

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

2. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- a. Conference with Labor Negotiators Government Code 54957.6
Agency Negotiators: Bruce Baron and Dr. Lisa Norman
CTA, CSEA, Management/Supervisors, Confidential Employees
- b. Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957: 6 cases

3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. 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.

This is an opportunity for members of the public to address the Board concerning closed session items.

4. **CONVENE CLOSED SESSION**

5. **RECONVENE PUBLIC MEETING**

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

7. **BOARD PRESENTATION**

- Certificate of Accomplishment to Gloria Harrison for completion of the Excellence in Trusteeship Program (p5)

8. **INSTITUTIONAL PRESENTATION**

- Citizen's Bond Oversight Committee Update – Ken Coate – Chairman (p6)

9. **REPORTS**

Under Section 54954.2(a)(2) of the Brown Act, trustees are permitted to make a brief announcement or to make a brief report on his or her own activities. Reports from all groups are intended to be non-controversial and used for reporting on conferences, meetings, and other activities related to District business. No action will be taken.

- a. Board Members
 - i. Board Information Requests (p12)
- b. Student Trustees
- c. Chancellor

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

10. APPROVAL OF MINUTES

- a. January 14, 2016 (p24)
- b. January 21, 2016 (p25)
- c. January 28, 2016 (p36)
- d. February 4, 2016 (p38)

11. PUBLIC COMMENTS ON AGENDA ITEMS

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. 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.

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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. BOARD OF TRUSTEES & CHANCELLOR

- i. None

b. INSTRUCTIONAL/STUDENT SERVICES

- i. Consideration of Approval of Curriculum - SBVC (p40)
- ii. Consideration of Approval of Curriculum Modifications – CHC (p52)
- iii. Consideration of Approval of Donation-SBVC (p57)
- iv. Consideration of Approval to Sell Alcoholic Beverages at Campus Fundraising Event (p58)

c. HUMAN RESOURCES

- i. Consideration of Acceptance of Employee Resignation (p60)
- ii. Consideration of Approval of Adjunct and Substitute Academic Employees (p61)
- iii. Consideration of Approval of Appointment of District Employees (p63)
- iv. Consideration of Approval of Assistant Coach Stipend (p65)
- v. Consideration of Approval of District Volunteers (p66)
- vi. Consideration of Approval of Doctorate Stipend for Management Employee (p68)
- vii. Consideration of Approval of Management Tuition Reimbursement (p69)
- viii. Consideration of Approval of Non-Instructional Pay for Academic Employees (p70)
- ix. Consideration of Approval of One and Two Year Contracts for Tenure Track Academic Employees (p73)
- x. Consideration of Approval of Professional Expert Short-Term and Substitute Employees (p75)
- xi. Consideration of Approval of Sabbatical Leaves for the 2015-2016 Academic Year (p84)

- xii. Consideration of Approval of Temporary Academic Employee (p86)
- xiii. Consideration of Approval of the Revisions to Professional Expert Rate of Pay (p87)
- xiv. Consideration of Approval to Grant Tenure (p90)
- xv. Consideration of Rescission of Faculty Chair Stipend (p91)
- xvi. Consideration of Revision of Approval of Temporary Academic Employee (p92)

d. **BUSINESS & FISCAL SERVICES**

- i. Consideration of Approval of Purchase Order Report (p93)
- ii. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p101)

e. **FACILITIES**

- i. Consideration of Approval of Amendment 003 to the Contract with Leighton Consulting, Inc. of Chino CA (p103)
- ii. Consideration of Approval of Measure M Construction Change Orders and Contract Amendments (p110)
- iii. Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments (p118)

13. ACTION AGENDA

a. **BOARD OF TRUSTEES & CHANCELLOR**

- i. Consideration of Approval of Revised Board Meeting Dates (p122)
- ii. Consideration of Approval to Accept Board Ad Hoc Committee Reports (p125)
- iii. Consideration of Approval to Accept Board Policies for Final Reading (p126)
- iv. Consideration to Adopt Board Self-Reflection and Affirmation of Responsibility Statement (p146a)

b. **INSTRUCTIONAL/STUDENT SERVICES**

- i. Consideration of Approval to Accept Draft Accreditation Follow-Up Report – CHC (p146b)
- ii. Consideration of Approval to Accept Draft Accreditation Follow-Up Report – SBVC (p146c)

c. **HUMAN RESOURCES**

- i. Consideration of Acceptance of Employee Retirement (p147)

d. **BUSINESS & FISCAL SERVICES**

- i. Consideration of Approval of Prioritized Board Directives for the 2016-17 Budget (p148)
- ii. Consideration of Approval of Professional Services Contracts-Agreements (p150)
- iii. Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding (p153)
- iv. Consideration to Approve Conference Attendance (p183)
- v. Consideration to Approve District & College Expenses (p203)
- vi. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p204)
- vii. Consideration of Approval to Adopt a Resolution to Appropriate Funds (p207)

e. **FACILITIES**

- i. Consideration of Approval to Award a Contract to J Kim Electric of Fullerton CA (p211)

f. **RESOLUTIONS**

- i. San Bernardino County Community Cradle to Career Roadmap (p214)
- ii. César Chávez Day (p216)
- iii. Employee Appreciation Day (p218)
- iv. Latino Education and Advocacy Days (p220)
- v. Read Across America (p222)
- vi. Women's History Month (p224)

14. PUBLIC COMMENT ON NON-AGENDA ITEMS

This is an opportunity for members of the public to address the Board concerning issues on not on the agenda.

15. **INFORMATION ITEMS**
- a. Applause Cards (p226)
 - b. Budget Report (p242)
 - c. CCFS-320 Apportionment Attendance Report for FY 2016 Period 1 (p290)
 - d. Cenergistic Cumulative Cost Savings (p291)
 - e. Clery Report (p293)
 - f. General Fund Cash Flow Analysis (p295)
 - g. Local Hire, Disadvantaged Business Entities, Apprenticeship, and Pre-Apprenticeship Programs (p297)
 - h. Local Hire - Measure M Demographics Report - Dec 2015 (p299)
 - i. MOU - College Security Officers (p306)
 - j. MOU – Reclassification (p310)
 - k. Quarterly Investment Report (p312)
 - l. Summary of Measure M Construction Contract Change Orders and Amendments (p314)
16. **CONVENE CLOSED SESSION**
Convene Closed Session for unfinished business on closed session items.
17. **RECONVENE PUBLIC MEETING**
18. **REPORT OF ACTION IN CLOSED SESSION (if any)**
19. **ADJOURN** – the next Board of Trustees Meeting will be a STUDY SESSION at 2pm on Thursday, March 10 at SBVC Business Center, followed by the Business Meeting at 4pm.

The Community College League Of California

Presents this

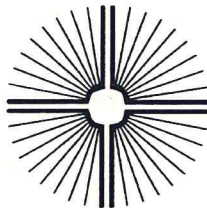
Certificate of Accomplishment

to

Gloria Harrison

San Bernardino Community College District

For successful completion of the
Excellence in Trusteeship Program



Larry Galizio, Ph.D.
President/CEO

Carmen T. Sandoval, Director of Education Services
Community College League of California

Citizens Bond Oversight Committee

Ken Coate, Chair

PURPOSE OF THE COMMITTEE

Consistent with the requirements of Proposition 39 (2000 general election), this committee provides citizen oversight of expenditures on two bond measures passed by the voters – Measure P in 2002 and Measure M in 2008. We provide the oversight as determined in both the voter-approved bond measures and as directed by Proposition 39. Proposition 39, passed in November of 2000 as an amendment to the infamous Proposition 13, allows local school bonds to be approved with 55% local vote, but has specific requirements of the Board of Trustees, in particular the establishment of a citizens oversight committee.



CHC Canyon Hall

In general terms, we review bond program expenditures and outside audits to make sure the will of the voters, in passing these two important measures, is strictly followed in accordance with the wording of the original ballot measure. The group is charged with being the eyes and ears of the community, and this responsibility is highly respected by the committee members.

HOW DO WE DO THIS?

Aside from meeting at least three times during the year, we tour job sites, review the actions of the San Bernardino Community College District Board of Trustees on items related to the bond measures, and review the independent CPA bond program audit.

(Continued on page 2)

CBOC MEMBERSHIP

The oversight committee is currently comprised of nine representatives:

Ken Coate, Chair
Business Organization

Kevin Retana
Student, Crafton Hills

Gabriel Jaramillo, Jr.
Student, Valley College

Patricia Small
Senior Citizen Organization

Albert Garcia
Community-at-Large

Sam Irwin
Foundation, Crafton Hills

Betsy Starbuck
Tax Payer Organization

Frank Reyes
Community-at-Large

Linda Roberts-Ross
Community-at-Large

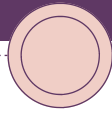
These former members also served during the past year and their participation will be missed.

Alaa El Awar
Student, Crafton Hills

Valerie Lichtman
Tax Payer Organization

Bob Erickson
Senior Citizen Organization

To the best of its ability, the Citizens Bond Oversight Committee believes that the San Bernardino Community College District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution.



(Continued from page 1)

Our meetings provide an opportunity to discuss any questions we have regarding the actions of the Board of Trustees, staff, contractors, or program manager Kitchell/BRj. Progress of each project is detailed, including expenditures, budgeting, scheduling and planning. As much as possible, we try to voice concerns or questions prior to the meetings, but often we find questions are raised in these meetings and staff and the outside program director will respond.

WHAT WAS ACCOMPLISHED?

The new Gymnasium and Stadium at Valley College, with a total project cost of \$69,376,038, represents the majority of the construction at this campus currently under way, and this project will provide a much-needed modernization and upgrade to the Physical Education facilities.

Over the last two years we have seen the Crafton Hills campus undergo a complete revival with nearly \$90,000,000 in new facilities under construction. Details on each project can be found at the end of this report and complete monthly reports reviewed by the committee are best seen online at www.sbccd.org/bfs/Underway. As these projects near completion, the public can see the updated campus landscape and how this college has transitioned into a modern, highly competitive learning facility. Of note is the completion of the Crafton Center, which will house student services, the Crafton store, and Administrative Services, as well as be a true

social and visual center for the campus.

The new Science Building is nearing completion, and the Occupational Education Facility #2 (OE2), although significantly delayed, will be open in 2016. The delays on the Science Building, and, more specifically, the OE2 facility, have drawn the attention of the committee as we are focused on the financial impacts to the District. Presentations were made to the committee by local subcontractors financially impacted by these delays, and although the direct financial impacts to the District were unclear, it was apparent there were severe negative impacts to some local employers. The committee is developing a recommendation that surety company representatives be notified if and when there are problems anticipated in any area supported by surety bonds. These companies provide financial protection for the District and for labor and subcontractors/suppliers through payment bonds.

The Crafton Center project was contracted through a lease/leaseback methodology, and the committee understands that this project was contracted with the proper precedent and consistent with education and government codes. In 2015 the Fifth Circuit Court of Appeals in Fresno

challenged the legality of lease/leaseback contracting, and the committee recommended the District use extraordinary care when contracting with this methodology in the future.

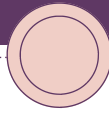
Under the newly revised Board Policy 6610 (BP 6610), the District has engaged and expanded the community outreach programs which encourage local participation, thus returning as much of the labor dollars back into the community as possible. Although the exact figures of local participation can be hard to calculate, we are proud to say that the participation of laborers living within the Inland Empire has been at least 60 percent. These levels of local participation exceeded the District's expectations. This board policy may have some financial impacts on the bond programs, but we do not have any specific data to report on the financial impacts. I believe it is fair to say there was some concern with the committee that the local subcontractors were exposed to financial hardship when there were contract delays or slow payments, and certainly these results on those subcontractors is inconsistent with the spirit of BP 6610.

The Board of Trustees chose to develop a surety bonding assistance program that will use an outside consultant, at considerable cost, to assist small local



SBVC Gymnasium

(Continued on page 3)



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minority and women-owned businesses with their bonding programs so that they can compete on projects with the District. The presumption was that the potential additional bidders would create enough additional competition to overcome the cost of the program. No real data was provided to support this presumption, and the committee was not able to confirm any financial benefit of this program to the District.

In December of 2014 the Board of Trustees passed a “Community Benefits Agreement”. This agreement is better known as a “Project Labor Agreement”, and these agreements give substantial advantages to union contractors vs. non-union contractors. Since no contracts have been bid under this Community Benefits Agreement since it was adopted, we have no way of knowing if the agreement has had any financial impact. Preliminary research by the committee did not support the agreement as we believed the data

suggested these agreements tend to increase, not decrease, the cost of construction. Although the information about bidding with and without project labor agreements is hard to calculate and can be somewhat speculative, we will continue to look at the potential impacts in future reports to the community.

In last year’s report the committee communicated strong frustrations with the Board of Trustees about implementing actions with potential financial impacts, in particular the community benefits agreement and the bonding assistance program, without considering the input of the CBOC. As a result, the Board of Trustees has responded by having the committee report to the Board, either verbally or in writing, three times a year, including the annual report. The committee appreciates this proactive approach by the Board, and the acknowledgement of the committee’s purpose and efforts.

As the District works toward developing

a set of prequalification standards for contractors and key subcontractors, it was the recommendation that the District look to local resources willing to participate in the process as a service to the community. Construction trade organizations and surety organizations are willing to provide input at no fee, and we encourage the District to look to the collective experience of these organizations.

Community colleges compete for students, and must serve their communities in many ways. By these modernizations and new facilities, the campuses at Crafton Hills and Valley College are prepared to provide the state of the art facilities designed to attract students and serve them well into the future. We encourage the community to visit each of the campuses and see these improvements personally, and we also encourage the community to scrutinize the board actions when it comes to bond expenditures.

BOND PROGRAM CONSTRUCTION PROJECTS

CHC PROJECTS UNDERWAY...

CANYON HALL (AKA NEW SCIENCE BUILDING)

Budget: \$26,805,517
Construction Start: 12/13/2013
Est. Completion: 3/16/2016

This is a new two-story, fire-sprinklered building that provides over 30,000 square feet of space with modern science labs to address the needs of the chemistry, microbiology, anatomy, and biology programs. The project consists of lab, lab support, lecture, and office spaces. Site improvements will also address campus circulation at the project site. The building is designed as

laboratory-oriented to accommodate integration of technology, safety and accessibility and is designed to be LEED Silver.

PUBLIC SAFETY & ALLIED HEALTH BUILDING (AKA OCCUPATIONAL EDUCATION 2)

Budget: \$23,320,806
Construction Start: 12/16/2013
Est. Completion: 1/31/2016

This project includes demolition of the existing OE2 building, construction of a new OE2 building, and site improvements. The new building will address the needs of the Fire Technology, Emergency Medical Services, Public Safety, and Respiratory Care programs. It consists of lecture, lab, office,

vehicular storage and fire drill yard spaces. There will also be a series of site improvements to address existing and future site conditions. The project is designed to achieve a LEED Silver rating.

NEW CRAFTON CENTER

Budget: \$31,347,128
Construction Start: 4/11/2014
Est. Completion: 3/31/2016

This project provides 46,000 square feet of space and consolidates college administration and a number of student services into one new building. The project includes a bookstore, food service, Student Life/Welcome Center, Administration, Financial Aid, Admissions & Records, Counseling, and

(Continued on page 4)



BOND PROGRAM CONSTRUCTION PROJECTS

CHC Allied Health



(Continued from page 3)

Health Services. It is designed to achieve a LEED Silver rating, but is currently in Gold status.

PE COMPLEX

Budget: \$6,952,080
Construction Start: 8/9/2013
Est. Completion: 2/28/2016

This project provides 10,000 square feet of new space to address the Health & Physical Education program needs. It includes dance/yoga space, fitness center, and office spaces. Site improvements will include ADA access to the new Aquatic Center. The project is designed to achieve a Leadership in Energy & Environmental Design (LEED) Platinum rating.

TENANT IMPROVEMENTS (CHS 1ST FLOOR, PHASE 1)

Budget: \$162,872
Construction Start: 5/11/2015
Est. Completion: 3/31/2016

Cosmetic maintenance to the first floor of the Chemistry Health Science (CHS) Building classrooms.

TENANT IMPROVEMENTS (CHS, OE1, MSA, PHASE 2)

Budget: \$320,013
Construction Start: 11/23/2015
Est. Completion: 4/30/2016

Cosmetic maintenance to the Occupational Education Building #1 (OE1) and Math Science Annex (MSA) Building, as well as the second floor of the Chemistry Health Science (CHS) Building classrooms.

CHC PROJECTS IN DESIGN...

LABORATORY/ADMINISTRATION (LADM) RENOVATION

Budget: \$15,541,611
Expected Start: 3/14/2016
Est. Completion: 6/30/2017

This project incorporates code compliance upgrades for the entire building as well as

reconfigures existing space into campus police facilities, lecture, lab and office space. The building will be brought up to current access and fire/life safety codes.

STUDENT SERVICES A RENOVATION

Budget: \$7,582,467
Expected Start: 3/14/2016
Est. Completion: 12/31/2016

This project incorporates code compliance upgrades for the entire building as well as reconfigures existing space into offices. The building will be brought up to current access and fire/life safety codes.

COLLEGE CENTER RENOVATION

Budget: \$3,983,864
Expected Start: 8/1/2016
Est. Completion: 5/31/2017

This project incorporates code compliance upgrades for the entire building as well as reconfigures existing spaces. Mechanical, plumbing, HVAC and roof replacement will assist in the maintenance and operation for prolonging the longevity of the building. The reconfigured space will include an event center that the Campus can rent out to the community for events.

PERFORMING ARTS CENTER (PAC) RENOVATION

Budget: \$801,609
Expected Start: On Hold
Est. Completion: On Hold

The PAC project has been temporarily placed on hold, but further programming efforts will be conducted to determine appropriate scope and budget. Currently there is \$2.8 million allocated for this project and funded through Measure M. It is known that additional monies will be needed to complete the desired scope of a full renovation.

CLASSROOM BUILDING TENANT IMPROVEMENTS

Budget: \$302,698
Estimated Start: 5/1/2016
Est. Completion: 7/31/2016
Cosmetic maintenance to Classroom Building (CL) classrooms.

CHC PROJECTS COMPLETED...

MAINTENANCE & OPERATIONS (M&O) RENOVATIONS

Budget: \$1,884,694
Construction Start: 11/17/2014
Completion: 6/12/2015

This project relocates the existing bookstore modular building to the M&O area. It includes renovation of the modular into offices for the M&O staff as well as site improvements. It also includes renovation of the existing M&O offices into storage for a more efficient storage facility.

OCCUPATIONAL EDUCATION 1 BUILDING ROOF REPAIR

Budget: \$250,000
Construction Start: 6/14/2013
Completion: 7/15/2013

This project was required to keep the building safe and operable for several more years. It included roof replacement, partial door replacement and door hardware replacement for lockdown. Planned for future renovation is floor replacement, repainting, and associated hazardous material abatement.

SOLAR FARM

Budget: \$3,642,291*
Construction Start: 6/1/2011
Completion: 1/25/2013

A 1.35MW Solar Farm was constructed. The project included installation of 140 concentrated photovoltaic arrays which will provide 85-95% of Crafton Hills College electricity needs.

**Total Solar Farm Budget was \$7,142,291 with \$3,500,000 funded by Measure P.*

(Continued on page 5)



BOND PROGRAM CONSTRUCTION PROJECTS

(Continued from page 4)

SBVC PROJECTS UNDERWAY...

GYMNASIUM & STADIUM

Budget: \$69,376,038
Construction Start: 6/13/2014
Est. Completion: 6/30/2017

Phase 1 of this project includes demolition of existing tennis and handball courts, hazardous-materials remediation, site work, utility disconnection, and tie-back. Phase 2 is for the construction of a 146,007 square foot, three-story gymnasium building, including ticket booths, concessions, field buildings, bleachers and press box. The project includes a fitness room, men's and women's locker rooms, two basketball courts, a group exercise room, staff office space, and lecture rooms. In addition, the project will provide new sports field lighting, and drought tolerant landscaping. The project is designed to achieve a LEED Silver rating.

SBVC PROJECTS IN DESIGN...

APPLIED TECHNOLOGY BUILDING – PHASE II

Budget: \$930,000
Expected Start: 6/1/2016
Est. Completion: 12/30/2016

Phase II of this project is in Pre-Design phase. The scope of work would include necessary safety and building upgrades needed for the functionality main building. Tentatively, the scope of work includes additional ventilation of the Tool Room and Laboratory spaces, roof repair, and replacement of swamp coolers.

SBVC PROJECTS COMPLETED...

APPLIED TECHNOLOGY BUILDING – PHASE I

Budget: \$3,987,672
Construction Start: 1/16/15
Completion: 12/17/15

Phase I of this project is a renovation of mechanical, electrical and plumbing

systems, including reallocation of program educational space utilization, in the East Wing of the Building. This project includes needed upgrades of outdated utility infrastructure systems for safety, code and features that are no longer suitable or functional for the program today.

AUDITORIUM RENOVATION

Budget: \$10,762,085
Construction Start: 5/28/2011
Completion: 2/28/2015

This project is a renovation of the SBVC's 40,500 square foot auditorium. It includes the rehabilitation and renovation of the existing auditorium building, including mechanical, electrical and plumbing upgrades. The renovation work includes the box office, accessible restrooms, dressing rooms, workshop, black box green room, storage and orchestra pit. It also includes site work, a student plaza, new accessible paths, and restoration of the original historic aesthetic fabric. Project is scheduled for LEED Certified certification.

K STREET LIGHTING

Budget: \$162,550
Construction Start: 3/5/2014
Completion: 9/16/2014
New security lighting installed at K Street.

BUSINESS BUILDING RENOVATION

Budget: \$9,679,430
Construction Start: 6/15/2012
Completion: 8/15/2013
This project renovated the existing Business Building including classrooms, assembly and meeting rooms, offices, landscaping, and site utilities. Improved original building and square footage of 34,000 was increased to 37,890. Upgraded staff offices, restrooms, ADA upgrades, and drought tolerant landscaping. Project is scheduled for LEED Silver Certification.

ADA/SITE SIGNAGE

Budget: \$4,164,141
Construction Start: 5/15/2012
Completion: 5/15/2013
The Americans with Disabilities Act (ADA) project addresses campuswide ADA compliance. The four current construction projects – Gym, Business Building, Central Plant and Auditorium – incorporate walkway repairs within their respective limits of work and a separate ADA upgrade project repaired walkways at the Administration/ Student Services Building, Technical Building, Campus Center and bus stop areas. The Signage project included pedestrian and vehicular way-finding signage improvements throughout campus.

CENTRAL PLANT

Budget: \$17,203,702
Construction Start: 3/15/2012
Completion: 5/15/2013
A new central plant was constructed to provide campuswide cooling. The project consisted of a new central plant building, associated open cooling tower yard, thermal energy storage tank, underground utilities distribution system, and conversion of existing chilled water and rooftop units to the new chilled water source. Over five miles of chilled water piping was installed throughout the campus during the academic calendar. A 60-foot thermal energy storage tank provide the campus with available chilled water in lieu of operating large chillers during peak utility periods. Forecasted utility savings for SBVC are estimated at \$240,000/year and provide long term energy savings to campus utility costs.



SBVC Welding Lab



PROPOSITION 39 BOND BUILDING FUND
SCHEDULE OF EXPENDITURES
Fiscal Year Ended June 30, 2015

	Total Project Cost Through June 30, 2014	Costs Incurred During Current Year	Total Project Cost Through June 30, 2015
Measure M Bond Projects			
SBVC Gymnasium and Stadium	\$ 7,152,034	\$ 19,384,658	\$ 26,536,692
SBVC Business Building Renovation	9,381,172	18,184	9,399,356
SBVC Site Infrastructure/ ADA Compliance Project	3,015,891	66,421	3,082,312
SBVC Central Plant/Infrastructure	17,066,126	156,007	17,222,133
SBVC Auditorium Renovation	8,818,100	1,459,420	10,277,520
SBVC K Street Lighting	110,462	4,730	115,192
SBVC Applied Technology	217,555	1,742,647	1,960,202
CHC Student Services Building (Crafton Center)	6,900,274	17,596,644	24,496,917
CHC Science Building	6,337,331	14,042,519	20,379,850
CHC Physical Education Complex	5,943,793	751,778	6,695,571
CHC Performing Arts Center Renovation	221,358	24,036	245,394
CHC LADM Renovation	1,162,369	83,358	1,245,727
CHC Occupational Education 1	280,376	1,377	281,753
CHC Occupational Education 2	7,612,919	11,131,159	18,744,079
CHC College Center Renovation	176,108	78,801	254,909
CHC Student Services A Renovation	631,305	46,972	678,277
CHC Maintenance and Operations Renovation	121,219	1,888,806	2,010,024
CHC Solar Farm	3,901,443	(6,119)	3,895,324
CHC Chemistry Health Science Renovation	165,590	1,213	166,803
CHC Classroom Building Renovation	69,800	1,213	71,013
Total Measure M Projects	\$ 79,285,225	\$ 68,473,824	\$ 147,759,049
Measure P Bond Projects			
SBVC Gymnasium and Stadium	\$ -	\$ 1,682,543	\$ 1,682,543
Total Measure P Projects	\$ -	\$ 1,682,543	\$ 1,682,543



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: February 25, 2016

SUBJECT: Board Information Requests

RECOMMENDATION

This item is for information only. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

OVERVIEW

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
2015-2016 Board of Trustees Information Requests
(updated 2/11/16)**

Date of Request: 7/9/2015
Requested by: Trustee Henry
Planned Completion Date: Completed
8/3/2015

Request: Chancellor recommends CSEA meet with Vice Chancellor HR and EH&S Director to go through each concern and report back to the board. Trustee Henry requested for Dr. Norman to facilitate the meeting. Dr. Henry asked for an Itemization of what happened, transpired, what was brought forward, what were the responses. The Board will ensure they will address the report once it is received from CSEA/HR.

Comments: Chancellor provided a final detailed report to the Board on 8/3/15.

Date of Request: 7/9/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
8/14/2015

Request: Gabriel Jaramillo asked if we could have Webadvisor fixed as it goes down when students have to register. Trustee Williams asked for a board item to discuss solutions for Webadvisor.

Comments: Chancellor updated the board on 8/14/15. Additional presentations can be made at the request of the Board.

Date of Request: 3/12/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
9/4/2015

Request: Trustee Williams asked who is in charge of Measure M Work? Who has done work within the District over the last year? He would like to have a conversation to give feedback on the process and their bids to the board.

Comments: Chancellor provided the response to the Board on 9/4/15.

Date of Request: 4/9/2015
Requested by: Trustee Harrison
Planned Completion Date: Completed
9/4/2015

Request: Trustee Harrison requested the Chancellor to give direction to KBRJ to give local people the feedback they need to know why their bids were not successful.

Comments: Chancellor provided the response to the Board on 9/4/15.

Date of Request: 7/9/2015
Requested by: Trustee Henry
Planned Completion Date: Completed
9/4/2015

Request: Trustee Henry requested a report that shows how many injuries by department and training reports.

Comments: Chancellor provided the information to the Board on 9/4/15.

Date of Request: 3/12/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
10/8/2015

Request: Trustee Williams asked how much did the Community Counseling Services raise for the KVCR and SBVC Foundations?

Comments: CCS provided their accomplishments in the Information Items section of the 10/8/15 Board Book.

Date of Request: 9/2/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
10/8/2015

Request: Requested HR Staff to create a chart with Chancellor and Board Self-Evaluation deadlines

Comments: The Vice Chancellor of HR provided the deadlines to the Board on 10/8/15.

Date of Request: 9/8/2015
Requested by: Trustee Ferracone
Planned Completion Date: Completed
10/8/2015

Request: Trustee Ferracone asked how the state figures the FON.

Comments: The report was included in the 10/8/15 Board packet under Information Items.

Date of Request: 9/8/2015
Requested by: All Trustees
Planned Completion Date: Completed
10/8/2015

Request: Trustees asked for a written report from CCS on their accomplishments.

Comments: The report was included in the 10/8/15 Board packet under Information Items.

Date of Request: 9/8/2015
Requested by: Trustees Williams and Singer
Planned Completion Date: Completed
10/8/2015

Request: What is the relationship between the demand for classes/programming and building/seat capacity.

Comments: The report was included in the 10/8/15 Board packet under Information Items.

Date of Request: 9/8/2015
Requested by: Trustee Harrison
Planned Completion Date: Completed
10/8/2015

Request: Trustee Harrison asked for a breakdown of the 765 faculty and staffing needs that were budgeted for. Where is the salary being funded from? How many are funded through the general fund and how many through the restricted fund? Send percentage figure

Comments: The report was included in the 10/8/15 Board packet under Information Items.

Date of Request: 10/8/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
10/26/2015

Request: Trustee Williams recommended the following changes to the Board Orientation Handbook: Line 389 should change to: Board members should be mindful of their role as members of the board and any comments made should not be presented as views of the Board of Trustees. Page 170 add oversight committees to the redevelopment agencies and add KVCR and EDCT Org charts to page 184.

Comments: The recommended changes were made and the revised Board Handbook is posted online.

Date of Request: 11/12/2015
Requested by: Board Members
Planned Completion Date: Completed
12/10/15

Request: Board members requested for the Board Information Requests to be placed in the front of the agenda under Chancellor's Report.

Comments: Chancellor place this item back on the agenda under Board's Report as requested.

Date of Request: 10/8/2015
Requested by: Trustees Williams and Harrison
Planned Completion Date: Completed
12/10/2015

Request: Board requested for staff to look for alternate ways to encourage local vendors to participate in bids.

Comments: Fiscal Services provide a report to the Board in the Information Items section of the Board book on 12/10/15.

Date of Request: 9/24/2015
Requested by: Goals Ad Hoc Committee
Planned Completion Date: Completed
12/1/15

Request: To incorporate a Meet Your Trustees (use "Collegial") with the Chancellor's Holiday Party. Special invite to the members of District Assembly so the board can get to know the members and better understand the process. Opening dialogue might help them work together on policies.

Comments: The invitation was emailed to District Assembly members and Board members were introduced to members on 12/1/15.

Date of Request: 12/10/2015
Requested by: Trustee Harrison
Planned Completion Date: Completed
12/18/15

Request: Trustee Harrison requested for another copy to be sent to all Trustees that includes a list of Cal Card Users

Comments: The Chancellor emailed the list of Cal Card Users to all Board members.

Date of Request: 8/13/2015
Requested by: Trustee Harrison
Planned Completion Date: Update on
12/10/15 - Ongoing

Request: The Board requested a report at least every three months on the pre-qualification program for construction projects.

Comments: Fiscal Services will provide report updates in the Information Items section of the board book.

Date of Request: 8/13/2015
Requested by: Trustee Harrison
Planned Completion Date: Ongoing

Request: Trustee Harrison asked for a report every six months to cover local hire reports, disadvantaged business entities, and apprenticeships program reports

Comments: Fiscal Services will provide a report will be provided in the Information Items section of the board book after program implementation.

Date of Request: 8/20/2015
Requested by: Board Retreat
Planned Completion Date: Ongoing

Request: Receive regular information on the progress of filling interim positions via Chancellor's Chat.

Comments: HR will provide a report in the Information Items section of the board book as requested.

Date of Request: 4/9/2015
Requested by: Trustee Williams
Planned Completion Date: Ongoing

Request: Trustee Williams asked for a follow up on the claim for the gymnasium floor through Lima Consulting.

Comments: Monthly updates will be provided with the Board Information Requests beginning 3/10/16.

Date of Request: 4/9/2015
Requested by: Trustee Harrison
Planned Completion Date: TBD - partial completed on 12/10/15.

Request: Trustee Harrison requested the Strategic Plan should come back to the board in six months with elements to include TESS, KVCR, and ATTC.

Comments: The complete Strategic Plan will be revised and resubmitted to the Board for 1st read by the end of 2015. It is pending review by the DSPC. A written update was provided at the 12/10/15 board meeting.

Date of Request: 10/8/2015
Requested by: Trustee Harrison
Planned Completion Date: TBD

Request: Trustees would like a creative perpetual recognition listing all board members who served over the last 90 years.

Comments: The Chancellor will bring designs for the Board of Trustees to select. Staff will obtain an accurate list of all past board members. The Chancellor is working with vendors on ideas and quotes.

Date of Request: 3/12/2015
Requested by: Trustee Ferracone
Planned Completion Date: 01/28/16

Request: Strategic Planning Committee and Accreditation Ad Hoc Task Force include board members and be agendized to have discussion

Comments: Board ratified member to the Ad Hoc Task Force on 4/9/15. The District Strategic Planning Committee is working to ensure regular effective updates in planning processes.

Date of Request: 9/8/2015
Requested by: Trustee Singer
Planned Completion Date: 05/26/16

Request: Trustee Singer asked the board to consider whether or not they want to change the 15% reserve?

Comments: Trustees to discuss at the Budget Study Session on 5/26/16.

Date of Request: 9/8/2015
Requested by: Trustee Ferracone
Planned Completion Date: 05/26/16

Request: The Board would like to have more discussion on the budget. Trustee Ferracone suggested a meeting in May to have discussion on where we could go or might go with the budget to be able to make a more informed decision.

Comments: The preliminary budget presentation is scheduled for a study session on 5/26/16, which was approved by the Board on 10/8/15. The Board Ad Hoc Budget Committee meets on a monthly basis and will report updates at the Board meetings.

Date of Request: 9/24/2015
Requested by: Goals Ad Hoc Committee
Planned Completion Date: TBD

Request: Develop a State of Community Colleges "From Cradle to College" Have the college CDC students involved.

Comments: The Board Goals Ad Hoc Committee to work with the Chancellor to develop a plan for this event.

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

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

Comments: The Board Policy Work Group is tasked to develop the policy with the VC HR.

Date of Request: 3/12/2015
Requested by: Trustee Williams
Planned Completion Date: TBD

Request: SWOT Analysis of CTE Programs.

Comments: This is being worked on through the Educational Master Plan.

Date of Request: 11/12/2015
Requested by: Trustee Williams
Planned Completion Date: TBD

Request: Trustee Williams requested for a future board item on feasibility study to open middle college to all youth in our service area. What are the costs and how many students are displaced?

Comments: A report will be prepared for a future Board meeting that will include consideration of AB 288.

Date of Request: 12/3/2015
Requested by: Trustees
Planned Completion Date: 02/22/16

Request: Study Session Questions:

- o What is the number of those that do not qualify for this measurement (CTE)? Slide 4
- o What percentage of first time English students are recently out of high school vs returning adults? Slide 5
- o Trustee Williams requested for the minutes to reflect his request for a follow-up to know what is being done in each college for outreach with K-12.
- o How can Trustees make decisions that impact the outcome of the score cards?
- o Would like to see a comparison of the data from the year before. Slide 11
- o Convert percentages into number of students represented. Slide 20
- o Provide the dollar investment for each program per student. Slide 20
- o Review and consider alternative ways to partner with the City of San Bernardino and/or the County of San Bernardino to place a staff member on campus to enroll students in job services. Slide 23
- o Provide the information collected and the cost for the online library. Slide 25
- o Provide the text that references academic freedom in the selection of textbooks or course instructional materials. Is there something that specifically says that you cannot suggest the source for where the information will come from?
- o Slide 26 should be used for the Ad Hoc Committee to review.
- o Could you review and explain the decline in 06-07 CTE completion on slide 31.
- o Which CTE programs are posing the challenges for African Americans? Slide 33

Comments: The Board Ad Hoc - Student Success Committee meets with the Institutional Researchers on 2/22/16 to answer the Student Scorecard questions.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: 05/31/16

Request: Please provide another opportunity for the board to meet members of district assembly.

Comments: We can have a reception prior to a Board meeting.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: 12/31/16

Request: Is the Police Academy Chief still going to report directly to the President now that Gloria will be retiring? Should it not go to the VP or a Dean? And why are the degree and experience requirements being changed? It looks like the position is being written for someone or to exclude someone.

Comments: We are researching if the position will still need to report to the college president when Dr. Fisher retires. The recommendation of who should supervise a certain position in a department is usually left to the supervisor at the campus level.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: 03/14/16

Request: I'd like to see the analytics once the Facebook promotion has concluded.

Comments: Information was provided with the Board Information Requests in the 2/25/16 board book. Monthly report updates will be provided.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: 03/14/16

Request: Who is the target population for the Pandora advertisement and why is general fund money being used? What has been the past results of this kind of marketing?

Comments: The Chancellor will provide a report.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: Completed
2/25/16

Request: Which employers are listed on myopenjobs? Why how CHC isn't using the free caljobs services or working with the county workforce development department to assist students with this? What has been the placement success with this job board?

Comments: We don't have proprietary rights to the Openjobs website so I would not be able to provide information as to who advertises on the website. Further clarification of the question is needed to respond accordingly.

Date of Request: 12/10/2015
Requested by: Trustee Williams
Planned Completion Date: Completed
2/25/16

Request: Trustee Williams asked for more information on college hour.

Comments: Information was provided with the Board Information Requests in the 2/25/16 board book.

Date of Request: 12/10/2015
Requested by: Trustee Williams and Trustee Harrison
Planned Completion Date: TBD

Request: Trustee Williams and Harrison requested BP 2200 to be reviewed again during the review cycle to include Training and to add the Board's responsibility for the mission, vision, values and strategic direction of the District.

Comments: Trustee Ferracone will add BP 2200 to the review cycle for the committee to consider.

Date of Request: 1/21/2016
Requested by: Trustee Williams
Planned Completion Date: TBD

Request: Trustee Williams requested for an agenda item to explain the process and role of District Assembly.

Comments: Upcoming meeting.



San Bernardino Community College District
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, February 25, 2016 – 4:00 p.m. – Board Room

Board Information Request Responses

Board Request 12/10/15

Question: Trustee Williams asked for more information on college hour.

Response: College Hour was instituted for two purposes: 1) to provide students, staff, and faculty more opportunities to attend campus based events and activities; and 2) to provide opportunities for increased communication and transparency through meetings, open forums, and workshops. College Hour supports our Educational Master Plan.

CHC's College Hour was first implemented in Fall 2014 with a schedule of MWF from 12-1 and TuTh from 1-2. The number of sections at CHC has not been reduced as a result of College Hour; in fact, the number of sections has increased in all time blocks (morning, afternoon, and evenings).

SBVC's College Hour is a time slot each semester, Monday through Thursday that is open for students, faculty, and staff to schedule activities and events on campus. Typically, the College Hour is 12:30 – 1:30 because that is the time when the fewest number of classes are offered. This is always subject to change, because it depends on class scheduling which is done prior to determining the time for the College Hour.

Board Request 12/10/15

Question: I'd like to see the analytics once the Facebook promotion has concluded.

Response: Prior to the paid Facebook campaign launched in December, SBVC saw an increase of 2,468 followers in the three-month period between September and December. After the launch, the number of followers increased to 3,306 in a one-month period, giving SBVC the fastest audience growth of any nearby college within that time period. In terms of social media popularity, we have moved from #11 to #7 among these 26 colleges.

Inland California Colleges on Facebook						
	FACEBOOK	9/9	12/9	Δ	1/14	Δ
1	UCR	57,377	62,110	4,733	64,658	2,548
2	Loma Linda	35,111	37,888	2,777	38,694	806
3	Cal Poly	34,877	36,461	1,584	36,872	411
4	Azusa Pacific	29,209	30,188	979	30,452	264
5	Mount San Antonio	20,872	21,723	851	22,033	310
6	CSUSB	18,584	20,361	1,777	20,641	280
7	San Bernardino Valley	8,864	11,332	2,468	14,638	3,306
8	Cal Baptist	14,020	14,108	88	14,143	35
9	Chaffey	11,302	11,875	573	12,010	135
10	Pomona	9,545	10,118	573	10,331	213
11	Desert	9,459	9,757	298	9,991	234
12	Riverside City	8,772	9,448	676	9,651	203
13	Redlands	6,578	8,010	1,432	8,868	858
14	Harvey Mudd	6,614	7,081	467	7,326	245
15	Claremont McKenna	6,355	6,826	471	6,973	147
16	Scripps	5,653	5,997	344	6,101	104
17	La Sierra	5,678	5,944	266	5,983	39
18	Victor Valley	4,405	5,125	720	5,402	277
19	Pitzer	3,231	3,459	228	3,595	136
20	Mount San Jacinto	3,158	3,240	82	3,292	52
21	La Verne	2,325	2,728	403	2,882	154
22	Norco	2,524	2,696	172	2,724	28
23	Barstow	1,560	2,014	454	2,062	48
24	Crafton Hills	1,470	1,668	198	1,828	160
25	Copper Mountain	1,241	1,242	1	1,240	-2
26	Citrus	365	408	43	411	3

While SBVC provided analytics on the number of followers, Crafton Hills shows their analytics from December 4-31. The chart below provides the placement for Crafton’s Ad, number of impressions, reach, clicks to the website, and the click-through rate.

Placement	Flight Start Date	Flight End Date	Budget	Impressions	Reach	Clicks	CTR
Facebook, 50 miles radius of Yucaipa, 17-64, not current CHC followers	12/4/2015	12/31/2015	\$900.00	117,628	41,009	2,997	3.17%

Impressions are the number of times a post from your Page is displayed, whether the post is clicked or not. People may see multiple impressions of the same post. For example, someone might see a Page update in News Feed once, and then a second time if their friend shares it.

Reach is the number of people who received impressions of a Page post. Reach might be less than impressions since one person can see multiple impressions.

Click-through rate (CTR) is an important measurement for Facebook advertising. Even if your singular goal is to grow fans, regardless of how many people click through, you’ll still need to keep a close eye on CTR. Essentially, Facebook judges the success of your ad on the ad’s ability to get a relatively high percentage of people to click.

Both campuses will continue to monitor their ads on Facebook and will provide reports each month.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 4:04pm. Trustee Viricel led the pledge of allegiance.

Members Present:

John Longville, President
Joseph Williams, Vice President
Gloria Harrison, Clerk
Donna Ferracone, Trustee
Dr. Donald L. Singer, Trustee
Nickolas W. Zombos, Trustee

Members Absent:

Esmeralda Vazquez, CHC Student Trustee
Thomas Robles, SBVC Student Trustee

Administrators Present:

Bruce Baron, Chancellor

Administrators Absent:

Dr. Gloria Fisher, President, SBVC
Dr. Cheryl Marshall, President, CHC
Dr. Lisa Norman, Vice Chancellor Human Resources
Jose Torres, Vice Chancellor Fiscal Services

PUBLIC COMMENTS

Anthony Serrano

REPORTS

None

ANNOUNCEMENT OF CLOSED SESSION ITEMS

The Board presented the Chancellor with the completed evaluation for the current year. The next evaluation will take place in the fall. The Board will meet with the Chancellor next week to discuss and make adjustments to the goals.

CONVENE CLOSED SESSION

Closed session convened at 4:14pm

RECONVENE PUBLIC MEETING

Public meeting reconvened at 5:17pm

REPORT OF ACTION IN CLOSED SESSION (if any)

None

ADJOURN

President Longville adjourned the meeting at 5:20pm

Gloria Macias Harrison, Clerk
San Bernardino Community College District
Board of Trustees

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 4:02pm. Trustee Williams led the pledge of allegiance.

Members Present:

John Longville, President
Joseph Williams, Vice President
Gloria Harrison, Clerk
Donna Ferracone, Trustee
Dr. Donald L. Singer, Trustee
Dr. Anne L. Viricel, Trustee
Nickolas W. Zoumbos, Trustee
Thomas Robles, SBVC Student Trustee
Esmeralda Vazquez, CHC Student Trustee (arrived late at 5:30pm)

Members Absent:

None

Administrators Present:

Bruce Baron, Chancellor
Dr. Gloria Fisher, President, SBVC
Dr. Cheryl Marshall, President, CHC
Jose Torres, Vice Chancellor Fiscal Services

Administrators Absent:

Dr. Lisa Norman, Vice Chancellor Human Resources

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- Conference with Labor Negotiators Government Code 54957.6
Agency Negotiator(s): Dr. Lisa Norman and Bruce Baron
CTA, CSEA, Management/Supervisors, Confidential Employees
- Public Employee Performance Evaluation Government Code 54957 Title: Chancellor
- Public Employee Discipline/Dismissal Release Government Code 54957: 4 cases

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

CONVENE CLOSED SESSION

Closed session convened at 4:03pm

RECONVENE PUBLIC MEETING

Public meeting reconvened at 5:22pm

REPORT OF ACTION IN CLOSED SESSION (if any)

None

INSTITUTIONAL PRESENTATION

2016 Educational and Facilities Master Plan presentation was given by Shaun Blaylock and Sheryl Steery. They gave an introduction to the planning process and timeline, educational master plan status, and master planning relationships.

REPORTS

- Trustee Ferracone met with Administrators from Brazil SBVC Equity & Equality, In Service Day at CHC.
- Trustee Harrison helped to host Educators from Brazil with facility tours and exchange, MLK breakfast at CSUSB, Wreath Laying Ceremony, and a luncheon put on by Rialto. Board Ad Hoc Budget Committee provided a draft of the Board Directives for the 16-17 budget and asked the Trustees to prioritize the list provided and return it to Vice Chancellor Torres.

- Trustee Viricel attended the District In-Service Day and is getting familiar with SBCCD.
- Trustee Williams attended the MLK Breakfast, met with the Educators from Brazil, attended the CHC In-Service, the Community Input Gathering at SBVC, and the State Workforce Investment Board.
- President Longville thanked the colleges for their assistance to make the concerts possible.
- Trustee Vazquez attended the CHC In-Service, is welcoming students on campus, and is encouraging students to attend board meetings.
- Trustee Robles attended ASG Retreat, and will be the third generation graduating from SBVC.
- Chancellor Baron pointed out the new Leadership Catalog and encouraged all staff to take advantage of the courses. He reported a successful Management In-Service with EMSI as the keynote speaker who explained how well our college programs meet the needs of our region. He thanked everyone who has been working on accreditation updates.
- President Fisher gave a brief report. A written report was provided.
- SBVC Academic Senate provided a written report.
- SBVC ASG held their retreat at Disneyland. Club Rush is in February and April is General Assembly.
- President Marshall gave a brief report and announced the loss of Daniel Bahner. A written report was provided.
- Gary Williams reported for CHC Academic Senate. He welcomed Trustee Viricel and invited all Trustees to attend senate meetings. CHC enrollment is on track. A presentation was distributed and addressed CHC College Hour and the increase in sections term over term. The Table Initiative survey indicated 89% students recommended the initiative continue. Senator Williams read SP16.01 Resolution for Granting the Title and Rank of Professor Emeritus Posthumously for Dr. Daniel T. Bahner.
- Sarah Miller provided an update on CSEA and provided a written information package to the board. A copy was not provided to staff.

APPROVAL OF MINUTES

Trustee Williams motioned, Trustee Harrison seconded the motion and the board members voted as follows: To approve the minutes of December 3, 2015 and December 10, 2015 with a correction to strike last bullet on page 18 as Trustee Williams did not attend the vigil.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

PUBLIC COMMENTS ON AGENDA ITEMS

None

CONSENT AGENDA

BOARD OF TRUSTEES & CHANCELLOR

Consideration of Approval to Dissolve the Board Vacancy Ad Hoc Committee

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To dissolve the Board Vacancy Ad Hoc Committee for the 2015-2016.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

INSTRUCTIONAL/STUDENT SERVICES

Consideration of Approval of Curriculum – SBVC

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To approve the SBVC curriculum modifications.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

HUMAN RESOURCES

Consideration of Acceptance of Employee Resignation

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To accept the resignation of Jessica McCambly.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Adjunct and Substitute Academic Employees

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the employment of adjunct and substitute academic employees as needed for the 2015-2016 academic year.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Appointment of District Employees

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the appointment of Mark Sanchez, Jeremiah Almanza, Angel Osornio and Hannah Sandy, Phylcia Sanchez, Jorge Vivar, Johnny Conley, Dr. Craig Luke, Sana Massad, Maria Valdez, Steven Lee, Joshua Milligan, Margaret Worsley, Alicia Hallex and Botra Moeung.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of District Volunteers (p60)

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve District volunteers.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Early Retirement Incentive

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve an Early Retirement Incentive Plan for eligible employees effective July 1, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Employee Promotion

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the promotion of Timothy Hosford.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Employment Rescission

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To rescind the employment of Mark Sheridan.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Management Tuition Reimbursement

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the management tuition reimbursement for Tenille Alexander.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Non-Instructional Pay for Academic Employees

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve non-instructional pay for academic employees.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Proclamation of Emergency

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the attached Proclamation of Emergency and Termination of Emergency.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Rescission of Resignation

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To rescind the approval of the resignation of Baybie Scudder.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Revision to the Confidential Safety & Risk Management Specialist Job Description

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the revisions to the Confidential Job Description of the Safety and Risk Management Specialist.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Salary Step Advancement for Management Employee

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the salary step advancement for Scott Stark.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Stipends for Head & Assistant Coaches

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve stipends for head and assistant coaches, SBVC.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Temporary Academic Employee

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To approve the temporary academic appointment of Earline Glover, Lisa Schmidt, Daniel Comiskey and Keynasia Buffong.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of the Revisions to Professional Expert Rate of Pay

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To approve the revisions to the Professional Expert Rate of Pay schedule to add the following positions:

- Emergency Preparedness Coordinator
- Risk Management Coordinator

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Transfer for Classified Employee

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To approve the transfer and change of assignment for Nancy Green, Account Clerk II, District.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Granting Paid Leave for Academic Employee

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To approve, consider granting paid leave for Melinda Moneymaker, Instructor, Human Services SBVC.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

BUSINESS & FISCAL SERVICES

Consideration of Approval of Conference Attendance

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To approve the conference attendance requests.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Individual Memberships

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To approve the request for individual memberships.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Nonresident Tuition and Capital Outlay Fees

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To approve the 2016-17 nonresident tuition fee of \$211 and the election of a nonresident capital outlay fee in the amount of \$32.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Purchase Order Report

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the attached list of purchase orders.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Surplus Property and Authorize Donation to Chaffey Joint Union High School District

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the surplus and donation of nine microscopes to Chaffey Joint Union High School District.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Surplus Property and Authorize Donation to Compton Unified School District

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the surplus and donation of seven microscopes to Compton Unified School District.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Surplus Property and Authorize Donation to Mousley Museum of Yucaipa History

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the surplus and donation of four microscopes to Mousley Museum of Yucaipa History.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Surplus Property and Authorize Donation to Southwestern Community College District

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the surplus and donation of a 1981 Crown Fire Engine to Southwestern Community College District.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Surplus Property and Authorize Donation to Yucaipa Fire

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the surplus and donation of a 1982 American La France Fire Engine to Yucaipa Fire.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

FACILITIES

Consideration of Approval of Amendment 002 to the ECORP Consulting Inc Contract

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To Amendment 002 to the contract with ECORP Consulting, Inc. of Redlands, California in the amount of \$4,020.00.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Amendment 003 to the CHJ Incorporated Contract

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve Amendment 003 to the contract with CHJ Incorporated of Colton, California in the amount of \$10,208.00.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Amendment 004 to the HMC Architects Contract

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve Amendment 004 to the contract with HMC Architects Ontario, California for the Applied Technology Phase II Project at San Bernardino Valley College in the amount of \$29,005.00.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Amendment 006 to the Knowland Construction Services Inc Contract

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve Amendment 006 to the contract with Knowland Construction Services, Inc. of Rancho Palos Verdes, California in the amount of \$7,200.00.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Amendment 007 to the Knowland Construction Services Inc Contract

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve amount of \$343,696.00.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Appropriate Funds

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To adopt a resolution approving the appropriation of income from the general reserve to various major expense classifications as indicated by need on the attached resolution.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Child Development Center, California Department of Education

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the suspension of child care services on Tuesday December 15, 2015 due to circumstances beyond the control of the operating agency.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Support for February 20, 2016 as "United Nations World Day of Social Justice"

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To adopt a resolution proclaiming support for February 20, 2016 as "United Nations World Day of Social Justice."

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Support of the Kindergarten through Community College Public Education Facilities Bond Act of 2016

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To adopt a resolution in support of Support of the Kindergarten through Community College Public Education Facilities Bond Act of 2016.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Transfers from the Reserve for Contingencies to Various Expenditure Classifications

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To adopt a resolution approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

ITEMS PULLED FROM CONSENT AGENDA

Consideration of Approval of Professional Expert Short-Term and Substitute Employees

Trustee Harrison motioned, Trustee Robles seconded the motion and the board members voted as follow:
To approve the employment of Professional Expert, Short-Term, and Substitute Employees.

Trustee Ferracone recused herself and left the room.

AYES: Longville, Williams, Harrison, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: Ferracone

Consideration of Approval of District & College Expenses

Trustee Singer motioned, Trustee Williams seconded the motion and the board members vote as follows:
To approve the requests for District/College Expenses.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None
ABSENT: None
ABSTENTIONS: None

ACTION AGENDA
BOARD OF TRUSTEES & CHANCELLOR

Consideration of Approval of Revised Board Meeting Dates

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows:
To approve the revised Board Meeting schedule for 2016, with the following changes: The Master Plan Progress Report to be moved to March 10 and the meeting to begin at 2pm. The Board Retreat on March 24 to be held from 8:30-4:30pm. The Board Goals Ad Hoc Committee to develop the draft agenda. The KVCR update to be moved to April 14.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval to Accept Board Ad Hoc Committee Reports

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:
To accept oral reports from the Ad Hoc Committees and engage in dialogue with the full Board as needed.

The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

- Board Policy & Accreditation Ad Hoc – Donna Ferracone, Dr. Donald L. Singer, Gloria Harrison
 - Conflict of Interest policy to be revised to include the handout provided in a committee meeting.
- Evaluation (Board Self-Evaluation and Chancellor Evaluation) Ad Hoc – Gloria Harrison, John Longville, Nickolas W. Zoumbos
- Board Goals Ad Hoc – John Longville, Joseph Williams, Donna Ferracone
- Budget Ad Hoc – Joseph Williams, Donna Ferracone, Gloria Harrison
- Student Success Ad Hoc – Joseph Williams, Donna Ferracone, John Longville
 - Meetings scheduled out through March.
- SBCCD Board & Local K-12 Boards Issues – Dr. Donald L. Singer, Joseph Williams, Donna Ferracone

Consideration of Approval to Accept Board Policies for Final Reading

Trustee Ferracone motioned, Trustee Harrison seconded the motion and the board members voted as follow:
To accept Board Policies for final reading. BP 2200 Board Duties & Responsibilities; BP 2210 Officers; BP 2220 Committees of the Board; BP 2305 Annual Organizational Meeting; BP 2410 Board Policies & Procedures.

There was discussion about including the language discussed at the last meeting. Trustee Williams did not agree with the process.

Trustee Williams moved to amend the motion. Motion died for lack of second.

Trustee Williams requested for an agenda item to explain the process and role of District Assembly.

AYES: Longville, Harrison, Ferracone, Singer, Zoumbos, Robles, Vazquez
NOES: Williams, Viricel
ABSENT: None
ABSTENTIONS: None

HUMAN RESOURCES

Consideration of Acceptance of Employee Retirement

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To accept the retirement of Baybie Scudder.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

BUSINESS & FISCAL SERVICES

Consideration of Approval of Professional Services Contracts-Amendments

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:

To approve the list of Professional Services contracts/agreements.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Routine Contracts-Amendments and Memorandums of Understanding

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To ratify the list of routine contracts/agreements and memorandums of understanding with the removal of Inland Empire Community Newspapers (12649) on page 251.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of the Amended EDCT Foundation ByLaws

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the amended Bylaws of the EDCT Foundation adopted by the Board of Directors at their meeting on December 16, 2015.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval to Accept Independent Audit Report of the KVCR Fund for 2014-15

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To accept the 2014-15 independent audit report of the KVCR Fund.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval to Award Contracts for New Enterprise Resource Planning Solution

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the following contracts to support the adoption, implementation and ongoing maintenance of a new enterprise resource planning solution (ERP).

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

FACILITIES

Consideration of Approval to Award a Contract to HMC Architects of Ontario California

Trustee Harrison motioned, Trustee Viricel seconded the motion and the board members voted as follows:
To award a contract to HMC Architects of Ontario, California for architectural services on the Gymnasium project at San Bernardino Valley College in the amount of \$584,972.80.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval to Award Informal Bid and Contract to a Ten Construction Inc of Highland California

Trustee Harrison motioned, Trustee Viricel seconded the motion and the board members voted as follows:
To award an informal bid and contract to a Ten Construction Inc. of Highland, California for the Professional Development Center Remodel project in the amount of \$39,000.00.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

INFORMATION ITEMS

Applause Cards

Board Directives for 2016-17 Budget

Budget Report

Cenergistic Cumulative Cost Savings

District Clery Act Compliance Report

General Fund Cash Flow Analysis

Local Hire Report

CONVENE CLOSED SESSION

Convene Closed Session for unfinished business on closed session items at 8:10pm.

RECONVENE PUBLIC MEETING

Reconvened to public meeting at 9:27pm

REPORT OF ACTION IN CLOSED SESSION (if any)

None

ADJOURN

President Longville adjourned the meeting at 9:30pm

Gloria Macias Harrison, Clerk
San Bernardino Community College District
Board of Trustees



CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

Members Present:

John Longville, President
Joseph Williams, Vice President
Gloria Harrison, Clerk
Donna Ferracone, Trustee
Dr. Donald L. Singer, Trustee (left early at 2:15pm)
Dr. Anne L. Viricel, Trustee
Nickolas W. Zoumbos, Trustee

Members Absent:

Thomas Robles, SBVC Student Trustee
Esmeralda Vazquez, CHC Student Trustee

Administrators Present:

Bruce Baron, Chancellor
Dr. Cheryl Marshall, President, CHC
Jose Torres, Vice Chancellor Fiscal Services
Dr. Lisa Norman, Vice Chancellor Human Resources

Administrators Absent:

Dr. Gloria Fisher, President, SBVC

ANNOUNCEMENT OF CLOSED SESSION ITEMS

Public Employee Discipline/Dismissal Release Government Code 54957: 1 case

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

CONVENE CLOSED SESSION

Closed session convened at 12:04pm

RECONVENE PUBLIC MEETING

Public meeting reconvened at 12:33pm

REPORT OF ACTION IN CLOSED SESSION (if any)

The Board unanimously accepted the decision of the hearing officer to suspend classified employee ID #3110 for twenty (20) days without pay and to issue the classified employee notice of the Board's decision.

INSTITUTIONAL PRESENTATION

Dr. Keith Wurtz, Interim Executive Director of Institutional Effectiveness, Research, and Planning presented the Strategic Planning Processes to the Board. The objective of the meeting is to review the suggestions from last year from both the Governing Board and the District Strategic Planning Committee, Review Draft SBCCD Strategic Planning Process, Review and Discuss ACCJC Standards Specific to Governing Board, Define Goals, Objectives, and Actions, Review Governing Board Imperatives, and Review District Strategic Planning Goals.

The Board did adopt the District Strategic Plan, but it did not include the alignment component and therefore was incomplete. The current plan is transitioning to a new process that will include the board's role in the process. Trustee Viricel would like to see us interface with school boards. Goals for the District Office should be included and TESS should be listed as a service of the District. Trustee Williams would like to include a focused public input meeting and there was disagreement from other Trustees to include this suggestion as part of the strategic plan. The recommendation should be discussed as a possible board goal. Staff to work with Trustee Williams to bring specific suggestion to the board for action. If not, staff is to report the reason why it is not practical to address his request.

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA ITEMS

None

CONSENT AGENDA

BUSINESS & FISCAL SERVICES

Consideration of Approval of City of Grand Terrace Agreement for Taxing Entity Compensation

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:

To approve the Agreement for Taxing Entity Compensation by the City of Grand Terrace.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Conference Attendance

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:

To approve the list of conference attendance.

AYES: Longville, Williams, Harrison, Ferracone, Singer, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: None

ABSTENTIONS: None

BOARD OF TRUSTEES & CHANCELLOR

Consideration of Approval to Accept Board Policies for First Reading

Trustee Ferracone, Trustee Harrison seconded the motion and the board members voted as follows:

To accept board policies for first reading:

BP 3510 Workplace Violence, BP/AP 4070 Course Auditing and Auditing Fees, BP/AP 5030 Fees, AP 5013 Students in Military.

Non-substantive changes should be made and brought back to the Board for final approval:

BP 7250 Educational Administrators – section F on line 679 should clarify workers comp/industrial injuries.

BP/AP 7340 Leaves – BP title on line 9 should read the same as the AP title. Line 56 should replace classified with confidential. Line 54 should be a capital F in family. The language referring to the different classes in the AP needs to be cleaned up for consistency.

AYES: Longville, Williams, Harrison, Ferracone, Viricel, Zoumbos, Robles, Vazquez

NOES: None

ABSENT: Singer

ABSTENTIONS: None

ADJOURN

President Longville adjourned the meeting at 2:30pm

Gloria Macias Harrison, Clerk
San Bernardino Community College District
Board of Trustees



CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 12:05pm. Trustee Williams led the pledge of allegiance.

Members Present:

John Longville, President
Joseph Williams, Vice President
Gloria Harrison, Clerk
Donna Ferracone, Trustee
Dr. Anne L. Viricel, Trustee
Nickolas W. Zoumbos, Trustee

Members Absent:

Dr. Donald L. Singer, Trustee
Thomas Robles, SBVC Student Trustee
Esmeralda Vazquez, CHC Student Trustee

Administrators Present:

Bruce Baron, Chancellor
Dr. Gloria Fisher, President, SBVC
Dr. Cheryl Marshall, President, CHC
Jose Torres, Vice Chancellor Fiscal Services
Dr. Lisa Norman, Vice Chancellor Human Resources

Administrators Absent:

None

ANNOUNCEMENT OF CLOSED SESSION ITEMS

Public Employee Discipline/Dismissal Release- Government Code 54957: 1 case
Conference with Labor Negotiators, Government Code 54957.6; Agency Negotiators: Bruce Baron and Dr. Lisa Norman
CTA, CSEA, Management/Supervisors, Confidential Employees
Public Employment, Government Code Section 54957, Position: President of SBVC

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

CONVENE CLOSED SESSION

Closed session convened at 12:07pm

RECONVENE PUBLIC MEETING

Public meeting reconvened at 1:02pm

REPORT OF ACTION IN CLOSED SESSION (if any)

The Board by majority vote of members attending took action on the termination of employee #3110

INSTITUTIONAL PRESENTATION

Rebeccah Warren-Marlatt, Haragewen Kinde, and Celia Huston gave an accreditation update to the board.
Written CHC and SBVC Draft Follow-up Reports were provided.

Staff to:

Update policy review numbers in slide 11.
Update board handbook

PUBLIC COMMENTS ON AGENDA ITEMS AND NON-AGENDA ITEMS

Sarah Miller, Mary Valdemar

INFORMATION AGENDA

Board Directives for 2016-17 Budget. The Board recommended prioritizing the tie for #2. Student Success should be #2 and Student Access should be #3.

ADJOURN

President Longville adjourned the meeting at 2:09pm

Gloria Macias Harrison, Clerk
San Bernardino Community College District
Board of Trustees

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: February 25, 2016
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2016-2017 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
February 25, 2016

NEW COURSE

Course ID:	HVAC/R 050C
Course Title:	Compressors, Condensers and Cooling Towers
Units:	3
Lecture:	3 contact hour(s) per week 48 - 54 contact hours per semester
Prerequisite:	None
Catalog Description:	This course provides comprehensive instruction on three major components of refrigeration and air conditioning systems, compressors, condensers, and cooling towers. Students gain knowledge of reciprocating, rotary, screw, centrifugal, and scroll compressors, as well as classifications of compressors (open, semi-hermetic, and hermetic). Air condensers, water-cooled condensers, evaporative condensers and cooling towers, and water treatment are also covered.
Schedule Description:	This course provides comprehensive instruction on three major components of refrigeration and air conditioning systems, compressors, condensers, and cooling towers. Students gain knowledge of reciprocating, rotary, screw, centrifugal, and scroll compressors, as well as classifications of compressors (open, semi-hermetic, and hermetic). Air condensers, water-cooled condensers, evaporative condensers and cooling towers, and water treatment are also covered.
Rationale:	This course is part of the new RSES Certificate in the HVAC Department.
TOP Code:	0946.00
Equate:	Course not offered at CHC.
Effective:	Fall 2016
Course ID:	HVAC/R 051C
Course Title:	Heating Fundamentals
Units:	3
Lecture:	3 contact hour(s) per week 48 - 54 contact hours per semester
Prerequisite:	None
Catalog Description:	This is one of three courses of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) and is a comprehensive study of compressors, condensers, and accessories. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.
Schedule Description:	This is one of three courses of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE) and is a comprehensive study of compressors, condensers, and accessories. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.
Rationale:	This course is part of the new RSES Certificate in the HVAC Department.
TOP Code:	0946.00
Equate:	Course not offered at CHC.
Effective:	Fall 2016

Curriculum Meeting: 12-7-15
Conjoint Meeting: 1-27-16
Board of Trustees Meeting: February 25, 2016

Course ID: HVAC/R 052C
Course Title: Heating Transfer & Distribution
Units: 3
Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester
Prerequisite: None
Catalog Description: This course introduces the basic principles of heat transfer, radiation, conduction, and convection are explained in detail, along with estimating heat loads for residential structures and the principles of air distribution. Included are lessons related to fans and blowers and instruction on fan laws, fan classifications, centrifugal fans, and fan efficiency.
Schedule Description: This course introduces the basic principles of heat transfer, radiation, conduction, and convection are explained in detail, along with estimating heat loads for residential structures and the principles of air distribution. Included are lessons related to fans and blowers and instruction on fan laws, fan classifications, centrifugal fans, and fan efficiency.
Rationale: This course is part of the new Refrigeration Service Engineers Society (RSES) Certificate in the HVAC Department.
TOP Code: 0946.00
Equate: Course not offered at CHC.
Effective: Fall 2016

Course ID: HVAC/R 055C
Course Title: Gas Heating
Units: 3
Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester
Prerequisite: None
Catalog Description: This course explores the concepts of heating with gas. Included in the course are lessons related to combustion chemistry, heating fuels, burners and accessories, burners and components (including natural gas-burning and LP gas-equipment), start-up and combustion efficiency testing, gas burner controls, ignition systems for infrared heaters, gas heating equipment maintenance, troubleshooting, and condensing furnaces.
Schedule Description: This course explores the concepts of heating with gas. Included in the course are lessons related to combustion chemistry, heating fuels, burners and accessories, burners and components (including natural gas-burning and LP gas-equipment), start-up and combustion efficiency testing, gas burner controls, ignition systems for infrared heaters, gas heating equipment maintenance, troubleshooting, and condensing furnaces.
Rationale: This course is part of the new Refrigeration Service Engineers Society (RSES) Certificate in the HVAC Department.
TOP Code: 0946.00
Equate: Course not offered at CHC.
Effective: Fall 2016

Course ID: HVAC/R 056C
Course Title: Hot Water Heating
Units: 3
Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester
Prerequisite: None

Curriculum Meeting: 12-7-15
Conjoint Meeting: 1-27-16
Board of Trustees Meeting: February 25, 2016

Catalog Description: This course offers instruction in the principles and theories of hot water heating. Students will learn about hot water boilers and controls, heat transfer units, centrifugal pumps, air controls, hot water specialties, piping methods, pressure drop calculations, zoning, primary/secondary pumping, radiant heating systems, temperature controls, troubleshooting system components, and analysis of system problems.

Schedule Description: This course offers instruction in the principles and theories of hot water heating. Students will learn about hot water boilers and controls, heat transfer units, centrifugal pumps, air controls, hot water specialties, piping methods, pressure drop calculations, zoning, primary/secondary pumping, radiant heating systems, temperature controls, troubleshooting system components, and analysis of system problems.

Rationale: This course is part of the new Refrigeration Service Engineers Society (RSES) Certificate in the HVAC Department.

TOP Code: 0946.00

Equate: Course not offered at CHC.

Effective: Fall 2016

Course ID: **HVAC/R 057C**
Course Title: Tools, Controls, And Troubleshooting
Units: 3
Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester

**Departmental
Advisory:** ENGL 914

Catalog Description: This course is one of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE). It is a comprehensive study of the tools of the trade and control diagnostics with testing instruments. This course is designed to help students seeking journeymen-level certification as refrigeration technicians and keep abreast of current technology.

Schedule Description: This course is one of a three-semester national training course offered by the Refrigeration Service Engineers Society (RSES) and the North American Technician Excellence (NATE). It is a comprehensive study of the tools of the trade and control diagnostics with testing instruments. This course is designed to help students seeking journeymen-level certification as refrigeration technicians and keep abreast of current technology.

Rationale: This course is part of the new Refrigeration Service Engineers Society (RSES) Certificate in the HVAC Department.

TOP Code: 0946.00

Equate: Course not offered at CHC.

Effective: Fall 2016

Course ID: **HVAC/R 060C**
Course Title: Troubleshooting Refrigeration and A/C Electricity 4
Units: 3
Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester

**Departmental
Advisory:** ENGL 914

Catalog Description: This is a one semester course that includes the first of a three-term course offered by the Refrigeration Service Engineers Society (RSES) and is a comprehensive study of troubleshooting HVAC/R electrical circuits. This course is designed to help

Curriculum Meeting: 12-7-15

Conjoint Meeting: 1-27-16

Board of Trustees Meeting: February 25, 2016

certify journeymen-level refrigeration technicians and keep their knowledge current.

Schedule Description: This is a one semester course that includes the first of a three-term course offered by the Refrigeration Service Engineers Society (RSES) and is a comprehensive study of troubleshooting HVAC/R electrical circuits. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Rationale: This course is part of the new RSES Certificate in the HVAC Department.

TOP Code: 0946.00

Equate: Course not offered at CHC.

Effective: Fall 2016

Course ID: **HVAC/R 061C**

Course Title: Troubleshooting Refrigeration and A/C Electricity 5

Units: 3

Lecture: 3 contact hour(s) per week

48 - 54 contact hours per semester

Departmental

Advisory: ENGL 914

Catalog Description: This is a one semester course that includes the second of a three-term course offered by the Refrigeration Service Engineers Society (RSES) and is a comprehensive study of troubleshooting HVAC/R electrical circuits. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Schedule Description: This is a one semester course that includes the second of a three-term course offered by the Refrigeration Service Engineers Society (RSES) and is a comprehensive study of troubleshooting HVAC/R electrical circuits. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Rationale: This course is part of the new RSES Certificate in the HVAC Department.

TOP Code: 0946.00

Equate: Course not offered at CHC.

Effective: Fall 2016

Course ID: **HVAC/R 062C**

Course Title: RSES Electricity and Electricity Lab for HVAC/R Technicians

Units: 4

Lecture: 3 contact hour(s) per week

48 - 54 contact hours per semester

Laboratory: 3 contact hour(s) per week

48 - 54 contact hours per semester

Prerequisite: HVAC/R 060C and HVAC/R 061C

Departmental
Advisory: ENGL 914

Catalog Description: This is a one semester course offered by the Refrigeration Service Engineers Society that includes a "Hands on Lab" with emphasis on electrical safety, the fundamentals of electricity, series and parallel circuits, A/C current, magnetism and transformers, relays, contactors, starters, motors and capacitors, compressors, circuit protection devices, and thermostats. Also included are lessons on reading schematics, and troubleshooting gas furnaces and split-systems. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Curriculum Meeting: 12-7-15

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Schedule Description: This is a one semester course offered by the Refrigeration Service Engineers Society that includes a "Hands on Lab" with emphasis on electrical safety, the fundamentals of electricity, series and parallel circuits, A/C current, magnetism and transformers, relays, contactors, starters, motors and capacitors, compressors, circuit protection devices, and thermostats. Also included are lessons on reading schematics, and troubleshooting gas furnaces and split-systems. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Rationale: This course is part of the new RSES Certificate in the HVAC Department.

TOP Code: 0946.00

Equate: Course not offered at CHC.

Effective: Fall 2016

Course ID: HVAC/R 065C

Course Title: RSES Technical Institute Heat Pump Training Course Volume I

Units: 3

Lecture: 3 contact hour(s) per week

48 - 54 contact hours per semester

Departmental

Advisory: ENGL 914

Catalog Description: This is a one semester course that includes the first of two heat pump classes offered by the Refrigeration Service Engineers Society and is a comprehensive introduction to heat pump theory, fundamentals, and includes water-source heat pumps. Students will also study heat pump compressors, flow controls and accessories; heat pump electrical systems and components, thermostats; air-to-air heat pump defrost; supplemental electric heat; fossil fuel backup heat and heat pump piping. Additional subjects include heat pump performance criteria; checks; and procedures. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Schedule Description: This is a one semester course that includes the first of two heat pump classes offered by the Refrigeration Service Engineers Society and is a comprehensive introduction to heat pump theory, fundamentals, and includes water-source heat pumps. Students will also study heat pump compressors, flow controls and accessories; heat pump electrical systems and components, thermostats; air-to-air heat pump defrost; supplemental electric heat; fossil fuel backup heat and heat pump piping. Additional subjects include heat pump performance criteria; checks; and procedures. This course is designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Rationale: This course is part of the new RSES Certificate in the HVAC Department.

TOP Code: 0946.00

Equate: Course not offered at CHC.

Effective: Fall 2016

Course ID: HVAC/R 066C

Course Title: RSES Technical Institute Heat Pump Training Course Volume II

Units: 3

Lecture: 3 contact hour(s) per week

48 - 54 contact hours per semester

Departmental

Advisory: ENGL 914

Catalog Description: This is a one semester course that includes the second of two heat pump classes offered by the Refrigeration Service Engineers Society, and is an advanced class for heat pump troubleshooting, and includes water-source heat pumps, and water

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source heat pumps for special applications. Students will study both standard and high-efficiency air-to-air heat pump electrical and refrigerant-side troubleshooting, (both heating, and cooling). Students will also do heat pump load calculations, indoor air distribution, duct design with emphasis on diagnosing air flow problems. Customer relations will also be addressed. This course is designed to help certify journeymen-level refrigeration technicians, and keep their knowledge current.

Schedule Description: This is a one semester course that includes the second of two heat pump classes offered by the Refrigeration Service Engineers Society, and is an advanced class for heat pump troubleshooting, and includes water-source heat pumps, and water source heat pumps for special applications. Students will study both standard and high-efficiency air-to-air heat pump electrical and refrigerant-side troubleshooting, (both heating, and cooling). Students will also do heat pump load calculations, indoor air distribution, duct design with emphasis on diagnosing air flow problems. Customer relations will also be addressed. This course is designed to help certify journeymen-level refrigeration technicians, and keep their knowledge current.

Rationale: This course is part of the new RSES Certificate in the HVAC Department.

TOP Code: 0946.00

Equate: Course not offered at CHC.

Effective: Fall 2016

Course ID: HVAC/R 067C

Course Title: RSES Technical Institute Training Manual 3 Volume I

Units: 3

Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester

**Departmental
Advisory:** ENGL 914

Catalog Description: This is the first term class of the two-term Training Manual 3 classes offered by the Refrigeration Service Engineers Society and is a comprehensive introduction to heat pump theory, including water-source heat pumps. Students will also study fans and blowers, economizers, computer room environmental controls, air filtration and distribution, cooling towers, and water treatment. Additional subjects include, evaporative condensers, heat transfer coils, and closed-circuit water coolers. These courses are designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Schedule Description: This is the first term class of the two-term Training Manual 3 classes offered by the Refrigeration Service Engineers Society and is a comprehensive introduction to heat pump theory, including water-source heat pumps. Students will also study fans and blowers, economizers, computer room environmental controls, air filtration and distribution, cooling towers, and water treatment. Additional subjects include, evaporative condensers, heat transfer coils, and closed-circuit water coolers. These courses are designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Rationale: This course is part of the new RSES Certificate in the HVAC Department.

TOP Code: 0946.00

Equate: Course not offered at CHC.

Effective: Fall 2016

Course ID: HVAC/R 068C

Course Title: RSES Technical Institute Training Manual 3 Volume II

Units: 3

Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester

Curriculum Meeting: 12-7-15

Conjoint Meeting: 1-27-16

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Departmental Advisory: ENGL 914

Catalog Description: This is the second term class of the two-term Training Manual 3 classes offered by the Refrigeration Service Engineers Society and is a comprehensive introduction to heat pump theory, including water-source heat pumps. Students will also study fans and blowers, economizers, computer room environmental controls, air filtration and distribution, cooling towers, and water treatment. Additional subjects include, evaporative condensers, heat transfer coils, and closed-circuit water coolers. These courses are designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Schedule Description: This is the second term class of the two-term Training Manual 3 classes offered by the Refrigeration Service Engineers Society and is a comprehensive introduction to heat pump theory, including water-source heat pumps. Students will also study fans and blowers, economizers, computer room environmental controls, air filtration and distribution, cooling towers, and water treatment. Additional subjects include, evaporative condensers, heat transfer coils, and closed-circuit water coolers. These courses are designed to help certify journeymen-level refrigeration technicians and keep their knowledge current.

Rationale: This course is part of the new RSES Certificate in the HVAC Department.

TOP Code: 0946.00

Equate: Course not offered at CHC.

Effective: Fall 2016

COURSE DELETION

BIOL 202

Rationale: Courses are no longer offered.
Effective: Fall 2016

NEW CERTIFICATE

Industrial Automation Certificate

Students will be prepared for high paying careers in the many existing and future automated manufacturing plants, smart warehouses, and high technology distribution and material handling centers, usually located near major railroad hubs, airports, and interstate freeways. Nearly every product in the supply chain is processed through a complex network of automated material handling, transportation, and logistics centers. This certificate program focuses on the electronic technology responsible for monitoring, controlling, and actuating automated processes involved with all phases of material processing, packaging, and handling systems. Students will be equipped with technical information on mechanical, electrical, analog and digital electronics, Programmable Logic Controllers (PLCs), Programmable Automation Controllers (PACs), Supervisory Control and Data Acquisition (SCADA) systems, fluid power systems, computer hardware and software, networking, interfacing, robotics, sensors and actuators typically used in automated equipment.

These courses are all required for the Industrial Automation certificate:		Units
OSHA035	Federal OSHA Outreach: General Industry Safety	2
ELECTR110	Direct Current Circuit Analysis	3

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ELECTR111	Direct Current Circuit Laboratory	1
ELECTR115	Alternating Current Circuit Analysis	3
ELECTR116	Alternating Current Circuit Laboratory	1
ELEC101	Supply Chain Technology	3
ELEC217C	Industrial Electricity	4
ELEC218C	Controlling Industrial Electricity	4
ELEC219C	Industrial Electronic Systems Controls II	4
ELECTR265	Digital Logic Design	4

Units

Total Units

29

PID 567

This is a Gainful Employment Program

Rationale:

Students will be prepared for high paying careers in the many existing and future automated manufacturing plants, smart warehouses, and high technology distribution and material handling centers, usually located near major railroad hubs, airports, and interstate freeways. Nearly every product in the supply chain is processed through a complex network of automated material handling, transportation, and logistics centers. This certificate program focuses on the electronic technology responsible for monitoring, controlling, and actuating automated processes involved with all phases of material processing, packaging, and handling systems. Students will be equipped with technical information on mechanical, electrical, analog and digital electronics, Programmable Logic Controllers (PLCs), Programmable Automation Controllers (PACs), Supervisory Control and Data Acquisition (SCADA) systems, fluid power systems, computer hardware and software, networking, interfacing, robotics, sensors and actuators typically used in automated equipment.

Effective:

Fall 2016

RSES Certification in HVAC Certificate

This certificate is designed to prepare students for advanced level of employment. These training courses are aligned with the North American Technician Excellence (NATE) industry organization. Technicians who successfully complete one or more of these courses may receive credit toward renewing their NATE certification.

REQUIRED COURSES:

Units

HVAC/R050C	Compressors, Condensers and Cooling Towers	3
HVAC/R051C	Heating Fundamentals	3
HVAC/R052C	Heating Transfer & Distribution	3

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HVAC/R055C	Gas Heating	3
HVAC/R056C	Hot Water Heating	3
HVAC/R057C	Tools, Controls, And Troubleshooting	3
HVAC/R060C	Troubleshooting Refrigeration and A/C Electricity 4	3
HVAC/R061C	Troubleshooting Refrigeration and A/C Electricity 5	3
HVAC/R062C	RSES Electricity and Electricity Lab for HVAC/R Technicians	4
HVAC/R065C	RSES Technical Institute Heat Pump Training Course Volume I	3
HVAC/R066C	RSES Technical Institute Heat Pump Training Course Volume II	3
HVAC/R067C	RSES Technical Institute Training Manual 3 Volume I	3
HVAC/R068C	RSES Technical Institute Training Manual 3 Volume II	3

Total Units

40

PID 538

This is a Gainful Employment Program

Rationale: This certificate is designed to prepare students for advanced level of employment. These training courses are aligned with the North American Technician Excellence (NATE) industry organization. Technicians who successfully complete one or more of these courses may receive credit toward renewing their NATE certification.

Effective: Fall 2016

NEW DEGREE

Biology Transfer Degree (AS-T)

The Associate in Science for Transfer (AS-T) in Biology provides opportunities for students through the Student Transfer Achievement Reform Act (SB 1440). The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements. Students should consult with a counselor to determine whether this degree is the best option for their transfer goals.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code sections 66746-66749) guarantees admission to a California State University (CSU) campus for any community college student who completes an "associate degree for transfer", a newly established variation of the associate degrees traditionally offered at a California community college. The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. In

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order to earn one of these degrees, students must complete a minimum of 60 required semester units of CSU-transferable coursework with a minimum GPA of 2.0. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

To earn this AS-T degree, students must meet the following requirements:

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

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

Students planning to transfer to a four-year institution and major in Biology should consult with a STEM counselor or general counselor regarding the transfer process and lower division requirements. Completion of CSU GE-Breadth or STEM IGETC for the UC or CSU is required in addition to the major requirements.

REQUIRED CORE COURSES:

		Units
BIOL205	Cell and Molecular Biology	4
BIOL206	Organismal Biology	4
BIOL207	Evolutionary Ecology	4

LIST A:

		Units
CHEM150	General Chemistry I	5
	or	
CHEM150H	General Chemistry I - Honors	5
	and	
CHEM151	General Chemistry II	5
	or	
CHEM151H	General Chemistry II - Honors	5
	and	
MATH250	Single Variable Calculus I	4
PHYSIC150A	General Physics for the Life Sciences I	5
PHYSIC150B	General Physics for the Life Sciences II	5

LIST B:

		Units
CHEM212	Organic Chemistry I	4
	or	
CHEM212H	Organic Chemistry I - Honors	4

Major Total: 40

Units

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CSU GE-Breadth or IGETC for CSU requirements: 20

Units

CSU electives (as needed to reach 60 transferrable units): 0-3

Units

Total Units

60

PID 520

Rationale: The current BIOL AS Degree prepares students for transfer to a CSU campus, but it does not guarantee admission as junior-level status. The proposed BIOL AS-T degree guarantees junior-level entry and improves biological preparation for entering any CSU and UC campus. Moreover, Biol 202 (current course in BIOL AS) does not conform to C-ID requirements. The new Biology course series in BIOL AS-T is consistent with C-ID course content.

Effective: Fall 2016

CORRECTIONS

The March 2015 Board Document contained the following errors:

Course ID: HIST 175
Correction: HIST 176

The June 2015 Board Document contained the following errors:

COURSE ID	COURSE TITLE
BIOL 201	CELL AND MOLECULAR BIOLOGY

Prerequisite: ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC process and CHEM 150 or CHEM 150H and MATH 095 or eligibility for Math 102 as determined by the SBVC assessment process.

Correction: CHEM 150 or CHEM 150H

Departmental Advisory: ENGL 101 or ENGL 101H or eligibility for ENGL 102 or ENG 102H as determined by the SBVC assessment process.

Correction: CHEM 150 or CHEM 150H

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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: February 25, 2016
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**

February 25, 2016

COURSE MODIFICATIONS

COURSE ID	COURSE TITLE
FIRET 239B	Professional Wildland Firefighting Training

Note: The course is going through a 6 year revision. The course currently does not equate with Valley because it is not offered. The course will be 40 hours of lab lecture and 2.5 units.

Effective: FA16

Rationale: 6 year revision

COURSE ID	COURSE TITLE
FIRET 250D	Task Force/Strike Team Leader

Note: The course is going through a 6 year revision. The course currently does not equate with Valley. The course will be 40 hours of lab lecture and 2.5 units.

Effective: FA16

Rationale: 6 year revision

COURSE ID	COURSE TITLE
MATH 952L	FIRET 513 Advanced Incident Command System I-400

Note: This is a selected topic course which covers various topics within the Incident Command System. Currently the course is not equated with Valley. The course will be 24 hours of lecture, and 1.5 units.

Effective: FA16

Rationale: Modified to keep up with the changed to the State Fire Training (SFT) curriculum

COURSE ID	COURSE TITLE
MATH 117	Computer Applications Research

Effective: FA16

Rationale: Course modified for the update for the Math 110 collaboration

NEW COURSES

	COURSE TITLE
KIN/S 138B	Pickleball II

Course Title: Pickleball II
 Course I.D.:KIN/S 138B
 Prerequisite(s): None
 Corequisite(s): None
 Departmental Recommendation(s): None
 Semester Units:0.5 – 1
 Minimum Semester Hours:
 Lecture: 0 Lab: 24 – 48 Clinical: 0 Field: 0 Independent: 0

Catalog/Schedule Description:

Development of intermediate-level playing and competitive skills in pickleball. Instruction in the intermediate skills, techniques, strategies, along with rules and etiquette. Pickleball features simple rules and is easy to learn. Because less experienced players can enjoy the sport almost immediately, while advanced players experience it as a fast-paced, highly competitive game, pickleball is suitable for individuals of all ages, fitness levels, and athletic abilities.

Note: This course does not equate with SBVC. SBVC does not offer this course.

Effective: FA16
Rationale: Add Course

COURSE ID	COURSE TITLE
KIN/S 138D	Pickleball IV

Course Title:Pickleball IV
 Course I.D.:KIN/S 138D
 Prerequisite(s): None
 Corequisite(s): None
 Departmental Recommendation(s): None
 Semester Units:0.5 – 1
 Minimum Semester Hours: Lecture: 0 Lab: 24 – 48 Clinical: 0 Field: 0 Independent: 0

Catalog/Schedule Description:

Development of advanced-level playing and competitive skills in pickleball. Instruction in the advanced skills, techniques, strategies, along with rules and etiquette. Pickleball features simple rules and is easy to learn. Because less experienced players can enjoy the sport almost immediately, while advanced players experience it as a fast-paced, highly competitive game, pickleball is suitable for individuals of all ages, fitness levels, and athletic abilities.

Note: This course does not equate with SBVC. SBVC does not offer this course.

Effective: FA16
Rationale: Add Course

Curriculum Meeting: 12/14/15, 1/25/16
 Board of Trustees Meeting: 2/25/16
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COURSE ID	COURSE TITLE
KIN/X 170Ax3	Intercollegiate Swimming – Women In-Season Athletics

Course Title: Intercollegiate Swimming - Women In-Season Athletics

Course I.D.:KIN/X 170AX3

Prerequisite(s): None

Corequisite(s): None

Departmental Recommendation(s): None

Semester Units:3

Minimum Semester Hours: Lecture: 0 Lab: 144 Clinical: 0 Field: 0 Independent: 0

Catalog/Schedule Description:

Instruction and training in the techniques, strategies, conditioning, and teamwork required for intercollegiate swim competition. This course is intended for members of the Women's Intercollegiate Swim team. Limitation on enrollment: enrollment is based on a successful tryout

Note: This course does not equate with SBVC. SBVC does not offer this course.

Effective: FA16

Rationale: Add Course

COURSE ID	COURSE TITLE
KIN/X 170Bx3	Intercollegiate Swimming – Women Off-Season Athletics

Course Title: Intercollegiate Swimming - Women Off-Season Athletics

Course I.D.:KIN/X 170BX3

Prerequisite(s): None

Corequisite(s): None

Departmental Recommendation(s): None

Semester Units: 2

Minimum Semester Hours: Lecture: 0 Lab: 96 Clinical: 0 Field: 0 Independent: 0

Catalog/Schedule Description:

Off-season sports conditioning in preparation for intercollegiate athletic participation for female swimmers. Sport specific training with the goal of addressing individual needs, growth and development. Limitation on enrollment: enrollment is based on a successful tryout.

Note: This course does not equate with SBVC. SBVC does not offer this course.

Effective: FA16

Rationale: Add Course

COURSE ID	COURSE TITLE
KIN/X 171 Ax3	Intercollegiate Swimming – Men In-Season Athletics

Course Title:Intercollegiate Swimming - Men In-Season Athletics

Course I.D.:KIN/X 171AX3

Prerequisite(s): None

Corequisite(s): None

Curriculum Meeting: 12/14/15, 1/25/16

Board of Trustees Meeting: 2/25/16

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Departmental Recommendation(s): None

Semester Units:3 Minimum Semester Hours: Lecture: 0 Lab: 144 Clinical: 0 Field: 0

Independent: 0

Catalog/Schedule Description

Instruction and training in the techniques, strategies, conditioning, and teamwork required for intercollegiate swim competition. This course is intended for members of the Men's Intercollegiate Swim team. Limitation on enrollment: enrollment is based on a successful tryout.

Note: This course does not equate with SBVC. SBVC does not offer this course.

Effective: FA16

Rationale: Add Course

COURSE ID	COURSE TITLE
KIN/X 171 Bx3	Intercollegiate Swimming – Men Off-Season Athletics

Course Title: Intercollegiate Swimming - Men Off-Season Athletics

Course I.D.:KIN/X 171BX3

Prerequisite(s): None

Corequisite(s): None

Departmental Recommendation(s): None

Semester Units:2

Minimum Semester Hours: Lecture: 0 Lab: 96 Clinical: 0 Field: 0 Independent:

Catalog/Schedule Description

Off-season sports conditioning in preparation for intercollegiate athletic participation for male swimmers. Sport specific training with the goal of addressing individual needs, growth and development. Limitation on enrollment: enrollment is based on a successful tryout.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Gloria M. Fisher, President, SBVC
PREPARED BY: Dr. Haragewen Kinde, Vice President, Instruction, SBVC
DATE: February 25, 2016
SUBJECT: Consideration of Approval of Donation – San Bernardino Valley College

RECOMMENDATION

It is recommended that the Board of Trustees accepts the following donations from Distribution Management Association of Southern California.

OVERVIEW

The following donations are being made to the Music Department within the Arts & Humanities Division.

Donations

\$500.00 Cash

Source

Distribution Management Association
of Southern Californian

ANALYSIS

Donations of (20) Heavy Duty Truck Systems, 6th Edition Textbooks are being made to the Diesel Department to be used for student training purposes.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Cheryl Marshall, President, CHC

PREPARED BY: Michelle Riggs, Director, Community Relations and Resource Development, CHC

DATE: February 25, 2016

SUBJECT: Consideration of Approval to Sell Alcoholic Beverages at Campus Fundraising Event – Crafton

RECOMMENDATION

It is recommended that the Board of Trustees approve the sale of alcoholic beverages at a campus fundraising event to benefit the Crafton Hills College Foundation: “Live from Crafton, It’s Saturday Night” Gala, Auction and Dinner, Crafton Center, March 19, 2016, from 6-10 PM.

OVERVIEW

In the planning of an upcoming event, it has been decided that beer, wine, and distilled spirits will be sold on campus at this event. Proceeds will benefit the Crafton Hills College Foundation, a nonprofit corporation devoted exclusively to raising funds for scholarships, grants, and other types of assistance for Crafton Hills College students and faculty.

ANALYSIS

Per Board Policy 3560 and in accordance with California law, the serving of alcoholic beverages on campus at fund-raising events held to benefit non-profit corporations is allowable.

According to the California Department of Alcoholic Beverage Control, a daily general license for beer, wine, and distilled spirits will be obtained to engage in the temporary sale of alcoholic beverages for consumption in the Crafton Center Building from the hours of 6:00PM – 10:00PM on Saturday, March 19, 2016. The license does not include off-sale (“to-go”) privileges. The license may be revoked by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.

Daily License Authorization (Form ABC-221) will be signed by an authorized representative from the Crafton Hills College Foundation, Steve Sutorus as Property Owner Approval, and Pierre Galvez for Law Enforcement Approval and submitted within ten (10) days and not more than thirty (30) days in advance of 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. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
DATE: February 25, 2016
SUBJECT: Consideration of Acceptance of Employee Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignations of Tamala Clark, Dora Demers, Shawna Gibson, and Cory Brady.

OVERVIEW

Tamala Clark, Senior Student Services Technician, EOPS, SBVC is resigning effective January 22, 2016, after 11 years of service. Last day of employment with the district is January 22, 2016.

Dora Demers, Administrative Secretary, President’s Office, SBVC, is resigning effective January 21, 2016, after 4 months of service. Last day of employment with the district is January 21, 2016.

Shawna Gibson, Clerical Assistant I, Child Development Department, SBVC, is resigning effective January 04, 2016, after 11 years and 2 months of service. Last day of employment with the district is January 04, 2016.

Cory Brady, Senior Programmer/Analyst, ANNEX, resigned effective January 28, 2016, after 17 years of service. Last day of employment with the district was January 28, 2016.

ANALYSIS

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

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

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

DATE: February 25, 2016

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 2015-2016 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 2015-2016 academic year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

Crafton Hills College
Adjunct & Substitute Academic Employees
February 25, 2016

Academic Year 2015-2016 – Spring 2016

<u>NAME</u>	<u>DISCIPLINE</u>
Debra Anderson	Allied Health
Jamie Buchanan	Psychology
Nancy Helms	Dance
Wendy Micham	Psychology
Sarah Morning	Emergency Medical Services
Peter Schuler	English
Sandra Yates	Psychology

San Bernardino Valley College
Adjunct & Substitute Academic Employees

<u>NAME</u>	<u>DISCIPLINE</u>
Barajas, Cecilia	Geography
Elkashef, Samer	Biology
Kovitz, David	English
Maestas, Albert	Water Supply Technology
Mccollum, Lisa	Communication Studies
Miller, Mareena	Nursing
Nordstrom, Matthew	Geography
Turner, Luis	Water Supply Technology

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
DATE: February 25, 2016
SUBJECT: Consideration of Approval of Appointment of District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Claudia Hayton, Anna Marie Moncada, Joseph Nguyen, Jessica Munoz, Adam Angulo, Jessica Fuquay, Miguel Ortiz, Anthony Blacksher and Alicia Hallex.

OVERVIEW

The employees on the attached list are recommended for appointment.

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 2015-2016 budget.

Appointment of District Employees
February 25, 2016

Claudia Hayton, Clerical Assistant I, Financial Aid, CHC, effective March 14, 2016, Classified Salary Schedule Range 21, Step A, at \$1,131.45 per month. New Position. Funding Source is Financial Aid Fund and is included in the 2015-2016 budget.

Anna Marie Moncada, Financial Aid Specialist I, Financial Aid, CHC, effective March 14, 2016, Classified Salary Schedule Range 38, Step A, at \$3,623.00 per month. New Position. Funding Source is CHC General and Financial Aid Fund and is included in the 2015-2016 budget.

Joseph Nguyen, SSSP Coordinator, Counseling, SBVC, effective March 14, 2016, at Classified Salary Schedule Range 46, Step B, \$4,638.00 per month. New position. Funding Source is Student Success Categorical Fund and is included in the 2015-2016 budget.

Jessica Munoz, Clerical Assistant I (Part-time), Student Health Services, SBVC, effective March 14, 2016, at Classified Salary Schedule Range 21, Step A, \$1,131.45 per month. Replaces Brenda McComb. Funding Source is Student Health Fees Restricted Fund and is included in the 2015-2016 budget.

Adam Angulo, HVAC/R Technician, Maintenance and Operations, SBVC, effective March 14, 2016 at Classified Salary Schedule Range 41, Step B, \$4,099.00 per month. Replaces Jimmy King. Funding Source is Maintenance General Fund and is included in the 2015-2016 budget.

Jessica Fuquay, Account Clerk II, Accounts Payable, Fiscal and Business Services, effective February 26, 2016, at Classified Salary Schedule Range 30, Step A, \$2,974.00 per month. Replaces Martha Kelly. Funding Source: Business and Fiscal Services General Funds and is included in the 2015-2016 budget.

Miguel Ortiz, Instructor, Machinist, SBVC, effective February 26, 2016. 177 days of service. Salary placement to be determined upon verification of education and experience. New position. Funding Source is Applied Technology General Fund and is included in the 2015-2016 budget.

Anthony Blacksher, Instructor, Sociology, SBVC, effective January 14, 2016. 177 days of service. Column G, Step 5, \$67,012.00 annually. New position. Funding Source is Sociology General Fund and is included in the 2015-2016 budget. Mr. Blacksher's paperwork was mislaid during the approval process and hence, was not included in the January 2016 board item.

Alicia Hallex, Learning Disabilities Specialist, SBVC, effective January 14, 2016. 200 days of service. Column E, Step 1, \$60,454.00 annually. Replaces Marty Milligan. Funding Source is DSP&S Categorical Funds and is included in the 2015-2016 budget. Ms. Hallex was approved by the Board on January 21, 2016, for a start date of January 19. The correct start date for Ms. Hallex is January 14, 2016.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Gloria Fisher, President, SBVC

DATE: February 25, 2016

SUBJECT: Consideration of Approval of Assistant Coach Stipend

RECOMMENDATION

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

OVERVIEW

Raul Gonzales will serve as assistant coach for Men and Women Track and Field for the Spring 2016 Season, and will receive a stipend of \$3,642.00.

ANALYSIS

Coaches are routinely hired for sports teams.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
Dr. Gloria Fisher, President, SBVC
Dr. Cheryl Marshall, President, CHC

DATE: February 25, 2016

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.

Volunteers
 Academic Year 2015-2016
 February 25, 2016
Crafton Hills College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Carlson, Nick	Fire Academy	02/26/2016-06/30/2016
Ferrao, Kyle	Anatomy	*01/22/2016-06/30/2016
Fierro, Jovan	Fire Academy	02/26/2016-06/30/2016
Gonzalez, Ismael	Fire Academy	02/26/2016-06/30/2016
Johnson, Christine	Anatomy	02/26/2016-06/30/2016
Lacombe, Sean	EMS	02/26/2016-06/30/2016
Medvec, Jessica	CHC Counseling	02/26/2016-06/30/2016
Nevarez, Anthony	EMS	02/26/2016-06/30/2016
Reetz, Miles	Anatomy & Physiology	02/26/2016-06/30/2016
Singh, Gaurav	Fire Academy	02/26/2016-06/30/2016
Thomas, Eric	Disabled Students	02/26/2016-06/30/2016

*Volunteer form was submitted late.

San Bernardino Valley College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Aleamar, Carlos	President's Office/Police Academies	02/26/2016-06/30/2016
Arevalo, Andrea	Science/Chemistry	02/26/2016-06/30/2016
Beauvais, Al	Arts & Humanities/Art	02/26/2016-05/24/2016
Ferguson, Stephanie	Arts & Humanities/Art	02/26/2016-05/24/2016
Gress, John W.	President's Office/Police Academies	02/26/2016-06/30/2016
Hunt, Ezra	Arts & Humanities/Art	02/26/2016-05/24/2016
Lenka, Moravkova	Arts & Humanities/Music	02/26/2016-05/24/2016
Livoni, Cathy	Arts & Humanities/Art	02/26/2016-05/24/2016
McLeod, Mikiko	President's Office/Marketing & PR	02/26/2016-06/30/2016
Melendez, Julia	President's Office/Police Academies	02/26/2016-06/30/2016
Mendez, Israel	President's Office/Police Academies	02/26/2016-06/30/2016
Montana, Andrew	Arts & Humanities/Art	02/26/2016-05/24/2016
Ohayon, Jonathan	Arts & Humanities/Art	02/26/2016-05/24/2016
Ojeda, James	Arts & Humanities/Art	02/26/2016-05/24/2016
Powszok, Sara	Student Services/DSP&S	02/26/2016-06/30/2016
Reveles, Cory	President's Office/Police Academies	02/26/2016-06/30/2016
Ramirez, Eduardo	Arts & Humanities/RTVF	02/26/2016-06/30/2016

District

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Daniel, Lily	KVCR – Development	*02/16/2016-06/30/2016
Deantunano, Jacklyn	KVCR – FNX	*02/12/2016-06/30/2016
Gonzales, Herbert	KVCR – Production Assistant	*02/12/2016-06/30/2016
Hernandez, Paulina	KVCR	*02/13/2016-06/30/2016
O'Sullivan, Rory	KVCR	*02/12/2016-06/30/2016

*Volunteer form was submitted late.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: February 25, 2016

SUBJECT: Consideration of Approval of Doctorate Stipend for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve doctorate stipend for Ericka Paddock.

OVERVIEW

Ericka Paddock, Director, Student Life, CHC, \$95.00 per month doctorate stipend retroactive to January 1, 2016.

ANALYSIS

Ericka Paddock recently obtained her doctorate degree in Management from University of Redlands, and is entitled to the doctorate stipend.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in 2014-2015 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: February 25, 2016

SUBJECT: Consideration of Approval of Management Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve the management tuition reimbursement for Kenneth Stills.

OVERVIEW

Kenneth Stills, Police Sergeant, District, is requesting tuition reimbursement for coursework to be completed at California State University, San Bernardino, for the Master of Business Administration program.

ANALYSIS

This request is in compliance with Board Policy 7250 which states that management personnel shall be eligible for tuition cost and reimbursement from an accredited institution and 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.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
Dr. Cheryl Marshall, President, CHC
Dr. Gloria Fisher, President, SBVC

DATE: February 25, 2016

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 periodic basis to assist departments with various events on campus or in the community.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

Non-Instructional Pay
February 25, 2016
Crafton Hills College

Allen, Denise, Non-instructional pay for Distance Ed Coordinator, 1/19/2016* through 5/26/2016, not to exceed 198 hours at \$49.00 per hour. Funding source is Equity Fund.

Allen, Denise, Non-instructional pay for District Assembly, 1/19/2016* through 5/26/2016, not to exceed 63 hours at \$49.00 per hour. Funding source is District Assembly General Fund.

Barger, Heather, Business Program Strategic Planning, 01/19/2016* through 05/26/2016, not to exceed 195 hours at \$49.00 per hour. Funding source is the General Fund.

Commander, John, Non-instructional pay for conducting Fit Testing, 1/19/2016* through 5/26/2016, not to exceed 32 hours at \$49.00 per hour. Funding source is Instruction Office General Fund.

Menchaca, Patricia, Non-instructional pay for District Assembly, 1/19/2016* through 5/26/2016, not to exceed 126 hours at \$49.00 per hour, Funding source District Assembly General Fund.

Nash, Trent, Stipend for Wind Turbine Advisor, from 1/19/16* through 3/5/16, not to exceed \$1,960. Funding source is CHC STEM Pathways Grant.

Yasar-Inceoglu, Ozgul, Stipend for Wind Turbine Advisor, from 1/19/16* through 3/5/16, not to exceed \$1,960. Funding source is CHC STEM Pathways Grant.

Yasar-Inceoglu, Ozgul, TAACCT Pre-Engineering Grant, 01/19/2016* through 06/30/2016, not to exceed 140 hours at \$49.00 per hour. Funding Source is the TAACCT Grant

*Paperwork was delayed.

San Bernardino Valley College

Alvarez, Vicente, will support the Math supplemental instructor trainings for the STEM (Science Technology, Engineering and Math) Grant, 2-26-16 to 6-30-16, not to exceed 72 hours, at \$49.00 per hour. Funding source is the STEM (Science Technology, Engineering and Math) Grant.

Caldwell-Betties, Melita, to coordinate and implement the objectives of the NSF-ATE (National Science Foundation-Advanced Technological Education) Grant, 2-26-16 to 5-20-16, 7 hours per week not to exceed 20 hours, at \$49.00 per hour. Funding source is the NSF-ATE (National Science Foundation-Advanced Technological Education) Grant.

Cisneros, Maribel, Counseling Overload, Counseling, 2-26-16 to 6-30-16, not to exceed 133 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program (SSSP) Categorical Fund.

Gharibi, Linette, Math support for the Student Success Center for the STEM (Science Technology, Engineering and Math) Grant, 2-26-16 to 6-30-16, not to exceed 312 hours, at \$49.00 per hour. Funding source is the STEM (Science Technology, Engineering and Math) Grant.

Kesling, Susaniel, to work on the accreditation process for the Pharmacy Technology Program and develop new externship partnerships, 8-14-15 to 6-30-16, not to exceed 183 hours, at \$49.00 per hour. Funding source is the Perkins Grant. This item was previously approved at the August 13, 2015 board meeting and is being amended to increase the hours from 163 to 183.

Munyandamutsa, Julia, STAR Program/TRIO, Counseling, 11-25-15 to 12-31-15, not to exceed 422 hours per semester, at \$49.00 per hour. Funding source is the STAR Program Categorical Fund. This item is being ratified as it was an oversight that the board item did not get processed and submitted for the November, 12, 2015 board agenda.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Gloria Fisher, President, SBVC

DATE: February 25, 2016

SUBJECT: Consideration of Approval of One and Two Year Contracts for Tenure Track 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 2015-2016 budget.

San Bernardino Valley College
One and Two Year Contracts for Tenure Track Academic Employees
February 25, 2016

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

Allen, Tammy	Reading
Giles, Keenan	Counseling
Jennings, Amy	Psychology
Lemieux, Jessy	Chemistry
Luke, Craig	Counseling
Murphy, Joel	English
Orozco, Debby	Counseling
Weaver, Teresa	Nursing
Wilkins, Janice	Counseling

The following second-year contract employees are recommended to enter into two-year probationary contracts for years three and four:

Burns-Peters. Davena	Modern Languages
Dubois-Eastman, Kim	Nursing
Fozouni, Daihim	English
Lowry, Belinda	Nursing
Shipp, John	Kinesiology
Tolstova, Anna	Physics

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Lisa Norman
Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Lisa Norman
Vice Chancellor, Human Resources & Employee Relations
DATE: February 25, 2016
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 2015-2016 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Professional Expert Hourly Employees

February 25, 2016

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Brooks, Nathan	Public Safety and Emergency Services	CHC	Lab/Inst/Primary Inst/EMS Specialist	2/26/16	6/30/16	\$20.00/25.00/30.00
Dennehy, Thomas	Public Safety and Emergency Services	CHC	Lab/Inst/Primary Inst/EMS Specialist	2/26/16	6/30/16	\$20.00/25.00/30.00
Gonering, Kyle	Public Safety and Emergency Services	CHC	Lab/Inst/Primary Inst/EMS Specialist	2/26/16	6/30/16	\$20.00/25.00/30.00
Mccarty, Dennis	Public Safety and Emergency Services	CHC	Lab/Inst/Primary Inst/EMS Specialist	2/26/16	6/30/16	\$20.00/25.00/30.00
Ramirez, Kevin	Public Safety and Emergency Services	CHC	Lab/Inst/Primary Inst/EMS Specialist	2/26/16	6/30/16	\$20.00/25.00/30.00
Smith, Lody	Public Safety and Emergency Services	CHC	Lab/Inst/Primary Inst/EMS Specialist	2/26/16	6/30/16	\$20.00/25.00/30.00
Acevedo, Alberto	Tutoring Center	CHC	Tutor III	2/26/16	6/30/16	\$14.00
Aguilar, Monica	Tutoring Center	CHC	Tutor III	2/26/16	6/30/16	\$14.00
Blackstone, Juliana	Tutoring Center	CHC	Tutor III	2/26/16	6/30/16	\$14.00
De Amaya, Brenda	Tutoring Center	CHC	Tutor II	1/12/16	5/27/16	\$12.00
Deshler, John	Tutoring Center	CHC	Tutor II	1/12/16	5/27/16	\$12.00
Haydu, Mira	Tutoring Center	CHC	Tutor II	1/12/16	5/27/16	\$12.00
Hill, Zachary	Tutoring Center	CHC	Tutor II	1/12/16	5/27/16	\$12.00
Lair, Janell	Tutoring Center	CHC	Tutor II	1/12/16	5/27/16	\$12.00
Macias, Roxanne	Tutoring Center	CHC	Tutor II	1/12/16	5/27/16	\$12.00
Miller, Kim	Tutoring Center	CHC	Tutor II	1/12/16	5/27/16	\$12.00

Miller, Marissa	Tutoring Center	CHC	Tutor II	1/12/16	5/27/16	\$12.00
Tong, Jeannie	Tutoring Center	CHC	Tutor II	1/12/16	5/27/16	\$12.00
Estrada, Natalia	KVCR-FM	DIST	Editor	2/26/16	6/30/16	\$18.00
Ramirez, Maria	Human Resources	DIST	Risk Mgmt. Coordinator	2/26/16	6/30/16	\$30.00
Abney, Brian	Professional Development Center	EDTC	Workforce Development PDC Trainer	1/22/16	6/30/16	\$50.00
Valenica, Samantha	Development and Community Relations	SBVC	Staff Writer/Photographer	2/26/16	6/30/16	\$20.00
Hill, Shirley	English	SBVC	Expert Tutor III	2/26/16	5/19/16	\$14.00
McDowell, Linda	English	SBVC	Expert Tutor III	2/26/16	5/19/16	\$14.00
Flores, Cindy	First Year Experience	SBVC	Tutor III	2/26/16	6/30/16	\$14.00
Garcia, Krystel	First Year Experience	SBVC	Tutor III	2/26/16	6/30/16	\$14.00
Mubashshir, Ibrahim	First Year Experience	SBVC	Tutor III	2/26/16	6/30/16	\$14.00
Skortez, Daniel	First Year Experience	SBVC	Tutor III	2/26/16	6/30/16	\$14.00
Stuart, Rebecca	First Year Experience	SBVC	Tutor III	2/26/16	6/30/16	\$14.00
Wright, Chache	First Year Experience	SBVC	Tutor III	2/26/16	6/30/16	\$14.00
Aguilera, Alejandra	Marketing and Public Relations	SBVC	Staff Writer/Photographer	2/26/16	5/26/16	\$16.00
Garcia, Catherine	Marketing and Public Relations	SBVC	Staff Writer/Photographer	2/26/16	5/26/16	\$20.00
Macedo, Luis	Marketing and Public Relations	SBVC	Staff Writer/Photographer	2/26/16	5/26/16	\$16.00
Penna, Louis	Marketing and Public Relations	SBVC	Social Media Specialist	2/26/16	5/26/16	\$25.00

Posada-Alvarado, Gloria	Marketing and Public Relations	SBVC	Staff Writer/Photographer	2/26/16	5/26/16	\$16.00
Saucedo-Daniel, Jorge	Mathematics, Business & Computer Information Technology	SBVC	Program Assistant	2/26/16	6/30/16	\$35.00
Nash, Leah	Police Academies Criminal Justice	SBVC	Facilitator/Evaluator/Safety Facilitator	2/26/16	6/30/16	\$35.00/ \$105.00 per session/ \$25.00
Cheim, Vinh	Science Division	SBVC	Tutor II	1/22/16	6/30/16	\$14.00
Gomez, Sonia	Science Division	SBVC	Tutor II	1/22/16	6/30/16	\$12.00
Lopez, David	Science Division	SBVC	Tutor II	1/22/16	6/30/16	\$12.00
Montana, Jonathan	Science Division	SBVC	Tutor II	1/22/16	6/30/16	\$12.00
Nguyen, Duong	Science Division	SBVC	Tutor II	1/22/16	6/30/16	\$12.00
Schaefer, Nicholas	Science Division	SBVC	Tutor II	1/22/16	6/30/16	\$12.00
Segura, Richard	Science Division	SBVC	Tutor II	1/22/16	6/30/16	\$12.00
Craig, Carl	STAR Program/TRIO	SBVC	Math Tutor III	1/22/16	6/30/16	\$14.00
Sarmiento, Ruben	Public Safety and Emergency Services	CHC	Lab/Inst/Primary Inst/EMS Specialist	2/26/16	6/30/16	\$20.00/25.00/ 30.00
Crisostomo, Joanna	TESS	DIST	Computing Services	2/26/16	6/30/16	\$20.00- \$49.00
Chijiwa, Kuniko	Chancellor's Office	DIST	Project Evaluator	2/26/16	6/30/16	\$40.00
Amend February 25, 2016 Board to revise hourly rate from \$15.00 to \$10.00:						
Vargas, Sarina	KVCR	DIST	Closed Caption	1/2/16	6/30/16	\$10.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**Short Term Hourly Employees****February 25, 2016**

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Copeland, Madison	Aquatics/Admin Services	CHC	Lifeguard	2/26/16	6/15/16	\$12.00
Cornejo, Annique	Aquatics/Admin Services	CHC	Lifeguard	2/25/16	6/30/16	\$12.00
Pearson, Daniel	Art Program	CHC	Model Undraped	2/26/16	6/30/16	\$16.00
Burgos, Micheil	Music	CHC	Accompanist	2/26/16	5/26/16	\$17.00
Anderson, Kayla	STEM	CHC	Project Assistant III	2/26/16	6/30/16	\$14.00
Christian, Melissa	Research and Planning	SBVC	Project Assistant III	2/26/16	6/30/16	\$14.00
Sahi, Mamta	Research and Planning	SBVC	Project Assistant III	2/26/16	6/30/16	\$14.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Substitute Employees

February 25, 2016

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Estrada, Sharon	Accounting	DIST	Account Clerk II	1/21/16	3/21/16	\$17.09	New: Vacancy. In recruitment.
Simonian, Jasmine M	Admissions & Records	CHC	Admissions & Records Technician	01/12/16	03/12/16	\$17.97	New: For employee working Out of Class
Uribe, Reyna	Admissions & Records	CHC	Admissions & Records Technician	01/16/16	03/16/16	\$17.97	Ext: Vacancy. In recruitment.
Diaz, Jose	Admissions & Records	SBVC	Admissions & Records Technician	2/22/16	4/22/16	\$17.97	New: Coverage during maternity leave
Fellenz, Josh	Aquatics	CHC	Pool Attendant	1/1/16	2/29/16	\$15.48	Ext: Vacancy (A. Shotts). In recruitment.
Carlin, Rebecka	Child Development Center	SBVC	Child Development Teacher	10/29/15	12/24/15	\$19.21	Ext: On Call for sick/vacation coverage.
Silva, Leticia	Child Development Center	SBVC	Child Development Teacher	12/10/15	2/8/16	\$19.21	Ext: On Call for sick/vacation coverage.
Nguyen, Thang	Counseling & Matriculation	SBVC	SSSP Coordinator	11/24/15	1/31/16	\$25.39	Ext: Vacancy in active recruitment.
Flores, Jason	Custodial	CHC	Custodian I	01/27/16	03/27/16	\$15.87	Ext: Vacancy. In recruitment.
Ramos, Enrique	Custodial	CHC	Custodian	01/01/16	02/08/16	\$15.87	Ext: Vacancy. In

							recruitment.
Chi, David	Custodial	SBVC	Custodian	3/2/16	5/2/16	\$15.87	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Delgado, Moises	Custodial	SBVC	Custodian I	1/10/16	3/10/16	\$15.87	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Delgado, Moises	Custodial	SBVC	Custodian I	3/11/16	5/11/16	\$15.87	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Hernandez, Amber	Custodial	SBVC	Custodian I	4/2/16/16	5/2/16	\$15.87	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Molina, Freddie	Custodial	SBVC	Custodian	03/08/16	05/08/16	\$15.87	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Burk-Bryant, Gloria	Custodial	SBVC	Custodian	02/01/16	03/31/16	\$15.87	New: On Call vacancy in active recruitment/sick/vacation coverage.
Mulgado, Irene	Custodial	SBVC	Custodian	02/01/16	03/31/16	\$15.87	New: On Call vacancy in active recruitment/sick/vacation coverage.

Pinedo, Vanessa	Custodial	SBVC	Custodian	02/27/16	04/27/16	\$15.87	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Ritchie, Ernest	Custodial	SBVC	Custodian	02/01/16	03/31/16	\$15.87	New: On Call vacancy in active recruitment/sick/vacation coverage.
Villegas, Manuel	Financial Aid	CHC	Clerical Assistant I	01/03/16	03/03/16	\$13.69	New: Vacancy. In recruitment.
Morris, Dorothy	Food Service	SBVC	Food Service Worker	02/08/16	04/08/16	\$12.71	Ext: Vacancy in recruitment
Rykbos, Tiffany	Food Services	SBVC	Food Service Worker	3/2/16	5/2/16	\$12.71	Ext: On call for sick/vacation/LOA coverage.
St Jean, Sara	Instruction Office	CHC	Administrative Assistant I	11/30/15	1/29/16	\$22.43	Employee on leave
Lappham, Garrett	KVCR	DIST	Broadcast Tech	3/5/16	5/5/16	\$20.82	Ext: On call for sick/vacation/LOA coverage.
Miller, Donald	KVCR	DIST	Broadcast Tech	3/5/16	5/5/16	\$20.82	Ext: On call for sick/vacation/LOA coverage.
Porter, Janine	KVCR	DIST	Broadcast Tech	3/5/16	5/5/16	\$20.82	Ext: On call for sick/vacation/LOA coverage.
Shaff, Joepsh	KVCR	DIST	Broadcast Tech	3/5/16	5/5/16	\$20.82	Ext: On call for sick/vacation/LOA

							coverage.
Sutton, Kevin	Print Shop	DIST	Print Specialist	1/19/16	3/19/16	\$21.36	Employee on leave
Audet, Carrie	Resource Development	CHC	Administrative Secretary	12/5/15	2/5/16	\$20.32	New: Vacancy: In recruitment for Nicole Rodriquez
Book, Paula J	Child Development Center	CHC	Child Development Assistant	12/8/15	2/5/16	\$13.35	Ext: On call for Sick/Vac Coverage
Ramirez, Berenice	Child Development Center	CHC	Child Development Assistant	12/8/15	2/5/16	\$13.35	Ext: On call for Sick/Vac Coverage
Scott, Mary J	Child Development Center	CHC	Child Development Assistant	12/8/15	2/5/16	\$13.35	Ext: On call for Sick/Vac Coverage
Scott, Mary J	Child Development Center	CHC	Child Development Teacher	1/1/16	2/29/16	\$19.21	Ext: On call for Sick/Vac Coverage
Book, Paula J	Child Development Center	CHC	Child Development Teacher	1/1/16	2/29/16	\$19.21	Ext: On call for Sick/Vac Coverage
Taylor, Alyssa	CSO	DIST	Police Department	2/5/16	4/4/16	\$16.69	Ext: On call for Sick/Vac Coverage

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: February 25, 2016

SUBJECT: Consideration of Approval of Granting Sabbatical Leaves for the 2016-2017 Academic Year

RECOMMENDATION

It is recommended that the Board of Trustees approve the granting of sabbatical leaves for the 2016-2017 academic year.

OVERVIEW

The faculty members on the following list are being recommended for Sabbatical Leaves.

ANALYSIS

On September 9, 2015, the Board of Trustees granted two full time (or four semester) sabbatical leaves for the 2016-2017 academic year. The Sabbatical Leave Committees at each campus met and forwarded their recommendations to the District. The District Sabbatical Leave Committee met on January 21, 2016, to review the requests and forwarded their recommendations to the Chancellor.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

The cost to the District is the adjunct replacement for the instructor's classes.

Sabbatical Leaves 2016-2017 Academic Year

Achala Chatterjee, Assistant Professor, Water Supply Technology, SBVC, Fall Semester 2016.

The purpose of the leave is to work towards the completion of a workbook in math for water plant operators. This workbook will be an asset in conducting a water technology math course. The workbook that I am proposing will be of significant, practical and long term benefit to students and water operators who want to prepare for examination to obtain state certification in water distribution and treatment.

Elizabeth Langenfeld, Professor, English & Reading, CHC, Fall Semester 2016.

The purpose of the leave is to become certified in TESOL (teaching English as a second language), implement a strong ESL curriculum, and become a resource for developing a CHC ESL curriculum.

Kathryn Crow, Faculty, Public Safety & Services, CHC, Fall Semester 2016.

The purpose of the leave is to conduct an evaluation of paramedic programs that have successfully implemented the National Registry of Emergency Medical Technicians Paramedic Psychomotor Competency Portfolio Project and to share the findings by publishing an administrative guidebook based on the results of the findings. To develop and author a catalog showcasing the diversity of California's Emergency Medical Services system, which would serve as a resource to support career exploration.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: February 25, 2016

SUBJECT: Consideration of Approval of Temporary Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary academic appointment of Jimmy Lee.

OVERVIEW

Jimmy Lee, Temporary Instructor, Biology, SBVC, effective January 14, 2016, for Spring 2016 semester. Salary placement at column I, step 1, \$31,931.48 for the semester. Replaces Algje Au. Funding Source is SBVC General Funds.

ANALYSIS

It is essential that each position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted. Due to a clerical error, Mr. Lee was not sent to the January 21, 2016 board for approval.

BOARD IMPERATIVE

I. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Lisa Norman, Vice Chancellor
Human Resources & Employee Relations
PREPARED BY: Dr. Lisa Norman, Vice Chancellor
Human Resources & Employee Relations
DATE: February 25, 2016
SUBJECT: Consideration of Approval of the Revisions to Professional Expert Rate of Pay

RECOMMENDATION

It is recommended that the Board of Trustees approve the revisions to the Professional Expert Rate of Pay schedule to add the following position:

- Project Evaluator

OVERVIEW

The Project Evaluator professional expert position will be performing specialized duties related to critical data support including tracking, forecasting, project evaluation, monitoring, and performing any data analysis relevant to project tasks.

ANALYSIS

The professional expert positions are an immediate need in anticipation of the recruitment process for the permanent positions.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

**San Bernardino Community College District
PROFESSIONAL EXPERT RATES OF PAY**

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Assistant Instructor	\$20.00
Bilingual Translator/Interviewer	\$20.00
Business and Resources Development Consultant	\$60.00
CAHSEE Facilitator	\$50.00
Camera & Lighting Technician	\$10.00 to \$20.00
Clinical Instructor	\$20.00
Closed Caption Editor I	\$10.00 to \$15.00
Closed Caption Editor II	\$16.00 to \$20.00
Closed Caption Editor III	\$21.00 to \$30.00
Content Specialist (FNX)	\$15.00 to \$40.00
Counseling Trainee	\$12.00
Criminal Justice Academy Liaison	\$30.00
CTE Transition Coordinator	\$20.00 to \$30.00
Guardian Scholars and Dreams Liaison (Categorical)	\$45.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$12.00
Emergency Preparedness Coordinator	\$40.00
Fire Agility Group Leader/Proctor	\$12.50
Fire Agility Instructor	\$30.00
Flight Simulator Repair	\$30.00
Foster Parenting Education	\$45.00
GIS Technician	\$18.00 to \$24.00
Grant Program Assistant (Categorical)	\$35.00
Grant Writer I/II/III	\$30.00/\$40.00/\$55.00
Human Resources Recruiter	\$20.00
Interpreting/Transliterating Level I	\$24.00
Interpreting/Transliterating Level II	\$21.00
Interpreting/Transliterating Level III	\$18.00
Interpreting/Transliterating Level IV	\$15.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$55.00
Nurse Practitioner I (1-2 years of SBCCD experience)	\$55.00
Nurse Practitioner II (3-5 years of SBCCD experience)	\$60.00
Nurse Practitioner III (6+ years of SBCCD experience)	\$65.00
Physician	\$30.00
EMT(EMS)/Respiratory Care/Fire TechPE/ASL Specialist	\$30.00
Pharmacy Technology Accreditation Coordinator	\$30.00 to \$50.00
Police Science Facilitator/Instructor	\$35.00
Post Masters Counseling Intern	\$25.00
Primary Instructor	\$25.00

**San Bernardino Community College District
PROFESSIONAL EXPERT RATES OF PAY**

Program Assistant	\$20.00 to \$49.00
Project Evaluator	\$40.00
Public Information Specialist	\$65.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
Risk Management Coordinator	\$28.00
RTVF Intern I/II/III	\$11.00/\$12.00/\$13.00
Safety Facilitator	\$19.00 to \$25.00
Safety Officer	\$22.50
Social Media Specialist (FNX)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
Tactical Officer/Police	\$28.00
Tactical Officer/Fire	\$23.00
Tech Prep	\$30.00
Training Specialist	\$19.00
Tutor I	\$10.00
Tutor II	\$12.00
Tutor III	\$14.00
TV Closed Captioning	\$10.00 to \$15.00
Veteran's Resource Specialist	\$50.00
Workforce Development/PDC Trainer	\$15.00 to \$100.00 or up to 85% of Enrollment or up to 60% of net
Strengths Educator/Coach	\$49.00
PROFESSIONAL EXPERT ASSIGNMENT	SESSION RATE
Foster Parent Host	\$25.00
Musician	\$75.00
PROFESSIONAL EXPERT ASSIGNMENT	DAILY RATE
Evaluator (<i>per scenario</i>)	\$105.00
Theatre Production Assistant	\$500.00
CPR/Lifeguard Certification Facilitator	\$200.00 to \$300.00
Consultant	\$300.00 to \$500.00
PROFESSIONAL EXPERT ASSIGNMENT	SEMESTER RATE
Faculty Intern	\$600.00
Future Teacher Intern	\$300.00
Grant Assignment	\$300.00
Medical Director (EMT)	\$3,500.00
Medical Director (Respiratory Care)	\$3,000.00

Board Approved: July 1, 2014
Revised: February 25, 2016

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Gloria Fisher, President, SBVC

DATE: February 25, 2016

SUBJECT: Consideration of Approval to Grant Tenure

RECOMMENDATION

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

OVERVIEW

The following faculty are recommended for tenure:

Caldwell-Betties, Melita	Water Supply Technology
Curasi, Gina	Counseling
Fogle-Oliver, Melinda	Theatre Arts
Lopez, Alma	English
Ramsey, Daniele	STEM Counselor/Student Success Center

ANALYSIS

Each academic employee has completed four consecutive satisfactory evaluations per Article 16, Evaluation Procedure, Section (f), of the CTA Agreement.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Gloria Fisher
President, SBVC

DATE: February 25, 2016

SUBJECT: Consideration of Approval of Rescission of Faculty Department Chair Stipend

RECOMMENDATION

It is recommended that the Board of Trustees approve the rescission of the Faculty Department Chair Stipend for SBVC.

OVERVIEW

Dawn Adler was board approved on June 11, 2015, as Chair of the Kinesiology Department for the 2015-2016 academic year; however, Ms. Adler has resigned as Chair effective February 4, 2016.

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2015–2016 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Gloria Fisher, President, SBVC

DATE: February 25, 2016

SUBJECT: Consideration of Revision of Approval of Temporary Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to temporary academic appointments of Earline Glover, Keynasia Buffong, Lisa Schmidt, and Daniel Comiskey to reflect the correct timeline of the Spring semester.

OVERVIEW

Earline Glover, Temporary Counselor, EOPS, SBVC, effective January 14, 2016 thru June 30, 2016. Salary placement at range E step 1, \$302.27 per day. Replaces Kenneth Giles. Funding Source is SBVC General Funds.

Keynasia K. Buffong, Temporary Career Counselor, SBVC, effective January 14, 2016 thru June 30, 2016. Salary placement at column G Step 1, \$331.52 per day. New position. Funding Source is SBVC Student Success Services and Programs.

Lisa Schmidt, Temporary Instructor, Geography, SBVC, effective January 19, 2016, for Spring 2016 semester. Salary placement at column D step 8, \$32,746.05 for the semester. Replaces Vanessa Engstrom. Funding Source is SBVC General Funds.

Daniel Comiskey, Temporary Instructor, Welding, SBVC, effective January 14, 2016, for Spring 2016 semester. Salary placement at column D step 1, \$25,454.13 for the semester. Replaces Eddie Sanker. Funding Source is SBVC General Funds.

ANALYSIS

On January 21, 2016, the Board approved these employees for days of service. The employees should properly be approved for the timeline of the Spring semester.

BOARD IMPERATIVE

I. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: February 25, 2016
SUBJECT: Consideration of Approval of Purchase Order Report

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached list of purchase orders.

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 162979 - 163379 are attached for approval, except those approved 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

Included in the 2015/2016 budget.

Purchase Order Report
February 25, 2016

PO#	Vendor Name	Purchase Order Description	Amount
163152	SBVC BOOKSTORE	Classroom Textbooks	50,000.00
163342	SBVC BOOKSTORE	Classroom Textbooks	5,000.00
163343	SBVC BOOKSTORE	Classroom Textbooks	2,500.00
163001	VASQUEZ, TATIANA	Conference	3,020.00
163003	US BANK CORPORATE PMT SYSTEMS	Conference	637.5
163005	US BANK CORPORATE PMT SYSTEMS	Conference	896
163015	RAMSEY, DANIELE	Conference	920
163016	POWELL, ROGER	Conference	920
163020	HASTINGS, RONALD	Conference	595
163024	BANGASSER,SUSAN	Conference	3,920.00
163025	ACADEMIC SENATE, THE	Conference	50
163028	CCCCIO	Conference	495
163030	SERRANO, LEONARDO	Conference	96
163031	SEGURA, DANIEL	Conference	96
163032	LIVERMAN, PAUL	Conference	96
163033	KING, PAUL	Conference	96
163034	FROELICH, ROBERT	Conference	96
163035	MCADAMS, CHAD	Conference	96
163036	WALL, WILLIAM	Conference	96
163037	BALLARD, DANTON	Conference	96
163038	LOMELI, ANTHONY	Conference	96
163039	CANTWELL, BRIAN	Conference	96
163040	RODRIGUEZ, STEVEN	Conference	96
163041	GARCIA, JAIME	Conference	96
163042	NDLOVU, BRITTNEY	Conference	96
163043	SPARKS, MELISSA	Conference	96
163046	KINDE, HARAGEWEN A	Conference	1,445.49
163051	BRAGGINS, ALAN	Conference	898
163053	CONTRA COSTA COMMUNITY	Conference	320
163054	CONTRA COSTA COMMUNITY	Conference	100
163055	BRAGGINS, ALAN	Conference	1,969.00
163058	CCCAOE	Conference	495
163059	CRUZ, ALFREDO	Conference	27.02
163065	US BANK CORPORATE PMT SYSTEMS	Conference	1,761.45
163069	ROWLEY, KATHLEEN	Conference	87
163070	RAGHAVAN, GIRIJA	Conference	87
163071	LEVESQUE, ROBERT	Conference	1,370.09
163072	CCCAOE	Conference	495
163073	KREHBIEL, DEANNA	Conference	865.09
163074	CCCAOE	Conference	495
163075	HOLLIMAN, ROANNE	Conference	865.09
163087	SULLIVAN, DANIEL	Conference	734
163088	ALDER, MIKE	Conference	734
163089	GROFF, RICK	Conference	734
163111	MENCHACA, PATRICIA	Conference	3,086.30

Purchase Order Report
February 25, 2016

163112 ZINN, WENDY	Conference	1,205.00
163115 ACADEMIC SENATE, THE	Conference	2,765.00
163121 DAVIS, THERESA	Conference	591
163130 WELLS, CAROL	Conference	809
163132 MANIAOL, ALBERT	Conference	2,000.00
163134 CCCEOPSA	Conference	500
163136 US BANK CORPORATE PMT SYSTEMS	Conference	1.46
163138 DEBOER, FRANK	Conference	734
163139 US BANK CORPORATE PMT SYSTEMS	Conference	1,097.00
163140 TORRES, JOSE	Conference	1,269.00
163142 COTA, MARCO	Conference	1,462.39
163143 AGUILAR-KITIBUTR, AILSA	Conference	1,462.39
163144 CCCSSAA	Conference	495
163145 US BANK CORPORATE PMT SYSTEMS	Conference	968.4
163146 SHABAZZ, RICKY	Conference	300
163147 US BANK CORPORATE PMT SYSTEMS	Conference	7,000.00
163148 SINGER, DONALD L	Conference	1,000.00
163149 ZOUMBOS, NICKOLAS W	Conference	300
163161 US BANK CORPORATE PMT SYSTEMS	Conference	43.22
163162 US BANK CORPORATE PMT SYSTEMS	Conference	20
163163 US BANK CORPORATE PMT SYSTEMS	Conference	445
163173 MAURIZI, TAMARA	Conference	420
163175 HILTON LOS ANGELES AIRPORT	Conference	1,125.00
163179 DREAMAKER PUBLISHING INC	Conference	550
163192 WELLS, CAROL	Conference	1,002.00
163194 ZINN, WENDY	Conference	2,215.08
163195 US BANK CORPORATE PMT SYSTEMS	Conference	615
163199 LONGVILLE, JOHN	Conference	500
163200 ZOUMBOS, NICKOLAS W	Conference	500
163201 SINGER, DONALD L	Conference	1,500.00
163202 WILLIAMS, JOSEPH	Conference	500
163203 US BANK CORPORATE PMT SYSTEMS	Conference	15,000.00
163209 CCLC	Conference	350
163211 SBCSBA	Conference	100
163212 US BANK CORPORATE PMT SYSTEMS	Conference	25
163213 REVOLVING CASH	Conference	220.62
163234 HARRIS, KASHAUNDA	Conference	494
163237 CALIFORNIA WORKFORCE ASSOC	Conference	595
163238 CALIFORNIA WORKFORCE ASSOC	Conference	595
163239 LEVESQUE, ROBERT	Conference	686.72
163240 MARSAC, DEIDRE	Conference	393.5
163241 SAN BERNARDINO ECONOMIC	Conference	40
163242 MARSAC, DEIDRE	Conference	22.9
163243 US BANK CORPORATE PMT SYSTEMS	Conference	188.06
163248 GALLUP ORGANIZATION	Conference	3,750.00
163250 CISOA	Conference	1,400.00
163251 CISOA	Conference	1,400.00

Purchase Order Report
February 25, 2016

163256 AKERS, ELAINE	Conference	1,634.47
163260 US BANK CORPORATE PMT SYSTEMS	Conference	191
163261 US BANK CORPORATE PMT SYSTEMS	Conference	600
163269 NATIONAL LOCKSMITHING	Conference	995
163272 LEVESQUE, ROBERT	Conference	517
163288 CHAVEZ GONZALEZ, NATALIE	Conference	1,790.21
163294 HOBSONS UNIVERSITY	Conference	499
163295 US BANK CORPORATE PMT SYSTEMS	Conference	919.26
163296 SHABAZZ, RICKY	Conference	414.91
163302 LEHMAN, VERONICA	Conference	994.07
163303 MUSKAVITCH, JOHN	Conference	853
163307 ALLIANCE OF HSI EDUCATORS	Conference	1,275.00
163308 US BANK CORPORATE PMT SYSTEMS	Conference	425
163309 COMMUNITY COLLEGE LEAGUE OF CA	Conference	5,450.00
163310 ROWLEY, KATHLEEN	Conference	804
163311 MAURIZI, TAMARA	Conference	685
163313 CONLEY, JOHNNY	Conference	1,000.00
163315 ACADEMIC SENATE, THE	Conference	445
163317 RODRIGUEZ-CRUZ, BONNIE	Conference	1,103.00
163318 HERNANDEZ, ANITA	Conference	1,103.00
163319 VALENZUELA, PATRICIA	Conference	1,103.00
163320 TILLMAN, SHALITA	Conference	1,103.00
163321 ACADEMIC SENATE, THE	Conference	990
163322 GREGORY, LESLIE	Conference	1,103.00
163324 ALLEN, DENISE	Conference	1,352.00
163325 VALDEZ, MARIA	Conference	453
163326 BANGASSER,SUSAN	Conference	105
163329 CALIFORNIA COMMUNITY COLLEGES	Conference	300
163330 LINDAMOOD-BELL LEARNING	Conference	669
163333 HALLEX, ALICIA	Conference	525.56
163334 GALLUP ORGANIZATION	Conference	3,750.00
163335 ZINN, WENDY	Conference	350
163344 US BANK CORPORATE PMT SYSTEMS	Conference	101.15
163345 MENCHACA, PATRICIA	Conference	1,352.00
163347 US BANK CORPORATE PMT SYSTEMS	Conference	2,400.00
163348 SHABAZZ, RICKY	Conference	300
163351 RP GROUP	Conference	2,500.00
163352 SIMONSON, KRISTI	Conference	960
163353 BRADY, JASON	Conference	955
163354 US BANK CORPORATE PMT SYSTEMS	Conference	2,345.00
163355 LARES, RHIANNON	Conference	20
163356 US BANK CORPORATE PMT SYSTEMS	Conference	1,200.00
163357 KUCK, GLEN	Conference	354
163358 COLLEGE OF THE CANYONS	Conference	50
163359 COLLEGE OF THE CANYONS	Conference	50
163360 COLLEGE OF THE CANYONS	Conference	50
163361 COLLEGE OF THE CANYONS	Conference	50

Purchase Order Report
February 25, 2016

163362 COLLEGE OF THE CANYONS	Conference	50
163363 US BANK CORPORATE PMT SYSTEMS	Conference	996
163364 HUSTON, CELIA	Conference	942.52
163365 ALLEN, DENISE	Conference	117
163366 SMITH, JAMES E.	Conference	102
163367 NICHOLS, BARBARA	Conference	102
163368 BRATULIN, PAUL	Conference	102
163369 CISOA	Conference	375
163370 CISOA	Conference	375
163371 CISOA	Conference	375
163372 US BANK CORPORATE PMT SYSTEMS	Conference	520
163373 CHANG, ANDREW	Conference	100
163374 SCUDDER, ROBERT	Conference	613.3
163375 JONES, DIANNA	Conference	620
163376 HUSTON, CELIA	Conference	179.5
163377 ACADEMIC SENATE, THE	Conference	475
163378 CHANG, ANDREW	Conference	200
163379 AGUINO, MICHAEL	Conference	200
163166 SERVPRO OF NORTH	Custodial Supplies	648
163107 YUCAIPA VALLEY CHAMBER	Dues & Memberships	70
163193 RP GROUP	Dues & Memberships	350
162982 GRAINGER INC W W	Equipment	977.42
162995 GLENN B DORNING INC	Equipment	28,620.00
162998 HOME DEPOT, THE	Equipment	1,296.00
163014 SAMY'S CAMERA	Equipment	1,130.71
163018 K-LOG CO INC	Equipment	800
163095 STAPLES	Equipment	1,179.43
163150 POCKET NURSE	Equipment	3,229.20
163167 CORT FURNITURE RENTAL	Equipment	1,260.39
163178 SOUTHERN CALIFORNIA COLLISION	Equipment	18,133.79
163204 BROADCAST ELECTRONICS	Equipment	1,944.00
163232 GRAYBAR ELECTRIC CO INC	Equipment	1,928.39
163266 US BANK CORPORATE PMT SYSTEMS	Equipment	464.4
163271 HARLOW'S KITCHEN CONCEPTS	Equipment	2,571.48
163297 B&H PHOTO VIDEO	Equipment	5,534.99
163341 HUMANSCALE CORP	Equipment	3,900.80
162984 EVANS, MORGAN	Instructional Supplies	1,577.25
163108 MCMASTER-CARR SUPPLY CO	Instructional Supplies	423.25
163141 ULINE	Instructional Supplies	122.04
163182 FLINN SCIENTIFIC INC	Instructional Supplies	452.78
163207 UNITED STATES PLASTIC CORP	Instructional Supplies	619.74
163278 AIRGAS USA LLC	Instructional Supplies	2,452.38
163291 DICK BLICK	Instructional Supplies	312.47
163299 U SAV-MOR STORES INC	Instructional Supplies	2,536.10
162994 AVI SPL	IT Equipment	17,667.23
162996 COMPUTER PROTECTION TECH INC	IT Equipment	3,781.01
162997 COMPUTER PROTECTION TECH INC	IT Equipment	11,461.09

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163124 SMARTDEPLOY	IT Equipment	18,547.20
163099 MOUNTAIN MEASUREMENT INC	Magazines & Subscriptions	525
163259 PRESS ENTERPRISE	Magazines & Subscriptions	55.12
163227 HYLTON, CHRISTOPHER	Maintenance Supplies	38.22
163017 MIKE HOLT ENTERPRISES OF	Media	1,435.75
162991 MERIT OIL CO	Non Instructional Supplies	1,825.00
163006 STAPLES	Non Instructional Supplies	157.14
163007 STAPLES	Non Instructional Supplies	166.44
163008 STAPLES	Non Instructional Supplies	172.59
163009 STAPLES	Non Instructional Supplies	584.95
163010 STAPLES	Non Instructional Supplies	613.42
163011 SEHI COMPUTER PRODUCTS INC	Non Instructional Supplies	269.48
163019 KH METALS & SUPPLY	Non Instructional Supplies	277
163021 FIELDS, WHITNEY	Non Instructional Supplies	21.59
163047 US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	221.4
163048 CI SOLUTIONS	Non Instructional Supplies	4,046.12
163049 STAPLES	Non Instructional Supplies	687.85
163056 STAPLES	Non Instructional Supplies	433.65
163078 STAPLES	Non Instructional Supplies	55.68
163097 STAPLES	Non Instructional Supplies	247.05
163098 STAPLES	Non Instructional Supplies	236.97
163100 US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	235.44
163102 AUDIO VISUAL INNOVATIONS INC	Non Instructional Supplies	297.54
163103 TROXELL COMMUNICATIONS INC	Non Instructional Supplies	224.86
163104 US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	80.95
163151 NEBRASKA SCIENTIFIC	Non Instructional Supplies	432
163153 CAROLINA BIOLOGICAL SUPPLY CO	Non Instructional Supplies	118.61
163155 STAPLES	Non Instructional Supplies	712.48
163156 US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	566.18
163157 POCKET NURSE	Non Instructional Supplies	2,017.93
163158 STAPLES	Non Instructional Supplies	1,123.93
163164 STAPLES	Non Instructional Supplies	625.92
163165 STAPLES	Non Instructional Supplies	640.33
163168 STAPLES	Non Instructional Supplies	603.89
163170 STAPLES	Non Instructional Supplies	89.38
163174 STAPLES	Non Instructional Supplies	645
163187 STAPLES	Non Instructional Supplies	108.87
163188 SCANTRON CORPORATION	Non Instructional Supplies	246.08
163215 STAPLES	Non Instructional Supplies	84.18
163219 STAPLES	Non Instructional Supplies	74.98
163221 STAPLES	Non Instructional Supplies	355.06
163228 STAPLES	Non Instructional Supplies	79.59
163236 STAPLES	Non Instructional Supplies	179.69
163249 STAPLES	Non Instructional Supplies	142.62
163254 US BANK CORPORATE PMT SYSTEMS	Non Instructional Supplies	7.2
163281 HOSPITAL ASSOCIATES	Non Instructional Supplies	28.98
163282 STAPLES	Non Instructional Supplies	433.96

Purchase Order Report
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163283	BADGE EXPRESS	Non Instructional Supplies	21.06
163285	STAPLES	Non Instructional Supplies	920.58
163286	STAPLES	Non Instructional Supplies	66.1
163289	STAPLES	Non Instructional Supplies	66.1
163290	123 OFFICE SOLUTION INC	Non Instructional Supplies	8,294.40
163060	REVOLVING CASH	Officials	1,800.00
163061	REVOLVING CASH	Officials	500
163063	REVOLVING CASH	Officials	500
163066	REVOLVING CASH	Officials	840
163198	REVOLVING CASH	Officials	3,840.00
163206	REVOLVING CASH	Officials	1,780.00
163045	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	350
163062	STATE OF CALIFORNIA	Operational Expenses & Fees	90
163067	REVOLVING CASH	Operational Expenses & Fees	4,104.00
163068	REVOLVING CASH	Operational Expenses & Fees	1,944.00
163079	ASCAP	Operational Expenses & Fees	1,162.70
163092	JOSE'S MEXICAN FOOD INC	Operational Expenses & Fees	1,000.00
163119	SBVC FOOD SERVICES	Operational Expenses & Fees	312.56
163125	SBVC FOOD SERVICES	Operational Expenses & Fees	498.88
163126	SBVC FOOD SERVICES	Operational Expenses & Fees	498.88
163154	AMERICAN SOCIETY OF HEALTH	Operational Expenses & Fees	2,400.00
163171	CRAFTON HILLS COLLEGE	Operational Expenses & Fees	1,900.00
163214	ASSOCIATION OF COLLEGIATE	Operational Expenses & Fees	2,400.00
163218	CAL POLY POMONA FOUNDATION	Operational Expenses & Fees	500
163235	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	100
163252	BMI GENERAL LICENSING	Operational Expenses & Fees	3,100.00
163253	EMBASSY SUITES	Operational Expenses & Fees	13,402.28
163312	EMBASSY SUITES HOTEL MILPITAS	Operational Expenses & Fees	10,897.74
163327	UMOJA COMMUNITY EDUCATION	Operational Expenses & Fees	270
163328	ACCREDITING COMMISSION FOR	Operational Expenses & Fees	750
163026	CHC BOOKSTORE	Other Student Aid	2,661.12
163159	SBVC FOUNDATION	Other Student Aid	77,361.10
163298	SBVC BOOKSTORE	Other Student Aid	1,000.00
163118	FRAUSTO, JEANETTE	Personal Mileage	114
163169	CARTER, YANCIE	Personal Mileage	200
163244	SIDABUTAR, HELENA	Personal Mileage	60.48
163210	VERIZON WIRELESS	Phone Utilities	240
163116	SBCCD PRINTING SERVICES	Printing, SBCCD	28
163117	SBCCD PRINTING SERVICES	Printing, SBCCD	183.25
163137	SBCCD PRINTING SERVICES	Printing, SBCCD	183.25
163222	SBCCD PRINTING SERVICES	Printing, SBCCD	73.63
163223	SBCCD PRINTING SERVICES	Printing, SBCCD	300
163280	SBCCD PRINTING SERVICES	Printing, SBCCD	3,895.00
163101	DAWNSIGNPRESS	Reference Books	302.5
163216	DRAMATIC PUBLISHING	Reference Books	64.97
163300	US BANK CORPORATE PMT SYSTEMS	Reference Books	309.58
163301	US BANK CORPORATE PMT SYSTEMS	Reference Books	216

Purchase Order Report

February 25, 2016

163002 US BANK CORPORATE PMT SYSTEMS	Refreshments	500
163004 US BANK CORPORATE PMT SYSTEMS	Refreshments	117
163012 SBVC FOOD SERVICES	Refreshments	500
163013 SBVC FOOD SERVICES	Refreshments	500
163064 US BANK CORPORATE PMT SYSTEMS	Refreshments	71.3
163084 US BANK CORPORATE PMT SYSTEMS	Refreshments	289.71
163085 US BANK CORPORATE PMT SYSTEMS	Refreshments	28.8
163114 US BANK CORPORATE PMT SYSTEMS	Refreshments	158.76
163120 SBVC FOOD SERVICES	Refreshments	1,215.80
163127 GAINES, ASHLEY	Refreshments	6.64
163129 MANIAOL, ALBERT	Refreshments	350
163208 US BANK CORPORATE PMT SYSTEMS	Refreshments	500
163230 COSTCO	Refreshments	250
163349 SBVC FOOD SERVICES	Refreshments	123.5

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: February 25, 2016
SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

OVERVIEW

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

ANALYSIS

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Funds for materials sold will be provided to the district within 30 days after auction and positively impact the budget.

Fixed Assets Surplus Report
February 25, 2016

Asset Number	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
16084	1/11/2016	CHC	FAX	11/1/2000	\$560.00	\$0.00
17742	1/11/2016	CHC	Dell Optiplex 755	2/29/2008	\$1,344.29	\$0.00
30011	1/11/2016	CHC	Computer System	5/3/2010	\$1,184.29	\$0.00
30074	1/11/2016	CHC	cpu	5/3/2010	\$1,631.00	\$0.00
30100	1/11/2016	CHC	cpu	5/3/2010	\$1,006.73	\$0.00
30108	1/11/2016	CHC	cpu	5/3/2010	\$1,006.73	\$0.00
30155	1/11/2016	CHC	COMPUTER EQUIPMENT	5/3/2010	\$1,184.29	\$0.00
30156	1/11/2016	CHC	COMPUTER EQUIPMENT	5/3/2010	\$1,184.29	\$0.00
30159	1/11/2016	CHC	COMPUTER EQUIPMENT	5/3/2010	\$1,184.29	\$0.00
30160	1/11/2016	CHC	COMPUTER EQUIPMENT	5/3/2010	\$1,184.29	\$0.00
30161	1/11/2016	CHC	COMPUTER EQUIPMENT	5/3/2010	\$1,184.29	\$0.00
30162	1/11/2016	CHC	COMPUTER EQUIPMENT	5/3/2010	\$1,184.29	\$0.00

Non-Fixed Assets Surplus Report
February 25, 2016

Canon Scanners	6 ea
Xerox Scanners	5 ea
Dell Printer	1 ea
HP Laserjet M1319F Fax	2 ea
Monitor/Computer Stanc	4 ea
Keyboards	15 ea
Mice	15 ea
Dell Speaker Bars	85 ea
Dell 1703 Monitors	3 ea
Dell 1908 Monitors	6 ea
Dell 1909 Monitors	4 ea
HP Deskjet 460 Printer	1 ea
APC 350 Battery Backup	1 ea
Cisco Voice Gateway	2 ea
Dell Vostro Laptops	2 ea
Dell Venue 11 Pro Tablet	1 ea
JVC TV	1 ea
Crestron Touch Panel	1 ea
Gentner Transmitter	3 ea
Hitachi CP X30 Projector	1 ea
Panasonic VCR	1 ea
Speaker	1 ea
Gridlite Plus Model # 104	1 ea
Car Lift	2 ea
Office Chairs	8 ea
Two Drawer File Cabinet	1 ea
Copy Machine	3 ea

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor of Business & Fiscal Services
PREPARED BY: Jose F. Torres, Vice Chancellor of Business & Fiscal Services
DATE: February 25, 2016
SUBJECT: Consideration of Approval of Amendment 003 to the Contract with Leighton Consulting, Inc. of Chino CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 003 to the contract with Leighton Consulting, Inc. of Chino CA in the amount of \$124,296.00, and extend the term of the contract through February 10, 2018.

OVERVIEW

On February 19, 2015, the Board of Trustees approved a contract with Leighton Consulting, Inc. for geotechnical observation and special testing for various projects at Crafton Hills College. This amendment is to add these services for the Lab/Administration (LADM) Renovation and Student Services – A (SSA) Renovation projects, which are scheduled to start construction in March of 2016.

ANALYSIS

The effect of this amendment will be an addition of \$124,296.00 to the contract, resulting in a revised value of \$736,296.00. The contract schedule will be extended to February 10, 2018.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Bond Construction budget.

**CHC LADM & SSA Renovations
CONTRACT AMENDMENT: 003**

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

OWNER: San Bernardino Community College District (SBCCD)

TO: Leighton Consulting, Inc.
10532 Acacia Street, Suite B-6
Rancho Cucamonga, CA 91730

BRIEF DESCRIPTION:

Leighton Consulting, Inc. Contract Amendment 003 for Special Testing and Geotechnical Services fees associated with the LADM Renovation and SSA Renovation Projects. This contract amendment amends the total value of the contract Leighton Consulting, Inc. has with SBCCD for Special Testing and Geotechnical services for various CHC Measure M Projects.

ATTACHMENTS:

- Kitchell/BRj Project Memo LADM Renovation - 15
- Leighton Consulting, Inc. Proposal No. RC15-295, dated December 31, 2015
- Kitchell/BRj Project Memo SSA Renovation - 17
- Leighton Consulting, Inc. Proposal No. RC15-293, dated December 30, 2015

COSTS:

\$ 124,296.00 TOTAL for Amendment No. 003

The original Contract Sum	\$516,000.00
Net change by previous Amendments	\$96,000.00
The Contract Sum prior to this Amendment	\$612,000.00
The Contract Sum will be increased by this Amendment	\$124,296.00
The new Contract Sum including this Amendment	\$736,296.00

The Contract Schedule as of this Amendment will be extended to February 10, 2018.

By signing this Amendment the SBCCD authorizes Leighton Consulting, 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 Leighton Consulting.

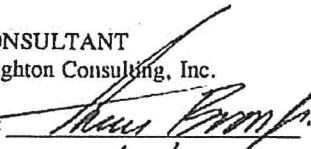
Not valid until signed by all parties. Signature of Leighton Consulting, Inc. indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

CONSULTANT
Leighton Consulting, Inc.

PROGRAM MANAGER
Kitchell/BRj

OWNER
SBCCD

By: 

By: 

By: _____

DATE: 1/15/2010

DATE: 2/19/16

DATE: _____

DATE: January 4, 2015

TO: Fath-Allah Oudghiri, AIA, MBA
 Director Facilities Planning & Construction
 San Bernardino Community College District (SBCCD)

FROM: Nicholas Farano *NF 1/14/16*
 Project Manager
 Crafton Hills College (CHC)
 Kitchell/BRj

RE: Crafton Hills College (CHC) Measure M
 CHC-4636-LADM Renovation
 Leighton Consulting, Inc. Amendment CA ~~000~~ 002

PROJECT SCOPE:

SBCCD approval to amend Leighton Consulting, Inc.'s agreement for Special Inspection Services for the LADM Renovation project, and execute a purchase order (PO) to Leighton Consulting, Inc.

NARRATIVE:

As part of the construction phase for this project, it is necessary to provide geotechnical observation and special testing services as required by DSA. Leighton Consulting was originally selected by the SBCCD and CHC selection committee through the board approved consultant selection process to provide these services on any and all Crafton Hills College Measure M bond projects. Geotechnical Services will consist of geotechnical observation and testing during site preparation, excavation, and fill placement during backfill placement footing and utility trench backfills, and concrete slab-on-grade preparation. Material testing consists of special inspection and material testing such as reinforced concrete, structural steel welding, structural steel bolting, concrete and material laboratory testing for fill materials, reinforcing steel, concrete and anchor bolts at the field, shop and batch plant batch operation, etc.

Leighton Consulting, Inc. reviewed the DSA approved documents in order to prepare their estimated proposal for these services. Kitchell/BRj worked with Leighton Consulting, Inc. to refine the proposal to ensure it falls within current acceptable industry standards. The dollars will be spent on a time and material as needed basis, but it is also important to note that these services are estimated figures, which will continue to be monitored as the project moves forward.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to amend Leighton Consulting, Inc. agreement by \$87,943.00, and execute a purchase order in the amount \$87,943.00.





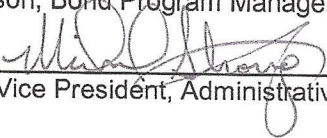
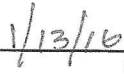
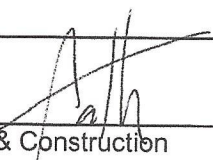
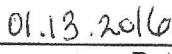
BUDGET INFORMATION:

LADM Renovation – Proj. #4636
 Info from Measure M Budget V#30 — 11/30/15

Project Original Budget Amount:	\$ 15,541,611.00
Project Current Spent to date:	\$ 1,253,345.69
Project Current Estimate to Complete:	\$ 13,452,866.98
Project Memo Forecast Cost:	\$ 87,943.00
Project Change Amount:	\$ 00.00

Budget Line Item # 42-50-02-4636-0257-6220.13-7100 – Testing/Special Testing

Approvals:

	
Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	
George Johnson, Bond Program Manager, Kitchell/BRj	Date
	
Mike Strong, Vice President, Administrative Services, CHC	Date
	
Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date


Attachments: Leighton Consulting, Inc. Proposal dated 12/31/15

BC
1-11-16

No. 17 – Student Services-A Renovation

DATE: January 5, 2016

TO: Fath-Allah Oudghiri, AIA, MBA
Director Facilities Planning & Construction
San Bernardino Community College District (SBCCD)

FROM: Leilani Nunez 
Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
CHC-8222-Student Services-A Renovation (SSA)
Leighton Consulting Amendment CA 02

PROJECT SCOPE:

SBCCD approval to amend Leighton Consulting, Inc.'s agreement for Special Inspection Services for the SSA Renovation Project, and execute a purchase order in the amount of \$36,353.00.

NARRATIVE:

As part of the construction phase for this project, it is necessary to provide geotechnical observation and special testing services as required by DSA. Leighton Consulting was originally selected by the SBCCD and CHC selection committee through the board approved consultant selection process to provide these services on any and all Crafton Hills College Measure M bond projects. Geotechnical Services will consist of geotechnical observation and testing during site preparation, excavation, and fill placement during backfill placement footing and utility trench backfills, and concrete slab-on-grade preparation. Material testing consists of special inspection and material testing such as reinforced concrete, structural steel welding, structural steel bolting, concrete and material laboratory testing for fill materials, reinforcing steel, concrete and anchor bolts at the field, shop and batch plant batch operation, etc.

Leighton Consulting, Inc. reviewed the DSA approved documents and provided an estimated proposal of \$36,353.00 for special inspection. Kitchell/BRj worked with Leighton Consulting, Inc. to refine the proposal to ensure it falls within current acceptable industry standards. The dollars will be spent on a time and material as needed basis, but it is also important to note that these services are estimated figures, which will continue to be monitored as the project moves forward.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to amend Leighton Consulting Inc. agreement by \$36,353.00, and execute a purchase order in the total amount of \$36,353.00.

BUDGET INFORMATION:

Student Services A – Proj. #8222

Info from Measure M Budget V#30 — 01/05/16

Project Original Budget Amount:	\$ 7,582,467.00
Project Current Spent to date:	\$ 675,470.52
Project Current Estimate to Complete:	\$ 5,903,135.64
Project Memo Forecast Cost:	\$ 36,353.00
Project Change Amount:	\$ 00.00

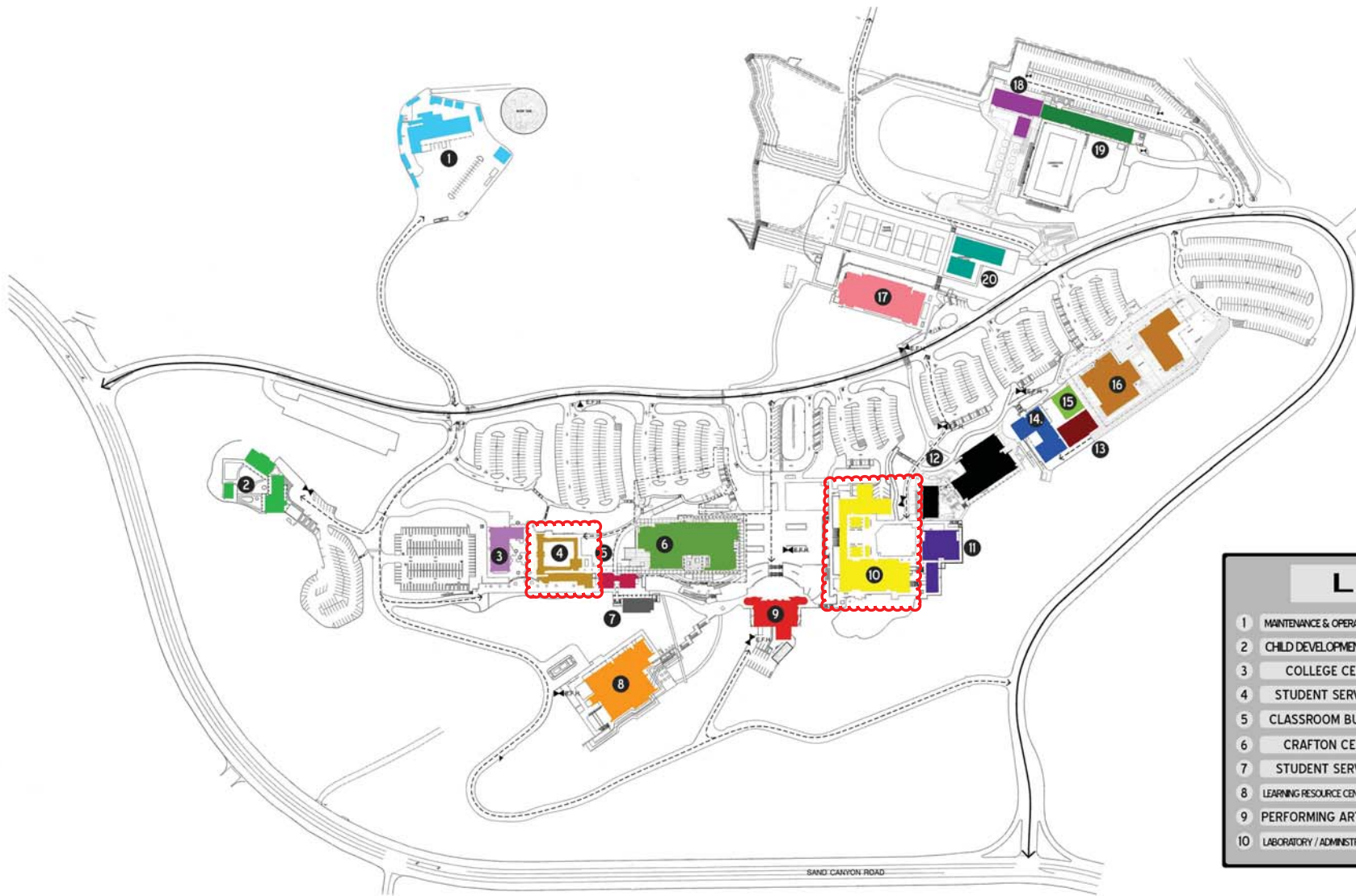
Project Memo cost of \$36,353.00 will come from Budget Line Item # 42-50-02-8222-0257-6220.13-7100 – Testing/Special Testing

Approvals:

	1/11/16
_____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	1/12/16
_____ George R. Johnson, Bond Program Manager, Kitchell/BRj	Date
	1/13/16
_____ Mike Strong, Vice President, Administrative Services, CHC	Date
	01.13.2016.
_____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachments: Leighton Consulting Proposal No. RC15-293 dated 12/30/15

BC
1-11-16



LEGEND			
1	MAINTENANCE & OPERATIONS / M&O	11	CHEMISTRY / HEALTH SCIENCE
2	CHILD DEVELOPMENT CENTER	12	NEW SCIENCE BUILDING
3	COLLEGE CENTER	13	BOOKSTORE
4	STUDENT SERVICES A	14	OCCUPATIONAL EDUCATION 1 / OE-1
5	CLASSROOM BUILDINGS	15	CLASSROOM AT BOOKSTORE
6	CRAFTON CENTER	16	OCCUPATIONAL EDUCATION 2 / OE-2
7	STUDENT SERVICES B	17	GYMNASIUM
8	LEARNING RESOURCE CENTER / LIBRARY	18	PHYSICAL EDUCATION COMPLEX / PE
9	PERFORMING ART CENTER	19	AQUATICS CENTER / CRF
10	LABORATORY / ADMINISTRATION / LADM	20	SCIENCE PORTABLES

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

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

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

DATE: February 25, 2016

SUBJECT: Consideration of Approval of Measure M Construction Change Orders and Contract Amendments

RECOMMENDATION

It is recommended that the Board of Trustees approve the following contract amendments and ratify the following change orders. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

San Bernardino Valley College – Applied Technology Emergency Lighting Upgrade, Phase II						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Giannelli Electric of Chino Hills CA	CO-01	19,731.00	0.00	-1,510.90	18,360.10	-7.7%
Crafton Hills College – PE Screen Wall						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Three Peaks Corporation of Calimesa CA	CO-01	34,565.00	0.00	2,435.59	37,000.59	7.0%

OVERVIEW

Construction change orders may be generated by a number of circumstances. These include changes directed by the District to address contractor or architect recommendations for efficiency, occupant needs, or to improve future building or space usability. California Public Contract Code 20118.4 establishes a guideline that limits construction contract change orders to 10% of the base contract amount.

A construction contract is amended when there is a change in the scope of work due to unforeseen conditions that must be corrected in order for work to proceed. Amendments alter the base contract amount and are not limited to the 10% guideline.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

ANALYSIS

Construction contract amendments and change orders submitted with this board item total \$924.69.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Measure M budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

42-50-31-5233
Project Number

Capital Facilities Program Management

APII-GC-CO1

CHANGE ORDER

Original Contract Amount: \$19,871.00
 Amount of Previous Contract Amendments: \$0.00
 Amount of Previous Change Orders: \$0.00

School Name:	San Bernardino Valley College	Date:	November 24, 2015
Project Description:	Applied Technology II - Emergency Lighting Upgrades	Contract No.:	General Contractor
To (Contractor):	Giannelli Electric, Inc.	Attn:	Giannelli Electric, Inc.

You are hereby directed to make the following changes in the above reference contract for:

Item No.: Refer to attachments

Reference RFP No.: Refer to attachments

Description of Work:

This change order includes a credit for the unspent portion of allowances that were included in Giannelli Electric, Inc.'s contract for the Applied Technology II - Emergency Lighting Upgrades.

Refer to attached Project Memo No. 436
 Contract Change Order No. APII-GC-CO1: Item 1.1

TOTAL COST of CONTRACT CHANGE ORDER APII-GC-CO1:

(\$1,510.90)

Reason for Change:

1 H-1: Building cost, District-added or deleted/reduced scope; Contractor Generated

Initiator of Change:

1 Less Replacement Work Than Expected

The original Base Contract Sum was:	\$19,871.00
Net change by previous authorized Contract Amendment(s):	\$0.00
The contract AMOUNT due to C.O. No. APII-GC-CO1 will be increased by:	-\$1,510.90
The revised BASE Contract Sum:	\$18,360.10
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders:	\$18,360.10
The revised Contract Amount, including this Contract Change Order is, therefore:	\$18,360.10
The contract TIME due to C.O. No. APII-GC-CO1 will be increased by:	0 calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore:	NA
SBCCD Change Order No. APII-GC-CO1 includes Item Number(s):	1.1

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Signature	Name (printed)	Date
	Glenn Nadalet, Kitchell/BRJ	12/1/15
District:	Jose F. Torres, Vice Chancellor, Business and Fiscal Services, SBCCD	
Contractor:	Timothy Giannelli, President - Giannelli Electric, Inc.	

CHANGE ORDER NO. GYM-GC-CO1

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Credit for Unspent Allowances	H-1	100		(\$1,510.90)	(\$1,510.90)
Subtotal						(\$1,510.90)

TOTAL CONTRACT CHANGE ORDER # ATII-GC-CO1 (\$1,510.90)

CODE LEGEND

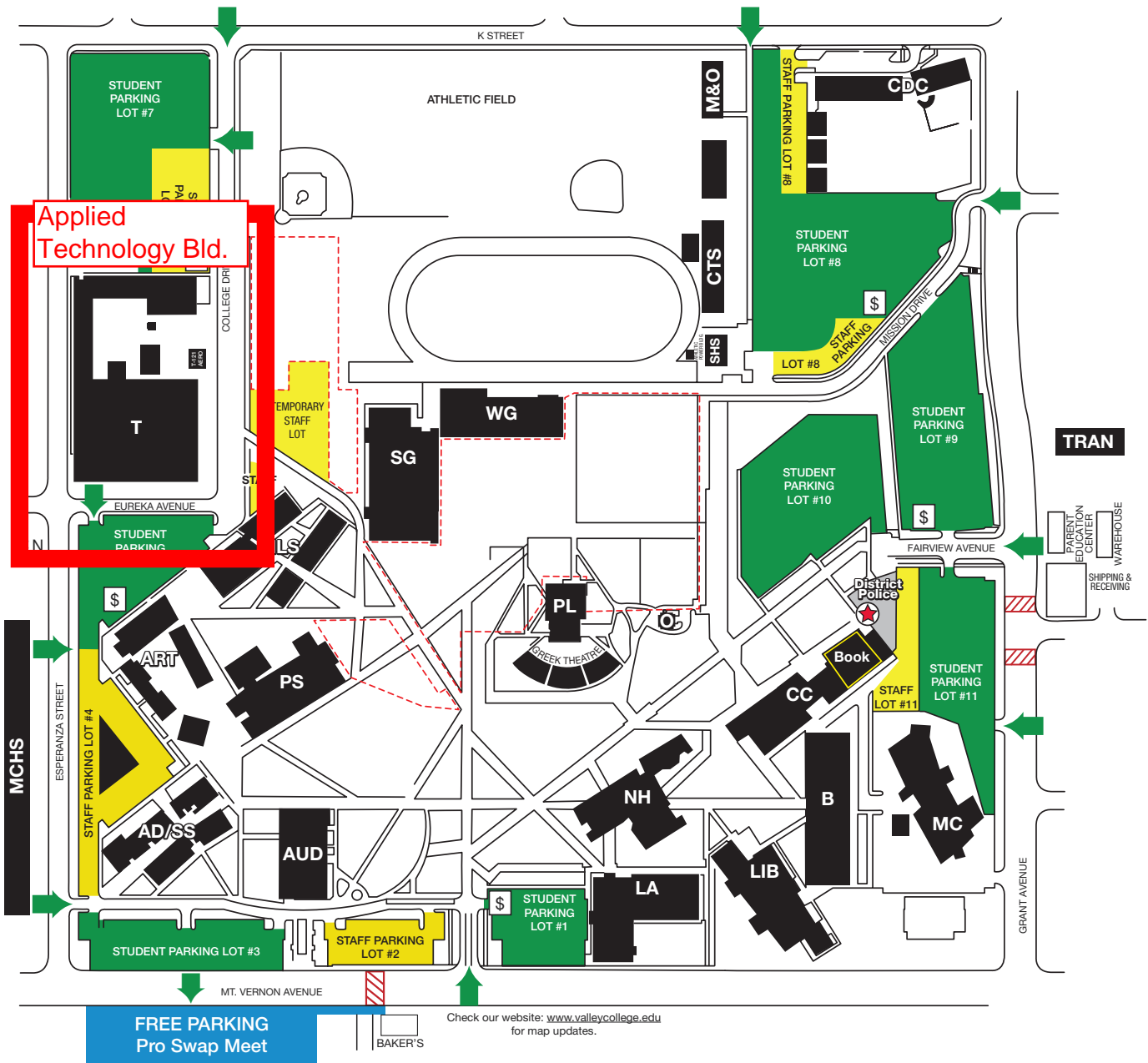
- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
- H BUILDING COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- J BUILDING COST, AGENCY OR CODE REVISION
- K BUILDING COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

San Bernardino Valley College

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



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

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

Building Symbols

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

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

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

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

1510
Project Number

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Capital Facilities Program Management
CHANGE ORDER

REC - C.O. #1
C.O./P.C. #

Original Contract Amount: \$34,665.00
Amount of Previous Contract Amendments: \$0.00
Amount of Previous Change Orders: \$0.00
Current Contract Amount: \$34,665.00

School Name:	SBCCD - Crafton Hills College	Date:	11/08/15
Project Description:	CHC-PEC Security Screen Wall	Contract #:	Bid Category
To (Contractor):	Three Peaks Corp.	Att'n:	Erik Simmons

You are hereby directed to make the following changes in the above reference contract for:

Item No: Refer to attachments

Description of Work:

This change order includes additional scopes of work for the general contractor generated from added and/or deleted scope improvements, site cost, district added or deleted. Building cost, agency or code revision. These items were not included in the original contract documents and noted after the bid and execution of the trade contract.

See detailed backup for more information.

Refer to Attached Project Memo No. : CHC - PEC Security Screen CO#1
TOTAL COST OF THIS CHANGE ORDER : \$2,435.69

Reason for Change: **See Breakdown by Item on next page

- Site Cost, Unforeseen Field Condition
- Site Cost, Error and/or Omission
- Building Cost, District Added or Reduced Scope

Initiator of Change: **See Breakdown by Item on next page.

Current contract AMOUNT:	\$34,665.00
The contract AMOUNT due to this Change Order will be increased by:	\$2,435.69
The contract AMOUNT due to this Change Order will be decreased by:	\$0.00
The revised Contract Amount, including this Contract Change Order is:	\$37,000.69
The contract TIME due to this Change order will be increased by:	0
The contract TIME due to this Change order will be decreased by:	0
The New Contract Completion Date, including this Contract Change Order is:	30-Oct-15

San Bernardino Community College District Change Order No.: CO #01 Includes Items: Item 1.1 & 1.2

This Contract Change Order is not valid until signed by both the Architect and the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District. I believe this request is valid and recommend your approval:

<u>Daniel Lash</u> Architect - Steinhilber	<u>Daniel Lash</u> Daniel Lash - Steinhilber Architects	12.18.15 Date
<u>TOM ANDERSON</u> Construction Manager - Kitchell/BRJ	<u>TOM ANDERSON</u> Tom Anderson - Project Manager	11.6.15 Date
<u>ERIK SIMMONS</u> Contractor - Three Peaks Constructors, Inc.	<u>Erik Simmons</u> Erik Simmons - Owner	11/11/15 Date
District: San Bernardino Community College District	<u>José Torres</u> - Vice Chancellor Fiscal Services	Date

CHANGE ORDER No. 01

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
Item 1.1	RFP #01 - AV Doors: Modify the (4) door handles so the Doors Latch properly	H - 4	100		\$1,050.00	\$1,050.00
Item 1.2	RFP #1 - Fire Riser Room: Provide & Install a Primus Core Lock/Passage Set At The Fire Riser Door	D - 5	100		\$1,385.00	\$1,385.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
Subtotal						\$2,435.00
TOTAL CONTRACT CHANGE ORDER No. 03						\$2,435.00

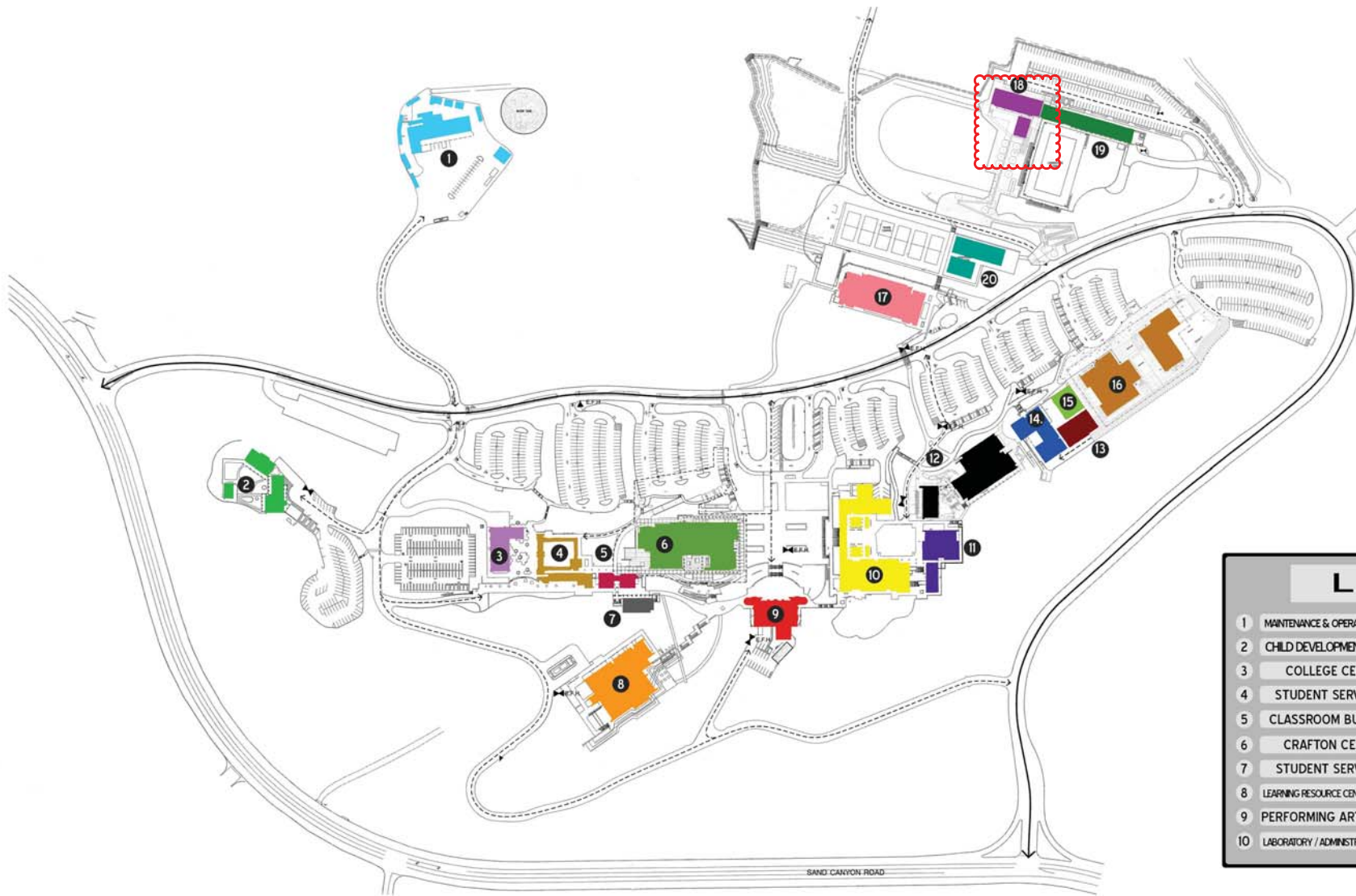
* Steinberg Architects has a disagreement on the entitlement of this item. See detailed backup for more information.
 ** Steinberg Architects has a disagreement with amount approved in this item. See detailed backup for more information.

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR OMISSION
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- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"

- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: February 25, 2016
SUBJECT: Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments

RECOMMENDATION

It is recommended that the Board of Trustees approve the following change order(s). These changes are required and necessary, benefit the District and reflect the most favorable negotiated costs.

Crafton Hills College – Lockdown Hardware Phase 1						
<u>Original Contract</u>	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Montgomery Hardware of Rancho Cucamonga CA	CO-001	\$57,956.00	\$0	\$4,046.96	\$62,002.96	7%

OVERVIEW

Construction change orders may be generated by a number of circumstances. These include changes directed by the District to address contractor or architect recommendations for efficiency, occupant needs, or to improve future building or space usability. California Public Contract Code 20118.4 establishes a guideline that limits construction contract change orders to 10% of the base contract amount.

All change orders are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

ANALYSIS

This change order results in less than a 10% increase to the contract of \$4,046.96

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 01 General Fund and financed by the Block Grant.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Capital Facilities Program Management

Project Number

Non-Bond Project

CHANGE ORDER

Original Contract Amount: **\$57,956.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>Crafton Hills College</u>	Date:	<u>December 14, 2015</u>
Project Description:	<u>Lockdown Hardware (Phase 1)</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Montgomery Hardware</u>	Attn:	

You are hereby directed to make the following changes in the above reference contract for:

Item No.: **Refer to attachments**

Reference RFP No.: **Refer to attachments**

Description of Work:

This change order includes additional scopes of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations, District program requirements and utility coordination that were required to be installed within the project. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract.

Contract Change Order No.-CO-001

TOTAL COST of CONTRACT CHANGE Order No. PCO-001 & PCO-002 \$4,046.96

Reason for Change:

- Pre-installation inspection revealed that Classroom Building Door #07 was not listed on the Biting sheets as a required door for selected hardware. Doors #28 & #37 were originally shown to only have cylinders not panic devices. After review the determination was made that these doors will required the proper lockdown hardware.

Initiator of Change:

- Site Conditions

The original Base Contract Sum was:	<u>\$57,956.00</u>
Net change by previous authorized Contract Amendment(s):	<u>\$0.00</u>
The contract AMOUNT due to C.O. No.-CO-001 will be increased by:	<u>\$4,046.96</u>
The revised BASE Contract Sum:	<u>\$62,002.96</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$62,002.96</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$62,002.96</u>
The contract TIME due to C.O.-CO1 will be increased by:	<u>0</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>15-Jan-16</u>
SBCCD Change Order No. <u>CO-001</u> includes Item Number(s):	

This Contract Change Order is not valid until signed by the District Representative (on behalf of the San Bernardino Community College District Board of Education)

Contractor's signature indicates agreement herewith, including any adjustment in the contract amount or contract time. Contractor waives any claim for further adjustments of the Contract Sum and the Contract Time related to the above described change in the Work.

I have reviewed the figures submitted by the Contractor and they have been reviewed by the District, I believe this request is valid and recommend your approval for acceptance.

Signature: _____ Name (printed): Larry Cook Date: 01.05.2016

Dir. Facilities: Larry Cook, CHC Director of Facilities

Project Mgr.: Michael Wickham Michael Wickham, Kitchell 12/23/15

District: Michael Strong Michael Strong, CHC V.P. Administrative Services

Contractor: David O'Connell David O'Connell, IS Montgomery Hardware
Printed Name/Title

CHANGE ORDER No.-CO-001

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	CO-001 Additional Hardware Classroom Bldg. Door #07	A1	100		\$475.20	\$475.20
Item 1.2	CO-002 Additional Door Panics & Misc. Hardware Classroom Bld. - Doors # 28 & #37	A1	100		\$3,571.76	\$3,571.76
Subtotal						\$4,047
TOTAL CONTRACT CHANGE ORDER # GYM-GC-CO1						\$4,047

CODE LEGEND

- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
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- L CONTRACT ADMINISTRATIVE ISSUE

* Note: "I" has been omitted not to be confused with "1"







- 1 CONTRACTOR GENERATED
- 2 CONSTRUCTION MANAGER GENERATED
- 3 ARCHITECT/ENGINEER GENERATED
- 4 DISTRICT GENERATED
- 5 INSPECTOR OR AGENCY GENERATED

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: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: February 25, 2016

SUBJECT: Consideration of Approval of Revised 2016 Board Meeting Date Calendar

RECOMMENDATION

It is recommended that the board of Trustees approve the revised Board Meeting schedule for 2016 as attached. The recommendation is for the Annual Board Retreat to be moved to June 23 from 8:30-4:30pm to align with the District Strategic Planning schedule. The EEO Mandatory Board Training is to be moved to March 24 from 12:00-2:00pm.

ANALYSIS

Meeting Dates and times are subject to change. Enough advance notice will be given to ensure the public is notified. Business Meetings are held on Thursdays in the Board Room of the District Office beginning at 4:00 p.m. and Study Sessions are held from 12:00-2:00 p.m., unless otherwise noted.

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.

The Business Meetings begin at 4:00 p.m.

The Study Sessions begin at 12:00pm-2:00pm

As of 2/25/16 v2

DATE	TYPE	PRESENTATIONS
January 14	Special Mtg	
January 21	Business	First Master Plan presentation Review process and timeline Report progress and gather input
January 28	Study Session	Strategic Planning Processes
February 4 12-3pm	Study Session	Budget Directives & Development And Accreditation Presentation
February 25	Business	Citizen's Bond Oversight Committee
March 10 2pm 4pm @ SBVC Business Center	Business	Master Plan: Progress Report and Board Input Accreditation Document to Board for Final Read & Approval
March 24	Board Retreat Study Session	Progress Report: 2015-2016 Goals ANNUAL BOARD RETREAT EEO Mandatory Board Training
April 14 2pm @ CHC Auditorium	Business	Master Plan: Progress Report and Board Input (Study Session 2-4pm) KVCR/FNX Update Update on Energy Savings Partnership with Cenergistics
April 21	Study Session	Preliminary Budget Presentation for approval 5/12/16
May 12	Business	Outgoing Student Trustee Award/Resolution
May 26	Study Session	Tentative Budget Review for approval before 7/1/16 (to be confirmed) Draft EMPs by DSPC Presentation of Draft FMP recommendations HMC
June 9	Business	Oath of Office for New Student Trustees Citizen's Bond Oversight Committee
June 23 8:30-4:30	RETREAT	Progress Report: 2015-2016 Goals ANNUAL BOARD RETREAT
July 14	Business	

		Student Success Scorecard with data pm graduation rates, transfer numbers, and student success initiatives
July 28	Study Session	
August 11	Business	First read of the master plans Presentation of final draft documents
August 25	Study Session	Final Budget Preparation Review
September 1	Study Session	
September 8	Business	Public Hearing & Final Budget Adoption of master plan documents Consultants available at meeting to answer questions Presented by the DSPC
September 22	Study Session	
October 20	Business	Citizen's Bond Oversight Committee
October 27	Study Session	
November 10	Business	
December 8	Business	Organizational meeting

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: February 25, 2016

SUBJECT: Consideration of Approval to Accept Board Ad Hoc Committee Reports

RECOMMENDATION

It is recommended that the Board of Trustees accept oral reports from the Ad Hoc Committees and engage in dialogue with the full Board as needed.

The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.

- Board Policy & Accreditation Ad Hoc – Donna Ferracone, Dr. Donald L. Singer, Gloria Harrison
- Evaluation (Board Self-Evaluation and Chancellor Evaluation) Ad Hoc – Gloria Harrison, John Longville, Nickolas W. Zoumbos
- Board Goals Ad Hoc – John Longville, Joseph Williams, Donna Ferracone
- Budget Ad Hoc – Joseph Williams, Donna Ferracone, Gloria Harrison
- Student Success Ad Hoc – Joseph Williams, Donna Ferracone, John Longville
- SBCCD Board & Local K-12 Boards Issues – Dr. Donald L. Singer, Joseph Williams, Donna Ferracone

OVERVIEW

The Board developed Ad Hoc Committees to meet on an as needed basis until projects are complete or June 30, 2016, whichever comes first. The Ad Hoc committees will do the necessary research and provide recommendations to the full board in order to take appropriate action.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

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: February 25, 2016

SUBJECT: Consideration of Approval of Board Policies:
BP 3510 Workplace Violence
BP/AP 4070 Course Auditing and Auditing Fees
BP/AP 5030 Fees
AP 5013 Students in Military

RECOMMENDATION

It is recommended that the Board of Trustees approve Board Policies. The Administrative Procedures are for information only. BP 3510 Workplace Violence, BP/AP 4070 Course Auditing and Auditing Fees, BP/AP 5030 Fees, AP 5013 Students in Military

ANALYSIS

The changes to these policies were submitted for First Reading on January 28, 2016.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

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

BP 3510 WORKPLACE VIOLENCE PLAN

(Replaces current SBCCD BP 3510)

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 6300 et seq.;
8 California Code of Regulations Section 3203;
"Workplace Violence Safety Act of 1994" (Code of Civil Procedure Section 527.8 and Penal Code Section 273.6)

Adopted: 4/9/15
Revised: 6/11/15

COMMENTS

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31

BP or AP #	Representative group	COMMENT	RESPONSE
<u>BP 3510</u>	<u>11/23/15 - Legal Updates #27</u>	<u>The title of this policy was updated for clarity.</u>	<u>12/1/15 District Assembly agreed.</u>

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33

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

BP 4070 **COURSE** **AUDITING AND AUDITING FEES**

(Replaces current SBCCD BP 4070)

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

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

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

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

Reference: Education Code Section 76370

Adopted: 5/13/04

Revised: 10/9/14

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
<u>BP 4070</u>	<u>11/23/15 – Legal Update #27</u>	<u>The title of this BP was updated for clarity.</u>	<u>12/1/15 – District Assembly Agreed</u>

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

AP 4070 **COURSE AUDITING AND AUDITING FEES**

Application/Enrollment

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

Process

- a. Students shall complete an audit application.
- b. Any instructor may refuse auditing without explanation.
- c. Credit students will always receive registration priority and space in the classroom over student(s) that are auditing the course.
- d. Once audit enrollment is completed, no student will be permitted to change his/her enrollment from audit to receive credit nor is a student permitted to change enrollment from credit to audit.

Fees

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

Attendance and Participation

45 a. The instructor will determine classroom policies for students who audit: including
46 attendance, participation, assignments, and the evaluation of course work.
47 However, students must also pay other required fees.
48

49 **Reference:** Education Code Section 76370
50

51 **Approved:** 10/9/14
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COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
AP 4070	SBVC Vice Presidents	Line 47 – Rephrase statement to: “However, students must also pay other required fees.”	<u>12/1/15 District Assembly Agreed</u>
<u>AP 4070</u>	<u>11/23/15 – Legal Update #27</u>	<u>The title of the AP was updated for clarity.</u>	<u>12/1/15 District Assembly Agreed</u>

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San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5030 FEES

(Replaces current SBCCD BP 5030 and BP 5033)

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes.)

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee of \$15.00 per unit per semester. The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)

Students *and employees* shall be required to pay a fee, in an amount not to exceed \$75.00 - annual permit; \$30.00 - one semester (\$20 BOGG student); \$15.00 - summer session; or \$2.00 - daily for parking services.

To encourage ridesharing, a student may certify in writing at the time of payment of the fee that he/she regularly has two or more passengers commuting with him/her.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

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Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a \$1 fee per semester to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee for religious, political, financial or moral reasons and shall submit such refusal in writing.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. The fee shall be \$7.50 for 6 or more credits or \$7.00 for less than 6 credits. These fees will only be paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee, which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

References: Education Code Sections 76300 et seq., 76370, 76355, 76360, 76365, 76395, 76060.5, 76361, 76223, and 76142;
Title 5 Sections 59400 et seq., [58520](#)
[ACCJC Accreditation Standard I.C.6](#)

Adopted: 6/10/04 (for BP 5030) and **4/8/04**
(for BP 5033)

Revised: 11/13/14, 6/11/15

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COMMENTS

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<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
<u>BP 5030</u>	<u>11/23/15 – Legal Update #27</u>	<u>This policy was updated to add a new fee that must be charged for students enrolled in a baccalaureate degree pilot program. (not applicable to the District).</u> <u>Added "Course" to line 23 for clarity.</u>	12/1/15 – District Assembly Agreed

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San Bernardino Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5030 FEES

(Replaces current SBCCD AP 5030 and AP 5033)

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
 - All students, other than nonimmigrant aliens under 18 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))

- 44 • Cross-Enrollment with the California State University (CSU) or University of
- 45 California (UC) (Education Code Section 66753)
- 46 • Health (Education Code Section 76355)
- 47 • Parking (Education Code Section 76360)
- 48 • Transportation (Education Code Sections 76361 and 82305.6)
- 49 • Student representation (Education Code Section 76060.5; Title 5 Sections 54801
- 50 and 54805)
- 51 • Student Center (Education Code Section 76375; Title 5 Section 58510)
- 52 • Copies of student records (Education Code Section 76223)
- 53 • Dormitory (Education Code Section 81670)
- 54 • Child care (Education Code Sections 79121 et seq. and 66060)
- 55 • Nonresident capital outlay (Education Code Section 76141)
- 56 • Nonresident application processing (Education Code Section 76142)
- 57 • Credit by Examination (Education Code Section 76300; Title 5 Section 55050)
- 58 • Use of facilities financed by revenue bonds (Education Code Section
- 59 81901(b)(3))
- 60 • Refund processing (Title 5 Section 58508)
- 61 • Telephone registration (Education Code Section 70902(a))
- 62 • Physical fitness test (Education Code Section 70902(b)(9))
- 63 • Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- 64 • Credit Card Use (Education Code Section 70902(b)(9))
- 65 • International Student Medical Insurance (Education Code Section 70902(b)(9))
- 66

67 **Prohibited fees include:**

- 68 • Late application (CCCCO Student Fee Handbook)
- 69 • Add/drop (CCCCO Student Fee Handbook)
- 70 • Mandatory student activities (CCCCO Student Fee Handbook)
- 71 • Student Identification Cards (CCCCO Student Fee Handbook)
- 72 • Student Body Organization (CCCCO Student Fee Handbook)
- 73 • Nonresident application (CCCCO Student Fee Handbook)
- 74 • Field trip (Title 5 Sections 55450 and 55451)
- 75 • For dependents of certain veterans (Education Code Section 66025.3)
- 76 • For dependents of certain victims of the September 11, 2001, terrorist attacks
- 77 (CCCCO Student Fee Handbook)
- 78 • For certain recipients of the Medal of Honor and certain children of the recipients
- 79 of the Medal of Honor (Education Code Section 66025.3)
- 80 • Required or funded services (CCCCO Student Fee Handbook)
- 81 • Refundable deposits (CCCCO Student Fee Handbook)
- 82 • Distance education (other than the statutorily authorized enrollment fee)
- 83 (CCCCO Student Fee Handbook)
- 84 • Mandatory mailings (CCCCO Student Fee Handbook)
- 85 • Rental of practice rooms (CCCCO Student Fee Handbook)
- 86 • Apprenticeship courses (Education Code Section 76350)
- 87 • Technology fee (CCCCO Student Fee Handbook)

- 88 • Late payment fee (Title 5 Sections 58502 and 59410)
- 89 • Nursing/healing arts student liability insurance (Title 5 Section 55234)
- 90 • Cleaning (CCCCO Student Fee Handbook)
- 91 • Breakage (CCCCO Student Fee Handbook)
- 92 • Test proctoring (CCCCO Student Fee Handbook)

93

94 **Collection and Refund of Fees**

95

96 A. Associated Students Discount Sticker

97

\$9.00 - CHC

98

\$7.50 - SBVC

99

\$4.00 - Replacement for lost card

100

101 B. Breakage/Lost Property Fee

102

Replacement cost of item(s) broken or lost

103

104 C. Campus Center Fee

105

\$1.00/unit (not to exceed \$10 per fiscal year)

106

107 D. Capital Outlay Fee for Students on a Visa

108

\$41.00/unit

109

110 E. Catalog

111

\$6.00 - purchased on campus

112

113 F. Credit by Examination

114

\$20.00 plus class unit fee

115

116 G. Document Fee Handling

117

\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;

118

minimum charge of 1 hour

119

\$0.15 per side copy cost

120

Fees must be paid prior to document release

121

122

123 H. Enrollment Fee

124

\$46.00/unit – California Resident

125

\$162.00/unit – Non-California Resident

126

127 I. Insufficient Funds Check

128

\$15.00

129

130 J. International Student Application

131

\$25.00 (nonrefundable)

132

133 K. Key Deposit/Replacement

- 134 \$15.00 plus cost of rekeying if needed (metal/electronic key)
135
- 136 L. Learning Center Reproduction Fees, SBVC
137 \$0.20 - Laser printout: text, black and white printer
138 \$0.50 - Laser printout: graphics, black and white printer (over ½ page)
139 \$1.00 - Laser printout: graphics and/or text, color
140 \$2.00 - Scan text or graphics to disk, per scan
141
- 142 M. Library Fines – SBVC/CHC
143 \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the
144 replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of
145 the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the
146 replacement value
147 \$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the
148 replacement value
149 \$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
150 \$2.00 - replacement for lost library card
151
- 152 N. Parking Permit Fees (students, faculty, and staff)
153 \$75.00 - annual permit
154 \$30.00 - one semester (\$20 BOGG student)
155 \$15.00 - summer session
156 \$2.00 - daily
157
- 158 O. Parking Violation Fees
159 \$ 50.00 - illegal parking
160 \$ 50.00 - decal violation
161 \$275.00 - handicap violation
162
- 163 P. Refund Processing Charge
164 A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00
165 per student per semester as defined in the Fee Refund Policy.
166
- 167 Q. Replacement – Diploma/Certificate
168 \$10.00
169
- 170 R. Schedule of Classes
171 \$3.00 - mailed in U.S. only
172
- 173 S. Student Health and Accident Insurance
174 \$19.00 - per semester (includes \$1.50 accident insurance)
175 \$16.00 - summer session (includes \$1.50 accident insurance)
176 \$1.50 - accident insurance only
177
- 178 T. Student Representation
179 \$1.00

- 180
- 181 U. Supplemental Health Services Fee
- 182 \$10.00 - TB skin test (one-step test)
- 183 \$10.00 - TB skin test (two-step test)
- 184 At cost - All Vaccines
- 185 \$25.00 - Physical Exams
- 186 \$50.00 - DMV Physical Exams
- 187 At cost - Prescription medications
- 188 At cost - In-house Lab Tests
- 189 At cost - Lab Test sent to external lab
- 190 At cost - Optional Medical Procedures
- 191 At cost - Optional Medical Supplies
- 192 \$ 8.00 - Vision screening (Titmus vision tester)
- 193 \$ 2.00 per item - Duplication of medical records
- 194 \$10.00 - Hearing Screening (Audiometer)
- 195 At cost - Birth Control Pills
- 196
- 197 V. Testing Fees
- 198 \$200.00 - Paramedic National Registry Testing
- 199 \$ 25.00 - Retest per skill
- 200 \$ 10.00 - CPR card
- 201 Repeat course from Career Tech Department
- 202 0.5 units - \$12.00
- 203 1.0 units - \$23.00
- 204 2.0 units - \$46.00
- 205 3.0 units - \$70.00
- 206
- 207 W. Transcripts/Verification
- 208 No cost - First two transcripts
- 209 \$10.00 - Additional transcripts
- 210 \$8.00 - 24-hour requests for transcripts
- 211 \$20.00 - Immediate requests for transcripts
- 212 \$5.00 plus cost - Online transcripts
- 213
- 214 X. Transportation Fee
- 215 Students registering for Spring or Fall semester to pay:
- 216 \$7.50 for 6 or more credits
- 217 \$7.00 for less than 6 credits
- 218
- 219 Y. Crafton Hills College Recreation Fee
- 220 Students registering for CHC for Spring, Fall, or Summer semesters have the
- 221 option to pay for the use of the aquatic and fitness centers:
- 222 \$8.00 per semester
- 223
- 224 **Fee Refunds**
- 225

226 A. Designated Fees

227

228 This regulation covers the following fees:

229

- 230 1. Enrollment fee
- 231 2. Nonresident tuition
- 232 3. Parking fee
- 233 4. Health fee
- 234 5. Accident Insurance fee
- 235 6. Student Services Card fee
- 236 7. Student Center fee
- 237 8. Student Representation Fee
- 238 9. Capital Outlay Fee
- 239 10. Student Transportation Fee

240

241 B. Conditions

242

243 If a refund is requested for parking or student services card fees, the parking decal or
244 the student services card must be attached to the refund request.

245

246 C. Military Service Exception

247

248 If a student who is a member of an active or reserve military service receives orders
249 compelling a withdrawal from courses, the District shall, upon petition and a copy of
250 received orders of the affected student, refund the entire enrollment fee unless
251 academic credit is awarded.

252

253 D. Refund Schedule

254

255 This refund schedule applies to all fees listed in Paragraph A, above.

256

- 257 1. Fees collected in error

258

259 Fees collected in error will be refunded in their entirety.

260

- 261 2. Class cancelled by the college

262

263 If a class is cancelled by the college, enrollment and/or non-resident tuition fees
264 will be refunded in their entirety. If that cancellation results in a student's
265 withdrawal from the college, refunds of the appropriate fees listed in Paragraph
266 "A" will apply.

267

- 268 3. Withdrawal from the College

269

- a. Enrollment Fee/Nonresident Tuition

270

271 If a student withdraws during the first two weeks of a full-term class or
272 during the first 10% of a short-term class, enrollment fees or nonresident
273 tuition fees will be refunded.

274
275 b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card
276 Fee, Student Center Fee, Student Representation Fee, Capital Outlay
277 Fee, Student Transportation Fee.

278
279 In order to be eligible for a refund, a student must withdraw prior to the
280 first day of the term for a full-term class or prior to the first day of
281 instruction for a short-term class.

282
283 4. Unit Reduction

284
285 If a change of program within the first two weeks of a full-term class or during the
286 first 10% of a short-term class results in a reduction in the number of units taken,
287 the enrollment fee or non-resident fee will be refunded at the per unit cost of the
288 reduction.

289
290 5. A student who withdraws from a class or the college after the second week of
291 instruction for a full-term class or the first 10% of a short-term class is not eligible
292 for any refund.

293
294 E. Refund Processing Fee

295
296 A charge of \$10 will be collected for each refund transaction not to exceed \$10 per
297 student per semester, except for cancelled classes or over-payment.

298
299 **Waiver of Fees**

300
301 The District may waive enrollment fees which were not collected in a previous session
302 where the enrollment fees were not collected as a result of the District's error in
303 awarding a Board of Governors Fee Waiver to an ineligible student and not through the
304 fault of the student, and to collect the enrollment fee would cause the student undue
305 hardship.

306
307 **References:** Education Code Sections 66025.3, 70902(b)(9), 76300, and 76300.5;
308 Title 5 Sections 51012, [58520](#), [58629](#)
309 California Community College Chancellor's Office (CCCCO) Student Fee Handbook
310 ACCJC Accreditation Standard I.C.6

311
312

Approved: 4/11/13
Revised: 10/9/14, 5/14/15

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314

315

COMMENTS

316

BP or AP #	Representative group	COMMENT	RESPONSE
AP 5030	Interim Vice Chancellor, Business & Fiscal Services – 2/24/15	Line 153 - \$130 75.00 – annual permit (staff only) Line 154 - \$ 52 30.00 – one semester (\$30 20 BOGG student) Line 155 - \$ 26 15.00 – summer session Line 156 - \$ 5 2.00 – daily	Changes were approved 5/14/15
<u>AP 5030</u>	<u>11/23/15 – Legal Update #27</u>	<u>This procedure was updated to add a provision allowing districts to waive enrollment fees that were not collected due to a district's error in awarding a Board of Governors Fee Waiver to an ineligible student. This procedure was also updated to include baccalaureate degree pilot program fees as a required fee.(BA fee is not applicable to our district)</u>	<u>12/1/15 – District Assembly Agreed</u>

317

318

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Dr. Glen Kuck, Associate Vice Chancellor of TESS

DATE: February 25, 2016

SUBJECT: Consideration to Adopt Board Self-Reflection and Affirmation of Responsibility Statement

RECOMMENDATION

It is recommended that the Board of Trustees adopt the statement entitled, **Board Self-Reflection and Affirmation of Responsibility** as reflected under the Analysis section of this Board item.

OVERVIEW

The Board is committed to transparency, collaboration, and the health of the San Bernardino Community College District. Toward this end, the Board reasserts its commitment to reflection and self-improvement as a government body.

ANALYSIS

Board Self-Reflection and Affirmation of Responsibility

The Board recognizes the importance of the ACCJC recommendations and continues an ongoing review to address each one in detail. In so doing the Board reasserts its commitment to reflection and self-improvement as a governing body. The Board reaffirms its duty to work collegially to address the ACCJC findings, and to strive for the improvement and success of the Colleges, the District, and the community we serve. Last, the Board appreciates and commends the efforts of all staff, across the district, in their hard work to collegially address the recommendations of the ACCJC.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Rebecca Warren-Marlatt, Vice President of Instruction

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: February 25, 2016

SUBJECT: Consideration of Approval to Accept CHC Draft Accreditation Report

RECOMMENDATION

It is recommended that the Board of Trustees accept CHC's Draft Accreditation Follow-Up Report.

ANALYSIS

The Draft Follow-Up Report demonstrates that the College and District have resolved deficiencies which led to noncompliance and that it now meets the Standards. The Report will be followed by a visit of commission representatives.

OVERVIEW

This is a first read of the Draft Follow-Up Report in response to the Accrediting Commission for Community and Junior College's (ACCJC) recommendations. The Board will approve the final report on March 10, for submission to the ACCJC by March 15, 2016.

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

None

**Crafton Hills College
Follow-Up Report**

**Submitted by
Crafton Hills College
11711 Sand Canyon Road
Yucaipa, CA 92399**



**Submitted to
Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges**

Certification of the Follow-Up Report, December 2015

To: Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges

**From: Dr. Cheryl A. Marshall, President
Crafton Hills College
11711 Sand Canyon Rd.
Yucaipa, CA 92399**

I certify that there was broad participation by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures

Cheryl A. Marshall, Ed.D., President, Crafton Hills College	Date
John Longville, President, San Bernardino Community College District Board of Trustees	Date
Bruce Baron, Chancellor San Bernardino Community College District	Date
Denise Hoyt, President, Crafton Hills College Academic Senate	Date
Michelle Tinoco, President, Crafton Hills College Classified Senate	Date
Aaron Burgess, President, Crafton Hills College Student Senate	Date

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Report Preparation

The Crafton Hills College 2015 Follow-Up Report is submitted to the Commission in response to six college recommendations, four district recommendations, and the issuance of Warning to Crafton Hills College in January, 2015. In addressing each of the six college recommendations, the College used its existing governance structures to promote internal communication and collaboration. The Institutional Effectiveness, Accreditation, and Outcomes Committee (IEAOC) led the college's response, working in concert with the Academic Senate, the Planning and Program Review Committee, the Chairs Council, the Budget Committee, district Human Resources and Fiscal Services, and the Crafton Council.

The response to the four District recommendations was led by a district wide steering committee chaired by the Associate Vice Chancellor of Technology and Educational Support Services and comprised of the presidents of both colleges, the accreditation liaison officers and faculty co-chairs of the College committees on accreditation, Academic Senate presidents, Classified Senate presidents, Student Senate presidents, two Board of Trustees members, the Chancellor of the District, the interim Vice Chancellor of Human Resources, the interim Vice Chancellor of Fiscal Services, the Deans of Institutional Effectiveness and Research, representatives of district Human Resources, a CSEA representative, and a CTA representative. The taskforce met in April 2015. Workgroups of the same taskforce met in May and throughout the summer. The full taskforce reconvened in September of 2015 and monthly thereafter to monitor and provide feedback on the progress that was being made towards addressing the District recommendations. The goals of the taskforce were to:

- 1) Distill what triggered the Crafton Hills College and San Bernardino Valley College visiting teams' findings;
- 2) Evaluate what must be done to address the findings;
- 3) Identify resources, points of accountability, and timelines that will be necessary to address the findings;
- 4) And list what evidence would satisfy the visiting team to show we have addressed each recommendation.

The final outcome of the taskforce was a tactical plan to resolve all district recommendations.

Addressing the district recommendations involved close collaboration among Crafton Hills College, San Bernardino Valley College (SBVC), and District personnel. The communication between the two Colleges and the District was, at times, conflicted. Concerns from both colleges included:

- Board inconsistency in following approved Board Policies and Administrative Procedures, for example:

- The Chancellor's evaluation did not conform to Board Policy and was not completed timely. The evaluation was completed pursuant to Board Policy in January 2016.
- Based on a third party complaint to the Commission, ACCJC concluded that the SBVC President did not meet minimum qualifications for her position, a violation of Board Policy 7120 (Recruitment and Hiring): "Academic employees shall possess the minimum qualifications prescribed for their positions by the Board of Governors." The SBVC President will retire in June 2016 and a national search is currently under way.
- Inadequate response to Senate resolutions, and inconsistent collegial consultation with the faculty on academic and professional matters (10 + 1 issues); for example:
 - The Academic Senate's vote of no confidence for the Chancellor elicited no Board response initially. The Board later answered with a legal opinion that the vote fell outside the purview of the senate. The Senate sought input from the State Academic Senate, which supported the legal opinion. Since then, the Chancellor has presented all District managers on January 12, 2016 and the Crafton Council on January 26, 2016 with his personal plan for improvement in leadership, inclusiveness, and transparency. His plan was outlined in the monthly Chancellor's Chat, which is distributed to every employee in the District.
 - Funding was allocated over the summer to implement the new HR reorganization. While the District Budget Committee approved the added cost, the meeting took place during the summer. Although the meeting was pre-scheduled and compensation was available, no faculty attended. The District has since developed a process to ensure the participation of faculty in decision-making during the summer months.
 - A consultant to develop the District Facilities Master Plan was hired without faculty representation in the selection process and in the determination of the scope of work. The College administration issued an apology to the Academic Senate. The consultants have held a meeting with the Senate to discuss the scope and purpose of their consultancy, and to express their commitment to consultation and faculty input.
- Public comments by the Board President during in-service day were perceived as censoring the colleges' ability to communicate freely with regard to accreditation concerns.
- The Crafton Hills College Academic Senate disputed the assessment to the College of the cost of tuition reimbursements to the San Bernardino Valley College President for enrollment in a degree program.

Despite the formal and informal conflict that arose after the Commission recommendation, the District Accreditation Steering Committee and college Institutional Effectiveness, Accreditation,

and Outcomes Committee continued to work cooperatively to address and to document the efforts to meet ACCJC standards. The District Steering Committee met periodically from spring, 2015 through fall 2015. Sub-committees of this group, comprised of District and College personnel, developed the Board Orientation and Handbook, and a revised policy revision and review process.

The Vice Chancellor of Fiscal Services and the Vice Chancellor of Human Resources attended meetings of the Academic and Classified Senates to answer accreditation-related questions. Both participated in monthly accreditation open forums at Crafton Hills College, and district updates were provided at college In-Service and Flex days. To address some of the faculty concerns, the Vice Chancellor of Fiscal Services, met with the President, Vice President of Fiscal Services and Academic Senate President of Crafton Hills College to discuss faculty concerns about the process the District used to allocate funds after the 2015-16 Budget had been approved. As mentioned above, the Chancellor met with the Crafton Council, the central deliberative body of the College, to discuss his plan for improvement and to express his interest in collaboration and inclusivity. The Board of Trustees has invited a technical assistance team of the California Community Colleges Institutional Effectiveness Partnership Initiative (IEPI) to assist them in addressing issues impacting the District.

The College Accreditation Liaison Officer prepared the Follow-Up report, with the input, support, and review of the Institutional Effectiveness, Accreditation, and Outcomes Committee. A draft of the Follow-Up Report was shared with the committee on September 15, 2015 and on November 2, 2015. The draft plan was emailed to the Academic, Classified, and Student Senates, and the entire campus November, 4 2015. The IEAOC Co-Chairs and Accreditation Liaison Officer provided updates regarding the follow-up report to the Crafton Council, the primary shared governance body on campus, charged with reviewing the action taken in response to the external evaluation. Additionally, Open Forums were held each month from October through December at College Hour. A third draft of the document was emailed to the entire campus community on January 12, 2015. Included in the email was a survey designed to assess campus perceptions of the progress made towards resolution of the recommendations.

Workshops on the District and College progress towards meeting Commission standards were held during flex day on January 15, 2016, and at the spring in-service on January 15, 2016. Participants at the Flex and in-Service workshops completed the same survey, which was made available in paper and electronic formats. The data from the campus and workshop surveys were incorporated into the section under each recommendation sub-titled *Analysis of Results Achieved to Date*.

A work group comprised of the Accreditation Liaison Officers from San Bernardino Valley College and Crafton Hills College, the Associate Vice Chancellor of Technology and Educational Support Services, the Vice Chancellor of Human Resources, and the Vice

Chancellor of Fiscal Services met from December through February to ensure alignment of the two college follow up reports, to identify gaps in narrative and evidence, and to coordinate communication with the campuses.

The final report was read and approved by the Crafton Council on January 26, 2016. The Board of Trustees formally reviewed the report three times: February 4, 2016, February 25, 2016, and March 10, 2016 for final approval. A timeline outlining the College and District processes in responding to the Commission’s recommendations is provided below.

Crafton Hills College 2015 Follow-Up Report Detailed Timeline

Month/Date	Activity
February, 2015	College receives External Evaluation Report; the Commission issues Warning
February, 2015	President shares the External Evaluation Report with campus
February, 2015	IEAOC develops a response template
	Response template shared with Crafton Council
May, 2015	District Steering Committee: District Recommendations
February - May, 2015	Steering Committee meets throughout spring 2015
June - July, 2015	A sub-group of the District Steering Committee meets
September 15, 2015	Preliminary draft to the IEAOC
October 8, 2015	CHC/SBVC joint presentation to the Board of Trustees
October 19, 2015	First Open Forum
November 2, 2015	Second Preliminary draft to the IEAOC
November 6, 2015	Preliminary draft to the campus
November 23, 2015	Second Open Forum
December 11 2015	Second Draft to Campus and Collegial Consultation Groups
December 14, 2015	Third Open Forum (Resource Allocation Model)
January 5, 2016	Follow-up Report to SBVC/District work group
January 11, 2016	Alignment Meeting with SBVC and District
January 12, 2016	Distribution to Senates and Crafton Council
January 14, 2016	Workshop and Presentation, Accreditation (Flex)
January 15 2015	Workshop and Presentation, Accreditation (In-Service)
January 20	Academic Senate Review
January 22	Student Senate Review
January 22	Classified Senate Review
January 25, 2016	Fourth Open Forum
January 26, 2016	Crafton Council Final Approval
January 27, 2016	Follow-up Report to Board
February 4, 2016	Board Meeting, Study Session

February 17, 2016	Final Follow-up Report to Board
February 25, 2016	Board Meeting, Business
March 2, 2016	Ultimate Final Follow-Up Report to Board
March 3, 2016	Sixth Open Forum, Campus Preparation
March 10, 2016	Board Meeting, Final Approval and Signature
March 15, 2016	Follow-up report submitted to ACCJC

Response to the Commission Action Letter

When the Commission finds that an institution has pursued a course deviating from the Commission's Eligibility Requirements, Accreditation Standards, or Commission policies to an extent that gives concern to the Commission, it may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities. The Commission will specify the time within which the institution must resolve these deficiencies. During the warning period, the institution will be subject to reports and visits at a frequency to be determined by the Commission. If warning is issued as a result of the institution's educational quality and institutional effectiveness review, reaffirmation is delayed during the period of warning. The accredited status of the institution continues during the warning period. (ACCJC (2014) Accreditation Reference Handbook, p. 44).

The deficiencies and needed improvements cited by the Commission had emerged in the College's self-evaluation process, and therefore, many of the actions to address the issues were under way when the external evaluation team visited Crafton Hills College in October, 2014. As of December, 2015, the college has resolved or made significant progress toward resolving the six College recommendations and the four District recommendations.

College Recommendations to Meet the Standards

College Recommendation 1, Assessment and Review of Outcomes at All Levels In order to meet the standards, the team recommends that the college systematically complete the implementation and regularly assess and review student learning outcomes (and services area outcomes, where applicable) for all courses, programs, certificates, and degrees and;

- Demonstrate the use of the assessment results to make improvements to courses and programs; Demonstrate the use of student learning assessment results in college-wide planning;
- Demonstrate that resource decisions are based on student learning assessment results;
- Develop and implement a process to ensure that SLOs are included on all course syllabi. (Prior Recommendation 4 from 2002, Prior Recommendation 3 from 2008, II.A.1.c, II.A.2.e, II.A.2.f, II.A.2.h, II.A.6, II.B.1, II.B.4, II.C.2, ER 10)

College Recommendation 2, Distance Education Plan

In order to meet the standards, the team recommends that the college update its Distance Education plan to provide guidance in determining the long-term vision for distance education to support the current and future needs of its students including student support and library and learning support services. (Prior Recommendation #8 from 2008, II.A.1.b, II.B.1, II.B.3, II.B.3.a, II.B.3.c, II.C.1, II.C.1.c)

College Recommendation 3, Program Elimination Policy

In order to meet the standards, the team recommends that the College establish a policy to address when programs are eliminated or significantly changed and ensure that this process does not negatively impact students. (II.A.6.b)

College Recommendation 4, College Catalog

In order to meet the standards, the team recommends that the College demonstrate a practice of preparation, review, and publishing the College Catalog at an appropriate time and with a level of accuracy to assure student success. (II.B.2)

College Recommendation 1, Assessment and Review of Outcomes at All Levels

In order to meet the standards, the team recommends that the college systematically complete the implementation and regularly assess and review student learning outcomes (and services area outcomes, where applicable) for all courses, programs, certificates, and degrees and;

- 1. Demonstrate the use of the assessment results to make improvements to courses and programs;**
- 2. Demonstrate the use of student learning assessment results in college-wide planning;**
- 3. Demonstrate that resource decisions are based on student learning assessment results;**
- 4. Develop and implement a process to ensure that SLOs are included on all course syllabi. (Prior Recommendation 4 from 2002, Prior Recommendation 3 from 2008, II.A.1.c, II.A.2.e, II.A.2.f, II.A.2.h, II.A.6, II.B.1, II.B.4, II.C.2, ER 10)**

II.A.1.C. The institution identifies student learning outcomes for courses, programs, certificates, and degrees; assesses student achievement of those outcomes; and uses assessment results to make improvements.

II.A.2.e. The institution evaluates all courses and programs through an on-going systematic review of their relevance, appropriateness, achievement of learning outcomes, currency, and future needs and plans.

II.A.2.f. The institution engages in ongoing, systematic evaluation and integrated planning to assure currency and measure achievement of its stated student learning outcomes for courses, certificates, programs including general and vocational education, and degrees. The institution systematically strives to improve those outcomes and makes the results available to appropriate constituencies.

II.A.2.h. The institution awards credit based on student achievement of the course's stated learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education.

II.A.6. The institution assures that students and prospective students receive clear and accurate information about educational courses and programs and transfer policies. The institution describes its degrees and certificates in terms of their purpose, content, course requirements, and expected student learning outcomes. In every class section students receive a course syllabus that specifies learning objectives consistent with those in the College's officially approved course outline.

II.B.1. The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution.

II.B.4. The institution evaluates student support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.

II.C.2. The institution evaluates library and other learning support services to assure their adequacy in meeting identified student needs. Evaluation of these services provides evidence that they contribute to the achievement of student learning outcomes. The institution uses the results of these evaluations as the basis for improvement.

Eligibility Requirement 10 The institution defines standards for student achievement and assesses its performance against those standards. The institution publishes for each program the program's expected student learning and any program-specific achievement outcomes. Through regular and systematic assessment, it demonstrates that students who complete programs, no matter where or how they are offered, achieve the identified outcomes and that the standards for student achievement are met

Recommendation 3, 2008; Recommendation 4, 2002: Student Learning Outcomes. With regard to Recommendation 3 below, Crafton Hills College should demonstrate that it is at the Development Level on the Commission's Rubric for Evaluating Institutional Effectiveness and will reach the Proficiency Level by the Commission's 2012 deadline. As was noted in recommendation 4 of the 2002 Accreditation Evaluation Report and in order to meet the standards, the college should complete the development, implementation, assessment and review of course, program and institution wide student learning outcomes and utilize the assessment results to make continuous program improvements. (Standards I.B.1, II.A.1.c, II.A.2.a, II.A.2.b, II.A.2.f, ER 10)

Actions Taken to Resolve Deficiencies

1) The College has engaged in the systematic completion of outcomes (II.A.1.c, II.A.2.e, II.A.2.f, II.B.1, II.B.4, II.C.2, ER 10)

When the external evaluation team visited the College in October, 2014, 100% of institutional learning outcomes had been assessed, though assessments had been completed for only 71.6% of course outcomes and 68% of program outcomes. General Education outcomes had not yet been assessed. During the prior spring semester, the College had adopted a universal four-point rubric to allow course level outcomes results to more clearly align with program and institutional outcomes, promoting a better understanding of the gaps in student learning across the institution.

In addition, in fall 2014, the college adopted a new cloud tool as the sole repository of SLO information. Previously, outcomes were archived in any of three locations: ELumen, a software designed to manage outcomes assessment, the Planning and Program Review online tool, and an online Nichols model tool. The new cloud tool has improved tracking and inventory of SLO data, and has allowed for the alignment and assessment of outcomes at all levels of the institution.

Training in the use of the new cloud tool occurred throughout fall, 2014 and spring 2015. Training of adjunct faculty took place at the Adjunct Faculty Orientation on January 14, 2016. As Table 1 indicates, as of November 2015 97.1% of course and 97.8% of program outcomes had been assessed and documented in the cloud tool.

Table 1, Outcomes Assessment Completion through November 2015 by Type of Outcome

Month/Year	Course Outcomes		Program Outcomes		Learning & Support		Institutional Learning Outcome	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent
2013-14	227	71.6%	30	68.2%	10	100%	6	100%
Dec. 2014	278	86.1%	32	72.7%	16	100%	6	100%
January 2015	291	89.8%	37	84.1%	16	100%	6	100%
March 2015	291	89.8%	40	90.9%	16	100%	6	100%
April 2015	292	91.0%	40	90.9%	16	100%	6	100%
May 2015	313	93.2%	42	95.5%	16	100%	6	100%
June 2015	328	95.9%	44	97.8%	16	100%	6	100%
Nov. 2015	334	97.1%	44	97.8%	16	100%	6	100%

To ensure that outcomes completion data was readily available and broadly disseminated, the Office of Institutional Effectiveness, Research, and Planning (OIERP) created an online dashboard, which displays the course assessment rate by division, department, unit, discipline,

and reporting year. The Dean of OIERP demonstrated the tool to the Institutional Effectiveness, Accreditation and Outcomes Committee on January 20, 2015 and to the Chairs Council in fall 2014.

As indicated above, the assessment of both course and program-level increased substantially with the implementation of the new cloud tool. An example of the ways course level assessments align with program, general education, and institutional learning outcomes is demonstrated in Figures 1-4, which are snapshots from the online cloud tool.

Figure 1 shows an example of the course assessment of ASL 103. The cloud tool shows the number of students in each of the four rubric categories. A score of zero denotes no achievement of the outcome, and a score of four denotes high achievement. The tool also features linkages with program outcomes, which can be selected from a pull-down menu, general education outcomes, and institutional outcomes.

Figure 1: Course Assessment, ASL 103

#	SLO Statement	# of Students Meeting SLO Rubric				Total Assessed	% Assessed 3 or Higher	Target Met?
		1	2	3	4			
1	Expressive Communication: Students will demonstrate language proficiency by signing American Sign Language at a beginning to intermediate level.	0	2	10	11	23	91.3	Yes
		Outcomes Mapping						
		Program-Level	General Ed	Institutional				
		Demonstrate l	GEO#6: Oral T	ILO#2: Written				
2	Receptive Communication: Students will interpret visual/signed ASL at a beginning to intermediate level.	0	2	3	18	23	91.3	Yes
		Outcomes Mapping						
		Program-Level	General Ed	Institutional				
		Interpret visual	GEO#6: Oral T	ILO#2: Written				

Figure 2 shows a summary of the program level assessment for American Sign Language for the past three years. Links are provided to the faculty reflections logged, the number of sections reporting, and the number not reporting within the past three years.

Figure 3 shows the ILO summary report for the past three years. To date, 499 sections have been linked to one or more Institutional Learning Outcomes.

Figure 4 shows the GE Assessment Report for the past three years. The report shows the percentage of students who met each general education outcome with a score of 3 or above.

Figure 2: Program Assessment, ASL

Program Summary Report

Year
 Division

Period
 Department

Tools

Program SLOs

#	Program SLO Statement	# of Students Meeting SLO Rubric				# 3 or higher	% 3 or higher
		1	2	3	4		
1	Demonstrate language proficiency by signing American Sign Language at a beginning to intermediate level.	11	26	98	107	205	84.71%
2	Interpret visual/signed ASL at a beginning to intermediate level.	32	22	80	107	187	77.59%
3	Demonstrate appropriate knowledge of the Deaf community regarding social interactions, beliefs, values, arts, literature, entertainment, and diversity.	9	13	83	138	221	90.95%
4	Define the concept of culture, appreciate other cultures and interact with members of those cultures in relation to their own.	7	16	107	79	186	89.00%
5	N/A						

10 Reflection(s)
11 Section(s) Reporting
36 Section(s) Not Reporting

Figure 3: ILO Assessment Report

ILO/GEO Summary Report

Year Period Type

Tools

Institution Learning Outcomes

#	Institution Learning Outcomes	# of Students Meeting SLO Rubric				# 3 or higher	% 3 or higher
		1	2	3	4		
1	Critical Thinking: Students demonstrate critical thinking through decision-making, problem-solving, analysis of information, and creative thinking across the disciplines.	1694	1428	3635	7620	11255	78.28%
2	Written & Oral Communication: Students are able to express ideas clearly in a variety of formats and contexts; read, listen, and interpret accurately; and use appropriate technology to do so.	848	607	1939	3730	5669	79.58%
3	Interpersonal & Group Skills: Students are able to work with others with respect, honesty, responsibility, empathy, and collaborative synergy. They can also manage conflict and advocate for themselves and others with integrity.	50	44	213	401	614	86.72%
4	Society & Culture: Students are able to describe the social, cultural, and political forces at work in our diverse, global world. They understand and appreciate different perspectives and are able to operate with civility in a complex world that involves changing social institutions and diverse world views.	220	343	908	1388	2296	80.31%
5	Information Literacy: Students are able to apply research to access information and technology. They can analyze, evaluate, synthesize, and use information resourcefully.	166	104	281	699	980	78.40%
6	Ethics & Values: Students make informed, principled choices; foresee the consequences of their choices; and solve moral dilemmas. They demonstrate self-awareness, social responsibility, and behavior guided by personal and professional ethics.	59	32	163	177	340	78.89%
7	N/A	552	557	1142	4131	5273	82.62%

499 Section(s) Reporting

3409 Section(s) Not Reporting

Figure 4: GE Assessment Report

General Education Outcomes

#	General Education Outcomes	# of Students Meeting SLO Rubric				# 3 or higher	% 3 or higher
		1	2	3	4		
1	Natural Science: Students successfully completing a course in this area will be able to apply a problem solving strategy such as the scientific method or other systematic process of inquiry and to recognize the contributions of science and technology in our world.	411	516	1334	2219	3553	79.31%
2	Social & Behavioral Sciences: Students successfully completing a course in this area will be able to recognize, describe and analyze individual behaviors and various social institutions that influence our world.	184	266	533	580	1113	71.21%
3	Humanities: Students successfully completing a course in this area will be able to identify and evaluate the historical and cultural context of the human experience as it relates to his/her perspective of that experience.	384	176	606	1271	1877	77.02%
4	Fine Arts: Students successfully completing a course in this area will be able to appreciate the value of artistic expression and human creativity in the fine arts and evaluate them as part of human culture.	155	118	290	940	1230	81.84%
5	Written Traditions: Students successfully completing a course in this area will be able to write competently for a variety of purposes and audiences.	243	166	445	825	1270	75.64%
6	Oral Traditions: Students successfully completing a course in this area will be able to demonstrate effective oral communication skills, including speaking and listening to individuals of diverse backgrounds.	134	248	852	1088	1950	83.62%
7	Quantitative Reasoning: Students successfully completing a course in this area will be able to interpret quantitative reasoning and perform mathematical operations in an effort to demonstrate quantitative reasoning skills.	566	478	1127	1342	2469	70.28%
8	Critical Thinking & Information Literacy: Students successfully completing a course in this area will be able to access, analyze, synthesize, evaluate and use various forms of information.	623	513	1403	2804	4207	78.74%
9	Health & Wellness: Students successfully completing a course in this area will be able to appreciate one's own physical, mental and emotional health and demonstrate the knowledge and/or skills associated with actions necessary for optimum health and physical efficiency.	149	107	226	1870	2096	89.12%
10	Diversity & Multiculturalism: Students successfully completing a course in this area will be able to comprehend and appreciate cultural diversity, explore the multicultural nature of our world, and interact with other cultures in relation to one's own.	58	88	297	378	675	82.22%
11	American Heritage: Students successfully completing a course in this area will be able to recognize and appreciate the unique contributions, history and collective heritage of the United States.						
12	N/A	682	439	1168	4819	5987	84.23%

499 Section(s) Reporting

3409 Section(s) Not Reporting

The structure of the tool allows the faculty member to document the course-level outcome, and to choose the program, institutional, and general education outcomes to which it most closely aligns. In this way, for example, each of the course-level outcomes for ASL 103 serves as evidence of higher-order assessments.

Dialogue. In addition to department, division, and college wide dialogues described in the 2014 Self Evaluation, campus dialogues to discuss General Education and Institutional Learning Outcomes took place on flex day, Wednesday, April 1, 2015, on in-service day, August 18, 2015, and at the spring 2016 flex and in-service days on January 14 and 15, 2016, respectively. Participants of the well-attended events developed ideas for improvement in those areas. A summary of the dialogues was emailed to the campus and posted on the ILO and GEO websites.

To promote dialogue about assessment, the Dean of the Office of Institutional Effectiveness and Planning developed a PowerPoint presentation which he delivered to many campus committees and constituencies, including: the Planning and Program Review Committee (9/21/2015); Educational Master Planning Committee (9/22/2015); Institutional Effectiveness, Accreditation, and Outcomes Committee (9/1/2015); Crafton Council (8/25/2015); Student Success, Equity, and Enrollment Management Committee (9/17/2015); Chairs Council (10/2/2015); Classified Senate (10/9/2015); Professional Development Committee (10/2/2015); and the Basic Skills Committee (10/21/2015). The presentation included a report of the percentage of course and program outcomes completed, and the results of dialogue and feedback concerning the general education outcomes and the institutional learning outcomes. The Institutional Effectiveness, Accreditation, and Outcomes Committee is currently working on processing, prioritizing, and implementing the suggestions and feedback received through the assessment process and the dialogues about the process and results.

Learning Support. Though, as the evaluation report indicated, all Student Services units had engaged in assessment, the staff engaged in additional planning at the spring 2015 in-service to adopt a programmatic approach to assessment. Each unit now conducts assessment specific to: 1) student satisfaction; 2) productivity; 3) student learning; and 4) institutional impact. Outcomes are placed on a three-year calendar and linked to institutional learning outcomes, if appropriate, as well as to Student Services goals. Outcomes will be placed in the new cloud tool, once the design of the tool has been modified to accommodate service unit outcomes. The Student Services Council agenda features a standing agenda item regarding outcomes assessment. Members of the Council report their outcomes assessment progress and the group shares in the dialogue regarding the implications of the data for program improvement.

Outcomes for the Tutoring Center were reported in the Planning and Program Review process during the 2014 cycle. While all outcomes were not completely assessed, the department made modifications to the Summer Bridge program, improvements to the weekly tutoring program, and changes in the tutor training program to address the results of assessment.

The Library continues to collect and analyze productivity and student satisfaction. Data shows increases in the circulation of library materials, reference instruction sessions, and door counts, as well as high student satisfaction at 95 percent. The Library staff will assess student learning and faculty satisfaction with library materials by the end of spring 2016.

2) Improvements to courses and programs are documented and ongoing (II.A.2.f).

As indicated above, course and program outcomes are documented in the online cloud tool, which features an aggregated assessment of progress on each of the four rubric points, and a written reflection regarding the results of the assessment. Program improvement is documented

in the Planning and Program Review process, in which each unit participates every four years, and in the Annual Planning process. For example, the American Sign Language program reported assessment progress and instructional improvements under Item 3 of the 2015-16 Annual Plan, a required reporting item. A snapshot of the department's report is shown in Figure 5.

As mentioned above, campus dialogues concerning institutional learning outcomes and general education outcomes took place in spring 2015 and spring 2016. For example, faculty found that 87 percent of students earned a score of 3 or 4 on the Humanities General Education Outcome rubric. They recommended that successful practices being used to reach this learning outcome be identified and shared with the campus community. During spring, 2016, the Office of Instruction began development of a "Best Practices for Teaching and Instruction" website, cataloging and demonstrating practices that promote student success.

In contrast, students' relatively low attainment of success on the Writing Traditions General Education Outcome prompted faculty to recommend additional collaboration between the Tutoring Center and English faculty, such as developing embedded tutoring techniques, zero unit labs, directed learning activities, adding study groups, and employing early alert/follow-up tools to promote appropriate intervention.

A summary of the dialogue regarding each outcome and the accompanying suggestions for improvement can be found on the OIERP website.

Figure 5, Snapshot of 2015-16 Annual Plan, American Sign Language, Progress on SLOs

3. Progress on SLOs

Updating this Question is **Required** on the Annual Plan!

Rubric Item: [Student Learning Outcomes](#)

- a. Please summarize the progress your unit has made on program and/or course level SLO measures you have applied since your last program review.
- b. Please describe any program/course and/or instructional improvements made by your unit as a result of the outcomes assessment process.
- c. What is your plan for continuously completing the assessment cycle?
- d. If your program has SAOs, please discuss here.

All SLOs have been, and will continue to be measured every year. ASL 101, ASL 103 and MCS 110 are assessed every fall, and ASL 102 and 104 are assessed in the spring as well as a rotating elective course (ASL 200/ASL 205). Students' community involvement (Cultural Diversity Appreciation), receptive and expressive signing skills, as well as Deaf Cultural and History knowledge are examined. This is consistent with the program SLOs of receptive and expressive communication and cultural awareness and appreciation. Overall, the SLO data shows a pretty steady trend in students' success rates.

Past SLO results have been a large motivating factor in all ASL faculty members coming together to share their materials. Large USB devices were purchased so each faculty member could share their, and receive others', teaching related documents. Assignment guidelines, projects, PowerPoints, review games, and assessments have been exchanged among faculty members for continual course development and improvements.

Since the previous annual plan, the ASL program has lowered their course caps. Previous caps were set at 40 students for ASL 101 and 102, and 35 students for ASL 103 and 104. The course caps now decrease with each level so ASL 101 has a cap of 35 students, ASL 102=30 students, 103= 25 students, 104=25 students. This has had a positive impact on student learning and the ability for instructors to provide better and more frequent feedback. Faculty members have been able to implement more hands-on projects that require more grading time such as video assessments and projects. However, with the lower caps, we expected classes to fill more quickly. In reality we experienced lower fill rates but this was a result of offering more sections of courses, as in 101 courses, and the cyclical nature of 102/103 courses. There has been rise/fall cycle of enrollment in ASL 102 and 103/104 courses for the past few years. This fall 2015 semester, we experience a high enrollment of ASL 103 students, to the point we had to open a second section of 103, something that has never been done before. At the same time, we saw a steep decrease in ASL 102 enrollment. I am hopeful that the new ASL 901/902 courses will help boost overall enrollment of the program and increase program retention.

In order to continue our assessment cycles, the fulltime faculty member will continue to train her part-time faculty members and set up tutorials to assist them in this process. Sample rubrics (see attachment) have been provided to them as a means of gathering data while they grade assignments that they already require.

The inclusion of the implications of assessments in the College Planning and Program Review process ensures the close alignment of outcomes with college-wide planning.

3) Assessment results are used in college wide planning (II.A.2.f).

The College approached the requirement to demonstrate the use of student learning assessment results in college-wide planning on several fronts. First, College committees responsible for planning, such as the Student Success, Engagement, Equity, and Enrollment Management (SSEEM) Committee, the Budget Committee, and the Educational Master Planning Committee revised their charges to include a reliance on quantitative and qualitative research and the results of student learning assessments in carrying out their planning. For example, the SSEEM Committee's charge was revised as follows (new language is in italics):

The Student Success, Equity, and Enrollment Management Committee is charged with developing and overseeing the Student Success Plan, the Student Equity Plan, and the Enrollment Management Plan for the college. *Relying on quantitative and qualitative research and the results of student learning assessments*, the SSEEM committee *uses an evidence-based approach in planning* recruitment, admission, retention, and student support services and programs to promote the success of all students. The Student Success, Equity, and Enrollment Management committee meets twice per month.

Second, the Planning and Program Review (PPR) process has included an update of course and program-level outcomes for the past several years; however, to better link outcomes with planning, in spring 2015 the PPR Committee reviewed Institutional Learning Outcomes prior to prioritizing the unit-level objectives and their accompanying resources. Other types of evidence considered in the prioritization of objectives and resources included Student Satisfaction results, Title IX mandates, the College Brain Trust enrollment study, college completion data, equity research, alumni data, environmental scan data, and financial aid participation data.

The College reports the funding status of resources biannually during fall and spring in-service days. To ensure that the information regarding resource allocation is shared as broadly as possible, the Planning and Program Review Committee, Budget Committee, and Crafton Council added to their webpage a link to a spreadsheet showing all the institution's objectives, their accompanying resources, their funding status, and their priority ranking by the PPRC and by the President's Cabinet.

The spring 2016 flex and in-service days featured a workshop to promote dialogue about institutional and general education learning outcomes, to address improvements in the College's SLO process as a result of last year's dialogues, and to elicit feedback from participants regarding the improvement of teaching and learning. These dialogues resulted in the following feedback:

- Develop a common understanding of success (e.g. 90% at 3 or higher)
- Establish a target standard for courses and programs (e.g. 80% of students scoring at 3 or higher)

- Include a default to “standard met” or “standard not met,” depending on the outcome
- Include a clear definition of each rubric point in the cloud tool

In addition to the suggestions for improving the process, proposed actions were also developed around the improvement of student learning:

- Hold mock job interviews for students
- Hold a forum discussion about the improvement of students’ critical thinking skills
- Require English 101 as a pre-requisite to all college-level coursework

4) Outcomes are listed in course syllabi (II.A.2h, II.A.6).

In spring, 2015 the Vice President of Instruction surveyed Chief Instructional Officers to explore methods of including outcomes in course syllabi. To meet the 2014 standard II.A.3, the Curriculum Committee recommended that outcomes be added to course outlines of record beginning in fall 2015, and that updates occur as courses and programs undergo content review. The Academic Senate approved a Syllabus Checklist listing the Instructor’s Name and Student Learning Outcomes as required syllabus components.

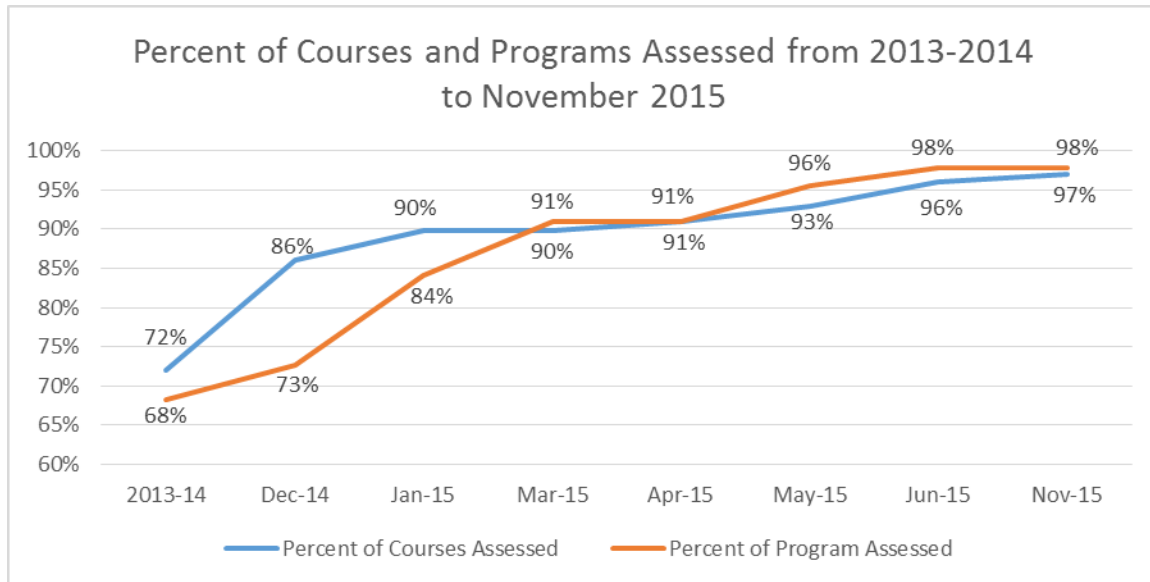
In the past, the divisions were responsible for the collection and examination of course syllabi, and the process was sometimes not systematic. In fall 2015 81% of course syllabi had been collected from faculty; of these, 89.5 percent included student learning outcomes.

Beginning spring 2016, the Office of Instruction collects all syllabi and distributes them to the divisions so they can be checked for the required components, including student learning outcomes.

Analysis of Results Achieved to Date

The College has made substantial progress towards addressing this deficiency. Assessment of 97.1 percent of courses and 97.8 percent of programs has been accomplished; the assessment of general education outcomes and institutional learning outcomes is at 100 percent. Figure 6 shows the dramatic progress that Crafton has made in process of collecting, analyzing, and in the process of improving student learning. In just six months the percent of courses assessed increased from 72% to 96% and the percent of programs assessed increased from 68% to 98%. Dialogue about the results of outcomes has been robust and ongoing, and processes have been revised to ensure that outcomes are considered in college wide planning and resource allocation.

Figure 6: Percent of courses and programs assessed from 2013-14 to November 2015



Evidence of the Results

1) Systematic Completion of Outcomes

C.1.a. SLO Cloud Crafton Hills College Homepage

C.1.b. SLO Course Assessment Rate

C.1.c. 2015 - 2016 Campus Wide Dialogue Assessment Results ILO #5, Information Literacy

C.1.d. 2015-2016 Campus Wide Dialogue Assessment Results GEO #3, Humanities

C.1.e. 2015-2016 Campus Wide Dialogue Assessment Results GEO #4, Fine Arts

C.1.f. 2015 - 2016 Campus Wide Dialogue Assessment Results GEO #10, Diversity and Multiculturalism

C.1.g. 2015 - 2016 Campus Wide Dialogue Assessment Results GEO #11, American Heritage

- C.1.h. CHC Professional Development Committee website, Minutes, March 13, 2015, Item 4, Finalize April 1st Flex Day Schedule
- C.1.i. CHC Professional Development Committee website, Minutes, April 3, 2015, Item 2, Report on GEO-ILO Outcome Assessment Workshop
- C.1.j. Agenda, IEAOC August 31, 2015
- C.1.k. Minutes Planning and Program Review, April 6, 2015
- C.1.l. Student Services Outcomes Summary
- C.1.m. Student Services Three-Year Assessment Plan
- C.1.n. Tutoring Center Program Review, Item 3, Outcomes Assessment Reporting

2) Use of Assessment in College-wide Planning:

C.1.o. PPR Agenda, 4/6/2015

C.1.p. Budget Committee Webpage, Link to Funding Status of Prioritized Objectives

C.1.q. Planning and Program Review Webpage, Link to Funding Status of Prioritized Objectives

C.1.r. Crafton Council Webpage, Link to Funding Status of Prioritized Objectives

3) Improvements to Courses and Programs

C.1.s. Student Learning Outcomes/Course Learning Outcomes

C.1.t. Student Learning Outcomes/Course Assessment Reports

C.1.u. Student Learning Outcomes/Program Assessment Reports

C.1.v. Student Learning Outcomes/General Education Assessment Reports

C.1.w. Student Learning Outcomes/ILO Assessment Reports

C.1.x. Planning and Program Review Web Tool (guest login: sbccd/chcaccreditor guest password: tGVBpR8K)

4) Outcomes on Course Outlines of Record and Course Syllabi

C.1.y. Syllabus Checklist (on Academic Senate website)

C.1.z. Academic Senate Document, Student Learning Outcomes on Course Outlines of Record. May 6, 2015

Additional Plans Developed

Assessment work remains to be done in the Library, which will be undertaken once the staffing in the area has stabilized, and in Tutoring, which is in the process of developing assessments specific to student learning. While the majority of courses have been assessed, work must continue to involve adjunct faculty in the ongoing assessment of the sections they teach in order to develop a more thorough understanding of student learning across the institution.

To further improve the syllabus collection method the Instruction Office, in conjunction with the Office of Institutional Effectiveness, Research, and Planning and the college Web Developer is creating a database to allow faculty to upload their course syllabi. The database features a drop-down menu of SLOs by course and a check box to verify the professor has included SLOs. The database will allow for reports and data to be accessed by deans and the Vice President of Instruction to ensure faculty adherence to the Academic Senate-approved syllabus checklist.

Crafton Hills College will continue to refine and scale the assessment of outcomes at every level. Campus discussions about the results of assessment will continue to inform resource allocation, planning, and institutional improvement.

College Recommendation 2, Distance Education Plan

In order to meet the standards, the team recommends that the college update its Distance Education plan to provide guidance in determining the long-term vision for distance education to support the current and future needs of its students including student support and library and learning support services. (Prior Recommendation #8 from 2008, II.A.1.b, II.B.1, II.B.3, II.B.3.a, II.B.3.c, II.C.1, II.C.1.c)

II.A.1.b. The institution utilizes delivery systems and modes of instruction compatible with the objectives of the curriculum and appropriate to the current and future needs of its students.

II.B.1. The institution assures the quality of student support services and demonstrates that these services, regardless of location or means of delivery, support student learning and enhance achievement of the mission of the institution

II.B.3. The institution researches and identifies the learning support needs of its student population and provides appropriate services and programs to address those needs.

II.B.3.a. The institution assures equitable access to all of its students by providing appropriate, comprehensive, and reliable services to students regardless of service location or delivery method

II.B.3.c. The institution designs, maintains, and evaluates counseling and/or academic advising programs to support student development and success and prepares faculty and other personnel responsible for the advising function.

II.C.1. The institution supports the quality of its instructional programs by providing library and other learning support services that are sufficient in quantity, currency, depth, and variety to facilitate educational offerings, regardless of location or means of delivery.

II.C.1.c. The institution provides students and personnel responsible for student learning programs and services adequate access to the library and other learning support services, regardless of their location or means of delivery.

Actions Taken to Resolve Deficiencies

In spring, 2015 the Academic Senate adopted a resolution recommending the assignment of distance education (DE) coordination duties to a CHC faculty in order to undertake the revision and updating of the College Distance Education Plan. Because returning students and students aged 24-39 are designated in the college Equity Plan as disproportionately impacted, this position receives Equity Plan funding. A Distance Education Coordinator began work on July 1, 2015.

1) The Distance Education Plan has been updated and revised (II.A.1, II.A.1.b).

The 2015-2020 Distance Education Plan received a second reading by the Crafton Hills College Academic Senate on December 2, 2015. The Senate distributed the plan to the college community on December 2, 2015. Final Senate approval occurred on January 20, 2016. The plan was then forwarded to Crafton Council and approved on January 26, 2016.

Components of the new Distance Education plan include the mission of distance education, determination and approval of DE courses, alignment of the DE plan with the Crafton Hills College Educational Master Plan goals, and a discussion of the major distance education initiatives. These include faculty training and support, student success and readiness strategies, online student services, policies and procedures, such as verification of student identity, assessment of student achievement, and planning for growth in DE course and program offerings.

2) Distance Education instructional programs have been reviewed and a substantive change proposal is under way (II.A.1).

The new Distance Education Coordinator worked during the summer of 2015 to review all online curricula and to determine the extent to which programs can be offered in an online format. As a result of this examination, the College found that at least 50 percent of several programs could be completed in a DE format. The Accreditation Liaison Officer contacted ACCJC in November, 2015 and was advised to send a request for Substantive Change review to the commission to ensure the College aligns with ACCJC standards. The substantive change request will be submitted to the Commission in March, 2016 for consideration at the May, 2016 meeting.

3) Counseling has adopted an online distance counseling tool (II.B.1, II.B.3, II.B.3.a, II.B.3.c, II.C.1).

During spring 2015 the Counseling department reviewed online counseling tools. Individuals involved included the Dean of Student Success, the Department Chair of Counseling, the Webmaster, and the Distance Education and Tutorial Center Coordinators. After deliberation, the department selected Prep Talk as the online counseling delivery tool. The tool includes video chat, document display, and student authentication using the students' CHC login information.

The contract with the company was board approved on May 14, 2015. Implementation took place during July, 2015 and was piloted with Crafton Hills College Master Students (sophomore-level student workers hired to assist students with college processes) in early December and implemented with counselor-assigned learning communities in January, 2016.

4) Library and Learning Support are reviewing online tutoring and service platforms (II.C.1, II.C.1.c)

The Educational Technology Committee (an Academic Senate committee) considered several online tutoring platforms 12/9/2015. The committee has requested demonstrations from two companies, Smarthinking and NetTutor, which will be presented at the next two scheduled meetings, on January 27, 2016 and February 10, 2016. The department plans to enter into a contractual agreement as soon as possible, and to implement the tool the following term.

Analysis of Results Achieved to Date

Considerable progress has been made to date. Staffing for the College's distance efforts has been funded and the Distance Education Coordinator position filled; sixty faculty have participated in @One training; the distance education plan has been updated; counseling has selected and piloted an online counseling tool, and the Tutoring Center is in the process of determining a suitable product for the delivery of online tutoring. The College has permission to submit a substantive change proposal to the Commission to ensure alignment with ACCJC standards. The proposal will be considered at ACCJC's May 2016 meeting.

Evidence of the Results

C.2.a. Academic Senate Resolution, DE Coordination

C.2.b. November 2015 CHC Academic Senate Written Report to the Board paragraph 4, regarding Distance Education

C.2.c. Academic Senate Minutes December 2, 2015, third item under Old Business

C.2.d. Academic Senate Minutes January 20, 2016, DE Plan (Old Business)

C.2.e. Crafton Council Minutes, January 26, 2016

C.2.f. SBCCD Board of Trustees Meeting Minutes 5/14/2015, p.238, Prep Talk Contract Approval.

C.2.g. Link to Prep Talk

Additional Plans Developed

The College will execute the actions and meet the objectives of the new updated Distance Education Plan.

Counseling, EOPS/CARE/CalWORKS, and the Transfer/Career Center will continue to pilot PrepTalk throughout spring 2016. Online counseling will be provided to all Crafton Hills College students who desire to access services in this format by summer, 2016. The Tutoring

Center will collaborate with the Library to use a common tool to provide online tutoring and library reference services.

A substantive change proposal for approval of several distance education degrees will be forwarded to ACCJC in March, 2016 for consideration at the Commission's May, 2016 meeting.

College Recommendation 3, Program Elimination Policy

In order to meet the standards, the team recommends that the College establish a policy to address when programs are eliminated or significantly changed and ensure that this process does not negatively impact students. (II.A.6.b)

II.A.6.b. When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption

Actions Taken to Resolve Deficiency

The College has a program elimination policy (II.A.6.b).

In fall, 2014, the Chairs Council, an Academic Senate Committee comprised of instructional and non-instructional department chairs, added program viability to their list of discussion items. The Council developed a proposed process based on the examination of program discontinuance models from several colleges. The process includes the establishment, modification, or discontinuance of degree and certificate instructional programs, instructional disciplines, and all departments of other campus units offering instruction, including student service programs that include an instruction component. The first reading of the process by the Academic Senate occurred on November 19, 2014. The second and third readings took place on December 3 and 17, 2014, respectively. The policy was approved by the Senate on December 17, 2014, by Crafton Council on September 22, 2015, and by the SBCCD Board of Trustees as an information item on November 12, 2015.

The program viability process ensures that the elimination or contraction of programs will not negatively impact students by taking into consideration the following factors:

1. The impact on students and student success
2. The impact on the comprehensiveness and balance of offerings across the college curriculum and within the district
3. The impact the educational and budget-planning process used at the institution;
4. The positive and/or negative impact on transfer to four-year colleges and universities;
5. The effects of the program on local businesses and industries;
6. The effects of the program on faculty and staff;
7. In the case of program discontinuance, provisions that can and should be made for students in progress to complete their educational goals.

The information-gathering processes required by the Program Viability procedures also requires that proposals for program elimination consider the effects on students of discontinuing a program, the potential for disproportionate impact on any group of students, and student employability and/or transferability. Quantitative indicators must address the persistence, completion, and success of students in the program. Last, at least one open forum is required to allow any concerned member of the campus community or the greater community to voice their opinions and express their concerns about the elimination of a program.

Analysis of Results Achieved to Date

While no programs have been significantly changed since the new Program Viability process was adopted, the process clearly identifies the need to consider the effect on students of

contraction or discontinuance of programs, and for provisions to be made for impacted students in completing their educational goals. This deficiency has been resolved.

Evidence of the Results

C.3.a. CHC Academic Senate Minutes, 12/17/2014, p. 2

C.3.b. Crafton Council Minutes, 9/22/2015, p. 2

C.3.c. SBCCD Board of Trustees Meeting Minutes, 11/12/2015, p. 11

C.3.d. Program Viability Process

Additional Plans Developed

The College will use the Program Viability process and will document and address any issues that arise, including those that affect student success and completion.

College Recommendation 4, College Catalog

In order to meet the standards, the team recommends that the College demonstrate a practice of preparation, review, and publishing the College Catalog at an appropriate time and with a level of accuracy to assure student success. (II.B.2)

II.B.2. The institution provides a catalog for its constituencies with precise, accurate, and current information concerning the following:

a. General Information

- Official Name, Address(es), Telephone Number(s), and Web Site Address of the Institution
- Educational Mission
- Course, Program, and Degree Offerings
- Academic Calendar and Program Length
- Academic Freedom Statement
- Available Student Financial Aid
- Available Learning Resources
- Names and Degrees of Administrators and Faculty
- Names of Governing Board Members

b. Requirements

- Admissions
- Student Fees and Other Financial Obligations
- Degree, Certificates, Graduation and Transfer

c. Major Policies Affecting Students

- Academic Regulations, including Academic Honesty
- Nondiscrimination
- Acceptance of Transfer Credits
- Grievance and Complaint Procedures
- Sexual Harassment
- Refund of Fees

d. Locations or publications where other policies may be found

Actions Taken to Resolve the Deficiency

The College Catalog is published timely and the contents are accurate (II.B.2).

Timeliness and accuracy of the published College Catalog have improved since changes in staffing were executed and a digital catalog implemented. Cleanup of errors in the curriculum occurred throughout spring and summer of 2015, and was complete by June 30.

The College has made considerable process changes to improve the timeliness and accuracy of the catalog:

- The catalog now has administrative oversight in Student Services. The role of Instruction is to develop and maintain the instructional curriculum and programs.
- An audit of the state approval status of all curriculum has been completed by the new Catalog/Schedule Specialist, with support from the Articulation Officer and a counselor. The 2015-16 courses are now accurately reflected in the college catalog.
- An audit of the current list of open courses is now under way, and the course inventory will be updated. Outdated courses and those that will no longer be offered will be archived and/or removed.
- The application for state approval of courses has been reassigned to the Articulation Officer.
- The catalog committee has now become a work group. The work group has instituted open labs with all participants in the catalog development process. Technical support is provided to content experts, who use the open lab time to update and maintain catalog content regarding state regulations, curriculum, policies, and procedures.
- The workflow has an approval process - from the content expert to the appropriate manager, then to the catalog specialist. The college catalog workflow allows units to update their information throughout the year, with oversight by the Catalog/Schedule Specialist.
- Updates to the catalog can be made electronically throughout the year for publication in the subsequent year. The updating process occurs offline so that it does not impact the status of the currently published catalog.
- The catalog is printable, searchable, and also accessible. It is customizable to the student; users are able to create their own logins and create a personalized document.
- A search feature has been made available on our website that allows individuals to pinpoint specific information in our catalog with ease.

The *go-live* date for the new online catalog was July 1 2015. July 1 will also continue to serve as the annual archival date for the previous catalog. Addenda will be published electronically and noted in a revised publication date.

Analysis of Results Achieved to Date

The 2015-16 online catalog was published in May 2015, well before past publication dates.

To determine the extent to which issues of accuracy were addressed, the Dean of Student Support and the Interim Dean of the Office of Institutional Effectiveness, Research and Planning distributed a survey to a small sample of stakeholders, including counselors, instructional faculty, students and staff. All respondents agreed or strongly agreed that the online catalog is user-friendly, a helpful resource, and easy to locate on the CHC website.

The College is publishing the College Catalog in a timely fashion. The course, degree and certificate content has been reviewed and edited, and the accuracy of the information has improved. The College has fully addressed this deficiency.

Evidence of the Results

C.4.a. Crafton Hills 2015-2016 Catalog

C.4.b. Fall 2015 Survey: College Catalog

Additional Plans Developed

The College will continue to make alterations to the catalog production process and to fine-tune the final product. A new digital workflow and tracking procedure will be designed and implemented that will enable the College to specify department ownership for specific sections of the catalog and that will ensure accuracy and collaboration. This will include an accountability feature that will ensure all information published in the catalog is reviewed on an annual basis.

In response to the survey results, the College will relocate the current and archived catalogs on the website to make them more easily accessible from the College website front page.

An expanded survey to gauge the accuracy and timeliness of the College Catalog will be distributed to multiple campus stakeholders in fall 2016. The catalog work group will make improvements indicated by the results of the survey.

College Recommendations to Improve

College Recommendation 5, Board Approval of Mission Statement

In order to improve, the college should ensure that it does not begin to use or publish its mission statement in college materials such as the college website and college catalog prior to approval or adoption by the District Board of Trustees. (I.A.2, I.A.4, II.A.6.c, IV.B.3.a.)

College Recommendation 6, Performance Evaluations

In order to improve, the team recommends that the college fully adhere to its systematic and regularly scheduled process of performance evaluation across all employee groups. (III.A.1.b)

College Recommendation 5, Board Approval of Mission Statement

In order to improve, the college should ensure that it does not begin to use or publish its mission statement in college materials such as the college website and college catalog prior to approval or adoption by the District Board of Trustees. (I.A.2, I.A.4, II.A.6.c, IV.B.3.a.)

I.A.2 The mission statement is approved by the governing board and published.

I.A.4 The institution's mission is central to institutional planning and decision making.

II.A.6.c The institution represents itself clearly, accurately, and consistently to prospective and current students, the public, and its personnel through its catalogs, statements, and publications, including those presented in electronic formats. It regularly reviews institutional policies, procedures, and publications to assure integrity in all representations about its mission, programs, and services.

IV.B.3.a. The district/system clearly delineates and communicates the operational responsibilities and functions of the district/system from those of the colleges and consistently adheres to this delineation in practice.

Actions Taken to Resolve the Deficiency

The Board of Trustees has approved the Crafton Hills College Mission Statement (II.A.2, I.A.4, II.A.6.c, IV.B.3.a.

In 2012-13, the College engaged in a dialogue resulting in changes to the Mission, Vision, and Values. The Crafton Council agreed to implement the new mission effective spring 2014, before it had been approved by the board. The College Mission, Vision, and Values were later board approved on October 9, 2014.

To prevent a similar occurrence, Crafton Council, the central deliberative collegial consultation body at Crafton Hills College, approved a change in its charge on November 10, 2015. The charge now includes the following language: “Forwards revisions of the College Mission, Vision, and Values to the Board of Trustees for review and approval, and determines an appropriate implementation date.”

In addition, the Educational Master Planning Committee (EMPC), charged with the periodic review and revision of the College’s Educational Master Plan, which includes the College mission, vision, and values, added the following language to its charge on December 8, 2015: “The EMPC forwards revisions of the Educational Master Plan and the College Mission, Vision, and Values to the Crafton Council for review and approval.”

The revised committee charges are published in the updated Crafton Hills College Organizational Handbook. In addition, all participative governance committees are required to review their charges at the first meeting of the year, ensuring that this improvement will be sustainable and ongoing.

The new mission is published in the College Catalog, in the Planning and Program Review online template, in the Committee Meetings and Agendas template, and in other online and paper publications.

Analysis of Results Achieved to Date

The new mission has been board-approved and changes have been made to the charges of the two participative governance committee’s most directly involved in the review and approval of the mission. The College has met the recommendation for improvement.

Evidence of the Results

C.5.a. Crafton Hills Council Minutes 4/22/2014

C.5.b. SBCCD Board of Trustees Agenda 10/9/2014, approval of CHC Mission, Vision, Values. P. 3, Item 12.iii.

C.5.c. SBCCD Board of Trustees Minutes 10/9/2014, approval of CHC Mission, Vision, Values, p. 4.

C.5.d. Educational Master Plan Committee Minutes, 12/8/2015

C.5.e. Crafton Council Minutes, 11/10/2015

Additional Plans Developed

Any changes in the College mission will be submitted to the Board of Trustees for review and approval, as indicated in the revised charges of the Educational Master Planning Committee and the Crafton Council.

College Recommendation 6, Performance Evaluations

In order to improve, the team recommends that the college fully adhere to its systematic and regularly scheduled process of performance evaluation across all employee groups. (III.A.1.b)

III.A.1.b. The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented

Actions Taken to Resolve the Deficiency

Performance evaluations are completed timely (II.A.1.b).

As reported in the College’s 2014 Self Evaluation, the 2014-2017 Three-Year Staffing Plan dated March 19, 2014 indicated timely evaluations and lack of a system continued to be a matter of concern. The External Evaluation Team noted, “The College has improved, noting only four classified staff and two management staff (out of a staff of 230) had overdue evaluations. There was no information to indicate faculty evaluations are overdue.”

However, to improve the percentage of timely evaluations, the SBCCD Human Resources Department is implementing People Admin, an online tool with a feature that allows employee evaluation notifications to be emailed to managers. The software now attaches each position in accordance to the appropriate evaluation cycle, and includes the evaluation cycle for probationary employees. Pending full implementation of the tool, Human Resources is maintaining and updating all evaluation information in a spreadsheet and has actively promoted the timely evaluation of all staff. As of fall 2015, management employees with past-due evaluations were evaluated, and those who had a change of assignment or supervisor were either placed on a new evaluation cycle or were evaluated. Past-due evaluations of classified and academic employees are taking place in accordance with the appropriate bargaining unit agreement.

Pending the implementation of People Admin, the Vice Chancellor of Human Resources will share the tracking spreadsheet with the President’s Cabinet to ensure alignment with the campus records, and to ensure that the spreadsheet reflects any reporting or organizational changes that may have taken place. Beginning spring 2016, evaluation notifications will be emailed to both the responsible manager and the individual to be evaluated.

To promote a more thorough understanding of the importance and utility of performance evaluations, the Human Resources department has developed a training catalog for managers. Topics covered include performance improvement, evaluations, performance coaching, and the FRISK documentation model.

Table 2 (also shown in District Recommendation 2) shows the employee evaluation status as of January 2016.

Table 2: District wide Employee Evaluation Status Summary, January 2016.

Status	Employees	Percent
On-Schedule Evaluations	536	86%
Past-Due Evaluations	86	14%
Total Evaluations	622	100%

Analysis of Results Achieved to Date

The District and the College have collaborated to develop a system for timely and effective employee evaluations. Training is taking place to increase the proficiency of managers in carrying out evaluations.

Evidence of the Results

C.6.a. People Admin - Evaluation Tracking overview (e.g. Performance Management)
(Attachment IV)

C.6.b. District Evaluation Tracking Spreadsheet

C.6.c. Survey, User Satisfaction with HR Services

C.6.d. The LEADer's Catalog: Learning, Education, Achievement, Diversity (HR publication)

Additional Plans Developed

All Crafton Hills College managers will participate in Human Resources training on the topics of employee evaluations and performance.

District Recommendations to Meet the Standards

District Recommendation 1, Board of Trustees Policies

In order to meet standards, the team recommends that the Board of Trustees examine its role in the development of policies and ensure that it acts in a manner consistent with its approved policies and bylaws. The team further recommends that the Board of Trustees take steps to ensure that all policies are developed or revised within the framework of the established input and participation process. (III.A.3, III.A.3.a, III.D.3, IV.A.2, IV.B.1.e, IV.B.1.j)

District Recommendation 2, District Human Resources

In order to meet standards, the team recommends that the Board of Trustees, and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing significant issues to improve the effectiveness of district human resources services that support the colleges in their missions and functions. These issues include: Reliable data from the Human Resources Department to support position control and other human resources functions;

- Timeliness of employee evaluations;
- Responsiveness and improved timelines for employee hiring;
- Consistent policy interpretation and guidance; and
- Completion of the faculty evaluation instrument to include work on Student Learning Outcomes. (Prior Commission Recommendation #1 from 2009, Prior Recommendation #7 and #9 from 2008, III.A, III.A.1, III.A.1.b, III.A.1.c, III.A.5, IV.B.3.b)

District Recommendation 3, District Level Integrated Planning

In order to meet standards, the team recommends that the District follow their Resource Allocation Model focusing on transparency and inclusiveness, supported by a comprehensive district-wide Enrollment Management Plan and a Human Resource/Staffing Plan integrated with other district-wide programs and financial plans, broadly communicated to the colleges. (*Crafton Hills College* Commission Recommendation #1, III.A.6, III.D, III.D.1.a, III.D.1b, III.D.1.d, III.D.4, IV.B.3.c)

District Recommendation 1, Board of Trustees Policies

In order to meet standards, the team recommends that the Board of Trustees examine its role in the development of policies and ensure that it acts in a manner consistent with its approved policies and bylaws. The team further recommends that the Board of Trustees take steps to ensure that all policies are developed or revised within the framework of the established input and participation process. (III.A.3, III.A.3.a, III.D.3, IV.A.2, IV.B.1.e, IV.B.1.j)

III.A.3 The institution systematically develops personnel policies and procedures that are available for information and review. Such policies and procedures are equitably and consistently administered.

III.A.3.a. The institution establishes and adheres to written policies ensuring fairness in all employment procedures.

III.D.3. The institution has policies and procedures to ensure sound financial practices and financial stability.

IV.A.2. The institution establishes and implements a written policy providing for faculty, staff, administrator, and student participation in decision making processes. The policy specifies the manner in which individuals bring forward ideas from their constituencies and work together on appropriate policy, planning, and special-purpose bodies.

IV.B.1.e. The governing board acts in a manner consistent with its policies and bylaws. The board regularly evaluates its policies and practices and revises them as necessary.

IV.B.1.j. The governing board is informed about and involved in the accreditation process

Actions Taken to Resolve Deficiencies

Both Crafton Hills College and San Bernardino Valley College reported in their Self Evaluation documents that: 1) there had been no policy review for the past four years; 2) the Board's request for campus review of all Board Policies and Administrative Procedures during the 2014-15 academic year caused much consternation among faculty due to the highly compressed timeframe; 3) the approval of several board policies (BP 2140 Public Participation at Board Meetings, BP 6610 Local Hire Policy, and BP 6320 Investments) had not been conducted in accordance with the approved procedure; and 4) the Board of Trustees did not complete the Chancellor's evaluation timely in a manner consistent with the relevant Board Policy and Administrative Procedure.

Since the College was placed on warning status, the Board, Chancellor, and Academic Senate have engaged in an ongoing dialogue regarding the Board's adherence to policies and bylaws. Although dialogue has been contentious at times, it has been conducted within the governance framework established by Board Policy, has been characterized by civility, and has led to the Board's examination and improved understanding of its role.

1) The Board has examined its role in the development of policies.

The issuance of warning status to both colleges in the San Bernardino Community College District prompted the Chancellor to convene a district accreditation taskforce charged with identifying the triggers for the recommendations and for proposing a plan of action to remedy them. Among the issues cited was the Board's adherence to Board-approved policies and processes. Both Colleges in the District had cited instances of failure to adhere to board policies in their respective self-evaluation reports.

To address this deficiency, the District taskforce convened two sub-taskforces charged with: a) developing a local Board Handbook, and b) reviewing and revising Board Policy 2140, which codifies the district's process for proposing, reviewing, and approving Board Policies and Administrative Procedures. Both groups included Board members, as well as representatives from the District and both Colleges.

The revised Board Handbook augments and expands upon the Community College League of California (CCLC) Trustee Training Handbook, including such training topics as the Chancellor's responsibilities, the Board President's responsibilities, and a timeline for Board member training. The new Handbook includes a sign-off sheet to verify the training of Board members in each topic area. The District Assembly recommended changes to the Board Handbook and approved it as amended at the Board of Trustees meeting on September 1, 2015.

On June 1, 2015 the Board of Trustees participated in ACCJC training that specifically addressed the role of the Board. Topics addressed included board roles and responsibilities from an accreditation viewpoint, scenarios describing the accreditation experiences of three community college boards, and some pathway actions for improvement.

In August 2015, a facilitated Board retreat was held to discuss Board imperatives, review 2014-15 goals, establish 2015-16 goals, review the Board's self-evaluation, and review the ACCJC recommendations.

2) The Board acts in a manner consistent with policies and bylaws (III.D.3.a, II.D.3, IV.B.1.e).

As stated above, District Recommendation One has been the recommendation that has resulted in the highest degree of conflict in developing a resolution. Campus constituencies have perceived that the Board has sometimes not acted in a manner consistent with its policies, particularly with regard to Board Policy 2435, Chancellor's Evaluation; and Board Policy 2715 which addresses the Board Code of Ethics and Standards of Practice, and 4030, which addresses Academic Freedom.

BP 2435: Chancellor's Evaluation. In the October 2014 Self Evaluation, the College reported that the Chancellor's evaluation had not been completed pursuant to Board Policy and Administrative Procedure 2435. Though the evaluation process was underway at the time of the external evaluation visit, the Board failed to complete the Chancellor's evaluation during 2014-15. On October 19, 2015, the Chancellor's Evaluation Committee convened to commence the process for 2015-16 evaluation of the Chancellor. The Committee scheduled anticipated meeting dates as well as determined the date(s) for distribution of the campus wide survey. An *ad hoc* evaluation committee was established by the Board of Trustees. The evaluation was completed in November, 2015 and submitted to the Board of Trustees. The Board shared the evaluation with the Chancellor in closed session at the regular Board Meeting on December 10, 2015. The Committee completed the report by the end of November 2015, and submitted it to the Board of Trustees. The final evaluation was approved by the Board on January 14, 2016.

The Board and District Administration have taken direct steps to improve collective decision-making, and to ensure inclusiveness in decision-making. For example, District Administration revised processes to address faculty input into the budget process during summer months; implemented procedures that allow the District Budget Committee to have input on collective bargaining discussions that may have budgetary impacts; and included College vice presidents in one of the two monthly Chancellor's Cabinet meetings.

3) The Board has adopted a framework for policy review (III.A.3, II.A.3.a, III.D.3, IV.A.2)

At the time of the external evaluation visit in fall of 2014, the Colleges had been asked by the Board to review all Board policies during 2013-2014 and to ensure they were up to date and

consistent with legal mandates and accreditation standards. This was proving to be an unattainable goal, given the number of Board policies and administrative procedures. To address this, the District Accreditation Task Force asked the District Assembly, a shared governance body charged with the approval of Board Policies and Administrative Procedures, to stop the BP/AP review process until a new procedure for policy review and revision was developed, and to table approval of the Board Handbook to allow time for review and revision over the summer of 2015. The District Assembly approved both requests. The District Assembly also recommended, and the Board agreed, that the BP/AP review process be reviewed by joint sub-committees of the District Assembly and the ACCJC District Task Force.

The joint sub-committees of the District Assembly and the ACCJC District Task Force convened on two occasions and revised Board Policy and Administrative Procedures (BP/AP 2410) to incorporate the recommendations of the ACCJC District Task Force. These changes included establishing a six-year review cycle for BP/AP review, establishing points of accountability for the review process, developing a tracking system for the review cycle and rationale for BP/AP changes that is available for all to see online, ensuring input by subject area experts, and preventing conflicts with other District BPs/APs. Training sessions were then conducted with the individuals assigned as points of accountability for this new process. The training sessions included the prioritization of BP/APs based on those that were already under review prior to District Assembly putting the process on “pause.”

As of January, 2016 policy and procedure updates are following the shared governance model and are moving through the Chancellor’s Cabinet to District Assembly (a District wide shared governance body that reviews policies and procedures, and recommends them to the Chancellor) and then to the Board for first and then second review and approval (for Board Policies) or information (Administrative Procedures). To date:

- 42 policies and 21 procedures have been reviewed by the Board Committee.
- 41 policies and 16 procedures have been reviewed by the District Assembly.
- 14 policies have been approved and adopted by the Board of Trustees.

Analysis of Results Achieved to Date

The Board has taken proactive steps to better understand its role and responsibilities. A new Handbook has been developed, and new Board members are required to sign off on sections as they complete them. Board members participated in the District Accreditation Steering Committee and were represented on the sub-committees to develop the Handbook and the policy/administrative procedure review process. The new process for review and approval of Board Policies and Administrative Procedure appears to be working well. The Academic Senate is aware of the policies and procedures that have ten plus one implications, and it includes a list of upcoming policies to be evaluated in their agendas.

The Chancellor’s evaluation was completed in January, 2016.

A survey was distributed to the entire campus, Academic and Student Senates, spring open forum participants, workshop participants, and the Institutional Effectiveness, Accreditation and Outcomes Committee to assess campus perceptions of actions taken to address the Commission's recommendations. Of the 25 respondents, 43.4 percent agreed or strongly agreed that the Board of Trustees understands its role in developing district policies. Fewer respondents (39.1 percent) agreed that the Board of Trustees acts in a manner consistent with established policy; and 39.1 percent felt the Board seeks the input of faculty, staff, and students in developing and revising policies. The open-ended responses, however, revealed mixed perceptions, including comments such as the following:

The Board seems to better understand their role as a policy body.

And

The Board understands its role, but fails to understand that its ability to get good information has diminished dramatically due to reliance on unreliable sources.

It is clear that the actions the Board has taken to address the recommendation have not resulted in an immediate change of perception, suggesting that it will take time for the impact of the remedies to be fully realized.

Evidence of the Results

- D.1.a. Minutes/Meeting Summaries from ACCJC District Task Force
- D.1.b. Minutes from District Assembly (see, for instance, November 3, 2014, October 6, 2015, and September 1, 2015).
- D.1.c. Minutes, Academic Senate, October 21, 2015 (showing dialogue regarding vote of no confidence, resolution on district budget process, district assessment for degrees)
- D.1.d. Minutes, Academic Senate, November 4, 2015 (showing dialogue between Chancellor and CHC students, Senate Business, Item 1)
- D.1.e. Minutes, Academic Senate, November 18, 2015 (showing dialogue regarding Educational/Facilities Master Planning and process for including faculty, Administrative Report)
- D.1.f. Minutes, Academic Senate, December 2, 2015 (showing discussion of BPs and APs, Old Business, Item 2)
- D.1.g. Minutes, Classified Senate, April 3, 2015 (showing dialog with Chancellor)
- D.1.h. Minutes, Classified Senate, October 9, 2015 (showing dialog with Vice Chancellor, Human Services)
- D.1.i. Updated Board Policy 2410
- D.1.j. Updated Administrative Procedure 2410
- D.1.k. 6-Year BP AP Review Cycle (pdf Excel spreadsheet, second line from the top of the webpage)

- D.1.l. Cross-Referenced Old and New Policies and Procedures (pdf Excel spreadsheet, first line at the top of the webpage)
- D.1.m. Board Handbook (updated 10/8/2015)
- D.1.n. Board Minutes, December 10, 2015, Closed Session, 3.b.
- D.1.o. Board Agenda, January 14, 2016, Evaluation of Chancellor

Additional Plans Developed by the SBCCD

District Recommendation 2, District Human Resources

In order to meet standards, the team recommends that the Board of Trustees, and the chancellor, in consultation with the leadership of the college campuses, develop a strategy for addressing significant issues to improve the effectiveness of district human resources services that support the colleges in their missions and functions. These issues include:

- **Reliable data from the Human Resources Department to support position control and other human resources functions;**
- **Timeliness of employee evaluations;**
- **Responsiveness and improved timelines for employee hiring;**
- **Consistent policy interpretation and guidance; and**
- **Completion of the faculty evaluation instrument to include work on Student Learning Outcomes. (Prior Commission Recommendation #1 from 2009, Prior Recommendation #7 and #9 from 2008, III.A, III.A.1, III.A.1.b, III.A.1.c, III.A.5, IV.B.3.b)**

III.A. The institution employs qualified personnel to support student learning programs and services wherever offered and by whatever means delivered, and to improve institutional effectiveness. Personnel are treated equitably, are evaluated regularly and systematically, and are provided opportunities for professional development. Consistent with its mission, the institution demonstrates its commitment to the significant educational role played by persons of diverse backgrounds by making positive efforts to encourage such diversity. Human resource planning is integrated with institutional planning.

III.A.1. The institution assures the integrity and quality of its programs and services by employment personnel who are qualified by appropriate education, training, and experience to provide and support these programs and services.

III.A.1.b. The institution assures the effectiveness of its human resources by evaluating all personnel systematically and at stated intervals. The institution establishes written criteria for evaluating all personnel, including performance of assigned duties and participation in institutional responsibilities and other activities appropriate to their expertise. Evaluation processes seek to assess effectiveness of personnel and encourage improvement. Actions taken following evaluations are formal, timely, and documented

III.A.1.c. Faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes.

III.A.5. The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.

IV.B.3.b. The district / system provides effective services that support the colleges in their missions and functions.

Actions Taken to Resolve the Deficiency

1) The Office of Human Resources has become more effective (III.A., IV.B.3.b).

The External Evaluation Team Report stated “The employee satisfaction surveys as well as interviews with faculty and staff at the College indicate that staffing instability in the Human Resource Department may be taking a toll on the efficiency of the two Colleges.”

To begin to address the recommendation and standards, the Chancellor determined that the District must address the staffing of Human Resources. A new Vice Chancellor of Human Resources was hired in May 2015. After close examination of the organization structure and functional gaps in the department, she took immediate steps to reorganize and improve staffing in Human Resources to better support the needs of the colleges and the district units. Using the data included in 2014-15 Human Resources Program Review as a baseline for planning, the Human Resources organizational plan was developed and approved by the Board of Trustees on June 11, 2015.

The Human Resources Plan components address the following objectives:

- Increase the efficiency of recruitment efforts
- Increase diversity in the organization based on the EEO Plan
- Track and monitor the evaluation system to ensure efficiency and consistency
- Provide professional development to support all SBCCD staff, faculty, and managers
- Develop effective retention and recruitment practices
- Develop efficient and streamlined hiring processes
- Ensure compliance and consistency in day-to-day operations
- Develop a positive and collaborative district/college culture
- Address Worker’s Compensation matters and related legal requirements
- Provide support, compliance and guidance for environmental and safety issues
- Address liability matters, including tort claims and related investigations of facilities

The Human Resources Reorganization and Restructuring Plan includes the addition of two positions, the restructuring of several job descriptions to align job functions with the needs of the department, and the reduction of three confidential positions. The Director of Safety and Risk, who formerly reported to Business and Fiscal Services, was reassigned to Human Resources. The department’s staffing is outlined in Table 2.

The Coordinator of Diversity and Talent Recruitment position replaced two Recruitment Specialist positions. This individual conducts local, state, and national recruitments, and develops, maintains, and follows the legally-mandated SBCCD EEO Plan to ensure recruitment efforts address diversity and equal opportunity in employment

Table 3: Human Resources Staff, 2015-16 (Post-Re-organization)

Position, 2015-16	Status
Vice Chancellor	Existing
Administrative Assistant II	Existing
Director, Human Resources	New
Director, Safety and Risk Management (reorganized from Fiscal Services to HR)	Existing
Employee Relations Officer	New
Coordinator - Diversity and Talent Acquisition	New
Coordinator - Professional Learning & Org. Effectiveness (revised job description)	Revised
Benefits Specialist	Existing
HR Generalist	Existing
HR Generalist	Existing
HR Generalist	Existing
HR Generalist	Existing
Recruiter - Professional Expert	Revised
Clerical Assistant II	Existing

The Employee Relations Officer replaced the Human Resources Analyst position. In addition to assuming an analyst’s responsibilities, this individual will also be responsible for addressing the growing needs related to Title IX and ADA mandates.

The Coordinator of Professional Learning and Organizational Effectiveness was approved through the District’s planning and program review process. Originally entitled Training Specialist, this position plans, coordinates, and implements professional and leadership development for the District. This position will ensure District compliance with state and federal regulations regarding discrimination, sexual harassment, Equal Opportunity Employment, and Title IX.

Subsequent to Board approval of the HR Reorganization and Restructure Plan, five positions were filled over the summer, and were approved at the August 13, 2015 and September 10, 2015 Board meetings. These positions included: Coordinator of Professional Learning and Organizational Effectiveness, Employment Relations Officer, Coordinator, Diversity and Talent Acquisition, and two Human Resources Generalists. These positions were filled and approved expeditiously in order to enable the Human Resources department to respond to the ACCJC recommendations from the 2015 External Evaluation and to better meet the needs of the District and College. The net cost of the personnel reorganization was \$80,000. The department is now comprised of eleven employees. In addition, one-time funds were used to pay for the costs of

such Human Resources infrastructure items as Title IX assessment, investigator and coordinator training, tracking tools, and employee training modules.

2) There is reliable data to support position control (IV.B.3.b).

To improve the accuracy and timeliness of the data to support position control, Questica Software was implemented. Questica is an operation, capital, and position planning software program that allows the District to assign unique position numbers to budgeted and new positions. This software allows for timely salary distribution reports to the colleges.

A manual on SBCCD hiring processes was created to clarify the processes by which all positions, and actions related to positions, are handled. The manual includes a flow chart and necessary forms, such as a newly-revised personnel requisition form and the Chancellor's Cabinet approval form. Included in the process is a Job Analysis Questionnaire (JAQ) designed to provide managers with guidance in the development of a new job description, and ensures compliance with EEO legal requirements. The JAQ is an internal tool that is applied prior to final position approval. The use of this tool prevents errors and inconsistencies in developing job descriptions, and avoids delays.

3) Employee evaluations have been completed timely (III.A, III.A.1.b, IV.B.3.b).

As reported in the College's 2014 Self Evaluation, the 2014-2017 Three-Year Staffing Plan dated March 19, 2014 indicated timely evaluations and lack of a system continued to be a matter of concern. The External Evaluation Team noted, "The College has improved, noting only four classified staff and two management staff (out of a staff of 230) had overdue evaluations. There was no information to indicate faculty evaluations are overdue."

When fully implemented, PeopleAdmin software, purchased at the beginning of fall 2015 semester, will assist in maintaining employee evaluation notifications to managers. Once the current and correct employee information and evaluation cycle is recorded, PeopleAdmin will allow automated evaluation notifications to be generated to managers and to those individuals scheduled for evaluation.

Pending the full implementation of PeopleAdmin, the Office of Human Resources has compiled a list of current and past-due employee evaluations. Those with no change in assignment were evaluated first, followed by employees with a change of assignment and/or supervisor. In some cases, Human Resources will place the employee on a new evaluation cycle, depending on whether there was a change in the employee's position and/or supervisor since the prior evaluation. The completion of a past-due evaluation will reset the evaluation cycle, serving as the base year for the subsequent evaluation cycle. Current and past-due management evaluations were initiated and completed in fall 2015. Past-due evaluations of classified and academic employees will take place

in accordance with the respective bargaining unit agreements. Table 4 shows the employee evaluation status as of January, 2016 across the District.

Table 4: District wide Employee Evaluation Status Summary, January 2016

Status	Employees	Percent
On-Schedule Evaluations	536	86%
Past-Due Evaluations	86	14%
Total Evaluations	622	100%

Important to the evaluation process, the Human Resources endeavored to understand the reasons that evaluations were past due. The HR staff concluded that the District lacked training on the evaluation process. To respond to this need, Human Resources is providing training on the evaluation process beginning spring 2016, and will continue to provide ongoing training on this topic to ensure that each employee receives timely and constructive performance feedback. The topic of evaluation is included in a new catalog of workshops and training topics for managers, published in January, 2016.

4) There has been improved responsiveness and improved timelines for employee hiring (III.A, III.A.1, IV.B.3.b).

Several strategies were developed to improve the timeliness of the employment process. The first concerned human resources staffing. Two Human Resources Generalist positions were filled in summer, 2015. The HR Generalist is responsible for planning and oversight of the selection process. Hiring processes are now carefully calendared to include deadlines for all hiring activities leading to the projected Board of Trustees meeting date as the end point. One time-saving device is the concurrent internal and external posting of all vacancies for the first two weeks of the process. If the position is filled with an internal candidate, the posting is simply withdrawn.

Hiring committee members are now identified when a position is announced, rather than after a position has closed, as was the previous practice. All hiring committee meetings and interviews are scheduled well in advance to avoid delays due to scheduling conflicts.

To improve the hiring process, the District has focused on reducing the number of failed searches, and on targeted, job-specific recruitment strategies. The primary work of the new Coordinator, Diversity and Talent Acquisition is to conduct local, state, and national searches, and to coordinate recruitment efforts that draw the most qualified position applicants in adequate numbers for selection. Recruitment activity has increased in 2015-compared to 2014-15. For example, in 2014-15, the District participated in two recruitment fairs. During 2015-16, the District will participate in seven recruitment fairs. In addition, job search engines have been examined for their efficacy in recruiting applicants. The contracts of those with minimal hits will be discontinued, while others, such as the State Registry, not previously utilized by the District, were identified as a viable recruitment tool.

As Table 5 illustrates, the District hired 25 full-time employees in new or replacement positions between June 2015 and September 2015, compared to 12 positions during the same time period in 2014-15, representing an increase of 108%. Table 6 shows the number of recruitments that took place in 2015-16, and Table 7 shows the number of 2015 hires by employee category.

Table 5: Fall Quarter Hires, 2014-15 vs. 2015-16

Quarter	SBCCD (District)	Crafton Hills College	San Bernardino Valley College	Total Hires
June-September, 2014-15	1	4	7	12
June-September, 2015-26	10	6	9	25

Table 6: 2015-2016 Recruitments as of January 2016

Recruitment Status	CHC	District	SBVC	TOTAL
Anticipated	12	0	1	13
In Process	8	11	23	42
On Hold	4	3	16	23
Total	24	14	40	78

Table 7: 2015 District Hires by Employee Category

Hires	CHC	District	SBVC	TOTAL
Academic	6	0	18	24
Classified	7	7	17	31
Confidential	0	8	0	8
Interim-Mgmt	1	2	0	3
Management	0	7	4	11
Total	14	24	39	77

5) There is consistent policy interpretation and guidance from the Office of Human Resources (III.A.3, III.A.3.a, IV.B.3.b).

The Office of Human Resources is developing a manual to guide and document SBCCD hiring processes, and to ensure the consistency and accuracy of policy interpretation. New and continuing Human Resources employees participate in weekly Human Resources staff meetings, at which the contents of the HR Manual will be discussed. Collective bargaining agreements and meet and confer agreements with management and confidential associations will also be reviewed as part of HR’s ongoing internal training efforts. The Human Resources department also holds bi-weekly “lunch and learn” meetings to provide policy and process updates. Topics include research and best practices in areas such as benefits, recruitment, and professional development.

6) The faculty evaluation instrument has been completed to include outcomes (II.A.1.c).

In 2013 the faculty bargaining unit and the District agreed to a Memorandum of Understanding regarding the incorporation of faculty participation in Student Learning Outcomes assessment in the faculty evaluation. Faculty responsibilities delineated in the memorandum of understanding regarding Student Learning Outcomes include:

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

As of October 2014, when the External Evaluation team visited the campuses of the District, the agreed-upon language had not been incorporated into the faculty evaluation tool. The “Tools Committee,” an ad hoc group convened to address evaluations tools, met October 23, 2015. Based on their recommendation, negotiations with CTA took place. The new contract language and the appropriate placement on the evaluation form was distributed to all managers and is available on the District Wiki, labeled Formal Evaluation Procedure Pursuant to Article 16B. The specific language, embedded in the evaluation form, reads, “I have self-reflected in regards to the development and assessment of SLOs (this statement may apply to SLO/Compensated Part-Time Faculty).” The statement includes a check-box above the signature line for the individual being evaluated. By checking the box, faculty verifies they have fulfilled the faculty responsibilities outlined in the memorandum of understanding. At a January 12, 2016 district management meeting, the Vice Chancellor of Human Resources reviewed the memorandum of understanding and emphasized the importance of linking the faculty responsibilities with the self-reflection.

Professional Development addresses improvement throughout the district (III.A.5, IV.B.3.b).

As mentioned above, the Human Resources department developed a catalog of professional development opportunities for managers. Topics covered include the evaluation of personnel, bargaining agreements, and progressive discipline. The catalog was published online in January, 2016. Spring, 2016 trainings for managers will cover investigations, FRISK (Facts, Rules, Impact, Suggestion, Knowledge), and documentation and progressive intervention.

Analysis of Results Achieved to Date

Considerable improvements have been made in the Office of Human Resources. A new Vice Chancellor was hired, the department has undergone reorganization, and additional funding for staff and necessary software, training, and contracts was allocated. In a few short months, there have been notable improvements in the areas of professional development, recruitment, hiring, and evaluations. The faculty evaluation instrument now includes verification of participation in

the outcomes assessment process, and is backed by the specific deliverables outlined in the memorandum of understanding agreed to by the District and the faculty bargaining unit.

The results of the San Bernardino Community College District Climate Survey revealed that 77 percent of administrators are satisfied with the level of services provided by Human Resources, however only half of faculty and 33 percent of classified staff share that perception. Several respondents to the climate survey noted an improvement in leadership of Human Resources. The following comment is an example:

[Name] is bringing an excellent level of professionalism to the HR Department. [Pronoun] made organizational changes quickly based on the needs of the department and the needs of accreditation. The inability of the District to recruit a qualified HR Vice Chancellor previously was difficult for the staff to work with, but, it was necessary to wait to make change of this magnitude until we had a permanent VC.

Of the 25 staff, managers, and faculty who participated in the campus accreditation survey, 60 percent agreed or strongly agreed that Human Resources consistently interprets policy pertaining to hiring processes and collective bargaining agreements; 56.4 percent felt the District is responsive to staffing needs. Comments related to this recommendation were generally positive. For example:

HR tries to implement effectively, but has not had a strong leader, nor support for years. This is changing and it is apparent that the VC is on top of things and moving in a good direction.

To summarize, though considerable improvements have taken place, the efforts of the District Human Resources department to address the recommendation are not apparent to all employees.

Evidence of the Results

Reliable data

- D.2.a. Position Tracking System
- D.2.b. Board Policy 3100 – Organizational Structure
- D.2.c. Informer Dashboard – Demographic Data Analysis

Timeliness of employee evaluations

- D.2.d. People Admin - Evaluation Tracking overview (e.g. Performance Management)
- D.2.e. District Evaluation Tracking Spreadsheet
- D.2.f. Survey Results, User Satisfaction
- D.2.g. The LEADers Catalog p. 3. Progressive Discipline

Responsiveness and improved timelines for employee hiring

- D.2.h. Vacancy tracking Spreadsheet

D.2.i. Minutes, Board of Trustees, June 11, 2015 (Human Resources Restructure/Reorganization, Action Agenda, Item 4)

Consistent policy interpretation and guidance

D.2.j. Job Analysis Questionnaire

D.2.k. Human Resources Manual

D.2.l. Meeting Notes and/or Agendas, Human Resources meetings

Completion of the faculty evaluation instrument to include work on Student Learning Outcomes

D.2.m. Memorandum of Understanding, SLOs and Faculty Evaluation

D.2.n. Faculty Evaluation Summary Form

Analysis

D.2.o. SBCCD Employee Climate Survey, 2015-16, pp. 32-36

Additional Plans Developed by the SBCCD

The Human Resources Department will continue to work collaboratively with the campus to promote effective communication. Efforts to provide the campus with consistent policy interpretation will also continue. The effectiveness of the department and the services it offers will be evaluated annually, and improvements will be made based on the results of assessment.

District Recommendation 3, District Level Integrated Planning

In order to meet standards, the team recommends that the District follow their Resource Allocation Model focusing on transparency and inclusiveness, supported by a comprehensive district-wide Enrollment Management Plan and a Human Resource/Staffing Plan integrated with other district-wide programs and financial plans, broadly communicated to the colleges. 2009 Crafton Hills College Commission Recommendation #1, III.A.6, III.D, III.D.1.a, III.D.1.b, III.D.1.d, III.D.4, IV.B.3.c)

III.A.6. Human resource planning is integrated with institutional planning. The institution systematically assesses the effective use of human resources and uses the results of the evaluation as the basis for improvement.

III.D. Financial resources are sufficient to support student learning programs and services and to improve institutional effectiveness. The distribution of resources supports the development, maintenance, and enhancement of programs and services. The institution plans and manages its financial affairs with integrity and in a manner that ensures financial stability. The level of financial resources provides a reasonable expectation of both short-term and long-term financial solvency. Financial resources planning is integrated with institutional planning.

III.D.1.a. Financial planning is integrated with and supports all institutional planning.

III.D.1b. Institutional planning reflects realistic assessment of financial resource availability, development of financial resources, partnerships, and expenditure requirements.

III.D.1.d. The institution clearly defines and follows its guidelines and processes for financial planning and budget development, with all constituencies having appropriate opportunities to participate in the development of institutional plans and budgets.

III.D.4. Financial resource planning is integrated with institutional planning. The institution systematically assesses the effective use of financial resources and uses the results of the evaluation as the basis for improvement of the institution.

IV.B.3.c. The district / system provides fair distribution of resources that are adequate to support the effective operations of the colleges.

District Recommendation 3, District Level Integrated Planning

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Actions Taken to Resolve the Deficiency

1) The District follows the Resource Allocation Model (III.D, III.D.1.d, III.D.4).

Beginning in 2010, the District implemented a Resource Allocation Model (RAM) that allocated the funds between the two colleges as follows: 70% to San Bernardino Valley College and 30% to Crafton Hills College, after district expenses were assessed based on the same model. The 70/30 model, however, did not address the needs of either college. In particular, Crafton Hills College was continuously operating in a structural deficit under the 2010 version of the RAM.

Growth in the Crafton Hills College student population and college facilities prompted campus and district dialogues to take place about the adequacy of the RAM in promoting managed growth and fiscal sustainability at both campuses. To answer the concerns, the District Budget Committee developed and recommended the implementation of a revised RAM that allocates funding based upon actual FTES generation, rather than the 70/30 split. Support for the revision was provided by an in-depth resource allocation study conducted by the College Train Trust in spring 2014. The new RAM was implemented in fall 2014; however, there was a lack of constituent understanding of the model, and the colleges continued to express the need for a planning tool that would allow them to explore enrollment strategies proactively, and to better use the campus budget committees for input and guidance. In addition, Board AP2610 (Presentation of Initial Collective Bargaining Proposals) requires the Chancellor to provide the Board with “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.”

In response to input from the colleges, the District Budget Committee recommended revisions to the RAM and modified the Resource Allocation Model Guidelines in August 2015. The new model, described in detail in Figure 6, provides clear goals and expectations for both colleges, allows San Bernardino Valley College, the District’s medium-sized institution, to continue growing, and shifts the risk and reward of unfunded FTES generation to Crafton Hills College.

The new RAM provides the District with the flexibility to adjust to changing circumstances without the need for extensive debate and readjustment every fiscal year. For example, at the August 20, 2015 meeting, the District Budget Committee (DBC) approved a recommendation to Chancellor’s Cabinet to revise the RAM Guidelines for FY 2015-16 to accommodate the state’s

newly proposed growth formula. The recommendations were approved, and the new RAM was implemented in 2015-16.

2) Financial decision-making is transparent, inclusive, and broadly communicated to the Colleges (III.D).

The District has clearly defined guidelines and processes for financial planning and budget development, involving all constituencies. Budget preparation is addressed in Board Policy and Administrative Procedure 6200, and budget management is addressed in Board Policy and Administrative Procedure 6250.

Inclusiveness. The college Budget Committee actively participates in budget and resource allocation processes, and provides input to the District Budget Committee. Other groups, such as the Crafton Council and Planning and Program Review Committee, also have the opportunity to provide input through the College Budget Committee.

The District Budget Committee, chaired by the Vice Chancellor of Fiscal Services, is responsible for ensuring that budget-related decision-making is characterized by clear communication, transparency, inclusiveness and evidence based information.

To ensure that all constituent groups were informed about the new Resource Allocation Model, the 2015-2016 Budget allocation was presented by the Chancellor or Vice-Chancellor of Business and Fiscal Services to constituent groups and to the Board of Trustees. The Vice Chancellor of Fiscal Services discussed the RAM with the Classified Senate on September 4, 2015 and at an open forum on January 25, 2016.

Transparency. To increase fiscal transparency and communication throughout the District, the District Budget Committee developed an annual report and emailed the first iteration to all employees on September 30, 2015. The annual report provides the meetings at-a-glance during the year along with the 2014-15 District Budget Committee recommendations.

Additionally, an online publication, entitled *Frequently Asked Questions* (FAQ) was developed to provide clarification on such topics as the Resource Allocation Model, the 15% Reserve Fund, and the District Office Expense Budget. These documents were emailed to all employees on October 8, 2015 (Resource Allocation Model), October 30, 2015 (15% Reserve Fund), and October 19, 2015 (District Office Expense Budget).

The district budget for fiscal year 2015-16 is available online, and has been distributed to the members of the Budget Committee. The District Budget Committee's Annual Report and the Resource Allocation Model FAQs are available online.

To promote and maintain consistent communication with the leadership of the Colleges, the District meets regularly with the College Presidents and Vice Presidents of Administrative Services to discuss financial issues that could potentially affect the colleges. Participants include

the District Interim Director of Fiscal Services and the Vice Chancellor of Business & Fiscal Services. However, these meetings do not replace the collegial process that takes place during District Budget Committee meetings.

The results of a 2016 survey to assess employees' perceptions of District Services revealed that 66 percent of respondents agreed or strongly agreed that financial planning is integrated with the District Strategic Plan, and 46 percent reported, "do not know" on this item. Fifty-two percent of respondents reported they did not know whether the District follows the RAM. Guided by these outcomes, the District and the College will continue to take steps to improve communication with the campuses regarding budget processes.

3) A comprehensive District Enrollment Management Plan is integrated with district programs and financial Plans (III.D, III.D.1.a, III.D.4).

The District conducted an Enrollment Management assessment in 2014 with the help of a consulting firm, The College Brain Trust. The results of the assessment were presented to the district and college budget committees, and were discussed with college leadership including presidents, vice presidents, faculty senate presidents and District office staff. Work was identified for the next steps including allocation of enrollments by college, budget implications, data needs, and the ability to grow.

On May 12, 2015, the taskforce recommended that the Chancellor establish a District Enrollment Management Committee. The District Budget Committee and District Assembly recommended members for the group. The first meeting of the District Enrollment Management Committee, comprised of 25 members representing both colleges the district, and employee constituencies, took place on November 15, 2015. The group's charge is to develop an enrollment management plan that supports and guides the work of the colleges, and to ensure alignment with the District's strategic goals and objectives.

A draft of the plan will be distributed to campus constituencies in late February. The draft will be posted and comments elicited from district and college employees.

4) The Human Resources Staffing Plan is integrated with District-Wide Programs and Financial Plans (III.A.6).

The District, with the help of The College Brain Trust, developed a Staffing Plan in 2014 that was shared with the District Assembly. Using this information as a foundation, the District convened a District committee to develop a comprehensive staffing plan. The committee, led by the Vice Chancellor of Human Resources, met throughout fall and spring, 2016 to develop the committee charge and the scope of work, and to decide on the contents of the plan. Members included broad representation from the Colleges and constituencies. As of January, 2016 the plan's contents had been determined and narrative was being developed for review by the

committee. It is anticipated the Staffing Plan will be completed by March 2016. A vetting process similar to the one used for the Enrollment Management will take place; the draft plan will be reviewed by campus constituencies and campus input will be used to inform the final version.

Figure 6, San Bernardino Community College District Resource Allocation Model



Revised Resource Allocation Model (RAM) Guidelines
Fiscal Year 2015-16
(As Revised by DBC on 8/20/2015)

Revenues shall be divided between the two colleges of the District, San Bernardino Valley College and Crafton Hills College, in accordance with the following principles. These guidelines accord best with the desired objectives of transparency, fairness, and ease of understanding; and have the flexibility to adjust to changing circumstances, without the need for extensive debate and readjustment every fiscal year.

1. The SB361 State Base Allocation revenue for each college shall be passed directly on to the college concerned.

2. The district's State non-credit FTES allocation revenue shall be passed directly on to the college that produced the non-credit FTES.

3. The district's state credit FTES allocation revenue shall be divided between the two colleges as follows:

San Bernardino Valley College

- I. ~~10,454~~ 10,504 total projected funded FTES
- II. San Bernardino Valley College will carry any excess over ~~10,454~~ 10,504 as unfunded FTES *

Crafton Hills College

- I. ~~4,202~~ 4,841 total projected funded FTES
 - II. All District Unfunded FTES will be carried by Crafton Hills College (projected is ~~78~~ 23 unfunded FTES)
 - III. District to fund unfunded FTES from fund balance
-

4. Overcap funding for credit FTES shall be divided between the two colleges as follows. (Overcap is the additional FTES the district could recapture if other districts do not grow enough during the year. It is usually known around February of each year at recalculation [Recalc].)

San Bernardino Valley College

No additional Overcap funding since San Bernardino Valley College will be fully funded for the credit FTES

Crafton Hills College

Additional Overcap funding will be absorbed by Crafton Hills College since all unfunded FTES are carried by Crafton

5. Other eligible revenues received by the district shall be divided between the two colleges in accordance with the relative FTES numbers achieved by the colleges as in item 3. above.

6. Site-specific revenues will remain with the college concerned.

7. District growth levels/targets may be recommended by District Budget Committee and approved/modified by the Chancellor's Cabinet.

8. Districtwide assessments shall be divided between the two colleges based on FY 2015-16 projected actual (not funded) FTES.

San Bernardino Valley College

~~10,454~~ 10,504 actual FTES

Crafton Hills College

4,864 actual FTES

Analysis of Results Achieved to Date

The District and the Colleges have worked collaboratively to address this recommendation. The Resource Allocation Model has been revised, approved by appropriate constituencies, and broadly shared with the Colleges. Budgetary decision-making includes representatives from campuses and the District, as well as all constituencies. Efforts have been made to provide budget information in a variety of formats: via emailed reports directly from Fiscal Services, face-to-face meetings between the Vice Chancellor and campus senates, committees, and individuals, and through the monthly *Chancellor's Chat*.

At its May 21, 2015 meeting, the District Budget Committee was asked to complete the annual Committee Self-Evaluation and later tallied (a total of 9 responses were received). The results of the self-evaluation were presented to the District Budget Committee during the June 19, 2015 meeting. The self-evaluation showed that all respondents felt that quality of information flow from the committee to the constituency groups is good to very good; all respondents agreed that the quality of information flow from the constituency groups to the committee was good to very good; and all respondents agreed that the quality of communication by the committee with the District community as a whole was good to very good. However, as the District Climate Survey results showed, the campus is still unclear about the how the RAM works, and how it aligns with the District Strategic Plan. The campus accreditation survey showed that 41 percent of the 25 respondents agreed or strongly agreed that the District is transparent and inclusive in matters pertaining to financial planning and budget development.

Excellent progress has been made on the development of the District Enrollment Management Plan and the District Staffing Plan. The committees charged with developing these plans will continue to work on the integration of all planning documents (e.g., educational, facilities, technology, and staffing) and to develop an integrated timeline that shows the relationships between and among district and campus strategic planning processes. This is planned to be completed during spring, 2016. Nearly the same percentage disagreed or strongly disagreed with the same statement. The narrative responses showed equally divided responses. For example:

We receive excellent new and regular emails about the state, college, and the district budget and financial processes. I feel much better informed!

And

The process still feels very top down. Though the District might think it (sic) getting good info from groups like the Senate and the unions, those groups are not communicating well with their constituents yet claim to know what those constituents want.

As with the other District recommendations, the perceptions of College employees regarding the Districts progress are mixed in spite of the considerable efforts that have taken place.

Evidence of the Results

Resource Allocation Model

- D.3.a. College Brain Trust Resource Allocation and Utilization Review, January 2014 (cited in CHC 2015 Self Evaluation)
- D.3.b. FAQs, 2015-16 Final Budget and Resource Allocation Model
- D.3.c. SBCCCD Resource Allocation Model, 2015-16
- D.3.d. Response of Chancellor's Cabinet to the Recommendations of the College Brain Trust, February 2014

Transparency, Inclusiveness, and Broad Communication

- D.3.e. FAQs, 2015-16 Final Budget and Resource Allocation Model
- D.3.f. SBCCCD Employee Climate Survey 2015-2016, p. 4Collaborativb

Enrollment Management Plan

- D.3.g. Multi Year Resource Allocation Forecast for the Unrestricted General Fund, 2015-16 through 2016-17

Human Resources Staffing Plan

- D.3.h. Notes, Human Resources Staffing Plan Ad Hoc Committee
- D.3.i. Human Resources Staffing Plan

Additional Plans Developed by the SBCCD

The District Enrollment Management Planning Committee and the Staffing Planning Committee will complete their planning processes in late February or early March. The committees charged with developing these plans will continue to work on the integration of all planning documents (e.g., educational, facilities, technology, and staffing) and to work with the District Strategic Planning Committee to develop an integrated timeline that shows the relationships between and among district and campus strategic planning processes. This is planned to be completed during spring, 2016. The College and the District will continue to use a variety of modalities to communicate with employees about budget issues and the Resource Allocation Model, and will assess employee perceptions annually.

District Recommendations to Improve

District Recommendation 4, Board Orientation

In order to improve effectiveness, the team recommends that the District develop a local Board orientation program to ensure that all members of the Board are adequately prepared to provide leadership appropriate to their role as board members (IV.B.1.f).

District Recommendation 4, Board Orientation

In order to improve effectiveness, the team recommends that the District develop a local Board orientation program to ensure that all members of the Board are adequately prepared to provide leadership appropriate to their role as board members (IV.B.1.f).

IV.B.1.f. The governing board has a program for board development and new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

Actions Taken to Address the Recommendation

The Board has developed and implemented a local Board orientation and training process (IV.B.1.f).

In response to the Commission recommendation for improvement, the SBCCD Board of Trustees reviewed and revised the Board Handbook over the past year. The current draft includes the mission, vision and values of the District, organizational charts for both campuses and the district entities, Board imperatives and goals, Board duties and responsibilities, procedural information regarding the Board and its meetings, planning and evaluation, accreditation, and a Board member orientation, among other topics. The section of the handbook concerning orientation calls for the orientation of all new Board of Trustee appointees within 30 days of the appointment. The responsibility for orienting new Board members is shared by the Chancellor and current Board of Trustees members. The training includes orientation to the institution, such as college history and development; briefings on the organization, programs, budget, and facilities of the colleges and sites; and orientation to trusteeship, including roles of Board members, attendance at local, state, and national meetings, and review of pertinent laws and Board policy. The new Board Handbook was approved by District Assembly 9/1/2015 and by the Board on 10/8/2015. The Handbook is available on the District website.

Each section of the Handbook features a checklist, which the new Board member is expected to sign. The Board scheduled a special meeting for the purposes of new Trustee Orientation on 12/3/15.

In addition, the SBCCD Board of Trustees participated in Board Training at a special meeting on June 1, 2015. Topics addressed included board roles and responsibilities from an accreditation viewpoint, the realm of the Board, scenarios describing the accreditation experiences of three community college boards, and some pathway actions for improvement.

The Board President received training specific to his/her role (IV.B.1.f).

Local Board President Training was included in the latest edition of the Board Handbook. Topics covered include board imperatives and goals, board duties and responsibilities, elections, officers of the board, committees of the board, board education, the Brown Act, preparing for meetings, communications among board members, and the like. Most important in addressing the recommendation is the addition of clear language that Board President is ultimately responsible to orient new board members and student trustees. Last, the Board Policy concerned with Board Officers (BP 2210) was updated to align with the new Handbook. Board Policy 2210 was approved by the District Assembly on 11/3/15, was forwarded to the Board for a first reading on 12/10/15. Final Board approval took place on 1/21/16. The updated Board Policy will be added to the District website.

Analysis of Results Achieved to Date

A new Board Handbook and Board training process was developed with input from both Colleges, Board members, and District representatives. In December 2015 one new Board member has been selected. She has received two training sessions—one with the Chancellor and the second with the Chancellor and Board President. The sessions focused on: background information on the District, issues impacting the District and Board; Board Handbook, Board Policies, committee structure, and the distinctions between board governance and District operations. District materials were provided to the Trustee for study. The Trustee was connected with online Trustee resources of the California Community Colleges League and ACCJC. The new Trustee signed off on completion of the Board training modules. The District has fully addressed this recommendation for improvement.

Evidence of the Results

- D.4.a. District Assembly Minutes, September 1, 2015, re: Old Business/ Revised Board Handbook Review
- D.4.b. SBCCD Board of Trustees Minutes, June 1, 2015, Item 8, pp. 1-2.
- D.4.c. SBCCD Board of Trustees Handbook (Approved 10/8/15)
- D.4.d. SBCCD Board of Trustees Minutes, December 3, 2015, Item 3: New Trustee Orientation

Additional Plans Developed

The updated version of Board Policy 2210 will be added to the SBCCD/Board of Trustees website once it is Board approved, anticipated to occur in January 2016.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Dr. Haragewen Kinde, Vice President of Instruction

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: February 25, 2016

SUBJECT: Consideration of Approval to Accept SBVC Draft Accreditation Report

RECOMMENDATION

It is recommended that the Board of Trustees accept SBVC's Draft Accreditation Follow-Up Report.

ANALYSIS

The Draft Follow-Up Report demonstrates that the College and District have resolved deficiencies which led to noncompliance and that it now meets the Standards. The Report will be followed by a visit of commission representatives.

OVERVIEW

This is a first read of the Draft Follow-Up Report in response to the Accrediting Commission for Community and Junior College's (ACCJC) recommendations. The Board will approve the final report on March 10, for submission to the ACCJC by March 15, 2016.

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

None



San Bernardino
Valley College

Your future starts here.

Accreditation Follow-Up Report



Our Mission: San Bernardino Valley College provides quality education and services that support a diverse community of learners.

DRAFT

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Submitted by
San Bernardino Valley College
701 S Mt. Vernon Ave.
San Bernardino, Ca 92410



Submitted to
Accrediting Commission for Community and Junior Colleges,
Western Association of Schools and Colleges
10 Commercial Blvd # 204,
Novato, CA 94949

Certification of the Follow-Up Report

To: Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges

**From: Gloria Fisher, President
San Bernardino Valley College
701 S Mt. Vernon Ave.
San Bernardino, CA 92410**

We certify that there was broad participation by the campus community and that the San Bernardino Community College District Board of Trustees has reviewed it. We believe this report accurately reflects the nature and substance of this institution.

Signatures

John Longville, President, SBCCD Board of Trustees	Date
Bruce Baron, Chancellor San Bernardino Community College District	Date
Gloria Fisher, President, San Bernardino Valley College	Date
Dr. Haragewen Kinde, Accreditation Liaison Officer, SBVC	Date
Dr. Celia Huston, Faculty Co-Chair, Accreditation and SLO Committee	Date
Dr. Jeremiah Gilbert, President, San Bernardino Valley College Academic Senate	Date
Grayling Eaton, President, CSEA	Date
Linda Subero, President, San Bernardino Valley College Associated Student Government	Date

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Report Preparation

This section describes the process of report preparation and identifies those who were involved in its preparation.

To respond to the Accrediting Commission for Community and Junior College's (ACCJC) District Recommendations, an Ad Hoc task force was assembled that included representatives from the Board of Trustees, Chancellor, College Presidents, Academic and Classified Senates, California School Employees Association (CSEA), California Teachers Association (CTA), Student Government, Human Resources, Research and Planning, Black Faculty and Staff, Latino Faculty and Staff, Accreditation Liaison Officers, and Business and Fiscal Services. The full task force conducted three initial meetings in April 2015 and several sub-task force meetings in May 2015 and throughout the summer. The full task force began meeting again in September 2015 and monthly thereafter to monitor and provide feedback on the progress that was being made towards addressing the District recommendations.

The purpose of the initial three meetings in April were to analyze each of the District-level findings to:

1. Distill what triggered the visiting team's findings;
2. Evaluate what needed to be done to address the findings;
3. identify resources, points of accountability, and timelines necessary to address the findings; and
4. List what evidence would satisfy the visiting team to show we have addressed each recommendation.

The task force reviewed and collectively agreed to the following goals for the task force:

1. Develop a tactical plan that will enable the District to completely satisfy the ACCJC District Recommendations, with evidence to support addressing the recommendations and satisfying the standards;
2. Develop a tactical plan that all constituent groups believe can satisfy the ACCJC District Recommendations;
3. Work as a team to communicate the work that has and will be done to re-instill confidence in our colleges' and District's ability to serve our community;
4. Develop a monitoring process that all constituency groups believe is accurate, timely, meaningful, and transparent.

The SBCCD and its colleges fully recognized the rationale for the four District Recommendations. These recommendations highlighted issues our District has been cognizant of but has had challenges addressing. The recommendations provided by the visiting team were constructive, provided guidance, and served as impetus for the SBCCD to finally put thoughts into action.

Constituent groups collectively supported all steps in this process; the end result includes solutions they collectively believe fully address the ACCJC District recommendation. The solutions that have been implemented codify processes along with timelines and points of responsibility, and ensure ongoing transparency.

The work of the ACCJC Ad Hoc Committee provided a foundation for the Accreditation and SLO [ASLO] Committee as they worked on the District Recommendations section of the follow-up report. In Spring 2015 the ASLO committee developed a timeline for drafting, editing, and finalizing the follow-up report. ASLO committee members who were a part of the ACCJC Ad Hoc committee were tasked with drafting sections addressing the response to the three District recommendations. Follow-Up Report First Draft, October 2015 focused on steps taken to date by the campus and District to resolve deficiencies.

The ASLO Committee, with the assistance of the Office of Research, Planning, and Institutional Effectiveness, conducted a First Draft survey to solicit feedback from the campus. For each recommendation, employees were asked to respond on a 5-point Likert scale as to whether the recommendation had been adequately addressed. A comment box was included on the survey for additional feedback. The survey and first draft were distributed to all campus and District employees on October 15, 2015. Two reminders were sent before the survey closed on November 6, 2015. There were 85 respondents to the survey. CSEA gathered feedback from classified staff and submitted a report to the ASLO Committee. The Associated Student Government (ASG) representative to the ASLO committee gathered feedback from the ASG Board.

The October 2015 Survey benchmarked the progress the campus and District had made towards meeting the recommendations. Many of the improvements being made at the District level may not yet have been apparent to the campus by October 2015, so the survey provided a snapshot of the campus perceptions of the progress being made, and insight into what areas of the recommendations needed more development and better communication. The survey results and feedback were shared with the ASLO Committee, Academic Senate, the ACCJC Ad-Hoc Task Force, and directly communicated to a member of the Board of Trustees, the Vice Chancellor of Business and Finance, and the Vice Chancellor of Human Resources. There were 85 respondents to the October 2015 survey. A limitation of these findings is that the response rate provides a limited level of statistical validity and results may not be representative of all employees.

Feedback from the October 2015 Draft was combined with the updated information from the District presented to the ACCJC Taskforce in December 2015 to create the SBVC Follow-Up Report Second Draft, January 2016. Survey results and feedback were used to capture the campus perspective in the narrative analysis, thus creating a follow-up report that reflects the viewpoint and character of the SBVC campus. The second draft was released at the Accreditation Forum on January 14, 2016. Representatives from the District were present at the forum to report on the progress that had been made of each of the District recommendations and to answer questions. The Accreditation Forum was a part of the Spring Flex Day and, despite ongoing advertisement by the Office of Professional Development, the forum was poorly attended.

The SBVC Follow-Up Report Second Draft, January 2016 was distributed campus-wide via e-mail on January 19, 2016. A campus-wide online survey on the 2nd draft that included all classified, faculty, and management employees was conducted the week January 25, 2016. Results from this survey, as well as

results from the 2015-2016 San Bernardino Community College District Employee Climate Survey (SBCCD Climate Survey) conducted in December 2015, were incorporated into the final document.

The January 2016 campus-wide survey had a much lower response rate than the October 2015 survey, with only 17 participants. A limitation of these findings is that the response rate provides a limited level of statistical validity and results may not be representative of all employees. Yet even these limited results and comments provide a snapshot of the campus perceptions of the progress being made, insights into what areas of the recommendations needed more development and better communication, and indicate what improvement has been made since October 2015.

Surveys were not the only method of gathering feedback, but were considered the most successful due to the high participation rate in the October 2015 survey and the candid responses in both surveys. The October 2015 survey garnered more response and participation than any of the open forums held for the Accreditation Self-Study or the Follow-Up report. The anonymity of the survey allowed employees to fully express their concerns, and the online format removed any conflicts of time and location. CSEA provided valuable feedback for the October draft distributed to the campus, as did ASG. CSEA and ASG had the opportunity to provide feedback to the January 2016 draft through February 16, 2016. Feedback on the District recommendations and the drafts were also solicited from the Academic Senate, and College Council and the Accreditation and SLO Committee. Adjunct faculty received accreditation updates and had opportunity to ask questions at adjunct orientation.

Follow Up Report Timeline

Month/Date	Activity
February 2015	College receives External Evaluation Report; the Commission issues Warning
February 2015	President shares the External Evaluation Report with campus
February - May, 2015	District ACCJC Ad-Hoc Committee meets throughout spring 2015
May 2015	District ACCJC Ad-Hoc Committee Meetings: District Recommendations
June - July, 2015	A sub-group of the District ACCJC Ad-Hoc Committee meets
September 15, 2015	Preliminary draft to the ASLO Committee
October 8, 2015	CHC/SBVC joint presentation to the Board of Trustees
October 15, 2015	First Draft to SBVC Campus; Follow-up Survey Begins
November ,2015	Follow Up Survey Closes – Results disseminated
January 8, 2016	Follow-up Report, 2 nd Draft to SBVC/District work group
January 11, 2016	Alignment Meeting with SBVC and District
January 13, 2016	Adjunct Orientation Workshops
January 14, 2016	Workshop and Presentation, Accreditation (Flex);
January, 20, 2016	Follow-up Report, 2nd Draft to Campus
February 3, 2016	First Reading, Academic Senate
February 4, 2016	Follow-up Report, 2 nd Draft presented to Board of Trustees
February 10, 2016	First Reading, College Council
February 17, 2016	Academic Senate Approval
February 24, 2016	College Council Approval
TBD	Student Senate Approval
TBD	Classified Approval
February 25, 2016	First Reading, Board of Trustees
March 10, 2016	Board of Trustees, Final Approval and Signature
March 15, 2016	Follow-up Report submitted to ACCJC

ACCJC Recommendation to Resolve College Deficiencies

At the conclusion of Standard 2.A of the ACCJC Visiting Team Report, the team noted The College's SLO assessment process was functioning well and appears to have become well established. The program-level SLO assessment cycle was lagging, however, with only a minority of programs having completed assessment at the time of the site visit. (I.B.1)

College Recommendation 1: *In order to meet the standards, the team recommends that all programs' student learning outcomes be assessed on a regular basis as part of a sustainable cycle of continuous quality improvement.*

Actions Taken to Resolve Deficiencies

At the time of the ACCJC visit, only 22% of SBVC's programs were continuously collecting assessment data on PLOs and evaluating the data on a 3-year cycle. SBVC had a timetable developed to achieve 100% PLO ongoing assessment and systematic evaluation by the end of the academic year by mapping the required courses within the discipline to the Program Level Outcomes of the degree or certificate program. Course assessment data collected every semester are aligned with and provide assessment data for PLOs. These data are available for use in the Program Summary Evaluation that takes place at least once every three years. By the time of receipt of the ACCJC Action Letter in February 2015, PLO ongoing assessment had reached 83%. Currently 100% of SBVC's programs are continuously collecting assessment data on PLOs and systematically evaluating the data on a 3-year cycle.

Courses are the common denominator for learning outcomes assessment. Every student who attends SBVC, whether for self-improvement, lifelong learning, job skills, certificates, degrees, or transfer, will take a course; thus, courses become the foundation for assessment. SBVC has collected of SLO assessment data for each course offered every semester since Fall 2013. This practice of ongoing assessment has created a data-rich environment used as part of the systematic 3-year evaluation process.

Ongoing assessment of PLOs is achieved by mapping the course assessment data to the program level. Courses in all disciplines that are a part of a degree or certificate program are mapped to the PLOs for that degree or certificate for ongoing assessment. The assessment data, along with other discipline-specific criteria, are used as part of the systematic 3-year evaluation process.

The process of mapping was often used as a baseline evaluation of PLOs and resulted in rewriting of SLOs/PLOs, developing new assessment methodologies and criteria, and identifying capstone projects or courses that could also be used to assess PLOs. Concurrently, the ASLO Co-Chair and District Computer Programming office were working together to create an online system for outcomes assessment by modifying the open source program SLOCloud. The SLOCloud was easily adapted to reflect the paper forms and processes established by the college. The SLOCloud collects assessment data and generates course and program level reports that include aggregated data for courses and programs, assessment methodology and criteria, and qualitative reflections of faculty.

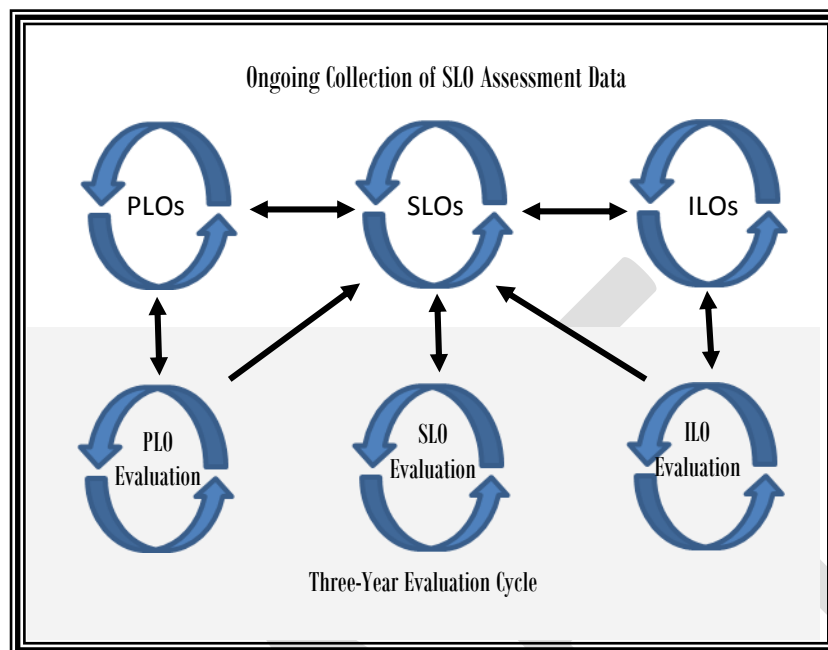


Figure 1. Relationships among SLO, PLO, and ILO assessments.

Analysis of Actions to Resolve Deficiencies

The October 2015 survey responses for College Recommendation 1 indicated the campus was satisfied the recommendation had been met. Ninety percent (90%) of respondents agreed or strongly agreed that the recommendation had been adequately addressed, 6% of respondents disagreed, and 14% indicated “Don’t Know or N/A.” There were a total of 9 comments. Several expressed satisfaction with the SLO Cloud and the mapping process and some voiced concern that there was too much focus on ongoing assessment and not enough evaluation and dialogue. The January 2016 survey showed that 16 of the respondents (94%) agreed or strongly agreed that the campus has met the recommendations and 1 respondent (6%) disagreed.

Ongoing assessment and three-year evaluation cycles for PLOs have been established for 100% of programs. Over 87% of programs have engaged in dialogue and formally completed their first 3-year evaluation and are on schedule for their next evaluation. The remaining 13% of programs, consisting primarily of new or newly revised degrees and certificates, are on schedule for their first 3-year evaluation.

Ongoing assessment and systematic evaluation have stimulated formal and informal dialog about teaching and learning at SBVC. For example, Diesel is a program that used a PLO assessment to

implement changes. Diesel indicated that reading comprehension presented a challenge to many students; the department worked with Disabled Students Programs and Services department to provide reading support and textbook audio for students with reading challenges.

Many programs chose to evaluate or reevaluate PLOs after the Course-to-PLO mapping for the SLOCloud process had been completed. After mapping was complete, dialog among faculty led to programmatic changes; for example: programs were able to see whether PLOs and SLOs were out of alignment, resulting in writing more effective outcomes; programs identified potential capstone courses and assignments; programs saw the need to develop a common assessment instrument; programs initiated curriculum changes; and programs identified equipment and professional development needs.

DRAFT

ACCJC Recommendations to Resolve District Deficiencies

District Recommendation 1:

The ACCJC Visiting Team reported in the conclusion of Standard IV.B

The team found evidence throughout the Self-Evaluation, which was confirmed during the team's visit, that the Standards for Board and Administrative Organization are met with the exception of the Board being in compliance with its own policies. Also, the team found that, while there was evidence that new board members attend orientation, they do not have a specific orientation to their role as a San Bernardino Community College board member.

In order to meet the standards, the team recommends that [1] the Board of Trustees examine its role in the development of policies and [2] ensure that it acts in a manner consistent with its approved policies and bylaws. The team further recommends that the Board of Trustees take steps to [3] ensure that all policies are developed or revised within the framework of the established input and participation process. (III.A.3, III.A.3.a, III.D.3, IV.A.2, IV.B.1.e, IV.B.1.j)

Actions Taken to Resolve Deficiencies

The ACCJC Ad Hoc Task Force collectively identified the following deficiencies, which were recognized as District shortcomings that needed to be addressed and which were believed to have led to the findings.

Subsequently, the task force openly and candidly discussed strategies for addressing these deficiencies.

The corrective actions collectively recommended were:

1. To define timeline and systematic process for BP/AP review. The timing should be specific and achievable and include:
 - a. The monitoring and tracking of progress via checklists;
 - b. Clear definitions and be communicated;
 - c. Subject expert review and tracking;
 - d. Tracking of the rationale for any changes;
 - e. Watching for conflict with other BP/APs;
 - f. Needing to make sure current policies are available online;
 - g. Inclusion in the Board self-evaluation; and
 - h. A clear definition of "Periodic Review."
2. Board Training
 - a. The development of a local Board Handbook inclusive of training.
 - b. Develop a living and evolving list of what every board member should know and be trained on.
 - c. Consideration for transition time between Board of Trustee Presidents.
3. Develop local Board President Training which should be included in overall Board Handbook/Training; should include clear language that Board President is ultimately responsible to orient new board members and student trustees.

During the month of May and throughout the summer, the sub-task force committees for the development of a Board Policy Manual and for the revision of the Board Policy and Administrative

Procedures (BP/AP 2410) met. In both instances, representatives from the ACCJC District Task Force met with the District Assembly to request that the current BP/AP review process be placed on “pause” until a new process was developed and proposed for the fall, and that rather than approving the Board Handbook that was scheduled to be approved, they allow time for the ACCJC District Task Force to review and incorporate additional changes over the summer. Both requests were approved. It was suggested, and agreed to, that the BP/AP review process be reviewed by joint sub-committees of the District Assembly and the ACCJC District Task Force.

The SBVC Academic Senate had a thorough discussion of the ACCJC Action Letter at the 2/18/15 and the 3/4/15 meetings. The Senate considered that the District Recommendations and the Commission Recommendation resulted from insufficient leadership and management at the District level, and ultimately the responsibility of the Chancellor. The Senate took action to resolve the deficiencies by initiating a vote of no confidence in the Chancellor. The SBVC Academic Senate worked with the Crafton Hills College Academic Senate to craft a resolution and gather evidence. The resolution and evidence were presented to the Board of Trustees at the 4/9/15 board meeting, with a request that the resolution be placed on the agenda for discussion at the 5/14/15 board meeting. The Board of Trustees offered the following statement in reply. "The Board has received and carefully reviewed the Academic Senates' no confidence resolutions (SBVC Resolution SP15.02 and CHC Resolution SP15.04) and supporting documents. As with all information received by the Board, it will be given careful consideration. The Board requests that the faculty work together with the Chancellor and the District Office staff to implement the recommendations of the ACCJC and prepare the follow up report for submission on its March 15, 2016 due date." The Academic Senate continues to participate in the District ACCJC Ad-Hoc Task Force and work with the ASLO Committee, Ad-Hoc Staffing Plan Committee, Enrollment Management Committee, and others to resolve campus and District deficiencies.

[1] Board Examination of Role

The sub-task force committee working on the Board Handbook met to review the local handbook that was being proposed, and incorporated the changes recommended by the ACCJC District Task Force. This included ensuring that the local handbook complemented, augmented, and expanded upon the Community College League of California (CCLC) Trustee Training, reviewing and adding to the list of topics in which all trustee members should be trained, ensuring regular updating of the handbook, specifying Chancellor and Board President responsibilities, specifying when the training of board members is to occur, and incorporating a sign-off sheet to verify the training of board members in each topic area. District Assembly recommended changes to the Board Handbook and approved the Board Handbook as amended at the Board meeting on 9/1/2015.

The Board of Trustees received training from ACCJC on June 1, 2015 that specifically addressed the role of the Board. Topics addressed included board roles and responsibilities from an accreditation viewpoint, the realm of the board, scenarios describing the accreditation experiences of three community college boards, and some pathway actions for improvement. In August 2015, a trustee at the Butte-Glenn Community College District in Oroville facilitated the Board Retreat. The retreat agenda included:

- Board Imperatives
- Review of Board Self-Evaluation
- Review of 2014-2015 Board Goals
- Establishing 2015-2016 Board Goals
- Review of ACCJC Recommendations.

A new trustee was appointed to the board in December 2015. The Trustee has received two training sessions, one with the Chancellor and the second with the Chancellor and Board President. The sessions focused on: background information on SBCCD, outstanding issues currently impacting the District and Board of Trustees; and Board Handbook, Board Policy, committee structures, and how board governance differed from District operations. District materials were provided to the Trustee for study. The Trustee was connected with online Trustee resources for CCCL and ACCJC.

[2] Board Acting in a Manner Consistent with Policies

The Board of Trustees has become more educated about policy and procedures. The Board of Trustees is studying a list of perceived inconsistencies between Board Policies and Board actions that were identified in the October 2015 Follow-up Survey.

[3] Framework for Policy Review

The joint sub-committees of the District Assembly and the ACCJC District Task Force convened on two occasions and revised Board Policy and Administrative Procedures (BP/AP 2410) to incorporate the recommendations of the ACCJC District Task Force. These changes included establishing a defined timeline for BP/AP review (6-year review cycle), establishing points of accountability for the review process, developing a tracking system for the review cycle along with a rationale for BP/AP changes available for all to see online, ensuring input by subject area experts, and preventing conflicts with other District BPs/APs. Training sessions were conducted for both the subject area experts and those charged with accountability for the review process. The BP/AP review cycle was reviewed at District Assembly on 9/1/2015 and approved at the 10/6/2015 meeting.

District Assembly is reviewing the 86 BP/APs scheduled for review this year in accordance with the current AP 2410 review process. As of January 2016:

- 42 policies and 21 procedures have been reviewed by the Board Committee.
- 41 policies and 16 procedures have been reviewed by the District Assembly.
- 14 policies have been approved and adopted by the Board of Trustees.

Analysis of Actions to Resolve Deficiencies

The October 2015 survey showed that 39% of the respondents agreed or strongly agreed the District had adequately addressed the recommendation; 38% of respondents disagreed or strongly disagreed the District adequately addressed the recommendation; and 23% of respondents responded "Don't Know or N/A" The 19 comments expressed concerns about inconsistencies between board actions and board Policy, effectiveness of the Board Handbook, and support for the AP/BP review process (2.4).

November 2015 feedback from CSEA expressed concerns about the Board's compliance with Board policies.

A trustee met ASLO co-chairs to discuss the findings of the October 2015 survey and attended the December 4, 2015 ACCJC Ad-Hoc Task Force meeting, where further discussion of District Recommendation 1 took place. Following those meetings, the Chancellor and the Board requested a list of the inconsistencies noted by the campus for further review and discussion. Items included were:

- Board Agenda 8/13/15 p. 42 references BP 7250 in a request for management tuition reimbursement. BP 7250 is an incorrect reference. Tuition reimbursement is mentioned in AP 7250, and AP 7250 refers the reader to correct BP 7160/AP 7160 Professional Development.
- The above-referenced tuition reimbursement request was challenged by the Academic Senate Resolution FA15-5. The resolution stated that the tuition reimbursements were intended for professional development whereas the request for reimbursement would pay tuition for a manager to earn a degree retroactively that was required for the current position held by the manager.
- BP 2315: Board regularly fails to report on the results of closed session items during the meeting and in minutes [Dates forthcoming].
- It is unclear whether the Board evaluated the Chancellor according to BP/AP in 2014-2015. Chancellor's evaluation is on every Board agenda, but the completion of the Chancellor's evaluation has not been reported out.
- BP 2340 - Board Agenda announcement did not comply with the Brown Act's stipulation to post the agenda 72 hour in advance of the meeting for 10/08/2015 (Agenda emailed 10/06/2015) and 11/12/2015 (Agenda emailed 11/10/2015).
- Board approved the hiring of a campus president who did not hold an appropriate degree from an institution accredited by a recognized U.S. accrediting agency at the time of the degree was awarded.
- BP/AP 2510 - Board frequently acts on items that have not had sufficient collegial consultation and/or items that fall under the 10 +1 purview of the Academic Senate. Examples cited are: Reorganization of Personnel during summer (impacted campus budgets, hiring processes, duplication of positions, insufficient program review/needs assessment); Hiring outside consultants for Facilities & Educational Master Plan (impacted budget & intuitional planning at the campus level); Budget approval when tentative budget was altered by the DBC over the summer without all constituencies being represented. [Note: DBC is addressing the summer issues in several ways; moving up the budget timeline, and having prioritized lists for adjustments in place prior to commencement.]

- BP 2715/BP 4030 The Board President's urging District employees to censor their conversations with ACCJC is a violation of ethics and academic freedom. BP 4030 states "Academic freedom allows academic employees to seek and present the truth as they know it on problems and issues, subject to the accepted standards of professional responsibility without fear of interference from administrators, the District Board of Trustees, governmental authorities, or pressure groups." Accreditation is an academic and professional matter as defined by Title 5, Section 53206, California Code of Regulations; thus it is entirely appropriate for academic employees to address the ACCJC.

Although a few of the comments in SBCCD Climate Survey refer to the Board of Trustees, the SBCCD Climate Survey does not directly address District Recommendation 1.

In working on District Recommendation 1, the Board of Trustees has become more involved at a campus and District level. The Trustee member of the ACCJC Ad-Hoc Task Force has encouraged increased dialog among the Board, District and Campuses. Board members are now assigned to sub-committees and meet with the Vice-Chancellors to gain a better understanding of Budget and HR issues. The Board is actively involved in developing and adhering to the new Board Handbook.

On October 19, 2015, the Chancellor's Evaluation Committee convened to commence the process for the 2015-16 evaluation of the Chancellor. The Committee scheduled anticipated meeting dates as well as determined the date for the distribution of the campus-wide survey. The Committee planned to complete the report by the end of November 2015, and to submit said report to the Board of Trustees. A separate ad hoc evaluation committee, established by the Board of Trustees, was working simultaneously to address the Chancellor's evaluation. The Chancellor's evaluation took place on January 14, 2016. The Board of Trustees has met with the Chancellor to discuss goals for the upcoming year.

The January 2016 survey shows that 12 of the respondents (70%) agreed or strongly agreed that the campus has met the recommendations and 5 respondent (30%) disagreed or strongly disagreed. Comments expressed concerns about the constraints of the Follow-Up Report timeline. It was felt that the Board Handbook and BP/AP Review Cycle show promise, but more time is required to analyze the impact and effectiveness of the solutions.

District Recommendation 2

At the conclusion of Standard III.A of the ACCJC Visiting Team Report, the team made the following observations.

Interviews with members of all constituent groups reveal high levels of frustration with the length of time needed to complete the hiring process. If the hiring process does not yield an accepted employment, the process begins again with the failed position moving to the end of a rotation of prioritized positions, thus delaying the hiring for previously ranked positions. The employee satisfaction surveys as well as interviews with faculty and staff at the College indicate that staffing instability in the Human Resources Department may be taking a toll on the efficiency of the institution. Employee surveys completed as a component of District planning reveal that end users of human resources services are frustrated by a lack of permanent personnel to respond to information requests and process needs related to hiring and the evaluation of employees. In addition to the high level of frustration with Human Resources at the District level, faculty and administration cited heavy workload and insufficient personnel to efficiently complete human resource functions at the College in a timely manner, despite the fact that two more positions were recently approved for Human Resources at the District Office. A lack of permanent leadership in the Human Resource Department at the District level has contributed to inconsistencies in hiring practice at the College and, as a result, undermined employee confidence in the Human Resource Department's ability to meet planning goals.

And made the following recommendation:

- [1] Reliable data from the Human Resources Department to support position control and other human resources functions;*
- [2] Timeliness of employee evaluations;*
- [3] Responsiveness and improved timelines for employee hiring;*
- [4] Consistent policy interpretation and guidance; and*
- [5] Completion of the faculty evaluation instrument to include work on Student Learning Outcomes*

(III.A, III.A.1.b, III.A.1.c, III.A.5, IV.B.3.b).

Actions Taken to Resolve Deficiencies

The ACCJC Ad Hoc Task Force collectively identified the following deficiencies, recognized as District shortcomings that needed to be addressed and which were believed to have led to the findings.

. The corrective actions collectively recommended were:

1. Continue to utilize and expand upon the functionality of the new budgeting system, Qwestica. Specifically, utilizing one system to handle Position Control Management allows for the reconciliation of positions between the District and the colleges through the Administrative Services offices and District Fiscal Services. The Qwestica system shows position status in real

- time and accommodates for future planning (e.g., grants with multi-year funding or retirements);
2. Establish points of accountability where position changes are to be submitted and who is to enter the changes into the system;
 3. Define the data requirements needed by the colleges to anticipate position needs. This step is to be accomplished in two phases. The first phase is to create dashboards that link local data and data available through the State Chancellor's Data-Mart. The second phase will be to build data dashboards directly into an Enterprise Resource Planning (ERP) system for which the District is currently preparing to issue a Request for Proposal (RFP);
 4. Provide training to users on where this information is located, how to access it, and how to interpret and use the data within for planning purposes;
 5. Consistent with the need for additional data, HR needs to reconcile positions with regard to whom employees report, validate and codify the evaluation process ensuring alignment with Board Policy, and ultimately move to an integrated environment consistent with the District's intent to move to an ERP;
 6. To improve the timeliness of evaluations, HR needs to reinforce the evaluation timelines with managers, validate reporting structures, and when notifying managers of which employees are to be evaluated, the Dean or next responsible managers are to be copied in the notification;
 7. While Questica now addresses the concerns over which positions are funded versus unfunded, there is still a need to accommodate for forecasted positions not accounted for in Questica;
 8. HR needs to codify the hiring process and provide consistent training to its staff, including mapping out each step in the hiring process, establishing time expectations, and identifying and eliminating bottlenecks. HR items should also be added to Board of Trustee Study Sessions to expedite hiring;
 9. HR needs to codify its departmental rules and procedures, provide consistent and ongoing training to its staff, and work to reduce staff turnover;
 10. HR needs to consult with managers on best marketing approaches based on the type of position for which they are recruiting. Consistent with this recommendation, HR's budget needs to be augmented to accommodate for marketing needs;
 11. To get better candidate pools, HR needs to ensure consistency in job description structure and instead of committees trying to come up with "related fields" prior to reviewing applications, HR should screen for degree minimum requirements, after which the committee considers appropriateness of degrees in conjunction with applicants' professional experience;
 12. HR needs to evaluate the needs for classified testing, as most managers have found the tests to not be valid based on the true expectations of the position for which they need to hire; and
 13. HR needs to convene the Tools committee to address the Student Learning Outcome (SLO) requirement in faculty evaluations.

The ACCJC Visiting Team Report stated "The employee satisfaction surveys as well as interviews with faculty and staff at the College indicate that staffing instability in the Human Resource Department may be taking a toll on the efficiency of the two Colleges." The District took action to stabilize HR by hiring permanent Vice Chancellor of Human Resources in May 2015. The Vice Chancellor found that the

Human Resources department was operating on an older HR model, with dated job descriptions and responsibilities. Recognizing that the current HR model in place, compounded by the number of vacancies within the department and the lack of permanent leadership led to the deficiencies cited by the ACCJC, the Vice Chancellor took immediate steps to reposition the HR department to better support the needs of the campus.

Working with the Chancellor's Cabinet, the 2014/2015 Human Resources program review, and as much as possible within the existing resources and number of positions allotted to HR, the Vice Chancellor of Human Resources prepared the *Human Resources Reorganization and Restructure Plan*.

The essential element of the plan are to:

1. Increase the efficiency of recruitment efforts;
2. Create more diversity in the organization based on population (EEO Plan);
3. Track and monitor the evaluation system so that it is streamlined and consistent;
4. Provide professional development to support the District staff;
5. Develop effective retention and recruitment practices (e.g., on-boarding, orientation, and training);
6. Develop more efficient and streamlined hiring processes;
7. Ensure compliance and consistency are met within day-to-day operations;
8. Develop positive and collaborative cultural systems within the District;
9. Address worker's compensation matters and related legal requirements;
10. Provide support, compliance, and guidance for environmental and safety issues; and
11. Address liability matters including tort claims and related investigations of facilities.

The Human Resources Reorganization and Restructure Plan includes the addition of two positions; the restructuring of various job descriptions to align essential functions with actual job performance; and the reduction of three (3) confidential positions. The Director of Safety and Risk, who formerly reported to Business and Fiscal Services, now reports to Human Resources.

Table 1: Human Resources Staff, 2015-16 (Post-Reorganization)

Position, 2015-16	Status
Vice Chancellor	Existing
Administrative Assistant II	Existing
Director, Human Resources	New
Director, Safety and Risk Management (reorganized from Fiscal Services to HR)	Existing
Employee Relations Officer	New
Coordinator - Diversity and Talent Acquisition	New
Coordinator - Professional Learning & Org. Effectiveness (revised job description)	Revised
Benefits Specialist	Existing
HR Generalist	Existing
HR Generalist	Existing
HR Generalist	Existing

HR Generalist	Existing
Recruiter - Professional Expert	Revised
Clerical Assistant II	Existing

The Coordinator of Diversity and Talent Recruitment position replaced two Recruitment Specialist positions. This position conducts recruitment locally, statewide, and nationally and develops, maintains, and follows the legally mandated SBCCD EEO Plan to ensure recruitment efforts address diversity and equal opportunity employment.

The Employee Relations Officer position replaced the Human Resources Analyst position and in addition to an Analyst’s responsibilities, is responsible for addressing the ever-growing needs related to Title IX compliance and ADA requirements.

Coordinator, Professional Learning and Organizational Effectiveness, is a position that is similar to a position that had been previously approved in the 2014/2015 District Program Review process and was originally entitled Training Specialist. This position is charged with coordinating, implementing, and supporting the implementation of professional and leadership development. This position will assure District compliance with all training necessary for state and federal laws and regulations including but not limited to Discrimination, Sex Harassment, Equal Employment Opportunity, and Title IX.

Upon Board approval of the Human Resources Reorganization and Restructure Plan, five positions - Coordinator, Professional Learning & Organizational Effectiveness, Employment Relations Officer, Coordinator, Diversity and Talent Acquisition, and Human Resources Generalist (2) - were hired over the summer and approved at the August 13, 2015 and September 10, 2015 Board meetings. These positions were expedited by Chancellor’s cabinet so that Human Resources would be positioned to meet the many needs of the District and campuses in the current academic year. The Human Resources Reorganization and Restructure Plan indicated that the restructure would cost approximately \$134,000 in additional salaries. This changed when the existing Recruitment Specialist position was vacated and eliminated. The Human Resources Department had been initially recommended at 13 positions prior to May 2015. After the restructure/reorganization plan was finalized, it comprised 11 positions, with each having added duties and responsibilities to meet the growing and complex needs within the department. The net cost of the personnel reorganization was \$80,000. The department is now comprised of eleven employees. In addition, one-time funds were used to pay for the costs of such Human Resources infrastructure items as Title IX assessment, investigator and coordinator training, tracking tools, and employee training modules.

[1] Reliable data from the Human Resources Department to support position control and other human resources functions;

Position Control is a human resources and fiscal tool that allows the District to track the funding and history of a position without regard to employee names or vacancies. “The San Bernardino County

Office of Education system that the District uses lacks the ability to assign unique position numbers to budgeted and new positions, delaying instantaneous salary distribution detail reports to the College.”

Questica Software, an operating, capital, and position planning software solution, with a Salary and Position Planning module, has been fully implemented to ensure accurate funding and position control for management. It maintains budgeting aspects, ensuring all management is aware of the funding source for each position.

An internal hiring process manual was created that addresses how all positions and actions related to positions move through the system. The process includes a flow chart and necessary forms. Included in this process is a new Job Analysis Questionnaire (JAQ) designed to provide managers with a series of questions that incorporate consistent guidelines in the formation of a new job description consistent with and meets legal requirements of an equal opportunity employer. Human Resources has designed the JAQ as an internal tool used prior to the final approval of a position so that supports are provided to the departments to prevent delays caused by errors and inconsistencies in forming a job description.

[2] Timeliness of Employee Evaluations

The ACCJC Visiting Team report noted that “During the visit, the District Team verified that tracking records maintained by Human Resources for all employee evaluations are inconsistent in the dates that the evaluations are scheduled and actually completed based on College records.”

When fully implemented, PeopleAdmin software, purchased at the beginning of fall semester 2015 after a thorough evaluation period, will address and assist in maintaining employee evaluation notifications to managers. PeopleAdmin will monitor each position and, based on the position’s evaluation cycle (annual, every two years, every three years, etc.), generate a notification to the employee and the appropriate manager. Once all current data is entered into the system, it will maintain the information and provide timely notifications (4.8).

Pending the full implementation of PeopleAdmin, Human resources has compiled a list of current and past-due employee evaluations. Those with no change in assignment were evaluated first, followed by employees with a change of assignment and/or supervisor.

Current and past-due management evaluations were initiated and completed in fall 2015. Past-due evaluations of classified and academic employees will take place in accordance with the respective bargaining unit agreements. Eight overdue academic evaluations were completed in December 2015. The classified evaluation process will begin April 2016 as per Article 2.1 of the CSEA contract.

Table 2: District-wide Past-due Evaluations, January 2016

Status	Academic	Classified	Management	Grand Total
Interim Immediate Supervisor	1	2		3
Management Mid-Year Hire		2		2
Missed Deadline	13	64	4	81
Grand Total	14	68	4	86

Table 3: District-wide Employee Evaluation Status Summary, January 2016

	Employees	Percent
On-schedule Evaluations	536	86%
Past-Due Evaluations	86	14%
Total Evaluations	622	100%

[3] Employee Hiring

Several strategies have been developed to improve the timeliness of the employment process. Two Human Resources Generalist positions were filled over the summer. Timelines for hiring are now planned by identifying the date of Board Meeting for final approval and scheduling hiring committee meetings and interviews with the intent of completing the hiring process by the target date. Two weeks of the hiring process is saved by concurrently posting vacancies internally and externally; if the position is filled internally, the external posting is withdrawn. Hiring committee members are identified when a position is announced, instead of after a position has closed. All hiring committee meetings and interviews are scheduled well in advance to avoid delays due to scheduling conflicts.

Decreasing the number of failed searches will speed up the hiring process. The primary work of the new Coordinator, Diversity and Talent Acquisition position is to conduct recruitment locally, statewide, and nationally, and efficiently and effectively coordinate recruitment efforts to obtain the most qualified applicants for positions.

HR is being proactive in its recruitment efforts. District participated in only two (2) recruitment fairs in the spring of 2014-15, whereas HR attended seven (7) recruitment fairs in fall 2015. Job search engines, which have been utilized by the District for the purpose of recruitment, have been analyzed to determine whether posted jobs are rendering "hits" by prospective applicants. Search engines that demonstrated minimal hits have been identified for non-renewal of contracts while others, such as the State Registry, which has not been utilized by the District, have been identified as a viable option for recruitment.

The Vacancy Tracking Spreadsheet is a tool being used by HR to track position control numbers, approvals, hiring committee dates, anticipated Board dates, status and other essential information for each vacancy. A flowchart for personnel requests has been developed and outlines the steps that need

to be taken to hire new and replacement employees.

As Table 4 illustrates, the District hired 25 full-time employees in new or replacement positions between June 2015 and September 2015, compared to 12 positions during the same time period in 2014-15, representing an increase of 108%. Table 5 shows the number of recruitments that took place in 2015-16, and Table 6 shows the number of 2015 hires by employee category.

Table 4: Fall Quarter Full-time Hires, 2014-15 vs. 2015-16

Quarter	DIST	CHC	SBVC	FT Total Hires
June-September, 2014-15	1	4	7	12
June-September, 2015-16	10	6	9	25

Table 5: 2015-2016 Recruitments, January 2016

Recruitment Status	CHC	DIST	SBVC	TOTAL
Anticipated	12	0	1	13
In Process	8	11	23	42
On Hold	4	3	16	23
Total	24	14	40	78

Table 6: 2015 District Hires by Employee Category, January 2016

Hires	CHC	DIST	SBVC	TOTAL
Academic	6	0	18	24
Classified	7	7	17	31
Confidential	0	8	0	8
Interim-Mgmt	1	2	0	3
Management	0	7	4	11
Total	14	24	39	77

[4] Consistent Policy Interpretation

The Human Resources Department has established a spreadsheet to guide hiring processes and address interpretation of policy and procedure. This tool will be used on an ongoing basis and has been incorporated into weekly training meetings within the Human Resources department. During the weekly training meetings, the entire staff addresses concerns/issues that may have occurred in the previous week to ensure open dialogue and consistency of application of policy and procedure. In addition, the department convenes bi-weekly “lunch and learn” meetings to provide training updates and sharing of knowledge across distinct areas within the department such as benefits, recruitment, and professional

development based on recognized needs in the field. As such, HR has begun the process of training not only new staff, but also existing staff to address the unique and complex scenarios that occur on a daily basis. As a part of this process, collective bargaining agreements as well as meet-and-confer agreements with management and confidential associations are reviewed. Monthly HR meetings focus on policies and procedures as well as goals and objectives that align with the District-wide strategic plan.

[5] Faculty Evaluation Instrument/SLOs

The Tools committee which includes faculty representation from SBVC and CHC, and has the authority to change evaluation instruments, met on October 23, 2015. The Tools committee recommended placement of the following statement “I have self-reflected in regards to the development and assessment of SLOs (this statement may apply to SLO/Compensated Part-Time Faculty)” in the faculty evaluation. HR consulted with CTA representatives to determine the placement of the statement on faculty evaluation forms. The self-reflection statement includes a check-box above the signature line for the individual being evaluated. By checking the box, faculty are acknowledging that they have self-reflected on SLOs as per the SLO process defined by Academic Senate. The new evaluation form was distributed to all managers and is available on the District Wiki, labeled Formal Evaluation Procedure Pursuant to Article.

Analysis of Actions to Resolve Deficiencies

The October 2015 survey showed 38% of the respondents agreed or strongly agreed that the District had adequately addressed the recommendation. 39% of respondents disagreed or strongly disagreed adequately addressed the recommendation. 23% of respondents responded “Don’t Know or N/A”. The 16 comments expressed concerns and praise. A greater proportion of the comments indicated that little improvement had been made in HR. Concern was expressed about the appropriateness of the reorganization of HR, especially the creation of the Professional Learning and Organizational Development position when each campus already has a Professional Development Coordinator. The ACCJC visiting team gave SBVC’s Professional Development Department an accommodation for the professional development program on campus. Other comments spoke favorably of the changes in HR and found noticeable improvements in the department. November 2015 feedback from CSEA expressed concerns that the recommendations regarding timely evaluations, consistent policy interpretation and efficiency of the hiring process had not yet been resolved.

The 2015/2016 San Bernardino Community College District Employee Climate Survey (SBCCD Climate Survey) results are consistent with the October 2015 survey. When asked about the overall satisfaction with HR, 51% of respondents agreed or strongly agreed they were satisfied and 49% indicated disagreement or strong disagreement (p. 34 q9x). The SBCCD Climate Survey asked several questions that directly related to District Recommendation 3.

- 48.9 percent of respondents indicated that they agreed or strongly agreed that HR provides consistent and accurate information (p34 q9v).

- 42.7 percent agreed or strongly agreed that HR provides consistent policy interpretation (p.33 q9o).
- 48.9 percent agreed or strongly agreed that employees were evaluated at stated intervals.

The January 2016 survey showed that 12 of the respondents (70%) agreed or strongly agreed that the campus has met the recommendations and 5 respondents (30%) disagreed or strongly disagreed (1.9).

Comments from both the SBCCD Climate Survey and the January 2016 survey were similar to those expressed in the October 2015 survey, although there was some indications that new hiring processes require additional paperwork and could become a burden to managers and staff involved in the process. Two of the comments in the January 2016 survey mentioned that the SLO self-reflection statement in the faculty evaluation would benefit from further definition and broader opportunity for self-reflection and evaluation.

The self-reflection instrument that was developed for faculty evaluations is consistent with the practices and recommendations presented in the 2012 article *Faculty Evaluations – The SLOAC Debate Continues*, the 2013 paper *Sound Principles for Faculty Evaluation*, and the Fall 2014 Resolution 02.01 *Student Learning Outcomes and Faculty Evaluations* adopted by Academic Senate for California Community College Colleges.

The Chancellor is taking steps to improve communication with constituent groups regarding important work across the District. Out of concern that one-one-one meetings are too narrowly focused and District Assembly is too large, the Chancellor has created the Chancellor's Advisory Group. The Chancellor's Advisory Group will include key campus constituency leaders and create the opportunity informally to discuss new ideas, concerns, problems, strategies and to gather advice. The membership includes the following positions: Chancellor, CHC President, SBVC President, VC HR, VC Fiscal, Associate VC TESS, CHC Faculty Senate President, SBVC Faculty Senate President, CHC Classified Senate, SBVC Classified Senate, and Management Association President.

District Recommendation 3

In the conclusion of Standard IIID in the ACCJC Visiting Team Report the team noted “In May 2013, the District Budget Committee developed a process to adjust the Resource Allocation Model based on data and institutional planning documents to determine the appropriate allocation to the Colleges. The team found that this fact is not widely known on campus and that there are certain aspects of the model that lack transparency such as the criteria for funding the District wide assessments and why some revenue is excluded from the model. Also, the team could not find any evidence of integrated planning at the District level or how campus-level planning links to District-level planning which is the reason why both the College and District teams developed District Recommendation 2.”

In order to meet the standards, the team recommends that the District [1] follow their Resource Allocation Model focusing on [2] transparency and inclusiveness, supported by a comprehensive District-wide [3] Enrollment Management Plan and a [4] Human Resource/Staffing Plan integrated with other District-wide programs and financial plans, broadly [5] communicated to the colleges (III.A.6, III.D, III.D.1.a, III.D.1.b, III.D.1.d, III.D.4, IV.B.3.c).

Actions Taken to Resolve Deficiencies

The ACCJC Ad Hoc task force openly and candidly discussed strategies for addressing these deficiencies. The corrective actions that were collectively recommended were.

1. Though Board AP2610 (Presentation of Initial Collective Bargaining Proposals) as amended requires the Chancellor to provide advanced notice and forecasts to the Board of Trustees, there is also a need to provide the colleges with scenarios in advance, capitalizing on use of the campus budget committees;
2. Need documented process, guidelines, and training on how to implement resource allocation model, using “Guiding Principles” (e.g., SBVC must stay above 10,000 FTE, CHC needs to become financially self-sufficient) and there is a need for the Chancellor and Vice-Chancellor of Fiscal Services to promote an approved resource allocation model consistently and transparently;
3. Need to develop and use District Enrollment Management Plan;
4. Campus presentations and Quarterly or Annual Newsletter from District Budget Committee;
5. Provide realistic scenarios in advance and adjust budget calendar to facilitate forecasting for the colleges.

[1][3]Resource Allocation Model [RAM] and Enrollment Management Plan [EMP]

In response to the Collaborative Brain Trust (CBT) report on enrollment management received October 2014, the Chancellor formed an enrollment management task force comprising 11 members representing both campuses and the District. The task force was charged with developing a recommendation on FTES goal distribution between the two colleges. On April 16, 2015, the enrollment

management task force recommended the “floating” Resource Allocation Model (RAM) be modified to a more systematic model that could address the issues identified in the CBT report.

District Budget Committee revised RAM Guidelines for FY 2014-15 and 2015-16 in August 2015. The new model provides clear goals and expectations from both colleges, allows SBVC to continue growing, and shifts the risk and reward of unfunded FTES to Crafton.



Revised Resource Allocation Model (RAM) Guidelines
Fiscal Year 2015-16
(As Revised by DBC on 8/20/2015)

Revenues shall be divided between the two colleges of the District, San Bernardino Valley College and Crafton Hills College, in accordance with the following principles. These guidelines accord best with the desired objectives of transparency, fairness, and ease of understanding; and have the flexibility to adjust to changing circumstances, without the need for extensive debate and readjustment every fiscal year.

1. The SB361 State Base Allocation revenue for each college shall be passed directly on to the college concerned.

2. The district's State non-credit FTES allocation revenue shall be passed directly on to the college that produced the non-credit FTES.

3. The district's state credit FTES allocation revenue shall be divided between the two colleges as follows:

San Bernardino Valley College

- I. ~~10,454~~ 10,504 total projected funded FTES
- II. San Bernardino Valley College will carry any excess over ~~10,454~~ 10,504 as unfunded FTES *

Crafton Hills College

- I. ~~4,201~~ 4,841 total projected funded FTES
 - II. All District Unfunded FTES will be carried by Crafton Hills College (projected is ~~78~~ 23 unfunded FTES)
 - III. District to fund unfunded FTES from fund balance
-

4. Overcap funding for credit FTES shall be divided between the two colleges as follows. *(Overcap is the additional FTES the district could recapture if other districts do not grow enough during the year. It is usually known around February of each year at recalculation [Recalc].)*

San Bernardino Valley College

No additional Overcap funding since San Bernardino Valley College will be fully funded for the credit FTES

Crafton Hills College

Additional Overcap funding will be absorbed by Crafton Hills College since all unfunded FTES are carried by Crafton

5. Other eligible revenues received by the district shall be divided between the two colleges in accordance with the relative FTES numbers achieved by the colleges as in item 3. above.

6. Site-specific revenues will remain with the college concerned.

7. District growth levels/targets may be recommended by District Budget Committee and approved/modified by the Chancellor's Cabinet.

8. Districtwide assessments shall be divided between the two colleges based on FY 2015-16 projected actual (not funded) FTES.

San Bernardino Valley College

~~10,454~~ 10,504 actual FTES

Crafton Hills College

4,864 actual FTES

The District believes that this new RAM provides transparency, fairness, and ease of understanding; and has the flexibility to adjust to changing circumstances, without the need for extensive debate and readjustment every fiscal year. As an example of the flexibility of this new RAM, at its August 20, 2015 meeting, the District Budget Committee (DBC) approved a recommendation to Chancellor's Cabinet to revise the RAM Guidelines for FY 2015-16 in view of the state's newly proposed growth formula.

On May 12, 2015, the enrollment management task force recommended to the Chancellor to establish a Districtwide Enrollment Management Committee with membership recommendations from the District Budget Committee and District Assembly in order to develop a District wide Enrollment Management Plan. The committee comprises 15 members representing both campuses, the District, and all employee constituencies. The group's charge is to develop and enrollment management plan that supports and guides the work of the colleges, and to ensure alignment with the District's strategic goals and objectives. A draft of the plan was distributed to campus constituencies in late February. The draft was posted to elicit comments elicited from district and college employees.

[2][5]Transparency and Communication

To promote and maintain consistent communication with the leadership of the Colleges, the District meets regularly with the college presidents and Vice Presidents of Administrative Services to discuss financial issues that could potentially affect the colleges. The attendance to these meetings include the Director of Fiscal Services and Vice Chancellor of Business & Fiscal Services from the District Office. However, these meetings do not replace the collegial process that takes place during District Budget Committee meetings

To keep the Board of Trustees informed and to provide realistic scenarios in advance, Board AP2610 (Presentation of Initial Collective Bargaining Proposals) as amended, requires the Chancellor to provide advance notice and forecasts to the Board of Trustees; there is also a need to provide the colleges with scenarios in advance, capitalizing on use of the campus budget committees.

At its May 21, 2015 meeting, DBC was asked to complete the annual Committee Self-Evaluation and later tallied those results (a total of 9 responses were received). The results of the Self-Evaluation was presented to DBC during the June 19, 2015 meeting. The Self-Evaluation showed all respondents believed that quality of information flow from the committee to the constituency groups was good to very good; all respondents agreed that the quality of information flow from the constituency groups to the committee was good to very good; and all respondents agreed that the quality of communication by the committee with the District community as a whole was good to very good.

The Vice Chancellor of Business and Fiscal Services has remained the chair of the District Budget Committee and continues to have the responsibility for clear communication, transparency, inclusiveness, and evidence-based information.

The District Budget Committee's [DBC] Annual Report was emailed District-wide on September 25, 2015. The annual report provided the meetings at-a-glance during the year along with the recommendation from DBC during FY 2014-15. Frequently Asked Questions (FAQs) regarding the FY 2015-16 budget and RAM were emailed District-wide in September and October 2015. The District Budget FY 2015-16 is available online and in the library. The DBC Annual Report and RAM FAQs are available online.

The proposed 2015-2016 Budget allocation based on the RAM guidelines has been presented by the Chancellor or Vice-Chancellor of Fiscal Services to various constituents groups and the Board of Trustees.

Questions were raised about how the District apportionment was determined. Between the preliminary budget presentation (May 2015) and the adoption of the final budget (September 2015), \$1,308,628 was added to the District apportionment. When the Chancellor addressed the San Bernardino Valley College Academic Senate on 9/30/2015, he stated that he had asked the Vice-Chancellor of Business and Fiscal Services to provide an explanation for the significant increase. This increase was discussed during the October 15, 2015 District Budget Committee and addressed in the Department of Fiscal Services Frequently Asked Questions letter that was emailed District wide.

[4] Staffing Plan

An Ad-Hoc Staffing Plan committee was formed in October 2015 and met third time in January. The goal of the January meeting was to: evaluate the content of the proposed staffing plans, and look at the available data and how the data addresses the recommendations in the plan. A section on how future changes such as the economy, enrollment, and legislation could impact the staffing plan, and a summary of the entire plan took place at the February 2016 meeting. Ad-Hoc Staffing Plan committee members took the draft of the staffing plan to their constituencies for review and feedback. March 2016 is the target date for final approval of the Staffing Plan.

Analysis of Actions to Resolve Deficiencies

The October 2015 survey showed approximately 33% of the respondents agreed or strongly agreed that the District had adequately addressed the recommendation; another 43% of respondents disagreed or strongly disagreed the District had adequately addressed the recommendation. Finally, almost 22% of respondents responded "Don't Know or N/A." The 16 comments varied widely, with many respondents noting greater transparency and communication from the Office of Fiscal Services and other respondents who believed the communication and transparency efforts were superficial. There were also comments that clearly referenced earlier versions of the RAM. November 2015 feedback from CSEA expressed also concerns that efforts to improve communication and transparency were insufficient, and that CSEA had limited opportunities to provide input into budgetary decisions.

After reviewing the survey results, The Vice Chancellor of Business and Fiscal Services choose to be proactive and improve communication with the campuses. He has been attending Academic Senate

meetings. To fully explain budget issues, a Budget Forum took place on 1/14/2016. The Forum went beyond the ACCJC recommendations and explored broader budgetary concerns. The Budget Forum was a part of the Spring Flex Day and, despite ongoing advertisement by the Office of Professional Development, was poorly attended.

The SBCCD Climate Survey included several questions that addressed the recommendations in District Recommendation 3. These results, which include responses from Crafton Hills College employees, were collected in December 2015, and show an improvement over the October 2015 Follow-Up Report Survey.

- 65.9 % of respondents believed that financial planning is integrated with the District Strategic Plan (p. 49 q11a).
- 49.3% indicated that financial planning is integrated with and supports all District planning (p. 49 q9bw).
- 40.7% agree that appropriate financial information is disseminated throughout the institution in a timely manner (p.49 q9by).
- 41.3 % agreed that the District regularly evaluated its financial processes and used the results of the evaluation to improve them (p. 40 q9cc).
- 47.1 % believed that the District followed the RAM (p. 41 q9bz)

The January 2016 survey showed that 12 of the respondents (70%) agreed or strongly agreed that the campus has met the recommendations, and 5 respondents (30%) disagreed or strongly disagreed. Comments in the SBCCD Climate Survey and the January 2016 Survey indicate that concerns about trust and transparency are still prevalent. Comments also noted that efforts are being made to better communicate budget information to the campus.

The Chancellor is taking steps to improve communication with constituent groups regarding important work across the District. Based on a concern that one-one-one meetings are too narrowly focused and District Assembly is too large, the Chancellor created the Chancellor's Advisory Group. The Chancellor's Advisory Group will include key campus constituency leaders and create the opportunity informally to discuss new ideas, concerns, problems, strategies and to gather advice. The membership includes the following positions: Chancellor, CHC President, SBVC President, VC HR, VC Fiscal, Associate VC TESS, CHC Faculty Senate President, SBVC Faculty Senate President, CHC Classified Senate, SBVC Classified Senate, and Management Association President.

ACCJC Recommendation to Resolve Third Party Comment Deficiencies

Commission Recommendation 1

In order to meet standards, the college must [1] ensure that the President holds an appropriate degree from an institution accredited by a recognized U.S. accrediting agency at the time of the degree was awarded. Furthermore, the college should [2] ensure that the college catalog contain precise, accurate, and current information with the names and degrees of all administrators and faculty.

Actions Taken to Resolve Deficiencies

[1] Ensure College President holds an appropriate degree

In April 2015, Chancellor announced that the President had enrolled at Pacific Oaks College, an institution accredited by WASC, with the goal of earning a bachelor's equivalency based on life experience and a Master's Degree of Arts in Human Development. The Chancellor felt that this action would resolve the deficiency.

In November 2015, the President announced her retirement, effective June 30, 2016.

[2] Ensure that the college catalog contain precise, accurate, and current information with the names and degrees of all administrators and faculty

The 2015-2016 Catalog lists all degrees held by faculty and administrators.

Analysis of Actions to Resolve Deficiencies

[1] The initial plan to resolve this deficiency was opposed by the Academic Senate. Resolution SP15.04 ACCJC Commission Recommendation 1 and Minimum Eligibility Requirements for Chief Executive Officers was passed on 3/25/15 opposing the action recommend by the Chancellor to resolve the Commission Recommendation by having the President enroll in an academic program that would meet minimum qualifications for the position. The Academic Senate believes that enrollment in a master's program will not meet the Commission's expectation that SBVC "ensure that the President holds an appropriate degree from an institution accredited by a recognized U.S. accrediting agency" at the time the Follow-up is due.

The October 2015 survey showed that about 28% of the respondents agreed or strongly agreed that the District had adequately addressed the recommendation; also, 61% of respondents disagreed or strongly

disagreed adequately addressed the recommendation; and approximately 12% of respondents responded “Don’t Know or N/A. The 29 comments from the survey and CSEA feedback expressed concerns about: the campus’s accreditation, reputation, and morale of the campus; the hiring process; and the quality of college being attended by the president.

Since the announcement of the president’s retirement, Human Resources, in consultation with college constituencies, is working towards hiring a president to start July 1, 2016. The Vice Chancellor of Human Resources, in cooperation with the Office of Research, Planning, and Institutional Effectiveness, sent out a survey to solicit information on what the campus would like to see in the next president. The president position announcement on 2/1/2016 and the announcement will run for 60 days. To obtain a diverse pool of applicants, the position is posted in many publications and website, including: SBCCD Employment Website, and CCC Registry.

- A hiring committee composed of (1) CSEA, (1) Classified staff (President’s Office), (1) Classified Senate, (1) CTA, (1) SBVC Academic Senate, (1) Management, and (1) Chancellor’s designee, (1) Student, (1) Community member (optional) will be convened
- Open Forums will be held

The January 2016 Survey showed that 10 (63%) of the respondents agreed or strongly agreed that the recommendation had been addressed while 6 (37%) disagreed or strongly Disagreed. Comments from the January 2016 Survey expressed concern that the president holding an appropriate degree from an institution accredited by a recognized U.S. accrediting agency would not be in place at the time for Follow-Up report was submitted.

[2] It was noted in the comments from both surveys that the 2015-2016 College Catalog reflected the necessary updates, and this portion of the recommendation has been met.

Evidence List

- 1.1 ACCJC Ad-Hoc Task Force Minutes
 - a. 4/6/2015
 - b. 4/20/2014
- 1.2 SBVC Follow-Up Report First Draft, October 2015
- 1.3 SBVC Follow-Up Report First Survey, October 2015
- 1.4 CSEA Follow-Up Report First Draft Feedback, October 2015
- 1.5 ASLO Minutes reflecting ASG Feedback
- 1.6 Accreditation Forum 1/14/2016
 - a. PPT; Timeline, College Recommendation 1, Commission Recommendation 1
 - b. District Recommendation 1 Handouts
 - c. District Recommendation 2 Handouts
 - d. District Recommendation 3 Handouts
- 1.7 SBVC Follow-Up Report Second Draft, January 2016
- 1.8 Flex Day 1/14/2016 Schedule and Advertising
- 1.9 SBVC Follow-Up Report Second Draft Survey, January 2016
- 1.10 ASG Follow-Up Report Second Draft Survey, February 2016
- 1.11 CSEA Follow-Up Report Second Draft Survey, February 2016
- 1.12 2015-2016 San Bernardino Community College District Employee Climate Survey
- 1.13 List of meetings/minutes where Recommendations/Drafts were discussed

- 2.1 ACCJC Visiting Team Report
- 2.2 PLO Mapping Spreadsheet
- 2.3 Sample SLO Cloud Course and Program Reports
- 2.4 SBVC Follow-Up Report First Survey, October 2015 Comments
- 2.5 Program Evaluation Three-Year Cycles
- 2.6 Diesel Program Evaluations
- 2.7 Representative Sample of Program Evaluations

- 3.1 Academic Senate Meetings 2/18/15; 3/4/15
- 3.2 Academic Senate Resolution SP15.02
- 3.3 Board of Trustees Meeting 5/14/15
- 3.4 Board Handbook
- 3.5 Board of Trustees Meeting 6/1/2015
- 3.6 Board of Trustees Retreat, August 2015
- 3.7 Board of Trustees Meeting, January 25, 2016
- 3.8 District Assembly Meeting 10/6/15
- 3.9 Email G. Kuck
- 3.10 Academic Senate Resolution FA15-5
- 3.11 Board of Trustees sub-committee assignments
- 3.12 Chancellor's Evaluation Committee
- 3.13 Chancellor's Evaluation
- 3.14 SBVC Follow-Up Report Second Draft Survey, January 2016 Comments

- 4.1 Human Resources Reorganization

- 4.2 Coordinator of Diversity & Talent Job Description
- 4.3 Employee Relations Officer Job Description
- 4.4 Coordinator of Professional and Organization Development Job Description
- 4.5 Position Tracking
- 4.6 Internal Hiring Manual/Flow Chart
- 4.7 JAG
- 4.8 PeopleAdmin
- 4.9 Past-Due Employee Evaluation Tracking
- 4.10 CSEA Contract
- 4.11 Sample E-mails from HR
- 4.12 List of Job Fairs
- 4.13 Vacancy Tracking
- 4.14 Human Resources Standard Operating Procedures Manual
- 4.15 E-Mail from Sheri Lillard
- 4.16 Evidence of Managers Receiving Information
- 4.17 District Wiki
- 4.18 ASCCC Publications
- 4.19 Chancellor's Email

- 5.1 [College Brain Trust Resource Allocation and Utilization Review, January 2014](#) (cited in CHC 2015 Self Evaluation)
- 5.2 [FAQs, 2015-16 Final Budget and Resource Allocation Model](#)
- 5.3 [SBCCD Resource Allocation Model, 2015-16](#)
- 5.4 [Response of Chancellor's Cabinet to the Recommendations of the College Brain Trust, February 2014](#)
- 5.5 [FAQs, 2015-16 Final Budget and Resource Allocation Model](#)
- 5.6 [SBCCD Employee Climate Survey 2015-2016, p. 4](#)
- 5.7 [Multi Year Resource Allocation Forecast for the Unrestricted General Fund, 2015-16 through 2016-17](#)
- 5.8 Notes, Human Resources Staffing Plan Ad Hoc Committee
- 5.9 Human Resources Staffing Plan

- 6.1 Chancellor's E-mail
- 6.2 Email; Board of Trustee Minutes
- 6.3 College Catalog
- 6.4 Academic Senate Resolution SP.04
- 6.5 Academic Senate Meeting 3/25/2015
- 6.6 E-mails L. Norman; D. Lewis
- 6.7 E-mail Characteristic of a President Survey
- 6.8 Job Announcement

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
PREPARED BY: Dr. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
DATE: February 25, 2016
SUBJECT: Consideration of Acceptance of Employee Retirement

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirement of Laura Record.

OVERVIEW

Laura Record, Administrative Assistant I, Student Services, CHC. Retirement effective July 1, 2016, after 20 years of service. Last day of employment is June 30, 2016.

ANALYSIS

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

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: February 25, 2016
SUBJECT: Consideration of Approval of Prioritized Board Directives for the 2016-17 Budget

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Board Directives for the 2016-17 budget.

OVERVIEW

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2016-17 budget by February 2016. This includes setting the level of contingencies and other reserves, making any changes in the District's mission, and determining the amount of resources available in the District for allocation to the colleges.

ANALYSIS

The attached directives were developed and reviewed by the Board of Trustees through its Ad Hoc Budget Committee and studied as an information item at the December 10, 2015 and January 21, 2016 business meetings. They were finalized and prioritized at the February 4, Board of Trustees study session and are now being submitted for formal approval.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item has no financial implications.



Prioritized Board Directives for the 2016-17 Budget

(Submitted for approval February 25, 2016)

- 1) Balance the 2016-17 budget without the use of Fund Balance with the exception of one-time expenses related to the 2016-17 Early Retirement Incentive Plan.
- 2) As adopted in the District Strategic Plan, allocate funding through the resource allocation model to pursue improvement in student success by continuing funding for student success programs at both colleges.
- 3) As adopted in the District Strategic Plan, allocate funding through the resource allocation model to pursue improvement in student access. This includes growth at SBVC to maintain at least 10,500 FTES and continuing growth at CHC to reach 5,000 FTES.
- 4) Maintain a minimum Fund Balance level of 15% (state minimum is 5%), unless Fund Balance is utilized for specially identified "one-time" needs as authorized by the Board of Trustees. (*"One-time" is defined as an expenditure that has no ongoing commitment. While "one-time" needs may be repeated in future years, the nature of the expenditure must conform to the definition.*)
- 5) Continue toward the sustainability of KVCR.
- 6) Any new positions must be approved through the process of program review or any other prioritization process as established at the colleges and district offices.
- 7) Replace all faculty retirements.
- 8) Honor collective bargaining agreements.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: February 25, 2016
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 Procedure 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 2/25/2016

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Professional Services				
Keenan & Associates	(12886) Broker services for Special Pay Retirement Incentive, i.e. Incentive Options 403(b)/457(b) and 401(a) at a cost of 5% of total contribution for MidAmerican Administrate Solutions fee and 1.9% of total contribution paid as Keenan brokerage fee; total estimated contract amount is \$27,600 Term: 7/1/2016 - 6/30/2027 Funding Source: General Funds	Human Resources/SBCCD	\$27,600.00	SSutorus
Kitchell CEM, Inc	(11164) Program, project and construction management services for campus and District site for non-bond projects; Amendment 1- Contract language update to clarify roles and responsibilities of both parties Term: 1/15/2015 - 12/31/2016 Funding Source: Capital Outlay	District M & O/SBCCD	\$950,000.00	SSutorus
Kitchell CEM, Inc	(12837) Program, project and construction management services for campus and District site for non-bond projects; this contract is for additional projects beyond those included in original contract #11164 Term: 1/15/2016 - 12/31/2016 Funding Source: Capital Outlay	District M & O/SBCCD	\$500,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Knowland Construction Services	(12839) Provide on demand DSA project inspection services for non-bond construction projects Term: 12/20/2015 - 12/15/2016 Funding Source: Capital Outlay	District M & O/SBCCD	\$10,000.00	SSutorus
Snipes Engineering, Inc dba Snipes-Dye Associates	(12838) Provide engineering services for non-bond non-potable water project at CHC Term: 2/26/2016 - 2/25/2018 Funding Source: Capital Outlay	District M & O/SBCCD	\$75,000.00	SSutorus
<i>SubTotal for Professional Services: 5</i>				
<i>Grand Total Contracts for Board Date 2/25/2016: 5</i>				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: February 25, 2016
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 2/25/2016

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Braille Transcribing</i>				
Cantrell, Kathleen	(11589) Braille Transcribing; This is to approve an increase of the not to exceed amount by \$15,000 Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$35,000.00	SSutorus
Ortiz, Sheena	(12425) Braille Transcribing; This is to approve an increase to the not to exceed amount by \$10,000 Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$30,000.00	SSutorus
Pierson, Justin	(11792) Braille Transcribing; This is to approve an increase to the not to exceed amount by \$10,000 Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$30,000.00	SSutorus
Quilalang, Roger	(11827) Braille Transcribing; This is to approve an increase not to exceed amount by \$10,000 Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$30,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Braille Transcribing</u>					
	Stafford, Kristen	(12600) Braille Transcribing; This is to approve an increase to the not to exceed amount by \$20,000 Term: 11/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$40,000.00	SSutorus
	Walker, Jacquelyn	(11841) Braille Transcribing; This is to approve an increase to the not to exceed amount by \$30,000 Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$50,000.00	SSutorus
<i>SubTotal for Braille Transcribing: 6</i>				<i>\$215,000.00</i>	
<u>Broadcasting Rights</u>					
	American Public Television	(12798) Broadcasting rights for the airing of "Fake or Fortune? Season IV", "Vera IV", and "Vera VI" Term: 4/1/2016 - 3/31/2018 Funding Source: KVCR - Foundation	TV/KVCR	\$6,908.00	SSutorus
	Swanson, Michelle	(12761) Broadcasting rights for the airing of "Shimasani" Term: 9/1/2015 - 8/31/2019 Funding Source: KVCR - Foundation	TV/KVCR	\$2,825.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Broadcasting Rights</u>					
<i>SubTotal for Broadcasting Rights: 2</i>				<i>\$9,733.00</i>	
<u>General</u>					
	Amberwick Corp	(12842) Provide hazardous waste transportation and proper disposal for formaldehyde solutions Term: 2/1/2016 - 3/31/2016 Funding Source: General Funds	Custodial/CHC	\$694.00	SSutorus
	Aramark Educational Service, LLC at UCI	(12806) Catering for students and staff while attending the UC Irvine campus tour Term: 3/4/2016 - 3/4/2016 Funding Source: Student Equity	First Year/SBVC	\$509.85	SSutorus
	Assistance League of San Bernardino	(12805) Full page advertisement and costume sponsorship at the National Orange Show Matinee Term: 4/30/2016 - 4/30/2016 Funding Source: General Funds	Marketing/CHC	\$625.00	SSutorus
	Azusa Pacific University	(12793) Articulation Agreement for students in the SBVC Nursing Program to receive scholarships to attend Azusa Pacific University; no cost to District Term: 1/1/2016 - 12/31/2021 Funding Source: N/A	Nursing/SBVC		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>				
Ben's Lock And Key	(12811) Repair of library patio gates Term: 1/25/2016 - 3/31/2016 Funding Source: General Funds	Maintenance/SBVC	\$1,685.48	SSutorus
BioIQ CSA	(12636) Provide an integrated measurable health and wellness and/or disease-management program to employees; cost paid by Keenan & Associates as part of their Health and Wellness contract with the District; no cost to District; This is to approve Amendment 1 - To add additional lab services Term: 10/16/2015 - 10/15/2018 Funding Source: N/A	Human Resources/SBCCD		SSutorus
Brown Publishing Companies	(12561) Full page color advertisement to promote SBVC and CHC programs; revision to advertisement dates Term: 12/17/2015 - 1/7/2016 Funding Source: General Funds	Marketing/SBCCD	\$3,000.00	SSutorus
California Department of Forestry & Fire Protection	(12759) Conservation Camp Program Project; weed abatement, lawn mowing, creating a fire break and vegetation removal around CHC campus Term: 1/1/2016 - 12/31/2016 Funding Source: Parking Fee	Maintenance/CHC	\$9,000.00	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>					
	Camelot Theatres	(12845) Concert Hall rental for KVCR-TV event "Ethan Bortnick Concert" in Palm Springs Term: 1/21/2016 - 1/21/2016 Funding Source: KVCR - Foundation	TV/KVCR	\$1,200.00	SSutorus
	Caribbean Pacific Bus, LLC	(12833) Bus rental for field trip to Cal State Northridge and UC Santa Barbara Term: 3/16/2016 - 3/16/2016 Funding Source: Matriculation	Counseling/SBVC	\$1,450.00	SSutorus
	Caribbean Pacific Bus, LLC	(12834) Bus rental for field trip to UC San Diego and San Diego State University Term: 3/17/2016 - 3/17/2016 Funding Source: Matriculation	Counseling/SBVC	\$1,150.00	SSutorus
	Caribbean Pacific Bus, LLC	(12800) Bus rental for field trip to USC and Cal State Los Angeles Term: 3/15/2016 - 3/15/2016 Funding Source: Matriculation	Counseling/SBVC	\$1,032.50	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>					
	Citadel Environmental Services, Inc	(12760) Conduct oversight and project surveillance for the asbestos removal in the ceiling of the women's restroom at the SBVC Technical Building Term: 1/1/2016 - 6/30/2016 Funding Source: General Funds	Safety/SBCCD	\$1,884.00	SSutorus
	Citadel Environmental Services, Inc	(12848) Industrial Hygiene Consulting Service for Health Life Science building Term: 1/1/2016 - 12/31/2016 Funding Source: Capital Outlay	Safety/SBCCD	\$35,000.00	SSutorus
	Citadel Environmental Services, Inc	(12847) Limited moisture and indoor air quality investigation at the District ATTC Building Term: 2/1/2016 - 6/30/2016 Funding Source: General Funds	Safety/SBCCD	\$3,153.10	SSutorus
	Colton, City of	(12803) Rental of City of Colton's Chavez Baseball Field for softball practices Term: 1/19/2016 - 5/20/2016 Funding Source: General Funds	Athletics/SBVC	\$4,000.00	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>				
Computer Comforts, Inc.	(12825) Purchase of equipment for the SBVC gymnasium and field buildings; CMAS 4-13-71-0110B Term: 1/23/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBVC	\$29,645.62	SSutorus
Copier Logistics Specialists	(12807) Removal and return of three leased Konica Minolta copiers located on SBVC Campus Term: 1/25/2016 - 5/1/2016 Funding Source: General Funds	Campus Tech/SBVC	\$695.00	SSutorus
Corporate Shirts Direct	(12781) Purchase of seven shirts with SBCCD Logo for Warehouse personnel Term: 1/15/2016 - 2/29/2016 Funding Source: General Funds	Warehouse/SBCCD	\$420.00	SSutorus
Couts Heating & Cooling, Inc.	(12774) Installation of zoning systems on two air conditioners at the Health Center building Term: 1/1/2016 - 6/30/2016 Funding Source: Student Health Fee	Health Services/SBVC	\$9,270.00	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>					
	CQ Production, Inc	(12849) MOU - To establish the terms of collaboration that will govern the development of the Curiosity Quest Problem Solver program; shared resources only; no cost to District Term: 1/1/2016 - 12/31/2018 Funding Source: N/A	PDC/SBCCD		SSutorus
	Dewey Pest Control	(12804) Install and maintain weekly bird control stations at the HLS and Applied Technology Bldgs.; \$936 per month for 12 months Term: 1/1/2016 - 12/31/2016 Funding Source: General Funds	Administrative Services/SBVC	\$11,232.00	SSutorus
	Direct Connection	(12846) Data processing and mail service for Spring 2016 direct mail fund-raising campaign for KVCR-TV Term: 2/1/2016 - 6/30/2016 Funding Source: KVCR - Foundation	TV/KVCR	\$1,801.46	SSutorus
	Display It, Inc.	(12755) Production of a 20ft flat waveline graphic display banner with SBVC logo; funded through CTE Enhancement Grant Term: 1/4/2016 - 2/4/2016 Funding Source: State Grant	RTVF/SBVC	\$3,261.25	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>					
	Docu-Trust	(12780) Off-site media storage and delivery of back up tapes Term: 1/1/2016 - 12/31/2016 Funding Source: General Funds	TESS/SBCCD	\$748.80	SSutorus
	Dynamic Environmental Services, Inc.	(12769) Onsite bacteria clearance at ATTC Term: 1/4/2016 - 6/30/2016 Funding Source: General Funds	Facilities Planning/SBCCD	\$1,300.00	SSutorus
	Embassy Suites - Milpitas	(12790) Room rentals for students and staff while attending San Jose State University campus tour Term: 3/15/2016 - 3/16/2016 Funding Source: Student Equity	First Year/SBVC	\$10,897.74	SSutorus
	Embassy Suites - San Francisco Airport	(12791) Room rentals for students and staff while attending San Francisco State University and UC Berkeley campus tours Term: 3/13/2016 - 3/15/2016 Funding Source: Student Equity	First Year/SBVC	\$13,402.28	SSutorus
	Facebook, Inc	(12758) Ongoing advertisement on Facebook to promote CHC programs and registration Term: 12/1/2015 - 6/30/2016 Funding Source: General Funds	Marketing/CHC	\$9,000.00	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>				
FastSigns	(12818) Production of 38 vinyl light pole banners with pole pockets Term: 1/25/2016 - 3/31/2016 Funding Source: General Funds	Marketing/CHC	\$2,257.20	SSutorus
Fred's Glass & Mirror, Inc.	(12737) On demand repairs to windows and doors at SBVC Term: 12/18/2015 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$2,500.00	SSutorus
H & L Charter Co, Inc	(12835) Bus rental for field trip to the Umoja Regional Symposia at UC Riverside Term: 3/24/2016 - 3/24/2016 Funding Source: General Funds	Counseling/SBVC	\$930.00	SSutorus
H & L Charter Co, Inc	(12789) Bus rental for students and staff to attend San Francisco State University, UC Berkeley and San Jose State University campus tours Term: 3/13/2016 - 3/16/2016 Funding Source: Student Equity	First Year/SBVC	\$5,460.00	SSutorus
H & L Charter Co, Inc	(12788) Bus rental for students and staff to attend University of Irvine campus tour Term: 3/4/2016 - 3/4/2016 Funding Source: Student Equity	First Year/SBVC	\$1,117.50	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>					
	Humanscale Corp c/o Interior Office Solutions	(12821) Purchase of furniture for the SBVC gymnasium and field buildings; CMAS 4-09-75-0035 Term: 1/23/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBVC	\$3,900.80	SSutorus
	Interior Office Solutions	(12822) Purchase of furniture for the SBVC gymnasium and field buildings; CMAS 4-15-71-0149A Term: 1/23/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBVC	\$109,319.93	SSutorus
	KI -Krueger International	(12587) Provide furniture for the SBVC gymnasium and field buildings; CMAS 4-09-71-0075B Term: 1/1/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBVC	\$32,263.79	SSutorus
	Kimball Office Furniture c/o Interior Office Solutions	(12820) Purchase of furniture for the SBVC gymnasium and field buildings; CMAS 4-11-71-0013F Term: 1/23/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBVC	\$52,285.21	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>					
	LaVerne University	(12768) MOU - To offer educational advancement for SBVC and CHC students and faculty; no cost to District Term: 1/1/2016 - 6/30/2016 Funding Source: N/A	TESS/SBCCD		SSutorus
	Makerbot	(12801) Software maintenance agreement for the Art Department printers; funded through CTE Enhancement Grant Term: 1/1/2016 - 12/31/2019 Funding Source: State Grant	Humanities/SBVC	\$2,500.45	SSutorus
	Manufacturers' Council of the Inland Empire	(12831) Gold sponsorship at the 2016 Manufacturing Summit to promote District wide programs; Funded through Employment Training Panel Grant Term: 4/26/2016 - 4/26/2016 Funding Source: State Grant	PDC/SBCCD	\$5,000.00	SSutorus
	Montgomery Hardware Co	(12809) Installation of doors at CHC OE2 Bldg Kitchell/CHC Term: 1/1/2016 - 6/30/2016 Funding Source: Bond Funded		\$1,201.92	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>				
On Time Moving Services	(12844) Moving services for a baby grand piano for KVCR-TV event "Ethan Bortnick Concert" in Palm Springs Term: 1/21/2016 - 1/21/2016 Funding Source: KVCR - Foundation	TV/KVCR	\$350.00	SSutorus
Patterson, Sydney	(12841) Provide make-up services for KVCR-TV on air personalities, guests and hosts Term: 2/25/2016 - 6/30/2016 Funding Source: KVCR - Foundation	TV/KVCR	\$1,500.00	SSutorus
PR Printing	(12826) Production of 250 business cards Term: 10/1/2015 - 10/31/2015 Funding Source: General Funds	District Police/SBCCD	\$48.71	SSutorus
Ram Plumbing Heating & Air	(12065) On demand plumbing repairs at SBVC; This is to approve an increase to the total contract value by \$46,000 due to unforeseen sewage system repairs Term: 7/1/2015 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$60,000.00	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>				
RDO Construction Equipment Co. dba RDO Equipment Co.	(12506) On demand repairs to lawnmowers for the grounds department; This is to approved an increase of \$3,000 to the not to exceed amount Term: 10/19/2015 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$5,000.00	SSutorus
Recraft	(12935) Production of web page video to share Economic Impact Study to promote enrollment at both campus Term: 2/19/2016 - 3/31/2016 Funding Source: General Funds	Chancellor/SBCCD	\$23,000.00	SSutorus
Rosendin Electric, Inc	(12451) On-demand electrical repairs at CHC Solar Farm; This is to approve an increase in the not to exceed amount by \$20,000 Term: 7/1/2015 - 6/30/2016 Funding Source: General Funds	Maintenance/CHC	\$30,000.00	SSutorus
Royal Quality Services Inc dba Servpro of N SB	(12773) Provide services to clean and disinfect ATTC restrooms, break room and adjacent hallways due to a plumbing problem Term: 1/4/2016 - 1/8/2016 Funding Source: General Funds	District M & O/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>General</u>					
	San Bernardino Area Chamber of Commerce	(12836) Booth rental at the San Bernardino Area Chamber of Commerce Casino Night to promote District wide programs Term: 2/19/2016 - 2/19/2016 Funding Source: Community Service	PDC/SBCCD	\$150.00	SSutorus
	San Bernardino County Superintendent of Schools	(12817) MOU - Establishing District as a stakeholder as part of the System of Support Expanding Learning Community Grant application submitted by San Bernardino County Superintendent of Schools for providing after school STEM events; no cost to District Term: 7/1/2016 - 6/30/2017 Funding Source: N/A	PDC/SBCCD		SSutorus
	Schock Logistics, Inc.	(12795) Removal and return of leased Konica Minolta copiers located on SBVC Campus Term: 1/1/2016 - 6/30/2016 Funding Source: General Funds	Technology Services/SBVC	\$1,383.48	SSutorus
	Schools First Federal Credit Union	(12832) Service - 403(b) Service Agreement as Third Party Administrator for District Retirement Plan Offered to District Employees; no cost to District Term: 7/1/2015 - 6/30/2020 Funding Source: N/A	Business Services/SBCCD		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Shalimar Tours & Charter	(12792) Bus rental for students and staff to attend the "UC Riverside Career College Fair" Term: 2/26/2016 - 2/26/2016 Funding Source: Student Equity	First Year/SBVC	\$953.66	SSutorus
SoCal Pianos	(12463) Rental of piano for KVCR-TV event "Ethan Bortnick Concert" in Palm Springs Term: 1/21/2016 - 1/21/2016 Funding Source: KVCR - Foundation	TV/KVCR	\$472.92	SSutorus
South County Pest Control, Inc	(12824) Pest control for LADM Building at CHC for bird exclusion Term: 2/2/2016 - 2/1/2017 Funding Source: Bond Funded	Kitchell/SBCCD	\$10,570.00	SSutorus
South County Pest Control, Inc	(12823) Pest control for SSA building at CHC for bird exclusion Term: 2/2/2016 - 2/1/2017 Funding Source: Bond Funded	Kitchell/SBCCD	\$7,440.00	SSutorus
Southwest Publications DBA SEPI Marketing Group	(12819) Full panel advertisement to promote CHC programs in Guest Services Guides Term: 1/25/2016 - 3/31/2016 Funding Source: General Funds	Marketing/CHC	\$379.00	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>				
Stanley Convergent Security Solutions	(12850) Furnish and install ADA door push buttons for the Crafton Center Building Term: 1/19/2016 - 2/29/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$6,380.00	SSutorus
Stanley Convergent Security Solutions	(12763) Installation of a videofied alarm control panel Term: 1/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$2,687.04	SSutorus
Studio Instrument Rentals of Palm Springs	(12797) Rental of sound equipment for the "Ethan Bortnick Concert" Term: 1/19/2016 - 1/19/2016 Funding Source: KVCR - FNX Grant	TV/KVCR	\$1,134.00	SSutorus
Timeless Plaques & Awards	(12843) Produce black rectangular acrylic with a black base trophy Term: 2/1/2016 - 3/31/2016 Funding Source: Student Equity	First Year/SBVC	\$68.40	SSutorus
Timeless Plaques & Awards	(10222) Production of seven student success awards Term: 1/1/2016 - 1/28/2016 Funding Source: Student Equity	First Year/SBVC	\$718.12	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>				
Utility Tree Services Inc.	(12812) On demand service agreement for tree service Term: 1/22/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$20,000.00	SSutorus
Vector USA DBA Vector Resources Inc	(12810) Removal and replacement of video surveillance cameras located on the SBVC campus Term: 1/22/2016 - 5/1/2016 Funding Source: General Funds	Maintenance/SBVC	\$2,040.76	SSutorus
Westside Story Newspaper	(12794) 1/4 page advertising to promote SBVC and CHC programs in the Martin Luther King Jr. Special Edition publication Term: 2/14/2016 - 2/14/2016 Funding Source: General Funds	Marketing/SBCCD	\$594.00	SSutorus
<i>SubTotal for General: 67</i>			<i>\$550,564.97</i>	
<u>Income - Contract Ed</u>				
Redlands USD	(12827) CHC to offer college level courses at Redlands High School for a fee of \$3,125 per course unit Term: 1/22/2016 - 12/31/2020 Funding Source: N/A	Instruction/SBCCD	\$94,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Income - Contract Ed</i>				
San Bernardino County Superintendent of Schools	(12764) PDC to facilitate eleven days of staff development meetings, STEM training and coaching Term: 7/1/2015 - 6/30/2016 Funding Source: N/A	PDC/SBCCD	\$6,050.00	SSutorus
<i>SubTotal for Income - Contract Ed: 2</i>			<i>\$100,050.00</i>	
<i>Income - Grant</i>				
CCC Chancellor's Office	(11646) Economic and Workforce Development Grant "Deputy Sector Navigator - Information & Communication Technology Digital Media" project; This is to approve Amendment 01 - to extend term to 12/31/2016 and increase funding by \$100,000 Term: 7/1/2015 - 12/31/2016 Funding Source: N/A	PDC/SBCCD	\$200,000.00	SSutorus
San Bernardino, County of	(12785) MOU - Transitional Assistance Department (TAD) to provide fiscal support for Community College Work Study Program for CalWorks participants; SBVC funded in the amount of \$50,000 and CHC funded in the amount of \$96,700 Term: 2/1/2016 - 6/30/2016 Funding Source: N/A	Calworks/SBVC	\$146,700.00	SSutorus
<i>SubTotal for Income - Grant: 2</i>			<i>\$346,700.00</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>					
	California State University - San Bernardino	(12767) Underwriter agreement for the sponsoring of CSUSB programs on KVCR-91.9 FM Term: 4/11/2016 - 6/15/2016 Funding Source: N/A	FM/KVCR	\$7,500.00	SSutorus
	Redlands, University Of	(12766) Underwriter agreement to sponsor the KVCR-FM programs Term: 2/7/2016 - 2/20/2016 Funding Source: N/A	FM/KVCR	\$1,800.00	SSutorus
<i>SubTotal for Income - Underwriter: 2</i>				<i>\$9,300.00</i>	
<u>Joint Power/Piggyback Purchase</u>					
	Dell Computer Company	(12814) Ergotron Zip 40 Charging Cart for 40 tablets; WSCA-Naspo 7-15-70-34-003 Term: 1/25/2016 - 3/31/2016 Funding Source: Matriculation	Counseling/CHC	\$1,783.71	SSutorus
	Dell Computer Company	(12778) Purchase of "Latitude 14 5000 Series" desktop computer; WSCA-Naspo 7-15-70-34-003 Term: 1/13/2016 - 6/30/2016 Funding Source: Capital Outlay	TESS/SBCCD	\$4,935.12	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	(12777) Purchase of "OptiPlex 9030" desktop computer; WSCA-Naspo 7-15-70-34-003 Term: 1/13/2016 - 6/30/2016 Funding Source: Capital Outlay	TESS/SBCCD	\$1,693.80	SSutorus
	Dell Computer Company	(12775) Purchase of "Surface Pro4" computer equipment; WSCA-Naspo 7-15-70-34-003 Term: 1/13/2016 - 6/30/2016 Funding Source: General Funds	TESS/SBCCD	\$2,908.79	SSutorus
	Dell Computer Company	(12776) Purchase of "Surface Pro4" computer equipment; WSCA-Naspo 7-15-70-34-003 Term: 1/13/2016 - 6/30/2016 Funding Source: General Funds	TESS/SBCCD	\$1,780.18	SSutorus
	Dell Computer Company	(12786) Purchase of "Venue 11 Pro 7000 Series" Tablets; WSCA-Naspo 7-15-70-34-003 Term: 1/1/2016 - 6/30/2016 Funding Source: Perkins	Psychiatric Technology/SBVC	\$12,927.53	SSutorus
	Dell Computer Company	(12813) Purchase of 13 OptiPlex 7440 AIO Desktop computers; WSCA-Naspo 7-15-70-34-003 Term: 1/25/2016 - 3/31/2016 Funding Source: Matriculation	Counseling/CHC	\$20,307.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>					
	Dell Computer Company	(12815) Purchase of 17 OptiPlex 3030 computers; WSCA-Naspo 7-15-70-34-003 Term: 1/25/2016 - 3/31/2016 Funding Source: Matriculation	Counseling/CHC	\$12,671.33	SSutorus
	Dell Computer Company	(12762) Purchase of 3 Dell Latitude laptops for EOPS staff members; WSCA-Naspo 7-15-70-34-003 Term: 1/1/2016 - 6/30/2016 Funding Source: EOP&S	EOP&S/SBVC	\$12,247.20	SSutorus
	Dell Computer Company	(12828) Purchase of Microsoft Surface Pro 4; funded through State Chancellor Grant ICT/Digital Media; WSCA 7-15-70-34-003 Term: 1/26/2016 - 3/31/2016 Funding Source: State Grant	PDC/SBCCD	\$1,106.77	SSutorus
	Dell Computer Company	(12829) Purchase of two M630 Blade servers; WSCA 7-15-70-34-003 Term: 1/26/2016 - 3/31/2016 Funding Source: Capital Outlay	Technology Services/CHC	\$33,194.28	SSutorus
	Dell Computer Company	(12779) Software support for Symantec Endpoint used for technical support; WSCA-Naspo 7-15-70-34-003 Term: 1/13/2016 - 6/30/2016 Funding Source: General Funds	TESS/SBCCD	\$16,940.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>					
	G/M Business Interiors	(12756) Install 2 modular walls to separate classrooms; piggyback contract San Bernardino County 10-209-A2 Term: 1/8/2016 - 6/30/2016 Funding Source: General Funds	Student Services/SBVC	\$22,184.61	SSutorus
<i>SubTotal for Joint Power/Piggyback Purchase: 13</i>				<i>\$144,680.32</i>	
<u>Maintenance Agreement</u>					
	Arnel Compressor	(12802) Maintenance agreement for Ingersoll Rand Compressors used to support existing compressors Term: 1/1/2016 - 12/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$3,332.88	SSutorus
	Konica Minolta	(10862) Maintenance agreement for BizHub C284 Serial Number A4FK011003897 Term: 1/1/2016 - 6/30/2016 Funding Source: Community Service	PDC/SBCCD	\$404.40	SSutorus
<i>SubTotal for Maintenance Agreement: 2</i>				<i>\$3,737.28</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>					
	Animikii Music Group	(12765) Programming rights for the airing of "Anti-Bullying PSA"; no cost to District Term: 11/1/2015 - 10/31/2020 Funding Source: N/A	TV/KVCR		SSutorus
	Earth Island Institute	(11486) Programming rights for the airing of "Standing on Sacred Ground" Term: 4/1/2016 - 3/31/2021 Funding Source: KVCR - FNX Grant	TV/KVCR	\$8,250.00	SSutorus
	Meeches Video Production, Inc.	(12796) Programming rights for the airing of "The Sharing Circle" Term: 11/15/2015 - 11/14/2020 Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$60,000.00	SSutorus
	Monterey Media, Inc.	(12799) Programming rights for the airing of "Rhymes for Young Ghouls" Term: 6/1/2016 - 5/31/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$13,000.00	SSutorus
	On Native Ground	(12771) Program acquisition rights for "K'ina Kil-The Slaver's Son, Sovereign's Water, and On Native Ground-Season 1" Term: 11/13/2015 - 11/12/2020 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$7,150.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>					
<i>SubTotal for Program Acquisition: 5</i>				<i>\$88,400.00</i>	
<u>Rescinded/Cancelled</u>					
Inland Valley Development Agency - IVDA	(9394) District use of Public Safety Academy (Building 105); cancellation of contract as of 01/31/2016 Term: 5/31/2013 - 1/31/2016 Funding Source: General Funds	Program Development/CHC		(\$150.00)	SSutorus
Rayne Water Conditioniing - Cov	(12110) Water treatment services and tank rental for Biology Department; original annual cost \$411.00; services canceled 12/31/2015 Term: 7/1/2015 - 12/31/2015 Funding Source: General Funds	Biology/CHC		(\$205.50)	SSutorus
Rayne Water Conditioniing - Cov	(12109) Water treatment services and tank rental for Microbiology Department; original annual cost \$411.00; services canceled 12/31/2015 Term: 7/1/2015 - 12/31/2015 Funding Source: General Funds	Microbiology/CHC		(\$205.50)	SSutorus
Rayne Water Conditioniing - Cov	(12139) Water treatment services and tank rental for the Chemistry labs; original annual cost \$345.50; services canceled 12/31/2015 Term: 7/1/2015 - 12/31/2015 Funding Source: General Funds	Chemistry/CHC		(\$173.25)	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Rescinded/Cancelled</u>				
<i>SubTotal for Rescinded/Cancelled: 4</i>			<i>(\$734.25)</i>	
<u>Software/Online Services</u>				
DataWatch Corporation	(8472) Software maintenance & renewals for DataWatch Modeler Term: 2/25/2016 - 2/24/2017 Funding Source: General Funds	Payroll/SBCCD	\$1,472.04	SSutorus
Educause	(12782) Registration for the domain name "sbccd.edu" Term: 3/1/2016 - 2/28/2017 Funding Source: General Funds	TESS/SBCCD	\$40.00	SSutorus
Evals LLC	(12816) Purchase 30 user licenses for EVALS software for participants in the Fire Academy Term: 1/20/2016 - 1/19/2018 Funding Source: Perkins	Fire Technology/CHC	\$9,000.00	SSutorus
Ipswitch, Inc	(12784) Software maintenance agreement for "What's Up Gold" software used to monitor network activities Term: 5/8/2016 - 5/8/2017 Funding Source: General Funds	TESS/SBCCD	\$2,336.00	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>					
	Masstech Americas, Inc.	(12772) Provide software updates and technical support for KVCR archive transfer system Term: 3/1/2016 - 2/28/2017 Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$16,022.43	SSutorus
	OMT Technologies	(12770) Software support renewal for "iMedia Logger" Term: 2/1/2016 - 1/31/2017 Funding Source: KVCR - Foundation	FM/KVCR	\$200.00	SSutorus
	Prowess Consulting, LLC dba SmartDeploy	(12757) Software licensing for "SmartDeploy Imaging" used to image lab computers Term: 1/1/2016 - 12/31/2019 Funding Source: General Funds	Technology Services/SBVC	\$18,547.20	SSutorus
	Siteimprove, Inc	(12783) Site check subscription used to identify broken links, misspellings and accessibility issues on District web sites Term: 1/1/2016 - 12/31/2016 Funding Source: General Funds	TESS/SBCCD	\$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>					
	Three M (3M) Company	(12787) Online respirator medical evaluations to meet OSHA respiratory protection standards for 64 employees; funded through Medical Clearance grant Term: 1/20/2016 - 6/30/2016 Funding Source: State Grant	Administrative Services/CHC	\$1,792.00	SSutorus
<i>SubTotal for Software/Online Services: 9</i>				<i>\$56,849.67</i>	
<u>Subgrantee</u>					
	ListenToSee, Inc.	(12808) Subgrantee - agreement for the "Doing What Matters for the Jobs and Economy" project; funded through the ICT/Digital Media grant Term: 3/14/2016 - 6/30/2016 Funding Source: State Grant	PDC/SBCCD	\$15,000.00	SSutorus
	Regents of University of CA, The - Riverside Campus	(12830) Subgrantee for the USDA Cultivating Diversity Grant to provide guest speakers, field trips and summer research opportunities for students Term: 2/25/2016 - 9/30/2017 Funding Source: Federal Grant	Grants/SBVC	\$90,490.00	SSutorus
<i>SubTotal for Subgrantee: 2</i>				<i>\$105,490.00</i>	
<i>Grand Total Contracts for Board Date 2/25/2016: 116</i>					

Routine Contracts - Summary

Scheduled Board Meeting 02/25/2016

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Braille Transcribing</i>	6	\$215,000.00
<i>Broadcast Rights</i>	2	\$9,733.00
<i>General</i>	67	\$550,564.97
<i>Joint Power/Piggyback</i>	13	\$144,680.32
<i>Maintenance Agreement</i>	2	\$3,737.28
<i>Program Acquisition</i>	5	\$88,400.00
<i>Rescinded/Canceled</i>	4	(\$734.25)
<i>Software/Online Services</i>	9	\$56,849.67
<i>Subgrantee</i>	2	\$105,490.00
	110	
		Total Expenses
		<u><u>\$1,173,720.99</u></u>

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i>Income - Contract Ed</i>	2	\$100,050.00
<i>Income - Grant</i>	2	\$346,700.00
<i>Income - Underwriter</i>	2	\$9,300.00
	6	Total Income
		<u><u>\$356,000.00</u></u>
Total Number of Contracts	<u><u>116</u></u>	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant to the Chancellor

DATE: February 25, 2016

SUBJECT: Consideration of Approval of Conference Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for Conference Expenses.

OVERVIEW

Individual requests are submitted to fund expenses related to conference expenses planned for the colleges and 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

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Dianna Jones and Robert Scudder	TESS	2016 CISOA Certification Program	02/01/16	02/01/17	Various Cities in CA	This is a one year long certification program. Participation in the professional development sessions of the CISOA Certification program are designed to enhance the knowledge and understanding of current technology standards required to meet the unique educational needs of the California Community College IT Management and Staff	\$1,400.00	DCS General Funds	

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Andrew Chang and Michael Aquino	TESS	Leading from the Middle Academy	02/01/16	10/01/16	Pomona, CA	This is a nine month program. Participants are trained in the methods of inquiry and the use of data to inform improvements and the application of planning and design strategies for transformational change. There are three conferences involved in attendance in this Academy. February 27-27, 2016, June 3-4, 2016 and October 27-29, 2016.	\$2,500 per person	DCS General Funds	
Lisa Norman	Human Resources	A2MEND Annual Conference	03/01/16	03/05/16	Los Angeles, CA	The mission of the conference is to counteract the dismal forecast of the African American male in higher education by centrally focusing on the role of the institution.	\$1,500.00	HR General Funds	

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Secret Brown	Human Resources	A2MEND Annual Conference	03/01/16	03/05/16	Los Angeles, CA	The mission of the conference is to counteract the dismal forecast of the African American male in higher education by centrally focusing on the role of the institution.	\$1,500.00	HR General Funds	
Janet Penn	Human Resources	A2MEND Annual Conference	03/01/16	03/05/16	Los Angeles, CA	The mission of the conference is to counteract the dismal forecast of the African American male in higher education by centrally focusing on the role of the institution.	\$1,500.00	HR General Funds	
Robert Levesque	Economic Development and Corporate Training	California Workforce Association Spring Workforce Development Conference	03/29/16	03/31/16	San Diego, CA	The purpose of this conference is to have discussion regarding the Workforce Innovation Ooportunity Act implementations at the local level. The benefit would be to guide the development of not-for-credit programs.	\$1,281.72	ETP #5 Categorical Funds	

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Frank Blanquet, Robin Underwood-Velazquez, Eddie Nunez, Daniel Adame, Jhoann Acosta and Tim Style	KVCR/FNX	AVID Connect 2016	04/15/16	04/17/16	Las Vegas, NV	Attend educational workshop on challenges, customer insights and products announcements for the media industry. AVID is the software used in editing media.	\$4,800.00	FNX San Manuel Funds	
Glen Kuck and Andrew Chang	TESS	Ellucian Live 2016 Annual Conference	04/16/16	04/20/16	Denver, CO	Ellucian is the provider of the District's Student Information System, the backbone system for all student services. This conference will layout the road map for the system, providing networking opportunities with other institutions to find more efficient ways of using the system for SBDDC.	\$3,574.00 per person	DCS General funds	

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Frank Blanquet, Ben Holland, Tim Style, Jhoann Acosta, Eddie Nunez, Robin Underwood-Velazquez and Robert Rienstra	KVCR/FNX	National Assoc. of Broadcasters NAB Show	04/17/16	04/21/16	Las Vegas, NV	Updates on engineering equipment and broadcast digital strategies	\$6,000.00	FNX San Manuel Funds	
Alan Braggins	Economic Development and Corporate Training	Aligning Partnerships for Student Success	04/19/16	04/22/16	Sacramento, CA	To learn strategies and understand products for workforce education that emphasize partnerships that maximize positive participant/student outcomes. Attendance at this conference is part of the ICT/DM DSN Work Plan for the 2015-2016 fiscal year.	\$1,969.00	ICT/Digital Media Categorical Funds	
Frank Blanquet	KVCR/FNX	Native Broadcaster's Summit	04/20/16	04/24/16	Phoenix, AZ	This years summit will focus on emergency communication for media representatives	\$1,800.00	FNX San Manuel Funds	

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Roanne Holliman, Deanna Krehbiel, and Robert Levesque	Economic Development and Corporate Training	California Community College Association Occupational Education (CCCAOE) Spring Conference	04/20/16	04/22/16	Sacramento, CA	The purpose of the conference is to advocate career and workforce preparation. The value is to discuss and share best practices	\$4,090.27	ETP #5, CMTC, and ETP #4 Categorical Funds	
Alfredo Cruz, Lillian Vasquez, and Frank Blanquet	KVCR/FNX	2016 PBS Annual Meeting	05/15/16	05/20/16	Chicago, IL	PBS annual meeting for national tv professionals to connect, collaborate and plan their future. Showcase FNX and seek our local and national content. Expenses for conference are estimated at \$3,200 each	\$9,600.00	CPB and FNX Grants	
Janet Penn	Human Resources	Society for Human Resource Management	06/17/16	06/23/16	Washington, DC	To take responsibility and assume leadership for the professional development efforts of human resource professionals	\$2,500.00	HR General Funds	Costs of travel higher than anticipated for conference when approved on 1/21/16

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Robert McAtee, Larry Aycok, Breanna Andrews	Student Services	Leading from the Middle Academy	02/25/16	02/27/16	Pomona, CA	Professional Development for community college "middle" leaders working to strengthen their students' success and the effectiveness of their institution.	\$1,300.00 each	Matriculation Categorical Funding	CHC was not notified by Leading from the Middle that the group was accepted into the academy until after the deadline date for the January board. The first session is on 02-25-16.
June Yamamoto	Career Education	Educating for Careers	03/05/16	03/08/16	Sacramento, CA	Required attendance for CTE Transition Grant Project Director. Workshops on Career Education, pathways and industry sectors.	\$1,275.00	CTE Transition Grant Categorical Funding	
Robert McAtee, Monique Marrujo, Soutskaphone Xayaphanthong, Mariana Moreno, Brandice Mello	Student Services	2016 California Community Colleges Student Success Conference	03/13/16	03/17/16	Sacramento, CA	Conference will highlight the best practices that facilitate partnerships and collaboration for the purpose of inspiring student learning and success.	\$1684.00 each	Matriculation Categorical Funding	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Ernesto Rivera, Ben Gamboa and Rick Hogrefe	Science	8th Annual AHSIE Best Practices Conference	03/19/16	03/24/16	Camarillo, CA	This annual conference of Hispanic Serving Institutions (HSIs) educators fosters the success and promotes educational opportunities. This conference is designed to unite and mobilize HSI institutions and empower educators and practitioners with the latest methods and resources. The theme for this year is building bridges to access, equity, and success.	\$1,620.00 each	STEM grant Categorical Funding	
Natividad Rodriquez	Student Services	2016 California Community College CalWORKs Association Training Institute	04/10/16	04/13/16	San Francisco, CA	The CalWORKs Training Institute is a professional development conference for CalWORKs staff. The State Chancellor's Office will provide program and budget updates. Workshops include services to better assist CalWORKs students to become self-sufficient while completing their college education.	\$1,785.00	CalWORKS Categorical Funding	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Kashaunda Harris	Student Services	Myers Briggs Certification Program	04/11/16	04/15/16	Pasadena, CA	The Myers Briggs Type Indicator Assessment is the most widely used personality assessment which helps students to better understand themselves and others. By attending this certification program, I will be able to administer and interpret the MBTI for students, faculty, and staff of our district.	\$3,295.00	EOPS General Fund	
Kirsten Colvey and Joe Cabrales	Student Services	CCC Chief Instructional Officer 2016 Joint Conference	04/19/16	04/23/16	Sacramento, CA	This conference, "Aligning Partnerships for Student Success" will highlight the best practices that facilitate partnerships and collaboration-all for the purpose of inspiring student learning and success.	\$1,774.00	Matriculation Categorical Funding	
Denise Allen and Patricia Menchaca	Academic Senate	2016 Spring Plenary Session	04/20/16	04/24/16	Sacramento, CA	To learn the latest updates regarding Academic Senate, professional issues and topics.	\$1,847.00 per person	Campus President General Fund	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Patty Quach	Tutoring	What Happens in the Learning Center, Leaves the Learning Center	04/21/16	04/23/16	Las Vegas, NV	This conference will share best practices as it relates to the learning/tutoring center, which would be applied and/or adapted to the current practices at the CHC Tutoring Center to assist students with their academic success.	\$966.00	Left Lane Categorical Funding	
Robert McAtee, Larry Aycok, Breanna Andrews	Student Services	Leading from the Middle Academy	06/03/16	06/04/16	Pomona, CA	Professional Development for community college "middle" leaders working to strengthen their students' success and the effectiveness of their institution.	\$1,300.00 each	Matriculation Categorical Funding	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
April Dale-Carter, Christie Gabriel, Johnny Conley, Maria Del Carmen Rodriguez and Steven Silva	Admissions & Records/ Research & Planning & Institutional Effectiveness/ First Year Experience / EOP&S	Leading from the Middle Academy 2016	2/25/16, 6/3/16, 10/27/16	2/27/2016 , 6/4/16, 10/29/16	Pomona, CA	As a result of attending the Leading from the Middle Academy, participants will be able to do the following: Engage with existing literature that explores the relationship among institutional needs effective leadership and student success. Apply research and evidence to make informed decisions that advance institutional change efforts.	\$2,842.00 each	Student Success & Support Programs Categorical Fund	The conference is being ratified due to the item not being approved at the January board meeting as the participants were not identified until after the holidays which was after the January Board meeting deadline date.
Albert Maniaol	Applied Technology, Transportation and Culinary Arts	National Science Foundation (NSF) 2016 Annual Conference	02/28/16	03/01/16	Portland, OR	This conference is designed specifically for new faculty, researchers and administrators who want to gain key insight into a wide range of current issues at NSF including the state of current funding; new and current policies; and pertinent administrative issues.	\$1,840.00	National Science Foundation (NSF) Grant Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Kevin Grishow	Maintenance	Certified Facility Locksmith	02/29/16	03/04/16	Ontario, CA	Employee will obtain valuable training to enhance his ability to perform the Locksmith functions that are assigned to him.	\$1,195.00	Maintenance General Funds	
Carol Wells	Health Science	2016 Elsevier "Elevate Outcomes with HESI" Conference	03/10/16	03/13/16	Las Vegas, NV	Network with leaders to learn new strategies and best practices to achieve program success. As a director of the program, I will learn how HESI is responding to the latest tips and strategies for maximizing the HESI exam for our students.	Time Only	Not Applicable	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Belinda Lowry	Nursing/Science	2016 Evaluate Outcomes with HESI Conference	03/10/16	03/13/16	Las Vegas, NV	Explores and clarifies results and effectiveness of standardized testing, as well as tips and strategies for student success in the nursing program. Will learn how HESI is responding to the 2016 NCLEX Blueprint to help students succeed on the exam, as well as opportunities for networking for best practices and evidence-based projects.	\$750.00	Professional and Organizational Development General Fund	
Alicia Hallex	DSP&S	Lindamood-Bell Learning Processes: LAC 3 Workshop	03/11/16	03/12/16	San Luis Obispo, CA	By attending and successfully completing the LAC 3 Workshop, Alicia will possess the skill to accurately measure SLOs and modify curriculum as needed for the benefit of students. Her successful completion of the LAC 3 will also provide her with the information to counsel students into appropriate reading courses.	\$1,224.56	DSP&S Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Dr. Ailsa Aguilar-Kitibutr and Marco Cota	Counseling	2016 California Community Colleges Student Success Conference	03/13/16	03/16/16	Sacramento, CA	The training is designed for SSSP Coordinators and will provide up to date information regarding the nuts and bolts of the Student Success & Support Programs (SSSP), such as preparing program and budget plans and understanding the funding, reporting requirements, MIS data and funding.	\$1,462.00 each	Student Success & Support Programs Categorical Fund	
Yancie Carter, Joseph Nguyen and Christopher Williams	Counseling	2016 California Community Colleges Student Success Conference	03/13/16	03/16/16	Sacramento, CA	The training is designed for SSSP Coordinators and will provide up to date information regarding the nuts and bolts of the Student Success & Support Programs (SSSP), such as preparing program and budget plans and understanding the funding, reporting requirements, MIS data and funding.	\$1,724.00 each	Student Success & Support Programs Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Dr. Haragewen Kinde, Henry Hua, and Marc Donnhauser	VP of Instruction Office / Mathematics, Business & Computer Technology Division / STEM	8th Annual Alliance of Hispanic Serving Institution Educators (AHSIE)Best Practices Conference: Building Bridges to Access Equity and Success at HSIs.	03/20/16	03/23/16	Camarillo, CA	The conference provides an array of sessions that demonstrate the success of high impact practices that have been implemented mostly through Department of Education Title V funding. This conference will provide the opportunity to network with other leaders and to brainstorm and share information on how to make the Title V programs more successful.	\$1,213.54	STEM/PassGo Grant Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Joel Lamore, Daihim Fozouni, and 22 Students	English/Arts & Humanities	Honors Transfer Council of California (HTCC) Student Research Conference	03/26/16	03/26/16	Irvine, CA	The HTCC Student Research Conference allows honors students the opportunity to present their undergraduate research. Honor students will be presenting their research as accepted by the Honors Transfer Council. Students who do undergraduate research are valued highly at transfer, so the conference adds value by increasing their transfer options and success. Advisors will be Joel Lamore and Daihim Fozouni.	\$50 each (registration for Faculty Advisors)/ \$1,100.00 (\$50 each per student for registration)	Honors General Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Stacy Meyer, Brandon Lea and four students: Frank Hernandez Ostorga, Andres Dominguez Dining, Christina Camerena and Wendy Dominguez	Applied Technology, Transportation & Culinary Arts / Student Life	SKILLS USA State Conference	03/31/16	04/03/16	San Diego, CA	The conference will provide Culinary students with the fundamental skills to become successful and gain the skills needed to become Chefs with the food industry. The conference will provide our students with the necessary skills to become successful student leaders.	\$1,018.31 each faculty member \$908.00 each student	Student Clubs & Trust/Culinary Arts Club Account and Student Clubs & Trust/Sunroom Tip Trust Account	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Melissa King, Susan Mattson and 14 students: David Skelton, Jesus Rojas, Eric Montano, William Wall, Alfred Goer, Ian Pollard, Maria De Los Angeles, Angelina De Los Angeles, Raylien Young, Joseph Flores, Jessica Robledo, Jasmine Wallace, Aodhan Riggs and Katherine Nava	Arts and Humanities / Social Sciences, Human Development & Physical Education / Student Life	Alpha Gamma Sigma State Spring Convention	04/08/16	04/10/16	San Jose, CA	This conference will provide our Associated Government Students (ASG) with fundamental skills to become a successful governing body. The conference will provide our students with the necessary skills to become successful student leaders.	\$656.00 each faculty member \$520.00 each student	Student Clubs & Trust/AGS Club Account and Student Equity Categorical Funds	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Bonnie Cruz, Leslie Gregory, Anita Hernandez, Shalita Tillman and Patricia Valenzuela	CalWORKs and Workability III	Empowering Families, Inspiring Change	04/10/16	04/13/16	San Francisco, CA	Using effective strategies for service providers to work with family organizations to help identify, reach out to, connect with, and serve families. To learn and receive additional guidance in the new and existing NSF policies and procedures, new programs and initiatives, proposal preparations and the NSF's merit review process including the state of the current funding.	\$1,528.00 each	CalWORKs 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 to the Chancellor
DATE: February 25, 2016
SUBJECT: Consideration to Approve 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 2015-2016 budget.

DISTRICT EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE
KVCR In Studio Autism Documentary Screening	3/1/16-3/31/16	Refreshments, Table/Chair Rentals	\$650.00	KVCR Autism Funds
<input type="checkbox"/> Online Education Initiative <input type="checkbox"/> Educational Planning initiative <input type="checkbox"/> Common Assessment Initiative Demystified conference	3/4/16	Continental breakfast, all day coffee/tea/water, boxed lunches.	\$2,000.00	DE General Funds
2016 PBS Annual Meeting	5/15/2016 - 5/19/16	Lanyards - FNX sponsorship for PBS Annual Meeting in Chicago, IL	\$10,000.00	FNX San Manuel

CHC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE
Spring Club Rush	03/02/16	Refreshments, Giveaways, and Decorations. Sponsored by the Associated Student Government for the CHC students and staff. Attended guests will have the opportunity to participate in various giveaways and have snacks and refreshments that will be provided by their ASB.	\$800.00	Associated Student Body General Fund 027
EOPS CARE CalWORKS Graduation Scholars Ceremony	05/13/16	Refreshments for the EOPS CARE CalWORKS Graduation-Scholars Ceremony to be held at Crafton Hills College. Attendees will be students who are graduating from CHC and students who have completed 24 units or more with a GPA of 3.0 and above.	\$3,500.00	CalWORKS and EOPS Categorical Funds
Transfer Recognition Luncheon	05/19/16	Refreshments and supplies. Sponsored by the Transfer Center, the recognition ceremony will celebrate students who have achieved transfer success from CHC.	\$2,000.00	Transfer Center General Fund
2016 Student Senate/AS Cardholder Scholarships	05/20/16	Student Senate Scholarships and AS cardholder scholarships for the 2016 year.	\$8,000.00	Associated Student Body General Fund 027
2016 Commencement Ceremony	05/27/16	Cost of flowers, dry cleaning, and supplies for the 2016 Commencement Ceremony at CHC.	\$1,800.00	Associated Student Body General Fund 027

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Field trip to the University of California Riverside - Community Day College	02/26/16	Transportation Sponsored by Puente and First Year Experience, the Puente Program will be taking San Bernardino Valley College students who are part of the Student Equity Program on a college tour and admissions presentation to the University of California, Riverside to prepare them for the process in higher education. Anticipated attendance is approximately 33 students, faculty and staff. Chaperones will be Maribel Cisneros and Alma Guadalupe Lopez.	\$953.66	Student Equity Categorical Fund	
Dreamers Field Trip to the University of California, Irvine (UCI)	03/04/16	Transportation and Meals Sponsored by the First Year Experience Program, this Dreamers field trip to UCI is an all-day event for students to visit a four year University that is geared toward informing them about continuing higher education. The trip will consist of a campus tour and presentations from various departments on the UCI campus. Anticipated attendance is 45 students, faculty and staff. Chaperone will be Dr. Craig Luke.	\$1,617.50	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Northern California University & State College Visit field trip to San Francisco State/Berkeley State/San Jose State	3/13/16- 3/16/16	Hotel, Transportation and Meals Sponsored by the First Year Experience program, this college tour will provide San Bernardino Valley College students with campus tours and an overview of the admission requirements to various four year universities in preparation to transfer to a university in order to continue higher education. Anticipated attendance is approximately 55 students, faculty and staff. Chaperone will be Dr. Craig Luke.	\$30,960.02	Student Equity Categorical Funds	
Field trip to the University of Southern California State, Los Angeles	03/15/16	Bus Rental Sponsored by Transfer and Career Services, this event is designed to increase transfer awareness and provide San Bernardino Valley College (SBVC) students the opportunity to get actual view, see the environment, and evaluate the academics and social life of the school. This visit also gives them the chance to talk to students, faculty and financial aid and admission officers. Anticipated attendance is 51 students, faculty and staff. Kathy Kafela, Botra Moeung, Keynasia Buffong will serve as Chaperones for this event. Christopher Williams will attend as a staff member.	\$1,100.00	Student Success and Support Program Categorical Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
San Bernardino City Unified Visitation - Women Group	03/15/16	Refreshments Sponsored by the Outreach and Recruitment and Counseling Department, this group is for prospective students to San Bernardino Valley College. They will partake in workshops and tour throughout the day. Anticipated attendance is 85 students, staff and faculty members from off campus and on campus.	\$1,000.00	Student Success and Support Program Categorical Funds	
Field trip to California State, Northridge and University of California, Santa Barbara	03/16/16	Bus Rental Sponsored by Transfer and Career Services, this event is designed to increase transfer awareness and provide San Bernardino Valley College (SBVC) students the opportunity to get actual view, see the environment, and evaluate the academics and social life of the school. This visit also gives them the chance to talk to student, faculty, and financial aid and admission officers. Anticipated attendance is 51 students, faculty and staff. Chaperones will be Kathy Kafela, Botra Moeung, and Keynasia Buffong. Christopher Williams will also attend as a staff member.	\$1,450.00	Student Success and Support Program Categorical Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Field Trip to University of California, San Diego and San Diego State University	03/17/16	<p>Bus Rental Sponsored by Transfer and Career Services, this event is designed to increase transfer awareness and provide San Bernardino Valley College (SBVC) students the opportunity to get actual view, see the environment, and evaluate the academics and social life of the school. This visit also gives them the chance to talk to students, faculty and financial aid and admission officers. Anticipated attendance is 51 students, faculty and staff. Chaperones will be Kathy Kafela, Botra Moeung and Keynasia Buffong. Christopher Williams will attend as a staff member.</p>	\$1,150.00	Student Success and Support Program Categorical Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Umoja Regional Symposia 2016	03/24/16	<p>Tickets</p> <p>Sponsored by the Tumaini Program, the Umoja Community will host this event at the University of California, Riverside. The Regional Symposia brings together Umoja program faculty, staff and students to learn from each other "in community." Symposia are a one day INDABA (a deep discussion) focusing on topics designed to strengthen Umoja programs and share culturally responsive strategies with community college practitioners; also allow practitioners an opportunity to network and explore strategies to strengthen their programs. There will be 26 students an one faculty member. Chaperone will be Keynasia Buffong.</p>	\$270.00	Tumaini Program General Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Middle School Summit	03/25/16	Refreshments and Bus Rental Sponsored by the Outreach and Recruitment Department, this event is a Middle School Summit, inviting students from our service area middle schools to San Bernardino Valley College (SBVC). Students will learn about the admissions processes, opportunities, programs and services offered at SBVC and gain general college awareness. These meetings will be held at San Bernardino Valley College. Anticipated attendance is 300 students, staff and community members.	\$7,500.00	Student Success and Support Programs Categorical Funds	This item was previously board approved at the October 8, 2015 Board meeting. This item is being amended to reflect in ancrease in total from \$2,500.00 to \$7,500.00 to include transportation of \$5,000.00.
Honors Transfer Council of California (HTCC) Student Research Conference	03/26/16	Registration Fees Sponsored by the Honors Program, the HTCC Student Research Conference allows honors students the opportunity to present their undergraduate research. Students who do undergraduate research are valued highly at transfer, so it adds value by increasing their transfer options and success. Anticipated attendance is approximately 22 Honor Students and 2 faculty advisors: Joel Lamoe and Daihim Fozouni.	\$1,250.00 (\$1,100.00 Total Student registration /\$50 each Faculty Advisor)	Honors General Fund Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Art Department Art Exhibition Reception	3/29/16 5/11/16	Refreshments and Supplies Sponsored by the Art Club at San Bernardino Valley College (SBVC), the Art Club supports the Art department program by providing refreshments for each art reception that takes place through the academic year. Receptions help promote the Art department and the artists' as well as help bring the community in to learn about different types of art that is displayed. Anticipated attendance is 100 students, staff, faculty and community members.	\$1,500.00 each	Students Clubs & Trust/Art Club Trust Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Skills USA State Conference	3/31/16-4/3/16	<p>Registration, Lodging, Transportation and Refreshments</p> <p>Sponsored by the Culinary Arts Club, Skills USA is a competition that high school and post-secondary students engage in to measure their skill level. This year SBVC's Culinary Arts students swept the medals with Gold, Silver and Bronze. If they place at the State level they will move on to Nationals which takes place in Washington DC. Skills USA is a large organization that is dedicated to making sure the students meet the minimum criteria in the field of their choice. Anticipated attendance is 8 students, faculty and professional expert. Chef Stacy Meyer will serve as chaperone for this event. Brandon Lea will also attend as a professional expert.</p>	\$9,536.00	Student Clubs & Trust/Culinary Arts Club Account and Student Clubs & Trust/Sunroom Tip Trust Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Alpha Gamma Sigma State Convention	4/8/16-4/10/16	Registration, Mileage and Transportation Sponsored by Alpha Gamma Sigma, Delta chapter at San Bernardino Valley College, this annual convention honors students from all chapters of the statewide society 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 24 students and faculty members. Chaperones will be Dr. Melissa King and Susan Mattson.	\$8,940.00	Student Clubs & Trust/Alpha Gamma Sigma Club Account and Student Equity Categorical Funding	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

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

PREPARED BY: Lawrence P. Strong, Interim Director, Fiscal Services

DATE: February 25, 2016

SUBJECT: Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

The 2015-16 Final Budget adopted by the Board of Trustees on September 10, 2015 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

ANALYSIS

The board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies to the expenditure classifications indicated on the attached resolution.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will reduce the reserve for contingency accounts by the amounts indicated in the attached resolution.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROVE TRANSFERS FROM
RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS
February 25, 2016

ON MOTION of Member _____, seconded by Member _____,
the following resolution is hereby adopted:

WHEREAS, on the 10th day of September, 2015, the San Bernardino Community College District (the District) adopted the 2015-16 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58307 of the California Code of Regulations and District Administrative Procedure 6250 allows the Board of Trustees to approve transfers from the reserve for contingencies to any expenditure classification via a resolution adopted by a two-thirds majority; and

WHEREAS, the transfers listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a two-thirds majority vote, to approve said transfers.

PASSED AND ADOPTED by the Governing Board on February 25, 2016, by the following majority vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
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 Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Governing Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 RESOLUTION TO APPROVE TRANSFERS FROM
 RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS
 February 25, 2016

EXHIBIT A

Fund 01 – General Fund Unrestricted

Fund Balance Prior to Transfer(s)		\$14,345,492		
Date	Ref #	Transfer to Classification	Amount	Comments
01/27/2016	160349	5000 Other Expenses	\$100,000	<i>To cover anticipated cost of legal fees.</i>
Fund Balance After Transfer(s)		\$14,245,492		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Interim Director, Fiscal Services
DATE: February 25, 2016
SUBJECT: Consideration of Approval to Adopt a Resolution to Appropriate Funds

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution approving the appropriation of income from the general reserve to various major expense classifications as indicated by need on the attached resolution.

OVERVIEW

The 2015-16 Final Budget adopted by the Board of Trustees on September 10, 2015 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional funds may become available. According to Title 5, §58308, and in accordance with Administrative Procedure 6250, all income in excess of budgeted amounts shall be added to the general reserve. However, the Board of Trustees may approve the appropriation of such funds, according to need, by the adoption of a resolution by a majority vote.

ANALYSIS

The board is being asked to adopt a resolution approving the appropriation of funds in excess of final budget allocation, based on need, to the various expenditure classifications indicated on the attached resolution.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will allow for the appropriation of income to various expense classifications to match revenues over and above that which was anticipated in the 2015-16 budget.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION
FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS
February 25, 2016**

ON MOTION of Member _____, seconded by Member _____,
the following resolution is hereby adopted:

WHEREAS, on the 10th day of September, 2015, the San Bernardino Community College District (the District) adopted the 2015-16 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58308 of the California Code of Regulations and District Administrative Procedure 6250 stipulate that all income accruing to the District in excess of the amounts required to finance the total proposed expenditures, including transfers to other community college districts and funds, as shown in the budget of the District shall be added to the general reserve of the District; and

WHEREAS, Title 5, §58308 of the California Code of Regulations and District Administrative Procedure 6250 also stipulate that the governing board may pass a resolution setting forth the need according to major classification, expenditures to be met from any portion of the general reserve derived from assured income in excess of the total amount anticipated in the budget; and

WHEREAS, the appropriations listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a majority vote, to approve said appropriations.

PASSED AND ADOPTED by the Governing Board on February 25, 2016, by the following majority vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENT: _____

STATE OF CALIFORNIA)
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 Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Governing Board

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION
FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS
February 25, 2016**

EXHIBIT A

Fund 01 – General Fund, Unrestricted

Date	Ref #	Income	Amount to Be Appropriated	Major Classification	Comments
01/27/2016	160363	\$500	\$500	5000 Other Expenses	<i>To accept donation from Distribution Management Association of Southern California for SBVC choir expenses</i>
	Total	\$500	\$500	General Fund, Unrestricted	

Fund 01 – General Fund, Restricted

Date	Ref #	Income	Amount to Be Appropriated	Major Classification	Comments
01/13/2016	160292	\$23,615	\$6,100 \$3,000 \$14,515	1000 Certificated Salaries 3000 Employee Benefits 5000 Other Expenses	<i>To establish budget for instructional services agreement with San Bernardino Unified School District for Middle College High School Spanish 102</i>
01/13/2016	160296	\$20,403	\$20,403	2000 Classified Salaries	<i>To adjust Disabled Students Program Services (DSPPS) budget in accordance with increased allocation for FY 2016 allocation</i>
01/21/2016	160315	\$50,000	\$50,000	5000 Other Expenses	<i>To adjust Transitional Assistance Department (TAD) work study budget in accordance with increased allocation</i>
01/21/2016	160322	\$164,294	\$164,294	1000 Certificated Salaries	<i>To adjust Student Success & Support Program (SSSP) budget in accordance with increased allocation for FY 2016</i>
01/25/2016	160339	\$5,104	\$5,104	4000 Supplies & Materials	<i>To adjust Temporary Assistance for Needy Families (TANF) budget in accordance with increased allocation for FY 2016</i>

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION
 FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS
 February 25, 2016**

Date	Ref #	Income	Amount to Be Appropriated	Major Classification	Comments
01/25/2016	160340	\$12,581	\$12,581	1000 Certificated Salaries	<i>To adjust CalWORKS Opportunity & Responsibility budget in accordance with increased allocation for FY 2016</i>
01/25/2016	160341	\$31,846	\$15,000 \$3,000 \$3,000 \$3,000 \$7,846	1000 Certificated Salaries 2000 Classified Salaries 3000 Employee Benefits 5000 Other Expenses 7600 Other Student Aid	<i>To adjust Cooperative Agencies Resources for Education (CARE) budget in accordance with increased allocation for fiscal year 2016</i>
01/25/2016	160342	\$131,982	\$70,000 \$17,000 \$3,000 \$7,000 \$34,982	1000 Certificated Salaries 2000 Classified Salaries 3000 Employee Benefits 5000 Other Expenses 7600 Other Student Aid	<i>To adjust Extended Opportunity Programs & Services (EOPS) budget in accordance with increased allocation for fiscal year 2016.</i>
02/01/2016	160385	\$9,010	\$9,010	5000 Other Expenses	<i>To adjust Board Financial Assistance Program – Student Financial Aid Administration (BFAP-SFAA) budget in accordance with increased allocation for fiscal year 2016.</i>
02/01/2016	160386	\$61,251	\$61,251	5000 Other Expenses	<i>To adjust Board BFAP-SFAA budget in accordance with increased allocation for fiscal year 2016.</i>
	Total	\$510,586	\$510,586	General Fund, Restricted	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose Torres, Vice Chancellor, Business & Fiscal Services
DATE: February 25, 2016
SUBJECT: Consideration of Approval to Award a Contract to J Kim Electric of Fullerton CA

RECOMMENDATION

It is recommended that the Board of Trustees award a contract to J Kim Electric Inc. of Fullerton, California for the Health and Life Science Building (HLS) 2nd Floor LED laboratory Lighting Replacement project at at SBVC in the amount of \$44,996.00.

OVERVIEW

The HLS laboratories are in need of updated lighting in order to bring them up to current educational laboratory standards and for energy savings.

ANALYSIS

Per Public Contract Code 22032(a), public projects of \$45,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Proposals for this project were solicited through a request for proposal process. The lowest, most responsive proposal received was from J Kim Electric.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 01 General Fund budget and financed by the Block Grant.

HLS Laboratory (7) LED Lighting Replacement.

BID SUMMARY

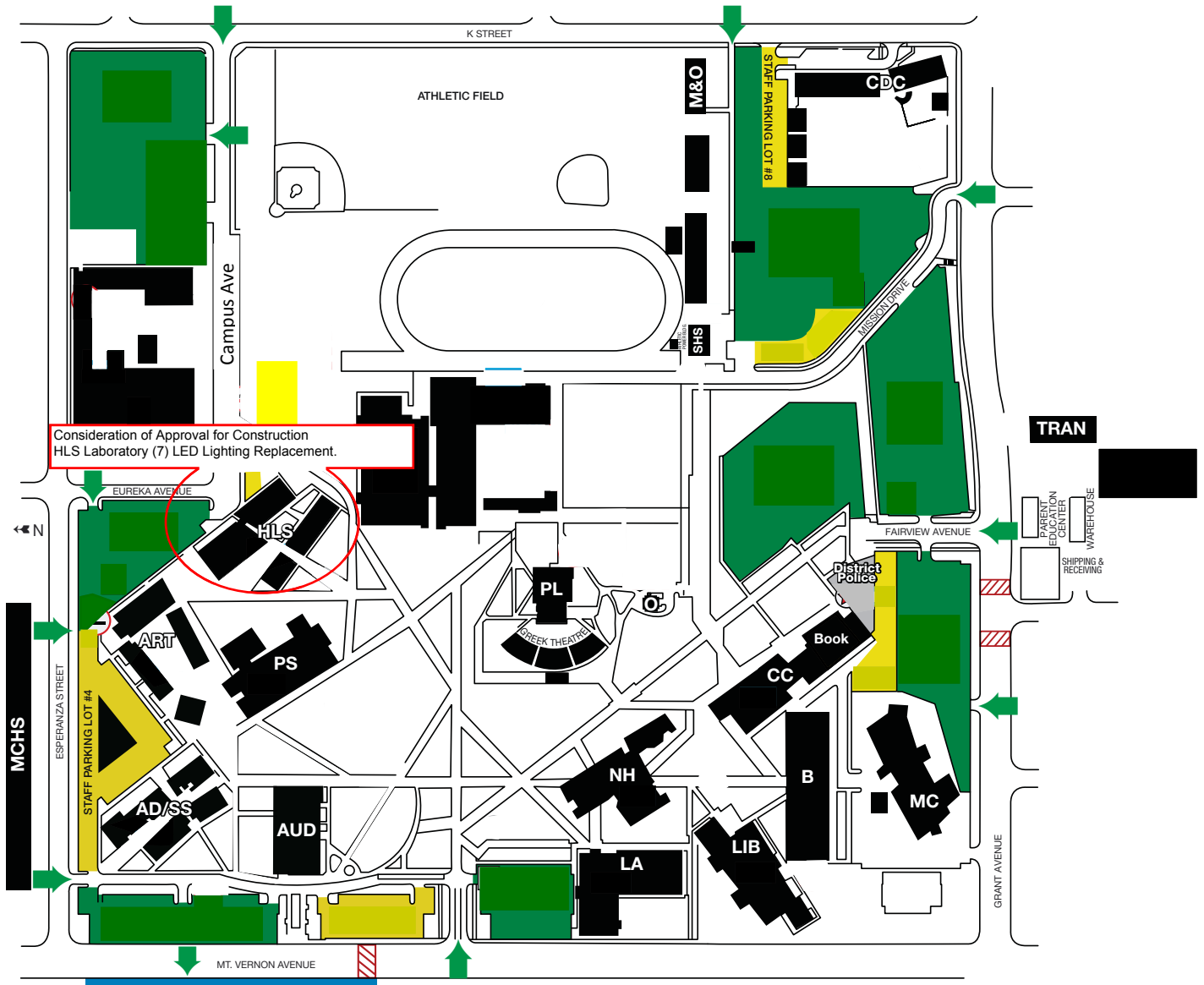


\$44,996.00 Construction Budget
\$8,999.20 Construction Administration
\$4,499.60 Contingency
\$58,494.80 Total Budget

Bidder	J Kim Electric	AMS	RTK Energy
	\$44,996.00	\$50,889.86	\$64,282.27
	Apparent Low Bidder	J Kim Electric	
	TOTAL BID	\$44,996.00	
	TOTAL Alternates	\$0.00	
	TOTAL	\$44,996.00	

San Bernardino Valley College

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



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: February 25, 2016
SUBJECT: Consideration to Adopt a Resolution expressing Support for the San Bernardino County Community Cradle to Career Roadmap

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution supporting the San Bernardino County Community Cradle to Career Roadmap, designed to ensure that every student has the mindset and disposition for college and career readiness, and which was facilitated and developed by the offices of the San Bernardino County Superintendent of Schools and California State University, San Bernardino.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the improvement of college and career readiness of all students in the Inland Empire and applauds the recognition of the need for all the “pillars of support” in the San Bernardino County Community Cradle to Career Roadmap to work together to ensure the success of all students. “Pillars of Support” are identified as parents and family, education, government, business and labor, and community and faith-based individuals and organizations. As such, the role of the SBCCD and other community colleges is key.

ANALYSIS

According to the San Bernardino Countywide Vision statement: “The San Bernardino County Community Cradle to Career Roadmap identifies key milestones in a child’s academic/career and personal/social readiness, encouraging partnerships with all sectors of the community to support the goal of meeting the educational needs of all students from cradle to career.”

BOARD IMPERATIVE

- II. Learning-Centered Institution for Student Access, Retention and Success
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO ENDORSE AND SUPPORT
THE “SAN BERNARDINO COUNTY COMMUNITY CRADLE TO CAREER ROADMAP”**

WHEREAS, The San Bernardino Community College District (SBCCD) endorses the San Bernardino County Community Cradle to Career Roadmap (Roadmap), recognizing the need for the SBCCD to participate in and support a broad-based plan that involves all who live, work and enjoy in our communities partnering to improve the lifelong success of all students by meeting their educational needs; and

WHEREAS, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This Mission is achieved through the District's two Colleges, the Economic Development and Corporate Training Division and public broadcast system, KVCR TV-FM and FNX, by providing high quality, effective and accountable instructional programs and services; and

WHEREAS, as noted by the San Bernardino Countywide Vision, “the ... Roadmap depicts the collaborative continuum approach in which families, educators, government, business, labor, faith and community-based organizations act as pillars of support for students. The Roadmap is based on students achieving specific academic and career readiness mile-markers at each age and grade level, and also acknowledges the personal/social readiness factors that are so critical to the academic success of our students”; and

WHEREAS, at the San Bernardino Superintendent of Schools, the k-12 population numbers 412,000, of which 12.2% did not successfully complete high school in 2014, and many of whom, if they attend college, will attend California Community Colleges and specifically the colleges within the SBCCD, where more than 75% will require developmental assistance in reading, mathematics and/or English, detouring a student, delaying college completion and costing the student additional fees, and costing the institutions and taxpayers more money as well; and

WHEREAS, a student who is ready for college and career can, by definition of the Roadmap, qualify for and succeed in entry-level, credit-bearing college courses without the need for remedial or developmental coursework, completing college more efficiently and at a lower cost, entering their career field more quickly, and becoming a contributing member of our community; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District supports the San Bernardino County Community Cradle to Career Roadmap and applauds the development of the Roadmap by the offices of the San Bernardino County Superintendent of Schools and California State University, San Bernardino, as it will improve the academic and professional lives of our students.

ADOPTED this 25th day of February, 2016

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: February 25, 2016
SUBJECT: Consideration of Approval to Adopt Resolution to Recognize March 31, 2016 as César Chávez Day

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize March 31, 2016 as César Chávez Day.

OVERVIEW

The San Bernardino Community College District (SBCCD) actively supports the annual Presidential and Governor’s declarations naming March 31 as César Chávez Day.

ANALYSIS

This commemorative day provides an opportunity for the people of the nation to recognize César Chávez for his legacy as an educator, environmentalist, and a civil rights leader. And his cause lives on. As farmworkers and laborers across America continue to struggle for fair treatment and fair wages, Cesar Chavez accomplishments set the course. We honor him for what he's taught us about making America a stronger, more just, and more prosperous nation..

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE MARCH 31, 2015 AS CÉSÁR CHÁVEZ DAY**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the Governor and Presidential declarations recognizing March 31, 2016, as César Chávez Day, and

WHEREAS, César Chávez was born on March 31, 1927, near his family farm in Yuma, Arizona; while he was still young, his family lost their farm in the Great Depression and became migrants following agricultural work around the Southwest. During his formative years, Chávez was exposed to the dismal working conditions that migrant workers were forced to endure; and

WHEREAS, his childhood spent in poverty led to years of dedication as a community organizer and to his formation of the United Farm Workers of America in 1962 and his participation in the California Agricultural Labor Relations Act in 1975, which made California the first state in the nation to give farm workers the right to seek union representation and to bargain collectively within an established legal framework; and

WHEREAS, , the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This Mission is achieved through the District's two Colleges, the Economic Development and Corporate Training Division and public broadcast system, KVCR TV-FM and FNX, by providing high quality, effective and accountable instructional programs and services; and

WHEREAS, César Chávez's values are still relevant today; he believed in unity, social justice, non-violence, in economic opportunity for all, and in "education of the heart", noting that "the end of all education should surely be service to others"; and

WHEREAS, César Chávez Day is traditionally a national day of service and education, and Americans are encouraged to participate in educational programs and projects to improve lives in our communities, lifting up others and building a better world, both locally and globally; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District celebrates César Chávez Day, celebrating the history, courage, and contributions of César Chávez to the members of our SBCCD community and across California and the nation.

ADOPTED this 25th day of February 2016

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: February 25, 2016
SUBJECT: Consideration of Approval to Adopt Resolution to Recognize March 4, 2016 as National Employee Appreciation Day

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize March 4, 2016 as National Employee Appreciation Day.

OVERVIEW

The San Bernardino Community College District (SBCCD) actively supports the celebration of National Employee Appreciation Day to be held on March 4, 2016.

ANALYSIS

National Employee Appreciation Day was created as a way of focusing the attention of all employers, in all industries on employee recognition. Expressing employee appreciation increases employee job satisfaction and longevity, enhancing productivity as a side benefit.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO PROCLAIM MARCH 4, 2016 AS
NATIONAL EMPLOYEE APPRECIATION DAY**

WHEREAS, The San Bernardino Community College District (SBCCD) encourages all members of the District Community to participate in increasing employee satisfaction and longevity by participating in National Employee Appreciation Day; and

WHEREAS, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This Mission is achieved through the District's two Colleges, the Economic Development and Corporate Training Division and public broadcast system, KVCR TV-FM and FNX, by providing high quality, effective and accountable instructional programs and services; and

WHEREAS, employees are one of a company or institution's greatest assets, and recognition and appreciation is known as one of the key motivational factors in the workplace. Employee appreciation refers to efforts made by a company's management to recognize, praise and thank their employees for their contributions to the goals of the company. This appreciation can be expressed in a variety of ways, from rewards to verbal interaction; and

WHEREAS, founded in 1995, National Employee Appreciation Day celebrates the fact that increasing employee satisfaction has a direct correlation to employee longevity, which increases professionalism of the institution, providing better service to our students and protecting institutional history; and

WHEREAS, the SBCCD has been recognized annually by Inland Empire magazine as one of the region's top employers, we are proud and pleased to celebrate our employees and their continued dedication to our students and our community; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby endorse March 4, 2016 as National Employee Appreciation Day and urges all managers and supervisors of the SBCCD Community to participate in an appropriate expression of support thereof.

ADOPTED this 25th day of February, 2016

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: February 25, 2016
SUBJECT: Consideration of Approval to Adopt Resolution to Recognize the last week of March 2015 as Latino Education and Advocacy Days (LEAD)

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize the last week of March 2016 as Latino Education and Advocacy Days (LEAD).

OVERVIEW

The San Bernardino Community College District (SBCCD) actively supports the annual statewide observation of Latino Education and Advocacy Days (LEAD).

ANALYSIS

This week of recognition is dedicated to promoting an awareness of the crisis in Latino education and began here in the Inland Empire. LEAD provides an opportunity to bring together key stakeholders, including educators, scholars, administrators, students, parents, civic leaders, advocates and other partners in education to address and discuss critical issues in Latino education.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE THE LAST WEEK OF MARCH 2016 AS
LATINO EDUCATION AND ADVOCACY DAYS (LEAD)**

Whereas, the San Bernardino Community College District (SBCCD) actively supports the State of California declaration of the last week of March of each year as Latino Education and Advocacy Days; and

Whereas, SBCCD enrollment is almost 57% Hispanic, both Crafton Hills College and San Bernardino Valley College have been designated Hispanic Serving Institutions by the U.S. Department of Education, and have been awarded Title V HSI grants; and

Whereas, the SBCCD was honored in 2010 by the Hispanic Association of Colleges and Universities (HACU) as a “Valued Partner” in recognition of the District’s excellence in support of HACU’s mission; and

Whereas, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This Mission is achieved through the District’s two Colleges, the Economic Development and Corporate Training Division and public broadcast system, KVCR TV-FM and FNX, by providing high quality, effective and accountable instructional programs and services; and

Whereas, On March 29, 2010, California State University, San Bernardino (CSUSB), College of Education held its inaugural LEAD summit which brought together approximately 1,000 educators, scholars, administrators, students, parents, civic leaders and advocates to address and discuss critical issues in Latino education. Nearly 200,000 viewers participated at town hall events held at participating universities across this hemisphere via live webcast. The event has grown substantially in the years since; and

Whereas, On March 30, 2016, the CSUSB LEAD Summit will be held, focusing on the theme “Black Brown Indigenous Unity” and including a Capstone Address by Dr. Maulana Karenga, Professor and Chair, Department of Africana Studies at CSULB, and creator of the pan-African cultural holiday Kwanzaa; and

Whereas, LEAD focuses the benefits to the State of California and its residents from increasing the educational successes of the Latino population here, at the K-12 level, community colleges and undergraduate and graduate institutions throughout the state, and recognizes that this focus represents an opportunity to increase diversity, strengthen the tax, labor, consumption and investment pool, and increase ties with Mexico and Latin America; and

Therefore, be it resolved that the Board of Trustees of the San Bernardino Community College District endorses California Assembly Concurrent Resolution No. 109 (2014) and applauds CSUSB for its annual LEAD Summit in support thereof.

ADOPTED this 25th day of February, 2016

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: February 25, 2016
SUBJECT: Consideration of Approval to Adopt Resolution to Recognize March 2, 2016 as “Read Across America” Day

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize March 2, 2016 as “Read Across America” Day.

OVERVIEW

The San Bernardino Community College District (SBCCD) actively supports the annual National Education Association celebration of “Read Across America” Day to be held on March 2, 2016.

ANALYSIS

This celebratory day coincides with Dr. Seuss’ birthday and promotes reading, particularly for children and young adults. Many schools, libraries, and community centers across the United States participate in the day by bringing people together to take part in reading books. Various reading activities and events are held across the country on this day. Reading is the basis of education, and learning to read well at an early age assists in student success throughout a young person’s academic career.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO PROCLAIM MARCH 2, 2016 AS
“READ ACROSS AMERICA” DAY**

WHEREAS, The San Bernardino Community College District (SBCCD) encourages all members of the District Community to participate in encouraging children, young adults and everyone everywhere to read and to take joy in reading; and

WHEREAS, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This Mission is achieved through the District's two Colleges, the Economic Development and Corporate Training Division and public broadcast system, KVCR TV-FM and FNX, by providing high quality, effective and accountable instructional programs and services; and

WHEREAS, In 1997, the National Education Association (NEA), successfully campaigned for a special day to celebrate reading throughout the United States. A popular idea, the first “Read Across America Day” was held on March 2, 1998. This nationwide observance coincides with the birthday of Dr Seuss (Geisel), an American writer best known for writing children’s books; and

WHEREAS, although “Read Across America” Day is not a federal public holiday, encouraging strong reading skills goes to the heart of what educators, including the faculty, staff and administrators of the SBCCD, hope to instill in all students, and encourages our staff to participate in such events at our own Child Development Centers; and

WHEREAS, for 2016, the Read Across America Day activities will focus on the newly discovered Seuss book, What Pet Should I Get?, which take combines kids’ affinity for animals with Dr. Seuss’s talent for creating fantastic creatures, encouraging ingenious connections with language, art, science and social studies; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby endorse March 2, 2016 as “Read Across America” Day and urges all members of the SBCCD Community to participate in a community service activity in support thereof.

ADOPTED this 25th day of February, 2016

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: February 25, 2016
SUBJECT: Consideration of Approval to Adopt Resolution to Recognize March 2016 as National Women’s History Month and March 8 as U.N. International Women’s Day

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize March 2016 as National Women’s History Month and March 8 as U.N. International Women’s Day.

OVERVIEW

The San Bernardino Community College District (SBCCD) actively supports the annual Presidential declaration naming March as National Women’s History Month and the United Nations’ declaration of March 8 as International Women’s Day.

ANALYSIS

This commemorative month provides an opportunity for the women of the nation to be recognized for their vital role in the founding, development and success of America, its governments at every level, communities, arts and culture, financial and educational institutions, and all other establishments of significance. This gives women and all those who support them the occasion to express their belief in the rights of women to assume their rightful place as full participants in a secure, prosperous and just society. The U.N. designation of March 8 as International Women’s Day is supportive of women’s rights and participation in political and economic arenas around the globe.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None

RESOLUTION
TO RECOGNIZE MARCH 2016 AS NATIONAL WOMEN'S HISTORY MONTH
and MARCH 8 AS U.N. INTERNATIONAL WOMEN'S DAY

WHEREAS, The San Bernardino Community College District (SBCCD) supports the Congressional and Presidential declarations of March 2016, as National Women's History Month and the U.N. observance of March 8 as International Women's Day, and

WHEREAS, the 2016 theme of the National Women's History Project is "Working to Form a More Perfect Union: Honoring Women in Public Service and Government", which "honors women who have shaped America's history and its future through their public service and government leadership. ... Collectively they have dramatically influenced our public policy and the building of viable institutions and organizations. From championing basic human rights to ensuring access and equal opportunity for all Americans, they have led the way in establishing a stronger and more democratic country"; and

WHEREAS, the 2016 theme of U.N. International Women's Day is "Planet 50-50 by 2030: Step it up for Gender Equality", building momentum for the effective implementation of U.N. Women's Step it up Initiative, which asks governments to make national commitments that will close the gender equality gap, and other U.N. commitments on gender equality, women's empowerment and women's human rights; and

WHEREAS, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This Mission is achieved through the District's two Colleges, the Economic Development and Corporate Training Division and public broadcast system, KVCR TV-FM and FNX, by providing high quality, effective and accountable instructional programs and services; and

WHEREAS, jointly the two SBCCD colleges, Crafton Hills College and San Bernardino Valley College, serve student populations more than 50% female, where all students enrolled are taught, assisted and led by female presidents and other female professionals; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District commemorates National Women's History Month 2016 and U.N. International Women's Day on March 8, continuing to celebrate the history, courage, and contributions of the women of the Inland Empire and of our SBCCD community.

ADOPTED this 25th day of February, 2016

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: February 25, 2016

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 – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
DISTRICT				
Aguirre	Margarita	Accounts Payable	Thank you for always being willing to assist and accommodate rush requests. I appreciate your team work!	Stacey Nikac
Baeza	Daniel	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
BeDell	Susann	Human Resources	Thank you for all your hard work and dedication. Your attention to detail and commitment are truly appreciated.	Cyndie St. Jean
Bonnet	Blake	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Borges	Dione	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Brady	Jason	TESS	Jason is extraordinary. Thank you for your continual, patient, professional work with us throughout the SBVC scholarship application process.	Karen Childers
Carlos	John Paul	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Datillo	Alyssa	Police Department	Your help with projects is appreciated more than you know. You have such a great attitude and are a team player!	Stacey Nikac
Dattilo	Alyssa	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Davis	Angela	Purchasing	Thank you for always being willing to assist and accommodate rush requests. I appreciate your team work!	Stacey Nikac

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Davis	Angela	Purchasing	Thank you for your help with the PR's for Dr. Shabazz's Conference attendance. This was extremely helpful in making his conference travel possible.	Shari Blackwell
De La Cruz	Nikole	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Dececio	Anthony	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Duran	Richardo	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Galvez	Pierre	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Garcia	Ryan	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Gonzalez	Gina	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Green	Nancy	Accounts Payable	Thank you for always being willing to assist and accommodate rush requests. I appreciate your team work!	Stacey Nikac
Jeannotte	Michele	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Larimore	Fred	Print shop	Fred got the programs printed, almost overnight, for the CHC Concert, SB Cares, honoring the victims of the IRC tragedy.	Alisa Moore
McCurry	Shari	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Mendigorin	Jonathan	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Nikac	Stacey	Chancellors's Office	Thank you for always being so patient and always wanting to help keep me busy. You a GREAT person and the district is lucky to have you!	Alyssa Dattilo
Plasencia	Jose	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Ryckevic	Susan	Budget and Accounting	Thank you for making budget transactions easier. Your help to move our requests forward are appreciated.	Stacey Nikac
Smith	Damon	Warehouse	Thank you for the quick delivery of the delayed schedule. We appreciate you!	Corrina Baber
Smith	Damon	Warehouse	Damon went above and beyond making sure a UPS letter was delivered on time for a grant application due on February 1. Thank you for helping us!	Karen Childers
Stiles	Christopher	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Stills	Kenny	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Sutorus	Steve	Business Services	Thank you for always making yourself available to assist and troubleshoot issues. I appreciate your team work!	Stacey Nikac
Tamayo	Chris	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron
Willming	Aaron	Police Department	Congratulations for ranking on the top of the list for District Program Review. I appreciate your contributions to our District. Keep up the good work!	Bruce Baron

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
SBVC				
Baber	Corrina	Instruction Office	Your contribution to the success of the Spring 2016 Part- Time Faculty orientation is greatly appreciated. Thank you.	Dr. Haragewen Kinde
Bass	Reggie	Custodial	I would like to thank your night custodial crew for their hard work in our building and on our campus. They do a really great job!!!!	Javier Vizcarra, ASG CJ
Candelaria	Bridget	Instruction Office	Your contribution to the success of the Spring 2016 Part- Time Faculty orientation is greatly appreciated. Thank you.	Dr. Haragewen Kinde
Carter	April	Admissions & Records	Thanks for representing SBVC at the CCC Registry Fair!	Dr. Ricky Shabazz
Conley	Johnny	First Year Experience (FYE)	I really appreciate his support and I want to recognize him for being such an outstanding director.	Andrea Hecht

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Conley	Johnny	First Year Experience (FYE)	Thank you for your ongoing dedication to first year students! Johnny has been instrumental in the success of students in Valley Bound, FYE, Brothers, student ambassadors, and the other programs that serve first year SBVC students.	Karen Childers
Ferguson	Craig	Technology Services	Craig Ferguson is always willing to help with technical issues. Such as printers, computers and other issues pertaining to technology. Always kind and greets everyone with a smile. Craig Ferguson deserves a raise!	Rosita Linda Moncada
Gutierrez	Albert	Custodial	Albert, is the best day-time custodian. He takes care of the library whenever we have spills or when we need toilet paper, paper towels, or soap.	Angie Gideon
Hamdy	Rania	Professional Development	Your contribution to the success of the Spring 2016 Part- Time Faculty orientation is greatly appreciated. Thank you!	Dr. Haragewen Kinde

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Hastings	Ron	Library	Thanks for representing SBVC at the CCC Registry Fair!	Dr. Ricky Shabazz
Johnson	Heather	First Year Experience (FYE)	I really appreciate your dedication and hard work. Thank you for all of your support.	Andrea Hecht
Jollie	Melodie	Custodial	I would like to thank your night custodial crew for their hard work in our building and on our campus. They do a really great job!!!!	Javier Vizcarra, ASG CJ
Luke	Dr. Craig	First Year Experience (FYE)	It is nice to know that there are still people out there that still care for us students and will help us succeed. That my friends is Dr. Luke.	Celina Marquez, Student
Luke	Dr. Craig S.	First Year Experience (FYE)	I really appreciate his support and being a team player.	Andrea Hecht

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Luke	Dr. Craig	Valley Bound	Doctor Luke is a very great professor, His classes are very inspiring, very well planned out, very great professor, and classes. We are very fortunate to have a professor like Doctor Luke	Jesse Reyes, Student
Okray	Riana	Counseling	She is very helpful to the students. She was really nice to me.	Anonymous
Penido	Vanessa	Custodial	I would like to thank your night custodial crew for their hard work in our building and on our campus. They do a really great job!!!!	Javier Vizcarra, ASG CJ
Rodriguez	Oscar	First Year Experience (FYE)	I really appreciate his support and I want to recognize him for his teamwork.	Andrea Hecht
Rodriguez	Oscar	First Year Experience (FYE)	Thank you for going above and beyond with our FYE students.	Anonymous

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Smith	Mary	First Year Experience (FYE)	I'm thankful for all that you do.	Andrea Hecht
Smith	Mary	First Year Experience (FYE)	Thank you for your dedication to first year students and providing wonderful student ambassadors! The students who help in my office have been superb.	Karen Childers
Somers	Nivard	First Year Experience	You are very resourceful and I really appreciate your teamwork.	Andrea Hecht
Stalbert	Malik	Computer Science	Professor Stalbert is one of the best instructors I've ever had. He deserves recognition because he went above and beyond to make his students truly understand the material. I, for one, am a better student because of him.	Cristilyn Cortez, Student

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Tillman	Shalita	CalWORKs	Shalita is always willing to help and often goes above and beyond for the team. Thank you for your bright disposition and wonderful attitude!	Karen Childers
Yarbrough	Kay Dee	Instruction Office	Your contribution to the success of the Spring 2016 Part- Time Faculty orientation is greatly appreciated. Thank you.	Dr. Haragewen Kinde

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
CHC				
Bogh	Wayne	Technology Services	Thank you for everything you and your department do for us all. You all do it so quickly and with wonderful humor. We greatly appreciate all you do.	Brandice Mello
Cook	Larry	Facilities	Thank you for all that you and your department did for the move and continue to do. We greatly appreciate it!!	Brandice Mello
Lopez	Richard	Custodial	During the week of 12-22 to 12-24, Richard went out of his way to ensure that the EOPS area was well maintained. Thank you so much Richard!!	Rejoice Chavira
Marshall	Cheryl	President	Thank you for everything you have done for our campus and continue to do. It is wonderful to have you as our president.	Brandice Mello
Menchaca	Patricia	STEM	For going over and above in engaging foster youth to explore the field of STEM through science activities at the Foster Youth Conference on 01-23-16.	Rejoice Chavira

Caring Hands Applause Cards – February 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Pompa	Rebecca	Facilities	Thank you for always being upbeat and willing to help out. You always listen and find the quickest and best way to help us. Thank you for all you do!	Brandice Mello
Southerlane-Amsden	Frances	CHC Assessment Center	I could not have asked to be treated with more courtesy, politeness, and overall effectiveness. Thanks to Mrs. Frances, I will be able to kick-start my career.	Kevin Delgado
Warren-Marlatt	Rebeccah	Student Services	I greatly appreciate all that you do as well as the willingness to listen to each of us with our concerns, ideas and suggestions. Thank you!	Brandice Mello
Yau	Margaret	Computer Science	For going over and above in engaging foster youth to consider the field of Robotics at the Foster Youth Conference on 01-23-16.	Rejoice Chavira

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Larry Strong, Interim Director of Fiscal Services
DATE: February 25, 2016
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 2015-16 fiscal year through February 6, 2016. As of February 6, the District was 60.5% through the fiscal year and had spent and/or encumbered approximately 45.4% of its budgeted general funds.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

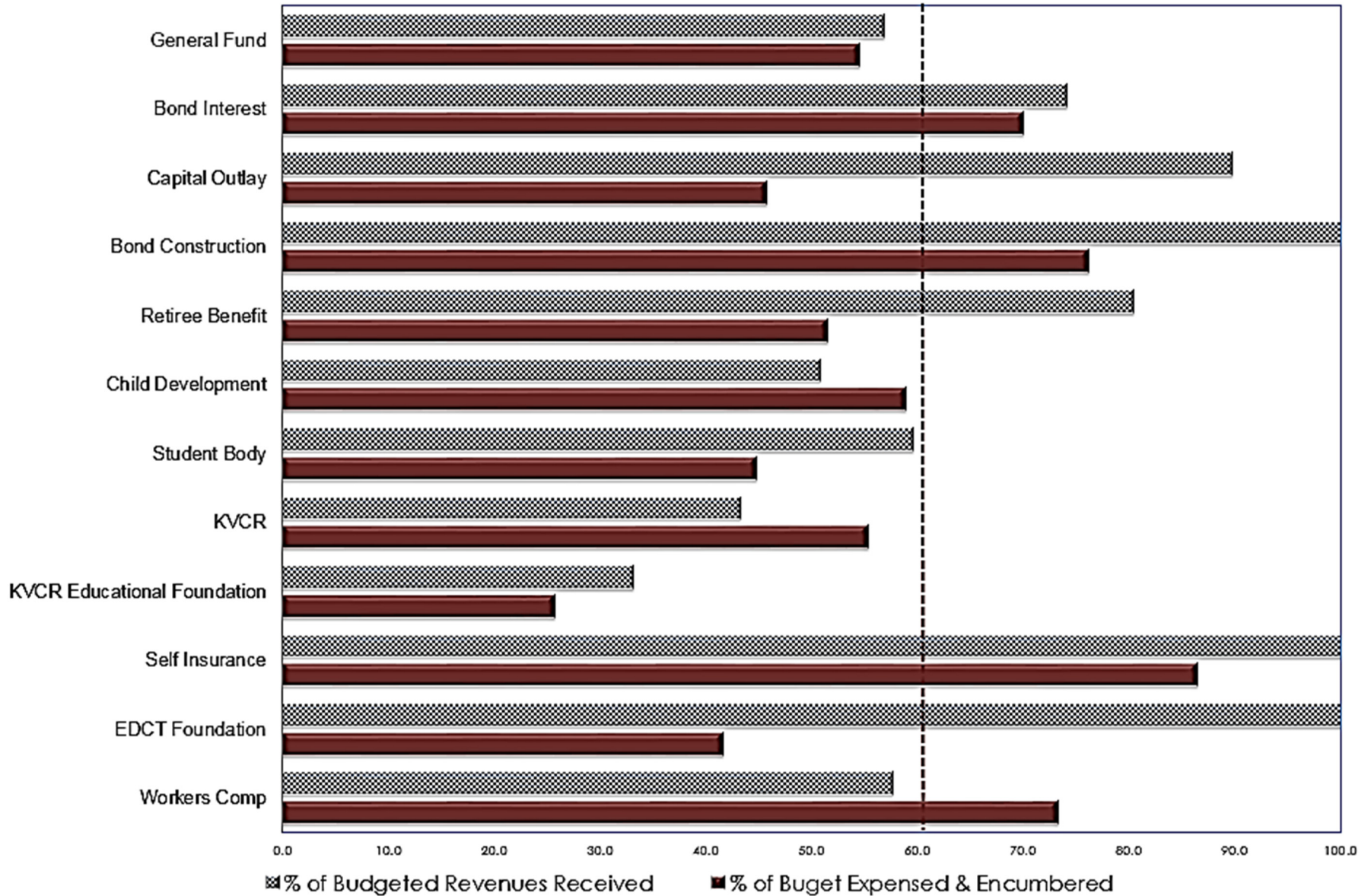


Budget Revenue & Expenditure Summary

Year to Date 2/6/2016
60.5% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD	%	Budget	Expensed/ Encumbered YTD	%	
01 General Fund	\$129,588,041	\$ 73,679,077	56.9%	\$131,561,143	\$ 71,789,749	54.6%	
21 Bond Interest & Redemption	\$ 24,000,000	\$ 17,793,080	74.1%	\$ 24,000,000	\$ 16,803,952	70.0%	
41 Capital Outlay Projects	\$ 4,990,221	\$ 4,481,934	89.8%	\$ 8,935,221	\$ 4,086,059	45.7%	
42 Bond Construction	\$ 35,000,000	\$ 37,459,689	107.0%	\$ 75,174,727	\$ 57,229,181	76.1%	<i>Encumbered amount is \$29,918,147.</i>
68 Retiree Benefit	\$ 1,875,000	\$ 1,509,503	80.5%	\$ 375,000	\$ 193,189	51.5%	
72 Child Development	\$ 2,709,804	\$ 1,375,747	50.8%	\$ 2,709,804	\$ 1,596,090	58.9%	
73 Student Body Center Fee	\$ 293,352	\$ 174,729	59.6%	\$ 293,352	\$ 131,514	44.8%	
74 KVCR	\$ 5,858,949	\$ 2,539,716	43.3%	\$ 5,858,949	\$ 3,245,346	55.4%	<i>Encumbered amount is \$1,002,392.</i>
76 KVCR Educational Foundation	\$ 2,841,126	\$ 941,908	33.2%	\$ 2,841,126	\$ 731,450	25.7%	
78 Self Insurance-Liability	\$ 550,000	\$ 551,900	100.3%	\$ 748,145	\$ 646,905	86.5%	<i>Premiums are paid in July. Revenue recorded in January.</i>
79 EDCT Foundation	\$ 200,000	\$ 201,163	100.6%	\$ 240,000	\$ 99,956	41.6%	
84 Workers Compensation	\$ 1,082,000	\$ 623,454	57.6%	\$ 1,082,000	\$ 792,927	73.3%	<i>Encumbered amount is \$179,991.</i>

Fiscal Year Elapsed -60.5%



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	6,373,431.39	1,239,614.85	1,239,614.85	19.4	0.00	5,133,816.54	80.5
8600.00 STATE REVENUES	96,931,207.42	56,352,432.78	56,352,432.78	58.1	0.00	40,578,774.64	41.8
8800.00 LOCAL REVENUES	26,191,402.37	16,082,182.77	16,082,182.77	61.4	0.00	10,109,219.60	38.5
8900.00 OTHER FINANCING SOURCES	92,000.00	4,846.40	4,846.40	5.2	0.00	87,153.60	94.7
TOTAL: 8000	129,588,041.18	73,679,076.80	73,679,076.80	56.8	0.00	55,908,964.38	43.1
1100.00 CONTRACT CLASSROOM INST.	16,627,680.09	9,550,455.39	9,550,455.39	57.4	0.00	7,077,224.70	42.5
1200.00 CONTRACT CERT. ADMINISTRATORS	9,674,178.30	5,076,451.47	5,076,451.47	52.4	0.00	4,597,726.83	47.5
1300.00 INSTRUCTORS DAY/HOURLY	12,439,491.70	6,367,764.00	6,367,764.00	51.1	0.00	6,071,727.70	48.8
1400.00 NON-INSTRUCTION HOURLY CERT.	2,591,932.71	1,198,969.38	1,198,969.38	46.2	0.00	1,392,963.33	53.7
TOTAL: 1000	41,333,282.80	22,193,640.24	22,193,640.24	53.6	0.00	19,139,642.56	46.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	19,752,365.25	11,662,931.55	11,662,931.55	59.0	0.00	8,089,433.70	40.9
2200.00 INSTRUCTIONAL AIDS	1,400,078.26	849,317.99	849,317.99	60.6	0.00	550,760.27	39.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	3,744,270.55	1,767,754.93	1,767,754.93	47.2	0.00	1,976,515.62	52.7
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	1,788,819.79	723,458.90	723,458.90	40.4	0.00	1,065,360.89	59.5
TOTAL: 2000	26,685,533.85	15,003,463.37	15,003,463.37	56.2	0.00	11,682,070.48	43.7
3100.00 CERTIFICATED RETIREMENT	3,814,057.96	2,111,926.77	2,111,926.77	55.3	0.00	1,702,131.19	44.6
3200.00 CLASSIFIED RETIREMENT	2,538,366.39	1,774,997.65	1,774,997.65	69.9	0.00	763,368.74	30.0
3300.00 OASDHI/FICA	2,409,025.54	1,418,830.66	1,418,830.66	58.8	0.00	990,194.88	41.1
3400.00 HEALTH AND WELFARE BENEFITS	9,942,151.77	4,948,405.84	4,948,405.84	49.7	0.00	4,993,745.93	50.2
3500.00 STATE UNEMPLOYMENT INSURANCE	74,023.15	32,953.46	32,953.46	44.5	0.00	41,069.69	55.4
3600.00 WORKERS COMPENSATION INSURANCE	959,364.00	551,050.00	551,050.00	57.4	0.00	408,314.00	42.5
3900.00 OTHER BENEFITS	220,088.44	138,012.76	138,012.76	62.7	0.00	82,075.68	37.2
TOTAL: 3000	19,957,077.25	10,976,177.14	10,976,177.14	54.9	0.00	8,980,900.11	45.0
4100.00 TEXTBOOKS	322,198.40	128,094.12	128,094.12	39.7	114,186.74	79,917.54	24.8
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	100,302.59	18,755.70	18,755.70	18.6	27,105.15	54,441.74	54.2
4300.00 INSTRUCTIONAL SUPPLIES	427,252.32	122,971.31	122,971.31	28.7	91,487.58	212,793.43	49.8
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	27,445.12	929.87	929.87	3.3	1,816.35	24,698.90	89.9
4500.00 NONINSTRUCTIONAL SUPPLIES	1,620,595.02	435,502.22	435,502.22	26.8	482,301.45	702,791.35	43.3
4700.00 FOOD SUPPLIES	130,117.92	36,359.78	36,359.78	27.9	23,901.09	69,857.05	53.6
TOTAL: 4000	2,627,911.37	742,613.00	742,613.00	28.2	740,798.36	1,144,500.01	43.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	9,764,619.62	1,932,754.78	1,932,754.78	19.7	3,156,924.36	4,674,940.48	47.8
5200.00 TRAVEL & CONFERENCE EXPENSES	1,581,724.06	405,425.99	405,425.99	25.6	286,917.50	889,380.57	56.2
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	417,376.60	163,487.28	163,487.28	39.1	20,150.71	233,738.61	56.0
5400.00 INSURANCES - DISTRICT USE	121,000.00	120,331.00	120,331.00	99.4	0.00	669.00	.5
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,934,006.22	1,325,807.25	1,325,807.25	45.1	1,231,499.75	376,699.22	12.8
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	4,260,345.85	2,373,208.72	2,373,208.72	55.7	771,077.94	1,116,059.19	26.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,009,370.00	437,619.22	437,619.22	43.3	438,533.38	133,217.40	13.1
5800.00 OTHER OPERATING EXP-DIST. USE	7,655,368.19	507,433.59	507,433.59	6.6	307,395.33	6,840,539.27	89.3
TOTAL: 5000	27,743,810.54	7,266,067.83	7,266,067.83	26.1	6,212,498.97	14,265,243.74	51.4

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	118,347,615.81	56,181,961.58	56,181,961.58	47.4	6,953,297.33	55,212,356.90	46.6
6100.00 SITES & IMPROVEMENTS-DIST. USE	491,174.14	151,916.45	151,916.45	30.9	41,148.42	298,109.27	60.6
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	1,870,985.13	126,749.15	126,749.15	6.7	682,241.57	1,061,994.41	56.7
6300.00 LIBRARY BOOKS - EXPANSION	106,718.00	73,620.62	73,620.62	68.9	30,959.95	2,137.43	2.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	3,381,587.54	688,284.71	688,284.71	20.3	392,947.58	2,300,355.25	68.0
TOTAL: 6000	5,850,464.81	1,040,570.93	1,040,570.93	17.7	1,147,297.52	3,662,596.36	62.6
TOTAL: 1000-6999	124,198,080.62	57,222,532.51	57,222,532.51	46.0	8,100,594.85	58,874,953.26	47.4
7300.00 INTERFUND TRANSFERS	5,750,000.00	5,750,000.00	5,750,000.00	100.0	0.00	0.00	.0
7400.00 OTHER TRANSFERS	600,000.00	0.00	0.00	.0	0.00	600,000.00	100.0
7500.00 OTHER OUTGO-STUDENT FIN AID	55,935.78	28,196.65	28,196.65	50.4	0.00	27,739.13	49.5
7600.00 OTHER STUDENT AID	957,126.19	183,585.11	183,585.11	19.1	504,839.71	268,701.37	28.0
TOTAL: 7000	7,363,061.97	5,961,781.76	5,961,781.76	80.9	504,839.71	896,440.50	12.1
TOTAL: 1000-7999	131,561,142.59	63,184,314.27	63,184,314.27	48.0	8,605,434.56	59,771,393.76	45.4

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	129,588,041.18	73,679,076.80	73,679,076.80	56.8	0.00	55,908,964.38	43.1
TOTAL:	1000-5999	118,347,615.81	56,181,961.58	56,181,961.58	47.4	6,953,297.33	55,212,356.90	46.6
TOTAL:	1000-6999	124,198,080.62	57,222,532.51	57,222,532.51	46.0	8,100,594.85	58,874,953.26	47.4
TOTAL:	1000-7999	131,561,142.59	63,184,314.27	63,184,314.27	48.0	8,605,434.56	59,771,393.76	45.4
TOTAL EXPENSES	(1000 - 7999)	131,561,142.59	63,184,314.27	63,184,314.27	48.0	8,605,434.56	59,771,393.76	45.4

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	200,000.00	772,731.91	772,731.91	100.0	0.00	572,731.91-	.0
8800.00 LOCAL REVENUES	23,800,000.00	14,041,567.27	14,041,567.27	58.9	0.00	9,758,432.73	41.0
8900.00 OTHER FINANCING SOURCES	0.00	2,978,781.00	2,978,781.00	100.0	0.00	2,978,781.00-	.0
TOTAL: 8000	24,000,000.00	17,793,080.18	17,793,080.18	74.1	0.00	6,206,919.82	25.8
7100.00 DEBT RETIREMENT	24,000,000.00	16,803,952.20	16,803,952.20	70.0	0.00	7,196,047.80	29.9
TOTAL: 7000	24,000,000.00	16,803,952.20	16,803,952.20	70.0	0.00	7,196,047.80	29.9
TOTAL: 1000-7999	24,000,000.00	16,803,952.20	16,803,952.20	70.0	0.00	7,196,047.80	29.9

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	17,793,080.18	17,793,080.18	74.1	0.00	6,206,919.82	25.8
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	16,803,952.20	16,803,952.20	70.0	0.00	7,196,047.80	29.9
TOTAL EXPENSES	(1000 - 7999)	24,000,000.00	16,803,952.20	16,803,952.20	70.0	0.00	7,196,047.80	29.9

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8600.00 STATE REVENUES	531,159.28	531,159.28	531,159.28	100.0	0.00	0.00	.0
8800.00 LOCAL REVENUES	1,259,061.60	750,774.55	750,774.55	59.6	0.00	508,287.05	40.3
8900.00 OTHER FINANCING SOURCES	3,200,000.00	3,200,000.00	3,200,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	4,990,220.88	4,481,933.83	4,481,933.83	89.8	0.00	508,287.05	10.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	95,724.00	56,639.00	56,639.00	59.1	0.00	39,085.00	40.8
TOTAL: 2000	95,724.00	56,639.00	56,639.00	59.1	0.00	39,085.00	40.8
3200.00 CLASSIFIED RETIREMENT	11,340.42	6,615.21	6,615.21	58.3	0.00	4,725.21	41.6
3300.00 OASDHI/FICA	7,359.61	4,318.60	4,318.60	58.6	0.00	3,041.01	41.3
3400.00 HEALTH AND WELFARE BENEFITS	12,253.15	7,147.46	7,147.46	58.3	0.00	5,105.69	41.6
3500.00 STATE UNEMPLOYMENT INSURANCE	48.10	28.26	28.26	58.7	0.00	19.84	41.2
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	700.00	700.00	58.3	0.00	500.00	41.6
3900.00 OTHER BENEFITS	58.94	34.37	34.37	58.3	0.00	24.57	41.6
TOTAL: 3000	32,260.22	18,843.90	18,843.90	58.4	0.00	13,416.32	41.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,686,654.00	341,871.99	341,871.99	12.7	675,751.25	1,669,030.76	62.1
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	280.00	280.00	58.3	0.00	200.00	41.6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	244,405.43	107,146.13	107,146.13	43.8	123,571.05	13,688.25	5.6
5800.00 OTHER OPERATING EXP-DIST. USE	3,123.60	0.00	0.00	.0	0.00	3,123.60	100.0
TOTAL: 5000	2,934,663.03	449,298.12	449,298.12	15.3	799,322.30	1,686,042.61	57.4
TOTAL: 1000-5999	3,062,647.25	524,781.02	524,781.02	17.1	799,322.30	1,738,543.93	56.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	1,660,801.88	0.00	0.00	.0	188,292.81	1,472,509.07	88.6
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	2,508,649.40	780,631.80	780,631.80	31.1	669,407.86	1,058,609.74	42.1
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,703,122.57	883,575.99	883,575.99	51.8	240,046.95	579,499.63	34.0
TOTAL: 6000	5,872,573.85	1,664,207.79	1,664,207.79	28.3	1,097,747.62	3,110,618.44	52.9
TOTAL: 1000-6999	8,935,221.10	2,188,988.81	2,188,988.81	24.4	1,897,069.92	4,849,162.37	54.2

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)	4,990,220.88	4,481,933.83	4,481,933.83	89.8	0.00	508,287.05	10.1
TOTAL:	1000-5999	3,062,647.25	524,781.02	524,781.02	17.1	799,322.30	1,738,543.93	56.7
TOTAL:	1000-6999	8,935,221.10	2,188,988.81	2,188,988.81	24.4	1,897,069.92	4,849,162.37	54.2
TOTAL:	1000-7999	8,935,221.10	2,188,988.81	2,188,988.81	24.4	1,897,069.92	4,849,162.37	54.2
TOTAL EXPENSES	(1000 - 7999)	8,935,221.10	2,188,988.81	2,188,988.81	24.4	1,897,069.92	4,849,162.37	54.2

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	40,407.07	40,407.07	100.0	0.00	40,407.07-	.0
8900.00 OTHER FINANCING SOURCES	35,000,000.00	37,419,282.38	37,419,282.38	100.0	0.00	2,419,282.38-	.0
TOTAL: 8000	35,000,000.00	37,459,689.45	37,459,689.45	100.0	0.00	2,459,689.45-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	2,249.80	1,285.60	1,285.60	57.1	0.00	964.20	42.8
TOTAL: 2000	2,249.80	1,285.60	1,285.60	57.1	0.00	964.20	42.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,079,866.93	88,974.93	88,974.93	8.2	423,505.32	567,386.68	52.5
5400.00 INSURANCES - DISTRICT USE	232,078.00	8,325.00	8,325.00	3.5	0.00	223,753.00	96.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	66,767.02	23,733.24	23,733.24	35.5	38,535.45	4,498.33	6.7
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	271,000.00	14,175.00	14,175.00	5.2	131,375.00	125,450.00	46.2
5800.00 OTHER OPERATING EXP-DIST. USE	4,851,878.69	9,291.67	9,291.67	.1	20,808.33	4,821,778.69	99.3
TOTAL: 5000	6,501,590.64	144,499.84	144,499.84	2.2	614,224.10	5,742,866.70	88.3
TOTAL: 1000-5999	6,503,840.44	145,785.44	145,785.44	2.2	614,224.10	5,743,830.90	88.3
6100.00 SITES & IMPROVEMENTS-DIST. USE	647,111.00	0.00	0.00	.0	238,091.00	409,020.00	63.2
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	62,969,538.32	27,027,824.51	27,027,824.51	42.9	26,558,885.98	9,382,827.83	14.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	5,054,237.24	137,423.60	137,423.60	2.7	2,506,945.79	2,409,867.85	47.6
TOTAL: 6000	68,670,886.56	27,165,248.11	27,165,248.11	39.5	29,303,922.77	12,201,715.68	17.7
TOTAL: 1000-6999	75,174,727.00	27,311,033.55	27,311,033.55	36.3	29,918,146.87	17,945,546.58	23.8

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	35,000,000.00	37,459,689.45	37,459,689.45	100.0	0.00	2,459,689.45-	.0
TOTAL:	1000-5999	6,503,840.44	145,785.44	145,785.44	2.2	614,224.10	5,743,830.90	88.3
TOTAL:	1000-6999	75,174,727.00	27,311,033.55	27,311,033.55	36.3	29,918,146.87	17,945,546.58	23.8
TOTAL:	1000-7999	75,174,727.00	27,311,033.55	27,311,033.55	36.3	29,918,146.87	17,945,546.58	23.8
TOTAL EXPENSES	(1000 - 7999)	75,174,727.00	27,311,033.55	27,311,033.55	36.3	29,918,146.87	17,945,546.58	23.8

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	225.71	225.71	100.0	0.00	225.71-	.0
TOTAL: 8000	0.00	225.71	225.71	100.0	0.00	225.71-	.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	225.71	225.71	100.0	0.00	225.71-	.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	374,999.87	9,503.30	9,503.30	2.5	0.00	365,496.57	97.4
8900.00 OTHER FINANCING SOURCES	1,500,000.00	1,500,000.00	1,500,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	1,874,999.87	1,509,503.30	1,509,503.30	80.5	0.00	365,496.57	19.4
3300.00 OASDHI /FICA	190.02	72.58	72.58	38.1	0.00	117.44	61.8
3400.00 HEALTH AND WELFARE BENEFITS	360,348.38	189,099.85	189,099.85	52.4	0.00	171,248.53	47.5
3500.00 STATE UNEMPLOYMENT INSURANCE	7.39	2.53	2.53	34.2	0.00	4.86	65.7
3900.00 OTHER BENEFITS	14,454.55	4,014.52	4,014.52	27.7	0.00	10,440.03	72.2
TOTAL: 3000	375,000.34	193,189.48	193,189.48	51.5	0.00	181,810.86	48.4
TOTAL: 1000-5999	375,000.34	193,189.48	193,189.48	51.5	0.00	181,810.86	48.4

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)	1,874,999.87	1,509,503.30	1,509,503.30	80.5	0.00	365,496.57	19.4
TOTAL:	1000-5999	375,000.34	193,189.48	193,189.48	51.5	0.00	181,810.86	48.4
TOTAL:	1000-6999	375,000.34	193,189.48	193,189.48	51.5	0.00	181,810.86	48.4
TOTAL:	1000-7999	375,000.34	193,189.48	193,189.48	51.5	0.00	181,810.86	48.4
TOTAL EXPENSES	(1000 - 7999)	375,000.34	193,189.48	193,189.48	51.5	0.00	181,810.86	48.4

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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	0.24	0.24	100.0	0.00	0.24-	.0
TOTAL: 8000	0.00	0.24	0.24	100.0	0.00	0.24-	.0

Fund: 69 EMPL LOAD BANKING TRUST FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.24	0.24	100.0	0.00	0.24-	.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	%
8100.00 FEDERAL HEA REVENUES	167,710.70	97,147.16	97,147.16	57.9	0.00	70,563.54	42.0
8600.00 STATE REVENUES	2,362,093.00	1,196,796.16	1,196,796.16	50.6	0.00	1,165,296.84	49.3
8800.00 LOCAL REVENUES	180,000.00	81,803.77	81,803.77	45.4	0.00	98,196.23	54.5
TOTAL: 8000	2,709,803.70	1,375,747.09	1,375,747.09	50.7	0.00	1,334,056.61	49.2
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,339,466.26	737,113.65	737,113.65	55.0	0.00	602,352.61	44.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	291,774.00	240,173.22	240,173.22	82.3	0.00	51,600.78	17.6
TOTAL: 2000	1,631,240.26	977,286.87	977,286.87	59.9	0.00	653,953.39	40.0
3100.00 CERTIFICATED RETIREMENT	26,493.00	16,454.41	16,454.41	62.1	0.00	10,038.59	37.8
3200.00 CLASSIFIED RETIREMENT	105,471.73	65,752.54	65,752.54	62.3	0.00	39,719.19	37.6
3300.00 OASDHI /FICA	81,632.27	46,600.50	46,600.50	57.0	0.00	35,031.77	42.9
3400.00 HEALTH AND WELFARE BENEFITS	458,504.16	242,701.04	242,701.04	52.9	0.00	215,803.12	47.0
3500.00 STATE UNEMPLOYMENT INSURANCE	1,242.93	396.72	396.72	31.9	0.00	846.21	68.0
3600.00 WORKERS COMPENSATION INSURANCE	52,096.04	29,750.00	29,750.00	57.1	0.00	22,346.04	42.8
3900.00 OTHER BENEFITS	17,934.42	8,588.52	8,588.52	47.8	0.00	9,345.90	52.1
TOTAL: 3000	743,374.55	410,243.73	410,243.73	55.1	0.00	333,130.82	44.8
4300.00 INSTRUCTIONAL SUPPLIES	24,000.00	6,042.43	6,042.43	25.1	11,373.28	6,584.29	27.4
4500.00 NONINSTRUCTIONAL SUPPLIES	64,980.75	19,704.12	19,704.12	30.3	40,472.60	4,804.03	7.3
4700.00 FOOD SUPPLIES	127,230.70	63,104.05	63,104.05	49.5	62,376.65	1,750.00	1.3
TOTAL: 4000	216,211.45	88,850.60	88,850.60	41.0	114,222.53	13,138.32	6.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	11,557.00	615.67	615.67	5.3	0.00	10,941.33	94.6
5800.00 OTHER OPERATING EXP-DIST. USE	95,800.21	0.00	0.00	.0	2,299.00	93,501.21	97.6
TOTAL: 5000	107,357.21	615.67	615.67	.5	2,299.00	104,442.54	97.2
TOTAL: 1000-5999	2,698,183.47	1,476,996.87	1,476,996.87	54.7	116,521.53	1,104,665.07	40.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	11,620.25	0.00	0.00	.0	2,571.48	9,048.77	77.8
TOTAL: 6000	11,620.25	0.00	0.00	.0	2,571.48	9,048.77	77.8
TOTAL: 1000-6999	2,709,803.72	1,476,996.87	1,476,996.87	54.5	119,093.01	1,113,713.84	41.0

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)	2,709,803.70	1,375,747.09	1,375,747.09	50.7	0.00	1,334,056.61	49.2
TOTAL:	1000-5999	2,698,183.47	1,476,996.87	1,476,996.87	54.7	116,521.53	1,104,665.07	40.9
TOTAL:	1000-6999	2,709,803.72	1,476,996.87	1,476,996.87	54.5	119,093.01	1,113,713.84	41.0
TOTAL:	1000-7999	2,709,803.72	1,476,996.87	1,476,996.87	54.5	119,093.01	1,113,713.84	41.0
TOTAL EXPENSES	(1000 - 7999)	2,709,803.72	1,476,996.87	1,476,996.87	54.5	119,093.01	1,113,713.84	41.0

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	293,352.00	174,728.81	174,728.81	59.5	0.00	118,623.19	40.4
TOTAL: 8000	293,352.00	174,728.81	174,728.81	59.5	0.00	118,623.19	40.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	99,245.36	63,342.50	63,342.50	63.8	0.00	35,902.86	36.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	36,198.20	36,198.20	67.0	0.00	17,801.80	32.9
TOTAL: 2000	153,245.36	99,540.70	99,540.70	64.9	0.00	53,704.66	35.0
3200.00 CLASSIFIED RETIREMENT	11,662.82	7,504.21	7,504.21	64.3	0.00	4,158.61	35.6
3300.00 OASDHI/FICA	7,592.26	4,733.99	4,733.99	62.3	0.00	2,858.27	37.6
3400.00 HEALTH AND WELFARE BENEFITS	35,493.34	17,868.60	17,868.60	50.3	0.00	17,624.74	49.6
3500.00 STATE UNEMPLOYMENT INSURANCE	49.62	30.93	30.93	62.3	0.00	18.69	37.6
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	147.36	85.96	85.96	58.3	0.00	61.40	41.6
TOTAL: 3000	57,945.40	31,973.69	31,973.69	55.1	0.00	25,971.71	44.8
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	20,500.00	0.00	0.00	.0	0.00	20,500.00	100.0
TOTAL: 4000	22,500.00	0.00	0.00	.0	0.00	22,500.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	9,661.24	0.00	0.00	.0	0.00	9,661.24	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	46,000.00	0.00	0.00	.0	0.00	46,000.00	100.0
TOTAL: 5000	55,661.24	0.00	0.00	.0	0.00	55,661.24	100.0
TOTAL: 1000-5999	289,352.00	131,514.39	131,514.39	45.4	0.00	157,837.61	54.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 6000	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 1000-6999	293,352.00	131,514.39	131,514.39	44.8	0.00	161,837.61	55.1

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	293,352.00	174,728.81	174,728.81	59.5	0.00	118,623.19	40.4
TOTAL:	1000-5999	289,352.00	131,514.39	131,514.39	45.4	0.00	157,837.61	54.5
TOTAL:	1000-6999	293,352.00	131,514.39	131,514.39	44.8	0.00	161,837.61	55.1
TOTAL:	1000-7999	293,352.00	131,514.39	131,514.39	44.8	0.00	161,837.61	55.1
TOTAL EXPENSES	(1000 - 7999)	293,352.00	131,514.39	131,514.39	44.8	0.00	161,837.61	55.1

Fund: 74 KVC R FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	4,124,365.05	2,139,715.75	2,139,715.75	51.8	0.00	1,984,649.30	48.1
8900.00 OTHER FINANCING SOURCES	1,734,584.00	400,000.00	400,000.00	23.0	0.00	1,334,584.00	76.9
TOTAL: 8000	5,858,949.05	2,539,715.75	2,539,715.75	43.3	0.00	3,319,233.30	56.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,464,324.07	743,894.76	743,894.76	50.8	0.00	720,429.31	49.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	555,100.00	253,951.66	253,951.66	45.7	0.00	301,148.34	54.2
TOTAL: 2000	2,019,424.07	997,846.42	997,846.42	49.4	0.00	1,021,577.65	50.5
3200.00 CLASSIFIED RETIREMENT	171,714.10	104,108.36	104,108.36	60.6	0.00	67,605.74	39.3
3300.00 OASDHI/FICA	112,043.73	74,208.52	74,208.52	66.2	0.00	37,835.21	33.7
3400.00 HEALTH AND WELFARE BENEFITS	322,086.42	130,043.34	130,043.34	40.3	0.00	192,043.08	59.6
3500.00 STATE UNEMPLOYMENT INSURANCE	732.32	510.68	510.68	69.7	0.00	221.64	30.2
3600.00 WORKERS COMPENSATION INSURANCE	32,625.00	15,781.25	15,781.25	48.3	0.00	16,843.75	51.6
3900.00 OTHER BENEFITS	12,852.54	6,015.06	6,015.06	46.8	0.00	6,837.48	53.1
TOTAL: 3000	652,054.11	330,667.21	330,667.21	50.7	0.00	321,386.90	49.2
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	300.00	70.00	70.00	23.3	0.00	230.00	76.6
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	3,000.00	0.00	0.00	.0	0.00	3,000.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	46,700.00	10,830.36	10,830.36	23.1	19,343.68	16,525.96	35.3
TOTAL: 4000	50,000.00	10,900.36	10,900.36	21.8	19,343.68	19,755.96	39.5
5100.00 PERSON&CONSULTANT SVC-DIST USE	111,579.00	20,133.53	20,133.53	18.0	32,429.42	59,016.05	52.8
5200.00 TRAVEL & CONFERENCE EXPENSES	73,900.00	11,605.77	11,605.77	15.7	21,853.09	40,441.14	54.7
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	79,915.00	34,157.91	34,157.91	42.7	13,201.01	32,556.08	40.7
5400.00 INSURANCES - DISTRICT USE	10,500.00	7,810.00	7,810.00	74.3	0.00	2,690.00	25.6
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	204,314.00	82,750.22	82,750.22	40.5	83,653.45	37,910.33	18.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	457,769.00	182,372.17	182,372.17	39.8	127,864.04	147,532.79	32.2
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	142,000.00	7,764.42	7,764.42	5.4	29,348.19	104,887.39	73.8
5800.00 OTHER OPERATING EXP-DIST. USE	1,768,326.05	491,048.08	491,048.08	27.7	670,817.23	606,460.74	34.2
TOTAL: 5000	2,848,303.05	837,642.10	837,642.10	29.4	979,166.43	1,031,494.52	36.2
TOTAL: 1000-5999	5,569,781.23	2,177,056.09	2,177,056.09	39.0	998,510.11	2,394,215.03	42.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	153,168.00	9,897.60	9,897.60	6.4	3,882.38	139,388.02	91.0
TOTAL: 6000	153,168.00	9,897.60	9,897.60	6.4	3,882.38	139,388.02	91.0
TOTAL: 1000-6999	5,722,949.23	2,186,953.69	2,186,953.69	38.2	1,002,392.49	2,533,603.05	44.2
7200.00 INTRAFUND TRANSFERS OUT	56,000.00	56,000.00	56,000.00	100.0	0.00	0.00	.0
7300.00 INTERFUND TRANSFERS	80,000.00	0.00	0.00	.0	0.00	80,000.00	100.0
TOTAL: 7000	136,000.00	56,000.00	56,000.00	41.1	0.00	80,000.00	58.8
TOTAL: 1000-7999	5,858,949.23	2,242,953.69	2,242,953.69	38.2	1,002,392.49	2,613,603.05	44.6

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	5,858,949.05	2,539,715.75	2,539,715.75	43.3	0.00	3,319,233.30	56.6
TOTAL:	1000-5999	5,569,781.23	2,177,056.09	2,177,056.09	39.0	998,510.11	2,394,215.03	42.9
TOTAL:	1000-6999	5,722,949.23	2,186,953.69	2,186,953.69	38.2	1,002,392.49	2,533,603.05	44.2
TOTAL:	1000-7999	5,858,949.23	2,242,953.69	2,242,953.69	38.2	1,002,392.49	2,613,603.05	44.6
TOTAL EXPENSES	(1000 - 7999)	5,858,949.23	2,242,953.69	2,242,953.69	38.2	1,002,392.49	2,613,603.05	44.6

Fund: 76 KVCR EDUCATIONAL FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,785,125.91	885,907.71	885,907.71	31.8	0.00	1,899,218.20	68.1
8900.00 OTHER FINANCING SOURCES	56,000.00	56,000.00	56,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	2,841,125.91	941,907.71	941,907.71	33.1	0.00	1,899,218.20	66.8
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	258,115.97	60,508.48	60,508.48	23.4	0.00	197,607.49	76.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	200,250.00	90,677.50	90,677.50	45.2	0.00	109,572.50	54.7
TOTAL: 2000	458,365.97	151,185.98	151,185.98	32.9	0.00	307,179.99	67.0
3200.00 CLASSIFIED RETIREMENT	30,430.91	14,857.11	14,857.11	48.8	0.00	15,573.80	51.1
3300.00 OASDHI/FICA	19,722.92	10,505.99	10,505.99	53.2	0.00	9,216.93	46.7
3400.00 HEALTH AND WELFARE BENEFITS	110,670.02	9,023.27	9,023.27	8.1	0.00	101,646.75	91.8
3500.00 STATE UNEMPLOYMENT INSURANCE	128.91	80.09	80.09	62.1	0.00	48.82	37.8
3600.00 WORKERS COMPENSATION INSURANCE	4,875.00	1,093.75	1,093.75	22.4	0.00	3,781.25	77.5
3900.00 OTHER BENEFITS	989.46	53.69	53.69	5.4	0.00	935.77	94.5
TOTAL: 3000	166,817.22	35,613.90	35,613.90	21.3	0.00	131,203.32	78.6
4500.00 NONINSTRUCTIONAL SUPPLIES	15,500.00	923.35	923.35	5.9	907.52	13,669.13	88.1
TOTAL: 4000	15,500.00	923.35	923.35	5.9	907.52	13,669.13	88.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	296,000.00	116,378.88	116,378.88	39.3	55,273.79	124,347.33	42.0
5200.00 TRAVEL & CONFERENCE EXPENSES	1,300.00	27.03	27.03	2.0	380.97	892.00	68.6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	53,500.00	4,400.00	4,400.00	8.2	10,000.00	39,100.00	73.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	23,500.00	17,925.29	17,925.29	76.2	0.00	5,574.71	23.7
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	16,883.00	5,437.50	5,437.50	32.2	3,562.50	7,883.00	46.6
5800.00 OTHER OPERATING EXP-DIST. USE	365,675.91	116,545.07	116,545.07	31.8	112,888.21	136,242.63	37.2
TOTAL: 5000	756,858.91	260,713.77	260,713.77	34.4	182,105.47	314,039.67	41.4
TOTAL: 1000-5999	1,397,542.10	448,437.00	448,437.00	32.0	183,012.99	766,092.11	54.8
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	1,406,542.10	448,437.00	448,437.00	31.8	183,012.99	775,092.11	55.1
7200.00 INTRAFUND TRANSFERS OUT	1,434,584.00	100,000.00	100,000.00	6.9	0.00	1,334,584.00	93.0
TOTAL: 7000	1,434,584.00	100,000.00	100,000.00	6.9	0.00	1,334,584.00	93.0
TOTAL: 1000-7999	2,841,126.10	548,437.00	548,437.00	19.3	183,012.99	2,109,676.11	74.2

Fund: 76 KVCR EDUCATIONAL FOUNDATION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,841,125.91	941,907.71	941,907.71	33.1	0.00	1,899,218.20	66.8
TOTAL:	1000-5999	1,397,542.10	448,437.00	448,437.00	32.0	183,012.99	766,092.11	54.8
TOTAL:	1000-6999	1,406,542.10	448,437.00	448,437.00	31.8	183,012.99	775,092.11	55.1
TOTAL:	1000-7999	2,841,126.10	548,437.00	548,437.00	19.3	183,012.99	2,109,676.11	74.2
TOTAL EXPENSES	(1000 - 7999)	2,841,126.10	548,437.00	548,437.00	19.3	183,012.99	2,109,676.11	74.2

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	0.00	1,900.17	1,900.17	100.0	0.00	1,900.17-	.0
8900.00 OTHER FINANCING SOURCES	550,000.00	550,000.00	550,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	550,000.00	551,900.17	551,900.17	100.0	0.00	1,900.17-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,000.00	1,251.02	1,251.02	6.2	8,748.98	10,000.00	50.0
5400.00 INSURANCES - DISTRICT USE	474,810.00	454,810.00	454,810.00	95.7	0.00	20,000.00	4.2
5800.00 OTHER OPERATING EXP-DIST. USE	253,335.00	111,430.95	111,430.95	43.9	70,663.70	71,240.35	28.1
TOTAL: 5000	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5
TOTAL: 1000-5999	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	550,000.00	551,900.17	551,900.17	100.0	0.00	1,900.17-	.0
TOTAL:	1000-5999	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5
TOTAL:	1000-6999	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5
TOTAL:	1000-7999	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5
TOTAL EXPENSES	(1000 - 7999)	748,145.00	567,491.97	567,491.97	75.8	79,412.68	101,240.35	13.5

Fund: 79 EDCT FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	1,162.89	1,162.89	100.0	0.00	1,162.89-	.0
8900.00 OTHER FINANCING SOURCES	200,000.00	200,000.00	200,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	200,000.00	201,162.89	201,162.89	100.0	0.00	1,162.89-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	93,762.00	56,412.98	56,412.98	60.1	0.00	37,349.02	39.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	15,000.00	5,024.99	5,024.99	33.4	0.00	9,975.01	66.5
TOTAL: 2000	108,762.00	61,437.97	61,437.97	56.4	0.00	47,324.03	43.5
3200.00 CLASSIFIED RETIREMENT	11,107.98	6,564.80	6,564.80	59.0	0.00	4,543.18	40.9
3300.00 OASDHI/FICA	7,172.79	4,398.59	4,398.59	61.3	0.00	2,774.20	38.6
3400.00 HEALTH AND WELFARE BENEFITS	20,316.44	8,934.30	8,934.30	43.9	0.00	11,382.14	56.0
3500.00 STATE UNEMPLOYMENT INSURANCE	46.88	30.36	30.36	64.7	0.00	16.52	35.2
3600.00 WORKERS COMPENSATION INSURANCE	1,500.00	875.00	875.00	58.3	0.00	625.00	41.6
3900.00 OTHER BENEFITS	73.68	42.98	42.98	58.3	0.00	30.70	41.6
TOTAL: 3000	40,217.77	20,846.03	20,846.03	51.8	0.00	19,371.74	48.1
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	553.00	0.00	0.00	.0	0.00	553.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	2,300.00	826.22	826.22	35.9	1,108.73	365.05	15.8
TOTAL: 4000	2,853.00	826.22	826.22	28.9	1,108.73	918.05	32.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	11,220.00	0.00	0.00	.0	0.00	11,220.00	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	9,100.00	1,609.59	1,609.59	17.6	2,045.00	5,445.41	59.8
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	4,250.00	0.00	0.00	.0	0.00	4,250.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	11,917.00	513.93	513.93	4.3	0.00	11,403.07	95.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	22,680.00	196.00	196.00	.8	9,944.00	12,540.00	55.2
5800.00 OTHER OPERATING EXP-DIST. USE	27,000.00	20.00	20.00	.0	160.00	26,820.00	99.3
TOTAL: 5000	86,167.00	2,339.52	2,339.52	2.7	12,149.00	71,678.48	83.1
TOTAL: 1000-5999	237,999.77	85,449.74	85,449.74	35.9	13,257.73	139,292.30	58.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,000.00	1,248.26	1,248.26	62.4	0.00	751.74	37.5
TOTAL: 6000	2,000.00	1,248.26	1,248.26	62.4	0.00	751.74	37.5
TOTAL: 1000-6999	239,999.77	86,698.00	86,698.00	36.1	13,257.73	140,044.04	58.3

Fund: 79 EDCT FOUNDATION

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	200,000.00	201,162.89	201,162.89	100.0	0.00	1,162.89-	.0
TOTAL:	1000-5999	237,999.77	85,449.74	85,449.74	35.9	13,257.73	139,292.30	58.5
TOTAL:	1000-6999	239,999.77	86,698.00	86,698.00	36.1	13,257.73	140,044.04	58.3
TOTAL:	1000-7999	239,999.77	86,698.00	86,698.00	36.1	13,257.73	140,044.04	58.3
TOTAL EXPENSES	(1000 - 7999)	239,999.77	86,698.00	86,698.00	36.1	13,257.73	140,044.04	58.3

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,082,000.00	623,454.14	623,454.14	57.6	0.00	458,545.86	42.3
TOTAL: 8000	1,082,000.00	623,454.14	623,454.14	57.6	0.00	458,545.86	42.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	260,000.00	127,698.25	127,698.25	49.1	125,227.06	7,074.69	2.7
5400.00 INSURANCES - DISTRICT USE	167,000.00	140,983.00	140,983.00	84.4	26,017.00	0.00	.0
5800.00 OTHER OPERATING EXP-DIST. USE	655,000.00	344,254.45	344,254.45	52.5	28,747.07	281,998.48	43.0
TOTAL: 5000	1,082,000.00	612,935.70	612,935.70	56.6	179,991.13	289,073.17	26.7
TOTAL: 1000-5999	1,082,000.00	612,935.70	612,935.70	56.6	179,991.13	289,073.17	26.7

Fund: 84 WORKERS COMPENSATION FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	1,082,000.00	623,454.14	623,454.14	57.6	0.00	458,545.86	42.3
TOTAL:	1000-5999	1,082,000.00	612,935.70	612,935.70	56.6	179,991.13	289,073.17	26.7
TOTAL:	1000-6999	1,082,000.00	612,935.70	612,935.70	56.6	179,991.13	289,073.17	26.7
TOTAL:	1000-7999	1,082,000.00	612,935.70	612,935.70	56.6	179,991.13	289,073.17	26.7
TOTAL EXPENSES	(1000 - 7999)	1,082,000.00	612,935.70	612,935.70	56.6	179,991.13	289,073.17	26.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	30,000.00	2,674.05	2,674.05	8.9	0.00	27,325.95	91.0
8600.00 STATE REVENUES	41,373,491.00	20,912,887.85	20,912,887.85	50.5	0.00	20,460,603.15	49.4
8800.00 LOCAL REVENUES	12,558,670.95	7,559,498.65	7,559,498.65	60.1	0.00	4,999,172.30	39.8
TOTAL: 8000	53,962,161.95	28,475,060.55	28,475,060.55	52.7	0.00	25,487,101.40	47.2
1100.00 CONTRACT CLASSROOM INST.	11,357,640.16	6,625,117.56	6,625,117.56	58.3	0.00	4,732,522.60	41.6
1200.00 CONTRACT CERT. ADMINI STRATORS	3,652,569.92	2,029,338.00	2,029,338.00	55.5	0.00	1,623,231.92	44.4
1300.00 INSTRUCTORS DAY/HOURLY	8,401,851.70	4,352,461.87	4,352,461.87	51.8	0.00	4,049,389.83	48.1
1400.00 NON-INSTRUCTION HOURLY CERT.	333,760.08	127,562.78	127,562.78	38.2	0.00	206,197.30	61.7
TOTAL: 1000	23,745,821.86	13,134,480.21	13,134,480.21	55.3	0.00	10,611,341.65	44.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,474,106.89	4,047,137.08	4,047,137.08	62.5	0.00	2,426,969.81	37.4
2200.00 INSTRUCTIONAL AIDS	809,108.92	496,069.23	496,069.23	61.3	0.00	313,039.69	38.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	474,650.00	219,940.17	219,940.17	46.3	0.00	254,709.83	53.6
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	249,057.00	89,135.44	89,135.44	35.7	0.00	159,921.56	64.2
TOTAL: 2000	8,006,922.81	4,852,281.92	4,852,281.92	60.6	0.00	3,154,640.89	39.3
3100.00 CERTIFICATED RETIREMENT	2,366,759.29	1,254,330.88	1,254,330.88	52.9	0.00	1,112,428.41	47.0
3200.00 CLASSIFIED RETIREMENT	876,828.52	604,704.33	604,704.33	68.9	0.00	272,124.19	31.0
3300.00 OASDHI /FICA	981,595.10	582,586.79	582,586.79	59.3	0.00	399,008.31	40.6
3400.00 HEALTH AND WELFARE BENEFITS	4,403,925.72	2,375,380.27	2,375,380.27	53.9	0.00	2,028,545.45	46.0
3500.00 STATE UNEMPLOYMENT INSURANCE	14,973.57	8,929.62	8,929.62	59.6	0.00	6,043.95	40.3
3600.00 WORKERS COMPENSATION INSURANCE	452,230.50	263,405.33	263,405.33	58.2	0.00	188,825.17	41.7
3900.00 OTHER BENEFITS	100,101.55	64,776.81	64,776.81	64.7	0.00	35,324.74	35.2
TOTAL: 3000	9,196,414.25	5,154,114.03	5,154,114.03	56.0	0.00	4,042,300.22	43.9
4100.00 TEXTBOOKS	6,914.95	5,794.95	5,794.95	83.8	0.00	1,120.00	16.1
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	6,981.18	644.25	644.25	9.2	786.43	5,550.50	79.5
4300.00 INSTRUCTI ONAL SUPPLIES	45,473.57	11,486.08	11,486.08	25.2	5,187.75	28,799.74	63.3
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	8,497.37	0.00	0.00	.0	61.50	8,435.87	99.2
4500.00 NONI NSTRUCTI ONAL SUPPLIES	491,789.15	153,889.30	153,889.30	31.2	186,802.94	151,096.91	30.7
4700.00 FOOD SUPPLIES	12,000.00	168.00	168.00	1.4	9,490.48	2,341.52	19.5
TOTAL: 4000	571,656.22	171,982.58	171,982.58	30.0	202,329.10	197,344.54	34.5
5100.00 PERSON&CONSULTANT SVC-DI ST USE	933,040.15	47,500.29	47,500.29	5.0	614,089.64	271,450.22	29.0
5200.00 TRAVEL & CONFERENCE EXPENSES	173,240.10	52,184.95	52,184.95	30.1	28,738.77	92,316.38	53.2
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	175,321.00	37,297.07	37,297.07	21.2	6,611.82	131,412.11	74.9
5500.00 UTIL I TIES & HOUSEKEEP-DI ST. USE	1,847,265.00	774,972.56	774,972.56	41.9	730,347.32	341,945.12	18.5
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	1,174,060.50	596,694.37	596,694.37	50.8	264,207.32	313,158.81	26.6
5800.00 OTHER OPERATING EXP-DI ST. USE	1,391,988.35	109,174.16	109,174.16	.0	107,613.89	1,393,548.62	100.0
TOTAL: 5000	5,694,915.10	1,399,475.08	1,399,475.08	24.5	1,751,608.76	2,543,831.26	44.6
TOTAL: 1000-5999	47,215,730.24	24,712,333.82	24,712,333.82	52.3	1,953,937.86	20,549,458.56	43.5
6200.00 BUI LDI NGS&I MPROVEMENT-DI ST. USE	180,431.00	0.00	0.00	.0	44,731.00	135,700.00	75.2

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)	332,999.60	73,584.37	73,584.37	22.0	17,531.43	241,883.80	72.6
TOTAL: 6000	513,430.60	73,584.37	73,584.37	14.3	62,262.43	377,583.80	73.5
TOTAL: 1000-6999	47,729,160.84	24,785,918.19	24,785,918.19	51.9	2,016,200.29	20,927,042.36	43.8

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	53,962,161.95	28,475,060.55	28,475,060.55	52.7	0.00	25,487,101.40	47.2
TOTAL:	1000-5999	47,215,730.24	24,712,333.82	24,712,333.82	52.3	1,953,937.86	20,549,458.56	43.5
TOTAL:	1000-6999	47,729,160.84	24,785,918.19	24,785,918.19	51.9	2,016,200.29	20,927,042.36	43.8
TOTAL:	1000-7999	47,729,160.84	24,785,918.19	24,785,918.19	51.9	2,016,200.29	20,927,042.36	43.8
TOTAL EXPENSES	(1000 - 7999)	47,729,160.84	24,785,918.19	24,785,918.19	51.9	2,016,200.29	20,927,042.36	43.8

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	13,169.28	13,169.28	100.0	0.00	13,169.28-	.0
TOTAL: 8000	0.00	13,169.28	13,169.28	100.0	0.00	13,169.28-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	35,000.00	0.00	0.00	.0	35,000.00	0.00	.0
TOTAL: 5000	35,000.00	0.00	0.00	.0	35,000.00	0.00	.0
TOTAL: 1000-5999	35,000.00	0.00	0.00	.0	35,000.00	0.00	.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	1,632,995.00	750,776.05	750,776.05	45.9	614,644.26	267,574.69	16.3
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	74,000.00	0.00	0.00	.0	51,610.70	22,389.30	30.2
TOTAL: 6000	1,706,995.00	750,776.05	750,776.05	43.9	666,254.96	289,963.99	16.9
TOTAL: 1000-6999	1,741,995.00	750,776.05	750,776.05	43.0	701,254.96	289,963.99	16.6

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	13,169.28	13,169.28	100.0	0.00	13,169.28-	.0
TOTAL:	1000-5999	35,000.00	0.00	0.00	.0	35,000.00	0.00	.0
TOTAL:	1000-6999	1,741,995.00	750,776.05	750,776.05	43.0	701,254.96	289,963.99	16.6
TOTAL:	1000-7999	1,741,995.00	750,776.05	750,776.05	43.0	701,254.96	289,963.99	16.6
TOTAL EXPENSES	(1000 - 7999)	1,741,995.00	750,776.05	750,776.05	43.0	701,254.96	289,963.99	16.6

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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	351.15	351.15	100.0	0.00	351.15-	.0
TOTAL: 8000	0.00	351.15	351.15	100.0	0.00	351.15-	.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	351.15	351.15	100.0	0.00	351.15-	.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: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	0.00	395.00	395.00	100.0	0.00	395.00-	.0
8600.00 STATE REVENUES	20,659,568.00	9,684,802.16	9,684,802.16	46.8	0.00	10,974,765.84	53.1
8800.00 LOCAL REVENUES	6,068,133.43	3,640,893.53	3,640,893.53	60.0	0.00	2,427,239.90	39.9
TOTAL: 8000	26,727,701.43	13,326,090.69	13,326,090.69	49.8	0.00	13,401,610.74	50.1
1100.00 CONTRACT CLASSROOM INST.	5,018,143.16	2,922,137.10	2,922,137.10	58.2	0.00	2,096,006.06	41.7
1200.00 CONTRACT CERT. ADMINI STRATORS	2,613,956.83	1,564,433.96	1,564,433.96	59.8	0.00	1,049,522.87	40.1
1300.00 INSTRUCTORS DAY/HOURLY	3,708,637.50	1,996,022.63	1,996,022.63	53.8	0.00	1,712,614.87	46.1
1400.00 NON-INSTRUCTION HOURLY CERT.	314,763.00	125,499.63	125,499.63	39.8	0.00	189,263.37	60.1
TOTAL: 1000	11,655,500.49	6,608,093.32	6,608,093.32	56.6	0.00	5,047,407.17	43.3
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,682,447.53	2,288,397.65	2,288,397.65	62.1	0.00	1,394,049.88	37.8
2200.00 INSTRUCTIONAL AIDS	575,499.41	345,029.32	345,029.32	59.9	0.00	230,470.09	40.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	282,699.32	228,251.24	228,251.24	80.7	0.00	54,448.08	19.2
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	382,085.00	160,171.63	160,171.63	41.9	0.00	221,913.37	58.0
TOTAL: 2000	4,922,731.26	3,021,849.84	3,021,849.84	61.3	0.00	1,900,881.42	38.6
3100.00 CERTIFICATED RETIREMENT	1,139,485.85	633,723.93	633,723.93	55.6	0.00	505,761.92	44.3
3200.00 CLASSIFIED RETIREMENT	522,453.52	500,999.64	500,999.64	95.8	0.00	21,453.88	4.1
3300.00 OASDHI /FICA	574,172.46	341,406.83	341,406.83	59.4	0.00	232,765.63	40.5
3400.00 HEALTH AND WELFARE BENEFITS	2,276,339.07	1,235,256.43	1,235,256.43	54.2	0.00	1,041,082.64	45.7
3500.00 STATE UNEMPLOYMENT INSURANCE	7,669.26	4,782.15	4,782.15	62.3	0.00	2,887.11	37.6
3600.00 WORKERS COMPENSATION INSURANCE	229,168.75	138,000.91	138,000.91	60.2	0.00	91,167.84	39.7
3900.00 OTHER BENEFITS	45,381.78	30,885.06	30,885.06	68.0	0.00	14,496.72	31.9
TOTAL: 3000	4,794,670.69	2,885,054.95	2,885,054.95	60.1	0.00	1,909,615.74	39.8
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	4,263.79	1,879.65	1,879.65	44.0	1,313.98	1,070.16	25.0
4300.00 INSTRUCTIONAL SUPPLIES	42,839.00	16,771.16	16,771.16	39.1	8,485.51	17,582.33	41.0
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	1,825.00	53.27	53.27	2.9	89.10	1,682.63	92.1
4500.00 NONINSTRUCTIONAL SUPPLIES	175,920.21	77,365.00	77,365.00	43.9	44,717.79	53,837.42	30.6
TOTAL: 4000	224,848.00	96,069.08	96,069.08	42.7	54,606.38	74,172.54	32.9
5100.00 PERSON&CONSULTANT SVC-DI ST USE	51,005.00	8,663.95	8,663.95	16.9	24,019.72	18,321.33	35.9
5200.00 TRAVEL & CONFERENCE EXPENSES	103,475.34	29,034.96	29,034.96	28.0	12,004.34	62,436.04	60.3
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	40,060.00	30,574.55	30,574.55	76.3	1,378.47	8,106.98	20.2
5500.00 UTILITIES & HOUSEKEEP-DI ST. USE	811,648.00	396,430.38	396,430.38	48.8	425,032.39	9,814.77-	.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	428,476.00	232,754.08	232,754.08	54.3	124,108.89	71,613.03	16.7
5700.00 LEGAL/ELECTION/AUDI T-DI ST. USE	0.00	30,000.00	30,000.00	100.0	0.00	30,000.00-	.0
5800.00 OTHER OPERATING EXP-DI ST. USE	704,593.75	45,676.39	45,676.39	6.4	21,980.61	636,936.75	90.3
TOTAL: 5000	2,139,258.09	773,134.31	773,134.31	36.1	608,524.42	757,599.36	35.4
TOTAL: 1000-5999	23,737,008.53	13,384,201.50	13,384,201.50	56.3	663,130.80	9,689,676.23	40.8
6200.00 BUI LDINGS&IMPROVEMENT-DI ST. USE	5,885.00	0.00	0.00	.0	0.00	5,885.00	100.0
6400.00 EQUI P/FURNITURE (EXCLD COMPTR)	64,715.00	23,399.68	23,399.68	36.1	1,000.00	40,315.32	62.2

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 6000	70,600.00	23,399.68	23,399.68	33.1	1,000.00	46,200.32	65.4
TOTAL: 1000-6999	23,807,608.53	13,407,601.18	13,407,601.18	56.3	664,130.80	9,735,876.55	40.8

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	26,727,701.43	13,326,090.69	13,326,090.69	49.8	0.00	13,401,610.74	50.1
TOTAL:	1000-5999	23,737,008.53	13,384,201.50	13,384,201.50	56.3	663,130.80	9,689,676.23	40.8
TOTAL:	1000-6999	23,807,608.53	13,407,601.18	13,407,601.18	56.3	664,130.80	9,735,876.55	40.8
TOTAL:	1000-7999	23,807,608.53	13,407,601.18	13,407,601.18	56.3	664,130.80	9,735,876.55	40.8
TOTAL EXPENSES	(1000 - 7999)	23,807,608.53	13,407,601.18	13,407,601.18	56.3	664,130.80	9,735,876.55	40.8

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	38,373.99	38,373.99	100.0	0.00	38,373.99-	.0
TOTAL: 8000	0.00	38,373.99	38,373.99	100.0	0.00	38,373.99-	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
TOTAL: 5000	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
TOTAL: 1000-5999	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
6100.00 SITES & IMPROVEMENTS-DIST. USE	167,326.00	0.00	0.00	.0	92,626.00	74,700.00	44.6
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	122,500.00	13,545.75	13,545.75	11.0	0.00	108,954.25	88.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	86,500.00	78,999.36	78,999.36	91.3	0.00	7,500.64	8.6
TOTAL: 6000	376,326.00	92,545.11	92,545.11	24.5	92,626.00	191,154.89	50.7
TOTAL: 1000-6999	391,826.00	103,489.11	103,489.11	26.4	94,638.76	193,698.13	49.4

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	38,373.99	38,373.99	100.0	0.00	38,373.99-	.0
TOTAL:	1000-5999	15,500.00	10,944.00	10,944.00	70.6	2,012.76	2,543.24	16.4
TOTAL:	1000-6999	391,826.00	103,489.11	103,489.11	26.4	94,638.76	193,698.13	49.4
TOTAL:	1000-7999	391,826.00	103,489.11	103,489.11	26.4	94,638.76	193,698.13	49.4
TOTAL EXPENSES	(1000 - 7999)	391,826.00	103,489.11	103,489.11	26.4	94,638.76	193,698.13	49.4

BDX110
 CHC UNRESTRICTED
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2015 TO 06/30/2016

#J4223

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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	225.71	225.71	100.0	0.00	225.71-	.0
TOTAL: 8000	0.00	225.71	225.71	100.0	0.00	225.71-	.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	225.71	225.71	100.0	0.00	225.71-	.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
 07/01/2015 TO 06/30/2016

#J4223

02/06/2016

PAGE 8

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	219.47	219.47	100.0	0.00	219.47-	.0
TOTAL: 8000	0.00	219.47	219.47	100.0	0.00	219.47-	.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	219.47	219.47	100.0	0.00	219.47-	.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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: February 25, 2016
SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2016 Period 1

RECOMMENDATION

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

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2016 Period 1 has been submitted to the State Chancellor's Office.

ANALYSIS

The Period 1 report includes preliminary figures for the period July 1, 2015 – December 31, 2015 and uses annualizers to forecast fiscal year end data. The chart below summarizes the District's status as of P1 and provides comparison data.

Comparison – FY15 P3 vs FY16 P1						
FY 15 at Year End (P3)			FY 16 at P1			
				# Change	% Change	
CHC	4,600		CHC	4,743	143	3.11%
SBVC	10,117		SBVC	10,714	597	5.90%
Total	14,717		Total	15,457	740	5.03%

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: February 25, 2016
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 February 1, 2016, Cenergistic is reporting the following savings:

Expected Energy Cost	\$10,890,541
Actual Energy Cost	\$8,754,063
Program Savings	\$2,136,478
Percent Savings	19.6%

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

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Pierre Galvez, Police Chief
DATE: February 25, 2016
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 December (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
December 2015

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
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ON CAMPUS:

CRAFTON

15C-131C	12/2/15	Drug Law Violation	Lot I	Subject Cited
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DISTRICT

NO INCIDENTS TO REPORT

VALLEY

15-440	12/03/15	Battery	Lot 1	Subject Arrested
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PUBLIC PROPERTY:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

NO INCIDENTS TO REPORT

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Interim Director of Fiscal Services
DATE: February 25, 2016
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, 2016 is estimated to be \$13,142,077.

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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 2015-16

							PROJECTIONS						ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Beginning Cash Balance	23,494	23,287	22,910	25,696	27,012	25,368	31,636	31,269	31,658	32,489	30,574	30,406		
Receipts														
Federal	10	5	59	58	11	1,064	32	1,621	-375	179	2,484	1,304		6,452
State	4,931	4,246	12,507	10,124	5,210	10,143	8,328	7,380	10,930	7,399	6,479	10,932		98,611
State Deferrals														
Local	704	1,458	241	955	3,170	6,208	482	169	53	581	720	-11,011		3,731
Temporary Borrowings														
Inc Transfer & Sale of Assets			3		1	2								5
Accounts Receivable/Accruals	688	322	151	2,941	1,447	123								5,671
Total Receipts	6,333	6,031	12,960	14,078	9,839	17,540	8,842	9,170	10,609	8,160	9,684	1,225		114,469
Disbursements														
Academic Salaries	4	1,586	3,284	3,539	3,642	4,027	3,806	3,393	3,588	3,646	3,623	5,326		39,463
Classified Salaries	1,699	1,901	1,869	2,159	2,196	2,848	2,195	1,973	2,187	2,247	2,169	1,647		25,090
Benefits	779	1,331	1,557	1,629	1,645	1,768	1,679	1,643	1,687	1,694	1,708	2,379		19,498
Supplies & Materials	3	51	118	157	95	163	177	80	197	173	335	819		2,366
Other Operating Exp	81	547	1,629	1,223	1,270	1,394	921	1,595	2,009	2,051	1,582	5,211		19,514
Capital Outlay		17	316	169	63	198	427	94	106	262	431	2,292		4,376
Other Outgo	2	59	62	428	112	3	3	3	3	3	3	814		1,496
Loan Repayment														
Accounts Payable/Accruals	3,972	916	1,339	3,459	2,459	871								13,017
Total Disbursements	6,540	6,408	10,174	12,763	11,482	11,272	9,208	8,781	9,777	10,076	9,851	18,489		124,821
Increase / (Decrease) in Cash Balance	-207	-377	2,786	1,315	-1,643	6,267	-366	388	832	-1,916	-168	-17,264		
Ending Cash Balance	23,287	22,910	25,696	27,012	25,368	31,636	31,269	31,658	32,489	30,574	30,406	13,142		

[†] 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: February 25, 2016
SUBJECT: Local Hire – Measure M Demographics Report

RECOMMENDATION

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

OVERVIEW

Local Hire Measure M Demographics Report includes a summary of active construction projects for December 2015. This report represents the local hire status for each project. Details of each project as well as schedules, progress, photos, costs, workers by city, and historical data are contained in the *Measure M Construction Projects and Demographics Report* prepared by Kitchell/BRj each month with the Board book.

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 December 2015, the District-wide total of local hires was 73%, exceeding the Board goal by 23%. The District-wide total of local business was 47%, exceeding the Board goal by 22%.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Demographics / Local Contracts Summary

December 2015

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)
Applied Technology	0	0%	0	0%	413,251.50	11,036.25	558,099.00	261,636.04	132,889.67
New Gymnasiums & Pools	126	72%	49	28%	4,531,008.85	15,699,082.84	28,187,738.50	2,446,378.59	1,043,946.07
TOTAL	126	72%	49	28%	\$ 4,944,260.35	\$ 15,710,119.09	\$ 28,745,837.50	\$ 2,708,014.63	\$ 1,176,835.74
							\$ 20,654,379.44	\$ 28,745,837.50	
							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)
New Crafton Center	32	67%	16	33%	7,496,846.94	7,096,378.00	6,822,698.06	2,135,730.95	869,305.59
New Science Building	50	75%	17	25%	3,579,050.00	6,804,716.00	8,199,240.00	3,045,767.34	1,027,431.42
Occupational Education #2	9	90%	1	10%	1,329,733.00	2,412,208.00	12,146,059.00	2,006,795.42	1,309,930.55
PE Complex	0	0%	0	0%	-	852,800.00	3,658,270.00	1,353.48	-
Miscellaneous Bond Improvements: Swing Project - Phase A NCC Portables	0	0%	0	0%	107,242.00	-	-	11,134.20	-
Miscellaneous Bond Improvements: Swing Project - Phase B Gym	0	0%	0	0%	-	14,085.00	-	8,502.55	3,973.17
Miscellaneous Bond Improvements: Campus Wayfinding Signage	0	0%	0	0%	-	14,440.00	42,200.00	-	14,120.00
Miscellaneous Bond Improvements: Chemistry, Health, Science Remodel Ph.1	0	0%	0	0%	-	162,872.10	-	10,355.79	-
Miscellaneous Bond Improvements: Chemistry, Health, Science Remodel Ph.2	6	100%	0	0%	-	320,013.67	-	14,509.02	-
TOTAL	97	74%	34	26%	\$ 12,512,871.94	\$ 17,677,512.77	\$ 30,868,467.06	\$ 7,234,148.75	\$ 3,224,760.73
							\$30,190,384.71	\$ 30,868,467.06	
							49%	51%	

DISTRICT WIDE WORKFORCE Combined - This month	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)
TOTAL	223	73%	83	27%	\$ 17,457,132.29	\$ 33,387,631.86	\$ 59,614,304.56	\$ 9,942,163.38	\$ 4,401,596.47
DISTRICT GOAL	50.00%					\$50,844,764.15	\$59,614,304.56		
							46%	54%	

(1) SUBCONTRACTORS - This month	ALL SUBS	LOCAL	MBE	WBE	VOBE	VOSB	SDVBE	DVBE	TOTAL CERTIFIED SUBS - This month
TOTAL FOR ALL PROJECTS	53	25	4	1	0	0	0	0	5
%	100	47.17%	9.43%			0.00%			9.43%
DISTRICT GOAL	N/A	25.00%	25.00%			10.00%			

Note (1): Data not Previously recorded because project started before implementation of Board Policy 6610 as revised 02/19/2015.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: February 25, 2016
SUBJECT: Local Hire, Disadvantaged Business Entities, Apprenticeship and Pre-Apprenticeship Programs

RECOMMENDATION

This is an information item and no action from the Board of Trustees is required.

OVERVIEW

On August 13, 2015, the Board of Trustees requested a report every six months to include the District's local hire, disadvantaged business entities, apprenticeship, and new pre-apprenticeship programs.

ANALYSIS

Attached is a report in response to this request.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

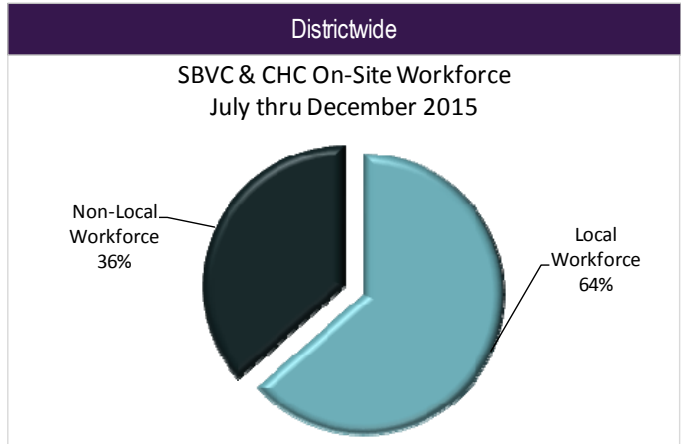
FINANCIAL IMPLICATIONS

This is an information item and carries no financial implications.

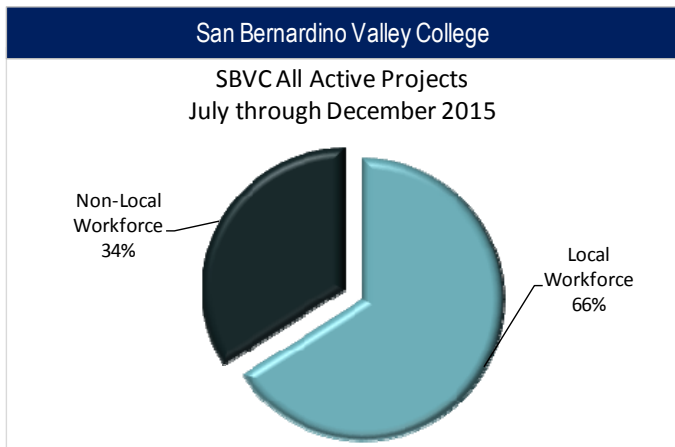
Local Hire – Disadvantaged Business Entities, Bond & Technical Assistance, & Community Benefit Agreement Programs

Biannual Report: *July-December 2015*

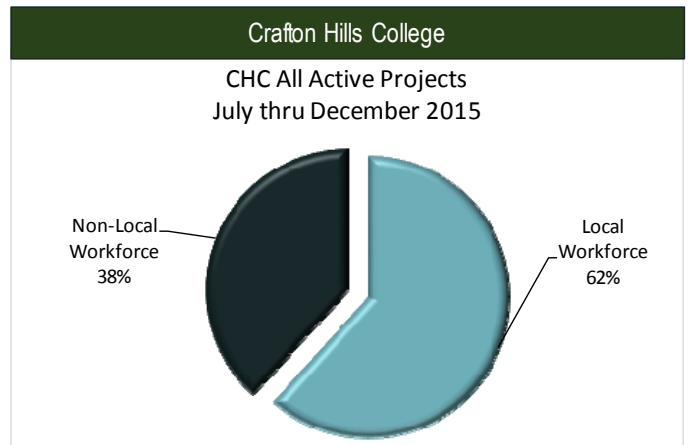
Local/Non-Local Demographics



Local Workforce	1,911	63.5%
Non-Local Workforce	1,097	36.5%
Total Number of Workforce	3,008	100.00%

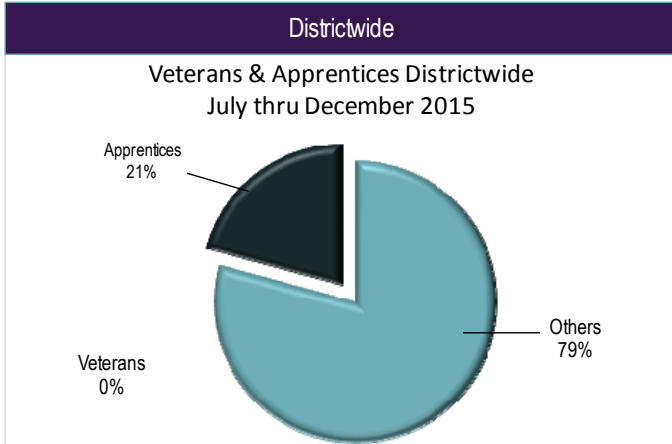


Local Workforce	839	66.1%
Non-Local Workforce	431	33.9%
Total Number of Workforce	1,270	100.00%



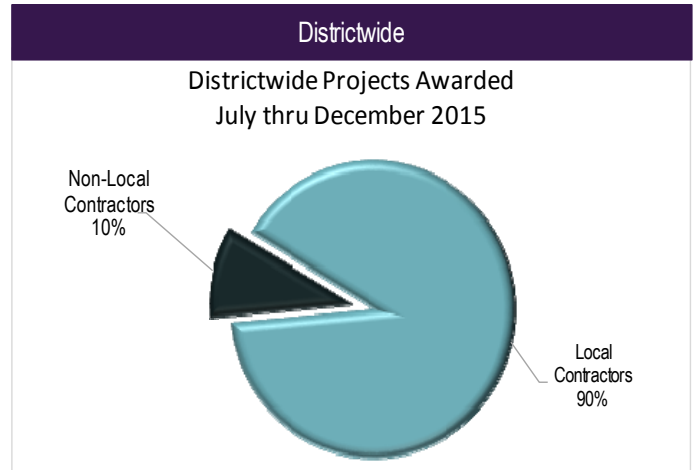
Local Workforce	1,072	61.7%
Non-Local Workforce	666	38.3%
Total Number of Workforce	1,738	100.00%

Veterans & Apprentice Workforce Demographics



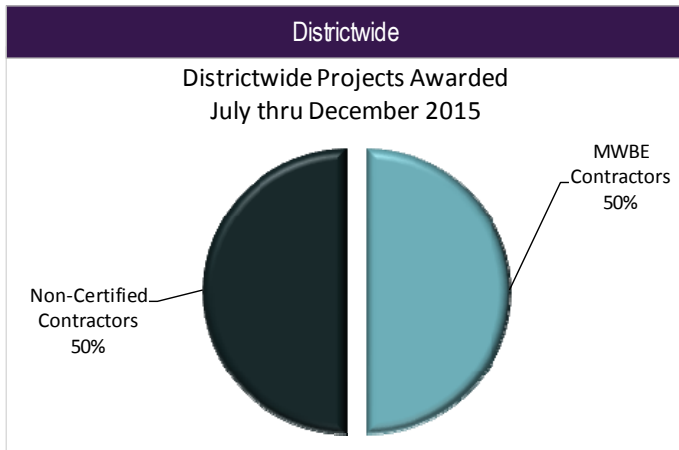
Others	2,383	79.2%
Apprentices	625	20.8%
Veterans	-	0.0%
Total Number of Workforce	3,008	100.00%

Local/Non-Local Projects Awarded



Local Contractors	9	90.0%
Non-Local Contracts	1	10.0%
Total # Projects Awarded	10	100.00%

Certified/Non-Certified Projects Awarded



MWBE Contractors	5	50.0%
Non-Certified Contractors	5	50.0%
Total # Projects Awarded	10	100.00%

Total Contract Dollars Awarded

Total Contract Dollars Awarded	\$1,604,268	100.00%
Local Enterprises	\$1,447,921	90.25%
Non-Local Enterprises	\$156,347	9.75%
Minority/Women Enterprises	\$1,303,313	81.24%

Board Policy 6610 Local, Minority, Women, and Veteran Owned Enterprises

Front End Documents: The District Initiatives Offices and Community Benefits Agreement (CBA) Administrator Padilla & Associates worked with project managers to implement changes to the front end documents which incorporated the goals of BP6610, as revised and adopted by the Board February 19, 2015, and language as it relates to the Community Benefits Agreement (CBA) approved December 2014.

Pre-Qualification Program: This program is for projects above the Uniform Construction Cost Accounting Program limit of \$175,000 and up to \$3 million. The Kitchell/ BRj District Initiatives Office worked with the District’s legal counsel to make sure language is included to ensure the BP 6610 target population per BP 6610 are eligible for inclusion to participate in this program.

Point System: A system was established for general contractors to ensure local business enterprises would be eligible for inclusion to participate in the pre-qualification program.

The District Initiatives Office (DIO)

Database Development: The DIO continues to update the new Access database system with new local contractors. The DIO worked with this database to establish a list of local businesses which could bond at the levels needed for the CHC Laboratory/Administration (LADM) and Student Services A (SSA) renovation projects and created a prime and subcontractors specific list to use for these projects.

Request for Proposal (RFP) Outreach Process: The DIO continues to monitor every RFP going out on behalf of the District at the initiation of the bidding process and ending with a Department Memo which documents the outreach activities from RFP start to project award. Additional outreach efforts were made for the Measure M bond projects LADM and SSA which were advertised in December 2015 and January 2016.

Strategic Plan: The DIO continues to pursue its work according to the strategic plan developed during the first quarter of its operations.

Outreach Events: During fall and winter 2015 the DIO hosted and attended various outreach events targeting local, minority, women and veteran owned business enterprises for all small projects as well as the LADM and SSA projects.

Merriwether & Williams Insurance Services (MWIS): The DIO continues to assist MWIS by providing referral services for bonding and technical assistance and inviting project managers to events in the Inland Empire. MWIS Invoices are reviewed by the DIO for compliance with the MWIS service agreement.

Padilla & Associates: Padilla & Associates was brought on in December 2015 to act as CBA Administrator for Measure M bond projects over \$1 million. Their services are coordinated through the DIO and they are off to a great start. An outline of their progress follows. Padilla & Associates invoices are reviewed by the DIO for compliance with its service agreement.

- Board of Trustees Approved CBA Program December 2014
- All Signatories signed by November 2015
- Padilla & Associates (P & A) made a presentation to be CBA Administrator on October 14, 2015
- P & A submitted proposal to administer the Districts CBA Program November 4, 2015
- District/Kitchell/BRj agreed and submitted professional service agreement for ratification on December 10, 2015
- P & A worked with DIO and project managers on front end documents
- P & A worked with DIO and project managers on advertisement language
- P & A Developed flyer for CBA and BP6610 for mandatory job walks and CBA meetings
- P & A initial team meeting and program kick-off took place December 8, 2015
- P & A second team meeting December 29 regarding mandatory bid walk
- P & A attended first mandatory bid walk January 5, 2016 for LADM & SSA projects
- P & A attended second mandatory bid walk January 29, 2016
- Held first and second CBA meeting with primes and subs regarding the CBA and process on January 20 and February 4, 2016.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Integrated Multi-Craft Core Curriculum (MC3) Pre-Apprenticeship Program

PROJECT IMPLEMENTATION STATUS REPORT

April – May 2016

1. **4/11/2016-6/03/16** – 1st MC3 Pre-Apprenticeship Cohort instruction begins for 20 pre-apprentice students recruited from the SBCCD service area.
2. **Program Development** – Curriculum Development to be initiated for Specialty Trades Components (Electrical, Sheet Metal, Plumbing) in partnership with JATC Training Directors and Curriculum Coordinators.
3. **May 2016** – 2nd MC3 Cohort recruitment and enrollment activities conducted for June 2016 start.

March 2016

1. **Scheduled** – Two District MC3 Instructors to receive MC3 Train-the-Trainer training from March 16-18, 2016, in Los Angeles.
2. **Recruitment & Enrollment Activities** – Pre-Apprenticeship enrollment activities to be initiated for 20 participants to begin MC3 instruction 4/11/2016, with projected completion date of 6/03/2016.

February 2016

1. **Joint Apprenticeship Training Committees (JATC) Site Visits** – Schedule development of site visits to JATCs affiliated with the RSBC-BCTC, with specific trades targeted such as Electrical, Sheet Metal, Plumbing/Pipefitters, Carpenters, Laborers.
2. **Memorandum of Understanding (MOU)** – Informed by Riverside and San Bernardino Counties Building & Construction Trades Council (RSBC-BCTC) that MOU Letter of Approval is forthcoming. Upon approval, SBCCD MC3 Instructors to be scheduled for 3-day, MC3 Train-the-Trainer Program delivered by the California Department of Education (CDE) and sanctioned by the AFL-CIO National Building and Construction Trades Department. Completion of this training will certify District MC3 Instructor to teach pre-apprentices, and train future District instructors for MC3 certification.
3. **Community Outreach & Engagement** – Continue outreach to community- and faith-based organizations to ensure students reflect the diversity of the District service area.
4. **Grant and Donor Research** – Ongoing research conducted by SBCCD EDCT Foundation to identify competitive grant funding and donor sourcing to develop, expand, and sustain MC3 Program beyond initial funding investment from EDCT and SBCCD Fiscal Services.

January 2016

1. **Grant and Donor Research** – Ongoing research conducted by SBCCD Economic Development & Corporate Training (EDCT) Foundation to identify competitive grant funding and donor sourcing to develop, expand, and sustain MC3 Program beyond initial funding investment from EDCT and SBCCD Fiscal Services.
2. **Program Planning & Development** – Second MC3 Instructor appointed and incorporated into MOU draft with the Building & Construction Trades Council for Train-the-Trainer Program. Two MC3 instructors will be scheduled to attend the MC3 Training in Los Angeles from March 16-18, 2016. Projected Pre-Apprenticeship class to be scheduled to start by April 18, 2016 to allow recently certified MC3 instructors to prepare course outlines and obtain applicable instructional materials.
3. **Community Outreach & Engagement** – Pre-Apprenticeship staff conducted meetings with Operation New Hope, San Bernardino Independent Living Program (ILP), Transitional Age Youth (TAY), and provided program overviews including recruitment goals and criteria to establish community networks. Presented to the NAACP San Bernardino Chapter at their General Meeting in which staff provided a program overview, question-and-answer session, and was invited to future monthly meetings to provide ongoing updates. Staff also attended various community meetings such as the Mentoring Taskforce and the Martin Luther King Prayer Breakfast in order to give program updates and establish a presence in the community.

December 2015

1. **Grant Research** – Ongoing research conducted by SBCCD EDCT Foundation to identify competitive grant funding to develop, expand, and sustain MC3 Program beyond initial EDCT and SBCCD Fiscal Services.
2. **Program Planning & Development** – Program marketing collateral drafted, with final versions developed for dissemination upon district assignment of program contact information, and action plans formulated for comprehensive outreach and recruitment activities in 2016.
3. **Community Outreach** – Engaged with community- and faith-based organizations to begin building the foundation for community networks to recruit participants for the MC3 Pre-Apprenticeship Program. Presentations included program overviews and feedback for recruitments. Organizations contacted included the Black Voice Foundation, Inland Empire Concerned African American Churches (IECAAC), and Youth Action Project.

November 2015

1. **Community Benefit Agreement (CBA)** – CBA/Project Labor Agreement (PLA) executed as a result of all Building & Construction Trades union signatories acknowledging agreement with District. Signed document provided to District by RSBC-BCTC on 11/13/2015. CBA-PLA supports and promotes local hires of Pre-Apprentices and Apprentices for District Bond projects.
2. **MC3 Curriculum** – District informed by RSBC-BCTC that MC3 Curriculum revisions by AFL-CIO National Building & Construction Trades Department occurred in 9/2015, with online curriculum and instructional delivery options created and distribution pending to State Building & Construction Trades Councils. New curriculum and pending distribution is impacting SBCCD Pre-Apprenticeship startup, resulting in program startup projected for 4/2016 due to a lack of scheduled MC3 Train-the-Trainer Program courses.
3. **Staff Employment** – MC3 Instructor and Professional Expert employment and orientation begins 11/16/2015, with program planning and development activities projected from 11/16/2015 thru 2/2016.
4. **MC3 Memorandum of Understanding (MOU) Drafted** – MC3 MOU Draft between SBCCD and RSBC-BCTC developed, with targeted Board approval in February 2016 pending final schedule development for MC3 Train-the-Trainer program in Southern California.

October 2015

1. **Program Planning** – MC3 Pre-Apprenticeship Program planning, including ongoing research of community college-related funding and competitive grant funding for program sustainability beyond initial District investment for 2 cohorts of 20 participants.

September 2015

1. **Program Funding** – District funding allocated to initiate development of MC3 Pre-Apprenticeship Program, with projected participant recruitments for 1st Cohort startup in April 2016, and 2nd Cohort in June 2016.
2. **Staff Interviews** – MC3 Instructor and professional expert interviews, with selections referred for hiring approvals to Board of Trustees for November Board Meeting.

August 2015

1. **Board of Trustees Presentation** – Board of Trustees presented with overview of Multi-Craft Core Curriculum (MC3) for Pre-Apprenticeship as part of District Local Hire Program (Disadvantaged Business Entities and Apprenticeship Programs).
2. **Staff Recruitment** – MC3 Instructor and MC3 Professional Expert recruited for District Pre-Apprenticeship Program.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations

DATE: February 25, 2016

SUBJECT: MOU: College Security Officers

RECOMMENDATION

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

OVERVIEW

The District and the California School Employees Association met and entered into a MOU to approve College Security Officers participation in the police officer training program.

ANALYSIS

This Memorandum of Understanding constitutes the full and complete Agreement regarding the police officer training program.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

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Memorandum of Understanding
By

San Bernardino Community College District

And Between

California School Employees Association and its San Bernardino CCD, Chapter 291

This Memorandum of Understanding (MOU) entered into on 28, January, 2016, between San Bernardino Community College District (hereinafter referred to as "District") and the California School Employees Association (CSEA), and its San Bernardino CCD Chapter 291, (hereinafter referred to as "Association"),

College Security Officers (CSOs) and College Police Officers (CPOs) are classifications recognized within the association. In support of creating promotional pathways for internal staff that is separate and distinct from *Article 15: Vacancies, Transfers, Voluntary Demotions, In House or Promotional Only Recruitments*, it has been agreed that CSOs will be afforded the opportunity to apply, interview, and be selected to participate in the specialized training within the Police Academy designated by the District. This agreement does not preclude the District from engaging in internal and external recruitment efforts as identified in the Collective Bargaining Agreement (CBA) within said Article.

Appointment to College Police Officer Trainee Position

In order to participate in the police officer training program the CSO must have completed the nine (9) month probationary period. Appointment to position is contingent upon satisfactory completion of background investigation by an independent investigator including, but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, polygraph, psychological examination, written examination, medical examinations and physical agility test. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by an investigator as a condition for acceptance into the program and subsequently as a CPO. When an employee is accepted for training under this MOU the vacant CSO position will be back filled by hiring a new employee.

The Academy will be as follows:

1. The Academy will be selected/designated by the District.
2. The training will be 23 weeks.
3. At the end of the training, the trainee will receive certification to become a Law Enforcement officer.

The District's responsibilities will be as follows:

1. The District will cover the costs associated with the Academy.

- 39 2. The District will employ the trainee as a police officer upon completion of the
40 Academy for no less than three (3) years.
- 41 3. The District will compensate the trainee at the current level of pay within his/her
42 CSO position.
- 43 4. The District will honor the three (3) year agreement for employment. In no way
44 does this mean the District intends to separate the unit member upon completion
45 of the three (3) years.
- 46 5. Once the Unit Member has completed the Academy he/she will be placed on the
47 applicable range as a college police officer.

48 **The Selected Trainee's responsibilities will be as follows:**

- 49 1. The trainee will complete the entire Academy and receive appropriate
50 certification.
- 51 2. The trainee agrees to the aforementioned level of compensation. If the trainee
52 does not complete the training due to a non-performance issue (e.g. medical or
53 FMLA reasons) this agreement is void.
- 54 3. Upon completion of the Academy, the trainee will become a police officer with
55 SBCCD for no less than three (3) years.
- 56 4. The trainee agrees to reimburse the District the cost of the Academy in the event
57 of non-completion of the Academy or failure to complete the three (3) years of
58 service with the District. The reimbursement schedule will read as follows:

59 **Total Academy Costs: \$5800**

60 **Non-completion of agreement by year (Total cost divided into thirds):**

61 **Year 1: \$5,800**

62 **Year 2: \$3,866**

63 **Year 3: \$1,933**

64 If an employee opts out of the program, he/she will owe the total amount within the year
65 they fail to complete and it shall not be prorated.

66 In the event that the District and the employee do not mutually agree to a repayment
67 schedule, the District will deduct a portion of the employee's wages (not to exceed 10%
68 of the monthly net salary) in subsequent months until the District is fully reimbursed. An
69 exception to the 10% deduction restriction shall be made when the employee's
70 employment in the District is in the process of being or has been terminated or the full
71 10% deduction would cause undue hardship on the employee.

72 In the event the Unit Member does not complete the Academy he/she shall return to their
73 former position, which may cause a lay-off. CSEA retains its right under the law to


74 negotiate the effects of said lay-off. The District shall conduct an exit interview upon the
75 employee's conclusion of the program.

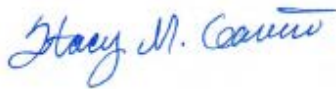
76 This CSO to CPO pilot program shall sunset on June 30, 2018.

77 This MOU is subject to the approval and ratification process followed by the District and
78 CSEA.

79 **For the District**

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Lisa Norman, Ed.D,
Vice Chancellor, Human Resources
And Employee Relations



For CSEA Chapter 291


Sarah Miller,
Chief Negotiator

Lisa Towery
CSEA Labor Relations Representative


Kwon Parkki
~~CSEA Chapter 291~~ Negotiation Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations

PREPARED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations

DATE: February 25, 2016

SUBJECT: MOU: Reclassification

RECOMMENDATION

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

OVERVIEW

The District and the California School Employees Association met and entered into a MOU to approve the reclassification of Charlie Rahn, Multimedia Specialist, CHC, from 4.75 hours per day, 4 day workweek, 12 month work year to 8 hours per day, 5 day work week, 12 month work year.

ANALYSIS

This Memorandum of Understanding constitutes the full and complete Agreement regarding the reclassification for Charlie Rahn.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

Memorandum of Understanding
By
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its
San Bernardino CCD Chapter 291
January 28, 2016

This Memorandum of Understanding is entered by and between the San Bernardino Community College District (hereinafter "District") and the California School Employees Association and its San Bernardino CCD chapter 291, (hereinafter "Association"), collectively ("the parties").

The parties agree as follows:

In accordance with Article 16.3 Request for Reclassification, specifically 16.3.6.1 which states the following:

"Position classification and reclassification shall be subject to mutual agreement between the District and the Association."

And Article 16.3.2 which states:

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

1. Effective, February 1, 2016, the District and the Association agree to the reclassification of bargaining unit member, Charlie Rahn, Multimedia Specialist at Crafton Hills College, 4.75 hours per day/four (4) day work week/12 month work year to Multimedia Specialist at Crafton Hills College, 8 hours per day/5 days per week/12 month work year.

Dated this 28th day of January, 2016

DISTRICT

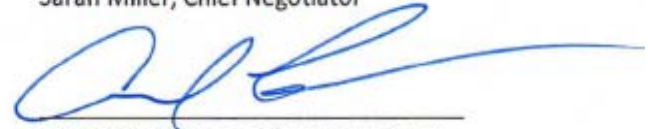


Dr. Lisa Norman
Vice Chancellor, Human Resources
& Employee Relations

ASSOCIATION



Sarah Miller, Chief Negotiator



Cassandra Thomas, 1st Vice-President



Kevin Palkki, 2nd Vice-President



Stacy Garcia, CSEA Negotiations Team Member



Lisa Towery, Labor Relations Representative

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: February 25, 2016
SUBJECT: Quarterly Investment Report

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

This report also does not include the General Fund, which is submitted to the Board of Trustees on a monthly basis in the information item, General Fund Cash Flow Analysis.

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



Quarterly Investment and Deposit Report

Quarter Ending December 31, 2015

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 1,761,023.33	0.00	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 13,915.04	0.00	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 1,774,938.37</u>			
Bond Fund (#256245)	\$ 75,242,011.61	0.00	Investment	Bank of New York Mellon, Los Angeles CA
Enterprise Funds				
Bookstore	\$ 370,137.83	0.00	Checking	Bank of America, Colton CA
Cafeteria	\$ 239,615.81	0.00	Checking	Bank of America, Colton CA
Bookstore CD (<i>due 3/2/2016</i>)	\$ 107,882.84	(y)0.75	CD	Inland Valley Bank, Redlands CA
	<u>\$ 717,636.48</u>			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.05	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 25,000.00	0.00	Checking	Bank of America, Concord CA
	<u>\$ 145,000.00</u>			
Trust Funds				
Financial Aid	\$ 113,855.09	0.00	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 485,013.47	0.05	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 28,710.93	0.00	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 31,098.63	0.20	Checking	Community Bank, Redlands CA
Emergency Loan	\$ 17,834.53	0.00	Checking	Community Bank, Redlands CA
SBVC Clubs/Trusts	\$ 211,657.59	0.00	Checking	Wells Fargo, San Bernardino CA
SBVC ASB	\$ 45,868.08	0.00	Checking	Wells Fargo, San Bernardino CA
CHC Clubs/Trust & ASB	\$ 206,778.48	0.00	Checking	Bank of America, Yucaipa CA
Scholarships	\$ 92,142.89	0.70	Money Market	Inland Valley Bank, Redlands CA
SBVC/CHC Student Rep Fee	\$ 105,907.24	0.00	Checking	Inland Valley Bank, Redlands CA
	<u>\$ 1,338,866.93</u>			
Total Checking, Savings & Investments	\$ 79,218,453.39			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: February 25, 2016
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 awarded to date equal \$162,883,302.72. Current approved and pending change orders and amendments for these Measure M projects have been held to a minimal cumulative amount of \$4,991,317.34, which is 3.06% of the original cumulative construction contract amounts.

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.

Measure M Projects
Construction Change Summary

CONTRACT AMENDMENTS

PROJECTS	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 76,960,652.77	\$ 441,122.93	\$ 743.00	\$ 77,402,518.70	0.57%
SBVC-San Bernardino Valley College	\$ 85,922,649.95	\$ 1,610,483.49	\$ -	\$ 87,533,133.44	1.87%
				\$ -	
TOTAL for CONTRACT AMENDMENTS	\$ 162,883,302.72	\$ 2,051,606.42	\$ 743.00	\$ 164,935,652.14	1.26%

CHANGE ORDERS

PROJECTS	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders
		Previous	Pending		
CHC-Crafton Hills College	\$ 76,960,652.77	\$ 1,330,567.69	\$ 306,167.99	\$ 78,597,388.45	2.13%
SBVC-San Bernardino Valley College	\$ 85,922,649.95	\$ 971,456.24	\$ 330,776.00	\$ 87,224,882.19	1.52%
TOTAL for CHANGE ORDERS	\$ 162,883,302.72	\$ 2,302,023.93	\$ 636,943.99	\$ 165,822,270.64	1.80%

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	\$ 16,623,427.00	\$ 38,321.93	\$ -	\$ 248,516.94	\$ -	\$ 16,910,265.87	1.49%
OE 1 Roofing Package	\$ 400,962.62	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 374,863.24	-6.51%
PE Complex	\$ 4,624,088.68	\$ -	\$ 743.00	\$ 99,009.46	\$ 711.00	\$ 4,724,552.14	2.16%
Science Building	\$ 18,795,178.82	\$ -	\$ -	\$ 170,334.69	\$ 226,012.91	\$ 19,191,526.42	2.11%
Crafton Center	\$ 21,939,546.00	\$ -	\$ -	\$ 187,789.00	\$ 60,301.00	\$ 22,187,636.00	1.13%
Temporary Parking Lot	\$ 169,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 173,869.93	2.58%
Chemistry/Health/Science/Classrooms	\$ 587,246.15	\$ -	\$ -	\$ -	\$ -	\$ 587,246.15	0.00%
M&O Renovation	\$ 1,267,550.00	\$ -	\$ -	\$ 63,096.02	\$ 19,143.08	\$ 1,349,789.10	6.49%
Misc. Bond Improvements	\$ 333,927.00	\$ -	\$ -	\$ -	\$ -	\$ 333,927.00	0.00%
TOTAL	\$ 76,960,652.77	\$ 441,122.93	\$ 743.00	\$ 1,330,567.69	\$ 306,167.99	\$ 79,039,254.38	2.11%

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		
<i>OE 2 Demo Pkg.</i>							
The Richards Group	\$ 614,100.00	\$ -	\$ -	\$ 10,755.80	\$ -	\$ 624,855.80	1.75%
<i>Building Pkg.</i>							
Sinianian Development, Inc.	\$ 15,888,000.00	\$ 38,321.93	\$ -	\$ 237,761.14		\$ 16,164,083.07	1.49%
Mobile Modular	\$ 107,242.00					\$ 107,242.00	0.00%
The Peaks Corp.	\$ 14,085.00					\$ 14,085.00	0.00%
TOTAL	\$ 16,623,427.00	\$ 38,321.93	\$ -	\$ 248,516.94	\$ -	\$ 16,910,265.87	1.49%

Sinianian 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		
<i>OE 1 Roof Pkg.</i>							
Best Contracting Services	\$ 278,450.00	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 252,350.62	-9.37%
Bobby Wayne Wilson (BWW)	\$ 122,512.62					\$ 122,512.62	
TOTAL	\$ 400,962.62	\$ -	\$ -	\$ (26,099.38)	\$ -	\$ 374,863.24	-6.51%

Construction Change Summary

Misc. Bond Improvements

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Yesco Signs LLC	\$ 187,360.00					\$ 187,360.00	0.00%
Yesco Signs LLC	\$ 88,772.00	\$ -	\$ -		\$ -	\$ 88,772.00	0.00%
Broughton Construction, Inc.	\$ 56,640.00					\$ 56,640.00	0.00%
		\$ -	\$ -				
Three Peaks	\$ 1,155.00					\$ 1,155.00	
TOTAL	\$ 333,927.00	\$ -	\$ -	\$ -	\$ -	\$ 333,927.00	0.00%

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%
Oakview Constructors	\$ 16,125.00					\$ 16,125.00	0.00%
All Surface Roofing & Waterproofing, Inc.	\$ 7,320.00		\$ 243.00			\$ 7,563.00	0.00%
Oakview Constructors	\$ 6,350.00				\$ 711.00	\$ 7,061.00	11.20%
Restoration Management Company	\$ 48,658.68		\$ 500.00			\$ 49,158.68	0.00%
Three Peaks Corp.	\$ 34,565.00					\$ 34,565.00	0.00%
TOTAL	\$ 4,624,088.68	\$ -	\$ 743.00	\$ 99,009.46	\$ 711.00	\$ 4,724,552.14	2.16%

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	\$ -	\$ -	\$ 169,841.80	\$ 226,012.91	\$ 18,968,985.71	2.13%
Western Audio Visual	\$ 156,347.82					\$ 156,347.82	0.00%
						\$ -	
TOTAL	\$ 18,795,178.82	\$ -	\$ -	\$ 170,334.69	\$ 226,012.91	\$ 19,191,526.42	2.11%

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			\$ 63,096.02	\$ 19,143.08	\$ 1,330,239.10	6.59%
Mission Paving & Sealing, Inc.	\$ 19,550.00					\$ 19,550.00	0.00%
TOTAL	\$ 1,267,550.00	\$ -	\$ -	\$ 63,096.02	\$ 19,143.08	\$ 1,349,789.10	6.49%

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	\$ -	\$ -	\$ 184,287.00	\$ 60,301.00	\$ 22,042,654.00	1.12%
						\$ -	
TOTAL	\$ 21,939,546.00	\$ -	\$ -	\$ 187,789.00	\$ 60,301.00	\$ 22,187,636.00	1.13%

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%
Bobby Wayne Wilson	\$ 197,504.05					\$ 197,504.05	
Naional Construction & Maintenance	\$ 162,872.10					\$ 162,872.10	
TOTAL	\$ 587,246.15	\$ -	\$ -	\$ -	\$ -	\$ 587,246.15	0.00%

Construction Change Summary

SBVC - Recap

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Central Plant / Infrastructure	\$ 11,860,084.00	\$ 83,941.49	\$ -	\$ 55,854.00	\$ -	\$ 11,999,879.49	0.47%
HVAC Cafeteria & Health Science	\$ 325,000.00	\$ -	\$ -	\$ -	\$ -	\$ 325,000.00	0.00%
Gymnasium	\$ 52,163,223.00	\$ 1,480,000.00		\$ 200,014.75	\$ 309,718.00	\$ 54,152,955.75	0.95%
Business Building Remodel	\$ 9,886,651.95	\$ 12,209.00	\$ -	\$ 850,839.00		\$ 10,749,699.95	8.60%
Site Signage	\$ 2,680,378.00	\$ 34,333.00	\$ -	\$ (739,853.51)		\$ 1,974,857.49	-27.25%
Auditorium	\$ 6,800,000.00	\$ -	\$ -	\$ 616,730.00	\$ -	\$ 7,416,730.00	9.07%
Applied Technology Renovation	\$ 2,090,363.00	\$ -	\$ -	\$ (5,534.00)	\$ 21,058.00	\$ 2,105,887.00	0.74%
K-Street Lighting	\$ 112,750.00	\$ -	\$ -	\$ (6,594.00)	\$ -	\$ 106,156.00	-5.85%
Miscellaneous Bond Improvements	\$ 4,200.00					\$ 4,200.00	0.00%
	\$ 85,922,649.95	\$ 1,610,483.49	\$ -	\$ 971,456.24	\$ 330,776.00	\$ 88,835,365.68	1.49%

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

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%
Three Peaks Corporation	\$ 14,760.00					\$ 14,760.00	0.00%
*Note: \$71,836.58 - claim settlement							
TOTAL	\$ 2,680,378.00	\$ 34,333.00	\$ -	\$ (739,853.51)	\$ -	\$ 1,974,857.49	-27.25%

*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	\$ -	\$ -	\$ -	\$ 21,058.00	\$ 1,998,058.00	1.07%
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%
Giannelli Electric, Inc.	\$ 19,817.00					\$ 19,817.00	0.00%
Stanley Security	\$ 5,426.00					\$ 5,426.00	0.00%
TOTAL	\$ 2,090,363.00	\$ -	\$ -	\$ (5,534.00)	\$ 21,058.00	\$ 2,105,887.00	0.74%

Cal City Construction, Inc. **NOTE: THIS WAS BOARD APPROVED ON 01/15/15 UP TO 10% IN CHANGE ORDERS**

Construction Change Summary

Miscellaneous Bond Improvements

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Aten Construction	\$ 4,200.00	\$ -	\$ -	\$ -	\$ -	\$ 4,200.00	0.00%
		\$ -	\$ -	\$ -	\$ -		
TOTAL	\$ 4,200.00	\$ -	\$ -	\$ -	\$ -	\$ 4,200.00	0.00%

Cal City Construction, Inc. **NOTE: THIS WAS BOARD APPROVED ON 01/15/15 UP TO 10% IN CHANGE ORDERS**