

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

2. **PRESENTATION TO BOARD MEMBER**

Trustee Nickolas W. Zoumbos for successful completion of the Excellence in Trusteeship Program

3. **INSTITUTIONAL PRESENTATION**

KVCR Update - Alfredo Cruz, General Manager

4. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- a. Conference with Labor Negotiators, Government Code section 54957.6
Agency Negotiators: Bruce Baron and Dr. Lisa Norman
CTA, CSEA, Management/Supervisors, Confidential Employees
- b. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 2 cases
- c. Public Employee Discipline/Dismissal Release Government Code section 54957: 3 cases
- d. Conference with Legal Counsel-Existing Litigation: Government Code section 54956.9(d)(1) – 2 Cases
- Workers Compensation Claim Nos. 504865 and 479409

5. **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.

6. **CONVENE CLOSED SESSION**

7. **RECONVENE PUBLIC MEETING**

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

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 (p
- 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. March 10, 2016 (p)
- b. March 24, 2016 (p)

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
- ii. Consideration of Approval of Curriculum – CHC
- iii. Consideration of Approval to Serve Wine at a Campus Event – SBVC
- iv. Consideration of Approval to Serve Wine at a Campus Event – CHC

c. HUMAN RESOURCES

- i. Consideration of Approval of Adjunct and Substitute Academic Employees
- ii. Consideration of Approval of Adoption of Resolution to Participate in California Schools Employee Benefits Association (CSEBA) and EyeMed Vision Services
- iii. Consideration of Approval of Appointment of District Employees
- iv. Consideration of Approval of Compensation and Benefits for Management and Confidentials
- v. Consideration of Approval of District Volunteers
- vi. Consideration of Approval of Non-Instructional Pay for Academic Employees
- vii. Consideration of Approval of Placement of Classified Employee on the 39-Month Reemployment List
- viii. Consideration of Approval of Pre-Retirement Reduced Workload for Academic Employee
- ix. Consideration of Approval of Professional Expert, Short-Term, and Substitute Employees
- x. Consideration of Approval of Rescission of Sabbatical Leave
- xi. Consideration of Approval of Salary Advancement for Academic Employee
- xii. Consideration of Approval of Stipend for Assistant Football Coach
- xiii. Consideration of Approval of Tuition Reimbursement
- xiv. Consideration of Approval to Grant Tenure
- xv. Consideration of Ratification of CTA Tentative Agreement
- xvi. Consideration of Approval of Job Description
- xvii. Consideration of Approval of Revised Management Job Descriptions

- xviii. Consideration of Approval of Alternate Work Schedule Summer 2016
 - xix. Consideration of Approval of Summer Work Schedule 2016
 - xx. Consideration of Acceptance of Amendment of Employee Resignation
 - xxi. Consideration of Acceptance of Employee Resignations
- d. **BUSINESS & FISCAL SERVICES**
 - i. Consideration of Approval to Adopt Resolution Authorizing Temporary Interfund Borrowing
 - ii. Consideration of Approval of District & College Expenses
 - iii. Consideration of Approval of Individual Memberships
 - iv. Consideration of Approval of Professional Services Contracts-Agreements
 - v. Consideration of Approval of Purchase Order Report
 - vi. Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding
 - vii. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal
 - viii. Consideration of Approval to Adopt a Resolution Approving Budget Adjustments to Align KVCR Budget with Current Expectations
 - ix. Consideration of Approval to Adopt a Resolution to Appropriate Funds
 - x. Consideration To Approve Conference Attendance
 - e. **FACILITIES**
 - i. Consideration of Approval of Amendment 001 to the CHC College Center Renovation Contract with PMSM Architects of San Luis Obispo CA
 - ii. Consideration of Approval of Amendment 001 to the Contract with Citadel Environmental Services, Inc. of Glendale CA
 - iii. Consideration of Approval of Amendment 002 to the CHC M&O Renovation Contract with PMSM Architects of San Luis Obispo CA
 - iv. Consideration of Approval of Amendment 003 to the CHC LADM Contract with PMSM Architects of San Luis Obispo CA
 - v. Consideration of Approval of Amendment 003 to the CHC Student Services A Renovation Contract with PMSM Architects of San Luis Obispo CA
 - vi. Consideration of Approval of Amendment 007 to the Contract with HMC Architects of Ontario CA
 - vii. Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments

13. ACTION AGENDA

- a. **BOARD OF TRUSTEES & CHANCELLOR**
 - i. Consideration of Approval of Board Self-Evaluation Method for Distribution & Questions
 - ii. Consideration of Approval to Accept Board Ad Hoc Committee Reports
 - iii. Consideration of Approval to Accept Board Policies for First Reading
 - iv. Consideration of Approval to Accept Board Policies for Final Approval
 - v. Consideration to Accept the Chancellor's Charge to the District Budget Committee
- b. **INSTRUCTIONAL/STUDENT SERVICES**
 - i. None
- c. **HUMAN RESOURCES**
 - i. Consideration of Acceptance of Employee Retirement
 - ii. Consideration of Approval of Implementation of the Early Retirement Incentive Plan
- d. **BUSINESS & FISCAL SERVICES**
 - i. Consideration of Approval of Compensation Agreement with the City of San Bernardino
- e. **FACILITIES**
 - i. Consideration of Approval of Contract with DKC Architects, Inc. of Redlands CA
 - ii. Consideration of Approval of Contract with P2S Engineering Inc. of Long Beach CA
 - iii. Consideration of Approval of Contract with Vista Environmental Consulting, LLC of Anaheim CA
 - iv. Consideration of Approval to Award Bid and Contract to AMG & Associates, Inc. of Santa Clarita CA
 - v. Consideration of Approval to Award Informal Bid and Contract to Dan Lyman Construction, Inc. of San Bernardino CA

- vi. Consideration of Approval to Award Informal Bid and Ratify a Contract with Commercial Roofing Systems of Arcadia CA
- vii. Consideration of Approval to Award Informal Bid and Ratify a Contract with Montgomery Hardware of Rancho Cucamonga CA
- viii. Consideration of Approval to Award Small Construction Contract to Amtech Elevator Services of Anaheim CA
- ix. Consideration of Approval to Award Small Construction Contract to Rite Way Roof Corporation of Fontana CA

f. **RESOLUTIONS**

- i. Celebrating Education Month
- ii. Cinco de Mayo Holiday
- iii. Earth Day
- iv. National Deaf History Month
- v. National Military Appreciation Month
- vi. National Police Week
- vii. Sexual Assault Awareness and Prevention Month

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
- b. Budget Report
- c. Cenergistic Cumulative Cost Savings
- d. CHC Distance Education Plan
- e. District Clery Act Compliance Report
- f. General Fund Cash Flow Analysis
- g. Measure M Demographics Report
- h. Status of District Strategic Planning Committee Activities
- i. Summary of Measure M Construction Contract Change Orders and Amendments

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 meeting of the Board is the Board Retreat at 8am and the Study Session at 1:30pm on April 21, 2016.

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: April 14, 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 4/6/16)**

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: 12/3/2015
Requested by: Trustees
Planned Completion Date: Completed

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. Response of the questions were provided at the 2/25/16 Board meeting.

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: Agenda questions
Planned Completion Date: Completed

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. Facebook campaign is completed.

Date of Request: 11/13/2014
Requested by: Trustee Ferracone
Planned Completion Date: Completed
3/10/16

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. The BP was approved on 3/10/16

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: Completed
3/18/16

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 provided a response in the 3/18/16 Chancellor's Chat and will also provide the report in report will be provided in the Response to Board Information Requests for 4/14/16.

Date of Request: 1/21/2016
Requested by: Trustee Williams
Planned Completion Date: Completed
4/14/16

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

Comments: March 10 at 3pm at SBVC (hour before the board meeting)
April 5 at 2pm (hour before District Assembly)
April 14 at 1pm at CHC (hour before the study session)

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: Completed
4/14/16

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

Comments: Board Members met with District Assembly on 3/10/16, 4/5/16, and 4/14/16.

Date of Request: 12/10/2015
Requested by: Agenda questions
Planned Completion Date: Completed
4/14/16

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: Item was completed and provided in the 4/14/16 Board Information Request Updates.

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

Request: The Board requested a report at least every three months on the pre-qualification program for construction projects. 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. Updates provided 12/10/15, 2/25/16

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: A monthly report will be provided in the Response to Board Information Requests every three months beginning 3/10/16.

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 in the Response to Board Information Requests beginning 3/10/16.

Date of Request: 3/12/2015
Requested by: Trustee Ferracone
Planned Completion Date: Ongoing

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 and has scheuled updates to the Board.

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

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 as needed and will report updates at the Board meetings.

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: 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: 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: 12/10/2015
Requested by: Trustee Williams and Trustee Harrison
Planned Completion Date: 06/30/17

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 2016-17 review cycle for the committee to consider.

Date of Request: 9/8/2015
Requested by: Trustee Singer
Planned Completion Date: 04/21/16

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 4/21/16.



Request:

At the 4/9/15 Board meeting, Trustee Williams asked for a follow-up on the claim for the gymnasium floor through Lima Consulting.

Response:

We are anticipating spending a total of \$10,000 for Lima consultants of the \$50,000, not to exceed contracted value, after Zurich provides their determination of claim damage. The final reply from Zurich should be forthcoming any day. The Zurich attorney has reviewed and released the claim to their representative who is conducting their final review. After we receive and review the determination, we will ask Lima to review the claim and provide a final report.

Request:

At the 12/10/15 Board meeting, the Board asked, “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?”

Response:

With the use of traditional radio on the decline as students move to other mobile music on their phones and digital devices, our marketing team decided to expand their efforts to Pandora radio advertising. A streaming service like Pandora allows both campuses to target the audience by zip code (19 zips for SBVC and 15 for CHC), age (18-34), and ethnicity (i.e. Latin). In the SBVC zips, more than 44% of the 185,000 adults ages 18-34 access Pandora, and in the CHC zips, more than 47% of the 106,000 adults of the same ages access Pandora.

SBVC is generating 60,000 audio impressions, an additional 19,000+ Latin impressions, and more than 34,000 display ads per week, through Pandora. CHC is similarly generating 51,000+ audio impressions, 11,400+ Latin impressions and more than 24,000+ display ads per week.

Pandora provides both audio and visual advertising where users can see banner ads and static logo ads as well as hear voiced-over ads created by Pandora’s staff. The ads drive students and potential students to the campus website for information and enrollment. There has been upticks in website visits tied to the ads, but the full analytics report will be released on March 27.

Traditional print and radio marketing can have its limitation, but our marketing team continues to explore other avenues to reach our potential markets. Comparisons and analysis will be done at the end of each run.

Request:

At the 12/10/15 Board meeting, the Board asked if the Police Academy Chief would still report to the College President or if it should be reporting to a VP or Dean.

Response:

According to Dr. Fisher, this position no longer will report to the President. It should report to an Academic Dean.

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 4:00pm. 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
Dr. Anne L. Viricel, Trustee
Nickolas W. Zoumbos, Trustee
Thomas Robles, SBVC Student Trustee (left early at 7:16pm)
Esmeralda Vazquez, CHC Student Trustee (left early at 7:16pm)

Members Absent:

None

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

- Conference with Labor Negotiators Government Code 54957.6 Agency Negotiators: Bruce Baron and Dr. Lisa Norman
CTA, CSEA, Management/Supervisors, Confidential Employees
- Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957: 6 cases
- Conference with Legal Counsel-Existing Litigation: Government Code section 54956.9(d)(1) – Workers Compensation Claim No. 490729
- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 1 case

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

CONVENE CLOSED SESSION

Closed session convened at 4:03pm

RECONVENE PUBLIC MEETING

The public meeting reconvened at 5:33pm

REPORT OF ACTION IN CLOSED SESSION (if any)

None

REPORTS

- Trustee Viricel highlighted outstanding individuals and groups. Thanked District Assembly members for meeting with the board. Highlighted individuals who exemplify the spirit of our District; Ashley Gaines for creativity with economic development grants and Judy Jorgenson for what she does for her students.
- Trustee Ferracone attended Black History Month Breakfast and Crafton Hills College Foundation quarterly meeting.
- Trustee Harrison attended Crafton Hills College Foundation quarterly meeting, City of Rialto State of Women, and will attend the Poverty Symposium and Crafton Hills Saturday Night Live events.

- Trustee Zoumbos attended Black History Month Breakfast and the Retiree St. Patrick's Day Luncheon.
- Trustee Williams thanked District Assembly members for attending the Meet & Greet. Trustee Williams reminded attendees of the Black & Brown LEAD Conference on March 30. He is serving on the Poverty Summit panel.
- President Longville reported he has been working with members of the legislature on an assembly bill to restore BA program as soon as the warning status is rescinded. Academic Senate opposed the bill and the authors of the assembly bill have been notified.
- Trustee Robles reported Student Government will attend General Assembly in April. Student Government elections are upcoming.
- Trustee Vazquez thanked Vice Chancellor Torres for speaking to Crafton Hills Student Government. The Board was invited to Legislative Advocacy Day on April 6 from 10am-1pm, Goodwill Truck Fundraiser on April 20 from 9-6pm and she will be attending Crafton Hills Gala.
- Chancellor Baron reported the accreditation reports will be mailed in the morning if the board approves the item. On March 31 we will have a peer review from the State Chancellor's Office to validate the improvements, provide us with best practices, and an opportunity for us to ask for a \$150,000 grant to make additional improvements. District Assembly Meet & Greet with the Board on April 5 at 2pm. Chancellor gave an update to Crafton Academic Senate update and will give an update to Crafton Classified Senate. Chancellor's Chat Live on March 23 – calendar invite to follow.
- President Fisher provided an update on the process to change the mission for SBVC. Assured everyone that the mission statement was vetted and approved by the campus constituents. Dr. Fisher reported the upcoming Guardian Scholars program will take place on March 30 at 10am in the Liberal Arts Building..
- Jeremiah Gilbert gave a follow-up and where we are as a District on the FON. He would like to see the District attain the 75% FON goal. March 23 Academic Senate meeting will address Open Educational Resources (OER) and Textbook Affordability Act.
- Gabriel Jaramillo reported elections for student government will take place in May. ASG is looking forward to attending General Assembly. Will ask for the Textbook Affordability Act AB 798 to be placed on the SBVC election ballot to get input from the students. April 13 there will be a Million Student March to advocate for free community college, cancellation for student debt, and to raise minimum wage for campus workers.
- President Marshall reported the foundation strategic plan was approved. Finishing educational master plan by May. Over 225 scholarship applications and the goal is to give out more than \$100K this year.
- Denise Allen reported the Crafton Hills Academic Senate is not prepared to move forward and are not able to meet the timeline for AB 2352. They hope to be ready for another opportunity when it comes back. Academic Senate asked for the board to prioritize the hiring of additional full-time faculty. Net Tudor was adopted for online DE courses. Crafton is supporting the OER. Researchers will study the viability of non-credit courses.
- Trustee Vazquez reported Student Senate will attend General Assembly and is sponsoring resolutions for the Textbook Affordability Act and for the expansion of daycare for infants and toddlers of students on campus.

APPROVAL OF MINUTES

Consideration of Approval of 4/25/16 Minutes

Trustee Singer, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the minutes of 4/25/16.

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

None

INSTRUCTIONAL/STUDENT SERVICES

Consideration of Approval of Revised SBVC Mission Statement

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the revised SBVC Mission Statement.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Curriculum – CHC

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the attached Curriculum Modifications.

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

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

Consideration to Approve the CHC Substantive Change Proposal, Distance Education

Trustee Singer, Trustee Singer seconded the motion and the board members voted as follows:
To approve the CHC Substantive Change Proposal on Distance Education to be submitted to ACCJC for consideration.

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

HUMAN RESOURCES

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 Employee

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the appointment of Lawrence Strong.

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

Consideration of Approval of District Volunteers

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 Employee Promotion

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

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 One and Two Year Contracts for Tenure Track Academic Employees

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve tenure track contracts for academic employees.

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

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

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

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

Consideration of Approval of Professional Services Contracts-Agreements

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the attached list of Professional Services contracts/agreements with the addition:

Add the contract for Community College Search Services for \$35,000 to 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 Rescission of Pre-Retirement Reduced Workload for Academic Employee

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the rescission of the pre-retirement reduced workload for Laura Gomez, Counselor, 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 appointments of Violeta Vasquez and Lisa Martin.

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

BUSINESS & FISCAL SERVICES

Consideration to Approve Individual Memberships

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the list request for individual memberships.

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 list of purchase orders.

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

Consideration to Approve Conference Expenses

Trustee Williams, Trustee Singer seconded the motion and the board members voted as follows:
To approve the list of requests for Conference Expenses.

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

Trustee Williams asked the board to support asking the Chancellor or his designee to monitor types of training and how long staff is gone to conferences and share the information with other staff upon return.

Consideration to Approve District & College Expenses

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the list of requests for District/College Expenses.

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

FACILITIES

Consideration of Approval of Amendment 001 to the Contract with Lima Consulting, Inc. of Key West FL

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve Amendment 001 to the contract with Lima Consulting, Inc. of Key West FL to extend the term by 365 days.

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

Consideration of Approval of Amendment 002 to the Contract with PMSM Architects of San Luis Obispo CA -- Laboratory-Administration Building

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve Amendment 002 to the contract with PMSM Architects of San Luis Obispo, CA in the amount of \$32,637.00.

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

Consideration of Approval of Amendment 002 to the Contract with PMSM Architects of San Luis Obispo CA -- Student Services A

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve Amendment 002 to the contract with PMSM Architects of San Luis Obispo CA in the amount of \$14,037.00.

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

Consideration of Approval of Amendment 008 to the Contract with Knowland Construction Services, Inc. of Rancho Palos Verdes CA

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve Amendment 008 to the contract with Knowland Construction Services, Inc. of Rancho Palos Verdes, CA in the amount of \$42,264.00.

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

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

Trustee Harrison, Trustee Viricel seconded the motion and the board members voted as follows:
To approve the following contract amendments and ratify the following change orders.

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 to Accept Board Ad Hoc Committee Reports

Trustee Harrison, 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.

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

Consideration of Approval to Accept Board Policies for Final Approval

Trustee Williams, Trustee Harrison seconded the motion and the board members voted as follows:
To approve Board Policies. The Administrative Procedures are for information only. BP/AP 7250 Educational Administrators.

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

Consideration of Approval to Accept Board Policies for First Reading

Trustee Harrison, Trustee Singer seconded the motion and the board members voted as follows:
To accept Board Policies for first reading. Administrative Procedures are submitted to the Board for information only. BP 2310 Regular Meetings of the Board, BP/AP 2340 Agendas, BP/AP 2510 Collegial Consultation, BP/AP 2714 Distribution of Tickets or Passes, BP 3820 Gifts, BP 7335 Health Examinations, AP 3510 Workplace Violence, BP/AP 7330 Communicable Disease, AP 3515 Reporting of Crimes, AP 5520 Student Discipline Procedures, and AP 6800 Safety.
Incomplete APs and BPs to be completed and brought back to the board for final approval.

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

Consideration to Vote for Candidates for the 2016 CCCT Board of Directors

Trustee Singer, Trustee Harrison seconded the motion and the board members voted as follows:
To determine a vote for each of the eight vacancies and authorize staff to forward the official ballot to the League Office before the deadline. Trustees voted for: Mary Figueroa, Linda Wah, Kenneth Brown, Louise Jaffe, Marianne Tortorici, Andra Hoffman, Jerry Hart, and Cy Gulassa.

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

INSTRUCTIONAL/STUDENT SERVICES

Consideration of Approval of Final Accreditation Follow-Up Report – CHC

Trustee Ferracone, Trustee Williams seconded the motion and the board members voted as follows:
To accept CHC's Final Accreditation Follow-Up Report.

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

Consideration of Approval of Final Accreditation Follow-Up Report – SBVC

Trustee Ferracone, Trustee Williams seconded the motion and the board members voted as follows:
To accept SBVC's Final Accreditation Follow-Up Report.

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

HUMAN RESOURCES

Consideration of Acceptance of Amendment of Employee Retirement

Trustee Harrison, Trustee Zoumbos seconded the motion and the board members voted as follows:
To accept the amendment to the retirement of Laura Record.

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

Consideration of Acceptance of Employee Retirement

Trustee Harrison, Trustee Zoumbos seconded the motion and the board members voted as follows:
To accept the retirements of Michele Spahn and Mary Avila Gutierrez.

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

Consideration of Approval of Interim Management Appointment

Trustee Harrison, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the interim management appointment of Odette Salvaggio McGinnis.

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

BUSINESS & FISCAL SERVICES

Consideration of Approval of Routine Contracts-Agreements and Memorandums

Trustee Harrison, Trustee Singer seconded the motion and the board members voted as follows:
To ratify the list of routine contracts/agreements and memorandums of understanding.

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

Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

Trustee Harrison, Trustee Singer 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
NOES: None
ABSENT: None
ABSTENTIONS: Vazquez

Consideration of Approval to Adopt a Resolution to Apply for Fiscal Independence and a Resolution to Designate a District Disbursing Officer

Trustee Harrison, Trustee Singer seconded the motion and the board members voted as follows:
To adopt a resolution to apply for fiscal independence and a resolution to designate a District Disbursing Officer.

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

Consideration of Approval to Adopt a Resolution to Appropriate Funds

Trustee Harrison, Trustee Singer 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
NOES: None
ABSENT: None
ABSTENTIONS: Vazquez

Consideration of Approval to Select an Auditor for Fiscal Year 2015-16

Trustee Harrison, Trustee Singer seconded the motion and the board members voted as follows:
To approve the selection of Vavrinek, Trine, Day & Company, LLP (VTD) of Rancho Cucamonga CA to perform an independent audit of all funds under the control or jurisdiction of the district for fiscal year 2015-16, and approve the second optional year their contract in the amount of \$167,450.00.

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

FACILITIES

Consideration of Approval of a Contract with Little Diversified Architectural Consulting, Inc. of Newport Beach CA

Trustee Harrison, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve a contract with Little Diversified Architectural Consulting, Inc. of Newport Beach CA for architectural services on the Classroom Building (CL) project at Crafton Hills College in the amount of \$30,000.00.

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

Consideration of Approval of a Contract with Vista Environmental Consulting of Anaheim CA

Trustee Harrison, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve a contract with Vista Environmental Consulting of Anaheim CA for hazmat monitoring services on various Measure M construction projects in the amount of \$5,025.00.

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

RESOLUTIONS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

Written comment was presented to the board from John Brown.

INFORMATION ITEMS

Applause Cards

Budget Report

Cenergistic Cumulative Cost Savings

Clery Report General Fund Cash Flow Analysis

Local Hire Measure M Demographic Report Quarterly Financial Status Report

Summary of Measure M Construction Contract Change Orders and Amendments

RECONVENE CLOSED SESSION

The Board reconvened to Closed Session for unfinished business on closed session items at 7:16pm

RECONVENE PUBLIC MEETING

Meeting reconvened at 8:29pm

REPORT OF ACTION IN CLOSED SESSION (if any)

In closed session the board unanimously took action to non-re-employ management employee #24851.

The board unanimously took action to non-re-employ management employee #27673.

On March 10, 2016, the board unanimously took action to approve settlement of the workers comp claim #490729.

Consideration of Approval of Revision of Early Retirement Incentive

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

To approve a revision to the Classification Payout Amounts of the Early Retirement Incentive Plan for eligible employees effective July 1, 2016.

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

NOES: None

ABSENT: Robles, Vazquez

ABSTENTIONS: None

ADJOURN

President Longville adjourned the meeting at 8:33pm

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 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
Nickolas W. Zombos, Trustee
Dr. Anne L. Viricel, Trustee
Esmeralda Vazquez, CHC Student Trustee (left early at 12:40pm)

Members Absent:

Thomas Robles, SBVC Student Trustee

Administrators Present:

Bruce Baron, Chancellor
Dr. Lisa Norman, Vice Chancellor Human Resources

Administrators Absent:

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

INSTITUTIONAL PRESENTATION

Per Title 5 California Code of Regulations 53024.1(g): The district's board of trustees receives training on the elimination of bias in hiring and employment at least once every election cycle.

Laura Schulkind from Liebert Cassidy Whitmore led the Board Study Session on the Board's mandatory equal employment opportunity training: Hiring the Best While Developing Diversity in the Workforce: Legal Requirements and Best Practices for Screening Committees.

ANNOUNCEMENT OF CLOSED SESSION ITEMS

Public Employee Discipline/Dismissal Release Government Code section 54957: 2 cases

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

Grayling Eaton and Mr. Tappen agreed to address the board in closed session.

CONVENE CLOSED SESSION

Closed session convened at 2:05pm

RECONVENE PUBLIC MEETING

Public Meeting reconvened at 3:05pm

REPORT OF ACTION IN CLOSED SESSION (if any)

The Board unanimously accepted the decision of the Hearing Officer to suspend classified employee ID #173 for 20 days without pay and to issue the classified employee notice of the Board's decision.

ADJOURN

President Longville adjourned the meeting at 3:06pm

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: Henry Hua, Acting Vice President, Instruction, SBVC
DATE: April 14, 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
April 14, 2016

NEW DISCIPLINE

Sterile Processing Technician: The Biology Department was recently contacted by the Arrowhead Regional Medical Center asking us to develop a program to train individuals in sterile processing and surgical technician. The Sterile Processing Technician role is essential to the successful operation of both inpatient and outpatient surgical facilities. These medical professionals carry out duties that include reprocessing various surgical instruments and equipment. During the reprocessing phase SPTs decontaminate, package, and sterilize items. Upon sterilization, these technicians proceed to stock and track sterile items. As healthcare continues to evolve, so does the demand for highly trained professionals. Sterile Processing Technicians are a critical component in the team of professionals ensuring the safety of all surgical patients and this program will train them. State Employment and Labor Market Division website indicates that there is demand in many of the occupational areas that require training in Sterile Processing. Course prefixes for transcripts will be STERILE.

Effective: Fall 2017

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

ART 105	BUSAD 110	BUSAD 120	BUSAD 151
BUSAD 210	CIT 100	COMMST 111	COMMST 135
COMMST 140	OCEAN 101	OCEAN 111	

Rationale: Content Review.
Effective: Fall 2016

MODIFY COURSE

COURSE ID	COURSE TITLE
ART 148	BEGINNING COMPUTER GRAPHIC DESIGN

Catalog Description: This course is a survey of the major stylistic movements, ideologies, and artists that comprise the Modern period in art from the 19th century through the 20th century. Traditional art forms and newer media are discussed, especially in relation to technological, cultural, political, racial and social histories.

Schedule Description: This course is a survey of the major stylistic movements, ideologies, and artists that comprise the Modern period in art from the 19th century through the 20th century. Traditional art forms and newer media are discussed, especially in relation to technological, cultural, political, racial and social histories.

Rationale: To align with C-ID Course Descriptor for Arts 250, Introduction to Digital Art.
C-ID: ARTS 250
TOP Code: 1002.00
Equate: Course not offered at CHC.
Effective: Fall 2017

Curriculum Meeting: 2-22-16, 3-7-16
 Conjoint Meeting: 3-14-16
 Board of Trustees Meeting: April 14, 2016
 1 of 7

COURSE ID	COURSE TITLE
AUTO 022	NON-STRUCTURAL COLLISION REPAIR

Catalog Description: This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on laws and regulations, refinishing techniques, Metal Inert Gas (MIG) welding and steering, and suspension and vehicle alignment. This course may be used in preparation for the Automotive Service Excellence (ASE) National B3 Test.

Schedule Description: This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on laws and regulations, refinishing techniques, Metal Inert Gas (MIG) welding. This course may be used in preparation for the Automotive Service Excellence (ASE) National B3 Test.

Rationale: Updating course to align with Auto Collision Industry standards, and prepare students for the workforce.

TOP Code: 0949.00

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
AUTO 024	STRUCTURAL ANALYSIS AND DAMAGE REPAIR

Catalog Description: This course covers theory and practical experience in auto collision repair and shop safety, with a focus on Metal Inert Gas (MIG) welding, panel replacement, theory and practical experience in minor uni-body frame measuring and repair, basic hybrid body repair. The Environmental Protection Agency (EPA) and South Coast Air Quality Management District (SCAQMD) requirements are also studied. This course may be used in preparation for the Automotive Service Excellence (ASE) National B4 Test.

Schedule Description: This course covers theory and practical experience in auto collision repair and shop safety, with a focus on MIG welding, frame straightening equipment and uni-body measuring and repair and EPA and SCAQMD requirements. This course may be used in preparation for the Automotive Service Excellence (ASE) National B4 Test.

Rationale: Updating course to align with Auto Collision Industry standards, and prepare students for the workforce.

TOP Code: 0949.00 (Updated)

Equate: Course not offered at CHC.

Effective: Fall 2017

Curriculum Meeting: 2-22-16, 3-7-16
 Conjoint Meeting: 3-14-16
 Board of Trustees Meeting: April 14, 2016
 2 of 7

COURSE ID	COURSE TITLE
AUTO 026	AUTO COLLISION REFINISHING

Catalog Description: This course covers theory and practical experience in automotive collision repair and refinishing, shop safety practices, personal safety, and health protection as outlined by Environmental Protection Agency (EPA) and South Coast Air Quality Management District (SCAQMD). Topics include Sheet Molded Compound (SMC) panel replacement; heat reshaping plastic parts; electrical and electronic systems; single-, two-, and three-stage refinishing systems; spot repairing/blending; polishing; detailing; estimating; and custom painting. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B2.

Schedule Description: This course covers theory and practical experience in automotive collision repair and refinishing; shop safety practices, personal safety and health protection; single-, two-, and three-stage refinishing systems; spot repairing/blending; polishing; and detailing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B2.

Rationale: Updating course to align with Auto Collision Industry standards, and prepare students for the workforce.

TOP Code: 0949.00 (Updated)

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
AUTORS 010	BASIC VEHICLE RESTORATION

Lecture: 2 contact hour(s) per week
32 - 36 contact hours per semester

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

Departmental Advisory: AUTO 020 AUTO 022

Catalog Description: The course includes basic vehicle restoration theory and practical experience as well as safe work practices, disassembly, cleaning, body repair, welding and assembly.

Schedule Description: The course includes basic vehicle restoration theory and practical experience as well as safe work practices, disassembly, cleaning, body repair, welding and assembly.

Rationale: AUTORS 010 is becoming a part of the Advanced Automotive Collision Certificate.

TOP Code: 0949.00 (Updated)

Equate: Course not offered at CHC.

Effective: Fall 2017

Curriculum Meeting: 2-22-16, 3-7-16
 Conjoint Meeting: 3-14-16
 Board of Trustees Meeting: April 14, 2016
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COURSE ID	COURSE TITLE
AUTOST 010	BEGINNING STREET ROD CONSTRUCTION

Departmental Advisory: AUTO 020 or AUTO 022

Catalog Description: This course covers theory and practical experience in building a street rod vehicle. Topics include shop safety, design and construction of frame and chassis systems and components, body repair, paint preparation, refinishing, and welding.

Schedule Description: This course covers the design and construction of a street rod vehicle including chassis systems and components, body repair, paint preparation, refinishing, and welding.

Rationale: Updating departmental advisory to include AUTO 020 or AUTO 022.

TOP Code: 0949.00 (Updated)

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
ECON 208	BUSINESS AND ECONOMICS STATISTICS

Course Title: Business and Economic Statistics

Rationale: Aligning ECON 208 with C-ID MATH 110. ECON 208 was conditionally approved. Suggested recommendation have been applied to the course outline of record. Title change, dropped the "s" on Economics.

C-ID: MATH 110

TOP Code: 2204.00

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
POLICE 002	BASIC LAW ENFORCEMENT ACADEMY

Prerequisite: None.

Departmental Advisory: READ 015
ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process
MATH 952

Rationale: Police Academy program has re-evaluated the need for prerequisites and determined they only need to be advisories.

TOP Code: 2105.50

Equate: Course not offered at CHC.

Effective: Fall 2017

Curriculum Meeting: 2-22-16, 3-7-16
 Conjoint Meeting: 3-14-16
 Board of Trustees Meeting: April 14, 2016
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COURSE ID	COURSE TITLE
POLICE 100	CRIMINAL LAW

Prerequisite: None.
Corequisite: POLICE 002 POLICE 101 POLICE 102 POLICE 103
Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process
 READ 015
 MATH 952
Rationale: Police Academy program has re-evaluated the need for prerequisites and determined they only need to be advisories.
TOP Code: 2105.50
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
POLICE 101	PROCEDURE AND EVIDENCE

Prerequisite: None.
Corequisite: POLICE 002 POLICE 100 POLICE 102 POLICE 103
Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process
 READ 015
 MATH 952
Rationale: Police Academy program has re-evaluated the need for prerequisites and determined they only need to be advisories.
TOP Code: 2105.50
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
POLICE 102	COMMUNITY POLICING

Prerequisite: None.
Corequisite: POLICE 002 POLICE 100 POLICE 101 POLICE 103
Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process
 READ 015
 MATH 952
Rationale: Police Academy program has re-evaluated the need for prerequisites and determined they only need to be advisories.
TOP Code: 2105.50
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
POLICE 103	INTRODUCTION TO CRIMINAL INVESTIGATION

Prerequisite: None.
Corequisite: POLICE 002 POLICE 100 POLICE 101 POLICE 102
Departmental Advisory: ENGL 015 or eligibility for ENGL 101 as determined by SBVC assessment process
 READ 015
 MATH 952
Rationale: Police Academy program has re-evaluated the need for prerequisites and determined they only need to be advisories.
TOP Code: 2105.50
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
WST 098	WATER SUPPLY TECHNOLOGY WORK EXPERIENCE

Prerequisite: WST 061 or WST 071 or WST 081 or WST 091
Rationale: Updates made to reflect changes in prerequisites.
TOP Code: 0958.00
Equate: Course not offered at CHC.
Effective: Fall 2016

DISTRIBUTED EDUCATION

ART 105	BUSAD 110	BUSAD 120	BUSAD 151
BUSAD 210	CIT 100	COMMST 135	OCEAN 101

100% ONLINE

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

Effective: Fall 2017

MODIFY CERTIFICATE

Advanced Automotive Collision Certificate

This certificate is designed to prepare students for entry-level work as an auto collision repair technician and/or painter apprentice beyond the Basic Automotive Collision Repair and Refinishing Certificate and to prepare students for the Automotive Service Excellence (ASE) certification test.

REQUIRED COURSES:

	Units
AUTO020	6
AUTO022	6
AUTO024	6
AUTO026	6
AUTO028	3
AUTO029	3
AUTO084	4
AUTORS010	4
	or
AUTOST010	4

RECOMMENDED COURSE:

	Units
AUTO056	4

Total Units

38

AUTO 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.

PID 576

This is a Gainful Employment Program

Rationale: The department is adding AUTORS 010 and AUTOST010 as required courses, and removing AUTO 050 and AUTO 052.

Effective: Fall 2017

Curriculum Meeting: 2-22-16, 3-7-16

Conjoint Meeting: 3-14-16

Board of Trustees Meeting: April 14, 2016

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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: April 14, 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
April 14, 2016

NEW COURSES

DISCIPLINE: Emergency Medical Services

DEPARTMENT: Public Safety and Services

COURSE ID: EMS 026

COURSE TITLE: Emergency Responder

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: Good dexterity, coordination, ability to work in confined spaces and in unstable unpredictable environments.

SEMESTER UNITS: 3

MINIMUM SEMESTER HOURS:

LECTURE: 2.5 contact hours per week
40 contact hours per semester

LAB: 1.5 contact hours per week
24 contact hours per semester

CATALOG DESCRIPTION: An Emergency Medical Responder is the first medically trained professional to serve as a vital link in the chain of health care providers that arrive on scene of an emergency. This course is designed for those that are interested in the pre hospital/hospital field as an Emergency Medical Technician (EMT), Emergency Room Technician, Paramedic, Firefighter or Law Enforcement.

SCHEDULE DESCRIPTION: Introduction in all facets required of an Emergency Medical Responder support measures per U.S. DOT T22CCR guidelines, American Heart Association CPR and the use of appropriate emergency medical equipment and supplies.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

This is a stand alone course.

Effective: FA16

Rationale: This course is designed to prepare students to meet the entry level job expectations for a First Responder as well as prepare the student entering the Emergency Medical Technician program which is the prerequisite for the Paramedic and Fire Academy programs.

DISCIPLINE: English

DEPARTMENT: English and Reading

COURSE ID: ENGL 104

COURSE TITLE: Writing the Research Narrative

PREREQUISITE: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

SEMESTER UNITS: 4

MINIMUM SEMESTER HOURS:

LECTURE: 4 contact hours per week
64 contact hours per semester

CATALOG DESCRIPTION: Instruction in writing comprehensive research papers reflecting critical thinking, analysis, hypothesis development, interpretation, evaluation and discussion. Requires substantial analytical reading and writing (See current class schedule for specific writing style.)

SCHEDULE DESCRIPTION: Instruction in writing comprehensive research papers reflecting critical thinking, analysis, hypothesis development, interpretation, evaluation and discussion. Requires substantial reading and writing.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course provides students with a sophisticated knowledge of the standard practices of writing research papers and provides a skill set that will transfer for use in any other course that has a formal research writing requirement. When taken concurrently with PSYCH 101 (Research Methods), the combination is typical of the requirement for upper division Research Methods course at CSU.

DISCIPLINE: Fire Technology
DEPARTMENT: Public Safety and Services
COURSE ID: FIRET 040A
COURSE TITLE: Fire Inspector 1A – Duties and Administration
PREREQUISITE: None
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

SEMESTER UNITS: 2

MINIMUM SEMESTER HOURS:

LECTURE: 2 contact hours per week
32 contact hours per semester

CATALOG DESCRIPTION: This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector 1 including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings.

SCHEDULE DESCRIPTION: This course provides students with a basic knowledge of the roles and responsibilities of a Fire Inspector 1 including legal responsibilities and authority, codes and standards, the inspection process, confidentiality and privacy requirements, and ethical conduct, and administrative tasks including preparing inspection reports, recognizing the need for a permit or plan review, investigating common complaints, and participating in legal proceedings.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of four courses in the new California State Fire Marshals Fire Inspector I program that starts in December 2016. This program and courses will replace the current Fire Inspector I courses we are now offering.

DISCIPLINE: Fire Technology
DEPARTMENT: Public Safety and Services
COURSE ID: FIRET 085A
COURSE TITLE: Company Officer 2A – Human Resource Management
PREREQUISITE: None

Curriculum Meeting: 02/22/16, 03/28/16

Conjoint Meeting: 03/30/16

Board of Trustees Meeting: 04/14/16

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COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 2.5
MINIMUM SEMESTER HOURS:
LECTURE: 2.5 contact hours per week
40 contact hours per semester

CATALOG DESCRIPTION: Designed to provide information for Company Officers on the use of human resources to accomplish assignments, evaluate members performance, supervise personnel, and integrate health and safety plans, policies, and procedures into daily activities as well as the emergency scene.

SCHEDULE DESCRIPTION: Provides information on the use of human resources to accomplish day-to-day non-emergency and emergency assignments. This course is designed for in-service firefighters seeking career advancement to the Company Officer level.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer program that starts in December 2016. This program and courses will replace the current Fire Officer courses we are now offering.

DISCIPLINE: Fire Technology
DEPARTMENT: Public Safety and Services
COURSE ID: FIRET 085B
COURSE TITLE: Company Officer 2B – General Administrative Functions
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: FIRET 085A with a minimum grade of C or better
SEMESTER UNITS: 1.5
MINIMUM SEMESTER HOURS:
LECTURE: 1.5 contact hours per week
24 contact hours per semester

CATALOG DESCRIPTION: Designed to provide information on general administrative functions and the implementation of department policies and procedures and addresses conveying the fire department's role, image, and mission to the public. This course is for in-service firefighters seeking career advancement to the Company Officer level.

SCHEDULE DESCRIPTION: Provides information on general administrative functions and the fire department's role, image, and mission to the public.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer program that starts in December 2016. This program and courses will replace the current Fire Officer courses we are now offering.

DISCIPLINE: Fire Technology
DEPARTMENT: Public Safety and Services
COURSE ID: FIRET 085C
COURSE TITLE: Company Officer 2C – Fire Inspections and Investigations
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: FIRET 085A with a minimum grade of C or better

Curriculum Meeting: 02/22/16, 03/28/16

Conjoint Meeting: 03/30/16

Board of Trustees Meeting: 04/14/16

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SEMESTER UNITS: 2.5

MINIMUM SEMESTER HOURS:

LECTURE: 2.5 contact hours per week
40 contact hours per semester

CATALOG DESCRIPTION: Designed to provide information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause and securing the incident scene and preserving evidence.

SCHEDULE DESCRIPTION: Provides information on conducting fire prevention inspections, identifying hazards and addressing violations.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer program that starts in December 2016. This program and courses will replace the current Fire Officer courses we are now offering.

DISCIPLINE: Fire Technology
DEPARTMENT: Public Safety and Services
COURSE ID: FIRET 085D
COURSE TITLE: Company Officer 2D – All Risk Operations
PREREQUISITE: None
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: Successful completion of FIRET 511 and PBSF 118

SEMESTER UNITS: 1.5

MINIMUM SEMESTER HOURS:

LECTURE: 1.5 contact hours per week
24 contact hours per semester

CATALOG DESCRIPTION: Designed to provide information on conducting incident size-up, developing and implementing an initial plan of action involving single and multiunit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting preincident planning, and develop and conduct a post-incident analysis.

SCHEDULE DESCRIPTION: Provides information on conducting incident size-up, developing and implementing an initial plan of action on various types of emergency incidents.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer program that starts in December 2016. This program and courses will replace the current Fire Officer courses we are now offering.

DISCIPLINE: Fire Technology
DEPARTMENT: Public Safety and Services
COURSE ID: FIRET 085E
COURSE TITLE: Company Officer 2E – Wildland Incident Operations
PREREQUISITE: None
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: Successful completion of FIRET 085D and FIRET 509 (classroom delivery only)

SEMESTER UNITS: 2

Curriculum Meeting: 02/22/16, 03/28/16

Conjoint Meeting: 03/30/16

Board of Trustees Meeting: 04/14/16

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MINIMUM SEMESTER HOURS:

LECTURE: 1.75 contact hours per week
28 contact hours per semester

LAB: .75 contact hour per week
12 contact hours per semester

CATALOG DESCRIPTION: Provides information on how to command a wildland incident as a Company Officer. Designed to provide information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources to suppress a wildland fire, establish an incident command post and completing incident records and reports.

SCHEDULE DESCRIPTION: Provides information on how to command a wildland incident as a Company Officer.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of six courses in the new California State Fire Marshals Company Officer program that starts in December 2016. This program and courses will replace the current Fire Officer courses we are now offering.

DISCIPLINE: Fire Technology

DEPARTMENT: Public Safety and Services

COURSE ID: FIRET 086A

COURSE TITLE: Chief Fire Officer 3A – Human Resource Management

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

SEMESTER UNITS: 2

MINIMUM SEMESTER HOURS:

LECTURE: 2 contact hours per week
32 contact hours per semester

CATALOG DESCRIPTION: Designed to provide students with the knowledge of human resource requirements related to the roles and responsibilities of a Chief Fire Officer, including developing plans for employee accommodation, developing hiring procedures, establishing personnel assignments, and developing a measurable accident and injury program.

SCHEDULE DESCRIPTION: Designed to provide students with the knowledge of human resource requirements related to the roles and responsibilities of a Chief Fire Officer.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of four new courses required for California State Certification as a Chief Fire Officer. This course replaces an existing course that will no longer be offered after December 31, 2016.

DISCIPLINE: Fire Technology

DEPARTMENT: Public Safety and Services

COURSE ID: FIRET 086B

COURSE TITLE: Chief Fire Officer 3B – Budget and Fiscal Responsibilities

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

Curriculum Meeting: 02/22/16, 03/28/16

Conjoint Meeting: 03/30/16

Board of Trustees Meeting: 04/14/16

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SEMESTER UNITS: 1.5

MINIMUM SEMESTER HOURS:

LECTURE: 1.5 contact hours per week
24 contact hours per semester

CATALOG DESCRIPTION: Designed to provide information on the roles and responsibilities of budgeting for Chief Fire Officer including developing a budget management system, developing a division or departmental budget and describing the process for ensuring competitive bidding.

SCHEDULE DESCRIPTION: Designed to provide information on the roles and responsibilities of budgeting for Chief Fire Officer.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of four new courses required for California State Certification as a Chief Fire Officer. This course replaces an existing course that will no longer be offered after December 31, 2016.

DISCIPLINE: Fire Technology

DEPARTMENT: Public Safety and Services

COURSE ID: FIRET 086C

COURSE TITLE: Chief Fire Officer 3C – General Administrative Functions

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

SEMESTER UNITS: 1.5

MINIMUM SEMESTER HOURS:

LECTURE: 1.5 contact hours per week
24 contact hours per semester

CATALOG DESCRIPTION: This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer including directing a department records management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs and evaluating the inspection program of the Fire Department.

SCHEDULE DESCRIPTION: This course provides students with a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of four new courses required for California State Certification as a Chief Fire Officer. This course replaces an existing course that will no longer be offered after December 31, 2016.

DISCIPLINE: Fire Technology

DEPARTMENT: Public Safety and Services

COURSE ID: FIRET 086D

COURSE TITLE: Chief Fire Officer 3D – Emergency Services Delivery Responsibilities

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

SEMESTER UNITS: 1.5

Curriculum Meeting: 02/22/16, 03/28/16

Conjoint Meeting: 03/30/16

Board of Trustees Meeting: 04/14/16

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MINIMUM SEMESTER HOURS:

LECTURE: 1.5 contact hours per week
24 contact hours per semester

CATALOG DESCRIPTION: This course provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer including developing a plan for the integration of fire service resources, developing an agency resource contingency plan, evaluating incident facilities, supervising multiple resources, developing and utilizing an incident action plan, obtaining incident information to facilitate transfer of command, developing and conducting post incident analysis, and maintaining incident reports.

SCHEDULE DESCRIPTION: This course provides students with a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: This course is one of four new courses required for California State Certification as a Chief Fire Officer. This course replaces an existing course that will no longer be offered after December 31, 2016.

DISCIPLINE: Public Safety

DEPARTMENT: Public Safety and Services

COURSE ID: PBSF 118

COURSE TITLE: Company Officer H1 – Hazardous Materials Incident Commander

PREREQUISITE: None

COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: Successful completion of CSTI's Hazardous Materials First Responder Operations course and FIRET 506

SEMESTER UNITS: 1

MINIMUM SEMESTER HOURS:

LECTURE: 1 contact hour per week
16 contact hours per semester

CATALOG DESCRIPTION: Designed to provide the tools a person needs to assume control of an emergency response to a hazardous materials incident. It focuses on how to assess hazards, manage risk, comply with legal requirements and implement protective actions. Instructional methods include class activities, case studies and table top exercises with emphasis on hands-on decision-making. Certification through California Specialized Training Institute.

SCHEDULE DESCRIPTION: Provides the tools a person needs to assume control of an emergency response to a hazardous materials incident. This course is designed for in-service firefighters seeking advancement to the Company Officer level. Additional fees to obtain certificate may apply.

Note: This course does not currently equate with SBVC. The course is not offered at SBVC.

Effective: FA16

Rationale: The course is a prerequisite course for the new California State Fire Marshals Company Officers certification program that starts in December 2016. This program will replace the current Fire Officer certification courses we are now offering.

COURSE MODIFICATIONS

COURSE ID	COURSE TITLE
ENGL 280	World Literature to the 17 th Century

PREREQUISITE: ENGL 010 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Note: This course currently equates with ENGL 280 at SBVC.

Effective: FA16

Rationale: Six-year revision

COURSE ID	COURSE TITLE
MATH 942	Arithmetic

SEMESTER UNITS: 4

MINIMUM SEMESTER HOURS:

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

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

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

Effective: FA16

Rationale: In order to be in compliance with the unit and hour audit the units needed to return to the previous three units of lecture and one unit of lab. If the department wants a class without the lab it needs to be a separate course.

COURSE ID	COURSE TITLE
PHIL 103	Introduction to Logic: Argument and Evidence

Note: This course currently equates with PHIL 103 at SBVC.

Effective: FA16

Rationale: C-ID approval

DISTANCE EDUCATION

COURSE ID	DISTANCE EDUCATION FORMAT
PHIL 103	Hybrid and 100% Online

Effective: FA16

Rationale: Increase Distance Education courses

CHC GENERAL EDUCATION

D4: Add: ENGL 104

Effective: FA16

PROGRAM MODIFICATIONS – TRANSFER DEGREE (AA-T)

ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER

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

REQUIRED COURSES		UNITS
ENGL 102	Intermediate Composition and Critical Thinking	(4.00)
OR		
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	(4.00)
ENGL 152	Intermediate Composition and Literature	(4.00)
OR		
ENGL 152H	Intermediate Composition and Literature – Honors	(4.00)

Students must complete at least six units from the following courses:		UNITS
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00

Students must complete at least three additional units from the following courses:		UNITS
ENGL 232	Creative Writing	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00

Students must complete at least three additional units from the following courses:		UNITS
ENGL 108	World Drama I	(3.00)
OR		
THART 108	World Drama I	(3.00)
ENGL 109	World Drama II	(3.00)
OR		
THART 109	World Drama II	(3.00)
ENGL 120	Fundamentals of News Writing	(3.00)
OR		
JOUR 120	Fundamentals of News Writing	(3.00)
ENGL 127	Introductory Literary Magazine Production: The Sand Canyon Review	3.00
ENGL 150	Classical Mythology	3.00
ENGL 155	Children's Literature	(3.00)

Curriculum Meeting: 02/22/16, 03/28/16

Conjoint Meeting: 03/30/16

Board of Trustees Meeting: 04/14/16

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	OR	
ENGL 155H	Children's Literature – Honors	(3.00)
ENGL 160	Literature by Women	3.00
ENGL 163	Chicano/Latino Literature	3.00
ENGL 170	The Film Experience	3.00
ENGL 175	Literature and Religion of the Bible	(3.00)

	OR	
RELIG 175	Literature and Religion of the Bible	(3.00)
ENGL 226	Play and Screenplay Analysis	(3.00)

	OR	
THART 226	Play and Screenplay Analysis	(3.00)
ENGL 232	Creative Writing	3.00
ENGL 250	Fiction	3.00
ENGL 260	Survey of American Literature I	3.00
ENGL 261	Survey of American Literature II	3.00
ENGL 270	Survey of British Literature I	3.00
ENGL 271	Survey of British Literature II	3.00
ENGL 275	Shakespeare	3.00
ENGL 280	World Literature to the 17th Century	3.00
ENGL 281	World Literature from the 17th Century to the Present	3.00
ARABIC 101	College Arabic I	5.00
ARABIC 102	College Arabic II	5.00
ARABIC 103	College Arabic III	5.00
ARABIC 104	College Arabic IV	5.00
FRENCH 101	College French I	5.00
FRENCH 102	College French II	5.00
FRENCH 103	College French III	5.00
FRENCH 104	College French IV	5.00
HUM 101	The Humanities I: Prehistoric to Medieval	3.00
HUM 102	The Humanities II: Renaissance to Post Modern	3.00
JAPN 101	College Japanese I	5.00
JAPN 102	College Japanese II	5.00
JAPN 103	College Japanese III	5.00
JAPN 104	College Japanese IV	5.00
RUS 101	College Russian I	5.00
RUS 102	College Russian II	5.00
SPAN 101	College Spanish I	5.00
SPAN 102	College Spanish II	5.00
SPAN 103	College Spanish III	5.00
SPAN 104	College Spanish IV	5.00
COMMST 120	Oral Interpretation of Literature	(3.00)

	OR	
COMMST 120H	Oral Interpretation of Literature – Honors	(3.00)
COMMST 145	Business Communication	(4.00)

	OR	
BUSAD 145	Business Communication	(4.00)
THART 100	Introduction to Theatre	(3.00)

	OR	
THART 100H	Introduction to Theatre – Honors	(3.00)

TOTAL UNITS: 20.00

Effective: FA16

Rationale: Curriculum update

Curriculum Meeting: 02/22/16, 03/28/16

Conjoint Meeting: 03/30/16

Board of Trustees Meeting: 04/14/16

11 of 12

PROGRAM MODIFICATIONS – TRANSFER DEGREE (AS-T)

ASSOCIATE IN SCIENCE IN BIOLOGY FOR TRANSFER

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

REQUIRED COURSES	UNITS
BIOL 130 Cell and Molecular Biology	(4.00)
AND	
BIOL 131 Populations and Organisms	(4.00)
OR	
BIOL 130H Cell and Molecular Biology – Honors	(4.00)
AND	
BIOL 131H Populations and Organisms – Honors	(4.00)
CHEM 150 General Chemistry I	(5.00)
AND	
CHEM 151 General Chemistry II	(5.00)
OR	
CHEM 150H General Chemistry I – Honors	(5.00)
AND	
CHEM 151H General Chemistry II – Honors	(5.00)
MATH 250 Single Variable Calculus I	4.00
PHYSIC 110 General Physics I	(4.00)
AND	
PHYSIC 111 General Physics II	(4.00)
OR	
PHYSIC 250 College Physics I	(4.00)
AND	
PHYSIC 251 College Physics II	(4.00)
TOTAL UNITS:	30.00

Effective: FA16

Rationale: Curriculum update

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Gloria Fisher, President, SBVC
PREPARED BY: Dr. Gloria Fisher, President, SBVC
DATE: April 14, 2016
SUBJECT: Consideration of Approval to Serve Wine at a Campus Event - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve wine to be served at a campus event: 21st Annual Spotighting Our Success, April 22, 2016.

OVERVIEW

In the planning of an upcoming event, it has been decided that wine will be served on campus at this event.

ANALYSIS

Per Board Policy 3560 and in accordance with California law, the 21st Annual Spotighting Our Success is a private, by invitation only, event that is not open to the public and where alcohol will not be sold.

According to the California Department of Alcoholic Beverage Control, a license is not required if alcohol is not served and is held for private (invitation only) events.

FINANCIAL IMPLICATIONS

Included in the 2015/2016 budget.

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: April 14, 2016

SUBJECT: Consideration of Approval to Serve Wine at Campus Event – Crafton

RECOMMENDATION

It is recommended that the Board of Trustees approve wine to be served at a campus event: Scholarship Donor Mixer on May 20, 2016.

OVERVIEW

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

ANALYSIS

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

Per Board Policy 3560 and in accordance with California law, the Scholarship Donor Mixer is a private, by invitation only, event that is not open to the public and where alcohol will not be sold.

According to the California Department of Alcoholic Beverages Control, a license is not required if alcohol is served at private (invitation only) events.

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

DATE: April 14, 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.

Adjunct & Substitute Academic Employees
April 14, 2016

Crafton Hills College

<u>NAME</u>	<u>DISCIPLINE</u>
Makalerina Tambunan	Accounting
Zina Mshali	Arabic
Courtney Lloyd	American Sign Language
Benjamin Gamboa	Economics
Alexandra N. Razook	Communication Studies
Melanie Maggard	Psychology
Timothy Haupt, Dr.	Psychology
Terri Herrick	Psychology

San Bernardino Valley College

<u>NAME</u>	<u>DISCIPLINE</u>
Caddell, Tonneka M.	Psychology
Jones, Anthony T.	Health
Jones, Tiffany T.	Psychology
Galuszka, Shannon	Theatre Arts

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 & Seven J. Sutorus, Business Manager

DATE: April 14, 2016

SUBJECT: Consideration of Approval to Adopt Resolution and Approve Contract to Participate in California Schools Employee Benefits Association (CSEBA)

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Resolution, authorizing San Bernardino Community College District to participate in California Schools Employee Benefits Association (CSEBA).

OVERVIEW

The San Bernardino Community College District desires to participate in the California Schools Employee Benefits Association (CSEBA).

ANALYSIS

The SBCCD Health Insurance Committee comprised of management and the associations conducted a request for proposal (RFP) during the 2015-16 year. At the conclusion of the process a recommendation was made to move the District to CSEBA for no less than two (2) years. This recommendation was accepted by both collective bargaining units for medical and dental coverage.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 and 2016-2017 budgets.

RESOLUTION

RESOLUTION TO PARTICIPATE IN CALIFORNIA SCHOOLS EMPLOYEE BENEFITS ASSOCIATION (CSEBA)

WHEREAS, school districts in the State of California have determined there is a continuing need for self-funding, and/or fully insured employee benefit plans; and

WHEREAS, school districts in the California Schools Employee Benefits Association (CSEBA) desire to combine their respective efforts to establish, operate and maintain self-funded, and/or fully insured employee benefits plans; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Sections 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them; and

WHEREAS, Sections 17566, 35214, 39602, 39603, 81602 and 81603 of the Education Code authorized school districts to establish self-funded, and/or fully insured employee benefit plans:

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Bernardino Community College District, that the district hereby approves the Joint Powers Agreement, known as and designated "CSEBA" to provide self-funded, and/or fully insured employee benefit plans for the mutual benefit of all member districts;

IT IS FURTHER RESOLVED that the Chancellor, or designee(s), is hereby authorized and directed to execute on behalf of this district the joint exercise of powers agreement designated as "CSEBA" and said representative(s) is further authorized to sign the documents and perform all items pertaining to the interest of the Board as a legislative body pursuant to the terms of said agreement; and

IT IS FURTHER RESOLVED that this district hereby applies for membership in CSEBA's Medical Plan and understands that membership in this plan is a two (2) year commitment, and authorizes the representative(s) to execute membership and other documents pertinent to this District's membership in "CSEBA".

THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Bernardino Community College District, that the district hereby approves the Joint Powers Agreement, known as and designated "CSEBA", to provide for the management recommended by the CSEBA Board of Directors

John Longville, President
Board of Trustees
San Bernardino Community College District

ATTEST:

Joseph Williams, Clerk

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: April 14, 2016
SUBJECT: Consideration of Approval of Appointment of District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of Catherine Wilkinson, Virginia Albarran, Rosemary Bishop, Carrie Audet, Cinthia Calderon Cruz and Berenice Ramirez.

OVERVIEW

The employees on the attached list are recommended for employment.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

District Employees
April 14, 2016

Catherine Wilkinson, Director of Foundation and Development, KVCR, effective April 15, 2016. Management Salary Schedule Range 17, Step B, at \$103,367.00 annually. New Position. Funding Source is KVCR General Fund and is included in the 2015-2016 budget.

Virginia Albarran, Food Service Worker I (Part-time 47.5%), SBVC, effective May 2, 2016, at Classified Salary Range 18, Step A, \$ 1,050.70 per month. New position. Funding Source is Cafeteria Fund 52 and is included in the 2015-2016 budget.

Rosemary Bishop, Library Media Clerk, SBVC, effective May 2, 2016 at Classified Salary Range 26, Step A, \$2,694.00 per month. Replacing Timothy Hosford. Funding Source is Library General Fund and is included in the 2015-2016 budget.

Carrie Audet, Administrative Secretary, Resource Development, CHC, effective April 15, 2016, Classified Salary Range 37 Step A at \$3,535.00 per month, Replaces Nicole Rodriguez. Funding Source is Crafton General Fund and is included in the 2015-2016 budget.

Cinthia Calderon Cruz, Account Clerk I, Campus Business Office, CHC, 19 hours per week, 10 months per year, effective May 2, 2016, Classified Salary Range 26 Step A at \$1,279.65 per month. Replaces Mariella Long. Funding Source is Crafton General Fund and is included in the 2015-2016 budget.

Berenice Ramirez, Child Development Assistant, Child Development Center, CHC, 19 hours per week, effective April 15, 2016, Classified Salary Range 20 Step A at \$1,103.43 per month. Replaces Melinda Wallace. Funding Source is Crafton General Fund and is 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: April 14, 2016
SUBJECT: Consideration of Approval of Compensation and Benefits for
Management and Confidential Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the Compensation and Benefits for Management and Confidential employees.

OVERVIEW

The District shall increase compensation by 1.5% for the 2016-2017 year and shall increase compensation by 1.5% for the 2017-2018 year.

The District shall incur the costs for parking fees for employees beginning July 1, 2016.

The District shall fully fund the least expensive benefit package for each employee for the 2016-2017 and 2017-2018 years. The new benefit cap shall be increased from \$15,366.72 to \$16,044.00 for 2016-2017. In the 2017-2018 year the benefit cap shall be increased to provide the same benefit package as year 2016-2017.

Vacation accrual shall be increased from 1.91 days to 2.0 days per month

For Managers only, the doctoral stipend shall be increased from \$95.00 per month to \$190.00 per month.

ANALYSIS

On March 29, 2016, the parties met and reached agreement.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in 2016-2017 and 2017-2018 budgets.

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
Dr. Cheryl Marshall, President, CHC

DATE: April 14, 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
April 14, 2016

Crafton Hills College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Batuyang, Danielle	Fire Technology	04/15/16-06/30/16
Brewer, Jason	Fire Technology	04/15/16-06/30/16
Bryson, Chris	Fire Technology	04/15/16-06/30/16
Gutierrez, Omar	Fire Technology	04/15/16-06/30/16
Lange, Kierra*	DSPS	02/02/16-06/30/16
Sandberg, Jonathan	Fire Technology	04/15/16-06/30/16
Topoleski, Paul	Fire Technology	04/15/16-06/30/16

San Bernardino Valley College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Abbott, Mariah*	Student Services/ValleyBound	01/04/2016-06/30/2016
Abdul-Khaaliq, Sulayman*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Abou Mousa, Naya*	Student Services/ValleyBound	01/04/2016-06/30/2016
Acosta, Alexis	Science/Chemistry	06/01/2016-06/30/2016
Adu-Beng, Emmeline	Science/Chemistry	06/01/2016-06/30/2016
Aguilar, Angelica*	Student Services/ValleyBound	01/04/2016-06/30/2016
Alcaraz, Luis*	Student Services/ValleyBound	01/04/2016-06/30/2016
Aldama, Autumn*	Student Services/ValleyBound	01/04/2016-06/30/2016
Alemu, Betelhem	Science/chemistry	06/01/2016-06/30/2016
Alferez, Vanessa*	Student Services/ValleyBound	01/04/2016-06/30/2016
Alonzo, Mercedes*	Student Services/ValleyBound	01/04/2016-06/30/2016
Alvarez, Carlos*	Student Services/ValleyBound	01/04/2016-06/30/2016
Anaya, Israel*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Anderson, Shanyka	Science/Chemistry	06/01/2016-06/30/2016
Arenas, Miguel	Applied Technology/Machinist	04/15/2016-05/26/2016
Arevalo, Andrea	Science/Chemistry	06/01/2016-06/30/2016
Avalos, Anthony*	Student Services/ValleyBound	01/04/2016-06/30/2016
Avila, Alexandria*	Student Services/ValleyBound	01/04/2016-06/30/2016
Baca, Andrew*	Student Services/ValleyBound	01/04/2016-06/30/2016
Balderrama, Vanessa*	Student Services/ValleyBound	01/04/2016-06/30/2016
Bann, Viryouth*	Student Services/ValleyBound	01/04/2016-06/30/2016
Baron, Nicholle*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Barragan, Lisbeth*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Bermudez, April*	Student Services/ValleyBound	01/04/2016-06/30/2016
Bermudez, Evelyn*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Bowes, Elizabeth*	Student Services/ValleyBound	01/04/2016-06/30/2016
Bunnel, Alexander*	Student Services/ValleyBound	01/04/2016-06/30/2016
Camacho, Evabey*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Canchola, Noemi*	Student Services/ValleyBound	01/04/2016-06/30/2016
Cash, RaeJenay*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Casillas, Issac*	Student Services/ValleyBound	01/04/2016-06/30/2016

Castaron, Orlando*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Ceballos, Josue*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Chaney, Kwyla*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Chea, Shanica*	Student Services/ValleyBound	01/04/2016-06/30/2016
Davila, Daniel *	Student Services/ValleyBound	01/04/2016-06/30/2016
Davila-Salas, Jesus*	Student Services/ValleyBound	01/04/2016-06/30/2016
Davila-Salas, Mario*	Student Services/Valley Bound	01/04/2016-06/30/2016
De La Presilla, Jose*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
DeLaTorre, Irma*	Student Services/ValleyBound	01/04/2016-06/30/2016
Delfin, Jonathan*	Student Services/ValleyBound	01/04/2016-06/30/2016
Duran, Elizabeth*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Espinosa, Zelinda*	Student Services/ValleyBound	01/04/2016-06/30/2016
Espinoza, Cesar*	Student Services/ValleyBound	01/04/2016-06/30/2016
Espinoza, Jorge*	Student Services/ValleyBound	01/04/2016-06/30/2016
Estrada, Michelle	Science/Chemistry	06/01/2016-06/30/2016
Felix, Alexis*	Student Services/Valley Bound	01/04/2016-06/30/2016
Fermin, Christian*	Student Services/ValleyBound	01/04/2016-06/30/2016
Fisher, Darrell*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Flagg-Martin, George*	Student Services/ValleyBound	01/04/2016-06/30/2016
Fulgham III, Abe P.*	Student Services/ValleyBound	01/04/2016-06/30/2016
Gaitan, Evelyn*	Student Services/ValleyBound	01/04/2016-06/30/2016
Garcia, Manuel*	Student Services/ValleyBound	01/04/2016-06/30/2016
Garcia, Martin*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Garcia, Martin*	Student Services/ValleyBound	01/04/2016-06/30/2016
Glenn, Wesley*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Godinez, Stephanie*	Student Services/ValleyBound	01/04/2016-06/30/2016
Gomez, Celeste*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Gomez, Jacob*	Student Services/ValleyBound	01/04/2016-06/30/2016
Gomez, Juan*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Gomez, Larissa	Student Services/Counseling	04/15/2016-06/30/2016
Gonzalez A., Karla M.*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Gonzalez, Alicia*	Student Services/ValleyBound	01/04/2016-06/30/2016
Gonzalez, Jerry*	Student Services/ValleyBound	01/04/2016-06/30/2016
Griffin, Nylik*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Guajardo, Alondra*	Student Services/ValleyBound	01/04/2016-06/30/2016
Guerrero, Jesus*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Gutierrez, Zaul	Administrative Services/CTS	04/15/2016-06/30/2016
Halabiya, Sameerah	Science/Biology	04/15/2016-06/30/2016
Hall, JaQuaya S.*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Hardin, Allen*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Hauck, Chance*	Student Services/ValleyBound	01/04/2016-06/30/2016
Hernandez, Antonio*	Student Services/ValleyBound	01/04/2016-06/30/2016
Hernandez, Jasmine*	Student Services/ValleyBound	01/04/2016-06/30/2016
Hernandez, Miguel*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Herrera, Alyssa*	Student Services/ValleyBound	01/04/2016-06/30/2016
Higbee, Dominic*	Student Services/ValleyBound	01/04/2016-06/30/2016
Huizar, Jazmine*	Student Services/ValleyBound	01/04/2016-06/30/2016
Ibarra, Maura	Science/Chemistry	06/01/2016-06/30/2016
Jimenez, Joel *	Student Services/ValleyBound	01/04/2016-06/30/2016
Jimenez, Susana*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Johnson, Alec*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Le, Trinh*	Student Services/ValleyBound	01/04/2016-06/30/2016
Lichtenfels, Autumn*	Student Services/ValleyBound	01/04/2016-06/30/2016

Lomeli, Ana*	Student Services/DSP&S	04/15/2016-06/30/2016
Lopez, Georgina*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Lopez, Jared*	Student Services/ValleyBound	01/04/2016-06/30/2016
Lopez, Luis*	Student Services/ValleyBound	01/04/2016-06/30/2016
Maldonado, Carlos*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Malonzo, Mirra Claire*	Student Services/ValleyBound	01/04/2016-06/30/2016
Mata, Cesar*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Miranda, Leticia*	Student Services/ValleyBound	01/04/2016-06/30/2016
Mitchell, David*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Mitchell, Devin*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Molina, Alyssa*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Montanez, Aide*	Student Services/ValleyBound	01/04/2016-06/30/2016
Mora, Marisol*	Student Services/ValleyBound	01/04/2016-06/30/2016
Morales, Edith*	Student Services/ValleyBound	01/04/2016-06/30/2016
Morena, Brian*	Student Services/ValleyBound	01/04/2016-06/30/2016
Moya, Sarina*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Munguia, Paula*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Nash, Khadijah*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Nava, Karla*	Student Services/ValleyBound	01/04/2016-06/30/2016
Navarro, Angela*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Navarro, Yolanda*	Student Services/ValleyBound	01/04/2016-06/30/2016
Nevarez, Sophia*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Nguyen, Tien*	Student Services/ValleyBound	01/04/2016-06/30/2016
O'Camb, Geoffry	Science/Chemistry	06/01/2016-06/30/2016
Olivas, Luis*	Student Services/ValleyBound	01/04/2016-06/30/2016
Ortega, Jose	Science/Chemistry	06/01/2016-06/30/2016
Parga, Angel*	Student Services/ValleyBound	01/04/2016-06/30/2016
Parga, Edgar*	Student Services/ValleyBound	01/04/2016-06/30/2016
Pearson, Ethan*	Student Services/ValleyBound	01/04/2016-06/30/2016
Penaloza, Jasmin*	Student Services/ValleyBound	01/04/2016-06/30/2016
Peraza, Catherine*	Student Services/ValleyBound	01/04/2016-06/30/2016
Perez, Neri*	Student Services/ValleyBound	01/04/2016-06/30/2016
Perez, Paulina*	Student Services/ValleyBound	01/04/2016-06/30/2016
Perez, Selina*	Student Services/ValleyBound	01/04/2016-06/30/2016
Persaud, Michael*	Student Services/ValleyBound	01/04/2016-06/30/2016
Pivaral, Miriam	Science/Chemistry	06/01/2016-06/30/2016
Ramirez, Alex*	Student Services/ValleyBound	01/04/2016-06/30/2016
Rendon, Nayeli*	Student Services/ValleyBound	01/04/2016-06/30/2016
Reyes, Nathalie*	Student Services/Valley Bound	01/04/2016-06/30/2016
Rios, Paloma*	Student Services/ValleyBound	01/04/2016-06/30/2016
Robles, Sandra	Science/Chemistry	06/01/2016-06/30/2016
Rodriguez, Jesse*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Rodriguez, Roxanne*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Romero, Yvette	Student Services/DSP&S	04/15/2016-06/30/2016
Ruiz, Noris A.*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Salazar, Maria*	Student Services/ValleyBound	01/04/2016-06/30/2016
Sandoval-Paris, Alyssa*	Student Services/ValleyBound	01/04/2016-06/30/2016
Sayre, Matthew*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Seebaraon, Jennifer*	Student Services/ValleyBound	01/04/2016-06/30/2016
Segura, Jacqueline*	Student Services/ValleyBound	01/04/2016-06/30/2016
Solis, Anthony*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Steele, Rolondo*	Student Services/ValleyBound	01/04/2016-06/30/2016
Stewart, Michael	President's Office/Marketing & PR	04/16/2016-06/30/2016

Szumski, Ed	President's Office/Marketing & PR	04/16/2016-06/30/2016
Temple, Gregory*	Student Services/ValleyBound	01/04/2016-06/30/2016
Thornhill, Joseph*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Torres, Guiselle*	Student Services/ValleyBound	01/04/2016-06/30/2016
Turner, Hanna*	Student Services/ValleyBound	01/04/2016-06/30/2016
Turner, Nubian*	Student Services/ValleyBound	01/04/2016-06/30/2016
Urbina-Reyes, Eduardo*	Student Services/ValleyBound	01/04/2016-06/30/2016
Valdez, Briseida*	Student Services/ValleyBound	01/04/2016-06/30/2016
Valencia, Luis*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Varela, Ruth*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Vasquez, Edgar*	Student Services/ValleyBound	01/04/2016-06/30/2016
Villafana, Joanna*	Student Services/ValleyBound	01/04/2016-06/30/2016
Villalva, Rocio*	Student Services/ValleyBound	01/04/2016-06/30/2016
Villasenor, Brandon*	Student Services/FYE&Outreach	01/04/2016-06/30/2016
Walthaur, Sade*	Student Services/Valley Bound	01/04/2016-06/30/2016
Weber, Mikayla*	Student Services/Valley Bound	01/04/2016-06/30/2016
Woldearegay, Daniel	Science/Chemistry	06/01/2016-06/30/2016
Zizolfo, Ashleigh*	Student Services/ValleyBound	01/04/2016-06/30/2016

*Paperwork delayed.

District

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Cuapio, Isel	KVCR	04/15/2016-06/30/2016
McCord II, Luke	KVCR	04/15/2016-06/30/2016
Rossy III, Luis Angel	KVCR	04/15/2016-06/30/2016
Velasquez, Corneio	KVCR FNX	04/15/2016-06/30/2016

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

DATE: April 14, 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
April 14, 2016

Crafton Hills College

Bozar, Christine, for Business and Resource and Development Consultant, 1/19/2016* through 5/26/2016, not to exceed 35 hours at \$60.00 per hour. Funding source is Instruction Office General Fund.

Burns-Peters, Davena, for EPI faculty project lead at SBVC, 2/29/2016* through 6/30/2016, not to exceed \$4,410.00 at \$49.00 per hour. Funding source is EPI sub-grant. *Missed Human Resources Deadline for March board, emergency need was identified because project is ongoing and faculty input is required before faculty leave for summer break.

Hadden, Jay, for developing new curriculum for Anthropology courses, 3/11/16* through 6/30/16, not to exceed \$735.00. Funding source is General Fund.

Lee, Dirkson, for EPI faculty project lead at SBVC, 4/15/2016 through 6/30/2016, not to exceed \$2,695.00 at \$49.00 per hour. Funding source is EPI sub-grant.

Nimri, Anas, Develop new Computer Information Systems (CIS) courses in high-demand areas, 4/15/16 through 06/30/16, up to 40 hours at \$49.00 per hour. Funding source is General Fund.

Reese, Gary, for outreach opportunities for promoting the Public Safety and Emergency Services program, 4/15/2016 through 6/30/2016, not to exceed \$1000.00 at \$49.00 per hour. Funding source is CTE Transition grant and RAMP-UP grant.

Sullivan, Dan, for outreach opportunities for promoting the Public Safety and Emergency Services program, 4/15/2016 through 6/30/2016, not to exceed \$1000.00 at \$49.00 per hour. Funding source is CTE Transition grant and RAMP-UP grant.

Tambunan, Makalerina, for developing curriculum for tax course, 4/15/2016 through 6/31/2016, not to exceed 10 hours at \$49.00 per hour, Funding source is Instruction Office General Fund.

Vasquez, Alta, for establishing an industry-mentoring program, 4/15/16 through 6/30/16, up to 70 hours at the non-instructional rate of \$49.00 an hour. Funding source is General Fund.

Verosik, Eileen for conducting Fit Testing, 1/19/2016* through 5/26/2016, not to exceed 25 hours at \$49.00 per hour, Funding source is Instruction Office General Fund.

Word, Dan, for outreach opportunities for promoting the Public Safety and Emergency Services program, 4/15/2016 through 6/30/2016, not to exceed \$1000.00 at \$49.00 per hour. Funding source is CTE Transition grant and RAMP-UP grant.

*Necessary paperwork not completed timely.

San Bernardino Valley College

Butterfield, John, for presentation at the Science and Technology Day on 5/6/2016, not to exceed 3 hours, at \$49.00 per hour. Funding source is (MSEIP) Minority Science, Engineering Improvement Program Grant.

Glover, Earline, Counseling Overload, Counseling, 4/15/2016 through 6/30/2016, not to exceed 84 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Heibel, Todd, will provide mentoring/support for tutors in the Faculty Directed Tutoring Across the Disciplines Project, 4/15/2016 through 5/26/2016, not to exceed 26 hours, at \$49.00 per hour. Funding source is Basic Skills General Fund.

Loukeh, Allison, for presentation at the Science and Technology Day on 5/6/2016, not to exceed 5 hours, at \$49.00 per hour. Funding source is (MSEIP) Minority Science, Engineering Improvement Program Grant.

Luke, Craig, Counseling Overload, Counseling, 4/15/2016 to 6/30/2016, not to exceed 133 hours per semester, at \$49.00 per hour. Funding source is the Student Success and Support Program Categorical Fund.

Page, William, to work with Computer Information Technology faculty to build a curriculum pathway that will incorporate Medical Transcription & Coding and Billing Specialist, 4/15/2016 through 6/30/2016, not to exceed 422 hours, at \$49.00 per hour. Funding source is Amazon Contract Education Restricted General Funds.

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: April 14, 2016

SUBJECT: Consideration of Approval of Placement of Classified Employee on the
39-Month Reemployment List

RECOMMENDATION

It is recommended that the Board of Trustees approve the placement of Darrel Tappen on the 39-month reemployment list.

OVERVIEW

Darrel Tappen, Custodian, SBVC, placement on the 39-Month Reemployment list effective April 22, 2016.

ANALYSIS

The classified employee has exhausted all available leaves of absence in accordance with CSEA/SBCCD Agreement Article 14.5.4. Therefore, it is necessary to place him on the 39-month reemployment list.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

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

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

DATE: April 14, 2016

SUBJECT: Consideration of Approval of Pre-Retirement Reduced Workload for
Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the pre-retirement reduced workload for Achala Chatterjee,

OVERVIEW

Achala Chatterjee, Instructor, Water Supply Engineering, SBVC, has submitted a request to participate in the pre-retirement reduced workload plan for a period of four (4) years, per Article 22 of the CTA Agreement. Ms. Chatterjee will work .60 FTE beginning with the 2016-2017 academic year. The reduced workload will end upon her retirement, not to exceed 10 years of a pre-retirement reduced workload.

ANALYSIS

In accordance with Article 22 of the CTA Agreement, full-time faculty employees who meet the requirements may reduce their contract from full-time to percent of contract while maintaining their retirement benefits pursuant to Ed Code Sections 22713 & 87483 or Government Code Section 20900.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2016-2017 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: April 14, 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

April, 2016

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Anderson, Debra	Career Education and Human Development	CHC	Radiologic Technology Specialist	4/15/16	6/30/16	\$30.00
Garcia, Catherine	Marketing	CHC	Staff Writer/Photographer	4/15/16	6/30/16	\$20.00
Hernandez, Jeremy	Public Safety and Emergency Services	CHC	Lab/Inst/Primary Inst/EMS Specialist	4/15/16	6/30/16	\$20.00/25.00/30.00
Valenti, Richard	Public Safety and Emergency Services	CHC	Lab/Inst/Primary Inst/EMS Specialist	4/15/16	6/30/16	\$20.00/25.00/30.00
Khadjenoury, Sahar	KVCR	DIST	TRTVF Intern III	4/15/16	6/30/16	\$13.00
Boylin, Dennis	Professional Development Center	DIST	Workforce Development/PDC Trainer	4/15/16	6/30/16	\$50.00
Mills, Lawrence	Professional Development Center	DIST	Workforce Development/PDC Trainer	4/15/16	6/30/16	\$50.00
Acosta-Perez, Angel	Disabled Student Programs & Services	SBVC	Interpreting/Translating Level IV	4/15/16	6/30/16	\$15.00
Irris, Dudley	English	SBVC	Tutor III	4/15/16	6/30/16	\$14.00
Astakhov, Sergey	Marketing and Public Relations	SBVC	Content Specialist	4/16/16	6/30/16	\$40.00
Buenaventura, Michael	Marketing and Public Relations	SBVC	Content Specialist	4/16/16	6/30/16	\$30.00

Stewart, Anakary	Marketing and Public Relations	SBVC	Project Assistant II	4/6/16	6/30/16	\$12.00
Jivanjee, Daniel	Marketing and Public Relations	SBVC	Social Media Specialist	4/16/16	6/30/16	\$21.00
Popudrebko, Emmanyuil	Marketing and Public Relations	SBVC	Social Media Specialist	4/16/16	6/30/16	\$21.00
Chen, Yvonne	Mathematics, Business and CIT Division	SBVC	Program Assistant	4/15/16	6/30/16	\$25.00
Amend to revise hourly pay rate from \$15 to \$17, and two starting dates of employment:						
Underwood, Robin	KVCR	DIST	Content Specialist	1/22/16	6/30/16	\$17.00
Tahuka-Nunez, Eddie	KVCR	DIST	Content Specialist	1/22/16	6/30/16	\$17.00
Slusarczyk, Christina	Tutoring Center	CHC	Tutor III	1/4/16	6/30/16	\$14.00
Acosta, Jhoann	Chancellor's Office	DIST	Editor	1/1/16	6/30/16	\$30.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Short Term Hourly Employees

April, 2016

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Rodriguez, Nicole	Career Education and Human Development	CHC	Project Assistant III	4/15/16	6/30/16	\$14.00
Davis, Sean	Kinesiology and Health	CHC	Project Assistant II	4/15/16	6/30/16	\$12.00
Ramirez, Eduardo	RTVF	SBVC	Lab Assistant	4/16/16	5/27/16	\$10.00
Amend: ratify start dates						
Estrada, Joshua	Kinesiology	CHC	Tutor III	1/19/16	6/30/16	\$12.00
Sofyan, Felicia	Kinesiology	CHC	Tutor III	1/1/16	6/30/16	\$12.00
Almazan, Jason	Library	CHC	Project Assistant II	1/19/16	6/30/16	\$12.00
Lee, Jeffrey	Library	CHC	Project Assistant II	1/19/16	6/30/16	\$12.00
Cabrales, Damien	Marketing	CHC	Program Assistant	1/4/16	6/30/16	\$14.00
Quraan, Ahlam Osama	STEM Pathways	CHC	Tutor II	1/26/16	6/30/16	\$12.00
Trees, Jennie	Kinesiology and Health	CHC	Project Assistant II	3/11/16	6/30/16	\$12.00
Peach, Justin	Kinesiology and Health	CHC	Project Assistant II/Lifeguard	3/11/16	6/30/16	\$12.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Substitute Employees

April, 2016

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Hall, Suzan	Health/ Kinesiology/ Athletics	SBVC	Secretary I	4/18/16	6/16/16	\$16.69	New: Medical LOA Coverage
Flores, Jason	Custodial	CHC	Custodian I	4/17/16	6/17/16	\$15.87	Ext: Vacancy. In recruitment.
Molina, Freddie	Custodial	SBVC	Custodian	5/09/16	6/30/16	\$15.87	Extension: On Call vacancy in active recruitment/sick /vacation coverage.
Pinedo, Vanessa	Custodial	SBVC	Custodian	4/28/16	6/28/16	\$15.87	Ext: On Call vacancy in active recruitment/sick /vacation coverage.
Rykbos, Tiffany	Food Services	SBVC	Food Service Worker	5/3/16	6/30/16	\$12.71	Ext: On call for sick/vacation/L OA coverage.
Lopez, Daniel	Counseling	CHC	Student Services Technician I	3/3/16	5/26/16	\$17.09	New: Vacancy - in recruitment
Jensen, Jennifer	Financial Aid	CHC	Clerical Assistant I	3/17/16	5/17/16	\$15.11	New: Vacancy in active recruitment.
Estrada, Sharon	Accounting	DIST	Account Clerk II	3/22/16	6/13/16	\$17.69	Vacancy: In Recruitment
Style, Timothy	KVCR	DIST	Producer/Dir ector	3/5/16	5/5/16	\$28.01	Ext: On Call for sick/vacation coverage.

Duran, Ricardo	Police	DIST	College Security Officer	2/25/16	4/24/16	\$16.69	New: On call for vac/sick coverage.
Stiles, Christopher	Police	DIST	College Security Officer	3/2/16	5/1/16	\$16.69	Vacancy: In Recruitment
Kakuska, Zalina	Police	DIST	Dispatch Clerk	3/17/16	5/16/16	\$17.09	Vacancy: In Recruitment
Munoz-Rois, Andrea	CDC	SBVC	Child Development Assistant	2/22/16	4/22/16	\$13.35	Extension: On call vacancy in active recruitment/sick /vacation coverage.
Munoz-Rois, Nelly	CDC	SBVC	Child Development Assistant	2/22/16	4/22/16	\$13.35	Extension: Vacancy in active recruitment.
Acosta, Priscilla	Child Development Center	SBVC	Child Development Assistant	2/22/16	4/22/16	\$13.35	Extension: On call vacancy in active recruitment/sick /vacation coverage.
Huizar, Lena	Child Development Center	SBVC	Child Development Assistant	2/22/16	4/22/16	\$13.35	Extension: On call vacancy in active recruitment/sick /vacation coverage.
Poynter, Wonder	Child Development Center	SBVC	Child Development Assistant	2/22/16	4/22/16	\$13.35	Extension: On call vacancy in active recruitment/sick /vacation coverage.
Ramirez Islas, Cosme George	Child Development Center	SBVC	Child Development Assistant	2/22/16	4/22/16	\$13.35	Extension: On call vacancy in active recruitment/sick /vacation coverage.

Scott, Mary	Child Development Center	SBVC	Child Development Assistant	2/22/16	4/22/16	\$13.35	Extension: On call vacancy in active recruitment/sick /vacation coverage.
Reynolds, Rebecca	Child Development Center	SBVC	Child Development Teacher	2/22/16	4/22/16	\$19.21	Extension: On Call for sick/vacation coverage.
Burk-Bryant, Gloria	Custodial	SBVC	Custodian	4/01/16	6/01/16	\$15.87	Extension: On Call vacancy in active recruitment/sick /vacation coverage.
Morris, Dorothy	Food Service	SBVC	Food Service Worker	4/09/16	6/09/16	\$12.71	Ext: Vacancy in recruitment
Mulgado, Irene	Custodial	SBVC	Custodian	4/01/16	6/01/16	\$15.87	Extension: On Call vacancy in active recruitment/sick /vacation coverage.
Ritchie, Ernest	Custodial	SBVC	Custodian	4/01/16	6/01/16	\$15.87	Extension: On Call vacancy in active recruitment/sick /vacation coverage.
Fellenz, Josh	Aquatics	CHC	Pool Attendant	2/24/16	4/24/16	\$15.48	New: Vacancy (A. Shotts). In recruitment.
Cornejo, Annique	Aquatics	CHC	Pool Attendant	2/24/16	4/24/16	\$15.48	New: Vacancy (A. Shotts). In recruitment. Back up sub
Espy, Nick	Aquatics	CHC	Pool Attendant	2/24/16	4/24/16	\$15.48	New: Vacancy (A. Shotts). In recruitment. Back up sub

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: April 14, 2016

SUBJECT: Consideration of Approval of Rescission of Sabbatical Leave

RECOMMENDATION

It is recommended that the Board of Trustees rescind the sabbatical leave granted to Achala Chatterjee.

OVERVIEW

Rescind the sabbatical leave granted to Achala Chatterjee, Instructor, Water Supply Engineering, SBVC, for the 2016-2017 academic year.

ANALYSIS

On February 25, 2016, the Board of Trustees approved granting of sabbatical leave for Achala Chatterjee. Citing personal circumstances, Ms. Chatterjee declined the offer of sabbatical leave on March 2, 2016.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

No impact to 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: April 14, 2016

SUBJECT: Consideration of Approval of Salary Advancement for Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary advancement for Daniel Rojas III.

OVERVIEW

Daniel Rojas III, Instructor, Respiratory, CHC, has met the requirements and should be moved from Step 8, Column C, to Step 9, Column D, at \$84,373.38 annually for 221 days of service, effective July 1, 2016.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2016-2017 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: April 14, 2016
SUBJECT: Consideration of Approval of Stipend for Assistant Football Coach

RECOMMENDATION

It is recommended that the Board of Trustees approve a stipend for assistant coach, Matthew Grey.

OVERVIEW

Mr. Matthew Grey will serve as the assistant football coach for the Spring 2016 Season.

<u>Name</u>	<u>Sport</u>	<u>Stipend</u>	<u>Effective Date</u>
Grey, Matthew	Football	\$3,642.00	01/18/2016*

ANALYSIS

Coaches are routinely hired for sports teams. *Due to a staff member being off on extended leave, Mr. Grey was not sent to board in a timely manner.

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

DATE: April 14, 2016

SUBJECT: Consideration of Approval of Tuition Reimbursement

RECOMMENDATION

It is recommended that the Board of Trustees approve the request for tuition reimbursement for Cory Elmore, Benefits Specialist, District.

OVERVIEW

Cory Elmore, Benefits Specialist, Human Resources, District, is requesting tuition reimbursement to pursue a Master's Degree in Business Administration, beginning in March 2016, from La Verne University.

ANALYSIS

This request is in compliance with Board Policy 7260 which states that confidential 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. Cheryl Marshall, President, CHC

DATE: April 14, 2016

SUBJECT: Consideration of Approval to Grant Tenure

RECOMMENDATION

It is recommended that the Board of Trustees approve granting tenure for the recommended faculty members at Crafton Hills College effective July 1, 2016.

OVERVIEW

The Tenure Review Committee at Crafton Hills College convened as per Agreement between the San Bernardino Community College District and the San Bernardino Community College District Chapter CTA/NEA, and recommends approval of tenure to the following faculty members:

Andrews, Breanna	Communication and Language
Menchaca, Patricia	STEM
Papas, Constantine	English

ANALYSIS

In keeping with the CTA Contract, upon completion of four consecutive evaluations, faculty members are granted tenure.

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. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations

DATE: April 14, 2016

SUBJECT: Consideration of Ratification of CTA Tentative Agreement

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Tentative Agreement between the SBCCD and SBCCD Chapter CTA/NEA.

OVERVIEW

Tentative Agreement was reached on Article 10: Wages.

ANALYSIS

On March 29, 2016, the parties met and reached tentative agreement.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2016-2017 and 2017-2018 budgets.

**TENTATIVE AGREEMENT
BETWEEN
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
March 29, 2016**

This Tentative Agreement is entered into this 29th day of March 2016 between the San Bernardino Community College District Teachers Association (hereafter, the Association) and the San Bernardino Community College District (hereafter, the District). All terms and conditions of the Collective Bargaining Agreement (hereafter, AGREEMENT) between shall remain in full force with the following exceptions:

ARTICLE 10 WAGES


- A. Members of the bargaining unit shall receive wages in accordance with the Salary Schedule in Appendix A – 1a.
- B. For 2016-2017, the District shall increase Appendix A-1a by one and one-half percent (1.5%) effective July 1, 2016. For 2017-2018, the District shall increase the new 2016-2017 Appendix A-1a by one and one-half percent (1.5%) effective July 1, 2017.

The District is mindful of appendix A-1, Objective #1 of the AGREEMENT and will continue efforts to move the full-time faculty salary schedule to the median salary of the agreed upon comparative community college districts. Upon approval of the State Budget Act, the District and the Association shall open negotiations on Article 10 – WAGES no later than October 1, 2017 to continue the efforts established in Appendix A of the AGREEMENT.

- C. The District shall incur the costs for parking fees for all full-time faculty for each year the faculty member is employed, beginning July 1, 2016, and inclusive of all full-time faculty hired thereafter.
- D. The part-time faculty member's total compensation for the semester will be calculated using Appendix A-2b with the following additions:
 - 1. An additional four (4) hours of professional time (student contact, orientation committee work, mentoring session, etc.) per course for courses of at least one unit credit. The maximum professional time that can be compensated is eight (8) hours per semester.
 - 2. An additional five (5) hours specifically designated for student contact per course for courses of at least one unit credit. The maximum supplemental student contact time that may be compensated is ten (10) hours per semester.
 - 3. The District shall incur the costs for parking fees for part-time faculty for each semester the faculty member is employed beginning July 1, 2016, and inclusive of all part-time faculty hired thereafter.

This Agreement shall remain in full effect beginning July 1, 2016 through June 30, 2018.

San Bernardino Community College District



Dr. Lisa Norman, Vice Chancellor
San Bernardino Community College District

**San Bernardino Community College
District Teachers Association- CCA/CTA/NEA**



Dr. Sheri Lillard, Association President
SBCCDTA-CCA/CTA/NEA

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: April 14, 2016

SUBJECT: Consideration of Approval of Revised Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision to the management job description that was formerly District Director of Marketing and Public Relations to District Director of Marketing, Public Affairs, and Government Relations.

OVERVIEW

Under the direction of the Chancellor, serves as principal marketer for the district. Assumes role of legislative policy researcher and public affairs officer and acts as principal liaison officer for Federal, State and local outreach. Assumes legislative advocacy role for with state entities, municipal entities, industry groups, and legislators. Coordinates District Public Affairs functions, marketing and branding efforts.

ANALYSIS

The position will replace the current position of District Director of Public Relations and Marketing, which has been vacant for over two years. A portion of these responsibilities have been covered by a professional expert who will be reducing her time significantly effective June 30, 2016. The need for this position rated high in program review. There is no additional cost to the General Fund.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

This Position has been approved in the program review process for the 2016-2017 fiscal year. It is anticipated that this position will not add additional costs to the General Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DISTRICT DIRECTOR OF ~~MARKETING AND~~ MARKETING, PUBLIC ~~AFFAIRS~~AFFAIRS-AND GOVERNMENT RELATIONS

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

SUMMARY DESCRIPTION

Under the direction of the Chancellor, the District Director of ~~Marketing and~~ Marketing, Public Affairs and Government Relations ~~Public Affairs and Government Relations~~ will implement and coordinate a District-wide program of marketing, public information, community relations activities, and institutional advancement; ~~and will perform related work as required.~~ This position will also serve as ~~Crafton Hills College media and marketing representative, publications producer, and coordinator of special events.~~ The District Director serves as principal legislative policy researcher and public affairs officer, coordinating with District Legislative Advocacy consultant, principal liaison officer for Federal, State and local outreach, analyzes data, and; implements procedures, advocates for change California Community Colleges Chancellor's Office, and Federal, State and local agencies state entities, municipal entities, industry groups, and legislators, and performs a variety of professional and technical services relating to District programs and operations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as the District resource regarding the development of a marketing and public information program for the District.
2. Maintains District-wide record of publicity. Researches, collects, compiles, tabulates and/or analyzes data and materials, preparing computerized spread sheets, reports and manuals **pertinent to marketing, public relations and legislative program areas**; reads, assesses and disseminates information from government publications (California Community Colleges Chancellor's Office, state entities, municipal entities, and other industry groups), and the internet websites. Provides routine management reports to the Chancellor regarding performance in those areas.
3. Develops standards for, and coordinates the preparation and publication of all information regarding the District and coordinates with colleges and sites regarding off-campus marketing efforts within the service area.
4. Provides responsible professional and technical assistance **to the Office of the Chancellor** in the evaluation ~~and implementation~~ of District policies and procedures; ~~as well, and participates in formulating program and college policy goals, objectives and procedures by collecting and compiling relevant data in support of recommendations.~~ works with staff at the District Office and the colleges to develop policy goals and objectives through the compilation of relevant data **in support of recommendations.**

5. Develops and maintains close liaison with media, alerting them to stories of interest, preparing appropriate press releases, and hosting them at various meetings with the District, colleges, and auxiliary sites.
6. Tracks regulatory issues at the federal, state and local level and provides regular written guidance to District staff.
7. Develops and maintains broad-reaching community contacts to both gather and disseminate demographic, opinion, and strategic marketing data.
8. Serves as liaison with Public Relations officer contacts at various community and civic organizations.
- ~~8.~~9. Prepares copy for District news/media releases, District newsletters, annual reports, and other publications that serve as information pieces for the communities served by the District. Provides for coverage at District and college events as necessary including responsibility for photography and graphics.
- ~~9.~~10. Prepares copy for District and college news/media releases, the District newsletter, annual reports, and other publications that serve as information pieces for the communities served by the District.
- ~~10.~~11. Takes, or arranges to have taken, news photographs at various District and colleges events.
- ~~11.~~12. Maintains file of general information and statistics.
- ~~12.~~13. Attends/participates/makes presentations to the California Community Colleges Chancellor's Office, state entities, municipal entities, industry groups, and others to advocate for the District.
- ~~13.~~14. Develops policy analyses and initiatives, author position papers, and advocates on behalf of the District, or helps to prepare staff to advocate before legislative representatives, local officials, state agencies, federal departments, and trade associations.
- ~~14.~~15. Regularly attends meetings of local political and community organizations, state and federal representatives, regulatory officials, and trade associations and engage in other necessary political outreach.
- ~~14.~~16. Develops communications plan and marketing strategy, and execute objectives. Prepares and develops marketing materials and publications; internal and external communications material; and District branding initiatives.
- ~~14.~~17. Coordinates all marketing and public relations activities at the District including press releases, photo opportunities for District events, and marketing campaigns. Develops strong relationships with media representatives and ensures public views the organization favorably. Maintains coordination of these efforts with College Directors of Marketing and Public Relations.

- ~~17~~.18. Assists the Chancellor in the preparation of information for the Board of Trustees, and in responses to local, state, and federal leaders or legislators.
- ~~18~~.19. ~~Coordinates the publication and distribution of college catalogs and class schedules in cooperation with college staff.~~
- ~~19~~.20. ~~Coordinates information including District and college web site.~~
- ~~20~~.21. Provides responses to general inquiries as needed (e.g. by government officials, academic colleagues, trade associations, and the media).
- ~~21~~.22. Facilitates the formation of partnerships with cities, community organizations, non-profits, and other local, state, and federal agencies.
- ~~22~~.23. Manages and interacts with consultants working on key District policy issues (e.g. public relations or advocacy-related consultants).
- ~~23~~.24. Directs and administers the successful implementation of the District facilities initiative related to the Local/MBE/WBE/Veterans Opportunities Program.
- ~~24~~.25. Organizes and participates in outreach activities to promote long-term competitive capacity for local small contractor and subcontractors; local minority, women and veterans organizations; and other community organizations.
- ~~25~~.26. Performs additional duties as requested.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of a marketing and public relations program.

Principles and practices of program development and administration.

Principles and practices of marketing and public relations.

Advanced methods and techniques of journalistic writing and reporting techniques.

Advanced methods, procedures, programs, and techniques used to write, edit, and publish newsletters and brochures.

Public information channels.

Techniques and equipment used to create various forms of media and marketing material.

~~Principles and practices of photography.~~

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Knowledge of data collection and analysis principles Knowledge and skill in training methods, programs and techniques.

Proficient in business office procedures, methods, and equipment including computes and applicable software applications such as desktop publishing, word processing, graphics, design, page layout, drawing, painting and database management.

Principles of business letter writing and basic report preparation.

English usage, spelling, grammar, and punctuation. Pertinent federal, state, and local laws, codes, and regulations.

Knowledge of Education Code.

Outstanding skills in developing written documents for a variety of audiences, including executive memos, position papers, public relations documents, etc.

Excellent verbal communication skills, including public speaking and interpersonal communication skills.

Ability to:

Develop, implement, and evaluate marketing & public relations goals, objectives, policies, and procedures.

Plan, organized, direct, coordinate, and evaluate marketing & public relations programs. Develop, write, and coordinate the production of marketing materials in an effective and appropriate manner.

Edit and prepare articles for publication.

Interact with staff and students in planning and coordinating public relations activities.

Deliver promotional materials to various venues.

Respond to inquiries and requests

Plan and organize work to meet changing priorities and deadlines.

Meet critical deadlines while working with frequent interruptions.

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

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

Participate in the preparation and administration of assigned budget.

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

Organize data, maintain records, and prepare reports.

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

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

Operate a digital camera and manipulate digital images.

Operate office equipment including computers and applicable software applications such as desktop publishing, word processing, graphics, design, page layout, drawing, painting and database management.

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

Communicate clearly and concisely, both orally and in writing.

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

Edit and prepare articles for publication.

Establish and maintain cooperative and effective working relationships.

Meet the public with courtesy and tact.

Interact with staff and students in planning and conducting public relations activities.

Travel nationally as needed.
Work with minimal supervision.

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

Education/Training:

Bachelor's degree from an accredited college or university with a focus in political science, public policy, public relations, law, or related field. ~~A Bachelor's degree from an accredited college or university with major course work in journalism, communications, advertising, marketing, English, public relations or a related field.~~

Experience:

Six (6) years or more of policy research, legislative experience or community affairs. Successful record of interaction with key public and community leaders. ~~Three (3) years of increasingly responsible experience in advertising, marketing or public relations.~~

License or Certification:

Possession of a valid California's driver's license.

Preferred Experience:

1. A Master's degree from an accredited college or university with major course work in journalism, communications, advertising, marketing, English, public relations or a related field.
2. Public information experience in community college or university.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting with intermittent travel as needed.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. ~~Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.~~

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

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

Board Approved: May 2001

Revised: May 2010, April 2016

Range: 14 19

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: April 14, 2016

SUBJECT: Consideration of Approval of Revised Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the Management Job Description revisions of the Chief Content Manager, Director, Television, and Director, Grants and Resource Development, Economic Development and Corporate Training (EDCT) Foundation.

OVERVIEW

The job descriptions for the Chief Content Manager and Director, Television, are being revised to reflect changes in the position qualifications. The job description for the Director, Grants and Resource Development, Economic Development and Corporate Training (EDCT) Foundation, is being amended to note the correct title of the position's supervisor.

ANALYSIS

After a review of the job descriptions, it was determined that an update of the position qualifications and education/experience guidelines would attract additional qualified candidates.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CHIEF CONTENT MANAGER

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

This is a full-time categorically funded position and is contingent upon the availability of funds and “life of the grant”.

SUMMARY DESCRIPTION

Under the direction of the Director, Television, the Chief Content Manager is responsible for defining and overseeing the day-to-day content agenda and strategy for FNX. This position oversees and participates in the day-to-day coordination, programming, and operations of the District’s media efforts; identifies, reviews, recommends, and schedules appropriate content for all platforms. The Chief Content Manager is responsible for the preparation of public information materials; development and recommendation of long-range content goals and objectives with a primary focus on the international Native American Channels as well as all associations with Public Broadcasting System (PBS).

This position is also responsible for refining and executing a content strategy that strikes a careful balance between supporting and updating programs that consistently draw new and loyal viewers investing in programming and services that attract a new audience; developing, refining and driving the Native American Channel, programming agenda as the organization seeks to become a leading provider of local, national and Native American content.

Success in this position will require the Chief Content Manager to work effectively with an engaged, passionate, and mission-driven set of internal and external constituents including the KVCR Educational Foundation, Inc., dedicated creative and strategic programmers, marketers, digital media executives, external content partners and PBS member stations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Designs program, formats program concepts, and develops a strong 21st century vision for the service based in Southern California.
2. Leads the team in developing and testing innovative multi-platform programming, attracting new audiences, better serving the nation and creating new opportunities across traditional TV and new media platforms.
3. Clarifies the programming imperatives required to effectively serve the channels existing audience and identify areas where we can innovate in order to attract and expand this service, with a specific focus on content serving an increasingly diverse America.
4. Refines and executes a cohesive content strategy with clear vision and goals for enhancing channels programming streams.
5. Updates existing key programs, acquiring and developing compelling new offerings.
6. Encourages the development of new creative content.
7. Oversees the disbursement of the programming budget.
8. Manages the relationships with programming executives at PBS member stations, producers, Native American Tribes, and others and ensure the appropriate level of collaboration on key decisions

around content, programming and marketing.

9. Oversees, motivates and evaluates assigned staff and continue to build a culture of inter-departmental collaboration, fresh-thinking, considered risk-taking and innovation.
10. Refines and executes a content strategy that generates improved ratings and market share gains while remaining true to SBCCD's, KVCR's and PBS' educational and public service missions.
11. Promotes and expand the channels attractiveness to new viewers, particularly multicultural and diverse audiences.
12. Drives an ambitious programming agenda working effectively with a range of constituents including the internal creative staff, funding organizations, PBS member stations, producers and distributors of content.
13. Envisions the future of the service across all platforms and explore opportunities to improve and expand the service.
14. Identify and collaborate with partners to produce cultural, editorial, informational, entertainment, specials, etc.
15. Communicate the channel's goals, successes, needs and risks to the Director, Television and the General Manager.
16. Responsible for overall quality, budget and management of the channel's deliverables.
17. Work with the development leader to ensure full funding of the channels.
18. Consults and coordinates with program suppliers, representatives of other stations, community groups, Native American Tribes and staff on matters related to content, public information, and program copyright.
19. Receives and responds to inquiries and requests in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
20. Responds to emergency calls to resolve programming or operational programs that may occur during broadcast hours or off-duty hours when necessary.
21. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
22. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Public media mission, vision and culture.

Structure and operations of public broadcasting.

Operational characteristics, services, and activities of public media.

Methods and techniques of media production, communication, and dissemination which includes alternative ways to inform and entertain via written, oral and visual media.

Principles and practices of public media and new media programming.

Local, regional, national and international media markets.

Principles and practices of media research, interpretation and application.

Methods and techniques of audience ratings, analysis, targeting,

Principles, practices, methods and techniques of development and administration of programming goals and objectives.

Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Pertinent federal, state, and local laws, codes, and regulations relating to public broadcasting, including FCC rules and regulations pertaining to station operations.

Ability to:

Oversee and participate in the management of a comprehensive public media program.
Successfully define and execute programming strategies that result in growth in household ratings and market share.
Work in environments with multiple and influential stakeholders, including a proved ability to appropriately manage and/or influence the communications and messaging coming from these groups.
Inspire creative programming product and personally bring, inspire and recognize “out-of-the-box” programming ideas.
Drive steady ratings growth through the development and launch of strong shows which are solidly in line with the organization’s mission and brand promise.
Build and test new programming concepts drawing on target consumer research and insights.
Develop and manage production relationships, set and enforce broad but well-defined creative parameters, and ensure on-time, on-budget delivery of quality creative products.
Oversee, direct, and coordinate the work of lower level staff.
Participate in the selection and recommendation, supervision, training, and evaluation of staff.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Gather and analyze data and situations and make appropriate decisions.
Prepare and present comprehensive, concise, clear oral and written reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Demonstrate and maintain professionalism, fairness and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to public media functions and operations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

1. A Bachelor’s degree from an accredited college or university with major coursework in Broadcasting, communications, journalism, business management, English, or a related field.
2. **Or any combination of education/training and/or experience in broadcasting, communications, journalism, business management or media programming.**

Required Experience:

1. Three (3) years of progressively responsible media programming experience including management oversight of administrative, budgeting and staffing functions.

Preferred Education and Experience:

1. Master's degree from an accredited college or university with major course work in broadcasting, communications, journalism, business management, English, or a related field.
2. Public media experience.

License or Certificate:

Possession of a current and valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved: February 2011
Revised: February 2013, April 2016
Range: 14

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR, TELEVISION

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

SUMMARY DESCRIPTION

Under the administrative direction of the General Manager of KVCR, the Director manages the operations of KVCR's channels including the supervision of assigned staff, budget administration, planning and programming; coordinates the engineering, external fund raising and compliance with the Federal Communications Commission (FCC), the Public Broadcasting Service (PBS) and the Corporation for Public Broadcasting (CPB).

The Director creates and executes the long-range plans for the channels, legal compliance, growth and development, staffing, programming, technical needs, equipment, signal expansion, fund-raising and academic support, with the goal of improving the station's service to the District and the community. The Director is also responsible for the preparation of all required reports.

As Director of the channels, the incumbent functions as the administrator of the channel's broadcast, online, operations and content. In this capacity, the incumbent reports to the General Manager and is charged with the responsibility of planning, organizing and administering the public service television channel's operations and related activities.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Works with the General Manager to plan and direct the activities related to a public broadcast network operation.
2. Manages and directs the hiring, evaluation, promotion and termination of full-time and part-time employees.
3. Analyzes the programming needs of the public and creates the appropriate content programming; assigns producers to develop and implement programs pertaining to the channels.
4. Confers and participates with the Promotion and Development departments regarding special programs, events and fund raising activities.
5. Works with the General Manager to plan, monitor, maintain and administer the budget.
6. Establish policies, procedures and goals for the channels by estimating needs for content and technology.
7. Establish department goals, objectives and strategies; develop and implement programs and activities to accomplish goals, foster channels position in the market and improve the operations of the channels.
8. Ensure program content complies with all necessary state and Federal laws, regulations, and requirements.

9. Ensure completion of and compliance with necessary public file reports, as it pertains to the channels, Equal Employment Opportunity (EEO) mandates, charity registration with state Attorney General, Occupation Safety & Health Administration (OSHA) regulations, or other necessary local, state and Federal filings.
10. Develop and implement, in collaboration with the Development Director, a strategy and long-range plan for organizational sustainability.
11. Identify, cultivate, and support the channels development efforts.
12. Develop, plan and coordinate community service programming and operations of the television channels resulting in high-quality broadcasting services to the Inland Empire and the nation.
13. Prepares, submits and administers grants for the public television channel.
14. Prepares, maintains and submits reports, licenses and applications to relevant state and federal agencies.
15. Meets, coordinates and consults with operational board and stakeholder groups.
16. Represents the television channel at professional meetings.
17. Develops and maintains community engagements.
18. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
19. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of a public broadcast programming, operations, equipment and systems.
- Principles and practices of satellite broadcasting procedures and protocols.
- On-Air methods, techniques, principles, procedures and processes.
- Principles and practices of program development and administration.
- Principles and practices of budget, purchasing and fiscal preparation and administration.
- Principles and practices of contract and grant preparation and administration.
- Public television organizational structures, workflows, systems and operating procedures and processes.
- Federal Communications Commission (FCC) rules and regulations pertaining to station operations.
- Methods and techniques in fundraising preparation and administration.
- Concepts, methods, techniques and practices in underwriting.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Developing trends in public media, including digital, multi-channel and emerging technologies.

Ability to:

- Manage multiple broadcast program schedules.
- Develop interpersonal relationships with a diverse audience.
- Make decisions using independent judgment and discretion.
- Organize, prioritize and schedule project and other work assignments.
- Develop and manage budget and fiscal operations.
- Plan and organize the operation of the television channel in accordance with FCC rules and

regulations and SBCCD policies.
Establish and maintain high broadcasting standards.
Supervise assigned programming, production, development, operations and engineering staff for the channels.
Develop and evaluate comprehensive plans and programs to satisfy present and future broadcasting and public media needs.
Promote an organizational culture that values creativity, open communications, diversity and tolerance
Oversee, direct, lead, coordinate and motivate volunteers, staff and students.
Participate in the selection and recommendation, supervision, training, and evaluation of staff.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Gather and analyze data and situations and make appropriate decisions.
Prepare and present comprehensive, concise, clear oral and written reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to public broadcast functions and operations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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

Education/Training:

1. A Bachelor's degree from an accredited college or university with major coursework preferably in communications, marketing, business management, broadcast or journalism.
- 2. Or any combination of education/training and/or experience in marketing, business management, communications, journalism or broadcasting.**

Required Experience:

Six (6) years of increasingly responsible media experience including three (3) years of administrative and supervisory responsibility.

License and Certification:

Current and valid California driver's license.

Preferred Experience:

1. A Master's Degree.
2. A minimum of two years public media experience.
3. Experience working in public broadcasting and experience in a college or university setting.
4. Experience with start up of a new and innovative public media service.
5. Experience with national distribution.

6. Experience with developing partnerships and collaborations.
7. Experience with diversity programming and services.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting. Occasional exposure to work in confined areas and exposure to electrical hazards.

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

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

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

Board Approved: September 2010
Revised: February 2013, April 2016
Range: 16

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**DIRECTOR, GRANTS AND RESOURCE DEVELOPMENT,
ECONOMIC DEVELOPMENT AND CORPORATE TRAINING (EDCT)
FOUNDATION**

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

SUMMARY DESCRIPTION

Under the general supervision of the ~~Executive Director/CEO~~ Associate Vice Chancellor of the Economic Development and Corporate Training Foundation (EDCT) Foundation, the Director, Grants and Resource Development is responsible for developing, coordinating and writing major grant applications for the Foundation. The Director is also responsible for providing leadership for the solicitation of donations, fundraising including planned giving, annual giving campaigns, capital campaigns, endowments, planned annuities, scholarship and corporate giving; major event planning; alumni development; and community involvement as it relates to generating external sources of income to support the mission of the EDCT Foundation.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Researches, identifies and recognizes state, federal and private grant offerings that present viable funding opportunities for the Foundation.
2. Develops grant ideas and writes major grant proposals/applications on behalf of the Foundation.
3. Creates and maintains systems for dissemination of information about external funding opportunities and other grants-related information.
4. Provides technical assistance in the planning, writing, program design, budget development, and evaluation.
5. Ensures that all grant expenditures are reasonable, allocable and allowable according to agency guidelines.
6. Provides leadership for planning, budgeting, and the development of the grant programs and services in consultation with all external partners and coordinates the submission of proposals.
7. Serves as a liaison with funding source programs and contract officers, resource developers nationally and with community organizations.
8. Manages and coordinates the implementation and performance of the grants received.
9. Serves as the Director of the EDCT Foundation and manages the overall function of the Foundation, developing annual goals, training, preparing meeting agendas, Board handouts, minutes, and other relevant materials, and accountability for the overall operations of the Foundation.
10. Prepares and develops promotional and marketing strategies, advancing the image and purpose of the EDCT the Foundation.
11. Identifies and analyzes new fundraising opportunities, works with others to solicit funds and in-kind gifts, and identifies and designs special events to support fundraising efforts.
12. Identifies external sources of income to assist the Foundation in attaining its objective by identifying, cultivating and soliciting gifts from both individuals and public and private institutions, including but

not limited to: the solicitation of donations; fundraising including planned giving, annual giving campaigns, capital campaigns, endowments; planned annuities, scholarships, corporate giving, academic and campus program donations; and major event fundraisers.

13. Uses appropriate technology and data systems to manage and monitor gifting, donor data bases, and donations for planning and recognition purposes.
14. Provides leadership in the cultivation and nurturing of prospective donors and the development of donor recognition programs and maintains up-to-date contact, donor, and potential donor information and data.
15. Maintains official records and documents of the Foundation, including corporate documents and federal (e.g., IRS) and state filings, to ensure compliance with all federal, state, and local regulations and Foundation requirements.
16. Ensures and oversees that the Foundation maintains accounts, payables and receivables, safeguards tax records, follows tax requirements, and satisfies the Foundation's insurance needs.
17. Provides leadership for the Foundation to be in compliance with all state and federal tax and corporate laws and coordinates the timely preparation and filing of taxes.
18. Coordinate the Annual Audit of the Foundation and prepares and disseminates the Annual Report and makes the Annual Report presentation to the SBCCD Board of Trustees and the Foundation Board.
19. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
20. Performs other related job duties as assigned by the CEO of the Foundation.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a foundation, grant management program and fundraising.

Principles and practices of grant writing and management.

Principles and practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.

Principles and practices of program development and administration.

Principles and practices of financial management and public and non-profit administration.

Principles and practices of budget planning, development and preparation, proposal development, assembly, submission and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.

Principles, methods, procedures and strategies of community relations, marketing, promotion, fundraising, Foundation, scholarship and alumni development.

Planning and implementation of development programs using college and community resources.

Ability to:

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

Plan, organize, and efficiently manage concurrent demands and meet deadlines.

Lead teams, groups and meeting.

Negotiate with funding agents and follow-up on progress of grant activities.

Visualize operational and program implications, reason logically, draw valid conclusions, recommend

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

Education and Experience Guidelines

Education/Training:

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

Required Experience:

1. Five (5) years of recent full-time experience in grants and resource development, preferably in an educational setting or as a manager of a tax-exempt 501© 3 organization and/or a non-profit corporation.
2. Evidence of major grants received and proven success in resource development.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals..

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

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

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

Board Approved: April 9, 2015

Revised: April 14, 2016

Range: Management Salary Schedule Range 16

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: April 14, 2016

SUBJECT: Consideration of Approval of Alternate Work Schedule Summer 2016

RECOMMENDATION

It is recommended that the Board of Trustees approve an alternate work schedule for Summer 2016.

OVERVIEW

The District intends to implement the four-day, ten-hour workweek during Summer 2016.

ANALYSIS

Article 6.3.1(a) states that the District will notify CSEA in writing by February 1 of its intent to have the four-day, ten-hour workweek during the summer months. CSEA shall notify the District in writing within ten (10) working days of its intent to negotiate the beginning and ending times.

BOARD IMPERATIVE

III. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

No additional financial impact.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER 291
February 25, 2016

This Memorandum of understanding is entered into by and between the San Bernardino Community College District (hereinafter "District") and the California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter "Association"), collectively ("the parties").

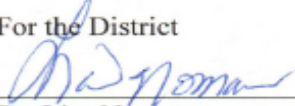
The District and the Association agree to the following regarding the 4/10 Alternate Work Schedule for the period of June 6, 2016, through July 29, 2016.

- 1) All bargaining unit members will participate in the 4/10 Alternate Work Schedule except for those employed in the following departments:
 - a. Child Development Centers
 - b. KVCR
 - c. College Police Officers
 - d. Maintenance and Operations Department
 - Grounds at CHC
 - Maintenance at CHC
 - e. Swimming pool attendants
 - f. Technical Services Department at CHC
- 2) The 4/10 workweek will be Monday through Thursday.
- 3) No bargaining unit member will lose their shift differential.
- 4) Unit Members shift will not adjust more than two (2) hours at the beginning or end of regular shift unless mutually agreed upon between manager and unit member or in case of an emergency in accordance with Article 6.2.
- 5) During the week of July 4, 2016, unit members will receive ten (10) hours of holiday pay for the holiday, Monday, July 4, 2016, and work three (3) ten (10) hour days.
- 6) Individual unit members may opt to work eight (8) hours per day and use two (2) hours of vacation per day, consistent with Article 19.7.
- 7) District Administration shall inform their staff no later than May 9, 2016, of the starting and ending shifts during the summer.

Dated this February 25, 2016.

NOTE: SBVC Grounds Department will work at 4/10 work schedule with a 5:00 a.m. start time and 3:30 p.m. end time.

For the District



Dr. Lisa Norman
Vice Chancellor, HR

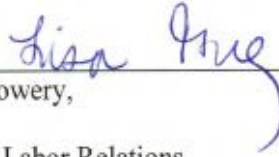
For CSEA, Chapter 291



Sarah Miller,
Chief Negotiator

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER 291
February 25, 2016

Stacy M. Garcia




Lisa Towery,

CSEA Labor Relations
Representative


Kevin Parker


Cassandra Thomas


Craigling W. Eaton

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: April 14, 2016

SUBJECT: Consideration of Approval of Alternate Work Schedule for Summer 2016

RECOMMENDATION

It is recommended that the Board of Trustees approve an alternate work schedule for Summer 2016, beginning June 6, 2016, through July 29, 2016, for Management and Confidential employees.

It is further recommended that the Board of Trustees approve the following:

1. Academic employees receive one (1) non-service day for Monday, July 4, 2016.
2. Management and Confidential employees receive 10 hours of pay for the holiday designated for Monday, July 4, 2016.

OVERVIEW

The District intends to implement the four-day, ten hour workweek during Summer 2016, beginning June 6, 2015, through July 29, 2016.

ANALYSIS

The District will implement the four-day, ten-hour workweek during the summer months.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in 2015-2016 and 2016-2017 budgets.

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: April 14, 2016
SUBJECT: Consideration of Acceptance of Amendment of Employee Resignation

RECOMMENDATION

It is recommended that the Board of Trustees accept the amendment to the resignation of Shawna Gibson.

OVERVIEW

Shawna Gibson, Clerical Assistant I, Child Development Department, SBVC, resigned effective January 4, 2016, after 2 months of service. Last day of employment with the district was January 15, 2016.

ANALYSIS

The employee's resignation was previously approved by the Board on February 25, 2016. There was a typographical error in the years of service. The correct number of years of service should be 2 months instead of 11 years and 2 months.

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. Lisa Norman,
Vice Chancellor, Human Resources & Employee Relations
DATE: April 14, 2016
SUBJECT: Consideration of Acceptance of Employee Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignations of Amber Contreras and Constantine Papas.

OVERVIEW

Amber Contreras, Instructor, Respiratory Care, CHC. Resigning effective July 1, 2016, after 6 years of service. Last day of employment is June 30, 2016.

Constantine Papas, Instructor, English, CHC. Resigning effective May 2, 2016 after 3 years of service. Last day of employment is May 1, 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: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director, Fiscal Services
DATE: April 14, 2016
SUBJECT: Consideration of Approval to Adopt Resolution Authorizing Temporary Interfund Borrowing

RECOMMENDATION

It is recommended that the Board of Trustees approve a resolution to authorize temporary interfund borrowing between all funds to meet cash flow needs in the 2016-17 fiscal year.

OVERVIEW

According to California Education Code E.C. 42603, the Board of Trustees may direct that money be temporarily transferred from one fund to another for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds, and shall not be available for appropriation or considered income. Amounts transferred shall be repaid in the same fiscal year or in the following fiscal year, if the transfer takes place within the final 120 calendar days of fiscal year.

ANALYSIS

Adoption of this resolution will allow SBCCD to maintain the necessary flexibility to address any cash flow shortfalls.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Positive for cash flow.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**RESOLUTION TO AUTHORIZE TEMPORARY BORROWING
BETWEEN FUNDS OF THE DISTRICT**

ON MOTION of Member _____, seconded by Member _____, the following resolution is hereby adopted:

WHEREAS, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the district; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the San Bernardino Community College District hereby authorizes, for fiscal year 2016-17, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

- All Funds

2. The Governing Board of the San Bernardino Community College District hereby authorizes the Chancellor or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

PASSED AND ADOPTED by the Governing Board on April 14, 2016, by the following 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

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant to the Chancellor
DATE: April 14, 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	RATIFICATION/AMENDMENT
Polar Plunge	03/05/16	Sponsorship for Highland Sheriff's Station to participate in Polar Plunge to benefit Special Olympics	\$500.00	Police Department General Funds	The Administrative Assistant is new to the position and wasn't aware of the process for approval.

CHC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE
Spring General Assembly	04/29/16-05/01/16	Transportation, lodging, registration and food for one Advisor, Dr. Ericka Paddock, Director of Student Life, and ten students to attend the 2016 Spring General Assembly in Ontario, CA.	\$11,000.00	Student Rep Fee Account
Foster Youth Advisory Committee Meeting	05/06/16	Refreshments - Sponsored by Workforce Readiness and EOPS, provide refreshments for the Foster Youth Advisory Committee Meeting to be held at Crafton on 05-06-16. Attendees will be community members and CHC college faculty and staff.	\$1,500.00	Workforce Readiness and EOPS General Fund
Retirement Reception	05/17/16	Refreshments. Hosted by the CHC President's Office, a farewell reception for employees who are leaving.	Not to exceed \$300.00	Campus President General Fund
Scholars Convocation	05/20/16	Awards/Plaques Recognition awards will be presented to students who have distinguished themselves as scholars, as active members of the college community, and as emerging leaders.	Not to exceed \$500.00	Campus President General Fund
Commencement 2016	05/27/16	Rentals, supplies and music. Cost of chairs and stanchion rentals, supplies, string quartet and cap and gown rentals for 2016 commencement ceremony held at CHC on May 27, 2016.	\$7,700.00	Commencement General Fund

CHC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE
University Coastal Campus Visits	05/31/16-06/03/16	Transportation, lodging, registration and food. Facilitated by the CHC University Transfer Center, the Costal California College Campus Tour is intended to provide 20 students exposure to a variety of institutions in the Central/Coastal California area, including those with specialties in Fine Arts, STEM, and Maritime Academy. Priority will be given to 1st generation and underrepresented students as well as others identified by the Student Equity Plan. Funding will also cover expenses for 4 SBCCD chaperones and a cultural excursion to Hertz Castle, a national and California architectural landmark.	\$11,000.00	Student Equity Categorical Funding

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
HSI STEM PASS GO Grant - SOLV (Spring of Learning at Valley)	4/1/16, 4/8/16, 4/15/16, 4/22/16 & 4/29/16	Food and Beverages, Non-Instructional Supplies, & Customized Print Items. Spring of Learning at Valley is an effort by HSI STEM PASS GO to provide a clear path for regional STEM high school students to learn about SBVC's STEM program and opportunities being offered at SBVC.	\$21,000.00	HSI STEM PASS GO Grant	AMENDMENT: This item was previously board approved at the March 10, 2016 board meeting. Item is being amended due to unforeseen circumstances, the partner in this event has asked to move this event from March to April.
ACCJC Follow-up Visit	4/11-16 - 4/15/16	Food, Refreshments, Hotel, and Supplies. The ACCJC will be planning a follow-up visit during the week of April 11-15, 2016. Approximately three members from ACCJC will be visiting the campus to be reviewing SBVC Accreditation Follow-up Report, conducting interviews, and reviewing evidence.	\$2,500.00	Accreditation General Fund	RATIFICATION: ACCJC is planning a follow-up visit during the week of April 11-15, 2016. This item is being ratified because the campus did not receive the visitation dates in time to submit this item to the March 10th board date for approval.

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
STEM Cart Unveiling	04/15/16	Refreshments. The STEM Cart project is a collaborative effort across disciplines involving faculty, students, and staff in a combined effort to contextualize STEM education and career applications as outlined in the objectives in the HSI STEM PASS GO Grant. Approximately 60 Students, staff members, and community members will be attending this event.	Not to exceed \$500.00	HSI STEM PASS GO Grant Fund	
California Association of Alcohol and Drug Conference (CAADE)	4/15/16 - 4/17/16	Lodging, Registration and Transportation Sponsored by the Human Services Club, the CAADE Conference is an educational network conference for professionals & students in the alcohol and drug treatment field. The conference is attended by community college students, instructors & treatment professionals. The conference features workshops, speakers, and events that give students an opportunity to learn the latest research & development with the field. Anticipated attendance is 12 students & two faculty members. Chaperones will be Melinda MoneyMaker & Brandy Nelson.	\$8,080.00	Student Clubs & Trust/Human Services Trust Account	AMENDMENT: This item was previously board approved at the March 10, 2016 board meeting. Item is being amended to reflect added cost to lodging. Original amount was approved for one night, the amended amount reflects two nights.

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
San Bernardino Valley College (SBVC) Hosting Parkside Elementary School Visit	04/20/16	Refreshments and Bus Rental Co-sponsored by the Outreach and Recruitment and Counseling Departments, this visitation of students from Parkside Elementary School will participate in a campus tour and workshop here at San Bernardino Valley College. Students will discuss programs and services, application process and general college awareness. Anticipated attendance is 100 students, faculty and staff.	\$2,100.00	Student Success and Support Program Categorical Funds	
21st Annual Spotighting Our Success	04/22/16	Refreshments, Linens & Napkins, Decorations & Supplies, Name Tags, Frames, Certificates, Wine Glasses, Giveaways and Awards. SBVC will host the annual awards presentation to recognize multiple categories of excellence in service at SBVC by our faculty, staff, and administrators. Anticipated attendance is approximately 250 faculty, staff and their guests.	\$5,500.00	Marketing & Public Relations General Fund, President's Office General Fund, and Faculty Association Account.	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Valley Choir Fest 2016	04/22/16	Supplies, lunch, dinner & refreshments. During the event, approximately 200 high school students from local high schools including Carter, Jurupa Valley, Pacific, Eisenhower, and Jurupa Hills High School advanced choral groups, as well as SBVC vocal groups, will participate in a performance in the SBVC auditorium as a concluding event.	\$3,700.00	Music Department General Fund	
Student Success Workshop	04/22/16	Refreshments Sponsored by the First Year Experience program, this event is a workshop for San Bernardino Valley College students in the Student Equity program to prepare the students in First Year Experience and Valley Bound Commitment programs to receive help and transition them into another program such as EOPS, etc. on campus. Anticipated attendance is 150 faculty, staff and students.	\$1,071.80	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Manzanar War Relocation Center	04/22/16	Transportation Sponsored by Puente & First Year Experience, the Puente Program will take San Bernardino Valley College students who are part of the Student Equity Program on a tour of the Manzanar War Relocation Center, which is 1 of 10 camps at which Japanese American citizens and resident Japanese aliens were interned during World War II. Students will discover the rich layers of history and 8 thousand square feet of exhibits. Anticipated attendance 51 students, faculty and staff. Chaperones will be Maribel Cisneros, Alma Guadalupe Lopez and Debbie Orozco.	\$2,480.62	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Guardian Scholars Field Trip	04/22/16	Admission, Parking and Transportation Sponsored by the Guardian Scholars Program, San Bernardino Valley College (SBVC) Guardian Scholars students will attend the California Science Center and IMAX Theater for educational purposes. Anticipated attendance is 25 students, faculty and staff. Chaperone will be Carolyn Lindsey. Rosemary Rivera-Reza will attend as staff.	\$1,191.00	Student Equity Categorical Funds	
Senior Day	04/22/16	Refreshments and Transportation Sponsored by the First Year Experience/Outreach Programs, Senior Day is for students attending the 14 feeder high schools. This event is to provide access to prospective students and for them to learn more about San Bernardino Valley College's academic and career technical programs and student support services. Anticipated attendance is 800 high school students, faculty, staff and community members.	\$13,689.34	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
CARE Spring Mini Conference	04/22/16	Refreshments and Supplies Sponsored by the CARE Program, this event is targeted to the 55 students who are single, head of household and participants in the CARE Program. They will participate in workshops targeted at becoming successful as a single parent and college student in addition to being updated on information about TANF. There will be approximately 60 students, faculty and staff.	\$1,074.10	EOPS/CARE Categorical Funds	
Student Services Division Happy Hour/Lunch with the Vice President	04/25/16- 04/28/16	Meals and Giveaways Sponsored by the Student Services Division, Happy Hour and Lunch with the Vice President will provide students the opportunity to speak with the Vice President of Student Services while also promoting student success and student engagement. This week long event will cater to both evening and day students. Anticipated attendance is 1,000 students, faculty and staff. Several Student Services full-time staff will be on hand to chaperone all on campus events.	\$8,449.56	Student Success and Support Programs Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Student Senate for California Community Colleges (SSCCC) Spring 2016 General Assembly	04/29/16-05/01/16	Registration, Lodging, Meals, Mileage and Rentals Sponsored by SSCCC and attended by the Associated Student Government, the purpose of this trip will cover new training materials for California Associated Student Governments for the 2016/2017 academic year. Approximately 10 students and one faculty member will attend. Chaperone will be Raymond Carlos.	\$10,000.00	Student Representation Fee Fund	
Skills USA Student Membership	5/1/2016-6/30/2017	The Ramp Up grant requires development of student participation in Career and Technical Student Organizations. Skills USA is an approved CTSO throuh the Ramp Up grant. Thrity-five students will be registered into training programs: Auto Refinishing Tech, Aviation Maint. Technology, Electronics Technology, HVACR, and Welding	\$700.00	SBVC RAMP UP Grant Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
STAR Program/TRIO Cultural and Educational Field Trip to the University of Southern California	05/02/16	Transportation, Meals and Refreshments Sponsored by the STAR Program, this event will be an educational field trip, providing students the opportunity to tour the University of Southern California campus and learn about transfer options. Anticipated attendance is 28 students, faculty and staff. Chaperones will be Deanne Rabon and Dr. Reyes Quezada. Chris Williams will attend as a staff member	\$1,667.12	STAR Program/TRIO Grant Categorical Fund	
Student Fieldtrip to Metrolink	05/06/16	Student Metrolink passes. Students in Dr. Todd Heibel's class on California Geography will participate in a field trip to Los Angeles. Students will tour the San Bernardino train depot and then take the Metrolink to Union Station, which is included in the urban tour. This field trip experience supports the course curriculum since students explore public transportation, culture, and urban development within the Inland Empire and the Los Angeles basin. Anticipated attendance is 22 students and one faculty. Chaperone will be Dr. Todd Heibel.	\$266.50	Geography General Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Foster Youth Career Day Event	05/06/16	Refreshments Sponsored by the Guardian Scholars program, this conference is dedicated to foster youth within the San Bernardino City Schools and their parents. The focus will be on Applied Technology, Transportation and Culinary Arts careers. We received a request to offer an opportunity for this population to have a close up view of possible careers that would assist foster youth in obtaining a career that does not require an immediate 4-year degree. Anticipated attendance is 100 students, staff and community members	\$874.92	Student Equity Categorical Funds	
STAR Program/TRIO Student Graduate and Outstanding Achievement Recognition	05/10/16	Refreshments and Certificates Sponsored by the STAR Program, this event will recognize 35 graduating students and 100 students with a 3.0 GPA an above for their outstanding achievement. Anticipated attendance is 135 students, faculty and staff.	\$1,000.00	STAR Program/TRIO Grant Categorical Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Commercial Sexual Exploitation of Children (CSEC) - Awareness and Identification Training	05/19/16	Refreshments and Supplies Sponsored by the Foster & Kinship Care Education (FKCE) Program, this training is to ensure that foster parents & kinship caregivers, along with professionals in child servicing services, understand the CSEC problem which include risk factors & warning signs of victimization, how to identify exploited and at risk children, & how to provide or refer to appropriate services. It will also make caregivers aware that exploiters are known to target foster youth because of their unique vulnerabilities & accessibility. Anticipated attendance is 32 staff & community members.	\$500.00	Foster & Kinship Care Education Program Categorical Funds	
Recognition Dinner	05/20/16	Refreshments Sponsored by Puente, this event is being held at San Bernardino Valley College (SBVC) and is a culminating activity where parents, guardians and loved ones gather to honor the Puentistas students of SBVC. Anticipated attendance is 150 students, faculty, staff and community members.	\$2,420.28	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
Field trip to California State University, Channel Island, University of California Santa Barbara and Colonel Allensworth State Park	5/20/16-5/21/16	Transportation and Lodging Sponsored by Tumaini and the First Year Experience programs, this event is an opportunity for Tumaini students to learn about the benefits of transferring to the 4-year institutions and to experience what campus life is like. Tumaini students will learn about Allensworth a historical town. Anticipated attendance is 34 students and faculty members. Chaperones will be Kathy Kafela, Keenan Giles, Daniele Ramsey and Sandra Blackman.	\$6,500.00	Student Equity Categorical Funds	
Inland Empire Media Academy Film Festival	05/21/16	Supplies, lunch & refreshments. Sponsored by RTVF, this annual student film festival, being held on SBVC campus, showcases films submitted by students from SBVC as well as area high schools, community colleges, and universities. Anticipated attendance is 100 students, faculty, staff and community members.	\$1,500.00	RTVF Department General Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	AMENDMENT
San Bernardino Valley College 2016 Commencement Graduate Breakfast	05/26/16	Meals, Giveaways and Decorations Sponsored by the Office of Student Life, this event will celebrate the hard work and completion of the 2016 Graduating Class. Anticipated attendance is 500 students.	\$5,450.00	Commencement General Fund Student Life Trust Account	
San Bernardino Valley College 2016 Commencement	05/27/16	Rentals, Refreshments, Speaker, Giveaways and Supplies Sponsored by the Office of Student Life, this event will celebrate the hard work and completion of the 2016 Graduating Class. Anticipated attendance is 3,500 students, staff and community members.	\$38,420.00	Commencement General Funds	

KVCR EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE
American Parlour Songbook	05/07/16	Refreshments, Promotional Material	\$500.00	KVCR Foundation

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: April 14, 2016

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Included in the 2015-2016 budget.

TESS INDIVIDUAL MEMBERSHIPS

NAME	MEMBERSHIP	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Trelisa Glazatov and Rhiannon Lares	Association for Talent Development	This Association is a professional membership organization supporting those who develop the knowledge and skills of employees in organizations with research, educational programming, networking and best practices	229.00 per individual	DE General Funds

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: April 14, 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 4/14/2016

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Professional Services</i>				
Alma Strategies, LLC	(13143) Consulting services for the development of the State required five-year facilities plan Term: 4/14/2016 - 6/30/2016 Funding Source: General Funds	Fiscal Services/SBCCD	\$85,000.00	SSutorus
EyeMed Vision Care	(13147) Vision care coverage agreement as part of the District's medical benefit program Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	Human Resources/SBCCD	\$165,500.00	SSutorus
Reliance Standard Life Insurance Company	(13152) Purchase agreement for Accidental Death and Death of Employee, Spouse and Child insurance as part of the employee benefit program Term: 4/1/2016 - 6/30/2017 Funding Source: General Funds	Human Resources/SBCCD	\$156,000.00	SSutorus

SubTotal for Professional Services: 3

Grand Total Contracts for Board Date 4/14/2016: 3

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: April 14, 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 163613 - 164260 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.

PO#	Vendor Name	Purchase Order Description	Amount
163641	REVOLVING CASH	Athletic Entry Fee	525
163768	SBVC BOOKSTORE	Classroom Textbooks	4,000.00
163837	SBVC BOOKSTORE	Classroom Textbooks	3,002.08
163657	INLAND EMPIRE ECONOMIC	Conference	375
163995	US BANK CORPORATE PMT SYSTEMS	Conference	2,705.00
163669	BLANQUET, FRANCISCO	Conference	710
163707	MCCURRY, SHARI	Conference	20.76
163880	US BANK CORPORATE PMT SYSTEMS	Conference	535
163963	US BANK CORPORATE PMT SYSTEMS	Conference	522.63
163709	MCCURRY, SHARI	Conference	20.11
163981	HOGREFE JR, RICHARD K	Conference	184.75
163660	GAMBOA, BENJAMIN	Conference	81.89
164049	HUGHES, RICHARD	Conference	1,314.05
163708	MCCURRY, SHARI	Conference	11.88
163882	US BANK CORPORATE PMT SYSTEMS	Conference	152.5
163749	CARLOS, RAYMOND	Conference	4,451.00
163631	SNOWHITE, MARK	Conference	115
163643	QUACH, PATRICIA	Conference	95.58
163779	SOSA, GIOVANNI	Conference	97.3
163895	GARCIA, KRISTIN	Conference	25
163896	TINOCO, MICHELLE	Conference	25
163897	US BANK CORPORATE PMT SYSTEMS	Conference	640.5
164248	CHAFFEY COMMUNITY COLLEGE	Conference	100
163794	MARSHALL, CHERYL A	Conference	42.79
163791	PAPAS, CONSTANTINE	Conference	516.48
163638	SAN BERNARDINO COUNTY SHERIFFS	Conference	200
163751	NEWSOM, HELEN	Conference	635.7
163859	ZINN, WENDY	Conference	800
163773	RP GROUP, THE	Conference	7,500.00
163854	ZINN, WENDY	Conference	184
163815	TOLSTOVA, ANNA	Conference	57
163649	MANIAOL, ALBERT	Conference	1,500.00
163665	BOOZ ALLEN HAMILTON	Conference	372.6
164201	US BANK CORPORATE PMT SYSTEMS	Conference	330.04
163875	RAMIREZ, MARIA	Conference	40
163618	US BANK CORPORATE PMT SYSTEMS	Conference	200
163652	KUCK, GLEN	Conference	250
163723	US BANK CORPORATE PMT SYSTEMS	Conference	1,500.00
163724	US BANK CORPORATE PMT SYSTEMS	Conference	1,500.00
163704	HEREDIA, MELISSA	Conference	520
163810	DIGGLE, VIRGINIA	Conference	250
163823	US BANK CORPORATE PMT SYSTEMS	Conference	15
163870	NUNEZ, EDWARD	Conference	2,040.00
163968	COMMUNITY ACTION PARTNERSHIP	Conference	30
164068	ENRIQUEZ, MILDRED	Conference	520

164136 MORALES, BRENDA	Conference	520
164137 PHAM, THUY	Conference	520
164146 YAMAMOTO, JUNE	Conference	985
164177 MANIAOL, ALBERT	Conference	835
164256 ANDERSON, DEBRA	Conference	985
163717 BOARD OF GOVERNORS	Conference	1,200.00
163780 BOARD OF GOVERNORS	Conference	300
163869 US BANK CORPORATE PMT SYSTEMS	Conference	450
164014 US BANK CORPORATE PMT SYSTEMS	Conference	15
163640 RIPPY, SCOTT	Conference	994.22
163619 US BANK CORPORATE PMT SYSTEMS	Conference	1,600.00
163653 KUCK, GLEN	Conference	1,588.00
163887 MANIAOL, ALBERT	Conference	78
163941 FERRI-MILLIGAN, PAULA	Conference	50
163942 WEISS, KAY	Conference	50
163943 ROWLEY, KATHLEEN	Conference	50
163944 RAGHAVAN, GIRIJA	Conference	50
163945 LEE, DIRKSON	Conference	50
163946 LOSEE, CALEAB	Conference	50
163947 ALLEN, TAMMY	Conference	50
163948 GABRIEL-MILLETTE, CHRISTIE	Conference	50
164134 COMMUNITY COLLEGE LEAGUE	Conference	450
164170 PIRES, ROMANA	Conference	49.03
164203 US BANK CORPORATE PMT SYSTEMS	Conference	450
163659 GLAZATOV, TRELISA	Conference	39
163615 US BANK CORPORATE PMT SYSTEMS	Conference	907.65
164069 US BANK CORPORATE PMT SYSTEMS	Conference	790
164070 US BANK CORPORATE PMT SYSTEMS	Conference	592
164071 DONNHAUSER, MARC	Conference	136
163888 GROSS, DAWN	Conference	1,295.00
164050 GILES, KEENAN	Conference	425
164233 HOLLIMAN, ROANNE	Conference	129.12
164171 AVELAR, AMY	Conference	295
163892 OSTS INC	Conference	395
163639 RODRIGUEZ, OSCAR	Conference	1,000.00
163750 FOUNDATION FOR CALIFORNIA	Conference	550
163833 HANNON, CAROL G	Conference	54
164168 WILLIAMS, MARK	Conference	114.4
163961 RODRIGUEZ, MARIA DEL CARMEN	Conference	950
164000 US BANK CORPORATE PMT SYSTEMS	Conference	62.32
164202 US BANK CORPORATE PMT SYSTEMS	Conference	225
163954 GILES, KEENAN	Conference	700
163955 GLOVER, EARLINE	Conference	700
163958 CISNEROS, MARIBEL	Conference	925
164223 RODRIGUEZ, NATIVIDAD	Conference	478.58
163799 US BANK CORPORATE PMT SYSTEMS	Conference	2,280.00
163804 US BANK CORPORATE PMT SYSTEMS	Conference	2,280.00

163805 GIBBONS, ANN	Conference	2,350.00
163806 HUA, HENRY	Conference	33
163957 HARRIS, KASHAUNDA	Conference	1,248.20
164037 RIVERA-REZA, ROSEMARY	Conference	999
164056 CHILD AND FAMILY POLICY	Conference	285
164199 UC REGENTS	Conference	750
163861 SAN BERNARDINO COUNTY SUPT	Conference	60
163949 MYERS & BRIGGS FOUNDATION	Conference	1,795.00
164053 DIXON, KAREN	Conference	597.32
164064 BOARD OF GOVERNORS	Conference	250
163620 STYTLE, TIMOTHY	Conference	1,500.00
163644 NUNEZ, EDWARD	Conference	1,400.00
163668 BLANQUET, FRANCISCO	Conference	1,500.00
163700 UNDERWOOD, ROBIN ELISE	Conference	1,500.00
163702 ADAME, DANIEL	Conference	1,500.00
163730 ACOSTA, JHOANN	Conference	1,000.00
164167 NELSON, BRANDY	Conference	750
163826 ELLUCIAN INC	Conference	1,150.00
163827 US BANK CORPORATE PMT SYSTEMS	Conference	2,200.00
163828 CHANG, ANDREW	Conference	224
163830 ELLUCIAN INC	Conference	1,150.00
163831 US BANK CORPORATE PMT SYSTEMS	Conference	1,200.00
163832 KUCK, GLEN	Conference	1,224.00
163616 US BANK CORPORATE PMT SYSTEMS	Conference	50
163621 STYTLE, TIMOTHY	Conference	1,500.00
163692 US BANK CORPORATE PMT SYSTEMS	Conference	1,500.00
163694 HOLLAND, BENJAMIN	Conference	1,500.00
163695 RIENSTA, ROBERT	Conference	1,500.00
163883 US BANK CORPORATE PMT SYSTEMS	Conference	500
163740 CCCCSSAA	Conference	990
163752 US BANK CORPORATE PMT SYSTEMS	Conference	2,558.00
164054 DEPARTMENT OF PESTICIDE	Conference	280
164182 WILKINS, JANICE	Conference	275
164210 CHICANO LATINO CAUCUS	Conference	60
163693 US BANK CORPORATE PMT SYSTEMS	Conference	1,020.00
163829 CCCAOE	Conference	495
163884 US BANK CORPORATE PMT SYSTEMS	Conference	1,000.00
164179 CCCCSSAA	Conference	495
164012 US BANK CORPORATE PMT SYSTEMS	Conference	999
163928 RODRIGUEZ, OSCAR	Conference	999
163929 US BANK CORPORATE PMT SYSTEMS	Conference	999
163924 CENTER FOR EXCELLENCE IN	Conference	496
163778 BRAGGINS, ALAN	Conference	705
163784 WEST ANNUAL CONFERENCE	Conference	65
163785 NEWSOM, HELEN	Conference	366
164205 FRED PRYOR SEMINARS	Conference	179
163889 GROSS, DAWN	Conference	1,250.00

163923 GABRIEL-MILLETTE, CHRISTIE	Conference	939.67
164013 US BANK CORPORATE PMT SYSTEMS	Conference	1,050.00
163972 NEWSOM, HELEN	Conference	65
164172 MATTSON, SUSAN	Conference	656.47
164240 CRAFTON HILLS COLLEGE	Conference	105
163763 BENJAMIN, VEADA	Conference	907
163764 DALE-CARTER, APRIL	Conference	881.5
163765 VILLA, RAQUEL	Conference	892
163766 MOLINA, LINDA	Conference	894
163772 CHAFFEY COMMUNITY COLLEGE	Conference	1,180.00
163920 HOLIDAY INN CAPITOL PLAZA	Conference	1,840.00
163988 RIVERA, ERNESTO	Conference	140
163989 CALIFORNIA COMMUNITY COLLEGES	Conference	1,360.80
164022 SKILLPATH SEMINARS	Conference	321.84
164145 ZINN, WENDY	Conference	810
163937 INTERNATIONAL LATINO GANG	Conference	100
163938 RUBIO, EDUARDO	Conference	146.33
163996 CHILDERS, KAREN	Conference	224
163801 STRONG, LAWRENCE	Conference	853
163802 US BANK CORPORATE PMT SYSTEMS	Conference	935
163812 US BANK CORPORATE PMT SYSTEMS	Conference	670
164086 ALEXANDER, TENILLE	Conference	283
164162 US BANK CORPORATE PMT SYSTEMS	Conference	995
164169 JENNINGS, AMY	Conference	377.7
163834 US BANK CORPORATE PMT SYSTEMS	Conference	1,920.00
163835 KUCK, GLEN	Conference	1,488.00
163781 CHABOT-LAS POSITAS CCD	Conference	50
163754 ASSOCIATION FOR COMPREHENSIVE	Conference	435
163755 ASSOCIATION FOR COMPREHENSIVE	Conference	435
164087 ASSOCIATION FOR COMPREHENSIVE	Conference	435
164088 ASSOCIATION FOR COMPREHENSIVE	Conference	435
164190 LAMB, CHELSEA	Conference	739.46
164191 GRAVESANDE, CADISHA	Conference	739.46
163824 US BANK CORPORATE PMT SYSTEMS	Conference	675
163825 KUCK, GLEN	Conference	290
163664 BROWN, SECRET	Conference	2,763.00
164222 ROSS, YECENIA	Conference	764.76
164230 KREHBIEL, DEANNA	Conference	755.8
164249 CCCAOE	Conference	975
164250 CCCAOE	Conference	975
163732 AUTOMOBILE CLUB OF SO CAL	Dues & Memberships	48
163722 WESTERN REGIONAL HONORS	Dues & Memberships	75
163783 ROTARY CLUB OF REDLANDS	Dues & Memberships	620
163800 CAADE	Dues & Memberships	300
163818 GRANT PROFESSIONALS ASSOC	Dues & Memberships	625
163967 EXCELENCIA IN EDUCATION	Dues & Memberships	2,000.00
164036 SAN BERNARDINO COUNTY FIRE	Dues & Memberships	50

164197 SOUTH ORANGE COUNTY CCD	Dues & Memberships	200
163623 STAPLES	Equipment	3,801.72
163648 MARTINELL'S HEATING & AIR COND	Equipment	7,263.00
163658 GRAINGER INC W W	Equipment	1,561.51
163663 DIGITAL BUYER	Equipment	839.68
163698 KI INCORPORATED	Equipment	13,833.61
163739 RICOH USA INC	Equipment	3,894.48
163756 GRAINGER INC W W	Equipment	580.89
163860 SOCAL PIANOS	Equipment	10,063.44
163871 BONE CLONES	Equipment	5,157.00
163885 BRATULIN, PAUL	Equipment	1,568.68
163890 US BANK CORPORATE PMT SYSTEMS	Equipment	1,139.46
163973 DIGITAL BUYER	Equipment	5,965.95
164017 ULINE	Equipment	7,776.00
164018 TROXELL COMMUNICATIONS INC	Equipment	4,143.96
164019 SWEETWATER	Equipment	1,814.40
164039 OLYMPUS AMERICA INC	Equipment	78,707.72
164051 FORESTRY SUPPLIERS INC	Equipment	4,252.44
164059 CDW GOVERNMENT INC	Equipment	20,643.51
164067 AWESOME BLINDS & SHUTTERS INC	Equipment	3,370.24
164084 PROFORCE LAW ENFORCEMENT	Equipment	1,015.39
164085 STAPLES	Equipment	551.11
164111 MOPEC	Equipment	1,352.16
164113 G/M BUSINESS INTERIORS	Equipment	3,595.28
164124 OUT-FIT	Equipment	52,998.34
164212 WILBUR'S POWER EQUIPMENT	Equipment	939.6
164216 THERMO ELECTRON NORTH AMERICA	Equipment	54,830.40
164226 PITSCO EDUCATION	Equipment	399.6
164253 BROADCAST ELECTRONICS	Equipment	1,944.00
164258 AIRGAS USA LLC	Equipment	944.36
164178 STAPLES	Equipment	822.41
164180 STAPLES	Equipment	318.79
163613 WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	135
163624 STAPLES	Instructional Supplies	291.52
163642 QUARK ENTERPRISES	Instructional Supplies	14,953.57
163647 MISSION TRANSMISSIONS	Instructional Supplies	1,080.00
163650 LYTLE SCREENPRINTING INC	Instructional Supplies	5,239.34
163654 JUMPSTART ATHLETICS INC	Instructional Supplies	1,095.15
163661 FREY SCIENTIFIC	Instructional Supplies	401.55
163662 FLINN SCIENTIFIC INC	Instructional Supplies	111.78
163666 BONE CLONES	Instructional Supplies	153.36
163759 VASQUEZ, TATIANA	Instructional Supplies	303.53
163760 HERBARIUM SUPPLY COMPANY	Instructional Supplies	109.8
163775 SCANTRON CORPORATION	Instructional Supplies	102.04
163782 LEVESQUE, ROBERT	Instructional Supplies	260
163809 INTERSTATE BATTERY SYSTEM OF	Instructional Supplies	300.08
163816 BONE CLONES	Instructional Supplies	569.16

163821 MILLER, SARAH	Instructional Supplies	205.37
163836 STAPLES	Instructional Supplies	255.29
163838 ULINE	Instructional Supplies	434.96
163839 DELTA BIOLOGICALS	Instructional Supplies	71.53
163849 ACORN NATURALISTS	Instructional Supplies	204.12
163894 US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	282.73
163902 ULINE	Instructional Supplies	309.96
163905 HIGHLAND GUNS	Instructional Supplies	285.76
163906 HANSEN, ROSEMARIE	Instructional Supplies	95.28
163907 NILES BIOLOGICAL INC	Instructional Supplies	205.2
163911 JOHNSON, COREY	Instructional Supplies	48.95
163951 COMM USA	Instructional Supplies	500.14
163987 STAPLES	Instructional Supplies	1,219.51
164002 STAPLES	Instructional Supplies	347.71
164011 WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	559.73
164038 PAPER MART	Instructional Supplies	217.73
164045 INTEGRA BIOSCIENCES CORPORATIO	Instructional Supplies	459.2
164065 BIOQUIP PRODUCTS	Instructional Supplies	1,122.66
164077 CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	971.26
164082 CAROLINA BIOLOGICAL SUPPLY CO	Instructional Supplies	1,919.64
164148 BIG 5 SPORTING GOODS #142	Instructional Supplies	259.74
164259 AIRGAS USA LLC	Instructional Supplies	1,408.19
163908 BP MEDICAL SUPPLIES	Instructional Supplies	399.49
164062 BRAMBLEBERRY SOAP SUPPLIES	Instructional Supplies	558.85
163676 TOUCHBISTRO USA INC	IT Equipment	9,184.88
163697 ENKO SYSTEMS	IT Equipment	2,740.00
163712 ENKO SYSTEMS	IT Equipment	18,330.00
163719 CDW GOVERNMENT INC	IT Equipment	3,044.60
163725 NEWEGG BUSINESS	IT Equipment	507.59
163728 SIGMANET INC	IT Equipment	6,555.43
163733 B&H PHOTO VIDEO	IT Equipment	5,557.68
163737 B&H PHOTO VIDEO	IT Equipment	1,770.53
163851 APPLE COMPUTER INC	IT Equipment	4,741.92
163865 TROXELL COMMUNICATIONS INC	IT Equipment	2,475.36
163956 NEWEGG BUSINESS	IT Equipment	606.94
163971 EVALS LLC	IT Equipment	9,000.00
163985 ALTAWARE INC	IT Equipment	20,753.20
163990 CDW GOVERNMENT INC	IT Equipment	7,981.97
163993 CDW GOVERNMENT INC	IT Equipment	3,287.60
164023 SEHI COMPUTER PRODUCTS INC	IT Equipment	13,297.98
164155 PREDATOR SOFTWARE INC	IT Equipment	6,825.00
164164 CDW GOVERNMENT INC	IT Equipment	8,038.05
164213 WARE GROUP, THE	IT Equipment	50,500.00
163966 CENTER FOR EDUCATION &	Magazines & Subscriptions	241.95
164206 CHRONICLE OF PHILANTHROPY, THE	Magazines & Subscriptions	81
164232 INLAND EMPIRE MEDIA GROUP INC	Magazines & Subscriptions	12
164010 BARNES & NOBLE INC	Media	14.03

163788 STATE WATER RESOURCES	Operational Expenses & Fees	440
163627 STAPLES	Non-Instructional Supplies	308.94
163630 STAPLES	Non-Instructional Supplies	194.38
163645 NICHOLS, BARBARA	Non-Instructional Supplies	61.35
163904 STAPLES	Non-Instructional Supplies	166.25
163940 BMI SUPPLY	Non-Instructional Supplies	1,050.58
163950 MONOPRICE INC	Non-Instructional Supplies	344.92
164004 STAPLES	Non-Instructional Supplies	1,027.86
164005 STAPLES	Non-Instructional Supplies	485.66
164041 MILLER, SARAH	Non-Instructional Supplies	47.64
164052 FLINN SCIENTIFIC INC	Non-Instructional Supplies	401.51
164115 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	130.95
164083 STAPLES	Non-Instructional Supplies	1,004.99
163999 HOGREFE JR, RICHARD K	Non-Instructional Supplies	20.38
163819 STAPLES	Non-Instructional Supplies	1,025.57
163622 STAPLES	Non-Instructional Supplies	206.28
163625 STAPLES	Non-Instructional Supplies	267.8
163626 STAPLES	Non-Instructional Supplies	245.5
163628 STAPLES	Non-Instructional Supplies	145.73
163629 STAPLES	Non-Instructional Supplies	66.94
163637 SBVC BOOKSTORE	Non-Instructional Supplies	500
163646 NEWEGG BUSINESS	Non-Instructional Supplies	50.75
163681 STAPLES	Non-Instructional Supplies	608.03
163699 PR PRINTING	Non-Instructional Supplies	211.68
163734 STAPLES	Non-Instructional Supplies	375.23
163736 STAPLES	Non-Instructional Supplies	120.89
163738 ORIENTAL TRADING COMPANY	Non-Instructional Supplies	312.21
163745 FUTURES EXPLORED	Non-Instructional Supplies	1,050.00
163747 AMERICAN SAFETY AND HEALTH	Non-Instructional Supplies	1,000.00
163758 STAPLES	Non-Instructional Supplies	354.76
163774 BRAGGINS, ALAN	Non-Instructional Supplies	140.39
163776 GAINES, ASHLEY	Non-Instructional Supplies	28.71
163786 SEHI COMPUTER PRODUCTS INC	Non-Instructional Supplies	296.39
163792 STAPLES	Non-Instructional Supplies	133.19
163793 THINKFUN INC	Non-Instructional Supplies	388.67
163795 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	100
163796 DELL COMPUTER COMPANY	Non-Instructional Supplies	5.17
163811 STAPLES	Non-Instructional Supplies	457.27
163817 TRASHCANS UNLIMITED	Non-Instructional Supplies	1,860.34
163822 WIRZ & COMPANY PRINTING INC	Non-Instructional Supplies	166.32
163840 STAPLES	Non-Instructional Supplies	187.66
163842 STAPLES	Non-Instructional Supplies	56.41
163843 SAN BERNARDINO COUNTY SHERIFFS	Non-Instructional Supplies	42.36
163845 STAPLES	Non-Instructional Supplies	62.21
163846 STAPLES	Non-Instructional Supplies	61.29
163847 STAPLES	Non-Instructional Supplies	58.35
163848 STAPLES	Non-Instructional Supplies	372.17

163872 STANLEY CONVERGENT SECURITY	Non-Instructional Supplies	62.1
163891 STAPLES	Non-Instructional Supplies	323.54
163932 BRAGGINS, ALAN	Non-Instructional Supplies	86.39
163936 ORIENTAL TRADING COMPANY	Non-Instructional Supplies	117.99
163952 STAPLES	Non-Instructional Supplies	86.29
163964 P & P UNIFORMS	Non-Instructional Supplies	2,375.78
163965 STAPLES	Non-Instructional Supplies	376.54
163998 STAPLES	Non-Instructional Supplies	83.6
164001 SEHI COMPUTER PRODUCTS INC	Non-Instructional Supplies	1,552.86
164003 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	36.99
164021 STAPLES	Non-Instructional Supplies	151.07
164089 BADGE EXPRESS	Non-Instructional Supplies	89.71
164091 STAPLES	Non-Instructional Supplies	1,113.82
164092 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	43.63
164093 STAPLES	Non-Instructional Supplies	433.11
164094 CDW GOVERNMENT INC	Non-Instructional Supplies	153.06
164095 STAPLES	Non-Instructional Supplies	706.09
164096 STAPLES	Non-Instructional Supplies	1,007.67
164128 PITSCO EDUCATION	Non-Instructional Supplies	4,181.71
164130 WORLD GLOBE UNIVERSE	Non-Instructional Supplies	886.68
164143 STAPLES	Non-Instructional Supplies	542.99
164147 STAPLES	Non-Instructional Supplies	296.45
164149 STAPLES	Non-Instructional Supplies	191.31
164150 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	47.79
164151 STAPLES	Non-Instructional Supplies	97.22
164173 STAPLES	Non-Instructional Supplies	868.17
164174 STAPLES	Non-Instructional Supplies	701.05
164175 STAPLES	Non-Instructional Supplies	293.56
164186 STAPLES	Non-Instructional Supplies	904.46
164188 RICOH USA INC	Non-Instructional Supplies	1,313.04
164189 MULTICARD INC	Non-Instructional Supplies	1,757.40
164192 STAPLES	Non-Instructional Supplies	620.84
164208 STAPLES	Non-Instructional Supplies	375.31
164209 STAPLES	Non-Instructional Supplies	127.56
164217 STAPLES	Non-Instructional Supplies	333.13
164218 STAPLES	Non-Instructional Supplies	157.09
164219 STAPLES	Non-Instructional Supplies	323.98
164224 PURE BULK INC	Non-Instructional Supplies	324
164247 CI SOLUTIONS	Non-Instructional Supplies	1,859.76
164220 STAPLES	Non-Instructional Supplies	987.5
163632 SBVC FOOD SERVICES	Operational Expenses & Fees	124.04
163667 BOARD OF REGISTERED NURSING	Operational Expenses & Fees	100
163713 SBVC FOOD SERVICES	Operational Expenses & Fees	2,274.59
163714 SBVC FOOD SERVICES	Operational Expenses & Fees	1,971.49
163718 COSTCO	Operational Expenses & Fees	755.66
163720 ST JEAN, CYNTHIA	Operational Expenses & Fees	74.74
163731 ROSS, YECENIA	Operational Expenses & Fees	22.4

163746 SBVC FOOD SERVICES	Operational Expenses & Fees	496.26
163748 SBVC FOOD SERVICES	Operational Expenses & Fees	1,071.80
163769 SBVC FOOD SERVICES	Operational Expenses & Fees	983.28
163808 BOARD OF EQUALIZATION	Operational Expenses & Fees	716.1
163855 REVOLVING CASH	Operational Expenses & Fees	2,280.00
163856 COMMUNITY COLLEGE LEAGUE	Operational Expenses & Fees	10,200.00
163867 SOUTH COAST AIR QUALITY	Operational Expenses & Fees	346.54
163868 SOUTH COAST AIR QUALITY	Operational Expenses & Fees	127.51
163886 REVOLVING CASH	Operational Expenses & Fees	225
163992 NATIONAL EDUCATIONAL	Operational Expenses & Fees	450
164024 SBVC SUN ROOM	Operational Expenses & Fees	2,420.28
164027 SBVC FOOD SERVICES	Operational Expenses & Fees	164
164028 SBVC FOOD SERVICES	Operational Expenses & Fees	443
164029 SBVC FOOD SERVICES	Operational Expenses & Fees	237.02
164030 SBVC FOOD SERVICES	Operational Expenses & Fees	443
164032 SBVC FOOD SERVICES	Operational Expenses & Fees	443
164033 SBVC FOOD SERVICES	Operational Expenses & Fees	6,929.34
164125 RADIO RESEARCH CONSORTIUM INC	Operational Expenses & Fees	4,240.00
164159 BIG AIR TRAMPOLINE PARK	Operational Expenses & Fees	1,000.00
164176 SKILLSUSA INC	Operational Expenses & Fees	700
164193 SBVC FOOD SERVICES	Operational Expenses & Fees	497.13
164194 SBVC FOOD SERVICES	Operational Expenses & Fees	499.25
164195 SBVC FOOD SERVICES	Operational Expenses & Fees	199.05
164225 POWERS, YVONNE	Operational Expenses & Fees	21.99
163931 SBVC CAMPUS BUSINESS OFFICE	Other Student Aid	4,500.00
163986 SBVC BOOKSTORE	Other Student Aid	6,500.00
164020 SVM LP	Other Student Aid	13,990.23
163761 IM, SOPHIN	Personal Mileage	70
163803 DIAZ, EMMA	Personal Mileage	500
163820 WINGSON, KIMBERLY	Personal Mileage	3
163876 RAMIREZ, MARIA	Personal Mileage	1,186.80
163877 GRANT, CHRIS	Personal Mileage	1,186.80
163879 ACOSTA, JHOANN	Personal Mileage	27
163898 ROWLEY, KATHLEEN	Personal Mileage	12
163899 RAGHAVAN, GIRIJA	Personal Mileage	12
163903 GABRIEL-MILLETTE, CHRISTIE	Personal Mileage	12
164078 LEE, DIRKSON	Personal Mileage	76.55
163881 NICHOLS, BARBARA	Postage & Freight	33.95
163933 US POSTAL SERVICE	Postage & Freight	225
163753 US POSTAL SERVICE	Postage & Freight	5,000.00
164221 SAN BERNARDINO AREA CHAMBER	Postage & Freight	110
164229 LOOKING GLASS INTERNATIONAL	Postage & Freight	118
163770 SBCCD PRINTING SERVICES	Printing, SBCCD	313.5
163925 SBCCD PRINTING SERVICES	Printing, SBCCD	327.5
163926 SBCCD PRINTING SERVICES	Printing, SBCCD	528.5
163953 SBCCD PRINTING SERVICES	Printing, SBCCD	499.97
163982 SBCCD PRINTING SERVICES	Printing, SBCCD	10,000.00

163997 SBCCD PRINTING SERVICES	Printing, SBCCD	66
164035 SBCCD PRINTING SERVICES	Printing, SBCCD	1,470.20
163844 DEPARTMENT OF MOTOR VEHICLES	Reference Books	73.84
164015 US BANK CORPORATE PMT SYSTEMS	Reference Books	183.5
164090 THOMSON REUTERS - WEST	Reference Books	224.64
164187 US BANK CORPORATE PMT SYSTEMS	Reference Books	525.96
164228 MILLER, SARAH	Reference Books	360.42
163617 US BANK CORPORATE PMT SYSTEMS	Refreshments	232.25
163633 SBVC FOOD SERVICES	Refreshments	185
163634 SBVC FOOD SERVICES	Refreshments	102
163635 SBVC FOOD SERVICES	Refreshments	71
163636 SBVC FOOD SERVICES	Refreshments	827
163651 LEWIS, DENEATRICE	Refreshments	74.29
163703 BON APPETIT	Refreshments	1,329.46
163726 US BANK CORPORATE PMT SYSTEMS	Refreshments	500
163742 PEREZ, AMALIA	Refreshments	40.7
163771 SBVC FOOD SERVICES	Refreshments	848.14
163813 US BANK CORPORATE PMT SYSTEMS	Refreshments	65
163814 SBVC FOOD SERVICES	Refreshments	140
163874 SBVC FOOD SERVICES	Refreshments	2,033.00
163900 US BANK CORPORATE PMT SYSTEMS	Refreshments	28.15
163901 US BANK CORPORATE PMT SYSTEMS	Refreshments	152.09
163974 SBVC FOOD SERVICES	Refreshments	350
164006 SBVC FOOD SERVICES	Refreshments	457
164025 SBVC FOOD SERVICES	Refreshments	47
164026 SBVC FOOD SERVICES	Refreshments	443
164031 SBVC FOOD SERVICES	Refreshments	5,693.13
164044 JACKSON, DENNIS L	Refreshments	300
164057 CHATTERJEE, ACHALA	Refreshments	250
164135 SBVC FOOD SERVICES	Refreshments	2,033.00
164141 SBVC FOOD SERVICES	Refreshments	334.15
164161 LOS AMIGOS RESTAURANT	Refreshments	2,449.44
164165 SANTOYO, LAURA ROCIO	Refreshments	540
164183 SBVC FOOD SERVICES	Refreshments	3,114.18
164196 SBVC FOOD SERVICES	Refreshments	139.58
164204 BROWN, SECRET	Refreshments	32.45
164236 HAMPTON INN & SUITES-HIGHLAND	Refreshments	7,548.00
163797 REVOLVING CASH	Tuition Reimbursement	1,589.00
163614 US BANK CORPORATE PMT SYSTEMS	Software	59
163677 SCATE TECHNOLOGIES	Software	539.95

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: April 14, 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 4/14/2016

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Bond Measure Funded</i>				
Alhambra Reprographics, Inc DBA A & I Reprographics	(12396) Reproduction of technical drawings for bond projects on the CHC Campus; This is to approve Amendment 01 - Increase not to exceed amount by \$27,500 from \$45,000 to \$72,500 Term: 7/1/2015 - 6/30/2016 Funding Source: Bond Funded	Kitchell/CHC	\$72,500.00	SSutorus
Alhambra Reprographics, Inc DBA A & I Reprographics	(12395) Reproduction of technical drawings for bond projects on the SBVC Campus; This is to approve Amendment 01 - Decrease not to exceed amount by \$27,500 from \$30,000 to \$2,500 Term: 7/1/2015 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBVC	\$2,500.00	SSutorus
Beaumont Electric	(13038) Install breaker, conduit and wire for insta-hot water heater in CHC's OE2 building Term: 3/11/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$5,076.32	SSutorus
Beaumont Electric	(13039) Install two receptacles on individual circuits in CHC's Crafton Center, Room 127 Term: 3/11/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$2,071.42	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Bond Measure Funded</u>				
Beaumont Electric	(13023) Provide and install additional receptacles in the ceiling for future projectors in CHC's new Chemistry/Health /Life Science Building Room 127. Term: 3/10/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$468.76	SSutorus
Broughton Construction, Inc.	(13030) Miscellaneous bond improvement projects: CHC parking site signage, painting & striping Term: 3/11/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$6,548.00	SSutorus
Burgess Moving & Storage	(13183) Moving services for SBVC's Snyder Gym and Women's Gym relocation project Term: 4/5/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$7,490.60	SSutorus
Champion Electric, Inc.	(13028) Install an additional 240V electrical supply for double oven in the New Crafton Center Building cafeteria Term: 3/11/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$4,995.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Bond Measure Funded</u>					
	Corovan Moving & Storage	(13013) Moving service for CHC campus wide relocation to new buildings; Bookstore, Gym, Fire Science. Term: 3/9/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$19,507.10	SSutorus
	Couts Heating & Cooling, Inc.	(13037) Furnish and install medical gas piping and outlets in CHC's new OE2 building Term: 3/11/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$21,100.00	SSutorus
	G/M Business Interiors	(13040) Purchase of 1 lot of stacking bins; piggyback contract San Bernardino County 10-209-A2 Term: 3/1/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$3,595.28	SSutorus
	Montgomery Hardware Co	(13029) Provide service and materials for door hardware changes at the new Crafton Center Term: 3/11/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$4,460.99	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Bond Measure Funded</u>				
National Construction and Maintenance	(13031) Upgrade the existing data cabling and extend electrical outlets for computer stations. Part of CHC's Chemistry, Health, and Science building 1st floor phase 1 project Term: 3/11/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$16,504.06	SSutorus
Out-Fit	(13035) Purchase agreement for fitness equipment and machines for the new SBVC Gym Term: 3/11/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$52,998.34	SSutorus
Ronald A Ducan Inc. dba Lithopass Printing	(13155) Reproduction of technical drawings for bond projects on the CHC Campus Term: 4/1/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$14,000.00	SSutorus
Stanley Convergent Security Solutions	(13151) Furnish and install Sonitrol intrusion detection system at the SBVC new Gym and out buildings Term: 3/25/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$45,177.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Bond Measure Funded</u>					
	Stanley Convergent Security Solutions	(13022) Provide and Install universal serial receiver and belt clip pendant transmitter at the Crafton Center; with \$18 per month monitoring fee Term: 3/9/2016 - 6/30/2019 Funding Source: Bond Funded	Kitchell/SBCCD	\$3,000.00	SSutorus
	Three Peaks Corp	(13036) Fabricate and install BioClean curb filter, CurbGaurd and screen wall cover at CHC's PE Complex Term: 3/11/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$18,909.00	SSutorus
	Yesco LLC dba Yesco Signs LLC	(13073) Furnish and install monuments signage and bulletin boards at various locations on CHC campus Term: 3/14/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$11,816.00	SSutorus
<i>SubTotal for Bond Measure Funded: 19</i>				<i>\$312,717.87</i>	
<u>Braille Transcribing</u>					
	Braille It, Inc.	(11586) Braille Transcribing; This is to approve a \$40,000 increase to the not to exceed amount from \$20,000 to \$60,000 Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$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>Braille Transcribing</u>					
	Ceja, Jose Luis	(13012) Braille transcribing and/or embossing services Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
	Denault, Mary	(11593) Braille Transcribing; This is to approve a \$20,000 increase to the not to exceed amount from \$60,000 to \$80,000 Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$80,000.00	SSutorus
	Ralston, Bonnie	(11829) Braille Transcribing; This is to approve a \$20,000 increase to the not to exceed amount from \$60,000 to \$80,000 Term: 7/1/2015 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$80,000.00	SSutorus
	Sisco, Leo	(13057) Braille transcribing and/or embossing services Term: 4/1/2016 - 6/30/2016 Funding Source: Braille Grant	ATPC/SBCCD	\$20,000.00	SSutorus
<i>SubTotal for Braille Transcribing: 5</i>				<i>\$260,000.00</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Broadcasting Rights</u>				
Hip Video Promo	(13140) License agreement for use of musical compositions and recordings for video "A Girl I Know: The Sun"; no cost to District Term: 3/25/2016 - 3/24/2021 Funding Source: N/A	TV/KVCR		SSutorus

SubTotal for Broadcasting Rights: 1

CalWorks Off-Campus Work Study

Bar H Management	(13182) Off-Campus workstudy - Student Corona, Sierra; reimbursed at up to 100% of per hourly rate Term: 4/5/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$4,160.00	SSutorus
Inland Empire Concerned African American Churches	(12986) Off-Campus workstudy - Student - Villa, Jacqueline; reimbursed at up to 100% of per hourly rate Term: 3/1/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$5,760.00	SSutorus
Moran Janitorial Service, LLC	(12989) Off-Campus workstudy - Student - Williams, Shameka; reimbursed at up to 100% of per hourly rate Term: 3/1/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$7,776.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Off-Campus Work Study</u>					
	Real Journey Academies, Inc.	(12207) Off-Campus workstudy - Student - Del Real, Marc; reimbursed at 75% of hourly rate; This is to approve the revised reimbursed rate of up to 100% Term: 8/1/2015 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$11,520.00	SSutorus
	Real Journey Academies, Inc.	(12205) Off-Campus workstudy - Student - Mendoza, Cynthia; reimbursed at 75% of hourly rate; This is to approve the revised reimbursed rate of up to 100% Term: 8/1/2015 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$11,520.00	SSutorus
	Real Journey Academies, Inc.	(12204) Off-Campus workstudy - Student - Menjivar, Claudia; reimbursed at 75% of hourly rate; This is to approve the revised reimbursed rate of up to 100% Term: 8/1/2015 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$11,520.00	SSutorus
	Real Journey Academies, Inc.	(12206) Off-Campus workstudy - Student - Solis Guerrero, Evelyn; reimbursed at 75% of hourly rate; This is to approve the revised reimbursed rate of up to 100% Term: 8/1/2015 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$11,520.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Off-Campus Work Study</u>					
	REC Center, The	(12988) Off-Campus workstudy - Student - Mendez, Lisbet; reimbursed at 100% of per hourly rate Term: 3/1/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$6,912.00	SSutorus
	SBX Services Inc dba Express Quality Car Hand Wash	(12987) Off-Campus workstudy - Student - Ascensio, Melina; reimbursed at up to 100% of per hourly rate Term: 3/1/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$6,912.00	SSutorus
	Simply The Best Healthcare	(11965) Off-Campus workstudy - Student - Contreras, Karla; reimbursed at 75% of per hourly rate; This is to approve the revised reimbursed rate of up to 100% Term: 7/1/2015 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$12,480.00	SSutorus
	Simply The Best Healthcare	(11971) Off-Campus workstudy - Student - Zuniga, Sabrina; reimbursed at 75% of per hourly rate; This is to approve the revised reimbursed rate of up to 100% Term: 7/1/2015 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$12,480.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Off-Campus Work Study</u>					
	St John's Community Success Center	(12978) Off-Campus workstudy - Student - Alcantara, Loreno; reimbursed at up to 100% of per hourly rate Term: 3/1/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$7,488.00	SSutorus
	Synergy Technical Network, Inc.	(12542) Off-Campus workstudy - Student - Barrow, Tiemessha; reimbursed at 75% of per hourly rate; This is to approve the revised reimbursed rate of up to 100% Term: 11/2/2015 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$8,820.00	SSutorus
	Synergy Technical Network, Inc.	(12990) Off-Campus workstudy - Student - Ortega, Jorge; reimbursed at up to 100% of per hourly rate Term: 3/1/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$6,048.00	SSutorus
	Taylion High Desert Academy Adelanto Inc	(13114) Off-Campus workstudy - Student - Tapia, Alejandra; reimbursed at up to 100% per hour rate Term: 3/18/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$5,280.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Off-Campus Work Study</u>				
Teddy Bear Tymes Child Care	(11969) Off-Campus workstudy - Student - Bernasconi, Anna; reimbursed at 75% of per hourly rate; This is to approve the revised reimbursed rate of up to 100% of per hourly rate Term: 7/1/2015 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$11,232.00	SSutorus
Teddy Bear Tymes Child Care	(11968) Off-Campus workstudy - Student - Valenzuela, Kassandra; reimbursed at 75% of per hour rate; This is to approve an increase in the reimbursed amount up to 100% of per hour rate Term: 7/1/2015 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$11,232.00	SSutorus
Think Together	(13100) Off-Campus workstudy - Student - Warren, Sivanna; reimbursed at up to 100% per hour rate Term: 3/1/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$6,336.00	SSutorus
Unitek Dental Laboratory, Inc.	(13141) Off-Campus workstudy - Student - Orona, Stephanie; reimbursed at up to 100% per hour rate Term: 3/1/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$6,336.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Off-Campus Work Study</u>					
	Unitek Dental Laboratory, Inc.	(12991) Off-Campus workstudy - Student - Rodriguez, William; reimbursed at up to 100% per hour rate Term: 3/1/2016 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$6,336.00	SSutorus
	Woodward Leadership Academy	(11972) Off-Campus workstudy - Student - Penigar, Amenda; reimbursed at 75% of per hourly rate; This is to approve the revised reimbursed rate of up to 100% of per hourly rate Term: 7/1/2015 - 6/30/2016 Funding Source: CalWorks	Calworks/SBVC	\$11,232.00	SSutorus
<i>SubTotal for CalWorks Off-Campus Work Study: 21</i>				<i>\$182,900.00</i>	
<u>Clinicals</u>					
	San Bernardino, County of	(8305) Affiliation agreement for clinical site at Arrowhead Community Hospital for Radiology program participants: Rate schedule \$11,500 per quarter; This is to approve Amendment 2 - To extend term end date to 06/30/2017 and increase by \$46,000 for FY 16/17 Term: 7/1/2012 - 6/30/2017 Funding Source: Lottery Fund	Radiological Technology/CHC	\$230,000.00	SSutorus
<i>SubTotal for Clinicals: 1</i>				<i>\$230,000.00</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	4 Imprint	(12970) Production of 144 KVCR mugs for promotional giveaways Term: 3/1/2016 - 6/30/2016 Funding Source: KVCR - Foundation	TV/KVCR	\$566.22	SSutorus
	Academic Advertising	(13156) Advertising for vacant positions on "CommunityCollegeJobs.com" Term: 11/1/2015 - 6/30/2016 Funding Source: General Funds	Human Resources/SBCCD	\$2,005.00	SSutorus
	ACCT - Association of Community Colleges Trustees	(13132) Facilitation of Board of Trustees retreat by Dr. Pamela Fisher Term: 4/21/2016 - 4/21/2016 Funding Source: General Funds	Chancellor/SBCCD	\$7,000.00	SSutorus
	Achievers	(13127) Production of SBVC 2016 Graduation Stole for Puente Program; funded through Puente Project Term: 3/21/2016 - 5/25/2016 Funding Source: Other Non-General	Counseling/SBVC	\$755.86	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>					
	Air Conditioning Control Systems, Inc (ACCS)	(12966) Installation of AutomatedLogic native BACnet DDC control system for Applied Technology multizone unit zones Term: 3/1/2016 - 6/30/2016 Funding Source: Block Grant	Maintenance/SBVC	\$14,000.00	SSutorus
	AJC Building Maintenance	(13158) Provide janitorial services for ATPC building Term: 7/1/2016 - 6/30/2017 Funding Source: Alternative Text Grant	ATPC/SBCCD	\$3,300.00	SSutorus
	Alliance Bus Lines, Inc	(12957) Bus rental for Geology field trip to Mill Creek; additional cost may be charged for fuel and time overages Term: 4/12/2016 - 4/12/2016 Funding Source: General Funds	Geology/CHC	\$527.28	SSutorus
	Alliance Bus Lines, Inc	(12956) Bus rental for Geology field trip to Mormon Rocks; additional cost may be charged for fuel and time overages Term: 4/30/2016 - 4/30/2016 Funding Source: General Funds	Geology/CHC	\$527.28	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
American Red Cross	(13007) Licensing to provide certified lifeguard training and certifications for three years; funded through Aquatics Civic Center fund Term: 7/1/2016 - 6/30/2019 Funding Source: Other Non-General	Aquatics/CHC	\$9,000.00	SSutorus
American Technologies, Inc	(13101) Cleaning of mold and water intrusion at ATTC men and women restrooms Term: 4/21/2016 - 6/30/2016 Funding Source: Capital Outlay	Safety/SBCCD	\$6,385.00	SSutorus
Anderson, Calvin	(13046) Musical performance for "Humanities Day" event Term: 5/5/2016 - 5/5/2016 Funding Source: General Funds	Arts & Lecture/SBVC	\$530.00	SSutorus
Andrew Lee Communications LLC	(13009) Front cover promotional advertisement of FNX in the "Gaming News" Term: 3/1/2016 - 6/30/2016 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$1,400.00	SSutorus
Apple Valley Communication Inc	(12958) Repairs to 4 fire alarms Term: 2/10/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$380.00	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>				
Awesome Blinds & Shutters, Inc.	(13010) Installation of Mecho Shade blinds Term: 3/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$3,370.24	SSutorus
Baker Company, The	(13157) Purchase agreement for Biological Safety Cabinet for the science labs as required by regulation; includes a 72 month warranty Term: 4/1/2016 - 6/30/2016 Funding Source: Capital Outlay	Administrative Services/SBVC	\$16,343.80	SSutorus
Bay Actuarial Consultants	(13168) Provide SBCCD with a Workers Compensation program actuarial study report Term: 1/1/2016 - 5/31/2016 Funding Source: Other Non-General	Human Resources/SBCCD	\$4,700.00	SSutorus
Beaumont Electric	(13145) Installation of a 1" EMT to the SCBA filling compressor Term: 3/28/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/CHC	\$460.00	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>				
Big Air Trampoline Park DBA Waterpark Ventures LLC	(13059) Joint Project Agreement for Lifeguard Pool/CHC certification program; CHC to act as fiscal agent for the program; Contractor to receive a portion of the net revenue Term: 3/14/2016 - 6/30/2016 Funding Source: General Funds		\$1,000.00	SSutorus
Big Top Rentals	(13106) Rental of 30 10X10 canopies with side walls and anchor barrels with covers for Transfer Fair event; note depending on set-up conditions additional anchor barrels may be needed at a cost of \$7.25 each Term: 4/12/2016 - 4/13/2016 Funding Source: Matriculation	Transfer Center/SBVC	\$3,000.00	SSutorus
Bilingual Solutions Int'l dba BSI, Inc	(13102) Provide OSHA training presented in English and Spanish Term: 3/18/2016 - 6/30/2016 Funding Source: Caltrans Grant	PDC/SBCCD	\$15,000.00	SSutorus
Blackboard	(8445) Blackboard Master agreement and terms and conditions for all services; This is to approve Amendment 4 - Helpdesk support services one-time fee for overage charges for FY 2015-2016 in the amount of \$38,640 Term: 7/1/2012 - 6/30/2017 Funding Source: General Funds	TESS/SBCCD	\$1,362,195.45	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>					
	Bradford, James	(13019) Facilitate women's self defense classes Term: 2/18/2016 - 4/10/2016 Funding Source: General Funds	District Police/SBCCD	\$400.00	SSutorus
	California State University - San Bernardino	(12979) PDC use of California State University-San Bernardino Yasuda Center for the ICreate Family Faire; no cost to District Term: 4/16/2016 - 4/16/2016 Funding Source: N/A	PDC/SBCCD		SSutorus
	Caribbean Pacific Bus, LLC	(13032) Bus rental - Multiple buses to transport area High School seniors to SBVC and back to their home campus as part of the enrollment recruitment campaign Term: 4/22/2016 - 4/22/2016 Funding Source: Student Equity	First Year/SBVC	\$7,000.00	SSutorus
	Caribbean Pacific Bus, LLC	(13011) Bus rental for field trip to CSU Channel Island, UC Santa Barbara, and Colonial Allensworth State Park; additional cost may be charged for fuel and time overages Term: 5/20/2016 - 5/21/2016 Funding Source: Student Equity	First Year/SBVC	\$2,000.00	SSutorus

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<u>General</u>					
	Caston, Inc	(13162) Rental of a scaffolding for the tearing down of the Business Bldg. interior stairwell Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$693.79	SSutorus
	CCC Chancellor's Office	(12951) Letter of Agreement for the Foster and Kinship Care Education program for San Bernardino Region 8 to illustrate how the area colleges and San Bernardino County, Children and Family Services work together on determining training priorities; no cost to District Term: 2/1/2016 - 6/30/2017 Funding Source: N/A	Student Services/SBVC		SSutorus
	Champion Electric, Inc.	(12961) Upgrade of transformer in Chemistry Building and install new outlets in Kitchen Term: 2/26/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/CHC	\$5,885.00	SSutorus
	Citadel Environmental Services, Inc	(13062) Chemical hazard assessment at SBVC HLS and PS buildings and CHC Canyon Hall Term: 3/1/2016 - 6/30/2016 Funding Source: General Funds	Safety/SBCCD	\$13,017.50	SSutorus

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<u>General</u>					
	Citadel Environmental Services, Inc	(13043) Limited Indoor Air Quality Investigation in CHC's PAC building Term: 3/14/2016 - 6/30/2016 Funding Source: General Funds	Safety/SBCCD	\$1,974.00	SSutorus
	Citadel Environmental Services, Inc	(13121) Limited Moisture Inspection Services at ATTC building Term: 4/21/2016 - 6/30/2016 Funding Source: Capital Outlay	Safety/SBCCD	\$2,990.00	SSutorus
	Claridge Products & Equipment, Inc	(13014) Replacing bad cables and adjusting counter weights on vertical white boards in the Business Building Term: 3/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$4,186.08	SSutorus
	Colton Joint USD	(12947) Program participation Agreement for one staff member to attend the Commission on Adult Basic Education Conference; funded through AB104 Adult Education Block Grant Term: 4/9/2016 - 4/19/2016 Funding Source: State Grant	Mathematics/SBVC	\$2,200.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Communications Center	(13118) On demand radio repair service for District Police Department Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	District Police/SBCCD	\$1,500.00	SSutorus
Corner Bakery Cafe	(13144) Catering for a foster youth advisory meeting Term: 5/6/2016 - 5/6/2016 Funding Source: EOP&S	EOP&S/CHC	\$436.60	SSutorus
Corporate Shirts Direct	(13047) Production of promotional jackets and shirts with safety logo for Maria Ramirez Term: 3/14/2016 - 6/30/2016 Funding Source: General Funds	Safety/SBCCD	\$528.56	SSutorus
Corporate Shirts Direct	(13048) Production of promotional t-shirts with embroidery and logo for Chris Grant Term: 3/14/2016 - 6/30/2016 Funding Source: General Funds	Safety/SBCCD	\$290.93	SSutorus

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<u>General</u>					
	Cruz, Elena Santa	(13125) Conduct a survey of potential students to identify software programs and industry certifications needed and complete report on findings; funded through ICT/Digital Media grant Term: 5/13/2016 - 11/30/2016 Funding Source: State Grant	PDC/SBCCD	\$1,000.00	SSutorus
	De La Piedra, Felipe	(12973) Catering for the Trade Connect Regional Trade Forum hosted by EDCT Foundation Term: 3/2/2016 - 3/2/2016 Funding Source: Foundation Grant	PDC/SBCCD	\$972.00	SSutorus
	Direct Connection	(12959) Direct mail and printing for campaign renewal memberships Term: 2/1/2016 - 6/30/2016 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$9,080.10	SSutorus
	DocuMedia Group	(12998) Production of 2 retractable banners with EDCT Foundation logo Term: 3/1/2016 - 6/30/2016 Funding Source: Foundation Grant	PDC/SBCCD	\$429.84	SSutorus

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<u>General</u>				
Dramatic Publishing	(12971) Performance Rights for "Rebel Without a Cause" Term: 5/12/2016 - 5/15/2016 Funding Source: General Funds	Theater Arts/SBVC	\$300.00	SSutorus
Entrinsik, Inc	(13093) Two day training on Informer Reporting Term: 5/19/2016 - 5/20/2016 Funding Source: General Funds	TESS/SBCCD	\$5,500.00	Ssutorus
Environmental Management Technologies	(13044) On demand hazardous waste and material pickup for District Office sites Term: 3/1/2016 - 6/30/2016 Funding Source: General Funds	District M & O/SBCCD	\$700.00	SSutorus
Fairview Ford	(13122) On demand repair services for District Police vehicles Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	District Police/SBCCD	\$2,500.00	SSutorus
FastSigns	(13079) Production of banner with applied cut vinyl or direct print Term: 3/15/2016 - 6/30/2016 Funding Source: Matriculation	Counseling/SBVC	\$1,182.09	SSutorus

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<u>General</u>				
FastSigns	(13077) Production of banner, table cover, canopy, signs and sign stands Term: 3/15/2016 - 6/30/2016 Funding Source: Matriculation	Counseling/SBVC	\$5,486.98	SSutorus
FastSigns	(13165) Production of four 45" sign stands Term: 4/1/2016 - 6/30/2016 Funding Source: Matriculation	Counseling/SBVC	\$471.97	SSutorus
Faya Corporation	(13063) Production of promotional giveaways; 150 highlighters, 150 tumblers, 125 padfolios, and 150 SBVC flashdrives for the High School Counselor & Career Technician Conference Term: 4/19/2016 - 4/19/2016 Funding Source: Matriculation	Counseling/SBVC	\$2,829.33	SSutorus
Fox Occupational Medical Center	(13002) Physical exams and TB testing for staff members Term: 3/1/2016 - 6/30/2016 Funding Source: General Funds	Safety/SBCCD	\$291.60	SSutorus

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<u>General</u>				
Gallup Organization - Gallup Press Department	(12950) Online access to "Strengths Quest Online" ; a tool for decreasing suicide risks, depression and anxiety; 460 individual access codes at \$9.99 each Term: 3/1/2016 - 6/30/2016 Funding Source: Student Equity	Health Center/SBVC	\$4,953.00	SSutorus
Galope, Richard G.E.	(13142) Provide District with the following coordination: resource development plan, SBCCD Center for innovation concepts plan, Advanced Manufacturing Partnership for Southern California Executive Council, San Bernardino County/Riverside County Workforce Development board Slingshot Initiative, and SBCCD Multi-Craft Core Curriculum Pre-Apprenticeship Program Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Chancellor/SBCCD	\$35,000.00	SSutorus
Giant Angstrom Partners, LLC	(13080) Develop and write a grant application/proposal for Title III HSI STEM and Articulation Term: 4/15/2016 - 5/3/2016 Funding Source: General Funds	Grants/SBVC	\$12,000.00	SSutorus

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<u>General</u>				
Girl Scouts of San Geronio Council	(13108) To provide outreach activities to Middle School aged participants to expose them to career opportunities in the Digital Media field through presentations and field trips as part of the ICT/Digital Media Deputy Sector Navigator project; funded through ICT/Digital Media grant Term: 3/11/2016 - 11/30/2016 Funding Source: State Grant	PDC/SBCCD	\$6,000.00	SSutorus
Goodloe, Valerie	(13107) Speaker topic "Gang Girl: A Mother's Journey to Save Her Daughter"; no cost to District Term: 3/23/2016 - 3/23/2016 Funding Source: N/A	Humanities/SBVC		SSutorus
H & L Charter Co, Inc	(13024) Bus rental for field trip to University of Southern California for students in the Star Program; funded through Title IV grant Term: 5/2/2016 - 5/2/2016 Funding Source: Federal Grant	Star Program/SBVC	\$1,010.10	SSutorus
H & L Charter Co, Inc	(12691) Bus rental to and from Los Angeles Airport for a field trip for the Tumaini group to Historical Black Colleges event; This is to approve the price increase for the airport fee Term: 3/20/2016 - 3/23/2016 Funding Source: Student Equity	First Year/SBVC	\$1,428.40	SSutorus

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<u>General</u>					
	H & L Charter Co, Inc	(12128) Bus rental to East Los Angeles College for SBVC Football game; This is to approve an increase of \$605 Term: 11/14/2015 - 11/14/2015 Funding Source: General Funds	Athletics/SBVC	\$2,485.00	SSutorus
	H & L Charter Co, Inc	(13095) Bus rental to Los Angeles for a Football Bowl game Term: 11/21/2015 - 11/21/2015 Funding Source: General Funds	Athletics/SBVC	\$2,182.50	SSutorus
	Hampton Inn & Suites - Highland	(13058) Room rental and catering for EOP&S Awards Ceremony Term: 5/5/2016 - 5/5/2016 Funding Source: EOP&S	EOP&S/SBVC	\$7,548.00	SSutorus
	Hankins, Demontray dba Win Your Challenges	(12992) Keynote speaker for the Guardian Scholars Conference Term: 5/12/2016 - 5/12/2016 Funding Source: Student Equity	Student Services/SBVC	\$2,000.00	SSutorus
	Holiday Inn Express & Suites - Carpinteria	(13015) Room rentals for students and staff to attend campus tours Term: 5/20/2016 - 5/21/2016 Funding Source: Student Equity	First Year/SBVC	\$4,005.13	SSutorus

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<u>General</u>					
	HomeAway, Inc DBA VRBO.com	(12953) House rental for four KVCR staff members to attending Avid Connect Conference and National Association of Broadcasters Conference 4/15/2016-04/22/2016 in Las Vegas, NV Term: 4/15/2016 - 4/22/2016 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$2,320.00	SSutorus
	Hour Glass & Mirror, Inc	(12221) On demand window and door repair; This is to approved the increase of the not to exceed account by \$5,000 Term: 7/1/2015 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$10,000.00	SSutorus
	Inland Empire Job Corps Center	(12985) MOU - To establish a work-based learning program (work-study) for Job Corps participants; no cost to District Term: 7/1/2016 - 6/30/2017 Funding Source: N/A	Calworks/SBVC		SSutorus
	Inland Empire Tours & Transportation	(13016) Bus rental for Geography field trip to Mill Creek Term: 5/10/2016 - 5/10/2016 Funding Source: General Funds	Geology/SBVC	\$598.00	SSutorus

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<u>General</u>				
Inland Empire Tours & Transportation	(13018) Bus rental for Geology field trip to Cajon Pass Term: 4/26/2016 - 4/26/2016 Funding Source: General Funds	Geology/SBVC	\$598.00	SSutorus
Inland Valley Development Agency - IVDA	(13167) Exclusive Right to Negotiate agreement for the purchase of property on the former Norton Air Force Base; no cost to District Term: 3/28/2016 - 12/31/2016 Funding Source: N/A	Fiscal Services/SBCCD		SSutorus
JobElephant.com Inc	(13148) On-demand advertising for open employment positions within the District Term: 4/12/2016 - 6/30/2016 Funding Source: General Funds	Human Resources/SBCCD	\$2,432.00	SSutorus
Keenan & Associates	(13119) Self-insured claims administration software access for District's worker compensation program; no cost to District Term: 3/18/2016 - 3/17/2021 Funding Source: N/A	Safety/SBCCD		SSutorus

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<u>General</u>				
Laboratory Microscope Specialist - LMS	(13105) Repairs to 13 Nikon E100 student microscopes Term: 3/21/2016 - 6/30/2016 Funding Source: General Funds	Science/SBVC	\$417.00	SSutorus
Laboratory Microscope Specialist - LMS	(13083) Repairs to 53 Leica Stereo series student microscopes Term: 3/15/2016 - 6/30/2016 Funding Source: General Funds	Biology/SBVC	\$1,365.00	SSutorus
Laboratory Microscope Specialist - LMS	(13103) Repairs to 63 Olympus CH30 student microscopes and 2 Olympus BX43 research microscopes Term: 3/14/2016 - 6/30/2016 Funding Source: General Funds	Science/SBVC	\$2,047.00	SSutorus
LeMay Construction	(13109) Repair ATTC restrooms as needed from damage caused by sewage backup Term: 3/18/2016 - 6/30/2016 Funding Source: Capital Outlay	Safety/SBCCD	\$9,235.00	SSutorus
Los Amigos Restaurant	(13084) Catering for Latino Graduation Event - Nuestra Graduacion Term: 5/22/2016 - 5/22/2016 Funding Source: General Funds	Student Life/SBVC	\$2,449.44	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>	Lutron Services Co., Inc.	(13164) Upgrade to the operating system on the control device for the lighting at the Business Bldg. Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$1,600.00	SSutorus
	Luxe Seafood & Grill Buffet, The	(13026) Catering for Star Program students and staff while attending a field trip to University of Southern California Term: 5/2/2016 - 5/2/2016 Funding Source: Federal Grant	Star Program/SBVC	\$420.00	SSutorus
	Magnum Range Inc	(13120) Range shooting services for District Police Department Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	District police/SBCCD	\$1,650.00	SSutorus
	Marsey, Samuel	(13049) Guitar performance at the "Student Art Show Reception" Term: 5/11/2016 - 5/11/2016 Funding Source: General Funds	Art & Lecture/SBVC	\$300.00	SSutorus

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<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Montgomery Hardware Co	(13085) Furnish and install programmable locks on the Aquatics Center Term: 3/15/2016 - 6/30/2016 Funding Source: Capital Outlay	Pool/CHC	\$5,354.49	SSutorus
Nestle Waters North America dba ReadyRefresh	(12963) Provide 5 gallon hot and cold water cooler with water services Term: 3/1/2016 - 2/28/2019 Funding Source: General Funds	Financial Aid/SBVC	\$1,500.00	SSutorus
Original Taco Girls, The	(13116) Provide catering for students and staff at the Transfer Recognition Luncheon Term: 5/19/2016 - 5/19/2016 Funding Source: General Funds	Student Services/CHC	\$1,500.00	SSutorus
Pacific Coast Elevator dba Amtech Elevator Services	(13098) Provide elevator technician to standby as part of hazardous materials inspection of the elevator pit; no cost to District Term: 3/17/2016 - 3/17/2016 Funding Source: N/A	Maintenance/SBVC		SSutorus

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<u>General</u>					
	Party Plus Rental	(13137) Rental of chairs for CHC Commencement Ceremony Term: 5/27/2016 - 5/27/2016 Funding Source: General Funds	Student Life/CHC	\$2,736.96	SSutorus
	Pepe's Towing Service	(13117) Vehicle Towing Services Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	District Police/SBCCD	\$550.00	SSutorus
	Phan, Aimee	(12965) Speaker - A reading from "The Reeducation of Cherry Truong" and signing event Term: 5/5/2016 - 5/5/2016 Funding Source: General Funds	Humanities/SBVC	\$1,500.00	SSutorus
	Prevention Plus	(13086) Speaker topic "Pee, Puke and Pass Out" on binge drinking and the consequences of alcohol on the body Term: 4/20/2016 - 4/20/2016 Funding Source: General Funds	Arts & Lecture/SBVC	\$500.00	SSutorus
	Public Media Partnerships, Inc	(13065) Plan and execute KVCR-FM membership campaign for Spring 2016 Term: 4/1/2016 - 6/30/2016 Funding Source: KVCR - Foundation	FM/KVCR	\$3,264.00	SSutorus

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<u>General</u>					
	Radio Research Consortium	(13052) Software license one year extension for Portable People Meters; an online service giving KVCR radio a monthly report on network and local market radio audiences Term: 1/1/2016 - 12/31/2016 Funding Source: KVCR - Foundation	FM/KVCR	\$4,240.00	SSutorus
	Ramirez, Jorge DBA Sign Designers	(13131) Production of eight 4'X8' lamp pole banners double sided with pockets to promote SBVC STEM program Term: 3/21/2016 - 6/30/2016 Funding Source: General Funds	Marketing/SBVC	\$518.40	SSutorus
	Rayne Water Conditioning, Inc - San Bernardino	(13053) Water treatment services and tank rental for the Science labs Term: 12/28/2015 - 6/30/2016 Funding Source: General Funds	Science/CHC	\$237.50	SSutorus
	Reach Out	(13042) Letter of Support and Agreement for higher education in the healthcare industries Term: 2/25/2016 - 6/30/2018 Funding Source: General Funds	Science/SBVC	\$3,000.00	SSutorus

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<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Redlands Door & Window Company	(12967) Install door in the Assessment Center offices; labor and materials included; funded through the Assessment Center revenue Term: 3/1/2016 - 6/30/2016 Funding Source: Income & Expense	Student Services/CHC	\$2,790.00	SSutorus
Redlands USD	(12946) Program Participation Agreement for one staff member to attend the Commission on Adult Basic Education Conference; funded through AB104 Adult Education Block Grant Term: 4/9/2016 - 4/13/2016 Funding Source: State Grant	Mathematics/SBVC	\$2,200.00	SSutorus
Redlands, City of	(13099) Rental - booth rental at Redlands Market Night Term: 4/7/2016 - 6/30/2016 Funding Source: General Funds	Marketing/CHC	\$480.00	SSutorus
Revoyr, Nina	(12964) Speaker on the novel "Lost Canyon" and "Southland" Term: 4/13/2016 - 4/13/2016 Funding Source: General Funds	Humanities/SBVC	\$1,000.00	SSutorus

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<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Rialto Unified School District	(12954) Program Participation Agreement for one staff member to attend the Commission on Adult Basic Education Conference; funded through AB104 Adult Education Block Grant Term: 4/9/2016 - 4/19/2016 Funding Source: State Grant	Mathematics/SBVC	\$2,200.00	SSutorus
Ricoh USA Corporation	(13096) Purchase agreement for purchase of new copier model RICOH MPC2003 with service agreement for use by Student ASG members Term: 4/14/2016 - 4/13/2021 Funding Source: Student Body Center Fee	Student Life/SBVC	\$5,000.00	SSutorus
River Springs Charter School	(13054) Transportation for River Springs Charter students to and from Crafton Hills Senior Day; Funded through Ramp-Up Grant Term: 3/4/2016 - 3/4/2016 Funding Source: Federal Grant	Program Development/CHC	\$909.08	SSutorus
San Bernardino City USD	(13055) Transportation for District students to and from Crafton Hills Senior Day; Funded through Ramp-Up Grant Term: 3/4/2016 - 3/4/2016 Funding Source: Federal Grant	Program Development/CHC	\$411.85	SSutorus

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<u>General</u>					
	Santa Clarita CCD	(13061) Facilitate the booking of hotel meeting rooms and hotel accommodations for attendees as well as speaker stipends and event project management for ICT and Digital Media Educators Conference; funded through ICT/Digital Media Grant Term: 2/1/2016 - 6/10/2016 Funding Source: State Grant	PDC/SBCCD	\$10,000.00	Ssutorus
	Santoyo, Laura	(13056) Catering for staff and students attending the "Care Spring Mini-Conference" Term: 4/22/2016 - 4/22/2016 Funding Source: EOP&S	EOP&S/SBVC	\$540.00	SSutorus
	SBC Sheriff's Department	(13128) Facilities and staff support for testing and training that take place outside of the classroom setting for the Extended Police Academy Program Term: 7/1/2016 - 6/30/2019 Funding Source: General Funds	Police Science/SBVC	\$36,000.00	SSutorus
	SBC Sheriff's Department	(12020) Radio access and maintenance for District Police Department; This is to approve the correction of the term dates Term: 8/1/2015 - 7/31/2021 Funding Source: General Funds	District Police/SBCCD	\$34,590.60	SSutorus

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<u>General</u>					
	Shalimar Tours & Charter	(13033) Bus rental for field trip to Manzanar National Historic Site in Independence California; additional cost may be charged for fuel and time overages Term: 4/22/2016 - 4/22/2016 Funding Source: Student Equity	First Year/SBVC	\$2,480.00	SSutorus
	Sidewinder TV	(13090) License agreement for use of musical composition and recording for the "FNX Music Block" series; no cost to District Term: 3/15/2016 - 3/14/2019 Funding Source: N/A	FNX/KVCR		SSutorus
	SIGMAnet	(13115) 40 Software licenses for "Cisco Unified Contact Center Express"; these are additional licenses for the Cisco phone system; funded through Block Grant Term: 4/1/2016 - 3/31/2017 Funding Source: Block Grant	Student Services/CHC	\$36,240.01	SSutorus
	Signature Party Rentals	(13076) Rental of stage equipment and canopies for SBVC 2016 Commencement Term: 5/18/2016 - 5/21/2016 Funding Source: General Funds	Student Life/SBVC	\$17,324.71	SSutorus

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<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Simonson, Caylynn	(13050) Speaker for "Sexual Assault Awareness" month Term: 4/20/2016 - 4/20/2016 Funding Source: General Funds	Arts & Lecture/SBVC	\$300.00	SSutorus
Southwest Publications DBA SEPI Marketing Group	(13064) Advertising in the Guest Services Guides for one year to promote CHC Aquatic Center programs Term: 4/1/2016 - 3/31/2017 Funding Source: Other Non-General	Pool/CHC	\$758.00	SSutorus
Student African American Brotherhood	(13066) Affiliation Agreement for CHC be a chapter and have an institutional membership in the Student African American Brotherhood Term: 4/1/2016 - 3/31/2017 Funding Source: Student Equity	Student Services/CHC	\$5,000.00	SSutorus
Surveymonkey.com	(13133) Online annual subscription for survey services Term: 3/4/2016 - 3/3/2017 Funding Source: General Funds	Chancellor/SBCCD	\$300.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Tesla Foundation Group	(13169) MOU - Collaborative vision for expertise to advance training and educational programs and explore research and development opportunities between both institutions; no cost to District Term: 3/22/2016 - 3/21/2017 Funding Source: N/A	Chancellor/SBCCD		SSutorus
	Thermo Electron North America LLC	(13130) Purchase of a Nicolet IS5 Mid-Infrared FT-IR Spectrometer used in the Chemistry labs for chemical analyst Term: 3/21/2016 - 6/30/2016 Funding Source: General Funds	Chemistry/SBVC	\$54,830.40	SSutorus
	Three Peaks Corp	(13163) Repairing of lighting ballasts in Art 144 Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$2,720.00	SSutorus
	Time and Alarm Systems	(12044) On demand repairs and testing of fire alarm system at SBVC; This is to approve an increase of \$20,000 to the not to exceed amount Term: 7/1/2015 - 6/30/2016 Funding Source: General Funds	Maintenance/SBVC	\$40,000.00	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>				
Time for Change Foundation	(13112) Full page advertisement to promote CHC programs Term: 4/15/2016 - 4/15/2016 Funding Source: General Funds	Marketing/CHC	\$250.00	SSutorus
Trans-Pennine Holdings, Inc	(13088) Cooperative training agreement for online "Care Aide Program"; funded through Contract Education fund Term: 2/1/2016 - 1/31/2021 Funding Source: Other Non-General	PDC/SBCCD	\$10,000.00	SSutorus
United Site Services. Inc	(13089) Rental of 9 portable restrooms and 1 ADA accessible portable restroom for SBVC Graduation Event Term: 5/26/2016 - 5/31/2016 Funding Source: General Funds	Student Life/SBVC	\$1,194.61	SSutorus
Vavrinek, Trine, Day and Co, LLP	(11717) Provide training related to federal compliance of Financial Aid; Amendment 001 - Training for staff on the use of the Super Circular compliance document and how to remain compliant with regulations contained in the document Term: 5/14/2015 - 6/30/2016 Funding Source: General Funds	Accounting/SBCCD	\$10,240.00	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>				
Westpy Marketing Service	(13072) Production of promotional giveaways; 1,200 lanyards with "FNX Native TV" imprint Term: 3/1/2016 - 6/30/2016 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$1,749.60	SSutorus
Westpy Marketing Service	(12972) Production of promotional giveaways; 144 16oz glasses with logo and digital printing Term: 3/1/2016 - 6/30/2016 Funding Source: KVCR - Foundation	FM/KVCR	\$966.77	SSutorus
Wirz & Company	(13113) Production of donation solicitation puzzle piece cards to allow for dollar donations to KVCR's Autism Initiative Term: 3/18/2016 - 4/10/2016 Funding Source: KVCR - Autism Fund 0142	TV/KVCR	\$226.24	SSutorus
Yucaipa Valley Chamber of Commerce	(12955) Advertisement at the Yucaipa Valley Chamber of Commerce 24th Annual Luncheon Term: 4/14/2016 - 4/14/2016 Funding Source: Advertising - General Fund	President/CHC	\$500.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Yucaipa-Calimesa Joint USD	(13074) Program Participation Agreement for one staff member to attend the Commission on Adult Basic Education Conference; funded through AB104 Adult Education Block Grant Term: 4/9/2016 - 4/13/2016 Funding Source: State Grant	Mathematics/SBVC	\$2,200.00	SSutorus
<i>SubTotal for General: 125</i>				<i>\$1,948,639.29</i>	
<u>Income - Contract Ed</u>					
	Evolutions Fresh/Starbucks	(13104) PDC to provide training to contractor's employees a variety of professional development training Term: 2/1/2016 - 6/30/2016 Funding Source: N/A	PDC/SBCCD	\$25,000.00	SSutorus
	Rialto Unified School District	(13051) Contract education for Administration of Justice 105 course Term: 1/1/2016 - 6/30/2016 Funding Source: N/A	Middle College/SBVC	\$19,364.00	SSutorus
<i>SubTotal for Income - Contract Ed: 2</i>				<i>\$44,364.00</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Facilities Use</u>					
	Star Aquatic	(12969) Facilities use of CHC Aquatics center for swim competitions Term: 2/27/2016 - 5/28/2016 Funding Source: N/A	Administrative Services/CHC	\$2,000.00	SSutorus
	Yucaipa High School	(12968) Facilities use of CHC parking lot for parking for Yucaipa High School graduation ceremony; no charge Term: 6/8/2016 - 6/8/2016 Funding Source: N/A	Maintenance/CHC		SSutorus
<i>SubTotal for Income - Facilities Use: 2</i>				<i>\$2,000.00</i>	
<u>Income - General</u>					
	College of the Desert	(12995) Healthcare Workforce Initiative Mini-project Term: 3/1/2016 - 11/30/2016 Funding Source: N/A	PDC/SBCCD	\$10,000.00	SSutorus
	East Valley Water District	(12999) PDC to offer on-site contract training to contractor's employees Term: 12/1/2015 - 6/30/2016 Funding Source: N/A	PDC/SBCCD	\$10,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Income - General</i>					
	Phenix Technologies, Inc.	(13166) PDC to provide on-site contract training to Phenix employees Term: 4/1/2016 - 6/30/2016 Funding Source: N/A	PDC/SBCCD	\$10,000.00	SSutorus
<i>SubTotal for Income - General: 3</i>				<i>\$30,000.00</i>	
<i>Income - Grant</i>					
	California Manufacturing Technology Consulting (CMTC)	(12096) Cooperative agreement to provide a Manufacturing Assistance Program; This is to approve Amendment 1- to increase in the contract value by \$18,750 Term: 7/1/2015 - 6/30/2016 Funding Source: N/A	PDC/SBCCD	\$93,750.00	SSutorus
	CCC Chancellor's Office	(13017) Grant Application - Industry Driven Regional Collaborative to address the need of jobs/training to adults with significant barriers to employment with a possible award of \$279,928 Term: 7/1/2016 - 6/30/2017 Funding Source: N/A	PDC/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>Income - Grant</u>					
	Grossmont-Cuyamaca CC Auxiliary Organization	(12975) Prop 39 Program Improvement Funding Grant; Sub-grantee agreement for SBVC to develop, enhance, retool, and expand energy efficiency or support programs Term: 1/4/2016 - 5/31/2016 Funding Source: N/A	Technical Training/SBVC	\$25,190.00	SSutorus
<i>SubTotal for Income - Grant: 3</i>				<i>\$118,940.00</i>	
<u>Income - Underwriter</u>					
	GMLV, LLC - Barnes & Noble	(13139) Underwriter agreement for KVCR 91.9 FM programs Term: 3/29/2016 - 4/1/2016 Funding Source: N/A	FM/KVCR	\$1,700.00	SSutorus
	Temecula Hospital	(13138) Underwriter agreement for KVCR 91.9 FM programs Term: 4/4/2016 - 5/8/2016 Funding Source: N/A	FM/KVCR	\$5,400.00	SSutorus
	WRC Realty	(13071) Underwriter agreement to sponsor KVCR-FM programs Term: 2/26/2016 - 4/26/2016 Funding Source: N/A	FM/KVCR	\$2,750.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Underwriter</u>				
WRC Realty	(13069) Underwriter agreement to sponsor KVCR-TV programs Term: 2/26/2016 - 5/26/2016 Funding Source: N/A	TV/KVCR	\$2,750.00	SSutorus
<i>SubTotal for Income - Underwriter: 4</i>			<i>\$12,600.00</i>	
<u>Instructional Agreement</u>				
SBC Sheriff's Department	(11762) Basic Training Agreement for Police Science Program: Rate \$3.93 Per Student Per Instructional Hour; This is to approve Amendment 1 - to extend contract one year for additional cost of \$157,500 Term: 7/1/2015 - 6/30/2017 Funding Source: General Funds	Police Science/SBVC	\$825,300.00	SSutorus
<i>SubTotal for Instructional Agreement: 1</i>			<i>\$825,300.00</i>	
<u>Joint Power/Piggyback Purchase</u>				
Apple Computers, Inc	(12974) Purchase of 2 Ipad 4, Ipad Air 2, and Ipad Pro Wi-Fi 128GB; Piggyback bid from Glendale Unified School District Term: 3/1/2016 - 6/30/2016 Funding Source: General Funds	TESS/SBCCD	\$4,752.87	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	(12982) Purchase of 24 Latitude 7350 computers; WSCA 7-15-70-34-003 Term: 3/3/2016 - 6/30/2016 Funding Source: Matriculation	Student Services/CHC	\$33,518.61	SSutorus
	Dell Computer Company	(12994) Purchase of 24 Venue tablets and one tablet charging cart; WSCA 7-15-70-34-003 Term: 3/3/2016 - 6/30/2016 Funding Source: General Funds	Campus Tech/SBVC	\$15,155.87	SSutorus
	Dell Computer Company	(12996) Purchase of 30 Dell monitors; WSCA 7-15-70-34-003 Term: 3/3/2016 - 6/30/2016 Funding Source: General Funds	Campus Tech/SBVC	\$5,500.34	SSutorus
	Dell Computer Company	(12949) Purchase of 30 laptop computers and storage cart for basic skills classroom; WSCA-Naspo 7-15-70-34-003 Term: 3/1/2016 - 6/30/2016 Funding Source: Student Equity	First Year/SBVC	\$39,100.15	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	(12983) Purchase of 4 Dell 27 Monitors, 30 OptiPlex 7040 SFF desk top computers, 39 Latitude 3570 tablet/laptop computers, 1 Laptop cart that holds 30 computers; WSCA 7-15-70-34-003; funded through program review Term: 3/3/2016 - 6/30/2016 Funding Source: General Funds	Campus Tech/SBVC	\$94,345.82	SSutorus
	Dell Computer Company	(12993) Purchase of 4 Dell monitors, 30 OptiPlex 7040 desktop computers, and 39 Latitude 3570 tablet computers; WSCA 7-15-70-34-003; funded through program review Term: 3/3/2016 - 6/30/2016 Funding Source: General Funds	Campus Tech/SBVC	\$73,689.57	SSutorus
	Dell Computer Company	(13005) Purchase of 5 OptiPlex 7440 AIO desktop computers; funded through CTE Enhancement Grant Term: 3/9/2016 - 6/30/2016 Funding Source: State Grant	Automotive/SBVC	\$6,606.22	SSutorus
	Dell Computer Company	(13006) Purchase of a Dell Printer S281dn; funded through Block grant; WSCA 7-15-70-34-003 Term: 3/7/2016 - 6/30/2016 Funding Source: State Grant	Automotive/SBVC	\$222.86	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	(12952) Purchase of office and classroom furniture for SBVC Gymnasium Project; piggyback contract San Bernardino County 10-209-A2 Term: 3/1/2016 - 6/30/2016 Funding Source: Bond Funded	Kitchell/SBCCD	\$40,500.96	SSutorus
<i>SubTotal for Joint Power/Piggyback Purchase: 10</i>			<i>\$313,393.27</i>	
<u>Maintenance Agreement</u>				
A & A Copy Machines, Inc DBA Pioneer Copy Machines, Co	(11606) Maintenance on four Konica Minolta Bizhub copiers; includes all parts, labor and supplies (except paper and staples) Term: 7/1/2016 - 6/30/2017 Funding Source: Alternative Text Grant	ATPC/SBCCD	\$12,110.00	SSutorus
ABM Business Machines, Inc	(11573) Maintenance agreement for one Heavy Duty Duplo Bursting braille machine Term: 7/1/2016 - 6/30/2017 Funding Source: Alternative Text Grant	APTC/SBCCD	\$1,718.00	SSutorus
American Thermoform Corp	(13159) Maintenance on three braille embossers Term: 7/1/2016 - 6/30/2017 Funding Source: Alternative Text Grant	ATPC/SBCCD	\$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>Maintenance Agreement</u>					
	Boyd & Associates dba Draganchuk	(13161) Monitoring and maintenance service of ATPC fire alarm system Term: 7/1/2016 - 6/30/2017 Funding Source: Alternative Text Grant	ATPC/SBCCD	\$395.40	SSutorus
	TriCounty Aire	(13160) Maintenance agreement for heating and cooling systems Term: 7/1/2016 - 6/30/2017 Funding Source: Alternative Text Grant	ATPC/SBCCD	\$3,000.00	SSutorus
<i>SubTotal for Maintenance Agreement: 5</i>				<i>\$26,223.40</i>	
<u>PO as Contract</u>					
	Herff Jones Inc	(13075) PO as Contract - Rental Commencement Regalia for Board and Chancellor for 2016 Graduation events Term: 5/1/2016 - 6/30/2016 Funding Source: General Funds	Chancellor/SBCCD	\$1,000.00	SSutorus
<i>SubTotal for PO as Contract: 1</i>				<i>\$1,000.00</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>				
Atlantic Monthly Group, Inc, The	(13092) Program Acquisition for "Geronimo Hotshots with Web Rights" and "The Wildlife Warehouse with Web Rights" Term: 4/6/2016 - 4/5/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$4,800.00	SSutorus
Gage, George dba Gage & Gage Productions	(13001) Program acquisition rights for "American Outrage" Term: 5/2/2016 - 5/1/2021 Funding Source: KVCR - Foundation	FNX/KVCR	\$7,000.00	SSutorus
H Gagnon Distribution, Inc	(13078) Program Acquisition for "Wapos Bay the Move", "People of the Beautiful River" and "Awa O Gbe" Term: 6/30/2016 - 6/29/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$20,600.00	SSutorus
H Gagnon Distribution, Inc	(13021) Program acquisition rights for the airing of "Wapos Bay" Seasons 1-5 Term: 2/15/2016 - 2/14/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$60,000.00	SSutorus
Lakeland Public Television	(13082) Program Acquisition for "Why Treaties - Documentary"; no cost to District Term: 3/1/2016 - 2/28/2016 Funding Source: N/A	FNX/KVCR		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>					
	Looking Glass International	(13003) Program acquisition rights for the airing of "Champions of the North" Term: 10/1/2015 - 9/30/2020 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$3,800.00	SSutorus
	Looking Glass International	(13004) Program acquisition rights for the airing of "Sivummut" Term: 6/15/2016 - 6/14/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$9,000.00	SSutorus
	Sidewinder TV	(13091) Program acquisition for "Dark Side of Country"; no cost to District Term: 3/1/2016 - 2/28/2021 Funding Source: N/A	FNX/KVCR		SSutorus
	Tribal Eye Productions	(13111) Program acquisition for "Native American Night Before Christmas" and "Twelve Days of Native Christmas" Term: 11/26/2015 - 11/25/2020 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$250.00	SSutorus
	Tribal Eye Productions	(13068) Program acquisition for "We are All Related" and "Native Tracks 1" Term: 1/27/2016 - 1/6/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$750.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>					
<i>SubTotal for Program Acquisition: 10</i>				<i>\$106,200.00</i>	
<u>Software/Online Services</u>					
	AcademicWorks, Inc	(13123) Software license for "AcademicWorks Scholarship Management" system Term: 4/1/2016 - 3/31/2017 Funding Source: General Funds	Foundations/SBVC/CHC	\$17,000.00	SSutorus
	ALLDATA	(12962) Software subscription for "Ease, Alldata, and Indentifx" for students to look up automotive data Term: 12/13/2015 - 12/12/2016 Funding Source: General Funds	Automotive/SBVC	\$975.00	SSutorus
	Altaware, Inc	(13060) Software maintenance for "Trinizic V820 Virtual Appliance" used for an external domain naming server and converting it into an IP address Term: 3/14/2016 - 6/30/2016 Funding Source: General Funds	TESS/SBCCD	\$20,753.20	SSutorus
	College Central Network, Inc.	(12997) Online Software for "Career Services Central" a web based career office management system Term: 3/16/2016 - 7/15/2019 Funding Source: General Funds	Student Services/CHC	\$5,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
Digicert, Inc	(13124) Software license for one year for Wildcard Secure certificate to allow the encryption of traffic between users and our websites to create a more secure environment Term: 1/25/2016 - 1/24/2017 Funding Source: Community Service	PDC/SBCCD	\$144.00	SSutorus
Ellucian Company, Inc	(11381) Maintenance and software agreement for Colleague Self Service Financial Aid Term: 2/13/2015 - 6/30/2016 Funding Source: General Funds	Financial Aid/SBVC	\$28,875.00	SSutorus
Ellucian Company, Inc	(9567) Master agreement for Datatel System; student management software used throughout the District for managing enrollment and scheduling; this is to approve Amendment 8 - to provide programming services to help streamline and create efficiencies in Financial Aid workflow at additional cost of \$40,500 Term: 7/1/2013 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$2,502,920.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
ENCO Systems, Inc	(13000) Software renewal and upgrade for "Digital Audio Delivery" (DAD); Customer Number (SO) 11323 Term: 3/15/2016 - 3/14/2017 Funding Source: KVCR - Foundation	FM/KVCR	\$1,907.40	SSutorus
Faronics Technologies, Inc	(12960) Maintenance renewal for Deep Freeze Software used to freeze computer configurations Term: 4/9/2016 - 4/8/2017 Funding Source: General Funds	TESS/SBCCD	\$4,499.26	SSutorus
Faronics Technologies, Inc	(13041) Software license for "Deep Freeze Cloud Connector Ultimate" site license for five years Term: 4/1/2016 - 3/31/2021 Funding Source: General Funds	Campus Tech/SBVC	\$25,000.00	SSutorus
Freedom Scientific, Inc	(13020) Software maintenance renewal for "Jaws Professional " used to read what is on the computer to the user Term: 3/1/2016 - 2/28/2017 Funding Source: General Funds	TESS/SBCCD	\$1,955.80	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>					
	IBM Corporation	(13081) IBM SPSS Software subscription renewal for CHC for statistical calculations Term: 4/1/2016 - 3/31/2017 Funding Source: General Funds	Research & Planning/CHC	\$3,174.00	SSutorus
	Kurzweil Education Systems	(13025) Software licensing for "Kurzweil Firefly Software" used for students and faculty to have access to digital text based content Term: 5/1/2016 - 4/30/2017 Funding Source: General Funds	TESS/SBCCD	\$3,257.50	SSutorus
	Lexipol, LLC	(13135) Online Subscription to "California Law Enforcement Policy and Training" for seven sworn officers Term: 4/1/2016 - 3/31/2017 Funding Source: General Funds	District Police/SBCCD	\$3,267.00	SSutorus
	Lexmark Enterprises Software	(13149) ImageNow software license Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Fiscal Services/SBCCD	\$1,840.00	SSutorus
	Lexmark Enterprises Software	(13150) ImageNow software license Term: 4/1/2016 - 6/30/2016 Funding Source: General Funds	Fiscal Services/SBCCD	\$3,696.00	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>				
Maintenance Connection, Inc	(13008) Conversion of a maintenance connection application to a new server for on-site customers Term: 3/1/2016 - 6/30/2016 Funding Source: General Funds	Technology Services/CHC	\$400.00	SSutorus
Maxient	(12981) Establish and maintain an Internet Based System for managing student conduct records Term: 5/1/2016 - 4/30/2018 Funding Source: General Funds	Human Resources/SBCCD	\$32,000.00	SSutorus
Namecheap, Inc.	(12977) Registration for domain name transfer of inlandpublicmedia.org and inlandpublicmedia.com Term: 3/1/2016 - 2/28/2017 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$21.35	SSutorus
Network Solutions	(13110) Purchase of domain name "inlandab86.org"; funded through AB86 Adult Consortium grant Term: 4/20/2016 - 4/21/2018 Funding Source: State Grant	Mathematics/SBVC	\$75.98	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>					
	Network Solutions	(13070) Purchase of domain name "sbvcalumni.org" Term: 3/3/2016 - 3/2/2021 Funding Source: General Funds	Foundation/SBVC	\$114.95	SSutorus
	Network Solutions	(12976) Registration of web forwarding domain names for kvcr.com and kvcr.net Term: 2/6/2016 - 4/6/2021 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$350.00	SSutorus
	Predator Software, Inc.	(13067) Software licensing for "Predator Virtual CNC-3 Axis Education" used to calculate auto parts geometry Term: 3/14/2016 - 6/30/2016 Funding Source: Perkins	Technical Training/SBVC	\$6,825.00	SSutorus
	Read it For Me	(13134) Online subscription for "Readitfor.me" a book summary services Term: 1/14/2016 - 1/13/2017 Funding Source: General Funds	Chancellor/SBCCD	\$299.00	SSutorus
	Snap Surveys, LTD	(13045) Software maintenance agreement for "Education Enterprise SnapPlus" used to run surveys Term: 5/18/2016 - 5/17/2017 Funding Source: General Funds	TESS/SBCCD	\$4,750.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>				
Snap Surveys, LTD	(13136) Software subscription for "Snap Scanning" used to create and scan questionnaires Term: 4/1/2016 - 6/30/2016 Funding Source: STEM Grant	Research & Planning/CHC	\$1,573.00	SSutorus
Symantec Corp	(12980) Software SSL Certificate used to support KVCR pledge web page Term: 5/23/2016 - 5/22/2018 Funding Source: KVCR - CPB Grant - TV	TV/KVCR	\$1,790.00	SSutorus
Ware Group, The	(13097) Software lease for "Reading Plus 4.0" training software subscription for two years Term: 4/14/2016 - 4/13/2018 Funding Source: Student Equity	First Year/SBVC	\$50,500.00	SSutorus
<i>SubTotal for Software/Online Services: 28</i>			\$2,722,963.44	
<u>Subgrantee</u>				
San Bernardino City USD	(13087) Subgrantee agreement for Middle College High School to coordinate student field trips, student summer research, and staff professional development activities Term: 2/17/2016 - 9/30/2017 Funding Source: Federal Grant	Grants/SBVC	\$19,433.00	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Firm</i>				
<i><u>Subgrantee</u></i>				
<i>SubTotal for Subgrantee: 1</i>			<i>\$19,433.00</i>	

Grand Total Contracts for Board Date 4/14/2016: 242

Routine Contracts - Summary

Scheduled Board Meeting 04/14/2016

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Bond Measure Funded</u>	19	\$312,717.87
<u>Braille Transcribing</u>	5	\$260,000.00
<u>Broadcast Rights</u>	1	\$0.00
<u>CalWorks Off-Campus Work Study</u>	21	\$182,900.00
<u>Clinicals</u>	1	\$230,000.00
<u>General</u>	125	\$1,948,639.29
<u>Instructional Agreements</u>	1	\$825,300.00
<u>Joint Power/Piggyback</u>	10	\$313,393.27
<u>Maintenance Agreement</u>	5	\$26,223.40
<u>PO as Contract</u>	1	\$1,000.00
<u>Program Acquisition</u>	10	\$106,200.00
<u>Software/Online Services</u>	28	\$2,722,963.44
<u>Subgrantee</u>	1	\$19,433.00
	228	
		Total Expenses
		<u><u>\$6,948,770.27</u></u>

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Income - Contract Ed</u>	2	\$44,364.00
<u>Income - Facilities Use</u>	2	\$2,000.00
<u>Income - General</u>	3	\$30,000.00
<u>Income - Grant</u>	3	\$118,940.00
<u>Income - Underwriter</u>	4	\$12,600.00
	14	Total Income
		<u><u>\$207,904.00</u></u>
Total Number of Contracts	<u><u>242</u></u>	

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: April 14, 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
April 14, 2016

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
17647	2/24/2016	CHC	HP Color LaserJet 5550DN Printer	4/23/2007	\$3,001.73	\$0.00
17765	2/24/2016	CHC	HP Color Laserjet 4700dn Printer	5/2/2008	\$1,405.06	\$0.00
20358	2/24/2016	CHC	PRINTER LASER	7/1/1999	\$1,149.00	\$0.00
20373	2/24/2016	CHC	PRINTER LASER	7/1/1999	\$1,460.00	\$0.00
24076	3/9/2016	DISTRICT	PRINTER	6/1/2003	\$3,528.66	\$0.00
24759	3/10/2016	DISTRICT	Printer	4/1/2004	\$1,031.00	\$0.00
31508	3/10/2016	DISTRICT	Dell OptiPlex 980	8/27/2010	\$1,586.31	\$0.00

Non-Fixed Assets Surplus Report
April 14, 2016

HP Deskjet 692c Printer	1 ea
HP Laserjet 4000N Printer	1 ea
Dell Latitude D630 Laptop	1 ea
Brother MFC 8840D Printer	1 ea
HP Scanjet 5300C Scanner	1 ea
Dell Venue 11 Pro Tablet	2 ea
HP Deskjet 950C Printer	1 ea
IBM Selectric II Typewriter	2 ea
Computer Hard Drives	8 ea
Dictaphone	1 ea
HP Advanced Stack Switch	1 ea
Dell Speaker Bars	72 ea
Keyboard Palm Rests	36 ea
Miscellaneous Toner	5 ea
Dell Vostro Laptop	4 ea
Dell 1707 Monitor	1 ea
Cherry Keyboard	1 ea
Dell Monitor Stands	28 ea
Cisco Secure PIX 525 Firewall	2 ea
Dell PowerEdge 4200 Server	1 ea
Gateway EV500 Monitor	1 ea
HP Scanjet 6300C Scanner	2 ea
Large box of Misc power cables	1 ea
Fellows Scanner	1 ea
HP Deskjet 895cse Printer	1 ea
Dell 1707 Monitors	2 ea
PS2 Keyboards	7ea
Dell GX240 Computer	1 ea
HP Photosmart Pro Printer	1 ea
HP Laserjet 1100A Printer	1 ea
Dell 8400 Server	1 ea
Compaq Presario Computer	1 ea

Non-Fixed Assets Surplus Report *(continued)*

April 14, 2016

MicroTek Computer	1 ea
Brother Fax	1 ea
Instructor Desks	35 ea
Lateral Files	49 ea
File Cabinets	52 ea
Storage Cabinets	23 ea
Round Tables	18 ea
Rectangular Tables	36 ea
Sectional Desk	8 ea
Instruction Chairs	28 ea
Stools	50 ea
Book Cases	16 ea
Chairs	336 ea
Conference Table	1 ea
Cassette Player	9 ea
Microphone	1 ea
Scanner	1 ea
Scanjet	1 ea
Typewriter	1 ea
Projector	1 ea
Cash Register	2 ea
Tractor	1 ea
Truck	1 ea
Printer	10 ea

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, Director, Fiscal Services

DATE: April 14, 2016

SUBJECT: Consideration of Approval to Adopt a Resolution Approving Budget Adjustments to Align KVCR Budget with Current Expectations

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution approving budget adjustments to align the KVCR budget with the current forecast for year-end.

OVERVIEW

In accordance with Board directives, Fiscal Services regularly reviews budgeted revenue and expenses and compares them to year-to-date actual amounts. In a recent review, it was determined that adjustments were necessary to bring budgeted amounts into alignment with year-end projections for KVCR Radio and Television.

ANALYSIS

KVCR Radio and Television is projected to have a budget shortfall of \$773,077 at the end of the 2015-16 fiscal year. This balance is over-and-above the general fund allocation to support the station. The cause of this shortfall is primarily revenue from fundraising that did not materialize during the year. The KVCR General Manager projected increases in revenue from memberships, sponsorships, and other fundraising categories with the staffing addition of a Director of the KVCR Educational Foundation.

KVCR Radio and Television has also reduced certain expenditures to mitigate a modest amount of the shortfall without interrupting the quality of programming. While some areas showed modest reductions, overall KVCR Radio and Television is projected to be at deficit spending. For this year, KVCR has a fund balance that can be used to absorb almost half of the shortfall. However, KVCR Radio and Television will have a negative fund balance in the amount of \$376,345.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will reduce the projected revenues and expenditures accounts by the amounts indicated in the attached resolution.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROVE BUDGET ADJUSTMENTS TO ALIGN
KVCRC BUDGET WITH CURRENT EXPECTATIONS
APRIL 14, 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 April 14, 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 BUDGET ADJUSTMENTS TO ALIGN
 KVCR BUDGET WITH CURRENT EXPECTATIONS
 APRIL 14, 2016

EXHIBIT A

Fund 74 – General Fund

Unrestricted Fund Balance Prior to Adjustments		(\$53,348) ← This is a negative fund balance		
Date	Ref #	Adjustment Classification	Amount	Comments
Increases to Fund Balance:				
03/03/2016	160541	8000 Revenue	\$200,000	To increase general KVCR/FM/TV revenue budget
		2000 Classified Salaries	(\$20,000)	To decrease TV expense budget
		3000 Employee Benefits	(\$4,000)	To decrease TV expense budget
		4000 Supplies & Materials	(\$1,000)	To decrease TV expense budget
		5000 Other Expenses & Services	(\$25,000)	To decrease TV expense budget
03/03/2016	160539	4000 Supplies & Materials	(\$1,000)	To decrease Radio expense budget
		5000 Other Expenses & Services	(\$10,000)	To decrease Radio expense budget
		6000 Capital Outlay	(\$6,000)	To decrease Radio expense budget
To be posted April 2016		2000 Classified Salaries	(\$133,532)	To decrease TV expense budget
		3000 Employee Benefits	(\$62,965)	To decrease TV expense budget
Total Increases to Fund Balance:			\$463,497	
Decreases to Fund Balance:				
03/03/2016	160541	8000 Revenue	(\$197,730)	To decrease TV revenue budget
03/03/2016	160539	8000 Revenue	(\$616,000)	To decrease Radio revenue budget
		2000 Classified Salaries	\$10,000	To increase Radio expense budget
03/03/2016	160541	6000 Capital Outlay	\$100,000	To increase TV expense budget
Total Decreases to Fund Balance:			(\$923,730)	
Unrestricted Fund Balance After Adjustments		(\$513,581) ← This is a negative fund balance		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 RESOLUTION TO APPROVE BUDGET ADJUSTMENTS TO ALIGN
 KVCR BUDGET WITH CURRENT EXPECTATIONS
 APRIL 14, 2016

Fund 76 – KVCR Educational Foundation

Unrestricted Fund Balance Prior to Adjustments			\$450,080	← This is a positive fund balance
Date	Ref #	Adjustment Classification	Amount	Comments
Increases to Fund Balance:				
03/03/2016	160544	2000 Classified Salaries	(\$9,000)	<i>To decrease general KVCR/FM/TV expense budget</i>
03/03/2016	160543	4000 Supplies & Materials	(\$5,000)	<i>To decrease TV expense budget</i>
		6000 Capital Outlay	(\$3,000)	<i>To decrease TV expense budget</i>
		7000 Other Outgoing	(\$197,730)	<i>To decrease TV expense budget</i>
03/03/2016	160542	6000 Capital Outlay	(\$6,000)	<i>To decrease radio expense budget</i>
		7000 Other Outgoing	(\$416,000)	<i>To decrease radio expense budget</i>
To be posted April 2016		2000 Classified Salaries	(\$115,000)	<i>To decrease KVCR/FM/TV expense budget</i>
		3000 Employee Benefits	(\$76,300)	<i>To decrease KVCR/FM/TV expense budget</i>
Total Increases to Fund Balance:			\$828,030	
Decreases to Fund Balance:				
03/03/2016	160543	8000 Revenue	(\$279,874)	<i>To decrease TV revenue budget</i>
03/03/2016	160542	8000 Revenue	(\$193,000)	<i>To decrease radio revenue budget</i>
03/03/2016	160544	8000 Revenue	(\$500,000)	<i>To decrease general KVCR/FM/TV revenue budget</i>
03/03/2016	160542	5000 Other Expenses & Services	\$100,000	<i>To increase radio expense budget</i>
03/03/2016	160543	5000 Other Expenses & Services	\$68,000	<i>To increase TV expense budget</i>
Total Decreases to Fund Balance:			(\$1,140,874)	
Unrestricted Fund Balance After Adjustments			\$137,236	← This is a positive fund balance

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, Director, Fiscal Services
DATE: April 14, 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
April 14, 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 April 14, 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
 April 14, 2016

EXHIBIT A

Fund 01 – General Fund, Reserved

Date	Ref #	Income	Amount to Be Appropriated	Major Classification	Comments
02/19/2016	160454	\$25,000	\$17,000	2000 Classified Salaries	<i>To set up budget for CHC recreation fee</i>
			\$1,889	3000 Employee Benefits	
			\$600	4000 Supplies & Materials	
			\$5,511	5000 Other Expenses & Services	
02/19/2016	160466	\$275,631	\$56,606	1000 Academic Salaries	<i>To adjust FY 2016 allocation for Student Equity</i>
			\$126,742	2000 Classified Salaries	
			\$30,900	3000 Employee Benefits	
			\$5,000	4000 Supplies & Materials	
02/19/2016	160467	\$630,761	\$56,383	5000 Other Expenses & Services	<i>To adjust FY2016 allocation for SSSP (Student Success & Support Program)</i>
			\$154,582	1000 Academic Salaries	
			\$58,913	3000 Employee Benefits	
			\$307,266	5000 Other Expenses & Services	
02/19/2016	160469	\$29,416	\$110,000	6000 Capital Outlay	<i>To adjust FY2016 allocation for DSPS (Disabled Student Program & Services)</i>
			\$26,742	2000 Classified Salaries	
02/29/2016	160515	\$14,669	\$2,674	3000 Employee Benefits	<i>To set up budget for memorandum of understanding with San Bernardino Unified School District to provide classes to high school students</i>
			\$3,060	1000 Academic Salaries	
			\$375	3000 Employee Benefits	
			\$3,370	4000 Supplies & Materials	
			\$7,864	5000 Other Expenses & Services	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION
 FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS
 April 14, 2016

Date	Ref #	Income	Amount to Be Appropriated	Major Classification	Comments
02/29/2016	160522	\$19,364	\$3,060	1000 Academic Salaries	<i>To set up budget for memorandum of understanding with Rialto Unified School District to provide classes to high school students</i>
			\$375	3000 Employee Benefits	
			\$4,731	4000 Supplies & Materials	
			\$11,198	5000 Other Expenses & Services	
03/04/2016	160553	\$10,000	\$10,000	5000 Other Expenses & Services	<i>To adjust FY2016 allocation for CalWORKs program (California Work Opportunity and Responsibility to Kids)</i>
03/09/2016	160581	\$13,090,972	\$13,090,972	1000 Academic Salaries	<i>To set up FY 2016 budget for Prop 30 Educational Protection Account (EPA)</i>
03/16/2016	160609	\$5,000	\$5,000	5000 Other Expenses & Services	<i>To adjust FY 2016 allocation for the Financial Aid program</i>
03/17/2016	160616	\$4,679	\$4,679	5000 Other Expenses & Services	<i>To adjust medical clearance budget due to increase in revenue</i>
	Total	\$14,105,492	\$14,105,492	General Fund, Reserved	

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: April 14, 2016

SUBJECT: Consideration to Approve 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
Tenille Alexander	Business & Fiscal Services	2016 ACBO Spring Conference	05/23/16	05/25/16	Monterey, CA	To afford Business & Fiscal Services leadership the opportunity to learn from, and interface with, key industry professionals, focusing on pertinent topics such as crisis management tactics and preparing for the changes that lie ahead.	\$1,277.00	Controller General Funds	
Joe Opris	Human Resources	PMA / HR Training Center	08/21/16	08/25/16	Los Angeles/ Anaheim, Ca	This comprehensive, three-day program includes 15 information-packed sessions that provide complete A-to-Z coverage of all aspects of FMLA and ADA compliance and best practices - plus access to our heralded FMLA and ADA Training Certification Programs	\$3,500.00	HR General Fund	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Breanna Andrews	SINS	Charting a Roadmap for Diversity in a Changing Landscape	03/13/16	03/17/16	San Francisco, CA	Annual NADOHE conference is designed to engage members in discussions concerning 21st century diverse students, faculty and professionals and pursuing Inclusive Excellence as the promising frontier in higher education.	\$1,575.00	Student Equity Categorical Funding	Due to staffing changes, there was a delay in processing paperwork. Approved by Bruce Baron
Marisela Hoehn, Monique Marrujo, Lisa Martin, Brittnee Quintanar, Ernesto Rivera, Violeta Vasquez, Debra Wilson, and Soutsakhone Xayaphanthong	Student Services	Grand Canyon University Staff and Counselor Fly-In Program	04/15/16	04/16/16	Phoenix, AZ	GCU is a regionally accredited university recruiting students in California and specifically at CHC. The purpose is to learn about the educational opportunities offered through GCU and to help students make informed decisions. Conference and travel expenses are paid by GCU except for mileage and airport parking.	\$50.00 each	Counseling General Fund	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Larry Aycock	Admissions and Records	CACCROA 2016 Annual Conference	05/01/16	05/04/16	Sacramento , CA	The conference will cover legislative updates, enrollment priorities, concurrent or dual enrollment, FERPA, residency, leadership, transcripts, eTranscripts and evaluations.	\$1,130.00	Admissions and Records General Fund	
TL Brink	Psychology	Universidad nacional Autonoma de Mexico	05/10/16	05/15/16	Mexico City, DF (Federal District) Mexico	Mr. Brink will submit a proposal for a presentation on academic freedom and intellectual property in the online environment.	Time Only	n/a	
June Yamamoto and Debra Anderson	Career Ed	CA Career Pathway Trust Grantee Network Institute	05/11/16	05/13/16	San Diego, CA	Focused topics include: work-based learning, community college alignment, employer engagement, career pathway integration, data sharing and sustainability as related to Ramp Up Grant funds provided to the college.	\$1,000.00	Ramp Up Grant categorical funding	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
TL Brink	Psychology	Association for Psychological Science	05/25/16	05/31/16	Chicago, IL	Mr. Brink will present a poster on Autism co-authored with a student and three junior faculty colleagues at CHC. Learn about updates to APS standards in order to formulate SLO's.	Time Only	n/a	
Rejoice Chavira	Student Services	Myers Briggs Certification Program	06/20/16	06/24/16	San Diego, CA	The MBTI is the most widely used personality assessment improving the performance of people by helping them better understand themselves and others with a common language to explain differences. The workshop will allow me to administer and interpret the MBTI assessment for both employees and students.	\$3,000.00	EOPS General Fund	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Kashaunda Harris	Student Services	On Course I Workshop	06/28/16	07/01/16	San Francisco, CA	This workshop is to provide educators with learner centered structures for helping students learn more deeply and innovative strategies for empowering students to become active, responsible learners who can thrive in a learner centered environment.	\$2,000.00	EOPS Categorical Funding	
Kristina Heilgeist	Instruction	2015 Curriculum Institute	07/06/16	07/09/16	Anaheim, CA	Curriculum Institute is designed to bring together teams of individuals working on curriculum and provide a platform for interactive learning. Updates will be given on current curriculum topics and ways to improve and develop local curriculum processes.	\$1,250.00	Office of Instruction General Fund and Professional Development Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Elaine Akers	Student Health Services	Accelerated Strengths Coaching Course	03/07/16	03/11/16	Irvine, CA	It will prepare staff with highly skilled services to the college and district in strengths based coaching. This course will provide the credentials necessary to train strengths intern with this approach.	\$5,263.40	Student Health Fees Restricted Fund	RATIFICATION: This item is being ratified as there was confusion regarding the contract expenses which was board approved at the December 10, 2016 meeting for \$3,750 and the balance of \$1,363.40 which was not covered for Meals and Lodging.
Dr. Jeffrey Demsky	Social Sciences, Human Development, and Physical Education/History	34th Millersville University Conference on the Holocaust and Genocide	04/05/16	04/09/16	Millersville, PA	This conference will raise the District's positive visibility by being at an international holocaust conference. The anticipated value of the activity is that it will help the attendee learn best-practices from authority as he prepares to teach History 175, Comparative Genocide and War Crimes to our students.	Time Only	Not Applicable	RATIFICATION: This item is being ratified due to procedural error in the Vice President of Instruction Office. New procedures have been put into place to ensure this does not happen again.

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Lisa Hepburn-Stroud	Bookstore	Pens, Etc. 21st Annual School & Office Products Expo	04/15/16	04/16/16	Phoenix, AZ	Showcase by top vendors in the trade for new products focusing on the education market. Also a presentation highlighting "What's Hot" and what is trending in school supplies and accessories. To interact with vendor representatives at a National Conference who offer buying incentives to purchase their merchandise. Will be able to ask questions and have one-on-one conversations with vendors about their products.	Time Only	Pens, Etc.	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATE D COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Alicia Hallex	Disabled Student Program & Services	Lindamood-Bell Learning Processes: LIPS Workshop	05/01/16	05/04/16	San Luis Obispo, CA	The Lindamood Phoneme Sequencing (LiPS) Program is a research-based instructional program that develops phonemic awareness, reading, spelling, and speech skills for students with learning disabilities.	\$1,880.96	DSP&S Categorical Fund	AMENDMENT: This item is being amended as the sponsor canceled and rescheduled another workshop being attended by Alicia Hallex, which provided an opportunity to attend both workshops therefore increasing the hotel and travel costs.
Alicia Hallex	Disabled Student Program & Services	Lindamood-Bell Learning Processes: LAC 3 Workshop	05/06/16	05/07/16	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.	\$1,108.90	DSP&S Categorical Fund	AMENDMENT: This item is being amended as the workshop was cancelled and moved to a different date. With new travel dates the estimated costs decreased from \$1,224.56 to \$1,108.90.

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATE D COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Karen Childers	Development & Community Relations	Fundraising for Athletics	05/17/16	05/20/16	Providence, RI	Workshops and speakers will discuss fundraising strategies in higher education, with emphasis on assisting Athletics. Strategies are applicable to all areas of fundraising in higher education. Department-based fundraisers and their central development colleagues alike will benefit from a combination of sessions targeted directly to them and general sessions of value to both groups.	\$2,929.00	Development & Community Relations General Fund.	
Cadisha Gravesande and Chelsea L. Lamb	Student Health Services	Essential Skills in Comprehensive Energy Psychology (CEP) - level one	05/31/16	06/03/16	Santa Clara, CA	The training is critical in providing support to the San Bernardino Valley College (SBVC) students and their identified needs. The counseling staff have supported the goals and development of students along with providing a sense of safety and an improved campus climate for SBVC.	\$1,174.46 each	Student Health Fees Restricted 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, Yancie Carter, Marco Cota and Maria Del Carmen Rodriguez	Matriculation/Counseling and EOPS/CARE	11th Annual Hobsons University 2016	07/24/16	07/28/16	Las Vegas, NV	For the implementation of the Educational Planning Initiative with California State Chancellors Office for the Common Assessment and educational plans. We are the pilot school and sending a team to learn more about the software integration.	\$2,407.00 each	Student Success & Support Program Categorical Fund	
Steven Silva	Admissions & Records	11th Annual Hobsons University 2016	07/24/16	07/28/16	Las Vegas, NV	For the implementation of the Educational Planning Initiative with California State Chancellors Office for the Common Assessment and educational plans. We are the pilot school and sending a team to learn more about the software integration.	\$2,024.00	Student Success & Support Program Categorical Fund	

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	Admissions & Records	11th Annual Hobsons University 2016	07/24/16	07/28/16	Las Vegas, NV	For the implementation of the Educational Planning Initiative with California State Chancellors Office for the Common Assessment and educational plans. We are the pilot school and sending a team to learn more about the software integration.	\$2,507.00	Student Success & Support Program Categorical Fund	

TESS CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Trelisa Glazatov	TESS	Association for Talent Development International conference and Expo.	05/19/16	05/25/16	Denver, CO	Network with training and development peers to gather ideas, techniques and resources related to improving and expanding professional development and instructional design services.	\$5,686.00	DE General Funds
Dawn Gross	TESS/ATPC	Braille Authority of North American Board Meeting	05/19/16	05/26/16	Townson, MD	To discuss and vote on Braille code changes and how the ATPC will implement the changes.	\$1,590.00	ATPC Grant

TESS CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Osman Parada	TESS	MCSA SQI 2014 Boot Camo	5/10/2016	6/20/2016	Sarasota, FL	The District is building up to a SQL clustered environment and this training will help in building internal expertise in SQL. The skills gained from this training will help improve performance of applications using SQL server at our District.	\$6,395.00	DCS General Funds

TESS CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Keith Wurtz	TESS	Internal Facilitator Training Program Strategic Thinking and Strategic Acton	7/10/2016	7/15/2016	Phoeniz, AZ	Training features training and practical exercises in strategic thinking, planning and action. The intent is to ensure that participants can lead genuine change that is change of the system rather than just change in the system. I will learn creative facilitation techniques, disciplines and process thinking, planning and action and the attributes of authentic leaders.	\$1,415.00	DE General Funds

KVCR CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Eddie Nunez	KVCR/FNX	National Indian Gaming (NIGA)	03/11/16	03/17/16	Phoenix, AZ	Promote and shoot footage for FNX	\$1,200.00	FNX Grant	Opportunity to partner with Vision Maker Media at this conference came in after the deadline for board approval.

EDCT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST	FUNDING SOURCE
Wendy Zinn	Economic Development and Corporate Training	2016 US-African STEM Education Expert Planning Meeting	05/03/16	05/06/16	New Brunswick, NJ	Purpose: Develop opportunities for mutual learning by exploring shared issues and challenges in STEM education. Value: Create professional bridges between US and African experts and practitioners in STEM education and learning.	\$ 1,600.00	CAPS/Robotics
Deanna Krehbiel / Yecenia Ross	Economic Development and Corporate Training	CCCAOE Leadership Academy	06/21/16	06/23/16	San Diego, CA	The purpose of this conference is to identify emerging concepts. Anticipated value to the district is the opportunity to gain insight to new trends for designing effective contract training programs, discuss best practice and learn CCCAOE leadership skills	07/01/09	ETP #4 and ETP #5 Categorical Funds

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: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval of Amendment 001 to the CHC College Center Renovation Contract with PMSM Architects of San Luis Obispo CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the contract with PMSM Architects of San Luis Obispo CA in the amount of \$34,890.00.

OVERVIEW

On May 9, 2013, the Board of Trustees approved a contract with PMSM Architects for architectural services on the College Center Renovation project at Crafton Hills College. The project has been on hold for approximately 12 months awaiting the completion of the New Crafton Center. This amendment is to cover the cost of re-scoping for this renovation due to the campus' decision to repurpose some of the building space.

ANALYSIS

The effect of this amendment will be an addition of \$34,890.00 to the PMSM Architects contract, resulting in a revised contract amount of \$128,049.30.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

ARCHITECT CONTRACT AMENDMENT: 001

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

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

TO: PMSM Architects
560 Higuera St.
San Luis Obispo, CA 93401

Brief Description:

This amendment is for additional services to the Architect for a revised programming phase to identify a budget and scope of work for the SCC building.

Attachments:

Kitchell/BRj Project Memo 03 (11) pages w/ proposal

Costs:

1. **\$34,890.00** Total of this requested Consultant Contract Amendment: 001

The original Contract Sum	\$93,159.30
Net change by previous Amendments	\$.00
The Contract Sum prior to this Amendment	\$93,159.30
The Contract Sum will be increased by this Amendment	\$34,890.00
The new Contract Sum including this Amendment	\$128,049.30
The Contract Schedule as of this Amendment will be increased by:	0 calendar days

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

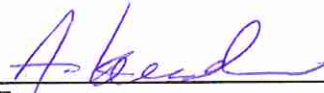
Not valid until signed by all parties. Signature of Consultant indicates agreement herewith, including any adjustment in the Contract Sum or Contract Schedule.

Authorized:

CONSULTANT
PMSM Architects

PROGRAM MANAGER
Kitchell/BRj

OWNER
SBCCD

By: 
DATE: 2-29-16


By: 
DATE: 3/2/16

By: _____
DATE: _____

No. 03 – Student College Center (SCC) Renovation

DATE: February 22, 2016

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

FROM: Brooke Duncan
Sr. Campus Manager
Crafton Hills College (CHC)
 **Kitchell/BRj**

RE: **Crafton Hills College (CHC) Measure M**
 CHC-8221-Student College Center Renovation (SCC)
 PMSM Architects Amendment CA 01

PROJECT SCOPE:

SBCCD approval to amend PMSM Architect’s agreement for architectural services for the SCC Renovation project, and increase Purchase Order (PO) #160838 by a total amount of \$34,890.00.

NARRATIVE:

The SCC Renovation project schedule was impacted approximately 12 months by the delays on the New Crafton Center project. PMSM’s proposal for fee increase is based on the escalation costs for their services during the delay and represents a revised programming phase design scope of work to include changes discussed at the last design meeting in 12/2014.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute amendment CA 01 to PMSM Architects and increase PO #160838 by the total amount of \$34,890.00.

BUDGET INFORMATION:

Student Services A – Proj. #8221
Info from Measure M Budget V#31 — 02/19/16

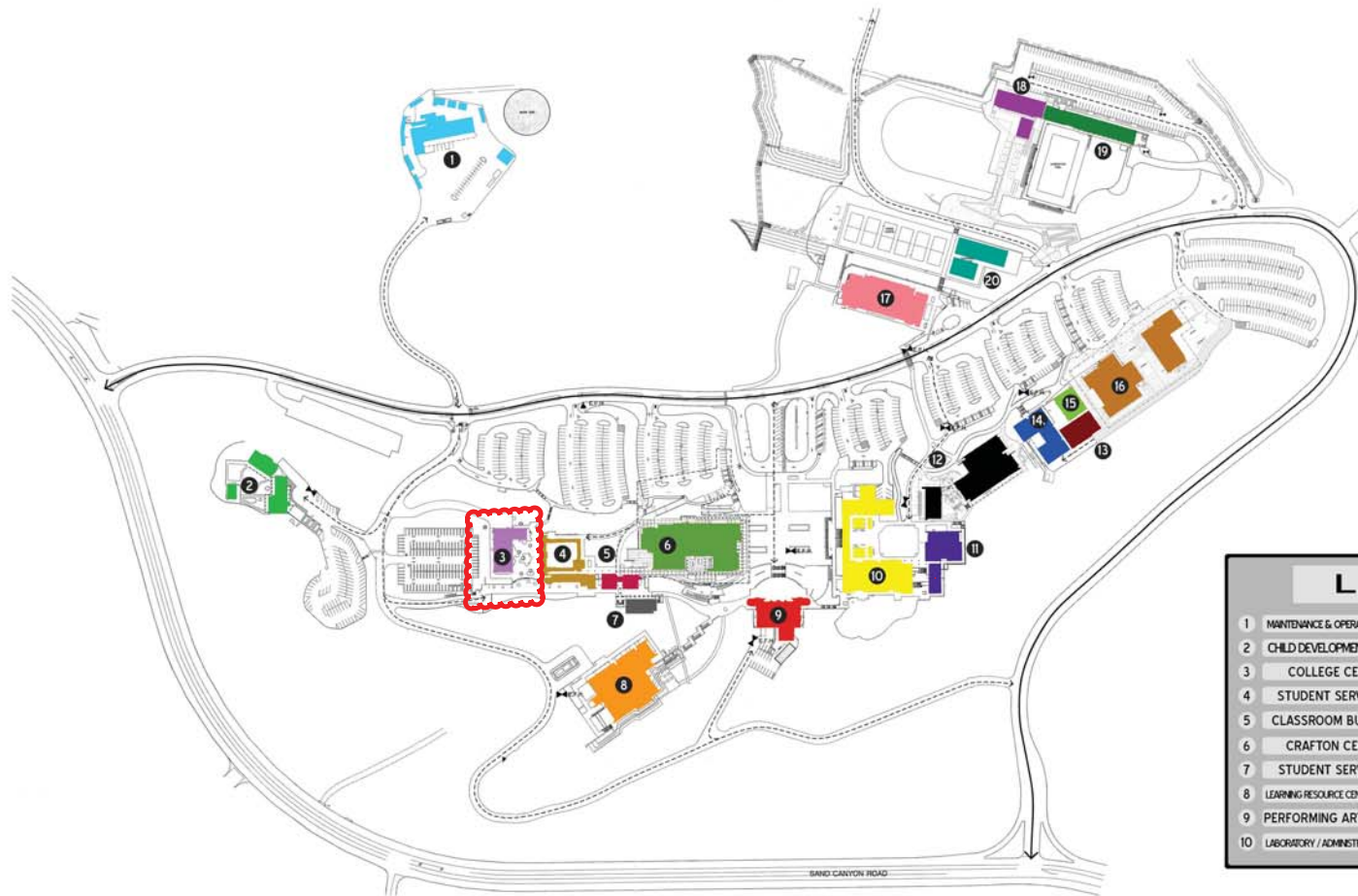
Project Original Budget Amount:	\$ 3,983,864.00
Project Current Spent to date:	\$ 273,203.02
Project Current Estimate to Complete:	\$ 3,984,212.52
Project Memo Forecast Cost:	\$ 34,890.00
Project Change Amount:	\$ 00.00

Project Memo cost of \$34,890.00 will be transferred from Budget Line Item # 42-50-02-8221-0257-5800.00-7100 – Soft Cost Contingency to Budget Line Item # 42-50-02-8221-0257-6220.10-7100 – Architectural Services

Approvals:

 _____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRJ	2/22/16 _____ Date
 _____ George Johnson, Bond Program Manager, Kitchell/BRJ	2/23/16 _____ Date
 _____ Mike Strong, Vice President, Administrative Services, CHC	2/23/16 _____ Date
 _____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	2/26/16 _____ Date

Attachments: PMSM Architects Proposed CA No. 1 dated 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: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval of Amendment 001 to the Contract with Citadel Environmental Services, Inc. of Glendale CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the contract with Citadel Environmental Services, Inc. of Glendale CA in the amount of \$6,940.00.

OVERVIEW

On June 11, 2015 the Board of Trustees approved a contract with Citadel Environmental Services, Inc. for Measure M projects at San Bernardino Valley College. This amendment to that contract is for additional investigative and work plan services related to the Auditorium Doors and Hardware Project as well as the Applied Technology II Upgrades Project.

ANALYSIS

The effect of this amendment will be an increase of \$6,490.00 to the Citadel Environmental Services, Inc. contract, resulting in a revised contract amount of \$29,130.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Bond Construction budget.

CONSULTANT CONTRACT AMENDMENT to AGREEMENT OF PROFESSIONAL SERVICES CONTRACT: 001

DATE: 03/11/2016

PROJECT: San Bernardino Valley College
 701 S. Mount Vernon Ave.
 San Bernardino, CA 92410
Applied Technology II and Auditorium Doors and Hardware

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

TO: Citadel Environmental Systems
 400 N Tustin Ave Ste 340
 Santa Ana, Ca 92705-0000

Narrative:

Citadel Environmental Systems is providing environmental services for the Measure M projects at San Bernardino Valley College. This amendment provides funding of \$6,490.00 to provide environmental inspection and work plan services for the Auditorium Doors and Hardware project and the Applied Technology Phase II Upgrades project.

Attachments:

- Measure M - Project Memo VC – 458 / Citadel Auditorium Proposal and Applied Technology II Proposal

Costs:

\$6,490.00 = Total amount of this Amendment

The original Agreement for Professional Services Contract Sum	\$ 22,640.00
Net change by previous Amendment	\$ 0.00
The Agreement for Professional Services Contract Sum prior to this Amendment	\$ 22,640.00
The Agreement for Professional Services Contract Sum will be increased by this Amendment	\$ 6,490.00
The new Agreement for Professional Services Contract Sum including this Amendment	\$ 29,130.00

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

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

Authorized:

CONSULTANT
 Citadel Environmental

PROGRAM MANAGER
 Kitchell/BRj

OWNER
 SBCCD

By:  _____

By:  _____

By: _____

DATE: 3/15/16

DATE: 3/16/16

DATE:

DATE: March 16, 2016

No. VC 458

TO: Fath-Allah Oudghiri, AIA, MBA
Director of Facilities, Planning and Construction
San Bernardino Valley College (SBVC)

FROM: Glenn Nadalet 
Project Manager
Kitchell/BRj

RE: **San Bernardino Valley College (SBVC) Measure M**
SBVC – Project #5233 – Applied Technology II – Evaporative Coolers/Ventilation and Restrooms
SBVC – Project #9517 – Auditorium Renovation – Doors and Hardware
Citadel Environmental Services Amendment No. 6 (AKA CA No. 1 for New Agreement)

SCOPE:

SBCCD approval for Contract Amendment No. 6 to Citadel Environmental Services to provide Investigative and Work Plan Environmental Services for various Measure M projects at San Bernardino Valley College.

NARRATIVE:

This contract amendment is for additional environmental services for the following Measure M projects at San Bernardino Valley College: Applied Technology II – Evaporative Coolers/Ventilation and Restroom Upgrades – 5233 and Auditorium Renovations - Doors and Hardware Renovation and Replacement – 9517.

Citadel Environmental Services has a current contract for Measure M work for environmental services. Separate task orders and associated fees and services related to individual projects are required to be identified within the contract. The new contract total, if approved, will be \$29,130.00. Note that this does not include oversight of the work, which cannot be ascertained until after the investigation and testing of the restrooms are completed.

RECOMMENDATION:

Kitchell/BRJ recommends approving the increase to the budget for environmental services to the projects listed below in the amount of \$6,490.00 to Measure M Projects.

BUDGET INFORMATION

Info from Measure M Budget Version 31 12/31/2015

Applied Technology II – 5233

Project Original Budget Amount:	\$	930,000.00
Project Current Spent to date:	\$	0.00
Project Current Estimate to Complete:	\$	747,900.00
Project Memo Forecast Cost:	\$	4,470.00
Project Change Amount:	\$	00.00

\$19,800.00 will be added to Budget Line Item 42-50-31- 5233-0257-6220.20-7100.

Auditorium Renovation – Doors and Hardware – 9517

Project Original Budget Amount:	\$ 10,762,085.44
Project Current Spent to date:	\$ 9,814,509.11
Project Current Estimate to Complete:	\$ 10,467,645.05
Project Memo Forecast Cost:	\$ 2,020.00
Project Change Amount:	\$ 00.00

\$2,020.00 will be added to Budget Line Item 42-50-31-9517-0257-6220.20-7100.

Grand Total of Contract Amendment No. 6: \$6,490.00

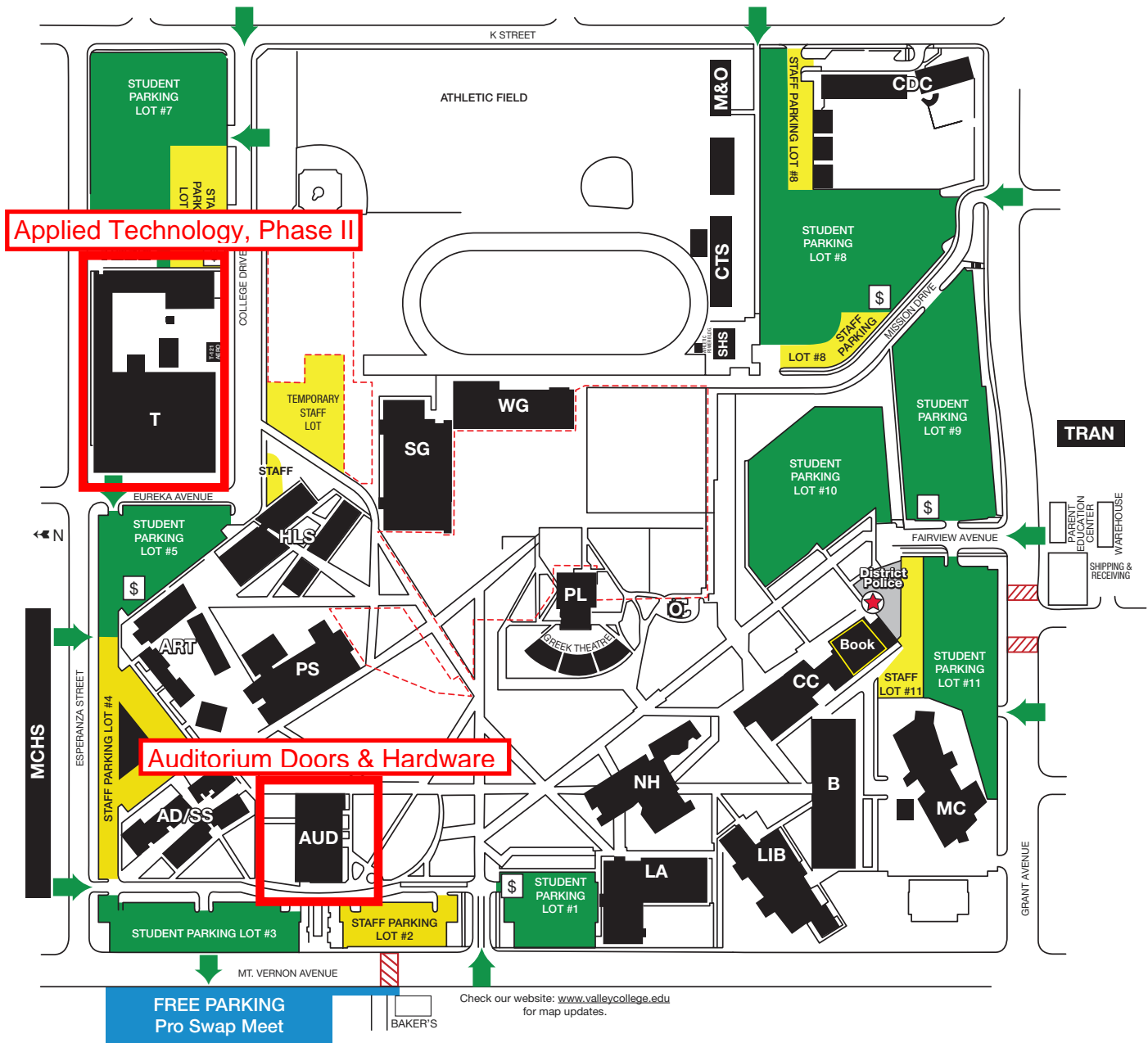
Approvals:

	<u>MAR. 16, 2016</u>
Hussain Agah, Senior Campus Manager, Kitchell/BRj	Date
	<u>3/16/16</u>
George Johnson, Bond Program Manager, Kitchell/BRj	Date
	<u>3.17.16</u>
Scott Stark, Vice President, Administrative Services, SBVC	Date
	<u>3-23-16</u>
Fath-Allah Oudghiri, AIA, MBA, Director Facilities, Planning & Construction, SBCCD	Date

Attachments: Citadel Proposals for Environmental Services for Applied Technology II Project and Auditorium Doors and Hardware Project.

San Bernardino Valley College

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



Check our website: www.valleycollege.edu for map updates.

- INDICATES CONSTRUCTION AREAS
- ➔ ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- \$ INDICATES PARKING PERMIT DISPENSER
- CROSSWALK
- ? INDICATES APPROVED SMOKING AREAS (10)
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

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

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

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval of Amendment 002 to the CHC M&O Renovation Contract with PMSM Architects of San Luis Obispo CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 002 to the contract with PMSM Architects of San Luis Obispo CA in the amount of \$1,674.56.

OVERVIEW

On May 9, 2013, the Board of Trustees approved a contract with PMSM Architects for architectural services on the Maintenance & Operations (M&O) Renovation project at Crafton Hills College. This project has been placed on hold for approximately eight months due to the CHC's request for a warehouse addition to the existing building. Additional design was required because the warehouse was not included in the original scope.

ANALYSIS

The effect of this amendment will be an addition of \$1,674.56 to the PMSM Architects contract, resulting in a revised contract amount of \$123,858.06.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

ARCHITECT CONTRACT AMENDMENT: 002

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

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

TO: PMSM Architects
802 E. Cota Street, Suite A
Santa Barbara, CA 93103

Description:

PMSM Architects Contract Amendment 002 for an increase to the Architectural and Engineering fee compensation due to an approximate 8 month delay to the M&O Renovation construction schedule.

Attachments:

Kitchell/BRj M&O Renovation Project Memo 31 (4) pages w/ proposal.

Costs:

1. \$1,674.56 Total of this requested Consultant Contract Amendment: 002

The original Contract Sum	\$71,183.50
Net change by previous Amendments	\$51,000.00
The Contract Sum prior to this Amendment	\$122,183.50
The Contract Sum will be increased by this Amendment	\$1,674.56
The new Contract Sum including this Amendment	\$123,858.06

The Contract Schedule as of this Amendment will be extended to 7/30/15.

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

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

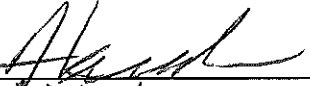
Authorized:

George R. Johnson
Bond Program Director

Jose F. Torres
Vice Chancellor Buisness Fiscal
Services
SBCCD

PMSM Architects

Kitchell/BRj

By: 
DATE: 3/08/16

By: 
DATE: 3/11/16

By: _____
DATE: _____

Kitchell/BRj

Project Memo

11715 Sand Canyon Rd., Yucaipa, CA 92399

Ph: 909.435.4159 Fax: 909.794.8901

No. 31 – M&O Renovation

DATE: February 10, 2016

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

FROM: Nicholas Farano *NF 2/10/16*
Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
 CHC-9515-M&O Renovation
 PMSM Architects Amendment CA 002

PROJECT SCOPE:

SBCCD approval to amend PMSM Architects' agreement for architectural services for the Maintenance & Operations (M&O) Renovation project, and increase Purchase Order (PO) #160268 by a total amount of \$1,674.56.

NARRATIVE:

The M&O Renovation project schedule was delayed approximately 8 months due to the District's request for a warehouse addition to the back of the existing building. Additional design was required because the warehouse was not included in the original scope, which pushed out the construction phase of the project. The original planned start date for the construction phase of the M&O Renovation project was May 5, 2014, but the actual start date for construction was December 4, 2014.

The attached costs include an increase to the Architectural and Engineering fee compensation due to the schedule delay. PMSM's proposal was negotiated to its current total costs for an original submitted cost of \$1,674.56.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute Amendment CA 002 to PMSM Architects and increase PO # 160268 by the total amount of \$1,674.56.

BUDGET INFORMATION:

LADM Renovation – Proj. #9515
Info from Measure M Budget V#31 — 12/31/15

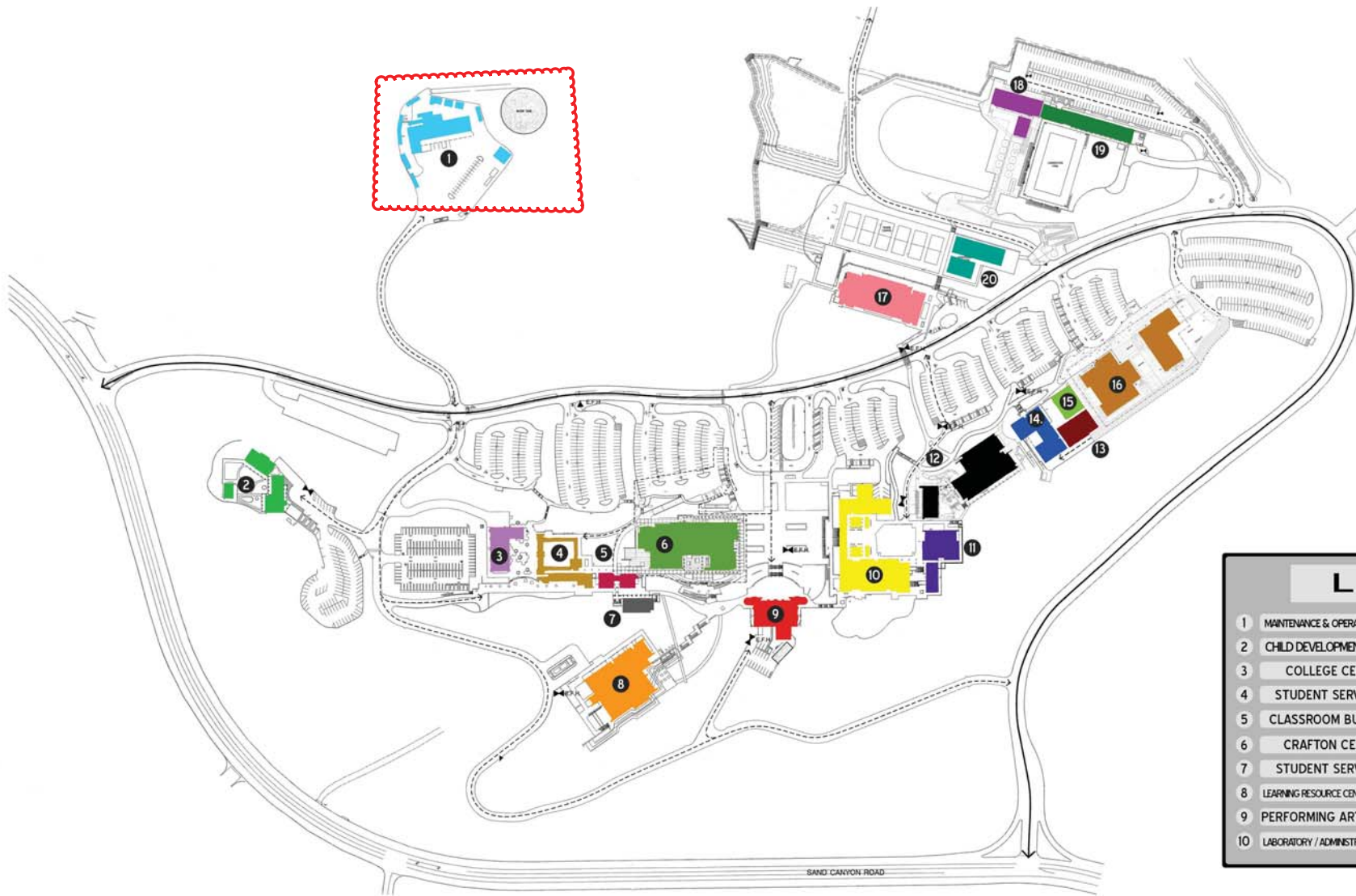
Project Original Budget Amount:	\$ 1,884,694.00
Project Current Spent to date:	\$ 1,698,713.06
Project Current Estimate to Complete:	\$ 107,889.78
Project Memo Forecast Cost:	\$ 1,674.56
Project Change Amount:	\$ 00.00

Budget Line Item # 42-50-02-9515-0257-6220.10-7100 – Architectural Fees

Approvals:

	2/17/16
_____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	2/18/16
_____ George Johnson, Bond Program Manager, Kitchell/BRj	Date
	2/23/16
_____ Mike Strong, Vice President, Administrative Services, CHC	Date
	2/24/16
_____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachments: PMSM Architect's Proposed CA No. 2 dated 11/11/15



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: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval of Amendment 003 to the CHC LADM Contract with PMSM Architects of San Luis Obispo CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 003 to the contract with PMSM Architects of San Luis Obispo, CA in the amount of \$40,530.03.

OVERVIEW

On May 9, 2013, the Board of Trustees approved a contract with PMSM Architects for architectural services on the Laboratory/Administration (LADM) Renovation project at Crafton Hills College. The LADM Renovation project schedule was extended nine months due to the default and termination of the architect for the New Crafton Center project, which in turned extended the start of the LADM construction schedule. This amendment is required to compensate PMSM Architects for the extension to the schedule.

ANALYSIS

The effect of this amendment will be an addition of \$40,530.03 to the PMSM Architects contract, resulting in a revised contract amount of \$773,007.35.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

ARCHITECT CONTRACT AMENDMENT: 003

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

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

TO: PMSM Architects
802 E. Cota Street, Suite A
Santa Barbara, CA 93103

Description:

PMSM Architects **Contract Amendment 003** for an increase to the **Architectural and Engineering** fee compensation due to an approximate 9 month delay to the LADM Renovation bidding, construction and closeout schedule.

Attachments:

Kitchell/BRJ LADM Renovation Project Memo 24 (7) pages w/ proposal.

Costs:

1. **\$40,530.03** Total of this requested Consultant Contract Amendment: 003

The original Contract Sum	\$673,265.32
Net change by previous Amendments	\$59,212.00
The Contract Sum prior to this Amendment	\$732,477.32
The Contract Sum will be increased by this Amendment	\$40,530.03
The new Contract Sum including this Amendment	\$773,007.35

The Contract Schedule as of this Amendment will be extended to May 1, 2017.

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

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

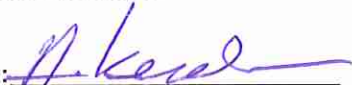
Authorized:

George R. Johnson
Bond Program Director

Jose F. Torres
Vice Chancellor Buisness Fiscal
Services
SBCCD

PMSM Architects

Kitchell/BRJ

By: 
DATE: 3/08/16

By: 
DATE: 3/11/16

By: _____
DATE: _____

Kitchell/BRj

11715 Sand Canyon Rd., Yucaipa, CA 92399

Project Memo

Ph: 909.435.4159 Fax: 909.794.8901

No. 24 – LADM Renovation

DATE: February 8, 2016

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

FROM: Nicholas Farano *NF 2/8/16*
 Project Manager
 Crafton Hills College (CHC)
 Kitchell/BRj

RE: Crafton Hills College (CHC) Measure M
 CHC-4636-LADM Renovation
 PMSM Architects Amendment CA 003

PROJECT SCOPE:

SBCCD approval to amend PMSM Architects' agreement for architectural services for the Lab/Administration Building (LADM) Renovation project, and increase Purchase Order (PO) #160266 by a total amount of \$40,530.03.

NARRATIVE:

The LADM Renovation project schedule was delayed approximately 9 months due to the default of the originally contracted architect on the NCC project, which delayed the start of the NCC project schedule. The original start dates for the LADM Renovation project were the following: Bidding – 2/27/15 and Construction – 6/1/15. The updated start dates for the project are: Bidding – 12/17/15 and Construction – 3/11/16.

The attached costs include and increase to the Architectural and Engineering fee compensation due to the schedule delays. PMSM's proposal was negotiated to its current total costs for an original submitted cost of \$40,530.03.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute Amendment CA 003 to PMSM Architects and increase PO # 160266 by the total amount of \$40,530.03.

BUDGET INFORMATION:


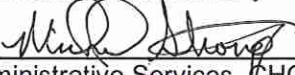
LADM Renovation – Proj. #4636

Info from Measure M Budget V#31 — 12/31/15

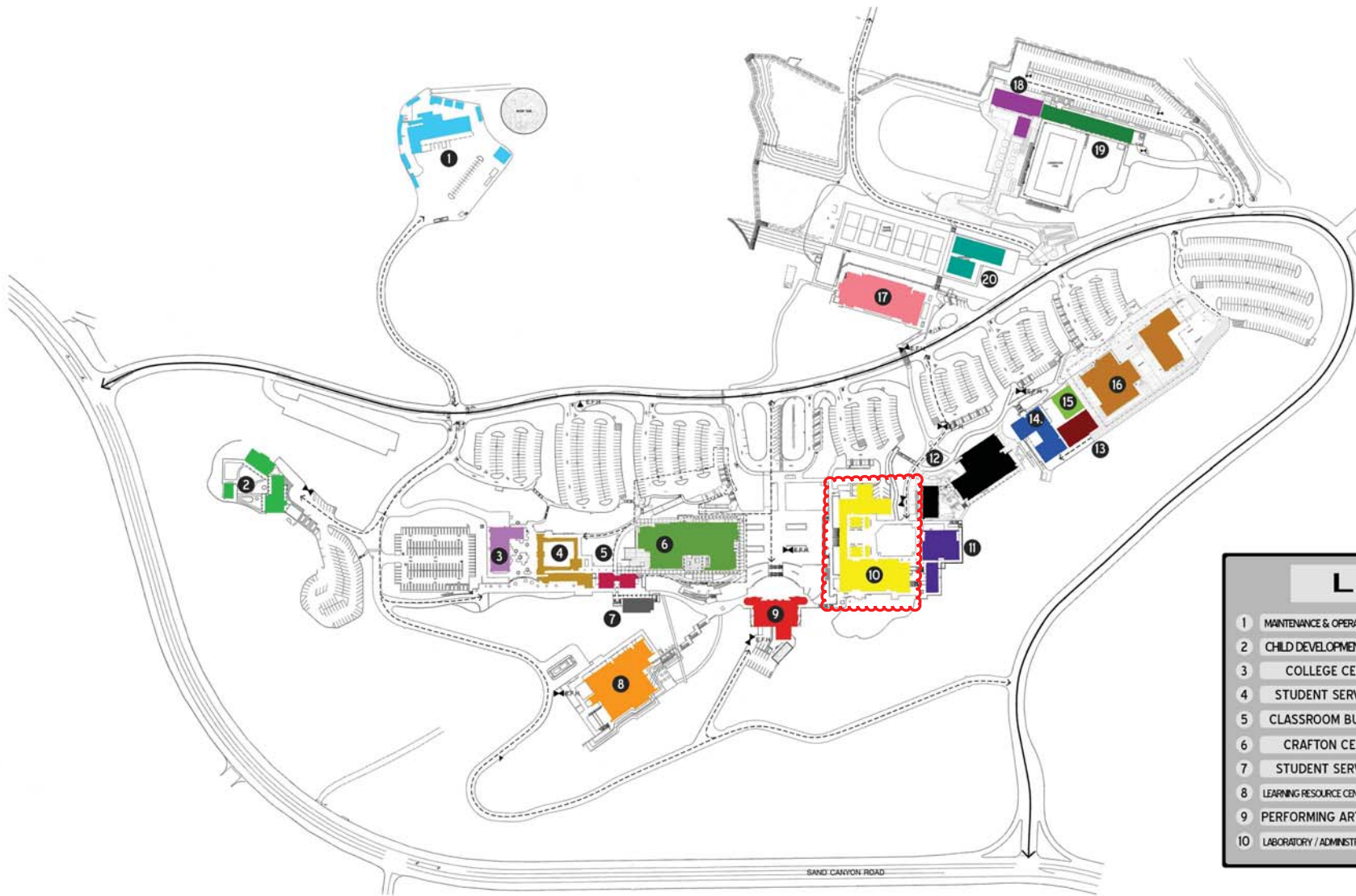
Project Original Budget Amount:	\$ 15,541,611.00
Project Current Spent to date:	\$ 1,253,345.69
Project Current Estimate to Complete:	\$ 13,452,866.98
Project Memo Forecast Cost:	\$ 40,530.03
Project Change Amount:	\$ 00.00

Budget Line Item # 42-50-02-4636-0257-6220.10-7100 – Architectural Fees

Approvals:

 _____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	2/9/16 _____ Date
 _____ George Johnson, Bond Program Manager, Kitchell/BRj	2/9/16 _____ Date
 _____ Mike Strong, Vice President, Administrative Services, CHC	2/9/16 _____ Date
 _____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	2/10/16 _____ Date

Attachments: PMSM Architect's Proposed CA No. 3 dated 12/1/15



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: George Johnson, Bond Program Manager, Kitchell/BRj

DATE: April 14, 2016

SUBJECT: Consideration of Approval of Amendment 003 to the CHC Student Services A Renovation Contract with PMSM Architects of San Luis Obispo CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 003 to the contract with PMSM Architects of San Luis Obispo, CA in the amount of \$49,501.24.

OVERVIEW

On May 9, 2013, the Board of Trustees approved a contract with PMSM Architects for architectural services on the Student Services A Renovation project at Crafton Hills College. The Division of the State Architect (DSA) required accessibility changes to the drawings prior to approval. CHC requested additional renovations to the elevator, chiller, and site electrical. This amendment also captures escalation fees for the extension to the start of construction.

ANALYSIS

The effect of this amendment will be an addition of \$49,501.24 to the PMSM Architects contract, resulting in a revised contract amount of \$381,597.17.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

ARCHITECT CONTRACT AMENDMENT: 003

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

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

TO: PMSM Architects
802 E. Cota Street, Suite A
Santa Barbara, CA 93103

Description:

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

1. Additional design fees for DSA required accessibility additions.
2. Additional design fees for Campus requested addition of chiller and site electrical demolition.
3. Additional design fees for Campus requested elevator renovation.
4. Additional fees for delay to the start of the bidding phase from 3/2/15 to 12/17/15.
5. Additional fees for delay to the start of the construction administration phase from 6/1/15 to 4/18/16.
6. Additional fees for delay to the start of the closeout phase from 12/1/15 to 1/4/17.

Costs:

\$49,501.24 Total of this requested Contract Amendment: 003

Attachments:

Kitchell/BRj Student Services A Renovation Project Memo 24 (9) pages w/ proposal

The original Contract Sum	\$313,383.93
Net change by previous Amendments	\$18,712.00
The Contract Sum prior to this Amendment	\$332,095.93
The Contract Sum will be increased by this Amendment	\$49,501.24
The new Contract Sum including this Amendment	\$381,597.17

The Contract Schedule as of this Amendment will be **increased by:** 0 calendar days

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

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

Authorized:

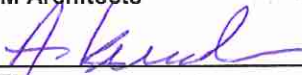
George R. Johnson

Jose F. Torres

Bond Program Director
Kitchell/BRj

Vice Chancellor Business & Fiscal
Services
SBCCD

PMSM Architects

By: 
DATE: 2-29-16


By: 
DATE: 3/2/16

By: _____
DATE: _____

No. 24 – Student Services-A Renovation

DATE: February 19, 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)
PMSM Architects Amendment CA 03

PROJECT SCOPE:

SBCCD approval to amend PMSM Architect's agreement for architectural services for the SSA Renovation project, and increase Purchase Order (PO) #160840 by a total amount of \$49,501.24.

NARRATIVE:

The SSA Renovation project schedule was impacted approximately 9 months to a year by the delays on the New Crafton Center project. Additionally, PMSM completed changes to the drawings per DSA requirements and Campus requests. PMSM's proposal for fee increase requests fee compensation on the escalation costs for their services during the delay and for the changes to the drawings.

The following changes were completed by PMSM on the DSA approved drawings:

1. Additional design fees for DSA required accessibility additions.
2. Additional design fees for Campus requested addition of chiller and site electrical demolition.
3. Additional design fees for Campus requested elevator renovation.

The following phases were impacted and incurred escalation costs:

1. Additional fees for delay to the start of the bidding phase from 3/2/15 to 12/17/15.
2. Additional fees for delay to the start of the construction administration phase from 6/1/15 to 4/18/16.
3. Additional fees for delay to the start of the closeout phase from 12/1/15 to 1/4/17.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute amendment CA 03 to PMSM Architects and increase PO #160840 by the total amount of \$49,501.24.

BUDGET INFORMATION:

Student Services A – Proj. #8222

Info from Measure M Budget V#31 — 02/19/16

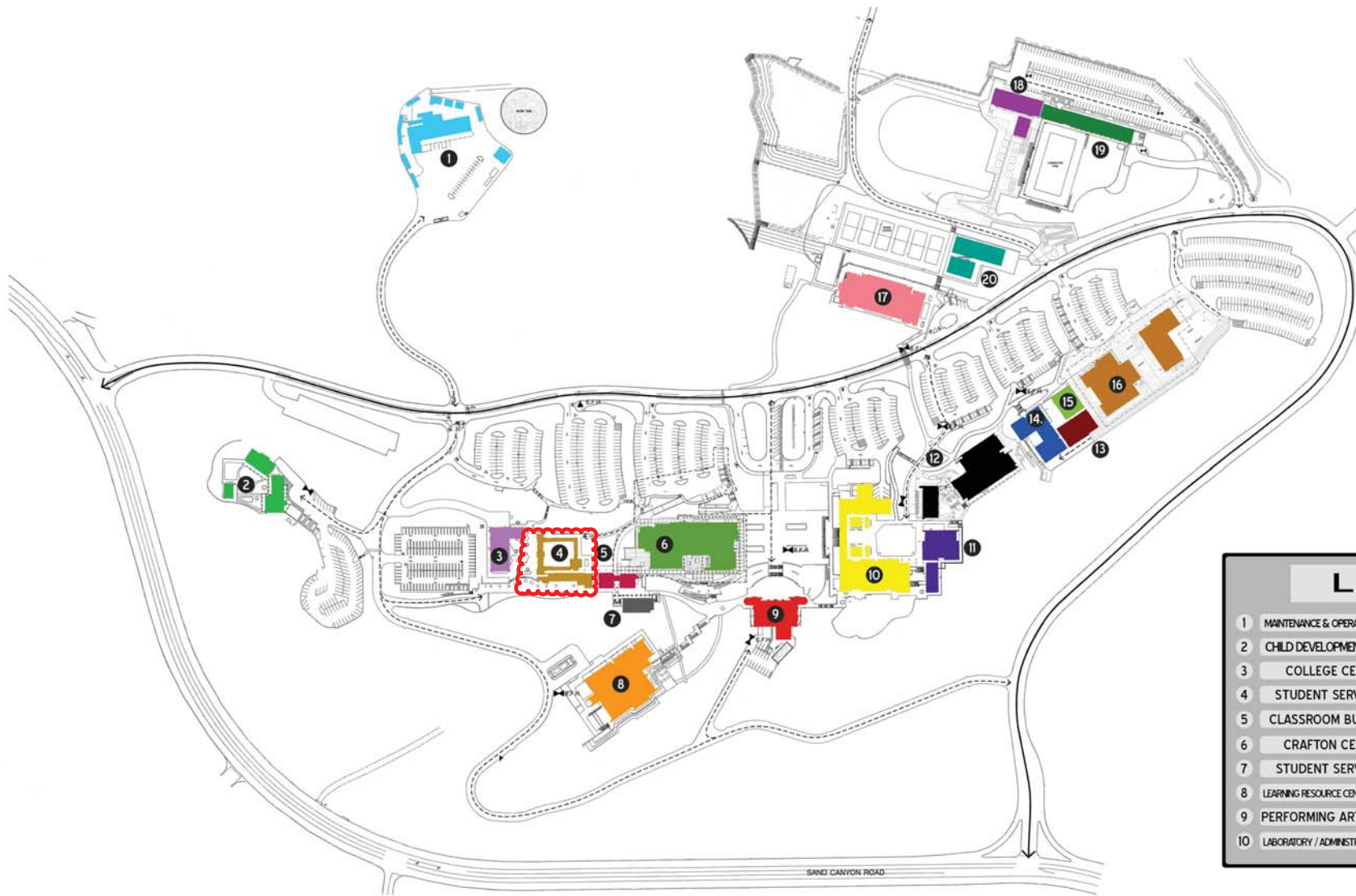
Project Original Budget Amount:	\$ 7,582,467.00
Project Current Spent to date:	\$ 675,400.18
Project Current Estimate to Complete:	\$ 5,903,205.98
Project Memo Forecast Cost:	\$ 49,501.24
Project Change Amount:	\$ 00.00

Project Memo cost of \$49,501.24 will be transferred from Budget Line Item # 42-50-02-8222-0257-5800.00-7100 – Soft Cost Contingency to Budget Line Item # 42-50-02-8222-0257-6220.10-7100 – Architectural Services

Approvals:

 _____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	2/22/16 _____ Date
 _____ George Johnson, Bond Program Manager, Kitchell/BRj	2/23/16 _____ Date
 _____ Mike Strong, Vice President, Administrative Services, CHC	2/23/16 _____ Date
 _____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	2/26/16 _____ Date

Attachments: PMSM Architects Proposed CA No. 2 dated 12/1/15



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: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval of Amendment 007 to the Contract with HMC Architects of Ontario CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 007 to the contract with HMC Architects of Ontario CA for the New Crafton Center in the amount of \$13,395.00.

OVERVIEW

On August 8, 2013, the Board of Trustees approved a contract with HMC Architects for architectural services on the New Crafton Center at CHC. This amendment is for additional mechanical, electrical, plumbing and architectural services to incorporate changes to the approved drawings requested by the San Bernardino County Health Department and CHC. The amendment is required to add the described systems into the plans and specifications.

ANALYSIS

The effect of this amendment will be an addition of \$13,395.00 to the HMC Architects contract, resulting in a revised contract amount of \$951,495.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

ARCHITECT CONTRACT AMENDMENT: 007

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

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

TO: HMC Group
3546 Concours Street
Ontario, CA 91764

Brief Description:

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

- Electrical engineering services for added power and data to additional displays in the Roadrunner Café per Campus request.
- Electrical engineering services for added power in the Crafton Store café for the Campus' vendor Pepsi fountain machines.
- Mechanical engineering services for filtered water clarification in the Crafton Store café.
- Plumbing engineering services for added hot water to Staff Men's 152 and Staff Women's 140 Restrooms per Health Department requirement.
- Architectural engineering serviced for added wayfinding signage per Campus request.
- Engineering services and bid assistance to add a 3 screen by 3 screen video wall display array at the Roadrunner Café, including design documents integrating the new equipment into the existing AV system.

Costs:

\$13,395.00 Total of this requested Contract Amendment: 007

Attachments:

Kitchell/BRj New Crafton Center Project Memo 70 (10) pages w/ proposal

The original Contract Sum	\$895,100.00
Net change by previous Amendments	\$43,000.00
The Contract Sum prior to this Amendment	\$938,100.00
The Contract Sum will be increased by this Amendment	\$13,395.00
The new Contract Sum including this Amendment	\$951,495.00

The Contract Schedule as of this Amendment will be **increased by:** 0 calendar days

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

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

Authorized:

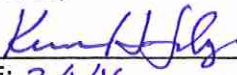
George R. Johnson

Jose F. Torres

Bond Program Director
Kitchell/BRj

Vice Chancellor Business & Fiscal
Services
SBCCD

HMC Group

By: 
DATE: 3/1/16


By: 
DATE: 3/2/16

By: _____
DATE: _____

No. 70 – New Crafton Center

DATE: February 19, 2016

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

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

RE: **Crafton Hills College (CHC) Measure M**
CHC-8208-New Crafton Center (NCC)
HMC Architects Amendment CA 07

PROJECT SCOPE:

SBCCD approval to execute an amendment CA 07 to HMC Architects for additional engineering services at the New Crafton Center Project, in the amount of \$13,395.00

NARRATIVE:

During the course of construction, HMC provided additional architectural, electrical, mechanical and plumbing engineering services that were not part of the original design scope of work:

1. Electrical engineering services for added power and data to additional displays in the Roadrunner Café per Campus request.
2. Electrical engineering services for added power in the Crafton Store café for the Campus' vendor Pepsi fountain machines.
3. Mechanical engineering services for filtered water clarification in the Crafton Store café.
4. Plumbing engineering services for added hot water to Staff Men's 152 and Staff Women's 140 Restrooms per Health Department requirement.
5. Architectural engineering serviced for added wayfinding signage per Campus request.

These extra services total \$9,020.00.

Additionally, at the request of the Campus, a 3 screen by 3 screen video wall display array is to be added on the north wall of the Roadrunner Café. The data and power for the array was coordinated with the Architect of Record and Engineer of Record and completed with the Contractor for the New Crafton Center as change order work. Procurement and installation of the array will go through a UCCAP bid to electrical and low voltage contractors. A proposal for engineering services was requested of P2S through HMC Architects for design documents integrating the new equipment into the existing AV system, and bid assistance through the UCCAP bid process. This extra service totals \$4,375.00.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute amendment CA 07 to HMC Architects and increase PO #160399 by the total amount of \$13,395.00.

BUDGET INFORMATION:

New Crafton Center – 8208

Info from Measure M Budget V31 — 02/19/16

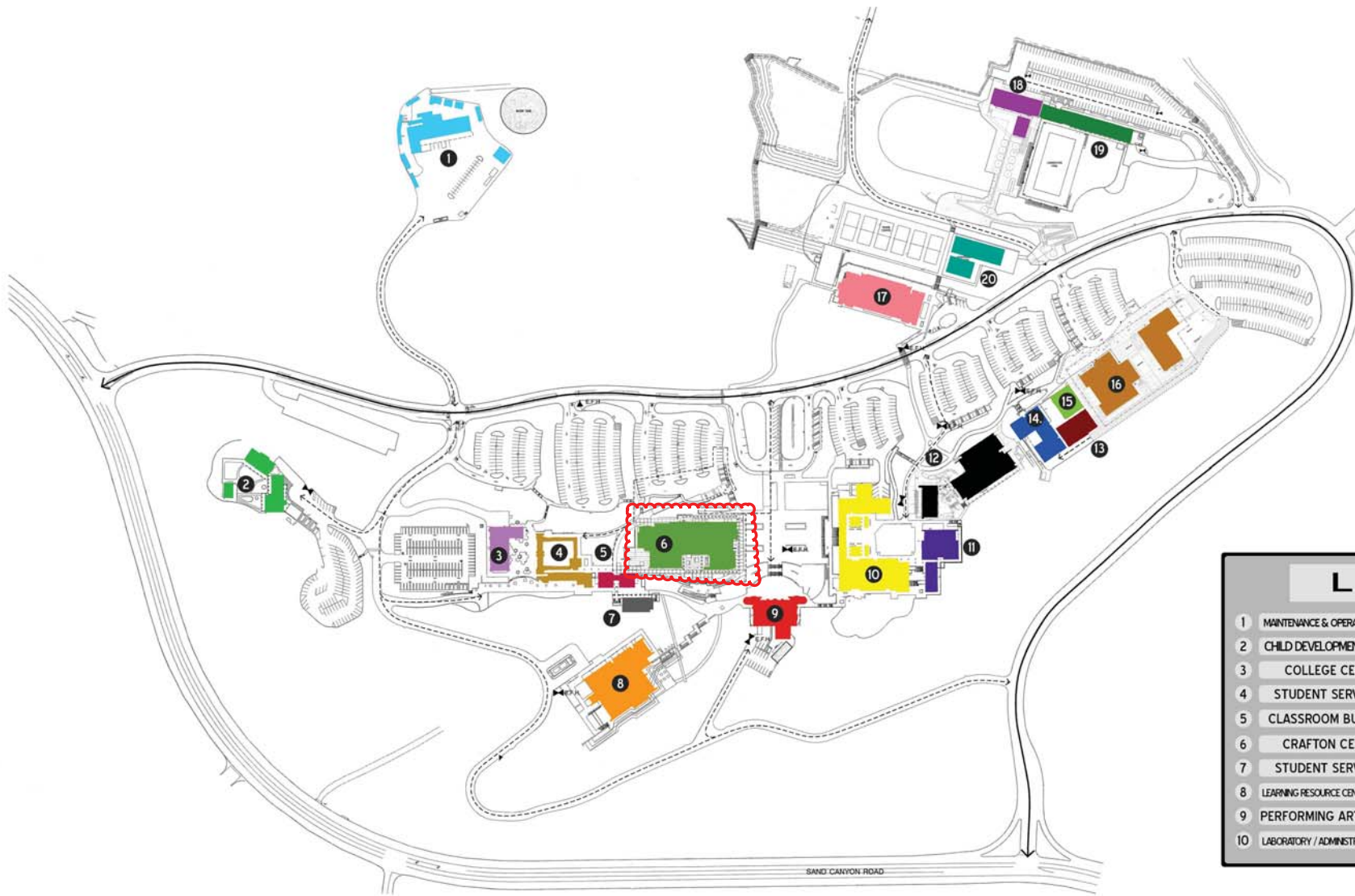
Project Original Budget Amount:	\$ 31,347,128.00
Project Current Spent to date:	\$ 26,353,291.10
Project Current Estimate to Complete:	\$ 5,016,952.88
Project Memo Forecast Cost:	\$ 13,395.00
Project Change Amount:	\$ 00.00

Project Memo cost of \$13,395.00 will come from Budget Line Item #42-50-32-8208-0257-6210.10-7100 – Architectural Fees

Approvals:

	2/22/16
Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	2/23/16
George Johnson, Bond Program Manager, Kitchell/BRj	Date
	2/23/16
Mike Strong, Vice President, Administrative Services, CHC	Date
	2/26/16
Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachments: HMC Architects Extra Services Proposal #8 dated 2/8/16
HMC Architects Extra Services Proposal #9 dated 2/8/16



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: George Johnson, Non-Bond Program Manager, Kitchell/BRj

DATE: April 14, 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.

San Bernardino Valley College – 01-1415-05 Applied Technology Air Handling Unit						
<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>
Air Ex Air Conditioning Inc., Pomona CA	CO-001	\$235,000.00	\$0	\$18,532.99	\$253,532.99	7.89%
District Office – 03-1516-01 Professional Development Center Remodel						
<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>
aTen Construction, Highland CA	CO-001	\$39,000.00	\$0	\$2,674.00	\$41,674.00	6.86%

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.

ANALYSIS

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.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 01 General Fund and the Fund 41 Capital Outlay budgets.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

SBVG Block Grant - Applied Tech Air Handler Replacement Project

Project Number 01-1415-05

Non-Bond Project

CHANGE ORDER

Original Contract Amount: **\$235,000.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>March 1, 2016</u>
Project Description:	<u>Applied Tech AHU Replacement</u>	Contract No.:	<u>Mechanical Contractor</u>
To (Contractor):	<u>Air EX Air Conditioning Inc</u>	Alt:	

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 with ongoing Bond Measure M projects 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.-CO-001

\$18,632.99

Reason for Change:

- 1 Half of the concrete on the stage concrete was cracked and collapsing due to water intrusion. After demolishing and removing the damaged concrete, it was discovered the remaining concrete sloped back toward the Planetarium doors. HP Construction brought this to the attention of Facilities and recommended to remove the existing concrete and correct the slope to prevent water invasion into the building if left as is.

Indicator of Change:

- 1 Site Conditions

The original Base Contract Sum was:	<u>\$235,000.00</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>\$18,632.99</u>
The revised BASE Contract Sum:	<u>\$253,632.99</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$253,632.99</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$253,632.99</u>
The contract TIME due to C.O.-CO1 will be increased by:	<u>NA</u> calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>15-Aug-16</u>
SBCCD Change Order No. <u>CO-001</u> Includes Item Number(s):	

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

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

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

Signature	Name (printed)	Date
Architect: <u>Design Build</u>	N/A	
Project Mgr: <u>[Signature]</u>	Fritz Gulenberg, Kitchell	<u>3-2-16</u>
District:	Interim Vice Chancellor, Business and Fiscal Services, SBCCD	
Contractor: <u>[Signature]</u>	Richard Cazal, Vice President - Air-Ex Air Conditioning Inc.	

State of California - Division of the State Architect DSA Application No. NA File No. _____
 Approved _____ per Principal Structural Engineer: NA

[Signature] 3/2/16
 Robert Jenkins Date

CHANGE ORDER No.-CO-001

REF.	DESCRIPTION OF ITEM	CODE	%	REDI	COST	BALANCE
CO						
Item 1.1	PCO 1 - remove and install new multi zone damper at the main AHU. Existing damper are inoperable	A4			\$23,474.23	\$23,474.23 ✓
Item 1.2	PCO 2 - Instal new lighting in mecnical room	C4			\$825.50	\$825.50 ✓
Item 1.3	Authorize remaing Rooftop Condenser Allowance	C2			(\$5,766.74)	(\$5,766.74) ✓
	Subtotal					\$18,532.99
	TOTAL CONTRACT CHANGE ORDER # 001					\$18,532.99

CODE LEGEND

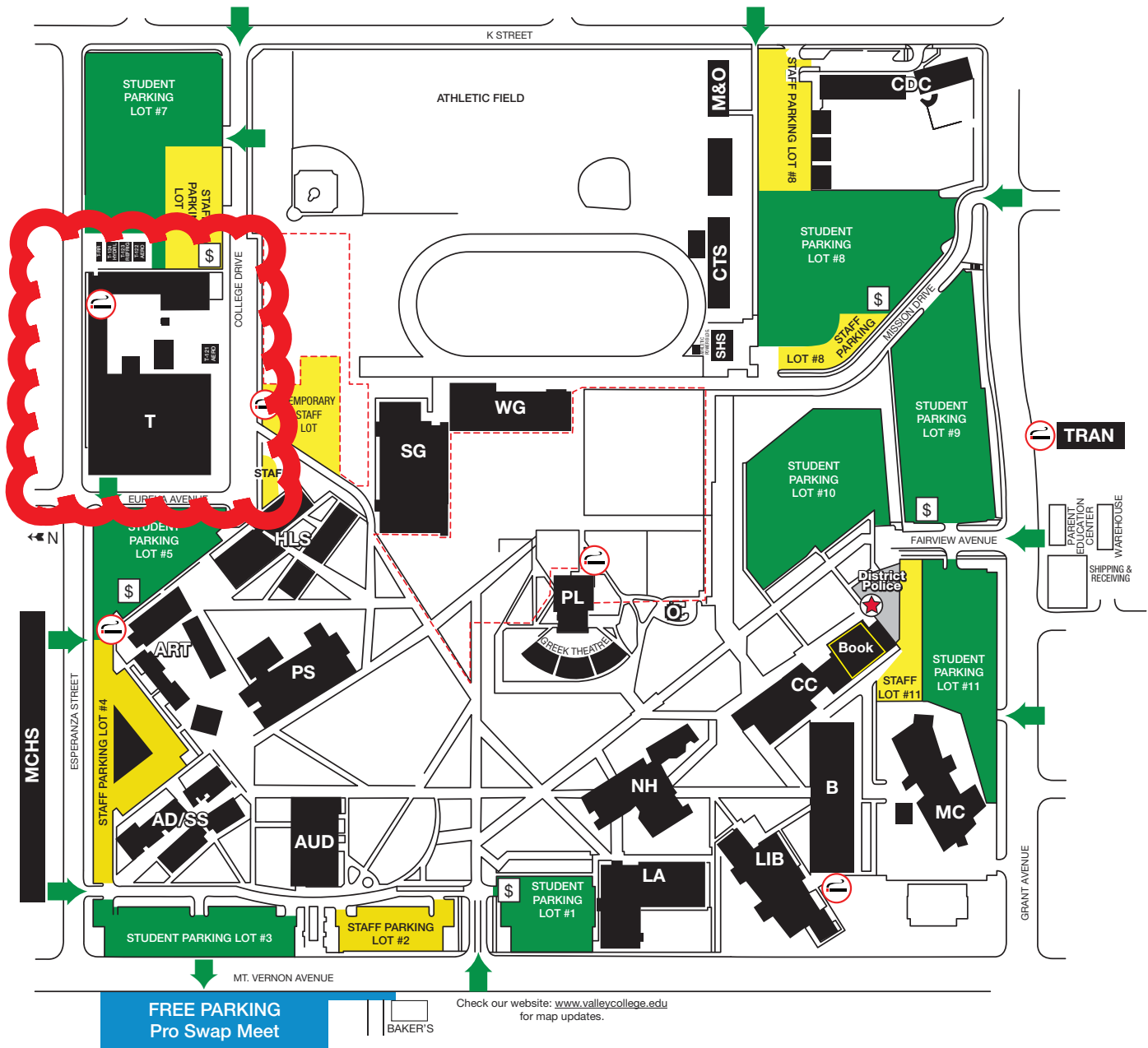
- A SITE COST, UNFORESEEN FIELD CONDITION
- B SITE COST, ERROR AND/OR OMISSION
- C SITE COST, DISTRICT ADDED OR DELETED/REDUCED SCOPE
- D SITE COST, AGENCY OR CODE REVISION
- E SITE COST, CONTRACTOR IMPACT TO ANOTHER CONTRACTOR
- F BUILDING COST, UNFORESEEN FIELD CONDITION
- G BUILDING COST, ERROR AND/OR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

INDICATES APPROVED SMOKING AREAS (6)
 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	NH.....North Hall
BOOK..... Bookstore	O..... Observatory
CC.....Campus Center	PL.....Planetarium
CDC.....Child Development Center	PS.....Physical Sciences
CTS.....Computer Technology Services	SG..... Snyder Gym
HLS.....Health & Life Science	SHS..... Student Health Services
LA.....Liberal Arts	T..... Technical
LIB.....Library	TRAN..... Transportation Center
	WG.....Women's Gym

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

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Project Number

Capital Facilities Program Management

Non-Bond Project

CHANGE ORDER

Original Contract Amount: **\$39,000.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Valley College</u>	Date:	<u>March 16, 2015</u>
Project Description:	<u>PDC Classrooms Repairs / AV Equipment</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Aten Construction</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 with ongoing Bond Measure M projects 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.-CO-001 \$2,674.00

Reason for Change:

- Half of the concrete on the stage concrete was cracked and collapsing due to water intrusion. After demolishing and removing the damaged concrete, it was discovered the remaining concrete sloped back toward the Planetarium doors. HP Construction brought this to the attention of Facilities and recommended to remove the existing concrete and correct the slope to prevent water invasion into the building if left as is.

Initiator of Change:

- Site Conditions

The original Base Contract Sum was:	<u>\$39,000.00</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>\$2,674.00</u>
The revised BASE Contract Sum:	<u>\$41,674.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$41,674.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$41,674.00</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>No changes</u>
SBCCD Change Order No. <u>CO-001</u> Includes Item Number(s):	<u>N/A</u>

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

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

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

Signature	Name (printed)	Date
<u>Monica Garza</u>	<u>Monica Garza, Kitchell</u>	<u>3.16.16</u>
Dir Facilities		
Project Mgr.:	<u>Vice Chancellor, Business and Fiscal Services, SBCCD</u>	
District:		
Contractor:	<u>Tito Saldana, President - ATEN Construction</u>	<u>Adalberto Saldana 3/16/16</u>

State of California - Division of the State Architect DSA Application No. N/A File No. _____
 Approved _____ per Principal Structural Engineer: N/A

RECEIVED

MAR 15 2016

ATEN CONSTRUCTION
29523 BRIGHT SPOT RD
HIGHLAND, CA 92346
LIC# 753114

KITCHELL / BRJ
Valley College

PROPOSAL.

To;S.B.V.C
701 S. Mt. Vernon
San Bernardino, Ca
Attn: Fritz Gutenberg

Proposal # 104
2/27/16

As requested, we are pleased to provide proposal for the **SBCCD Facility** , located at 114 S.Del Rosa Ave,The following outlines our scope of the work, as presented to us by Fritz Gutenberg, Kitchell CEM.

Scope of Work:

1. Provide and install 2 additional restroom mirrors to match existing.	
2 mirrors per specs. \$210.ea.	\$420.00
3 man hours labor @ \$ 74.00.	\$222.00
2. Provide and install new fluorescent lights over restroom mirrors at both men's and women's . Demo existing lights and replace with 2 new 3' at each location.	
4 three foot fixtures @\$155.00 ea.	\$620.00
6 man hours @ \$72.000 ea.	\$432.00
3. Remove and replace 6 ballast in over head fluorescent lights. Only fixtures that all bulbs do not ignite due to failed ballast	
6 277 v Ballast	\$200.00
6 man hours @ \$72.00.	<u>\$432.00</u>
Sub Total.	\$2,326.00
15% Profit and overhead.	<u>\$348.00</u>
Total Cost.	\$2,674.00

Proposed Schedule:

The scope of work as outlined above will take approximately 2 days to complete.

Fees:

Lump Sum: **\$2,674.00**

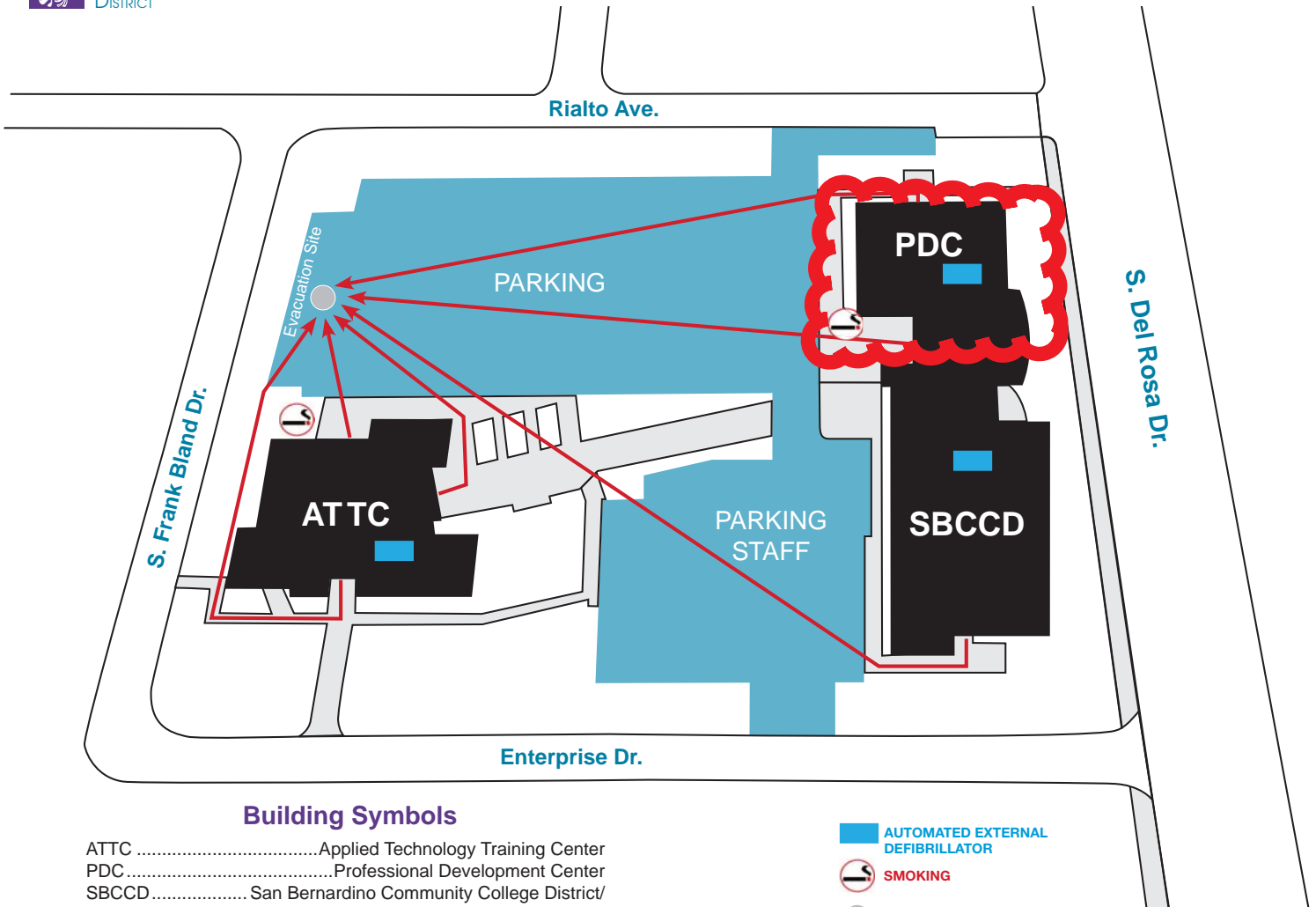
Thank you,

Tito Saldana, President



San Bernardino Community College District

114 South Del Rosa Dr. • San Bernardino, CA 92408 • (909) 382-4400



Building Symbols

- ATTC Applied Technology Training Center
- PDC Professional Development Center
- SBCCD San Bernardino Community College District/
HR/Payroll

- AUTOMATED EXTERNAL DEFIBRILLATOR
- SMOKING
- Evacuation Sites

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: April 14, 2016
SUBJECT: Consideration of Approval of Board Self-Evaluation Method for Distribution and Questions

RECOMMENDATION

It is recommended that the Board of Trustees approve utilizing Survey Monkey as the method of distribution of the Board Self-Evaluation and the Self-Evaluation Questions.

ANALYSIS

Per Board Policy 2745 Board Self-Evaluation, The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning. An Ad Hoc committee was appointed in April and the survey instrument is ready for distribution via Survey Monkey.

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

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.

2015-2016 Board of Trustees Self Evaluation

1. Do you have a good working relationship with the Chancellor?

Yes

No

Comments

2015-2016 Board of Trustees Self Evaluation

2. Are the board members civil to each other and the public?

Yes

No

Comment

2015-2016 Board of Trustees Self Evaluation

3. Are your actions, as a board and as an individual, aimed at forming policy and not at running the colleges?

Yes

No

Comment

2015-2016 Board of Trustees Self Evaluation

4. Do you come prepared for board meetings?

- Yes
- No
- Sometimes

5. Are the roles of the board chair and other officers clear?

- Yes
- No

Other (please specify)

6. Does the board adequately seek input from diverse interests?

- Yes
- No
- Don't know

Other (please specify)

* 7. Does the board help promote the images of the colleges in the community?

How?

How can we improve?

- Yes
- No
- Comment

8. Do agendas focus on policy issues that are the board's responsibility?

Yes

No

Sometimes

Comment

9. Do new board members, including student trustees, receive an orientation to the District's mission and policies?

Yes

No

Comment

10. Do board members attend and participate in training seminars appropriate to the Board of Trustees?

Yes

No

Comment

11. Does the board review the Board Policy Manual annually?

Yes

No

Comment

12. Are meetings conducted in an effective and efficient manner?

- Yes
- No
- Needs Improvement

Comment

13. Does the board have its own goals for the year and evaluate itself on how it has achieved them?

- Yes
- No

Comment

14. Does the board attend campus functions on both campuses equally?

- Yes
- No
- Needs Improvement

Comment

15. Does the board engage in resource development for the District?

- Yes
- No

Comment

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: April 14, 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: April 14, 2016
SUBJECT: Consideration of Approval to Accept Board Policies for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policies for first reading. Administrative Procedures are submitted to the Board for information only.

BP/AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Code, BP/AP 3500 Campus Safety, BP/AP 3518 Child Abuse Reporting, AP 3540 Sexual and Other Assaults on Campus, AP 3720 Computer and Network Use, BP/AP 3810 Claims Against the District, AP 4021 Program Discontinuance, AP 4022 Course Approval, BP/AP 4026 Philosophy and Criteria for International Education

OVERVIEW

The changes to these policies include requirements of the Education Code and current law.

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

ANALYSIS

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district per Board Policy 2410.

The attached Administrative Procedures have been modified and or reviewed and have gone through the collegial consultation process per Board Policy 2510.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

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

BP 2710 CONFLICT OF INTEREST

(Replaces current SBCCD BP 2260)

The public office is a public trust created in the interest and for the benefit of the people. Members of the Board and employees of the District are expected to act with integrity, fidelity, and without bias for the primary benefit of the public.

DEFINITIONS

Financial Interest: As defined in Government Code Section 87103, a public official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official (direct interest), a member of the official's immediate family (indirect interest), or on any of the following:

- a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
- b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
- c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred sixty dollars (\$460) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The gift limit shall be adjusted biennially by the Fair Political Practices Commission.

Financial interests may be direct or indirect. An indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the

42 official's agents, spouse, and dependent children own directly, indirectly, or beneficially a
43 10-percent interest or greater.

44
45 **Making a Decision:** As defined in Section 18704(a) of Title 2 of the California Code of
46 Regulations (CCR), a public official makes a governmental decision if the official
47 authorizes or directs any action, votes, appoints a person, obligates or commits the
48 District to any course of action, or enters into any contractual agreement on behalf of the
49 District.

50
51 **Participating in a Decision:** As defined in Section 18704(b) of Title 2 of the CCR, a
52 public official participates in a governmental decision if the official provides information,
53 an opinion, or a recommendation for the purpose of affecting the decision *without*
54 *significant intervening substantive review.* This includes partaking in preliminary
55 discussions, negotiations, planning, solicitation or evaluation of bids, voting, or debating
56 that precedes the making of a decision.

57
58 **Using Official Position to Attempt to Influence a Decision:** As defined in Section
59 18704(c) of Title 2 of the CCR, a public official uses his or her official position to influence
60 a governmental decision if he or she: (1) contacts or appears before any District official
61 or in an agency subject to the authority or budgetary control of the District for the purpose
62 of affecting a decision; or (2) contacts or appears before any official in any other
63 government agency for the purpose of affecting a decision, and the public official acts or
64 purports to act within his or her authority or on behalf of the District in making the contact.

65
66 *Note: Making, participating in, or influencing a governmental decision does not include*
67 *activities listed under Section 18704(d) of Title 2 of the CCR.*

68
69 **POLICY STATEMENTS**

70
71 Board members and employees must avoid conflicts of interest as well as the appearance
72 of impropriety.

73
74 In accordance with the Political Reform Act of 1974 and Government Code Section
75 87100, Board members, employees and consultants must not make or participate in any
76 governmental decision in which he or she knows or has reason to know he or she has a
77 financial interest.

78
79 Pursuant to Government Code Section 1090, the District is prohibited from entering into
80 any contracts where a Board member ~~or employee~~ may have a financial interest. All
81 Board members are conclusively presumed to participate in the making of all contracts
82 under the Board's jurisdiction. Hence, the aforementioned prohibition is absolute, and
83 applies even if the contract is fair and equitable and the Board member abstains from all
84 participation in the decision.

85

86 Where an employee, rather than a Board member, is financially interested in a contract,
87 the District is only prohibited from making the contract if the employee was at any point
88 involved in the process of making the contract.

89
90 ~~Board members shall not be financially interested in any contract made by the Board of~~
91 ~~Trustees or in any contract they make in their capacity as Board members.~~

92
93 A Board member or employee shall not be considered to be financially interested in a
94 contract if his or her interest is limited to those interests defined as remote under
95 Government Code Section 1091 or ~~is limited to interests defined~~ considered noninterests
96 under by Government Code Section 1091.5.

97
98 ~~A Board member who has a remote interest in any contract considered by the Board shall~~
99 ~~disclose his/her interest during a Board meeting and have the disclosure noted in the~~
100 ~~official Board minutes.—If a Board member or employee has a financial interest in a~~
101 ~~decision being considered by the Board, the financial interest must be disclosed in~~
102 ~~sufficient detail to the Board during a Board meeting, and noted in the official Board~~
103 ~~minutes. The Board member must disqualify him or herself from discussing and voting~~
104 ~~on the matter, and must leave the room until after discussion, vote, and any other~~
105 ~~disposition of the matter is concluded. A Board member or employee who has a financial~~
106 ~~interest must not influence or attempt to influence the decision. The Board member shall~~
107 ~~not vote or debate on the matter or attempt to influence any other Board member to enter~~
108 ~~into the contract.~~

109 **Collective Bargaining Agreements**

111 Where a member of the Board receives health benefits from the District as a former faculty
112 member in an amount that is required by contract to be equal to the amount of health
113 benefits the District provides to current faculty members under the terms of a collective
114 bargaining agreement, the Board of Trustees may renegotiate the amount of health
115 benefits provided under the current collective bargaining agreement so long as the
116 financially interested Board member does not participate in the decision-making process.

117 118 **Rule of Necessity**

119 The District may enter into a contract despite a conflict of interest under Government
120 Code Section 1090 and Section 87100, where there is no other alternative for the
121 procurement of essential goods or services, and the acquisition of such goods or services
122 is a necessity. However, the financially interested Board member or employee must
123 abstain from any participation in the decision.

124
125 Section 87100 does not prevent any public official from making or participating in the
126 making of a governmental decision to the extent his or her participation is legally required
127 for the action or decision to be made. The fact that an official's vote is needed to break
128 a tie does not make his or her participation legally required for purposes of this section.

129
130 Whenever a public official who has a financial interest in a decision is legally required to
131 make or participate in making such a decision, the potential conflict of interest and the

132 legal basis for concluding that there is no alternative source of decision shall be disclosed
133 to the Board in sufficient detail and noted in the official Board minutes.

134
135 **Incompatible Activities & Offices**

136 Pursuant to Government Code Section 1126 and 1099, A-a Board member or employee
137 shall not hold incompatible offices nor engage in any employment, or activity, or
138 enterprise for compensation that which is inconsistent with, incompatible with, in conflict
139 with or inimical to his or /her duties as an officer of the District.

140
141 Offices are incompatible if there is any significant clash of duties or loyalties between the
142 offices, if the dual office holding would be improper for reasons of public policy, or if either
143 office exercises a supervisory, auditory, or removal power over the other.

144
145 When two offices are incompatible, a Board member shall be deemed to have forfeited
146 the first office upon acceding to the second.

147
148 In accordance with Education Code Section 72103(b), an employee of the District may
149 not be sworn in as an elected or appointed member of the Board of Trustees unless and
150 until he or she resigns as an employee. If the employee does not resign, the employment
151 will automatically terminate upon being sworn into office. This provision does not apply
152 to an individual who is usually employed in an occupation other than teaching and who
153 also is, at the time of election to the Board, employed part time by the District to teach no
154 more than one course per semester or quarter in the subject matter of that individual's
155 occupation.

156
157 **Representation**

158 Pursuant to Government Code 87406.3, elected officials and the Chancellor shall not, for
159 a period of one-year after leaving their position, act as an agent or attorney for, or
160 otherwise represent, for compensation, any other person, by making any formal or
161 informal appearance before, or by making any oral or written communication to, the
162 District, if the appearance or communication is made for the purpose of influencing
163 administrative or legislative action, or influencing any action or proceeding involving the
164 issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or
165 the sale or purchase of goods or property.

166
167 **Conflict of Interest Code**

168 In compliance with law and regulationthe Political Reform Act of 1974 and Government
169 Code Section 87300, the Chancellor-District shall establish administrative procedures a
170 Conflict of Interest Code to provide for disclosure of assets of income of Board members
171 reportable financial interests of Board members and designated employees, who may be
172 affected by their official actions, and to prevent members-them from making or
173 participating in the making of Board-governmental decisions which may foreseeably have
174 a material effect on their financial interest.

176 Board members, designated employees, and consultants in designated positions shall
177 file statements of economic interest with the filing officer identified by the administrative
178 procedures Conflict of Interest Code.

179
180 Board members are encouraged to seek counsel from the District's legal advisor in every
181 case where any question arises.

182
183 Also see ~~AP 2710 titled Conflict of Interest and~~ AP ~~7212~~ 2712 titled Conflict of Interest
184 Code

185
186 **References:** Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;
187 Title 2 Sections 18730 et seq.

188

Adopted: 9/21/91

Revised: 4/8/04, 4/9/15

189

190

191
192

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
<u>BP 2710</u>	<u>Internal Audit</u>	<u>This policy was updated to reflect legal guidance provided by Atkinson, Andelson, Loya, Ruud & Romo via handouts titled “Beginning Boardsmanship: Avoiding Conflicts of Interest” (October 26, 2015) and “Conflict of Interest” (2015).</u>	

193
194

~~San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees~~

~~AP 2710 – CONFLICT OF INTEREST~~

~~**Incompatible Activities** (Government Code Sections 1126 and 1099)~~

~~Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.~~

~~**Financial Interest** (Government Code Sections 1090 et seq.)~~

~~Pursuant to Government Code Section 1090, the District is prohibited from entering into any contracts where a Board member or employee may have a financial interest.~~

~~Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.~~

~~A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).~~

~~A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his/her minor child.~~

~~**No Employment Allowed** (Education Code Section 72103(b))~~

~~An employee of the District may not be sworn in as an elected or appointed member of the Board of Trustees unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or~~

45 quarter in the subject matter of that individual's occupation (Education Code Section
46 72103(b)).

47
48 **Gifts** (Government Code Section 89503)

49 Board members and any employees who manage public investments shall not accept
50 from any single source in any calendar year any gifts in excess of the prevailing gift
51 limitation specified in law.

52
53 Designated employees shall not accept from any single source in any calendar year any
54 gifts in excess of the prevailing gift limitation specified in law if the employee would be
55 required to report the receipt of income or gifts from that source on his/her statement of
56 economic interests.

57
58 The above limitations on gifts do not apply to wedding gifts and gifts exchanged
59 between individuals on birthdays, holidays and other similar occasions, provided that
60 the gifts exchanged are not substantially disproportionate in value.

61
62 Gifts of travel and related lodging and subsistence shall be subject to the above
63 limitations except as described in Government Code Section 89506.

64
65 A gift of travel does not include travel provided by the District for Board members and
66 designated employees.

67
68 Board members and any employees who manage public investments shall not accept
69 any honorarium, which is defined as any payment made in consideration for any speech
70 given, article published, or attendance at any public or private gathering (Government
71 Code Sections 89501 and 89502).

72
73 Designated employees shall not accept any honorarium that is defined as any payment
74 made in consideration for any speech given, article published, or attendance at any
75 public or private gathering, if the employee would be required to report the receipt of
76 income or gifts from that source on his/her statement of economic interests. The term
77 "honorarium" does not include:

78
79 ● Earned income for personal services customarily provided in connection with a bona
80 fide business, trade, or profession unless the sole or predominant activity of the
81 business, trade, or profession is making speeches.

82 ● Any honorarium that is not used and, within 30 days after receipt, is either returned
83 to the donor or delivered to the District for donation into the general fund without being
84 claimed as a deduction from income tax purposes.

85
86 **Representation** (Government Code Section 87406.3)

87 Elected officials and the Chancellor shall not, for a period of one year after leaving their
88 position, act as an agent or attorney for, or otherwise represent for compensation, any
89 person appearing before that local government agency.

90

91 **References:** ~~Government Code Sections 1090 et seq., 87100 et seq. (the Political~~
92 ~~Reform Act), and 87200-87210;~~
93 ~~Title 2 Sections 18700 et seq.; and as listed above~~
94

Approved: 3/12/15

95
96

COMMENTS

97
98

BP or AP #	Representative group	COMMENT	RESPONSE
AP 2710	Internal Audit	This AP should be deleted to eliminate redundancies. With the exception of the Gift Section, these policies have been incorporated into BP 2710. The Gift Section has been incorporated into AP 2712.	

99
100

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2712 CONFLICT OF INTEREST CODE

(Replaces current SBCCD AP 2260)

***NOTE:** The language in red ink is **legally required**. The language in green ink was added by Fiscal Services and the District's Internal Auditor.*

Pursuant to Section 18730 of Title 2 of the California Code of Regulations, incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix at the end of this procedure, constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87306 if the terms of this procedure are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Government Code Sections 81000 et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to other state or local laws pertaining to conflicts of interest.

Section 1. Definitions

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (2 Cal. Code of Regulations Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

Section 2. Designated Employees

The persons holding positions listed in Section 13 the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

Section 3. Disclosure Categories

42 This code does not establish any disclosure obligation for those designated employees
43 who are also specified in Government Code Section 87200 if they are designated in this
44 code in that same capacity or if the geographical jurisdiction of this agency is the same
45 as or is wholly included within the jurisdiction in which those persons must report their
46 economics interests pursuant to article 2 of chapter 7 of the Political Reform Act,
47 Government Code Sections 87200 et seq. In addition, this code does not establish any
48 disclosure obligation for any designated employees who are designated in a conflict of
49 interest code for another agency, if all of the following apply:

50 (A) The geographical jurisdiction of this agency is the same as or is wholly included
51 within the jurisdiction of the other agency;

52 (B) The disclosure assigned in the code of the other agency is the same as that
53 required under article 2 of chapter 7 of the Political Reform Act, Government Code Section
54 87200; and

55 (C) The filing officer is the same for both agencies. Such persons are covered by this
56 code for disqualification purposes only. With respect to all other designated employees,
57 the disclosure categories set forth in ~~Section 13~~ the Appendix specify which kinds of
58 economic interests are reportable. Such a designated employee shall disclose in his/her
59 statement of economic interests those economic interests he/she has which are of the
60 kind described in the disclosure categories to which he/she is assigned in ~~Section 13~~ the
61 Appendix. It has been determined that the economic interests set forth in a designated
62 employee's disclosure categories are the kinds of economic interests which he/she
63 foreseeably can affect materially through the conduct of his/her office.

64

65 Section 4. Statements of Economic Interests

66

67 Place of Filing. The code reviewing body shall instruct all designated employees within
68 its code to file statements of economic interests with the agency or with the code
69 reviewing body, as provided by the code reviewing body in the agency's conflict of interest
70 code.

71

72 Section 5. Statements of Economic Interests

73

74 Time of Filing

75 (A) Initial Statements. All designated employees employed by the agency on the
76 effective date of this code, as originally adopted, promulgated and approved by the code
77 reviewing body, shall file statements within 30 days after the effective date of this code.
78 Thereafter, each person already in a position when it is designated by an amendment to
79 this code shall file an initial statement within 30 days after the effective date of the
80 amendment.

81 (B) Assuming Office Statements. All persons assuming designated positions after the
82 effective date of this code shall file statements within 30 days after assuming the

83 designated positions, or if subject to State Senate confirmation, 30 days after being
84 nominated or appointed.

85 (C) Annual Statements. All designated employees shall file statements no later than
86 April 1.

87 (D) Leaving Office Statements. All persons who leave designated positions shall file
88 statements within 30 days after leaving office.

89

90 Section 5.5. Statements for Persons Who Resign Prior to Assuming Office

91 Any person who resigns within 12 months of initial appointment, or within 30 days of the
92 date of notice provided by the filing officer to file an assuming office statement, is not
93 deemed to have assumed office or left office, provided he/she did not make or participate
94 in the making of, or use his/her position to influence any decision and did not receive or
95 become entitled to receive any form of payment as a result of his/her appointment. Such
96 persons shall not file either an assuming or leaving office statement.

97 (A) Any person who resigns a position within 30 days of the date of a notice from the
98 filing officer shall do both of the following:

99 1. File a written resignation with the appointing power; and

100 2. File a written statement with the filing officer declaring under penalty of perjury that
101 during the period between appointment and resignation he/she did not make, participate
102 in the making, or use the position to influence any decision of the agency or receive, or
103 become entitled to receive, any form of payment by virtue of being appointed to the
104 position.

105

106 Section 6. Contents of and Period Covered by Statements of Economic Interests

107 (A) Contents of Initial Statements. Initial statements shall disclose any reportable
108 investments, interests in real property and business positions held on the effective date
109 of the code and income received during the 12 months prior to the effective date of the
110 code.

111 (B) Contents of Assuming Office Statements. Assuming office statements shall
112 disclose any reportable investments, interests in real property and business positions held
113 on the date of assuming office or, if subject to State Senate confirmation or appointment,
114 on the date of nomination, and income received during the 12 months prior to the date of
115 assuming office or the date of being appointed or nominated, respectively.

116 (C) Contents of Annual Statements. Annual statements shall disclose any reportable
117 investments, interests in real property, income and business positions held or received
118 during the previous calendar year provided, however, that the period covered by an
119 employee's first annual statement shall begin on the effective date of the code or the date
120 of assuming office whichever is later.

121 (D) Contents of Leaving Office Statements. Leaving office statements shall disclose
122 reportable investments, interests in real property, income and business positions held or

123 received during the period between the closing date of the last statement filed and the
124 date of leaving office.

125

126 Section 7. Manner of Reporting

127 Statements of economic interests shall be made on forms prescribed by the Fair Political
128 Practices Commission and supplied by the agency, and shall contain the following
129 information:

130 (A) Investments and Real Property Disclosure. When an investment or an interest in
131 real property is required to be reported, the statement shall contain the following:

132 1. A statement of the nature of the investment or interest;

133 2. The name of the business entity in which each investment is held, and a general
134 description of the business activity in which the business entity is engaged;

135 3. The address or other precise location of the real property;

136 4. A statement whether the fair market value of the investment or interest in real
137 property exceeds two thousand dollars (\$2,000), exceeds ten thousand dollars (\$10,000),
138 exceeds one hundred thousand dollars (\$100,000), or exceeds one million dollars
139 (\$1,000,000).

140 (B) Personal Income Disclosure. When personal income is required to be reported,
141 the statement shall contain:

142 1. The name and address of each source of income aggregating five hundred dollars
143 (\$500) or more in value, or fifty dollars (\$50) or more in value if the income was a gift, and
144 a general description of the business activity, if any, of each source;

145 2. A statement whether the aggregate value of income from each source, or in the
146 case of a loan, the highest amount owed to each source, was one thousand dollars
147 (\$1,000) or less, greater than one thousand dollars (\$1,000), greater than ten thousand
148 dollars (\$10,000), or greater than one hundred thousand dollars (\$100,000);

149 3. A description of the consideration, if any, for which the income was received;

150 4. In the case of a gift, the name, address and business activity of the donor and any
151 intermediary through which the gift was made; a description of the gift; the amount or
152 value of the gift; and the date on which the gift was received;

153 5. In the case of a loan, the annual interest rate and the security, if any, given for the
154 loan and the term of the loan.

155 (C) Business Entity Income Disclosure. When income of a business entity, including
156 income of a sole proprietorship, is required to be reported, the statement shall contain:

157 1. The name, address, and a general description of the business activity of the
158 business entity;

159 2. The name of every person from whom the business entity received payments if the
160 filer's pro rata share of gross receipts from such person was equal to or greater than ten
161 thousand dollars (\$10,000).

162 (D) Business Position Disclosure. When business positions are required to be
163 reported, a designated employee shall list the name and address of each business entity
164 in which he/she is a director, officer, partner, trustee, employee, or in which he/she holds
165 any position of management, a description of the business activity in which the business
166 entity is engaged, and the designated employee's position with the business entity.

167 (E) Acquisition or Disposal during Reporting Period. In the case of an annual or
168 leaving office statement, if an investment or an interest in real property was partially or
169 wholly acquired or disposed of during the period covered by the statement, the statement
170 shall contain the date of acquisition or disposal.

171

172 Section 8. Prohibition on Receipt of Honoraria

173 (A) No member of a state board or commission, and no designated employee of a
174 state or local government agency, shall accept any honorarium from any source, if the
175 member or employee would be required to report the receipt of income or gifts from that
176 source on his/her statement of economic interests. This section shall not apply to any
177 part-time member of the governing board of any public institution of higher education,
178 unless the member is also an elected official. Subdivisions (a), (b), and (c) of Government
179 Code Section 89501 shall apply to the prohibitions in this section.

180 Honorarium is defined as any payment made in consideration for any speech given,
181 article published, or attendance at any public or private conference, convention, meeting,
182 social event, meal, or like gathering. This does not include:

- 183 • Earned income for personal services which are customarily provided in connection
184 with the practice of a bona fide business, trade, or profession, unless the sole or
185 predominant activity of the business, trade, or profession is making speeches.
- 186 • Any honorarium which is not used and, within 30 days after receipt, is either
187 returned to the donor or delivered to the District for donation to the general fund
188 without being claimed as a deduction from income for tax purposes.

189

190 (B) This section shall not limit or prohibit payments, advances, or reimbursements for
191 travel and related lodging and subsistence authorized by Government Code Section
192 89506.

193

194 Section 8.1. Prohibition on Receipt of Gifts in Excess of ~~\$4460~~ \$460

195 (A) No member of a state board or commission, and no designated employee of a
196 state or local government agency, shall accept gifts with a total value of more than ~~\$4460~~
197 \$460 in a calendar year from any single source, if the member or employee would be
198 required to report the receipt of income or gifts from that source on his/her statement of
199 economic interests. This section shall not apply to any part-time member of the governing
200 board of any public institution of higher education, unless the member is also an elected
201 official.

202

203 (B) Subdivisions (e), (f), and (g) of Government Code Section 89503 shall apply to the
204 prohibitions in this section.

205 The above limitations on gifts do not apply to wedding gifts and gifts exchanged between
206 individuals on birthdays, holidays and other similar occasions, provided that the gifts
207 exchanged are not substantially disproportionate in value.

208
209 Gifts of travel and related lodging and subsistence shall be subject to the above limitations
210 except as described in Government Code Section 89506.

211
212 A gift of travel does not include travel provided by the District for Board members and
213 designated employees.

214

215 Section 8.2. Loans to Public Officials

216 (A) No elected officer of a state or local government agency shall, from the date of
217 his/her election to office through the date that he/she vacates office, receive a personal
218 loan from any officer, employee, member, or consultant of the state or local government
219 agency in which the elected officer holds office or over which the elected officer's agency
220 has direction and control.

221

222 (B) No public official who is exempt from the state civil service system pursuant to
223 subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall,
224 while he/she holds office, receive a personal loan from any officer, employee, member,
225 or consultant of the state or local government agency in which the public official holds
226 office or over which the public official's agency has direction and control. This subdivision
227 shall not apply to loans made to a public official whose duties are solely secretarial,
228 clerical, or manual.

229

230 (C) No elected officer of a state or local government agency shall, from the date of
231 his/her election to office through the date that he/she vacates office, receive a personal
232 loan from any person who has a contract with the state or local government agency to
233 which that elected officer has been elected or over which that elected officer's agency has
234 direction and control. This subdivision shall not apply to loans made by banks or other
235 financial institutions or to any indebtedness created as part of a retail installment or credit
236 card transaction, if the loan is made or the indebtedness created in the lender's regular
237 course of business on terms available to members of the public without regard to the
238 elected officer's official status.

239

240 (D) No public official who is exempt from the state civil service system pursuant to
241 subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall,
242 while he/she holds office, receive a personal loan from any person who has a contract
243 with the state or local government agency to which that elected officer has been elected
244 or over which that elected officer's agency has direction and control. This subdivision

245 shall not apply to loans made by banks or other financial institutions or to any
246 indebtedness created as part of a retail installment or credit card transaction, if the loan
247 is made or the indebtedness created in the lender's regular course of business on terms
248 available to members of the public without regard to the elected officer's official status.
249 This subdivision shall not apply to loans made to a public official whose duties are solely
250 secretarial, clerical, or manual.

- 251
- 252 (E) This section shall not apply to the following:
- 253 1. Loans made to the campaign committee of an elected officer or candidate for
254 elective office.
 - 255 2. Loans made by a public official's spouse, child, parent, grandparent, grandchild,
256 brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or
257 first cousin, or the spouse of any such persons, provided that the person making the loan
258 is not acting as an agent or intermediary for any person not otherwise exempted under
259 this section.
 - 260 3. Loans from a person which, in the aggregate, do not exceed five hundred dollars
261 (\$500) at any given time.
 - 262 4. Loans made, or offered in writing, before January 1, 1998.

263

264 Section 8.3. Loan Terms

265

266 (A) Except as set forth in subdivision (B), no elected officer of a state or local
267 government agency shall, from the date of his/her election to office through the date
268 he/she vacates office, receive a personal loan of five hundred dollars (\$500) or more,
269 except when the loan is in writing and clearly states the terms of the loan, including the
270 parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date
271 or dates when payments shall be due on the loan and the amount of the payments, and
272 the rate of interest paid on the loan.

- 273
- 274 (B) This section shall not apply to the following types of loans:
- 275 1. Loans made to the campaign committee of the elected officer.
 - 276 2. Loans made to the elected officer by his/her spouse, child, parent, grandparent,
277 grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece,
278 aunt, uncle, or first cousin, or the spouse of any such person, provided that the person
279 making the loan is not acting as an agent or intermediary for any person not otherwise
280 exempted under this section.
 - 281 3. Loans made, or offered in writing, before January 1, 1998.

282

283 (C) Nothing in this section shall exempt any person from any other provision of Title 9
284 of the Government Code.

285

286 Section 8.4. Personal Loans

287

288 (A) Except as set forth in subdivision (B), a personal loan received by any designated
289 employee shall become a gift to the designated employee for the purposes of this section
290 in the following circumstances:

291 1. If the loan has a defined date or dates for repayment, when the statute of limitations
292 for filing an action for default has expired.

293 2. If the loan has no defined date or dates for repayment, when one year has elapsed
294 from the later of the following:

295 a. The date the loan was made.

296 b. The date the last payment of one hundred dollars (\$100) or more was made on the
297 loan.

298 c. The date upon which the debtor has made payments on the loan aggregating to
299 less than two hundred fifty dollars (\$250) during the previous 12 months.

300

301 (B) This section shall not apply to the following types of loans:

302 1. A loan made to the campaign committee of an elected officer or a candidate for
303 elective office.

304 2. A loan that would otherwise not be a gift as defined in this title.

305 3. A loan that would otherwise be a gift as set forth under subdivision (A), but on
306 which the creditor has taken reasonable action to collect the balance due.

307 4. A loan that would otherwise be a gift as set forth under subdivision (A), but on
308 which the creditor, based on reasonable business considerations, has not undertaken
309 collection action. Except in a criminal action, a creditor who claims that a loan is not a
310 gift on the basis of this paragraph has the burden of proving that the decision for not
311 taking collection action was based on reasonable business considerations.

312 5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately
313 discharged in bankruptcy.

314

315 (C) Nothing in this section shall exempt any person from any other provisions of Title 9 of
316 the Government Code.

317

318 Section 9. Disqualification

319 No designated employee shall make, participate in making, or in any way attempt to use
320 his/her official position to influence the making of any governmental decision which he/she
321 knows or has reason to know will have a reasonably foreseeable material financial effect,
322 distinguishable from its effect on the public generally, on the official or a member of his/her
323 immediate family or on:

324 (A) Any business entity in which the designated employee has a direct or indirect
325 investment worth two thousand dollars (\$2,000) or more;

326 (B) Any real property in which the designated employee has a direct or indirect interest
327 worth two thousand dollars (\$2,000) or more;

328 (C) Any source of income, other than gifts and other than loans by a commercial
329 lending institution in the regular course of business on terms available to the public without
330 regard to official status, aggregating five hundred dollars (\$500) or more in value provided
331 to, received by or promised to the designated employee within 12 months prior to the time
332 when the decision is made;

333 (D) Any business entity in which the designated employee is a director, officer, partner,
334 trustee, employee, or holds any position of management; or

335 (E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating
336 \$440 460 or more provided to; received by, or promised to the designated employee
337 within 12 months prior to the time when the decision is made.

338

339 Section 9.3. Legally Required Participation

340 No designated employee shall be prevented from making or participating in the making
341 of any decision to the extent his/her participation is legally required for the decision to be
342 made. The fact that the vote of a designated employee who is on a voting body is needed
343 to break a tie does not make his/her participation legally required for purposes of this
344 section.

345

346 Section 9.5. Disqualification of State Officers and Employees

347 In addition to the general disqualification provisions of section 9, no state administrative
348 official shall make, participate in making, or use his/her official position to influence any
349 governmental decision directly relating to any contract where the state administrative
350 official knows or has reason to know that any party to the contract is a person with whom
351 the state administrative official, or any member of his/her immediate family has, within 12
352 months prior to the time when the official action is to be taken:

353

354 (A) Engaged in a business transaction or transactions on terms not available to
355 members of the public, regarding any investment or interest in real property; or

356 (B) Engaged in a business transaction or transactions on terms not available to
357 members of the public regarding the rendering of goods or services totaling in value one
358 thousand dollars (\$1,000) or more.

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Section 10. Disclosure of Disqualifying Interest

When a designated employee determines that he/she should not make a governmental decision because he/she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

Section 11. Assistance of the Commission and Counsel

Any designated employee who is unsure of his/her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Government Code Section 83114 or from the attorney for his/her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

Section 12. Violations

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Government Code Sections 81000- 91015. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Government Code Section 87100 or 87450 has occurred may be set aside as void pursuant to Government Code Section 91003.

The Political Reform Act, Government Code Sections 87100 et seq., requires state and local government agencies to adopt Conflict of Interest Codes. The Fair Political Practices Commission has adopted a regulation, Title 2 Section 18730 containing the terms of a standard Conflict of Interest Code, which can be incorporated by reference, and which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice hearings. Therefore, the terms of Title 2 Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the Appendix below in which officials and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the San Bernardino Community College District (hereinafter "agency").

Pursuant to Title 2 Section 18730(b)(4)(B), all designated employees shall file statements of economic interests with the agency, which shall make and retain a copy and forward the originals to the code reviewing body, which shall be the filing officer.

As directed by Government Code Section 82011, the code reviewing body is the County of San Bernardino. Pursuant to Title 2 Section 18277, the Chancellor or designee shall be the official responsible for receiving and retaining statements of economic interests filed.

 **From current SBCCD AP 2260 titled Conflict of Interest**

402 **A. General**

403

404 In order to merit the respect and confidence of the public trust, the District is governed by
405 the highest ideals of honesty and integrity in all public and personal relationships.
406 Personal profit or any benefit obtained through misuse of public or personal relationships
407 is dishonest and will not be tolerated. District faculty and staff should at no time, or under
408 any circumstances, accept directly or indirectly, any form of gift, gratuity, honorarium,
409 loan, favors or service, entertainment, prejudicial discounts, preferential treatment or
410 other things of value or benefit, which might influence or appear to influence any business
411 or operation of the District.

412

413 Outside professional, private financial interests or arrangements, or the receipt of benefits
414 from third parties can create an actual or perceived appearance of impropriety. District
415 faculty and staff must at all times avoid the appearance of unethical or compromising
416 practices in relationships, actions and communications. In order to maintain the highest
417 standard of ethical conduct, District faculty and staff with other professional or financial
418 interests shall disclose them in compliance with applicable conflict of interest/conflict of
419 commitment policies, and shall not engage in any activity or transaction which is in
420 violation of those policies. It is the responsibility of each District faculty and staff member
421 to remain free of financial interests and activities which are, or could be, detrimental or in
422 conflict with the best interests of the District.

423

424 **B. Designated Employees**

425

426 **ETHICS TRAINING**

427 Pursuant to Government Code 53235, local agency officials shall receive at least two
428 (2) hours of training in general ethics principles and ethics laws relevant to his or her
429 public service no later than one (1) year after the date he or she assumes office, and
430 once every two (2) years thereafter.

431 Local Agency Officials include any member of a local agency legislative body or any
432 elected local agency official who receives any type of compensation, salary, or stipend
433 or reimbursement for actual and necessary expenses incurred in the performance of
434 official duties; and any employee designated by the governing body to receive ethics
435 training, such as all members of management.

436 Local Officials Ethics Training may be accessed on the Fair Political Practices
437 Commission (FPPC) website at:

438 <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>

439 **BIENNIAL REVIEW**

440 Pursuant to Government Code Section 87306 (b), the District shall submit to the FPPC
441 a biennial report identifying changes in its conflict of interest code. The biennial report
442 shall be submitted no later than March 1 of each odd numbered year.

443 **ADMINISTRATION**

444 The Office of Human Resources shall be responsible for the administration of the
445 Conflict of Interest Code. Administration shall include:

- 446 • Maintaining the Conflict of Interest Code Appendix.
- 447 • Reporting newly designated positions and amendments to the Conflict of Interest
448 Code to the FPPC.
- 449 • Notifying Designated Employees of their filing requirements at the appropriate
450 times (e.g. initial, assuming office, annual, and leaving office).
- 451 • Collecting disclosure statements and following-up with late filers.
- 452 • Reviewing disclosure statements in accordance with California Code of
453 Regulations Title 2, Division 6, Section 18115.
- 454 • Filing original statements required by the FPPC.
- 455 • Retaining disclosure statements as required by the FPPC.
- 456 • Providing public access to disclosure statements.
- 457 • Monitoring the completion of ethics training.

458 **APPENDIX**

459

460 **Designated Positions and Disclosure Requirements**

461 Persons holding positions listed below are considered designated employees. It has
 462 been determined that these persons make or participate in the making of decisions which
 463 may have a foreseeable material effect on financial interest.

464

465

466

467

	Disclosure Categories
468 Board of Trustees	1, 2
469 Chancellor	1, 2
470 President, CHC	1, 2
471 President, SBVC	1, 2
472 President & General Manager, KVCR TV/FM	1, 2
473 Vice Chancellor, Business and Fiscal Services	1, 2
474 Vice Chancellor, Human Resources	1
475 Vice President of Instruction	1, 2
476 Vice President of Student Services	1, 2
477 Vice President of Administrative Services	1, 2
478 Retirement Board Authority	1
479 Business Manager	2, 1, 2
480 Investment Advisors/Consultants	1, 2
481 General Counsel	1, 2
482 Executive Director Associate Vice Chancellor , TESS	2, 5
483 Associate Vice Chancellor, EDCT	2, 4, 5
484 Executive Director , Facilities Planning & Construction	2, 3, 5
485 Director , Director , Human Resources Administrative Manager	2, 5
486	2, 5
487 Director, Fiscal Services	2, 4, 5
488 Director , District Computing of Technical Technology Services	5
489	2
490 Director, Campus Technology Services	5
491 Director, Alternative Text Production	5
492 Director, Administrative Application Systems	5
493 Citizens Bond Oversight Committee Members	2, 5
494 Director, Development & Community Relations	1, 2
495 Director, Community Relations & Resource Development	1, 2
496 Director, Grant Development & Management	6
497 Director, DSP&S	6
498 Police Chief	3, 6
499 Deans	3, 6
500 Associate Deans	3, 6
501 Cafeteria/Snack Bar Manager	3, 6
502 Director, Bookstore	3, 6
503 Director of Maintenance & Operations	3, 6

504 Consultants/New Positions*

505

506 *Consultants are defined in Board Policy. The Chancellor may determine in writing that
507 a particular consultant, although a "designated person," is hired to perform a range of
508 duties that are limited in scope and thus is not required to comply with the disclosure
509 requirements of one or more categories. Such determination shall include a description
510 of the consultant's duties and, based upon that description, a statement of the extent of
511 disclosure requirements. The Chancellor determination is public record and shall be
512 retained for public inspection in the same manner and location as this conflict of interest
513 code. (Government Code [Section](#) 81008). Nothing herein excuses any such consultant
514 from any other provisions of the Conflict of Interest Code.

515

516 **C. Disclosure Categories:** The disclosure categories listed below identify the types of
517 investments, business entities, sources of income, or real property which the designated
518 employees must disclose for each disclosure category to which he/she is assigned.

519

520

521 **Category 1**

522 ~~All investments and business positions and sources of income from business (including~~
523 ~~gifts, loans, and travel payments), and interests in real property.~~

524

525 **Category 2**

526 ~~Investments and business positions in business entities, and sources of income (including~~
527 ~~gifts, loans, and travel payments) of the type which contract with the San Bernardino~~
528 ~~Community College District to provide services, supplies, materials, machinery or~~
529 ~~equipment utilized by the District.~~

530

531 **Category 3**

532 ~~Investments and business positions in business entities (including gifts, loans, and travel~~
533 ~~payments) of the type which contract with the designated position's department to provide~~
534 ~~services, supplies, materials, machinery or equipment utilized by the department.~~

535

536 **Category 4**

537 ~~All investments and business positions in, and sources of income (including gifts, and~~
538 ~~travel payments) from a business entity or nonprofit organization, if the source is of the~~
539 ~~type to receive grants or other monies from or through the San Bernardino Community~~
540 ~~College District.~~

541

542 **D. Gifts and Honoraria**

543

544 **Gifts**

545

546 ~~If the member or employee would be required to report the receipt to report the receipt of~~
547 ~~income or gifts from that sources on his or her statement of economic interests no~~
548 ~~member of the Board or Designated Employee shall accept gifts with a total value of more~~
549 ~~than \$390.00 in a calendar year from any single source.~~

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2. Honoraria

~~For purposes of the application of this section, an honorarium is a payment received for making a speech, publishing an article, or attending any public or private conference, convention, meeting, social event, meal or similar gathering. If the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests no member of the Board or Designated Employee shall accept any honorarium from any source.~~

Reference:

~~Government Code §§ 1090, ET SEQ.; 1126, 87200 et seq.
California Code of Regulations, Title 2, § 18730 et seq.~~

Category 1: All investments and business positions in and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within the boundaries of the District within the next year, or have done business with or owned real property within the boundaries of the District within the past two years.

Category 2: All interests in real property which is located in whole or in part within, or not more than two miles outside, the boundaries of the District.

Category 3: All investments and business positions in, and sources of income from, business entities that are engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District, plan to engage in such activities within the jurisdiction of the District within the next year, or have engaged in such activities within the jurisdiction of the District within the past two years.

Category 4: All investments and business positions in, and sources of income from, business entities that are banking, savings and loan, or other financial institutions.

Category 5: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the District.

Category 6: All investments and business positions in, and sources of income from, business entities that provide services, supplies, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Employee's Department.

References: Government Code Sections 81000 et seq., 82011, 87103(e), 87300-87302, 89501, 89502, and 89503;
Title 2 Section 18730
Any changes to this AP requires approval of the FPPC prior to board approval.

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***NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liobert Cassidy Whitmore). The language in **black ink** is from the current SBCCD AP 2260 titled Conflict of Interest approved on 3/14/13. Fiscal Services and the District's Internal Auditor reviewed this document on 6/16/14 and made recommended revisions in **green ink**. The language in **blue ink** was added by the Board Policy Work Group on 6/18/14.*

Approved: 3/14/13
Revised:

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 2712	11/23/15 – Legal Update #27	<p><u>This procedure was updated to reflect an amendment to the Political Reform Act regulations increasing the annual gift limit from \$440 in a calendar year to \$460 in a calendar year.</u></p> <p><u>This procedure is essentially verbatim from Title 2 Sections 18730 et seq. The number system reflects the system used in the code and includes gaps in numbering. The first paragraph states that if an agency adopts the verbatim text of that regulation, the agency will be presumed to have adopted a code that complies with the Political Reform Act.</u></p>	
AP 2712	Internal Audit	<p>Lines 1, 9 AP 2712 2710 Conflict of Interest Code</p> <p>(The old AP 2710 has been incorporated into this AP and BP 2710. I think we should re-number this AP as “AP 2710”.)</p>	
AP 2712	Internal Audit	<p>Line 37 The persons holding positions listed in Section 13 the Appendix are designated employees.</p> <p>Lines 56 – 61</p> <p>With respect to all other designated employees, the disclosure categories set forth in Section 13 the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his/her statement of economic interests those economic interests he/she has which are of the kind described in the disclosure categories to which he/she is assigned in Section 13 the Appendix.</p>	
AP 2712	Internal Audit	<p>Lines 185 – 188 Section 8.1. Prohibition on Receipt of Gifts in Excess of \$4460 \$460</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$4460 \$460</p>	
AP 2712	Internal Audit	<p>Line 408 ETHICS TRAINING</p> <p>Pursuant to Government Code 53235, local agency officials shall receive at least two (2) hours of training in general ethics principles and ethics laws relevant to his or her public service no later than one (1) year after the date he or she assumes office, and once every two (2) years thereafter.</p> <p>Local Agency Officials include any member of a local agency legislative body or any elected local agency official who receives any type of compensation, salary, or stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties; and any employee designated by the governing body to receive ethics training, such as all members of management.</p> <p>Local Officials Ethics Training may be accessed on the Fair Political Practices Commission (FPPC) website at:</p> <p>http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html</p> <p>BIENNIAL REVIEW</p> <p>Pursuant to Government Code Section 87306 (b), the District shall submit to the FPPC a biennial report identifying changes in its conflict of interest code. The biennial report shall be submitted no later than March 1 of each odd numbered year.</p> <p>ADMINISTRATION</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>The Office of Human Resources shall be responsible for the administration of the Conflict of Interest Code. Administration shall include:</p> <ul style="list-style-type: none"> • Maintaining the Conflict of Interest Code Appendix. • Reporting newly designated positions and amendments to the Conflict of Interest Code to the FPPC. • Notifying Designated Employees of their filing requirements at the appropriate times (e.g. initial, assuming office, annual, and leaving office). • Collecting disclosure statements and following-up with late filers. • Reviewing disclosure statements in accordance with California Code of Regulations Title 2, Division 6, Section 18115. • Filing original statements with the FPPC. Only disclosure statements completed by the Board of Trustees and the Chancellor should be filed with the FPPC. Copies should be retained for four years. • Retaining all other original statements for seven years. • Providing access to disclosure statements upon request. • Monitoring the completion of ethics training. 	
AP 2712	Internal Audit	<p>Lines 468 – 473; 475 – 477; 479 – 481 Board of Trustees 1, 2 Chancellor 1, 2 President, CHC 1, 2 President, SBVC 1, 2 General Manager, KVCR 1, 2 Vice Chancellor, Business & Fiscal 1, 2 Vice President of Instruction 1, 2 Vice President of Student Services 1, 2 Vice President of Admin. Services 1, 2 Business Manager 2 1, 2 Investment Advisors/Consultants 1, 2</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>General Counsel 1, 2</p> <p>(These changes are proposed based on new disclosure category descriptions. These are high-level positions with broad duties and therefore should be subject to <u>full disclosure.</u>)</p> <p>(Please note that roles of Investment Advisor/Consultant and General Counsel were added per informal consultation with the Fair Political Practices Commission.)</p>	
AP 2712	Internal Audit	<p>Line 482 – 483; 485; 488; 493 Associate Vice Chancellor, TESS 2 5 Associate Vice Chancellor, EDCT 2,4 5 Director, Human Resources 2 5 Director of Technology Services 2 5 Citizens Bond Oversight Committee Members 2 5</p> <p>(These changes are proposed based on the new disclosure category descriptions. The new disclosure requirement is similar to the previous disclosure requirement, only the number has changed.)</p>	
AP 2712	Internal Audit	<p>Line 484 Director, Facilities Planning & Construction 2,3,5</p> <p>(This change is proposed based on the new disclosure category descriptions. This position makes/influences decisions related to construction/acquisition of real property. As such, disclosure requirements for this position should be expanded.)</p>	
AP 2712	Internal Audit	<p>Line 487 Director, Fiscal Services 2 4, 5</p> <p>(This change is proposed based on the new disclosure category descriptions. The new disclosure requirement is similar to the previous disclosure requirement, but has been expanded to include interests in business entities that are banking, savings and loan, or other financial institutions.)</p>	
AP 2712	Internal Audit	Line 490 – 492	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>Director, Campus Tech. Services 5 Director, Alt Text Production Services 5 Director, Admin. Application Services 5</p> <p>(These IT roles have been added since they make decisions, and or participate in decision-making, without significant intervening substantive review. These roles make decisions which have a District/campus-wide impact.)</p>	
		<p>Lines 494 – 495 Director, Development & Community Relations 1, 2 Director, Community Relations & Resource Development 1, 2</p> <p>(These roles have been added since they make decisions, and or participate in decision-making, without significant intervening substantive review.)</p> <p>(Per review of the job descriptions, the roles are under general direction from the College President. Responsibilities include, but are not limited to, solicitation of donations, fundraising including planned giving, annual giving campaigns, capital campaigns, endowments, planned annuities, scholarship, corporate giving, academic and campus program donations; major event planning, foundation leadership and training, alumni development, and community involvement as it relates to generating external sources of income to support the campus.)</p>	
		<p>Lines 496 – 497 Director, Grant Development & Mngt. 6 Director, DSP&S 6</p> <p>(These roles have been added since they make decisions, and or participate in decision-making, without significant intervening substantive review.)</p> <p>(Per review of the job description for the Grant Director, the role’s responsibilities include, but are not limited to, writing</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>major grant applications, post-award budget development, general oversight of grant development, ensuring that all grant expenditures are reasonable, allocable and allowable according to agency guidelines.)</p> <p>(Per review of the job description for the DSP&S Director, the role plans, directs, supervises and manages the college Disabled Students Programs and Services (DSP&S). Responsibilities include, but are not limited to, developing, coordinating and administering the DSP&S budget; monitoring and controlling expenditures; developing and soliciting grants and other external funding sources for Disabled Students Programs and Services.)</p>	
AP 2712	Internal Audit	<p>Line 498 – 503 Police Chief 3 6 Deans 3 6 Associate Deans 3 6 Cafeteria/Snack Bar Manager 3 6 Director, Bookstore 3 6 Director of Maintenance & Operations 3 6</p> <p>(These changes are proposed based on the new disclosure category descriptions. The new disclosure requirement is similar to the previous disclosure requirement, only the number has changed.)</p>	
AP 2712	Internal Audit	<p>Lines 536 – 540</p> <p>Category 1: All investments and business positions in and sources of income from, business entities that do business with the District or own real property within the boundaries of the District, plan to do business or own real property within in the boundaries of the District within the next year</p>	

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

BP 3500 CAMPUS SAFETY

(Replaces current SBCCD BP 3500)

~~**NOTE:** The language in current SBCCD BP 3500 parallels the language recommended by the Policy and Procedure Service.~~

~~❖ From current SBCCD BP 3500 titled Campus Safety~~

The Board [of Trustees](#) is committed to a safe and secure District work and learning environment. To that end, the Chancellor shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.

Reference: Education Code [Section](#) 67380(a)(4)

~~**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD BP 3500 titled Campus Safety with no approval date. The language in **blue ink** is included for consideration.~~

Adopted: No date

Revised:

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COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 3500	12/11/15 – Police	No change.	
BP 3500	3/2/16 District Assembly Approved		

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

AP 3500 CAMPUS SAFETY

A campus safety plan shall be developed and provided to students *-in the annual security report (ASR) and will be disseminated by Oct. 1st of every year.*

The District Police prepares and annually updates a report of all occurrences reported to campus police of, and arrests for, crimes that are committed on campus and that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication, and of all occurrences of noncriminal acts of hate violence reported to campus authorities. A written report will be submitted to the Board.

Written records of noncriminal acts of hate violence shall include at least a description of the act of hate violence, the victim characteristics, and offender characteristics, if known.

NOTE: *Education Code Section 67380 defines "hate violence" as: "any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group." Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of "non-criminal acts of hate violence" (Education Code Section 67380(a)(1)(B)).*

For purposes of reporting under the Clery Act, "hate crimes" include domestic violence, dating violence, and stalking.

References: Education Code Sections 212, 67380, and 87014;
Penal Code Section 245;
20 U.S. Code Sections 1092(f) and 1232g;
34 Code of Federal Regulations 668.46;
34 Code of Federal Regulations 99.31(a)(13), (14);
Campus Security Act of 1990

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

BP 3518 CHILD ABUSE REPORTING

NOTE: ~~The language in red ink is legally advised.~~

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

References: Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

~~**NOTE:** The red ink signifies language that is legally advised and recommended and recommended by the Policy and Procedure Service and its legal counsel (Liobert Cassidy Whitmore).~~

Adopted

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COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 3518	12/11/15 – Police	No change,	
BP 3518	3/2/16 District Assembly Approved		

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

AP 3518 CHILD ABUSE REPORTING

*NOTE: The language in red ink is **legally advised**. Local practice can be inserted here, but must comply with applicable law. Following is an illustrative example.*

The District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse and/or emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, and/or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe and/or general neglect of a child (definitions contained in Penal Code Section 11165).

“Reasonable suspicion” occurs when “it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his/her training and experience, to suspect child abuse” (Penal Code Section 11166(a)).

A child protective agency is a police or sheriff’s department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies (Penal Code Section 11165.9).

Mandated reporters are required by law to report child abuse and neglect when suspected and receive annual training on the mandated reporting requirements (AB1432). Mandated reporters are identified as persons who have regular or intermittent contact with minors (Penal Code 11165.7 (a)).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section

45 11172(a)). Reporting is an individual responsibility. An employee making a report cannot
46 be required to disclose his/her identity to the employer (Penal Code Section 11166(h)).
47 However, a person who fails to make a required report is guilty of a misdemeanor
48 punishable by up to six months in jail and/or up to a \$1,000 fine (Penal Code Section
49 11172(e)).

50
51 Mandated reporters must report immediately any reasonable suspicion of child abuse to
52 a local child protective agency and follow up with a written report within 36 hours. [List
53 local child protective services]. The written report may be mailed or submitted by facsimile
54 or electronic transmission.

55
56 Child abuse reporting forms are available at the District Police Department.

57
58 No mandated reporter who reports a known or suspected instance of child abuse shall be
59 civily or criminally liable for any report required or authorized by the Penal Code. Any
60 person other than a child care custodian reporting a known or suspected instance of child
61 abuse shall not incur any liability as a result of making any report of child abuse, unless
62 it can be proven that a false report was made and the person knew that the report was
63 false. (Penal Code Section 11172(a))

64
65 When the mandated reporter releases a minor pupil to a peace officer for the purpose of
66 removing the minor from the campus, the District official shall take immediate steps to
67 notify the parent or guardian regarding the release of the minor to the officer, and
68 regarding the place to which the minor is reportedly being taken (Education Code Section
69 87044), except when a minor has been taken into custody as a victim of suspected child
70 abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions
71 Code Section 305. In those cases, the official shall provide the peace officer with the
72 address and telephone number of the minor's parent or guardian.

73
74 Non-accidental physical injury is considered to be a health and safety emergency; and
75 parental consent is not required for release of student information under the Family
76 Education Rights and Privacy Act, or the California Student Records Act (Education Code
77 Sections 76200 et seq.).

78
79 Information relevant to the incident of child abuse may be given to an investigator from a
80 child protective agency who is investigating the known or suspected cause of child abuse
81 (Penal Code Section 11167(b)).

82
83 The District shall provide a mandated reporter with a statement informing the employee
84 that he/she is a mandated reporter and inform the employee of his/her reporting
85 obligations under Penal Code Section 11166 and of his/her confidentiality rights under
86 subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal
87 Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/her
88 employment and as a prerequisite to that employment, employee shall sign and return
89 the statement to the District. The signed statements shall be retained by the District
90 (Penal Code Section 11166.5).

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The District will distribute this procedure to all employees.

References: Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;
Welfare and Institutions Code Sections 300, 318, and 601;
Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892

~~NOTE: The red ink signifies language that is legally advised and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).~~

Approved:

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 3518	12/11/15 - Police	Line 51 Insert: at the District Police Department Line 60 Insert: the mandated reporter	
AP 3518	1/5/16 HR	<u>Insert line 37-40: Mandated reporters are required by law to report child abuse and neglect when suspected and receive annual training on the mandated reporting requirements (AB1432). Mandated reporters are identified as persons who have regular or intermittent contact with minors (Penal Code 11165.7 (a)).</u>	

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

AP 3540 SEXUAL AND OTHER ASSAULTS ON CAMPUS

~~***NOTE:** The language in red ink is **legally required.** Local practice may be inserted. The following are the minimum requirements contained in the Education Code and in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“the Clery Act,” 20 U.S. Code Section 1092(f)). The requirements of the Clery Act are broader than those found in California’s Education Code, and apply to all institutions of higher learning that receive federal aid. Districts may insert local procedures: the following example may be used as a guide.*~~

~~*For additional information and resources on sexual assault, domestic violence, dating violence, and stalking in the educational/campus environment, the Department of Justice has established a clearinghouse of resources geared towards colleges and universities, which can be accessed at the California Attorney General’s website.*~~

~~*Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 titled Standards of Student Conduct.)*~~

~~*“Sexual assault” includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.*~~

~~*“Dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.*~~

~~*“Domestic violence” includes felony or misdemeanor crimes of violence committed by:*~~

- 45 • a current or former spouse of the victim;
- 46 • a person with whom the victim shares a child in common;
- 47 • a person who is cohabitating with or has cohabitated with the victim as a spouse;
- 48 • a person similarly situated to a spouse of the victim under California law; or
- 49 • any other person against an adult or youth victim who is protected from that
- 50 person's acts under California law.

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52 “Stalking” means engaging in a course of conduct directed at a specific person that
53 would cause a reasonable person to fear for his or her safety or the safety of others, or
54 to suffer substantial emotional distress.

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56 It is the responsibility of each person involved in sexual activity to ensure that he or she
57 has the affirmative consent of the other or others to engage in the sexual activity. Lack
58 of protest or resistance does not mean consent, nor does silence mean consent.
59 Affirmative consent must be ongoing throughout a sexual activity and can be revoked at
60 any time. The existence of a dating relationship between the persons involved, or the
61 fact of past sexual relations between them, should never by itself be assumed to be an
62 indicator of consent.

63
64 “Affirmative consent” means affirmative, conscious, and voluntary agreement to engage
65 in sexual activity.

66
67 These written procedures and protocols are designed to ensure victims of domestic
68 violence, dating violence, sexual assault, or stalking receive treatment and information.
69 (For physical assaults/violence, see also AP 3500, 3510, and 3515)

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71 All students, faculty members or staff members who allege they are the victims of
72 domestic violence, dating violence, sexual assault or stalking on District property shall
73 be provided with information regarding options and assistance available to them.
74 Information shall be available from the **District Police**, which shall maintain the identity
75 and other information about alleged sexual assault victims as confidential unless and
76 until the **District Police** is authorized to release such information.

77
78 The **Office of Student Life, Student Health Services, Health & Welfare Center,**
79 **District Police, Title IX Coordinator and Human Resources** shall provide all alleged
80 victims of domestic violence, dating violence, sexual assault, or stalking with the
81 following:

- 82 • A copy of the District's policy and procedure regarding domestic violence, dating
83 violence, sexual assault, or stalking;
- 84 • A list of personnel on campus who should be notified and procedures for such
85 notification, if the alleged victim consents;
 - 86 ○ **Office of Student Life,**
 - 87 ○ **Student Health Services,**
 - 88 ○ **Health & Wellness Center,**
 - 89 ○ **District Police,**
 - 90 ○ **Title IX Coordinator**

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- **Human Resources**

- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
 - transportation to a hospital, if necessary by Local Police, District Police or San Bernardino Sexual Assault Services;
 - counseling by Student Health Services, Health & Wellness Center or referral to a counseling center, San Bernardino Sexual Assault Services or Option House;
 - notice to the police, if desired, by Local Police or District Police;
 - a list of other available campus resources or appropriate off-campus resources at the Office of Student Life, Student Health Services, Health & Wellness Center, District Police, Title IX Coordinator and Human Resources.
- A description of each of the following procedures:
 - criminal prosecution;
 - civil prosecution (i.e., lawsuit);
 - District disciplinary procedures, both student and employee;
 - modification of class schedules;
 - tutoring, if necessary.

The ~~[designate position Title IX, POST ????~~ Title IX Coordinator should be available to provide assistance to District law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District (Title IX Coordinator or Human Resources will investigate) all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Office of Student Services, District Police, Title IX Coordinator or Human Resources, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Public Information Officer which shall work with the Office of Student Services, Student Health Services, Health & Wellness, District Police, Title IX Coordinator or Human Resources to assure that all confidentiality rights are maintained.

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Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests;
- Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;
- Notice to students that the campus will change a victim's academic situation after an alleged domestic violence, dating violence, sex offense, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sex offense, or stalking including a clear statement that:
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

Education and Prevention Information

The Office of Student Life, Human Resources and the District Police shall:

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- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, or stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
 - Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

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191 **References:** Education Code Sections 67385, 67385.7, -and 67386;

192 20 U.S. Code Section 1092(f);

193 34 Code of Federal Regulations Section 668.46(b)(11)

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195 *~~NOTE: The red ink signifies language that is legally required and recommended by~~*

196 *~~the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).~~*

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Approved:

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 3540 Sexual and Other Harassments on Campus	5/18/15 - Police Dept	LINE 75[www.sbccd.org/asr www.sbccd.org/VictimPacket/ www.sbccd.org/VAWA] LINE 81[police department, office of student life, vice presidents of Student Services office, student health services and Human Resources] LINE 83 [police department] LINE 85 [Campus Security authorities] LINE 90 [Police Department, Student discipline, HR SBSAS-Advocate and student health services] LINE 108 [the San Bernardino County Sexual Assault Services] LINE 158 [public information officer] LINE 159 [Chief of Police] LINE 195 [Vice President of Student Services]	
AP 3540	11/23/15 – Legal Update #27	A note in this procedure was updated to add a link to resources offered by the Department of Justice’s Office on Violence Against Women.	
AP 3540	3/2/16 District Assembly Approved		

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

AP 3720 COMPUTER AND NETWORK USE

(Replaces current SBCCD AP 3720)

~~Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) added a reference to the California Community Colleges Technology Center security standard. (see the gray shaded language)~~

~~**NOTE:** The language in red ink is **legally advised**. Local practice may be inserted. The following is an illustrative example:~~

~~The District Computer and Network systems are the sole property of [name of District]. They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work related purposes only.~~

~~This procedure applies to all District students, faculty, and staff and to others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching, or other purposes.~~

Conditions of Use

~~Individual units within the District may define additional conditions of use for information resources under their control. These statements must be consistent with this overall procedure but may provide additional detail, guidelines, or restrictions.~~

Legal Process

~~This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited~~

44 to loss of information resources privileges; disciplinary suspension or termination from
45 employment or expulsion; or civil or criminal legal action.

46 Copyrights and Licenses

47 Computer users must respect copyrights and licenses to software and other on-line
48 information.

49
50
51 Copying - Software protected by copyright may not be copied except as expressly
52 permitted by the owner of the copyright or otherwise permitted by copyright law.
53 Protected software may not be copied into, from, or by any District facility or system,
54 except pursuant to a valid license or as otherwise permitted by copyright law.

55
56 Number of Simultaneous Users - The number and distribution of copies must be
57 handled in such a way that the number of simultaneous users in a department does not
58 exceed the number of original copies purchased by that department, unless otherwise
59 stipulated in the purchase contract.

60
61 Copyrights - In addition to software, all other copyrighted information (text, images,
62 icons, programs, etc.) retrieved from computer or network resources must be used in
63 conformance with applicable copyright and other law. Copied material must be properly
64 attributed. Plagiarism of computer information is prohibited in the same way that
65 plagiarism of any other protected work is prohibited.

66 Integrity of Information Resources

67 Computer users must respect the integrity of computer-based information resources.

68
69
70 Note: Districts may reference the electronic information security standard created by
71 the California Community Colleges Technology Center.

72
73 Modification or Removal of Equipment - Computer users must not attempt to modify or
74 remove computer equipment, software, or peripherals that are owned by others without
75 proper authorization.

76
77 Unauthorized Use - Computer users must not interfere with others access and use of
78 the District computers. This includes but is not limited to: the sending of chain letters or
79 excessive messages, either locally or off-campus; printing excess copies of documents,
80 files, data, or programs, running grossly inefficient programs when efficient alternatives
81 are known by the user to be available; unauthorized modification of system facilities,
82 operating systems, or disk partitions; attempting to crash or tie up a District computer or
83 network; and damaging or vandalizing District computing facilities, equipment, software
84 or computer files.

85
86 Unauthorized Programs - Computer users must not intentionally develop or use
87 programs which disrupt other computer users or which access private or restricted
88 portions of the system, or which damage the software or hardware components of the
89 system. Computer users must ensure that they do not use programs or utilities that

90 interfere with other computer users or that modify normally protected or restricted
91 portions of the system or user accounts. The use of any unauthorized or destructive
92 program will result in disciplinary action as provided in this procedure, and may further
93 lead to civil or criminal legal proceedings.

94 Unauthorized Access

95 Computer users must not seek to gain unauthorized access to information resources
96 and must not assist any other persons to gain unauthorized access.

97
98
99 Abuse of Computing Privileges - Users of District information resources must not
100 access computers, computer software, computer data or information, or networks
101 without proper authorization, or intentionally enable others to do so, regardless of
102 whether the computer, software, data, information, or network in question is owned by
103 the District. For example, abuse of the networks to which the District belongs or the
104 computers at other sites connected to those networks will be treated as an abuse of
105 District computing privileges.

106
107 Reporting Problems - Any defects discovered in system accounting or system security
108 must be reported promptly to the appropriate system administrator so that steps can be
109 taken to investigate and solve the problem.

110
111 Password Protection - A computer user who has been authorized to use a password-
112 protected account may be subject to both civil and criminal liability if the user discloses
113 the password or otherwise makes the account available to others without permission of
114 the system administrator.

115 Usage

116 Computer users must respect the rights of other computer users. Attempts to
117 circumvent these mechanisms in order to gain unauthorized access to the system or to
118 another person's information are a violation of District procedure and may violate
119 applicable law.

120
121
122 Unlawful Messages - Users may not use electronic communication facilities to send
123 defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate
124 applicable federal, state or other law or District policy, or which constitute the
125 unauthorized release of confidential information.

126
127 Commercial Usage - Electronic communication facilities may not be used to transmit
128 commercial or personal advertisements, solicitations or promotions (see Commercial
129 Use, below). Some public discussion groups have been designated for selling items by
130 [insert names of groups, if any] and may be used appropriately, according to the stated
131 purpose of the group(s).

132
133 Information Belonging to Others - Users must not intentionally seek or provide
134 information on, obtain copies of, or modify data files, programs, or passwords belonging
135 to other users, without the permission of those other users.

136
137 Rights of Individuals - Users must not release any individual's (student, faculty, or staff)
138 personal information to anyone without proper authorization.

139
140 User identification - Users shall not send communications or messages anonymously or
141 without accurately identifying the originating account or station.

142
143 Political, Personal, and Commercial Use - The District is a non-profit, tax-exempt
144 organization and, as such, is subject to specific federal, state and local laws regarding
145 sources of income, political activities, use of property and similar matters.

146
147 Political Use - District information resources must not be used for partisan political
148 activities where prohibited by federal, state, or other applicable laws.

149
150 Personal Use - District information resources should not be used for personal activities
151 not related to District functions, except in a purely incidental manner.

152 Commercial Use - District information resources should not be used for commercial
153 purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet
154 have rules restricting or prohibiting commercial use, and users may not conduct
155 activities not authorized within those domains.

156
157 Nondiscrimination
158 All users have the right to be free from any conduct connected with the use of [name of
159 district] network and computer resources which discriminates against any person on the
160 basis of [insert list from Board Policy on nondiscrimination]. No user shall use the
161 District network and computer resources to transmit any message, create any
162 communication of any kind, or store information which violates any District procedure
163 regarding discrimination or harassment, or which is defamatory or obscene, or which
164 constitutes the unauthorized release of confidential information.

165
166 Disclosure
167
168 No Expectation of Privacy - The District reserves the right to monitor all use of the
169 District network and computer to assure compliance with these policies. Users should
170 be aware that they have no expectation of privacy in the use of the District network and
171 computer resources. The District will exercise this right only for legitimate District
172 purposes, including but not limited to ensuring compliance with this procedure and the
173 integrity and security of the system.

174
175 Possibility of Disclosure - Users must be aware of the possibility of unintended
176 disclosure of communications.

177
178 Retrieval - It is possible for information entered on or transmitted via computer and
179 communications systems to be retrieved, even if a user has deleted such information.

180

181 Public Records – The California Public Records Act (Government Code Sections 6250
182 et seq.) includes computer transmissions in the definition of “public record” and
183 nonexempt communications made on the District network or computers must be
184 disclosed if requested by a member of the public.

185
186 Litigation – Computer transmissions and electronically stored information may be
187 discoverable in litigation.

188
189 Dissemination and User Acknowledgment
190 All users shall be provided copies of these procedures and be directed to familiarize
191 themselves with them.

192
193 A “pop-up” screen addressing the e-mail portions of these procedures shall be installed
194 on all e-mail systems. The “pop-up” screen shall appear prior to accessing the e-mail
195 network. Users shall sign and date the acknowledgment and waiver included in this
196 procedure stating that they have read and understand this procedure, and will comply
197 with it. This acknowledgment and waiver shall be in the form as follows:

198
199 Computer and Network Use Agreement (Sample Language)

200
201 I have received and read a copy of the District Computer and Network Use Procedures
202 and this Agreement dated, _____, and recognize and
203 understand the guidelines. I agree to abide by the standards set in the Procedures for
204 the duration of my employment or enrollment. I am aware that violations of this
205 Computer and Network Usage Procedure may subject me to disciplinary action,
206 including but not limited to revocation of my network account up to and including
207 prosecution for violation of State or Federal law.

208
209  From current SBCCD AP 3720 titled Computer and Network Use

210
211 **OWNERSHIP RIGHTS**
212 The San Bernardino Community College District (“District”) owns, leases, and/or
213 operates a variety of computer and communication systems, including but not limited to:
214 host computers, file servers, work stations, stand-alone computers, laptops, software,
215 and internal or external communications networks (Internet, email, mass notification
216 systems, telephone and voicemail systems). These systems are provided for the use of
217 District faculty, administrators, staff, and students in support of the programs of the
218 colleges and District. Hereinafter, this system and all of its component parts shall be
219 referred to as the “District Network.”

220
221 **PRIVACY INTERESTS**
222 The District recognizes the privacy interests of faculty, staff and students and their rights
223 to freedom of speech, collegial consultation, and academic freedom, as well as their
224 rights to engage in protected union and concerted activity. However, both the nature of
225 electronic communication and the public character of District business make electronic
226 communication less private than many users anticipate, and may be subject to public

227 disclosure. In addition, the District Network can be subject to authorized and
228 unauthorized access by both internal and external users. For these reasons, there are
229 virtually no online activities or services that guarantee an absolute right of privacy, and
230 therefore the District Network is not to be relied upon as confidential or private.

231

232 **DISTRICT RIGHTS**

233 System administrators may access users' files or suspend services they manage
234 without notice only: 1) to protect the integrity of computer systems; 2) under time-
235 dependent, critical operational circumstances; 3) as required by and consistent with the
236 law; 4) where evidence exists that violations of law or District Policy or Procedures have
237 occurred. For example, system administrators, following organizational guidelines, may
238 access or examine individual files or accounts based on evidence that they have been
239 corrupted or damaged or subject to unauthorized use or misuse. In such cases of
240 access without notice, data or information acquired may be used to initiate or extend an
241 investigation related to the initial cause or as required by law or Board Policy and/or to
242 protect system integrity.

243

244 **SYSTEM ABUSE**

245 Users are prohibited from the use of the access codes of other users to gain access to
246 computer resources on the District network. Users are responsible to safeguard
247 accounts given them. Therefore, they should not provide their access codes to others
248 for the purpose of accessing District computing resources.

249

250 Users shall not attempt to modify any part of the network, attempt to crash or "hack"
251 District systems, or tamper with any software protections or restrictions placed on
252 computer applications or files. Unless properly authorized, users shall not attempt to
253 access restricted portions of any operating system, security software, or application
254 system. District computing resources may not be used to violate copyright laws or
255 license agreements.

256

257 **MISREPRESENTATION AND LIABILITY**

258 Users of Electronic Communications Resources shall not give the impression that they
259 are representing, giving opinions, or otherwise making statements on behalf of the
260 District unless appropriately authorized to do so. The District is not responsible for any
261 loss or damage incurred by an individual as a result of personal use of the District's
262 Electronic Communications Resources.

263

264 **HARRASSMENT**

265 Users are prohibited from using the District's information systems in any way that may
266 be disruptive or offensive to others, including, but not limited to, the intentional viewing
267 and/or transmission of sexually explicit messages, graphics, cartoons, ethnic or racial
268 slurs, or anything that may be construed as harassment or disparagement of others.
269 This is consistent with the District's non-discrimination policy.

270

271 **COMMERCIAL USE**

272 Commercial use of the District computing resources for personal gain or illegal
273 purposes is prohibited. Computer resources on the District network are provided to
274 support District-related academic and administrative activity. They may not be used for
275 the transmission or storage of commercial, political, or personal advertisements,
276 solicitations and promotions, destructive programs (viruses and/or self-replicating code),
277 or any other unauthorized use. Transmitting unsolicited advertising, promotional
278 materials or other forms of solicitation are prohibited without prior authorization by
279 District administration.

280

281 **FAIR USE**

282 Information appearing on the internet should be regarded as copyright protected,
283 whether or not it is expressly noted as such. Section 107 of the Copyright Law (Title 17,
284 US Code) allows for fair use of copyrighted materials. Teaching, scholarship, research,
285 comment, news reporting, and criticism are considered fair and allow for reproduction of
286 a given work. Acknowledgement of the source is recommended but is no substitute for
287 obtaining permission (<http://www.copyright.gov/fls/fl102.html>).

288

289 **SOFTWARE LICENSING**

290 Software, used on District owned computers, must be property licensed. These
291 licenses provide the acceptable use of the software and hold the user and in some
292 cases the District legally responsible for copyright violations.

293

294 All software must be approved by District and/or campus technology departments prior
295 to purchase. Software, its associated license material, and proof of purchase will be
296 submitted and stored with District and/or campus technology departments. For specific
297 District purchasing procedures, please refer to Administrative Procedure 6330.

298

299 **EXCEPTIONS**

300 Activities will not be considered misuse when authorized by appropriate District officials
301 for security or performance testing. Technology support staff, under the direction of
302 senior management, may at any time examine the equipment, software and services of
303 District owned equipment.

304

305 Technology support staff monitors for any unauthorized equipment or software on the
306 District's networks, and reserves the right to remove, disconnect, or disable the
307 unauthorized equipment or software.

308

309 **NETWORK ACCESS, MEDIA, AND SOCIAL NETWORKING**

310 The District provides network and telecommunications services as a tool for students,
311 staff and faculty. Internet access is provided to assist in the completion of college
312 related work and assignments. As such, the District provides this service and is subject
313 to state and federal regulations. This applies to all equipment attached to the provided
314 network, wired or wireless, without regard to ownership of the equipment. The District
315 recognizes that incidental personal activities may occur provided that such use is within
316 reason, is ordinarily on one's own time, is occasional, and does not interfere with or

317 burden the District's operation. (Please review "Privacy Interests" and "District Rights"
318 sections above.)

319
320 Personal social networking accounts shall not be used to officially represent campus or
321 District entities on social networking, wiki, or other social media sites. For official
322 representation of any District entity, a campus or district account, approved by the
323 president/chancellor or their designee, must be used. The account holders must agree
324 to use the resources legally, ethically and in keeping with the intended use per the
325 procedures of their respective sites.

326
327 **PDA AND SMARTPHONES**
328 The District does not provide support for PDAs and Smartphones. The District only
329 provides the connection settings to the Exchange Messaging System for the synching of
330 District email, calendar and contacts on Smartphones and PDAs. It is the user's
331 responsibility to enter the settings or get the services provider to enter the settings.

332
333 **References:** 17 U.S. Code Sections 101 et seq.;
334 Penal Code Section 502, Cal. Const., Art. 1 Section 1;
335 Government Code Section 3543.1(b);
336 Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

337
338 ***NOTE:** The red ink signifies language that is legally advised and recommended by the Policy and
339 Procedure Service and its legal counsel (Liobert Cassidy Whitmore). The language in black ink is from
340 current SBCCD AP 3720 titled Computer and Network Use approved on 10/20/11. The language in blue
341 ink is included for consideration.*

342

Approved: 10/20/11
Revised:

343
344

345
346

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 3720	TESS Executive 3/6/15	<p>Strike Lines 13 through 210</p> <p>Line 216-217 – Add “cloud storage” to read ... (Internet, email, mass notification systems, cloud storage, telephone and voicemail systems)</p> <p>Line 329 – Replace first sentence with “The district does not provide the support for PDAs personal mobile devices and Smartphones”</p> <p>Line 330 – the following change: “settings to the Exchange Messaging System-District systems”</p> <p>Line 331 – at the of the sentence ending with “Smartphones and PDAs,” replace with: Smartphones and PDAs mobile devices and supported cloud storage files and folders. The District may also provide the licensing and download methods for software to be used on mobile devices. It is the users responsibility to enter the settings or get the services provider to enter the settings to install and or enter settings for such devices and software.</p> <p>Line 333 – Add new section “<u>Mobile Device Encryption</u>” Any mobile device used by employees to access SBCCD student, employee, financial or other forms of sensitive data will be required to be encrypted prior to such access. This will aide in the protection of District data on lost or stolen mobile devices. Please add to end of existing procedure</p> <p>Line 334 – Insert all of the following:</p> <p>BRING YOUR OWN DEVICE</p> <p>1. Bring Your Own Device (“BYOD”) refers to personally-owned technology devices such as computers, laptops, tablets/eReaders, smartphones and other devices (“Devices”) used by employees for District purposes to stay connected to, access data from, or complete tasks in their capacity as District employees (“Users”).</p> <p>This procedure provides standards and rules</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>of behavior for the use of personal Devices to access District network resources and information for District business purposes. Users may access District information on personal Devices only in the conduct of District business. The District's interests are to foremost protect District data and information while allowing Users to utilize personal Devices.</p> <p>In accordance with this and other District policies, personal Devices used for business purposes are to be used in a responsible manner. These procedures are mandatory requirements for any Devices used for District purposes.</p> <p>2. Compliance with District Policies and Administrative Procedures: Users understand that the use of Devices for District purposes is subject to the same District rules and regulations with respect to such use as if the Users are using District-owned devices. Users shall abide by applicable laws and policies with respect to access to, use, disclosure, and/or disposal of District information. These policies and procedures include, but are not limited to: Computer and Network Use BP/AP 3720; Electronic Mail BP/AP 3920; Student Records Directory Information and Privacy BP/AP 6040; and Records Retention and Destruction BP/AP 3310.</p> <p>3. Users are Responsible for all Maintenance of their Device(s) a. Users acknowledge that they are solely responsible for the configuration, maintenance, troubleshooting and repair of their personal Devices. This includes maintaining original device operating systems and keeping the Device current with security patches and updates as released by the manufacturer.</p> <p>4. Requirements for all BYODs Accessing District network services and District information. a. Users shall not download, transfer or store "Sensitive Business Data" on their Devices. "Sensitive Business Data" is defined as documents or data that is not publicly available and that is protected by laws governing confidentiality of information (e.g., student records FERPA,</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>confidential personnel data, third party confidential information, etc.). Users shall delete any Sensitive Business Data that may be inadvertently downloaded and stored on the Device (for example, through the process of viewing email attachments sent by others). The District's IT Department will provide Users with instructions for identifying and removing these unintended downloads. Users shall not download/transfer Sensitive Business Data to any non-District device.</p> <p>b. Users shall password protect Devices using existing password protect utilities available on the User's device. This is inclusive of but not limited to alpha numeric passwords, swipe, finger print and pin codes. Users shall use strong passwords and keep them well protected. It is recommended that when appropriate, Users choose long password of at least 8 characters and change them periodically. Users shall immediately notify the District's IT Department Help Desk if you believe your passwords have been compromised.</p> <p>c. Users shall not share the Device with other individuals or family members due to the business use of the Device.</p> <p>d. Users shall notify the District's IT Department Help Desk at 877-241-1756 and their cellular providers if the device is lost or stolen within one hour, or as soon as practical, after you notice the device is missing. If the device is a cell phone or tablet with District email the District will remotely wipe the device removing all data from the phone and possible rendering the device unusable in any capacity.</p> <p>e. If a Device has a remote tracking device, such as the "find my device" option on the iPhone, it should be turned on by the User.</p> <p>f. Users shall maintain anti-virus (AV) protection on a device when appropriate and possible. Instructions on the recommended AV protection is provided by the District's IT Department.</p> <p>g. Users shall set an idle timeout that will automatically lock the Device after a period of time. Users should contact their mobile device manufacturer or</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		<p>service provider for assistance.</p> <p>5. Compliance with Applicable Laws. Users must comply with federal and state laws that provide further protections to certain types of information, or that may influence how Users handle District information with the Devices. Examples include, but are not limited to:</p> <p>a. Family Educational Rights and Privacy Act (FERPA) and corresponding Education Code provisions that provide students right of access to their education records and generally prohibits the disclosure of student education records without the prior written consent of the student.</p> <p>b. Health Insurance Portability and Accountability Act (HIPAA) which imposes various privacy and security requirements on personal health information collected or maintained by covered entities.</p> <p>c. Financial Services Modernization Act of 1999 (“Gramm Leach Bliley”) and accompanying FTC Standards for Safeguarding Customer Information Requires the District to develop and implement an information security program designed to protect nonpublic personal information gathered and maintained with respect to certain financial activities.</p> <p>d. The Fourth Amendment to the U.S. Constitution, and various federal and state laws concerning access by law enforcement to information and establishes the procedures and circumstances under which law enforcement authorities may gain access to District data. All warrants, subpoenas, and other legal requests, demands, or orders seeking access to institutional data or systems must be forwarded immediately to the District’s Human Resources Department.</p> <p>e. California Public Records Act provides for public access to District records that are not otherwise exempt from disclosure. All requests for records shall be forwarded to the District’s Human Resources Department.</p> <p>f. California invasion of privacy laws that prohibit the disclosure of personal information about an individual.</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		g. Civil Discovery and E-Discovery Rules, including the duty to preserve data	
AP 3720	11/23/15 – Legal Update #27	This procedure was updated to permit employees to use a district’s email system to engage in protected concerted activities during non-work time.	
AP 3720	3/2/16 District Assembly Approved		

347

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

BP 3810 CLAIMS AGAINST THE DISTRICT

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

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- **Claims by public entities:** claims by the state or by a state department or agency or by another public entity.
- **Claims for fees, wages, and allowances:** claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place~~(s)~~ for service of claims, lawsuits or other types of legal process upon the District is~~are~~:

~~[If locations are different for receiving different types of legal services or notices, such as those related to student records, employee records, and others, list the various locations. Otherwise, list where legal process should be served.]~~San Bernardino Community College District
114 S. Del Rosa Dr.
San Bernardino, CA 92408

References: Education Code Section 72502;
Government Code Sections 900 et seq. and 910

***NOTE:** The **red ink** signifies language that is **legally required** and recommended and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore).*

46
47

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP 3810 Claims Against the District	Business & Fiscal Services	<p>→<u>Change Lines 29-34 as follows:</u></p> <p>The designated place(s) for service of claims, lawsuits or other types of legal process upon the District is/are:</p> <p>San Bernardino Community College District 114 South Del Rosa Drive San Bernardino CA 92408</p> <p>[If locations are different for receiving different types of legal services or notices, such as those related to student records, employee records, and others, list the various locations. Otherwise, list where legal process should be served.]</p>	<p><u>1/20/16 – Chancellor’s Cabinet agreed with the changes.</u></p>
<u>BP 3810</u>	<u>3/2/16 District Assembly Approved</u>		

48
49

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

AP 3810 CLAIMS AGAINST THE DISTRICT

~~NOTE: This procedure is suggested as good practice. Local practice may be used as the basis for this procedure, and typically addresses the following. Districts are advised also to consult with their insurance administrators or the administrators for their self-insurance JPA regarding any particular procedures that may be required.~~

- ~~• The forms to be used to submit claims;~~
- ~~• That claims must be submitted using the designated forms;~~
- ~~• If a claim is not submitted on the designated form, it will be returned;~~
- ~~• Any claim returned may be resubmitted using the proper form;~~
- ~~• Where claim forms can be obtained;~~
- ~~• Where they have to be turned in;~~
- ~~• Timelines that comply with Government Code; and~~
- ~~• Requirements the insurer or JPA has requested of the District.~~

Sample 1 from another District:

~~Any and all claims for money or damages against the District must be presented to, and acted upon, in accordance with the following procedures. Compliance with these procedures is a prerequisite to any court action, unless the claim is governed by statutes or regulations which expressly relieve the claimant from the obligation to comply with this policy and the claims procedures set forth in Government Code 900 et seq.~~

~~If a claim, amendment to a claim, or application for leave to present a late claim is presented or sent by mail, or if any notice regarding a claim or application is given by mail, the claim, amendment, application, or notice shall be deposited in the United States mail, in a sealed envelope, properly addressed, with postage paid. Any period of notice and any duty to respond after receipt of service of a claim, amendment application, or notice set forth in this Board Policy is extended five days upon service by mail, if the place of address is within the State of California, 10 days if the place of address is within the United States, and 20 days if the place of address is outside the~~

43 United States. Proof of mailing may be made in the manner prescribed by Section
44 1013a of the Code of Civil Procedure. (Government Code Section 915.2)

45
46 **Time Limitations**

47 Claims for money or damages relating to a cause of action for death, injury to a person
48 or personal property, or damage to growing crops, shall be presented to the Board not
49 later than six months after the accrual of the cause of action. (Government Code
50 Sections 905 and 911.2)

51
52 Claims for money or damages as authorized in Government Code Section 905 that are
53 not included in 2.1 shall be filed not later than one year from the date the cause of
54 action accrues. (Government Code Sections 905, 911.2, and 935)

55
56 **Late Claims**

57 Claims under "Time Limitations" paragraph, which are filed outside the specified time
58 limitation must be accompanied by an application to file a late claim. Such claim and
59 application to file a late claim must be filed not later than one year after the accrual of
60 the cause of action. If a claim under the time limitations paragraph is filed later than six
61 months after the accrual of the cause of action and is not accompanied by the
62 application, the Board or Chief Business Officer, may, within 45 days, give written notice
63 that the claim was not filed timely and that it is being returned without further action.

64
65 The application shall state the reason for the delay in presenting the claim. The Board
66 shall grant or deny the application within 45 days after it is presented. By mutual
67 agreement of the claimant and the Board, such 45-day period may be extended by
68 written agreement made before the expiration of such period. If the Board does not
69 take action on the application within 45 days, it shall be deemed to have been denied on
70 the 45th day unless such time period has been extended, in which case it shall be
71 denied on the last day of the period specified in the extension agreement.

72
73 If the application to present a late claim is denied, the claimant shall be given notice in
74 the form set forth in Government Code Section 911.8. (Government Code Sections
75 911.3, 911.4, 911.6, 911.8, 912.2, and 935)

76
77 **Delivery and Form of Claim**

78 A claim, any amendment thereto, or an application for leave to present a late claim shall
79 be deemed presented when delivered to the Chief Business Officer or deposited in a
80 post office, sub-post office, substation, or mail chute or other like facility maintained by
81 the U.S. Government in a sealed envelope properly addressed to the District Office with
82 postage paid. (Government Code Sections 915 and 915.2)

83
84 Claims shall be submitted on the District's approved claim form, which may be obtained
85 in the Risk Management Office of the District, or in the Physical Plant/Facilities Offices
86 on the college campus, shall provide all of the information required by Government
87 Code Section 910 and shall be signed by the claimant or a person acting on the
88 claimant's behalf. Any claim not presented using the form may be returned to the

89 person presenting it. A claim returned for failure to use the form may be resubmitted
90 using the appropriate form within the time in which a claim may be presented.
91 (Government Code Sections 910, 910.3, 910.4, and 911.2)

92
93 **Notice of Claim Insufficiency**

94 The Vice Chancellor, Finance and Facilities, shall cause to have all claims reviewed for
95 sufficiency of information. The Vice Chancellor or designee may, within 20 days of
96 receipt of claim, either personally deliver or mail to claimant a notice stating deficiencies
97 in the claim presented. If such notice is delivered or sent to claimant, the Board shall not
98 act upon the claim until at least 15 days after such notice is sent. (Government Code
99 Sections 910.8 and 915.4)

100
101 **Amendments to Claim**

102 Claims may be amended within the above time limits or prior to final action by the
103 Board, whichever is later, if the claim, as amended, relates to the same transaction or
104 occurrence which gave rise to the original claim.

105
106 **Action on Claim**

107 Within 45 days after the presentation or amendment of a claim, the Board shall take
108 action on the claim. This time limit may be extended by written agreement before the
109 expiration of the 45-day period or before legal action is commenced or barred by legal
110 limitations. The Chancellor or designee shall transmit to the claimant a notice of action
111 taken. If no action is taken by the Board, the claim shall be deemed to have been
112 rejected. (Government Code Section 912.4)

113
114 **Retroactivity**

115 This procedure shall apply retroactively to any causes of action or claims for money or
116 damages that accrued prior to adoption of this procedure.

117
118
119 **Sample 2 from another District:**

120
121 **CLAIM FORMS**

122 All claims against the District are to be submitted on the District's approved claim form.
123 Claims not submitted on the District's form will be returned to the claimant and may be
124 resubmitted using the proper form.

125
126 Claim forms can be obtained by calling the Office of the General Counsel at (951) 222-
127 8001 through District Police or the Business Services Department.

128
129 Claims forms may be presented in person at, or, deposited in the United States mail, in
130 a sealed envelope, properly addressed, postage prepaid as follows:

131
132 **For mailing:** _____ **T or to serve/present in person:**
133 Riverside Community College District _____ Riverside Community College District
134 Office of the General Counsel _____ Office of the General Counsel

135 4800 Magnolia Ave. 3600 Prospect Ave.
136 Riverside, CA 92506 Riverside, CA 92501San Bernardino
137 Community College District
138 114 S. Del Rosa Dr.
139 San Bernardino, CA 92408

140
141 **TIME LIMITATIONS**

142 Claims for money or damages relating to a cause of action for death, injury to a person,
143 or personal property, must be presented to the District not later than six months after
144 the accrual of the cause of action.

145
146 Claims for money or damages relating to a cause of action other than that stated above,
147 must be presented to the District not later than one year from the accrual of the cause of
148 action.

149
150 **RESPONSE TO CLAIM**

151 The District has 45 days within which to respond to any claim received. The claim may
152 be allowed in whole or in part, or may be rejected altogether. Pursuant to Government
153 Code, the District will notify those claimants, whose claims are rejected, of their rights
154 under the law to pursue their claim further.

155
156 If the District decides to allow the claim or offer a compromise in an attempt to settle the
157 claim, the District shall require the claimant to sign a release or waiver agreeing to
158 payment as full and complete settlement of the claim.

159
160
161 **Sample 3 from another District:**

162
163 Claims against the District for money or damages must be filed in accordance with
164 Government Code Section 900 et. seq., BP 3810 and the following procedures:

165
166 1. Claims shall be presented and acted upon by the District as a prerequisite to a suit
167 thereon.

168
169 2. Claims relating to the death or injury to person or damage to personal property or
170 growing crops shall be presented not later than six months after the accrual of the
171 cause of action. A claim relating to any other cause of action shall be presented not
172 later than one year after accrual of the cause of action.

173
174 3. The Chancellor shall provide for administrative and legal review of the claim;

175
176 4. The Board shall act on the claim within 45 days after the claim has been presented or
177 the claim shall deem to have been denied.

178
179 5. Claims shall be written and addressed to the Board of Trustees, Attention Risk
180 Management and shall include:

- 181
182 a. The name, phone number and mailing address of the claimant;
183
184 b. The mailing address to which the person presenting the claim desires notices to be
185 sent, if different from the claimant;
186
187 c. The date, place and other circumstances of the occurrence or transaction which gave
188 rise to the claim asserted;
189
190 d. A general description of the alleged indebtedness, obligation, injury, damage or loss
191 incurred;
192
193 e. The name or names of the public employee and/or employees causing the alleged
194 injury, damage or loss.

195
196 **NOTE:** *See other hard copy samples in the notebook*

197
198 Also see BP/AP 6540 titled Insurance

199
200 **References:** Education Code Section 72502;
201 Government Code Sections 900 et seq. and 910 et seq.

202
203
204 ~~**NOTE:** The **red ink** signifies language that is recommended and suggested as good practice by the~~
205 ~~Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue**~~
206 ~~**ink** is included for consideration.~~

207

Approved:

208
209

210
211

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE																																								
<p>AP 3810 Claims Against the District</p>	<p>Business & Fiscal Services</p>	<p>→Delete Lines 11-120</p> <p>→Change Lines 126-136 as follows:</p> <p>Claim forms can be obtained through District Police or the Business Services Department by calling the Office of the General Counsel at (951) 222-8004.</p> <p>Claims forms may be delivered presented in person at, or deposited in the United States mail, in a sealed envelope, properly addressed, postage prepaid as follows:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">For mailing:</td> <td style="width: 50%;">To</td> </tr> <tr> <td>serve/present in person:</td> <td></td> </tr> <tr> <td>Riverside Community</td> <td>Riverside</td> </tr> <tr> <td>Community</td> <td></td> </tr> <tr> <td>College District</td> <td>College</td> </tr> <tr> <td>District</td> <td></td> </tr> <tr> <td>Office of General Counsel</td> <td>Office of</td> </tr> <tr> <td>General Counsel</td> <td></td> </tr> <tr> <td>4800 Magnolia Ave.</td> <td>3600</td> </tr> <tr> <td>Prospect Ave.</td> <td></td> </tr> <tr> <td>Riverside, CA 92506</td> <td>Riverside, CA</td> </tr> <tr> <td>92504</td> <td></td> </tr> <tr> <td>San Bernardino Community</td> <td>San</td> </tr> <tr> <td>Bernardino Community</td> <td></td> </tr> <tr> <td>College District</td> <td>College</td> </tr> <tr> <td>District</td> <td></td> </tr> <tr> <td>114 S. Del Rosa Dr.</td> <td>114 S. Del</td> </tr> <tr> <td>Rosa Dr.</td> <td></td> </tr> <tr> <td>San Bernardino CA 92408</td> <td>San</td> </tr> <tr> <td>Bernardino CA 92408</td> <td></td> </tr> </table> <p>→Delete Lines 157-194</p>	For mailing:	To	serve/present in person:		Riverside Community	Riverside	Community		College District	College	District		Office of General Counsel	Office of	General Counsel		4800 Magnolia Ave.	3600	Prospect Ave.		Riverside, CA 92506	Riverside, CA	92504		San Bernardino Community	San	Bernardino Community		College District	College	District		114 S. Del Rosa Dr.	114 S. Del	Rosa Dr.		San Bernardino CA 92408	San	Bernardino CA 92408		<p><u>Date – Chancellor’s Cabinet agreed with the changes except recommends keeping lines 163-164:</u></p> <p>1. <u>Claims shall be presented and acted upon by the District as a prerequisite to a suit thereon.</u></p>
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<p><u>AP 3810</u></p>	<p><u>3/2/16 District Assembly Approved</u></p>																																										

212

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

AP 4021 PROGRAM DISCONTINUANCE

***NOTE:** A procedure for discontinuance of career and technical education (vocational or occupational) programs is **legally required**. Procedures for discontinuance of other programs are suggested as good practice. Insert local practice.*

The procedure for discontinuance of career and technical education (vocational or occupational) programs should include:

- Process for reviewing such programs every two years to ensure they meet legal standards.*
- Process for termination of program by the Board of Trustees if legal and other District standards are not met.*

Sample 1 from another District:

1.0 Statement of Purpose: The District is committed to the vitality and integrity of its educational programs as validated by processes of regular and ongoing evaluation. The purpose of this Procedure is to provide a framework for the effective consideration of program vitality that utilizes regular and rigorous institutional evaluation, and in those rare instances where consideration of discontinuance is appropriate, to provide a framework and a process of effective engagement within which to consider the relevant issues and to come to an appropriate and timely institutional resolution.

2.0 Consideration of Collective Bargaining Rights: Nothing contained in this Procedure is intended to infringe upon, diminish, or supersede any collective bargaining rights established for employees of the District. It is the intention of the District that consideration of issues appropriately under the scope of bargaining be addressed through the regular processes established for such consideration by the District and its collective bargaining units.

3.0 Process of Regular Program Evaluation: The District is committed to regular processes of evaluation of its programs that support and advance the District mission. The colleges/SCE shall engage infollow locally developed and approved institutional evaluation processes in support of excellence and in accord with all appropriate statutory and accrediting body standards and requirements.

44
45 The process used to determine program discontinuance/viability shall be developed and
46 adopted by each college and posted on the respective college website.

47 3.1 Based upon information generated as a result of regular evaluation processes, the
48 process of Special Review may be invoked at the request of any of the following site
49 representatives:

50
51 3.1.1 College President/Provost of the campus where the program is located, or;

52
53 3.1.2 Chief Instructional Officer of the college or appropriate Dean for SCE,
54 or;

55
56 3.1.3 Chief Student Services Officer of the college or dean designated by the Provost
57 for SCE, or;

58
59 3.1.4 Dean/Program Manager of the program under consideration, or;

60
61 3.1.5 Department/Program Faculty from program under consideration, or;

62
63 3.1.6 Academic senate from the institution of the program under review, or;

64
65 3.1.7 Institutional Researcher.

66
67 3.2 Programs may be considered for Special Review in accord with the following
68 Indicators:

69
70 3.2.1 The following are considered Tier 1 Indicators. When any one of these criteria are
71 established relative to a program, Special Review shall be initiated:

72
73 3.2.1.1 Declining enrollment demand that is statistically significant over the course of at
74 least two (2) academic years;

75
76 3.2.1.2 Clear program obsolescence as indicated by appropriate workforce data scans
77 of CTE programs or by recommendation of the program advisory committee;

78
79 3.2.1.3 Loss of required program accreditation.

80
81 3.2.2 The following are considered Tier 2 Indicators. When two or more of these criteria
82 are established relative to a program, Special Review shall be initiated:

83
84 3.2.2.1 Consistently and statistically significant declining retention rates for at least two
85 (2) academic years;

86
87 3.2.2.2 Consistently and statistically significant declining student success rates for at
88 least two (2) academic years;

89

90 3.2.2.3 Low term to term student persistence for at least two (2) academic years;
91
92 3.2.2.4 Low rate of student achievement of program goals as defined in program
93 mission and goals statements for at least two (2) academic years;
94
95 3.2.2.5 Insufficient frequency of course offerings to provide pathways to student
96 completion of program mission and goals;
97
98 3.2.2.6 Unavailability of transfer major program of study;
99
100 3.2.2.7 Decline in importance of program in support of other programs of the
101 college/SCE;
102
103 3.2.2.8 Undue impact of program on resources of the college/SCE.
104
105 3.2.3 The institutions shall establish appropriate definitions and standards for the criteria
106 listed above and may establish other criteria as mutually agreed upon by the College
107 President/Provost and the academic senate from the institution of the program under
108 consideration.
109
110 3.2.3.1 At the time of the establishment of additional criteria under this provision, there
111 will also be a determination establishing the tier level of the criteria.
112
113 4.0 Process of Special Review
114
115 4.1 When Special Review is invoked in accord with Section 3.1 of this procedure, the
116 college/SCE shall convene a Special Review Committee (SRC) consisting of the
117 following:
118
119 4.1.1 chief instructional officer or appropriate Dean (SCE), voting;
120
121 4.1.2 1 faculty member not from the program area selected by the academic senate
122 from the institution of the program under review, voting;
123
124 4.1.3 1 dean/manager not from the program area appointed by the President/Provost,
125 voting;
126
127 4.1.4 dean/program manager of the program area undergoing Special Review, non-
128 voting;
129
130 4.1.5 department/program coordinator, or designee from the faculty (SCE), of the
131 program undergoing Special Review, non-voting;
132
133 4.1.6 institutional research officer, non-voting;
134

135 4.1.7 1 faculty member from the curriculum committee from the institution of the
136 program under review appointed by the academic senate, non-voting.

137
138 4.2 The Special Review Committee shall conduct a comprehensive review of the
139 program that shall include, but not be limited to, the information serving as the basis for
140 invoking Special Review.

141
142 4.2.1 Subsequent to review of all of the relevant information, the SRC shall present its
143 findings, including recommendations on a timeframe for resolution and a course of
144 action, to the college/SCE planning/governance body as established in accord with
145 section 5.0 of this Procedure.

146
147 4.2.2 Continuation: The SRC may recommend that the program should continue. This
148 determination shall be based upon a finding that the program under consideration
149 remains viable and meets critical needs in accord with the District and/or college/SCE
150 mission.

151
152 4.2.3 Improvement/Revitalization/Re-Focus: The SRC may recommend improvement,
153 revitalization, or refocusing. Under this recommendation, an
154 improvement/revitalization/refocusing plan shall be included in the recommendation. A
155 program undergoing improvement/revitalization/ refocus under this provision shall be
156 reconsidered in accord with a time frame recommended by the SRC or as modified
157 through the regular site governance process.

158
159 4.2.4 Reduction: The SRC may recommend that the program be reduced in scope in
160 conjunction with a finding that such reduction is appropriate and necessary in
161 consideration of student and institutional needs. Along with a recommendation for
162 reduction, the SRC shall indicate the rationale and shall also include conditions for
163 reconsideration, if appropriate.

164
165 4.2.5 Abeyance: The SRC may recommend that the program be held in abeyance.
166 Along with such a recommendation, the SRC shall indicate the rationale and shall also
167 include conditions for reconsideration. Abeyance shall not be invoked for more than 2
168 academic years without reconsideration by the SRC.

169
170 4.2.6 Discontinuance: The SRC may recommend that the program be discontinued.

171
172 4.2.6.1 If the SRC recommendation for discontinuance is validated in accord with
173 provisions of this Procedure, a plan for discontinuance shall be developed jointly by the
174 local administration and academic senate to establish appropriate actions and a
175 timeframe conducive to the needs of students currently engaged in the program.

176
177 5.0 Consideration by College/SCE Governance Bodies: Subsequent to a determination
178 by the SRC, the recommendations shall be considered in accord with college/SCE
179 governance and planning structures as mutually agreed between the appropriate
180 academic senate and the College President/Provost.

181
182 5.1 The local process of review shall assure the involvement of the academic senate
183 from the institution of the program under review in a timeframe conducive to faculty
184 consideration of the recommendation.
185
186 5.2 After consideration of the determinations and recommendations of the SRC, the
187 appropriate college/SCE governance body of the institution of the program under review
188 shall make a recommendation to the College President/Provost for consideration.
189
190 5.3 The College President/Provost shall take action in accord with this Procedure
191 regarding any recommendation related to program status.
192
193 5.3.1 If the recommended course of action is Continuance,
194 Improvement/Revitalization/Refocus, Abeyance, or Reduction, and the College
195 President/Provost concurs, the College President/Provost shall finalize and implement
196 an appropriate plan in accord with the recommendation.
197
198 5.3.1.1 If the College President/Provost does not concur, the matter shall be redirected
199 and given additional consideration by the Special Review Committee and by the
200 appropriate site governance body taking into account the concerns of the College
201 President/Provost.
202
203 5.3.2 If the recommended course of action is Discontinuance and the College
204 President/Provost concurs, a recommendation for discontinuance shall be forwarded to
205 Chancellor's Staff for review and discussion prior to consideration by the Board of
206 Trustees.
207
208 5.3.2.1 If the College President/Provost does not concur, the matter shall be redirected
209 and given additional consideration by the Special Review Committee and by the site
210 governance body taking into account the concerns of the College President/Provost.
211
212 6.0 Consideration by the District Curriculum Coordinating Committee: Cross-curricular
213 issues and program consideration will be considered by the District Curriculum
214 Coordinating Committee prior to consideration by Chancellor's Staff.
215
216 7.0 Consideration by Chancellor's Staff: Any recommendation by the appropriate
217 College President/Provost for program discontinuance in accord with these Procedures
218 shall be considered as an agenda item at Chancellor's Staff. In addition to the
219 information provided by the college/SCE, Chancellor's Staff shall also consider
220 information relevant to cross-curricular issues and program coordination.
221
222 7.1 Subsequent to discussion at Chancellor's Staff, if the Chancellor concurs with the
223 recommendation for discontinuance, the matter shall be considered as an agenda item
224 by the Board of Trustees
225

226 7.1.1 If the Chancellor does not concur with the recommendation, the College
227 President/Provost of the appropriate site shall present the Chancellor's written rationale
228 to the appropriate governance body for reconsideration.

230 8.0 Consideration by the Board of Trustees: The Board of Trustees shall consider any
231 recommendation for program discontinuance from the Chancellor at a meeting of the
232 Board in accord with its regular processes and procedures. The Board shall take into
233 account all information generated in accord with these Procedures, and any other
234 information determined to be appropriate by the Board, in their consideration of the
235 recommendation.

237 8.1 The academic senate at the site of the program under consideration shall have the
238 right to address matters of program discontinuance at meetings where such issues are
239 considered, including those instances where the academic senate disagrees with a
240 recommendation for discontinuance.

242 8.2 The determination by the Board of Trustees in accord with these procedures shall
243 be final.

244
245
246 **Sample 2 from another District:**

247
248 In accordance with the policy of the Governing Board and through mutual agreement
249 with the Academic Senates, these procedures outline the process for program
250 discontinuance. Program discontinuance may originate in a variety of different ways:

251
252 Recommendation through the curriculum process:

253 ☐ Academic departments may propose discontinuance of a program directly to the
254 respective college Curriculum Committee based on indicators such as a significant
255 reduction in labor market demand, low enrollment, a significant downward trend in
256 enrollment, and lack of currency and/or relevance.

257
258 Recommendation through the program review process:

259 ☐ When reviewing programs/disciplines in the usual program review cycle, the
260 respective college Program Review Committee shall assess indicators such as low
261 enrollment, a significant downward trend in enrollment, and lack of currency and/or
262 relevance. Based on these findings, the Program Review Committee may propose
263 discontinuance of a program as follows:

264
265 ☐ The Program Review Committee shall, in collaboration with the departments and
266 deans, develop a plan with clear recommendations that include specific goals and a
267 follow-up timeline. The recommendations shall be forwarded to the Curriculum
268 Committee and other appropriate college committees.

269
270 ☐ At the conclusion of the time period stated in the recommendations, the Program
271 Review Committee, along with the department chair/coordinator and dean, assess

272 whether the recommended goals were met. If all agree that insufficient progress was
273 made and the program should be discontinued, the
274 department completes the appropriate curriculum forms for deletion of the program.

275
276 Recommendation through Career and Technical Education program review process:

277 ☐ For career and technical education programs/disciplines in a two-year program review
278 cycle, the respective college review process will look for indicators such as significant
279 reduction in labor market demand, low enrollment, a significant downward trend in
280 enrollment, and lack of currency and/or relevance. Based on these findings, the
281 appropriate college committee may propose discontinuance of a program as follows:

282
283 ☐ The Program Review Committee shall, in collaboration with the departments
284 and deans, develop a plan with clear recommendations that include specific
285 goals and a follow-up timeline. The recommendations shall also be
286 forwarded to the Curriculum Committee and other appropriate college
287 committees.

288
289 ☐ If there has been no significant improvement after the time period stated in the
290 recommendations, a mid-cycle program review may be recommended.

291 ☐ If there has been no significant improvement shown after the mid-cycle program
292 review, the Program Review Committee may recommend program discontinuance. The
293 department then completes the appropriate curriculum forms for deletion of the
294 program.

295
296 Recommendation by Governing Board based on legal standards:

297 ☐ A program may be discontinued by the Governing Board based upon evidence that
298 the criteria for program approval is no longer met, as set forth in Title 5 Section 55130.

299
300 In all cases of program discontinuance, care must be taken to monitor the impact on
301 other areas including articulation, transfer agreements, as well as student notification,
302 transition and assistance in program completion. Opportunities for retraining and
303 reassignment of persons affected by program discontinuance will be provided as per
304 Governing Board/United Faculty agreement.

305
306 Colleges shall forward recommendations for program discontinuance in the Governing
307 Board Packet as part of the annual curriculum cycle.

308
309 **Sample 3 from another District:**

310
311 **Responsibility**

312 The process of program revitalization and discontinuance is linked directly to Program
313 Review, and under the purview of the Academic Affairs Committee. The annual
314 program review process is described in Board Policy 4020 Program, Curriculum, and
315 Course Development.

316
317 **Criteria**

318 Through the annual program review process, the Academic Affairs Committee will
319 identify those college programs (to include transfer, career and technical education,
320 basic skills, credit, and non-credit) exhibiting, in any combination, the following
321 indicators:

322
323 A. Continued declining or low enrollment for a sustained period of time of not less than
324 three consecutive years.

325
326 B. Continued declining or low retention/persistence/completion rates for a sustained
327 period of time of not less than three consecutive years.

328
329 C. Continued declining or lack of demand in the work place for a sustained period of
330 time of not less than three consecutive years.

331
332 D. Continued declining or lack of institutional resources to support the program for a
333 sustained period of time of not less than three consecutive years.

334
335 Once a program has been identified using the above criteria, the Academic Affairs
336 Committee may recommend, in consultation with the program faculty and program
337 dean, that a program revitalization plan be initiated.

338
339 **Program Revitalization**

340 Program revitalization may take many forms, though central to its process is a
341 commitment to develop a comprehensive plan to strengthen the program before
342 program discontinuance procedures are considered. The program revitalization plan is
343 to be developed by an ad hoc program revitalization task force, which is specific to the
344 program and created when the Academic Affairs Committee recommends a program
345 revitalization plan be initiated.

346
347 This task force is to be comprised of at least the following members:

348
349 A. The program faculty.

350
351 B. A majority of the department faculty, including the department chair.

352
353 C. The program dean.

354
355 D. At least one additional dean to be appointed by the Vice President, Instructional
356 Services.

357
358 E. At least two additional discipline-related faculty members, one to be selected by
359 the program faculty and one to be selected by the program dean.

360
361 F. For career and technical education programs, the advisory committee must be
362 involved in the construction of this plan.

363

364 G. Additional members maybe added, with the final composition to be approved by the
365 Academic Affairs Committee Chair in consultation with the Academic Senate President

366
367 The program revitalization plan should address, where applicable, at least the following
368 considerations:

369
370 A. Continued declining or low enrollment issues:

371
372 1. Active recruitment of targeted populations:

373
374 2. Cooperative ventures with local employers, transfer institutions, and/or other
375 community colleges:

376
377 3. Enhanced career and academic counseling services (career/transfer center, job fairs,
378 transfer day, etc.):

379
380 4. Adjustment of course scheduling – times of day, block scheduling, short and flexible
381 courses, instructional modality changes, frequency and number of sections:

382
383 5. Analysis of demand for the program through use of labor market information:

384
385 6. Curriculum modifications, updates, and creation:

386
387 7. Related professional development and training of faculty to teach modified and
388 updated curriculum:

389
390 8. Realignment, reduction, and right sizing of offerings:

391
392 9. Analysis of demand for the program at other community colleges in the region,
393 including an analysis of how those programs may be structured differently or if different
394 curriculum is offered:

395
396 This task force is to be comprised of at least the following members:

397
398 A. The program faculty:

399
400 B. A majority of the department faculty, including the department chair:

401
402 C. The program dean:

403
404 D. At least one additional dean to be appointed by the Vice President, Instructional
405 Services:

406
407 E. At least two additional discipline related faculty members, one to be selected by the
408 program faculty and one to be selected by the program dean:

409

410 F. For career and technical education programs, the advisory committee must be
411 involved in the construction of this plan.

412
413 G. Additional members maybe added, with the final composition to be approved by the
414 Academic Affairs Committee Chair in consultation with the Academic Senate President
415

416 The program revitalization plan should address, where applicable, at least the following
417 considerations:

418
419 A. Continued declining or low enrollment issues:

420
421 1. Active recruitment of targeted populations.

422
423 2. Cooperative ventures with local employers, transfer institutions, and/or other
424 community colleges.

425
426 3. Enhanced career and academic counseling services (career/transfer center, job fairs,
427 transfer day, etc.).

428
429 4. Adjustment of course scheduling — times of day, block scheduling, short and flexible
430 courses, instructional modality changes, frequency and number of sections.

431
432 5. Analysis of demand for the program through use of labor market information.

433
434 6. Curriculum modifications, updates, and creation.

435
436 7. Related professional development and training of faculty to teach modified and
437 updated curriculum.

438
439 8. Realignment, reduction, and right sizing of offerings.

440
441 9. Analysis of demand for the program at other community colleges in the region,
442 including an analysis of how those programs may be structured differently or if different
443 curriculum is offered.

444
445 10. Feedback from regional deans.

446
447 11. Articulation of programs and courses — K-12, Tech Prep, etc. and a four-year
448 sequencing of offerings to ensure student ability to transition to subsequent levels.

449
450 12. Visitations of other similar programs to consider best practices.

451
452 B. Continued declining or low retention retention/persistence/completion rates issues:

453
454 1. Faculty development in classroom techniques such as addressing alternative learning
455 styles, student course contracts, etc.

456
457 2. Analysis of the curriculum to ensure alignment with course outcomes with next
458 course entry skills in sequences.

459
460 3. Enhanced student support services, such as: tutoring, financial aid, learning and
461 study skills, childcare, etc.

462
463 C. Continued declining or lack of demand in the work place issues:

464
465 1. Analysis of local and regional labor market trends.

466
467 2. Analysis of advisory board feedback.

468
469 3. Meetings and job shadowing with potential employer internship and career resource
470 development.

471
472 D. Continued declining or lack of institutional resources to support the program issues:

473
474 1. Analysis of the ways in which institutional resources might be shifted or combined to
475 assist the program.

476
477 2. Analysis of adequate faculty, both in numbers of full-time faculty and in their particular
478 expertise.

479
480 3. Analysis of physical resources including facilities, equipment, and supplies.

481
482 4. Analysis of external funding opportunities such as grants, partnerships, and
483 workforce development initiatives.

484
485 5. Analysis of levels of outside support such as classified staff, course offerings, library
486 materials, and work-place learning opportunities.

487
488 6. Analysis of cost savings through offering instruction in different facilities, locations,
489 and instructional modalities.

490
491 The program revitalization plan must include a timeline of not more than two years and
492 must be submitted to the Academic Affairs Committee no later than the second to last
493 meeting of the following semester in which the program revitalization plan was
494 recommended. Academic Affairs will either approve the plan or make
495 recommendations to modify the plan. The plan will go into effect immediately upon final
496 approval.

497
498 If, upon completion of the approved program revitalization plan, the program continues
499 to exhibit, in any combination, the indicators listed in the criteria section above, the ad
500 hoc program revitalization task force will recommend, vis à vis a formal report to the
501 Academic Affairs Committee, one of the following options:

502
503 A. Giving the program an extension of one year. At the end of the extension, the
504 committee will reconvene and re-evaluate.

505
506 B. Accept the program in its current state if it serves a community, instructional, or
507 training need.

508
509 C. Create a new program revitalization plan.

510
511 D. Recommend discontinuance of the program.

512
513 E. Once this task force's work is finished, it will be disbanded.

514
515 **Program Discontinuance**

516 If the ad hoc program revitalization task force recommends discontinuance of the
517 program, a new ad hoc program discontinuance task force, specific to the program, will
518 be created. The task force will be comprised of the following members:

519
520 A. The chair of the Academic Affairs Committee.

521
522 B. The chair of the Courses and Programs Committee.

523
524 C. Two Academic Affairs Committee faculty members to be appointed by the Academic
525 Affairs Committee Chair.

526
527 D. One student ASG Member appointed by the Associated Student Government
528 President.

529
530 E. Two faculty appointed by the Academic Senate President.

531
532 F. The Academic Senate President.

533
534 G. One Academic Senate Council member appointed by the Academic Senate
535 President.

536
537 H. The dean of the program being recommended for discontinuance.

538
539 I. One additional dean appointed by the Vice President, Instructional Services.

540
541 J. The Vice President, Instructional Services.

542
543 K. One additional vice president appointed by the Academic Senate President.
544 The ad hoc program discontinuance task force will meet and complete a
545 comprehensive review of all information available. Special attention will be given to both
546 quantitative and qualitative factors. In addition, primary consideration is to be given to
547 the college's need for a comprehensive set of offerings and appropriate mix of transfer,

548 career and technical education, and basic skills courses in serving its overall mission to
549 the community. As part of this comprehensive review, a public forum will be held by this
550 task force to hear from members of the community.

551
552 Upon completion of the comprehensive review, this task force will create a report along
553 with a recommendation that addresses the following specific issues:

554
555 A. Justification for program discontinuance.

556
557 B. A timeframe for notifying affected faculty, students, staff, advisory committees, and
558 other interested individuals.

559
560 C. A support and transition plan for students currently enrolled in the program.

561
562 D. Where program discontinuance will result in a full time tenured faculty member(s)
563 having less than a full teaching load, a retraining and reassignment plan will be
564 developed as part of the recommendation.

565
566 Upon completion of the report and recommendation, this task force will submit their
567 report and recommendation to the Academic Affairs Committee.

568
569 The Academic Affairs Committee will vote on the report and recommendation from the
570 task force. The report and recommendation may not be altered by the Academic Affairs
571 Committee.

572
573 If the Academic Affairs Committee votes to accept the report and recommendation, the
574 recommendation will be sent to the Academic Senate Council. The Academic Senate
575 Council will vote on the report and recommendation from the task force. The report and
576 recommendation may not be altered by the Academic Senate Council.

577
578 If the Academic Senate Council votes to accept the report and recommendation, the
579 report and recommendation will be sent to the Board of Trustees.

580
581 The Board of Trustees will vote on the report and recommendation.

582
583 If the Board of Trustees votes to accept the report and recommendation, the timeframe
584 for notifying affected faculty, students, staff, advisory committees, and other interested
585 individuals will be implemented, the support and transition plan for students currently
586 enrolled in the program will begin, and the affected full time tenured faculty member(s)
587 will be offered the retraining and reassignment plan. If the affected full time tenured
588 faculty member(s) choose to not accept this plan, Human Resources will notify affected
589 full-time tenured faculty member(s) of their employment rights and begin layoff
590 procedures.

591
592 If the ad hoc program discontinuance task force, Academic Affairs Committee,
593 Academic Senate Council, or Board of Trustees does not recommend or affirm the

594 program for discontinuance, the program will be reevaluated, similar to any other
595 program, the following year by the Academic Affairs Committee using the indicators
596 listed in the criteria section above. If the same program is identified a second time as
597 exhibiting, in any combination, the indicators listed in the criteria section, the Academic
598 Affairs Committee may recommend, in consultation with program faculty and program
599 dean, that a program revitalization plan be initiated or program discontinuance
600 procedures be initiated. In either recommendation, no more than 25 percent of the
601 individuals comprising the new ad hoc program revitalization task force or the new ad
602 hoc program discontinuance task force may be the same.

603
604 Note that in the rare case where a program has become not viable because of
605 exceptional external factors (for example, state law changes), and the program and
606 department faculty unanimously agree and submit their own recommendation for
607 program discontinuance to the Academic Affairs Committee through the program review
608 process, the Academic Affairs Committee may recommend, in consultation with the
609 program faculty and program dean, a program revitalization plan be initiated or program
610 discontinuance procedures be initiated. It is understood that if program discontinuance
611 is recommended by the Academic Affairs Committee, the overall time frame, as
612 compared to non faculty initiated program discontinuance (described above), is
613 potentially reduced but that the exact same program discontinuance procedures are to
614 be followed (described above).

615 616 617 **Sample 4 from another District:**

618
619 The purpose of the Program Discontinuance Review is to provide the
620 Superintendent/President of the college with a recommendation for continuing or
621 discontinuing programs (CTE and non-CTE) in response to the following:

- 622
623 • A significant decline in enrollment over time.
624 • Changes in labor market demand and/or technology.
625 • Facility or equipment issues.
626 • Availability of qualified faculty.
627 • A significantly low number of students served by the program.
628 • Failure to meet licensure requirements, state mandates, certification standards or
629 accreditation requirements.

630 631 **Role of Program and Services Review (PSR) in Program Discontinuance**

632 As a shared governance body consisting of management, faculty, and classified
633 members, the PSR Committee reviews program self studies. The PSR Committee
634 documents any concerns related to the criteria above in the self study and may place a
635 program on warning status. The PSR Committee may initiate the warning status but
636 does not initiate the Program Discontinuance Review process.

637
638 If a program is placed on warning status, program faculty develop a Program
639 Improvement Plan in lieu of the Visionary Improvement Plan required in PSR. If there is

640 no full time faculty, the school dean, with the assistance of the program coordinator, will
641 prepare the plan. Progress on the Program Improvement Plan is assessed annually by
642 the PSR Committee.

643
644 The school dean or Chief Instructional Officer may recommend removal from warning
645 status or move to the Program Discontinuance Review process at any time, informed by
646 the PSR process or other pertinent data.

647 **Program Discontinuance Review Process**

648
649
650 A written request for Program Discontinuance Review may be initiated by the Chief
651 Instructional Officer or may be submitted to the Chief Instructional Officer by the school
652 dean. The request should state the specific reason(s) a discontinuance review is being
653 requested and should include supporting data and other rationale. Once the Program
654 Discontinuance Review process has started, a decision made at any level to continue
655 the program (not discontinue) will require a Program Improvement Plan.

656
657 The Chief Instructional Officer convenes a Program Discontinuance Review Committee
658 consisting of:

- 659
660 • The school dean
661 • Four faculty members appointed by the Faculty Senate: one should be from the
662 program in question, one should be from outside the program, and the remaining two
663 are at the discretion of the Faculty Senate. If there is no full time faculty member in the
664 program being reviewed for discontinuance, a faculty member from the educational unit
665 or related area should be appointed.
666 • A classified employee nominated by the Classified Senate
667 • A dean assigned by the Chief Instructional Officer

668
669 The Program Discontinuance Review Committee:

- 670
671 • Reviews the rationale for discontinuing the program and verifies any supporting data
672 as determined by Institutional Research and/or other formal labor market information.
673 • Seeks out and documents input from the program faculty including the Curriculum
674 Committee.
675 • Seeks out and documents input from any other faculty or students who would be
676 affected by the program's discontinuance.
677 • Provides a recommendation to the Chief Instructional Officer that considers the
678 negative impact on students and faculty of discontinuing the program. A minority
679 recommendation may be submitted by the committee if not all members are in
680 agreement.
681 • The Program Discontinuance review must be completed within the academic term in
682 which the process is started.

683
684 The Chief Instructional Officer reviews the recommendation of the Program
685 Discontinuance Review Committee and either accepts or rejects the recommendation or

686 ~~sends it back to the committee with instructions for revision. If the Chief Instructional~~
687 ~~Officer accepts the Committee's recommendation, then he/she forwards the~~
688 ~~recommendation to the Superintendent/President for consideration. Faculty and/or~~
689 ~~students who disagree with the Chief Instructional Officer's recommendation may~~
690 ~~appeal directly to the Superintendent/President. Recommendations for program~~
691 ~~discontinuance that are approved by the Superintendent/President are forwarded to the~~
692 ~~Governing Board for final determination.~~

693
694 ~~Once discontinuance of a program has been approved by the Board, a timeline for~~
695 ~~program termination is developed by the school dean, with the assistance of the~~
696 ~~program coordinator. Every effort should be made to make appropriate arrangements~~
697 ~~so that enrolled students may complete their education in a timely manner with a~~
698 ~~minimum of disruption (Accreditation Standard II.6.b.). Retraining and reassignment of~~
699 ~~program faculty must also be addressed in accordance with the current CCFA~~
700 ~~bargaining agreement.~~

701
702 ~~Once discontinuance of a program has been approved by the Board, the appropriate~~
703 ~~school dean will notify the Curriculum Chair to initiate program discontinuance on the~~
704 ~~Program Inventory with the Chancellor's Office. This will involve formal approval of the~~
705 ~~program deactivation by the Curriculum Committee, completion of appropriate forms~~
706 ~~and paperwork to be filed with the Chancellor's Office, and appropriate certificate or~~
707 ~~degree unit changes required as a result of the program deactivation.~~

708
709 ~~(NOTE: Also see sample language from other Districts included in the notebook)~~

710
711 ~~**References:** Education Code Section 78016;~~
712 ~~Title 5 Sections 51022 and 55130~~
713 ~~ACCJC Accreditation Standard II.A.15~~

714
715 ~~**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and~~
716 ~~Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is~~
717 ~~included for consideration.~~

718

Approved:

719
720

721

COMMENTS

722

<u>BP or AP #</u>	<u>Representative group</u>	<u>COMMENT</u>	<u>RESPONSE</u>
<u>AP 4021</u>	<u>SBVC Vice Presidents</u>	<u>No verbiage needs to be changed at this time. However, the comment was to inform the need to develop procedures from samples provided</u>	
<u>AP 4021</u>	<u>CHC AS President – Denise Allen</u>	<u>Retain lines 11-22 so that the colleges understand</u> <u>the requirements their local processes must include. Remove the Blue text in Lines 45 -705</u>	
<u>AP 4021</u>	<u>CHC AS President – Denise Allen</u>	<u>Revise lines 41-43 to read:</u> <u>The colleges/SCE shall engage in follow locally developed and approved institutional evaluation processes in support of excellence and in accord with all appropriate statutory and accrediting body standards and requirements.</u> <u>Add a new sentence after line #44 as follows:</u> <u>The process used to determine program discontinuance/viability shall be developed and adopted by each college and posted on the respective college website.</u> <u>(NOTE: Both colleges have existing / adopted processes for program discontinuance)</u>	
<u>AP 4021</u>	<u>3/2/16 District Assembly Approved</u>		

723

724

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

AP 4022 COURSE APPROVAL

~~**NOTE:** This procedure applies to the processes for approving individual credit and non-credit courses. Local practice may be inserted, but **must address** the following requirements of Title 5 Section 55100.~~

~~Procedures for submitting for Board approval individual degree-applicable credit courses offered as part of an educational program approved by the State Chancellor's Office.~~

~~Procedures for course approval of non-degree applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:~~

~~These courses must be approved by the curriculum committee.~~

~~The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100.~~

~~Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the State Chancellor's Office.~~

~~Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree.~~

~~Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites.~~

~~All courses approved must be reported to the State Chancellor's Office.~~

Sample 1 from another District:

~~The District Chancellor shall ensure that the processes for approving individual credit and non-credit courses comply with Title 5 regulations. These processes are set forth in~~

44 detail in each college's Curriculum Committee Handbooks, and address, but may not be
45 limited to the following elements:

- 46
- 47 • Procedures for submitting for Board approval individual degree-applicable credit
48 courses offered as part of an educational program, approved by the State Chancellor's
49 Office.
- 50 • Procedures for course approval of non-degree applicable credit courses and degree-
51 applicable credit courses that are not part of a permitted educational program must
52 address at least the following:

53

54 These courses must be approved by the curriculum committee.

55

56 The individuals on the curriculum committee must have received the training provided
57 for in Title 5 Section 55100.

58

59 Involvement of appropriate District faculty and the Academic Senates in the
60 development and approval process.

61

62 Unless modified to properly address the reasons for denial, no courses may be offered
63 that were previously denied separate approval by the State Chancellor's Office.

64

65 Students may only count a limited amount of semester or quarter units approved toward
66 satisfying the requirements for a certificate or completion of an associate degree.

67

68 Regulatory limits on the number of courses that may be linked to one another by
69 prerequisites or co-requisites.

70

71 All courses approved must be reported to the State Chancellor's Office.

72

73

74 **Sample 2 from another District:**

75

76 The District will rely primarily upon the Academic Senate for all recommendations for
77 new courses, changes or revision of courses, or other modifications of curriculum. -These
78 recommendations must be approved by the respective college Curriculum Committee, following all locally
79 approved processes, prior to approval by the Board of Trustees and submission to the State Chancellor's
80 Office as required.

81

82 By September 30 of each year, the District shall submit a certification to the State Chancellor's Office,
83 verifying that the persons who will serve on the Curriculum Advisory Committee, and others who will be
84 involved in the curriculum approval process at the college, have received training consistent with
85 guidelines prescribed by the State Chancellor on stand-alone credit course approval and relevant
86 regulations. These recommendations must be approved by the Curriculum Advisory
87 Committee prior to approval by the Board of Trustees and submission to the State
88 Chancellor's Office as required.

89

90 By September 30 of each year, the District shall submit a certification to the State
91 Chancellor's Office, verifying that the persons who will serve on the Curriculum Advisory
92 Committee, and others who will be involved in the curriculum approval process at the
93 college, have received training consistent with guidelines prescribed by the State
94 Chancellor on stand-alone credit course approval and relevant regulations.

95
96 **Sample 3 from another District:**

97
98 For curricular purposes, a course shall be defined as "an organized pattern of
99 instruction on a specified subject offered by a community college" and an educational
100 program shall be defined as "an organized sequence of courses leading to a defined
101 objective, a degree, a certificate, a diploma, a license, or transfer to another institution
102 of higher education." (Title 5 Section 58050)

103
104 Procedures for submitting for Board approval individual degree-applicable credit
105 courses offered as part of an educational program approved by the State Chancellor's
106 Office shall include the following:

107
108 • The creation of a course proposal by discipline faculty which states development
109 criteria for the course, including: appropriateness to the mission of the college;
110 demonstrated need for the course within the college community; adherence to Title 5
111 curriculum standards; provision of adequate resources to realistically maintain the
112 program or course at the level of quality described in the proposal; and guarantee that
113 the course is designed so as to not conflict with any law, including state and federal
114 laws, both statutes and regulations.

115
116 • Appropriate review, including two readings by the Curriculum Committee, where peer
117 review is offered and consensus regarding suggestions for modifications is reached.
118 This review period is to include the following: the originating faculty, the Curriculum
119 Committee including a Technical Review Committee, Discipline faculty review,
120 coordinator review, Dean review, Articulation officer review, Librarian review, and a
121 representative for the Vice President of Instruction. After this level of review has been
122 completed, the course proposal then goes to the Board of Trustees for final review and
123 approval. After this final approval has been granted, the Curriculum Office then submits
124 the course proposal to the State Chancellor's Office Curriculum Inventory for statewide
125 review and final approval. (Program and Course Approval Handbook)

126
127 Effective fall 2007, the Curriculum Committee and the Governing Board also approve
128 non-degree applicable credit courses and degree-applicable credit courses that are not
129 part of a state-approved educational program (aka "stand-alone" courses). Additional
130 requirements for these types of courses include:

131
132 • The Curriculum Committee must receive annual training provided for in Title 5 Section
133 55100 regarding local approval of stand-alone courses. This training is to occur within
134 the first three weeks of each fall semester in order to meet the State Chancellor's Office

135 deadline for submission of certificate and paperwork verifying that training has occurred
136 in compliance with Title 5 Section 55100.

137
138 • If a stand-alone course is denied approval by the State Chancellor's Office, the reason
139 for denial shall be reviewed by the course originator in collaboration with the Curriculum
140 Committee Chair. At that time, a determination will be made as to whether to resolve
141 the issue causing the course denial, or to pull the course from the State Chancellor's
142 Office approval process. No course shall be offered at the college, credit or non-credit,
143 unless it has approval from the State Chancellor's Office.

144
145 • Students may not count 18 units or more of stand-alone semester units toward
146 satisfying the requirements for a certificate or completion of an associate degree.

147
148 • The Committee will observe regulatory limits on the number of stand-alone courses
149 that may be linked to one another by prerequisites or co-requisites.

150
151 All approved courses will be reported to the State Chancellor's Office Curriculum
152 Inventory.

153
154 **Sample 4 from another District:**

155
156 **Credit Courses**

157 Individual degree-applicable credit courses that are part of an educational program
158 approved by the State Chancellor's Office are submitted to the Board of Trustees
159 according to the following procedure:

160
161 A. Courses and their affiliated student learning outcomes are proposed by faculty.

162
163 B. Courses are examined by the department chair, the department's dean, and the
164 articulation officer.

165
166 C. Courses are reviewed by a technical review subcommittee for compliance with local
167 and state standards.

168
169 D. Courses are evaluated, reviewed, and approved by the Courses and Programs
170 Curriculum Committee (CPCG).

171
172 E. Courses are recommended to the Academic Senate Council for ratification on its
173 consent calendar and forwarded directly to the Board of Trustees for final approval.

174
175 Non-degree-applicable credit courses and degree-applicable credit courses that are not
176 part of an approved educational program may be approved locally and offered provided
177 the District complies with the following requirements:

178
179 A. Individuals serving on the Courses and Programs Curriculum Committee (CPCG)
180 and all others involved in the curriculum approval process have received training on the

181 ~~review and approval of courses not part of educational programs as provided for in Title~~
182 ~~5 Section 55100.~~

183
184 ~~B. Courses and their affiliated student learning outcomes are proposed by faculty.~~

185
186 ~~C. Courses are examined by the department chair, the department's dean, and the~~
187 ~~articulation officer.~~

188
189 ~~D. Courses are reviewed by a technical review subcommittee for compliance with local~~
190 ~~and state standards.~~

191
192 ~~E. Courses are evaluated, reviewed, and approved by CPGC.~~

193
194 ~~F. All courses approved by the CPGC are recommended to the Academic Senate~~
195 ~~Council for ratification on its consent calendar and forwarded directly to the Board of~~
196 ~~Trustees for final approval.~~

197
198 ~~G. No course that has previously been denied separate approval by the State~~
199 ~~Chancellor's Office or is part of a program that has been disapproved by State~~
200 ~~Chancellor's Office may be offered pursuant to Title 5 Section 55100 unless the~~
201 ~~proposed course has been modified to adequately address the reasons for denial and~~
202 ~~has been subsequently reapproved by CPGC, ASC, and the Board of Trustees.~~

203
204 ~~H. Students may count no more than 18 semester units of stand-alone courses toward~~
205 ~~satisfying the requirements for a certificate or the completion of an associate degree.~~

206
207 ~~I. When eighteen or more semester units of non-degree-applicable courses in the same~~
208 ~~TOPs code are linked to each other as prerequisite or co-requisite courses, such~~
209 ~~courses are submitted to the State Chancellor's Office for approval as a program.~~

210
211 **Noncredit Courses**

212 ~~All noncredit courses are submitted to the Board of Trustees according to the following~~
213 ~~procedure:~~

214
215 ~~A. Courses and their affiliated student learning outcomes are proposed by faculty.~~

216
217 ~~B. Courses are reviewed by the department chair, noncredit support supervisor, and~~
218 ~~dean of Community Education.~~

219
220 ~~C. Courses are reviewed by a technical review subcommittee for compliance with local~~
221 ~~and state standards.~~

222
223 ~~D. Courses are evaluated, reviewed, and approved by the Courses and Programs~~
224 ~~Curriculum Committee (CPGC).~~

225

226 E. All courses approved by CPCC are recommended to the Academic Senate Council
227 (ASC) for ratification on its consent calendar and forwarded directly to the Board of
228 Trustees for final approval.

229
230 *(NOTE: Also see sample language from other Districts included in the notebook)*

231
232 **Reference:** Title 5 Section 55100

233
234
235 ~~*NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and*~~
236 ~~*Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is*~~
237 ~~*included for consideration.*~~

238

Approved:

239

240

241

COMMENTS

242

BP or AP #	Representative group	COMMENT	RESPONSE
AP 4022	SBVC Vice Presidents	No verbiage needs to be changed at this time. However, the comment was to inform the need to develop procedures from samples provided	
	<u>1/14/16 SBVC AS & CHC AS</u>	<p><u>Revise lines 78-87 as follows:</u> <u>These recommendations must be approved by the respective college Curriculum Advisory Committee, following all locally approved processes, prior to approval by the Board of Trustees and submission to the State Chancellor's Office as required.</u></p> <p><u>By September 30 of each year, the District shall submit a certification to the State Chancellor's Office, verifying that the persons who will serve on the Curriculum Advisory Committee, and others who will be involved in the curriculum approval process at the college, have received training consistent with guidelines prescribed by the State Chancellor on stand-alone credit course approval and relevant regulations.</u></p>	
<u>AP 4022</u>	<u>3/2/16 District Assembly Approved</u>		

243

244

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

**BP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL
EDUCATION**

(Replaces current SBCCD BP 4027)

~~✦ From current SBCCD BP 4027 titled International Education Programs~~

The colleges of the District may offer programs in international education that may include, but are not limited to, foreign study programs, foreign travel programs, faculty and student exchanges, and other cross-culture training and instructional opportunities. The Board [of Trustees](#) shall approve each program.

Reference: [Education Code Section 66015.7](#)

~~**NOTE:** This document is unique to the San Bernardino CCD. The language in **black ink** is from the current SBCCD BP 4027 titled International Education Programs approved on 4/11/91. The language in **blue ink** is included for consideration.~~

Adopted: 4/11/91

Revised:

31

COMMENTS

32

BP or AP #	Representative group	COMMENT	RESPONSE
BP 4026	3/2/16 District Assembly Approved		

33

34

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

**AP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL
EDUCATION**

(Replaces current SBCCD BP 4027)

~~*NOTE: This procedure is optional. AB 1342 amended the Education Code to encourage districts to engage in international education as resources permit. Local practice may be inserted.*~~

International education should encourage programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars, such as:

- Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.
- Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values.
- Provide opportunities for students in all majors to participate in study abroad programs to enrich their academic training, perspectives, and personal development.
- Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.
- Develop innovative public educational forums and venues to explore global issues and showcase world cultures.

For international students and scholars:

- Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people.
- Facilitate faculty exchange and collaborative partnership programs with institutions in other countries.
- Initiate collaborative research undertakings to address issues of global significance.

- 43 • Recruit and retain the world's best and brightest faculty to educate California's
44 students as globally competent citizens.
45
46

47 ❖ ~~From current SBCCD AP 4027 titled International Education Programs~~
48

49 International Education-Travel/Study Programs

50

51 **A. Program Approval Procedures**

52

- 53 1. There shall be a District Committee on International ~~Education-Travel/Study~~
54 that will assist the International ~~Travel/Study Education~~ Program in program
55 approval. The committee shall consist of five representatives appointed by
56 the college president (3 from SBVC, 2 from CHC).
57
- 58 2. College credit travel/study programs will be offered by the Inter-national
59 ~~Travel/Study Education~~ Program (~~IEPITSP~~).
60
- 61 3. Approved programs are to be interdisciplinary if appropriate and must
62 comprise a full course of study appropriate to the term(s) in which the
63 program is offered.
64
- 65 4. All courses offered through the International ~~Travel/Study Education~~ Program
66 shall be approved by the Committee on International ~~Travel/Study Education~~.
67 The committee shall establish application procedures with appropriate time
68 lines and criteria for approval. A program application, including a detailed
69 itinerary and daily activities, shall be submitted for consideration. Programs
70 offering academic credit must conform to approved course outlines, including
71 written assignments and grading standards. Academic programs shall offer
72 classroom type instruction with standards equivalent to on-campus classes.
73
- 74 5. Academic credit will be granted by CHC or SBVC.
75
- 76 6. Each travel/study program shall be approved by the Board.
77

78 **B. Instructors**

79 Selection of instructor leaders for travel/study programs shall be under the
80 direction of the Vice-President of Instruction. Criteria for selection as an
81 instructor may include foreign language proficiency and travel experience.
82 Instructors/leaders shall be required to participate in an orientation program for
83 group leaders. Those persons lacking experience as group leaders may be
84 required by the Committee on International ~~Travel/Study Education~~ to participate
85 in an appropriate training course.
86

87 **C. Contracting Agencies**

88

89 Travel/study programs may be offered in conjunction with external contracting
90 agencies. Agencies must meet criteria established by the policyies and
91 procedures in regard to general content of the program, financial obligations and
92 arrangements, program costs, contingency provisions for emergencies,
93 scholarships for students, types and quality of transportation provided, meals,
94 housing and student conduct responsibilities, commitments to the specific
95 educational program, and evaluation of each program.

96 97 **D. Funding**

98
99 Travel/study programs may be funded by several means:

- 100
- 101 1. District funding for credit classes will be limited to instructor salary and such class
102 materials as ~~shall be~~ required. Students and instructors will assume their own
103 travel and living expenses.
 - 104 2. External contractors may provide traveling and living expenses of instructors.
105 Such provisions shall be included in the executed contract between the District
106 and contractor.
107

108 109 **E. State Apportionment**

110
111 If the travel/study program is offered as a college credit class, state
112 apportionment may be claimed. No more contact hours may be generated than if
113 the class was held on campus. Complete and accurate records of attendance
114 must be kept. All class records shall be submitted within 10 days of the
115 completion of the activity. The State Chancellor's office is required to monitor
116 and report on such programs each September.

117 118 **F. Financial Assistance**

119
120 The International Travel/Study Education Program will coordinate efforts to
121 provide financial assistance to qualified students wishing to enroll in travel/ study
122 programs.

123 124 **G. Pre-departure Orientation**

125
126 Instructors/leaders will conduct a pre-departure orientation for each group. This
127 orientation will include academic and culture adjustment preparation so that
128 students may more fully benefit from their experience.

129 130 **H. Evaluation**

- 131
- 132 1. The instructor/leader will submit a written report and evaluation of the program to
133 the Committee on International Travel/Study Education within two weeks of the
134 conclusion of the program.

- 135
136 2. Participating students will complete an evaluation of the program to the
137 Committee on International Travel/Study Education within two weeks of the
138 conclusion of the program.
139

140 **I. Indemnification**

- 141
142 1. Liability insurance shall be provided by all external contractors handling
143 program arrangements. A contractor shall provide the Office of Facilities
144 Planning/Administrative Services with a valid certificate of insurance for each
145 program naming the District as additional insured with a single limit of liability
146 of not less than \$1,000,000 with evidence that the policy covers the worldwide
147 exposures of the travel study program. The contractor shall also provide a
148 hold harmless agreement in a form determined by the District. The certificate
149 shall be submitted with the executed contract to the Office of Facilities
150 Planning/Administrative Services, San Bernardino Community College
151 District, prior to commencement of the program. All participating students
152 shall be required by the contractor to secure medical and accident insurance
153 for their own protection in amounts specified by the District. In addition, the
154 contractor shall arrange for all medical and hospital arrangements that may
155 be required. The contractor shall make available to participating students trip
156 cancellation and baggage loss insurance.
157
158 2. All participating students shall complete a District "Field Trip and Travel Study
159 Program Release" form holding the District harmless from any claims arising
160 out of or resulting from the student's participation. The signature of a parent
161 or legal guardian is required for minors.
162
163 3. Students wishing to leave a group prior to completion of the program will be
164 required to sign a notice of intent and release. Legal minors must have the
165 signature of a parent or legal guardian.
166

167 **J. Privately Sponsored Travel Programs**

168
169 Announcements to privately sponsored travel programs in which a District
170 employee leads or participates shall not give the impression in any way that the
171 program is sponsored by the District or College. Such announcements may be
172 distributed or posted on campus or at any authorized District function only in
173 accordance with rules established for other privately prepared announcements.
174

175 **Reference:** Education Code Section 66015.7
176
177

178 ~~**NOTE:** The **red ink** signifies language that is **suggested as good practice/optional** by the Policy and
179 Procedure Service and its legal counsel (Liobert Cassidy Whitmore). The language in **black ink** is from
180 the current SBCCD AP 4027 titled International Education Programs approved in 4/01. The language in
181 **blue ink** is included for consideration.~~

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 4026/4027	SBVC Vice Presidents	Line 57 – Remove hyphen (International)	
	SBVC Vice Presidents	Line 89 – Change policy to policies	
	SBVC Vice Presidents	Line 101 – Remove “shall be”	
AP 4026	1/14/16 SBVC AS & CHC AS	<p>Delete lines 14-16 & line 47 Support the addition of the text inserted in Red</p>	
		<p>Lines 51-171 describe a travel abroad program and not an international program which we are viewing as a program for international programs on the local CC campuses as such revise all lines as follows: Revise Line 49: International Education Travel/Study Programs Revise Line 53-54 ...on International Education Travel/Study that will assist the International Education Travel/Study Program approval. The committee shall consist of five representatives appointed by the college presidents. (3 from SBVC, 2 from CHC). Revise Line 57-58: by the International Education Travel/Study Program (IEP) (ITSP) Revise Line 64-65: All courses offered through the International Education Travel/Study Program shall be approved by the Committee on International Education Travel/Study Revise Line 83: required by the Committee on International Travel/Study-Education Revise Line 119: the International Education Travel/Study Program will Revise Line 131: the Committee on International Travel/Study-Education</p>	

BP or AP #	Representative group	COMMENT	RESPONSE
		Revise Line 134-135: the Committee on International Travel/Study-Education	
		Have the new international committee/coordinator for each campus look at this policy prior to moving forward at district	
AP 4026	3/2/16 District Assembly Approved		

187
188

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: April 14, 2016

SUBJECT: Consideration of Approval to Accept Board Policies for Final Approval

RECOMMENDATION

It is recommended that the Board of Trustees approve the list of Board Policies. The Administrative Procedures are for information only.

BP 2310 Regular Meetings of the Board, BP/AP 2340 Agendas, BP/AP 2714 Distribution of Tickets or Passes, AP 3510 Workplace Violence, AP 3515 Reporting of Crimes, AP 6800 Safety, BP/AP 7330 Communicable Disease, BP 7335 Health Examinations.

ANALYSIS

The changes to the APs and BPs were submitted for First Reading on March 10, 2016.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

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

BP 2310 REGULAR MEETINGS OF THE BOARD

(Replaces current SBCCD BP 2120)

All regular and special meetings of the Board of Trustees are open to the public, must be accessible to persons with disabilities, and comply with the Brown Act provisions, except as otherwise required or permitted by law.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted ten days prior to the meeting and shall remain posted until the day and time of the meeting.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

Regular meetings of the Board shall be held on the second Thursday of each month. Meetings will be held in the District Assembly Room, 114 S. Del Rosa Avenue, San Bernardino, California, 92408, or as otherwise specified by previous Board action. Meetings will begin at 4:00 p.m. or as otherwise specified by previous Board action. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in AP 2340 titled Agendas and AP 2345 titled Public Participation at Board Meetings

Recessed Meetings

Meetings may be recessed by the President with the consent of the majority of the Board members present.

Study Sessions

The Board may hold study sessions open to the public for the study of general topics of interest to the Board or the community in the operation of the District Board procedures and programs.

Hearing on the Budget

45 A public hearing of the budget shall be held in conjunction with the September Board
46 Meeting prior to adoption of the budget as provided by law.

47

48 **Taking Action on Items not on the Agenda**

49

50 The Board may only take action on items not posted on the agenda by a two-thirds vote
51 or a unanimous vote when a simple majority exists under the following conditions (a) an
52 emergency situation exists; (b) there is a need to take immediate action and that the
53 need for action came to the attention of the local agency subsequent to the agenda
54 being posted; and (c) the item was continued from a previous meeting to the meeting at
55 which action is being taken.

56

57 **References:** Education Code Section 72000(d);
58 Government Code Sections 54952.2, 54953 et seq., and 54961

59

Adopted: 4/8/04
Revised: 6/11/15

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62

COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 2310	2/1/16-District Assembly Approved		

64

65

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

BP 2340 AGENDAS

An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- a majority decides there is an “emergency situation” as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board of Trustees subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board of Trustees.

The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a Board meeting by submitting a written summary of the item to the Chancellor, although the District may defer a request to a later date. (See Education Code Section 72121.5 and Administrative Procedure 2340). The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Chancellor in consultation with the Board President.

For consideration, items from members of the public must be submitted and received~~Agenda items submitted by members of the public must be received~~ by the

44 Office of the Chancellor two weeks prior to the Board meeting and at least 72 hours to
45 assure compliance with the Brown Act prior to the regularly scheduled Board meeting.

46
47 ~~Agenda items initiated by members of the public shall be placed on the Board's agenda~~
48 ~~following the items of business initiated by the Board and by staff. Please be advised~~
49 ~~that while individuals may request to place items directly related to District business on~~
50 ~~the Board agenda, the District may defer a request to a later date. (See Education~~
51 ~~Code section 72121.5 and Administration Procedure 2340).~~ Any agenda item submitted
52 by a member of the public and heard at a public meeting cannot be resubmitted before
53 the expiration of a 90 day period following the initial submission.

54
55 **References:** Education Code Sections 72121 and 72121.5;
56 Government Code Sections 6250 et seq. and 54954 et seq.

57

Adopted: 4/9/15

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COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
BP 2340 Agendas	Currier & Hudson - 8/4/15	Please be advised that while individuals may request to place items directly related to District business on the Board agenda, the District may defer a request to a later date. (See Education Code section 72121.5 and Administration Procedure 2340).	Board Policy Work Group 8/14/15 – simplified wording and moved it to 34-35 “although the District may defer a request to a later date. (See Education Code Section 72121.5 and Administrative Procedure 2340)” Simplified lines 42-48 to “For consideration, items from members of the public must be submitted and received by the Office of the Chancellor two weeks prior to the Board meeting.”
BP 2340	2/1/16- District Assembly Approved		

63
64

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2340 AGENDAS

(Replaces current SBCCD AP 2120)

The agenda for the Board of Trustees Meetings is the official document under which business is transacted. The official agenda shall be posted on the District website and on the front door of the District Administration Building and the Administration Building on each college campus, and District education centers at least 72 hours prior to each Regular Meeting and 24 hours prior to each Special Meeting of the Board. Copies of the agenda shall be available in the Chancellor's Office during regular office hours prior to the Board Meeting and in the Board Room prior to the start of each meeting.

Agenda Development

The agenda is prepared by the Secretary to the Board (the Chancellor) in consultation with the Board President and the Chancellor's Cabinet. Requests for placing items directly related to District business on the agenda can be submitted by any individual or group. Requests should include the name, address, and telephone number of the person submitting the request, the name of any organization represented, a statement of action requested of the Board, and pertinent background material leading to the request. The Chancellor will place the item on the agenda and notify the individual or group of the time and place the item will be heard. ~~The right is reserved to defer requests to a later date or to exclude items unrelated to District business. Please be advised that while individuals may request to place items directly related to District business on the Board agenda, the District may defer a request to a later date.~~

References: Education Code Section 72121

Approved: 4/04
Revised: 3/12/15

38

COMMENTS

39

BP or AP #	Representative group	COMMENT	RESPONSE
AP 2340 Agendas	Currier & Hudson - 8/4/15	Add to lines 30-32: Please be advised that while individuals may request to place items directly related to District business on the Board agenda, the District may defer a request to a later date. (See Education Code section 72121.5 and Administration Procedure 2340).	Board Policy Work Group 8/14/15 – simplified wording and struck lines 29-32 as it is written in the BP.
AP 2340	2/1/16- District Assembly Approved		

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41

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

BP 2714 DISTRIBUTION OF TICKETS OR PASSES

The District shall comply with California Fair Political Practices Commission (“FPCC”) Regulation 18944.1 regarding distribution by the District of tickets and passes to facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose.

The District will distribute tickets or passes when attendance at the event will further the District’s mission or will contribute to the professional development of an employee or a member of the Board of Trustees. Pursuant to FPCC Regulation 18944.1(a)(2), a “public purpose” for the distribution of tickets or passes to District employees (but not trustees) can be to support general employee morale or retention, or to reward service to the District. Tickets or passes may be distributed only to accomplish one or more of these public purposes.

The distribution of any ticket or pass by the District to, or at the behest of, a District employee or trustee must accomplish a public purpose of the District. Under FPCC Regulation 18944.1(e), the District has discretion to determine whether the distribution of a ticket or pass serves a legitimate public purpose of the District, and the Board of Trustees hereby delegates to the Chancellor the authority to make these determinations.

Individuals who receive tickets or passes under this Policy are prohibited from giving them to any other person, except to members of the individual’s immediate family solely for their personal use, or to no more than one guest solely for their attendance at the event.

The Chancellor shall ensure that there are procedures that comply with the FPCC Regulation 18944.1 regarding distribution of tickets or passes to facilities, events, shows, or performances, and regarding the reporting requirements on FPCC Form 802.

Also see BP/AP 2010 (“Conflict of Interest”); AP 2714 (“Distribution of Tickets or Passes”)

Reference: Title 2 Section 18944.1

Adopted: 11/13/14

44

COMMENTS

45

BP or AP #	Representative group	COMMENT	RESPONSE
BP2714	Jack Lipton – 7/29/15	Add to 27-29: and the Board of Trustees hereby delegates to the Chancellor the authority to make these determinations.	Board Policy Work Group 8/14/15 – strike recommendations as they do not apply to sponsorships. Board will create a new BP for sponsorships.
BP 2714	2/1/16- District Assembly Approved		

46

47

**San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees**

AP 2714 DISTRIBUTION OF TICKETS OR PASSES

From time-to-time, the District receives tickets or passes to facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District’s mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees, as determined by the Chancellor or designee.

The District will distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, event, show, or performance. If more than one person would benefit equally, or their role relates equally to the facility, event, show, or performance, the District will select one person to receive the ticket or pass by lot or rotation.

Pursuant to the California Fair Political Practices Commission (“FPPC”) Regulation 18944.1(b)(1), the receipt of a ticket or pass from an outside agency is not a reportable gift if the recipient reimburses the District for the value, or if all of the following are true:

- A. The ticket or pass is not earmarked by the original source for use by a particular individual;
- B. The District determines, in its sole discretion, who may use the ticket or pass; and
- C. The distribution of the ticket or pass is made pursuant to BP 2714.

In addition, pursuant to FPPC Regulation 18944.1(b)(2), the receipt of a ticket or pass from the District itself is not a reportable gift so long as:

- A. The District obtained the ticket or pass pursuant to the terms of a contract for the use of public property;
- B. The District controls the actual event; or
- C. The District purchased the ticket or pass at fair market value and distributed it pursuant to BP 2714.

43 For each ticket or pass distributed, including those which the recipient treats as income
44 consistent with applicable state and federal income tax laws, the District shall complete
45 the FPPC Form 802.

46

47 **Reference:** FPCC Regulation 18944.1

48

49

Approved: 10/9/14

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51

52

COMMENTS

53

BP or AP #	Representative group	COMMENT	RESPONSE
AP2714	Jack Lipton – 7/29/15	Add to 15-16: as determined by the Chancellor or designee.	Board Policy Work Group 8/14/15 – strike recommendations as they do not apply to sponsorships. Board will create a new BP for sponsorships.
AP 2714	2/1/16- District Assembly Approved		

54

55

56

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

AP 3510 WORKPLACE VIOLENCE PLAN

The District is committed to providing a safe work environment that is free of violence and the threat of violence.

Responding to Threats of Violence

The top priority in this process is effectively handling critical workplace incidents, especially those dealing with actual or potential violence.

Violence or the threat of violence against or by any employee of the District or any other person is unacceptable.

Should a non-employee on District property demonstrate or threaten violent behavior, he/she may be subject to criminal prosecution.

Should an employee, during working hours, demonstrate or threaten violent behavior he/she may be subject to disciplinary action.

The following actions are considered violent acts:

- Striking, punching, slapping, or assaulting another person.
- Fighting or challenging another person to fight.
- Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise.
- Engaging in dangerous, threatening, or unwanted horseplay.
- Possession, use, or threat of use, of a firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, on District property, including parking lots, other exterior premises, District vehicles, or while engaged in activities for the District in other locations, unless such possession or use is a requirement of the job.
- Threatening harm or harming another person, or any other action or conduct that implies the threat of bodily harm.
- Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, has been

43 authorized by a District employee to have the knife, or is a duly appointed peace
44 officer who is engaged in the performance of his/her duties.
45

46 Any employee who is the victim of any violent threatening or harassing conduct, any
47 witness to such conduct, or anyone receiving a report of such conduct, whether the
48 perpetrator is a District employee or a non-employee, shall immediately report the
49 incident to his/her supervisor or other appropriate person.
50

51 *District Police or 911*
52

53 No one, acting in good faith, who initiates a complaint or reports an incident under this
54 policy will be subject to retaliation or harassment.
55

56 Any employee reported to be a perpetrator will be provided both due process and
57 representation before disciplinary action is taken.
58

59 In the event the District fears for the safety of the perpetrator or the safety of others at
60 the scene of the violent act, *District police or 911* will be called.
61

62 **References:** Cal/OSHA; Labor Code Sections 6300 et seq.;
63 Title 8 Section 3203;
64 Code of Civil Procedure Section 527.8;
65 Penal Code Sections 273.6, 626.9, and 626.10
66

67 **Approved: 3/12/15, 5/14/15**
68

69
70

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 3510	11/23/15 – Legal Update #27	The title of this procedure was updated for clarity.	
AP 3510	2/1/16- District Assembly Approved		

71
72
73

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

AP 3515 REPORTING OF CRIMES

*~~NOTE: The language in red ink is **legally required**. Local practice may be inserted, but should include the following requirements:~~*

~~Members of the San Bernardino Community College District who are witnesses or victims of a crime should immediately report the crime to **[appropriate law enforcement authorities]**the District Police Department.~~

~~In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the **[appropriate law enforcement authorities]**District Police Department. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.~~

~~**[For Districts with Police Departments]**The District will instruct members of the District Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources/ Vice President of Student Services **[designate position]** if the complainant consents.~~

~~The District shall publish warnings to the campus community about the following crimes:~~

- ~~• Criminal homicide – murder and non-negligent manslaughter;~~
- ~~• Criminal homicide – negligent manslaughter;~~
- ~~• Sex offenses – forcible and non-forcible sex offenses;~~
- ~~• Domestic violence, dating violence and stalking;~~
- ~~• Robbery;~~
- ~~• Aggravated assault;~~
- ~~• Burglary;~~
- ~~• Motor vehicle theft;~~

- 44 • Arson;
- 45 • Arrests for liquor law violations, drug law violations, and illegal weapons
- 46 possession;
- 47 • Persons who were not arrested for liquor law violations, drug law
- 48 violations, and illegal weapons possession, but who were referred for
- 49 campus disciplinary action for same;
- 50 • Crimes that manifest evidence that the victim was intentionally selected
- 51 because of the victim's actual or perceived race, gender, religion, sexual
- 52 orientation, ethnicity, or disability and involve larceny-theft, simple assault,
- 53 intimidation, destruction/damage/vandalism of property, or any other crime
- 54 involving bodily injury;
- 55 • Those reported to the District Police Department ~~[appropriate law~~
- 56 ~~enforcement authorities];~~ and
- 57 • Those that are considered to represent a continuing threat to other
- 58 students and employees.

59

60 In the event that a situation arises, either on or off campus, that, in the judgment of the

61 [Chief of Campus Police or President of the College ~~designated officer, which may be~~

62 ~~the chief of campus police],~~ constitutes an ongoing or continuing threat, a campus

63 wide "timely warning" will be issued. The warning will be issued through the college e-

64 mail system to students, faculty, staff and the campus' student newspaper. The

65 information shall be disseminated by the Emergency Manager ~~insert designated~~

66 ~~officer]~~ in a manner that aids the prevention of similar crimes.

67

68 Depending on the particular circumstances of the crime, especially in all situations that

69 could pose an immediate threat to the community and individuals, the Emergency

70 Manager ~~insert designated officer]~~ may also post a notice on the campus-wide

71 electronic bulletin board on the- District website at www.sbccd.org ~~identify appropriate~~

72 ~~authority]~~ web site at: ~~insert website address],~~ providing the community with more

73 immediate notification. The electronic bulletin board is immediately accessible via

74 computer by all faculty, staff and students. Anyone with information warranting a timely

75 warning should report the circumstances to the District Police ~~campus police],~~ by

76 phone- 909-384-4491 ~~XXX-XXXX]~~ or in person at the police station at Crafton Hills

77 College or San Bernardino Valley College ~~location].~~

78

79 The District shall not be required to provide a timely warning with respect to crimes

80 reported to a pastoral or professional counselor.

81

82 If there is an immediate threat to the health or safety of students or employees occurring

83 on campus, the District shall follow its emergency notification procedures.

84

85 The District shall annually collect and distribute statistics concerns crimes on campus.

86 All college staff with significant responsibility for student and campus activities shall

87 report crimes about which they receive information.

88

89 The District shall publish an Annual Security Report every year by October 1 that
90 contains statistics regarding crimes committed on campus and at affiliated locations for
91 the previous three years. The Annual Security Report shall also include policies
92 pertaining to campus security, alcohol and drug use, crime prevention, the reporting of
93 crimes, sexual assault, victims' assistance program, student discipline, campus
94 resources and other matters. The District shall make the report available to all current
95 students and employees. The District will also provide perspective students and
96 employees with a copy of the Annual Security Report upon request. A copy of the
97 Annual Security Report can be obtained by contacting the District Police Department
98 [name and address of office] or at the Website address published in [list publications
99 that list the address]www.sbccd.org/police.

100
101 To Report a Crime:
102 Contact [~~Designated Campus Security Office or Campus Police Department~~ at
103 [(XXX) XXX-XXXX (non-emergencies)] and dial 9-1-1 (emergencies only). Any
104 suspicious activity or person seen in the parking lots or loitering around vehicles or
105 inside buildings should be reported to the police department. In addition you may report
106 a crime to the following areas:

- 107 CHC-Student Health Services 909-389-3271
- 108 SBVC-Student Health Services 909-384-8273
- 109 SBVC-Title IX coordinator 909-384-8992
- 110 CHC Title IX coordinator 909-389-3355
- 111 Human Resources 909-382-4041
- 112 SBVC Vice President of Student Services 909-384-8992
- 113 CHC Vice President of Student Services at 909-389-3355

114
115
116 — [Chief Student Services Officer]
117 (XXX) XXX-XXXX

118
119 — [Chief Counseling Officer]
120 (XXX) XXX-XXXX

121
122 — [Chief Student Health Officer]
123 (XXX) XXX-XXXX

124
125 — [Chief Human Resources Officer]
126 (XXX) XXX-XXXX

127
128 — [Identify additional personnel]

129
130 NOTE: Either Alternative 1 or Alternative 2 must be selected. One of the Alternatives
131 is legally required.

132
133 [Alternative 1]

134 If you are the victim of a crime and do not want to pursue action within the District's
135 System or the criminal justice system, you may still want to consider making a
136 confidential report. With your permission, the District Police Department

137 ~~[insert designated office]~~ can file a report on the details of the incident without
138 revealing your identity. The purpose of a confidential report is to comply with your wish
139 to keep the matter confidential, while taking steps to ensure the future safety of yourself
140 and others. With such information, the District can keep an accurate record of the
141 number of incidents involving students, determine where there is a pattern of crime with
142 regard to a particular location, method, or assailant, and alert the campus community to
143 potential danger. Reports filed in this manner are counted and disclosed in the annual
144 crimes statistics for the institution.

145
146 The District Police Department ~~[designated office or campus police]~~ encourage anyone
147 who is the victim or witness to any crime to promptly report the incident to the police.
148 Because police reports are public records under state law, the District Police Department
149 ~~[campus police department]~~ police cannot hold reports of crime in confidence.
150 Confidential reports for purposes of inclusion in the annual disclosure of crime statistics
151 can generally be made to other campus security authorities as identified below.
152 Confidential reports of crime may also be made to SBVC Vice President of Student Services
153 ~~[insert designated officer]~~ at ~~[XXX-XXXX]~~909-384-8992.

154
155 **[Alternative 2]**

156 The District does not allow victims or witnesses to report crimes on a voluntary,
157 confidential basis for inclusion in the annual disclosure of crime statistics.

158
159 **NOTE:** *The following procedure is not legally required but authorized pursuant to 34*
160 *Code of Federal Regulations Part 99.31(a)(13),(14). It is **suggested as good practice.***

161
162 The District may disclose the final results of disciplinary proceeding to a victim of an
163 alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of
164 the outcome. The District may also disclose to anyone, the final results of a disciplinary
165 proceeding in which it concludes that a student violated District policy with respect to a
166 crime of violence or non-forcible sex offense. The offenses that apply to this
167 permissible disclosure are:

- 168 — Arson;
- 169 — Assault offenses;
- 170 — Burglary;
- 171 — Criminal homicide — manslaughter by negligence;
- 172 — Criminal homicide — murder and non-negligent manslaughter;
- 173 — Destruction, damage, or vandalism of property;
- 174 — Kidnapping or abduction;
- 175 — Robbery;
- 176 — Forcible sex offenses.

177
178 The disclosure may only include the final result of the disciplinary proceeding with
179 respect to the alleged criminal offense. The District shall not disclose the name of any
180 other student, including a victim or witness, unless the victim or witness has waived
181 his/her right to confidentiality.

182

183 **NOTE:** *For districts that participate in the Cal Grant Program, the following is also*
184 **legally required** *(To assist Districts comply with this reporting requirement, the*
185 *California Attorney General’s Office and University of California Office of the President,*
186 *in partnership with the Alameda County and San Bernardino County District Attorney’s*
187 *Offices and San Francisco and Oxnard Police Departments, has published a Model*
188 *Memorandum of Understanding that Districts may use as a template to help them*
189 *comply with their reporting requirements. This template, and instructions on how to use*
190 *the template, are available on the Attorney General’s website*
191 *(<http://oag.ca.gov/campus-sexual-assault>). Districts should still consult with their own*
192 *legal counsel before finalizing any Memorandum of Understanding between the District*
193 *and local law enforcement.):*

194
195 **Required Reports to Local Law Enforcement Agency**
196 Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault,
197 or hate crime, committed on or off campus, that is received by a campus security
198 authority and made by the victim for the purposes of notifying the institution or law
199 enforcement must be immediately, or as soon as practicably possible, disclosed to the
200 local law enforcement agency. The report shall not identify the victim, unless the victim
201 consents to being identified after the victim has been informed of his/her right to have
202 his/her personally identifying information withheld. If the victim does not consent to
203 being identified, the alleged assailant shall not be identified in the information disclosed
204 to the local law enforcement agency.

205
206 **References:** Education Code Sections 212 and, 67380, 67383, and 87014;
207 Penal Code Sections 245 and 422.55;
208 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
209 Statistics Act of 1998;
210 20 United States Code Section 1232g;
211 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and
212 668.46;Campus Security Act of 1990

213
214
215 **NOTE:** *The **red ink** signifies language that is **legally required** and recommended by the Policy and*
216 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore).*

217 **Approved:**

218
219

220
221

COMMENTS

BP or AP #	Representative group	COMMENT	RESPONSE
AP 3515	POLICE	LINE 16 the District Police Department]. LINE 22 District Police Department LINE 27 For Districts with Police Departments LINE 30 Human Resources/ Vice President of Student Services LINE 53 the District Police Department LINE 58 the Chief of Campus Police or President of the College LINE 61 Emergency Manager LINE 65 Emergency Manager LINE 70 District police 909-384-4491 LINE 71 police station at Crafton Hills College or San Bernardino Valley College LINE 91 the District Police Department LINE 92 www.sbccd.org/police LINE 95 the District Police Department [(909) 384-4491 (non-emergencies)] LINE 100 CHC-Student Health Services 909-389-3271 LINE 101 SBVC-Student Health Services 909-384-8273 LINE 102 SBVC-Title IX coordinator 909-384-8992 LINE 103 CHC Title IX coordinator 909-389-3355 LINE 104 Human Resources 909-382-4041 LINE 105SBVCVice President of Student Services909-384-8992 LINE 106 CHC Vice President of Student Services at 909-389-3355 LINE 111 chose Alternative 1 LINE 114 District Police Department LINE 123 District Police Department LINE 125 District Police Department LINE 129 CHC-Student Health Services 909-389-3271 LINE 130 SBVC-Student Health Services 909-384-8273 LINE 132 SBVC-Title IX coordinator 909-384-8992 LINE 133 CHC Title IX coordinator 909-389-3355 LINE 134 Human Resources 909-382-4041 LINE 135 SBVCVice President of Student Services] at [909-384-8992	
AP 3515	11/23/15 – Legal Update #27	A note in this procedure was updated to add a link to resources offered by the California Attorney General’s Office to assist Districts comply with AB 1433 reporting requirements.	
AP 3515	2/1/16- District		

BP or AP #	Representative group	COMMENT	RESPONSE
	Assembly Approved		

222

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

AP 6800 **OCCUPATIONAL SAFETY**

(Replaces current SBCCD AP 6800)

~~***NOTE:** The language in red ink is **legally required.** Safety conditions of employment are a mandatory subject of bargaining, and may be more specific than the following procedures, which are minimum standards to cover students and unrepresented employees. AP 3510 titled Workplace Violence Plan covers many of the same requirements, and some districts may prefer to not include a similar procedure here. Local practice may be inserted. The following will comply with requirements.*~~

Definitions

Prevention activities increase awareness and minimize the potential for crisis in the workplace. Training is essential for all staff to learn how to recognize early warning signs, so that appropriate intervention can be provided for identified areas of conflict in the workplace.

Crisis or conflict constitutes any inappropriate or unreasonable disruption that interferes with the normal functioning of your work.

Acts of violence include any physical action, whether intentional or reckless, that harms or threatens the safety of self, another individual or property.

A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to self, another individual or property.

Workplace includes off-campus locations as well as college-sponsored activities where faculty, staff, or student employees are engaged in college business or locations where incidents occur as a result of the person's relationship to the college community.

Emergencies

Any employee shall immediately report any situation that threatens life or property and demands an immediate response of police, fire, or medical personnel by first dialing 911 and then notifying law enforcement.

45 **Equipment and Sanitation**
46 Should the duties of an employee require the use of equipment to ensure the safety of
47 the employee, the District shall furnish such equipment. Complaints related to health
48 safety, sanitation and working conditions shall be forwarded to Police and Safety
49 Services for review and recommendation.

50
51 **Crisis and Conflict Intervention**
52 Any employee experiencing an unsafe work condition should immediately contact
53 his/her supervisor or Police and Safety Services. The supervisor shall immediately
54 notify Police and Safety Services about any acts or threats of violence. The employee
55 will be provided consultation regarding resources available to resolve the unsafe work
56 condition.

57
58 It is the responsibility of all employees to immediately report threats, acts of violence or
59 any other behavior which deliberately hurts or harms another person at the college to
60 their immediate supervisor and the District Police Department or local law
61 enforcement.~~Police and Safety Services or local law enforcement.~~ Such reports will be
62 promptly and thoroughly investigated.

63
64 ***NOTE:*** *The following language is ~~suggested as good practice.~~*

65
66 **Employee Crisis Assistance Team**
67 An Employee Crisis Assistance Team is established to provide regular training and
68 advice to individuals and departments. Training activities may include, but not be
69 limited to, skill development in conflict resolution, communication, anger management
70 and early identification of unsafe working conditions in the workplace.

71
72 Team advising activities may include individual consultations, peer mediation, conflict
73 resolution services and referral to outside sources.

74
75 Immediately upon notification of an act of violence or threat of violence involving an
76 employee, the team member notified will initiate Employee Crisis Assistance Team
77 procedures as stated below.

78
79 In the event of an act or threat of violence, the team will investigate the incident and
80 forward the results of the completed investigation to the Chief of Police and Safety
81 Services for consideration. Law enforcement will take appropriate action if the incident
82 involves injuries or criminal activity.

83
84 The team will coordinate available resources to provide intervention, consultation or
85 referral, which may include arranging for counselors to work with victims and observers
86 of the incident.

87
88 **Restraining Orders/Court Orders**
89 An employee shall notify law enforcement of any restraining orders/court orders when
90 named as a plaintiff, and provide a copy of the order to the District Police Department or

91 ~~local law enforcement.~~~~[law enforcement, e.g., college or local police].~~ In the event the
92 supervisor is informed by an employee of a restraining order, the supervisor will contact
93 the District Police Department or local law enforcement~~[law enforcement, e.g., college or~~
94 ~~local police], ensure they are aware of it, and that they have a copy of the restraining~~
95 order on file.

96
97 ~~Also see AP 6850 titled Hazardous Materials as well as AP 7343 titled Industrial~~
98 ~~Accident and Illness Leave~~

99
100 ~~**NOTE:** Current SBCCD AP 6800 titled Safety combines numerous topics and issues~~
101 ~~that will be addressed in other board policies and administrative procedures including:~~
102 ~~BP/AP 3505 titled Emergency Response Plan, BP/AP 3510 titled Workplace Violence~~
103 ~~Plan, AP 6850 titled Hazardous Materials, AP 7343 titled Industrial Accident and Illness~~
104 ~~Leave, and BP/AP 7330 titled Communicable Disease (see gray shading of language to~~
105 ~~be addressed in other documents below). Consider retaining only the language at the~~
106 ~~beginning of current SBCCD AP 6800 that is **unshaded below.**~~

107
108  ~~From current SBCCD AP 6800 titled Safety~~

109 110 **INJURY AND ILLNESS PREVENTION PROGRAM**

111
112 The District will institute and administer a comprehensive occupational Injury and Illness
113 Prevention Program (IIPP) for all employees. The goal of the program is to prevent
114 accidents, to reduce personal injury and occupational illness, and to comply with all
115 safety and health standards.

116 117 **A. Responsibility**

118
119 The Executive Director, Facilities Planning/Administrative Services, is responsible for
120 district-wide coordination of the program. The College President is responsible for
121 administration of the program on campus. Each supervisor is responsible for
122 implementing the IIPP in his/her work area. A copy of the IIPP shall be available from
123 each supervisor. Questions regarding the program should be directed to one's
124 supervisor, the College President, or the Executive Director, Facilities Planning/
125 Administrative Services.

126 127 **B. Employee Compliance**

128
129 1. Employees who follow safe work practices will have this fact documented on
130 their performance reviews. Employees who are unaware of correct safety and
131 health procedures will be trained or retrained as necessary.

132
133 2. Willful violations of safe work practices may result in disciplinary action.

134 135 **C. Communication**

137 1. Matters concerning occupational safety and health will be communicated to
138 employees by written documentation, staff meetings, formal and informal training
139 and posting. Communication from employees to supervisors about unsafe or
140 unhealthy conditions is encouraged and may be verbal or written, as the
141 employee chooses. The employee may use the "Report of Safety Hazard" form
142 and remain anonymous.

143
144 2. NO EMPLOYEE WILL BE RETALIATED AGAINST FOR REPORTING
145 HAZARDS, OR POTENTIAL HAZARDS, OR FOR MAKING SUGGESTIONS
146 RELATED TO SAFETY.

147
148 3. The results of the investigation of any employee safety suggestion or report of
149 hazard will be reported to all employees affected by the hazards or posted on
150 appropriate bulletin boards.

151 **D. Inspections**

152
153
154 1. Each supervisor and/or safety representative will conduct an inspection to
155 identify unsafe work conditions and practices:

156 a. At least once each quarter in all work areas; and

157
158 b. Whenever new substances, processes, procedures, or equipment are
159 introduced into the workplace that represent a new occupational safety
160 and health hazard; and

161
162 c. Whenever the supervisor is made aware of a new or previously
163 unrecognized hazard.

164
165
166 2. The "Hazard Checklist" or "Hazard Assessment" form shall be used to
167 document inspections.

168 169 **E. Injury and Illness Investigation**

170
171 Occupational injuries and illness will be investigated in accordance with established
172 procedures and documented.

173 174 **F. Correction of Unsafe or Unhealthy Conditions**

175
176 1. Whenever an unsafe or unhealthy condition, practice, or procedure is
177 observed or reported, the supervisor will take appropriate corrective measures in
178 a timely manner based upon the severity of the hazard. Employees will be
179 informed of the hazard and interim protective measures taken until the hazard is
180 corrected.

182 2. Employees may not enter an imminent hazard area, without appropriate
183 equipment, training, and the prior specific approval of the supervisor.
184

185 **G. Training**

186
187 1. The program administrator shall assure that supervisors receive training on
188 safety and health hazards to which employees under their immediate direction
189 and control may be exposed.
190

191 2. Supervisors are responsible to see that those under their direction receive
192 training on general workplace safety as well as specific instructions with regard to
193 hazards unique to any job assignment.
194

195 3. This training is provided:

196
197 a. To all employees and those given new assignments for which training
198 has not previously been received. The "Employee Safety Checklist"
199 should be used to document this training;
200

201 b. Whenever new substances, processes, procedures or equipment are
202 introduced to the workplace and represent a new hazard; and
203

204 c. Whenever the employer is made aware of a new or previously
205 unrecognized hazard.
206

207 4. When a supervisor is unable to provide the required training, he/she should
208 request such training be given to the employee by others by notifying the
209 program administrator. The "Request for Training" form should be used.
210

211 **H. Record Keeping**

212
213 1. The supervisor shall keep records of inspections, including the name of the
214 person(s) conducting the inspection, the unsafe conditions and work practices
215 that have been identified and action taken to correct the identified unsafe
216 conditions and work practices. These records shall be maintained for three
217 years.
218

219 2. The supervisor shall also keep documentation of safety and health training
220 attended by each employee, including employee name, training dates, type(s) of
221 training and training providers. This documentation shall be maintained for three
222 years.
223

224 *APPROVED: 6/9/94*

225
226 ~~**HAZARDOUS MATERIALS COMMUNICATIONS PROGRAM**~~ *(NOTE: This language*
227 *is addressed in AP 6850 titled Hazardous Materials)*

228
229 ~~The District must post at least one CAL/OSHA Notice in each location where business~~
230 ~~is conducted in a conspicuous place where notices to employees are customarily~~
231 ~~posted.~~

232
233 ~~Where employers are engaged in activities that are physically dispersed such as~~
234 ~~construction or transportation, the notice required shall be posted at each location to~~
235 ~~which employees report each day.~~

236
237 ~~Where employees do not usually work at, or report to, a single location, the notice or~~
238 ~~notices shall be posted at the location or locations from which the employees operate to~~
239 ~~carry out their activities.~~

240
241 ~~Each employer shall take steps to insure that such notices are not altered, defaced or~~
242 ~~covered by other material.~~

243
244 ~~The notice shall inform employees that employers who use any substance listed as a~~
245 ~~hazardous substance by Cal/OSHA regulations must provide employees with~~
246 ~~information on the contents of material safety data sheets (MSDS) or equivalent~~
247 ~~information about the substance which trains employees to use the substance safely.~~

248
249 ~~The notice must also state that the employer is required to make available on a timely~~
250 ~~and reasonable basis a MSDS on each hazardous substance in the workplace upon~~
251 ~~request of an employee, collective bargaining representative, or an employee's~~
252 ~~physician.~~

253
254 ~~The notice must also state that employees have the right to see and copy the medical~~
255 ~~record and other records of employee exposure to potentially toxic materials or harmful~~
256 ~~physical agents.~~

257
258 ~~If the District is required to conduct tests or to engage in monitoring or measuring to~~
259 ~~determine employee exposure to hazards by specific standards it shall notify the~~
260 ~~affected employee or employees or their representative, prior to commencement of the~~
261 ~~date, time and place of the testing, monitoring or measuring of employee exposure.~~

262
263 ~~The District must provide the an employee or employees, or their representatives with~~
264 ~~the opportunity to observe the testing, sampling, monitoring or measuring undertaken~~
265 ~~pursuant to such standards.~~

266
267 ~~Whenever any employee has been or is being exposed to toxic materials or harmful~~
268 ~~physical agents in concentrations or at levels exceeding those prescribed by applicable~~
269 ~~standard, order, or special order, the District must promptly notify any employee so~~
270 ~~affected in writing of the fact that the employee has been exposed, and of the corrective~~
271 ~~action being taken.~~

272
273 ~~Reference:~~

274 ~~Title 8, Section 340 et seq.~~

275

276

277 ~~**PREVENTIVE WORKPLACE VIOLENCE PLAN** (NOTE: This language is addressed~~
278 ~~in BP/AP 3510 titled Workplace Violence Plan)~~

279

280 ~~The Board is committed to providing a District work and learning environment that is~~
281 ~~free of violence and the threat of violence. The Board's priority is the effective handling~~
282 ~~of critical workplace violence incidents, including those dealing with actual or potential~~
283 ~~violence.~~

284

285 ~~This administrative regulation is to assure that employees are informed regarding what~~
286 ~~actions will be considered violent acts, and requiring any employee who is the victim of~~
287 ~~any violent conduct in the workplace, or is a witness to violent conduct to report the~~
288 ~~incident, and that employees are informed that there will be no retaliation for such~~
289 ~~reporting.~~

290

291 ~~**Responding to Threats of Violence**~~

292

293 ~~The top priority in this process is effectively handling critical workplace incidents,~~
294 ~~especially those dealing with actual or potential violence.~~

295

296 ~~Violence or the threat of violence against or by any employee of the District or any other~~
297 ~~person is unacceptable.~~

298

299 ~~Should a non-employee on District property demonstrate or threaten violent behavior,~~
300 ~~he/she may be subject to criminal prosecution.~~

301

302 ~~Should an employee, during working hours, demonstrate or threaten violent behavior~~
303 ~~he/she may be subject to disciplinary action.~~

304

305 ~~The following actions are considered violent acts:~~

306

307 ~~• Striking, punching, slapping or assaulting another person.~~

308 ~~• Fighting or challenging another person to fight.~~

309 ~~• Grabbing, pinching or touching another person in an unwanted way whether~~
310 ~~sexually or otherwise.~~

311 ~~• Engaging in dangerous, threatening or unwanted horseplay.~~

312 ~~• Possession, use, or threat of use, of a firearm, knife, explosive or other~~
313 ~~dangerous object, including but not limited to any facsimile firearm, knife or~~
314 ~~explosive, on District property, including parking lots, other exterior premises,~~
315 ~~District vehicles, or while engaged in activities for the District in other locations,~~
316 ~~unless such possession or use is a requirement of the job.~~

317 ~~• Threatening harm or harming another person, or any other action or conduct~~
318 ~~that implies the threat of bodily harm.~~

319 • ~~Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade~~
320 ~~longer than 2½ inches upon the grounds, unless the person is authorized to~~
321 ~~possess such a weapon in the course of his or her employment, has been~~
322 ~~authorized by a District employee to have the knife, or is a duly appointed peace~~
323 ~~officer who is engaged in the performance of his or her duties.~~

324
325 ~~Any employee who is the victim of any violent threatening or harassing conduct, any~~
326 ~~witness to such conduct, or anyone receiving a report of such conduct, whether the~~
327 ~~perpetrator is a District employee or a non employee, shall immediately report the~~
328 ~~incident to his/her supervisor or other appropriate person.~~

329
330 ~~No one, acting in good faith, who initiates a complaint or reports an incident under this~~
331 ~~policy will be subject to retaliation or harassment.~~

332
333 ~~Any employee reported to be a perpetrator will be provided both due process and~~
334 ~~representation before disciplinary action is taken.~~

335
336 ~~In the event the District fears for the safety of the perpetrator or the safety of others at~~
337 ~~the scene of the violent act, Campus Police will be called.~~

338
339 ~~Reference:~~

340
341 ~~Cal/OSHA; Labor Code Sections 6300 et seq.~~
342 ~~Title 8, Section 3203~~
343 ~~Code of Civil Procedure Section 527.8~~
344 ~~Penal Code Sections 273.6; 626.9; 626.10; and 12021~~

345
346
347 ~~**DISASTER PREPAREDNESS PLAN** (NOTE: This language is addressed in BP/AP~~
348 ~~3505 titled Emergency Preparedness Plan)~~

349
350 ~~**A. Authorization**~~

351
352 ~~Each District site must prepare, publish, practice/test, and update yearly a site specific~~
353 ~~INCIDENT ACTION PLAN utilizing the Standardized Emergency Management Systems~~
354 ~~(SEMS)~~

355
356 ~~**B. Content of the Incident Action Plan**~~

357
358 ~~Each Incident Action Plan must contain all of the following elements:~~

- 359
360 ~~1. The Purpose of the Plan~~
361 ~~2. A site personnel listing for all Command Staff and General Staff~~
362 ~~3. A statement of the conditions under which the INCIDENT ACTION PLAN will~~
363 ~~be activated.~~

364

365 C. ~~Specific Disaster Preparedness Plans Must be Prepared for Each of the Following:~~

- 366 ~~1. Earthquake~~
- 367 ~~2. Major Fire~~
- 368 ~~3. Power Outage~~
- 369 ~~4. Flooding, Winds, Natural Disasters~~
- 370 ~~5. Bomb Threats~~
- 371 ~~6. Hazardous Materials Incidents~~
- 372 ~~7. Shooting on Campus, Sniper, Barricaded Suspects~~
- 373 ~~8. Civil Disorders~~
- 374 ~~9. Aircraft Accidents and/or Explosions~~
- 375 ~~10. Major Traffic Collision~~

376

377 **D. ~~Concept of Operations~~**

378

379 ~~Each SEMS INCIDENT ACTION PLAN will outline the functions, duties, and~~
380 ~~responsibilities necessary for the effective responses to any situation. The SEMS Plan~~
381 ~~is the administrative guide for rapid communications and decision-making. The following~~
382 ~~topics must be addressed in each plan:~~

383

- 384 ~~1. Administrative Authority~~
- 385 ~~2. SEMS Emergency Organizational Structure~~
- 386 ~~3. Functional Procedures Required~~
- 387 ~~4. General Emergency Functions and Operations for specific disaster~~

388

389 **E. ~~Practice Drills~~**

390 ~~Each INCIDENT ACTION PLAN shall be tested yearly with a practice drill approved by~~
391 ~~the Site Incident Commander.~~

392

393

394 **~~COMMUNICABLE DISEASE, EMPLOYEES~~** *~~(NOTE: This language is addressed in~~*
395 *~~BP/AP 7330 titled Communicable Disease)~~*

396

397 ~~All newly hired academic employees shall have on file a medical certificate indicating~~
398 ~~freedom from communicable diseases, including tuberculosis. No academic employee~~
399 ~~shall commence service until such medical certificate has been provided to the District.~~

400

401 ~~All newly hired employees must show that they have been examined within the past 60~~
402 ~~days to determine that they are free from active tuberculosis.~~

403

404 ~~All employees shall be required to undergo an examination within four years of~~
405 ~~employment and every four years thereafter, to determine if they are free from~~
406 ~~tuberculosis.~~

407

408 ~~Reference:~~

409 ~~Education Code Sections 87408; 87408.6; 88021~~

410

411 ~~INDUSTRIAL ACCIDENTS AND ILLNESS (NOTE: This language is addressed in AP~~
412 ~~7343 titled Industrial Accident and Illness Leave)~~

413
414 ~~A. Academic Employees~~

415
416 ~~Academic employees shall be entitled to not less than 60 days leave on account of an~~
417 ~~industrial accident or illness in any one fiscal year for the same accident.~~

418
419 ~~Allowable leave shall not be accumulated from year to year.~~

420
421 ~~Industrial accident or illness leave shall commence on the first day of absence.~~

422
423 ~~When an academic employee is absent from his or her duties on account of an~~
424 ~~industrial accident or illness, the employee shall be paid the portion of the salary due~~
425 ~~him or her for any month in which the absence occurs as, when added to his or her~~
426 ~~temporary disability indemnity under the Labor Code, will result in a payment to the~~
427 ~~employee of not more than his or her full salary. "Full salary," shall be computed so that~~
428 ~~it shall not be less than the employee's "average weekly earnings" as that phrase is~~
429 ~~used in Section 4453 of the Labor Code. For purposes of this section, however, the~~
430 ~~maximum and minimum average weekly earnings set forth in Section 4453 of the Labor~~
431 ~~Code shall otherwise not be deemed applicable.~~

432
433 ~~Industrial accident or illness leave shall be reduced by one day for each day of~~
434 ~~authorized absence regardless of a temporary disability indemnity award. When an~~
435 ~~industrial accident or illness leave overlaps into the next fiscal year, the employee shall~~
436 ~~be entitled to only the amount of unused leave due him or her for the same illness or~~
437 ~~injury.~~

438
439 ~~Upon termination of the industrial accident or illness leave, the employee shall be~~
440 ~~entitled to the benefits provided in Education Code Sections 87780, 87781 and 87786,~~
441 ~~and, for the purposes of each of these sections, his or her absence shall be deemed to~~
442 ~~have commenced on the date of termination of the industrial accident or illness leave.~~
443 ~~However, if the employee continues to receive temporary disability indemnity, he or she~~
444 ~~may elect to take as much of his or her accumulated sick leave which, when added to~~
445 ~~his or her temporary disability indemnity, will result in a payment to the employee of not~~
446 ~~more than his or her full salary.~~

447
448 ~~During any paid leave of absence, the employee may endorse to the District the~~
449 ~~temporary disability indemnity checks received on account of his or her industrial~~
450 ~~accident or illness. The District shall issue the employee appropriate salary warrants for~~
451 ~~payment of the employee's salary and shall deduct normal retirement, other authorized~~
452 ~~contributions, and the temporary disability indemnity, if any, actually paid to and~~
453 ~~retained by the employee for periods covered by the salary warrants.~~

454

455 ~~Any employee receiving benefits as a result of this section, during periods of injury or~~
456 ~~illness, shall remain within the State of California unless the Chancellor authorizes travel~~
457 ~~outside the state.~~

458 **B. Classified Employees**

459 ~~Classified employees shall be entitled to not less than 60 days leave on account of an~~
460 ~~industrial accident or illness, in any one fiscal year for the same accident.~~

462 ~~Allowable leave shall not be accumulative from year to year.~~

464 ~~Industrial accident or illness leave of absence will commence on the first day of~~
465 ~~absence.~~

467 ~~Payment for wages lost on any day shall not, when added to an award granted the~~
468 ~~employee under the workers' compensation laws of this state, exceed the normal wage~~
469 ~~for the day.~~

471 ~~Industrial accident leave will be reduced by one day for each day of authorized absence~~
472 ~~regardless of a compensation award made under workers' compensation.~~

474 ~~When an industrial accident or illness occurs at a time when the full 60 days will overlap~~
475 ~~into the next fiscal year, the employee shall be entitled to only that amount remaining at~~
476 ~~the end of the fiscal year in which the injury or illness occurred, for the same illness or~~
477 ~~injury.~~

479 ~~The industrial accident or illness leave of absence is to be used in lieu of entitlement~~
480 ~~acquired under Education Code Section 88191. When entitlement to industrial accident~~
481 ~~or illness leave has been exhausted, entitlement to other sick leave will then be used;~~
482 ~~but if an employee is receiving workers' compensation, the person shall be entitled to~~
483 ~~use only so much of the person's accumulated or available sick leave, accumulated~~
484 ~~compensating time, vacation or other available leave which, when added to the workers'~~
485 ~~compensation award, provide for a full day's wage or salary.~~

487 ~~Periods of leave of absence, paid or unpaid, shall not be considered to be a break in~~
488 ~~service of the employee.~~

490 ~~During all paid leaves of absence, whether industrial accident leave as provided in this~~
491 ~~procedure, sick leave, vacation, compensated time off or other available leave provided~~
492 ~~by law or the action of the district, the employee shall endorse to the District wage loss~~
493 ~~benefit checks received under the workers' compensation laws of this state. The~~
494 ~~District, in turn, shall issue the employee appropriate warrants for payment of wages or~~
495 ~~salary and shall deduct normal retirement and other authorized contributions.~~
496 ~~Reduction of entitlement to leave shall be made only in accordance with this procedure.~~

498 ~~When all available leaves of absence, paid or unpaid, have been exhausted and if the~~
499 ~~employee is not medically able to assume the duties of the person's position, the~~
500

501 person, if not placed in another position, shall be placed on a reemployment list for a
502 period of 39 months. When available, during the 39-month period, the person shall be
503 employed in a vacant position in the class of the person's previous assignment over all
504 other available candidates except for a reemployment list established because of lack of
505 work or lack of funds, in which case the person shall be listed in accordance with
506 appropriate seniority regulations.

507
508 The Vice Chancellor of Human Resources may require that an employee serve, or have
509 served continuously, one year of employment before the benefits provided by this
510 section are made available to the person. All service of an employee prior to the
511 effective date of any such requirement shall be credited in determining compliance with
512 the requirement.

513
514 Any employee receiving benefits as a result of this section shall, during periods of injury
515 or illness, remain within the State of California unless the Chancellor authorizes travel
516 outside the state.

517
518 An employee who has been placed on a reemployment list, as provided above, who has
519 been medically released for return to duty and who fails to accept an appropriate
520 assignment, shall be dismissed.

521
522 Reference: ~~Education Code Sections 87787, 88192.~~

523
524 **References:** Cal/OSHA;
525 Labor Code Sections 6300 et seq;
526 Title 8 Section 3203;
527 Code of Civil Procedure Section 527.8;
528 Penal Code Sections 273.6, 626.9, 626.10, and 12021

529
530
531 ***NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
532 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
533 current SBCCD AP 6800 titled Safety approved on 6/9/94. The language in **blue ink** is included for
534 consideration.*

535
Approved: 6/9/94

Revised:

536
537

538

COMMENTS

539

BP or AP #	Representative group	COMMENT	RESPONSE
AP 6800	11/23/15 – Legal Update #27	The legal citations in this procedure were revised to clarify the penal code reference.	
AP 6800	2/1/16- District Assembly Approved		3/10/16 – Board asked for subject area experts to review and complete. Resubmit to Board for consideration.
AP 6800	3/21/16 – District Police	Lines 60, 90, and 93 to read: the District Police Department or local law enforcement.	

540

541

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7330 COMMUNICABLE DISEASE

*~~NOTE: The following language in red ink is **legally required**. Local practice may be inserted, which should address or include the following, which is excerpted from statute:~~*

For successful applicants for academic positions:

- A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students.
- The medical certificate shall be submitted by a physician as authorized by code.
- The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.
- A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.
- The medical certificate becomes a part of the personnel record of the employee and is open to the employee or his/her designee.

*~~NOTE: It is **optional** for the District to require academic employees to undergo periodic medical examinations to determine if they are free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students. If the district does so, similar statutes apply.~~*

*~~It is **legally advised** that “communicable disease” also includes (but is not limited) to hepatitis.~~*

Procedures should also address:

- Process of notification to employees
- Examination process
- Certification process

Also see BP/AP 7335 titled Health Examinations and AP 7336 titled Certification of Freedom from Tuberculosis

44 **References:** Education Code Sections 87408, 87408.6, and 88021

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47 ~~*NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and*~~
48 ~~*Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is*~~
49 ~~*included for consideration.*~~

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Approved:

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COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
AP 7330	11/23/15 – Legal Update #27	This procedure was updated to clarify that only successful applicants for academic positions are required to submit certification that the applicant is free from any communicable disease.	
AP 7330	2/1/16- District Assembly Approved		

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

BP 7330 COMMUNICABLE DISEASE

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

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic or classified employees must show that they have been examined within the past 60 days to determine that they are free from active tuberculosis by providing the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo an examination within **four years of employment and every four years thereafter,** to determine if they are free from tuberculosis.

Also see BP/AP 7335 titled Health Examinations and AP 7336 titled Certification of Freedom from Tuberculosis

References: Education Code Sections 87408, 87408.6, and 88021

NOTE: The language in red ink is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in blue ink is included for consideration.

Adopted:

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COMMENTS

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BP or AP #	Representative group	COMMENT	RESPONSE
BP 7330	11/23/15 – Legal Update #27	This policy was updated to clarify the requirement that newly hired employees provide certification that they are free from active tuberculosis.	
BP 7330	2/1/16- District Assembly Approved		
BP 7330	2/29/16	Delete 10-12	

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

BP 7335 HEALTH EXAMINATIONS

(Replaces current SBCCD BP 7335)

~~**NOTE:** Current SBCCD BP 7335 parallels the language recommended by the Policy and Procedure Service.~~

~~❖ From current SBCCD BP 7335 titled Health Examinations~~

The Chancellor may require medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations ~~shall~~ may only be required ~~only~~ after a conditional job offer has been made, and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination on the basis of the candidate's age or disability.

The Board of Trustees authorizes the Chancellor to require any employee to undergo a physical or mental examination at any time it appears to be in the District's interest to obtain verification of an employee's fitness for duty. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

References: Government Code Section 12940;
42 U.S. Code Section 12112;
29 Code of Federal Regulations, Part 1630

~~**NOTE:** The language in **red ink** is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from current SBCCD BP 7335 titled Health Examinations adopted on 6/10/04. The language in **blue ink** is included for consideration.~~

Adopted: 6/10/04

Revised:

43

COMMENTS

44

BP or AP #	Representative group	COMMENT	RESPONSE
BP 7335	11/23/15 – Legal Update #27	This policy was updated to clarify that the policy is legally advised for those districts that require pre-employment medical examinations and to clarify language in the policy regarding conditional job offers.	
BP 7335	2/1/16- District Assembly Approved		
BP 7335	2/29/16	Delete 10-16	

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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor

DATE: April 14, 2016

SUBJECT: Response to CHC Academic Senate Resolution SP16-02 – Need for Full-Time Faculty

RECOMMENDATION

It is recommended that the Board of Trustees accept the Chancellor's "Charge to the District Budget Committee".

OVERVIEW

Charge to District Budget Committee

"Full-time faculty are vitally important to the successful academic program of SBCCD. A number of events, occurring over the past few years have had a negative impact on the number of full-time faculty, the Faculty Obligation Number (FON), the 50% law and the ultimate goal of having 75% of classes taught by full-time faculty. These events include multiple early retirement incentives that did not permit the rehiring of all full-time positions, three years of economic downturn resulting in a 25% reduction of classes offered throughout the District, and the recent and significant increases in enrollment that create a need for additional full-time faculty. This year, we were able to add 11 new full-time faculty positions. Based on the final outcome of the Early Retirement Incentive we plan to add four additional full-time faculty positions.

I am requesting that the District Budget Committee, led by the Vice Chancellor for Business and Fiscal Services, develop a five year plan with a recommendation on for full-time faculty. The plan should include a recommended goal for full-time positions that fits within the District's budget projections and considers the 50% law, outperforms the FON (which indicates only the minimal number of full-time faculty required). Since we are nearing the end of the spring 2016 semester, I am asking that this be given top priority in the fall 2016 semester and a recommendation be made to me prior to December 1, 2016 and in time for the 2017-2018 budget development. This does not preclude the addition of full-time faculty in the 2016-2017 budget if it is determined through each college's collegial consultation process that existing resources should be re-prioritized to support new full-time faculty positions."

ANALYSIS

The plan will provide a blueprint for the growth needed in full-time faculty positions, taking into consideration each of the factors mentioned in the Charge to the Committee.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

To be determined and included in the plan.

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: April 14, 2016
SUBJECT: Consideration of Acceptance of Employee Retirements

RECOMMENDATION

It is recommended that the Board of Trustees accept the retirements of Matthew Isaac, Kathleen Rowley, Sharon Chapman, Kristine Aquistapace, Lydia Barajaz-Zapata, Mona Jackson, Jane Beitscher, Carolyn Lindsey, Walter Chatfield, Gail Mack, Edward Millican, Susan Liane Jimenez, Clyde Williams, Carol Brown, Carol Hannon, Craig Ferguson and Barbara Williams.

OVERVIEW

The employees on the attached list have submitted their retirement correspondence. The list is, in part, the employees who have elected to participate in the Early Retirement Incentive. Five retirements have already been board approved.

ANALYSIS

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

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

Retirements
April 14, 2016

Name	Position	Location	Effective Date	Years of Service	Last day of employment
Matthew Isaac	Associate Vice Chancellor, EDCT	District	June 30, 2016	17	June 30, 2016
Kathleen Rowley	Director, Grant Management & Development	SBVC	June 30, 2016	16	June 30, 2016
Sharon Chapman	Instructor, English	SBVC	June 30, 2016	19	June 30, 2016
Kristine Aquistapace	Instructor, English	CHC	June 30, 2016	19	June 30, 2016
Lydia Barajaz-Zapata	Instructor, Spanish	SBVC	June 30, 2016	13	June 30, 2016
Mona Jackson	Instructor, Office Information Systems	SBVC	June 30, 2016	24	June 30, 2016
Jane Beitscher	Instructor, History	CHC	June 30, 2016	25	June 30, 2016
Carolyn Lindsey	Counselor	SBVC	June 30, 2016	31	June 30, 2016
Walter Chatfield	Instructor, Economics	SBVC	June 30, 2016	33	June 30, 2016
Gail Mack	Instructor, Nursing	SBVC	June 30, 2016	9	June 30, 2016
Edward Millican	Instructor, Political Science	SBVC	June 30, 2016	25	June 30, 2016
Susan Liane Jimenez	Secretary II	CHC	June 30, 2016	13	June 30, 2016
Clyde Williams	Coordinator, Outreach & Relations With Schools	SBVC	June 30, 2016	36	June 30, 2016
Carol Brown	Student Services Technician I	SBVC	June 30, 2016	12	June 30, 2016
Carol Hannon	Data Analyst	District	June 30, 2016	7	June 30, 2016
Craig Ferguson	Technology Support Specialist II	SBVC	June 30, 2016	24	June 30, 2016
Barbara Williams	Sr. Student Services Technician	CHC	June 30, 2016	25	June 30, 2016

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Dr. Lisa Norman, Vice Chancellor, Human Resources & Employee Relations and Jose F. Torres, Vice Chancellor, Business & Fiscal Services

DATE: April 14, 2016

SUBJECT: Consideration of Approval of Implementation of the Early Retirement Incentive Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve Implementation of the Early Retirement Incentive Plan for listed employees effective July 1, 2016.

OVERVIEW

As a cost savings strategy and a proactive approach to increasing full-time faculty levels, we recommend approval of the implementation of the Early Retirement Incentive Plan. It is important to note that this is not a typical SERP or supplemental employee retirement plan; retirement health benefits are not being offered. However, employees will still be eligible to participate in the service retirement options afforded by their bargaining unit contract or board policy.

Based on initial projections, we had a minimum retirement level of 15 full-time faculty retirements and 10 classified/management retirements in order to reach our goal of converting five part-time adjunct faculty to full-time faculty plus replacement of all retirements.

ANALYSIS

A total of eleven classified/management staff and eleven faculty members opted for the early retirement incentive. Based on the analysis of the specific retirements, SBCCD will be able to convert four part-time adjunct faculty to full-time faculty plus replacement of all retirements. San Bernardino Valley College will be able to convert 3 part-time positions to full-time and Crafton Hills College will be able to convert 1 part-time position to full-time.

Number of Retirements and Payout Amounts from the Fund Balance

Category	No. of Retirements	SBVC Retirements	CHC Retirements	District Office Retirements	One-Time Payout
Faculty	11	8	3	0	\$330,000
Classified	8	4	3	1	\$160,000
Management	3	2	0	1	\$60,000
Grand Total	22	14	6	2	\$550,000

Recommended Conversion of Part-Time Faculty to Full-Time Faculty (In addition to replacing all retirements)

College	Number of Conversions
CHC	1
SBVC	3
Total	4

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The financial implications based on our target is a one-time payout amount of \$550,000 which will be paid out from the District reserves.

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, Director, Fiscal Services
DATE: April 14, 2016
SUBJECT: Consideration of Approval of Compensation Agreement with the City of San Bernardino

RECOMMENDATION

It is recommended that the Board of Trustees approve the compensation agreement requested by the City of San Bernardino.

OVERVIEW

The former Redevelopment Agency of the City of San Bernardino plans to transfer property for which, as a result of redevelopment agency law, SBCCD is entitled to a share of the pass-through payments and distributions of property taxes. The agreement authorizes the transfer of the property and confirms SBCCD's continued entitlement to a share of these property taxes.

ANALYSIS

The former Redevelopment Agency of the City of San Bernardino will transfer property to the City of San Bernardino for redevelopment. The City will then transfer this property to a developer. This agreement assures that SBCCD will still receive its same share of redevelopment tax revenue after the transfers. Per the Compensation Agreement, SBCCD's share of the pass-through payments and distributions of property taxes remains at 0.05177623.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications related to this item.

COMPENSATION AGREEMENT
(542 N. Mt. Vernon Avenue, San Bernardino, CA -- APN 0138-115-13)

THIS COMPENSATION AGREEMENT (this "Agreement") is made and entered into, effective as of the date defined herein (the "Effective Date"), by and among the City of San Bernardino, a California municipal corporation (the "City"), and the affected taxing entities as defined in California Health and Safety Code ("HSC") § 34171 (k) (the "Taxing Entities") and as more particularly described herein. The City and the Taxing Entities are collectively referred to herein as "Parties" or individually referred to as a "Party."

RECITALS

WHEREAS, pursuant to Health and Safety Code (the "HSC") § 34172 (a) (1), the Redevelopment Agency of the City of San Bernardino was dissolved February 1, 2012; and

WHEREAS, consistent with the provisions of the HSC, the Mayor and Common Council of the City of San Bernardino (the "City") previously elected to serve in the capacity of the Successor Agency to the San Bernardino Redevelopment Agency (the "Successor Agency"); and

WHEREAS, the Oversight Board for the Successor Agency (the "Oversight Board") has been established pursuant to HSC § 34179 to assist in the wind-down of the dissolved redevelopment agency; and

WHEREAS, the former Redevelopment Agency of the City of San Bernardino (the "Former RDA") established certain operating practices, funding allocation procedures, and general oversight requirements for the San Bernardino Economic Development Corporation ("SBEDC"), which constituted the basis of that certain Project Funding Agreement, dated March 1, 2011 ("2011 SBEDC Agreement"), between the former RDA and the SBEDC; and

WHEREAS, on July 27, 2011, the California Superior Court entered a Default Judgment that validated the 2011 SBEDC Agreement, which had the effect of validating the actions taken by the Former RDA, inclusive of the following finding; "The restructuring of the manner in which the Agency conducts its governmental functions as set out in the Resolutions, and all matters related thereto, are valid, legal and binding acts of the Agency in accordance with their terms and were and are in conformity with applicable provisions of all laws and enactments at any time in force or controlling upon such proceedings whether imposed by law, constitution, statute or ordinance, and whether federal, state or local, and are legal, valid and binding obligations under the Constitution and laws of the State of California as of the date of their enactment."; and

WHEREAS, for the purpose of implementing the 2011 SBEDC Agreement, the SBEDC periodically received funding allocations from the former RDA sources to finance the activities authorized by the 2011 SBEDC Agreement; and

WHEREAS, in addition to financial assistance and pursuant to the 2011 SBEDC Agreement, during March and April of 2011, the Former RDA authorized the transfer of certain real property assets of the Former RDA to the SBEDC; and

WHEREAS, on December 22, 2015, the Successor Agency received its Finding of Completion (the "FOC") from the California Department of Finance (the "DOF") pursuant to HSC § 34179.7; and

WHEREAS, pursuant to HSC § 34191.5 (b), the Successor Agency prepared a long-range property management plan (the "LRPMP") to dispose of the real property of the Former RDA and submitted its LRPMP to the Oversight Board and subsequently to the DOF; and

WHEREAS, the Oversight Board's Resolution No. SBOB/2015-09, approving the final version of the LRPMP was submitted to DOF on September 15, 2015; and

WHEREAS, per HSC § 34191.5 (b), on December 31, 2015, the DOF approved the final version of the LRPMP and pursuant to HSC § 34191.4 (a) the properties delineated therein were thereafter transferred to the "Community Redevelopment Property Trust Fund" for administration by the Successor Agency consistent with the LRPMP; and

WHEREAS, among other things, the LRPMP describes seven (7) real property sites that are designated to be retained by the City for future development (the "Future Development Sites"); and

WHEREAS, consistent with the LRPMP, Future Development Sites are to be transferred to the City after the City has entered into an HSC § 34180 (f) (1) compensation agreement with the Taxing Entities, as defined in HSC § 34171 (k), that receive pass-through payments and distributions of property taxes with respect to the Former RDA's redevelopment project areas; and

WHEREAS, this Agreement concerns the real property commonly known as Assessor Parcel Number 0138-115-13, consisting of approximately 0.95 acres of improved land located at 542 N. Mt. Vernon Avenue in the City of San Bernardino, County of San Bernardino, California, and more particularly described in Chapter IV. Property to be Transferred for Future Development, Site No. 25, pages 121-125 ("Site No. 25" or "the "Site") of the LRPMP and is incorporated herein by this reference and attached hereto as Exhibit "A"; and

WHEREAS, on January 10, 2005, the Former RDA entered into a lease with El Paseo Petroleum LLC to develop Site No. 25 as an ARCO AM/PM; and

WHEREAS, prior to completing the improvements on the Site, El Paseo abandoned the Site and defaulted on its lease (El Paseo was later acquired by another company and no longer exists); and

WHEREAS, on February 14, 2011, the Former RDA terminated the lease; however, as a part of the El Paseo lease, El Paseo borrowed approximately \$1.9 million from Stonefield, Inc.

to finance Site development costs, which was secured by a lien on the Site, and currently remains unpaid; and

WHEREAS, during 2011, the Former RDA entered into negotiations with ACAA, Limited Partnership (“Haddad”), a current ARCO AM/PM operator, to take over Site development and subsequent operations; and

WHEREAS, the Former RDA and Haddad (the “Parties”) anticipated entering into a Disposition and Development Agreement (“DDA”) to enable Haddad to purchase the Site; and

WHEREAS, in order to expedite the process, the Parties agreed to an intermediate step of entering into a lease to enable Haddad to immediately begin to complete Site development and subsequently operate the ARCO AM/PM; and

WHEREAS, on May 19, 2011, on behalf of the Former RDA, the SBEDC leased the Site to Haddad for the purpose of re-opening/operating the ARCO AM/PM; and

WHEREAS, concurrently on May 19, 2011, on behalf of the Former RDA, the SBEDC borrowed \$1.9 million (the “2011-Loan Agreement”) from Haddad for the purpose of paying off the leasehold mortgage, Stonefield, Inc., that financed the improvements installed by El Paseo; and

WHEREAS, the 2011-Loan Agreement was evidenced by a promissory note and secured by a deed of trust and assignment of rents, thereby replacing Stonefield, Inc. with Haddad; and

WHEREAS, the Parties anticipated that the 2011-Loan Agreement would be converted to the purchase price of the Site per a DDA, the DDA would then supersede the lease, and the Site would be transferred to Haddad in lieu of loan payment; and

WHEREAS, shortly thereafter, the State of California ended redevelopment implementation in California, which prevented the Parties from entering into a DDA; and

WHEREAS, through the Recognized Obligation Payment Schedule (the “ROPS”) process, DOF denied the Successor Agency’s obligation to repay the 2011-Loan Agreement; and

WHEREAS, the term of the \$1.9 million 2011-Loan Agreement has expired, the loan has matured and is now in default; and

WHEREAS, based on the foregoing, Haddad has requested a deed in lieu of foreclosure and has provided the Successor Agency forbearance to allow the matter to be resolved through the redevelopment agency wind-down process; and

WHEREAS, consistent with the LRPMP, the Site is to be transferred by the Successor Agency to the City for future development with the \$1.9 million 2011-Loan Agreement lien in

place; and

WHEREAS, the City intends to extinguish the \$1.9 million 2011-Loan Agreement lien by providing Haddad with a deed in lieu of foreclosure which will result in no land sales proceeds; and

WHEREAS, consistent with the LRPMP, Future Development Sites are to be transferred to the City after the City has entered into an HSC § 34180 (f) (1) compensation agreement with the Taxing Entities, as defined in HSC § 34171 (k), that receive pass-through payments and distributions of property taxes with respect to the Former RDA's redevelopment project areas; and

WHEREAS, the Taxing Entities entitled to a share of the pass-through payments and distributions of property taxes with respect to the Former RDA's redevelopment project areas are as follows:

<u>Taxing Entities</u>	<u>General Tax Levy Share</u>
a. City of San Bernardino	0.17160900
b. San Bernardino County	0.14731316
c. San Bernardino County (ERAF)	0.22306840
d. San Bernardino County Flood Control Zone 2	0.01918094
e. San Bernardino County Flood Control Zone 3	0.00689005
f. San Bernardino County Flood Control Admin 1 & 2	0.00134890
g. San Bernardino County Flood Control Admin 3-6	0.00023852
h. San Bernardino County Superintendent of Schools	0.00645416
i. San Bernardino Community College District	0.05177623
j. San Bernardino Valley Municipal Water District	0.02666223
k. San Bernardino Valley Water Conservation District	0.00049938
l. Colton Joint Unified School District	0.05324890
m. Redlands Unified School District	0.04080439
n. Rialto Unified School District	0.00223967
o. San Bernardino City Unified School District	0.24727271
p. Inland Empire Resource Conservation District	0.00131695
q. Riverside-Corona Resource Conservation District	0.00007640

NOW, THEREFORE, for good and valuable consideration, the receipt and adequacy of which are acknowledged, the Parties hereby agree as follows:

1. **Incorporation of Recitals:** The foregoing recitals are true and correct and are a substantive part of this Agreement.
2. **Purpose:** This Agreement is an HSC § 34180 (f) (1) compensation agreement entered into with the Taxing Entities, defined in HSC § 34171 (k), that receive pass-through payments and distributions of property taxes with respect to the Former RDA's redevelopment project areas.

3. **Approval of Conveyance and Compensation:** Pursuant to the approved LRPMP, the Successor Agency’s conveyance of Site No. 25 to the City for future development and the City’s subsequent transfer of Site No. 25 to Haddad pursuant to a deed in lieu of foreclosure that will extinguish the financial obligation created by the \$1.9 million 2011-Loan Agreement resulting in no land sales proceeds to be distributed to the Parties is approved.
4. **Effective Date:** This Agreement shall be effective on the date that the last Taxing Entity executes this Agreement (the “Effective Date”). Subsequent to the Effective Date, the Successor Agency is authorized to convey Site No. 25 to the City.
5. **Ambiguities:** Any rule of construction to the effect that ambiguities are to be resolved against the drafting Party does not apply in interpreting this Agreement.
6. **Integration:** This instrument constitutes the entire Agreement between the Parties with respect to the subject matter hereof and supersedes all prior offers and negotiations, oral or written.
7. **Amendments:** This Agreement may be modified only in writing and only if approved and executed by the Parties.
8. **Governing Law:** This Agreement shall be construed and interpreted according to the laws of the State of California.
9. **Counterparts:** This Agreement may be executed in one or more counterparts, each of which will be considered an original, but all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates indicated below.

CITY OF SAN BERNARDINO

Date: _____

R. Carey Davis, Mayor

ATTEST:

Georgeann Hanna, City Clerk

TAXING ENTITIES

SAN BERNARDINO COUNTY,
A political subdivision of the State of
California

Dated: _____

By: _____
James Ramos, Chairman
Board of Supervisors

ATTEST:

LAURA WELCH,
Clerk of the Board of Supervisors:

By: _____
Deputy

SAN BERNARDINO COUNTY
(Educational Revenue Augmentation
Fund, ERAF)

By: _____

Date: _____

SAN BERNARDINO COUNTY
LIBRARY

By: Not Applicable _____

Date: _____

SAN BERNARDINO COUNTY FIRE
DEPARTMENT

By: Not Applicable _____
Fire Chief

Date: _____

**SAN BERNARDINO COUNTY FLOOD
CONTROL**

By: _____
James Ramos, Chairman
Board of Directors

Date: _____

**APPROVED AS TO FORM:
JEAN RENE BASLE
County Counsel**

By: _____
Deputy County Counsel

TAXING ENTITIES (Continued)

**SAN BERNARDINO COUNTY
SUPERINTENDENT OF
SCHOOLS**

By: _____
Ted Alejandre, Ed.D., Superintendent

Date: _____

TAXING ENTITIES (Continued)

**INLAND EMPIRE RESOURCE
CONSERVATION DISTRICT**

By: _____
Chairperson

Date: _____

TAXING ENTITIES (Continued)

**RIVERSIDE-CORONA RESOURCE
CONSERVATION DISTRICT**

A public agency

By: _____
Alfred Bonnett
President

Date: _____

TAXING ENTITIES

**SAN BERNARDINO VALLEY
MUNICIPAL WATER DISTRICT**

Dated: _____

By: _____
President

By: _____
General Manager

ATTEST:

_____ ,

By: _____
Secretary

**APPROVED AS TO FORM
AND EXECUTION:
Counsel**

By: _____

TAXING ENTITIES (Continued)

**SAN BERNARDINO VALLEY
WATER CONSERVATION DISTRICT**

By: _____
President, Board of Directors

Date: _____

TAXING ENTITIES (Continued)

**SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT**

By: _____
Bruce Baron, Chancellor

Date: _____

TAXING ENTITIES (Continued)

**COLTON JOINT UNIFIED
SCHOOL DISTRICT**

By: _____
Jerry Almendarez, Superintendent

Dated: _____

ATTEST:

By: _____

APPROVED AS TO FORM:

By: _____

TAXING ENTITIES (Continued)

Date: _____

**REDLANDS UNIFIED SCHOOL
DISTRICT**

By: _____
Representative

TAXING ENTITIES (Continued)

Date: _____

**RIALTO UNIFIED SCHOOL
DISTRICT**

By: _____

TAXING ENTITIES (Continued)

Date: _____

**SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT**

By: _____

Chapter IV.
Property to be Transferred for Future Development
Site No. 25, pages 121-125 of the LRPMP

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: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval of Contract with DKC Architects, Inc. of Redlands CA

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with DKC Architects, Inc. of Redlands CA for architectural services on the Performing Arts Center Building Marquee Sign project at Crafton Hills College in the amount of \$25,000.00.

OVERVIEW

Architectural services for this project will include the design of a marquee sign in addition to minor cosmetic renovations to enable the Fine Arts Department to advertise upcoming productions and future campus events. The architect's scope of work includes design, bidding, construction administration and close-out services.

ANALYSIS

At the request of CHC, DKC Architects, Inc. is proposed for this project due to the firm's prior experience with signage upgrades, its competitive pricing, and willingness to work within the constraints of a tight schedule.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

07 - PAC Renovation

DATE: March 11, 2016

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

FROM: Michael Wickham *MW*
Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
CHC-3581- Performing Arts Center Renovation
DKC Architects, Inc. Consultant Service Agreement

PROJECT SCOPE:

SBCCD approval to execute a new agreement to DKC Architects to design the marquee and digital kiosk at the Performing Arts Center.

NARRATIVE:

The purpose of the marquee is to help the Fine Arts Department advertise their upcoming shows as well as future campus events. The project scope will include a new Digital Kiosk, Entry Step Marquee and minor modifications to the entry lobby of the existing performing arts theatre. Administrative Services has obtained approval from Crafton Council to utilize remaining Measure M Funds from the Performing Arts Center renovation budget. Estimated Budget \$200,000.00 for construction and design.

RECOMMENDATION:

It's Kitchell/BRj's recommendation to execute a new contract for Architectural Services from DKC Architects, Inc. for \$25,000.00

BUDGET INFORMATION:

PAC Renovation – Proj. # (3581)

Info from Measure M Budget V31-12/31/2015

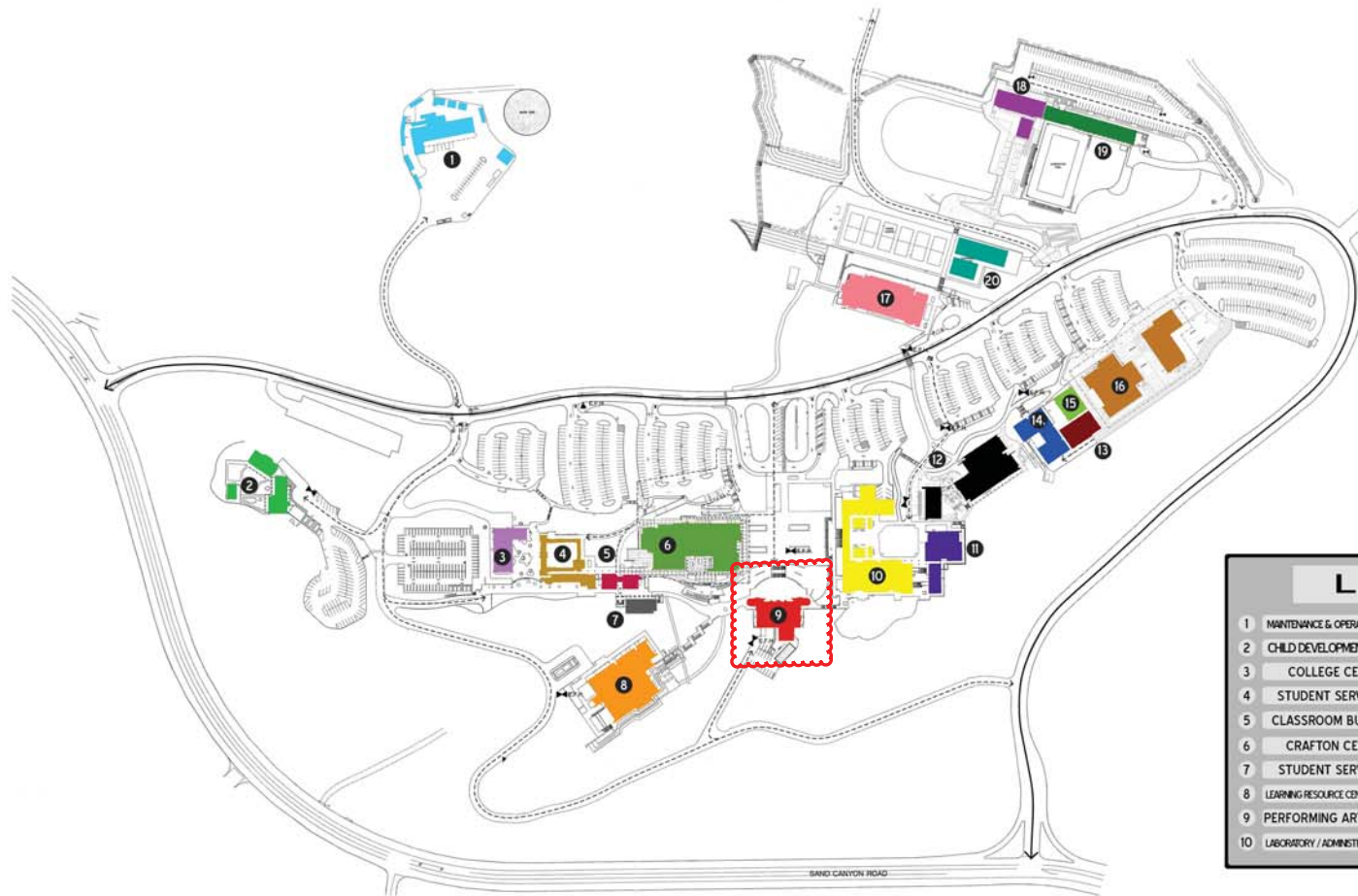
Project Original Budget Amount:	\$ 801,609.65
Project Current Spent to date:	\$ 406,989.12
Project Current Estimate to Complete:	\$ 200,000.00
Project Memo Forecast Cost:	\$ 25,000.00
Project Change Amount:	\$ 00.00

Project Memo cost of \$25,000.00 will be transferred from Budget Line Item #42-50-02-3581-0257-5800.00-7100 Soft Cost Contingency and added to Architect fees Budget Line Item #42-50-02-3581-0257-6220.10-7100

Approvals:

 Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	3/11/16	Date
 George Johnson, Bond Program Manager, Kitchell/BRj	3/11/16	Date
 Mike Strong, Vice President, Administrative Services, CHC	3/15/16	Date
 Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	3-17-16	Date

Attachments: DKC Proposal



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: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval of Contract with P2S Engineering Inc. of Long Beach CA

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with P2S Engineering, Inc. of Long Beach CA in the amount of \$42,500.00.

OVERVIEW

This contract is for engineering services to develop Arc-Flash, Short-Circuit and Coordination Studies for the Crafton Hills College electrical system. This report will be used to make adjustments to balance out the campuswide electrical system in light of all the new construction, and is necessary to safeguard campus equipment against harmful electrical spikes.

ANALYSIS

At the request of CHC, P2S Engineering has proposed on this project due to their previous performance, competitive pricing and willingness to work with the end users within an aggressive project schedule.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence


FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

No. 084 – General

DATE: February 22, 2016

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

FROM: Tom Anderson 
Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
CHC – 9508 – Program Support
Engineering Services Proposal for Providing an Arc-Flash, Short Circuit and Coordination Study
P2S Engineering, Inc. New Contract

PROJECT SCOPE:

SBCCD approval to execute a new contract to P2S Engineering Inc., in the total amount of \$42,500.00 to provide Arc-Flash, Short Circuit and Coordination Study for Campus Primary and Secondary Distribution Systems Campus wide.

NARRATIVE:

CHC Campus requires Arc-Flash, Short Circuit and Coordination Studies of the entire campus. The purpose of the study is to develop a computer model in the Electrical Transient and Analysis Program (ETAP) based on the existing single line diagrams, and data gathered during a field survey of the existing equipment ratings, protective device settings and feeder sizes and lengths.

The computer model is used by the program to calculate the system available fault currents and incident energy levels due to arc flash at each end of the medium and low voltage distribution panels. The results of the electrical system analysis are used to make recommendations for improved system coordination and to make recommendations for arc flash mitigation measures.

P2S services shall include:

1. Settings for the breakers of all the new completed construction projects.
2. Report
 - a. Services shall cover all buildings and facilities connected to the medium and low voltage electrical distribution systems and shall include field investigation and data collection for coordination.
 - b. A future small project shall include an Electrical Contractor to shut down the power to the Campus during summer of 2016 for one (1) day for full coordination of all buildings.
3. Labels (for the Campus to install) for existing buildings identified in the report as:
 - a. Kinesiology, Health and Aquatics Complex
 - b. Gymnasium
 - c. MSA (Math and Science Annex)
 - d. CHS (Chemistry Health Sciences)
 - e. CDC (Child Development Center)
 - f. LRC (Learning Resource Center)
 - g. PAC (performing Arts Center)
 - h. CL (Classroom Building)
 - i. OE1 Buildings (Bookstore, Classrooms at Bookstore)
4. Updated Single Line Diagram.

P2S Engineering Inc. has provided a quote to complete this work for \$42,500.00. P2S has the institutional knowledge of this Campus and is the Engineer of Record for all of the Measure M Construction Projects. This quote is within current acceptable industry standards for similar scope of work.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute a new contract to P2S Engineering Inc. for \$42,500.00.

BUDGET INFORMATION:

Program Support – Project # 9508

Info from Measure M Budget V31—1/29/16

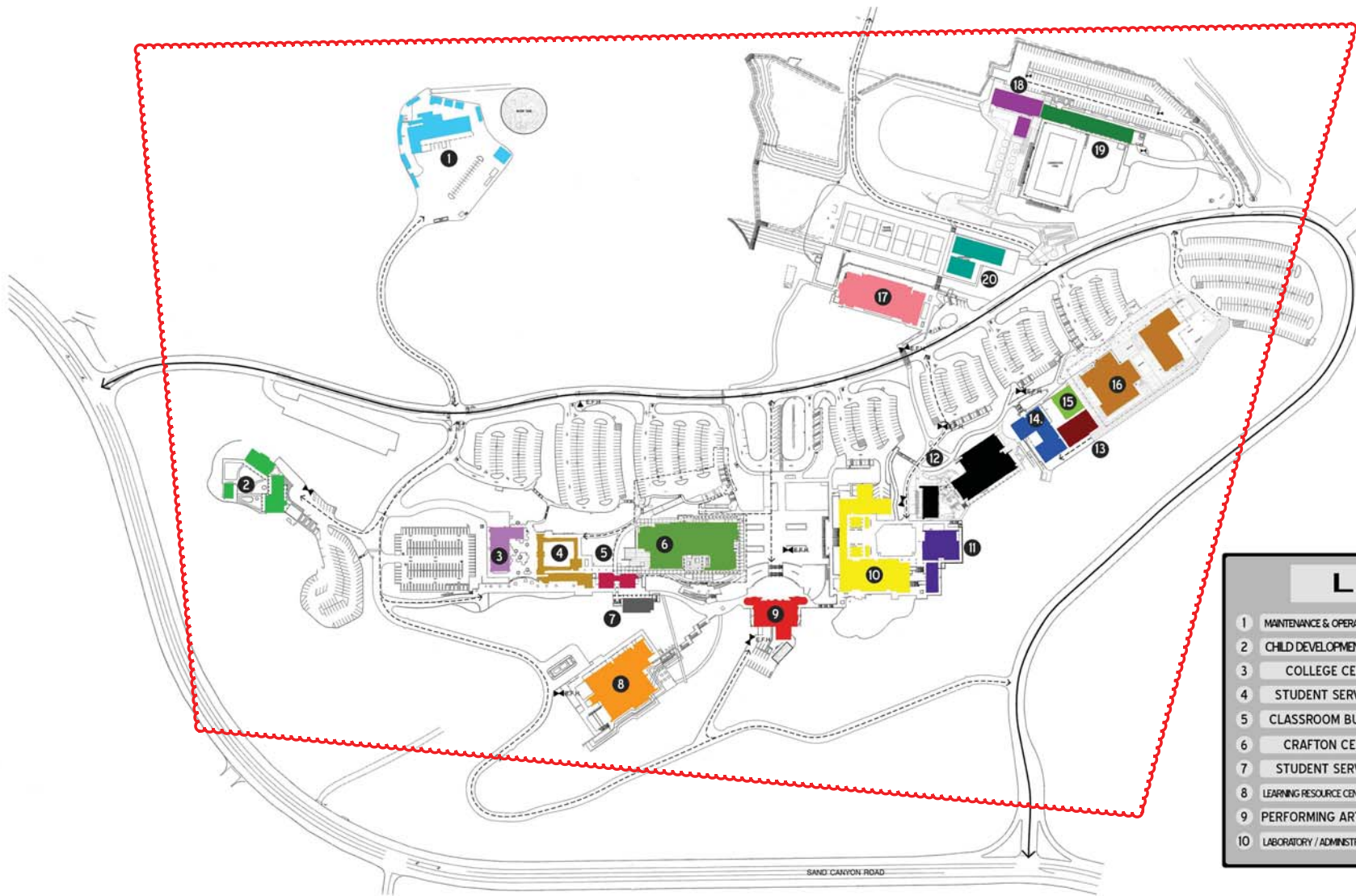
Project Original Budget Amount:	\$ 4,035,254.02
Project Current Spent to date:	\$ 5,137,565.16
Project Current Estimate to Complete:	\$ 6,417,588.67
Project Memo Forecast Cost:	\$ 42,500.00
Project Change Amount:	\$ 0.00

Budget Line Item # 42-50-02-9508-0257-7900.002-7100 – Campus Reserves

Approvals:

	2/22/16
_____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	2/23/16
_____ George Johnson, Bond Program Manager, Kitchell/BRj	Date
	2/23/16
_____ Mike Strong, Vice President, Administrative Services, CHC	Date
	2/26/16
_____ Fath-Allah Oudghiri, AIA, MBA, Director Facilities Planning & Construction	Date

Attachments: P2S Engineering Inc. proposal dated April 03, 2015



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: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval of Contract with Vista Environmental Consulting, LLC of Anaheim CA

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Vista Environmental Consulting, LLC of Anaheim CA for material consulting services in the amount of \$47,040.00.

OVERVIEW

As part of the construction phase of the Measure M Projects, it is necessary to provide monitoring services for hazardous material abatement as required by state regulatory agencies. The following CHC construction projects require this monitoring:

1. Student Services A Renovation
2. Laboratory Administration Building Renovation
3. Classroom Building Tenant Improvements

ANALYSIS

Vista Environmental is the selected vendor to provide environmental services through the Board approved RFP process. Vista has performed environmental surveys and hazmat monitoring on Measure M construction projects for the last five years. At the request of CHC, Vista is requested to provide services through a new contract for a term of three years to afford consistency and value to the remaining projects at Crafton Hills College.

BOARD IMPERATIVE


III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

DATE: March 3, 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-SSA Renovation
CHC-4636-LADM Renovation
CHC-8226-Classroom Building Tenant Improvement
Execute Vista Environment Consulting Service Agreement

PROJECT SCOPE:

SBCCD approval to execute a hazardous material consulting agreement with Vista Environment Consulting for hazardous material consulting services on the LADM Renovation, SSA Renovation and Classroom Building Tenant Improvement projects, in the total amount of \$47,040.00.

NARRATIVE:

This hazardous material consulting services agreement is for the SSA Renovation, LADM Renovation and Classroom Building Tenant Improvement projects. The scope of services includes survey updates, bid documents, abatement observation, air monitoring, and a close out for certification upon completion of hazardous material abatement in the amount of \$18,040.00 for SSA Renovation, \$23,775.00 for LADM Renovation, and \$5,225.00 for Classroom Building Renovation. The scope of work and proposed costs for SSA Renovation, LADM Renovation and Classroom Building Tenant Improvement had previously been approved but were not started prior to Vista's initial contract expiring in July 2015. This new consultant agreement will incorporate the incomplete services for these projects to the new contract.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute a hazardous material consulting agreement with Vista Environment Consulting in the total amount of \$47,040.00, and to execute purchase orders in the amount of \$18,040.00 for SSA, \$23,775.00 for LADM, and \$5,225.00 for CB Renovation.

BUDGET INFORMATION:

LADM Renovation – Proj. #4636

Info from Measure M Budget V#31 — 03/3/16

Project Original Budget Amount:	\$ 15,541,611.00
Project Current Spent to date:	\$ 1,253,345.69
Project Current Estimate to Complete:	\$ 14,706,212.67
Project Memo Forecast Cost:	\$ 23,775.00
Project Change Amount:	\$ 00.00

Project Memo cost of \$23,775.00 will be transferred from Budget Line Item # 42-50-02-4636-0257-5800.00-7100 – Soft Cost Contingency and added to Budget Line Item # 42-50-02-4636-0257-6220.13-7100 – Testing/Special Testing

Student Services A – Proj. #8222

Info from Measure M Budget V#31 — 03/3/16

Project Original Budget Amount:	\$ 7,582,467.00
Project Current Spent to date:	\$ 675,400.18

Project Current Estimate to Complete: \$ 6,578,606.16
Project Memo Forecast Cost: \$ 18,040.00
Project Change Amount: \$ 00.00

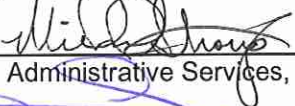
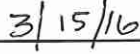
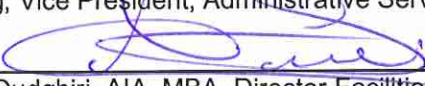

Project Memo cost of \$18,040.00 will come from Budget Line Item # 42-50-02-8222-0257-6220.13-7100 – Testing/Special Testing

Classroom Building – Proj. #8226
Info from Measure M Budget V#31 — 03/3/16

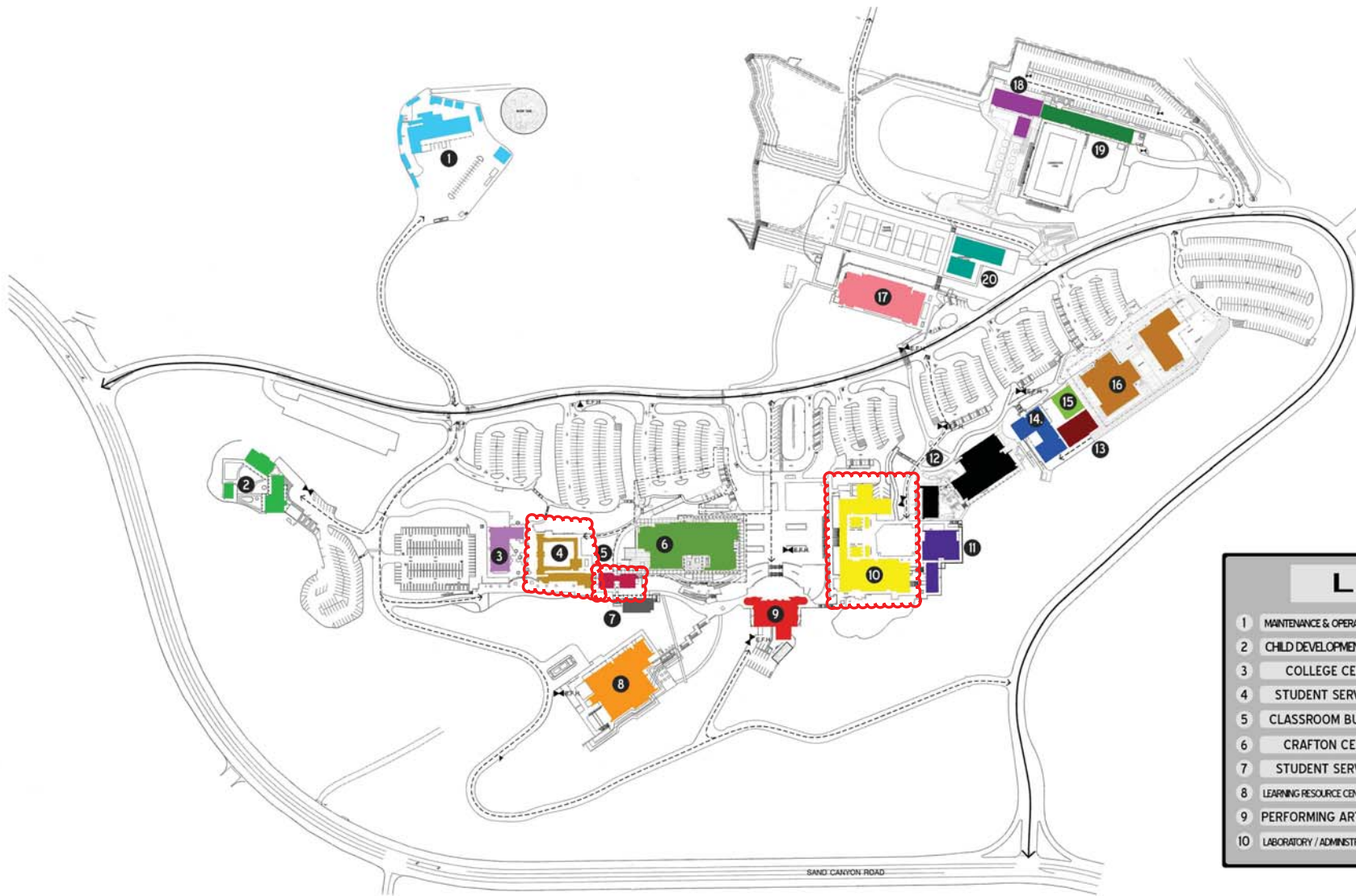
Project Original Budget Amount: \$ 302,698.15
Project Current Spent to date: \$ 69,850.52
Project Current Estimate to Complete: \$ 288,382.86
Project Memo Forecast Cost: \$ 5,225.00
Project Change Amount: \$ 00.00

Project Memo cost of \$5,225.00 will come from Budget Line Item # 42-50-02-8226-0257-6220.13-7100 – 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: Vista Environmental Consulting Proposal No. P216074 Dated March 2, 2016
Vista Environmental Consulting Proposal No. P215310 R1 Dated March 10, 2016



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: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval to Award Bid and Contract to AMG & Associates, Inc. of Santa Clarita CA

RECOMMENDATION

It is recommended that the Board of Trustees award bid and contract to AMG & Associates, Inc. of Santa Clarita CA for the Laboratory/Administration Building Renovation project at Crafton Hills College in the amount of \$10,626,000.00. This includes the base contract of \$9,660,000.00 as well as any and all change orders up to \$966,000.00 approved by the Vice Chancellor of Business & Fiscal Services, as set forth in the original contract.

OVERVIEW

This project features seismic retrofit recommendations for the entire building as well as reconfigures existing campus police, lecture, lab, and office space. The central plant contained within the building will remain in operation to serve the campus. The renovation includes complete replacement of mechanical, electrical, plumbing and data systems, non-structural walls, demolition, new partitions, new interior finishes, doors, window replacement, roof replacement, exterior concrete cleaning and sealing, code upgrades, and a new elevator. The total cost of the project is approximately \$15.5 million, which will be funded by Measure M.

ANALYSIS

A public bid opening was conducted on March 7, 2016 and the District received five bids. The total bid amount includes two alternate construction scenarios that were accepted by the campus – 1) \$21,000.00 for storefront glazing, and 2) \$136,000 for contractor/subcontractor insurance costs in lieu of OCIP (owner-controlled insurance program). The lowest, most responsive three bidders were:

Vendor	Base Bid	Bid Amount With Selected Alternates
AMG & Associates, Inc., Santa Clarita CA	\$9,503,000.00	\$9,660,000.00
Woodcliff Corporation, Los Angeles CA	\$9,612,000.00	\$10,139,000.00
Harik Construction, Inc., Glendora CA	\$10,407,000.00	\$10,773,000.00

An analysis of the bids received indicates that AMG & Associates, Inc. is the lowest, responsive and responsible bidder.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.



KITCHELL | BRJ

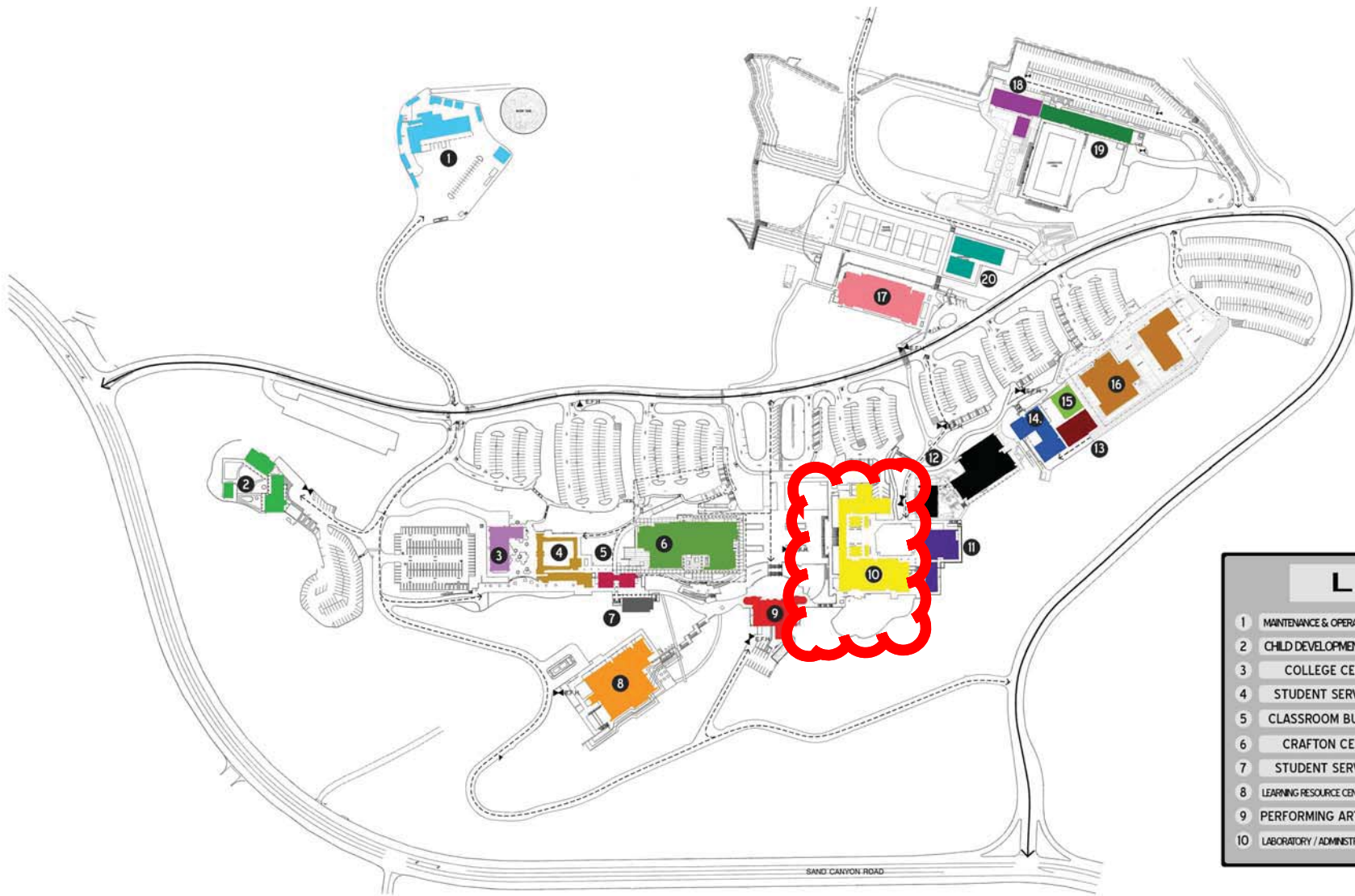
Monday March 7, 2016, 2:00PM

**San Bernardino Community College District
 Crafton Hills College - LADM Renovation Project**

Official Results

	Mandatory Pre Bid Attendee Contractors	City	Addenda 1		Addenda 2		Addenda 3		Addenda 4		Addenda 5		Addenda 6		Allowance Included Y/N	Bid Bond Y/N	Base Bid with Allowance
			Noted	Y/N	Noted	Y/N	Noted	Y/N	Noted	Y/N	Noted	Y/N	Noted	Y/N			
1	AWI Builders, Inc.	Los Angeles	Y		Y		Y		Y		Y		Y		Y		\$10,985,000
2	Harik Construction	Glendora	Y		Y		Y		Y		Y		Y		Y		\$10,407,000
3	Dumarc Corporation	Placentia	Y		Y		Y		Y		Y		Y		Y		\$10,600,602
4	AMG & Associates	Santa Clarita	Y		Y		Y		Y		Y		Y		Y		\$9,503,000.00
5	Woodcliff Corporation*	Los Angeles	Y		Y		Y		Y		Y		Y		Y		\$9,612,000
6																	
7																	
8																	
9																	
10																	
Lowest Three Proposals																	
4	AMG & Associates	Santa Clarita	Y		Y		Y		Y		Y		Y		Y		\$9,503,000.00
5	Woodcliff Corporation*	Los Angeles	Y		Y		Y		Y		Y		Y		Y		\$9,612,000
2	Harik Construction	Glendora	Y		Y		Y		Y		Y		Y		Y		\$10,407,000

* Woodcliff Corporation withdrew their bid due to a clerical error in entering the data at bid time



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: George Johnson, Non-Bond Program Manager, Kitchell
DATE: April 14, 2016
SUBJECT: Consideration of Approval to Award Informal Bid and Contract to Dan Lyman Construction, Inc. of San Bernardino CA

RECOMMENDATION

It is recommended that the Board of Trustees award bid and contract to Dan Lyman Construction, Inc. of San Bernardino, CA for the non-bond Lockdown Project at SBVC in the amount of \$409,462.00.

OVERVIEW

This project will provide emergency lockdown security hardware for many buildings on the SBVC campus, including Administration/Student Services; Art Center; Business Building; Campus Center; Child Development Center; Health Life Science; Liberal Arts; Library; Maintenance and Operations; Observatory; Planetarium; Physical Science; Student Health Services; Applied Technology; Transportation Center and others.

ANALYSIS

A bid opening was conducted on March 17, 2016 and SBCCD received two responsive and responsible bids.

Dan Lyman Construction of San Bernardino CA	\$409,462.00
Whitehead Construction of Riverside CA	\$741,000.00

An analysis of the bids received indicates that Dan Lyman Construction, Inc. is the lowest, most responsive bidder.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 41 Capital Outlay budget.



KITCHELL | BRJ

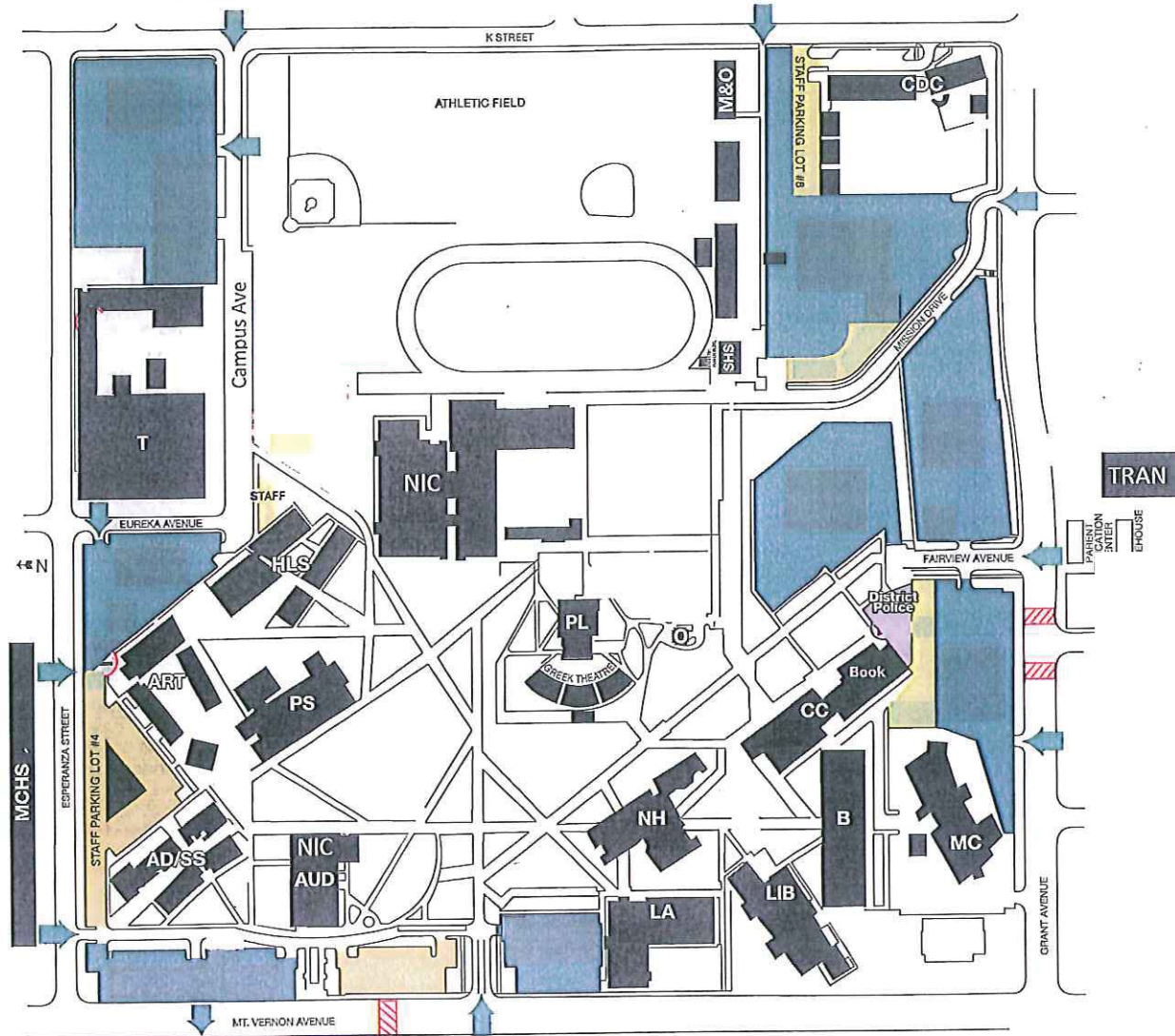
**Thursday, March 17, 2016 1:00 PM
 San Bernardino Community College District
 San Bernardino Valley College - Lockdown Project
 Unofficial Results**

	Mandatory Pre Bid Attendee Contractors	City	Bid Bond Y/N	Addenda (1) Noted Y/N	Addenda (2) Noted Y/N	Addenda (3) Noted Y/N	Base Bid	Alternate # 1	Alternate # 2	Alternate # 3	Total
1	Dan Lyman Construction, Inc.	San Bernardino	Y	Y	Y	Y	\$250,793.00	\$87,995.00	\$50,260.00	\$20,414.00	\$409,462.00
2	Whitehead Construction, Inc.	Riverside	Y	Y	Y	Y	\$407,000.00	\$181,000.00	\$99,000.00	\$54,000.00	\$741,000.00
3											
4											
5											
6											
7											
8											
Lowest Proposal											
1	Dan Lyman Construction, Inc.	San Bernardino	Y	Y	Y	Y	\$250,793.00	\$87,995.00	\$50,260.00	\$20,414.00	\$409,462.00
2											
3											

San Bernardino Valley College Door Lockdown Project Campus Map

San Bernardino Valley College

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



Check our website: www.valleycollege.edu for map updates.

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
HLS.....Health & Life Science	SHS..... Student Health Services
LA.....Liberal Arts	T.....Applied Tech
LIB.....Library	TRAN..... Transportation Center
	WG.....Women's Gym

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

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Non-Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval to Award Informal Bid and Ratify a Contract with Commercial Roofing Systems of Arcadia CA

RECOMMENDATION

It is recommended that the Board of Trustees award the informal bid and ratify a contract with Commercial Roofing Systems, of Arcadia CA for the non-bond Performing Arts Center (PAC) Roofing project at CHC in the amount of \$166,108.000.

OVERVIEW

This project will provide a much-needed roof replacement for the Performing Arts Center, including new flashings and skylights. The roof will be completely removed and a single ply membrane roof with a 20-year warranty will be installed in its place, alleviating leakage problems.

In accordance with the District's Uniform Construction Cost Accounting Procedures (UCCAP) program and California Public Contract Code §22034(e), authority to award a UCCAP contract can be delegated by the Board to the Vice Chancellor of Business & Fiscal Services, allowing work to begin. These contracts will then be taken to the Board for ratification.

ANALYSIS

As part of its UCCAP program, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000 and \$175,000. Informal bids were solicited from those qualified contractors and the lowest, most responsive was Commercial Roofing Systems, Inc. of Arcadia, California.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 01 General Fund, Block Grant budget.

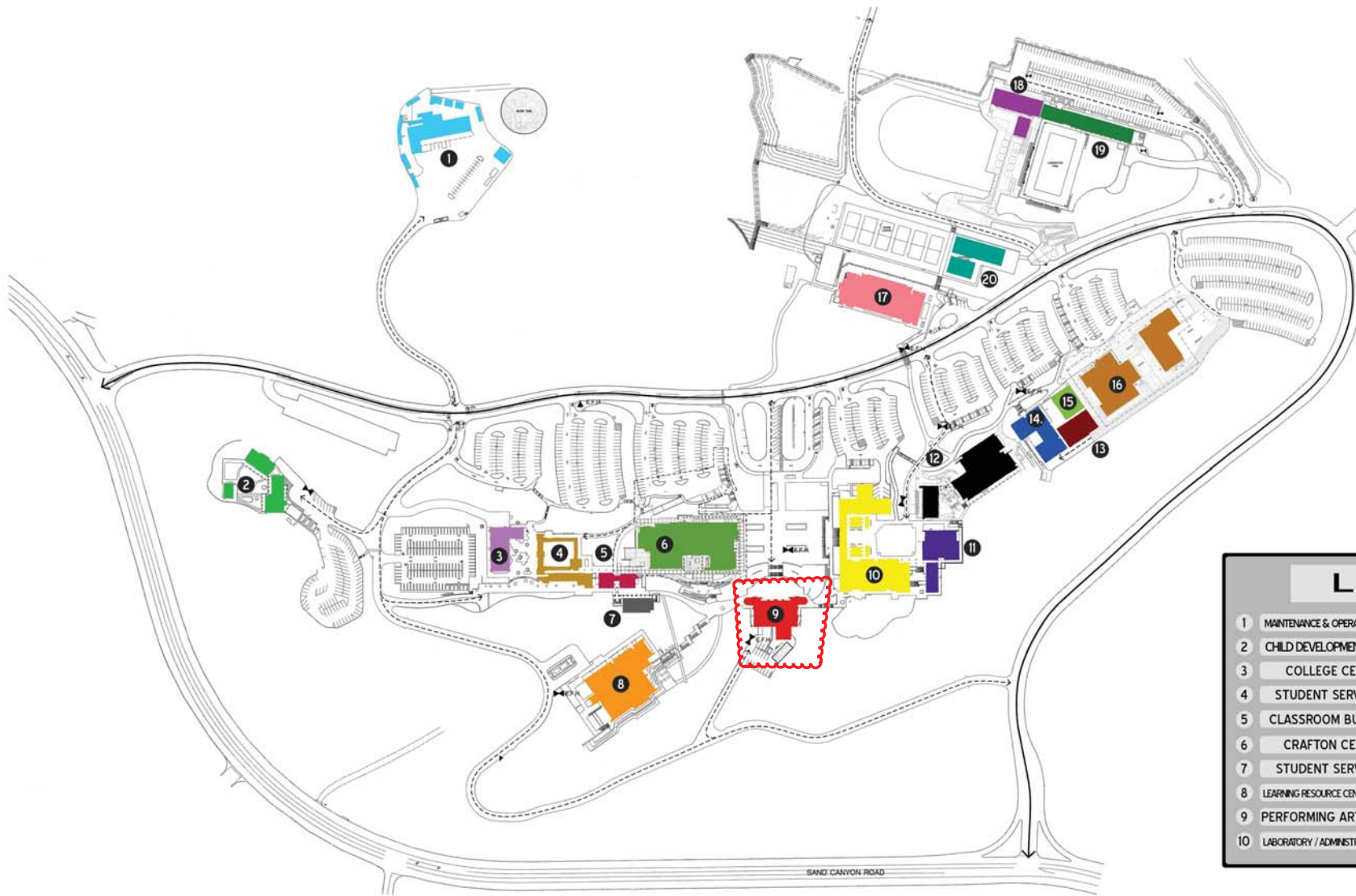


Performing Arts Center Roofing Project

BID SUMMARY

Commercial Roofing System Arcadia CA	Huffman Roof Co. Riverside CA	Rite-way Roof Corp. Fontana CA	Best Contracting Services Gardena CA
\$166,108.00	\$166,497.00	\$168,000.00	\$194,950.00

Apparent Low Bidder	Commercial
Base Bid	\$159,108.00
Allowances	\$7,000.00
Total	\$166,108.00



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: George Johnson, Non-Bond Program Manager, Kitchell
DATE: April 14, 2016
SUBJECT: Consideration of Approval to Award Informal Bid and Ratify a Contract with Montgomery Hardware of Rancho Cucamonga CA

RECOMMENDATION

It is recommended that the Board of Trustees award an informal bid and ratify a contract with Montgomery Hardware of Rancho Cucamonga CA for the non-bond CHC Lockdown Hardware, Phase 2 project in the amount of \$172,550.00.

OVERVIEW

This project will provide emergency lockdown security hardware to the Student Services "B" building, Performing Arts Center and Occupational Education 1 building.

In accordance with the District's Uniform Construction Cost Accounting Procedures (UCCAP) program and California Public Contract Code §22034(e), authority to award a UCCAP contract can be delegated by the Board to the Vice Chancellor of Business & Fiscal Services, allowing work to begin. These contracts will then be taken to the Board for ratification. The contract was approved due to the need for campus classroom and office security.

ANALYSIS

As part of its UCCAP program, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000 and \$175,000. Informal bids were solicited from those qualified contractors and the lowest, most responsive was Montgomery Hardware, of Rancho Cucamonga CA.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

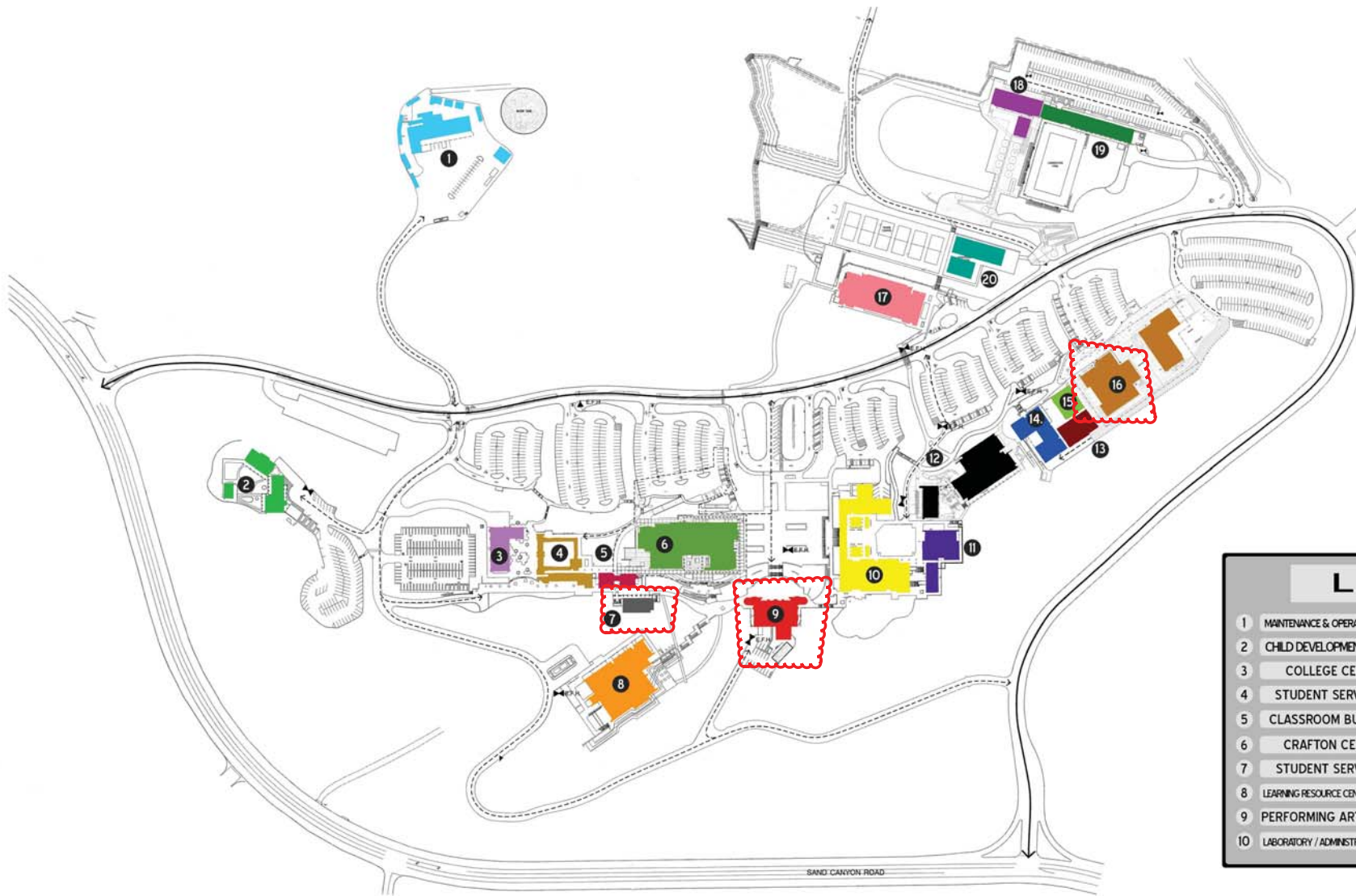
Included in the Fund 01 General Fund, Block Grant budget.



Lockdown Hardware Phase 2

BID SUMMARY

	Montgomery	Three Peaks Corp.
	\$172,550.00	Non-Responsive
Apparent Low Bidder		Montgomery
Base Bid		\$123,300.00
Alternates		\$ 49,250.00
Allowances		\$11,410.00
	Total	\$172,550.00



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: George Johnson, Non-Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval to Award Small Construction Contract to Amtech Elevator Services of Anaheim CA

RECOMMENDATION

It is recommended that the Board of Trustees award a small construction contract to Amtech Elevator Services of Anaheim CA for the non-bond SBVC Liberal Arts Elevator Ram Replacement project in the amount of \$31,328.00.

OVERVIEW

The SBVC Liberal Arts building elevator has been in constant use since its original commissioning. The hydraulic cylinder placed in the ground underneath the elevator car has deteriorated due to the corrosive nature of the environment in which it rests. The piston is worn out and requires replacement in order to bring it up to current safety standards.

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. A request for proposal was completed and the lowest, most responsive proposal was from Amtech Elevator Services.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 01 General Fund, Block Grant budget.

SBVC LA Bldg. Elevator Ram Replacement

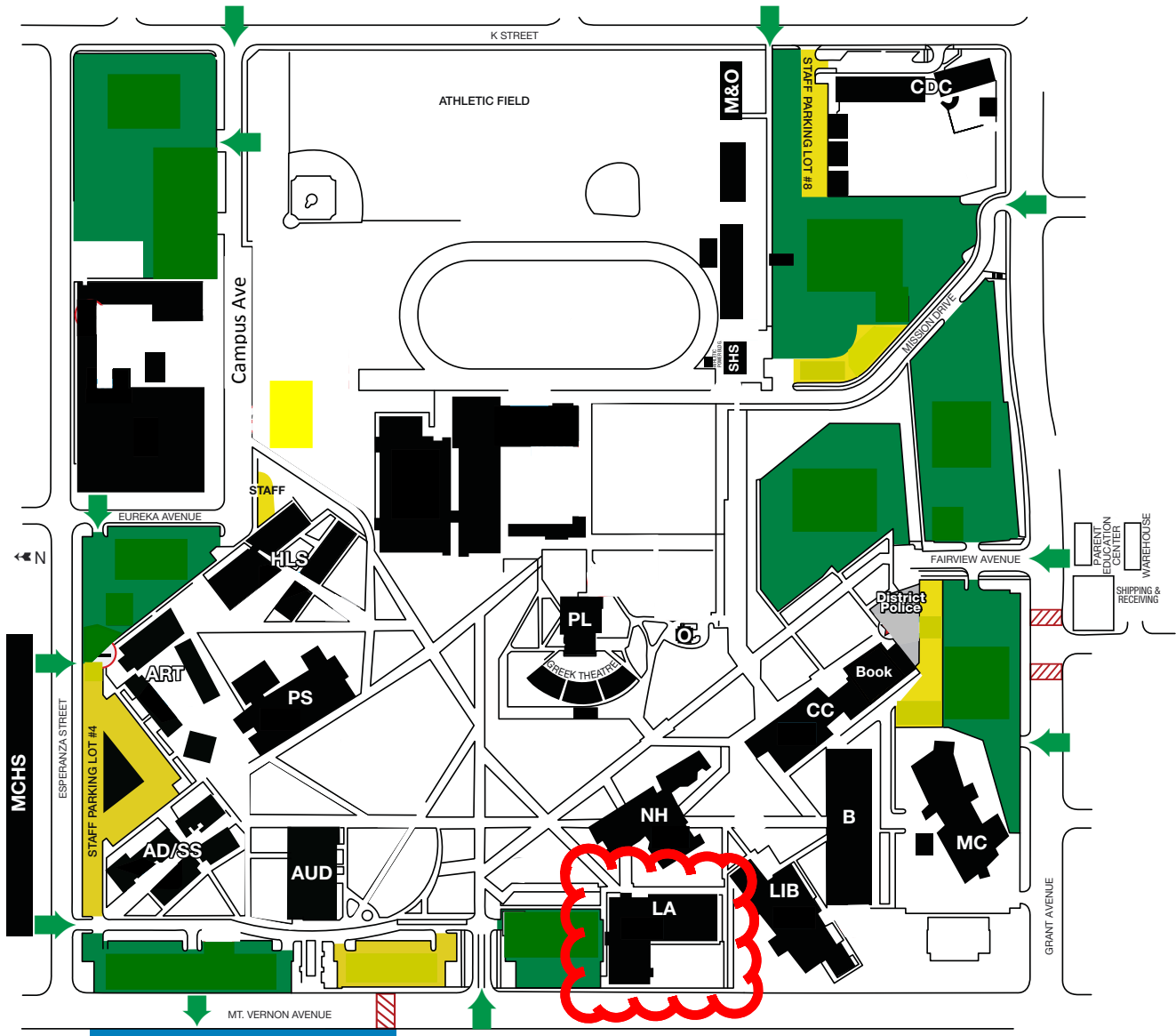
BID SUMMARY



Bidder	Amtech Elevator Services/ Anaheim	OTIS/ Rancho Cucamonga	NEXTLEVEL/Orange
	\$31,328.00	\$40,000.00	\$39,942.00
	Apparent Low Bidder	Amtech Elevator Services/ Anaheim	
	TOTAL BID	\$31,328.00	

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: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Non-Bond Program Manager, Kitchell/BRj
DATE: April 14, 2016
SUBJECT: Consideration of Approval to Award Small Construction Contract to Rite-Way Roof Corporation of Fontana CA

RECOMMENDATION

It is recommended that the Board of Trustees award a small construction contract to Rite-Way Roof Corporation of Fontana CA for the non-bond East Complex Roof Restoration project in the amount of \$24,380.00.

OVERVIEW

CHC is in need of roofing work on both East Complex buildings (formerly the Bookstore and the Classroom at the Bookstore) as roof leaks were evident during recent rain events. The scope of work for this project includes re-sealing, re-calking and testing for leaks.

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. A request for proposal was completed and the district received four responses. The lowest, most responsive proposal was from Rite-way Roof Corporation.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

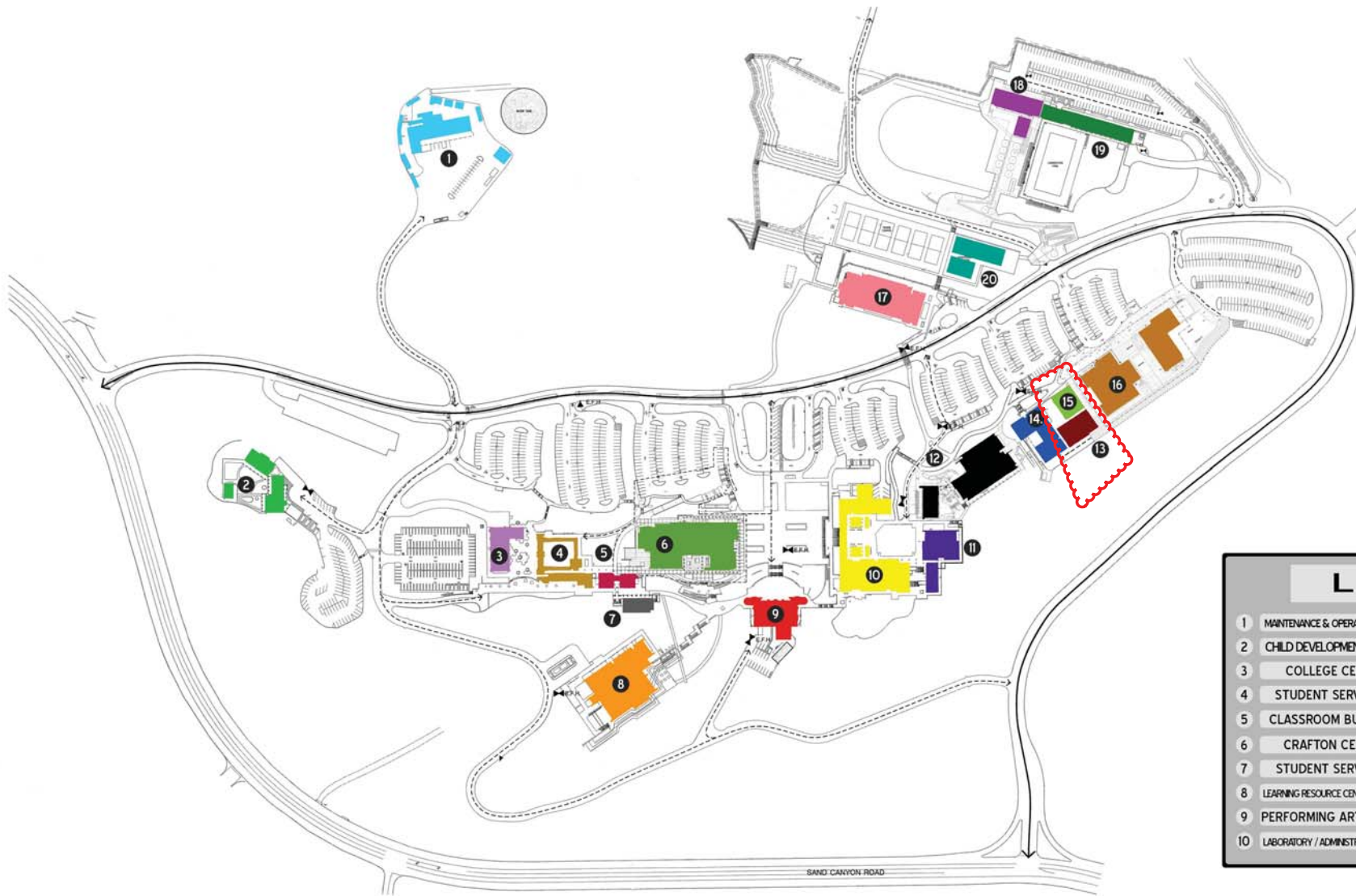
Included in the Fund 01 General Fund, Block Grant budget.



EAST COMPLEX - Roofing Restoration Project

BID SUMMARY

Bidder	Best Contracting Services Gardena CA	Commercial Roofing Systems, Inc. Arcadia CA	Huffman Roof Company Riverside CA	Rite-Way Roof Corporation Fontana CA
	\$32,050.00	\$39,879.00	\$35,000.00	\$24,380.00
			Apparent Low Bidder Total Bid	Rite-Way Roof Company \$24,380.00
			Total Alternates	\$0.00
			Total	\$24,380.00



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: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: April 14, 2016
SUBJECT: Consideration of Resolution to Recognize May 2016 as “Celebrating Education Month”

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize May 2016 as “Celebrating Education Month”.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the recognition of the people and the processes involved in providing all levels of education from K-12 through post-secondary. May is the month that acknowledges and celebrates Classified School Employee Week, National Teacher Appreciation Week, California Day of the Teacher and National Education Bosses Week.

ANALYSIS

Multiple recognition and commemorative weeks and days that acknowledge those who teach, lead and staff the nation’s public schools, including those in the Inland Empire with which the San Bernardino Community College District partners to support student success and to enhance the lives of our families and our community. These commemorative dates have been combined here in one resolution to recognize our support of those who work in the K-12 system.

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE “CELEBRATING EDUCATION MONTH”
MAY 2016**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the recognition of those affiliated with our local, state and national public schools by “Celebrating Education Month” in May 2016; 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, Teacher Appreciation Week (May 2 – 6, 2016) and National Teacher Day (May 3, 2016), were established by Congress in 1980 to honor teachers and to recognize their lasting contributions to educating our nation’s future leaders. Dedicated and understanding professionals, they mold our children’s lives in a positive direction; and

WHEREAS, California Day of the Teacher (May 11, 2016) arose from legislation co-sponsored by the California Teachers Association and the Association of Mexican American Educators and adopted in 1982. California has patterned its celebration after the traditional “El Dia del Maestro” festivities observed in Mexico and other Latin American countries; and

WHEREAS, Classified School Employee Week (May 15-21, 2016) was enacted by the California legislature enacted to recognize the important contributions of these employees who are integral to public education, playing crucial roles from transporting and feeding students to teaching them vital skills and ensuring that schools operate smoothly; and

WHEREAS, National Education Bosses’ Week (May 17-23) recognizes the challenges of administering America’s schools and the commitment to the education profession required of the nation’s education leaders. As society changes, the role of education administrators has become more complex, requiring administrators to respond to a wider range of societal issues while producing a stimulating and cooperative climate involving all stakeholders: students, staff, faculty, administrators, the community and the elected leadership; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District supports the recognition of May 2016 as “Celebrating Education Month” and in particular, salutes the teachers and classified employees of our partner K-12s in the Inland Empire.

ADOPTED this 14th day of April, 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: April 14, 2016

SUBJECT: Consideration of Adopt Resolution to Recognize the Historical and Cultural Significance of the *Cinco de Mayo* Holiday

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution recognizing the profound historic and cultural significance of the Mexican and Mexican American holiday *Cinco de Mayo* to its people and the contributions of diversity to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts of the President, Governor and other national, state, and local partners in recognizing and celebrating the historical contributions and cultural enrichment of the Mexican and Mexican American peoples.

ANALYSIS

This commemorative day has been recognized nationally and in California since the Civil War to celebrate the heroic actions of the Mexican army in defeating the invading French forces, defending the independence of the Mexican nation, and more recently to acknowledge the contributions of Mexicans and Mexican Americans in enriching the culture of America, California and the SBCCD, making our communities better places to live and work.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE THE HISTORICAL AND CULTURAL SIGNIFICANCE OF
THE 'CINCO DE MAYO' HOLIDAY
MAY 5, 2016**

WHEREAS, The San Bernardino Community College District (SBCCD) recognizes and applauds the contributions of the Mexican and Mexican American population to our nation, the state of California, and our local community; 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, the SBCCD recognizes the historical significance of the *Cinco de Mayo* holiday, which commemorates the Mexican defeat of the French army at the Battle of Puebla in 1862, when General Zaragoza and his ragtag band of patriots made a brave stand against the invading forces of a world-renowned European army; and

WHEREAS, this victory, first celebrated by Mexicans and Latinos living in California during the American Civil War, came to symbolize the determination of the people of Mexico to remain free and independent, and recognized by an annual Presidential Proclamation; and

WHEREAS, today, the celebration provides an opportunity to honor the noteworthy history of the country of Mexico and to recognize the perseverance and strength of its citizenry; and the significant contributions of Mexicans, Mexican Americans and people of Mexican descent to our nation, state and especially to our local community and to the cultural wealth of the SBCCD community; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize May 5 as the *Cinco de Mayo* holiday and encourage all members of the diverse SBCCD community to share in the celebrations and commemorations of the Day.

ADOPTED this 14th day of April, 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: April 14, 2016
SUBJECT: Consideration of Resolution to Recognize April 22, 2016 as “Earth Day”

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize April 22, 2016 as “Earth Day”.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts of the President, Governor and other national, state, and local partners to actively engage in public and private efforts to protect our environment and to recognize April 22, 2016 as “Earth Day”, celebrating the national ecology movement, and acknowledging its predecessor, “Arbor Day”, celebrated on April 29, 2016 and first held in 1872.

ANALYSIS

This commemorative day has been recognized worldwide since 1970 to promote environmental awareness and to call for the protection of our planet. Recognizing “Earth Day” encourages members of the SBCCD community to participate in activities and events that help transform public attitudes and make our communities better places to live, work and raise families.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE “EARTH DAY”
APRIL 22, 2016**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the Presidential declaration of April 22, 2016, as “Earth Day”, and it’s sister and predecessor environmental protection day, “Arbor Day”, April 29, 2016; and

WHEREAS, On “Earth Day”, first observed 46 years ago, as with “Arbor Day”, first celebrated in 1872, we celebrate our rich legacy of stewardship and reflect on what we can do, as individuals, as a community and as a Nation, to preserve our local environments and take collective global responsibility for future generations; and

WHEREAS, the Mission of the SBCCD is to 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, this District has answered the call to protect the environment through the passage of the SBCCD Sustainability Plan and the support of myriad acts, big and small, across the District to help preserve our resources, and today, do so again by joining with our community, raising our voices, and standing up for our planet and our future, and having been recognized locally and nationally for its achievements in sustainability and resultant fiscal savings; and

WHEREAS, the focus of “Earth Day 2016” is “Trees for the Earth”, bringing together Earth Day and Arbor Day, as the first of five major goals being undertaken in honor of the five-year countdown to the 50th Anniversary of Earth Day, acknowledging that trees help combat climate change, help us breathe clean air, and help communities achieve long-term economic and environmental sustainability and provide food, energy and income; and

WHEREAS, every year on April 22, over a billion people in 192 countries take action for “Earth Day”, the largest civic observance in the world, and on “Arbor Day” millions of trees are planted, primarily by schoolchildren. We encourage all members of our District Community to participate in programs and activities that will protect our environment and contribute to a healthy, sustainable future, and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino County Community College District are dedicated to building a better community through our commitment to sustainability, and so we do hereby recognize April 22, 2016 as “Earth Day” and acknowledge the similar goals of “Arbor Day”, celebrated on April 29, 2016.

ADOPTED this 10th day of March, 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: April 14, 2016
SUBJECT: Consideration of Resolution to Recognize March 13 - April 15, 2016 as "National Deaf History Month"

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize March 13 - April 15, 2016 as "National Deaf History Month".

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts to expand educational access to all, regardless of disability, and National Deaf History Month celebrates particularly key events in deaf heritage, including the establishment of the American School for the Deaf, the first public school for the deaf in 1817 and the founding of Gallaudet University, a college for the deaf in 1864.

ANALYSIS

This commemorative month grew from the Washington D.C. Public Library's initial Deaf History Month event in 1997 to a national library event today. Recognizing "National Deaf History Month" encourages members of the SBCCD community to be sensitive to and aware of the differences which make our District diverse, stronger and more representative of the population as a whole and to develop technologies, learn skills, and participate in activities and events that help bring all members of our community together.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE “NATIONAL DEAF HISTORY MONTH”
MARCH 13 - APRIL 15, 2016**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the acknowledgment of March 13 - April 15, 2016, as “National Deaf History Month”; and

WHEREAS, “Deaf History Month” recognizes three key moments in American History for the Deaf community: the March 13, 1988 Deaf President Now protest, the April 8, 1864 signing of the Gallaudet University charter by President Abraham Lincoln, and the April 15, 1817 establishment of American School for the Deaf in Hartford, CT as the first permanent public school for the deaf; and

WHEREAS, the Mission of the SBCCD is to 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, both colleges within the SBCCD have recognized and successful American Sign Language programs; and both offer accommodations and services, including but not limited to, ASL interpreters, oral interpreters, assistive listening devices, special note-taking paper, and/or Real Time Captioning, designed to ensure the full access of any deaf student to the exemplary educational opportunities available at our institutions; and KVCR TV-FM is incorporating live video stream at specific appropriate events at the Public Broadcasting channel; and

WHEREAS, In 2006, the American Library Association (ALA) and the National Association for the Deaf (NAD) announced that March 13 to April 15 is National Deaf History Month, and the NAD, has consistently encouraged state and local deaf-related organizations to collaborate with local libraries, state governors, educational institutions, county executives and mayors to recognize this month; and

WHEREAS, the SBVC Deaf Services website quotes George W. Veditz, who stated, “Wherever the deaf have received an education the method by which it is imparted is the burning question of the day with them, for the deaf are what their schooling make them more than any other class of humans. They are facing not a theory but a condition, for they are first, last, and all the time the people of the eye;” and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District are dedicated to expanding and supporting access for those with disabilities, and so we do hereby recognize March 13 - April 15, 2016 as “Deaf History Month”.

ADOPTED this 10th day of March, 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: April 14, 2016
SUBJECT: Consideration of Resolution to Recognize May 2016 as “National Military Appreciation Month”

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize May 2016 as “National Military Appreciation Month”.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the recognition of the service and sacrifice of past and current U.S. military and their families, and acknowledges that May 2016 is a month rich in gratitude for those who have protected our nation in conflicts here and abroad, as it contains National Military Appreciation Month, Loyalty Day, VE Day, American Military History Month, Military Spouse Day, Armed Forces Day/Week and Memorial Day, all within the month.

ANALYSIS

Congress designated May as “National Military Appreciation Month” in 1999 to ensure the nation was given the opportunity to publically demonstrate their appreciation for the sacrifices and successes made by our service members - past and present.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE “NATIONAL MILITARY APPRECIATION MONTH”
MAY 2016**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the recognition of May 2016 as “National Military Appreciation Month”; and

WHEREAS, “National Military Appreciation Month”, as designated by Congress, “*Celebrates America’s Warriors of Freedom*,” educates Americans on the historical impact of our military through activities and participation with those who have and who are serving, encouraging patriotism, and giving the Nation an opportunity to express our appreciation of our armed services’ contribution to our protection; 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, this month honors, remembers, recognizes and appreciates all men and women who have and all who now serve in uniform and their families, including those who have given their lives in defense of the freedoms we all enjoy today, together with those on active duty in all branches of the services, the National Guard and Reserves, and all of their families - well over 90 million Americans who have served over more than 230 years of our nation’s history; and

WHEREAS, May 2016 is a month rich in opportunities to express our gratitude for those who have protected our nation in conflicts here and abroad, as it contains National Military Appreciation Month, Loyalty Day, VE Day, American Military History Month, Military Spouse Day, Armed Forces Day/Week and Memorial Day, all within the month.; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District supports the recognition of all past and current military personnel and their families, for their contributions to the protection of our Nation here and abroad, specifically acknowledging those veterans and their families who attend and/or work for the San Bernardino Community College District, and so we do hereby recognize May 2016 as “National Military Appreciation Month”.

ADOPTED this 14^h day of April, 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: April 14, 2016
SUBJECT: Consideration of Resolution to Recognize May 15- 21, 2016 as “National Police Week”

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize May 15- 21, 2016 as “National Police Week”.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the recognition of the service and sacrifice of U.S. law enforcement and more specifically of the SBCCD Police Department, as highlighted by “National Police Week”.

ANALYSIS

Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others and is a collaborative effort of many organizations dedicated to honoring America's law enforcement community.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE “NATIONAL POLICE WEEK”
MAY 15-21, 2016**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the recognition of May 15-21, 2016, as “National Police Week”; and

WHEREAS, “National Police Week” was established by a joint resolution of Congress and President Kennedy in 1962 and recognizes the service and sacrifice of U.S. law enforcement, and 2016 is the 25th year of Honoring Heroes, noting that the police officers of America have worked devotedly and selflessly in behalf of the people of this Nation, regardless of the peril or hazard to themselves, safeguarding the lives and property of their fellow Americans; 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, within the SBCCD, the District Police Staff of 19 secures the people and the property of the students, faculty, and staff of the District: which includes the Chief of Police; two sergeants; four police officers; ten campus security officers; the dispatcher and an administrative secretary, who together keep the campuses and district sites safe for all; and

WHEREAS, in addition, the SBCCD Police Staff supports the District community by participating in a wide range of emergency preparedness and sexual assault awareness trainings and activities, by publication of a weekly newsletter “Just the Facts” and other training and safety resource materials, and by the presentation of campus information and safety videos on the Police Staff website; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District supports the recognition of the SBCCD Police Staff for their contributions to the smooth functioning and safety of our campus community, and of the acknowledgment of law enforcement across the nation, and so we do hereby recognize May 15-21, 2016 as “National Police Week”.

ADOPTED this 14th day of April, 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: April 14, 2016
SUBJECT: Consideration of Resolution to Recognize April 2016 as “Sexual Assault Awareness and Prevention Month”

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to recognize April 2016 as “Sexual Assault Awareness and Prevention Month”.

OVERVIEW

The San Bernardino Community College District (SBCCD) supports the efforts of the President, Governor and other national, state, and local partners to recognize that we all have a stake in preventing sexual assault, and we all have the power to make a difference, and that only through educating our community can we end the horrendous occurrences of sexual assault and violence, give survivors their needed support, and support a more just, safer society.

ANALYSIS

This commemorative Month began with “Take Back the Night” marches in the late 1970s, where women protested violence encountered on public streets at night and evolved to incorporate the issue of violence against men and men’s roles in ending sexual violence. The first “Sexual Assault Awareness Month” was observed in the United States in 2001, and the issues are now recognized worldwide and denoted by the use of a teal ribbon. Acknowledging “Sexual Assault Awareness and Prevention Month” encourages members of the SBCCD community to participate in activities and events that help transform public attitudes and make our communities safer places for all to live, work and raise families.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None

**RESOLUTION
TO RECOGNIZE SEXUAL ASSAULT AWARENESS MONTH
APRIL 2016**

WHEREAS, The San Bernardino Community College District (SBCCD) supports the Presidential declaration of April 2015, as Sexual Assault Awareness Month, and

WHEREAS, Sexual Assault Awareness Month is intended to draw attention to the fact that sexual violence – including child sexual abuse – crosses all ages, genders, races, ethnicities and economic backgrounds and impacts every member of our District and Inland Empire communities, and

WHEREAS, the Mission of the SBCCD is to 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, sexual violence is an insult to human dignity and a crime, no matter where it occurs. During National Sexual Assault Awareness and Prevention Month, we recommit to ending the outrage of sexual assault, giving survivors the support they need to heal, and building a culture that never tolerates sexual violence. The 2016 Sexual Assault Awareness Month campaign is focused on the building blocks of prevention by communicating how individuals, communities, and the private sector can take action to promote safety, respect, and equality.

WHEREAS, We believe that educational institutions must work with partners across the Inland Empire to educate all about sexual violence prevention, supporting survivors, and speaking out against harmful attitudes and actions, that we have a primary responsibility to assist the members of our community, and so our SBCCD Police Department has been active in educating our campus communities and has retained a Sexual Violence Victims' Advocate to assist and support victims; and

WHEREAS, the San Bernardino Community College District strongly supports the efforts of national, state, and local partners, and of every citizen, to actively engage in public and private efforts to prevent sexual violence.

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District are committed to join with advocates and communities across the country in playing an active role in preventing sexual violence. Along with our national and state governments, we do hereby recognize April as "Sexual Assault Awareness and Prevention Month."

ADOPTED this 10th day of March, 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: April 14, 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 – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
DISTRICT				
Baeza	Daniel	Police Department	Thank you for keeping us safe in the library!	Zayne Peraza
Dattilo	Alyssa	Police Department	Thank you for the extra help everyday. Your teamwork and work ethic is really appreciated.	Stacey Nikac
Davis	Angela	Purchasing	I know I can depend on Angela to be thorough and timely with a response. Angela has a sunny disposition - always a pleasure speaking w/her for FIN2000 assistance.	Nicole Williams
Gaines	Ashley	EDCT Foundation	Thank you for your leadership in successfully coordinating the regional Export Trade Summit. I appreciate your efforts!	Dr. Matthew Isaac
Garcia	Stacy	EDCT	Thank you for your loyal and tenacious support for the success of all EDCT programs! You are truly a professional!	Dr. Matthew Isaac
Lujan	Angela	Payroll Department	Angela is amazing! She is very reliable, friendly and has the self-discipline and organization skills necessary for payroll to flow seamlessly month after month!	Nicole Williams

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Mason	Jerry	Custodial	Thank you for your willingness to assist with all EDCT special events. I appreciate your assistance with the Tade Summit set up at the San Bernardino Airport.	Dr. Matthew Isaac
Nikac	Stacey	Executive Assistant	Stacey is so attentive to getting things done and turned around in a timely manner. I really appreciate her organizational skills.	Barbara Nichols
Penn	Janet	Human Resources	Great job on your Career Pathways presentation during the A2MEND Conference.	Ricky Shabazz
Piggott	Gloria	Print Shop	Her design and layout is fantastic with minimal amount of detail being given. Present the idea and she will bring it into beautifully attractive vibrant print	Carolyn Lindsey
Prater	Rhonda	Accounts Payable	Rhonda is very helpful, reliable, friendly and fun! I love that she is accessible, and steps up to attend to a need quickly rather than setting aside for later!	Nicole Williams
Sims	Jeremy	Technical services	I appreciate your availability after hours to assist with technical challenges. Thank you for your dedication to your work.	Stacey Nikac

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Wurtz	Keith	Institutional Effectiveness	Thank you for your effort and participation in the Student Success Ad Hoc committee. I appreciate you.	Joseph Williams
Zinn	Wendy	EDCT	Your work on our programs is appreciated. One of our community partners thanked us for our partnership with a summer robotics program and recognized your efforts.	Joseph Williams

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
CHC				
Audet	Carrie	Resource Development	Thank you for making the CHC fundraising gala a huge success. You are fantastic and I really appreciate everything you do.	Michelle Riggs
Gamboa	Ben	Institutional Effectiveness, R	Mr. Gamboa's interest in student success and awareness of how his work affects the campus at large is admirable and deserves recognition.	Robin Stevens
Heilgeist	Kristina	Instruction	Thank you for volunteering at the CHC fundraising gala. You were instrumental in helping us raise much needed money to support CHC students.	Michelle Riggs
Hoffmann	Donna	Marketing	Thank you for all of your help with the CHC Foundation Gala. Thank you for helping to plan the event, write skits, get the word out, create the cityscape, and everything else! I really appreciate you!	Michelle Riggs
Ledoux	Janine	Kinesiology	She's very much into student success and well-being. She takes time to know her students. It is easy to see why so many students, current and previous, all think she is awesome!!	Michael Padgett

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Ledoux	Janine	Kinesiology	Janine is a positive mentor not only in a healthier lifestyle but in all areas. She is understanding and trustworthy.	Jenelle Hafty
Ledoux	Janine	Kinesiology	She teaches life in her gym classes. It is obvious to everyone who takes her classes that she cares!	Joe Erwin
Ledoux	Janine	Kinesiology	She is a wonderful teacher. I very much enjoy her class. I hope she will receive thanks and recognition for her hard work and enthusiasm in her work!	Victoria Kimbrough
Ledoux	Janine	Kinesiology	She is a hard working teacher that truly cares about students regardless if they are in her class or not. Gym wise she will work with you step by step to your desired goals. She is the friendliest person you will ever meet.	Dalton Bidney
Ledoux	Janine	Kinesiology	She pushes her students to do better in life decisions and is very helpful with her fitness knowledge.	Daniel McGlocklin
Lopez	Richard	Custodial	Thank you for making the CHC Foundation Gala a great success and for your stellar service. Thank you for always going above and beyond!	Michelle Riggs

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Marshall	Cheryl	President	Thank you for your effort and participation in the Student Success Ad Hoc committee. I appreciate you.	Joseph Williams
Masrshall	Cheryl	President	Thank you for your help with planning and participating in the CHC Foundation Gala. This year's event was a huge success, thanks to your leadership and involvement.	Michelle Riggs
McNaughton	Barry	Music	Barry and the CHC Jazz Band were a highlight of this year's gala. Thank you for entertaining our guests and showcasing our talented students.	Michelle Riggs
Nguyen	Ben	Custodial	Thank you for making the CHC Foundation Gala a great success and for your stellar service.	Michelle Riggs
Reese	Bryan	Office of Instruction	Thank you for hosting the CHC Foundation Gala for the third year as emcee. Your hilarious skit and monologue contributed to a successful event and were instrumental in helping to raise much needed money to support CHC students.	Michelle Riggs
Sosa	Giovanni	Institutional Effectiveness, R	Thank you for your effort and participation in the Student Success Ad Hoc committee. I appreciate you.	Joseph Williams

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Southerland-Amsden	Frances	Assessment Center	Frances is a joy to work with and a great coordinator for the testing of potential paramedic students. She is always helpful and a great asset to her department.	Naomi Lara
Southerland-Amsden	Frances	Assessment Center	I am the Director of Student Development at Abraham Baldwin College in Tifton, GA. Ms. Southerland and I connected with a professional listserve and she was extremely helpful to me. Thank you!	Dr. Maggie Martin
Southerland-Amsden	Frances	Assessment Center	With unbelievable patience, she helped us understand how to get a new student started at CHC and provided us with all the information we needed. Fantastic job!	Xiuqing Wang
St. Jean	Cyndie	President's Office	Thank you for all of your help with this year's CHC Foundation Gala. Your participation, involvement, and contributions were much appreciated!	Michelle Riggs
Strong	Mike	Administrative Services	Thank you for being the auctioneer at this year's fundraising gala. I truly appreciate your contributions to a successful event and helping to raise much needed money to support CHC students.	Michelle Riggs

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Warren-Marlatt	Rebeccah	Student Services	Thank you for your hilarious Rosanne Rosanna Danna skit at the CHC Foundation Gala. You were such a huge part of the success of this event and helped use raise much needed money to support CHC students.	Michelle Riggs

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
SBVC				
Alex-Schiel	Valerie	Food Services	Thank you for your assistance in preparing for the Vice Chancellor's visit. The set-up was beautiful. Your professionalism is greatly appreciated!	Henry Hua
Blackwell	Shari	Student Services Office	Thank you for your assistance and support in preparing for the Vice Chancellor's visit. Your professionalism is greatly appreciated!	Henry Hua
Candelaria	Bridget	Instruction Office	Thank you for your assistance and support in preparing for the Vice Chancellor's visit. Your professionalism is greatly appreciated!	Henry Hua
Carter	Yancie	SSSP/Counseling	Great job on your presentation of the Student Success Newsletter during the A2MEND Conference.	Dr. Ricky Shabazz
Dean	Rebecca	Food Services	Thank you for your assistance in preparing for the Vice Chancellor's visit. The set-up was beautiful. Your professionalism is greatly appreciated!	Henry Hua
Enriquez	Jennine	Financial Aid Office	In all my years at Valley I have never been helped like I was today. I was able to leave the financial office knowing what I needed and why. I am grateful for help today.	Maria E. Ochoa, Student

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Flaa	Jonathan	Campus Technology Services	Thank you for your service in setting up for the Vice Chancellor's visit. Your professionalism is greatly appreciated!	Henry Hua
Gallagher	Debby	Office of the President	Thank you for providing staff support for the other position duties in the office, while our office is understaff. You are appreciated!	Dr. Gloria Fisher
Gallagher	Debby	Office of the President	Thank you for all of your support!	Dr. Haragewen Kinde
Gallagher	Debby	Office of the President	Thank you for all of your support!	Bridget Candelaria
Gallagher	Debby	Office of the President	Thank you for all of your support!	Kay Dee Yarbrough
Giles	Keenan	EOP&S	Thank you for arriving early and riding with the students on the bus to the A2MEND Conference.	Dr. Ricky Shabazz
Halim	Roslin	Administrative Services	Thank you for your assistance in preparing for the Vice Chancellor's visit. Your professionalism is greatly appreciated!	Henry Hua
Heredia	Melissa	Mathematics, Business, and Co	Thank you for your assistance, support and professionalism leading up to the Vice Chancellor's visit. Great teamwork!	Henry Hua
Hua	Henry	Office of Instruction	For your excellent work above and beyond for the Office of Instruction. Thank you!	Dr. Gloria Fisher
Hylton	Christopher	M&O	Thank you for your assistance in preparing for the Vice Chancellor's visit. Your professionalism is appreciated!	Henry Hua

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Kracher	Gloria	Custodial	Thank you for your assistance and support in preparing for the Vice Chancellor's visit. Your professionalism is greatly appreciated!	Henry Hua
Lee	Yvette	English	Thank you for your leadership in assisting in organizing Black History Month activities around Dr. Hill speaking. You were involved in yet another successful event.	Dr. Ricky Shabazz
Luke	Dr. Craig	First Year Experience	Thank you for arriving early and riding with the students on the bus to the A2MEND Conference.	Dr. Ricky Shabazz
Luke	Dr. Craig	Student Development and FYE	I'd like to applaud Dr. Luke with his extensive help over and over all the time. There is never a time when you need his help with an assignment or even just a thought he will extend himself for all students that asked of him.	Tara Rosemond, Student
Luke	Dr. Craig	Counseling/Career Exploration	Thank you Dr. Luke for the "real talk" lectures that we have to explore ourselves and the possibilities before us when we bring our A game.	Darrell Fisher, Student
Nguyen	Joseph	SSSP	Great job on your presentation of the Student Success Newsletter during the A2MEND Conference.	Dr. Ricky Shabazz

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Pasillas	Karol	Administrative Services	Thank you for providing support to the President's office while I was on vacation. I sincerely appreciated your assistance in my absence. You are appreciated!	Debby Gallagher
Pasillas	Karol	Administrative Services	Thank you for helping make sure the President's Circle Luncheon setup was in place and setting up the Managers meeting and College Council meeting in my office staff absence.	Dr. Gloria Fisher
Pasillas	Karol	Administrative Services	Thank you for your assistance in preparing for the Vice Chancellor's visit. Your professionalism is appreciated!	Henry Hua
Race	Steve	Campus Technology Services	Thank you for your service in setting up for the Vice Chancellor's visit. Your professionalism is greatly appreciated!	Henry Hua
Rodriguez	Carmen	EOP&S	Thank you for serving as the manager over Student Services in my absence.	Dr. Ricky Shabazz
Shabazz	Dr. Ricky	Student Services Office	Thank you for your effort and participation in the Student Success Ad Hoc committee. I appreciate you.	Joseph Williams
Smith	Dr. James	Research, Planning & IE	For your prompt response in providing data for varies reports. Always going above and beyond. Thank you!	Dr. Gloria Fisher

Caring Hands Applause Cards – April 2016

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Smith	Dr. James	Research, Planning & IE	Dr. Smith did a great job MCing the MLK Jr. event	Dr. Ricky Shabazz
Smith	Dr. James	Research, Planning & IE	Thank you for your effort and participation in the Student Success Ad Hoc committee. I appreciate you.	Joseph Williams
Sotelo	Jessica	Food Services	Thank you for your assistance in preparing for the Vice Chancellor's visit. The set-up was beautiful. Your professionalism is greatly appreciated!	Henry Hua
Tillman	Shalita	CalWORKs	Thank you for your work on the MLK Breakfast.	Dr. Gloria Fisher
Tillman	Shalita	CalWORKs	Great job with the MLK Jr. event.	Dr. Ricky Shabazz
Williams	Chris	SSSP	Great job on your presentation of the Student Success Newsletter during the A2MEND Conference.	Dr. Ricky Shabazz
Williams	Nicole	Nursing	She is so helpful--always has the answer or is willing to investigate to find the answer.	Kim Eastman
Yarbrough	Kay Dee	Instruction Office	Thank you for your assistance, support and professionalism leading up to the Vice Chancellor's visit. Great teamwork!	Henry Hua

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, Director of Fiscal Services
DATE: April 14, 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 March 25, 2016. As of March 25, the District was 73.6% through the fiscal year and had spent and/or encumbered approximately 55.6% of its budgeted general funds.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

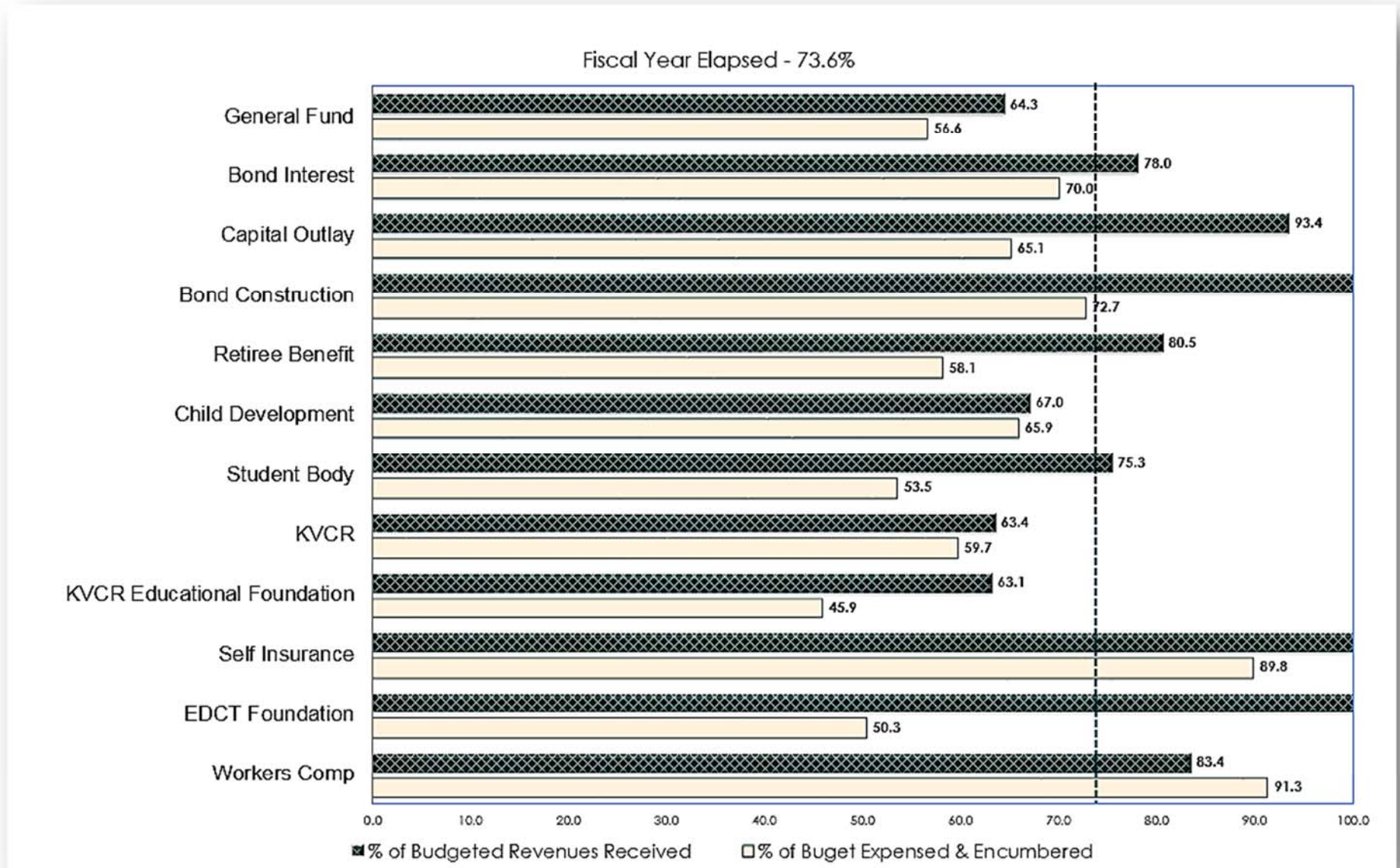
There are no financial implications.



Budget Revenue & Expenditure Summary

Year to Date 3/25/2016
73.6% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD	%	Budget	Expensed/ Encumbered YTD	%	
01 General Fund	\$143,697,233	\$ 92,456,078	64.3%	\$145,997,535	\$ 82,610,955	56.6%	
21 Bond Interest & Redemption	\$ 24,000,000	\$ 18,711,512	78.0%	\$ 24,000,000	\$ 16,803,952	70.0%	
41 Capital Outlay Projects	\$ 5,490,221	\$ 5,125,368	93.4%	\$ 9,576,840	\$ 6,233,706	65.1%	
42 Bond Construction	\$ 35,000,000	\$ 37,459,689	107.0%	\$ 75,174,727	\$ 54,649,124	72.7%	
68 Retiree Benefit	\$ 1,875,000	\$ 1,509,503	80.5%	\$ 375,000	\$ 217,933	58.1%	
72 Child Development	\$ 2,709,804	\$ 1,814,410	67.0%	\$ 2,709,804	\$ 1,784,507	65.9%	
73 Student Body Center Fee	\$ 293,352	\$ 220,923	75.3%	\$ 293,352	\$ 157,047	53.5%	
74 KVCR	\$ 5,245,219	\$ 3,325,693	63.4%	\$ 5,901,949	\$ 3,520,726	59.7%	
76 KVCR Educational Foundation	\$ 1,868,252	\$ 1,178,263	63.1%	\$ 2,372,396	\$ 1,088,476	45.9%	
78 Self Insurance-Liability	\$ 550,000	\$ 551,900	100.3%	\$ 748,145	\$ 671,905	89.8%	<i>Premiums are paid in July. Revenue recorded in January.</i>
79 EDCT Foundation	\$ 200,000	\$ 202,663	101.3%	\$ 240,000	\$ 120,797	50.3%	
84 Workers Compensation	\$ 1,082,000	\$ 901,929	83.4%	\$ 1,082,000	\$ 987,626	91.3%	<i>Encumbered amount is \$85,939.</i>



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	6,373,431.39	2,006,511.55	2,006,511.55	31.4	0.00	4,366,919.84	68.5
8600.00 STATE REVENUES	110,972,987.42	70,606,208.01	70,606,208.01	63.6	0.00	40,366,779.41	36.3
8800.00 LOCAL REVENUES	26,258,814.37	19,838,511.68	19,838,511.68	75.5	0.00	6,420,302.69	24.4
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	143,697,233.18	92,456,077.64	92,456,077.64	64.3	0.00	51,241,155.54	35.6
1100.00 CONTRACT CLASSROOM INST.	16,641,074.09	11,144,744.59	11,144,744.59	66.9	0.00	5,496,329.50	33.0
1200.00 CONTRACT CERT. ADMINISTRATORS	9,828,096.13	5,827,959.97	5,827,959.97	59.2	0.00	4,000,136.16	40.7
1300.00 INSTRUCTORS DAY/HOURLY	12,628,423.20	8,219,659.83	8,219,659.83	65.0	0.00	4,408,763.37	34.9
1400.00 NON-INSTRUCTION HOURLY CERT.	2,600,162.38	1,504,886.78	1,504,886.78	57.8	0.00	1,095,275.60	42.1
TOTAL: 1000	41,697,755.80	26,697,251.17	26,697,251.17	64.0	0.00	15,000,504.63	35.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	19,703,654.98	13,266,158.31	13,266,158.31	67.3	0.00	6,437,496.67	32.6
2200.00 INSTRUCTIONAL AIDS	1,400,078.26	968,158.58	968,158.58	69.1	0.00	431,919.68	30.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	3,907,206.23	2,106,711.35	2,106,711.35	53.9	0.00	1,800,494.88	46.0
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	1,921,319.79	864,598.66	864,598.66	45.0	0.00	1,056,721.13	54.9
TOTAL: 2000	26,932,259.26	17,205,626.90	17,205,626.90	63.8	0.00	9,726,632.36	36.1
3100.00 CERTIFICATED RETIREMENT	3,805,362.45	2,526,523.98	2,526,523.98	66.3	0.00	1,278,838.47	33.6
3200.00 CLASSIFIED RETIREMENT	2,536,936.97	2,005,085.88	2,005,085.88	79.0	0.00	531,851.09	20.9
3300.00 OASDHI/FICA	2,418,071.15	1,643,013.83	1,643,013.83	67.9	0.00	775,057.32	32.0
3400.00 HEALTH AND WELFARE BENEFITS	10,027,155.26	5,674,476.13	5,674,476.13	56.5	0.00	4,352,679.13	43.4
3500.00 STATE UNEMPLOYMENT INSURANCE	74,187.58	41,588.66	41,588.66	56.0	0.00	32,598.92	43.9
3600.00 WORKERS COMPENSATION INSURANCE	956,432.00	632,075.00	632,075.00	66.0	0.00	324,357.00	33.9
3900.00 OTHER BENEFITS	220,207.97	159,874.31	159,874.31	72.6	0.00	60,333.66	27.3
TOTAL: 3000	20,038,353.38	12,682,637.79	12,682,637.79	63.2	0.00	7,355,715.59	36.7
4100.00 TEXTBOOKS	322,198.40	203,944.88	203,944.88	63.2	56,937.62	61,315.90	19.0
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	104,785.89	19,010.01	19,010.01	18.1	28,988.48	56,787.40	54.1
4300.00 INSTRUCTIONAL SUPPLIES	542,198.38	172,607.83	172,607.83	31.8	86,286.23	283,304.32	52.2
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	26,638.51	3,757.13	3,757.13	14.1	4,118.74	18,762.64	70.4
4500.00 NONINSTRUCTIONAL SUPPLIES	1,666,477.98	518,002.45	518,002.45	31.0	431,679.73	716,795.80	43.0
4700.00 FOOD SUPPLIES	130,117.92	52,640.85	52,640.85	40.4	41,610.02	35,867.05	27.5
TOTAL: 4000	2,792,417.08	969,963.15	969,963.15	34.7	649,620.82	1,172,833.11	42.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	10,053,982.12	2,538,321.87	2,538,321.87	25.2	2,946,209.63	4,569,450.62	45.4
5200.00 TRAVEL & CONFERENCE EXPENSES	1,632,400.22	517,153.80	517,153.80	31.6	309,348.88	805,897.54	49.3
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	419,163.60	170,641.23	170,641.23	40.7	15,721.50	232,800.87	55.5
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	2,942,399.22	1,519,548.51	1,519,548.51	51.6	942,628.50	480,222.21	16.3
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	4,345,992.31	2,597,848.34	2,597,848.34	59.7	742,713.78	1,005,430.19	23.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,236,170.00	561,284.10	561,284.10	45.4	345,204.76	329,681.14	26.6
5800.00 OTHER OPERATING EXP-DIST. USE	19,577,687.23	681,671.16	681,671.16	3.4	373,633.45	18,522,382.62	94.6
TOTAL: 5000	40,328,794.70	8,706,800.01	8,706,800.01	21.5	5,675,460.50	25,946,534.19	64.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	131,789,580.22	66,262,279.02	66,262,279.02	50.2	6,325,081.32	59,202,219.88	44.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	479,654.14	169,236.32	169,236.32	35.2	49,728.55	260,689.27	54.3
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	1,957,785.13	292,933.66	292,933.66	14.9	682,826.06	982,025.41	50.1
6300.00 LIBRARY BOOKS - EXPANSION	106,718.00	74,239.38	74,239.38	69.5	26,012.96	6,465.66	6.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,221,876.13	1,016,012.29	1,016,012.29	24.0	603,219.58	2,602,644.26	61.6
TOTAL: 6000	6,766,033.40	1,552,421.65	1,552,421.65	22.9	1,361,787.15	3,851,824.60	56.9
TOTAL: 1000-6999	138,555,613.62	67,814,700.67	67,814,700.67	48.9	7,686,868.47	63,054,044.48	45.5
7300.00 INTERFUND TRANSFERS	6,250,000.00	6,250,000.00	6,250,000.00	100.0	0.00	0.00	.0
7400.00 OTHER TRANSFERS	72,400.00	0.00	0.00	.0	0.00	72,400.00	100.0
7500.00 OTHER OUTGO-STUDENT FIN AID	68,935.78	28,196.65	28,196.65	40.9	0.00	40,739.13	59.0
7600.00 OTHER STUDENT AID	1,050,585.19	556,445.81	556,445.81	52.9	274,743.23	219,396.15	20.8
TOTAL: 7000	7,441,920.97	6,834,642.46	6,834,642.46	91.8	274,743.23	332,535.28	4.4
TOTAL: 1000-7999	145,997,534.59	74,649,343.13	74,649,343.13	51.1	7,961,611.70	63,386,579.76	43.4

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	143,697,233.18	92,456,077.64	92,456,077.64	64.3	0.00	51,241,155.54	35.6
TOTAL:	1000-5999	131,789,580.22	66,262,279.02	66,262,279.02	50.2	6,325,081.32	59,202,219.88	44.9
TOTAL:	1000-6999	138,555,613.62	67,814,700.67	67,814,700.67	48.9	7,686,868.47	63,054,044.48	45.5
TOTAL:	1000-7999	145,997,534.59	74,649,343.13	74,649,343.13	51.1	7,961,611.70	63,386,579.76	43.4
TOTAL EXPENSES	(1000 - 7999)	145,997,534.59	74,649,343.13	74,649,343.13	51.1	7,961,611.70	63,386,579.76	43.4

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8600.00 STATE REVENUES	200,000.00	893,586.71	893,586.71	100.0	0.00	693,586.71-	.0
8800.00 LOCAL REVENUES	23,800,000.00	14,839,144.75	14,839,144.75	62.3	0.00	8,960,855.25	37.6
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	18,711,512.46	18,711,512.46	77.9	0.00	5,288,487.54	22.0
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	18,711,512.46	18,711,512.46	77.9	0.00	5,288,487.54	22.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	24,000,000.00	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	%	PENDED/ 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	894,208.69	894,208.69	71.0	0.00	364,852.91	28.9
8900.00 OTHER FINANCING SOURCES	3,700,000.00	3,700,000.00	3,700,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	5,490,220.88	5,125,367.97	5,125,367.97	93.3	0.00	364,852.91	6.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	95,724.00	64,616.00	64,616.00	67.5	0.00	31,108.00	32.4
TOTAL: 2000	95,724.00	64,616.00	64,616.00	67.5	0.00	31,108.00	32.4
3200.00 CLASSIFIED RETIREMENT	11,340.42	7,560.24	7,560.24	66.6	0.00	3,780.18	33.3
3300.00 OASDHI/FICA	7,359.61	4,926.80	4,926.80	66.9	0.00	2,432.81	33.0
3400.00 HEALTH AND WELFARE BENEFITS	12,253.15	8,168.56	8,168.56	66.6	0.00	4,084.59	33.3
3500.00 STATE UNEMPLOYMENT INSURANCE	48.10	32.24	32.24	67.0	0.00	15.86	32.9
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	800.00	800.00	66.6	0.00	400.00	33.3
3900.00 OTHER BENEFITS	58.94	39.28	39.28	66.6	0.00	19.66	33.3
TOTAL: 3000	32,260.22	21,527.12	21,527.12	66.7	0.00	10,733.10	33.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	2,710,654.00	505,940.88	505,940.88	18.6	2,145,156.64	59,556.48	2.1
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	320.00	320.00	66.6	0.00	160.00	33.3
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	386,024.15	329,671.27	329,671.27	85.4	49,443.06	6,909.82	1.7
5800.00 OTHER OPERATING EXP-DIST. USE	90,123.60	0.00	0.00	.0	0.00	90,123.60	100.0
TOTAL: 5000	3,187,281.75	835,932.15	835,932.15	26.2	2,194,599.70	156,749.90	4.9
TOTAL: 1000-5999	3,315,265.97	922,075.27	922,075.27	27.8	2,194,599.70	198,591.00	5.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	1,660,801.88	37,602.05	37,602.05	2.2	235,390.76	1,387,809.07	83.5
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	2,724,305.40	829,893.80	829,893.80	30.4	706,768.99	1,187,642.61	43.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,876,466.57	1,057,328.26	1,057,328.26	56.3	250,048.02	569,090.29	30.3
TOTAL: 6000	6,261,573.85	1,924,824.11	1,924,824.11	30.7	1,192,207.77	3,144,541.97	50.2
TOTAL: 1000-6999	9,576,839.82	2,846,899.38	2,846,899.38	29.7	3,386,807.47	3,343,132.97	34.9

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	5,490,220.88	5,125,367.97	5,125,367.97	93.3	0.00	364,852.91	6.6
TOTAL:	1000-5999	3,315,265.97	922,075.27	922,075.27	27.8	2,194,599.70	198,591.00	5.9
TOTAL:	1000-6999	9,576,839.82	2,846,899.38	2,846,899.38	29.7	3,386,807.47	3,343,132.97	34.9
TOTAL:	1000-7999	9,576,839.82	2,846,899.38	2,846,899.38	29.7	3,386,807.47	3,343,132.97	34.9
TOTAL EXPENSES	(1000 - 7999)	9,576,839.82	2,846,899.38	2,846,899.38	29.7	3,386,807.47	3,343,132.97	34.9

Fund: 42 REVENUE BOND CONSTRUCTION FU

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	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	2,249.80	2,249.80	100.0	0.00	0.00	.0
TOTAL: 2000	2,249.80	2,249.80	2,249.80	100.0	0.00	0.00	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,067,652.26	206,372.82	206,372.82	19.3	315,464.23	545,815.21	51.1
5400.00 INSURANCES - DISTRICT USE	170,213.00	8,325.00	8,325.00	4.8	0.00	161,888.00	95.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	70,267.02	30,380.00	30,380.00	43.2	33,888.69	5,998.33	8.5
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	271,000.00	14,175.00	14,175.00	5.2	181,375.00	75,450.00	27.8
5800.00 OTHER OPERATING EXP-DIST. USE	4,291,326.69	12,391.67	12,391.67	.2	17,708.33	4,261,226.69	99.2
TOTAL: 5000	5,870,458.97	271,644.49	271,644.49	4.6	548,436.25	5,050,378.23	86.0
TOTAL: 1000-5999	5,872,708.77	273,894.29	273,894.29	4.6	548,436.25	5,050,378.23	85.9
6100.00 SITES & IMPROVEMENTS-DIST. USE	578,600.00	136,301.50	136,301.50	23.5	101,683.06	340,615.44	58.8
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	63,681,711.99	29,861,529.62	29,861,529.62	46.8	20,793,564.64	13,026,617.73	20.4
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	5,041,706.24	2,346,309.70	2,346,309.70	46.5	587,404.89	2,107,991.65	41.8
TOTAL: 6000	69,302,018.23	32,344,140.82	32,344,140.82	46.6	21,482,652.59	15,475,224.82	22.3
TOTAL: 1000-6999	75,174,727.00	32,618,035.11	32,618,035.11	43.3	22,031,088.84	20,525,603.05	27.3

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	35,000,000.00	37,459,689.45	37,459,689.45	100.0	0.00	2,459,689.45-	.0
TOTAL:	1000-5999	5,872,708.77	273,894.29	273,894.29	4.6	548,436.25	5,050,378.23	85.9
TOTAL:	1000-6999	75,174,727.00	32,618,035.11	32,618,035.11	43.3	22,031,088.84	20,525,603.05	27.3
TOTAL:	1000-7999	75,174,727.00	32,618,035.11	32,618,035.11	43.3	22,031,088.84	20,525,603.05	27.3
TOTAL EXPENSES	(1000 - 7999)	75,174,727.00	32,618,035.11	32,618,035.11	43.3	22,031,088.84	20,525,603.05	27.3

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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

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	90.73	90.73	47.7	0.00	99.29	52.2
3400.00 HEALTH AND WELFARE BENEFITS	360,348.38	212,574.85	212,574.85	58.9	0.00	147,773.53	41.0
3500.00 STATE UNEMPLOYMENT INSURANCE	7.39	3.18	3.18	43.0	0.00	4.21	56.9
3900.00 OTHER BENEFITS	14,454.55	5,264.52	5,264.52	36.4	0.00	9,190.03	63.5
TOTAL: 3000	375,000.34	217,933.28	217,933.28	58.1	0.00	157,067.06	41.8
TOTAL: 1000-5999	375,000.34	217,933.28	217,933.28	58.1	0.00	157,067.06	41.8

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	217,933.28	217,933.28	58.1	0.00	157,067.06	41.8
TOTAL:	1000-6999	375,000.34	217,933.28	217,933.28	58.1	0.00	157,067.06	41.8
TOTAL:	1000-7999	375,000.34	217,933.28	217,933.28	58.1	0.00	157,067.06	41.8
TOTAL EXPENSES	(1000 - 7999)	375,000.34	217,933.28	217,933.28	58.1	0.00	157,067.06	41.8

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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	%	PENDED/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	121,376.63	121,376.63	72.3	0.00	46,334.07	27.6
8600.00 STATE REVENUES	2,362,093.00	1,576,473.39	1,576,473.39	66.7	0.00	785,619.61	33.2
8800.00 LOCAL REVENUES	180,000.00	116,559.66	116,559.66	64.7	0.00	63,440.34	35.2
TOTAL: 8000	2,709,803.70	1,814,409.68	1,814,409.68	66.9	0.00	895,394.02	33.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,239,466.26	835,459.32	835,459.32	67.4	0.00	404,006.94	32.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	472,414.00	274,742.50	274,742.50	58.1	0.00	197,671.50	41.8
TOTAL: 2000	1,711,880.26	1,110,201.82	1,110,201.82	64.8	0.00	601,678.44	35.1
3100.00 CERTIFICATED RETIREMENT	26,493.00	18,657.85	18,657.85	70.4	0.00	7,835.15	29.5
3200.00 CLASSIFIED RETIREMENT	105,471.73	74,564.86	74,564.86	70.6	0.00	30,906.87	29.3
3300.00 OASDHI /FICA	81,632.27	52,796.87	52,796.87	64.6	0.00	28,835.40	35.3
3400.00 HEALTH AND WELFARE BENEFITS	458,504.16	277,366.63	277,366.63	60.4	0.00	181,137.53	39.5
3500.00 STATE UNEMPLOYMENT INSURANCE	1,092.93	449.74	449.74	41.1	0.00	643.19	58.8
3600.00 WORKERS COMPENSATION INSURANCE	46,500.04	34,000.00	34,000.00	73.1	0.00	12,500.04	26.8
3900.00 OTHER BENEFITS	13,086.42	9,778.86	9,778.86	74.7	0.00	3,307.56	25.2
TOTAL: 3000	732,780.55	467,614.81	467,614.81	63.8	0.00	265,165.74	36.1
4300.00 INSTRUCTIONAL SUPPLIES	37,154.00	2,926.33	2,926.33	7.8	10,729.28	23,498.39	63.2
4500.00 NONINSTRUCTIONAL SUPPLIES	67,980.75	24,752.74	24,752.74	36.4	36,664.04	6,563.97	9.6
4700.00 FOOD SUPPLIES	127,230.70	75,044.59	75,044.59	58.9	50,436.11	1,750.00	1.3
TOTAL: 4000	232,365.45	102,723.66	102,723.66	44.2	97,829.43	31,812.36	13.6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	2,309.00	964.67	964.67	41.7	0.00	1,344.33	58.2
5800.00 OTHER OPERATING EXP-DIST. USE	18,848.21	907.50	907.50	4.8	1,694.00	16,246.71	86.1
TOTAL: 5000	21,157.21	1,872.17	1,872.17	8.8	1,694.00	17,591.04	83.1
TOTAL: 1000-5999	2,698,183.47	1,682,412.46	1,682,412.46	62.3	99,523.43	916,247.58	33.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	11,620.25	2,571.25	2,571.25	22.1	0.00	9,049.00	77.8
TOTAL: 6000	11,620.25	2,571.25	2,571.25	22.1	0.00	9,049.00	77.8
TOTAL: 1000-6999	2,709,803.72	1,684,983.71	1,684,983.71	62.1	99,523.43	925,296.58	34.1

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,709,803.70	1,814,409.68	1,814,409.68	66.9	0.00	895,394.02	33.0
TOTAL:	1000-5999	2,698,183.47	1,682,412.46	1,682,412.46	62.3	99,523.43	916,247.58	33.9
TOTAL:	1000-6999	2,709,803.72	1,684,983.71	1,684,983.71	62.1	99,523.43	925,296.58	34.1
TOTAL:	1000-7999	2,709,803.72	1,684,983.71	1,684,983.71	62.1	99,523.43	925,296.58	34.1
TOTAL EXPENSES	(1000 - 7999)	2,709,803.72	1,684,983.71	1,684,983.71	62.1	99,523.43	925,296.58	34.1

Fund: 73 STUDENT BODY CENTER FEE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	293,352.00	220,923.06	220,923.06	75.3	0.00	72,428.94	24.6
TOTAL: 8000	293,352.00	220,923.06	220,923.06	75.3	0.00	72,428.94	24.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	99,245.36	71,639.50	71,639.50	72.1	0.00	27,605.86	27.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	43,170.70	43,170.70	79.9	0.00	10,829.30	20.0
TOTAL: 2000	153,245.36	114,810.20	114,810.20	74.9	0.00	38,435.16	25.0
3200.00 CLASSIFIED RETIREMENT	11,662.82	8,487.16	8,487.16	72.7	0.00	3,175.66	27.2
3300.00 OASDHI/FICA	7,592.26	5,352.75	5,352.75	70.5	0.00	2,239.51	29.4
3400.00 HEALTH AND WELFARE BENEFITS	35,493.34	20,421.34	20,421.34	57.5	0.00	15,072.00	42.4
3500.00 STATE UNEMPLOYMENT INSURANCE	49.62	34.98	34.98	70.4	0.00	14.64	29.5
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	2,000.00	2,000.00	66.6	0.00	1,000.00	33.3
3900.00 OTHER BENEFITS	147.36	98.24	98.24	66.6	0.00	49.12	33.3
TOTAL: 3000	57,945.40	36,394.47	36,394.47	62.8	0.00	21,550.93	37.1
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	2,983.00-	2,983.00-	.0	4,930.20	18,552.80	100.0
TOTAL: 4000	22,500.00	2,983.00-	2,983.00-	.0	4,930.20	20,552.80	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	148,221.67	148,221.67	51.2	4,930.20	136,200.13	47.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,000.00	0.00	0.00	.0	3,894.48	105.52	2.6
TOTAL: 6000	4,000.00	0.00	0.00	.0	3,894.48	105.52	2.6
TOTAL: 1000-6999	293,352.00	148,221.67	148,221.67	50.5	8,824.68	136,305.65	46.4

Fund: 73 STUDENT BODY CENTER FEE FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	293,352.00	220,923.06	220,923.06	75.3	0.00	72,428.94	24.6
TOTAL:	1000-5999	289,352.00	148,221.67	148,221.67	51.2	4,930.20	136,200.13	47.0
TOTAL:	1000-6999	293,352.00	148,221.67	148,221.67	50.5	8,824.68	136,305.65	46.4
TOTAL:	1000-7999	293,352.00	148,221.67	148,221.67	50.5	8,824.68	136,305.65	46.4
TOTAL EXPENSES	(1000 - 7999)	293,352.00	148,221.67	148,221.67	50.5	8,824.68	136,305.65	46.4

Fund: 74 KVCR FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	4,124,365.05	2,625,692.83	2,625,692.83	63.6	0.00	1,498,672.22	36.3
8900.00 OTHER FINANCING SOURCES	1,120,854.00	700,000.00	700,000.00	62.4	0.00	420,854.00	37.5
TOTAL: 8000	5,245,219.05	3,325,692.83	3,325,692.83	63.4	0.00	1,919,526.22	36.5
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,464,324.07	840,470.58	840,470.58	57.3	0.00	623,853.49	42.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	544,100.00	296,553.88	296,553.88	54.5	0.00	247,546.12	45.4
TOTAL: 2000	2,008,424.07	1,137,024.46	1,137,024.46	56.6	0.00	871,399.61	43.3
3200.00 CLASSIFIED RETIREMENT	167,714.10	118,945.46	118,945.46	70.9	0.00	48,768.64	29.0
3300.00 OASDHI/FICA	112,043.73	84,202.02	84,202.02	75.1	0.00	27,841.71	24.8
3400.00 HEALTH AND WELFARE BENEFITS	322,086.42	148,255.29	148,255.29	46.0	0.00	173,831.13	53.9
3500.00 STATE UNEMPLOYMENT INSURANCE	732.32	580.30	580.30	79.2	0.00	152.02	20.7
3600.00 WORKERS COMPENSATION INSURANCE	32,625.00	18,000.00	18,000.00	55.1	0.00	14,625.00	44.8
3900.00 OTHER BENEFITS	12,852.54	6,872.60	6,872.60	53.4	0.00	5,979.94	46.5
TOTAL: 3000	648,054.11	376,855.67	376,855.67	58.1	0.00	271,198.44	41.8
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	2,500.00	0.00	0.00	.0	0.00	2,500.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	45,200.00	10,000.63	10,000.63	22.1	20,045.60	15,153.77	33.5
TOTAL: 4000	48,000.00	10,070.63	10,070.63	20.9	20,045.60	17,883.77	37.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	105,579.00	25,938.36	25,938.36	24.5	26,850.75	52,789.89	50.0
5200.00 TRAVEL & CONFERENCE EXPENSES	73,900.00	18,709.38	18,709.38	25.3	40,247.17	14,943.45	20.2
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	76,915.00	31,869.75	31,869.75	41.4	12,894.12	32,151.13	41.8
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	89,553.78	89,553.78	43.8	78,274.13	36,486.09	17.8
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	453,769.00	222,131.37	222,131.37	48.9	104,989.08	126,648.55	27.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	142,000.00	3,378.92	3,378.92	2.3	27,426.69	111,194.39	78.3
5800.00 OTHER OPERATING EXP-DIST. USE	1,743,326.05	966,268.85	966,268.85	55.4	239,582.29	537,474.91	30.8
TOTAL: 5000	2,810,303.05	1,365,660.41	1,365,660.41	48.5	530,264.23	914,378.41	32.5
TOTAL: 1000-5999	5,514,781.23	2,889,611.17	2,889,611.17	52.3	550,309.83	2,074,860.23	37.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	251,168.00	18,539.83	18,539.83	7.3	6,265.47	226,362.70	90.1
TOTAL: 6000	251,168.00	18,539.83	18,539.83	7.3	6,265.47	226,362.70	90.1
TOTAL: 1000-6999	5,765,949.23	2,908,151.00	2,908,151.00	50.4	556,575.30	2,301,222.93	39.9
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	5,901,949.23	2,964,151.00	2,964,151.00	50.2	556,575.30	2,381,222.93	40.3

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	5,245,219.05	3,325,692.83	3,325,692.83	63.4	0.00	1,919,526.22	36.5
TOTAL:	1000-5999	5,514,781.23	2,889,611.17	2,889,611.17	52.3	550,309.83	2,074,860.23	37.6
TOTAL:	1000-6999	5,765,949.23	2,908,151.00	2,908,151.00	50.4	556,575.30	2,301,222.93	39.9
TOTAL:	1000-7999	5,901,949.23	2,964,151.00	2,964,151.00	50.2	556,575.30	2,381,222.93	40.3
TOTAL EXPENSES	(1000 - 7999)	5,901,949.23	2,964,151.00	2,964,151.00	50.2	556,575.30	2,381,222.93	40.3

Fund: 76 KVCR EDUCATIONAL FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,812,251.91	1,122,263.06	1,122,263.06	61.9	0.00	689,988.85	38.0
8900.00 OTHER FINANCING SOURCES	56,000.00	56,000.00	56,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	1,868,251.91	1,178,263.06	1,178,263.06	63.0	0.00	689,988.85	36.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	253,115.97	68,881.12	68,881.12	27.2	0.00	184,234.85	72.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	191,250.00	104,526.25	104,526.25	54.6	0.00	86,723.75	45.3
TOTAL: 2000	444,365.97	173,407.37	173,407.37	39.0	0.00	270,958.60	60.9
3200.00 CLASSIFIED RETIREMENT	30,430.91	16,956.56	16,956.56	55.7	0.00	13,474.35	44.2
3300.00 OASDHI/FICA	19,722.92	11,985.44	11,985.44	60.7	0.00	7,737.48	39.2
3400.00 HEALTH AND WELFARE BENEFITS	110,670.02	10,312.36	10,312.36	9.3	0.00	100,357.66	90.6
3500.00 STATE UNEMPLOYMENT INSURANCE	128.91	91.20	91.20	70.7	0.00	37.71	29.2
3600.00 WORKERS COMPENSATION INSURANCE	4,875.00	1,250.00	1,250.00	25.6	0.00	3,625.00	74.3
3900.00 OTHER BENEFITS	989.46	61.36	61.36	6.2	0.00	928.10	93.7
TOTAL: 3000	166,817.22	40,656.92	40,656.92	24.3	0.00	126,160.30	75.6
4500.00 NONINSTRUCTIONAL SUPPLIES	10,500.00	1,150.42	1,150.42	10.9	2,180.45	7,169.13	68.2
TOTAL: 4000	10,500.00	1,150.42	1,150.42	10.9	2,180.45	7,169.13	68.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	296,000.00	117,382.45	117,382.45	39.6	74,761.43	103,856.12	35.0
5200.00 TRAVEL & CONFERENCE EXPENSES	1,300.00	329.32	329.32	25.3	78.68	892.00	68.6
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	53,500.00	14,420.00	14,420.00	26.9	10,000.00	29,080.00	54.3
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	23,500.00	18,398.21	18,398.21	78.2	1,200.00	3,901.79	16.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	21,883.00	8,091.00	8,091.00	36.9	909.00	12,883.00	58.8
5800.00 OTHER OPERATING EXP-DIST. USE	533,675.91	124,019.70	124,019.70	23.2	101,491.84	308,164.37	57.7
TOTAL: 5000	929,858.91	282,640.68	282,640.68	30.3	188,440.95	458,777.28	49.3
TOTAL: 1000-5999	1,551,542.10	497,855.39	497,855.39	32.0	190,621.40	863,065.31	55.6
7200.00 INTRAFUND TRANSFERS OUT	820,854.00	400,000.00	400,000.00	48.7	0.00	420,854.00	51.2
TOTAL: 7000	820,854.00	400,000.00	400,000.00	48.7	0.00	420,854.00	51.2
TOTAL: 1000-7999	2,372,396.10	897,855.39	897,855.39	37.8	190,621.40	1,283,919.31	54.1

Fund: 76 KVCR EDUCATIONAL FOUNDATION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED		%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
			CURRENT	YEAR TO DATE				
TOTAL INCOME	(8000 - 8999)	1,868,251.91	1,178,263.06	1,178,263.06	63.0	0.00	689,988.85	36.9
TOTAL:	1000-5999	1,551,542.10	497,855.39	497,855.39	32.0	190,621.40	863,065.31	55.6
TOTAL:	1000-6999	1,551,542.10	497,855.39	497,855.39	32.0	190,621.40	863,065.31	55.6
TOTAL:	1000-7999	2,372,396.10	897,855.39	897,855.39	37.8	190,621.40	1,283,919.31	54.1
TOTAL EXPENSES	(1000 - 7999)	2,372,396.10	897,855.39	897,855.39	37.8	190,621.40	1,283,919.31	54.1

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	2,840.71	2,840.71	14.2	7,159.29	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	95,663.70	46,240.35	18.2
TOTAL: 5000	748,145.00	569,081.66	569,081.66	76.0	102,822.99	76,240.35	10.1
TOTAL: 1000-5999	748,145.00	569,081.66	569,081.66	76.0	102,822.99	76,240.35	10.1

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	569,081.66	569,081.66	76.0	102,822.99	76,240.35	10.1
TOTAL:	1000-6999	748,145.00	569,081.66	569,081.66	76.0	102,822.99	76,240.35	10.1
TOTAL:	1000-7999	748,145.00	569,081.66	569,081.66	76.0	102,822.99	76,240.35	10.1
TOTAL EXPENSES	(1000 - 7999)	748,145.00	569,081.66	569,081.66	76.0	102,822.99	76,240.35	10.1

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	2,662.89	2,662.89	100.0	0.00	2,662.89-	.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	202,662.89	202,662.89	100.0	0.00	2,662.89-	.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	93,762.00	64,226.48	64,226.48	68.4	0.00	29,535.52	31.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	15,000.00	6,164.99	6,164.99	41.0	0.00	8,835.01	58.9
TOTAL: 2000	108,762.00	70,391.47	70,391.47	64.7	0.00	38,370.53	35.2
3200.00 CLASSIFIED RETIREMENT	11,107.98	7,490.47	7,490.47	67.4	0.00	3,617.51	32.5
3300.00 OASDHI/FICA	7,172.79	5,019.24	5,019.24	69.9	0.00	2,153.55	30.0
3400.00 HEALTH AND WELFARE BENEFITS	20,316.44	10,210.67	10,210.67	50.2	0.00	10,105.77	49.7
3500.00 STATE UNEMPLOYMENT INSURANCE	46.88	34.78	34.78	74.1	0.00	12.10	25.8
3600.00 WORKERS COMPENSATION INSURANCE	1,500.00	1,000.00	1,000.00	66.6	0.00	500.00	33.3
3900.00 OTHER BENEFITS	73.68	49.12	49.12	66.6	0.00	24.56	33.3
TOTAL: 3000	40,217.77	23,804.28	23,804.28	59.1	0.00	16,413.49	40.8
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	553.00	0.00	0.00	.0	12.00	541.00	97.8
4500.00 NONINSTRUCTIONAL SUPPLIES	2,600.00	1,362.94-	1,362.94-	.0	1,601.60	2,361.34	100.0
TOTAL: 4000	3,153.00	1,362.94-	1,362.94-	.0	1,613.60	2,902.34	100.0
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	2,427.33	2,427.33	26.6	1,275.46	5,397.21	59.3
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	4,250.00	89.50-	89.50-	.0	620.00	3,719.50	100.0
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	160.00	0.00	0.00	.0	0.00	160.00	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	3,320.00	3,320.00	14.6	15,300.00	4,060.00	17.9
5800.00 OTHER OPERATING EXP-DIST. USE	26,540.00	20.00	20.00	.0	1,715.21	24,804.79	93.4
TOTAL: 5000	85,867.00	6,191.76	6,191.76	7.2	18,910.67	60,764.57	70.7
TOTAL: 1000-5999	237,999.77	99,024.57	99,024.57	41.6	20,524.27	118,450.93	49.7
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	100,272.83	100,272.83	41.7	20,524.27	119,202.67	49.6

Fund: 79 EDCT FOUNDATION

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	200,000.00	202,662.89	202,662.89	100.0	0.00	2,662.89-	.0
TOTAL:	1000-5999	237,999.77	99,024.57	99,024.57	41.6	20,524.27	118,450.93	49.7
TOTAL:	1000-6999	239,999.77	100,272.83	100,272.83	41.7	20,524.27	119,202.67	49.6
TOTAL:	1000-7999	239,999.77	100,272.83	100,272.83	41.7	20,524.27	119,202.67	49.6
TOTAL EXPENSES	(1000 - 7999)	239,999.77	100,272.83	100,272.83	41.7	20,524.27	119,202.67	49.6

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	901,929.14	901,929.14	83.3	0.00	180,070.86	16.6
TOTAL: 8000	1,082,000.00	901,929.14	901,929.14	83.3	0.00	180,070.86	16.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	333,000.00	261,113.56	261,113.56	78.4	64,811.75	7,074.69	2.1
5400.00 INSURANCES - DISTRICT USE	167,000.00	171,589.00	171,589.00	100.0	0.00	4,589.00-	.0
5800.00 OTHER OPERATING EXP-DIST. USE	582,000.00	468,984.88	468,984.88	80.5	21,127.30	91,887.82	15.7
TOTAL: 5000	1,082,000.00	901,687.44	901,687.44	83.3	85,939.05	94,373.51	8.7
TOTAL: 1000-5999	1,082,000.00	901,687.44	901,687.44	83.3	85,939.05	94,373.51	8.7

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	901,929.14	901,929.14	83.3	0.00	180,070.86	16.6
TOTAL:	1000-5999	1,082,000.00	901,687.44	901,687.44	83.3	85,939.05	94,373.51	8.7
TOTAL:	1000-6999	1,082,000.00	901,687.44	901,687.44	83.3	85,939.05	94,373.51	8.7
TOTAL:	1000-7999	1,082,000.00	901,687.44	901,687.44	83.3	85,939.05	94,373.51	8.7
TOTAL EXPENSES	(1000 - 7999)	1,082,000.00	901,687.44	901,687.44	83.3	85,939.05	94,373.51	8.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ 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	23,980,581.42	23,980,581.42	57.9	0.00	17,392,909.58	42.0
8800.00 LOCAL REVENUES	12,562,370.95	7,714,882.32	7,714,882.32	61.4	0.00	4,847,488.63	38.5
TOTAL: 8000	53,965,861.95	31,698,137.79	31,698,137.79	58.7	0.00	22,267,724.16	41.2
1100.00 CONTRACT CLASSROOM INST.	11,355,030.16	7,756,628.26	7,756,628.26	68.3	0.00	3,598,401.90	31.6
1200.00 CONTRACT CERT. ADMINI STRATORS	3,652,569.92	2,324,584.55	2,324,584.55	63.6	0.00	1,327,985.37	36.3
1300.00 INSTRUCTORS DAY/HOURLY	8,388,588.20	5,601,906.73	5,601,906.73	66.7	0.00	2,786,681.47	33.2
1400.00 NON-INSTRUCTION HOURLY CERT.	338,316.75	166,591.28	166,591.28	49.2	0.00	171,725.47	50.7
TOTAL: 1000	23,734,505.03	15,849,710.82	15,849,710.82	66.7	0.00	7,884,794.21	33.2
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,464,106.89	4,606,089.02	4,606,089.02	71.2	0.00	1,858,017.87	28.7
2200.00 INSTRUCTIONAL AIDS	809,108.92	567,904.01	567,904.01	70.1	0.00	241,204.91	29.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	454,690.05	246,756.32	246,756.32	54.2	0.00	207,933.73	45.7
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	251,557.00	100,999.69	100,999.69	40.1	0.00	150,557.31	59.8
TOTAL: 2000	7,979,462.86	5,521,749.04	5,521,749.04	69.1	0.00	2,457,713.82	30.8
3100.00 CERTIFICATED RETIREMENT	2,366,759.29	1,505,861.43	1,505,861.43	63.6	0.00	860,897.86	36.3
3200.00 CLASSIFIED RETIREMENT	876,828.52	688,364.63	688,364.63	78.5	0.00	188,463.89	21.4
3300.00 OASDHI /FICA	981,595.10	677,203.08	677,203.08	68.9	0.00	304,392.02	31.0
3400.00 HEALTH AND WELFARE BENEFITS	4,404,035.72	2,730,394.73	2,730,394.73	61.9	0.00	1,673,640.99	38.0
3500.00 STATE UNEMPLOYMENT INSURANCE	14,973.57	10,607.57	10,607.57	70.8	0.00	4,366.00	29.1
3600.00 WORKERS COMPENSATION INSURANCE	452,230.50	303,002.46	303,002.46	67.0	0.00	149,228.04	32.9
3900.00 OTHER BENEFITS	100,101.55	75,387.52	75,387.52	75.3	0.00	24,714.03	24.6
TOTAL: 3000	9,196,524.25	5,990,821.42	5,990,821.42	65.1	0.00	3,205,702.83	34.8
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-DIST. USE	8,208.02	532.76	532.76	6.4	1,608.87	6,066.39	73.9
4300.00 INSTRUCTIONAL SUPPLIES	50,476.57	16,185.91	16,185.91	32.0	8,880.41	25,410.25	50.3
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	8,066.37	446.12	446.12	5.5	61.50	7,558.75	93.7
4500.00 NONINSTRUCTIONAL SUPPLIES	496,394.20	184,174.66	184,174.66	37.1	173,492.85	138,726.69	27.9
4700.00 FOOD SUPPLIES	12,000.00	993.89	993.89	8.2	8,664.59	2,341.52	19.5
TOTAL: 4000	582,060.11	208,128.29	208,128.29	35.7	192,708.22	181,223.60	31.1
5100.00 PERSON&CONSULTANT SVC-DIST USE	1,115,924.65	17,534.40	17,534.40	1.5	607,908.24	490,482.01	43.9
5200.00 TRAVEL & CONFERENCE EXPENSES	173,009.38	57,344.08	57,344.08	33.1	43,072.30	72,593.00	41.9
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	172,898.00	34,411.42	34,411.42	19.9	6,167.30	132,319.28	76.5
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	1,852,688.00	847,529.32	847,529.32	45.7	557,963.11	447,195.57	24.1
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	1,276,608.53	673,531.08	673,531.08	52.7	300,353.90	302,723.55	23.7
5800.00 OTHER OPERATING EXP-DIST. USE	547,539.62	90,057.68	90,057.68	16.4	52,387.19	585,210.11	100.0
TOTAL: 5000	5,138,668.18	1,540,292.62	1,540,292.62	29.9	1,567,852.04	2,030,523.52	39.5
TOTAL: 1000-5999	46,631,220.43	29,110,702.19	29,110,702.19	62.4	1,760,560.26	15,759,957.98	33.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	2,480.00	0.00	0.00	0.0	0.00	2,480.00	100.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	213,231.00	29,386.99	29,386.99	13.7	37,148.06	146,695.95	68.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	893,129.41	90,450.89	90,450.89	10.1	194,955.70	607,722.82	68.0
TOTAL: 6000	1,108,840.41	119,837.88	119,837.88	10.8	232,103.76	756,898.77	68.2
TOTAL: 1000-6999	47,740,060.84	29,230,540.07	29,230,540.07	61.2	1,992,664.02	16,516,856.75	34.5

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	53,965,861.95	31,698,137.79	31,698,137.79	58.7	0.00	22,267,724.16	41.2
TOTAL:	1000-5999	46,631,220.43	29,110,702.19	29,110,702.19	62.4	1,760,560.26	15,759,957.98	33.7
TOTAL:	1000-6999	47,740,060.84	29,230,540.07	29,230,540.07	61.2	1,992,664.02	16,516,856.75	34.5
TOTAL:	1000-7999	47,740,060.84	29,230,540.07	29,230,540.07	61.2	1,992,664.02	16,516,856.75	34.5
TOTAL EXPENSES	(1000 - 7999)	47,740,060.84	29,230,540.07	29,230,540.07	61.2	1,992,664.02	16,516,856.75	34.5

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	39,000.00	0.00	0.00	.0	35,000.00	4,000.00	10.2
TOTAL: 5000	39,000.00	0.00	0.00	.0	35,000.00	4,000.00	10.2
TOTAL: 1000-5999	39,000.00	0.00	0.00	.0	35,000.00	4,000.00	10.2
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	1,653,306.00	796,568.05	796,568.05	48.1	591,565.93	265,172.02	16.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	90,344.00	51,610.70	51,610.70	57.1	0.00	38,733.30	42.8
TOTAL: 6000	1,743,650.00	848,178.75	848,178.75	48.6	591,565.93	303,905.32	17.4
TOTAL: 1000-6999	1,782,650.00	848,178.75	848,178.75	47.5	626,565.93	307,905.32	17.2

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)	0.00	13,169.28	13,169.28	100.0	0.00	13,169.28-	.0
TOTAL:	1000-5999	39,000.00	0.00	0.00	.0	35,000.00	4,000.00	10.2
TOTAL:	1000-6999	1,782,650.00	848,178.75	848,178.75	47.5	626,565.93	307,905.32	17.2
TOTAL:	1000-7999	1,782,650.00	848,178.75	848,178.75	47.5	626,565.93	307,905.32	17.2
TOTAL EXPENSES	(1000 - 7999)	1,782,650.00	848,178.75	848,178.75	47.5	626,565.93	307,905.32	17.2

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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	11,092,165.59	11,092,165.59	53.6	0.00	9,567,402.41	46.3
8800.00 LOCAL REVENUES	6,068,133.43	3,727,201.82	3,727,201.82	61.4	0.00	2,340,931.61	38.5
TOTAL: 8000	26,727,701.43	14,819,762.41	14,819,762.41	55.4	0.00	11,907,939.02	44.5
1100.00 CONTRACT CLASSROOM INST.	5,018,143.16	3,381,714.87	3,381,714.87	67.3	0.00	1,636,428.29	32.6
1200.00 CONTRACT CERT. ADMINI STRATORS	2,613,956.83	1,713,521.03	1,713,521.03	65.5	0.00	900,435.80	34.4
1300.00 INSTRUCTORS DAY/HOURLY	3,908,637.50	2,593,373.60	2,593,373.60	66.3	0.00	1,315,263.90	33.6
1400.00 NON-INSTRUCTION HOURLY CERT.	316,233.00	160,723.28	160,723.28	50.8	0.00	155,509.72	49.1
TOTAL: 1000	11,856,970.49	7,849,332.78	7,849,332.78	66.2	0.00	4,007,637.71	33.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,660,863.53	2,599,204.93	2,599,204.93	70.9	0.00	1,061,658.60	29.0
2200.00 INSTRUCTIONAL AIDS	575,499.41	390,966.57	390,966.57	67.9	0.00	184,532.84	32.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	298,902.32	277,509.06	277,509.06	92.8	0.00	21,393.26	7.1
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	382,085.00	186,822.14	186,822.14	48.8	0.00	195,262.86	51.1
TOTAL: 2000	4,917,350.26	3,454,502.70	3,454,502.70	70.2	0.00	1,462,847.56	29.7
3100.00 CERTIFICATED RETIREMENT	1,139,485.85	752,915.89	752,915.89	66.0	0.00	386,569.96	33.9
3200.00 CLASSIFIED RETIREMENT	522,453.52	544,120.63	544,120.63	100.0	0.00	21,667.11-	.0
3300.00 OASDHI /FICA	574,172.46	390,974.41	390,974.41	68.0	0.00	183,198.05	31.9
3400.00 HEALTH AND WELFARE BENEFITS	2,300,932.07	1,403,347.06	1,403,347.06	60.9	0.00	897,585.01	39.0
3500.00 STATE UNEMPLOYMENT INSURANCE	7,669.26	5,609.90	5,609.90	73.1	0.00	2,059.36	26.8
3600.00 WORKERS COMPENSATION INSURANCE	229,168.75	156,890.91	156,890.91	68.4	0.00	72,277.84	31.5
3900.00 OTHER BENEFITS	45,381.78	35,528.08	35,528.08	78.2	0.00	9,853.70	21.7
TOTAL: 3000	4,819,263.69	3,289,386.88	3,289,386.88	68.2	0.00	1,529,876.81	31.7
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	4,847.74	2,222.80	2,222.80	45.8	1,253.43	1,371.51	28.2
4300.00 INSTRUCTIONAL SUPPLIES	44,882.00	24,581.40	24,581.40	54.7	4,331.54	15,969.06	35.5
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	1,625.00	53.27	53.27	3.2	103.13	1,468.60	90.3
4500.00 NONINSTRUCTIONAL SUPPLIES	166,043.26	84,161.83	84,161.83	50.6	37,837.59	44,043.84	26.5
TOTAL: 4000	217,398.00	111,019.30	111,019.30	51.0	43,525.69	62,853.01	28.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	53,705.00	21,366.71	21,366.71	39.7	12,250.74	20,087.55	37.4
5200.00 TRAVEL & CONFERENCE EXPENSES	104,975.34	34,293.89	34,293.89	32.6	14,814.29	55,867.16	53.2
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	40,060.00	31,480.31	31,480.31	78.5	791.41	7,788.28	19.4
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	813,118.00	492,597.00	492,597.00	60.5	330,571.63	10,050.63-	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	423,234.00	253,359.73	253,359.73	59.8	103,735.33	66,138.94	15.6
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	0.00	30,000.00	30,000.00	100.0	0.00	30,000.00-	.0
5800.00 OTHER OPERATING EXP-DIST. USE	474,533.75	51,985.64	51,985.64	10.9	13,248.78	409,299.33	86.2
TOTAL: 5000	1,909,626.09	915,083.28	915,083.28	47.9	475,412.18	519,130.63	27.1
TOTAL: 1000-5999	23,720,608.53	15,619,324.94	15,619,324.94	65.8	518,937.87	7,582,345.72	31.9
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	5,885.00	0.00	0.00	.0	5,885.00	0.00	.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	81,115.00	32,956.11	32,956.11	40.6	19,319.12	28,839.77	35.5

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 6000	87,000.00	32,956.11	32,956.11	37.8	25,204.12	28,839.77	33.1
TOTAL: 1000-6999	23,807,608.53	15,652,281.05	15,652,281.05	65.7	544,141.99	7,611,185.49	31.9

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	26,727,701.43	14,819,762.41	14,819,762.41	55.4	0.00	11,907,939.02	44.5
TOTAL:	1000-5999	23,720,608.53	15,619,324.94	15,619,324.94	65.8	518,937.87	7,582,345.72	31.9
TOTAL:	1000-6999	23,807,608.53	15,652,281.05	15,652,281.05	65.7	544,141.99	7,611,185.49	31.9
TOTAL:	1000-7999	23,807,608.53	15,652,281.05	15,652,281.05	65.7	544,141.99	7,611,185.49	31.9
TOTAL EXPENSES	(1000 - 7999)	23,807,608.53	15,652,281.05	15,652,281.05	65.7	544,141.99	7,611,185.49	31.9

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	30,291.92	30,291.92	18.1	137,034.08	0.00	.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	122,500.00	13,545.75	13,545.75	11.0	22,235.46	86,718.79	70.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	243,500.00	78,999.36	78,999.36	32.4	0.00	164,500.64	67.5
TOTAL: 6000	533,326.00	122,837.03	122,837.03	23.0	159,269.54	251,219.43	47.1
TOTAL: 1000-6999	548,826.00	133,781.03	133,781.03	24.3	161,282.30	253,762.67	46.2

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)	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	548,826.00	133,781.03	133,781.03	24.3	161,282.30	253,762.67	46.2
TOTAL:	1000-7999	548,826.00	133,781.03	133,781.03	24.3	161,282.30	253,762.67	46.2
TOTAL EXPENSES	(1000 - 7999)	548,826.00	133,781.03	133,781.03	24.3	161,282.30	253,762.67	46.2

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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

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 BUDGET SUMMARY REPORT
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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	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: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: April 14, 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 17, 2016, Cenergistic is reporting the following savings:

Expected Energy Cost	\$11,268,704
Actual Energy Cost	\$9,030,428
Program Savings	\$2,238,276
Percent Savings	19.9%

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.

Cumulative Cost Savings

Expected Energy Cost	\$11,268,704
Actual Energy Cost	\$9,030,428
Program Savings	\$2,238,276
Percent Savings	19.9%
Other Savings	\$0
Total Savings	\$2,238,276



Expected Energy Cost

Anticipated expense without energy management.

Base year usage after adjustments for such variables as changes in weather, equipment, schedules, occupancy and prices.

Actual Energy Cost

Actual utility costs for electricity, gas, water, sewer, etc. obtained directly from bills.

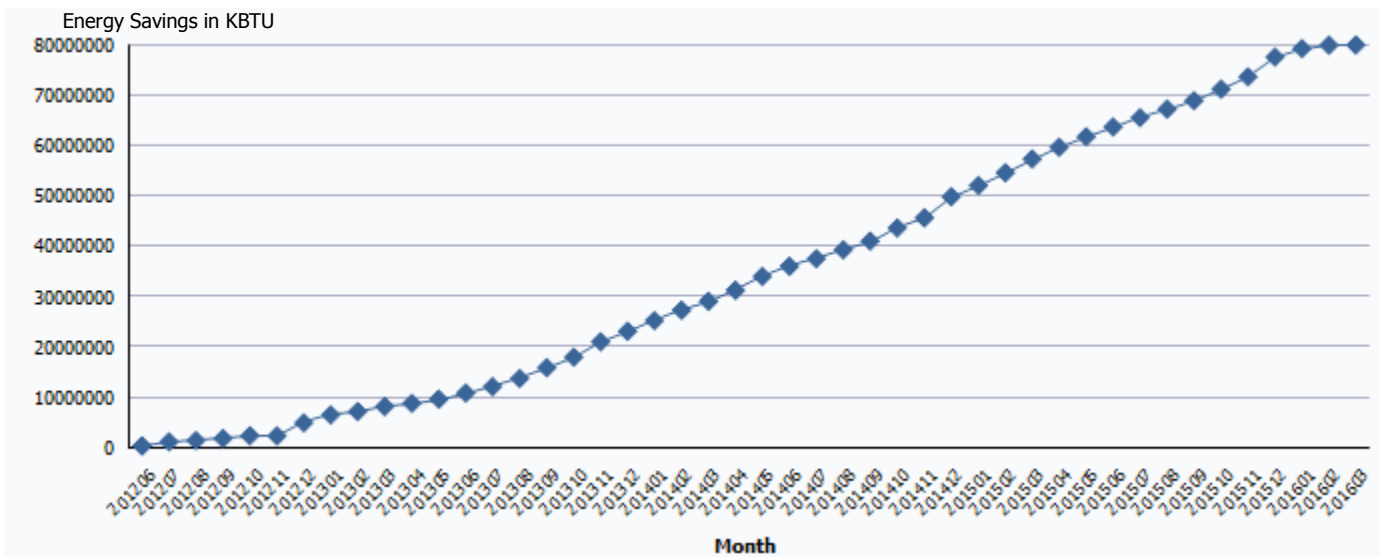
Program Savings

The difference between Expected and Actual Cost, calculated in accordance with the International Performance Measurement & Verification Protocol. Does not include savings attributable to reduced equipment maintenance and replacement costs and other collateral benefits. These savings can increase the program savings up to 20%.

Other Savings

Additional documented savings attributable to Program activities but not the direct result of usage reductions, such as rebates, refunds, tariff changes, etc.

Cumulative Energy Savings



Cumulative Greenhouse Gas Reduction

Energy Reduction Impact: 79,853,727 KBTU 4,950 equiv. metric tons of CO2

This is equivalent to the following:

Passenger cars not driven for one year:	1,031
Tree seedlings grown for 10 years:	126,925

Requested by: Mendter

Version:

Report Version: 14

Filters: Billing Period Between 201206;201603;Topmost Place Name Equals San Bernardino CC - CA

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Cheryl A. Marshall, President, CHC
PREPARED BY: Dr. Cheryl A. Marshall, President, CHC
DATE: April 14, 2016
SUBJECT: CHC Distance Education Plan

RECOMMENDATION

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

OVERVIEW

Crafton Hills College has updated their Distance Education Plan and it represents their commitment to nurturing the Distance Education program, to ensuring the success of all distance education students, to fostering and promoting innovation, excellence, and best practices for Distance Education (DE), and to provide Crafton Hills College faculty with assistance, leadership, expertise, and training in emerging Distance Education teaching and learning strategies and technologies.

ANALYSIS

Distance education at Crafton Hills College is a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor. The Distance Education Program consists of courses that are offered completely online, and/or partially online (Hybrid). This revised CHC Distance Education Plan (DE Plan) was drafted by the CHC Distance Education Coordinator and refined with the support of the CHC Educational Technology Committee, the District Technical Education Support Services staff, the Academic Senate (AS), the CHC administrators and deans and the members of the Crafton Council.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Crafton Hills College Distance Education Plan 2016-2020

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Introduction

The updated DE plan represents the institution's commitment to nurturing the Distance Education program, to ensuring the success of all distance education students, to fostering and promoting innovation, excellence, and best practice for Distance Education (DE), and to providing Crafton Hills College faculty with assistance, leadership, expertise, and training in emerging Distance Education teaching and learning strategies and technologies.

Distance education at Crafton Hills College is a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor. The Distance Education program consists of courses that are offered completely online, and/or partially online (Hybrid).

This revised CHC Distance Education Plan (DE Plan), was drafted by the CHC Distance Education coordinator and refined with the support of the CHC Educational Technology Committee, the District Technical Education Support Services Staff, the Academic Senate (AS), the CHC administrators and deans and the members of the Crafton Council.

While this plan forms the foundation and basic structure for the CHC DE Program, it must be noted that technology is always evolving. As a result, this plan is designed to be a fluid document, and it is the intention of the ETC that it be reviewed annually and updated as needed to support emerging state and national standards as well as new technological trends.

College Vision

Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.

College Mission

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

Institutional Values

Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.

Distance Education Vision

Students have access to a dynamic, high-quality and comprehensive education that advances student success in an engaging, student-centered online learning environment.

Distance Education Mission

In support of Crafton Hills College's Mission, Vision and Values, the CHC Distance Education program engages students through quality online instruction and support services as an alternative approach to advancing the educational, career, and personal goals of our students.

Definition of Distance Education

"Distance education is defined, for the purpose of accreditation review as a formal interaction which uses one or more technologies to deliver instruction to students who are separated from the instructor and which supports regular and substantive interaction between the students and instructor, either synchronously or asynchronously. Distance education often incorporates technologies such as the

internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CDROMs, in conjunction with any of the other technologies.

From the **"Guide to Evaluating Distance Education and Correspondence"**
Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges

In Chapter 6 of Title 5: *"Distance education means instruction in which the instructor and students are separated by distance and interact through the assistance of communication technology. All distance education is subject to the general requirements of this chapter as well as the specific requirements of this article. In addition, instruction provided as distanced education is subject to the requirements that may be imposed by the Americans with Disabilities Act (42 U.S.C 1210 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended. (29 U.S.C. 794d)."*

From the **"Distance Education Guidelines - 2008 Omnibus Version"**
California Code of Regulations Title 5 and Related Guidelines
*Chancellor's Office California Community Colleges Academic Affairs Division
 Instructional Programs and Services*

It is up to individual colleges to develop functional descriptions that inform students prior to their enrolling in distance education courses. As such, when a DE course appears in the schedule of classes it is identified as Online or Hybrid as described in the table below.

In addition, there is a disclaimer in the CHC schedule of classes to notify students that many CHC courses require the use of a Learning Management System (LMS) and also lets students know where resources for the LMS can be accessed. Additionally, Online and Hybrid courses include a statement (as noted in the table below) in the Class Schedule indicating the course requires Internet access and use.

Descriptor	Definition	Processing	Notes:
Fully Online	Courses that are taught completely online; they may have proctored testing set up according to the needs of particular discipline, but students are not required to come to the Crafton Hills campus.	Fully online courses require a DE addendum be developed and submitted through curriculum and approved by the ETC prior to the course being offered in this format Schedule Description: This is an online class with no on-campus meetings. Participation in this class requires the student to have regular access to a computer, tablet or similar device with internet connectivity and Blackboard (Bb) capability. On the first day of class students must log into Bb to access this course and receive initial information from the instructor (typically located on the announcement page of the	Requires faculty readiness standards be met prior to assigning the instructor to deliver the approved online course. If proctoring is required, it cannot be required that students come to campus. Rather, instructors must arrange for a proctoring location

		course). Students with no previous experience in online/hybrid courses are encouraged to enroll in CHC 062, Introduction to Online Learning.	in collaboration with the student.
Hybrid	Hybrid is any course that includes distance education in lieu of face-to-face class time, where planned face-to-face time is formally scheduled. This designation is also given whenever students are required to come to the Crafton Hills campus for any reason (testing, orientation, etc.).	<p>Hybrid courses require a DE addendum be developed and submitted through curricunet and approved by the ETC prior to the course being offered in this format.</p> <p>Schedule Description:</p> <p>This hybrid class includes # of on-campus meetings and online components. Participation in this class requires the student to have regular access to a computer, tablet or similar device with internet connectivity and Blackboard (Bb) capability. On the first day of class students must log into Bb to access this course and receive initial information from the instructor (typically located on the announcement page of the course). Students with no previous experience in online/hybrid courses are encouraged to enroll in CHC 062, Introduction to Online Learning.</p>	<p>Requires faculty readiness standards be met prior to assigning the instructor to deliver the approved Hybrid course.</p> <p>If students are required to come to CHC for any reason, the course is declared a hybrid course to notify students of this requirement.</p>

Educational Technology Committee (ETC)

A standing committee of the academic senate, the Educational Technology Committee (ETC) develops and recommends policies involving the use of technology for education in the regular classroom, in distance education environments and in student services. It also advises the Curriculum Committee in matters involving distance education. The ETC has primary responsibility for overseeing the development, implementation and growth of distance learning courses and programs. The committee members review and make revision recommendations as needed for all proposed DE course addendums. The committee also approves all DE course addendums prior to the course being forwarded for approval to the curriculum committee.

The ETC reviews online services for students and faculty and makes recommendations for additions and improvements as needed. Each academic department in coordination with the educational technology committee shares the responsibility for ensuring that distance education course offerings are of appropriate depth, breadth and rigor, and that the quality and content is consistent with that of face-to-face courses.

The ETC is responsible for certifying faculty to teach online, and providing recommendations to the College regarding technology related professional development. In 2008, the committee revised the CHC Distance Education Plan which delineates the oversight of distance education (DE) offerings, staff support, student preparation, and the growth potential for online courses and programs.

Membership of the ETC is as follows:

Voting Members: Faculty (appointed by the CHC Academic Senate):

- Faculty chair (Distance Education Coordinator)
- Faculty (appointed by the Academic Senate) one of whom serves as a Liaison to the Curriculum Committee
- Student Services faculty member
- Instruction Support faculty member

Non-Voting Members:

- The CHC Vice President of Instruction or designee,
- Vice President of Student Services or designee
- Student Senate Representative
- Representative from Technology Services
- Representative from the District Technology Services Department (TESS)

The Chair of the ETC maintains close communication with the CHC Professional Development Coordinator and the District Distance Education Coordinating Council.

2008-2015 Institutionalized Distance Education Plan Processes and Standards

The College's commitment to a quality DE Program is reflected in the processes and standards adopted and refined since the launch of the DE program. As a standing committee of the Academic Senate the members of the ETC have focused on establishing, reviewing and refining DE processes and standards in the following areas:

1. Curriculum: Determination and Approval of DE Course Offering (B)
2. DE Faculty approval process, training and support(F & C)
3. Instructional Design and Content (D)
4. Student Training and Support(E)
5. Institutional Support (A)
6. DE Course evaluations and research (new)

The 2008-2015 DE areas as listed above established the structures and processes the college has used to develop and grow a quality DE program. The 2016-2020 DE initiatives build upon the successes realized in each of these areas. Additionally the 2016-2020 initiatives focus on improving and refining the structures and processes currently in use by applying the latest research and policies impacting and driving the development of online learning at both the state and national level.

1. Curriculum: Determination and Approval of DE Course Offerings

Online learning opportunities constitute an alternative to the traditional learning format. Online and traditional courses share a common course outline of record and follow a district adopted curriculum approval process. As of Spring 2015, a total of 77 CHC courses have been approved for online delivery.

1.1 Policies and Procedures

The SBCCD approved Board Policy (BP 4105) and Administrative Procedure (AP 4105) outline the review and approval procedures for new and existing distance education courses which includes the following elements:

1. course approval
2. certification

- a. course quality standards
 - b. course quality determinations
 - c. instructor contact
3. duration of approval

1.2 Curriculum Approval Process

Separate approval is required (Title V section 55206) if any part of the course is modified to be provided through distance education. To meet the requirements of the law and to ensure the effectiveness and quality of the distance education program, Crafton Hills College developed and adopted a Distance Education DE addendum which is used to approve both online and hybrid courses. The CHC DE addendum was developed by the Educational Technology Committee (ETC) in the fall of 2003 and was approved by the Academic Senate in spring of 2004. The addendum was incorporated into Curricunet in the fall of 2004.

1.3 Course Outlines of Record for DE

The Curriculum Committee reviews all courses outlines, including those with DE addendums to ensure that the stated instructional methods support the course objectives and content. Online courses and traditional courses share a common set of learning outcomes as determined by instructional faculty. The learning outcomes are included in the course outline of record and are used to improve both teaching and learning. The official course outlines of record for all DE courses must:

1. Include an ETC approved DE addendum prior to being scheduled for online delivery.
2. Be forwarded to the SBCCD board for review and approval.
3. Be reviewed and revised every 6 years at minimum, in accordance with the established curriculum review and approval process.

1.4 DE class lists

The College course schedule includes DE information for each course section that is taught online. All course sections offered as either fully online or hybrid are assigned a section number in the 70-79 range. The course schedule includes an icon and a short description about the online or hybrid course including:

1. The type of technology the students should have access to
2. Basic instructions for how to access Blackboard (the current LMS)
3. A recommendation to students with no previous experience in online learning to consider enrolling in the CHC Introduction to Online Learning course (CHC062).

2. DE Faculty Approval Process, Training and Support

Faculty who request to teach a DE course must verify they have acquired the knowledge and skills necessary to successfully teach online. This is to ensure quality instruction in CHC distance education courses. As of spring 2015, 44 (19 FT and 25 PT) CHC faculty members are approved to teach online.

2.1 Current Process for approving a faculty member to teach online

Faculty certification for DE requires the completion of the following CHC instructor approval process:

1. The applicant must complete and submit to his/her Department Chair the CHC DE Intent to Teach Form documenting the training he/she had received in preparation to teach online.
2. The intent to teach form is reviewed by members of the ETC who determine if the candidate has acquired the knowledge and skills required to successfully teach online.
3. Once approved the instructor must complete an online readiness quiz and demonstrate proficiency in each of the skills delineated in the Hands-on Skills Checklist.
4. The final step in the instructor approval process is course development. The candidate is required to build a course in the LMS containing at minimum, two weeks worth of online course content. The developmental course must include each of the components delineated in the Course Readiness Checklist including: course objectives, SLOs, assignments, exams and due dates, grading rubrics/policies/expectations, discussion forums, FAQs and accommodations for students with disabilities.
5. The members of the ETC conduct a formative review process to verify that the developmental course includes all required components as listed in the CHC online course readiness checklist. They also verify that all support services are listed (library, testing accommodations, etc.) and that accessibility requirements according to Section 508 Guidelines have been met.
6. Once the ETC certifies that a course meets all expectations they forward a formal recommendation to the VPI approving said faculty member to teach online.

2.2 Faculty Training and Support

1. The members of the ETC and the CHC Professional Development Committee recognize technology is not static. For this reason, the ETC will regularly recommend professional development for all DE faculty. The District's Distance Education Department has collaborated with the CHC Professional Development committee to schedule and provide instructional technology training and workshops that have focused on current issues and technologies related to teaching and learning in an online environment. The training has been offered, and will continue to be offered, through both campus-based and web-based delivery modes.

3. Instructional Design and Content Standards

At CHC student success is a priority. This is evidenced by the goals stated in each of the college plans as well as the mission and vision of the college as documented in the Educational Master Plan. In order to maximize success for online learners, all CHC distance education courses are required to meet each of the standards as listed in the CHC DE plan.

The instructional design and content standards for individual online courses need to be reviewed and revised for compliance with the latest state and national standards. This is an area of improvement that will be addressed in the goals and objectives in the 2015-2020 CHC DE Plan Initiatives.

4. Online Student Resources and Support Services

What follows is a description of the Online Student Resources and Support Services that have been instituted at CHC.

4.1 Online Student Resources

The CHC homepage includes a pull down menu titled Online Students that includes links to Distance Education Resources.

1. The first link titled: Online classes explains the difference between online and Hybrid courses.
2. The second link titled: Browse Online Courses includes a link to each of the online courses for the current term and the upcoming term.
3. The third link titled: Is online right for Me? Explains what is required to succeed in an online course. There are also two skills exams the student can take to assess their readiness to take an online course
4. The fourth link titled: Technical requirements lists the minimum hardware and software a student should have access to and provides a link to several blackboard tutorials.
5. The fifth and final link titled: Out of State Students explains the US Department of Education regulations regarding distance education for out of state students. Resources and a Blackboard login were added to the logins pull down menu also located on the CHC homepage.

4.2 Online Student Support Services

Online student services have been enhanced to better serve DE students (in addition to all students), including services in Admissions and Records, Orientation and Ed Plans, Tutoring Services, Library Services and Bookstore access.

1. Admissions and Records

The College website is the gateway to CHC for prospective students. Important information regarding deadlines, pre- and co-requisites, program information, and policy information is available on the College website. From the Admissions & Records webpage, students can also order transcripts and submit requests for enrollment and degree verifications.

Students apply to the college online via the statewide OpenCCC Apply application. A link to the application is available on the Admission & Records webpage under "Apply." Through WebAdvisor, CHC's student portal, students may register and pay for classes, drop or withdraw from classes, update contact information, check their grades, and more.

Admissions staff members provide direct assistance to students with online processes. Student employees are available to assist students in accessing OpenCCC Apply, WebAdvisor, and other College systems.

2. Orientation

In 2011 Crafton Hills College entered into a \$50,000 contractual agreement with Cynosure New Media to develop and maintain the online orientation product on a one-time cost basis. There is no annual subscription cost and minor changes can be requested as needed. Assistance from the San Bernardino Community

College District (SBCCD) Technology and Educational Support Services (TESS) is required to maintain the server and program as well as provide and support the programming necessary to record participation in the orientation to the student record in Ellucian, the district's student information system.

The online orientation is accessible to students through their WebAdvisor log-in. Students can also access Student Planner and their Student Education Plan (SEP) through the portal but must, at this time, complete it in a face-to-face group or individual counseling session.

The general college orientation is provided in an online format. All entering students, regardless of entry point or special program are required to participate in the online orientation. Online orientation is offered in English and Spanish and in accessible formats.

To assure confidentiality, only general enrollment and program information is provided via electronic means. Students can email the counseling office with questions that are forwarded to counselors to reply to.

3. Counseling and Ed Plans

The online Student Planner was implemented and became available to Crafton Hills College students in fall 2014. This online tool allows for increased student participation and engagement in the educational planning process.

However, because the Student Planner is not integrated with other important functions, such as Early Alert, the College decided to participate in the statewide Educational Planning Initiative (EPI), a large-scale project that seeks to design and make available a robust online planning tool available to all California Community Colleges. The EPI tool includes a student portal, education planning, degree audit, early alert, articulation functions, such as integration with the C-ID approval and ASSIST, curriculum inventory, ETranscript, and Common Assessment. The College is planning to pilot the Educational Planning/Degree Audit in the summer of 2016.

A second new initiative in online services is the addition of online counseling. In the summer of 2015, the CHC counseling faculty selected PrepTalk as the online tool for the provision of distance counseling. PrepTalk is a secure, web-hosted enrollment management and communication tool that can be tailored to provide one to one communication, screen sharing, and workshop participation, all well-suited to the counseling milieu. Additionally, PrepTalk has an international translator feature which aligns with the College's efforts to provide a robust International Students program.

PrepTalk was piloted in fall 2015 with Master Students (a classification of student worker, charged with assisting other students to navigate college processes). The pilot will be expanded in spring 2016 to learning communities to which a counselor has been assigned. The tool will be marketed to all students beginning summer 2016.

4. Tutoring Services

The Tutoring Center offers on site tutoring to all currently enrolled Crafton Hills College students. Although the Tutoring Center has not offered online tutoring in the past, there are plans to offer online tutoring in the upcoming year (16-17). The Tutoring Center Coordinator will work with the ETC to evaluate, recommend and adopt an online tutoring program or service.

5. Library Resources

Distance Education students have 24/7 access to library resources including free Consortium privileges to the libraries of surrounding colleges and universities, access to the World-cat (OCLC ILS) worldwide book locator system and numerous electronic databases containing educational, scholarly and academic materials.

Librarian research and instructional support is provided through online courses such as: Library Research & Information Competency, Information Literacy, and Online Student Learning. Phone numbers and email addresses of Library faculty and staff and the HELP DESK access number are posted on the Library's website. The Librarians return emails and voice messages throughout their assigned workday.

DE instructors may reserve use of the Library's computer classroom as needed; and/or speak to or email an instructional librarian during the hours the Library is open. The Library computer classroom can be reserved in advance on the Library Website with/or without a Librarian in attendance.

6. Campus Bookstore

CHC Students can rent or purchase textbooks and course supplies online and have them shipped to their home or can pick-up in the Campus Store. Textbooks are available to purchase or rent 1 week prior to the start of the semester in the Campus Bookstore. Textbook Information is available via the Bookstore website at the time of registration.

5. Institutional Support of DE Program

5.1 CHC Distance Education Web Pages

The College hosts a web page for CHC students that provides access to a variety of online education Resources (as described in 4a above). There is also an Online Teaching page (http://www.craftonhills.edu/Faculty_and_Staff/Online_Teaching) that includes an overview of the process and procedure a faculty member must follow in order to gain approval to teach online. The page includes links to the course approval process, forms, documents and online teaching FAQs. These sites are currently maintained by the CHC Webmaster, the DE Coordinator and the members of the ETC.

5.2 Learning Management System

For several years, Blackboard was hosted locally by the District TESS Department. In 2007, due to limited dedicated resources and increased infrastructure needs the decision was made to shift the hosting services to Blackboard. Additionally, help desk support was contracted out to Blackboard to provide 24/7 tier 1 support for faculty,

staff and students. The result is that both performance and system uptime have improved and satisfaction has increased for both students and faculty.

The Distance Education Coordinating Council (DECC), which is comprised of district technology staff members as well as representatives from Crafton Hills College meets monthly to discuss college and district DE issues. The discussions include the development and agreement of guidelines as they relate to distance education system. The DECC is currently reviewing and revising use guidelines related to Blackboard, Camtasia Relay, and Turnitin.

5.3 Staffing and Funding for DE Program

As of the spring 2015 term, technical support and funding for the DE program has been provided by the District Technology and Educational Support Services (TESS).

The Distance Education (DE) Department is one of three services provided by TESS and is comprised of an Associate Vice-Chancellor; two instructional technology specialists; an Administrative Assistant; and a part-time Clerical Assistant II. The Distance Education Department hours of operation are 8:00am – 5:00pm, Monday through Friday. There is also a 24/7 Help Desk number (877-241-1756) available to students, faculty and staff. The District Distance Education Department supports both Colleges and the District.

In addition to the personnel costs, the district covers the costs for the Annual Blackboard License which is \$95,869. This includes the Blackboard Course Delivery, Content Management, Community Module, Blackboard Collaborate, and Blackboard Mobile Learn. The District also pays \$107,855 annually for Blackboard hosting which includes managed hosting, 1TB of space, managed hosting test environment, and Blackboard Help Desk.

At the end of the spring 2015 term, CHC approved and hired a 0.5 FTE Faculty Distance Education Coordinator. The 2015-2020 initiatives include a request to increase the CHC DE coordinator position to full-time by Fall of 2016 and to hire a full-time site-based instructional designer.

6. Distance Education Research and Evaluations

6.1 DE Research

In the 2014-2015 Academic year, CHC offered 58 Distance Education course sections spanning 19 different disciplines. Distance Education courses accounted for 8% of the college's term FTE.

There were 34 faculty members, teaching DE courses in the 2014-2015 academic year. Of the CHC DE course sections, 57% were taught by full-time faculty as compared to 43% of face-to-face sections. The CHC Research Department provides an annual report on the success and completion rates of DE courses in aggregate as well as by course. Distance education data is collected, examined, and shared with the CHC Academic Senate Educational Technology Committee which in turn makes recommendations related to supporting and enhancing student success in DE courses.

The success and completion rates, as compared to the college wide face to face course data, are as follows:

The College's success rate in online classes in 2014-15 was 69% which is 4% lower than the College wide success rate of 73.6%. However, Crafton's DE course success rate is 3% higher than the statewide DE course success rate of 63%.

The College's course completion rate for online classes in 2014-15 was 87% which is 6% lower than the College wide completion rate of 91%. As is the case with the success rate, the CHC DE course completion rate of 87% is also higher than the statewide DE course success rate of 81%.

The relevancy and appropriateness of Distance Education courses are evaluated on a semester by semester basis. A five-year examination of Distance Education courses showed the same success rate and a slight increase in completion rates from 2010-2011 to 2014-2015. The same study revealed that when controlling for term, course, and instructor, the overall five-year success rate was statistically the same for both online and face-to-face courses.

Despite the apparent success of DE courses in achieving learning outcomes that are equivalent to courses in other formats, the number of DE sections offered at the College declined from 53 sections in 2009-2010 to 34 sections in 2012-2013, a decrease of 35.8%. This is not surprising, however, since the number of sections in all instructional method declined during the same period. On the other hand, in 2014-2015 the college offered 58 DE sections which was an increase of 70% from the 2012-2013 academic year. It is anticipated that the number of DE sections offered at CHC will continue to increase.

6.2 Course Evaluations

A college approved DE course evaluation is provided at the conclusion of each online course section to gather student feedback concerning the course organization, content and the instructor performance. Despite a tendency for a low response rate, the DE course evaluations demonstrate an overall strong and consistent satisfaction with CHC DE courses. For instance, in spring 2013 95% of student respondents would recommend their professor to another student and 91% would recommend the specific course. In fall 2014 91% of student respondents would recommend their professor to another students and 95% would recommend the specific course.

Alignment of 2016-2020 DE Plan Initiative with EMP Strategic Directions and Goals

DE Student Success Initiatives for the next five years (2016-2020) build on the successes of the prior plan (2008-2015) and focus on deploying best practices including regular and ongoing faculty and student support to ensure student success through continuous quality improvement of the DE program.

The CHC Distance Education Plan 2016-2020 initiatives support the College's EMP strategic directions and goals. The initiatives and related goals and objectives will be reviewed annually

and updated as needed to support emerging state and national standards as well as new technological trends.

The college wide adoption of this revised plan serves as an acknowledgement by the CHC Administrators, faculty and staff that these initiatives will promote student success and quality of instruction in Distance Education

DE Plan Initiatives	Crafton Strategic Directions	Crafton EMP Goals
1. Quality DE Program and Course Development	1. Promote Student Success	1.01 Support, Guide and Empower Every Student to
2. Faculty Training and Support	3. Develop Teaching and Learning Practices 8. Support employee growth	3.01: Develop Culture of Mastery in Teaching 3.02: Teach Students to Be Great Learners 8.01 Become an organization that embraces a culture of continuous learning
3. Supporting Student Success	1. Promote Student Success 2. Build Campus Community	1.01 Support, Guide and Empower Every Student to Achieve Goals. 2.01: Promote Inclusiveness and Community
4. Online Student Services	7. Develop programs and services	7.01 Improve and expand services
5. Policies and Procedures	7. Develop programs and services	7.02 Improve and expand programs
6. Monitoring and Evaluating Student Achievement	6. Promote effective decision-making	6.02 Promote a culture of evidenced-based decision making 6.03 Implement college-wide integrated planning
7. Distance Education Program Growth	4. Expand Access 5. Enhance value to Surrounding Community	4.01 Promote College-Going Culture in Core Service Area 4.02 Increase College Capacity to Serve Core Service Area 5.01: Be Recognized as the College of Choice in the Communities We Serve
8. Institutional Support and Planning	7. Develop programs and services	7.01 Improve and Expand Services 7.02 Improve and expand programs

2016-2020 Distance Education initiatives and Objectives

The following distance education (DE) initiatives are designed to build on the successes of the prior DE plan and to support the Strategic Directions and related goals as delineated in the CHC Educational Master Plan (EMP).

1. Quality Program and Course Development

Develop a Quality DE Program and Course Development Process			
Objective 1.1-DE Addendum Update	DE adaptations will meet current state and federal standards		
Point Person/Group	DE Coordinator, ETC, Academic Senate		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Review and revise as needed the CHC DE addendum for DE course approval to align to current state and federal standards for online instruction.	By Fall 2017 and ongoing	Updated DE addendum approved and in use	
Objective 1.2-Individual Course Design and Approval	CHC DE courses will align with state and federal and OEI standards		
Point Person/Group	DE Coordinator, ETC, Instructional Designer (when hired)		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Review and make a recommendation concerning the adoption and use of the OEI quality course standard rubric, course evaluation, approval tools for CHC DE course design and approval processes.	Spring 2017	Recommendation regarding the adoption and use of OEI quality course standards rubric, course evaluation, and approval tools	OEI quality course standard rubric, course evaluation, and approval tools
Review and revise as needed the CHC Instructional Design and Content Standards	Fall 2017	CHC Instructional Design and Content Standards align to state and federal standards and as directed by the ETC and CHC Academic Senate the OEI standards	State, Federal and OEI standards for online education
Objective 1.3-DE Course Currency	CHC DE courses will meet ACCJC, Title 5, and federal regulations for online courses design, content, and accessibility.		
Point Person/Group	DE Coordinator, ETC, Instructional Designer (when hired), CHC Faculty, VPI, VPSS, DSPS Staff		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Review and if deemed appropriate recommend a DE course revision timeline (life cycle) and review process.	Spring 2017	ETC and AS minutes related to the discussion and recommendation and policy.	

2. Faculty Training and Support

Enhance DE teaching and Learning by providing Faculty Training and Support			
Objective 2.1-Faculty Training	CHC DE faculty will understand and apply best practices for Online Teaching and Learning		
Point Person/Group	Professional Development Coordinator, DE Coordinator, ETC, Academic Senate, DETS, VPI, VPSS		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Review and revise as needed the CHC DE faculty certification process and standards.	Fall 2017	Revised Instructor approval process	Review @One Standards for Quality Online Teaching
Update the CHC DE website to include current information related to the CHC DE instructor approval process and course design standards	Spring 2018	Updated and current DE faculty website	
Survey DE faculty to determine ongoing Professional Development training interests and needs	Fall 2016 and annually	Survey results compiled, review by ETC and used to inform recommendations for DE Professional Development	
Provide funds for the costs associated with completing DE certification courses and programs such as the one offered by @One.	annually	Course participation lists documenting CHC Faculty participation in and completion of DE instructional design, course management and other DE related courses.	\$13,000 annually (provided by Equity funding)
Provide inservice training and support on the use of technological media, tools, materials to enhance content delivery in both F2F and DE courses	Ongoing	DE Faculty participation in professional development activities as noted in attendance rosters and workshop evals.	\$5,000 to support activities (provided by Equity funding)
Work with the Professional Development Coordinator to develop and offer workshops and/or provide off-site conference attendance for faculty and staff on the adopted LMS as well as other high demand technology-related topics	Ongoing	Announcement of workshops, attendance rosters, materials, evaluations.	\$3,000 to fund workshops (provided by Equity funding)
Objective 2.2-Online Pedagogy	Faculty and staff will understand and apply best practices for improving DE student learning and success		
Point Person/Group	DE Coordinator, DECC, Instructional Designer (when hired), CHC President, VPs and Deans		
Actions	Timeline/Status	Measurable Outcome	Resources Needed

Offer comprehensive training on best practices for online teaching and learning including the OEI online course design rubric and the Quality Course Standards	Spring 2016 and ongoing	Announcement of workshops, attendance rosters, materials, evaluations. Develop best practices videos/example for distribution through professional development.	\$1,500 to fund videos (provided by Equity funding)
Hiring processes will include questions related to technological skills and the related impact on teaching and learning as part of the hiring process	ongoing	Minimum and desired qualifications from job announcements	
Objective 2.3 2.3-Instructional Support	Faculty and staff will be provided the support needed to design high quality DE courses		
Point Person/Group	DE Coordinator, ETC, DECC, CHC President, VPI, DECC		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Increase Distance Education Coordinator position from 50% release to a 100%.	Fall 2016	100% Distance Education Coordinator	\$95,000 annually ongoing
Develop and hire an Instructional Designer with expertise in DE course design (see staff development chart in DE Department Plan)	Fall 2017	Instructional Designer	\$95,000 annually ongoing
Designate and secure office space for DE Coordinator and (when hired) the CHC Instructional Course Designer	Fall 2016	DE program support office space centrally located on the CHC campus	TBD One-time
Create a teaching and learning lab space centrally located on the CHC campus providing support with DE course development and revisions	Fall 2016	Active Teaching and learning lab	\$75,000 One-time
Provide course captioning support for all instructor authored videos	Ongoing	CHC DE course videos include text captions.	\$10,000 One-time

3. Supporting DE Student Success

Promote Student Success in DE courses			
Objective 3.1-Student Readiness	Student will understand the challenges and be able to assess their readiness to learn and be provided an opportunity to experience the LMS prior to enrolling in a DE course		
Point Person/Group	DE Coordinator, ETC, Counseling Dept Chair		
Actions	Timeline/Status	Measurable Outcome	Resources Needed

Update DE website to include new information and tools to help advise and orient students to distance learning skills and challenges.	Spring 2016 Adopted by Academic Senate 8.19.15	Adoption of the OEI Student readiness resources. CHC website updated to include the OEI DE readiness resources.	Access to OEI Student DE readiness resources
Collaborate with Counseling Department regarding the inclusion of the DE student preparedness and readiness assessments as a part of the general orientation process.	Fall 2017	CHC student orientation updated to include a description about online courses, online learning, tools, etc.	
Provide training for student services staff and counselors as to what skills are needed by students to succeed in DE courses.	Spring 2017	Professional Development sessions on online learned provided to Counseling Department faculty and staff. Review potential use of Accuplacer background questions to generate a recommendation to enroll in the Intro to Online learning course.	TBD
Review and revise as needed the CHC Intro to Online learning course to provide instruction on the use of the adopted LMS and DE learning skills and success strategies. Encourage students to enroll in the ITOL course prior to signing up for a DE class.	Spring 2019	Revised CHC Intro to Online Learning course offered each term, including a revised schedule description and a statement on the portal encouraging students to enroll.	
ETC will discuss, review and if deemed appropriate recommend a policy for the use of DE prereqs for DE courses	Annually	Established policy for the use of DE prereqs (Example: Requiring any student who does not successfully complete X# of online course(s) to take the Introduction to Online learning course prior to enrolling in another online course.)	
Objective 3.2-Student Success Data	Maintain and/or improve DE success and completion rates		
Point Person/Group	Dean of Research and Planning, DE Coordinator, ORP, ETC, VPI, CHC Faculty		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
CHC Office of Research and Planning will develop and update an electronic dashboard (for each term) documenting the Success and Completion rates for all online courses.	Each semester	Compiled and reviewed DE data on Success and Completion rates Minutes of ETC meetings	
The ETC will discuss and if deemed appropriate recommend success and completion rate baselines.	Fall 2017	Minutes of ETC meetings and AS meetings and related actions	

ETC will analyze success and completion rates of all students including the disproportionately impacted groups as identified in the CHC student equity plan and develop improvement recommendations/strategies when/if the rates fall below the established baselines	Annually	Minutes of ETC meetings documenting discussions and recommendations on course Success and completion rates. ORP data and recommended strategies to improve success and access.	
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4. Online Student Services

DE Students will have the same access to both academic and student services resources as traditional students			
Objective 4.1-Admissions and Records	Provide online fillable forms to be submitted to A&R Dept.		
Point Person/Group	A&R staff, DCS staff		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Develop and publish online fillable forms	A&R Staff, DCS Staff 2-years	Students will be able to submit forms to A&R via the website 24/7 without having to be on campus.	DCS Programming, funds for outsourcing form functions
Objective 4.2-Financial Aid	Provide online support for FASA applications		
Point Person/Group	Financial Aid staff		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Investigate online FASA tutorials for DE	Fall 2016	Inclusion of an online FASA tutorial	none
Objective 4.3-Counseling	Academic counseling and advising will be available to distance learning students at the same level as it is for students in on-campus environments.		
Point Person/Group	DE coordinator, VPSS, ETC, Counseling Department Chair		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Review and revise the online orientation to include all the required information from section 55521.	Fall 2018	Locally developed videos that explain CHC's counseling services, registration, and the use of Student Planner will be linked to the online orientation to make it more useful to students.	
Implement The Education Planning Initiative (EPI) and degree audit platform to provide	Fall 2016	CHC students will have clear multi-year course plans enabling them to complete their educational goals while	

centralized technology tools for customized student services and education planning.		balancing work and childcare schedules, financial concerns and other challenges.	
Develop a process that counselors can use to meet with DE students in a secure environment using e-conferencing or other web based tools. Possibly utilizing LMS, which will guarantee student authentication.	Spring 2016	Student satisfaction, results of students using the DE skills self- evaluation tool, Collaboration with Counseling Department	
Objective 4.4-Bookstore	DE students will have full access to the CHC bookstore online services via the website		
Point Person/Group	Bookstore Staff		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
A fully supported online campus store will be made available to all CHC students with semester textbook information available at registration along with other merchandise available for sale online.	ongoing	Updated CHC web-based student store supporting online sales for course textbooks and related merchandise.	
Textbook rentals will be made available to DE students through the Bookstores online/web-based services.	Spring 2016	Number of textbooks rented via the website.	
Objective 4.5-Tutoring	DE students with have access to online tutoring and supplemental instruction support services		
Point Person/Group	Tutoring Center Coordinator, support staff, tutors and third party vendor		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
ETC will review, discuss, and recommends a platform for providing online tutoring. AS and Crafton council will review and provide direction.	Spring 2016	Online tutoring platform adopted. The LMS includes a link to the CHC online tutoring center resources	\$10,000 annually
Select a few DE classes to pilot the selected platform to provide online tutoring.	Fall 2016	Students in selected DE courses have access to and utilized online tutors.	Budget to hire additional tutors, training for tutors, equipment, or budget to contract services with a third party vendor.

Offer online tutoring services for online and/or all currently enrolled Crafton Hills students.	Spring 2017	CHC students received online tutoring.	Budget to hire additional tutors; training for tutors; equipment, or budget to contract services with a third party vendor.
Utilize Supplemental Instruction (SI) in online courses with e-conference tools and methods, use online tutoring as an extension in our Learning Resource Centers (LRC), and follow the design for online tutoring that will be adopted in OEI.	Fall 2017	SARS log-in records of students enrolled in DE courses accessing the lab.	Training for Tutors and SI Leaders \$1,000
Objective 4.6-Library	Assure quality of the DE program by integrating online library services and applications to improve student learning		
Point Person/Group	Learning resources faculty		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Access to the catalog, e-books, electronic data bases, librarian support, orientations and specific library research documents are available online. Inclusion of additional scholarly databases such as: <i>Educational Resources, Lexis, and JSTOR</i> .	ongoing	End of semester report, PPR or annual review, and Student Services Survey	
Information Literacy and Searching techniques, tutorials, etc. will be designed and posted to the Library Website for 24/7 use.	ongoing	Information literacy resources posted on the CHC Library website	
Synchronous Library support services will be provided.	Spring 2017	DE students are able to access the CHC librarians in real time	

5. Policies and Procedures

CHC DE Policies and Procedures will be current and effective	
Objective 5.1-Integrity	The integrity of the DE teaching and learning process is protected

Point Person/Group	ETC, DE Coordinator, Academic Senate		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Develop a faculty handbook for DE including all adopted DE policies and procedures as delineated in section 5 (Policies and Procedures)	Fall 2018	DE faculty handbook completed and published	
Establish a policy for active participation and to inform Instructors as to when they should drop a student from a DE course for lack of participation	Fall 2017	Adopted policy on active participation in DE courses	
Review and revise as needed the statement that requires DE students to formally acknowledge and pledge adherence to CHC Student Conduct standards and adopted Acceptable Use Policies.	Fall 2016	LMS login process includes this acknowledgement.	
DE courses include an overview of and require student to abide by the adopted CHC plagiarism and cheating policies.	Fall 2017	The login to the LMS includes an acknowledgement that students understand and will abide by the adopted CHC plagiarism and cheating policies.	
Objective 5.2-Verification of Student Identity	Processes have been established and implemented to verify identity of DE students		
Point Person/Group	DE Coordinator, ETC, DECC and IT Programmers		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Research, develop and adopt a CHC DE check-in policy (maybe a discussion forum)	Spring 2016	DE Check-in policy adopted. (Ex: Check-in occurs five days before until two days after the start of the class (not including weekends). If a student does not check-in to the course, the faculty member may drop them.	
Verification of student identity has been implemented by students logging into the LMS through a college administered authentication process (student ID related password protection).	DECC and IT Programmers Fall 2016	Single-sign on implemented for the LMS System.	
Recommend and adopt a password aging policy that states how often LMS Users are required to change their passwords.	DECC and IT Programmers Fall 2016	Password revision policy implemented	

Objective 5.3-Privacy and Protection	FERPA Privacy and Protection Standards are followed in all DE courses		
Point Person/Group	DE Coordinator, ETC, DECC and IT Programmers		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Procedures are in place to ensure privacy and security of student work.	Fall 2017	Students receive clear instructions to save, retain and maintain the privacy of all work submitted electronically.	
Establish a policy that defines expectations for redundancy/backup of student grades and other performance records posted to the LMS	Spring 2017	Established policy for backup of LMS grades	
Objective 5.4-Regular and Effective Contact	DE instructors will maintain regular and effective contact with their DE students.		
Point Person/Group	DE Coordinator, ETC, Academic Senate, DE Faculty		
Actions	Timeline	Measurable Outcome	Resources Needed
Research, develop and adopt a Regular and Effective DE Contact policy	Spring 2016	Adoption of a regular and effective contact policy	
DE instructors will maximize the opportunities for regular and effective interaction between teacher and students, among students, and between students and the learning environment.	ongoing	DE courses include instructor initiated contact with all students. Students are held accountable for the communication activities within courses.	
Objective 5.5-Accessibility of DE program	DE content will meet state and federal accessibility standards		
Point Person/Group	DE Coordinator, ETC, DSPS, DE Faculty		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Provide appropriate and sustainable American's with Disabilities Act (ADA) inservice workshops to ensure all course materials, assessments, course revisions and updates are compliant with ADA requirements.	ongoing	CHC DE courses are compliant with legal accessibility requirements	
Provide appropriate and sustainable American's with Disabilities Act (ADA) services for students enrolled in DE courses.	ongoing	All courses include a list of services, appropriate links and contact information for CHC DSPS offices and services.	

Provide the support needed to include either captions (alt text, closed captioning and/or appropriate signage) for all course embedded graphics, media and video	Fall 2017	Faculty support for closed captioning and accessibility standards is available	
<p>Note: Ensuring that distance education courses, materials and resources are accessible to students with disabilities is a shared institutional responsibility. Faculty need to receive appropriate training in order to ensure that they understand what constitutes accessibility, and institutions must provide faculty with both the necessary training and resources to ensure accessibility. The Americans with Disabilities Act of 1990 (42 U.S.C. 12100 et seq.), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Sec. 794d), and California Government Code section 11135 all require that accessibility for persons with disabilities be provided in the development, procurement, maintenance, or use of electronic or information technology by a community college district using any source of state funds. (See Legal Opinion M 03-09). Title 5, section 55200 explicitly makes these requirements applicable to all distance education offerings. (State Chancellor's Office: Distance Education Guideline 2008 pg 3)</p>			
Objective 5.6-Out of State Enrollments	A system for designating which states our enrolled DE student are residents of and detailing where and how CHC can obtain approval to offer courses to students in those states.		
Point Person/Group	DECC, DE Coordinator, Dean of Admissions and Records		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
CHC will monitor and document course compliance for out-of-state DE students.	Ongoing	Reports provided to CHC (after census) by TESS identifying all DE students who reside out of state.	
CHC will follow the federal requirements for state approval of DE courses for out of state students enrolled in DE courses.	Ongoing	Documented research on approval process for other states; Updated list of states with which CHC has established reciprocity for DE	
<p>Note: The College has placed a message on the DE Classes website to inform out of state students taking DE classes of the Department of Education's regulations regarding home state authorization for of the DE course they are planning to enroll in.</p>			

6. Monitoring and Evaluating Achievement

CHC will monitor and evaluate student achievement in DE courses			
Objective 6.1-DE Course Feedback	All DE courses will include a course evaluation completed by DE students each semester		
Point Person/Group	ETC, DE Coordinator, Academic Senate, DE Faculty		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Review and revise DE course evaluation tool, which may include use of the state adopted DE course assessment questions.	Fall 2016	An approved evaluation instrument is provided within the course to ensure student feedback on the organization, content of the course, and instructor performance.	
To ensure the quality of instruction, DE course evaluation will be integrated into the LMS for all courses each semester offered fully online or as a hybrid.	Fall 2016	DE courses include regular opportunities for student feedback, while the course is in session and at the completion of each course	

To ensure the quality of instruction, DE course evaluations will be reviewed by the ETC and used to make recommendations for DE related professional development workshops	Ongoing	Annual DE workshops aligned to assessment findings	
Objective 6.2-Student Learning Outcomes	Course SLO's will be assessed in DE courses as per the established schedule for assessing SLO as determined by the discipline faculty.		
Point Person/Group	ETC, DE Coordinator, Academic Senate, DE Faculty		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
SLOs assessments will be completed in DE courses	ongoing	SLO results posted to the SLO cloud for DE course.	

7. Distance Education Program Growth

CHC will develop a Plan for DE program growth			
Objective 7.1-Monitor and Document DE Course Offerings	All courses and programs approved for DE instruction are identified in the programs course listings and on the CHC website and those programs that offer 50% or more of their courses online will be forwarded to ACCJC in a substantive change request.		
Point Person/Group	DE Coordinator, VPI, Deans		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Highlight all courses offered in a DE format in each of the CHC Degrees, Programs and Certificates. Compile and post on the CHC website.	Fall 2016	DE courses and programs are clearly documented. Appropriate substantive change reports developed, submitted and approved by the ACCJC for all programs, degrees and/or certificates that offer 50% or more of their courses via distance education.	
Objective 7.2-Enrollment Patterns	Enrollment management and growth plan for DE is driven by the CHC DE enrollment and success trends as well as demonstrated need for such programs		
Point Person/Group	DE Coordinator, VPI, Deans		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Monitor DE enrollments and success trends to support student interest and needs	Fall 2016 and ongoing	Plan to grow DE program is included in the CHC enrollment management plan	
Objective 7.3-Targeted Growth	Increase the number of CHC online courses and programs to meet student interest and demand		
Point Person/Group	DE Coordinator, VPI, ORP, Deans, Department Chairs		
Actions	Timeline/Status	Measurable Outcome	Resources Needed

Review wait lists for online courses for the past 3 years to determine which courses consistently fill.	Fall 2016 and ongoing	Increase DE courses in areas of interest to students	Waitlist data
Monitor and track DE enrollment data (courses offered, student headcount, student characteristics) to make recommendations for the CHC annual DE enrollment management planning process	Annually – Review each Spring	Increase DE courses offered in identified areas of interest to students	DE Enrollment data, waitlist data
Analyze student populations data in online courses and develop strategies to increase enrollment of underrepresented populations	Fall 2016 and ongoing	Student Equity plan objectives: Increased access of 30-34 year olds from 6.1% to 7.6%. Increased access of 35-39 year olds from 3.3% to 7.9%. Increased degree/certificate completion rate of 20-24 year old students from 10.3% to 17.2%. Increased degree/certificate completion rate of 25-29 year old students from 14.3% to 18.0%. Increased degree/certificate completion rate of 30-34 year old students from 14.3% to 18.0%. Increased transfer rate of 20-24 year old students from 23.0% to 25.8%	Student Equity plan objectives
Research and recommend additional online courses offerings with a focus on the GE, CSU, IGETC and/or niche degrees/certificates.	Fall 2016	Documented and published list of courses and programs that can be completed online. Appropriate substantive change reports developed, submitted and approved by the ACCJC for all programs, degrees and/or certificates that offer 50% or more of their courses via distance education.	
Objective 7.4-Communication and Marketing	Increase demand for online courses through Web based content and marketing		
Point Person/Group	DE Coordinator, Director of Communications and Community Relations		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Review and revise all CHC DE web pages	Ongoing	Updates and announcements on the CHC website	
Facilitate and enhance the public's and the CHC community's awareness about the College's DE Program by increasing press releases, flyers and online tools such as social media sites, Twitter, etc.	Ongoing	CHC website, President's Newsletter, CHC social media sites posts, workshops/presentations, CHC Foundation, press releases and marketing materials.	

8. Institutional Support and Planning

Maintain Institutional Support and Planning of the DE Program			
Objective 8.1-Learning Management System (LMS)	Provide a high quality, technically current and user friendly LMS for DE and Face to Face courses.		
Point Person/Group	ETC, DE Coordinator, DECC		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Apply LMS updates and patches as recommended.	Ongoing	LMS Updates and Patches are applied.	
ETC will review and make a recommendation to CHC AS and DECC on the Canvas LMS	Fall 2015	A recommendation on CHC's use of Canvas as documented in ETC meeting minutes	
Objective 8.2 8.2-Growth of DE Staffing	Provide campus based support for Distance Education		
Point Person/Group	ETC, CHC President, VPI		
Actions	Timeline/Status	Measurable Outcome	Resources Needed
Increase DE coordinator to full-time in order to facilitate, oversee and implement the revised DE plan actions, development activities and to provide regular support for DE Faculty and Students	Fall 2016	Full-time DE coordinator	\$95,000 annually
Develop and retain a full-time DE Instructional Course Designer to assist with the development of course materials and content that meets all adopted standards	Fall 2017	Instructional Designer retained	\$95,000 annually
Designate one office and lab for the use to provide development in teaching and learning for online teaching faculty physical office for DE Coordinator and Instructional Course Designer.	Fall 2016	Office space secured for DE Coordinator. Lab should include; computers, screen capture and video editing software, recording equipment, green screen, and lighting.	Office space: TBD \$10,000 for lab
Objective 8.3-Technology Services Support	Maintain high quality infrastructure and instructional support for DE students and faculty		
Point Person/Group	SBCCD DE Dept, DE Coordinator		
Actions	Timeline/Status	Measurable Outcome	Resources Needed

Maintain LMS Technical Support (24/7 hosting, Remote Learner)	ongoing	Provide Monitoring staffing requests, workloads, and budgets	
Procure, manage and maintain currency of Distance Education hardware and software	ongoing	Quantity of services maintained at 99% up time, current versions of DE software and hardware are in use.	
Establish a physical location at the District Computing Center for Instructional Support, including professional development for faculty, providing instructional design support and online instructional materials	ongoing	Documented workshops and support activities provided by DECC	

Distance Education Plan Development Steps	
Date	Description
Spring 2015	The College received ACCJC's recommendation regarding the DE Plan.
	DE position developed by the ETC and forwarded to the CHC AS
	DE position approved by AS and forwarded to Carfton council
	DE position approved by union
May 2015	De postion flown and applicants interview
June 2015	DE coordinator position filled and approved by the SBCCD board
Summer 2015	Summer funds provided to DE coordinator to revise plan
June 23 2015	Meeting with DTES staff to discuss and provide input on the CHC DE plan
June 2015	The office of Planning, Research and Institutional Effectiveness (PRIE) provided comprehensive data reports for DE.
July-Aug 2015	CHC DE Coordinator conducted research and developed draft for revised CHC DE plan
Aug 5	DE coordinator met with ETC member TL Brink to get input on DE Plan
Aug 6	DE coordinator met with DTES staff to get input on revised plan and to include Central Services support language in revised plan
Aug 7	DE coordinator met with CHC ORP Dean to review and insert DE data to demonstrate how data and research is being used in the decision making process for DE
Aug 7	DE Coordinator met with VPI to get align DE plan to EMP and to evaluate and revise DE initiatives for 2015-2020
Aug 13	DE Coordinator met with VPSS to review and align DE plan to SSP and SEP plans and initiatives
Aug 21	DE Coordinator met with Tutoring Center coordinator to discuss what has been done to accommodate online students and what the plans are for the next 5 years.
Aug 24	DE Coordinator met with VPI to discuss updates on the DE plan
Aug 31	Revision recommendations from VPSS added to plan
Sept 1	DE Coordinator met with ORP Dean to review and add relevant data
Sept 1	Received an input recommendations from the CHC Librarians
Sept 3	Input revised data from the ORP Dean
Sept 4	Input information as submitted from the Coordinator of the CHC Bookstore.
Sept 8	Comments and revisions from the chair of counseling added
Sept 8	additional data from the ORP Dean added

Sept 9	The first draft of the DE Plan reviewed by members of the ETC for input suggestions, etc.
Sept 12	Comments and suggestions from Admissions and records added
Sept 14-16	Revised DE table to include initiatives, objectives and actions
Sep 23- Oct14	Review and Revise by indiv members of the CHC ETC
Oct 14	ETC Review (provided input and accepted revision recommendations)
Oct 20	DE coordinator updated plan by accepting all ETC revisions
Oct 28	ETC Final Review (provided input and accepted changes)
Oct 29	DE Coordinator updated plan by accepting all ETC revisions
Nov 4	DE plan forwarded to AS for input and recommendations - Approved for first reading
Dec 2015	Plan forwarded to campus community and shared governance committee for input, comments and recommendations.
Jan 16-18	Final revisions made to plan by DE coordinator to include comments and revision recommendations from the CHC campus.
Jan 20	Completed DE Plan reviewed and approved by CHC AS
Jan 26	Completed CHC DE plan approved by Crafton Council

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Standard I: Institutional Mission and Effectiveness

A. Mission

- a. How does the mission support DE
- b. Process used to identify students interested in enrolling in DE
- c. Analysis of the relevance of DE programs and services for the community
- d. List of CHC DE courses and programs

B. Improving Institutional Effectiveness

- a. Dialogue about the continuous improvement of student learning in DE
- b. Clearly stated and measurable goals and objective guide the CHC DE decision making priorities
- c. Evaluation of progress on the achievement of DE goals and objectives
- d. List of all DE courses programs
- e. Use of quantitative and qualitative data to support analysis of achievement of DE goals and objectives
- f. Allocation of resources to DE plan
- g. Periodic and systematic assessment of the effectiveness of DE
- h. DE assessment data is effectively communicated to appropriate constituencies
- i. DE program and support services are reviewed and revised as needed

Standard II: Student Learning Programs and Services

A. Instructional Programs

- a. DE offering align with college mission
- b. All DE programs are consistently assessed to determine they meet a high standard
- c. Annual growth is tracked
- d. College considers how instruction is delivered as well as how that deliver i both appropriate and current.
- e. DE achievement and attainment of learning is compared to Face to face courses
- f. Role of advisory committee and faculty with expertise in DE
- g. Evidence that diverse methods of instructor are used to address students needs and learning styles
- h. There is Regular, systematic evaluation and review of DE courses and programs
- i. Rationale for offering GE in DE is communicated to students, employers, and other constituencies.
- j. Clear and complete information about degrees and certificates offered in DE mode is made available to students in publications and course syllabi.
- k. Appropriate and effective mechanisms are in place to verify that the students registered are the students participating in the DE courses/programs and receiving the credit.
- l. Student attendance in DE courses/programs is monitored

- m. Mechanisms for student verification protect the students privacy.
- n. How academic honesty policies are disseminated to DE students
- B. Student Support Services
 - a. Provide online student services support.
 - b. Online catalog
 - c. Description of DE services provided are communicated
 - d. Counselors are trained to address the needs of DE students
 - e. DE students needs are considered and addressed.
- C. Library and Learning Support Services
 - a. Library services have addressed the needs of DE students
 - b. Remote access to library resources is effective.

Standard III: Resources

- 1. Human Resources
 - a. Maintain adequate staffing
 - b. Funding is allocated for DE related human resources
 - c. Have an established means for deciding what employee qualifications are needed for teaching DE courses.
 - d. Practice used to determine that a faculty member is well qualified to teach DE courses
 - e. Evaluation includes issues related to online teaching and improvements therein
 - f. Ethics related to DE are appropriately addressed
 - g. Professional development activities focused on improving DE instruction.
- 2. Physical Resources
 - a. Substantive change review request submitted to ACCJC
 - b. Equipment and facilities for DE programs and services and related maintenance costs are secured, evaluated, and adequately funded.
 - c. Enhance services and operational efficiency through improvements to student, instructional, and technological support.
 - d. Integrate and enhance IT and instructional maintenance calendars for online technology and instruction.
- 3. Technology Resources
 - a. Assesses the need for information technology training for DE students and personnel.
 - b. Training is provided in a format that best suits the needs of DE students and personnel
 - c. Plans to keep the technology required for DE up to date and fully supportive
- 4. Financial Resources
 - a. Provide appropriate funding for hosting

- b. External contracts documented -

Standard IV: Leadership and Governance

- 1. Decision Making Roles and Processes
 - a. Evidence of governance bodies work, documents showing the roles relevant faculty play in reviewing and planning student learning in DE programs and services
- 2. Board and Administrative Organization
 - a. Governing board has taken the quality of the DE program into consideration in the development of the relevant policies.
 - b. Governing board statements related to DE program quality and integrity

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: April 14, 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 February (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
February 2016

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
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ON CAMPUS:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

16-041	2/9/16	Health & Safety	Physical Science	Subject Arrested
16-059	2/23/16	Health & Safety	Quad	Subject Arrested
16-063	2/27/16	Concealed Weapon	Library	Subject Arrested
16-067	2/29/16	Health & Safety	Lot 9	Subject Arrested

PUBLIC PROPERTY:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

16-034	2/4/16	Health & Safety	Esperanza/Mt .Vernon	Subject Arrested
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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, Director of Fiscal Services
DATE: April 14, 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 \$13,803,667.

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

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	PROJECTIONS				ACCRUALS	TOTAL
									MAR	APR	MAY	JUN		
Beginning Cash Balance	23,494	23,287	22,910	25,696	27,012	25,368	31,636	30,447	32,390	32,139	32,045	34,630		
Receipts														
Federal	10	5	59	58	11	1,064	21	25	-370	177	2,454	2,861		6,373
State	4,931	4,246	12,507	10,124	5,210	10,143	9,191	7,896	10,848	7,343	6,431	8,996		97,867
State Deferrals														
Local	704	1,458	241	955	3,170	6,208	3,341	2,454	375	4,090	5,065	-1,810		26,250
Temporary Borrowings														
Inc Transfer & Sale of Assets			3		1	2								5
Accounts Receivable/Accruals	688	322	151	2,941	1,447	123	169	25						5,864
Total Receipts	6,333	6,031	12,960	14,078	9,839	17,540	12,721	10,400	10,852	11,610	13,950	10,046		136,360
Disbursements														
Academic Salaries	4	1,586	3,284	3,539	3,642	4,027	3,738	3,265	3,780	3,841	3,817	7,054		41,576
Classified Salaries	1,699	1,901	1,869	2,159	2,196	2,848	2,149	1,942	2,356	2,420	2,336	3,149		27,023
Benefits	779	1,331	1,557	1,629	1,645	1,768	1,617	1,551	1,738	1,745	1,759	2,967		20,086
Supplies & Materials	3	51	118	157	95	163	132	143	227	200	386	1,057		2,732
Other Operating Exp	81	547	1,629	1,223	1,270	1,394	747	1,079	2,660	2,935	2,265	12,104		27,934
Capital Outlay		17	316	169	63	198	182	187	149	370	608	3,913		6,173
Other Outgo	2	59	62	428	112	3	5,292	193	193	193	193	629		7,360
Loan Repayment														
Accounts Payable/Accruals	3,972	916	1,339	3,459	2,459	871	53	97						13,168
Total Disbursements	6,540	6,408	10,174	12,763	11,482	11,272	13,910	8,456	11,103	11,704	11,365	30,873		146,051
Increase / (Decrease) in Cash Balance	-207	-377	2,786	1,315	-1,643	6,267	-1,189	1,943	-251	-94	2,585	-20,826		
Ending Cash Balance	23,287	22,910	25,696	27,012	25,368	31,636	30,447	32,390	32,139	32,045	34,630	13,804		

[†] 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: April 14, 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 February 2016, the District-wide total of local hires was 69%, exceeding the Board goal by 19%. 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

February 2016

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)
New Gymnasiums & Pools	146	72%	57	28%	4,531,008.85	15,699,082.84	28,288,781.08	3,096,420.54	1,143,393.88
Miscellaneous Bond Improvements: Outfield Baseball Netting (South)	0	0%	0	0%	85,791.00			12,972.75	
Miscellaneous Bond Improvements: KVCR Parking Lot	5	83%	1	17%	181,000.00			25,105.98	5,401.36
Applied Technology Ph. I	0	0%	0	0%	413,251.50	11,036.25	558,099.00	261,636.04	132,889.67
TOTAL	151	72%	58	28%	\$ 5,211,051.35	\$ 15,710,119.09	\$ 28,846,880.08	\$ 3,396,135.31	\$ 1,281,684.91
							\$ 20,921,170.44	\$ 28,846,880.08	
							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	18	50%	18	50%	7,496,846.94	7,096,378.00	6,822,698.06	2,189,828.26	895,018.99
New Science Building	18	75%	6	25%	3,579,050.00	6,804,716.00	8,199,240.00	3,086,617.28	1,050,340.02
Occupational Education #2	7	47%	8	53%	1,329,733.00	2,412,208.00	12,146,059.00	2,015,103.46	1,314,520.95
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: Wayfinding Signage	0	0%	0	0%	276,132.00	56,640.00	377,772.00	9,413.46	15,036.56
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	9	82%	2	18%	-	320,013.67	-	69,923.44	6,984.80
Miscellaneous Bond Improvements: Campus CHURN Move	0	0%	0	0%			104,782.20	3,421.83	24,981.31
TOTAL	52	60%	34	40%	\$ 12,789,003.94	\$ 17,719,712.77	\$ 31,308,821.26	\$ 7,405,653.75	\$ 3,310,855.80
							\$30,508,716.71	\$ 31,308,821.26	
							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	203	69%	92	31%	\$ 18,000,055.29	\$ 33,429,831.86	\$ 60,155,701.34	\$ 10,801,789.06	\$ 4,592,540.71
DISTRICT GOAL	50.00%				\$51,429,887.15		\$60,155,701.34		
					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	3	0					3
%	100	47.17%	5.66%		0.00%				5.66%
DISTRICT GOAL	N/A	25.00%	25.00%		10.00%				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Keith Wurtz, Interim Executive Director of Institutional Effectiveness,
Research, and Planning
DATE: April 14, 2016
SUBJECT: Status of District Strategic Planning Committee Activities

RECOMMENDATION

This is an information item and no action is required.

OVERVIEW

The District Strategic Planning Committee (DSPC) has reviewed the EDCT, TESS, and KVCR strategic plans and aligned the goals in each of those plans with the goals in the District Strategic Plan.

ANALYSIS

The attached brochure illustrates the alignment of each plan to the District Strategic Plan (DSP). The TESS goals align most with Goal 4, District Operational Systems, and Goal 2, Enrollment and Access of the DSP. In addition, the TESS strategic plan also aligns with Goal 1, Student Success, in the DSP. The EDCT goals align most with Goal 1, Student Success, of the DSP. The EDCT plan also aligns with Goal 2, Enrollment and Access, Goal 3, Partnerships, and Goal 4, District Operational Systems. The KVCR plan aligns mostly with Goal 3, Partnerships, followed by Goal 2, Enrollment and Access, Goal 1, Student Success, and Goal 4, District Operational Systems. In addition, as part of the deliverables from Alma Strategies, Alma Strategies will provide strategic plans that include the alignment of all district plans for EDCT, KVCR, and TESS.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Strategic Plan 2014-15 to 2019-20

Bruce Baron, Chancellor, SBCCD

The San Bernardino Community College District has served our communities and our students with excellent educational programs and services since 1926, helping students reach their academic and professional goals and enhancing the quality of life in the Inland Empire.

Our institutions have stood the test of time, staying relevant by ensuring that we continue to meet the needs of the varied stakeholders we serve – students, their families, community members, businesses, and the four year colleges and universities to which our students transfer. Our community colleges respond to ever-increasing expectations through innovation, creativity and the formation of valuable local, state and national partnerships.

Our shared vision for this document and for our future is “Celebrating Student Success”. To achieve that, we must assess our performance, identify ways we can do better, implement changes accordingly, and then reassess our performance in a continual process of improvement. That describes the purposes of this District Strategic Plan.

Faculty, staff, managers, and students from San Bernardino Valley College, Crafton Hills College, the District Office, the Economic Development and Corporate Training Division, and KVCR (the District’s PBS television and radio stations) have come together monthly since the publication in 2009 of the 2010-2014 District Strategic Plan, as the District Strategic Planning Team. The Team list is located on the back of this brochure.

It is my pleasure to present this summary of the San Bernardino Community College District 2014/2015 to 2019/2020 Strategic Plan.

Bruce Baron

SBCCD Student Success Goals

Building on the Imperatives adopted by the Board, the Colleges’ strategic and educational master plans, and research findings about the colleges and the surrounding area, they worked very hard to create a plan that will support our District Vision:

SBCCD will be most known for student success.

- Our educational programs and services will be highly sought after.
- Our students will be the most preferred by four-year institutions and employers.
- Our students will have the highest graduation rates at four-year institutions.
- Our students will have the highest employment rates in our communities.
- Our district will be the gateway to pathways and opportunities for a brighter future.
- Our students and alumni will make a significant contribution to the socioeconomic prosperity of our communities.
- Our employees will want to be here, love working here, and go above and beyond for student success.

The Team will monitor our progress, evaluate the results, gather additional information, and refine the plan regularly. The plan serves as a living guide for District progress, both now and into the future.

Strategic Planning Relationships

Strategic Plan (SP) – A SP has the most comprehensive scope and guides/interacts with the institution’s strategy and direction to support student achievement. Equally important a SP often includes student success, access, partnerships, budget, leadership, professional development, technology, and facilities. It is all encompassing.

Educational Master Plan (EMP) – An EMP addresses each college’s instructional, student support services, and infrastructure development to assist the college in advancing student achievement, transforming infrastructure, and providing opportunities for innovation. The focus of an EMP is on academics and student services. EMPs also have a strong connection to program review and help programs to engage in continuous quality improvement.



LEGEND

SP - Strategic Plan
EMP - Educational Master Plan
SBCCD - San Bernardino Community College District
CHC - Crafton Hills College
SBVC - San Bernardino Valley College
EDCT - Economic Development and Corporate Training
TESS - Technology and Educational Support Services

s, Goals, and Alignment of Plans

Crafton Hills College (CHC)

District Strategic Directions	District Strategic Goals	Aligned College Goals
1. Institutional Effectiveness (Board Imperative I)	1.1 Student Success: Provide the programs and services necessary to enable all students to achieve their educational and career goals.	<ol style="list-style-type: none"> 1. Promote Student Success: Student Success in courses and programs is the top institutional priority. 2. Build Campus Community: College structures, processes and groups are inclusive, celebrating diversity and nurturing relationships. 3. Develop Teaching and Learning Practices: Innovative and effective practices are used through the College to facilitate authentic learning. 4. Expand Access: Access to the College is organized strategically to maximize enrollment available to the student body. 5. Support Surrounding Community: The College is actively engaged in the surrounding community. 7. Develop Programs and Services: The College is committed to developing programs and services. 8. Support Employee Growth: The College is committed to developing the full potential of all college community members. 9. Optimize Resources: The College is an advocate for and steward of all institutional resources.
2. Learning Centered Institution for Student Access, Retention and Success (Board Imperative II)	2.1 Enrollment and Access: Increase access to higher education for populations in our region.	<ol style="list-style-type: none"> 4. Expand Access: Access to the College is organized strategically to maximize enrollment available to the student body.
3. Resource Management for Efficiency, Effectiveness and Excellence (Board Imperative III)	3.1 Partnerships of Strategic Importance: Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.	<ol style="list-style-type: none"> 5. Support Surrounding Community: The College is actively engaged in the surrounding community. 7. Develop Programs and Services: The College is committed to developing programs and services. 9. Optimize Resources: The College is an advocate for and steward of all institutional resources.
4. Enhanced and Informed Governance and Leadership (Board Imperative IV)	4.1 District Operational Systems: Improve the District systems to increase administrative and operational efficiency and effectiveness.	<ol style="list-style-type: none"> 2. Build Campus Community: College structures, processes and groups are inclusive, celebrating diversity and nurturing relationships. 6. Promote Effective Decision-Making: The College uses a decision-making process that is effective, efficient, transparent and professional. 8. Support Employee Growth: The College is committed to developing the full potential of all college community members. 9. Optimize Resources: The College is an advocate for and steward of all institutional resources.

Note: Crafton Hills College Educational Master Planning Committee aligned District Goals with Crafton Strategic Directions on March 25, 2014 and forwarded to Crafton Council. Crafton Council reviewed alignment on April 22, 2014.

Overview of Strategic Directions

San Bernardino Valley College (SBVC)

District Strategic Directions	District Strategic Goals	Aligned College Goals
1. Institutional Effectiveness (Board Imperative I)	1.1 Student Success: Provide the programs and services necessary to enable all students to achieve their educational and career goals.	<p>Goal 2. Promote Student Success: SBVC will increase course success, program success, access to employment, and transfer rates by enhancing student learning.</p> <p>2.1 Increase the percentage of students who succeed in basic skills courses 2.2 Promote and expand learning communities 2.5 Improve performance on all Student Success Scorecard measures (math, English, completions, persistence, etc.) 2.8.6 Increase partnerships with businesses 2.8.10 Maintain up to date curriculum 2.9.1 Maintain a curriculum that is relevant to community needs 2.9.3 Educate the whole person (academic, social, ethical) 2.10 Encourage greater full-time enrollment 2.13 Empower students 1.17 Increase student engagement</p> <p>Goal 3: Communication, Culture, and Climate; SBVC will promote a collegial campus culture with open lines of communication between all stakeholder groups on and off campus.</p> <p>3.1 Promote a sense of community and solidarity within the campus (students, staff, faculty) 3.12 Improve campus morale</p>
2. Learning-Centered Institution for Student Access, Retention and Success (Board Imperative II)	2.1 Enrollment and Access: Increase access to higher education for populations in our region.	<p>Goal 1. Expand Access: SBVC will continuously improve the application, registration, and enrollment procedures for all students.</p> <p>1.1 Match the number of basic skills courses to the student demand for courses 1.5.1 Improve access to counselors 1.6 Establish and maintain partnerships with community organizations, K-12 systems, and adult schools 1.6.3 Increase the percentage of high school graduates who enroll immediately after graduation from high school 1.8 Increase access to transfer courses 1.9 Increase access to CTE courses 1.1.1 Promote lifelong learning</p>
3. Resource Management for Efficiency, Effectiveness and Excellence (Board Imperative III)	3.1 Partnerships of Strategic Importance: Invest in strategic relationships and collaborate with partners in higher education, P-12 education, business and workforce development, government, and other community organizations.	<p>Goal 1: Expand Access</p> <p>1.6 Establish and maintain partnerships with community organizations, K-12 systems, and adult schools</p> <p>Goal 6: Facilities</p> <p>6.1 Conserve resources 6.2 Maintain a safe and secure environment 6.3 Improve campus signage 6.5 Provide exemplary technology and support while maintaining fiscal and environmental responsibilities</p>
4. Enhanced and Informed Governance, and Leadership (Board Imperative IV)	4.1 District Operational Systems: Improve the District systems to increase administrative and operational efficiency and effectiveness.	<p>Goal 3: Communication, Culture, and Climate; SBVC will promote a collegial campus culture with open lines of communication between all stakeholder groups on and off campus.</p> <p>3.1.6 Provide a user-friendly website 3.2 Promote budgetary transparency 3.9 Ensure good customer service in all campus offices 3.11 Work with District to streamline and expedite campus hiring practices</p> <p>Goal 4: Leadership and Professional Development: SBVC will maintain capable leadership and provide professional development to a staff that will need skills to function effectively in an evolving educational environment.</p> <p>4.1.5 Reduce the manager turnover 4.1.4 Provide career ladder information 4.2 Improve access to a wide variety of professional development activities that keep pace with a changing educational and technology environment</p> <p>Goal 5: Effective Evaluation & Accountability SBVC will improve institutional effectiveness through a process of evaluation and continuous improvement.</p> <p>5.4 Evaluate all campus plans regularly 5.4.4 Evaluate the validity of strategic objectives annually</p>

s, Goals, and Alignment of Plans

Economic Development & Corporate Training (EDCT)

EDCT Goals	Goal 1: Student Success	Goal 2: Enrollment and Access	Goal 3: Partnerships of Strategic Importance	Goal 4: District Operational Systems
	Provide the programs and services necessary to enable all students to achieve their educational and career goals.	Increase access to higher education for populations in our region.	Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.	Improve the District systems to increase administrative and operational efficiency and effectiveness.
Goal 1.1: Enhance collegial consultation and collaboration through an actively functioning Economic and Workforce Development Coordinating Committee with representatives from academic senates, management, CSEA, PDC and ATTC.	X			X
Goal 2.1: Maximize the marketing and outreach efforts to serve the short-term job training and retraining needs of the workforce and employers in the geographical service areas of the District as partners with San Bernardino Valley College and Crafton Hills College.	X	X		
Goal 3.1: Forge partnerships with private and public sector organizations and employers to obtain financial resources to develop and provide affordable human capital development services for improving employee job performance and stimulating the economic vitality of this region.	X		X	
Goal 4.1: In partnership with regional manufacturing companies, continue and expand EDCT's efforts to win increased funding from California Employment Training Panel (ETP) to serve the growing training needs of incumbent workers.	X	X	X	
Goal 5.1: In partnership with the San Bernardino Valley College and Economic Development and Corporate Training Foundation (EDCT Foundation), apply for grants and develop financial resources to support the training and consulting activities of the Entrepreneurship Institute of San Bernardino (EIOSB).	X		X	
Goal 6.1: Continue collaboration with the California State Reentry Initiative (CSRI) of the California State University at San Bernardino (CSUSB) and maintain funding from the California Department of Corrections and Rehabilitation (CDCR) to support the placement of parolees in the Work Crew program of Caltrans.	X		X	
Goal 7.1: Seek out economic and workforce development grants in emerging technologies and high growth areas to provide short-term job training (not-for-credit) for displaced, unemployed, and underemployed workers in our region to supply a skilled workforce.	X	X	X	

Overview of Strategic Directions

EDCT cont.

EDCT Goals	Goal 1: Student Success	Goal 2: Enrollment and Access	Goal 3: Partnerships of Strategic Importance	Goal 4: District Operational Systems
	Provide the programs and services necessary to enable all students to achieve their educational and career goals.	Increase access to higher education for populations in our region.	Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.	Improve the District systems to increase administrative and operational efficiency and effectiveness.
Goal 8.1: Accelerate efforts to seek and win funding for EDCT's nationally recognized Nanotechnology Technicians training program to provide a steady supply of technical talent to enhance job creation in the region.	X		X	
Goal 9.1: Continue efforts to build partnership and leverage funding to sustain and widen the focus and scope of EDCT's Renewable Technology job training programs in alignment with regional industrial growth trends.	X		X	
Goal 10.1: Continue to provide direction and leadership to the 12 regional colleges for the development of pertinent Information Communications Technology/Digital Media (ICT/DM) curriculum that align with the needs of ICT/DM industries.	X	X	X	
Goal 11.1: In partnership with the EDCT Foundation and through the training and professional services offered through the ATTC and PDC, optimize the entrepreneurial and innovative organizational capability of EDCT and maintain its self-supporting status.	X			X
Goal 12.1: Ensure that all internal processes and external alliances reflect a sensitivity and respect for diversity.	X	X		

s, Goals, and Alignment of Plans

KVCR TV-FM/FNX

Strategic Priorities and Objectives	Goal 1: Student Success	Goal 2: Enrollment and Access	Goal 3: Partnerships of Strategic Importance	Goal 4: District Operational Systems
	Provide the programs and services necessary to enable all students to achieve their educational and career goals.	Increase access to higher education for populations in our region.	Invest in strategic relationships and collaborate with partners in higher education, PK-12 education, business and workforce development, government, and other community organizations.	Improve the District systems to increase administrative and operational efficiency and effectiveness.
Strategic Priority 1: Strengthen Leadership and Culture – "...provide collaborative partnerships."			X	
Strategic Priority 2: Expand, Diversify and Engage Audiences				
Strategic Priority 3: Create donor-centric approach to fundraising, grow underwriting and increase revenue			X	
Strategic Priority 4: Produce high quality, community focused programming – "Produce more KVCR Now interstitials, 1 to 3 minutes in length..."		X		
Strategic Priority 5: Bolster Operational Systems				X
Strategic Priority 6: Extend and Explore Academic Partnerships	X	X	X	

Mission Statements

San Bernardino Community College District (SBCCD)

We transform lives through the education of our students for the benefit of our diverse communities.

San Bernardino Valley College (SBVC)

Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve quality of life in the Inland Empire and beyond.

Crafton Hills College (CHC)

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

Economic Development and Corporate Training (EDCT)

The EDCT mission is to develop an Employee's skills and knowledge in order to help a company use the full potential of its human resources to achieve its goals.

KVCR TV-FM/FNX

KVCR's mission is to be the cultural, educational, informational and communication center of the Inland Empire.

Board of Trustees, SBCCD

John Longvile, President

Joseph Williams, Vice President

Gloria Macías Harrison, Clerk

Donna Ferracone, Trustee

Dr. Donald L. Singer, Trustee

Dr. Anne L. Viricel, Trustee

Nickolas W. Zoumbos, Trustee

Bruce Baron, Chancellor and Secretary to the Board

Members of the District Strategic Planning Team

Bruce Baron, SBCCD, Chancellor

Dr. Gloria Fisher, SBVC, President

Laura Gowen, SBVC, Foundation, Administrative Assistant

Rania Hamdy, SBVC, Coordinator, Professional and Organizational Development

Donna Hoffmann, CHC, Director, Marketing and Public Relations

Denise Allen Hoyt, CHC, Professor, Academic Senate

Dr. Giovanni Sosa, CHC, Interim Dean, Institutional Effectiveness, Research, and Planning

Ginger Sutphin, CHC, Administrative Secretary

Dean Pappas, CHC, Coordinator, Professional Development

Dr. Glen Kuck, SBCCD, Associate Vice Chancellor

Dr. Cheryl Marshall, CHC, President

Barbara Nichols, KVCR, Project Analyst

Jose Torres, SBCCD, Vice Chancellor, Business & Fiscal Services

Dr. Lisa Norman, SBCCD, Vice Chancellor, Human Resources

Dr. James Smith, SBVC, Dean, Institutional Effectiveness, Research, and Planning

Alfredo Cruz, KVCR, General Manager

Dr. Keith Wurtz, SBCCD, Interim Executive Director, Institutional Effectiveness, Research & Planning

Pavel Bratulin, SBVC, Director, Marketing and Public Relations

Dr. Matthew Isaac, EDCT, Associate Vice Chancellor

SBCCD Statement on Ethnic & Cultural Diversity

The San Bernardino Community College District actively supports and promotes diversity. Because of this dedication, we are better equipped to provide a quality education to students who need the social and academic skills required to interact and communicate in a 21st century workplace. We value the inherent dignity of all individuals and celebrate their diversity. We support inclusiveness and equity for students and employees. Our District extends the privileges of academic life to all by promoting mutual respect and the application of fair and ethical practices and policies. Through interacting with others whose backgrounds, beliefs, and perspectives are different from our own, we build a richer, more stimulating environment for teaching and learning. We value this cultural and intellectual diversity as a way to enrich each other.

The San Bernardino Community College District (SBCCD) consists of San Bernardino Valley College and Crafton Hills College, the Economic Development and Corporate Training Division and KVCR TV-FM/FNX. The SBCCD is an equal opportunity employer and is committed to an active non-discrimination program. Sexual harassment and discrimination based on gender, race, color, religion, ancestry, national origin, age, sex, marital status, disabilities or medical conditions (cancer related, cured or rehabilitated), Vietnam-era veteran status or sexual orientation are prohibited under SBCCD policy.

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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: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 14, 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

All construction contract change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and SBCCD staff. Nonessential changes are rejected and never receive approval. Any changes determined to be critical 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.

ANALYSIS

To date, total Measure M construction contracts, amendments and change orders, including any submitted at this board meeting, are as follows. A detailed report is attached.

Total Contracts Awarded	Total Contract Amendments	Revised Base Contract	Total Change Orders
\$167,566,755	\$2,068,642 1.23%	\$169,635,357	\$3,949,713 2.33%

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item is for information only. There are no financial implications.

Construction Change Summary

Measure M Construction Recap - All Projects

Contract Amendments

Campus	Original Contract Amount	Contract Amendments		Base Contract Amount	Cumulative Contract Amendments
		Previous	Pending		
CHC-Crafton Hills College	\$ 81,187,298.73	\$ 458,158.25	\$ -	\$ 81,645,456.98	0.56%
SBVC-San Bernardino Valley College	\$ 86,379,456.54	\$ 1,610,483.49	\$ -	\$ 87,989,940.03	1.86%
				\$ -	
Totals for Contract Amendments	\$ 167,566,755.27	\$ 2,068,641.74	\$ -	\$ 169,635,397.01	1.23%

Change Orders

Campus	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders (% of Base Contracts)
		Previous	Pending		
CHC-Crafton Hills College	\$ 81,645,456.98	\$ 2,181,679.54	\$ 65,515.91	\$ 83,892,652.43	2.75%
SBVC-San Bernardino Valley College	\$ 87,989,940.03	\$ 1,696,701.77	\$ 5,815.85	\$ 89,692,457.65	1.93%
Totals for Change Orders	\$ 169,635,397.01	\$ 3,878,381.31	\$ 71,331.76	\$ 173,585,110.08	2.33%

Construction Change Summary

Crafton Hills College - Campus Recap

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Parking Lot/ADA/Lighting Improvem	\$ 6,156,607.71	\$ 404,093.32	\$ -	\$ 296,344.00	\$ -	\$ 6,857,045.03	4.81%
MATH AND SCIENCE ANNEX	\$ 2,279,671.99	\$ -	\$ -	\$ 189,545.00	\$ -	\$ 2,469,216.99	8.31%
MPOE/DATA RELOCATION	\$ 567,154.59	\$ -	\$ -	\$ 37,234.00	\$ -	\$ 604,388.59	6.57%
OLD LIBRARY DEMOLITION	\$ 1,131,738.79	\$ -	\$ -	\$ -	\$ -	\$ 1,131,738.79	0.00%
SOLAR FARM	\$ 6,326,861.95	\$ -	\$ -	\$ 62,678.43	\$ -	\$ 6,389,540.38	0.99%
OE 2	\$ 16,587,468.24	\$ 38,321.93	\$ -	\$ 519,038.62	\$ -	\$ 17,144,828.79	3.12%
OE 1 Roofing Package	\$ 422,487.48	\$ -	\$ -	\$ (26,026.74)	\$ 24,495.74	\$ 420,956.48	-0.36%
PE Complex	\$ 4,640,312.52	\$ 743.00	\$ -	\$ 102,156.05	\$ -	\$ 4,743,211.57	2.20%
Science Building	\$ 18,848,063.31	\$ -	\$ -	\$ 643,134.98	\$ 41,020.17	\$ 19,532,218.46	3.63%
Crafton Center	\$ 21,804,426.00	\$ -	\$ -	\$ 244,588.00	\$ -	\$ 22,049,014.00	1.12%
Temporary Parking Lot	\$ 172,940.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 177,309.93	2.53%
Chemistry/Health/Science/Classroo	\$ 520,373.15	\$ -	\$ -	\$ (2,516.00)	\$ -	\$ 517,857.15	0.00%
M&O Renovation	\$ 1,274,372.00	\$ -	\$ -	\$ 82,239.10	\$ -	\$ 1,356,611.10	6.45%
Misc. Bond Improvements	\$ 387,951.00	\$ 15,000.00	\$ -	\$ 25,550.67	\$ -	\$ 428,501.67	6.34%
Classroom Buildig	\$ 66,870.00	\$ -	\$ -	\$ 3,343.50	\$ -	\$ 70,213.50	5.00%
TOTAL	\$ 81,187,298.73	\$ 458,158.25	\$ -	\$ 2,181,679.54	\$ 65,515.91	\$ 83,892,652.43	2.75%

