expenditures from the fund must be granted by the appropriate
331 Responsibility Center Manager or the fund custodian.

332

333 **B. Establishment of a Petty Cash Fund**

334

335 A Responsibility Center Manager may request a petty cash fund from the ~~Chief~~
336 ~~Business Officer~~ Vice Chancellor of Fiscal Services. The request must identify the fund
337 custodian and a requested dollar amount. Upon approval, a check will be forwarded to
338 the requesting party payable to the designated fund custodian.

339

340 **C. Petty Cash Custodian's Responsibility**

341

342 1. The petty cash custodian will sign for and assume responsibility for the
343 safeguarding and proper utilization of the petty cash fund. The petty cash
344 custodian is the only individual who may make cash ~~trans- actions~~ transactions.
345 If an authorized change in custodian occurs, the status of the fund should be
346 verified before any transactions are completed by the new custodian. A status
347 memo signed by both the outgoing and incoming custodians must be sent to
348 the ~~Chief Business Officer~~ Vice Chancellor of Fiscal Services.

349

350 2. The petty cash fund will be maintained at the approved amount, and will at times
351 be kept in balance with cash, petty cash vouchers, and receipts.

352

353 3. A copy of the Petty Cash Reconciliation Form will be retained by the custodian
354 for a minimum of two years.

355

356 4. All cash, sales receipts, and other related documents shall be kept in a locked
357 metal box. When unattended, the box shall be placed in a safe, desk or cabinet
358 that is also to be kept locked.

359

360 **D. Purchase Authorizations and Procedures**

361

362 1. Single disbursements from petty cash may not exceed \$25.00, 50.00

363

- 364 2. The petty cash custodian must approve all expenditures from the fund. The
365 custodian must sign a Petty Cash Disbursement Voucher for each expenditure.
366
- 367 3. The purchaser may request a cash advance or be reimbursed for authorized
368 purchases. If a cash advance is made, the purchaser must provide a sales
369 receipt and change, if any, to the custodian and sign a petty cash voucher
370 indicating reimbursement.
371
- 372 4. A sales receipt must be kept with each Petty Cash Disbursement Voucher.
373

374 **E. Replenishment Procedure**

- 375
- 376 1. The petty cash fund will be replenished when substantially depleted. On June 30
377 of each fiscal year the account must be fully replenished or closed in order for
378 expenditures to be recorded in the proper fiscal year.
379
- 380 2. A request for replenishment will be made on a purchase requisition signed by the
381 Responsibility Center Manager.
382
- 383 3. An itemized list of expenditures is to be recorded on the Petty Cash
384 Reconciliation Form. A separate Petty Cash Disbursement Voucher with a sales
385 receipt attached shall be presented for each expenditure.
386
- 387 4. Reimbursements of petty cash are to be the only deposits into the fund.
388

389 **F. Accounting/Audit**

- 390
- 391 1. Any shortage must be adequately documented and explained by the fund
392 custodian. Replenishment requests for shortages in excess of \$5 must be
393 approved by the ~~Chief Business Officer~~ Vice Chancellor of Fiscal Services.
394 Overages must be deposited with the revolving cash accountant.
395
- 396 2. The ~~Chief Business Officer~~ Vice Chancellor of Fiscal Services or designee or
397 ~~designated accounting personnel~~ will periodically make unannounced audit
398 reviews of the petty cash fund. The independent auditors will also make test
399 counts and review the petty cash fund. The fund custodian and the responsible
400 manager should ensure the fund is balanced and available for audit at any time.
401
- 402 3. The internal control checklist is to be completed by each petty cash fund
403 custodian at least once a year. The ~~Chief Business Officer~~ Vice Chancellor of
404 Fiscal Services or designee will periodically review the petty cash operation and
405 determine if the operation of the fund is in compliance with the checklist.
406

407 **CHANGE FUNDS**

408 **A. Change Funds** 409

410
411 A change fund may be approved by the ~~Chief Business Officer~~ Vice Chancellor of Fiscal
412 Services for the sole purpose of making change in the conduct of business. The funds
413 shall not be used for cash advances, purchases, reimbursements, or other activities
414 appropriate to a petty cash fund.

415
416 **B. Establishment of a Change Fund**

417
418 A Responsibility Center Manager may request a change fund from the Vice Chancellor
419 of Fiscal Services ~~Chief Business Officer~~. The request must identify the fund custodian
420 and a requested dollar amount. Upon approval a check will be forwarded to the
421 requesting party payable to the designated fund custodian.

422
423 **C. Change Fund Custodian's Responsibility**

424
425 The custodian will sign a receipt for the change fund and assume responsibility for its
426 security and proper use. The ~~Chief Business Officer~~ Vice Chancellor of Fiscal Services
427 must be notified in writing if there is a change in the custodianship of a change fund.
428 The change fund will be maintained at the approved amount and will at all times be kept
429 in balance.

430
431 **D. Accounting/Audit**

432
433 The Accounting Department will retain records and documentation for all change funds.
434 Change funds must be available for audit at any time.

435
436 **REVOLVING CASH**

437
438 **A. Revolving Cash**

439
440 The revolving cash fund shall be used only when goods, services, or payroll are
441 required prior to the date available within the normal purchasing process.
442 Disbursements shall be supported by proper documentation and authorization as
443 prescribed in the Cash Disbursement Policy. There shall be adequate separation of
444 duties to reduce the risk of collusion and fraud.

445
446 **B. Procedures**

- 447
- 448 1. The fund shall be managed so that accountability for the fund, including proper
449 identification of fund resources, can be readily established.
 - 450
 - 451 2. Cash funds are maintained ~~on an imprest basis~~ with the same standards of
452 developing documentary evidence as for other disbursements.
 - 453
 - 454 3. Disbursements from the fund shall be limited to transactions that cannot be paid
455 through the regular disbursement process in a timely manner.

- 456
457 4. The Accounting Department will review, and the Chief ~~Business Officer~~ Vice
458 Chancellor of Fiscal Services must approve, requests for payment through the
459 Revolving Cash Fund.
460
461 5. Employees shall not authorize revolving fund checks payable to cash or to
462 themselves.
463
464 6. Check stock shall be kept in a secure place.
465
466 7. The Revolving Cash Fund shall be replenished in a timely manner through the
467 normal purchasing procedure.
468
469 8. Daily balances will be maintained on the check stub; the fund shall be reconciled
470 monthly.

471
472 **References:** Education Code Section 84040(c);
473 Title 5 Section 58311;
474 ACCJC Accreditation Standard III.D.9 (formerly III.D.2)
475

476 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
477 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
478 the current SBCCD AP 6300 titled Fiscal Management approved in 9/9/04. The language in **green ink**
479 was recommended by Fiscal Services and the Chancellor's Office on 2/24/14. **Green highlights are**
480 **recommendations from the District Assembly Work Group.**
481

Approved: 9/9/04
Revised:

482
483

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7160 PROFESSIONAL DEVELOPMENT

NOTE: This procedure is recommended to comply with the accreditation standard. Insert local practice, which may include separate processes for administrators, faculty, and classified staff, and full and part time employees.

The District and colleges shall establish integrated professional development plans consistent with the Educational Master Plans and District strategic priorities.

Needs assessments surveys will be conducted at least annually to identify professional development needs among employees. Professional development activities will be collegially planned and presented based on the results of the needs assessments and institutional priorities.

Professional development activities will be evaluated and the results will be used to improve programs and activities to ensure District and employee needs are being met.

~~Should be included in management and confidential administrative procedures.~~

A. Classified Supervisors and Confidential Employees on the classified supervisory and confidential salary schedules shall be eligible for tuition cost reimbursement from an accredited institution.

B. Reimbursement will only be given for courses completed with a grade of "C" or better, "credit", or equivalent grade, which pertain to their position.

C. Such reimbursement shall not exceed costs of 18 semester units of course work per year for year-round training- may require more units.

D. Reimbursement shall not be allowed for courses carrying zero units.

E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.

43 F. Only Classified Supervisors and Confidential Employees who have completed
44 their probation period as a Classified Supervisor or Confidential Employee shall
45 be eligible for this benefit.

46
47 G. All courses for which a Classified Supervisor or Confidential Employee seeks
48 tuition reimbursement must have prior approval by their Supervisor, the
49 Chancellor, and the Board.

50
51 ~~Professional development activities, guidelines and processes including information~~
52 ~~about the Flex Program are published on the District's website.~~

53
54 ~~Professional development activities may include, but are not limited to:~~

- 55 • ~~Improvement of teaching~~
- 56 • ~~Improvement of services to students~~
- 57 • ~~Institutional effectiveness~~
- 58 • ~~Maintenance of current academic and technical knowledge and skills~~
- 59 • ~~Training to meet institutional needs and priorities~~
- 60 • ~~Development of innovations in instructional and administrative techniques and~~
61 ~~program effectiveness~~
- 62 • ~~Computer and technological proficiency programs~~
- 63 • ~~Instructional technology~~
- 64 • ~~Training that is required by laws, codes, and regulations~~

65
66 ~~Refer to specific collective bargaining agreements for detail on professional~~
67 ~~development benefits for employees. Whenever possible, the District shall offer~~
68 ~~additional professional development opportunities to all employees on a regular basis.~~

69
70 ~~Also see AP 7341 Sabbaticals~~

71
72 **Reference:** ACCJC Accreditation Standard III.A.14 (formerly III.A.5)

73
74
75 **NOTE:** This procedure is **required to comply with accreditation** and recommended by the Policy and
76 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is
77 included for consideration. Blue underlined is from AP 7260. This document was reviewed with Human
78 Resources on 3/4/14. **Green highlights are suggestions made by the DA Work Group**

79

Approved:

80
81

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Internal Audits
DATE: March 12, 2015
SUBJECT: Consideration of Approval to Accept Independent Audit Report of the
KVCR Fund for 2013-14

RECOMMENDATION

It is recommended that the Board of Trustees accept the 2013-14 independent audit report of the KVCR Fund.

OVERVIEW

Vavrinek, Trine, Day & Company, LLP (VTD) has conducted the yearly KVCR Fund independent audit for the period ending June 30, 2014.

ANALYSIS

Each year the KVCR Fund undergoes an independent audit, after which the auditing firm compiles a written report detailing its financial statements. The audit found no deficiency of internal control and no material weakness. This is the strongest positive opinion that the audit can express.

It is anticipated that the 2014-15 fiscal year audit for both the Foundation and the Fund will be completed by December 31, 2015.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item has no financial implications.

KVCR FUND

**ANNUAL FINANCIAL STATEMENTS
AND
SUPPLEMENTARY INFORMATION
WITH
INDEPENDENT AUDITOR'S REPORT**

JUNE 30, 2014

KVCR FUND

June 30, 2014

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT 1

FINANCIAL STATEMENTS

 Net Position 3

 Statement of Revenues, Expenses, and Changes in Net Position 4

 Statement of Cash Flows 5

NOTES TO FINANCIAL STATEMENTS 6

SUPPLEMENTARY INFORMATION

 Combining Schedule of Revenues, Expenses, and Changes in Net Position 14

 Note to Supplementary Information..... 15

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*..... 16



INDEPENDENT AUDITOR'S REPORT

The Board of Directors
KVCR-FM and KVCR-TV
San Bernardino, California

We have audited the accompanying financial statements of San Bernardino Community College District's KVCR Fund as of and for the year ended June 30, 2014, and the related notes to the financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the KVCR Fund as of June 30, 2014, and the changes in its net position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the KVCR Fund, and are not intended to present fairly the financial position and changes in financial position of San Bernardino Community College District in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the KVCR Fund's basic financial statements. The accompanying supplementary information listed in the Table of Contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

Supplementary Information

The accompanying supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated January 29, 2015, on our consideration of KVCR Fund's internal control over financial reporting and on our tests of its compliance with certain provisions of laws and regulations, contract, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering KVCR Fund's internal control over financial reporting and compliance. Accordingly, this communication is not suitable for any other purpose.

Vaurick, Fine, Day & Co. LLP

Rancho Cucamonga, California
January 29, 2015

KVCR FUND

NET POSITION JUNE 30, 2014

ASSETS

CURRENT ASSETS

Cash and cash equivalents	\$ 1,209,766
Accounts receivable	389,457
Other assets	45,636
Total Current Assets	<u>1,644,859</u>

NONCURRENT ASSETS

Property and equipment (net)	1,446,428
Total Noncurrent Assets	<u>1,446,428</u>
TOTAL ASSETS	<u>3,091,287</u>

LIABILITIES

CURRENT LIABILITIES

Accounts payable and accrued expenses	238,060
Unearned revenue	474,475
Due to other funds	24,896
TOTAL LIABILITIES	<u>737,431</u>

NET POSITION

Net investment in capital assets	1,446,428
Unrestricted	907,428
TOTAL NET POSITION	<u>\$ 2,353,856</u>

See the accompanying notes to financial statements.

KVCR FUND

**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
FOR THE YEAR ENDED JUNE 30, 2014**

Operating Revenues

Public contributions	\$ 1,478,627
CPB grants	1,092,542
Program underwriting	343,040
Other local income	176,157
Sales	2,596
Total Operating Revenues	<u>3,092,962</u>

Operating Expenses

Program services	4,369,595
Management and general	613,783
Fundraising	963,355
Total Operating Expenses	<u>5,946,733</u>

Total Operating Loss (2,853,771)

Other Revenues

Interest and dividends	4,949
Leasing and rentals	485,100
Transfers in from San Bernardino Community College District	699,997
Total Other Revenues	<u>1,190,046</u>

CHANGE IN NET POSITION	(1,663,725)
NET POSITION, BEGINNING OF YEAR	<u>4,017,581</u>
NET POSITION, END OF YEAR	<u>\$ 2,353,856</u>

See the accompanying notes to financial statements.

KVCR FUND

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED JUNE 30, 2014

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Position	\$ (1,663,725)
Adjustments to Reconcile Change in Net Assets to Net Cash From Operating Activities	
Depreciation	600,547
Changes in Assets and Liabilities	
Increase in accounts receivable	(355,708)
Decrease in other assets	1,351
Decrease in accounts payable	(164,856)
Increase in amounts due to other funds	24,896
Decrease in unearned revenue	<u>(45,194)</u>
Net Cash Flows From Operating Activities	<u>(1,602,689)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of fixed assets	<u>(11,992)</u>
Net Cash Flows From Investing Activities	<u>(11,992)</u>
NET CHANGE IN CASH AND CASH EQUIVALENTS	(1,614,681)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	<u>2,824,447</u>
CASH AND CASH EQUIVALENTS, END OF YEAR	<u><u>\$ 1,209,766</u></u>

See the accompanying notes to financial statements.

KVCR FUND

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

The San Bernardino Community College District's KVCR Fund is comprised of the following activities:

KVCR-FM and KVCR-TV (KVCR) is a public telecommunications entity owned and operated by the San Bernardino Community College District (the District), which provides radio and television stations to the Inland Empire area of Southern California. These stations provide the public with a variety of musical, informational, and educational programming.

KVCR Educational Foundation, Inc. (the Foundation) was established in 1999 for the purpose of raising, holding, and investing funds for the benefit of KVCR. It is a nonprofit public benefit corporation that is an auxiliary organization of the District.

These financial statements are intended to present the financial position, and the changes in financial position and cash flows of only that portion of the District's activities that are attributable to the KVCR Fund. These financial statements are not intended to present fairly the financial position and the changes in financial position of the District in accordance with accounting principles generally accepted in the United States of America.

Financial Statement Presentation

The accompanying financial statements are presented in accordance with Governmental Accounting Standards Board (GASB). In addition, KVCR applies all applicable Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1989, unless those pronouncements conflict with or contradict GASB pronouncements.

The KVCR Fund is presented in an Enterprise format which includes a statement of cash flows. The Enterprise format accounts for activities similar to those in the private sector, where the proper matching of revenues and costs is important, and the full accrual basis of accounting is required. With this measurement focus, all assets and all liabilities of the enterprise are recorded on its statement of net position, all revenues are recognized when earned, and all expenses, including depreciation, are recognized when incurred.

For internal operating purposes, the District's Board of Trustees has established a separate fund, which includes a separate self-balancing set of accounts and a separate Board approved budget for the activities of KVCR.

Contributions and Promises to Give

Contributions are recognized when the donor makes a promise to give to KVCR that are, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in the appropriate classification of net assets as temporarily or permanently restricted. When a restriction expires through either the passage of time or use, the assets are reclassified as assets released from restrictions in the statement of activities.

KVCR uses the allowance method to determine uncollectible promises receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

KVCR FUND

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2014

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted net assets depending on the existence or nature of any donor restrictions. At June 30, 2014, KVCR reported \$31,878 in current unrestricted contributions receivable.

Property and Equipment

KVCR capitalizes property and equipment purchased or donated with a unit cost over \$5,000. Lesser amounts are expensed when purchased. Donations of property and equipment are recorded as contributions at their estimated fair value, if known. Such donations are reported as unrestricted contributions unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, KVCR reports expirations of donor restrictions when the donated or acquired assets are placed in service. KVCR reclassifies temporarily restricted net assets to unrestricted net assets at that time. Routine maintenance and repairs are charged to expense as incurred. Depreciation is computed on the straight-line method based on the assets' estimated useful lives ranging from three to thirty years. Current year depreciation expense was \$600,547.

Donated Services, Goods, and Facilities

A substantial number of volunteers have donated their time and experience to KVCR's program services and fundraising campaigns during the year. However, these donated services are not reflected in the financial statements since there is no readily determined method of valuing the services.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates. Significant estimates include the value of the beneficial interest in a charitable remainder trust.

Allocation of Functional Expenses

The costs of providing the various programs, fundraising, and other activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and fundraising activities benefited.

KVCR FUND

NOTES TO FINANCIAL STATEMENTS JUNE 30, 2014

NOTE 2 - CASH AND CASH EQUIVALENTS

Policies and Practices

Cash and cash equivalents are maintained in accordance with San Bernardino Community College District's policies and procedures. The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security; and collateralized mortgage obligations.

Investment in County Treasury

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (*Education Code* Section (ECS) 41001). The fair value of the District's investment in the pool is reported in the accompanying financial statements at amounts based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by the County Treasurer, which is recorded on the amortized cost basis.

KVCR FUND

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014**

General Authorizations

Limitations as they relate to interest rate risk, credit risk, and concentration of credit risk are indicated in the schedules below:

Authorized Investment Type	Maximum Remaining Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
Local Agency Bonds, Notes, Warrants	5 years	None	None
Registered State Bonds, Notes, Warrants	5 years	None	None
U.S. Treasury Obligations	5 years	None	None
U.S. Agency Securities	5 years	None	None
Banker's Acceptance	180 days	40%	30%
Commercial Paper	270 days	25%	10%
Negotiable Certificates of Deposit	5 years	30%	None
Repurchase Agreements	1 year	None	None
Reverse Repurchase Agreements	92 days	20% of base	None
Medium-Term Corporate Notes	5 years	30%	None
Mutual Funds	N/A	20%	10%
Money Market Mutual Funds	N/A	20%	10%
Mortgage Pass-Through Securities	5 years	20%	None
County Pooled Investment Funds	N/A	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None
Joint Powers Authority Pools	N/A	None	None

Summary of Deposits and Investments

Deposits and investments as of June 30, 2014, consist of the following:

KVCR		\$ 1,209,766
	Total Deposits and Investments	<u>\$ 1,209,766</u>
Cash on hand		\$ 391,321
Cash in County Treasury		818,445
	Total Deposits and Investments	<u>\$ 1,209,766</u>

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County pool.

KVCR FUND

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014**

Specific Identification

Information about the sensitivity of the fair values of the District's investments to market interest rate fluctuation is provided by the following schedule that shows the distribution of the District's investment by maturity:

<u>Investment Type</u>	<u>Book Value</u>	<u>Fair Value</u>	<u>Weighted Average days to Maturity</u>
San Bernardino County Investment Pool	<u>\$ 818,445</u>	<u>\$ 814,599</u>	428

Credit Risk

Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The District's investment in the County pool is not required to be rated.

Custodial Credit Risk - Deposits

This is the risk that in the event of a bank failure, KVCR's deposits may not be returned to it. KVCR does not have a policy for custodial credit risk. However, the California Government Code requires that a financial institution secure deposits made by State or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under State law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110 percent of the total amount deposited by the public agency. California law also allows financial institutions to secure public deposits by pledging first trust deed mortgage notes having a value of 150 percent of the secured public deposits and letters of credit issued by the Federal Home Loan Bank of San Francisco having a value of 105 percent of the secured deposits.

NOTE 3 - ACCOUNTS RECEIVABLE

Accounts receivable represent amounts due to KVCR as follows:

CPB grants	\$ 354,517
Public contributions receivable	31,878
Interest	862
Miscellaneous	2,200
	<u>\$ 389,457</u>

KVCR FUND

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014**

NOTE 4 - PROPERTY AND EQUIPMENT

Property and equipment at June 30, 2014, consisted of the following:

Furniture and equipment	\$ 7,449,173
Computer	6,192
Vehicles	55,591
Subtotal	<u>7,510,956</u>
Accumulated depreciation	<u>(6,064,528)</u>
Total Property and Equipment	<u><u>\$ 1,446,428</u></u>

Depreciation expense for the year ended June 30, 2014, was \$600,547.

NOTE 5 - ACCOUNTS PAYABLE

Accounts payable consisted of the following:

Salaries payable	\$ 77,874
Vendors payable	160,186
Total	<u><u>\$ 238,060</u></u>

NOTE 6 - NET POSITION

At June 30, 2014, unrestricted net position consisted of the following:

Investment in capital assets	\$ 1,446,428
Unrestricted	907,428
Total	<u><u>\$ 2,353,856</u></u>

KVCR FUND

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014**

NOTE 7 - NATURAL CLASSIFICATION OF EXPENSES

	Program Services			Total Program Expenses	Supporting	Fundraising	Total Expenses
	Radio	TV - FNX	TV - General		Services		
					Management and General		
Salaries	\$ 300,668	\$ 710,576	\$ 1,035,429	\$ 2,046,673	\$ 279,520	\$ 485,157	\$ 2,811,350
Administrative	26,352	7,013	42,031	75,396	334,263	21,654	431,313
Advertising	675	6,542	350	7,567	-	143,396	150,963
Broadcast/Rights - Programming	283,369	11,845	736,927	1,032,141	-	38,565	1,070,706
Consultants	7,622	29,241	72,458	109,321	-	176,142	285,463
Depreciation expense	102,236	-	498,311	600,547	-	-	600,547
Maintenance and operations	836	6,248	5,565	12,649	-	818	13,467
Postage and freight	-	7,333	6,613	13,946	-	70,989	84,935
Professional fees	-	13,359	32,445	45,804	-	8,693	54,497
Rentals and leases	11,647	32,610	144,928	189,185	-	5,660	194,845
Supplies	492	7,572	19,877	27,941	-	6,920	34,861
Travel	-	17,131	6,828	23,959	-	5,361	29,320
Telephone/Electricity	9,975	-	174,491	184,466	-	-	184,466
Total Expenses	\$ 743,872	\$ 849,470	\$ 2,776,253	\$ 4,369,595	\$ 613,783	\$ 963,355	\$ 5,946,733

NOTE 8 - COMMITMENTS AND CONTINGENCIES

Grants

KVCR is funded in part through grants from the Corporation for Public Broadcasting (CPB), which are paid through the District as the broadcasting licensee. Funds from the CPB are designated for the purpose of operating the station and are subject to review and audit by the grantor agency. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement would not be material.

Operating Leases

The District leases land on Box Springs Mountain for KVCR's broadcasting equipment. The lease term expires on October 31, 2032.

The District leases land in Palm Springs for additional broadcasting equipment. The five-year lease agreement was renewed for an additional five years commencing on January 1, 2011. The terms of the lease provide for quarterly payments of rent.

KVCR FUND

**NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014**

The District leases a transmission tower on Blue Mountain for KVCR's broadcasts. The lease calls for monthly payments which increase annually on the anniversary date by four percent.

Year Ending June 30,	Lease Payment
2015	\$ 72,481
2016	64,704
2017	56,093
2018	26,599
2019	20,441
Thereafter	94,105
Total	<u>\$ 334,423</u>

Lease expenditures for the year ended June 30, 2014, amounted to \$84,343. Revenue received under subleases amounted to \$485,100.

NOTE 9 - SUBSEQUENT EVENTS

KVCR's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through January 29, 2015, which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

SUPPLEMENTARY INFORMATION

KVCR FUND

COMBINING SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION FOR THE YEAR ENDED JUNE 30, 2014

	KVCR Radio	KVCR TV	KVCR Educational Foundation	Total
Operating Revenues				
Public contributions	\$ -	\$ 10,382	\$ 1,468,245	\$ 1,478,627
CPB grants	-	1,092,542	-	1,092,542
Program underwriting	-	-	343,040	343,040
Other local income	1,913	37,675	136,569	176,157
Sales	2,596	-	-	2,596
Total Operating Revenues	<u>4,509</u>	<u>1,140,599</u>	<u>1,947,854</u>	<u>3,092,962</u>
Operating Expenses				
Program services	743,872	3,625,723	-	4,369,595
Management and general	104,343	509,440	-	613,783
Fundraising	-	-	963,355	963,355
Total Operating Expenses	<u>848,215</u>	<u>4,135,163</u>	<u>963,355</u>	<u>5,946,733</u>
Total Operating Loss	<u>(843,706)</u>	<u>(2,994,564)</u>	<u>984,499</u>	<u>(2,853,771)</u>
Non Operating Revenues				
Interest and dividends	-	4,949	-	4,949
Leasing and rentals	-	485,100	-	485,100
Transfers in from San Bernardino Community College District	-	699,997	-	699,997
Total Other Revenues	<u>-</u>	<u>1,190,046</u>	<u>-</u>	<u>1,190,046</u>
CHANGE IN NET POSITION	<u>\$ (843,706)</u>	<u>\$ (1,804,518)</u>	<u>\$ 984,499</u>	<u>\$ (1,663,725)</u>

See the accompanying note to supplementary information.

KVCR FUND

NOTE TO SUPPLEMENTARY INFORMATION JUNE 30, 2014

NOTE 1 - PURPOSE OF SCHEDULES

Combining Schedule of Revenues, Expenses, and Changes in Net Position

This schedule is prepared on the accrual basis of accounting and provides a detail of activity for the programs accounted for within the KVCR Fund. This information has been provided at the request of management to assist in the reporting required by the Corporation for Public Broadcasting and is not a required part of the financial statements.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Board of Directors
KVCR-FM and KVCR-TV
San Bernardino, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the accompanying financial statements of San Bernardino Community College District's KVCR Fund as of and for the year ended June 30, 2014, and have issued our report thereon dated January 29, 2015.

As discussed in Note 1, the financial statements present only the KVCR Fund, and are not intended to present fairly the financial position and changes in financial position of San Bernardino Community College District in accordance with accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered KVCR Fund's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of KVCR Fund's internal control. Accordingly, we do not express an opinion on the effectiveness of KVCR Fund's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of KVCR Fund's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and, therefore, significant deficiencies or material weaknesses may exist that were not identified. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether KVCR Fund's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The result of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of KVCR Fund's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering KVCR Fund's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Varrinck, Irine, Day & Co. LLP

Rancho Cucamonga, California
January 29, 2015

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: March 12, 2015

SUBJECT: Consideration of Approval to Endorse Nomination for 2015 Classified Employee of the Year

RECOMMENDATION

It is recommended that the Board of Trustees endorse the nomination of Ruby Zuniga for 2015 Classified Employee of the Year.

OVERVIEW

The purpose of this award is to recognize outstanding classified employees throughout the community college system.

The Classified Employee of the Year Award is supported through a grant from the Foundation for California Community Colleges. Each recipient will receive a \$500 cash award and a commemorative plaque.

ANALYSIS

The Classified Employee of the Year Award was established through a resolution at the May 2008 Board of Governors meeting. The Award has been given out annually since May 2009 to honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by members of their college/district community and endorsed by their local Board of Trustees. Award recipients are selected by representatives of the Board of Governors for California Community Colleges, the Chancellor's Office, and the Foundation for California Community College and must have a record of outstanding performance of professional activities, as well as a record of active participation on campus and beyond.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.

COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 15th each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, the Chancellor's Office and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Classified employees with a minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

Name of Nominee Ruby Zuniga **Date** 02/24/15

 Administrative Secretary
Job Title of Nominee

 Crafton Hills College, 11711 Sand Canyon Road, Yucaipa, CA 92399
Address City Zip Code

 (909) 389-3394
Telephone:

 San Bernardino Community College District
College District

 114 South Del Rosa Drive, San Bernardino, CA 92408
Address City Zip Code

 Bruce Baron, Chancellor (909) 382-4090
Name of District Chancellor/College President Telephone

Disqualification warning: It is the responsibility of nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, that it is on the CORRECT form, and that NO alterations have occurred.

Signature Required.	Debbie Bogh <i>Debbie Bogh</i>	Mariana Moreno <i>Mariana Moreno</i>
	Karen Childers <i>Karen Childers</i>	Cyndie St. Jean <i>Cyndie St. Jean</i>
	Ben Gamboa <i>Ben Gamboa</i>	Keith Wurtz <i>Keith Wurtz</i>
	Cyndi Gundersen <i>Cyndi Gundersen</i>	(909) 389-3201

Signature of Nominator with Contact Telephone Number (Print Name)

 Crafton Hills College, 11711 Sand Canyon Road, Yucaipa, CA 92399
Mailing Address City Zip Code

INITIAL NOMINATIONS MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.

Name of Nominee Ruby Zuniga

 7 Years of service with the district NOTE: minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award.

- 1. Explain ways the nominee demonstrates commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district?**

When given a complex problem, Ruby has the rare and enviable ability to find a simple solution. She adds enthusiasm to every project she works on. She is a great contributor. She inspires us with her innovative thinking. Ruby is: dependable, reliable, hard-working, conscientious, honest, peace-loving, courteous, has excellent communication skills, and is extremely organized. She is computer literate. She works independently and follows through to ensure the job gets done. She is flexible and willing to work on any project that is assigned to her. Ruby is thoughtful, respectful, versatile, consistent, considerate, committed, passionate and has tenacity.

Ruby goes above and beyond to help students, whether they are student employees or students who are looking for help in the Transfer Center or around campus. She is also a great example, working and making progress toward her own educational advancement.

2. **Describe the nominees' commitment to high standards of job performance and ways he/she exemplifies professionalism.** Factors to be considered include: motivated and interested in the job; demonstrates high skills, competence, and knowledge on the job; plays a leadership role in employee/management collaboration; promotes collaboration within the work environment; is committed to high standards of performance; exemplifies professionalism at all times; steps up to cooperatively work through problems.

Ruby has high expectations of herself regarding her work performance and it reflects in everything she does. For example, she not only completes an assigned task in a thorough and timely manner, but she also makes sure any follow-up or periphery tasks are accounted for and completed. She is also proactive in her work ethic anticipating any problems that may occur while providing solutions for the unexpected issues that may arise.

Additionally, Ruby helped the Administrative Assistant II to the President set up the All Secretaries shared drive to provide standardized information checklist for all types of new employee hires, up-to-date information and training in key areas including Financial 2000, Human Resources, and conference attendance. She is committed to high standards of performance and promotes collaboration within the work environment.

- 3. Provide examples of how the nominee demonstrates commitment to serving the institution through participation in college, professional and/or community activities.** Examples should include: involvement in college and/or district activities; efforts to organize others within the work environment; promotion of open communication among work groups; willingness to take the extra step.

Ruby always volunteers to help. She is a member of the District Contract Work Group charged with updating the contracts and purchasing procedures and workflow. Her recommended changes have been incorporated into the Business Services handbook and published on our district website. She plays a leadership role in employee/management collaboration.

Ruby has served on the Classified Senate Executive Board as Treasurer for several years. She has been in charge of scheduling the Classified Professionals Week activities including speakers, classes, Classified Luncheon and obtaining gift certificates from managers and local businesses in the community.

She has contributed her talent and enthusiasm while working on the Crafton Hill College Foundation annual gala.

Ruby worked in the Transfer Center for several years. The Title V/HSI Grant did not identify resources for a front desk person to direct students at the Transfer Center. She spent two days a week at the Transfer Center (in addition to her regular duties) to provide program coverage by helping students to make appointments, obtain transfer information and encourage them to succeed. She loves working with students and helping them. Even now beyond Title V/HSI duties, she continues to assist the Transfer Center Coordinator in areas such as budget, filing paperwork, quotes from vendors and conference attendance forms.

Ruby is the “go-to” person for questions related to campus and district procedures; arguably the most knowledgeable secretarial employee on campus. She always makes time to help a fellow employee or student.

- 4. Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities.** Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.

Ruby currently serves as the Treasurer for the Classified Senate at Crafton Hills College. She attends all meetings and accounts for the money that has been collected through different fund raisers. She does a wonderful job organizing the Classified Professional Development days. She makes sure that each employee receives some type of gift on the last day. She does this by going out to different companies in the area and requesting donations.

5. Briefly provide any additional reason(s) this nominee should be selected as Community College Classified Employee of the Year.

She genuinely enjoys helping others, has received the most Applause Cards at Crafton Hills College the last two years and received recognition by the Chancellor at the Chancellor's Holiday Party for this accomplishment. (The Caring Hands Applause Card was developed so that employees, students, visitors and vendors would have the opportunity to recognize our employees who provide outstanding quality service and valued assistance).

EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MIDNIGHT, MARCH 15, TO:

(**Note:** If March 15 falls on a Saturday or Sunday, the deadline is the following Monday.)

California Community Colleges Chancellor's Office
Attn: Classified Employee Awards Program/BOG
1102 Q Street, 4th Floor
Sacramento, California 95811-6549

* Note: Signature Below certifies that the nominee has been endorsed by the local Board of Trustees

Signature of Board of Trustees President John Longville
(Print Name)

San Bernardino Community College District
Name of Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Internal Audits
DATE: March 12, 2015
SUBJECT: Consideration of Approval to Select an Auditor for Fiscal Year 2014-15

RECOMMENDATION

It is recommended that the Board of Trustees approve the selection of Vavrinek, Trine, Day & Company, LLP (VTD) to perform an independent audit of all funds under the control or jurisdiction of the district for fiscal year 2015.

OVERVIEW

SBCCD Administrative Procedure 6400 requires that, on or before April 1 of each fiscal year, the Board approve the selection of a certified public accountant licensed by the California State Board of Accountancy to audit the district.

ANALYSIS

On March 13, 2014, the Board approved a three-year contract with VTD, as a qualified auditor, to provide auditing services. Approval of VTD to perform the fiscal year 2015 audit will fulfill year two of this contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this service has been budgeted in the Business & Fiscal Services General Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Director, Kitchell/BRj
DATE: March 12, 2015
SUBJECT: Consideration of Approval of Amendment 002 to Knowland Construction Services, Inc. Contract

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 002 to the Knowland Construction Services, Inc. contract for all Measure M projects, in the amount of \$59,904.00 for inspection services associated with the PE Complex project.

OVERVIEW

On August 13, 2012, the Board of Trustees approved a contract with Knowland Construction Services, Inc. for inspection services. During the construction of the PE Complex, it became apparent that inspections required by the Division of the State Architect (DSA) would exceed the original budgeted amount. It has been determined that a total of 832 hours at \$72/hour is needed to complete the project. This includes inspections as well as administrative hours for completion and submission of documentation for closeout and certification by DSA.

ANALYSIS

The effect of this amendment will be an addition of \$59,904.00 to the Knowland Construction Services, Inc. contract, resulting in a revised contract amount of \$2,182,064.00. There is no increase in length of contract.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in 2014-15 Measure M budget.

KNOWLAND CONSTRUCTION SERVICES, INC. CONTRACT AMENDMENT: 002

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

OWNER: San Bernardino Community College District (SBCCD)

TO: Knowland Construction Services, Inc.
2181 East Foothill Blvd, Suite 203
Pasadena, CA 91107

RECEIVED

FEB 10 2015

KITCHELL / BRJ
Crafton Hills College

BRIEF DESCRIPTION:

Knowland Construction Services, Inc. Contract Amendment 002 for Inspection Services fees associated with the CHC PE Complex project. This contract amendment amends the total value of the contract Knowland Construction Services, Inc has with SBCCD for Division of State Architect (DSA) Inspector of Record services for various SBVC and CHC Measure M Projects.

COSTS:

\$ 59,904.00 TOTAL for Amendment No. 002

ATTACHMENTS:

- Kitchell/BRJ Project Memo PE Complex 049
- Leighton Consulting, Inc. Proposal dated 9/29/14

The original Contract Sum	\$1,500,000.00
Net change by previous Amendments	\$622,160.00
The Contract Sum prior to this Amendment	\$2,122,160.00
The Contract Sum will be increased by this Amendment	\$59,904.00
The new Contract Sum including this Amendment	\$2,182,064.00

The Contract Schedule as of this Amendment will be unchanged. 0 calendar days

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

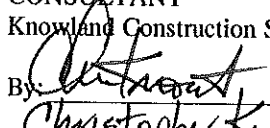
Not valid until signed by all parties. Signature of Knowland Construction Services, Inc. indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

CONSULTANT
Knowland Construction Services, Inc.

PROGRAM MANAGER
Kitchell/BRJ

OWNER
SBCCD


By: 
Christopher Knowland
President Operations

By: 
DATE: 2/12/15

By: _____
DATE:

February 5, 2015

DATE: February 4, 2012 2015

No - M CHC PE Complex 049TO: Jose F. Torres
Interim Vice Chancellor of Business & Fiscal Services
San Bernardino Community College District (SBCCD)FROM: Leilani Nunez 
Project Manager
Kitchell/BRjRE: Crafton Hills College (CHC)
PROJECT: PE Complex
Knowland Construction Services, Inc. Amendment #CA02**SCOPE:**

SBCCD approval to execute an amendment to Knowland Construction Services, Inc.'s (KCS) contract and increase Purchase Order #151145 for project inspection services associated with the PE Complex.

NARRATIVE:

Knowland Construction Services, a Division of State Architects (DSA) certified inspection company, is currently contracted to provide inspection services for SBCCD through the District approved RFQ/RFP process and has a task order to complete inspection services for the PE Complex at a not-to-exceed amount of \$101,376.00. It became apparent during the course of construction that required inspections would exceed the task order budgeted amount. In September 2014 Kitchell/BRj requested a proposal from KCS to forecast the needed hours from April 2014 through the end of closeout in November 2014. KCS's proposal estimated 1,158 hours at \$72/hour for an increase to their task order of \$83,376.00. The estimated hours proved to be too high for inspection and closeout hours. KB determined that from June 2014 through completion of the punch list in October, only 667 hours were required. Furthermore, KB estimates that closeout through the end of March 2015 will require 165 hours. A total of 832 hours at \$72/hour for an increase of \$59,904.00 is needed to complete closeout of the PE Complex.

Be advised that this request does not forecast the hours to provide inspection services for the scope of works associated with the DSA approved Construction Change Documents for the PE Complex that are planned to be completed as Small Projects: Storm Drain at Fire Lane, Valve at Fire Riser, and Screen Wall. Should additional hours be required to complete inspection beyond those forecasted in this Project Memo, the budget will be reevaluated and funding addressed at that time. At this time, KB requests to execute an amendment to KCS's contract in the amount of \$59,904.00 for inspection services associated with the PE Complex from June 2014 through closeout in March 2015.

Additionally, as the inspection for work from June 2014 to Substantial Completion has been completed and closeout is ongoing, the invoices for the completed hours of inspection are attached to this Project Memo to expedite payment processing immediately upon execution of amendment #CA02 and increase to Purchase Order #151145. A gap in payment of the invoices for completed hours developed when changes in the management team caused a lag in knowledge of the project history, budget status, and payment status. KCS continued to provide inspection services in good faith, raising a red flag that they were not receiving payment when they could no longer float funds from their multiple Measure M Projects. The budget then had to be reconciled to identify available funding for an amendment to KCS's contract.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval for amendment #CA02 in the total amount of \$59,904.00 and increase Purchase Order #151145 for the PE Complex to a total of \$101,376.00 + \$59,904.00 = \$161,280.00.

BUDGET INFORMATION/FISCAL IMPACT:

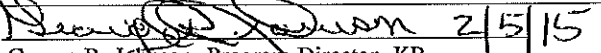
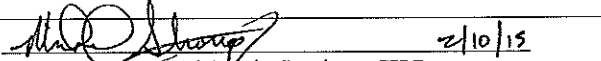

PE Complex Project - 1510

Info from Measure M Budget V20-2/2/15

Project Original Budget Amount:	\$ 6,952,080.61
Project Current Spent to date:	\$ 6,179,713.60
Project Current Estimate to Complete:	\$ 891,854.82
Project Memo Forecast Cost:	\$ 59,904.00
Project Change Amount:	\$ 0.00

Funding for Project Memo cost of \$59,904.00 will be added to Budget Line Item 42-50-32-1510-0257-6210.20-7100 - Inspection Services per the following transfers:

\$45,000.00 from 6210.20 Inspection Services
 \$6,000.00 from 6420.47 Equipment/Furniture - Data
 \$8,904.00 from 6210.22 Plan Check & Agency Fees
 \$59,904.00 Total

<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 George R. Johnson, Program Director, KB	2/5/15 ME 2/4/15
<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 Mike Strong, VP of Admin Services, CHC	2/10/15
<input checked="" type="radio"/> I concur with this recommendation <input type="radio"/> I do not concur with this recommendation	 Jose F. Torres, Interim VC of Business & Fiscal Services, SBCCD	

Attachments: Knowland Construction Services, Inc., Proposal for Project Inspectors, dated 9/29/14
 Invoice #PECOMPLEX0630-14 dated 7/13/2014 for \$6,192.00
 Invoice #PECOMPLEX0731-14 dated 8/29/2014 for \$11,880.00
 Invoice #PECOMPLEX0831-14 dated 9/16/2014 for \$9,288.00
 Invoice #PECOMPLEX0930-14 dated 11/6/2014 for \$11,160.00
 Invoice #PECOMPLEX1031-14 dated 11/6/2014 for \$9,504.00
 Invoice #PECOMPLEX1130-14 dated 12/15/2014 for \$2,880.00

Cc: File









ME 2/5/15

CAMPUS DIRECTORY



Map not to scale

Updated: July 23, 2014

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



Parking Permits (Daily)

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

Daily parking permits available in all lots.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/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 KENISIOLOGY, HEALTH & KHA
AQUATICS COMPLEX
- 2 ATHLETIC FIELD AF
- 3 BC CLASSROOM BUILDING BC
- 4 BOOKSTORE BK
- 5 STUDENT CENTER/CAFETERIA SCC
Student Senate
- 6 CL CLASSROOM BUILDING CL
Financial Aid
- 7 CHEMISTRY/HEALTH SCIENCES CHS
- 8 CHILD DEVELOPMENT CENTER CDC
- 9 GYMNASIUM G
- 10 LABORATORY/ADMINISTRATION LADM
Campus Business Office
Parking Permits (Semester/Annual)
POLICE (LADM 153)
- 11 LEARNING RESOURCE CENTER LRC
Copy Center
Gallery
Lecture Hall
Library
Multi-purpose Room
Teaching Center
Tutoring Center

- 12 MATH & SCIENCE ANNEX MSA
- 13 MAINTENANCE & OPERATIONS/
SHIPPING & RECEIVING
- 14 OCCUPATION EDUCATION 1 OE1
- 15 UNDER CONSTRUCTION
- 16 PERFORMING ARTS CENTER PAC
- 17 STUDENT SERVICES A SSA
Admissions & Records EOPS
- 18 STUDENT SERVICES B SSB
Counseling Health & Wellness Center
Disabled Student Services
- 19 TENNIS COURTS TC-CRTS
- * CHC Fire Academy has been temporarily relocated during construction to:
CALFIRE
3800 N. Sierra Way, San Bernardino, CA 92405
For Information Call: 909-389-3418 or
Visit: craftonhills.edu/fireacademy

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
DATE: March 12, 2015
SUBJECT: Consideration of Approval to Adopt a Resolution in Support of Changes to Community College Funding to Include Differential Funding for High Cost Career Technical Education Programs

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution in support of changes to community college funding to include differential funding for high cost career technical education programs.

OVERVIEW

In light of the recent cutbacks due to reduced repeatability, budgets are increasingly difficult to balance. The vocational classes, such as nursing, culinary arts, transportation, radiology, etc., often cost us more to provide than we receive in full time equivalent students (FTES) compensation. These vocational classes lead to immediate employment as well as provide valuable community services. Although vocational training is one of our core missions, we can only maintain these high cost programs with serious cuts to other areas.

ANALYSIS

This resolution outlines the problem, the rational, and the urgency for new funding formulas for high cost vocational classes. If approved, this resolution will be forwarded to the California Community Colleges Chancellor's Office.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no direct financial implications to the 2014-15 budget.

MARCH 12, 2015
RESOLUTION OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
IN SUPPORT OF CHANGES TO COMMUNITY COLLEGE FUNDING TO INCLUDE DIFFERENTIAL FUNDING FOR
HIGH COST CAREER TECHNICAL EDUCATION PROGRAMS

WHEREAS, California Community Colleges (CCC) have built an extensive depth and breadth of educational programs over the past 50 years that provide for certificated and degree employment, responding to the educational needs of their respective communities, and contributing to a skilled workforce that in turn, provides the economic vitality necessary for the next few decades and delivers upon the national and state mandates for a qualified workforce;

WHEREAS, California 2013-14 Assembly Bill 977 (AB 977) requested that the CCC Chancellor convene a group of experts in Career Technical Education, business, or industry to research ways to address issues related to implementing differential funding for credit bearing, high cost, high demand courses at the community colleges;

WHEREAS, for the community colleges, credit courses are currently funded at \$4,636 per full-time equivalent student (FTES), non-credit courses are funded at \$2,788 per FTES, and 'enhanced non-credit' courses are funded at \$3,283 per FTES;

WHEREAS, many of the San Bernardino Community College District Career Technical Education (CTE) programs receive less in FTES funding than they cost to operate with some healthcare related programs funded at only one-quarter to one-half of their actual operating costs;

WHEREAS, a recent report by the Institute for Higher Education Leadership Policy found that California's current funding structure creates a fiscal disincentive to support high cost programs;

WHEREAS, the California Community Colleges System Strategic Plan 2013 update states in Strategic Goal C: "Partnerships for Economic and Workforce Development strengthen the Colleges' capacity to respond to current and emerging labor market needs and to prepare students for a global economy;"

WHEREAS, the Donahoe Higher Education Act states: "A primary mission of the California Community Colleges is to advance California's economic growth and global competitiveness through education, training, and services that contribute to continuous work force improvement," and further states, "The California Community Colleges shall, as a primary mission, offer academic and vocational instruction at the lower division level;"

WHEREAS, the Economic and Workforce Development (EWD) program within the CCC Chancellor's Office exists to bridge the gap between workforce needs and skills training provided by the community colleges and therefore is a priority of local and state businesses;

THEREFORE, BE IT RESOLVED, that the San Bernardino Community College District requests additional support of high cost, high demand career technical education programs through differential funding that can allay the increased cost of performing the services necessary for a college student to earn a certificate or degree; and which can allay the high cost due to mandated low teacher to student ratios, high equipment and maintenance costs. San Bernardino Community College District supports legislation that would secure differential funding for necessary career technical education demand.

APPROVED, PASSED AND ADOPTED by the Board of the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT on the 12th day of March, 2015, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____
ABSTENTIONS: _____

STATE OF CALIFORNIA)
CITY OF SAN BERNARDINO)
COUNTY OF SAN BERNARDINO)

I, Bruce Baron, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true and correct copy of a resolution passed and adopted by the San Bernardino Community College District Board of Trustees at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____.

Bruce Baron, Secretary of the Board
San Bernardino Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: March 12, 2015
SUBJECT: Consideration of Resolution to Recognize April 12-18, 2015 as "National Library Week"

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize April 12-18, 2015 as "National Library Week".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts to expand literacy to all, and celebrates the contributions of our nation's academic, school, public and special libraries and librarians, and promotes library use and support for students of all ages.

ANALYSIS

This commemorative week was first sponsored in 1958 when teachers everywhere became concerned that American students were spending less time with books and more time with forms of entertainment such as radio and television. Recognizing "National Library Week" encourages all members of the SBCCD community to pay tribute to libraries as centers of learning and to give thanks to librarians for their knowledge and expertise, especially in this time where economic, education, health and other disparities grow, where equitable access to and participation in libraries, both bricks and mortar and online, are essential for success.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE “NATIONAL LIBRARY WEEK”
APRIL 12- 18, 2015**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the acknowledgment of April 12-18, 2015, as “National Library Week”; and

WHEREAS, “National Library Week” is a national observance sponsored by the American Library Association (ALA) and academic, school, public and special libraries across the country each April, providing a time to celebrate the contributions of our nation's libraries and librarians and to promote expanded use and support of libraries; 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, both colleges within the SBCCD exemplary library facilities, staffed by professional and learned librarians and their staff members, who promote student success whether in the library building on their campuses or in the online environment; ensuring access and support for all students; and

WHEREAS, the libraries on each campus within the SBCCD maintain a wide variety of print materials, online databases, and computer resources to support student learning, including thousands of books, hundreds of current periodical subscriptions and substantial periodical collections, in addition to access to hundreds of thousands of e-books and images, audio files and other reference materials; and

WHEREAS, Libraries and Librarians are a cornerstone of democracy, protecting and promoting Intellectual freedom, defined by the American Library Association as the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored”; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District support the contribution of libraries and librarians to student learning and student success, and so we do hereby recognize April 12- 18, 2015 as “National Library Week”.

ADOPTED this 12th day of March, 2015

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: March 12, 2015
SUBJECT: Consideration of Resolution to Recognize April 2015 as "Sexual Assault Awareness and Prevention Month"

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize April 2015 as "Sexual Assault Awareness and Prevention Month".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts of the President, Governor and other national, state, and local partners to recognize that we all have a stake in preventing sexual assault, and we all have the power to make a difference, and that only through educating our community can we end the horrendous occurrences of sexual assault and violence, give survivors their needed support, and support a more just, safer society.

ANALYSIS

This commemorative Month began with "Take Back the Night" marches in the late 1970s, where women protested violence encountered on public streets at night and evolved to incorporate the issue of violence against men and men's roles in ending sexual violence. The first "Sexual Assault Awareness Month" was observed in the United States in 2001, and the issues are now recognized worldwide and denoted by the use of a teal ribbon. Acknowledging "Sexual Assault Awareness and Prevention Month" encourages members of the SBCCD community to participate in activities and events that help transform public attitudes and make our communities safer places for all to live, work and raise families.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE SEXUAL ASSAULT AWARENESS MONTH
APRIL 2015**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the Presidential declaration of April 2015, as Sexual Assault Awareness Month, and

WHEREAS, Sexual Assault Awareness Month is intended to draw attention to the fact that sexual violence – including child sexual abuse – crosses all ages, genders, races, ethnicities and economic backgrounds and impacts every member of our District and Inland Empire communities, 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 (KVCN TV-FM) by providing high quality, effective and accountable instructional programs and services, and

WHEREAS, sexual violence is an insult to human dignity and a crime, no matter where it occurs. During National Sexual Assault Awareness and Prevention Month, we recommit to ending the outrage of sexual assault, giving survivors the support they need to heal, and building a culture that never tolerates sexual violence. The 2015 Sexual Assault Awareness Month campaign is focused on healthy sexuality and young people. Although the amount of sexual violence is alarming, there is hope for survivors.

WHEREAS, We believe that educational institutions must work with partners across the Inland Empire to educate all about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions, that we have a primary responsibility to assist the members of our community, and so our SBCCD Police Department has been active in educating our campus communities and has retained a Sexual Violence Victims' Advocate to assist and support victims; and

WHEREAS, the San Bernardino Community College District strongly supports the efforts of national, state, and local partners, and of every citizen, to actively engage in public and private efforts to prevent sexual violence.

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District are committed to join with advocates and communities across the country in playing an active role in preventing sexual violence. Along with our national and state governments, we do hereby recognize April as "Sexual Assault Awareness and Prevention Month."

ADOPTED this 12th day of March, 2015

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: March 12, 2015
SUBJECT: Consideration of Resolution to Recognize April 22, 2015 as
"Administrative Professionals Day"

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize April 22, 2015 as "Administrative Professionals Day".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the recognition of the important role of administrative professionals in all sectors of the modern economy worldwide and more specifically in all divisions of the SBCCD, as highlighted by Administrative Professionals Day.

ANALYSIS

During World War II, there was an increased need for skilled administrative personnel, particularly in the United States. The now-called International Association of Administrative Professionals was formed to recognize the contributions of secretaries and other administrative personnel to the economy, to support their personal development and to help attract people to administrative careers in the field. Administrative professionals have experienced evolving tasks, qualifications and responsibilities in their careers, and new expectations and standards of excellence recognized by the business community on a global perspective. Administrative professionals are instrumental in the smooth functioning of every department and division of the SBCCD.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE “ADMINISTRATIVE PROFESSIONALS DAY”
APRIL 22, 2015**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the recognition of April 22, 2015, as “Administrative Professionals Day”; and

WHEREAS, “Administrative Professionals Day” is widely observed in many workplaces in the United States and other countries around the world, providing a time to celebrate the contributions of the work carried out by administrative professionals, to highlight their importance to the organization and to enhance their work-related skills through professional development opportunities; 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, within the SBCCD, more than 400 administrative professionals provide support for all students in virtually every department and division; joining more than 4.1 administrative professionals in the United States, and

WHEREAS, Administrative Professionals within the SBCCD perform a variety of highly responsible, complex, and sensitive administrative and secretarial duties; and in the performance of those duties interact with faculty, other staff, administrators, students and the community, providing advice, information, and accurate, substantive communications in support of administrators and offices throughout the SBCCD; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District support the contribution of Administrative Professionals to the smooth functioning of the various offices within the SBCCD and therefore to student success, and so we do hereby recognize April 22, 2015 as “Administrative Professionals Day”.

ADOPTED this 12th day of March, 2015

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: March 12, 2015
SUBJECT: Consideration of Resolution to Recognize April 22, 2015 as "Earth Day"

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize April 22, 2015 as "Earth Day".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts of the President, Governor and other national, state, and local partners to actively engage in public and private efforts to protect our environment and to recognize April 22, 2015 as "Earth Day", celebrating the 45th anniversary of the national ecology movement, in order to maximize the number of students who can be reached on college and university campuses, and acknowledging its predecessor, "Arbor Day", first celebrated in 1987.

ANALYSIS

This commemorative day has been recognized worldwide since 1970 to promote environmental awareness and to call for the protection of our planet. Recognizing "Earth Day" encourages members of the SBCCD community to participate in activities and events that help transform public attitudes and make our communities better places to live, work and raise families.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE “EARTH DAY”
APRIL 22, 2015**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the Presidential declaration of April 22, 2015, as “Earth Day”, and it’s sister and predecessor environmental protection day, “Arbor Day”, April 24, 2015; and

WHEREAS, On “Earth Day”, first observed 45 years ago, as with “Arbor Day”, first celebrated in 1874, we celebrate our rich legacy of stewardship and reflect on what we can do, as individuals, as a community and as a Nation, to preserve our local environments and take collective global responsibility for future generations; 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, this District has answered the call to protect the environment through the passage of the SBCCD Sustainability Plan and the support of myriad acts, big and small, across the District to help preserve our resources, and today, do so again by joining with our community, raising our voices, and standing up for our planet and our future, and having been recognized locally and nationally for its achievements in sustainability and resultant fiscal savings; and

WHEREAS, the focus of “Earth Day 2015” is “Leadership in Sustainable Development”: the conjoining of economic growth and sustainability as people everywhere recognize that sustainability is the only answer to development and the eradication of global poverty. This is the time and opportunity to redefine what progress looks like. With smart investments in sustainable technology, forward-thinking public policy, and an educated and active public, we can transform our environment for the benefit of all, and

WHEREAS, every year on April 22, over a billion people in 192 countries take action for “Earth Day”, the largest civic observance in the world, and on “Arbor Day” millions of trees are planted, primarily by schoolchildren. We encourage all members of our District Community to participate in programs and activities that will protect our environment and contribute to a healthy, sustainable future, and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino County Community College District are dedicated to building a better community through our commitment to sustainability, and so we do hereby recognize April 22, 2015 as “Earth Day” and acknowledge the similar goals of “Arbor Day”, celebrated on April 24, 2015.

ADOPTED this 12th day of March, 2015

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: March 12, 2015
SUBJECT: Consideration of Resolution to Recognize March 13 - April 15, 2015 as
"Deaf History Month"

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize March 13 - April 15, 2015 as "Deaf History Month".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts to expand educational access to all, regardless of disability, and Deaf History Month celebrates particularly key events in deaf heritage, including the establishment of the American School for the Deaf, the first public school for the deaf in 1817 and the founding of Gallaudet University, a college for the deaf in 1864.

ANALYSIS

This commemorative month grew from the Washington D.C. Public Library's initial Deaf History Month event in 1997 to a national library event today. Recognizing "Deaf History Month" encourages members of the SBCCD community to be sensitive to and aware of the differences which make our District diverse, stronger and more representative of the population as a whole and to develop technologies, learn skills, and participate in activities and events that help bring all members of our community together.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE “DEAF HISTORY MONTH”
MARCH 13 - APRIL 15, 2015**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the acknowledgment of March 13 - April 15, 2015, as “Deaf History Month”; and

WHEREAS, “Deaf History Month” recognizes three key moments in American History for the Deaf community: the March 13, 1988 Deaf President Now protest, the April 8, 1864 signing of the Gallaudet University charter by President Abraham Lincoln, and the April 15, 1817 establishment of American School for the Deaf in Hartford, CT as the first permanent public school for the deaf; 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, both colleges within the SBCCD have recognized and successful American Sign Language programs; and both offer accommodations and services including but not limited to ASL interpreters, oral interpreters, assistive listening devices, special note-taking paper, and/or Real Time Captioning, designed to ensure the full access of any deaf student to the exemplary educational opportunities available at our institutions; and KVCR TV-FM is incorporating live video stream at specific appropriate events at the Public Broadcasting channel and

WHEREAS, In 2006, the American Library Association (ALA) and the National Association for the Deaf (NAD) announced that March 13 to April 15 is National Deaf History Month, and The NAD, has consistently encouraged state and local deaf-related organizations to collaborate with local libraries, state governors, educational institutions, county executives and mayors to recognize this month; and

WHEREAS, the SBVC Deaf Services website quotes George W. Veditz, who stated, “Wherever the deaf have received an education the method by which it is imparted is the burning question of the day with them, for the deaf are what their schooling make them more than any other class of humans. They are facing not a theory but a condition, for they are first, last, and all the time the people of the eye;” and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District are dedicated to expanding and supporting access for those with disabilities, and so we do hereby recognize March 13 - April 15, 2015 as “Deaf History Month”.

ADOPTED this 12th day of March, 2015

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: March 12, 2015
SUBJECT: Consideration to Adopt a Resolution expressing Support for April 2015 as
"Genocide and Human Rights Awareness Month"

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution proclaiming April 2015 as "Genocide and Human Rights Awareness Month".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the acknowledgment of April 2015 as "Genocide and Human Rights Awareness Month", which focuses on using the lessons of the Holocaust to combat bigotry and prejudice to help prevent other genocides and human rights violations.

ANALYSIS

The goal of "Genocide and Human Rights Awareness Month" is to build public awareness about the Holocaust, the current genocide in Darfur, past genocides and human rights violations such as the Armenian Genocide, the Cambodian Killing Fields, the Rwandan Genocide and the genocide in the former Yugoslavia, and to condemn all manifestations of religious intolerance, incitement, harassment or violence against persons or communities based on ethnic origin or religious belief.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE APRIL 2015 AS
“Genocide and Human Rights Awareness Month”**

WHEREAS, The San Bernardino Community College District (SBCCD) recognizes the continuing need to educate members of our community about the lessons of the Holocaust and the terrors inflicted on peoples worldwide as a result of bigotry and prejudice; 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 members of the SBCCD community appreciate the contributions of all people to our community, and we rededicate ourselves to improving the lives of those individuals and communities who have suffered current and past atrocities in the name of religious intolerance, incitement, harassment or violence based on ethnic origin or religious belief; and

WHEREAS, in the month inclusive of *Yom Hashoah*, Holocaust and Heroism Remembrance Day (beginning the evening of April 15 and ending in the evening of April 16) which commemorates the anniversary of the Warsaw Ghetto uprising, “Genocide and Human Rights Awareness Month” provides an opportunity to focus on documenting horrific events of genocide and human rights violations in such areas of the world as diverse as Darfur, Armenia, Cambodia, Rwanda and in the former Yugoslavia and preventing further such catastrophes; and

WHEREAS, local newspapers have documented a decrease in hate crimes in Riverside County but an increase in San Bernardino County, indicating a continuing need for education, opposition to prejudice and vigilance against bigotry; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize April 2015 as “Genocide and Human Rights Awareness Month”, supporting the position that all persons should live free of fear, bigotry and prejudice, and that we should learn from the lessons of the past.

ADOPTED this 12th day of March, 2015

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: March 12, 2015
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 – March 2015

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

Aguirre, Margarita Accounts Payable	<i>"Thank you for your dedication and service with a smile. You are always so friendly to work with and it is much appreciated."</i>	Shari Blackwell
Allred, Greg Accounts Payable	<i>"Greg went above and beyond to ensure that needs were met for our students to participate in the Kennedy Center American College Theatre Regional Festival"</i>	Kay Weiss
Baeza, Daniel Police Department	<i>"Daniel Baeza is very nice and friendly. He always go the extra mile to see about us in the counseling office, especially when it is our busy peak time."</i>	Raina Okray
Bonnet, Blake Police Department	<i>"The DSPS staff is very grateful for the assistance with our tram. Blake made a bleak situation much better with his kind demeanor and humor."</i>	DSPS Staff
Carranza, Frank Technology & Educational Support Services	<i>"Thank you for responding quickly to our phone system request."</i>	Stacey Nikac
Castro, Deborah Printing Services	<i>"Deb has been terrific about quick turn-arounds for much-needed designs, like the District Strategic Plan brochure and various ads for the District."</i>	Alisa Sparkia Moore
Diggle, Virginia Business & Fiscal Services	<i>"Virginia went above and beyond to ensure that needs were met for our students to participate in the Kennedy Center American College Theatre Regional Festival"</i>	Kay Weiss
Diggle, Virginia Business & Fiscal Services	<i>"Virginia is an angel! Always willing to help, "just call me" is what she says and she never fails to help!"</i>	Mary C. Smith
Elmore, Cory Human Resources	<i>"Always willing to help and he does it with gladness! Need more people like Cory."</i>	Mary C. Smith
Espinoza, Clara Payroll	<i>"Thanks for having excellent work ethic and being my awesome teammate."</i>	Angela Lujan

Goodrich, Kelly Fiscal Services	<i>"Thank you for stepping in for me when I'm out of the office. You are a great team player!"</i>	Stacey Nikac
Green, Nancy Accounting	<i>"Nancy is always willing to help out in other areas of our office, thank you for the labels in the mail room."</i>	Maria Torres
Green, Nancy Accounts Payable	<i>"Nancy went above and beyond to ensure that needs were met for our students to participate in the Kennedy Center American College Theatre Regional Festival"</i>	Kay Weiss
Mendigorin, Jonathan Police Department	<i>"Jonathan was very kind to tow our tram and employee to safety when it unfortunately ran out of power. Jonathan was very nice and astute to our needs."</i>	DSPS Staff
Oberhelman, Jason Purchasing	<i>"Jason has always been exceptional to the needs of the campus. He is always willing to answer our questions and help the campus understand the process. Thank you."</i>	Henry Hua
Piggott, Gloria Printing Services	<i>"Gloria's creativity and patience have been instrumental in the production of the District Strategic Plan, whose 44 pages have gone through numerous iterations."</i>	Alisa Sparkia Moore
Rios, Julio Human Resources	<i>"Thank you for helping us update forms. Your consideration and teamwork is very much appreciated."</i>	Angela Lujan
Sims, Jeremy Technology & Educational Support Services	<i>"Thank you for always providing excellent customer service and responding promptly to requests."</i>	Stacey Nikac
Smith, Debra Custodial Services	<i>"Deborah saw me circling the parking lots at SBVC in search of parking, saw an empty space, and saved it for me. I am grateful for her kindness and consideration."</i>	Julia Sanchez
Smith, Debra Custodial Services	<i>"Your job as courier is so important to payroll and you do it well. Thank you."</i>	Angela Lujan
Spicer, Maurice Payroll	<i>"Thanks for having excellent work ethic and being my awesome teammate."</i>	Angela Lujan
Strong, Larry Fiscal Services	<i>"Thank you for your excellent presentation on the "Bookstore Management Outsource Option" that you presented at the College Council meeting."</i>	Dr. Gloria Fisher

Walter, DyAnn Technology & Educational Support Services	<i>"Many thanks to DyAnn Walter for working so quickly and a requested report and for always being available when our office calls on her."</i>	Dr. Haragewen Kinde
CHC		
Davila, Roberr Bookstore	<i>"You are a productive worker who has a solid work ethic that exerts optimal effort in solving problems successfully to complete tasks until the job is done. Thank you for everything you do for students and staff!"</i>	Anonymous
Garcia, Kristin Admissions and Records	<i>"Thank you so much for sending out the emails and being my "Joe Biden"."</i>	Michelle Tinoco
Gray, Tracy Technology Services	<i>"Tracy always goes above and beyond to be helpful. Thank you!"</i>	Karen Childers
Heilgeist, Kristina Office of Instruction	<i>"Thank you for all your help, for your helpful attitude and always being friendly."</i>	Clara Espinoza
Ledoux, Janine Kinesiology & Health	<i>"Janne has gone over and above in demonstrating her commitment and dedication to ensure the health and wellness of CHC students through the Food Bank."</i>	Rejoice Chavira
Marrujo, Monique EOPS	<i>"Thank you so much for all your help!"</i>	Sasbrina Esparza
McCartney, Karen Biology	<i>"Karen is truly appreciated. She goes out of her way, above and beyond her job description to help with setting up the class and assisting in any way with a positive attitude!"</i>	Kelly Boebinger
Mudgett, Ben Admissions and Records	<i>"For your proactive email to AD-T students alerting them to apply for graduation."</i>	Mariana Moreno
Roche, Joshua Mathematics	<i>"Wonderful instructor!"</i>	Anonymous
Williams, Barbara DSPS	<i>"Barbara goes above and beyond in providing services to students."</i>	Milly Douthit and Maureen Fry
Zuniga, Ruby Title V	<i>"Ruby goes above and beyond as a support for not only Title V/Transfer Prep team but anyone who needs her assistance. She is always enthusiastic to help you even if you are not in her direct line of work. She is very helpful."</i>	Mariana Moreno
Zuniga, Ruby Title V	<i>"Ruby has been a great help with helping me get everything I needed to start in the OIERP department. She has gone out of her way to accommodate me and I really appreciate her."</i>	Cyndi Gundersen

SBVC

Berry, Patricia Financial Aid	<i>"Ms. Berry has increased the processing of student files and more students have access to their financial aid because of her work."</i> Dr. Ricky Shabazz
Cross, Laura Social Science, Human Dev., PE	<i>"Thank you for assisting me and always having a positive attitude. You're a joy to talk to."</i> Clara Espinoza
Dale Carter, April Admissions & Records	<i>"April is doing a great job with the VRC and planning the dedication of the VRC project."</i> Dr. Ricky Shabazz
Davis, Theresa Science Division	<i>"Theresa is such a great SI Mentor. She makes sure that her SI Leaders are doing well. I love her for taking care of all of us."</i> Laralynn Pantan, Student
Edmondson, Kindra Student Health Services	<i>"Excellence in presenting Strengths Quest. Thank you."</i> Patty Jones
Feist, John Campus Technology Services	<i>"Exceptional support service to our department."</i> DSP&S Staff
Gallagher, Debby President's Office	<i>"For helping with board agenda items while my admin was out on vacation."</i> Dr. Ricky Shabazz
Gallagher, Debby President's Office	<i>"Debby Gallagher is a dedicated woman that exemplifies the utmost character and integrity. Debby has a proven track record of her commitment to our faculty and student body at San Bernardino College. Way to go Debby!!!"</i> Craig S. Luke, Sr., Ph.D., CRC
Gallagher, Debby President's Office	<i>"For doing what needs to be done and taking care of business."</i> Dr. Gloria Fisher
Gonzales, Amelia Financial Aid	<i>"Provides exceptional service to students and a hard worker. Thank you for all you do."</i> Marie Perez
Guzman, Luisa Custodial Services	<i>"I, Gabriel Jaramillo, VP SBVC Association Student Government commend Luisa on a great job well done. She has an outgoing personality and a can do attitude."</i> Gabriel Jaramillo, Student
Hall, Suzan Business Office	<i>"I have had the opportunity to work alongside of Suzan and she is a real team player; she's nice, smart, helpful, and loyal to her cause (student success). To sum it all up in a few words, "Everybody likes Suzan"."</i> Craig S. Luke, Sr., Ph.D., CRC
Hrdlicka, Rick Campus Technology Services	<i>"Exceptional support service to our department."</i> DSP&S Staff

Laughlin, Larry Maintenance and Operations	<i>"Larry consistently demonstrates a consistency in his work ethics. Larry is an employee who I only need to tell once what is needed to be done. He follows through with his daily work requests. He accepts change with good humor."</i>	Kevin Grishow
Lee, Dirkson English	<i>"Dr. Lee organized and presented a scholarship workshop for art students on short notice and under a tight deadline."</i>	Mandi Batalo
Luke, Dr. Craig Counselor/SDVE	<i>"Dr. Luke is a great professor. He always shows respect and patience towards who he is dialoging with. He makes sure that whomever he is addressing fully understands whatever their discussing."</i>	Ruben Aranda, Student
Luke, Dr. Craig Student Development	<i>"Very helpful and makes sure his students know he will be willing to help with what he can. Also, informative in class."</i>	Destanie Aparicio, Student
Luke, Dr. Craig Student Development	<i>"Dr. Luke deserves recognition because he has motivated me so much. I enjoy his class because there is not one lecture that goes by without him saying, "I love my job!". It truly makes me happy to know my professor enjoys his job."</i>	Crystal Flores-Ochoa, Student
Luke, Dr. Craig Valley Bound	<i>"With assigning an APA formatted essay to teach us how to apply APA method, Dr. Luke has helped me in a different class in which I must write an APA essay. I never knew and applied APA before Luke's, so I am thankful for his help."</i>	Jessica Hernandez, Student
Marquez, Vivian Math, Business & Computer	<i>"Thank you for diligently completing timesheets and work reports for payroll. You strive to do your best and it does not go unnoticed."</i>	Clara Espinoza
Moody, Amanda Student Life	<i>"Amanda went above and beyond to provide our theatre students the opportunity to participate in the Kennedy Center American Theatre Festival."</i>	Dr. Kay Weiss
Moore, Anita Counseling	<i>"For helping with board agenda items while my admin was out on vacation."</i>	Dr. Ricky Shabazz
Ramsey, Daniele STEM Program	<i>"She is amazing!!! She helps EVERYONE. She makes sure that every student who comes in here gets the help they need. She makes time for everyone and she is so passionate about her job. Definitely the most amazing counselor ever!"</i>	Laralynn Pantan, Student
Rodriguez, Vicky Maintenance and Custodial	<i>"Vicky a custodian in the Applied Technology does an excellent job keeping everything clean. The floors/bathroom are cleanest they have ever been in last ten years."</i>	Achala D. Chatterjee

Romo, Sylvia
Admissions & Records

“Sylvia had a student who was distraught over a person she had a R.O against. Sylvia was patient, caring and guided her to campus police and the nurse.”

Raquel Villa

Scudder, Baybie
Financial Aid

“Ms. Scudder never fails to assist any students who need extra help. Whenever I am confused with anything related to school campus, she helps me and directs me and directs me to other sources like Admissions and other departments.”

Laralynn Pantan, Student

Thomure, Thomas
DSP&S

“Thank you for what you do and being so supportive. You are a joy to work with and a wonderful new co-worker.”

Anonymous, Employee

Tymcheck, Linda
Arts and Humanities/Basic Skills

“Congratulations! It's been a joy working with you.”

Clara Espinoza

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services
DATE: March 12, 2015
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 February 20 for all District funds. As of February 20, the District was 64.3% through the fiscal year and had spent and encumbered about 57.6% of its budgeted general funds.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

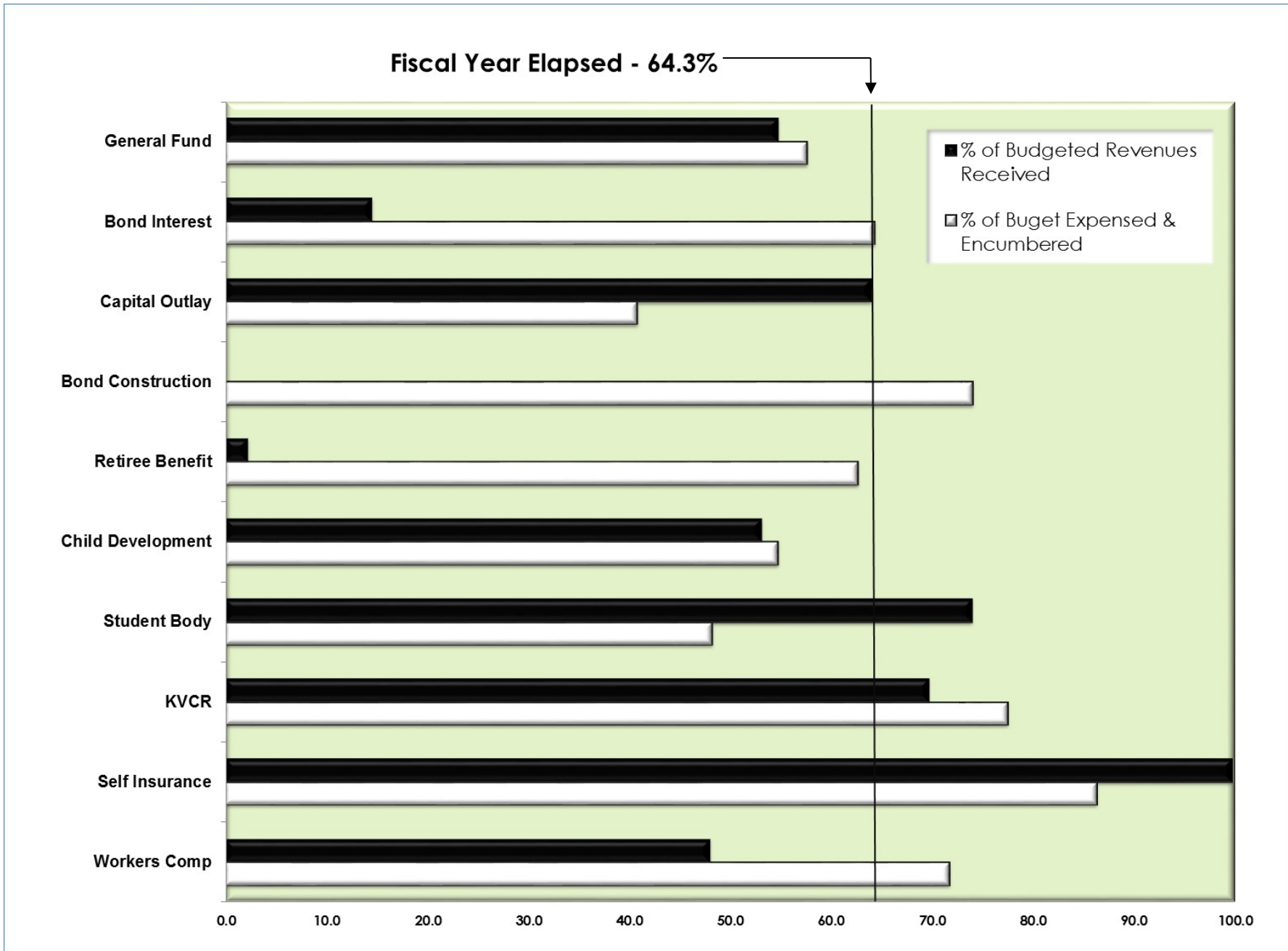
FINANCIAL IMPLICATIONS

There are no financial implications.

Budget Revenue & Expenditure Summary

Year to Date 2/20/2015
64.3% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD	%	Budget	Expensed/ Encumbered YTD	%	
01 General Fund	\$104,994,213	\$57,393,419	54.7%	\$ 108,922,521	\$ 62,685,029	57.6%	
21 Bond Interest & Redemption	\$ 24,000,000	\$ 3,473,047	14.5%	\$ 24,000,000	\$ 15,434,784	64.3%	<i>Revenue expected Mar-Jun; next expense in Mar 2015.</i>
41 Capital Outlay Projects	\$ 1,200,983	\$ 767,639	63.9%	\$ 3,794,535	\$ 1,547,433	40.8%	
42 Bond Construction	\$ -	\$ 34,123	n/a	\$ 171,422,751	\$ 126,830,713	74.0%	<i>Encumbered amount is approximately \$98.8 million.</i>
68 Retiree Benefit	\$ 356,915	\$ 7,711	2.2%	\$ 356,915	\$ 223,582	62.6%	<i>GASB 43/45 was paid off; therefore, no additional contribution is needed in the upcoming years.</i>
72 Child Development	\$ 2,649,183	\$ 1,406,283	53.1%	\$ 2,649,183	\$ 1,450,041	54.7%	
73 Student Body Center Fee	\$ 276,658	\$ 204,434	73.9%	\$ 276,658	\$ 133,262	48.2%	
74 KVCR	\$ 6,081,508	\$ 4,236,055	69.7%	\$ 5,731,940	\$ 4,438,233	77.4%	
76 KVCR Educational Foundation	\$ 2,036,176	\$ -	0.0%	\$ 2,036,176	\$ -	0.0%	<i>Newly created fund.</i>
78 Self Insurance-Liability	\$ 553,000	\$ 551,354	99.7%	\$ 553,000	\$ 477,051	86.3%	<i>Premiums are paid during July.</i>
84 Workers Compensation	\$ 1,325,000	\$ 635,621	48.0%	\$ 1,325,000	\$ 949,550	71.7%	<i>Encumbered amount is \$141,411.</i>



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	7,686,974.13	1,295,843.44	1,295,843.44	16.8	0.00	6,391,130.69	83.1
8600.00 STATE REVENUES	71,293,603.18	40,175,170.62	40,175,170.62	56.3	0.00	31,118,432.56	43.6
8800.00 LOCAL REVENUES	25,001,635.92	15,914,113.50	15,914,113.50	63.6	0.00	9,087,522.42	36.3
8900.00 OTHER FINANCING SOURCES	1,012,000.00	8,291.08	8,291.08	.8	0.00	1,003,708.92	99.1
TOTAL: 8000	104,994,213.23	57,393,418.64	57,393,418.64	54.6	0.00	47,600,794.59	45.3
1100.00 CONTRACT CLASSROOM INST.	16,162,840.55	9,774,179.73	9,774,179.73	60.4	0.00	6,388,660.82	39.5
1200.00 CONTRACT CERT. ADMINISTRATORS	8,462,539.00	4,448,546.79	4,448,546.79	52.5	0.00	4,013,992.21	47.4
1300.00 INSTRUCTORS DAY/HOURLY	9,345,651.32	6,582,530.86	6,582,530.86	70.4	0.00	2,763,120.46	29.5
1400.00 NON-INSTRUCTION HOURLY CERT.	2,346,750.72	1,095,388.31	1,095,388.31	46.6	0.00	1,251,362.41	53.3
TOTAL: 1000	36,317,781.59	21,900,645.69	21,900,645.69	60.3	0.00	14,417,135.90	39.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	18,634,825.82	10,548,727.68	10,548,727.68	56.6	0.00	8,086,098.14	43.3
2200.00 INSTRUCTIONAL AIDS	1,299,563.68	668,424.21	668,424.21	51.4	0.00	631,139.47	48.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	3,011,220.76	1,801,300.03	1,801,300.03	59.8	0.00	1,209,920.73	40.1
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,694,278.23	714,293.13	714,293.13	42.1	0.00	979,985.10	57.8
TOTAL: 2000	24,639,888.49	13,732,745.05	13,732,745.05	55.7	0.00	10,907,143.44	44.2
3100.00 CERTIFICATED RETIREMENT	3,056,030.68	1,716,218.26	1,716,218.26	56.1	0.00	1,339,812.42	43.8
3200.00 CLASSIFIED RETIREMENT	2,542,867.10	1,521,126.28	1,521,126.28	59.8	0.00	1,021,740.82	40.1
3300.00 OASDHI /FICA	2,195,883.46	1,338,312.66	1,338,312.66	60.9	0.00	857,570.80	39.0
3400.00 HEALTH AND WELFARE BENEFITS	9,249,614.27	4,728,121.27	4,728,121.27	51.1	0.00	4,521,493.00	48.8
3500.00 STATE UNEMPLOYMENT INSURANCE	29,185.38	37,177.31	37,177.31	100.0	0.00	7,991.93	.0
3600.00 WORKERS COMPENSATION INSURANCE	947,120.50	529,751.13	529,751.13	55.9	0.00	417,369.37	44.0
3900.00 OTHER BENEFITS	197,903.20	141,780.45	141,780.45	71.6	0.00	56,122.75	28.3
TOTAL: 3000	18,218,604.59	10,012,487.36	10,012,487.36	54.9	0.00	8,206,117.23	45.0
4100.00 TEXTBOOKS	180,058.00	42,216.48	42,216.48	23.4	64,884.04	72,957.48	40.5
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	95,597.00	18,865.67	18,865.67	19.7	2,166.71	74,564.62	77.9
4300.00 INSTRUCTIONAL SUPPLIES	496,260.71	177,595.09	177,595.09	35.7	56,615.76	262,049.86	52.8
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	30,552.00	2,647.72	2,647.72	8.6	342.99	27,561.29	90.2
4500.00 NONINSTRUCTIONAL SUPPLIES	1,360,912.74	410,659.38	410,659.38	30.1	418,418.93	531,834.43	39.0
4700.00 FOOD SUPPLIES	17,843.00	229.39	229.39	1.2	2,613.61	15,000.00	84.0
TOTAL: 4000	2,181,223.45	652,213.73	652,213.73	29.9	545,042.04	983,967.68	45.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	7,026,656.60	2,125,354.67	2,125,354.67	30.2	3,128,266.87	1,773,035.06	25.2
5200.00 TRAVEL & CONFERENCE EXPENSES	1,109,841.52	377,624.33	377,624.33	34.0	219,763.76	512,453.43	46.1
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	395,973.45	154,550.51	154,550.51	39.0	84,419.53	157,003.41	39.6
5400.00 INSURANCES - DISTRICT USE	129,000.00	122,457.00	122,457.00	94.9	0.00	6,543.00	5.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,915,061.62	1,571,030.43	1,571,030.43	53.8	1,175,665.69	168,365.50	5.7
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	3,439,365.01	1,886,585.16	1,886,585.16	54.8	978,586.41	574,193.44	16.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	569,000.00	313,017.50	313,017.50	55.0	159,250.50	96,732.00	17.0
5800.00 OTHER OPERATING EXP-DIST. USE	7,305,286.68	627,555.53	627,555.53	8.5	372,978.19	6,304,752.96	86.3
TOTAL: 5000	22,890,184.88	7,178,175.13	7,178,175.13	31.3	6,118,930.95	9,593,078.80	41.9

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	104,247,683.00	53,476,266.96	53,476,266.96	51.2	6,663,972.99	44,107,443.05	42.3
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	115,146.00	28,198.00	28,198.00	24.4	10,342.00	76,606.00	66.5
6300.00 LIBRARY BOOKS - EXPANSION	107,839.00	80,001.16	80,001.16	74.1	26,629.03	1,208.81	1.1
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,124,456.76	586,857.40	586,857.40	27.6	100,969.94	1,436,629.42	67.6
TOTAL: 6000	2,387,562.76	695,056.56	695,056.56	29.1	137,940.97	1,554,565.23	65.1
TOTAL: 1000-6999	106,635,245.76	54,171,323.52	54,171,323.52	50.8	6,801,913.96	45,662,008.28	42.8
7300.00 INTERFUND TRANSFERS	1,586,000.00	1,154,333.34	1,154,333.34	72.7	0.00	431,666.66	27.2
7500.00 OTHER OUTGO-STUDENT FIN AID	61,561.00	29,999.86	29,999.86	48.7	0.00	31,561.14	51.2
7600.00 OTHER STUDENT AID	639,714.00	375,084.76	375,084.76	58.6	152,373.33	112,255.91	17.5
TOTAL: 7000	2,287,275.00	1,559,417.96	1,559,417.96	68.1	152,373.33	575,483.71	25.1
TOTAL: 1000-7999	108,922,520.76	55,730,741.48	55,730,741.48	51.1	6,954,287.29	46,237,491.99	42.4

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	104,994,213.23	57,393,418.64	57,393,418.64	54.6	0.00	47,600,794.59	45.3
TOTAL:	1000-5999	104,247,683.00	53,476,266.96	53,476,266.96	51.2	6,663,972.99	44,107,443.05	42.3
TOTAL:	1000-6999	106,635,245.76	54,171,323.52	54,171,323.52	50.8	6,801,913.96	45,662,008.28	42.8
TOTAL:	1000-7999	108,922,520.76	55,730,741.48	55,730,741.48	51.1	6,954,287.29	46,237,491.99	42.4
TOTAL EXPENSES	(1000 - 7999)	108,922,520.76	55,730,741.48	55,730,741.48	51.1	6,954,287.29	46,237,491.99	42.4

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENED/ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8600.00 STATE REVENUES	250,000.00	0.00	0.00	.0	0.00	250,000.00	100.0
8800.00 LOCAL REVENUES	23,750,000.00	3,473,046.59	3,473,046.59	14.6	0.00	20,276,953.41	85.3
TOTAL: 8000	24,000,000.00	3,473,046.59	3,473,046.59	14.4	0.00	20,526,953.41	85.5
7100.00 DEBT RETIREMENT	24,000,000.00	15,434,783.51	15,434,783.51	64.3	0.00	8,565,216.49	35.6
TOTAL: 7000	24,000,000.00	15,434,783.51	15,434,783.51	64.3	0.00	8,565,216.49	35.6
TOTAL: 1000-7999	24,000,000.00	15,434,783.51	15,434,783.51	64.3	0.00	8,565,216.49	35.6

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	3,473,046.59	3,473,046.59	14.4	0.00	20,526,953.41	85.5
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	15,434,783.51	15,434,783.51	64.3	0.00	8,565,216.49	35.6
TOTAL EXPENSES	(1000 - 7999)	24,000,000.00	15,434,783.51	15,434,783.51	64.3	0.00	8,565,216.49	35.6

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	507,859.20	507,859.20	100.0	0.00	0.00	.0
8800.00 LOCAL REVENUES	693,123.60	259,779.52	259,779.52	37.4	0.00	433,344.08	62.5
TOTAL: 8000	1,200,982.80	767,638.72	767,638.72	63.9	0.00	433,344.08	36.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	18,097.04	18,097.04	18,097.04	100.0	0.00	0.00	.0
TOTAL: 2000	18,097.04	18,097.04	18,097.04	100.0	0.00	0.00	.0
3200.00 CLASSIFIED RETIREMENT	2,130.20	2,130.20	2,130.20	100.0	0.00	0.00	.0
3300.00 OASDHI/FICA	1,383.27	1,383.27	1,383.27	100.0	0.00	0.00	.0
3400.00 HEALTH AND WELFARE BENEFITS	3,058.62	3,058.62	3,058.62	100.0	0.00	0.00	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	9.05	9.05	9.05	100.0	0.00	0.00	.0
3600.00 WORKERS COMPENSATION INSURANCE	300.00	300.00	300.00	100.0	0.00	0.00	.0
3900.00 OTHER BENEFITS	14.73	14.73	14.73	100.0	0.00	0.00	.0
TOTAL: 3000	6,895.87	6,895.87	6,895.87	100.0	0.00	0.00	.0
4500.00 NONINSTRUCTIONAL SUPPLIES	11,288.00	1,497.99	1,497.99	13.2	0.00	9,790.01	86.7
TOTAL: 4000	11,288.00	1,497.99	1,497.99	13.2	0.00	9,790.01	86.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	408,669.09	42,280.98	42,280.98	10.3	118,241.82	248,146.29	60.7
5200.00 TRAVEL & CONFERENCE EXPENSES	0.00	120.00	120.00	100.0	0.00	120.00	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	230,069.00	166,872.44	166,872.44	72.5	6,581.00	56,615.56	24.6
5800.00 OTHER OPERATING EXP-DIST. USE	3,123.60	0.00	0.00	.0	0.00	3,123.60	100.0
TOTAL: 5000	641,861.69	209,273.42	209,273.42	32.6	124,822.82	307,765.45	47.9
TOTAL: 1000-5999	678,142.60	235,764.32	235,764.32	34.7	124,822.82	317,555.46	46.8
6100.00 SITES & IMPROVEMENTS-DIST. USE	666,987.88	24,474.00	24,474.00	3.6	0.00	642,513.88	96.3
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	65,654.90	0.00	0.00	.0	0.00	65,654.90	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,383,749.42	803,264.06	803,264.06	58.0	359,107.94	221,377.42	15.9
TOTAL: 6000	2,116,392.20	827,738.06	827,738.06	39.1	359,107.94	929,546.20	43.9
TOTAL: 1000-6999	2,794,534.80	1,063,502.38	1,063,502.38	38.0	483,930.76	1,247,101.66	44.6
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	1,063,502.38	1,063,502.38	28.0	483,930.76	2,247,101.66	59.2

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	767,638.72	767,638.72	63.9	0.00	433,344.08	36.0
TOTAL:	1000-5999	678,142.60	235,764.32	235,764.32	34.7	124,822.82	317,555.46	46.8
TOTAL:	1000-6999	2,794,534.80	1,063,502.38	1,063,502.38	38.0	483,930.76	1,247,101.66	44.6
TOTAL:	1000-7999	3,794,534.80	1,063,502.38	1,063,502.38	28.0	483,930.76	2,247,101.66	59.2
TOTAL EXPENSES	(1000 - 7999)	3,794,534.80	1,063,502.38	1,063,502.38	28.0	483,930.76	2,247,101.66	59.2

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	34,123.39	34,123.39	100.0	0.00	34,123.39-	.0
TOTAL: 8000	0.00	34,123.39	34,123.39	100.0	0.00	34,123.39-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	91,517.00	0.00	0.00	.0	0.00	91,517.00	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	0.00	84.60	84.60	100.0	0.00	84.60-	.0
TOTAL: 2000	91,517.00	84.60	84.60	.0	0.00	91,432.40	99.9
3200.00 CLASSIFIED RETIREMENT	10,761.00	0.00	0.00	.0	0.00	10,761.00	100.0
3300.00 OASDHI/FICA	7,038.00	6.24	6.24	.0	0.00	7,031.76	99.9
3400.00 HEALTH AND WELFARE BENEFITS	12,234.00	0.00	0.00	.0	0.00	12,234.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	46.00	0.04	0.04	.0	0.00	45.96	99.9
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	0.00	0.00	.0	0.00	1,200.00	100.0
3900.00 OTHER BENEFITS	59.00	0.00	0.00	.0	0.00	59.00	100.0
TOTAL: 3000	31,338.00	6.28	6.28	.0	0.00	31,331.72	99.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,940,840.00	242,495.59	242,495.59	12.4	954,770.67	743,573.74	38.3
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	0.00	0.00	.0	0.00	480.00	100.0
5400.00 INSURANCES - DISTRICT USE	636,299.00	47,032.00	47,032.00	7.3	0.00	589,267.00	92.6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	63,174.94	9,225.49	9,225.49	14.6	8,676.52	45,272.93	71.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	318,766.00	32,303.13	32,303.13	10.1	139,946.87	146,516.00	45.9
5800.00 OTHER OPERATING EXP-DIST. USE	9,520,453.49	127,418.80	127,418.80	1.3	2,876,038.40	6,516,996.29	68.4
TOTAL: 5000	12,480,013.43	458,475.01	458,475.01	3.6	3,979,432.46	8,042,105.96	64.4
TOTAL: 1000-5999	12,602,868.43	458,565.89	458,565.89	3.6	3,979,432.46	8,164,870.08	64.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	680,135.00	35,258.21	35,258.21	5.1	11,803.52	633,073.27	93.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	150,816,676.07	27,301,142.42	27,301,142.42	18.1	94,834,353.09	28,681,180.56	19.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	7,323,071.00	208,150.10	208,150.10	2.8	2,007.20	7,112,913.70	97.1
TOTAL: 6000	158,819,882.07	27,544,550.73	27,544,550.73	17.3	94,848,163.81	36,427,167.53	22.9
TOTAL: 1000-6999	171,422,750.50	28,003,116.62	28,003,116.62	16.3	98,827,596.27	44,592,037.61	26.0

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	34,123.39	34,123.39	100.0	0.00	34,123.39-	.0
TOTAL:	1000-5999	12,602,868.43	458,565.89	458,565.89	3.6	3,979,432.46	8,164,870.08	64.7
TOTAL:	1000-6999	171,422,750.50	28,003,116.62	28,003,116.62	16.3	98,827,596.27	44,592,037.61	26.0
TOTAL:	1000-7999	171,422,750.50	28,003,116.62	28,003,116.62	16.3	98,827,596.27	44,592,037.61	26.0
TOTAL EXPENSES	(1000 - 7999)	171,422,750.50	28,003,116.62	28,003,116.62	16.3	98,827,596.27	44,592,037.61	26.0

BDX110
 ALL FUNDS
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2014 TO 06/30/2015

#J3304

02/20/2015

PAGE 10

Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	169.87	169.87	100.0	0.00	169.87-	.0
TOTAL: 8000	0.00	169.87	169.87	100.0	0.00	169.87-	.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	169.87	169.87	100.0	0.00	169.87-	.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	7,711.16	7,711.16	2.1	0.00	349,203.84	97.8
TOTAL: 8000	356,915.00	7,711.16	7,711.16	2.1	0.00	349,203.84	97.8
3300.00 OASDHI /FICA	132.00	137.89	137.89	100.0	0.00	5.89-	.0
3400.00 HEALTH AND WELFARE BENEFITS	347,777.00	212,688.69	212,688.69	61.1	0.00	135,088.31	38.8
3500.00 STATE UNEMPLOYMENT INSURANCE	6.00	5.52	5.52	92.0	0.00	0.48	8.0
3900.00 OTHER BENEFITS	9,000.00	10,750.00	10,750.00	100.0	0.00	1,750.00-	.0
TOTAL: 3000	356,915.00	223,582.10	223,582.10	62.6	0.00	133,332.90	37.3
TOTAL: 1000-5999	356,915.00	223,582.10	223,582.10	62.6	0.00	133,332.90	37.3

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	7,711.16	7,711.16	2.1	0.00	349,203.84	97.8
TOTAL:	1000-5999	356,915.00	223,582.10	223,582.10	62.6	0.00	133,332.90	37.3
TOTAL:	1000-6999	356,915.00	223,582.10	223,582.10	62.6	0.00	133,332.90	37.3
TOTAL:	1000-7999	356,915.00	223,582.10	223,582.10	62.6	0.00	133,332.90	37.3
TOTAL EXPENSES	(1000 - 7999)	356,915.00	223,582.10	223,582.10	62.6	0.00	133,332.90	37.3

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	70.29	70.29	100.0	0.00	70.29-	.0
TOTAL: 8000	0.00	70.29	70.29	100.0	0.00	70.29-	.0
1300.00 INSTRUCTORS DAY/HOURLY	0.00	76,840.17	76,840.17	100.0	0.00	76,840.17-	.0
TOTAL: 1000	0.00	76,840.17	76,840.17	100.0	0.00	76,840.17-	.0
3300.00 OASDHI /FICA	0.00	511.13	511.13	100.0	0.00	511.13-	.0
3500.00 STATE UNEMPLOYMENT INSURANCE	0.00	38.35	38.35	100.0	0.00	38.35-	.0
TOTAL: 3000	0.00	549.48	549.48	100.0	0.00	549.48-	.0
TOTAL: 1000-5999	0.00	77,389.65	77,389.65	100.0	0.00	77,389.65-	.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	70.29	70.29	100.0	0.00	70.29-	.0
TOTAL:	1000-5999	0.00	77,389.65	77,389.65	100.0	0.00	77,389.65-	.0
TOTAL:	1000-6999	0.00	77,389.65	77,389.65	100.0	0.00	77,389.65-	.0
TOTAL:	1000-7999	0.00	77,389.65	77,389.65	100.0	0.00	77,389.65-	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	77,389.65	77,389.65	100.0	0.00	77,389.65-	.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	102,676.72	102,676.72	69.9	0.00	44,143.28	30.0
8600.00 STATE REVENUES	2,316,599.00	1,205,978.88	1,205,978.88	52.0	0.00	1,110,620.12	47.9
8800.00 LOCAL REVENUES	185,764.00	97,627.34	97,627.34	52.5	0.00	88,136.66	47.4
TOTAL: 8000	2,649,183.00	1,406,282.94	1,406,282.94	53.0	0.00	1,242,900.06	46.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,304,402.00	663,232.37	663,232.37	50.8	0.00	641,169.63	49.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	337,553.00	187,296.98	187,296.98	55.4	0.00	150,256.02	44.5
TOTAL: 2000	1,641,955.00	850,529.35	850,529.35	51.7	0.00	791,425.65	48.2
3100.00 CERTIFICATED RETIREMENT	22,510.00	12,672.71	12,672.71	56.2	0.00	9,837.29	43.7
3200.00 CLASSIFIED RETIREMENT	105,579.00	69,374.55	69,374.55	65.7	0.00	36,204.45	34.2
3300.00 OASDHI/FICA	86,447.00	47,700.31	47,700.31	55.1	0.00	38,746.69	44.8
3400.00 HEALTH AND WELFARE BENEFITS	434,509.00	250,364.50	250,364.50	57.6	0.00	184,144.50	42.3
3500.00 STATE UNEMPLOYMENT INSURANCE	715.00	392.66	392.66	54.9	0.00	322.34	45.0
3600.00 WORKERS COMPENSATION INSURANCE	63,000.00	29,073.87	29,073.87	46.1	0.00	33,926.13	53.8
3900.00 OTHER BENEFITS	8,296.00	5,811.44	5,811.44	70.0	0.00	2,484.56	29.9
TOTAL: 3000	721,056.00	415,390.04	415,390.04	57.6	0.00	305,665.96	42.3
4300.00 INSTRUCTIONAL SUPPLIES	25,089.00	3,844.55	3,844.55	15.3	16,800.83	4,443.62	17.7
4500.00 NONINSTRUCTIONAL SUPPLIES	56,248.00	21,779.28	21,779.28	38.7	29,168.11	5,300.61	9.4
4700.00 FOOD SUPPLIES	108,000.00	64,537.04	64,537.04	59.7	44,045.66	582.70-	.0
TOTAL: 4000	189,337.00	90,160.87	90,160.87	47.6	90,014.60	9,161.53	4.8
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	3,547.00	564.14	564.14	15.9	0.00	2,982.86	84.0
5800.00 OTHER OPERATING EXP-DIST. USE	89,588.00	2,244.00	2,244.00	2.5	212.03	87,131.97	97.2
TOTAL: 5000	94,135.00	2,808.14	2,808.14	2.9	212.03	91,114.83	96.7
TOTAL: 1000-5999	2,646,483.00	1,358,888.40	1,358,888.40	51.3	90,226.63	1,197,367.97	45.2
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,700.00	925.78	925.78	34.2	0.00	1,774.22	65.7
TOTAL: 6000	2,700.00	925.78	925.78	34.2	0.00	1,774.22	65.7
TOTAL: 1000-6999	2,649,183.00	1,359,814.18	1,359,814.18	51.3	90,226.63	1,199,142.19	45.2

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,649,183.00	1,406,282.94	1,406,282.94	53.0	0.00	1,242,900.06	46.9
TOTAL:	1000-5999	2,646,483.00	1,358,888.40	1,358,888.40	51.3	90,226.63	1,197,367.97	45.2
TOTAL:	1000-6999	2,649,183.00	1,359,814.18	1,359,814.18	51.3	90,226.63	1,199,142.19	45.2
TOTAL:	1000-7999	2,649,183.00	1,359,814.18	1,359,814.18	51.3	90,226.63	1,199,142.19	45.2
TOTAL EXPENSES	(1000 - 7999)	2,649,183.00	1,359,814.18	1,359,814.18	51.3	90,226.63	1,199,142.19	45.2

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	204,433.85	204,433.85	73.8	0.00	72,224.15	26.1
TOTAL: 8000	276,658.00	204,433.85	204,433.85	73.8	0.00	72,224.15	26.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	93,768.00	55,991.21	55,991.21	59.7	0.00	37,776.79	40.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	29,701.25	29,701.25	55.0	0.00	24,298.75	44.9
TOTAL: 2000	147,768.00	85,692.46	85,692.46	57.9	0.00	62,075.54	42.0
3200.00 CLASSIFIED RETIREMENT	11,081.00	7,004.59	7,004.59	63.2	0.00	4,076.41	36.7
3300.00 OASDHI/FICA	7,173.00	4,511.53	4,511.53	62.8	0.00	2,661.47	37.1
3400.00 HEALTH AND WELFARE BENEFITS	30,588.00	17,841.88	17,841.88	58.3	0.00	12,746.12	41.6
3500.00 STATE UNEMPLOYMENT INSURANCE	47.00	29.52	29.52	62.8	0.00	17.48	37.1
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	1,750.00	1,750.00	58.3	0.00	1,250.00	41.6
3900.00 OTHER BENEFITS	148.00	85.96	85.96	58.0	0.00	62.04	41.9
TOTAL: 3000	52,037.00	31,223.48	31,223.48	60.0	0.00	20,813.52	39.9
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	20,309.00	1,593.58	1,593.58	7.8	14,752.00	3,963.42	19.5
TOTAL: 4000	22,309.00	1,593.58	1,593.58	7.1	14,752.00	5,963.42	26.7
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	8,600.00	0.00	0.00	.0	0.00	8,600.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	45,944.00	0.00	0.00	.0	0.00	45,944.00	100.0
TOTAL: 5000	54,544.00	0.00	0.00	.0	0.00	54,544.00	100.0
TOTAL: 1000-5999	276,658.00	118,509.52	118,509.52	42.8	14,752.00	143,396.48	51.8

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	204,433.85	204,433.85	73.8	0.00	72,224.15	26.1
TOTAL:	1000-5999	276,658.00	118,509.52	118,509.52	42.8	14,752.00	143,396.48	51.8
TOTAL:	1000-6999	276,658.00	118,509.52	118,509.52	42.8	14,752.00	143,396.48	51.8
TOTAL:	1000-7999	276,658.00	118,509.52	118,509.52	42.8	14,752.00	143,396.48	51.8
TOTAL EXPENSES	(1000 - 7999)	276,658.00	118,509.52	118,509.52	42.8	14,752.00	143,396.48	51.8

Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	4,461,581.46	3,631,721.99	3,631,721.99	81.3	0.00	829,859.47	18.6
8900.00 OTHER FINANCING SOURCES	1,619,927.00	604,333.34	604,333.34	37.3	0.00	1,015,593.66	62.6
TOTAL: 8000	6,081,508.46	4,236,055.33	4,236,055.33	69.6	0.00	1,845,453.13	30.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,464,275.00	811,280.54	811,280.54	55.4	0.00	652,994.46	44.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	552,000.00	382,133.92	382,133.92	69.2	0.00	169,866.08	30.7
TOTAL: 2000	2,016,275.00	1,193,414.46	1,193,414.46	59.1	0.00	822,860.54	40.8
3200.00 CLASSIFIED RETIREMENT	172,860.00	130,468.12	130,468.12	75.4	0.00	42,391.88	24.5
3300.00 OASDHI/FICA	124,311.00	90,074.44	90,074.44	72.4	0.00	34,236.56	27.5
3400.00 HEALTH AND WELFARE BENEFITS	330,143.00	162,392.09	162,392.09	49.1	0.00	167,750.91	50.8
3500.00 STATE UNEMPLOYMENT INSURANCE	1,034.00	616.64	616.64	59.6	0.00	417.36	40.3
3600.00 WORKERS COMPENSATION INSURANCE	33,750.00	18,625.00	18,625.00	55.1	0.00	15,125.00	44.8
3900.00 OTHER BENEFITS	4,658.00	6,142.43	6,142.43	100.0	0.00	1,484.43-	.0
TOTAL: 3000	666,756.00	408,318.72	408,318.72	61.2	0.00	258,437.28	38.7
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	200.00	178.50	178.50	89.2	0.00	21.50	10.7
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	3,700.00	69.99	69.99	1.8	0.00	3,630.01	98.1
4500.00 NONINSTRUCTIONAL SUPPLIES	60,700.00	12,859.53	12,859.53	21.1	24,767.61	23,072.86	38.0
TOTAL: 4000	64,600.00	13,108.02	13,108.02	20.2	24,767.61	26,724.37	41.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	344,716.00-	196,359.89	196,359.89	100.0	351,070.22	892,146.11-	.0
5200.00 TRAVEL & CONFERENCE EXPENSES	119,500.00	17,997.92	17,997.92	15.0	16,784.41	84,717.67	70.8
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	89,915.00	63,234.07	63,234.07	70.3	16,917.49	9,763.44	10.8
5400.00 INSURANCES - DISTRICT USE	11,000.00	7,810.00	7,810.00	71.0	0.00	3,190.00	29.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	230,633.00	96,364.18	96,364.18	41.7	85,507.82	48,761.00	21.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	486,410.00	164,825.61	164,825.61	33.8	167,395.82	154,188.57	31.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	66,500.00	4,778.65	4,778.65	7.1	18,178.15	43,543.20	65.4
5800.00 OTHER OPERATING EXP-DIST. USE	2,200,067.46	1,133,144.54	1,133,144.54	51.5	400,085.77	666,837.15	30.3
TOTAL: 5000	2,859,309.46	1,684,514.86	1,684,514.86	58.9	1,055,939.68	118,854.92	4.1
TOTAL: 1000-5999	5,606,940.46	3,299,356.06	3,299,356.06	58.8	1,080,707.29	1,226,877.11	21.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	125,000.00	42,365.54	42,365.54	33.8	15,803.55	66,830.91	53.4
TOTAL: 6000	125,000.00	42,365.54	42,365.54	33.8	15,803.55	66,830.91	53.4
TOTAL: 1000-6999	5,731,940.46	3,341,721.60	3,341,721.60	58.3	1,096,510.84	1,293,708.02	22.5

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	6,081,508.46	4,236,055.33	4,236,055.33	69.6	0.00	1,845,453.13	30.3
TOTAL:	1000-5999	5,606,940.46	3,299,356.06	3,299,356.06	58.8	1,080,707.29	1,226,877.11	21.8
TOTAL:	1000-6999	5,731,940.46	3,341,721.60	3,341,721.60	58.3	1,096,510.84	1,293,708.02	22.5
TOTAL:	1000-7999	5,731,940.46	3,341,721.60	3,341,721.60	58.3	1,096,510.84	1,293,708.02	22.5
TOTAL EXPENSES	(1000 - 7999)	5,731,940.46	3,341,721.60	3,341,721.60	58.3	1,096,510.84	1,293,708.02	22.5

Fund: 76 KVCR EDUCATIONAL FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,036,176.00	0.00	0.00	.0	0.00	2,036,176.00	100.0
TOTAL: 8000	2,036,176.00	0.00	0.00	.0	0.00	2,036,176.00	100.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	215,187.00	0.00	0.00	.0	0.00	215,187.00	100.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	220,000.00	0.00	0.00	.0	0.00	220,000.00	100.0
TOTAL: 2000	435,187.00	0.00	0.00	.0	0.00	435,187.00	100.0
3200.00 CLASSIFIED RETIREMENT	28,309.00	0.00	0.00	.0	0.00	28,309.00	100.0
3300.00 OASDHI/FICA	23,350.00	0.00	0.00	.0	0.00	23,350.00	100.0
3400.00 HEALTH AND WELFARE BENEFITS	35,158.00	0.00	0.00	.0	0.00	35,158.00	100.0
3500.00 STATE UNEMPLOYMENT INSURANCE	236.00	0.00	0.00	.0	0.00	236.00	100.0
3600.00 WORKERS COMPENSATION INSURANCE	5,250.00	0.00	0.00	.0	0.00	5,250.00	100.0
3900.00 OTHER BENEFITS	6,257.00	0.00	0.00	.0	0.00	6,257.00	100.0
TOTAL: 3000	98,560.00	0.00	0.00	.0	0.00	98,560.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	11,200.00	0.00	0.00	.0	0.00	11,200.00	100.0
TOTAL: 4000	11,200.00	0.00	0.00	.0	0.00	11,200.00	100.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	536,000.00	0.00	0.00	.0	0.00	536,000.00	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	6,300.00	0.00	0.00	.0	0.00	6,300.00	100.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	42,100.00	0.00	0.00	.0	0.00	42,100.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	12,700.00	0.00	0.00	.0	0.00	12,700.00	100.0
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	17,000.00	0.00	0.00	.0	0.00	17,000.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	306,000.00	0.00	0.00	.0	0.00	306,000.00	100.0
TOTAL: 5000	920,100.00	0.00	0.00	.0	0.00	920,100.00	100.0
TOTAL: 1000-5999	1,465,047.00	0.00	0.00	.0	0.00	1,465,047.00	100.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	9,000.00	0.00	0.00	.0	0.00	9,000.00	100.0
TOTAL: 6000	9,000.00	0.00	0.00	.0	0.00	9,000.00	100.0
TOTAL: 1000-6999	1,474,047.00	0.00	0.00	.0	0.00	1,474,047.00	100.0
7200.00 INTRAFUND TRANSFERS OUT	562,129.00	0.00	0.00	.0	0.00	562,129.00	100.0
TOTAL: 7000	562,129.00	0.00	0.00	.0	0.00	562,129.00	100.0
TOTAL: 1000-7999	2,036,176.00	0.00	0.00	.0	0.00	2,036,176.00	100.0

Fund: 76 KVCR EDUCATIONAL FOUNDATION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,036,176.00	0.00	0.00	.0	0.00	2,036,176.00	100.0
TOTAL:	1000-5999	1,465,047.00	0.00	0.00	.0	0.00	1,465,047.00	100.0
TOTAL:	1000-6999	1,474,047.00	0.00	0.00	.0	0.00	1,474,047.00	100.0
TOTAL:	1000-7999	2,036,176.00	0.00	0.00	.0	0.00	2,036,176.00	100.0
TOTAL EXPENSES	(1000 - 7999)	2,036,176.00	0.00	0.00	.0	0.00	2,036,176.00	100.0

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	1,354.03	1,354.03	45.1	0.00	1,645.97	54.8
8900.00 OTHER FINANCING SOURCES	550,000.00	550,000.00	550,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	553,000.00	551,354.03	551,354.03	99.7	0.00	1,645.97	.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	2,523.13	2,523.13	12.6	7,512.87	9,964.00	49.8
5400.00 INSURANCES - DISTRICT USE	450,000.00	422,841.00	422,841.00	93.9	0.00	27,159.00	6.0
5800.00 OTHER OPERATING EXP-DIST. USE	60,000.00	19,306.18	19,306.18	32.1	24,867.93	15,825.89	26.3
TOTAL: 5000	530,000.00	444,670.31	444,670.31	83.9	32,380.80	52,948.89	9.9
TOTAL: 1000-5999	530,000.00	444,670.31	444,670.31	83.9	32,380.80	52,948.89	9.9
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	444,670.31	444,670.31	80.4	32,380.80	75,948.89	13.7

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	551,354.03	551,354.03	99.7	0.00	1,645.97	.2
TOTAL:	1000-5999	530,000.00	444,670.31	444,670.31	83.9	32,380.80	52,948.89	9.9
TOTAL:	1000-6999	530,000.00	444,670.31	444,670.31	83.9	32,380.80	52,948.89	9.9
TOTAL:	1000-7999	553,000.00	444,670.31	444,670.31	80.4	32,380.80	75,948.89	13.7
TOTAL EXPENSES	(1000 - 7999)	553,000.00	444,670.31	444,670.31	80.4	32,380.80	75,948.89	13.7

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	635,621.32	635,621.32	47.9	0.00	689,378.68	52.0
TOTAL: 8000	1,325,000.00	635,621.32	635,621.32	47.9	0.00	689,378.68	52.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	406,895.37	111,413.82	111,413.82	27.3	141,410.78	154,070.77	37.8
5400.00 INSURANCES - DISTRICT USE	167,000.00	126,053.00	126,053.00	75.4	0.00	40,947.00	24.5
5800.00 OTHER OPERATING EXP-DIST. USE	626,104.63	570,671.81	570,671.81	91.1	0.00	55,432.82	8.8
TOTAL: 5000	1,200,000.00	808,138.63	808,138.63	67.3	141,410.78	250,450.59	20.8
TOTAL: 1000-5999	1,200,000.00	808,138.63	808,138.63	67.3	141,410.78	250,450.59	20.8
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	808,138.63	808,138.63	60.9	141,410.78	375,450.59	28.3

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	635,621.32	635,621.32	47.9	0.00	689,378.68	52.0
TOTAL:	1000-5999	1,200,000.00	808,138.63	808,138.63	67.3	141,410.78	250,450.59	20.8
TOTAL:	1000-6999	1,200,000.00	808,138.63	808,138.63	67.3	141,410.78	250,450.59	20.8
TOTAL:	1000-7999	1,325,000.00	808,138.63	808,138.63	60.9	141,410.78	375,450.59	28.3
TOTAL EXPENSES	(1000 - 7999)	1,325,000.00	808,138.63	808,138.63	60.9	141,410.78	375,450.59	28.3

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	4,900.00	4,900.00	9.1	0.00	48,600.00	90.8
8600.00 STATE REVENUES	1,463,789.00	564,654.07	564,654.07	38.5	0.00	899,134.93	61.4
8800.00 LOCAL REVENUES	576,488.00	486,031.11	486,031.11	84.3	0.00	90,456.89	15.6
TOTAL: 8000	2,093,777.00	1,055,585.18	1,055,585.18	50.4	0.00	1,038,191.82	49.5
1100.00 CONTRACT CLASSROOM INST.	11,057,056.00	6,681,372.71	6,681,372.71	60.4	0.00	4,375,683.29	39.5
1200.00 CONTRACT CERT. ADMINI STRATORS	3,520,230.00	1,963,913.98	1,963,913.98	55.7	0.00	1,556,316.02	44.2
1300.00 INSTRUCTORS DAY/HOURLY	6,297,852.00	4,417,498.05	4,417,498.05	70.1	0.00	1,880,353.95	29.8
1400.00 NON-INSTRUCTION HOURLY CERT.	405,125.00	204,464.48	204,464.48	50.4	0.00	200,660.52	49.5
TOTAL: 1000	21,280,263.00	13,267,249.22	13,267,249.22	62.3	0.00	8,013,013.78	37.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,015,203.89	3,766,247.05	3,766,247.05	62.6	0.00	2,248,956.84	37.3
2200.00 INSTRUCTIONAL AIDS	834,625.71	391,817.96	391,817.96	46.9	0.00	442,807.75	53.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	324,393.00	273,929.34	273,929.34	84.4	0.00	50,463.66	15.5
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	322,873.40	134,301.47	134,301.47	41.5	0.00	188,571.93	58.4
TOTAL: 2000	7,497,096.00	4,566,295.82	4,566,295.82	60.9	0.00	2,930,800.18	39.0
3100.00 CERTIFICATED RETIREMENT	1,855,060.68	1,037,333.95	1,037,333.95	55.9	0.00	817,726.73	44.0
3200.00 CLASSIFIED RETIREMENT	961,522.32	592,861.80	592,861.80	61.6	0.00	368,660.52	38.3
3300.00 OASDHI /FICA	929,689.77	578,617.55	578,617.55	62.2	0.00	351,072.22	37.7
3400.00 HEALTH AND WELFARE BENEFITS	4,230,295.27	2,388,141.05	2,388,141.05	56.4	0.00	1,842,154.22	43.5
3500.00 STATE UNEMPLOYMENT INSURANCE	14,565.30	8,962.06	8,962.06	61.5	0.00	5,603.24	38.4
3600.00 WORKERS COMPENSATION INSURANCE	458,350.00	262,627.91	262,627.91	57.2	0.00	195,722.09	42.7
3900.00 OTHER BENEFITS	92,735.04	57,405.51	57,405.51	61.9	0.00	35,329.53	38.0
TOTAL: 3000	8,542,218.38	4,925,949.83	4,925,949.83	57.6	0.00	3,616,268.55	42.3
4100.00 TEXTBOOKS	2,461.00	0.00	0.00	.0	1,017.53	1,443.47	58.6
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	11,797.00	289.62	289.62	2.4	477.25	11,030.13	93.4
4300.00 INSTRUCTIONAL SUPPLIES	64,997.38	23,594.72	23,594.72	36.3	13,452.89	27,949.77	43.0
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	6,162.00	328.38	328.38	5.3	137.99	5,695.63	92.4
4500.00 NONINSTRUCTIONAL SUPPLIES	447,243.00	158,860.54	158,860.54	35.5	158,451.96	129,930.50	29.0
4700.00 FOOD SUPPLIES	2,243.00	0.00	0.00	.0	2,243.00	0.00	.0
TOTAL: 4000	534,903.38	183,073.26	183,073.26	34.2	175,780.62	176,049.50	32.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,249,768.65	66,636.59	66,636.59	5.3	895,021.75	288,110.31	23.0
5200.00 TRAVEL & CONFERENCE EXPENSES	150,217.92	49,669.30	49,669.30	33.0	33,835.27	66,713.35	44.4
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	153,884.00	55,474.93	55,474.93	36.0	67,389.48	31,019.59	20.1
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	1,870,712.00	986,543.66	986,543.66	52.7	847,007.81	37,160.53	1.9
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	1,008,962.03	468,521.74	468,521.74	46.4	334,846.41	205,593.88	20.3
5800.00 OTHER OPERATING EXP-DIST. USE	666,122.39	117,553.42	117,553.42	17.6	82,470.00	466,098.97	69.9
TOTAL: 5000	5,100,666.99	1,744,399.64	1,744,399.64	34.1	2,260,570.72	1,095,696.63	21.4
TOTAL: 1000-5999	42,955,147.75	24,686,967.77	24,686,967.77	57.4	2,436,351.34	15,831,828.64	36.8

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)	206,988.72	59,271.51	59,271.51	28.6	18,032.30	129,684.91	62.6
TOTAL: 6000	206,988.72	59,271.51	59,271.51	28.6	18,032.30	129,684.91	62.6
TOTAL: 1000-6999	43,162,136.47	24,746,239.28	24,746,239.28	57.3	2,454,383.64	15,961,513.55	36.9

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	1,055,585.18	1,055,585.18	50.4	0.00	1,038,191.82	49.5
TOTAL:	1000-5999	42,955,147.75	24,686,967.77	24,686,967.77	57.4	2,436,351.34	15,831,828.64	36.8
TOTAL:	1000-6999	43,162,136.47	24,746,239.28	24,746,239.28	57.3	2,454,383.64	15,961,513.55	36.9
TOTAL:	1000-7999	43,162,136.47	24,746,239.28	24,746,239.28	57.3	2,454,383.64	15,961,513.55	36.9
TOTAL EXPENSES	(1000 - 7999)	43,162,136.47	24,746,239.28	24,746,239.28	57.3	2,454,383.64	15,961,513.55	36.9

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	319.42	319.42	100.0	0.00	319.42-	.0
TOTAL: 8000	0.00	319.42	319.42	100.0	0.00	319.42-	.0
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

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT		=====						
=====		=====						
TOTAL INCOME	(8000 - 8999)	0.00	319.42	319.42	100.0	0.00	319.42-	.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	595.00	595.00	2.9	0.00	19,472.00	97.0
8600.00 STATE REVENUES	660,116.00	231,420.89	231,420.89	35.0	0.00	428,695.11	64.9
8800.00 LOCAL REVENUES	549,062.92	277,460.31	277,460.31	50.5	0.00	271,602.61	49.4
TOTAL: 8000	1,229,245.92	509,476.20	509,476.20	41.4	0.00	719,769.72	58.5
1100.00 CONTRACT CLASSROOM INST.	4,896,352.00	2,972,079.73	2,972,079.73	60.6	0.00	1,924,272.27	39.3
1200.00 CONTRACT CERT. ADMINI STRATORS	2,565,378.00	1,452,284.65	1,452,284.65	56.6	0.00	1,113,093.35	43.3
1300.00 INSTRUCTORS DAY/HOURLY	2,795,053.00	2,163,808.81	2,163,808.81	77.4	0.00	631,244.19	22.5
1400.00 NON-INSTRUCTION HOURLY CERT.	164,649.00	92,372.60	92,372.60	56.1	0.00	72,276.40	43.8
TOTAL: 1000	10,421,432.00	6,680,545.79	6,680,545.79	64.1	0.00	3,740,886.21	35.8
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,687,989.80	2,309,235.93	2,309,235.93	62.6	0.00	1,378,753.87	37.3
2200.00 INSTRUCTIONAL AIDS	450,854.97	273,983.66	273,983.66	60.7	0.00	176,871.31	39.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	206,582.40	156,256.77	156,256.77	75.6	0.00	50,325.63	24.3
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	357,165.83	208,042.06	208,042.06	58.2	0.00	149,123.77	41.7
TOTAL: 2000	4,702,593.00	2,947,518.42	2,947,518.42	62.6	0.00	1,755,074.58	37.3
3100.00 CERTIFICATED RETIREMENT	892,079.00	527,325.31	527,325.31	59.1	0.00	364,753.69	40.8
3200.00 CLASSIFIED RETIREMENT	578,003.00	348,612.78	348,612.78	60.3	0.00	229,390.22	39.6
3300.00 OASDHI /FICA	512,584.00	327,105.29	327,105.29	63.8	0.00	185,478.71	36.1
3400.00 HEALTH AND WELFARE BENEFITS	2,165,671.00	1,203,451.55	1,203,451.55	55.5	0.00	962,219.45	44.4
3500.00 STATE UNEMPLOYMENT INSURANCE	7,632.00	4,846.82	4,846.82	63.5	0.00	2,785.18	36.4
3600.00 WORKERS COMPENSATION INSURANCE	244,465.00	139,321.71	139,321.71	56.9	0.00	105,143.29	43.0
3900.00 OTHER BENEFITS	59,279.00	38,492.04	38,492.04	64.9	0.00	20,786.96	35.0
TOTAL: 3000	4,459,713.00	2,589,155.50	2,589,155.50	58.0	0.00	1,870,557.50	41.9
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	2,678.00	901.40	901.40	33.6	0.00	1,776.60	66.3
4300.00 INSTRUCTIONAL SUPPLIES	57,578.00	30,322.99	30,322.99	52.6	8,087.07	19,167.94	33.2
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	4,825.00	0.00	0.00	.0	200.00	4,625.00	95.8
4500.00 NONINSTRUCTIONAL SUPPLIES	150,780.00	63,136.45	63,136.45	41.8	53,389.57	34,253.98	22.7
TOTAL: 4000	215,861.00	94,360.84	94,360.84	43.7	61,676.64	59,823.52	27.7
5100.00 PERSON&CONSULTANT SVC-DI ST USE	54,692.00	23,939.85	23,939.85	43.7	50,216.55	19,464.40-	.0
5200.00 TRAVEL & CONFERENCE EXPENSES	92,718.00	33,762.78	33,762.78	36.4	20,989.64	37,965.58	40.9
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	57,062.00	20,414.72	20,414.72	35.7	1,458.98	35,188.30	61.6
5500.00 UTILITIES & HOUSEKEEP-DI ST. USE	692,202.00	399,275.87	399,275.87	57.6	261,231.87	31,694.26	4.5
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	407,184.00	167,114.61	167,114.61	41.0	170,737.18	69,332.21	17.0
5800.00 OTHER OPERATING EXP-DI ST. USE	144,563.92	52,021.62	52,021.62	35.9	12,959.12	79,583.18	55.0
TOTAL: 5000	1,448,421.92	696,529.45	696,529.45	48.0	517,593.34	234,299.13	16.1
TOTAL: 1000-5999	21,248,020.92	13,008,110.00	13,008,110.00	61.2	579,269.98	7,660,640.94	36.0
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	2,242.04	2,242.04	22.4	6,563.32	1,194.64	11.9
6400.00 EQUI P/FURNITURE (EXCLD COMPTR)	37,769.00	2,685.55	2,685.55	7.1	3,079.00	32,004.45	84.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 6000	48,369.00	4,927.59	4,927.59	10.1	9,642.32	33,799.09	69.8
TOTAL: 1000-6999	21,296,389.92	13,013,037.59	13,013,037.59	61.1	588,912.30	7,694,440.03	36.1

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,229,245.92	509,476.20	509,476.20	41.4	0.00	719,769.72	58.5
TOTAL:	1000-5999	21,248,020.92	13,008,110.00	13,008,110.00	61.2	579,269.98	7,660,640.94	36.0
TOTAL:	1000-6999	21,296,389.92	13,013,037.59	13,013,037.59	61.1	588,912.30	7,694,440.03	36.1
TOTAL:	1000-7999	21,296,389.92	13,013,037.59	13,013,037.59	61.1	588,912.30	7,694,440.03	36.1
TOTAL EXPENSES	(1000 - 7999)	21,296,389.92	13,013,037.59	13,013,037.59	61.1	588,912.30	7,694,440.03	36.1

BDX110
 CHC UNRESTRICTED
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2014 TO 06/30/2015

#J3307

02/20/2015

PAGE 4

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	7,163.13	7,163.13	100.0	0.00	7,163.13-	.0
TOTAL: 8000	0.00	7,163.13	7,163.13	100.0	0.00	7,163.13-	.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	7,163.13	7,163.13	100.0	0.00	7,163.13-	.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

BDX110
 CHC UNRESTRICTED
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2014 TO 06/30/2015

#J3307

02/20/2015

PAGE 6

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	169.87	169.87	100.0	0.00	169.87-	.0
TOTAL: 8000	0.00	169.87	169.87	100.0	0.00	169.87-	.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	169.87	169.87	100.0	0.00	169.87-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	199.64	199.64	100.0	0.00	199.64-	.0
TOTAL: 8000	0.00	199.64	199.64	100.0	0.00	199.64-	.0
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	199.64	199.64	100.0	0.00	199.64-	.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: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
DATE: March 12, 2015
SUBJECT: Cenergistic Cumulative Cost Savings

RECOMMENDATION

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

OVERVIEW

The attached report illustrates the cumulative energy savings identified by Cenergistic under its energy management program, which began in June of 2012.

ANALYSIS

At its May 17, 2012 meeting, SBCCD approved a contract to implement a comprehensive energy savings program. As of January 2015, Cenergistic is reporting the following savings:

Expected Energy Cost	\$7,996,109
Actual Energy Cost	\$6,530,145
Program Savings	\$1,465,964
Percent Savings	18.33%

The savings are the result of teamwork, data analysis, on-site training and expertise, comprehensive facilities audits, and, especially, the dedicated effort of SBCCD students, faculty, staff and administrators.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item is for information only; there are no financial implications.

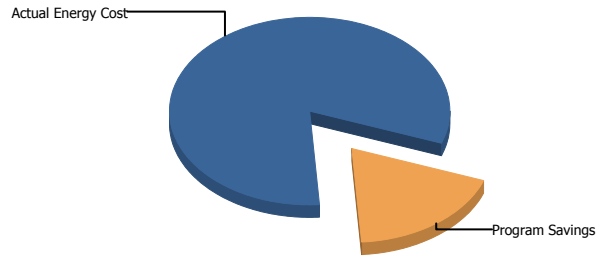
**San Bernardino Community College District,
California**

Energy Conservation Program CAP - 19

Cumulative Cost Savings

January 2015

Expected Energy Cost	\$7,996,109
Actual Energy Cost	\$6,530,145
<hr/>	
Program Savings	\$1,465,964
Percent Savings	18.33%
<hr/>	
Other Savings	\$0
Total Savings	\$1,465,964



Expected Energy Cost

Anticipated expense without energy management.

Base year usage after adjustments for such variables as changes in weather, equipment, schedules, occupancy and prices.

Actual Energy Cost

Actual utility costs for electricity, gas, water, sewer, etc. obtained directly from bills.

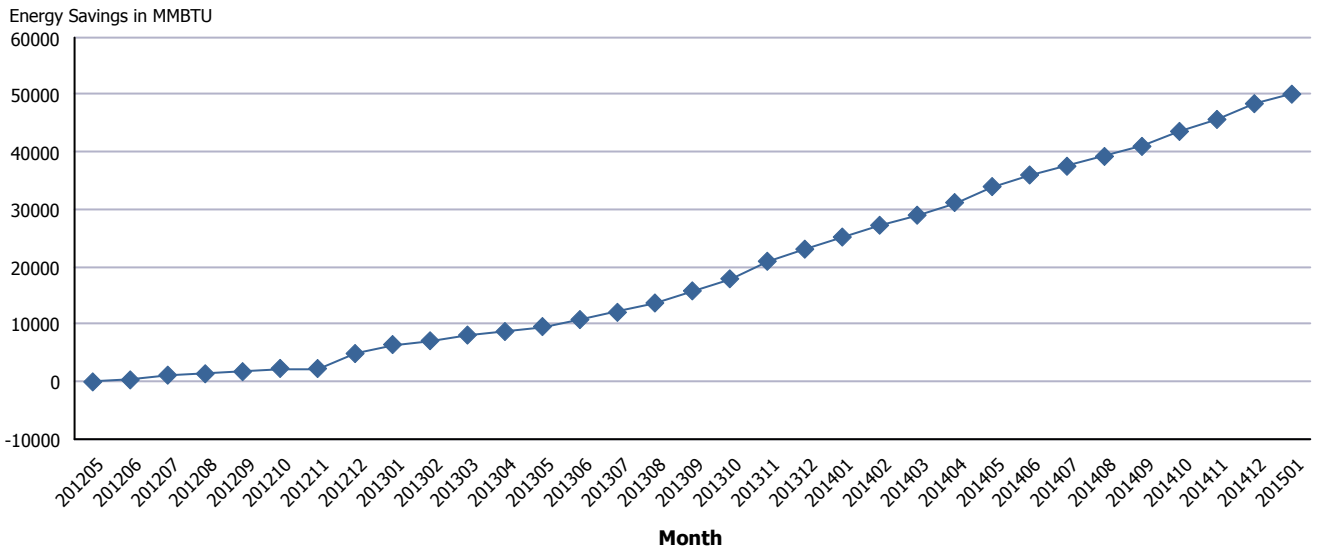
Other Savings

Additional documented savings attributable to Program activities but not the direct result of usage reductions, such as rebates, refunds, tariff changes, etc.

Program Savings

The difference between Expected and Actual Cost, calculated in accordance with the International Performance Measurement & Verification Protocol. Does not include savings attributable to reduced equipment maintenance and replacement costs and other collateral benefits. These savings can increase the program savings up to 20%.

Cumulative Energy Savings



Cumulative Greenhouse Gas Reduction

Energy Reduction Impact: 50,011 MMBTU 3,122 equiv. metric tons of CO2

This is equivalent to the following:

Passenger cars not driven for one year:	650
Tree seedlings grown for 10 years:	80,052

Requested by: twelsh

Version:

Report Version: 11

Filters: Billing Period Between Jan 2012 and Jan 2015; ; ; ; Topmost Place Name Equals San Bernardino CC - CA; Bill Account is Active Equals 1; ; Bill is From a Vendor Equals 1

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: March 12, 2015
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 February (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
February 2015**

Case#	Reported	Reportable Clery	Location	Disposition
Crimes				
CRAFTON HILLS				
15c-015	02/10/15	DRUG LAW VIOLATION	LOT G	CITATION
DISTRICT				
NO INCIDENTS TO REPORT				
VALLEY				
15-058	02/09/15	ATTEMPTED ASSAULT W/DEADLY WEAPON (OTHER)	LOT 10	ARRESTED

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services
DATE: March 12, 2015
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 \$10,128,010. In previous years the District has included an estimate of state deferrals, which reduces the cash available. However, the Governor's recently released proposed budget provides for full deferral retirement, so no deferrals are expected in the next budget year.

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[†]

Fiscal Year 2014-15

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	PROJECTIONS						TOTAL
								FEB	MAR	APR	MAY	JUN	ACCRUALS	
Beginning Cash Balance	12,251	14,837	14,815	21,244	19,953	18,629	21,726	22,622	20,242	21,501	14,239	11,168		
Receipts														
Federal	11		115	672	6	474	18	93	1,302	88	628	2,337		5,744
State	4,355	4,062	10,121	5,067	5,099	5,408	5,981	3,998	5,256	2,405	3,142	9,315		64,209
State Deferrals	7,087													7,087
Local	622		5,159	-671	2,442	6,506	3,322	1,194	2,912	-738	2,301	2,119		25,169
Temporary Borrowings														
Inc Transfer & Sale of Assets				4			5							8
Accounts Receivable/Accruals	497	3,686	700	2,393	28		11							7,314
Total Receipts	12,572	7,747	16,095	7,465	7,575	12,388	9,337	5,285	9,471	1,755	6,071	13,770		109,531
Disbursements														
Academic Salaries	2	1,400	3,207	3,413	3,498	3,477	3,651	2,883	3,174	3,183	3,193	5,173		36,255
Classified Salaries	2,108	1,250	1,879	2,005	2,044	2,198	2,036	1,702	1,881	1,910	1,934	1,426		22,373
Benefits	831	1,224	1,402	1,469	1,444	1,490	1,468	1,317	1,341	1,358	1,345	1,265		15,957
Supplies & Materials	-2	85	100	114	118	74	126	101	164	175	286	550		1,892
Other Operating Exp	77	1,261	837	1,230	1,454	815	715	1,431	1,487	2,130	2,044	6,034		19,515
Capital Outlay	1	41	73	120	109	67	237	165	97	194	274	328		1,706
Other Outgo		124	166	101	241	667	259	66	66	66	66	33		1,856
Loan Repayment														
Accounts Payable/Accruals	6,968	2,384	2,000	304	-10	505	-52							12,099
Total Disbursements	9,986	7,770	9,666	8,755	8,898	9,291	8,442	7,665	8,211	9,017	9,142	14,810		111,654
Increase / (Decrease) in Cash Balance	2,586	-22	6,429	-1,291	-1,324	3,097	896	-2,380	1,259	-7,262	-3,071	-1,040		
Ending Cash Balance	14,837	14,815	21,244	19,953	18,629	21,726	22,622	20,242	21,501	14,239	11,168	10,128		

[†] 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: March 12, 2015
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 January 2015. 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 January 2015, the District-wide total of local hires was 67%, exceeding the Board goal by 17%. The District-wide total of local business was 46%, exceeding the Board goal by 21%.

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)
AT TEMPORARY INFRASTRUCTURE	2	100%	0	0%	\$ -	\$ 9,836.42	\$ -	\$ 9,836.42	\$ -
GYMNASIUM**	33	65%	18	35%	\$ 4,531,008.85	\$ 15,643,222.84	\$ 27,591,720.50	\$ 427,310.84	\$ 278,674.36
TOTAL	35	66%	18	34%	\$ 4,531,008.85	\$ 15,653,059.26	\$ 27,591,720.50	\$ 437,147.26	\$ 278,674.36
					\$20,184,068.11				
					42%		58%		

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	64	70%	28	30%	\$ 7,496,846.94	\$ 7,096,378.00	\$ 6,851,341.06	\$ 622,977.41	\$ 244,176.59
NEW SCIENCE BUILDING	54	73%	20	27%	\$ 3,579,050.00	\$ 6,804,716.00	\$ 8,199,240.00	\$ 1,014,569.54	\$ 364,615.71
OE2	26	47%	29	53%	\$ 1,329,733.00	\$ 2,412,208.00	\$ 12,146,059.00	\$ 595,771.76	\$ 491,971.04
M&O Renovation	22	92%	2	8%	\$ 104,149.00	\$ 982,433.00	\$ 161,418.00	\$ 4,035.04	\$ 122.29
PE COMPLEX	0	0%	0	0%	\$ -	\$ 852,800.00	\$ 3,658,270.00	Data not recorded*	
TOTAL	166	68%	79	32%	\$ 12,509,778.94	\$ 18,148,535.00	\$ 31,016,328.06	\$ 2,237,353.75	\$ 1,100,885.63
					\$30,658,313.94				
					50%		50%		

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)
TOTAL	201	67%	97	33%	\$ 17,040,787.79	\$ 33,801,594.26	\$ 58,608,048.56	\$ 2,674,501.01	\$ 1,379,559.99
					\$ 50,842,382.05				
					46%		54%		

*Data not recorded because project started before implementation of Local Hire Bond Policy (Nov. 2013)

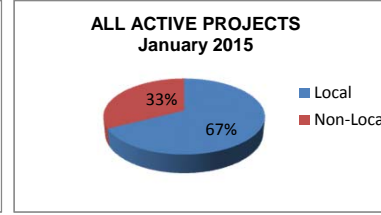
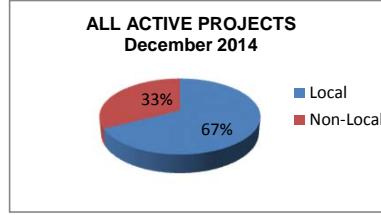
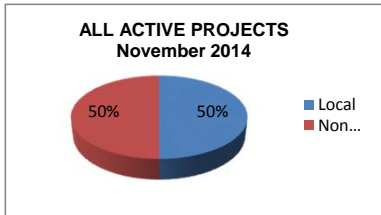
**In process of Subcontractor Buy Out; all contract monies not yet allocated

SBVC	General Contractor Name	Contractor Name and Trade	Apprentices per Division of Work / Trade
GYMNASIUM	Swinerton	Quality Reinforcing, Rebar	2
	Swinerton	Swinerton Concrete	3
TOTAL # OF APPRENTICES			5

CHC	General Contractor Name	Contractor Name and Trade	Apprentices per Division of Work / Trade
CRAFTON CENTER	Bernard's	Procraft - Plumbing	3
		Howard Roofing Company	1
		Dominguez - Concrete	2
		Anderson Churnesky - Steel	2
		Couts Heating & Cooling - HVAC	2
		JPI Development	1
		So Cal West Coast Electric - Electric	5
NEW SCIENCE BUILDING	Earl Corporation	Monteith Plumbing	3
		DeVries Construction	2
		So Cal West Coast Electric	2
		Mack Construction	1
		Orange County Plastering	3
		Theisen Steel, Inc. - Steel	1
		Procraft - Plumbing	1
OE2	Sinanian Development	West-Tech Mechanical, In.	3
		Civil Works - Building Concrete & Rebar	5
		Platinum Construction - Framing	3
		Prime Fire - Fire Sprinkler	1
M&O Renovation	Oakview Constructors Inc	Mack Construction - Plumbing	2
		Creamer & Son	2
PE COMPLEX	Minco Corporation	N/A	No Apprentices Listed on Demographics Reporting
TOTAL # OF APPRENTICES			45

*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.

San Bernardino Community College District
 San Bernardino Valley College Overall On-Site Labor Force Analysis as of January 2015



	November 2014	December 2014	January 2015
San Bernardino County			1
Alta Loma	1	1	
Apple Valley			
Bloomington			
Chino			
Chino Hills			
Colton		1	
Crestline			
Fontana		1	3
Hesperia			
Highland			
Montclair			
Ontario			1
Phelan			
Rancho Cucamonga	1		1
Rialto			
San Bernardino	1		1
Upland	1		
Victorville		1	1
Wrightwood	1	1	
Yucaipa	1	1	2
Riverside County			
Beaumont			
Corona	2	1	5
Hemet			
Lake Elsinore	2	2	2
Menifee	1	3	3
Mira Loma			1
Moreno Valley	1	3	2
Murrieta	3	1	5
Norco	1	1	1
Nuevo			
Perris		1	1
Riverside	4	7	5
Sun City	1	1	
Temecula		1	
Wildomar			
Winchester			
Unknown City*			
TOTAL LOCAL	21	27	35
Local Percent	50%	68%	66%

San Bernardino Community College District
 San Bernardino Valley College Overall On-Site Labor Force Analysis as of January 2015

Other Counties			
Aliso Viejo			
Anaheim	3	3	5
Arcadia	1		
Baldwin Park			
Belflower			1
Brea	1		
Covina		1	1
Cypress			
Dana Point	1	1	1
Escondido			
Fallbrook			
Fountain Valley			
Garden Grove			
Glendale			
Glendora			
Hacienda Heights			
Hawthorne	1		
Huntington Beach			1
La Crescenta	1	1	1
Ladera Ranch	1	1	1
Lakewood			
Lancaster			
Long Beach	1		
Los Angeles			
Montebello			
Norwalk			
Oceanside			
Orange	3	2	1
Pomona	1	1	1
San Diego			2
San Dimas	2	1	
San Gabriel			
San Juan Capistrano			
San Marcos			
San Pedro	1	1	1
Santa Ana			1
South Gate			
Stanton			
Sunland	2	1	1
Sylmar	2		
West Covina			
West Hills			
Unknown City*			
TOTAL NON-LOCAL	21	13	18
Non-Local Percent	50%	33%	34%
Veterans	0	0	0
Apprentice	0	3	5

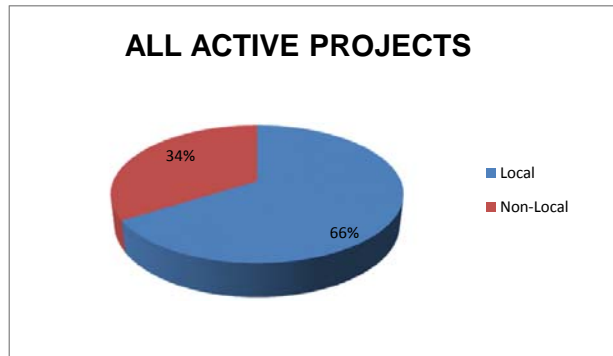
NOTE: SBVC Auditorium is listed as Unknown City, as specific numbers for each county/city are not provided since contract was issued before the requirements to provide this information.

Demographics Summary

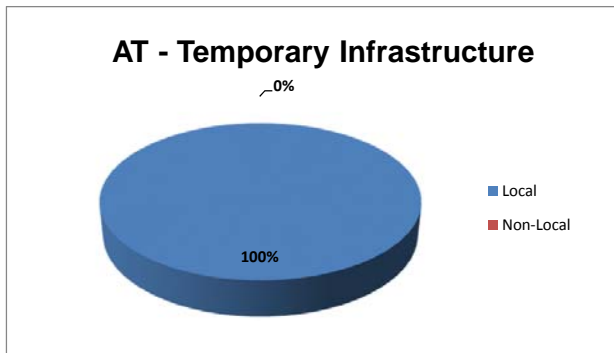
January 2015

San Bernardino Valley College On-Site Labor Force

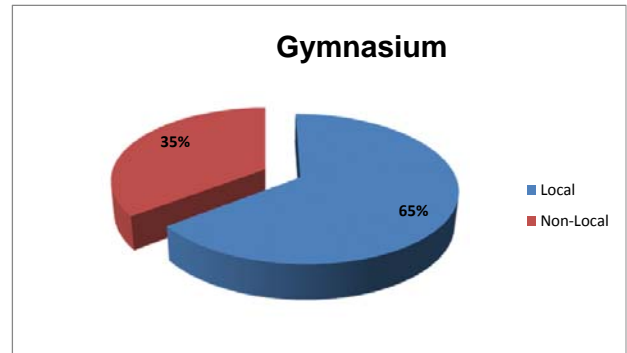
OVERALL		
Local	35	66%
Non-Local	18	34%
Total	53	



AT - Temporary Infrastructure		
Local	2	100%
Non-Local	0	0%
Total	2	



Gymnasium		
Local	33	65%
Non-Local	18	35%
Total	51	



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.

Demographics Summary

January 2015

Gymnasium

Jul-14			
Veteran	0		
Apprentice	12		
San Bernardino	16	Local	34 47%
Riverside	18	Non-Local	38 53%
Other	38	Total	72

Aug-14			
Veteran	0		
Apprentice	12		
San Bernardino	23	Local	45 56%
Riverside	22	Non-Local	35 44%
Other	35	Total	80

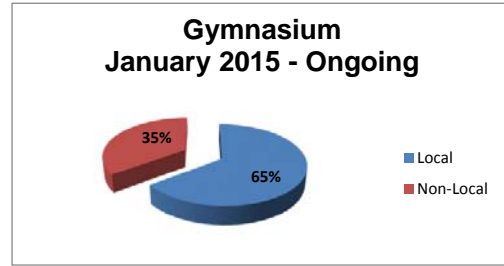
Sep-14			
Veteran	0		
Apprentice	1		
San Bernardino	15	Local	23 51%
Riverside	8	Non-Local	22 49%
Other	22	Total	45

Oct-14			
Veteran	0		
Apprentice	1		
San Bernardino	8	Local	21 46%
Riverside	13	Non-Local	25 54%
Other	25	Total	46

Nov-14			
Veteran	0		
Apprentice	0		
San Bernardino	5	Local	19 48%
Riverside	14	Non-Local	21 53%
Other	21	Total	40

Dec-14			
Veteran	0		
Apprentice	3		
San Bernardino	5	Local	25 66%
Riverside	20	Non-Local	13 34%
Other	13	Total	38

Jan-15			
Veteran	0		
Apprentice	5		
San Bernardino	8	Local	33 65%
Riverside	25	Non-Local	18 35%
Other	18	Total	51



PROJECT ONGOING

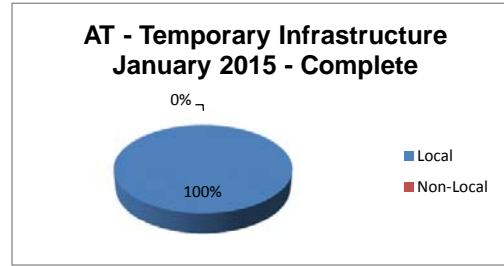
Demographics Summary

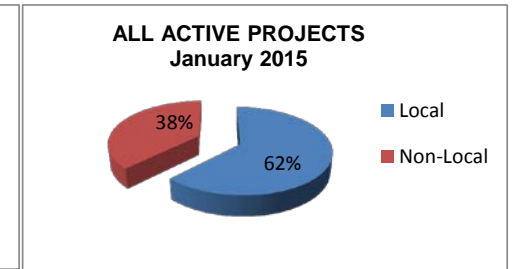
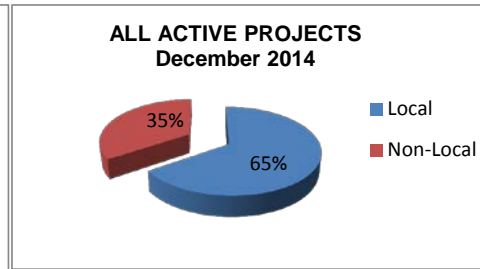
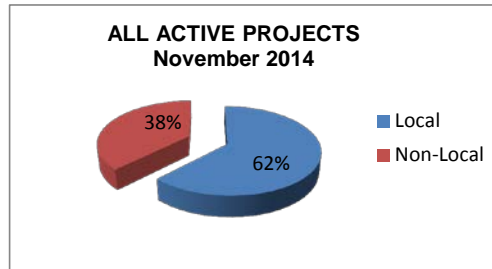
January 2015

AT - Temporary Infrastructure

Jan-15				
Veteran	0			
Apprentice	0			
San Bernardino	2	Local	2	100%
Riverside	0	Non-Local	0	0%
Other	0	Total	2	

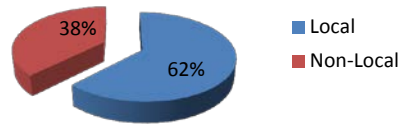
PROJECT COMPLETE



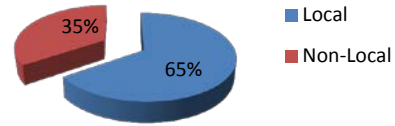


	November 2014	December 2014	January 2015
San Bernardino County			
Adelanto	1		2
Alta Loma	1	1	1
Apple Valley	5	5	2
Bloomington	1	2	4
Cedarpines Park			0
Chino		1	1
Chino Hills	1	2	0
Colton	1	1	0
Fontana	5	12	7
Grand Terrace			1
Hesperia	5	9	8
Highland	4	4	1
Mentone	2	1	2
Morongo Valley			0
Ontario	7	8	8
Phelan			0
Pinon Hills	1		0
Rancho Cucamonga	6	7	1
Redlands	2	2	3
Rialto	5	7	8
San Bernardino	5	7	6
Upland			2
Victorville	4	3	3
Yucaipa	6	9	11
Riverside County			
Banning	1	1	0
Beaumont	7	7	7
Calimesa		3	1
Canyon Lake			1
Cathedral City			0
Cherry Valley	2	2	2

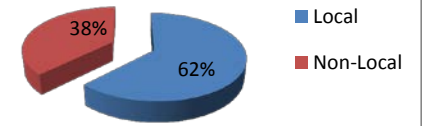
**ALL ACTIVE PROJECTS
November 2014**



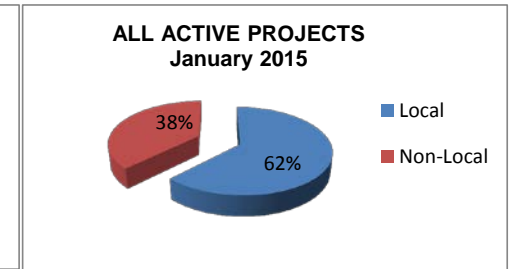
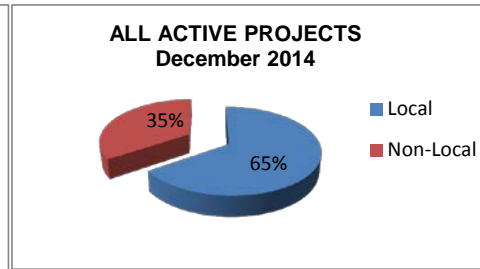
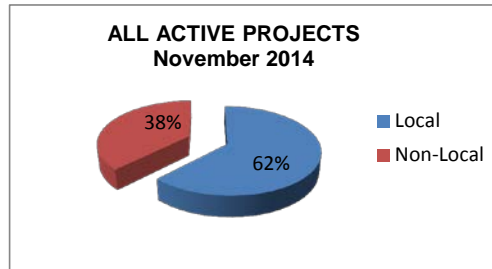
**ALL ACTIVE PROJECTS
December 2014**



**ALL ACTIVE PROJECTS
January 2015**

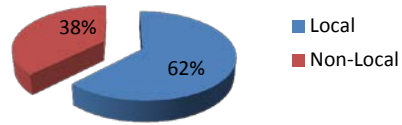


	November 2014	December 2014	January 2015
Coachella	1	1	0
Corona	4	6	5
Eastvale	1	1	2
Hemet	3	3	6
Homeland			1
Lake Elsinore	3	1	2
Menifee	1	1	1
Mira Loma	1	1	2
Moreno Valley	4	3	12
Murrieta	1	2	2
Nuevo	1	2	0
Palm Desert	1	1	2
Perris	1	1	7
Rancho Belago			0
Riverside	22	25	23
Romoland			1
San Jacinto	3	3	7
Temecula	5	5	8
Wildomar	4	3	2
Winchester			3
TOTAL LOCAL	128	153	168
Local Percent	65%	62%	67%

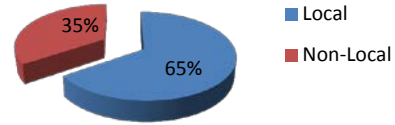


	November 2014	December 2014	January 2015
Other Counties			
Anaheim	2	2	2
Artesia	1	1	1
Azusa	1	3	1
Baldwin Park	3	13	0
Bell			0
Bell Gardens		2	1
Buena Park	1		1
Burlingame			1
Carlsbad			1
Carson	1	1	0
Cerritos	1	1	1
Chula Vista			0
City Not Reported			0
Commerce			0
Compton		1	2
Costa Mesa		1	1
Covina		1	1
Cypress	1		0
Downey	2	1	1
El Cajon			1
El Monte	1	1	0
Escondido		1	0
Fountain Valley	1	1	1
Fullerton		1	2
Garden Grove			0
Gardena		1	0
Glendale	1		0
Hacienda Heights	2		0
Henderson	1	1	1
Hollywood	1	1	0

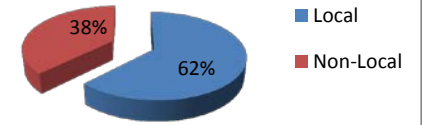
**ALL ACTIVE PROJECTS
November 2014**



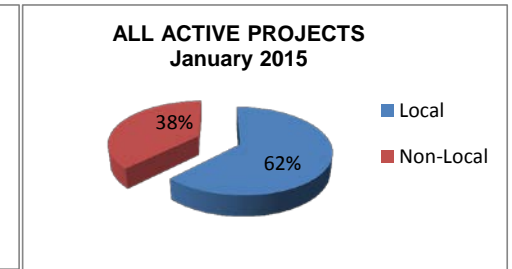
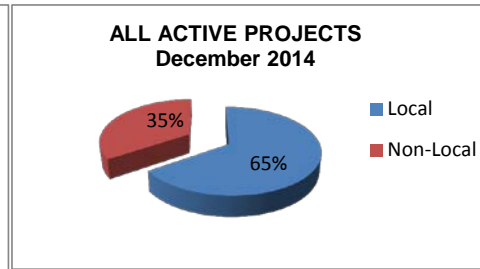
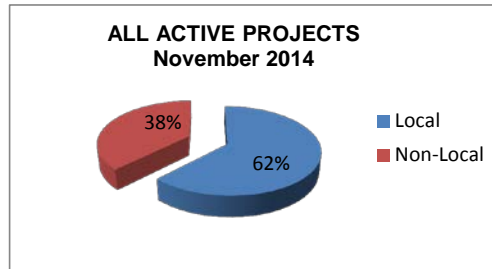
**ALL ACTIVE PROJECTS
December 2014**



**ALL ACTIVE PROJECTS
January 2015**



	November 2014	December 2014	January 2015
Huntington Beach	1	2	2
Huntington Park	1		0
La Habra	3	3	1
La Mirada			1
La Puente		3	0
La Verne			1
Laguna Hills			0
Laguna Woods			1
Lake View Terrace	1	1	1
Lakewood			0
Lancaster	1		0
Las Vegas	2		0
Long Beach	3	3	2
Los Angeles	7	5	12
Lynwood			0
Maywood			0
Monrovia	1	1	1
Montclair	1		0
Monterey Park	1	1	1
New Port Beach	1	1	0
North Hollywood	1	1	0
Norwalk	3	3	2
Oceanside		1	1
Orange	1	1	2
Orange County*			0
Oxnard	1	1	1
Pacoima			0
Palmdale	1	1	2
Paramount			0
Pasadena			0
Pico Rivera	3	1	0



	November 2014	December 2014	January 2015
Placentia	1		0
Pomona	7	4	9
Ramona			1
Redondo Beach			1
Rosemead	2	1	0
San Dimas	2	2	1
San Marcos			1
San Pedro			0
San Ysidro			0
Santa Ana	2	3	4
Santa Fe Springs	2	2	1
Serman Oaks			1
South Gate	1	2	1
Stanton	1	2	1
Sun Valley			1
Sylmar	2	1	1
Torrance	2	2	0
Tustin	2	3	2
Vista			1
Walnut	1	1	1
West Covina	2	2	0
Whittier	1		4
Wilmington	2	2	0
Yorba Linda		2	0
TOTAL NON-LOCAL	83	92	81
Non-Local Percent	35%	38%	33%
Veterans	0	7	6
Apprentice	16	32	45

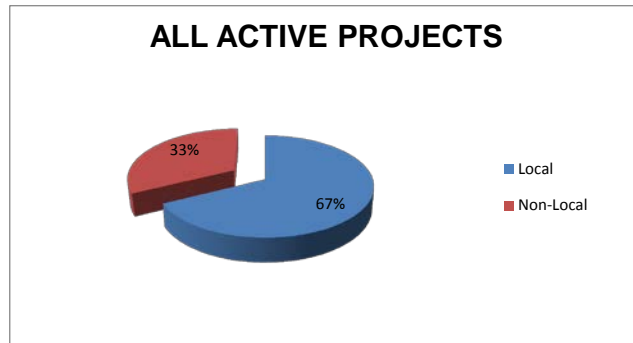
* Cities not included in Contractor monthly reporting

Demographics Summary

January 2015

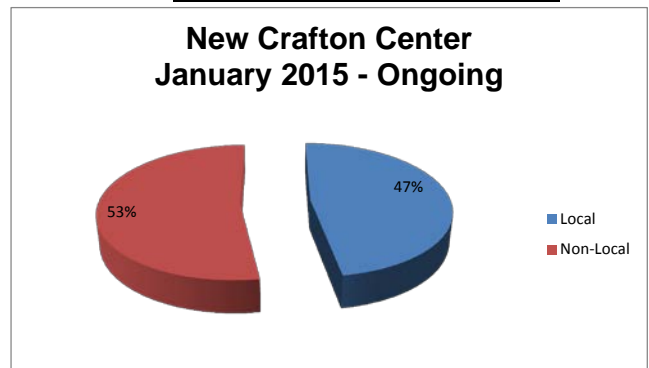
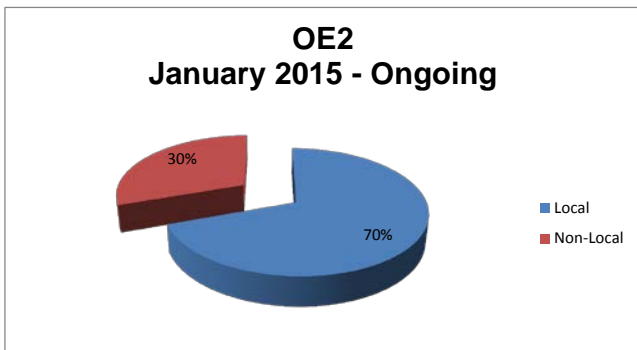
Crafton Hills College On-Site Labor Force

OVERALL		
Local	168	67%
Non-Local	81	33%
Total	249	



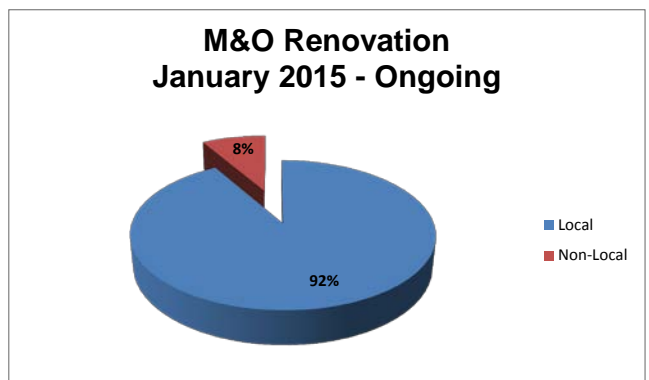
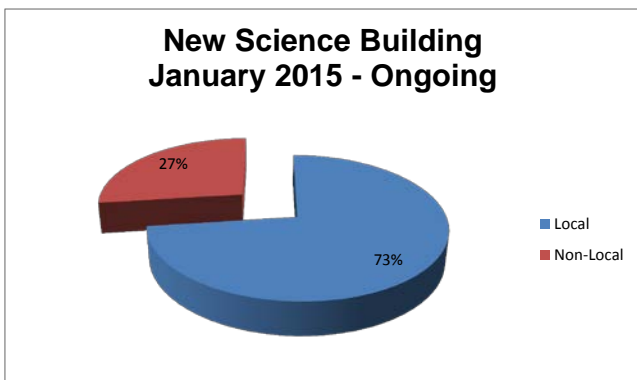
OE2 BUILDING		
Local	64	70%
Non-Local	28	30%
Total	92	

NEW CRAFTON CENTER		
Local	28	47%
Non-Local	31	53%
Total	59	



NEW SCIENCE BUILDING		
Local	54	73%
Non-Local	20	27%
Total	74	

NEW CRAFTON CENTER		
Local	22	92%
Non-Local	2	8%
Total	24	



OE2

Dec-13			
Veteran	0		
Apprentice	0		
San Bernardino	0	Local	0 0%
Riverside	0	Non-Local	0 0%
Other	0	Total	0

Jan-14			
Veteran	0		
Apprentice	0		
San Bernardino	1	Local	2 67%
Riverside	1	Non-Local	1 33%
Other	1	Total	3

Feb-14			
Veteran	0		
Apprentice	0		
San Bernardino	7	Local	20 91%
Riverside	13	Non-Local	2 9%
Other	2	Total	22

Mar-14			
Veteran	0		
Apprentice	2		
San Bernardino	8	Local	17 94%
Riverside	9	Non-Local	1 6%
Other	1	Total	18

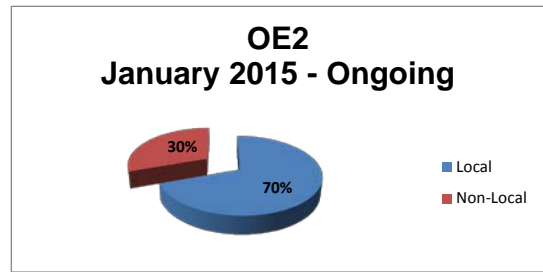
Apr-14			
Veteran	0		
Apprentice	4		
San Bernardino	5	Local	10 91%
Riverside	5	Non-Local	1 9%
Other	1	Total	11

May-14			
Veteran	0		
Apprentice	11		
San Bernardino	14	Local	32 73%
Riverside	18	Non-Local	12 27%
Other	12	Total	44

Jun-14			
Veteran	0		
Apprentice	8		
San Bernardino	13	Local	28 70%
Riverside	15	Non-Local	12 30%
Other	12	Total	40

Jul-14			
Veteran	0		
Apprentice	6		
San Bernardino	18	Local	33 66%
Riverside	15	Non-Local	17 34%
Other	17	Total	50

Aug-14			
Veteran	0		
Apprentice	6		
San Bernardino	9	Local	20 57%
Riverside	11	Non-Local	15 43%
Other	15	Total	35



Sep-14			
Veteran	0		
Apprentice	6		
San Bernardino	11	Local	32 49%
Riverside	21	Non-Local	33 51%
Other	33	Total	65

Oct-14			
Veteran	0		
Apprentice	8		
San Bernardino	13	Local	33 55%
Riverside	20	Non-Local	27 45%
Other	27	Total	60

Nov-14			
Veteran	3		
Apprentice	5		
San Bernardino	11	Local	31 60%
Riverside	20	Non-Local	21 40%
Other	21	Total	52

Dec-14			
Veteran	3		
Apprentice	11		
San Bernardino	8	Local	27 61%
Riverside	19	Non-Local	17 39%
Other	17	Total	44

Jan-15			
Veteran	3		
Apprentice	11		
San Bernardino	9	Local	64 70%
Riverside	19	Non-Local	28 30%
Other	31	Total	92

PROJECT ONGOING

PE Complex

Oct-13			
Veteran	0		
Apprentice	0		
San Bernardino	3	Local	12 71%
Riverside	9	Non-Local	5 29%
Other	5	Total	17

Nov-13			
Veteran	0		
Apprentice	1		
San Bernardino	7	Local	14 70%
Riverside	7	Non-Local	6 30%
Other	6	Total	20

Dec-13			
Veteran	0		
Apprentice	2		
San Bernardino	15	Local	26 81%
Riverside	11	Non-Local	6 19%
Other	6	Total	32

Jan-14			
Veteran	0		
Apprentice	1		
San Bernardino	9	Local	27 82%
Riverside	18	Non-Local	6 18%
Other	6	Total	33

Feb-14			
Veteran	0		
Apprentice	0		
San Bernardino	9	Local	27 82%
Riverside	18	Non-Local	6 18%
Other	6	Total	33

Mar-14			
Veteran	0		
Apprentice	0		
San Bernardino	7	Local	28 82%
Riverside	21	Non-Local	6 18%
Other	6	Total	34

Apr-14			
Veteran	0		
Apprentice	1		
San Bernardino	11	Local	30 81%
Riverside	19	Non-Local	7 19%
Other	7	Total	37

May-14			
Veteran	0		
Apprentice	2		
San Bernardino	15	Local	36 78%
Riverside	21	Non-Local	10 22%
Other	10	Total	46

Jun-14			
Veteran	0		
Apprentice	0		
San Bernardino	14	Local	26 67%
Riverside	12	Non-Local	13 33%
Other	13	Total	39

**PE Complex
January 2015 - Closed**

■ Local
■ Non-Local

Jul-14			
Veteran	0		
Apprentice	0		
San Bernardino	15	Local	22 71%
Riverside	7	Non-Local	9 29%
Other	9	Total	31

Aug-14			
Veteran	0		
Apprentice	0		
San Bernardino	0	Local	7 70%
Riverside	0	Non-Local	3 30%
Other	0	Total	10

Sep-14			
Veteran	0		
Apprentice	0		
San Bernardino	0	Local	0 0%
Riverside	0	Non-Local	0 0%
Other	0	Total	0

PROJECT CLOSED

New Science Building

Dec-13			
Veteran	0		
Apprentice	0		
San Bernardino		Local	0 0%
Riverside	0	Non-Local	0 0%
Other	0	Total	0

Jan-14			
Veteran	0		
Apprentice	0		
San Bernardino	2	Local	3 60%
Riverside	1	Non-Local	2 40%
Other	2	Total	5

Feb-14			
Veteran	0		
Apprentice	0		
San Bernardino	4	Local	8 57%
Riverside	4	Non-Local	6 43%
Other	6	Total	14

Mar-14			
Veteran	0		
Apprentice	0		
San Bernardino	4	Local	8 53%
Riverside	4	Non-Local	7 47%
Other	7	Total	15

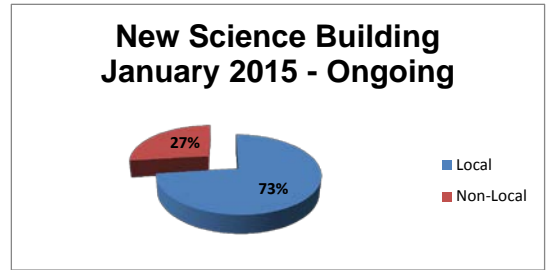
Apr-14			
Veteran	0		
Apprentice	0		
San Bernardino	12	Local	17 65%
Riverside	5	Non-Local	9 35%
Other	9	Total	26

May-14			
Veteran	0		
Apprentice	4		
San Bernardino	12	Local	21 58%
Riverside	9	Non-Local	15 42%
Other	15	Total	36

Jun-14			
Veteran	0		
Apprentice	7		
San Bernardino	13	Local	27 59%
Riverside	14	Non-Local	19 41%
Other	19	Total	46

Jul-14			
Veteran	0		
Apprentice	5		
San Bernardino	12	Local	22 51%
Riverside	10	Non-Local	21 49%
Other	21	Total	43

Aug-14			
Veteran	4		
Apprentice	10		
San Bernardino	23	Local	36 75%
Riverside	13	Non-Local	12 25%
Other	12	Total	48



Sep-14			
Veteran	4		
Apprentice	10		
San Bernardino	24	Local	41 73%
Riverside	17	Non-Local	15 27%
Other	15	Total	56

Oct-14			
Veteran	4		
Apprentice	10		
San Bernardino	31	Local	56 73%
Riverside	25	Non-Local	21 27%
Other	21	Total	77

Nov-14			
Veteran	1		
Apprentice	12		
San Bernardino	20	Local	45 75%
Riverside	25	Non-Local	15 25%
Other	15	Total	60

Dec-14			
Veteran	1		
Apprentice	12		
San Bernardino	20	Local	45 75%
Riverside	25	Non-Local	15 25%
Other	15	Total	60

Jan-15			
Veteran	2		
Apprentice	16		
San Bernardino	20	Local	54 73%
Riverside	34	Non-Local	20 27%
Other	20	Total	74

PROJECT ONGOING

New Crafton Center

May-14			
Veteran	0		
Apprentice	0		
San Bernardino	9	Local	12 100%
Riverside	3	Non-Local	0 0%
Other	0	Total	12

Jun-14			
Veteran	0		
Apprentice	1		
San Bernardino	7	Local	15 79%
Riverside	8	Non-Local	4 21%
Other	4	Total	19

Jul-14			
Veteran	0		
Apprentice	1		
San Bernardino	11	Local	17 71%
Riverside	6	Non-Local	7 29%
Other	7	Total	24

Aug-14			
Veteran	3		
Apprentice	5		
San Bernardino	24	Local	34 83%
Riverside	10	Non-Local	7 17%
Other	7	Total	41

Sep-14			
Veteran	3		
Apprentice	5		
San Bernardino	18	Local	33 67%
Riverside	15	Non-Local	16 33%
Other	16	Total	49

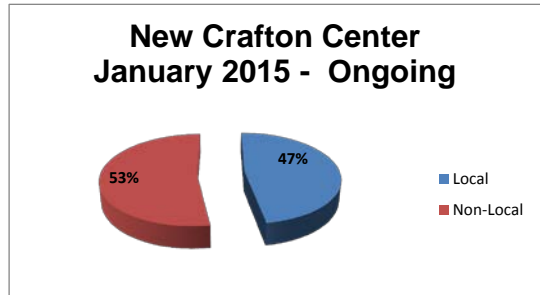
Oct-14			
Veteran	3		
Apprentice	5		
San Bernardino	17	Local	38 67%
Riverside	21	Non-Local	19 33%
Other	19	Total	57

Nov-14			
Veteran	3		
Apprentice	15		
San Bernardino	31	Local	52 53%
Riverside	21	Non-Local	47 47%
Other	47	Total	99

Dec-14			
Veteran	3		
Apprentice	23		
San Bernardino	52	Local	78 57%
Riverside	26	Non-Local	59 43%
Other	59	Total	137

Jan-15			
Veteran	1		
Apprentice	16		
San Bernardino	31	Local	28 47%
Riverside	33	Non-Local	31 53%
Other	28	Total	59

PROJECT ONGOING

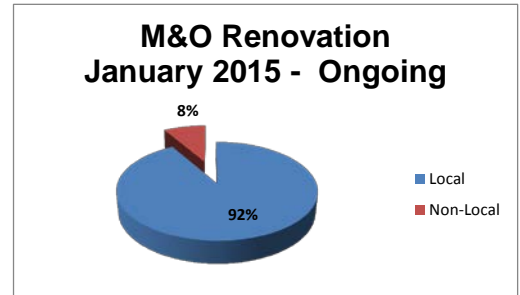


New Crafton Center

Dec-14			
Veteran	0		
Apprentice	0		
San Bernardino	0	Local	2 67%
Riverside	0	Non-Local	1 33%
Other	0	Total	3

Jan-15			
Veteran	0		
Apprentice	2		
San Bernardino	10	Local	22 92%
Riverside	12	Non-Local	2 8%
Other	2	Total	24

PROJECT ONGOING

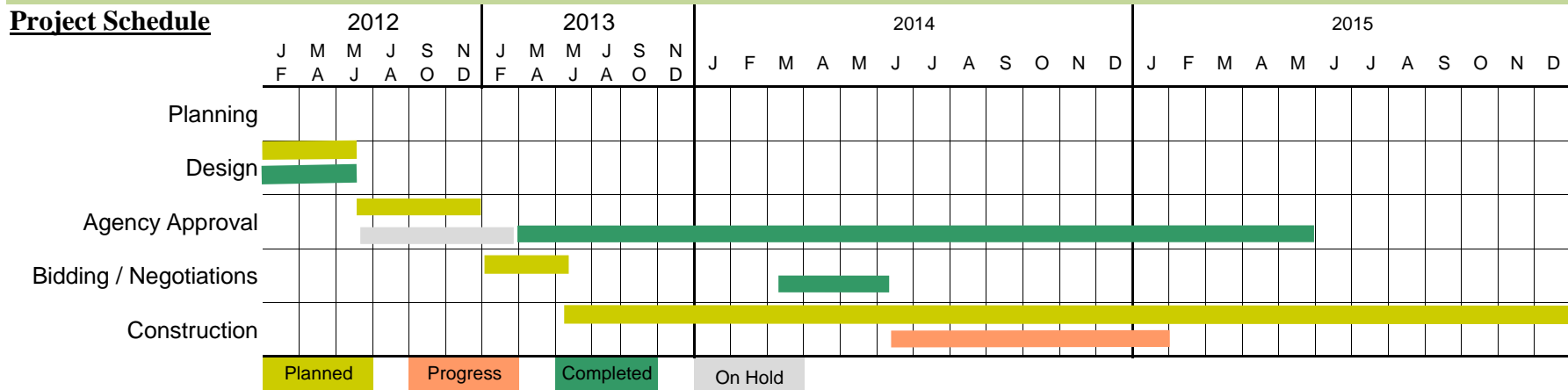


Project Gymnasium and Stadium
Program SBCCD Measure M Bond Program - Valley College

Report Date: January 31, 2015
 Report By: Hussain Agah, Sr. Project Manager

Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	56,023,372.93	81.91%	* 2,360,129.29	4.21%	56,023,372.93	100.00%	0.00	0.00%
Project Soft Costs	12,372,665.07	18.09%	6,657,023.57	53.80%	12,831,377.07	103.71%	(458,712.00)	-3.71%
Total Project	68,396,038.00	100.00%	9,017,152.86	13.18%	68,854,750.00	100.67%	(458,712.00)	-0.67%

***NOTE: Hard Costs for Remodel Demo & Men's Locker Renovation** **Note: Soccer Field included in Gym Project**
 Change Orders to Date * No. 1 * Change Order 350,000.00 * Change Amend. 0.00 0.62% of Hard Costs *



Progress Photos



East Side - Digging Foundations



North East Side - Digging Foundations



Pile Cap Foundation - Rebar Installation

Project

Gymnasium and Stadium

Report Date:

January 31, 2015

Program

SBCCD Measure M Bond Program - Valley College

Report By:

Hussain Agah, Sr. Project Manager

Progress This Period

Gym Project

- Complete all piles installation and started foundation rebars installation
- Construction submittals and DSA deferred approval submittals
- Delivery of major structural steel braces for the main building
- 90 percentage completion of structural steel beams & columns fabrication
- Conducted the pre-construction meeting with City of San Bernardino for installation of main water line
- Approved baseline schedule for the project

Items to Resolve

Gym Project

- Finalize the fixed fixture and furniture design by HMC
- Review the room numbering with the Dean of Athletic Department
- Analyze schedule delays and develop proper recommendations

Work Planned Next Period

Gym Project

- Complete pile caps and grade beams installation
- Start the city water main line installation
- Start delivery and erection of structural steel for the main building

Notes

Gym Project

- The project is behind the baseline schedule due to several reasons: cut cap of city water line, unforeseen conditions of wet soil, changing the the select fill source, and rebar conflict at piles and pile caps. Upon receiving the time impact analysis from the contractor, they will be reviewed, and analyzed and proper recommendations will be issued accordingly.

Project

Gymnasium and Stadium

Report Date:

January 31, 2015

Program

SBCCD Measure M Bond Program - Valley College

Report By:

Hussain Agah, Sr. Project Manager

Data From January 2015

Total Number of Workers: 51

San Bernardino County		Riverside County		Other Counties	
City	# of Workers	City	# of Workers	City	# of Workers
Alta Loma	1	Corona	5	Anaheim	5
Fontana	3	Lake Elsinore	2	Bellflower	1
Ontario	1	Menifee	3	Covina	1
Rancho Cucamonga	1	Mira Loma	1	Dana Point	1
San Bernardino	1	Moreno Valley	2	Huntington Beach	1
Victorville	1	Murietta	5	La Cresenta	1
		Norco	1	Ladera	1
		Perris	1	Orange	1
		Riverside	5	Pomona	1
				San Dimas	2
				San Pedro	1
				Santa Ana	1
				Sunland	1
Total	8	Total	25	Total	18

Project
Program

Auditorium Renovation

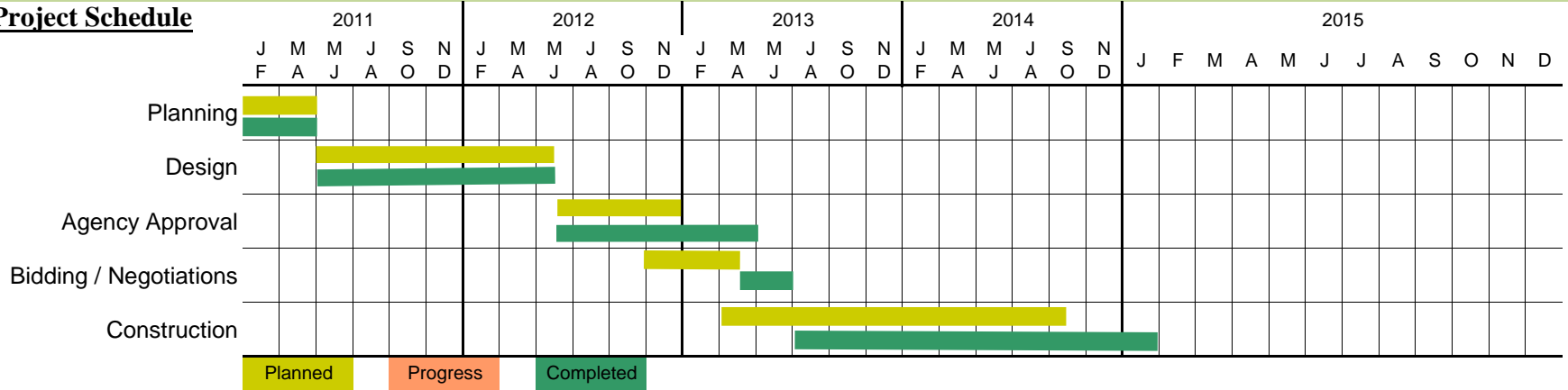
SBCCD Measure M Bond Program - Valley College

Report Date: January 31, 2015
Report By: Hussain Agah, Project Manager

Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	7,903,326.41	73.44%	7,238,270.06	91.59%	7,947,981.64	100.57%	(44,655.23)	-0.57%
Project Soft Costs	2,858,759.03	26.56%	2,238,185.94	78.29%	2,814,103.80	98.44%	44,655.23	1.56%
Total Project	10,762,085.44	100.00%	9,476,456.00	88.05%	10,762,085.44	100.00%	0.00	0.00%

Change Orders to Date * No. 10 * Change Order 616,730.00 * Change Amend. 0.00 7.76% of Hard Costs *

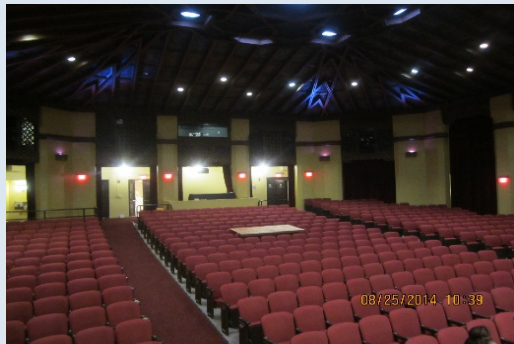
Project Schedule



Progress Photos



Auditorium South Entrance



Main Auditorium



Fire Caulking at Seismic Joint

Project

Auditorium Renovation

Report Date:

January 31, 2015

Program

SBCCD Measure M Bond Program - Valley College

Report By:

Hussain Agah, Project Manager

Progress This Period

- DSA Closeout - Final check for DSA review fees to be submitted to DSA in February 2015. Pending DSA Certification.
- Closeout documentation process, 100% Complete
- Commissioning is Complete
- LEED documentation process, 90% Complete
- All DSA closeout forms submitted to DSA, 100 % Complete

Items to Resolve

- None

Work Planned Next Period

- NTD to finalize review of Construction LEED credits and submit to USGBC for review

Notes

- None

Project

Auditorium Renovation

Report Date:

January 31, 2015

Program

SBCCD Measure M Bond Program - Valley College

Report By:

Hussain Agah, Project Manager

Data from January 2015

Total Numbers of Workers: 0

Certified Payroll Wages are not being monitored for local subcontractor and employees, as this contract was awarded prior to establishment of the Local Hire board policy. 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

Local
0 Workers

Non-Local
0 Workers

Data From January 2015

Total Number of Subcontractors: 30

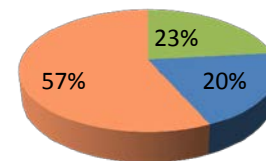
Number of Subcontractors from San Bernardino County	7	Number of Subcontractors from Riverside County	6	Number of Subcontractors from Other Counties	17
---	---	--	---	--	----

Total Number of Workers

0%

- Local
- Non-Local

Total Number of Subcontractors



- San Bernardino County
- Riverside County
- Other Counties

Project ADA Upgrade (Site Signage included in Project Budget Amount)
Program SBCCD Measure M Bond Program - Valley College

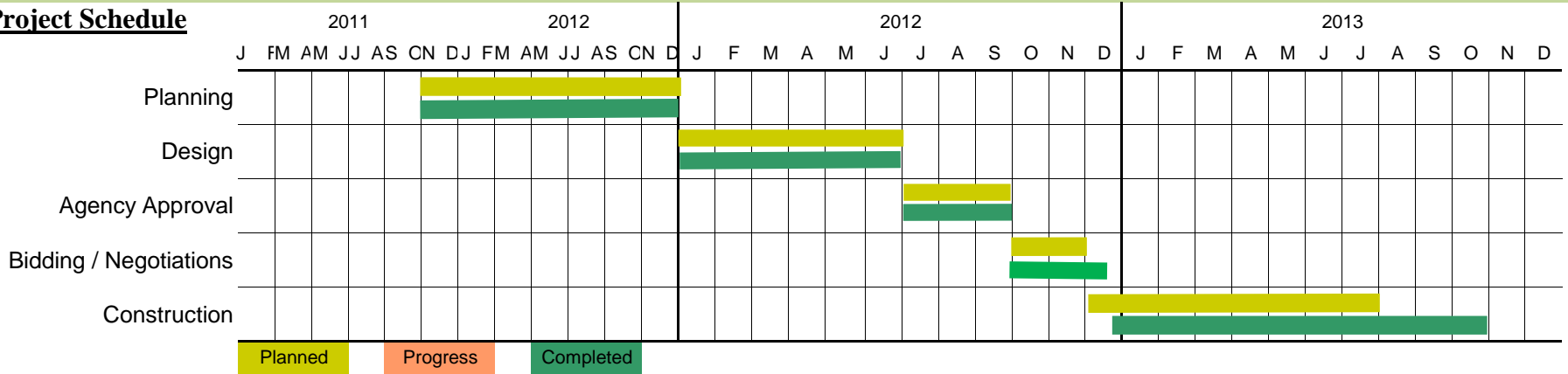
Report Date: January 31, 2015
 Report By: Hussain Agah, Project Manager

Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	2,744,382.59	65.91%	* 2,099,691.25	76.51%	2,358,368.22	85.93%	386,014.37	14.07%
Project Soft Costs	1,419,758.41	34.09%	1,179,562.09	83.08%	1,196,598.12	84.28%	223,160.29	15.72%
Total Project	4,164,141.00	100.00%	3,279,253.34	78.75%	3,554,966.34	85.37%	609,174.66	14.63%

* Note: Hard costs for ADA = \$679,301.46; Moved \$225,000 to Tech Building for ADA; Moved \$125,000 to Gymnasium for ADA

Change Orders to Date * No. 4 * Change Order 73,471.58 * Change Amend. 34,333.00 9.01% of Hard Costs * Applies to ADA

Project Schedule



Progress Photos



Planting and Mulch Install at North Side of ADSS Building



Planter at East Side of ADSS Building



Final work for Landscape around Admin. Bldg.

Project **ADA Upgrade (Site Signage included in Project Budget Amount)**
Program SBCCD Measure M Bond Program - Valley College

Report Date: January 31, 2015
Report By: Hussain Agah, Project Manager

Progress This Period

- Filed Notice of Completion
 - Project Complete
- Landscape Boarding Project*
- Finalize contract documents
 - Obtain Bid Milestone approval

Items to Resolve

Landscape Boarding Project

Work Planned Next Period

- Landscape Boarding Project*
- Issue RFP to bid project

Notes

ADA Upgrades Project

- Project Complete

Miscellaneous Site Work Project

- Project Complete

Landscape around Administration / Student Services Building

- Project Complete

Landscape Boarding Project

- After the Landscape around ADSS Building project completed, there were issues of mulch gather on the surrounding pathways. A boarder is to be installed, as a separate project, to alleviate this issue.

Project **ADA Upgrade (Site Signage included in Project Budget Amount)**
Program SBCCD Measure M Bond Program - Valley College

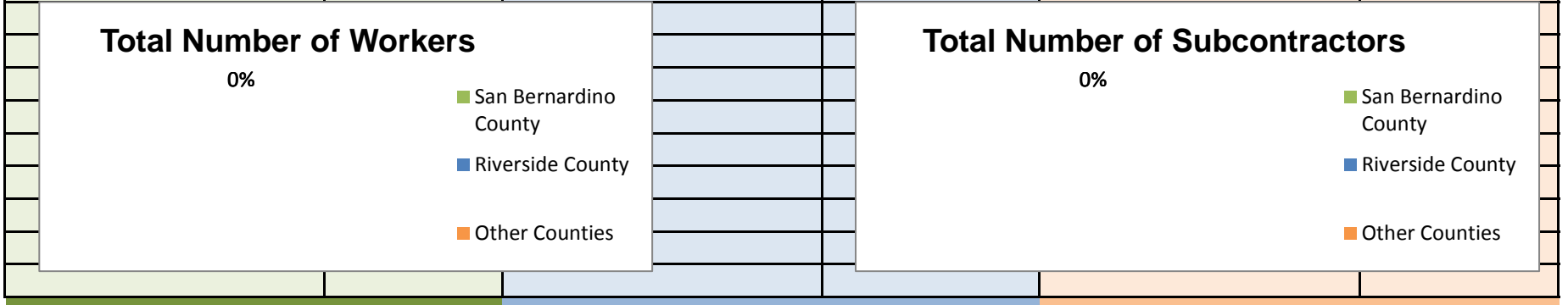
Report Date: January 31, 2015
Report By: Hussain Agah, Project Manager

Data From January 2015 *Work for Landscape Boarding Project Expected in March 2015

San Bernardino County		Riverside County		Other Counties	
City	# of Workers	City	# of Workers	City	# of Workers
Total	0	Total	0	Total	0

Data From January 2015 Total Number of Subcontractors: 0

San Bernardino County		Riverside County		Other Counties	
Number of Subcontractors from San Bernardino County	0	Number of Subcontractors from Riverside County	0	Number of Subcontractors from Other Counties	0



Project Applied Technology Building (AT)
Program SBCCD Measure M Bond Program - Valley College

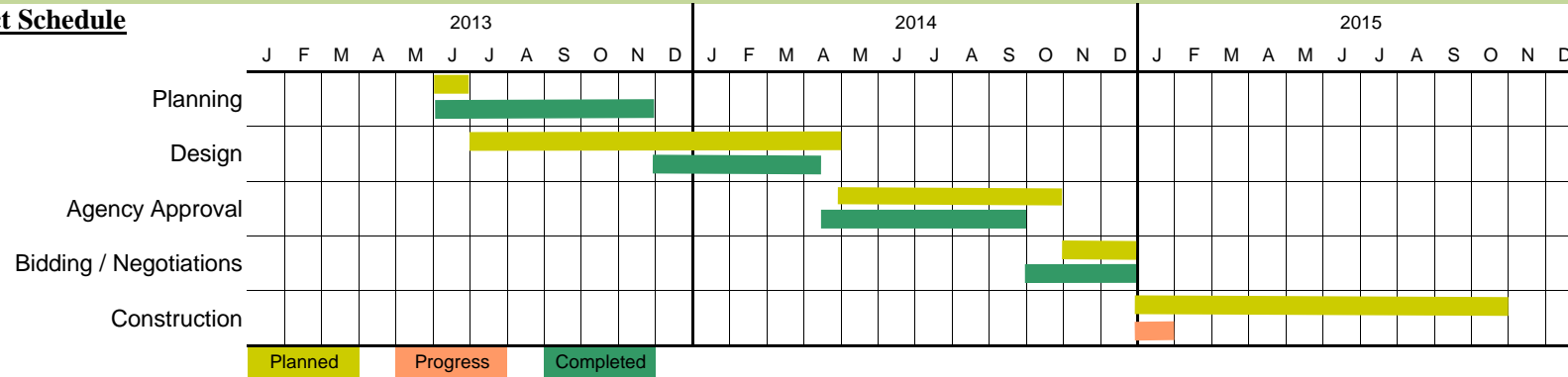
Report Date: January 31, 2015
 Report By: Sweta Dedania, Project Manager

Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	5,003,255.70	86.73%	43,941.50	0.88%	5,003,255.70	100.00%	*	0.00 0.00%
Project Soft Costs	765,650.30	13.27%	248,995.57	0.00%	765,650.30	100.00%		0.00 0.00%
Total Project	5,768,906.00	100.00%	292,937.07	5.08%	5,768,906.00	100.00%		0.00 0.00%

*Note: Moved \$225,000 to AT from ADA scope for ADA requirements in the AT Building

Change Orders to Date	* No.	0	* Change Order	0.00	0	Change Amend.	0.00	0.00% of Hard Costs	*
Change Orders to Date	* No.	0	* Change Order	0.00	0	Change Amend.	0.00	0.00% of Hard Costs	*

Project Schedule



Progress Photos



Security Light Fixtures



Exterior Building Signage



Fencing around Welding Yard

Project

Applied Technology Building (AT)

Report Date:

January 31, 2015

Program

SBCCD Measure M Bond Program - Valley College

Report By:

Sweta Dedania, Project Manager

Progress This Period

Phase I

- NTP 01 issued January 19, 2015
- Pre-Construction meeting held January 22, 2015
- Contractor in mobilization and submittal phase

Phase II

- Awaiting master planning decision, with funding approval, from District

Items to Resolve

- Due to DSA implications, additional funding will be needed to provide cooling to the classrooms. Budget forecast sheet has been provided for District review and approval
- District and Campus to decide Master Planning of the Applied Technology Building. Decision needs to be made whether the current building will receive additional funds right now to repair some building issues, or to wait until more bond monies are sold in order to be priority for a building replacement when additional funds have been identified

Work Planned Next Period

Phase I

- Contractor to install temp fencing, construction trailer and temp facilities
- Contractor to begin demolition and abatement of
- Contractor to begin trenching of underground electrical lines

Phase II

- Prior to approval of Phase II, a final User Group Meeting is to be held to communicate plans and obtain final comments from faculty and staff.
- Once meeting is held, District to make decision of final scope of work for Phase II Applied Technology Renovation

Notes

Phase I

- The original project scope is based on the LPA and HMC Fire, Life and Safety Assessment

Phase II

Security Lighting

- Project Complete

Exterior Building Signage

- Project Complete

Fencing at Welding Yard

- Project Complete

Temporary Utilities Project

- Project Complete

Project
Program

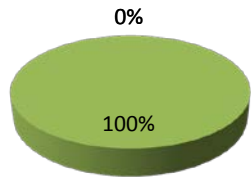
Applied Technology Building (AT)
SBCCD Measure M Bond Program - Valley College

Report Date: January 31, 2015
Report By: Sweta Dedania, Project Manager

San Bernardino County		Riverside County		Other Counties	
City	# of Workers	City	# of Workers	City	# of Workers
Yucaipa	2				
Total	2	Total	0	Total	0

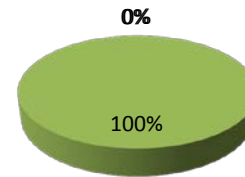
San Bernardino County		Riverside County		Other Counties	
Number of Subcontractors from San Bernardino County		Number of Subcontractors from Riverside County		Number of Subcontractors from Other Counties	
	1		0		0

Total Number of Workers



- San Bernardino County
- Riverside County
- Other Counties

Total Number of Subcontractors

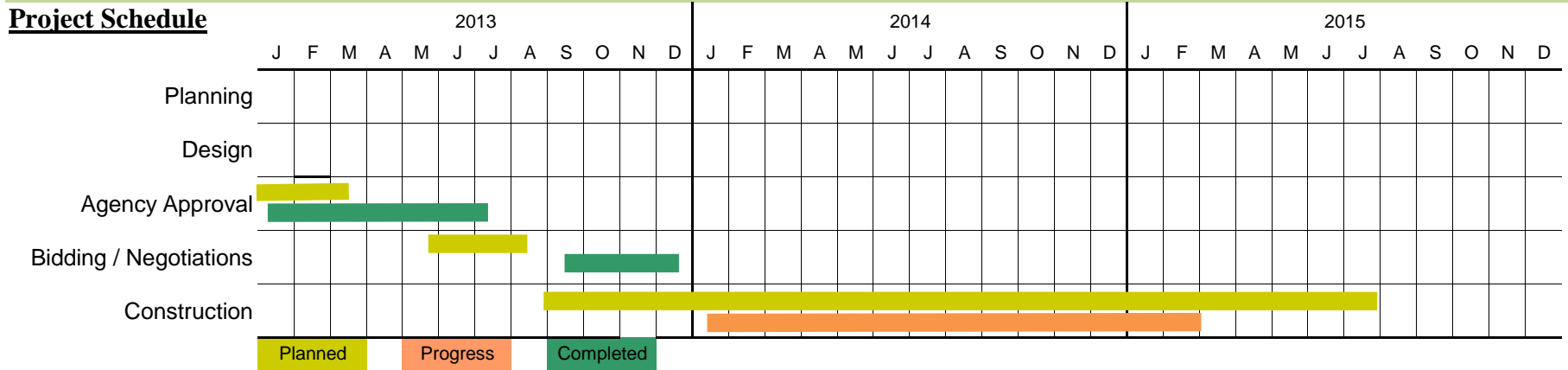


- San Bernardino County
- Riverside County
- Other Counties

Project New Science Building
Program SBCCD Measure M Bond Program - Crafton Hills College
 * Includes Circuit C

Report Date: January 31, 2015
 Report By: Monica Garza, Project Manager

<u>Project Budget</u>	<u>Planned</u>		<u>Spent to Date</u>		<u>Projected at Completion</u>		<u>Projected (Over) / Under Budget</u>	
Project Hard Costs *	20,975,192.78	78.25%	5,311,962.45	25.32%	20,975,192.78	100.00%	*	0.00 0.00%
Project Soft Costs	5,830,324.22	21.75%	3,846,276.45	65.97%	5,830,324.22	100.00%		0.00 0.00%
Total Project	26,805,517.00	100.00%	9,158,238.90	34.17%	26,805,517.00	100.00%		0.00 0.00%
Change Orders to Date * No. 3	* Change Order 142,048.74		* Change Amend. 0.00		0.68% of Hard Costs		* CIRCUIT C	



Progress Photos



South Elevation - Lab Wing
 NEW SCIENCE BUILDING | DESIGN DEVELOPMENT - USER MEETING
 OCTOBER 17, 2012
 NTD ARCHITECTURAL
 Crafton Hills

Future view of building design from canyon



Work Progress at Lab & Lecture Wing Building



Work Progress at Lab Wing Building

Project

New Science Building

Report Date:

January 31, 2015

Program

SBCCD Measure M Bond Program - Crafton Hills College

Report By:

Monica Garza, Project Manager

Progress This Period

- Metal stud framing both levels & the roof on the Lab Wing Building and the Lecture Wing Building
- Align and weld of pre cast panels at both buildings
- Install built up roofing system at Lab Wing Building
- Install built up roofing system at the Lecture Wing Building
- Install unistrat racks for the mechanical piping at the Lab Wing Building
- Install HVAC duct work at the Lab Wing Building & Lecture Wing Building
- Install fire sprinklers, low voltage, electrical, plumbing conduits at the Lab Wing Building and the Lecture Wing Building

Items to Resolve

- Due to complexity of the project, nature of the site, logistical issues and accessibility to construction site, the current schedule update is shown behind schedule
- Meeting between the District Counsel, Bonding Counsel, Earl Corporation, Kitchell/BRj and District took place on Kitchell/Brj trailer
- Attorney for the District is assisting in the complex issues of delay Kitchell/BRj will provide recommendations to the District

Work Planned Next Period

- Continue project submittal and RFI processing
- Approval from agency for the Metal Panels
- Complete roofing
- Complete framing at both buildings
- Complete in-wall and overhead mechanical, plumbing, electrical, low voltage
- Rough-in and overhead mechanical, electrical, and plumbing complete
- Complete roofing
- Complete the alignment and welding of the pre cast panels
- Install wall drywall

Notes

- None

Project
Program

New Science Building
SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
Report By: Monica Garza, Project Manager

San Bernardino County		Riverside County		Other Counties	
City	# of Workers	City	# of Workers	City	# of Workers
Chino	1	Beaumont	2	Burlingame	1
Fontana	4	Corona	2	Carlsbad	1
Hesperia	2	Hemet	3	Compton	1
Ontario	2	Lake Elsinore	1	Covina	1
Rancho Cucamonga	1	Menifee	1	La Mirada	1
Rialto	1	Mira Loma	2	La Verne	1
San Bernardino	5	Moreno Valley	1	Long Beach	2
Yucaipa	3	Murrieta	1	Los Angeles	2
		Palm Desert	1	Monrovia	1
		Perris	4	Monterey Park	1
		Riverside	9	Norwalk	1
		Romoland	1	Orange	1
		San Jacinto	1	Pomona	1
		Temecula	4	San Marcos	1
		Upland	2	Santa Ana	1
				Sherman Oaks	1
				South Gate	1
				Vista	1
Total	19	Total	35	Total	20

**Project
Program**

**New Science Building
SBCCD Measure M Bond Program - Crafton Hills College**

Report Date:
Report By:

January 31, 2015
Monica Garza, Project Manager

Data From August 2014		Total Number of Subcontractors: 31			
Number of Subcontractors from San Bernardino County	6	Number of Subcontractors from Riverside County	9	Number of Subcontractors from Other Counties	16

Total Number of Workers		Total Number of Subcontractors	
<p>27% 26% 47%</p>	<ul style="list-style-type: none"> ■ San Bernardino County ■ Riverside County ■ Other Counties 	<p>19% 29% 52%</p>	<ul style="list-style-type: none"> ■ San Bernardino County ■ Riverside County ■ Other Counties

Project

New Crafton Center*/**

Report Date:

January 31, 2015

Program

SBCCD Measure M Bond Program - Crafton Hills College

Report By:

Leilani Nunez, Project Manager

Progress This Period

- Curtain Wall deferred approved submittal approved with agency
- Exterior framing continues around East & South elevations
- Interior framing continues on first and second floor
- Overhead mechanical, electrical, and plumbing continues on first and second floor
- Electrical, data, and fire alarm rough-in at first and second floor walls continues
- Roof insulation and membrane started
- Exterior sheathing at West & North elevations started

Items to Resolve

- None

Work Planned Next Period

- Continue submittal and RFI processing
- Approval from agency for remaining deferred submittals of elevator guide rails and concrete cladding
- Rough-in and overhead mechanical, electrical, and plumbing complete
- Complete roofing
- Exterior and interior framing complete
- Start drywall
- Start exterior waterproofing

Notes

- None

Project

New Crafton Center

Report Date:

January 31, 2015

Program

SBCCD Measure M Bond Program - Crafton Hills College

Report By:

Leilani Nunez, Project Manager

Data From January 2015 **Total Numbers of Workers: 92**

San Bernardino County		Riverside County		Other Counties	
City	# of Workers	City	# of Workers	City	# of Workers
Adelanto	2	Beaumont	5	Anaheim	1
Alta Loma	1	Calimensa	1	Azusa	1
Apple Valley	1	Canyon Lake	1	Bell Gardens	1
Bloomington	2	Cherry Valley	1	Compton	1
Fontana	2	Corona	1	Costa Mesa	1
Grand Terrace	1	Eastvale	1	Fullerton	1
Hesperia	4	Hemet	2	Henderson, NV	1
Highland	1	Homeland	1	Huntington Beach	1
Mentone	1	Lake Elsinore	1	La Habra	1
Ontario	5	Moreno Valley	5	Los Angeles	2
Redlands	1	Murrieta	1	Norwalk	1
Rialto	5	Palm Desert	1	Oceanside	1
Victorville	2	Perris	1	Orange	1
Yucaipa	3	Riverside	6	Oxnard	1
		San Jacinto	2	Palmdale	1
		Whinchester	1	Pomona	4
		Wildomar	2	Ramona	1
				San Dimas	1
				Sante Fe Springs	1
				Sun Valley	1
				Tustin	1
				Whittier	3
Total	31	Total	33	Total	28

**Project
Program**

New Crafton Center

SBCCD Measure M Bond Program - Crafton Hills College

Report Date:

January 31, 2015

Report By:

Leilani Nunez, Project Manager

Data From August 2014

Total Number of Subcontractors: 44

Number of Subcontractors from San Bernardino County	12	Number of Subcontractors from Riverside County	16	Number of Subcontractors from Other Counties	16
<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>Total Number of Workers</p> <p> ■ San Bernardino County ■ Riverside County ■ Other Counties </p> </div> <div style="width: 45%;"> <p>Total Number of Subcontractors</p> <p> ■ San Bernardino County ■ Riverside County ■ Other Counties </p> </div> </div>					
<div style="display: flex; justify-content: space-around;"> <div style="width: 45%; background-color: #92d050;"></div> <div style="width: 45%; background-color: #cfe2f3;"></div> </div>					

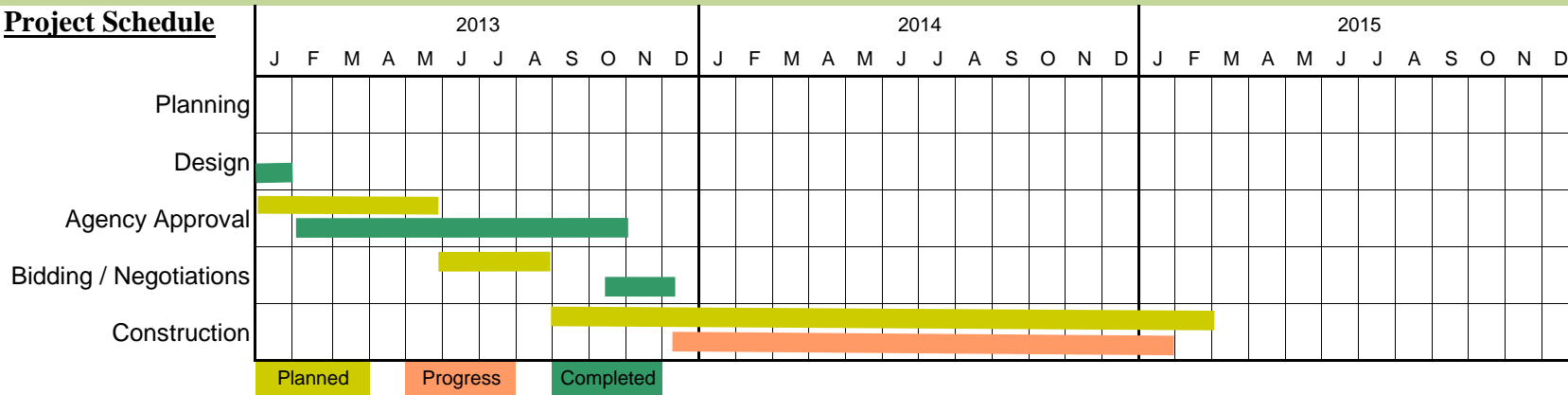
Project Occupational Education 2 (OE2) Building
Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
 Report By: Nicholas Farano, Project Manager

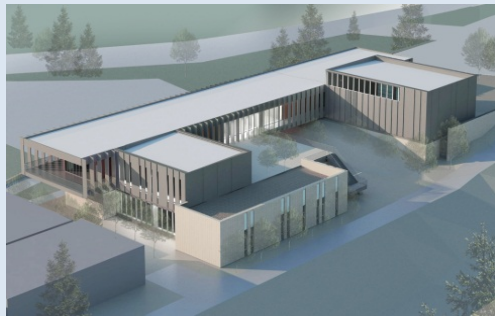
Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	18,071,142.62	77.49%	5,279,680.02	29.22%	18,071,142.62	100.00%	0.00	0.00%
Project Soft Costs	5,249,663.38	22.51%	3,174,454.97	60.47%	5,249,663.38	100.00%	0.00	0.00%
Total Project	23,320,806.00	100.00%	8,454,134.99	36.25%	23,320,806.00	100.00%	0.00	0.00%

Change Orders to Date * No. 4 * Change Order 202,311.37 * Change Amend. 38,321.93 1.12% of Hard Costs *

Project Schedule



Progress Photos



Rendering of new OE2 Building



South Elevation With Exterior Framing



Sout Elevation Of Exterior Sheathing

Project
Program

Occupational Education 2 (OE2) Building
SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
Report By: Nicholas Farano, Project Manager

Progress This Period

Building Package

- West wing 2nd floor exterior and interior framing
- East wing 2nd floor exterior and interior framing
- West wing 1st floor rough MEP overhead installation
- West wing 2nd floor rough MEP overhead installation
- East wing 2nd floor rough MEP overhead installation
- Exterior gyp board sheathing installation
- Weather Barrier Installation
- Spray wall concrete mock up installation
- West wing 1st floor CMU veneer installation

Items to Resolve

- General contractor to provide an updated February monthly schedule for Kitchell/BRj's review.

Work Planned Next Period

Building Package

- West wing 2nd floor exterior and interior framing
- West wing 2nd floor rough MEP overhead installation
- East wing 2nd floor exterior and interior framing
- East wing 2nd floor rough MEP overhead installation
- Membrane roofing installation
- Exterior plywood sheathing installation
- Rough carpentry and roofing installation
- Exterior skin mock up installations
- West wing 1st floor CMU veneer installation
- Weather Barrier Installation

Notes

- None

Project
Program

Occupational Education 2 (OE2) Building
SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
Report By: Nicholas Farano, Project Manager

Data From January 2015

Total Numbers of Workers: 44

San Bernardino County		Riverside County		Other Counties	
City	# of Workers	City	# of Workers	City	# of Workers
Fontana	1	Cherry Valley	1	Anaheim	1
Hesperia	2	Corona	2	Artesia	1
Ontario	1	Eastvale	1	Buena Park	1
Redlands	1	Moreno Valley	2	Cerritos	1
Rialto	1	Riverside	4	Downey	1
Yucaipa	2	San Jacinto	3	El Cajon	1
Victorville	1	Temecula	4	Fountain Valley	1
		Winchester	2	Fullerton	1
				Huntington Beach	1
				Laguna Woods	1
				Lake View Terrace	1
				Los Angeles	8
				Palmdale	1
				Pomona	4
				Redondo Beach	1
				Santa Ana	3
				Stanton	1
				Sylmar	1
				Walnut	1
Total	9	Total	19	Total	31

**Project
Program**

Occupational Education 2 (OE2) Building
SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
Report By: Nicholas Farano, Project Manager

Data From December 2014		Total Number of Subcontractors: 24																			
Number of Subcontractors from San Bernardino County	5	Number of Subcontractors from Riverside County	2	Number of Subcontractors from Other Counties	17																
Total Number of Workers <table border="1"> <caption>Worker Distribution Data</caption> <thead> <tr> <th>County</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>San Bernardino County</td> <td>15%</td> </tr> <tr> <td>Riverside County</td> <td>32%</td> </tr> <tr> <td>Other Counties</td> <td>53%</td> </tr> </tbody> </table>		County	Percentage	San Bernardino County	15%	Riverside County	32%	Other Counties	53%	Total Number of Subcontractors <table border="1"> <caption>Subcontractor Distribution Data</caption> <thead> <tr> <th>County</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>San Bernardino County</td> <td>21%</td> </tr> <tr> <td>Riverside County</td> <td>8%</td> </tr> <tr> <td>Other Counties</td> <td>71%</td> </tr> </tbody> </table>				County	Percentage	San Bernardino County	21%	Riverside County	8%	Other Counties	71%
County	Percentage																				
San Bernardino County	15%																				
Riverside County	32%																				
Other Counties	53%																				
County	Percentage																				
San Bernardino County	21%																				
Riverside County	8%																				
Other Counties	71%																				

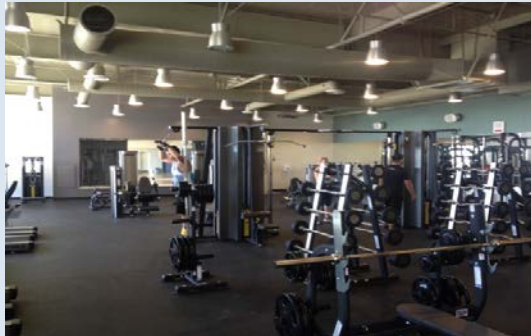
Project **PE Complex**
Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
 Report By: Leilani Nunez, Project Manager

Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	5,087,499.57	73.18%	4,439,404.91	87.26%	5,036,252.03	98.99%	51,247.54	1.01%
Project Soft Costs	1,864,581.04	26.82%	1,740,308.69	93.34%	2,035,316.39	109.16%	(170,735.35)	-9.16%
Total Project	6,952,080.61	100.00%	6,179,713.60	88.89%	7,071,568.42	101.72%	(119,487.81)	-1.72%
Change Orders to Date	* No	4	* Change Orde	99,009.46	* Change Amend.	0.00	0.00% of Hard Costs ##	

Project Schedule	2013												2014												2015											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Planning																																				
Design																																				
Agency Approval																																				
Bidding / Negotiations																																				
Construction																																				

Progress Photos



Fitness Center



Front Elevation

Project PE Complex
Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
Report By: Leilani Nunez, Project Manager

Progress This Period

- Close-out documents in process
- Handrails punchlist corrective work

Items to Resolve

- Open warranty items: Oak tree replacement
- Retention & final billing
- Campus identified items: speakers in the dance studio and drapes at Yoga Studio.
- Open claim items: Dance Studio roof and Dance Studio floor

Work Planned Next Period

- Close out documentation completed
- Punchlist completed
- LEED construction documentation completed

Notes

- None

Project PE Complex
Program SBCCD Measure M Bond Program - Crafton Hills College

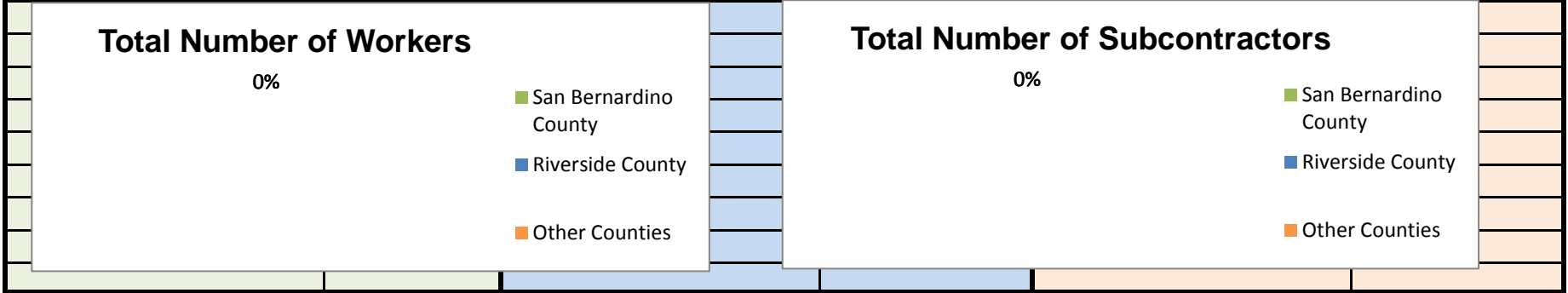
Report Date: January 31, 2015
 Report By: Leilani Nunez, Project Manager

Data From July 2014 Project Complete: Substantial Completion Total Numbers of Workers: 0

San Bernardino County		Riverside County		Other Counties	
City	# of Workers	City	# of Workers	City	# of Workers
Total	0	Total	0	Total	0

Project PE Complex Report Date: January 31, 2015
Program SBCCD Measure M Bond Program - Crafton Hills College Report By: Leilani Nunez, Project Manager

Number of Subcontractors from San Bernardino County	0	Number of Subcontractors from Riverside County	0	Number of Subcontractors from Other Counties	0

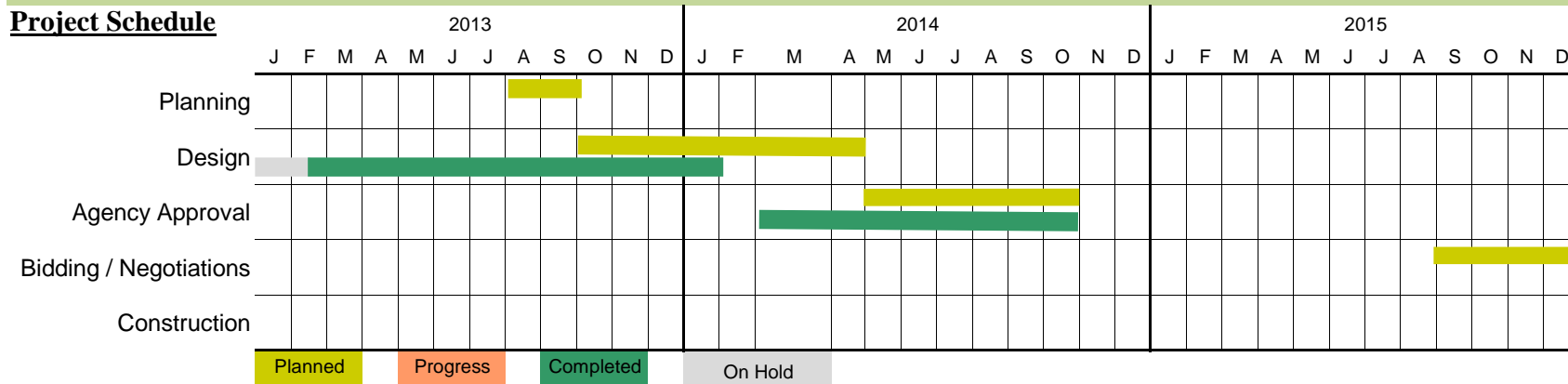


Project Laboratory/Administration Renovation (LADM)
Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
 Report By: Tom Anderson, Project Manager

Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	12,057,810.18	77.58%	0.00	0.00%	12,057,810.18	100.00% *	0.00	0.00%
Project Soft Costs	3,483,800.82	22.42%	1,258,744.06	36.13%	3,463,865.52	99.43% *	19,935.30	0.57%
Total Project	15,541,611.00	100.00%	1,258,744.06	8.10%	15,521,675.70	99.87%	19,935.30	0.13%

Change Orders to Date * No. 1 * Change Order (1,754.66) * Change Amend. 0.00 0.00% of Hard Costs *



Progress Photos

The image displays architectural floor plans for the 1st, 2nd, and 3rd floors of the renovation project, along with an exterior photograph of the north elevation. The 1st floor plan shows areas for Computer Science Classrooms, Computer Information System Center, and various rooms. The 2nd floor plan features General Classrooms and the Science Technology Engineering and Mathematics Student Success Center. The 3rd floor plan is primarily composed of General Classrooms. The exterior photo shows a modern, multi-story building with a prominent upper level.

Project **Laboratory/Administration Renovation (LADM)**
Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
Report By: Tom Anderson, Project Manager

Progress This Period

- DSA Agency approval obtained and completed

Items to Resolve

- N/A

Work Planned Next Period

- Project will bid in Fall of 2015

Notes

- N/A

Project **Student Services A (SSA) Renovation**
Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2014
 Report By: Tom Anderson, Project Manager

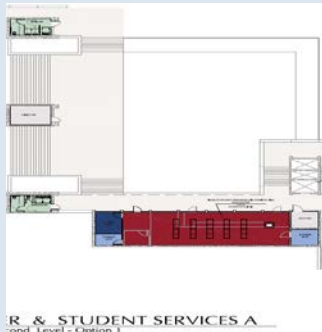
Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	5,549,055.30	73.18%	0.00	0.00%	5,549,055.30	100.00% *	0.00	0.00%
Project Soft Costs	2,033,411.70	26.82%	652,448.99	32.09%	2,033,411.70	100.00% *	0.00	0.00%
Total Project	7,582,467.00	100.00%	652,448.99	8.60%	7,582,467.00	100.00%	0.00	0.00%

Change Orders to Date * No. 0 * Change Order 0.00 * Change Amend. 0.00 0.00% of Hard Costs *

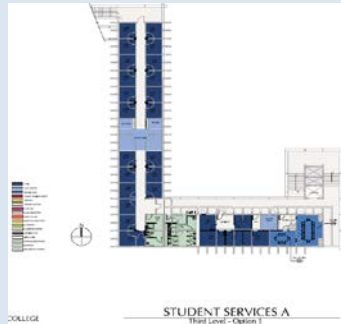
Project Schedule	2013												2014												2015											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Planning																																				
Design																																				
Agency Approval																																				
Bidding / Negotiations																																				
Construction																																				

Planned Progress Completed On Hold

Progress Photos



(2nd Floor)



(3rd Floor)



Exterior Photo of 3rd floor offices

Project

Student Services A (SSA) Renovation

Report Date:

January 31, 2014

Program

SBCCD Measure M Bond Program - Crafton Hills College

Report By:

Tom Anderson, Project Manager

Progress This Period

- DSA Agency approval obtained and completed

Items to Resolve

- N/A

Work Planned Next Period

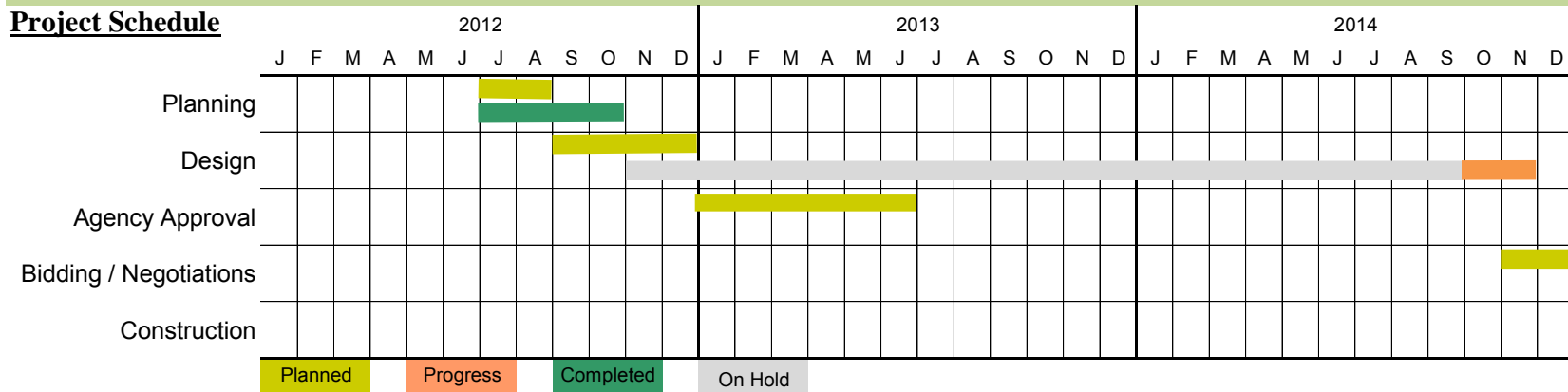
- Project will bid in Fall of 2015

Notes

- N/A

Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	1,167,649.38	58.86%	0.00	0.00%	1,167,649.38	100.00%	0.00	0.00%
Project Soft Costs	816,214.62	41.14%	150,310.96	18.42%	816,214.62	100.00%	0.00	0.00%
Total Project	1,983,864.00	100.00%	150,310.96	7.58%	1,983,864.00	100.00%	0.00	0.00%

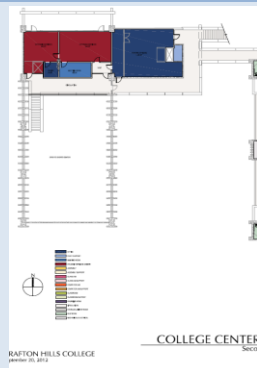
*** NOTE: INCLUDES FIRE ALARM SYSTEM UPGRADES**
 Change Orders to Date * No. 0 * Change Order 0.00 * Change Amend. 0.00 0.00% of Hard Costs *



Progress Photos



(1st Floor)



(2nd Floor)



Exterior Building Photo of East elevation

Project **Student Center/Cafeteria (SCC) (College Center)**
Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
Report By: Tom Anderson, Project Manager

Progress This Period

- Distribution of design kick-off meeting minutes
- Schedule of design milestones submitted

Items to Resolve

- Architect requested review of fees for this project. Project Manager will conclude by the end of this month for discussion with Campus

Work Planned Next Period

- Schedule user group meetings

Notes

Project Maintenance and Operations Renovation (M&O)
Program SBCCD Measure M Bond Program - Crafton Hills College

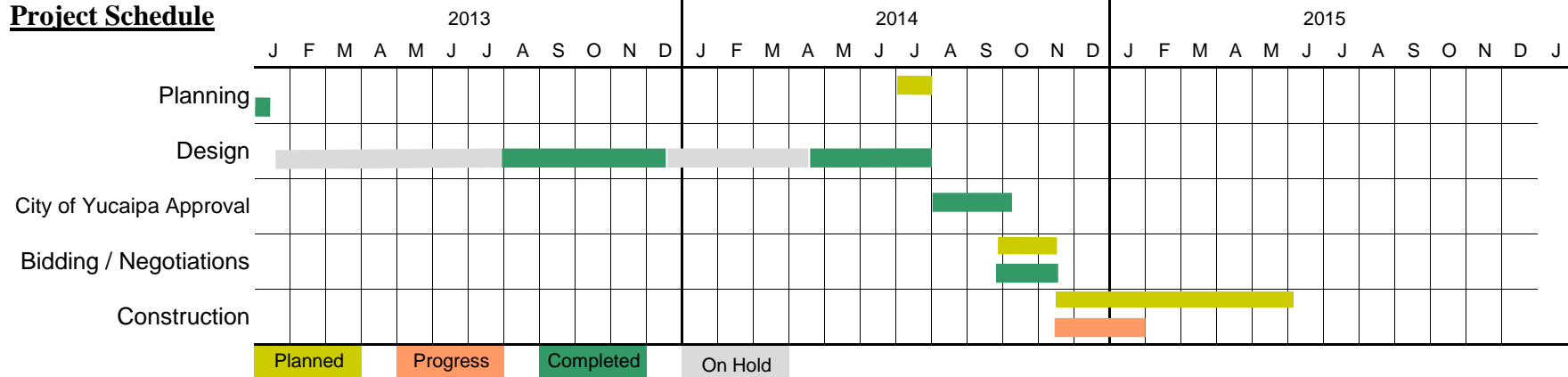
Report Date: January 31, 2015
 Report By: Nicholas Farano, Project Manager

Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	1,478,298.92	78.44%	0.00	0.00%	1,478,298.92	100.00%	0.00	0.00%
Project Soft Costs	406,395.08	21.56%	125,950.82	30.99%	406,395.08	100.00%	0.00	0.00%
Total Project	1,884,694.00	100.00%	125,950.82	6.68%	1,884,694.00	100.00%	0.00	0.00%

***Note: Includes Fire-Alarm Upgrades**

Change Orders to Date * No. 2 * Change Order 19,678.00 * Change Amend. 0.00 1.33% of Hard Costs *

Project Schedule



Progress Photos



Inside concrete pour



Marking out excavation for footings



Walking electrical switch gears

Project **Maintenance and Operations Renovation (M&O)**
Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
Report By: Nicholas Farano, Project Manager

Progress This Period

- Continued review of Submittals & RFIs
- Abatement of existing material inside M&O building
- Excavation of footings for new warehouse
- Abatement of existing sewer pipe
- Installation of new sanitary sewer pipe in M&O Building
- Procurement of structural steel

Items to Resolve

- None

Work Planned Next Period

- Continue to review submittals & RFIs
- Erection of structural steel for new warehouse
- Pour footings and pad for new warehouse
- Interior framing at existing building
- Replacement of existing electrical switchboards

Notes

- None

Project Maintenance and Operations Renovation (M&O)
Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2015
 Report By: Nicholas Farano, Project Manager

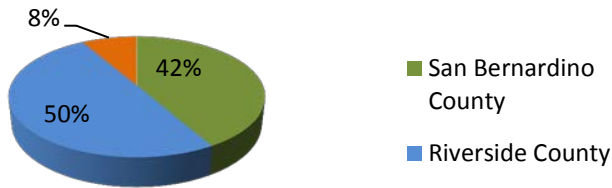
Data From January 2015 **Total Numbers of Workers: 24**

San Bernardino County		Riverside County		Other Counties	
City	# of Workers	City	# of Workers	City	# of Workers
Apple Valley	1	Hemet	1	Tustin	1
Bloomington	2	Moreno Valley	4	Whittier	1
Mentone	1	Perris	2		
Redlands	1	Riverside	4		
Rialto	1	San Jacinto	1		
San Bernardino	1				
Yucaipa	3				
Total	10	Total	12	Total	2

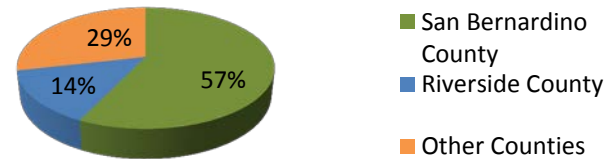
Data From January 2015 **Total Number of Subcontractors: 21**

Number of Subcontractors from San Bernardino County	12	Number of Subcontractors from Riverside County	3	Number of Subcontractors from Other Counties	6

Total Number of Workers



Total Number of Subcontractors

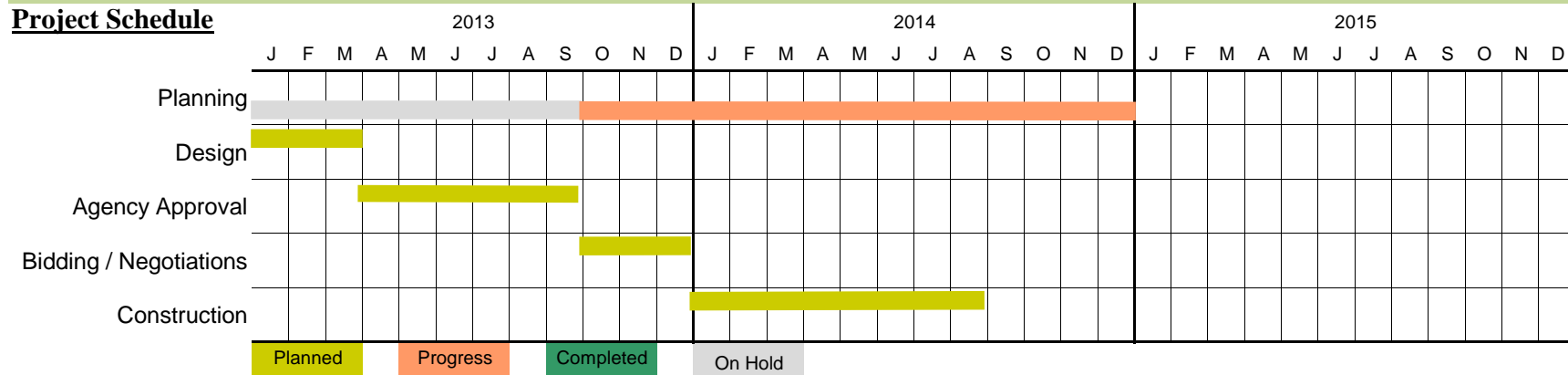


Project Performing Arts Center (PAC) Renovation
Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2014
 Report By: Tom Anderson, Project Manager

Project Budget	Planned		Spent to Date		Projected at Completion		Projected (Over) / Under Budget	
Project Hard Costs	1,783,666.58	63.67%	0.00	0.00%	*	1,783,666.58	100.00%	0.00 0.00%
Project Soft Costs	1,017,943.07	36.33%	208,495.40	20.48%		1,017,943.07	100.00%	0.00 0.00%
Total Project	2,801,609.65	100.00%	208,495.40	7.44%		2,801,609.65	100.00%	0.00 0.00%

Change Orders to Date * No. 0 * Change Order 0.00 * Change Amend. 0.00 0.00% of Hard Costs *



Progress Photos



Project

Program SBCCD Measure M Bond Program - Crafton Hills College

Report Date: January 31, 2014

Report By: Tom Anderson, Project Manager

Progress This Period

- Final review conducted for the Programming effort. Architect to provide deliverables for distribution.

Items to Resolve

- Due to lack of funding, current project scope is limited to completion of programming. Once Final Programming document is submitted, project will be on hold until such time that funds become available through Campus fundraising efforts or availability of additional bond funds

Work Planned Next Period

- N/A

Notes

- None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: March 12, 2015
SUBJECT: Summary of Measure M Construction Contract Change Orders and Amendments

RECOMMENDATION

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

OVERVIEW

Attached is a summary of all Measure M construction contract change orders and amendments to date.

ANALYSIS

Construction contract change orders and amendments for currently awarded Measure M projects have been held to a minimal amount of \$3,690,317.84 which is only 2.28% of the project cost of \$161,612,040.45.

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, required by the Division of the State Architect (DSA), and/or, 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.

Construction Change Summary

CONTRACT AMENDMENTS

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 75,733,593.50	\$ 441,122.93	\$ -	\$ 76,174,716.43	0.58%
SBVC-San Bernardino Valley College	\$ 85,878,446.95	\$ 1,610,483.49		\$ 87,488,930.44	1.88%
				\$ -	
TOTAL for CONTRACT AMENDMENTS	\$ 161,612,040.45	\$ 2,051,606.42	\$ -	\$ 163,663,646.87	1.27%

CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 76,174,716.43	\$ 836,126.93		\$ 77,010,843.36	1.10%
SBVC-San Bernardino Valley College	\$ 87,488,930.44	\$ 1,063,740.49	\$ (261,156.00)	\$ 88,291,514.93	0.92%
TOTAL for CHANGE ORDERS	\$ 163,663,646.87	\$ 1,899,867.42	\$ (261,156.00)	\$ 165,302,358.29	1.00%

Construction Change Summary
 CHC Recap

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	\$ -	\$ -	\$ 187,294.60	\$ -	\$ 2,457,794.60	8.25%
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	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 2,762,678.43	2.32%
OE 2	\$ 16,502,100.00	\$ 38,321.93	\$ -	\$ 111,696.56	\$ -	\$ 16,652,118.49	0.68%
OE 1 Roofing Package	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	-9.37%
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	\$ -	\$ -	\$ 17,568.44	\$ -	\$ 21,957,114.44	0.08%
Temporary Parking Lot	\$ 169,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 173,869.93	2.58%
Chemistry/Health/Science/Classrooms	\$ 226,870.00	\$ -	\$ -	\$ -	\$ -	\$ 226,870.00	0.00%
M&O Renovation	\$ 1,248,000.00	\$ -	\$ -	\$ 3,511.00	\$ -	\$ 1,251,511.00	0.28%
TOTAL	\$ 75,733,593.50	\$ 441,122.93	\$ -	\$ 836,126.93	\$ -	\$ 77,010,843.36	1.10%



Construction Change Summary

PAL

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
PAL-01: ASR Constructors, Inc.	\$ 3,058,000.00	\$ 402,801.00	\$ -	\$ 94,560.00		\$ 3,555,361.00	2.73%
PAL-02: Pierre Sprinkler & Landscape	\$ 569,450.00	\$ -	\$ -	\$ 36,260.00		\$ 605,710.00	6.37%
PAL-03: RDM Electric Company, Inc.	\$ 2,519,000.00	\$ -	\$ -	\$ 165,524.00		\$ 2,684,524.00	6.57%
TOTAL	\$ 6,146,450.00	\$ 402,801.00	\$ -	\$ 296,344.00	\$ -	\$ 6,845,595.00	4.82%

Construction Change Summary

M S Annex

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MODS-01: Conengr Corporation	\$ 539,500.00	\$ -	\$ -	\$ 20,253.60	\$ -	\$ 559,753.60	3.75%
MODS-02: Global Modular, Inc.	\$ 1,731,000.00	\$ -	\$ -	\$ 167,041.00	\$ -	\$ 1,898,041.00	9.65%
TOTAL	\$ 2,270,500.00	\$ -	\$ -	\$ 187,294.60	\$ -	\$ 2,457,794.60	8.25%

Construction Change Summary

MPOE-Data

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
MPOE/DATA-01: Shanks Electric Corporation	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%
TOTAL	\$ 527,700.00	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 564,934.00	7.06%

Construction Change Summary

Library Demo

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
LIBRARY DEMO-01:Miller Environmental, Inc.	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%
TOTAL	\$ 574,576.50	\$ -	\$ -	\$ -	\$ -	\$ 574,576.50	0.00%

Construction Change Summary

Solar Farm

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Rosendin Electric, Inc. ***	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 2,762,678.43	2.32%
TOTAL	\$ 2,700,000.00	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 2,762,678.43	2.32%

***NOTE: \$3,500,000 OF THIS CONTRACT WAS IN MEASURE P --- THE TOTAL BASE AMOUNT OF THE CONTRACT IS \$6,200,000.

Construction Change Summary

OE 2

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<u>OE 2 Demo Pkg.</u>							
The Richards Group	\$ 614,100.00	\$ -	\$ -	\$ 10,755.80	\$ -	\$ 624,855.80	1.75%
<u>Building Pkg.</u>							
Sinanian Development, Inc.	\$ 15,888,000.00	\$ 38,321.93	\$ -	\$ 100,940.76	\$ -	\$ 16,027,262.69	0.63%
TOTAL	\$ 16,502,100.00	\$ 38,321.93	\$ -	\$ 111,696.56	\$ -	\$ 16,652,118.49	0.68%

Sinanian Development, Inc. **NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

OE 1 Roof

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<u>OE 1 Roof Pkg.</u>							
Best Contracting Services	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	-9.37%
TOTAL	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	-9.37%

Construction Change Summary

PE Complex

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Minco Construction	\$ 4,511,070.00	\$ -	\$ -	\$ 99,009.46	\$ -	\$ 4,610,079.46	2.19%
TOTAL	\$ 4,511,070.00	\$ -	\$ -	\$ 99,009.46	\$ -	\$ 4,610,079.46	2.19%

Minco Construction NOTE: THIS WAS BOARD APPROVED ON 8/08/13 UP TO 10% IN CHANGE ORDERS

Construction Change Summary
 Science Bldg.

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Circuit C</i>							
RDM Electric	\$ 65,700.00	\$ -	\$ -	\$ 492.89	\$ -	\$ 66,192.89	0.75%
<i>Building</i>							
Earl Corporation	\$ 18,573,131.00	\$ -	\$ -	\$ 42,027.00	\$ -	\$ 18,615,158.00	0.23%
TOTAL	\$ 18,638,831.00	\$ -	\$ -	\$ 42,519.89	\$ -	\$ 18,681,350.89	0.23%

Earl Corporation NOTE: THIS WAS BOARD APPROVED ON 12/12/13 UP TO 10% IN CHANGE ORDERS

Measure M Projects
Construction Change Summary

M & O Renovation

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Oakview Constructors, Inc.	\$ 1,248,000.00			\$ 3,511.00		\$ 1,251,511.00	0.28%
TOTAL	\$ 1,248,000.00	\$ -	\$ -	\$ 3,511.00	\$ -	\$ 1,251,511.00	0.28%

Oakview Constructors, Inc. **NOTE: THIS WAS BOARD APPROVED ON 11/12/14 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

New Crafton Center

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>CIRCUIT A</i>							
Dalke & Sons Construction	\$ 141,480.00	\$ -	\$ -	\$ 3,502.00	\$ -	\$ 144,982.00	2.48%
<i>Building</i>							
Bernards Brothers	\$ 21,798,066.00	\$ -	\$ -	\$ 14,066.44	\$ -	\$ 21,812,132.44	0.06%
TOTAL	\$ 21,939,546.00	\$ -	\$ -	\$ 17,568.44	\$ -	\$ 21,957,114.44	0.08%

Bernards Brothers NOTE: THIS WAS BOARD APPROVED ON 04/10/14 UP TO 10% IN CHANGE ORDERS

Construction Change Summary

Temporary Parking Lot

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Three Peaks	\$ 169,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 173,869.93	2.58%
TOTAL	\$ 169,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 173,869.93	2.58%

Construction Change Summary

CHS - Chemistry Health Sciences Renovation

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Roy O. Hoffman	\$ 226,870.00	\$ -	\$ -	\$ -	\$ -	\$ 226,870.00	0.00%
TOTAL	\$ 226,870.00	\$ -	\$ -	\$ -	\$ -	\$ 226,870.00	0.00%

Construction Change Summary

Central Plant & Inf

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Infrastructure Sewer Improvements</i>							
Kirtley Construction dba TK Construction	\$ 348,300.00	\$ 83,941.49	\$ -	\$ 26,806.00	\$ -	\$ 459,047.49	6.20%
<i>Central Plant</i>							
Plumbing, Piping & Construction	\$ 10,878,000.00	\$ -	\$ -	\$ 122,077.00	\$ -	\$ 11,000,077.00	1.12%
<i>Grant Street Sewer Project</i>							
Tyco General Engineering	\$ 567,780.00	\$ -	\$ -	\$ (85,500.00)	\$ -	\$ 482,280.00	-15.06%
Broughton - ADA Access	\$ 26,485.00	\$ -	\$ -	\$ (5,568.00)	\$ -	\$ 20,917.00	-21.02%
L.A. Air Conditioning	\$ 39,519.00	\$ -	\$ -	\$ (1,961.00)	\$ -	\$ 37,558.00	-4.96%
TOTAL	\$ 11,860,084.00	\$ 83,941.49	\$ -	\$ 55,854.00	\$ -	\$ 11,999,879.49	0.47%

Construction Change Summary

HVAC

Contractors	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%
				\$ -			
TOTAL	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	0.00%

Construction Change Summary

Gynasium

Contractors	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	\$ 1,480,000.00		\$ 350,000.00	\$ (261,156.00)	\$ 53,025,382.00	0.17%
				\$ -			
TOTAL	\$ 52,163,223.00	\$ 1,480,000.00	\$ -	\$ 292,299.00	\$ (261,156.00)	\$ 53,674,366.00	0.06%

Swinerton Builders **NOTE: THIS WAS BOARD APPROVED ON 06/12/14 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

Business Building

Contractors	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%
TOTAL	\$ 9,886,651.95	\$ 12,209.00	\$ -	\$ 850,839.00	\$ -	\$ 10,749,699.95	8.60%

Construction Change Summary

Signage - ADA

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Broughton Construction, Inc.	\$ 1,170,000.00	\$ -	\$ -	\$ (20,502.00)	\$ -	\$ 1,149,498.00	-1.75%
C.S. Legacy Construction *	\$ 1,365,776.00	\$ 34,333.00	\$ -	\$ (720,807.51)	\$ -	\$ 679,301.49	-51.48%
Three Peaks Corporation	\$ 87,187.00	\$ -	\$ -	\$ (413.00)		\$ 86,774.00	-0.47%
Three Peaks Corporation	\$ 42,655.00			\$ 1,869.00		\$ 44,524.00	4.38%
*Note: \$71,836.58 - claim settlement							
TOTAL	\$ 2,665,618.00	\$ 34,333.00	\$ -	\$ (739,853.51)	\$ -	\$ 1,960,097.49	-27.40%

*Note: District terminated for Convenience and final contract total is reflected.

Construction Change Summary

Auditorium

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Woodcliff Corporation	\$ 6,800,000.00			\$ 616,730.00	\$ -	\$ 7,416,730.00	9.07%
						\$ -	
TOTAL	\$ 6,800,000.00	\$ -	\$ -	\$ 616,730.00	\$ -	\$ 7,416,730.00	9.07%

Woodcliff Corporation **NOTE: THIS WAS BOARD APPROVED ON 7/11/13 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

Applied Technology Renovation

Contractors	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	\$ -	\$ -	\$ (534.00)		\$ 44,416.00	-1.19%
Cal City Construction, Inc.	\$ 1,977,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,977,000.00	0.00%
Three Peaks Corporation	\$ 14,040.00					\$ 14,040.00	0.00%
Three Peaks Corporation	\$ 29,130.00			\$ (5,000.00)		\$ 24,130.00	-17.16%
TOTAL	\$ 2,065,120.00	\$ -	\$ -	\$ (5,534.00)	\$ -	\$ 2,059,586.00	-0.27%

Cal City Construction, Inc. **NOTE: THIS WAS BOARD APPROVED ON 01/15/15 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

K-Street Lighting

Contractors	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%
TOTAL	\$ 112,750.00	\$ -	\$ -	\$ (6,594.00)	\$ -	\$ 106,156.00	-5.85%

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: March 12, 2015
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 153050 - 153474 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
March 12, 2015

PO#	Vendor Name	Purchase Order Description	Amount
153156	SBVC BOOKSTORE	Commencement Supplies	\$ 144.99
153176	ACADEMIC SENATE, THE	Conference	\$ 495.00
153177	ACADEMIC SENATE, THE	Conference	\$ 495.00
153375	ACADEMIC SENATE, THE	Conference	\$ 445.00
153082	ACTF MANAGEMENT LTD	Conference	\$ 760.00
153165	AHSIE	Conference	\$ 2,100.00
153239	AHSIE	Conference	\$ 350.00
153277	AHSIE	Conference	\$ 350.00
153178	ALLEN, DENISE	Conference	\$ 1,390.00
153107	ANDREWS, BREANNA	Conference	\$ 500.00
153072	BARRIE, TRINETTE	Conference	\$ 50.00
153418	BLANQUET, FRANCISCO	Conference	\$ 1,078.00
153100	BOND, JOYCE	Conference	\$ 1,055.00
153411	BRAGGINS, ALAN	Conference	\$ 61.34
153393	BURNS-PETER, DAVENA	Conference	\$ 810.00
153245	CALIFORNIA ASSOCIATION FOR THE	Conference	\$ 295.00
153249	CALIFORNIA COMMUNITY COLLEGES	Conference	\$ 150.00
153363	CALWORKS ASSOCIATION	Conference	\$ 2,370.00
153117	CCCAOE	Conference	\$ 495.00
153135	CCCAOE	Conference	\$ 495.00
153348	CCCAOE	Conference	\$ 495.00
153062	CCCCSSAA	Conference	\$ 300.00
153296	CCLC	Conference	\$ 150.00
153095	CHANG, ANDREW	Conference	\$ 1,055.00
153390	CHILDERS, KAREN	Conference	\$ 966.84
153170	CINTAS FIRST AID & SAFETY	Conference	\$ 198.72
153085	COMMUNITY COLLEGE LEAGUE	Conference	\$ 4,800.00
153163	COMMUNITY COLLEGE LEAGUE	Conference	\$ 8,800.00
153336	COTA, MARCO	Conference	\$ 530.00
153210	CRUZ, ALFREDO	Conference	\$ 5,200.00
153420	CRUZ, ALFREDO	Conference	\$ 1,078.00
153090	DIAL, TROY LYNN	Conference	\$ 1,100.00
153283	DONNHAUSER, MARC	Conference	\$ 1,800.00
153319	ELLUCIAN COMPANY L.P.	Conference	\$ 1,828.53
153102	ELLUCIAN INC	Conference	\$ 1,150.00
153106	ELLUCIAN INC	Conference	\$ 450.00
153132	ELLUCIAN INC	Conference	\$ 1,800.00
153133	ELLUCIAN INC	Conference	\$ 1,800.00
153134	ELLUCIAN INC	Conference	\$ 1,500.00
153417	FIELDS, WHITNEY	Conference	\$ 937.60
153344	FISHER, GLORIA	Conference	\$ 9.18
153168	GALLUP ORGANIZATION	Conference	\$ 486.00
153285	GALLUP ORGANIZATION	Conference	\$ 2,900.00
153270	GLOBAL ENVIRONMENTAL TRAINING	Conference	\$ 160.00
153335	GREGORY, LESLIE	Conference	\$ 530.00

Purchase Order Report
 March 12, 2015

153342	GREGORY, LESLIE	Conference	\$	192.00
153234	HERNANDEZ, ANITA	Conference	\$	80.00
153334	HERNANDEZ, ANITA	Conference	\$	530.00
153158	HERRERA, JAMIE	Conference	\$	208.42
153382	HOGREFE JR, RICHARD K	Conference	\$	80.09
153055	HSA CCC	Conference	\$	485.23
153250	HSI RESEARCH COLLABORATION	Conference	\$	200.00
153282	HUA, HENRY	Conference	\$	1,500.00
153385	HUA, HENRY	Conference	\$	750.00
153137	ISAAC, MATTHEW K	Conference	\$	64.70
153262	JOB DEVELOPMENT TRAINING FOR	Conference	\$	437.00
153387	JOHNSON, WALLACE	Conference	\$	950.00
153278	KINDE, HARAGWEN A	Conference	\$	1,825.00
153136	KREHBIEL, DEANNA	Conference	\$	827.72
153469	KREHBIEL, DEANNA	Conference	\$	52.26
153097	KUCK, GLEN	Conference	\$	700.00
153103	KUCK, GLEN	Conference	\$	1,200.00
153460	LEAGUE FOR INNOVATION	Conference	\$	1,200.00
153119	LEVESQUE, ROBERT	Conference	\$	889.04
153413	LEVESQUE, ROBERT	Conference	\$	63.86
153101	LOEWS NEW ORLEANS HOTEL	Conference	\$	1,050.52
153384	LOSEE, CALEB	Conference	\$	739.00
153386	MACK, GAIL	Conference	\$	583.49
153359	MANIAOL, ALBERT	Conference	\$	1,580.00
153183	MARSHALL, CHERYL A	Conference	\$	55.89
153189	MARSHALL, CHERYL A	Conference	\$	58.17
153071	MCATEE, ROBERT	Conference	\$	601.37
153179	MCCAMBLY, JESSICA	Conference	\$	1,390.00
153431	MONDRAGON, LUIS	Conference	\$	1,871.00
153070	MORENO, MARIANA	Conference	\$	95.00
153091	MUDGETT, BENJAMIN	Conference	\$	1,100.00
153206	NATIONAL ALLIANCE, THE	Conference	\$	907.00
153122	NICHOLS, BARBARA	Conference	\$	29.11
153377	NICHOLS, BARBARA	Conference	\$	568.38
153263	PADILLA, GABRIELA	Conference	\$	50.00
153280	POWELL, ROGER	Conference	\$	50.00
153083	REECE, BRYAN	Conference	\$	236.11
153392	ROBINSON, JAMES S	Conference	\$	374.95
153264	RODRIGUEZ-CRUZ, BONNIE	Conference	\$	50.00
153332	RODRIGUEZ-CRUZ, BONNIE	Conference	\$	530.00
153276	ROWLEY, KATHLEEN	Conference	\$	2,250.00
153301	ROWLEY, KATHLEEN	Conference	\$	40.00
153202	RP GROUP, THE	Conference	\$	4,000.00
153299	SACNAS	Conference	\$	630.00
153471	SAN BERNARDINO COUNTY	Conference	\$	45.00
153061	SAN BERNARDINO COUNTY SHERIFF	Conference	\$	216.00
153381	SAN BERNARDINO, CITY OF	Conference	\$	304.40

Purchase Order Report
March 12, 2015

153391	SANKER, EDDIE	Conference	\$	810.00
153472	SEMOTIUK, ELI	Conference	\$	1,615.00
153063	SHABAZZ, RICKY	Conference	\$	150.00
153374	SMITH, JAMES E.	Conference	\$	528.00
153419	SMITH, TERRIA OZIE	Conference	\$	1,078.00
153149	STARK, SCOTT	Conference	\$	18.00
153331	TILLMAN, SHALITA	Conference	\$	530.00
153388	TOWNSEND, JONATHAN	Conference	\$	1,871.00
153057	US BANK CORPORATE PMT SYSTEMS	Conference	\$	716.35
153064	US BANK CORPORATE PMT SYSTEMS	Conference	\$	510.00
153065	US BANK CORPORATE PMT SYSTEMS	Conference	\$	80.00
153094	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,551.00
153096	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,150.00
153098	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,906.00
153099	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,150.00
153104	US BANK CORPORATE PMT SYSTEMS	Conference	\$	2,597.00
153105	US BANK CORPORATE PMT SYSTEMS	Conference	\$	600.00
153108	US BANK CORPORATE PMT SYSTEMS	Conference	\$	3,700.00
153109	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,753.00
153252	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,000.00
153353	US BANK CORPORATE PMT SYSTEMS	Conference	\$	988.15
153364	US BANK CORPORATE PMT SYSTEMS	Conference	\$	850.00
153383	US BANK CORPORATE PMT SYSTEMS	Conference	\$	1,411.70
153333	VALENZUELA, PATRICIA	Conference	\$	530.00
153376	WILLIAMS, MARK	Conference	\$	750.00
153456	WOOTEN, ANDRE	Conference	\$	436.94
153124	ZINN, WENDY	Conference	\$	677.53
153439	AUTOMOBILE CLUB OF SO CALIF	Dues & Memberships	\$	136.00
153272	COUNCIL FOR RESOURCE DEVELOP	Dues & Memberships	\$	325.00
153159	FRED PRYOR SEMINARS	Dues & Memberships	\$	299.00
153162	HACU MEMBERSHIP	Dues & Memberships	\$	2,822.50
153144	INTERNATIONAL FACILITY	Dues & Memberships	\$	221.00
153397	P A P A	Dues & Memberships	\$	270.00
153352	ROGERS, FELIX	Dues & Memberships	\$	1,143.75
153075	SAN BERNARDINO COUNTY FIRE	Dues & Memberships	\$	50.00
153080	WESTERN REGIONAL HONORS	Dues & Memberships	\$	75.00
153404	AMAZON.COM	Equipment	\$	495.60
153186	BSN COLLEGIATE PACIFIC	Equipment	\$	380.66
153470	COLOR CONSULTANTS INC	Equipment	\$	5,887.12
153229	CONSTRUCTION HARDWARE CO	Equipment	\$	982.39
153428	CUMMINS CAL PACIFIC	Equipment	\$	525.83
153437	DICK BLICK	Equipment	\$	604.58
153258	DIGITAL BUYER	Equipment	\$	1,847.84
153193	FISHER SCIENTIFIC	Equipment	\$	13,768.41
153450	G/M BUSINESS INTERIORS	Equipment	\$	1,877.81
153402	GRAINGER INC W W	Equipment	\$	849.31
153187	HIGHLAND GUNS	Equipment	\$	259.20

Purchase Order Report
March 12, 2015

153081	HOME DEPOT, THE	Equipment	\$	436.59
153161	KATS SCIENTIFIC	Equipment	\$	4,155.86
153441	L.A.B. CORPORATION	Equipment	\$	6,052.32
153271	MGF SERVICES DBA	Equipment	\$	379.03
153248	NIKAC, STACEY	Equipment	\$	50.00
153351	SHOP FLOOR AUTOMATIONS	Equipment	\$	756.00
153214	SIGMANET INC	Equipment	\$	1,603.80
153155	STAPLES	Equipment	\$	1,287.82
153339	STAPLES	Equipment	\$	1,005.98
153389	STAPLES	Equipment	\$	100.10
153058	WEAPON CLEAR LLC	Equipment	\$	699.00
153231	WEST COAST LIGHTS & SIRENS INC	Equipment	\$	301.11
153148	WILBUR'S POWER EQUIPMENT	Equipment	\$	444.96
153265	ACORN NATURALISTS	Instructional Supplies	\$	80.36
153131	AIRGAS USA LLC	Instructional Supplies	\$	1,588.18
153372	ALL ELECTRONICS	Instructional Supplies	\$	549.60
153180	AMAZON	Instructional Supplies	\$	47.99
153340	AMAZON.COM	Instructional Supplies	\$	87.05
153341	AMAZON.COM	Instructional Supplies	\$	18.63
153371	AMAZON.COM	Instructional Supplies	\$	41.03
153378	AMAZON.COM	Instructional Supplies	\$	62.41
153215	BASTEDO, DAVID	Instructional Supplies	\$	20.07
153438	BEN MEADOWS	Instructional Supplies	\$	330.89
153256	BIO-RAD LABORATORIES	Instructional Supplies	\$	764.64
153208	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$	906.94
153266	CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	\$	1,469.51
153188	DICK BLICK	Instructional Supplies	\$	279.90
153346	DICK BLICK	Instructional Supplies	\$	800.93
153366	ERACE	Instructional Supplies	\$	993.60
153253	FISHER SCIENTIFIC	Instructional Supplies	\$	140.35
153204	FLINN SCIENTIFIC INC	Instructional Supplies	\$	829.07
153345	FLINN SCIENTIFIC INC	Instructional Supplies	\$	826.24
153357	GRAINGER INC W W	Instructional Supplies	\$	85.78
153257	HARDY DIAGNOSTICS	Instructional Supplies	\$	176.65
153141	IRONCOMPANY.COM INC	Instructional Supplies	\$	130.68
153244	MANUFACTURING SKILL STANDARDS	Instructional Supplies	\$	1,100.00
153056	PHENIX TECHNOLOGIES INC	Instructional Supplies	\$	652.28
153324	POCKET NURSE	Instructional Supplies	\$	1,190.87
153260	SAN BERNARDINO COUNTY FIRE DEP	Instructional Supplies	\$	80.97
153443	SAN BERNARDINO COUNTY FIRE DEP	Instructional Supplies	\$	350.00
153255	STAPLES	Instructional Supplies	\$	592.33
153426	TRUE COLORS INTERNATIONAL	Instructional Supplies	\$	375.08
153347	VALLEJO, MARLENE	Instructional Supplies	\$	12.49
153433	B&H PHOTO VIDEO	IT Equipment	\$	12,093.62
153050	DELL COMPUTER COMPANY	IT Equipment	\$	2,548.34
153221	DELL COMPUTER COMPANY	IT Equipment	\$	1,432.13
153222	DELL COMPUTER COMPANY	IT Equipment	\$	21,063.10

Purchase Order Report
 March 12, 2015

153223	DELL COMPUTER COMPANY	IT Equipment	\$	4,479.57
153224	DELL COMPUTER COMPANY	IT Equipment	\$	11,054.35
153225	DELL COMPUTER COMPANY	IT Equipment	\$	13,858.67
153226	DELL COMPUTER COMPANY	IT Equipment	\$	48,156.46
153358	DELL COMPUTER COMPANY	IT Equipment	\$	50,988.90
153369	DELL COMPUTER COMPANY	IT Equipment	\$	61,542.83
153373	DELL COMPUTER COMPANY	IT Equipment	\$	37,169.33
153230	FSS TECH	IT Equipment	\$	1,003.22
153421	ONX USA LLC	IT Equipment	\$	3,755.08
153422	ONX USA LLC	IT Equipment	\$	1,825.20
153185	STAPLES	IT Equipment	\$	670.44
153268	US BANK CORPORATE PMT SYSTEMS	IT Equipment	\$	582.23
153329	GREY HOUSE PUBLISHING INC	Library Books Expansion	\$	3,780.00
153195	BAHNER, DANIEL	Mileage Reimbursement	\$	337.70
153474	CARRANZA, FRANCISCO	Mileage Reimbursement	\$	287.50
153129	CORTEZ, YECENIA	Mileage Reimbursement	\$	300.00
153128	HOLLIMAN, ROANNE	Mileage Reimbursement	\$	300.00
153127	KREHBIEL, DEANNA	Mileage Reimbursement	\$	600.00
153126	LEVESQUE, ROBERT	Mileage Reimbursement	\$	600.00
153191	MARQUIS, JEANNE	Mileage Reimbursement	\$	12.54
153192	MARQUIS, JEANNE	Mileage Reimbursement	\$	100.40
153196	MORENO, MARIANA	Mileage Reimbursement	\$	208.36
153400	RIVERA, ERNESTO	Mileage Reimbursement	\$	37.39
153311	THUMORE, BERNNAE	Mileage Reimbursement	\$	58.04
153074	ZUNIGA, RUBY	Mileage Reimbursement	\$	117.12
153429	123 OFFICE SOLUTION INC	Non-Instructional Supplies	\$	9,711.36
153232	AMAZON.COM	Non-Instructional Supplies	\$	83.51
153241	CI SOLUTIONS	Non-Instructional Supplies	\$	931.92
153427	CUMMINS CAL PACIFIC	Non-Instructional Supplies	\$	122.84
153307	FASTSIGNS	Non-Instructional Supplies	\$	187.86
153152	GRAINGER INC W W	Non-Instructional Supplies	\$	527.48
153259	GRAINGER INC W W	Non-Instructional Supplies	\$	437.30
153203	LAKOTA LANGUAGE CONSORTIUM	Non-Instructional Supplies	\$	1,000.00
153294	LANCER SALES USA INC	Non-Instructional Supplies	\$	350.72
153150	LIFETIME MEMORY PRODUCTS	Non-Instructional Supplies	\$	164.16
153147	PITNEY BOWES	Non-Instructional Supplies	\$	1,370.44
153444	REVOLVING CASH	Non-Instructional Supplies	\$	62.88
153181	RIVCOMM INC	Non-Instructional Supplies	\$	90.20
153073	SBCCD PRINTING SERVICES	Non-Instructional Supplies	\$	178.20
153463	SBVC BOOKSTORE	Non-Instructional Supplies	\$	4,000.00
153298	SEHI COMPUTER PRODUCTS INC	Non-Instructional Supplies	\$	105.42
153151	SPICERS PAPER INC	Non-Instructional Supplies	\$	650.16
153052	STAPLES	Non-Instructional Supplies	\$	164.89
153066	STAPLES	Non-Instructional Supplies	\$	720.87
153067	STAPLES	Non-Instructional Supplies	\$	255.19
153115	STAPLES	Non-Instructional Supplies	\$	221.45
153116	STAPLES	Non-Instructional Supplies	\$	833.23

Purchase Order Report
 March 12, 2015

153123	STAPLES	Non-Instructional Supplies	\$	222.07
153139	STAPLES	Non-Instructional Supplies	\$	59.90
153140	STAPLES	Non-Instructional Supplies	\$	147.61
153145	STAPLES	Non-Instructional Supplies	\$	383.47
153146	STAPLES	Non-Instructional Supplies	\$	118.05
153173	STAPLES	Non-Instructional Supplies	\$	146.68
153175	STAPLES	Non-Instructional Supplies	\$	121.59
153209	STAPLES	Non-Instructional Supplies	\$	209.40
153236	STAPLES	Non-Instructional Supplies	\$	86.09
153246	STAPLES	Non-Instructional Supplies	\$	512.14
153251	STAPLES	Non-Instructional Supplies	\$	72.25
153254	STAPLES	Non-Instructional Supplies	\$	438.44
153310	STAPLES	Non-Instructional Supplies	\$	59.06
153321	STAPLES	Non-Instructional Supplies	\$	460.92
153322	STAPLES	Non-Instructional Supplies	\$	719.77
153323	STAPLES	Non-Instructional Supplies	\$	151.32
153330	STAPLES	Non-Instructional Supplies	\$	87.90
153343	STAPLES	Non-Instructional Supplies	\$	260.13
153360	STAPLES	Non-Instructional Supplies	\$	2,128.66
153361	STAPLES	Non-Instructional Supplies	\$	796.33
153362	STAPLES	Non-Instructional Supplies	\$	2,838.55
153403	STAPLES	Non-Instructional Supplies	\$	383.21
153430	STAPLES	Non-Instructional Supplies	\$	3,881.83
153432	STAPLES	Non-Instructional Supplies	\$	339.71
153434	STAPLES	Non-Instructional Supplies	\$	67.82
153440	STAPLES	Non-Instructional Supplies	\$	287.82
153449	STAPLES	Non-Instructional Supplies	\$	571.44
153457	STAPLES	Non-Instructional Supplies	\$	535.92
153467	STAPLES	Non-Instructional Supplies	\$	235.93
153153	SWEETWATER	Non-Instructional Supplies	\$	100.64
153172	ULINE	Non-Instructional Supplies	\$	589.68
153212	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	55.06
153213	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	302.24
153235	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	150.00
153237	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	500.00
153302	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	69.66
153303	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	115.13
153305	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	61.13
153408	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	\$	16.15
153216	VASQUEZ, TATIANA	Non-Instructional Supplies	\$	41.80
153304	WISEGARVER, LILLIAN	Non-Instructional Supplies	\$	129.60
153201	WISEGARVER, LINDSEY	Non-Instructional Supplies	\$	39.91
153154	REVOLVING CASH	Officials	\$	240.00
153238	REVOLVING CASH	Officials	\$	3,360.00
153243	REVOLVING CASH	Officials	\$	1,840.00
153110	ACCREDIATION COMMISSION FOR	Operational Expenses and Fees	\$	2,625.00
153054	BMI GENERAL LICENSING	Operational Expenses and Fees	\$	423.40

Purchase Order Report
March 12, 2015

153292	BOARD OF CERTIFIED SAFETY PROF	Operational Expenses and Fees	\$	350.00
153279	CAL POLY POMONA	Operational Expenses and Fees	\$	250.00
153401	CALIFORNIA COMMUNITY COLLEGES	Operational Expenses and Fees	\$	415.00
153435	CITY OF SAN BERNARDINO	Operational Expenses and Fees	\$	212.03
153093	CLIA LABORATORY PROGRAM	Operational Expenses and Fees	\$	150.00
153207	DEPT OF INDUSTRIAL RELATIONS	Operational Expenses and Fees	\$	500.00
153405	DUSICK, DIANE M	Operational Expenses and Fees	\$	36.17
153171	FOX OCCUPATIONAL MEDICAL CTR	Operational Expenses and Fees	\$	200.00
153318	HAMPTON INN	Operational Expenses and Fees	\$	3,900.00
153089	IN-N-OUT BURGER	Operational Expenses and Fees	\$	4,240.10
153316	MUSEUM OF TOLERANCE	Operational Expenses and Fees	\$	378.00
153309	NATIONAL BRAILLE ASSOCIATION	Operational Expenses and Fees	\$	3,650.00
153164	RELYMEDIA	Operational Expenses and Fees	\$	953.00
153130	REVOLVING CASH	Operational Expenses and Fees	\$	4,455.00
153313	SBVC FOOD SERVICES	Operational Expenses and Fees	\$	264.60
153084	STATER BROS MARKETS	Operational Expenses and Fees	\$	500.00
153455	VENTURA COUNTY OFFICE OF	Operational Expenses and Fees	\$	2,109.00
153142	BLACKBOARD INC	Postage & Freight	\$	200.00
153295	FEDEX	Postage & Freight	\$	150.00
153328	SHABAZZ, RICKY	Postage & Freight	\$	2.45
153118	US POSTAL SERVICE	Postage & Freight	\$	10,000.00
153182	US POSTAL SERVICE	Postage & Freight	\$	16,000.00
153315	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	500.00
153337	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	68.78
153338	SBCCD PRINTING SERVICES	Printing, SBCCD	\$	44.96
153092	CHC BOOKSTORE	Reference Books	\$	118.53
153211	CHC BOOKSTORE	Reference Books	\$	286.74
153060	LAWTECH PUBLISHING GROUP	Reference Books	\$	129.05
153267	PACIFIC PAPERS	Reference Books	\$	52.77
153059	THOMSON REUTERS - WEST	Reference Books	\$	211.68
153143	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$	10.00
153407	US BANK CORPORATE PMT SYSTEMS	Reference Books	\$	5.00
153354	BAGUETTE BAKERY & CAFE	Refreshments	\$	2,000.00
153462	GOMEZ, LAURA	Refreshments	\$	200.00
153461	JUAN POLLO INC	Refreshments	\$	2,363.81
153160	SBVC FOOD SERVICES	Refreshments	\$	107.10
153293	SBVC FOOD SERVICES	Refreshments	\$	882.90
153300	SBVC FOOD SERVICES	Refreshments	\$	500.00
153327	SBVC FOOD SERVICES	Refreshments	\$	577.50
153365	SBVC FOOD SERVICES	Refreshments	\$	51.11
153308	SMITH, MONICA	Refreshments	\$	1,012.44
153464	SUNROOM, THE	Refreshments	\$	3,720.01
153465	SUNROOM, THE	Refreshments	\$	622.44
153436	CUMMINS CAL PACIFIC	Textbooks	\$	301.22
153355	SBVC BOOKSTORE	Textbooks	\$	5,000.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Interim Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services
DATE: March 12, 2015
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

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

OVERVIEW

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form.

ANALYSIS

The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions regarding this report may be addressed to the Fiscal Services Department.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-311Q
ENTER OR EDIT CURRENT DATA

CHANGE THE PERIOD ▼

District: (980) SAN BERNARDINO

Fiscal Year: 2014-2015
Quarter Ended: (Q2) Dec 31, 2014

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Closed for edits after Feb 16, 2015					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	77,225,100	77,225,209	38,880,437	77,225,209
A.2	Other Financing Sources (Object 8900)	1,012,000	1,012,000	3,540	1,012,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	78,237,100	78,237,209	38,883,977	78,237,209
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	77,302,568	78,231,197	34,383,087	78,231,197
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,586,000	1,586,000	1,068,000	1,586,000
B.3	Total Unrestricted Expenditures (B.1 + B.2)	78,888,568	79,817,197	35,451,087	79,817,197
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-651,468	-1,579,988	3,432,890	-1,579,988
D.	Fund Balance, Beginning	16,684,210	16,684,210	16,684,210	16,684,210
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	16,684,210	16,684,210	16,684,210	16,684,210
E.	Fund Balance, Ending (C. + D.2)	16,032,742	15,104,222	20,117,100	15,104,222
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	20.3%	18.9%	56.7%	18.9%

SAVE EDITS »»

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	14,750
-----	---	--------

III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	21,726,286
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	21,726,286

Amount as of the Specified Quarter Ended

IV. Has the district settled any employee contracts during this quarter?

Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Permanent		Temporary	
			Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS »»

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 Characters Remaining

V. Did the district have significant events for the quarter (include in currence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

Yes No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

Empty text area for explanation.

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year? Yes No
Next year? Yes No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

Empty text area for explanation.

2000 Characters Remaining

«« EXIT WITHOUT SAVING

SAVE EDITS »»

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 catalig@ccccc.edu or Tracy Britten (916)323-6899 tbritten@ccccc.edu

© 2007 State of California. All Rights Reserved.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q
CERTIFY QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2014-2015

Quarter Ended: (Q2) Dec 31, 2014

District: (980) SAN BERNARDINO

Your Quarterly Data is Certified for this quarter.

Chief Business Officer

CBO Name: Jose Torres

CBO Phone: 909-382-4029

CBO Signature: 

Date Signed: 02-18-2015

Chief Executive Officer Name: Bruce Baron

CEO Signature: 

Date Signed: FEB 18 2015

Electronic Cert Date: 02/13/2015

District Contact Person

Name: Susan Ryckevic

Title: Budget Analyst

Telephone: 909-382-4029

Fax: 909-382-0116

E-Mail: srych@sbccd.org

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4554
Sacramento, California 95814-6511

Send questions to:
Christine Atalig (916)327-5772 atalig@cccco.edu or Tracy Britten (916)323-6899 tbritten@cccco.edu
© 2007 State of California. All Rights Reserved.