



**Board of Trustees Business Meeting
District Board Room
Thursday, January 19, 2017 - 4:00 p.m.**

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- a. Conference with Labor Negotiators – Government Code 54957.6
Agency Negotiator: Bruce Baron – CSEA, CTA
- b. Public Employee Performance Evaluation, Government Code 54957
Title: Chancellor
- c. Conference with Legal Counsel – Existing Litigation pursuant to Government Code section 54956.9(d) (2 cases)
CIVDS 1620575 – Clark v Board of Trustees of the SBCCD; ADJ10680814
Deanna Rabon v San Bernardino Valley College
- d. Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 2 cases

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

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

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

4. CONVENE CLOSED SESSION

5. RECONVENE PUBLIC MEETING

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

7. **CONSIDERATION OF APPROVAL TO ACCEPT FINAL MASTER PLANS** (p7)

8. **PRESENTATION**

- a. Campus Enrollment Plans (p11)

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. Oral Reports from Board Committee Chairs
 - ii. Board Information Requests (p13)
- b. Student Trustees
- c. Chancellor
- d. SBVC
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- e. CHC
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
- f. CSEA
- g. CTA

10. **APPROVAL OF MINUTES**

- a. December 8, 2016 (p22)

11. **PUBLIC COMMENTS ON AGENDA ITEMS**

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

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 (p38)
- ii. Consideration of Approval of Curriculum – CHC (p84)
- iii. Consideration of Approval of Donation - SBVC Diesel Dept (p101)
- iv. Consideration of Approval of Donation - SBVC Music Dept (p102)
- v. Consideration of Approval to Serve Wine Spirits and Beer at a Campus Event-SBVC (p103)

c. **HUMAN RESOURCES**

- i. Consideration of Acceptance of Employee Resignations (p104)
- ii. Consideration of Approval of Adjunct and Substitute Academic Employees (p105)
- iii. Consideration of Approval of Appointment of District Employee (p106)
- iv. Consideration of Approval of Confidential Salary Schedule (p107)
- v. Consideration of Approval of District Volunteers (p109)
- vi. Consideration of Approval of Hourly Rate Increase for Hourly Employees (p111)
- vii. Consideration of Approval of Interim Management Appointment (p115)
- viii. Consideration of Approval of New Management Job Descriptions (p116)
- ix. Consideration of Approval of Non-Instructional Pay for Academic Employees (p129)
- x. Consideration of Approval of Professional Expert Short-Term and Substitute Employees (p133)
- xi. Consideration of Approval of Retreat Rights for Management Employee (p142)
- xii. Consideration of Approval of Revised Job Descriptions (p143)

- xiii. Consideration of Approval of Sabbatical Leave for the 2017-2018 Academic Year (p154)
- xiv. Consideration of Approval of Stipends (p156)
- xv. Consideration of Approval of Temporary Academic Employees (p157)
- xvi. Consideration of Approval to Extend Interim Management Assignment (p158)

d. BUSINESS & FISCAL SERVICES

- i. Consideration of Approval of 2017-18 Nonresident Tuition and Capital Outlay Fees (p159)
- ii. Consideration of Approval of Professional Services Contracts-Agreements (p162)
- iii. Consideration of Approval of Purchase Order Report (p165)
- iv. Consideration of Approval of Routine Contracts-Agreements and Memorandums of Understanding (p173)
- v. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p212)
- vi. Consideration of Approval of Surplus Property and Authorize Donation to Hesperia Unified School District (p214)
- vii. Consideration of Approval of Surplus Property and Authorize Donation to San Bernardino City Unified School District (p215)
- viii. Consideration of Approval of Vacation Payout (p216)
- ix. Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p217)
- x. Consideration of Approval to Adopt a Resolution to Appropriate Funds (p220)
- xi. Consideration of Approval of Individual Memberships (p224)
- xii. Consideration to Approve Conference Attendance (p227)
- xiii. Consideration to Approve District & College Expenses (p256)

e. FACILITIES

- i. Consideration of Approval of Amendment 002 to the Contract with Vista Environmental Consulting LLC of Anaheim CA (p268)
- ii. Consideration of Approval of Amendment 012 to the Contract with Knowland Construction Services, Inc. of Rancho Palos Verdes CA (p273)
- iii. Consideration of Approval of Contract with Steinberg Architects of Los Angeles CA (p277)
- iv. Consideration of Approval of Non-bond Construction Change Orders and Contract Amendments (p281)
- v. Consideration of Approval to Award Informal Bid and Ratify a Contract with Allison Mechanical, Inc. of Redlands, CA (p286)
- vi. Consideration of Approval to Award Informal Bid and Ratify Contract with Arrowhead Sheet Metal of San Bernardino CA (p288)
- vii. Consideration of Approval to Award Request for Proposal 2017-02 and Contract to Developing Leaders, Inc. of Fontana CA (p292)
- viii. Consideration of Approval to Award Request for Proposal 2017-03 and Contract to Alhambra Reprographics, Inc. of Ontario CA (p293)

f. RESOLUTIONS

- i. None

13. ACTION AGENDA

- a. Consideration of Approval of Board Committees (p294)
- b. Consideration of Approval of Board Policies and Administrative Procedures - 1st Reading (p295)
- c. Consideration of Approval of Board Policies and Administrative Procedures - 2nd Reading (p405)
- d. Consideration of Approval to Reaffirm Board Imperatives and Approve Board Goals (p469)
- e. Consideration of Approval to Schedule Additional Board Study Sessions (p475)
- f. Consideration of Approval of SBCCD CTA NEA Proposal to the District (p476)
- g. Consideration of Approval of SBCCD Initial Proposal to SBCCD CTA NEA (p478)
- h. Consideration of Approval of Public Hearing of SBCCD Initial Proposal to SBCCD CTA NEA (p480)
- i. Consideration of Approval of the 2017 Early Retirement Incentive Plan (p483)

14. INFORMATION ITEMS

- a. Applause Cards (p485)
- b. Budget Report (p496)
- c. Cenergistic Cumulative Cost Savings (p544)
- d. District Clery Act Compliance Report (p547)
- e. General Fund Cash Flow Analysis (p549)
- f. Local Hire - Measure M Demographics Report (p551)
- g. Summary of Measure M Construction Contract Change Orders and Amendments (p553)

15. PUBLIC COMMENT ON NON-AGENDA ITEMS

This is an opportunity for members of the public to address the Board concerning non-agenda items.

16. CONVENE CLOSED SESSION (if needed)

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: Business Meeting 4pm, February 9, 2017

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: January 19, 2017
SUBJECT: Consideration of Approval to Accept Final Master Plans for San Bernardino Valley College, Crafton Hills College, and the District Needs & Institutional Support Plan

RECOMMENDATION

It is recommended that the Board of Trustees Accept Final Master Plans for San Bernardino Valley College, Crafton Hills College, and the District Needs & Institutional Support Plan.

The revised portions have been highlighted and revised pages are listed in the SBCCD Document Pages with Changes (attached). The full reports can be found at:

[http://www.sbccd.org/research/Institutional Effectiveness and Planning/Planning Consultants/Documents Provided by Planning Consultants](http://www.sbccd.org/research/Institutional_Effectiveness_and_Planning/Planning_Consultants/Documents_Provided_by_Planning_Consultants)

OVERVIEW

The purpose of the Educational Master Planning process is to facilitate and support the Colleges and District Offices in their current educational planning processes, which will help to inform the development of the facilities master plans for the District and the Colleges. The formation of the Educational Master Plans will inform the developmental of the Facilities Master Plans.

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.

SBCCD DOCUMENT CHANGES

DOCUMENT	SECTION	PAGE NUMBER
Crafton Hills College Comprehensive Master Plan	CMP Overview	ii
Crafton Hills College Comprehensive Master Plan	CMP Overview	iii
Crafton Hills College Comprehensive Master Plan	CMP Overview	iv
Crafton Hills College Comprehensive Master Plan	CMP Overview	1.1
Crafton Hills College Comprehensive Master Plan	CMP Overview	1.2
Crafton Hills College Comprehensive Master Plan	CMP Overview	1.4
Crafton Hills College Comprehensive Master Plan	CMP Overview	1.5
Crafton Hills College Comprehensive Master Plan	CMP Overview	1.6
Crafton Hills College Comprehensive Master Plan	CMP Overview	1.7
Crafton Hills College Comprehensive Master Plan	EMP	2.3
Crafton Hills College Comprehensive Master Plan	EMP	2.6
Crafton Hills College Comprehensive Master Plan	EMP	2.8
Crafton Hills College Comprehensive Master Plan	EMP	2.94
Crafton Hills College Comprehensive Master Plan	EMP	2.95
Crafton Hills College Comprehensive Master Plan	EMP	2.99
Crafton Hills College Comprehensive Master Plan	EMP	2.100
Crafton Hills College Comprehensive Master Plan	EMP	2.103
Crafton Hills College Comprehensive Master Plan	EMP	2.104
Crafton Hills College Comprehensive Master Plan	EMP	2.105
Crafton Hills College Comprehensive Master Plan	EMP	2.106
Crafton Hills College Comprehensive Master Plan	EMP	2.109
Crafton Hills College Comprehensive Master Plan	EMP	2.113
Crafton Hills College Comprehensive Master Plan	FMP	3.6
Crafton Hills College Comprehensive Master Plan	FMP	3.8
Crafton Hills College Comprehensive Master Plan	FMP	3.26
Crafton Hills College Comprehensive Master Plan	FMP	3.27
Crafton Hills College Comprehensive Master Plan	FMP	3.37
Crafton Hills College Comprehensive Master Plan	FMP	3.38
Crafton Hills College Comprehensive Master Plan	FMP	3.56
Crafton Hills College Comprehensive Master Plan	FMP	3.58
Crafton Hills College Comprehensive Master Plan	FMP	3.59

Crafton Hills College Comprehensive Master Plan	FMP	3.61
Crafton Hills College Comprehensive Master Plan	FMP	3.62
Crafton Hills College Comprehensive Master Plan	FMP	3.65
Crafton Hills College Comprehensive Master Plan	FMP	3.69
Crafton Hills College Comprehensive Master Plan	FMP	3.75
Crafton Hills College Comprehensive Master Plan	FMP	3.78
Crafton Hills College Comprehensive Master Plan	FMP	3.88
Crafton Hills College Comprehensive Master Plan	FMP	3.89
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	CMP	
San Bernardino Valley College Comprehensive Master Plan	Overview	iv
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San Bernardino Valley College Comprehensive Master Plan	EMP	2.95
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San Bernardino Valley College Comprehensive Master Plan	FMP	3.24
San Bernardino Valley College Comprehensive Master Plan	FMP	3.25
San Bernardino Valley College Comprehensive Master Plan	FMP	3.84
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SBCCD 2016 Districtwide Support Services Strategic Plan		Cover
SBCCD 2016 Districtwide Support Services Strategic Plan		ii
SBCCD 2016 Districtwide Support Services Strategic Plan		1.9
SBCCD 2016 Districtwide Support Services Strategic Plan		2.3
SBCCD 2016 Districtwide Support Services Strategic Plan		2.5
SBCCD 2016 Districtwide Support Services Strategic Plan		2.6
SBCCD 2016 Districtwide Support Services Strategic Plan		2.13
SBCCD 2016 Districtwide Support Services Strategic Plan		2.15
SBCCD 2016 Districtwide Support Services Strategic Plan		2.17
SBCCD 2016 Districtwide Support Services Strategic Plan		2.18
SBCCD 2016 Districtwide Support Services Strategic Plan		2.23
SBCCD 2016 Districtwide Support Services Strategic Plan		3.2
SBCCD 2016 Districtwide Support Services Strategic Plan		3.14
SBCCD 2016 Districtwide Support Services Strategic Plan		6.2
SBCCD 2016 Districtwide Support Services Strategic Plan		6.3
SBCCD 2016 Districtwide Support Services Strategic Plan		6.5
SBCCD 2016 Districtwide Support Services Strategic Plan		8.2
SBCCD 2016 Districtwide Support Services Strategic Plan		8.3
SBCCD 2016 Districtwide Support Services Strategic Plan		8.4
SBCCD 2016 Districtwide Support Services Strategic Plan		8.5
SBCCD 2016 Districtwide Support Services Strategic Plan		8.6
SBCCD 2016 Districtwide Support Services Strategic Plan		8.7
SBCCD 2016 Districtwide Support Services Strategic Plan		8.8
SBCCD 2016 Districtwide Support Services Strategic Plan		9.12
SBCCD 2016 Districtwide Support Services Strategic Plan		9.22

ADDITIONAL SBCCD DOCUMENT CHANGES

Here are the changes between the previous version of the drafts and the final draft

DSSSP

Changes

- Changed title to '2017-2022 Districtwide Support Services Strategic Plan '
- List of Trustees on page i
- Acknowledgements, page ii-iii
- New photo of Bruce Baron on page v
- Language for 1.2.1 should read "Increase the three-year throughput rate of Students who first enroll in Math Developmental Courses from 20% to 29% by 2019-2020, as measured by the CCCCO Basic Skills Progress Tracker. Sub-objective 1.2.2 should read "Increase the three-year throughput rate of Students who first enroll in English Developmental Courses from 48% to 60% by 2019-2020 as measured by the CCCCO Basic Skills Progress Tracker. page 7.2

SBVC

Changes:

- Changed title to 2017 Comprehensive Master Plan
- List of Trustees on page i
- Acknowledgements, page ii
- New photo of Diana Rodriguez on page iv

CHC

Changes:

- Changed title to 2017 Comprehensive Master Plan
- List of Trustees on page i
- New photo of Wei Zhou on page iv

San Bernardino Community College District Enrollment Management: College Reports 2016-2017

Diana Rodriguez, President, San Bernardino Valley College
Dr. Wei Zhou, President, Crafton Hills College



SBCCD Enrollment Management Plan

The purpose of the Enrollment Management plan is to create a responsive, flexible, educationally sound, research based approach to enrollment management.

The end result was the creation of an Enrollment Management Plan that is intended to ensure the following:

- The achievement of enrollment targets in order to obtain maximum resources available to SBCCD.
- Maintain student access and pathways consistent with educational quality.
- Offer a well-balanced and varied schedule responsive to the needs of our students and community.
- Maintain a comprehensive educational program that is responsive to the needs of our students and community.



SBVC Enrollment Goals

SBVC has and will continue to focus on enrollment growth while the State is funding FTES growth and the growth incentives are available.

To grow, SBVC will continue to maintain its strong general education, transfer and occupational program offerings, while simultaneously enhancing educational opportunities utilizing the following strategies:

- Online Degree / Certificate
- Evening / Weekend College Program
- Non-Credit Program
- Off-Site locations
 - Dual / Concurrent Enrollment / AB288
- AB540 Student Populations
- Increased Efficiency



Alternative Enrollment Pathways

Distance Education / Weekend College Programs

The anticipated additions will have curriculum for Online Teaching, no prerequisites, high fill and retention rates, meet transfer requirement needs:

Projected FTES Generation		
FA16 (FTEs) 35 Student Min	SP17 (FTEs) 35 Student Min	SM17 – 5 Week & 7 Week (FTEs)
Increase 3 to 5 Courses 10 to 17.5 FTEs	Increase 10 to 30 Courses 35 to 105 FTEs	Increase 10 to 30 Courses 35 to 105 FTEs

Non-Credit Program Expansion

SBVC will be exploring the use of experimental numbering to expedite the approval process for use of Non-credit courses for use in the Spring 2017.

Non-Credit Program Expansion			
Academic Program	FA16 (FTEs)	SP17 (FTEs)	SM17 – 5 Week & 7 Week Sessions
Student Success Center	0	150 (70,000 hrs.)	15 (7,500 hrs.)
Writing Lab	0	15 (7,500 hrs.)	5 (2,600 hrs.)
SI Across the Campus	0	75 (35,000 hrs.)	30 (15,000 hrs.)
The Huddle	0	15 (7,500 hrs.)	5 (2,600 hrs.)
Accelerated Math Lab	3	10 (5,000 hrs.)	10 (5,000 hrs.)
Computer Resource Lab	5	10 (5,000 hrs.)	5 (2,500 hrs.)



Off-Site / Concurrent Enrollment

K-12 Early College Partnership

Partnerships with our K-12 colleagues are key to the success of our students and community. With recent legislation and increased dialogue with our surrounding Unified School Districts (i.e. Colton, Rialto, and SBUSD), there is a high potential of positive outcomes from our Dual and Concurrent Enrollment plans.

With improved alliances with faculty and industry partners within the Inland Region, new and innovative industry driven partnerships will be targeted to meet student and job market demands in the region's industries, while also assisting with current skills-gap for the locally employed workforce.

Off-Site Locations & Initiatives			
Locations & Initiatives	FA16 (FTEs)	SP17 (FTEs)	SM17 – 5 Week & 7 Week
Dual Enrollment (Off Site at HS)	3	7	7
Concurrent Enrollment (SBVC Site)	0	7	7
AB288 (Off Site at HS Closed Sections)	0	7	7
Off-Site Locations (i.e. Amazon – ONT2, Adult Schools, etc.)	0	75	21



San Bernardino
Valley College

Projections Summary

Strategies	FA16 (FTEs)	SP17 (FTEs)	SM17 (FTEs)	Totals
Online Degree / Certificate	5	17.5	17.5	40
Evening / Weekend	5	17.5	17.5	40
Non-Credit Program	0	275	70	345
Dual / Concurrent Enrollment / AB288	0	21	21	42
Off-Site Locations	0	75	21	96
AB540	110	100	50	260
Increased Efficiency Retention	0	150	27	177
Persistence Efforts				
Total Strategy Estimate	120	656	224	1000
Targeted Marketing Strategies	Social Media	Constant Contact		
Targeted Outreach Efforts	Mall Booth	Valley in the Community	Community Outreach Booths	HS Counselors Luncheons
Assessment of Goals				
Enrollment Management Timeline				



San Bernardino
Valley College



Goal 1: Expand and develop partnerships

Short-Term Approach

Goal 1: Expand and Develop Partnerships				
	FA16	SP17	SU17	FA17
Objective 1.1: High School Partnerships	20	25	10	35
Objective 1.2: Develop Continuing Education for Fire Agencies	0	10	10	15
Objective 1.3: Develop CSUSB Partnership	0	0	0	0
Objective 1.4: University of Redlands Partnership	0	0	0	5
Objective 1.5: Worforce Readiness Certificate	0	200	200	500
Objective 1.6: Middle College, Early College, OnLine HS-College	0	0	0	0
<i>Subtotal</i>	20	235	220	555



Partnerships: Long-term approach

- High Schools
- Regional Fire Training
- Redlands University (basic skills math)
- Early, Middle, Online College
- Non-Credit options through EDCT Partnerships
 - Workforce readiness certificate.
 - Pre-Apprenticeship for Construction Trades
 - Cooperative Work Experience Program



Goal 2: Improve College Processes

Short-Term Approach

Goal 2: Improve College Processes and Services				
	FA16	SP17	SU17	FA17
Objective 2.1: Department Targets	0	5	5	10
Objective 2.2: 9-Week Scheduling	0	0	0	5
Objective 2.3: Fall Registration	0	0	0	0
Objective 2.4: 24-Hour Drop	0	25	0	75
<i>Subtotal</i>	0	30	5	90



Processes: Long-term approach

- Affordable textbooks
- Promote Completion
 - Register in spring for fall
 - Plan a two-year schedule
 - Review all pathways, revise scheduling
- Determine and implement an optimal drop for non-payment window
- Provide full programs in non-traditional formats



Goal 3: Implement Targeted Recruitments

Short-Term Approach

Goal 3: Implement Targeted Recruitments				
	FA16	SP17	SU17	FA17
Objective 3.1: Applied-to-Registered	25	100	25	100
Objective 3.2: Veterans	0	25	10	40
Objective 3.3: Close to Graduating	0	5	2	5
<i>Subtotal</i>	25	130	37	145



Targeted Recruitment: Long-term approach

- Re-entry program
- Veterans
- Working Adults
- Individuals with Disabilities



Goal 4: Develop Programs to Meet Community Needs

Short-Term Approach

Goal 4: Develop/Expand Programs				
	FA16	SP17	SU17	FA17
Objective 4.1: Positive Attendance	10	10	5	15
Objective 4.2: Online Offerings	0	10	5	15
Objective 4.3: Athletics	5	15	0	5
Objective 4.4: Work Experience	0	100	10	100
<i>Subtotal</i>	15	135	20	135



Meeting community needs: Long-term approach

- Expand online education
- Develop credit and non-credit pathway options:
 - career choice, college re-entry, parenting skills, and family financial planning
- Develop programs that meet market demands



Summary

	FA16	SP17	SU17	FA17
Goal 1: Expand and Develop Partnerships	20	235	220	555
Goal 2: Improve College Processes and Services	0	30	5	90
Goal 3: Implement Targeted Recruitments	25	130	37	145
Goal 4: Develop/Expand Programs	15	135	20	135
<i>Subtotal</i>	<i>60</i>	<i>530</i>	<i>282</i>	<i>925</i>



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: January 19, 2017

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
Board of Trustees Information Requests
(updated 12/13/16)**

Date of Request: 8/25/2016
Requested by: Board of Trustees
Planned Completion Date: 01/12/17

Request: Foundations to update the Board on how the one-time money is being spent.

Comments: The Study Session for the Foundations is scheduled for 1/12/17. The Board created an Ad Hoc Committee to develop the agenda and specific requests for the meeting.

Date of Request: 8/25/2016
Requested by: Board of Trustees
Planned Completion Date: 06/30/17

Request: Report to the Board detailing how the EDCT will support the campuses.

Comments: Chancellor will update the Board on collaborative work and support efforts during 2016-2017 academic year, leading to a strategic plan from EDCT. The timeline is tied to the next budget cycle. Additionally, the plan should be presented when there is a permanent Associate Vice Chancellor in place.

Date of Request: 8/22/2016
Requested by: Board of Trustees
Planned Completion Date: 06/30/17

Request: Redefine Board's self-assessment questions for clarification.

Comments: BOT Ad Hoc committee to schedule meeting.

Date of Request: 8/22/2016
Requested by: Board of Trustees
Planned Completion Date: 06/30/17

Request: Board goals should be agendaized for progress reports.

Comments: Chancellor will provide periodic updates.

Date of Request: 8/25/2016
Requested by: Board of Trustees
Planned Completion Date: 06/30/17

Request: KVCR and EDCT one-time expenses to be listed on their own budget lines

Comments: Jose Torres will provide breakdown next fiscal year.

Date of Request: 9/8/2016
Requested by: Singer
Planned Completion Date: 06/30/17

Request: Recommendation to promote the safety of our campuses, to the community, based on monthly Clery reports.

Comments: Chancellor will work with the District Director of Marketing, PR and Government Affairs to promote the safety on a regular basis.

Date of Request: 8/22/2016
Requested by: Board of Trustees
Planned Completion Date: Completed
10/17/2016

Request: Requested a master calendar and more reminders of upcoming events.

Comments: Chancellor provides the upcoming event calendar in the Trustee Chat weekly.

Date of Request: 8/22/2016
Requested by: Board of Trustees
Planned Completion Date: Completed
8/24/2016

Request: Presentations to the Board should include executive summary, minimum 12 pt. font, be consistent reporting style with both colleges, and must answer why the information is important and how the Board can help.

Comments: Chancellor revised the presentation guidelines. Implementation is planned for 8/24/16.

Date of Request: 8/25/2016
Requested by: Singer
Planned Completion Date: Completed 9/1/16

Request: What percentage of votes are needed to pass proposition 30 replacement bill, proposition 55?

Comments: Chancellor emailed response on 8/30/16 and a printed copy at the 9/1/16 Study Session.

Date of Request: 8/22/2016
Requested by: Board of Trustees
Planned Completion Date: Completed 9/8/16

Request: Closed session to start at 4pm with open session at 5pm.

Comments: This will begin at the 9/8/16 Board meeting.

Date of Request: 8/22/2016
Requested by: Williams
Planned Completion Date: Completed 9/8/16

Request: Request to send monthly bond reports electronically and not in printed format.

Comments: This will begin at the 9/8/16 Board meeting.

Date of Request: 10/20/2016
Requested by: Board of Trustees
Planned Completion Date: 04/30/17

Request: Contract with Cynthia Pringle - Can we see the results of the analysis on KVCR once complete?

Comments: We anticipate having a written report of findings from the consultant by the end of April. The Chancellor will share the report with the Board.

Date of Request: 11/10/2016
Requested by: Harrison
Planned Completion Date: 06/30/17

Request: Consider having a Strengths Quest session for the Board

Comments:

Date of Request: 12/1/16
Requested by: Budget Ad Hoc Committee
Planned Completion Date: 1/19/17

Request: The Board of Trustees Budget Committee requested that each campus present its enrollment management plan to the Board.

Comments: The Chancellor will include the presentation at the January 19 Board meeting.



Members Present:

John Longville, President
Joseph Williams, Vice President
Gloria Harrison, Clerk
Donna Ferracone, Trustee
Dr. Donald Singer, Trustee (left at 4:30pm)
Dr. Anne Viricel, Trustee
Frank Reyes, Trustee
Beverly Rapouw, CHC Student Trustee (arrived at 4:00pm)
Pablo Machado, SBVC Student Trustee (arrived at 4:00pm)

Members Absent:

None

Administrators Present:

Bruce Baron, Chancellor
Diana Rodriguez, President, SBVC (arrived at 4:00pm)
Dr. Wei Zhou, President, CHC (arrived at 4:00pm)
Jose Torres, Vice Chancellor of Business and Fiscal Services (arrived at 4:00pm)

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 9:15am. Trustee Ferracone led the pledge of allegiance.

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- Conference with Labor Negotiators – Government Code 54957.6
Agency Negotiator: Bruce Baron – CSEA, CTA
- Public Employee Performance Evaluation, Government Code 54957
Title: Chancellor
- Public Employee Discipline/Dismissal/Release/Non Re-Employment - Government Code 54957 and Education Code 87678 (2 cases)
- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2): 2 cases

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None

CONVENE CLOSED SESSION

Closed session convened at 9:16am

RECONVENE PUBLIC MEETING AT 12:00 pm

Meeting reconvened at 2:04pm

REPORT OF ACTION IN CLOSED SESSION (if any)

On December 8, 2016, the Board unanimously voted to take action to approve the release of probationary employee No. 27224.

CONVENE TO BREAK

Trustees convened to break at 2:05pm

RECONVENE PUBLIC MEETING AT 4:00 pm

Meeting reconvened at 4:10pm

OATH OF OFFICE

- Trustee Gloria Macias Harrison was given the Oath of Office by William Harrison
- Trustee Anne Viricel was given the Oath of Office by Margaret Hill
- Trustee Frank Reyes and President John Longville were given the Oath of Office by Assembly member Eloise Reyes

ORGANIZATIONAL MEETING OF THE BOARD

Consideration of Approval of Board Ad Hoc Committees

Trustee Williams motioned, Trustee Harrison seconded the motion and the board members voted as follows: To approve the Board Ad Hoc Committees as presented. **Amended with the addition of the Standing Budget Committee and the Standing Student Success Committee. Include on next month agenda: Career Technical Education Standing Committee: Harrison, Longville, Viricel**

Policy & Procedures

- Donna Ferracone
- Donald Singer
- Gloria Harrison

Board & Chancellor Evaluations

- Gloria Harrison
- John Longville
- Anne Viricel

SBCCD Board & Local K-12 Boards

- Donald Singer
- Joseph Williams
- Donna Ferracone

Foundations

- Donna Ferracone
- Joseph Williams
- Gloria Harrison

Standing Budget Committee

- Donna Ferracone
- Joseph Williams
- Gloria Harrison

Standing Student Success Committee

- Donna Ferracone
- Joseph Williams
- John Longville

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Singer, Viricel, Rapouw, Machado
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Committee Assignments (KVCR Foundation and San Bernardino Regional Emergency Training Center Joint Powers Authority)

Trustee Williams motioned, Trustee Harrison seconded the motion and the board members voted as follows: To approve the committee assignments:

KVCR Foundation

- John Longville
- Donna Ferracone
- Gloria Harrison

EDCT Foundation

- Frank Reyes
- John Longville

San Bernardino Regional Emergency Training Center Joint Powers Authority

- Donna Ferracone

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Singer, Viricel, Rapouw, Machado
NOES: None
ABSENT: None
ABSTENTIONS: None

Elect Board Representative and Alternate to the Nominating Committee for the County Committee on School District Organization

Trustee Williams motioned, Trustee Machado seconded the motion and the board members voted as follows: To elect a Board representative and alternate to serve on the Nominating Committee for the County Committee on School District Organization.

- Trustee Viricel, Board representative
- Trustee Williams, alternate

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Singer, Viricel, Rapouw, Machado
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration to Confirm Assignments of Oversight Committees to the Redevelopment Successor Agencies

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows: To confirm the assignments of Oversight Committees to the Redevelopment Successor Agency.

- City of Big Bear Lake, Larry Strong
- City of Calimesa, (represented by Mt. San Jacinto)
- City of Colton, Frank Reyes
- City of Fontana, (represented by Chaffey)

- City of Grand Terrace, Larry Strong
- City of Highland, Dr. Anne L. Viricel
- City of Loma Linda, Steve Sutorus
- City of Redlands, Donna Ferracone
- City of Rialto, Hussain Agah
- City of San Bernardino, Jose Torres
- County of San Bernardino, (represented by Chaffey)
- IVDA Joint, Jose Torres, Vice Chancellor of Business & Fiscal Services
- City of Yucaipa, Donna Ferracone

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Singer, Viricel, Rapouw, Machado

NOES: None

ABSENT: None

ABSTENTIONS: None

Elect Officers – President, Vice President, and Clerk

The Board unanimously voted to elect officers as follows:

- Joseph Williams, President
- Gloria Harrison, Vice President
- Donna Ferracone, Clerk

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Singer, Viricel, Rapouw, Machado

NOES: None

ABSENT: None

ABSTENTIONS: None

REPORTS

- Trustee Ferracone thanked the Redlands Family Services. Attended CHC Christmas Party, Winterfest at SBVC.
- Trustee Singer reminded the board members of the upcoming All-Board Meeting with K-12 Boards. He also attended the CCLC Conference in Riverside.
- Trustee Harrison attended the CCLC Conference, SBVC Holiday party, Winterfest, Standing Budget committee is discussing allocation of workforce fund distribution, retirement incentive, Trustee's budget, enrollment management.
- President Longville reported on the Evaluation Committee with Trustee Viricel replacing Trustee Zombos. Attended the swearing in of the legislature in Sacramento.
- Trustee Williams attended CCLC Conference, Employment of People with Disabilities committee, and mentioned SCE and their electrical charging station promotion.
- Trustee Viricel attended City of SB Arts Night and spoke at SB Chamber.
- Trustee Reyes attended CSUSB Memorial of the 12/2 terrorist attack and the swearing in of the legislature in Sacramento.
- Student Trustee Rapouw attended General Assembly and Social Media Event.
- Student Trustee Machado attended CCLC Conference and General Assembly.
- Chancellor Baron is pleased with the staff and colleges and their accomplishments. Wished Bryan Reece well as he takes the president position at Norco College. Chancellor introduced Beverly Powell who will work on bond projects. Invited everyone to attend the Chancellor's Holiday Party.
- President Zhou provided a written report.

- Denise Hoyt reported for CHC Academic Senate. Senate is working on the registration interface, Hobson Starfish tool, and Ellucian to ensure the registration process can be as easy as possible. Working with MCHS proposal and will analyze the drop for non-payment, Canvas training, Zero Textbook Grant, and have toured the College of the Canyons to get ideas for College Village.
- Ben Gamboa reported for the CHC Classified Senate. CHC approved the 9+1 and its tenants.
- CHC Student Senate working on a float and supporting needy children under 12 for the holidays.
- President Rodriguez reported receiving a letter from President Obama congratulating SBVC for their 90th anniversary. Celebrating the 30th anniversary of the Puente Project and the 50th anniversary of Kwanza.
- Celia Huston reported for SBVC Academic Senate.
- Autumn Blackburn reported for SBVC Associated Students. ASG participated in Spirit Day, Winterfest decorating and judging, and have adopted numerous resolutions. They are working on a pilot video to broadcast on campus monitors.
- Mary Valdemar reported for CSEA. She requested to be agendized next month. Written solutions were distributed along with an invitation to the next CSEA meeting and a Bookstore Holiday card. Sustainability Committee has been formed at SBVC. Working with students around Safe Spaces around campus and the community.

APPROVAL OF MINUTES

Trustee Williams motioned, Trustee Viricel seconded the motion and the board members voted as follows: To approve the minutes of November 10, 2016.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

PUBLIC COMMENTS ON AGENDA ITEMS

None

CONSENT AGENDA

BOARD OF TRUSTEES & CHANCELLOR

Consideration of Approval to Accept Board Policies for First Reading

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To accept Board Policies and Administrative Procedures for first reading.

BP 2410 Board Policies & Procedures, BP/AP 2435 Evaluation of the Chancellor, BP 3410 Nondiscrimination, BP/AP 3515 Reporting of Crimes, BP/AP 3720 Computer and Network Use, BP/AP 4105 Distance Education, BP 5140 Disabled Student Programs and Services, AP 6200 Budget Preparation, AP 6310 Accounting, AP 6315 Warrants, BP/AP 6320 Investments, BP/AP 6325 Payroll, BP/AP 6600 Capital Construction, BP/AP 6750 Parking, BP 7120 Recruitment and Hiring.
Amended to reflect Page 42 line 148 - change "personally" to "personal", Page 81 line 96 - change "used in" to "used by", Page 81 line 103 - change "in a timely manner" to "by the posted due date"

Pull AP 2410 for additional editing by the Board Ad Hoc Committee

Pull BP 7310 for additional editing by the Board Ad Hoc Committee

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

INSTRUCTIONAL/STUDENT SERVICES

Consideration of Approval of Curriculum – SBVC

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

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Curriculum – CHC

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

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

HUMAN RESOURCES

Consideration of Acceptance of Employee Resignations

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To accept the resignations of Johnny Conley and Virginia Albarran.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Adjunct and Substitute Academic Employees

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the employment of adjunct and substitute academic employees as needed for the 2016-2017 academic year.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Appointment of District Employees

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the appointment and management contract, if applicable, of Bethany Taska, David Casillas, J. Manuel Villegas, Valentine Rodriguez, Thomas Cole, Timothy Vasquez, Colin Brooks, Carolyn Kirkpatrick, Ernie Loera, Renee Azenaro, and Darryl Swarm.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Classified Employee Demotion

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the demotion of Elizabeth Lopez.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of District Volunteers

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

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Employment Rescission

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To rescind the employment of Jose Diaz.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Non-Instructional Pay for Academic Employees

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

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Salary Step Advancement for Management Employee

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the salary step advancement for Jose Torres.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Stipends

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve stipends for the 2016-2017 academic year.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Temporary Academic Employees

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the temporary academic appointment of Daniel Comiskey, Deana Kelly-Silagy, Kimberly Wingson, Earline Glover, Rebecca Mendez, Elizabeth Banuelos, Nicole Mendoza, Heather Johnson, Yecica Bernardo, and Tammy Preston.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Transfer in Lieu of Layoff

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the transfer of Ginger Sutphin in lieu of layoff.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval to Extend Interim Management Assignment

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the interim management extension for Mark Snowwhite and Richard Galope.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

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

Trustee Harrison motioned, Trustee Williams 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, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

BUSINESS & FISCAL SERVICES

Consideration of Approval of Professional Services Contracts-Agreements

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the list of Professional Services contracts/agreements.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Purchase Order Report

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

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

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

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To ratify the attached list of routine contracts/agreements and memorandums of understanding. **Amended to reflect Patient Point Hospital Solutions is an advertisement for SBVC, not CHC**

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

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

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

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Surplus Property and Authorize Donation to Resources Education and Careers in Healthcare of Rancho Cucamonga

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the surplus and donation of 25 office chairs and one office filing cabinet to Resources Education and Careers in Healthcare of Rancho Cucamonga.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Surplus Property and Authorize Donation to Silver Valley Unified School District of Yermo, CA

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the surplus and donation of a 2000 Ford Explorer to Silver Valley Unified School District of Yermo, CA.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Vacation Payout

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the payout of 15 days of earned vacation for Bruce Baron at the rate of \$995.61 per day, totaling \$14,934.15.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

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

Trustee Harrison motioned, Trustee Williams 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 resolution.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval to Adopt a Resolution to Appropriate Funds

Trustee Harrison motioned, Trustee Williams 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, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration to Approve District & College Expenses

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

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Individual Memberships

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

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration to Approve Conference Attendance

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the requests for Conference Attendance.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

FACILITIES

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

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve the following contract amendments and ratify the following change orders. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

San Bernardino Valley College – Applied Technology Phase II						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Preferred General Services, Apple Valley CA	CO-01	\$241,862.00	\$0.00	\$217.00	\$242,079.00	1.0%

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval of Non-bond Construction Change Orders and Contract Amendments

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

San Bernardino Valley College – Elevator Hydraulic Ram Replacement						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Amtech Elevator Services Anaheim, CA	CO-01	\$31,328.00	\$0.00	\$0.00	\$31,328.00	0.00%

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval to Award a Small Scale Construction Contract to Dan Lyman Construction, Inc. of San Bernardino CA

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To award a small scale construction contract to Dan Lyman Construction, Inc. of San Bernardino CA for the New Gymnasium & Fields Project at SBVC in the amount of \$3,375.00.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval to Award a Small Scale Construction Contract to Three Peaks Corporation of Calimesa CA

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To award a small scale construction contract to Three Peaks Corporation of Calimesa CA for the New Gymnasium & Fields Project at SBVC in the amount of \$17,335.50.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval to Award Informal Bid and Contract to Three Peaks Corp of Calimesa CA

Trustee Harrison motioned, Trustee Williams seconded the motion and the board members voted as follows: To approve award an informal bid and contract to Three Peaks Corp of Calimesa CA for the PAC Battery Inverter and Sewer Ejector Controls project at CHC in the amount of \$164,262.00.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

RESOLUTIONS

None

ACTION AGENDA

Consideration of Approval of Board Policies and Administrative Procedures - 2nd Reading

Trustee Williams motioned, Trustee Viricel seconded the motion and the board members voted to approve as follows: To approve the Board Policies and Administrative Procedures for 2nd Reading.

AP 3516 Registered Sex Offender Information; BP/AP 3520 Local Law Enforcement; BP/AP 3530 Weapons on Campus; BP/AP 7600 District Police Department

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval to Reaffirm Board Imperatives and item until to the January board meeting.

Trustee Harrison motioned, Trustee Ferracone seconded the motion to table the item to the next Board meeting. Motion was withdrawn by Trustee Harrison.

Trustee Harrison motioned, Trustee Ferracone seconded the motion to approve the item to have discussion.

Trustee Harrison requested the committee to reword goal #4 to develop policy for the Chancellor to carry out. Goal #3 overall district plan. Goal #8 is part of the overall plan for CTE programs as a whole and the marketing plan. It should link to the master plan. Add #9 goal: District Plan for CTE.

AYES: Longville, Williams, Harrison, Reyes, Viricel, Rapouw, Machado

NOES: Ferracone

ABSENT: Singer

ABSTENTIONS: None

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval to Accept Independent Audit Report of the San Bernardino Community College District for 2015-16

Trustee Williams motioned, Trustee Viricel seconded the motion and the board members voted as follows: To accept the 2015-16 independent audit report of the San Bernardino Community College District.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

Consideration of Approval to Accept Independent Audit Report of the San Bernardino Community College District Measures P and M Proposition 39 Bond Building Fund for 2015-16

Trustee Williams motioned, Trustee Viricel seconded the motion and the board members voted as follows: To accept the 2015-16 independent audit report of the San Bernardino Community College District Measures P and M Proposition 39 Bond Building Fund.

AYES: Longville, Williams, Harrison, Ferracone, Reyes, Viricel, Rapouw, Machado

NOES: None

ABSENT: Singer

ABSTENTIONS: None

INFORMATION ITEMS

Applause Cards

Application for Fiscal Independence Update

Budget Report

Cenergistic Cumulative Cost Savings

District Clery Act Compliance Report

General Fund Cash Flow Analysis

Quarterly Financial Status Report

Summary of Measure M Construction Contract Change Orders and Amendments

ADJOURN

President Longville adjourned the meeting at 7:05pm.

Donna Ferracone, Clerk of the Board of Trustees

Bookstore Solutions

1. Streamline purchasing process for supplies, decorations, promo items & other in house items;
2. Re-evaluate after the implementation of Book Voucher program through Financial Aid;
3. Convert store to a general student store or campus store with less focus on textbooks;
4. Allow students to re-take ownership of the bookstore as was originally in place before the district took it over and where it made a healthy profit;
5. Look at other entities with the same level of scrutiny that are currently supported by campus generated funds/income but also do not bring in any "income" to the district or not enough to cover their staffing costs;
6. Outreach to community organizations to assist in the promotion, business planning & strategies needed to improve the bookstore success, including our own district entrepreneurship team;
7. Bring together campus community with more collegial consultation groups to problem solve additional solutions to support our bookstore colleagues.

YOU'RE INVITED TO A

RECEPTION FOR NEW BOARD MEMBERS!

DECEMBER 12, 2016

5:30 PM

SBCCD DISTRICT OFFICE, PDC 104



LET US KNOW IF YOU'LL ATTEND!

909-384-8673 OR 909-384-8234

MVALDEMA@VALLEYCOLLEGE.EDU

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Henry Hua, Interim Vice President, Instruction, SBVC
DATE: January 19, 2017
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 2017-2018 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
January 19, 2017**

NEW DISCIPLINE

Baking: The baking program is currently under Culinary Arts however needs to be its own program. While the program is connected to culinary, it is different skill base than culinary. Baking requires science and precision, while culinary does take skill and knowledge it does not have to be based on science. The Strong Workforce Development Grant has set up metrics that must be followed one of the areas we must follow is enrollment. If the baking program is not a stand-alone program we will not be able to track the students in the baking courses and will not meet the metrics, and the funding will be pulled from the program. The state would like to track each student from high school through college and into their careers in the near future. A stand-alone Baking Program would be essential for that to happen accurately. In order to find out if we are filling the gap within the gap analysis we have completed for this program we need to be able to count students that have completed the baking courses and gone out into the field this concept also supports a stand-alone Baking program.

Effective: Fall 2017

CONTENT REVIEW

No Changes to the College Catalog

COMMST 100	COMMST 100H	COMMST 176	ENGL 070
ENGL 270	MUS 123	MUS 130	MUS 133
MUS 150x4	MUS 159x4		

Rationale: Content Review
Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: AERO 015
Course Title: Nano Composite Technology
Units: 2
Lecture: 1 contact hour(s) per week
16 - 18 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Prerequisite: None.
Catalog Description: This course is an introduction to Nano Composite Structures including the manufacturing, uniqueness, strength and repair methods in the aviation field and any related fields using composites technology.
Schedule Description: This course is an introduction to Nano Composite Structures including the manufacturing, uniqueness, strength and repair methods in the aviation field and any related fields using composites technology.
Rationale: Composite training program can enable our AMT school or students to meet or exceed FAR Part 147 concerning composite training. With our program, you will be able to provide a student with solid entry level skills in performing repairs to advanced composite structures
TOP Code: 0950.00
Equate: Course not offered at CHC.
Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID:	AERO 021
Course Title:	Aviation Fundamentals
Units:	3
Lecture:	3 contact hour(s) per week 48 - 54 contact hours per semester
Prerequisite:	None.
Catalog Description:	This course is an introduction to the basic principles of aeronautics, aircraft structure and operations including space, rocketry and aeronautical occupations.
Schedule Description:	This course is an introduction to the basic principles of aeronautics, aircraft structure and operations including space, rocketry and aeronautical occupations.
Rationale:	This Class will be open to anyone who wants a career in aviation, electronics, and piloting.
TOP Code:	3020.20
Equate:	Course not offered at CHC.
Effective:	Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID:	AERO 024
Course Title:	Aircraft Powerplants
Units:	3
Lecture:	3 contact hour(s) per week 48 - 54 contact hours per semester
Prerequisite:	None.
Catalog Description:	This course is designed to familiarize the student with the operating principles and construction highlights of both reciprocating and jet aircraft engines including: internal combustion engines, jet propulsion engines, aircraft fuels and fuel systems, electrical and ignition systems, lubricants and lubrication systems, propellers, engine instrument and control systems, engine inspection, operation and troubleshooting.
Schedule Description:	This course is designed to familiarize the student with the operating principles and construction highlights of both reciprocating and jet aircraft engines.
Rationale:	We have recently begun development of a partnership with World Wide Wings LLC international flight school based at San Bernardino Airport. They desire their professional pilot students to complete an Associate Degree so they will be more valuable to their prospective employers and be more hire able.
TOP Code:	3020.20
Equate:	Course not offered at CHC.
Effective:	Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID:	AERO 025
Course Title:	Flight Safety
Units:	2
Lecture:	2 contact hour(s) per week
Prerequisite:	None.
Catalog Description:	This course is an in-depth study of flight safety including: organizations contributing to flight safety, Pilot and passenger responsibilities, emergency radio

procedures, pilot resources, ground safety, mid-air collisions, weather and night flight hazards and precautions, emergency procedures, medical factors, human factors, and crash investigation and liability.

Schedule Description: This course is an in-depth study of flight safety including organizations contributing to flight safety, emergency procedures, medical and human factors, crash investigation and liability.

Rationale: We have recently begun development of a partnership with World Wide Wings LLC international flight school based at San Bernardino Airport. They desire their professional pilot students to complete an Associate Degree so they will be more valuable to their prospective employers and be more hire able.

TOP Code: 3020.20

Equate: Course not offered at CHC.

Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: AERO 026

Course Title: Airframe Structures

Units: 3

Lecture: 3 contact hour(s) per week

Prerequisite: None.

Catalog Description: This course is designed to familiarize the aviator or prospective pilot with the fundamentals of aircraft design and construction including: aircraft structural components, fundamentals of aerodynamics and flight, materials and hardware, ice and rain protection, hydraulic and pneumatic systems, landing gear systems, fire protection systems, electrical systems, instrument systems, weight and balance control, and blue print reading.

Schedule Description: This course is designed to familiarize the student with design and construction, principles of aerodynamics and flight and aircraft systems and components.

Rationale: We have recently begun development of a partnership with World Wide Wings LLC international flight school based at San Bernardino Airport. They desire their professional pilot students to complete an Associate Degree so they will be more valuable to their prospective employers and be more hire able.

TOP Code: 3020.20

Equate: Course not offered at CHC.

Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: AERO 027

Course Title: Airport Certification and Operations

Units: 2

Lecture: 2 contact hour(s) per week

32 - 36 contact hours per semester

Prerequisite: None.

Catalog Description: This course covers airport certification and operations including applicability, definitions, certificate requirements, and process, Airport Certification Manual(ACM), record keeping, personnel requirements, markings, signs, and lighting, airport emergency plan, wildlife hazard management, and unmanned aerospace vehicles (UAV)(drones) issues.

Schedule Description: This course covers airport certification and operations including certification requirements and process, Airport Certification Manual (ACM), airport emergency plan, and wildlife hazard management.

Rationale: The college has recently developed a partnership with World Wide Wings international, Based at San Bernardino Airport. They desire to have their professional pilot students complete an Associate Degree in Flight Operations and Management so they will more hire able and more valuable to their prospective employers.

TOP Code: 3020.20
Equate: Course not offered at CHC.
Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: **AERO 034**
Course Title: Civil Aviation Management and Laws
Units: 3
Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester

Prerequisite: None.

Catalog Description: This course covers the history of civil aviation in the United States including: federal legislation on civil aviation, international treaties and agreements relevant to civil aviation, and regulations pertaining to the management of airports, air carriers, general aviation, international air transport, and the air cargo industry.

Schedule Description: This course covers the history of civil aviation in the United States including: federal legislation on civil aviation, international treaties and agreements relevant to civil aviation, and regulations pertaining to the management of airports and the different categories of airplane companies.

Rationale: We have recently begun development of a partnership with World Wide Wings LLC international flight school based at San Bernardino Airport. They desire their professional pilot students to complete an Associate Degree so they will be more valuable to their prospective employers and be more hire able.

TOP Code: 3020.20
Equate: Course not offered at CHC.
Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: **AERO 040**
Course Title: Instrument Ground School
Units: 4
Lecture: 3 contact hour(s) per week
48 - 54 contact hours per semester

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

Prerequisite: None.

Catalog Description: This course examines the fundamentals of instrument flight in the Air Traffic Control (ATC) system and factors that can affect the operation including aerodynamics, navigation, flight planning, and communication. The subject matter is reinforced by flying various procedures in flight simulators. This course can be used as a method to meet the Federal Aviation Administration (FAA)

Schedule Description: requirements for the ground instruction portion of a Biennial Flight Review (BFR) as specified in Federal Aviation Regulations (FAR) 61.56. This course examines the fundamentals of instrument flight in the Air Traffic Control (ATC) system and factors that can affect the operation including aerodynamics, navigation, flight planning, and communication. The subject matter is reinforced by flying various procedures in flight simulators. This course can be used as a method to meet the Federal Aviation Administration (FAA) requirements for the ground instruction portion of a Biennial Flight Review (BFR) as specified in Federal Aviation Regulations (FAR) 61.56.

Rationale: We have recently begun development of a partnership with World Wide Wings LLC international flight school based at San Bernardino Airport. They desire their professional pilot students to complete an Associate Degree so they will be more valuable to their prospective employers and be more hire able.

TOP Code: 3020.20
Equate: Course not offered at CHC.
Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: AERO 046
Course Title: Aviation Weather
Units: 3
Lecture: 3 contact hour(s) per week
Prerequisite: None.
Catalog Description: This course covers the aspects of weather as they relate to aircraft operation and safety. Includes: Basic and hazardous weather, atmospheric winds, pressure systems as associated with weather, cloud formation, air masses and fronts, thunder storms, turbulence and icing, fog, haze and smoke, high altitude, arctic and tropical weather, interpretation of weather reports, forecast, charts and maps.

Schedule Description: This course covers the aspects of weather as they relate to aircraft operation and flight safety. Includes basic and hazardous weather and interpretation of weather reports, forecast, charts, and maps.

Rationale: We have recently begun development of a partnership with World Wide Wings LLC international flight school based at San Bernardino Airport. They desire their professional pilot students to complete an Associate Degree so they will be more valuable to their prospective employers and be more hire able.

TOP Code: 3020.20
Equate: Course not offered at CHC.
Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: CULART 180
Course Title: Small Business and Catering Management
Units: 5.5
Lecture: 5.5 contact hour(s) per week
88 - 99 contact hours per semester
Departmental Advisory: ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Catalog Description: This course covers catering and banquet techniques for serving 25 to 100 people. It includes developing a small business that will work with clients to develop an

Schedule Description: event, including customizing a menu and calculating staffing needs for preparation, cooking, transporting, setting up, serving and cleaning up. This course also caters to event planning. This course covers catering and banquet techniques for serving 25 to 100 people. It includes developing a small business that will work with clients to develop an event, including customizing a menu and calculating staffing needs for preparation, cooking, transporting, setting up, serving and cleaning up. This course also caters to event planning.

Rationale: The culinary department is aligning curriculum to the new one year degree and certificate course.

TOP Code: 1306.30

Equate: Course not offered at CHC.

Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: CULART 280

Course Title: Principles of Food and Beverage Management

Units: 3

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

Departmental Advisory: ENGL 015 or eligibility for ENGL101 or ENGL 101H as determined by the SBVC assessment process.

Catalog Description: In this course the students learn principles of menu planning, sales mix, and standardization of recipes, food costing and establishing quality standards. It prepares the students to manage or own a food and beverage establishment.

Schedule Description: In this course the students learn principles of menu planning, sales mix, and standardization of recipes, food costing and establishing quality standards. It prepares the students to manage or own a food and beverage establishment.

Rationale: The culinary program is changing the program to a one year program with course changes to the program as per trends with in the industry.

TOP Code: 1307.10

Equate: Course not offered at CHC.

Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: ENGL 615

Course Title: Preparation and Remediation for English 015

Units: 0

Lecture: 18 contact hour(s) per semester

Prerequisite: None.

Catalog Description: This non-credit course is designed to equip students with skills that they can use to be better prepared for the English 015 course and the common final. The primary areas of focus are on the development of reading and test taking skills and strategies, in addition to strategies to effectively address the components of the English 015 common final. This course is a supplement to English 015 and does not serve as a prerequisite for English 101.

Schedule Description: This non-credit course is designed to equip students with skills that they can use to be better prepared for the English 015 course and the common final. The primary areas of focus are on the development of reading and test taking skills

and strategies, in addition to strategies to effectively address the components of the English 015 common final.

Rationale: There is a need for a course that provides students who are in or who have taken English 015 with additional practice in understanding the expectations of the English 015 course and common final.

TOP Code: 1501.00

Equate: Course not offered at CHC.

Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: **MUS 162x4**

Course Title: Wind Ensemble

Units: 1

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

Laboratory: 1.5 contact hour(s) per week
24 - 27 contact hours per semester

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

Catalog Description: This course is for the study, rehearsal, and public performance of musical literature, with an emphasis on the development of skills needed to perform within an ensemble and be emulated by future teachers. This group is the premier classical instrumental ensemble featuring wind, brass, and percussion instruments. An audition with the director is mandatory for participation in this ensemble. Public performances are mandatory.

Schedule Description: This course is for the study, rehearsal, and public performance of musical literature, with an emphasis on the development of skills needed to perform within an ensemble and be emulated by future teachers. This group is the premier classical instrumental ensemble featuring wind, brass, and percussion instruments. An audition with the director is mandatory for participation in this ensemble. Public performances are mandatory.

Rationale: A course of study focusing on instrumental music performance is a Music-ADT Supporting Course, which is not available at this time.

TOP Code: 1002.00

Equate: Course not offered at CHC.

Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: **MUS 166x4**

Course Title: Concert Band

Units: 1

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

Laboratory: 1.5 contact hour(s) per week
24 - 27 contact hours per semester

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

Catalog Description: This course is for the study, rehearsal, and public performance of musical literature, with an emphasis on the development of skills needed to both perform

Schedule Description: within an ensemble, and be emulated by future teachers. This group features wind, brass, and percussion instruments; and will rehearse and perform standard band literature. No audition is necessary for participation in this ensemble. This course is for the study, rehearsal, and public performance of musical literature, with an emphasis on the development of skills needed to both perform within an ensemble, and be emulated by future teachers. This group features wind, brass, and percussion instruments; and will rehearse and perform standard band literature. No audition is necessary for participation in this ensemble.

Rationale: A course of study focusing on instrumental music performance is a Music-ADT Supporting Course, which is not available at this time.

TOP Code: 1004.00

Equate: Course not offered at CHC.

Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: WST 075

Course Title: Water/Wastewater Chemistry and Analysis

Units: 4

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

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

Prerequisite: WST 072 or WST 092

Catalog Description: This course introduces students to the physical and chemical properties of substances commonly used in the treatment of water/wastewater and the role of laboratory analysis in the treatment processes. The course includes procedures and techniques used by plant operators in physical, chemical, and bacteriological examination of water/wastewater. Formally WST-074.

Schedule Description: This course introduces students to the physical and chemical properties of substances commonly used in the treatment of water/wastewater and the role of laboratory analysis in the treatment processes. The course includes procedures and techniques used by plant operators in physical, chemical, and bacteriological examination of water/wastewater. Formally WST-074.

Rationale: There is an increasing demand for advanced course offerings in Water Supply Technology (WST). The course was formally numbered WST-074 but has been renumbered WST-075 to reflect the changes in pre-requisite courses, update of the course content to include water/wastewater chemistry, and increased number of units from three to four.

TOP Code: 0958.00

Equate: Course not offered at CHC.

Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: WST 603

Course Title: Test Review for Water Distribution Operations D3

Units: 0

Lecture: 8 contact hour(s) per semester

Prerequisite: None.

Catalog Description: This non-credit course is a review of the expected Range of Knowledge (ROK) required to obtain the State Water Resources Control Board (SWRCB) Distribution Operator certification at the Distribution Operator III level. The review topics include distribution system operations, disinfection, related mathematics, and safety.

Schedule Description: This non-credit course is a review of the expected Range of Knowledge (ROK) required to obtain the State Water Resources Control Board (SWRCB) Distribution Operator certification at the Distribution Operator III level. The review topics include distribution system operations, disinfection, related mathematics, and safety.

Rationale: There is an increasing demand for advanced course offerings in Water Supply Technology (WST). This course is designed to prepare students for higher level state certification examinations and qualify for more responsible positions within the water industry.

TOP Code: 0958.00
Equate: Course not offered at CHC.
Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: **WST 612**
Course Title: Test Review for Water Treatment T2
Units: 0
Lecture: 8 contact hour(s) per semester
Prerequisite: None.
Catalog Description: This noncredit course is a review of the expected Range of Knowledge (ROK) required to obtain the State Water Resources Control Board (SWRCB) Water Treatment Operator II certification. The review topics include conventional treatment techniques, source water supply and storage, water quality regulation and related math.

Schedule Description: This noncredit course is a review of the expected Range of Knowledge (ROK) required to obtain the State Water Resources Control Board (SWRCB) Water Treatment Operator II certification. The review topics include conventional treatment techniques, source water supply and storage, water quality regulation and related math.

Rationale: There is an increasing demand for advanced course offerings in Water Supply Technology (WST). This course is designed to prepare students for higher level state certification examinations and qualify for more responsible positions within the water industry.

TOP Code: 0958.00
Equate: Course not offered at CHC.
Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: **WST 625**
Course Title: Test Review for Wastewater Treatment Plant Operations Grades One and Two
Units: 0
Lecture: 8 contact hour(s) per semester
Prerequisite: None.

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

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

Rationale: There is an increasing demand for advanced course offerings in Water Supply Technology (WST). This course is designed to prepare students for higher level state certification examinations and qualify for more responsible positions within the water industry.

TOP Code: 0958.00
Equate: Course not offered at CHC.
Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: **WST 626**

Course Title: Test Review for Wastewater Treatment Plant Operations Grades Three, Four and Five

Units: 0

Lecture: 8 contact hour(s) per semester

Prerequisite: None.

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

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

Rationale: There is an increasing demand for advanced course offerings in Water Supply Technology (WST). This course is designed to prepare students for higher level state certification examinations and qualify for more responsible positions within the water industry.

TOP Code: 0958.00
Equate: Course not offered at CHC.
Effective: Fall 2017

NEW COURSE

To be added to the 2017-2018 College Catalog pending State Approval

Course ID: WST 629
Course Title: Introduction to Water Supply Technology
Units: 0
Lecture: 8 contact hour(s) per week
Prerequisite: None.
Catalog Description: This noncredit course introduces students to entry-level training in water conservation, treatment, supply, delivery, and waste collection systems. The goal of this course is to offer students better defined opportunities for career selection in the field of water technology. Regulations-licensing and the certification process will be discussed as a part of this course.
Schedule Description: This noncredit course introduces students to entry-level training in water conservation, treatment, supply, delivery, and waste collection systems. The goal of this course is to offer students better defined opportunities for career selection in the field of water technology. Regulations-licensing and the certification process will be discussed as a part of this course.
Rationale: There is an increasing demand for advanced course offerings in Water Supply Technology (WST). This course offers students an introduction to the world of water supply, delivery, treatment, and collection. It also exposes students to the various opportunities available to an individual with an associate degree in water technology.
TOP Code: 0958.00
Equate: Course not offered at CHC.
Effective: Fall 2017

MODIFY COURSE

Changes to the 2017-2018 College Catalog

COURSE ID	COURSE TITLE
AERO 122	PRIVATE PILOT GROUND SCHOOL

Course ID: AERO 022
Catalog Description: This course offers complete preparation for the Federal Aviation Administration (FAA) private pilot written examination including aerodynamics, weight and balance, airports and airspace, meteorology, using aviation services, flight information publications, federal air regulations, navigation, radio navigation aids, cross-country flight planning, physiology of flight, and airborne emergencies.
Rationale: We have recently begun development of a partnership with World Wide Wings LLC international flight school based at San Bernardino Airport. They desire their professional pilot students to complete an Associate Degree so they will be more valuable to their prospective employers and be more hire able.
TOP Code: 3020.20
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
AUTOIN 010	BASIC AUTO UPHOLSTERY

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

Catalog Description: This course offers students basic theory and practical experience in creating custom automotive interiors. Safe work practices and the use of tools to develop, cut, sew and fit are emphasized.

Schedule Description: This course offers students basic theory and practical experience in creating custom automotive interiors. Safe work practices and the use of tools to develop, cut, sew and fit are emphasized.

Rationale: Collision and Refinishing Advisory committee requests re-emplementing Auto Interior courses.

TOP Code: 0948.00

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
AUTOIN 012	ADVANCED CUSTOM AUTO UPHOLSTERY

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: AUTOIN 010

Catalog Description: This course offers advanced level instruction on theory and installation of custom and hot rod automotive interiors. Safe work practices and the use of tools to design, cut, sew and fit complex interiors are emphasized.

Schedule Description: This course offers advanced level instruction on theory and practical experience in creating custom automotive interiors. Safe work practices and the use of tools to design, cut, sew and fit complex interiors are emphasized.

Rationale: Collision and refinishing advisory committee requests re-implementing auto interior courses and introducing a certificate for entry-level employment.

TOP Code: 0948.00

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
CULART 010	CULINARY ARTS INTERNSHIP I

Course Title: Restaurant Service and Catering I

Rationale: The culinary arts program is changing the program to a one year program and making the necessary changes to the program.

TOP Code: 1306.30

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
CULART 011	CULINARY ARTS INTERNSHIP II

Course Title: Restaurant Service and Catering II
Rationale: The culinary arts program is realigning its courses to adapt a one year culinary arts degree certificate program.
TOP Code: 1306.30
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
CULART 101	INTRODUCTION TO CULINARY ARTS

Course Title: Hospitality and Customer Service
Rationale: Changing name of course to align with new program and articulation.
TOP Code: 1306.30
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
CULART 160	INTRODUCTION TO FOODS

Laboratory: 9 contact hour(s) per week
 144 - 162 contact hours per semester
Rationale: The culinary program is being updated. Some of the courses are changing content.
TOP Code: 1306.30
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
CULART 161	QUANTITY FOOD PREPARATION

Lecture: 1 contact hour(s) per week
 16 - 18 contact hours per semester
Laboratory: 6 contact hour(s) per week
 96 - 108 contact hours per semester
Rationale: The culinary program is creating a new program and some of the courses are being modified or changing.
TOP Code: 1306.30
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
CULART 201	CULINARY AND HOSPITALITY MANAGEMENT

Course Title: Management of Human Resources in Hospitality
Departmental Advisory: ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

Rationale: Department is changing the name for the ease of articulation with the UC and CSU systems.
TOP Code: 1306.30
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
CULART 225	SANITATION AND SAFETY

Units: 1
Lecture: 1 contact hour(s) per week
 16 - 18 contact hours per semester
Rationale: Pre-requisites are not working for the program. The department chair is working on making the program fluid for the students in order for the students to graduate on time as well as transfer.
TOP Code: 1307.10
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
ENGL 071	ENGLISH LITERATURE: 18TH CENTURY TO PRESENT

Catalog Description: This course surveys English literature to the last quarter of the 18th Century including coverage of all significant literary types in the development of English literature from the Middle Ages to the late 18th century.
Schedule Description: This course surveys English literature to the last quarter of the 18th Century including coverage of all significant literary types in the development of English literature from the Middle Ages to the late 18th century.
Rationale: Content Review. Updating course and schedule descriptions.
TOP Code: 1501.00
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
ENGL 271	ENGLISH LITERATURE: 18TH CENTURY TO PRESENT

Prerequisite: ENGL 101 or ENGL 101H
Catalog Description: This course surveys English literature from the late 18th Century to the present including coverage of all significant literary types.
Schedule Description: This course surveys English literature from the late 18th Century to the present including coverage of all significant literary types.
Rationale: Content review, plus some updating to better conform with C-ID (though is currently already approved).
TOP Code: 1501.00
Equate: ENGL 271
Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 107	MUSIC OF THE WORLD

Catalog Description: This course is a survey of traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Saharan Africa. The course includes live and filmed performances and introduces students to the instrumental and vocal techniques, musical structures and performance contexts within selected cultures of these areas. The impact of western influences on these cultures and their music is also discussed in this course.

Schedule Description: This course is a survey of traditional and folk music of the Americas, Europe, Near-Middle-Far East and sub-Saharan Africa. This course introduces students to the instrumental and vocal techniques, musical structures and performance context within selected cultures of these areas.

Rationale: Content Review. Updated textbooks.
TOP Code: 1004.00
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 121	MUSIC HISTORY AND LITERATURE – MIDDLE AGES TO BAROQUE

Catalog Description: This course provides an overview of the historical development of music from the Middle Ages through the Baroque Period. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to historical events.

Schedule Description: This course provides an overview of the historical development of music from the Middle Ages through the Baroque Period. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to historical events.

Rationale: Content Review.
TOP Code: 1004.00
Equate: MUSIC 120
Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 121H	MUSIC HISTORY AND LITERATURE - MIDDLE AGES TO BAROQUE - HONORS

Catalog Description: This course provides an overview of the historical development of music from the Middle Ages through the Baroque Period. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to historical events. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**

Schedule Description: This course provides an overview of the historical development of music from the Middle Ages through the Baroque Period. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to historical events. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**

Rationale: Content Review.
TOP Code: 1004.00
Equate: MUSIC 120H

Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 122	MUSIC HISTORY AND LITERATURE - CLASSIC TO CONTEMPORARY

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

Catalog Description: This course provides an overview of the historical development of music from Classicism to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to political and artistic events.

Schedule Description: This course provides an overview of the historical development of music from Classicism to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to political and artistic events.

Rationale: Content Review.

TOP Code: 1004.00

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 122H	MUSIC HISTORY AND LITERATURE - CLASSIC TO CONTEMPORARY - HONORS

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

Catalog Description: This course provides an overview of the historical development of music from Classicism to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to political and artistic events. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**

Schedule Description: This course provides an overview of the historical development of music from Classicism to the present. Emphasis is placed on appreciation of musical form, and the role of music in a multicultural society relative to political and artistic events. **This course is intended for students in the Honors Program, but is open to all students who desire more challenging course work.**

Rationale: Content Review.

TOP Code: 1004.00

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 124	ELECTRONIC MUSIC II

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

Rationale: Content Review.

TOP Code: 1004.00

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 131	INTERMEDIATE VOICE

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by SBVC assessment process.
Rationale: Content Review
TOP Code: 1004.00
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 135	ADVANCED PIANO

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by SBVC assessment process.
Rationale: Content Review.
TOP Code: 1004.00
Equate: MUSIC 135
Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 153x4	CHAMBER CHORALE

Departmental Advisory: ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by SBVC assessment process.
Rationale: Content Review.
TOP Code: 1004.00
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 210	CONDUCTING

Prerequisite: MUS 102 or MUS 102L
Rationale: Content Review.
TOP Code: 1004.00
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 222	INDEPENDENT STUDY IN MUSIC

Departmental Advisory: ENGL 015 ENGL 015 or eligibility for ENGL 101 or ENGL 101H as determined by SBVC assessment process.
Rationale: Content Review.
TOP Code: 1004.00
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
MUS 241x2	APPLIED MUSIC II

Units: 0.5
Laboratory: 1.5 contact hour(s) per week
 24 - 27 contact hours per semester
Catalog Description: Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors.
Schedule Description: Students receive credit for a minimum of one-half hour of weekly private instruction on a musical instrument or voice. Daily laboratory practice, concert and ensemble participation are required. The course is open to all students in the college, with enrollment priority given to music majors.
Rationale: Content Review.
TOP Code: 1004.00
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
SOC 120	MEDICAL SOCIOLOGY

Course Title: Health and Social Justice
Catalog Description: This course is an examination of health and illness in society. There is an emphasis on the social inequalities that stem from unequal living conditions, and social stratification which impact disproportionate health outcomes, health epidemics, and policy development. Organization of the medical system, healthcare access, public health issues, and advocacy related trends and strategies will be studied.
Schedule Description: This course is an examination of health and illness in society. There is an emphasis on the social inequalities that stem from unequal living conditions, and social stratification which impact disproportionate health outcomes, health epidemics, and policy development. Organization of the medical system, healthcare access, public health issues, and advocacy related trends and strategies will be studied.
Rationale: This course is being modified to align it with the TMC - Public Health course titled: PHS 102 Health and Social Justice. This modified course can then be included in the new Public Health AA-T degree.
TOP Code: 2208.00
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
WELD 015	BEGINNING GAS TUNGSTEN ARC WELDING (GTAW)

Units: 3
Laboratory: 6 contact hour(s) per week
 96 - 108 contact hours per semester
Prerequisite: WELD 012

Catalog Description: This is an introductory course in the Gas Tungsten Arc Welding (GTAW) or Tungsten Inert Gas (TIG) welding process. Welding safety, equipment, and joint construction on mild steel are stressed. This course partially fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 1, 2, 3, and 7: GTAW.

Schedule Description: This is an introductory course in the Gas Tungsten Arc Welding (GTAW) or Tungsten Inert Gas (TIG) welding process. Welding safety, equipment, and joint construction on mild steel are stressed. This course partially fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 1, 2, 3, and 7: GTAW.

Rationale: Correlate with National Certification Standard - American Welding Society SENSE Level 1 – Entry Welder Certification. The department decided add content regarding AWS Sense to align with national standards, which required the unit increase.

TOP Code: 0956.50
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
WELD 046	INTERMEDIATE SHIELDED METAL ARC WELDING (SMAW)

Units: 4
Laboratory: 9 contact hour(s) per week
 144 - 162 contact hours per semester

Catalog Description: This course is a continuation of training and development skills for shielded metal arc welding in all positions including vertical and overhead. This course fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 1, 2, 3, and 4: SMAW.

Schedule Description: This course is a continuation of training and development skills for shielded metal arc welding in all positions including vertical and overhead. This course fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 1, 2, 3, and 4: SMAW.

Rationale: Correlate with National Certification Standard - American Welding Society SENSE Level 1 – Entry Welder Certification

TOP Code: 0956.50
Equate: Course not offered at CHC.
Effective: Fall 2017

COURSE ID	COURSE TITLE
WELD 048	POWER PLANT AND FIELD PIPE WELDING II

Units: 4
Laboratory: 9 contact hour(s) per week
 144 - 162 contact hours per semester

Departmental Advisory: TECALC 087

Catalog Description: This is the second course of a two course sequence which prepares students in Shielded Metal Arc Welding (SMAW) for pipe welding to American Welding Society (AWS) and American Petroleum Institute (API) standards. Upon completion of this course, students will be prepared for an entry-level position in the power plant and field pipe welding industry. Other topics include shop safety, oxy-acetylene cutting, air carbon arc cutting, shielded metal arc welding and pipe

welding. Partial fulfillment of AWS SENSE Level 2 - Advanced Welder Certification.

Schedule Description: This course prepares students in SMAW for pipe welding to AWS and API standards. Upon completion of this course, students will be prepared to take the API 6G Pipe Certification Test and for an entry-level position in oil/power industry. Partial fulfillment of AWS SENSE Level 2 - Advanced Welder Certification.

Rationale: Correlates with National Standard Certification - AWS SENSE Level 2 - Advanced Welder

TOP Code: 0956.50

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
WELD 060	LAYOUT FITTER

Course Title: Layout Fitter I

Units: 4

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

Prerequisite: WELD 010

Catalog Description: This course is designed to provide the training needed to read blueprints, fabricate parts to be assembled, and tack weld the parts together. Fulfills American Welding Society SENSE Level 1 - Entry Welder, 3.2.1.3 Module 3: Drawing and Welding Symbol Interpretation

Schedule Description: This course is designed to provide the training needed to read blueprints, fabricate parts to be assembled, and tack weld the parts together. Fulfills American Welding Society SENSE Level 1 - Entry Welder, 3.2.1.3 Module 3: Drawing and Welding Symbol Interpretation

Rationale: Correlate with National Certification Standard - American Welding Society SENSE Level 1 – Entry Welder Certification

TOP Code: 0956.50

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
WELD 066	LOS ANGELES CITY WELDING CERTIFICATION

Course Title: Preparation for Los Angeles City Welding Certification

Prerequisite: WELD 045

Rationale: Updating prerequisite to better support student success and completions.

TOP Code: 0956.50

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE ID	COURSE TITLE
WELD 077	INTRODUCTION TO CONTINUOUS WIRE WELDING

Units: 3

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

Prerequisite: WELD 010

Catalog Description: This course covers techniques and methods of Gas Metal Arc Welding (GMAW) and Flux-cored Arc Welding (FCAW) in all positions and on various thicknesses of mild steel. Fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 5: Gas Metal Arc Welding (GMAW-S, GMAW Spray Transfer and 6: Flux Cored Arc Welding (FCAW-G/GM, FCAW-S).

Schedule Description: This course covers techniques and methods of Gas Metal Arc Welding (GMAW) and Flux-cored Arc Welding (FCAW) in all positions and on various thicknesses of mild steel. Fulfills American Welding Society SENSE Level 1 – Entry Welder Certification Modules 5: Gas Metal Arc Welding (GMAW-S, GMAW Spray Transfer and 6: Flux Cored Arc Welding (FCAW-G/GM, FCAW-S).

Rationale: Correlate with National Certification Standard - American Welding Society SENSE Level 1 – Entry Welder Certification

TOP Code: 0956.50

Equate: Course not offered at CHC.

Effective: Fall 2017

COURSE DELETION			
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CULART 030 WST 074	WST 012	WST 021	WST 025
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Rationale: Courses are no longer offered.

Effective: Fall 2017

DISTRIBUTED EDUCATION			
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COMMST 100 ENGL 071	COMMST 100H ENGL 270	COMMST 176 ENGL 271	ENGL 070 SOC 120
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Rationale: **100% ONLINE**
 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

NEW CERTIFICATE

Flight Operations Certificate

This certificate program in Flight Operations is designed for students interested in careers as a pilot in general aviation, commercial aviation, or military aviation. This certificate prepares students for employment or transfer to other colleges, and includes Federal Aviation Administration approved curricula in basic ground school, advanced ground school, and instrument ground school. Through the San Bernardino Valley College Flying Club students have the opportunity to gain flight experience at a nominal cost as they prepare for the private pilot, commercial pilot, or instrument pilot ratings. Students working for certificates must have a basic knowledge of arithmetic, reading, and writing in order to learn and work in the occupations they select.

Required Courses:		Units
AERO 021	Aviation Fundamentals	3
AERO 022	Private Pilot Ground School	6
AERO 024	Aircraft Powerplants	3
AERO 025	Flight Safety	2
AERO 026	Airframe Structures	3
AERO 040	Instrument Ground School	4
AERO 046	Aviation Weather	3
Total Units		24

AERO 022 may be waived if students have taken an equivalent course, students are encouraged to see the Department Chair to determine whether course is equivalent to AERO 022.

This is a Gainful Employment Program

Rationale:	This is a specialized certificate geared specifically for students looking to work in aviation flight related fields. There are no other certificate or degree programs that meet this need.
Effective:	Fall 2017

CERTIFICATE MODIFICATION

Culinary Arts Certificate

The Culinary Arts Certificate is designed for students interested in employment at commercial restaurants, institutions, health care facilities, school food services, and related food service industries at the middle management level.

REQUIRED COURSES:		Units
CULART 010	Restaurant Service and Catering I	5.5
CULART 011	Restaurant Service and Catering II	5.5
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 180	Small Business and Catering Management	5.5
CULART 201	Culinary and Hospitality Management	3
CULART 225	Sanitation and Safety	1

CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3
CULART 275	Food, Beverage and Labor Cost Control	3
CULART 280	Principles of Food and Beverage Management	3

Total Units **41.5**

This is a Gainful Employment Program

Rationale: The culinary arts program is creating a one year program to supply cooks and industry workers to try and meet the demand within the Food Service Industry.

Effective: Fall 2017

Food Preparation Certificate

The Food Preparation Certificate is designed to prepare students for employment in food preparation.

REQUIRED COURSES:		Units
CULART 010	Restaurant Service and Catering I	5.5
CULART 011	Restaurant Service and Catering II	5.5
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 225	Sanitation and Safety	1
CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3
CULART 270	Small Business and Catering Management	5.5

Total Units **32.5**

This is a Gainful Employment Program

Rationale: The Culinary Program is updating the courses and certificates to meet the demands within the Food Service Industry. The program will now be a one year program in order to supply the demand for cooks within the industry.

Effective: Fall 2017

Restaurant Service Certificate

The Restaurant Certificate is designed to prepare students for employment in the front-of-the-house of the restaurant/hospitality industry as fine dining servers and first-line supervisors.

REQUIRED COURSES:		Units
CULART 010	Restaurant Service and Catering I	5.5
CULART 011	Restaurant Service and Catering II	5.5
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 225	Sanitation and Safety	1
CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3

Total Units **21**

This is a Gainful Employment Program

Rationale: The Culinary Arts Program is updating courses and Certificates to meet the needs of the industry partners. The program will now be a one year program in order to fill vacant positions within the Food Service Industry.

Effective: Fall 2017

Shielded Metal Arc Welding (SMAW) Certificate

This certificate is designed to train students in the use of Shielded Metal Arc Welding (SMAW) often known as Arc or Stick Welding. Electrode identification, welding symbols, and joint design are stressed. Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

Students must complete ALL the REQUIRED COURSES plus pass the SMAW Welding Certification either through the City of San Bernardino or Los Angeles. The practical welding certification test for both cities is administered by SBVC Welding Department.

REQUIRED COURSES:		Units
WELD 012	Oxy-Acetylene Welding	2
WELD 045	Beginning Shielded Metal Arc Welding (SMAW)	3
WELD 046	Intermediate Shielded Metal Arc Welding (SMAW)	4
WELD 066	Preparation for Los Angeles City Welding Certification	3

Total Units **12**

Students completing all course work but not finishing the SMAW Certification may proceed to the next certificate. In order to be awarded the certificate, both course work and certification must be completed.

This is a Gainful Employment Program

Rationale: Updating to reflect changes to courses.

Effective: Fall 2017

Water Supply Technology Certificate

This certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the water supply technology field. [Note: the Water Supply Technology Certificate is not equivalent to the State License in Water Distribution, Water Treatment or Wastewater Treatment]. Work Experience course, WST 098, is highly recommended for students not currently employed in the field.

REQUIRED COURSES:		Units
CIT 031	Business English	3
	or	
ENGL 015	Preparation for College Writing	4
	or	
Eligibility for ENGL 101 as determined by the SBVC assessment process		
WST 052	Water Technology Math	3
	or	
WST 053	Wastewater Technology Math	3
	or	

Eligibility for MATH 090 as determined by the SBVC assessment process

WST 075	Water/Wastewater Chemistry and Analysis	4
18 units from the following Water Supply Technology Courses:		Units
WST 031	Water Use Efficiency Practitioner I	3
WST 045	Backflow Prevention Devices	3
WST 048	Cross-Connection Control	3
WST 061	Water Distribution I	3
WST 062	Water Distribution II	3
WST 063	Water Distribution III	3
WST 071	Water Treatment I	3
WST 072	Water Treatment II	3
WST 073	Water Treatment III	3
WST 081	Wastewater Collection I	3
WST 082	Wastewater Collection II	3
WST 091	Wastewater Treatment I	3
WST 092	Wastewater Treatment II	3
WST 093	Wastewater Treatment III	3
RECOMMENDED COURSES:		Units
CIT 101	Introduction to Computer Literacy	3
WST 098	Water Supply Technology Work Experience	1 - 4
Total Units		22 - 33

This is a Gainful Employment Program

Rationale: Certificate modified to reflect the changes made in updating courses. The major change is replacement of CHEM 110 with an updated WST 075 course.
Effective: Fall 2017

Welding Inspection Technology Certificate

This certificate is designed to prepare students for the American Welding Society (AWS) and/or International Conference of Building Officials (ICBO) Welding Inspector examination.

REQUIRED COURSES:		Units
WELD 010	Introduction to Welding	2
WELD 027	Inspection of Welds: Destructive Tests	3
WELD 028	Inspection of Welds: Non-Destructive Examination	3
WELD 045	Beginning Shielded Metal Arc Welding (SMAW)	3
WELD 060	Layout Fitter I	4
WELD 065	Welding Inspection Visual	4
WELD 067	Structural Steel Special Inspection (ICBO)	2
Total Units		21

This is a Gainful Employment Program

Rationale: Launching certificate because it was pulled from catalog due to not having the proper approval when units were increased. We have gone through 1st and 2nd

read with the dessert regional consortium. Now launching so we can move onto state approval.
Effective: Fall 2017

Welding Technology Certificate

This certificate is designed to provide students with an understanding of the terminology, concepts, procedures and skills used in the welding field to equip them with the fundamental skills necessary for entry- and intermediate-level employment.

REQUIRED COURSES:		Units
WELD 010	Introduction to Welding	2
WELD 012	Oxy-Acetylene Welding	2
WELD 015	Beginning Gas Tungsten Arc Welding (GTAW)	3
WELD 027	Inspection of Welds: Destructive Tests	3
or		
WELD 028	Inspection of Welds: Non-Destructive Examination	3
WELD 045	Beginning Shielded Metal Arc Welding (SMAW)	3
WELD 046	Intermediate Shielded Metal Arc Welding (SMAW)	4
WELD 060	Layout Fitter I	4
WELD 066	Preparation for Los Angeles City Welding Certification	3
WELD 077	Introduction to Continuous Wire Welding	3
RECOMMENDED COURSES:		Units
TECALC 087	Technical Calculations	4
or		
MATH 942	Arithmetic	3
Total Units		27

This is a Gainful Employment Program

Rationale: Change name from "General Welding" to "Welding Technology" to make it easier for students to find and more applicable to the industry. Also launching because of unit changes to several courses
Effective: Fall 2017

CERTIFICATE DELETION

Dining Room Service

Rationale: This certificate is being replaced with Restaurant Service.
Effective: Fall 2017

Wastewater Treatment

Rationale: Based on feedback from the WST Advisory Committee, individual certificates will no longer be offered and are to be replaced by the Water Supply Technology Certificate.
Effective: Fall 2017

NEW DEGREE

Flight Operations and Management A.S. Degree

To graduate with a specialization in Flight Operations and Management students must complete the following requirements with a grade of C or better plus the general breadth requirements for the Associate Degree (minimum total = 60 units) This degree is for students who are interested in a career as a commercial pilot either in general aviation, the airlines, or in the area of aviation management.

Required Courses:		Units
AERO 021	Aviation Fundamentals	3
AERO 022	Private Pilot Ground School	6
AERO 024	Aircraft Powerplants	3
AERO 025	Flight Safety	2
AERO 026	Airframe Structures	3
AERO 027	Airport Certification and Operations	2
AERO 034	Civil Aviation Management and Laws	3
AERO 040	Instrument Ground School	4
AERO 046	Aviation Weather	3
BUSAD 100	Introduction to Business	3
PHYSIC 101	Introductory Physics	4
Total Units		36

AERO 022 may be waived if students have taken an equivalent course, students are encouraged to see the Department Chair to determine whether course is equivalent to AERO 022.

This is a Gainful Employment Program

Rationale: Through a partnership with World Wide Wings LLC it is projected that by January 2017 they will have approximately 30 students and by Fall 2017 100 students. They already have a program in Florida with a successful partnership with a community college in that area. The labor market statistics show an 18% growth in this field between now and 2034.

Effective: Fall 2017

DEGREE MODIFICATION

Culinary Arts A.A. Degree

To graduate with a specialization in Culinary Arts, students must complete the following required courses plus the general breadth requirements for the associate degree.

REQUIRED COURSES:		Units
CULART 010	Restaurant Service and Catering I	5.5
CULART 011	Restaurant Service and Catering II	5.5
CULART 101	Introduction to Hospitality and Customer Service	3
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 180	Small Business and Catering Management	5.5

CULART 201	Management of Human Resources in Hospitality	3
CULART 225	Sanitation and Safety	1
CULART 240	Procurement, Purchasing and Selection	3
CULART 250	Food, Wine and Beverage Service Concepts	3
CULART 275	Food, Beverage and Labor Cost Control	3
CULART 280	Principles of Food and Beverage Management	3

Total Units **41.5**

This is a Gainful Employment Program

Rationale: Updating program certificates.

Effective: Fall 2017

Liberal Arts (Biological and Physical Sciences) A.A Degree

The Associate Degree in Liberal Arts is designed for students who wish to pursue a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". The area of emphasis includes the following options: Biological and Physical Science; Social and Behavioral Sciences; and Humanities and Fine Arts. In order to earn an Associate of Arts Degree in Liberal Arts the following must be completed: 1. Students must complete one of the general education breadth patterns (SBVC Graduation requirements, CSU-GE, or IGETC). Note: Students planning to transfer to the California State University (CSU) or University of California (UC) systems are advised to complete either the CSU-GE or IGETC general education patterns. 2. Students must complete 18 units in one "Area of Emphasis". For depth of study, a minimum of two courses in one discipline is required. Note: All courses used to satisfy the area of emphasis for the Associate degree must be completed with a grade of "C" or higher. Additional notes: Where appropriate, courses in the "Area of Emphasis" may also be counted in a general education breadth pattern. Courses that include a symbol X in the number, such as MUS 141X2, indicate the course may be taken two times for credit. Students may apply each course with a symbol X only one time towards graduation requirements. Students pursuing multiple areas of emphasis can only be counted in one area only.

A. Biological and Physical Sciences

These courses emphasize the natural sciences, which examine the physical universe, its life forms, and natural phenomena. Courses in mathematics emphasize the development of mathematical and quantitative reasoning skills beyond the level of intermediate algebra. Students will be able to demonstrate an understanding of the methodologies of science as investigative tools. Students will also examine the influence that the acquisition of scientific knowledge has on the development of world civilization.

Students must choose a minimum of 18 units.

Anthropology (ANTHRO)		Units
ANTHRO 106	Biological Anthropology	3
	or	
ANTHRO 106H	Biological Anthropology - Honors	3

Astronomy (ASTRON)		Units
ASTRON 120	Introduction to Astronomy	3
ASTRON 125	Astronomy Laboratory	1

Biology (BIOL)		Units
BIOL 100	General Biology	4
BIOL 104	Human Ecology	3
BIOL 109	History of Life	4
	or	
BIOL 109H	History of Life - Honors	4
BIOL 155	Introductory Anatomy and Physiology	4
BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
BIOL 207	Evolutionary Ecology	4
BIOL 250	Human Anatomy and Physiology I	4
BIOL 251	Human Anatomy and Physiology II	4
BIOL 260	Human Anatomy	4
BIOL 261	Human Physiology	4
BIOL 270	Microbiology	5
BIOL 292	Cell Culture Techniques	4
 Chemistry (CHEM)		 Units
CHEM 101	Introductory Chemistry	4
CHEM 104	Introduction to Organic Chemistry and Biochemistry	4
	or	
CHEM 104H	Introduction to Organic Chemistry and Biochemistry - Honors	4
CHEM 105	Introduction to General, Organic and Biochemistry	5
CHEM 110	Environmental and Consumer Chemistry	3
CHEM 150	General Chemistry I	5
	or	
CHEM 150H	General Chemistry I - Honors	5
CHEM 151	General Chemistry II	5
	or	
CHEM 151H	General Chemistry II - Honors	5
CHEM 212	Organic Chemistry I	4
	or	
CHEM 212H	Organic Chemistry I - Honors	4
CHEM 213	Organic Chemistry II	4
	or	
CHEM 213H	Organic Chemistry II - Honors	4
 Economics (ECON)		 Units
ECON 208	Business and Economic Statistics	4

Geography (GEOG)		Units
GEOG 110	Physical Geography	3
GEOG 111	Physical Geography Laboratory	1
	or	
GEOG 111H	Physical Geography Laboratory - Honors	1
GEOG 114	Weather and Climate	4

Geology (GEOL)		Units
GEOL 101	Introduction to Physical Geology	3
GEOL 111	Introduction to Physical Geology Laboratory	1
GEOL 112	Historical Geology	4
GEOL 122	Environmental Geology	3
GEOL 250	Geology of California	3
GEOL 251	Geology of National Parks and Monuments	3

Mathematics (MATH)		Units
MATH 102	College Algebra	4
MATH 103	Plane Trigonometry	4
MATH 108	Introduction to Probability and Statistics	4
MATH 115	Ideas of Mathematics	3
MATH 151	Precalculus	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
MATH 252	Multivariable Calculus	5
MATH 265	Linear Algebra	4
MATH 266	Ordinary Differential Equations	4

Oceanography (OCEAN)		Units
OCEAN 101	Elements of Oceanography	3
OCEAN 111	Elements of Oceanography Laboratory	1

Physical Science (PS)		Units
PS 101	Introduction to Physical Science	3

Physics (PHYSIC)		Units
PHYSIC 101	Introductory Physics	4
PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 150B	General Physics for the Life Sciences II	5
PHYSIC 200	Physics I	6
PHYSIC 201	Physics II	6

Psychology (PSYCH)		Units
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PSYCH 105	Statistics for the Behavioral Sciences	4
Completed Fall 2009 or Later		0
PSYCH 141	Introduction to Biological Psychology	3
Total Units		18

Rationale: Updating to reflect course changes.
Effective: Fall 2017

Liberal Arts (Humanities and Fine Arts) A.A. Degree

The Associate Degree in Liberal Arts is designed for students who wish to pursue a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". The area of emphasis includes the following options: Biological and Physical Science; Social and Behavioral Sciences; and Humanities and Fine Arts. In order to earn an Associate of Arts Degree in Liberal Arts the following must be completed: 1. Students must complete one of the general education breadth patterns (SBVC Graduation requirements, CSU-GE, or IGETC). Note: Students planning to transfer to the California State University (CSU) or University of California (UC) systems are advised to complete either the CSU-GE or IGETC general education patterns. 2. Students must complete 18 units in one "Area of Emphasis". For depth of study, a minimum of two courses in one discipline is required. Note: All courses used to satisfy the area of emphasis for the Associate degree must be completed with a grade of "C" or higher. Additional notes: Where appropriate, courses in the "Area of Emphasis" may also be counted in a general education breadth pattern. Courses that include a symbol X in the number, such as MUS 141X2, indicate the course may be taken two times for credit. Students may apply each course with a symbol X only one time towards graduation requirements. Students pursuing multiple areas of emphasis can only count course in one area only.

C. Humanities and Fine Arts

These courses emphasize the study of cultural, literary, humanistic activities, and artistic expressions of human beings. Students will evaluate and interpret the ways in which people throughout the ages in different cultures have responded to themselves and the world around them in artistic and cultural creation. Students must also learn to value aesthetic understanding and incorporate these concepts when constructing value judgments.

Students must complete a minimum of 18 units.

American Sign Language (ASL)		Units
ASL 109	American Sign Language I	4
ASL 110	American Sign Language II	4
ASL 111	American Sign Language III	4
ASL 112	American Sign Language IV	4

Anthropology (ANTHRO)		Units
ANTHRO 108	North American Indians	3
ANTHRO 109	Visual Culture and Art	3
ANTHRO 110	Magic, Witchcraft, and Religion	3

Arabic (ARAB)		Units
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ARAB 101	College Arabic I	5
ARAB 102	College Arabic II	5

Architecture (ARCH)

Units

ARCH 145	History of Architecture: Early Design through Gothic or	3
ARCH 145H	History of Architecture: Early Design through Gothic - Honors	3
ARCH 146	History of Architecture: Renaissance through Modern or	3
ARCH 146H	Architecture History: Renaissance to Modern - Honors	3

Art (ART)

Units

ART 100	Art History: The Stone Age to the Middle Ages	3
ART 102	Art History: Renaissance to Present or	3
ART 102H	Art History: Renaissance to Present - Honors	3
ART 103	Art Appreciation	3
ART 105	History of Modern Art	3
ART 107	Art History: Africa, Asia, the Americas, and Oceania	3
ART 108	Art of Mexico and Mesoamerica	3
ART 120	Two-Dimensional Design	3
ART 124A	Beginning Drawing	3
ART 126A	Beginning Painting	3
ART 132A	Beginning Life Drawing	3
ART 145	Fundamentals of Graphic Design	3
ART 148	Beginning Computer Graphic Design	3
ART 161	Digital Photography	3
ART 175A	Beginning Sculpture	3
ART 180	Beginning 3D Computer Animation	3
ART 212A	Beginning Ceramics	3
ART 240A	Beginning Glassblowing	3
ART 270A	Beginning Design in Glass	3

Dance (DANCE)

Units

DANCE 200	Dance History and Appreciation	3
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English (ENGL)

Units

ENGL 151	Freshman Composition and Literature	3
ENGL 153	Literature and Film	3
ENGL 155	Children's Literature	3
ENGL 161	Women Writers	3

ENGL 163	Chicano Literature	3
ENGL 165	African-American Literature	3
ENGL 175	The Literature and Religion of the Bible	3
ENGL 232	Creative Writing	3
ENGL 270	English Literature: Middle Ages to 18th Century	3
ENGL 271	English Literature: 18th Century to Present	3
ENGL 275	Shakespeare	3
ENGL 280	World Literature: To 17th Century	3
ENGL 281	World Literature: 17th Century to Present	3

French (FRENCH)		Units
FRENCH 101	College French I	5
FRENCH 102	College French II	5

History (HIST)		Units
HIST 100	United States History to 1877	3
	or	
HIST 100H	United States History to 1877 - Honors	3
HIST 101	United States History: 1865 to Present	3
	or	
HIST 101H	United States History: 1865 to Present - Honors	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 145	History of California	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
HIST 176	Comparative History of Genocide and War Crimes	3

Music (MUS)		Units
MUS 100	Music Appreciation	3
MUS 101	Music Theory I: Fundamentals	3
MUS 101L	Musicianship I	1
MUS 102	Music Theory II: Scales and Modes	3
MUS 102L	Musicianship II	1
MUS 104	History of Rock and Roll	3
MUS 105	American Popular Music	3
MUS 106	History of Jazz	3
MUS 107	Music of the World	3

MUS 117A	Elementary Acoustic Guitar	1
MUS 121	Music History and Literature - Middle Ages to Baroque	3
	or	
MUS 121H	Music History and Literature - Middle Ages to Baroque - Honors	3
MUS 122	Music History and Literature - Classic to Contemporary	3
	or	
MUS 122H	Music History and Literature - Classic to Contemporary - Honors	3
MUS 123	Electronic Music I	3
MUS 124	Electronic Music II	3
MUS 130	Elementary Voice	3
MUS 131	Intermediate Voice	3
MUS 133	Elementary Piano	3
MUS 134A	Intermediate Piano	3
MUS 135	Advanced Piano	3
MUS 141X2	Applied Music I	2
MUS 150X4	Mixed Chorus	1
MUS 152X4	Chamber Singers	2
MUS 153x4	Chamber Chorale	2
MUS 154X4	College Singers	2
MUS 156X4	Concert Choir	2
MUS 158X4	Gospel Choir	1
MUS 159x4	Theatrical Music Workshop	2
MUS 201	Music Theory III: Basic Harmony	3
MUS 202	Music Theory IV: Harmony	3
MUS 201L	Musicianship III	1
MUS 202L	Musicianship IV	1
MUS 210	Conducting	3
MUS 241x2	Applied Music II	2

Philosophy (PHIL)

Units

PHIL 101	Introduction to Philosophy	3
	or	
PHIL 101H	Introduction to Philosophy - Honors	3
PHIL 105	Introduction to Ethics	3
PHIL 112	Philosophy in Literature	3
PHIL 180	Death and Dying	3

Physical Science (PS)

Units

PS 112	Introduction to the Development of Modern Science	3
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Radio/Television/Film (RTVF)

Units

RTVF 101	Introduction to Cinema	3
RTVF 132	Lighting and Cinematography	3
RTVF 134	Acting and Directing for Television and Film	3

Religious Studies (RELIG) Units

RELIG 100	Introduction to Religious Studies	3
	or	
RELIG 100H	Introduction to Religious Studies-Honors	3
RELIG 101	Introduction to World Religions	3
RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 150	Introduction to Mythology	3
RELIG 175	The Literature and Religion of the Bible	3
RELIG 176	Jesus and His Interpreters	3
RELIG 180	Death and Dying	3

Spanish (SPAN) Units

SPAN 101	College Spanish I	5
	or	
SPAN 101H	College Spanish I - Honors	5
SPAN 102	College Spanish II	5
	or	
SPAN 102H	College Spanish II - Honors	5
SPAN 103	College Spanish III	4
	or	
SPAN 103H	College Spanish III - Honors	4
SPAN 104	College Spanish IV	4
SPAN 157	Spanish for Heritage Speakers I	4
SPAN 158	Spanish for Heritage Speakers II	4

Theatre Arts (THART) Units

THART 100	Introduction to the Theatre	3
THART 105	Script Analysis	3
THART 114x4	Rehearsal and Performance	4
THART 120	Acting Fundamentals I	3
THART 121	Acting Fundamentals II	3
THART 131	Sound for Stage and Screen	3
THART 132	Lighting Design Fundamentals	3
THART 135	Directing Fundamentals	3
THART 136	Introduction to Theatre Design	3
THART 139	Fundamentals of Costume Design	3
THART 147	Theatre Movement	3

THART 160x4	Technical Theatre in Production	3
THART 165	Stage Makeup	3
THART 166	Improvisational Acting	3
Total Units		18

Rationale: Updating to reflect course changes.
Effective: Fall 2017

Liberal Arts (Social & Behavioral Science) A.A. Degree

The Associate Degree in Liberal Arts is designed for students who wish to pursue a broad knowledge of liberal arts and sciences plus additional coursework in an "Area of Emphasis". The area of emphasis includes the following options: Biological and Physical Science; Social and Behavioral Sciences; and Humanities and Fine Arts. In order to earn an Associate of Arts Degree in Liberal Arts the following must be completed: 1. Students must complete one of the general education breadth patterns (SBVC Graduation requirements, CSU-GE, or IGETC). Note: Students planning to transfer to the California State University (CSU) or University of California (UC) systems are advised to complete either the CSU-GE or IGETC general education patterns. 2. Students must complete 18 units in one "Area of Emphasis". For depth of study, a minimum of two courses in one discipline is required. Note: All courses used to satisfy the area of emphasis for the Associate degree must be completed with a grade of "C" or higher. Additional notes: Where appropriate, courses in the "Area of Emphasis" may also be counted in a general education breadth pattern. Courses that include a symbol X in the number, such as MUS 141X2, indicate the course may be taken two times for credit. Students may apply each course with a symbol X only one time towards graduation requirements. Students pursuing multiple areas of emphasis can only count course in one area only.

C. Social and Behavioral Sciences

These courses emphasize the perspective, concepts, theories, and methodologies of the disciplines typically found in the vast variety of disciplines that comprise study in the social and behavioral sciences. Topics and discussion to stimulate critical thinking about ways people have acted in response to their societies will allow students to evaluate how societies and social subgroups operate.

Students must choose a minimum of 18 units.

Anthropology (ANTHRO)		Units
ANTHRO 100	Introduction to Archaeology	3
ANTHRO 102	Cultural Anthropology	3
	or	
ANTHRO 102H	Cultural Anthropology - Honors	3
ANTHRO 106	Biological Anthropology	3
	or	
ANTHRO 106H	Biological Anthropology - Honors	3
ANTHRO 108	North American Indians	3
ANTHRO 109	Visual Culture and Art	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
ANTHRO 125	Language and Culture	3

Child Development (CD)		Units
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 108	Early Childhood Development	3
CD 126	Child, Family, and the Community	3
 Communication Studies (COMMST)		 Units
COMMST 135	Mass Media and Society	3
COMMST 174	Intercultural Communication	3
COMMST 176	Gender Differences in Communication	3
 Economics (ECON)		 Units
ECON 100	Introduction to Economics	3
ECON 200	Principles of Macroeconomics	3
	or	
ECON 200H	Principles of Macroeconomics - Honors	3
ECON 201	Principles of Microeconomics	3
	or	
ECON 201H	Principles of Microeconomics - Honors	3
 Geography (GEOG)		 Units
GEOG 102	Cultural Geography	3
GEOG 106	Geographic Perspectives on the Environment	3
GEOG 118	California Geography	3
GEOG 120	World Regional Geography	3
 History (HIST)		 Units
HIST 100	United States History to 1877	3
	or	
HIST 100H	United States History to 1877 - Honors	3
HIST 101	United States History: 1865 to Present	3
	or	
HIST 101H	United States History: 1865 to Present - Honors	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 145	History of California	3
HIST 150	Introduction to Latin American History	3

HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
HIST 176	Comparative History of Genocide and War Crimes	3

Philosophy (PHIL) Units

PHIL 180	Death and Dying	3
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Political Science (POLIT) Units

POLIT 100	American Politics	3
POLIT 110	Introduction to Political Theory	3
	or	
POLIT 110H	Introduction to Political Theory Honors	3
POLIT 140	Introduction to Comparative Politics	3
POLIT 141	Introduction to World Politics	3
	or	
POLIT 141H	Introduction to World Politics - Honors	3

Psychology (PSYCH) Units

PSYCH 100	General Psychology	3
	or	
PSYCH 100H	General Psychology - Honors	3
PSYCH 102	Personal and Social Adjustment	3
PSYCH 110	Abnormal Psychology	3
PSYCH 111	Developmental Psychology: Lifespan	3
PSYCH 112	Developmental Psychology: Child and Adolescent Psychology	3
PSYCH 118	Human Sexual Behavior	3
PSYCH 201	Research Methods for the Behavioral Sciences	4

Radio/Television/Film (RTVF) Units

RTVF 100	Introduction to Electronic Media	3
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Religious Studies (RELIG) Units

RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 180	Death and Dying	3

Sociology (SOC) Units

SOC 100	Introduction to Sociology	3
	or	
SOC 100H	Introduction to Sociology - Honors	3
SOC 110	Social Problems	3

	or	
SOC 110H	Social Problems - Honors	3
SOC 120	Medical Sociology	3
SOC 130	Family Sociology	3
SOC 135	Introduction to Crime	3
SOC 141	Race and Ethnic Relations	3
SOC 145	Sociology of Gender	3
SOC 150	Aging and the Life Course	3
Total Units		18

Rationale: Updating to reflect course changes.
Effective: Fall 2017

Music Associate of Arts Transfer Degree (AA-T)

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

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

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

- Completion of the following major requirements with grades of C or better;
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- Certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

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

REQUIRED CORE COURSES: (16 Units)		Units
MUS 101	Music Theory I: Fundamentals	3
MUS 101L	Musicianship I	1
MUS 102	Music Theory II: Scales and Modes	3
MUS 102L	Musicianship II	1
MUS 201	Music Theory III: Basic Harmony	3
MUS 201L	Musicianship III	1
MUS 202	Music Theory IV: Harmony	3

MUS 202L	Musicianship IV	1
APPLIED MUSIC: (2 Units)		Units
MUS 141X2	Applied Music I and	1
MUS 241x2	Applied Music II	1
LARGE ENSEMBLE: (4 Units selected from the following)		Units
MUS 150X4	Mixed Chorus	1
MUS 152X4	Chamber Singers	2
MUS 153x4	Chamber Chorale	2
MUS 154X4	College Singers	2
MUS 156X4	Concert Choir	2
MUS 158X4	Gospel Choir	1
MUS 162x4	Wind Ensemble	1
MUS 166x4	Concert Band	1
RECOMMENDED COURSES:		Units
MUS 100	Music Appreciation	3
MUS 121	Music History and Literature - Middle Ages to Baroque	3
or		
MUS 121H	Music History and Literature - Middle Ages to Baroque - Honors	3
MUS 122	Music History and Literature - Classic to Contemporary	3
or		
MUS 122H	Music History and Literature - Classic to Contemporary - Honors	3
MUS 123	Electronic Music I	3
MUS 124	Electronic Music II	3
MUS 133	Elementary Piano	3
MAJOR TOTAL: 22		Units
CSU GE-Breadth or IGETC for CSU requirements: 37-39 (Total units that may be double-counted for CUSGE or IGETC: 6)		Units
CSU ELECTIVES (as needed to reach 60 transferable units): 5-7		Units
Total Units		60

Rationale: Reduce the number of units to align more closely with TMC and add large ensemble instrument opportunities for SBVC students. Deleting out of date courses.
Effective: Fall 2017

Sociology Associate of Arts Transfer Degree (AA-T)

Sociology is both a scientific and humanistic discipline. Sociologists examine the systems of social action including single social acts, social relationships, organizations, institutions, communities, and societies. Through analyses of society, its groups, institutions, and processes, sociologists attempt to understand and predict human behavior. The study of sociology prepares students for further study of and careers in social work, probation, corrections, human services, law enforcement, research, public policy, law and education.

The Student Transfer Achievement Reform Act (Senate Bill 1440, now codified in California Education Code

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

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

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

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

Students planning to transfer to a four-year institution and major in sociology should consult with a counselor regarding the transfer process and lower division requirements.

Completion of CSU GE-Breadth or IGETC for the UC or CSU is required in addition to the major requirements listed below.

REQUIRED CORE COURSES: (10 UNITS)		Units
SOC 100	Introduction to Sociology	3
	or	
SOC 100H	Introduction to Sociology - Honors	3
	and	
SOC 110	Social Problems	3
	or	
SOC 110H	Social Problems - Honors	3
	and	
PSYCH 105	Statistics for the Behavioral Sciences	4
	or	
ECON 208	Business and Economic Statistics	4
	or	
MATH 108	Introduction to Probability and Statistics	4
	or	
PSYCH 201	Research Methods for the Behavioral Sciences	4
LIST A: SELECT TWO COURSES (6 units)		
Any required core course not already used		
SOC 130	Family Sociology	3

SOC 135	Introduction to Crime	3
SOC 141	Race and Ethnic Relations	3
SOC 145	Sociology of Gender	3
SOC 150	Aging and the Life Course	3
LIST B: SELECT ONE COURSE (3 units minimum):		
Any course not used from List A:		
ADJUS 101	Introduction to Administration of Justice	3
ANTHRO 100	Introduction to Archaeology	3
ANTHRO 102	Cultural Anthropology	3
or		
ANTHRO 102H	Cultural Anthropology - Honors	3
ANTHRO 106	Biological Anthropology	3
or		
ANTHRO 106H	Biological Anthropology - Honors	3
ANTHRO 108	North American Indians	3
ANTHRO 109	Visual Culture and Art	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
ANTHRO 125	Language and Culture	3
CD 105	Child Growth and Development	3
or		
CD 105H	Child Growth and Development-Honors	3
COMMST 135	Mass Media and Society	3
COMMST 174	Intercultural Communication	3
COMMST 176	Gender Differences in Communication	3
ECON 100	Introduction to Economics	3
ECON 200	Principles of Macroeconomics	3
or		
ECON 200H	Principles of Macroeconomics - Honors	3
ECON 201	Principles of Microeconomics	3
or		
ECON 201H	Principles of Microeconomics - Honors	3
ENGL 102	Intermediate Composition and Critical Thinking	4
or		
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
GEOG 102	Cultural Geography	3
GEOG 106	Geographic Perspectives on the Environment	3
GEOG 120	World Regional Geography	3
HIST 100	United States History to 1877	3
or		
HIST 100H	United States History to 1877 - Honors	3
HIST 101	United States History: 1865 to Present	3
or		

HIST 101H	United States History: 1865 to Present - Honors	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 145	History of California	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
PHIL 102	Critical Thinking and Writing	3
	or	
PHIL 103	Introduction to Logic: Argument and Evidence	3
PHIL 180	Death and Dying	3
POLIT 100	American Politics	3
POLIT 110	Introduction to Political Theory	3
	or	
POLIT 110H	Introduction to Political Theory Honors	3
POLIT 140	Introduction to Comparative Politics	3
POLIT 141	Introduction to World Politics	3
PS 112	Introduction to the Development of Modern Science	3
PSYCH 100	General Psychology	3
	or	
PSYCH 100H	General Psychology - Honors	3
PSYCH 102	Personal and Social Adjustment	3
PSYCH 110	Abnormal Psychology	3
PSYCH 111	Developmental Psychology: Lifespan	3
PSYCH 112	Developmental Psychology: Child and Adolescent Psychology	3
PSYCH 118	Human Sexual Behavior	3
RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 180	Death and Dying	3
RTVF 100	Introduction to Electronic Media	3
SOC 120	Health and Social Justice	3
Major Total: 19-23		Units
CSU GE-Breadth or IGETC for CSU requirements: 37-39		Units
CSU electives (as needed to reach 60 transferable units): 0-2		Units
Total Units		60

Rationale: Change name of SOC 120 to Health and Social Justice to align with Public Health TMC
Effective: Fall 2017

Water Technology A.S. Degree

The Water Supply Technology Program is designed to serve students who are employed or interested in employment in water/wastewater occupations. The program provides technical classes in water distribution, water treatment, wastewater collection, and wastewater treatment. The courses prepare students to upgrade their skills and/or prepare them for certification examinations from the California State Water Resource Control Board, the American Water Works Association, and the California Water Environment Association. The certificate program is designed to prepare students for entry level jobs in water treatment, water distribution, and wastewater reclamation industries. The associate of science degree graduates often work in city, county, or state agencies in positions such as plant operator, engineering technician, surface water manager, environmental laboratory coordinator, and industrial pre-treatment coordinator.

To graduate with a specialization in Water Technology, students must complete the following required courses in addition to the general breadth requirements for Associate of Science degree (total = 60 units).

Required Courses		Units
WST 075	Water/Wastewater Chemistry and Analysis	4
18 units from the following Water Supply Technology courses		Units
WST 031	Water Use Efficiency Practitioner I	3
WST 045	Backflow Prevention Devices	3
WST 048	Cross-Connection Control	3
WST 061	Water Distribution I	3
WST 062	Water Distribution II	3
WST 063	Water Distribution III	3
WST 071	Water Treatment I	3
WST 072	Water Treatment II	3
WST 073	Water Treatment III	3
WST 081	Wastewater Collection I	3
WST 082	Wastewater Collection II	3
WST 091	Wastewater Treatment I	3
WST 092	Wastewater Treatment II	3
WST 093	Wastewater Treatment III	3
Two courses from this list of RECOMMENDED courses		Units
CIT 101	Introduction to Computer Literacy	3
GIS 130	Introduction to Geographic Information Systems (GIS)	3
WST 032	Water Use Efficiency Practitioner II	3
WST 034	Introduction to Water Resource Management	3
WST 036	Water Utility Management	3
Total Units		27 - 28

Rationale:

The WST 074 Waste/Water Analysis course content was modified to include specific topics in water and wastewater chemistry and to ensure correct alignment with industry standards. The number of units for the course increased from three to four, as well. Due to the extent of the modifications to WST-074, the course number was changed to WST-075 and it will be replacing the Chem 110, as a required course. Hence, the degree is being modified to reflect these changes.

Effective: Fall 2017

Welding Technology A.S. Degree

This degree is designed to prepare students for entry-level jobs in structural steel construction, maintenance of industrial equipment, strengthening and repair of infrastructure.

REQUIRED COURSES:		Units
WELD 010	Introduction to Welding	2
WELD 012	Oxy-Acetylene Welding	2
WELD 015	Beginning Gas Tungsten Arc Welding (GTAW)	3
WELD 027	Inspection of Welds: Destructive Tests	3
or		
WELD 028	Inspection of Welds: Non-Destructive Examination	3
WELD 045	Beginning Shielded Metal Arc Welding (SMAW)	3
WELD 046	Intermediate Shielded Metal Arc Welding (SMAW)	4
WELD 060	Layout Fitter I	4
WELD 066	Preparation for Los Angeles City Welding Certification	3
WELD 077	Introduction to Continuous Wire Welding	3
Total Units		27

Rationale: Change name from "General Welding" to "Welding Technology" to make it easier for students to find and more applicable to the industry. Also launching because of unit changes to several courses

Effective: Fall 2017

DEGREE DELETION

Dining Room Service

Rationale: This certificate is being replaced with Restaurant Service.

Effective: Fall 2017

CORRECTION

The December 2016 Board Document contained the following errors:

Course ID: POLIT 138H
Course Title: Service Learning: Student Leadership
Correction: Service Learning: Student Leadership – Honors

Course ID: POLIT 139H
Course Title: Service Learning: Community Leadership
Correction: Service Learning: Community Leadership – Honors

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Wei Zhou, President, CHC
PREPARED BY: Bryan Reece, Vice President of Instruction, CHC
DATE: January 19, 2017
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
January 19, 2017

NEW COURSE

DISCIPLINE: Computer Information Systems
DEPARTMENT: Business, Economics and Information Technology
COURSE ID: CIS 106
COURSE TITLE: Spreadsheet Concepts and Application with Excel
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: Successful completion of CIS 091 and successful completion of CIS 101
SEMESTER UNITS: 3
MINIMUM SEMESTER HOURS:

LECTURE: 48

CATALOG DESCRIPTION: Comprehensive course on spreadsheet design and application using Microsoft Excel. Includes practical exercises on designing, creating, maintaining, modifying, and analyzing spreadsheets. Essential spreadsheet concepts, formatting, formulas, functions, graphs and charts, pivot tables, what-if analyses, data validation, and collaboration features are covered.

SCHEDULE DESCRIPTION: Comprehensive course on spreadsheet design and application using Microsoft Excel. Includes essential spreadsheet concepts, formatting, formulas, functions, graphs and charts, pivot tables, what-if analyses, and practical exercises with spreadsheets.

Equate: CIT 114 at SBVC

Effective: Fall 2017

Rationale: Both employers and students have requested this course be added to the Computer Information Systems curriculum.

DISCIPLINE: Kinesiology (Intercollegiate Athletics)
DEPARTMENT: Kinesiology and Health
COURSE ID: KIN/X 151AX3
COURSE TITLE: Intercollegiate Golf – Men In-Season Athletics
PREREQUISITE: None
COREQUISITE: None

DEPARTMENTAL RECOMMENDATION: None

SEMESTER UNITS: 3

MINIMUM SEMESTER HOURS:

LAB: 144

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

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

Equate: Course does not equate with SBVC. Course not offered at SBVC.

Effective: Fall 2017

Rationale: This course is an essential part of a comprehensive kinesiology program which includes intercollegiate athletics.

DISCIPLINE: Kinesiology (Intercollegiate Athletics)
DEPARTMENT: Kinesiology and Health
COURSE ID: KIN/X 151BX3
COURSE TITLE: Intercollegiate Golf – Men Off-Season Athletics
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 2
MINIMUM SEMESTER HOURS:
LAB: 96

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

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

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: This course is an essential part of a comprehensive kinesiology program which includes intercollegiate athletics.

DISCIPLINE: Kinesiology (Intercollegiate Athletics)
DEPARTMENT: Kinesiology and Health
COURSE ID: KIN/X 160AX3
COURSE TITLE: Intercollegiate Tennis – Women In-Season Athletics
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 3
MINIMUM SEMESTER HOURS:
LAB: 144

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

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

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: This course is an essential part of a comprehensive kinesiology program which includes intercollegiate athletics.

DISCIPLINE: Kinesiology (Intercollegiate Athletics)
DEPARTMENT: Kinesiology and Health
COURSE ID: KIN/X 160BX3
COURSE TITLE: Intercollegiate Tennis – Women Off-Season Athletics
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 2
MINIMUM SEMESTER HOURS:

LAB: 96

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

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

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: This course is an essential part of a comprehensive kinesiology program which includes intercollegiate athletics.

DISCIPLINE: Kinesiology (Intercollegiate Athletics)
DEPARTMENT: Kinesiology and Health
COURSE ID: KIN/X 161AX3
COURSE TITLE: Intercollegiate Tennis – Men In-Season Athletics
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 3
MINIMUM SEMESTER HOURS:

LAB: 144

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

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

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: This course is an essential part of a comprehensive kinesiology program which includes intercollegiate athletics.

DISCIPLINE: Kinesiology (Intercollegiate Athletics)
DEPARTMENT: Kinesiology and Health

COURSE ID: KIN/X 161BX3
COURSE TITLE: Intercollegiate Tennis – Men Off-Season Athletics
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 2
MINIMUM SEMESTER HOURS:

LAB: 96

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

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

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: This course is an essential part of a comprehensive kinesiology program which includes intercollegiate athletics.

DISCIPLINE: Mathematics
DEPARTMENT: Mathematics
COURSE ID: MATH 085
COURSE TITLE: PreStatistics
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 6
MINIMUM SEMESTER HOURS:

LECTURE: 96

CATALOG DESCRIPTION: This is an intensive course which introduces core concepts from arithmetic, prealgebra, elementary and intermediate algebra, and descriptive statistics that prepares students for transfer-level statistics. Topics include numerical information, evaluating expressions relating to statistical formulas, graphical and numerical descriptive statistics for quantitative and categorical data, including two-way tables and linear regression, and an introduction to the normal distribution.

SCHEDULE DESCRIPTION: An intensive course which introduces core concepts from arithmetic, prealgebra, elementary and intermediate algebra, and descriptive statistics that prepares students for transfer-level statistics.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: Statewide data regarding throughput rates to transfer level courses indicate system wide failure in traditional pathways. California Community Colleges developed alternative pathways in response to this problem. Data consistently demonstrates increases in success and throughput rates for the non-STEM students. The CSU and UC systems currently accept these pathways as meeting prerequisites for transfer level statistics courses.

COURSE MODIFICATION

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

PREREQUISITE: None

Equate: ART 102 at SBVC

Effective: **Fall 2017**

Rationale: To meet C-ID Descriptor Requirements; add SLOs and Distance Education component.

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

Equate: ART 102H at SBVC

Effective: **Fall 2017**

Rationale: To meet C-ID Descriptor Requirements; add SLOs.

COURSE ID	COURSE TITLE
CHC 090	College Study Skills and Strategies

COURSE ID: LRC 090

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: **Fall 2017**

Rationale: Realignment of disciplines recognized by the State Chancellor's office.

COURSE ID	COURSE TITLE
CHC 099	Learning Community Seminar

COURSE ID: LRC 099

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: **Fall 2017**

Rationale: Realignment of disciplines recognized by the State Chancellor's office.

COURSE ID	COURSE TITLE
CHC 100	Student Success and the College Experience

COURSE ID: COUN 100

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: **Fall 2017**

Rationale: Realignment of disciplines recognized by the State Chancellor's office.

COURSE ID	COURSE TITLE
CHC 900	Essentials for Student Success

COURSE ID: COUN 900

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2017
Rationale: Realignment of disciplines recognized by the State Chancellor's office.

COURSE ID	COURSE TITLE
BUSAD 210	Business Law

Equate: BUSAD 210 at SBVC
Effective: Fall 2017
Rationale: Add Distance Education component

COURSE ID	COURSE TITLE
CIS 105	Database Concepts and Design

PREREQUISITE: None
DEPARTMENTAL RECOMMENDATION: Successful completion of CIS 101
CATALOG DESCRIPTION: Fundamentals of database concepts with an emphasis on the design and implementation of relational databases. Includes coverage of basic database administration tasks, data models, data quality, data security, database management systems, and Structured Query Language (SQL).
SCHEDULE DESCRIPTION: Fundamentals of database concepts and design. Includes coverage of basic database administration tasks, data models, data quality, data security, database management systems, and Structured Query Language (SQL).
Equate: CIT 215 at SBVC
Effective: Fall 2017
Rationale: To meet C-ID Descriptor Requirements; six-year revision and add Distance Education component.

COURSE ID	COURSE TITLE
CIS 163	Introduction to PhotoShop

COURSE TITLE: Adobe PhotoShop
DEPARTMENTAL RECOMMENDATION: Successful completion of CIS 091
CATALOG DESCRIPTION: Design, creation, and manipulation of original and existing images and photographs using Adobe PhotoShop. Preparation for the Adobe Certified Expert (ACE) certification exam in PhotoShop.
SCHEDULE DESCRIPTION: Design, creation, and manipulation of original and existing images and photographs using Adobe PhotoShop. Preparation for the Adobe Certified Expert (ACE) certification exam in PhotoShop.
Note: This course is not currently equated with SBVC. The course is not offered at SBVC.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2017
Rationale: Six-year revision

Curriculum Meeting: 11/14/16, 11/28/16, 12/12/16 (partial)
 Conjoint Meeting: 12/21/16
 Board of Trustees Meeting: 01/19/17
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COURSE ID	COURSE TITLE
FIRET 100	Fire Protection Organization

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and eligibility for MATH 090 as determined through the Crafton Hills College assessment process

SCHEDULE DESCRIPTION: Provides information for newcomers in the fire service about the history, organization, traditions, terminology, and operation of the fire service.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: Six-year revision

COURSE ID	COURSE TITLE
FIRET 101	Fire Prevention Technology

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and eligibility for MATH 090 as determined through the Crafton Hills College assessment process. Concurrent enrollment in FIRET 100

CATALOG DESCRIPTION: Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education.

SCHEDULE DESCRIPTION: Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. This is a prerequisite course for the Fire Academy.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: Six-year revision

COURSE ID	COURSE TITLE
FIRET 102	Fire Behavior and Combustion

DEPARTMENTAL RECOMMENDATIONS: Eligibility for ENGL 101 and eligibility for MATH 095 as determined through the Crafton Hills College assessment process. Pass a standardized test of reading comprehension at or above the 12th grade level.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: To meet C-ID Descriptor Requirements; six-year revision.

COURSE ID	COURSE TITLE
GEOL 150H	Geology and the Environment – Honors

COURSE TITLE: Contemporary Geology: Hazards, Resources and Environmental Concerns – Honors

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2017
Rationale: The course title is being changed to match GEOL 150.

COURSE ID	COURSE TITLE
GEOL 170	Geologic History of the Great Basin

DEPARTMENTAL RECOMMENDATIONS: Eligibility for MATH 095. Eligibility for ENGL 101
MINIMUM SEMESTER HOURS:

LECTURE: 2

LAB: 42

CATALOG DESCRIPTION: Discussion and observation of the physical and historical geology and natural history of the Great Basin province of the United States, with specific emphasis on the geology of Death Valley National Park. Lectures preparatory to the field trip and geologic tools will be utilized to explore, understand, and observe the geology in the Great Basin and around Death Valley. Tools of geologic inquiry include field notes, hand lens, Brunton compass, topographic maps, aerial photographs, remote sensing, Geographic Information Systems (GIS), and Global Positional Systems (GPS). Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

SCHEDULE DESCRIPTION: Discussion and observation of the physical and historical geology and natural history of the Great Basin province of the United States, with specific emphasis on the geology of Death Valley National Park. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

Equate: GEOL 170 at SBVC
Effective: Fall 2017
Rationale: Curriculum update and hours corrected.

COURSE ID	COURSE TITLE
GEOL 175	Geology of the Eastern Mojave Desert

MINIMUM SEMESTER HOURS:

LECTURE: 2

LAB: 42

CATALOG DESCRIPTION: Discussion and observation of the physical and historical geology and natural history of the Great Basin of the United States, with specific emphasis on the geology of Eastern Mojave Desert. Lectures prior to the field trip and geologic tools will be utilized to observe, explore, and understand the geology of the Eastern Mojave Desert. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

SCHEDULE DESCRIPTION: Discussion and observation of the physical and historical geology and natural history of the Great Basin Geomorphic Province of the United States, with specific emphasis on the geology of Eastern Mojave Desert. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2017
Rationale: Curriculum update and hours corrected.

COURSE ID	COURSE TITLE
GEOL 180	Geology of Joshua Tree National Park

MINIMUM SEMESTER HOURS:**LECTURE:** 2**LAB:** 42

CATALOG DESCRIPTION: Discussion and field observation of the physical and historical geology and natural history of the Joshua Tree National Park area. Lectures prior to the field trip and geologic tools will be utilized to observe, explore, and understand the geologic history of Joshua Tree National Park. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

SCHEDULE DESCRIPTION: Discussion and field observation of the physical and historical geology and natural history of the Joshua Tree National Park area. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: Curriculum update and hours corrected.

COURSE ID	COURSE TITLE
GEOL 181	Geology of the Anza Borrego Region

MINIMUM SEMESTER HOURS:**LECTURE:** 2**LAB:** 42

CATALOG DESCRIPTION: Discussion and field observation of the physical and historical geology of the Anza Borrego Region in San Diego County, CA. Lectures prior to the field trip and geologic tools will be utilized to observe, explore, and understand the geology of the region. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

SCHEDULE DESCRIPTION: Discussion and field observation of the physical and historical geology of the Anza Borrego Region in San Diego County, CA. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: Curriculum update and hours corrected.

COURSE ID	COURSE TITLE
GEOL 251	Geology of National Parks and Monuments

DEPARTMENTAL RECOMMENDATIONS: Successful completion of GEOL 100 or GEOL 100H and GEOL 101 or GEOL 101H

CATALOG DESCRIPTION: This course consists of a study of the geology of selected national parks and monuments of the United States. Emphasis will be on the geologic process that formed each park or monument. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

SCHEDULE DESCRIPTION: Study of the geology of selected national parks and monuments of the United States, with particular emphasis on the geologic process which formed them. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

Equate: GEOL 251 at SBVC

Effective: Fall 2017

Rationale: Six-year revision

Curriculum Meeting: 11/14/16, 11/28/16, 12/12/16 (partial)

Conjoint Meeting: 12/21/16

Board of Trustees Meeting: 01/19/17

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COURSE ID	COURSE TITLE
GEOL 270	Geology of the Eastern Sierra Nevada

DEPARTMENTAL RECOMMENDATIONS: Eligibility for MATH 095. Eligibility for ENGL 101

MINIMUM SEMESTER HOURS:

LECTURE: 2

LAB: 42

CATALOG DESCRIPTION: Discussion and observation of the physical and historical geology and natural history of the Pacific Coast province of the United States, with specific emphasis on the geology of Eastern Sierra Nevada. Lectures preparatory to the field trip and geologic tools will be utilized to explore, understand, and observe the geology in the southern section of the Sierra Nevada (from Ridgecrest area to north of Big Pine, CA). Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

SCHEDULE DESCRIPTION: Discussion and observation of the physical and historical geology and natural history southern Sierra Nevada (from Ridgecrest area to north of Big Pine, CA). Lectures preparatory to the field trip and geologic tools will be utilized in the field study. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.

Equate: GEOL 270 at SBVC

Effective: Fall 2017

Rationale: Six-year revision and hours corrected

COURSE ID	COURSE TITLE
HIST 170	World Civilizations (3500BCE – 1500CE)

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 or ENGL 101H

SCHEDULE DESCRIPTION: Historical development of world societies from the time of human origins to the 16th century.

Equate: HIST 170 at SBVC

Effective: Fall 2017

Rationale: To meet C-ID Descriptor Requirements

COURSE ID	COURSE TITLE
HIST 170H	World Civilizations (3500BCE – 1500CE) – Honors

SCHEDULE DESCRIPTION: Historical development of world societies from the time of human origins to the 16th century. This course includes content and experiences appropriate for students wishing to earn honors credit.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: To meet C-ID Descriptor Requirements

COURSE ID	COURSE TITLE
HIST 171	World Civilizations (1500CE to the Present)

DEPARTMENTAL RECOMMENDATION: Eligibility for ENGL 101 or ENGL 101H

Curriculum Meeting: 11/14/16, 11/28/16, 12/12/16 (partial)

Conjoint Meeting: 12/21/16

Board of Trustees Meeting: 01/19/17

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SCHEDULE DESCRIPTION: Historical development of world societies from the 16th century to present.

Equate: HIST 171 at SBVC

Effective: Fall 2017

Rationale: To meet C-ID Descriptor Requirements; add Distance Education component.

COURSE ID	COURSE TITLE
LRC 907	Learning Disability Assessment

COURSE ID: EA 907

COURSE TITLE: Diagnostic Assessment

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: Realignment of courses into disciplines

COURSE ID	COURSE TITLE
LRC 920	Self Advocacy and Strategies for Success

COURSE ID: EA 920

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: Realignment of courses into disciplines

COURSE ID	COURSE TITLE
LRC 925	Access Technology Support Lab

COURSE ID: EA 925

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: Realignment of courses into disciplines

COURSE ID	COURSE TITLE
LRC 958	Tools and Strategies for Academic Success

COURSE ID: EA 958

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: Fall 2017

Rationale: Realignment of courses into disciplines

COURSE ID	COURSE TITLE
MCS 120	Tribulation, Triumph and Transformation: Introduction to Women's Studies

COURSE ID: SOC 106

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2017
Rationale: Realignment of courses into disciplines

COURSE ID	COURSE TITLE
MCS 132	Identity and Ideology: Introduction to Chicano(a) and Latino(a) Studies

COURSE ID: SOC 132

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2017
Rationale: Realignment of courses into disciplines

COURSE ID	COURSE TITLE
MCS 136	Arab Culture and Civilization

COURSE ID: ANTHRO 136

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: Fall 2017
Rationale: Realignment of courses into disciplines

COURSE ID	COURSE TITLE
PHIL 101	Introduction to Philosophy

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

CATALOG DESCRIPTION: Course is an introduction to the major ideas, methods and problems in philosophy, with attention directed to classical, modern and contemporary philosophy as a basis for discussing issues related to knowledge, reality, ethics, religion and political theory.

SCHEDULE DESCRIPTION: Course is an introduction to the major ideas, methods and problems in philosophy, with attention directed to classical, modern and contemporary philosophy as a basis for discussing issues related to knowledge, reality, ethics, religion and political theory.

Equate: PHIL 101 at SBVC
Effective: Fall 2017
Rationale: To meet C-ID Descriptor Requirements; add Distance Education component

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

CATALOG DESCRIPTION: Introduction to techniques of critical thought with an emphasis on deductive logic, including principles of valid reasoning, inductive reasoning, argument analysis and fallacies.

SCHEDULE DESCRIPTION: Introduction to techniques of critical thought with an emphasis on deductive logic, including principles of valid reasoning, inductive reasoning, argument analysis and fallacies.

Equate: PHIL 103 at SBVC
Effective: Fall 2017

Curriculum Meeting: 11/14/16, 11/28/16, 12/12/16 (partial)
 Conjoint Meeting: 12/21/16
 Board of Trustees Meeting: 01/19/17
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Rationale: To meet C-ID Descriptor Requirements; add Distance Education component

DISTRIBUTED EDUCATION

COURSE ID	DISTRIBUTED EDUCATION FORMAT
ART 102	100% Online
BUSAD 210	Hybrid and 100% Online
CIS 105	Hybrid and 100% Online
HIST 171	Hybrid and 100% Online
PHIL 101	Hybrid and 100% Online
PHIL 103	Hybrid and 100% Online

Effective: Fall 2017

Rationale: To increase Distributed Education offerings.

NEW CERTIFICATE

**Administrative Assistant Certificate
Certificate of Achievement**

This certificate is designed to prepare students for entry-level positions as administrative assistants. It provides students computer literacy skills, a solid foundation in Microsoft Windows and Office, as well as business communication and employability skills that are needed for success in the workplace.

REQUIRED COURSES:		UNITS
CIS 091	Essential Technology Skills for College and Career Success	3.00
CIS 095	Employability Skills for Technical Careers	2.00
CIS 101	Introduction to Computer and Information Technology	3.00
CIS 106	Spreadsheet Concepts and Application with Excel	3.00
BUSAD 145	Business Communication	(4.00)
OR		
COMMST 145	Business Communication	(4.00)
TOTAL UNITS		15.00

Effective: Fall 2017

Rationale: To provide the skills necessary for employment as an administrative assistant in today's modern office.

NEW DISCIPLINE

Learning Disabilities: Disabled Students Programs and Services (EA)

Effective: Fall 2017

Rationale: Educational Assistance (EA) is being created under the discipline of Learning Disabilities: Disabled Students Programs and Services

REALIGNMENT OF DISCIPLINE

Curriculum Meeting: 11/14/16, 11/28/16, 12/12/16 (partial)
 Conjoint Meeting: 12/21/16
 Board of Trustees Meeting: 01/19/17
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CURRENT DISCIPLINE	NEW DISCIPLINE
LRC, Learning Resources	LRC, Learning Assistance

Effective: Fall 2017

Rationale: Realignment of disciplines recognized by the State Chancellor's office. The course outline of record will reflect the discipline noted.

CHC GENERAL EDUCATION – MODIFICATIONS

	OLD COURSE ID	NEW COURSE ID
Social Behavior Sciences:	MCS 120	SOC 106
	MCS 132	SOC 132
	MCS 136	ANTHRO 136
Humanities:	MCS 110	ASL 115
	MCS 136	ANTHRO 136
Diversity and Multiculturalism:	MCS 110	ASL 115
	MCS 120	SOC 106
	MCS 132	SOC 132
	MCS 136	ANTHRO 136

IGETC – MODIFICATIONS

	OLD COURSE ID	NEW COURSE ID
Area 3B Humanities:	MCS 110	ASL 115
	MCS 136	ANTHRO 136
Area 4C	MCS 132	SOC 132
Area 4D	MCS 120	SOC 106

CSU – MODIFICATIONS

	OLD COURSE ID	NEW COURSE ID
C:2	MCS 110	ASL 115
	MCS 136	ANTHRO 136
D:3	MCS 132	SOC 132
D:4	MCS 120	SOC 106
D:7	MCS 110	ASL 115
	MCS 136	ANTHRO 136

Effective: Fall 2017

Rationale: Realignment of disciplines recognized by the State Chancellor's office.

INFORMATION ONLY

DISCIPLINE: Foreign Language (Arabic)
DEPARTMENT: Communication and Language
COURSE ID: ARABIC 101
COURSE TITLE: College Arabic I

Curriculum Meeting: 11/14/16, 11/28/16, 12/12/16 (partial)
 Conjoint Meeting: 12/21/16
 Board of Trustees Meeting: 01/19/17
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PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 5
MINIMUM SEMESTER HOURS:
LECTURE: 80

CATALOG DESCRIPTION: Introduction to the Arabic language, including fundamentals of its alphabet, script and pronunciation. Development of the student's abilities to write, speak and comprehend Modern Standard Arabic. Study of the culture of the Arab World. NOTE: This course corresponds with the first year of high school Arabic.

SCHEDULE DESCRIPTION: Introduction to the Arabic language, including the fundamentals of its alphabet, script and pronunciation. NOTE: This course corresponds with the first year of high school Arabic.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: **Fall 2017**

Rationale: The units disappeared in the State Curriculum Inventory. For filing purposes, the State requires a current Board date.

DISCIPLINE: Foreign Language (Arabic)
DEPARTMENT: Communication and Language
COURSE ID: ARABIC 102
COURSE TITLE: College Arabic II
PREREQUISITE: ARABIC 101
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None

SEMESTER UNITS: 5
MINIMUM SEMESTER HOURS:
LECTURE: 80

CATALOG DESCRIPTION: A continuation of ARABIC 101. Continued development of a student's listening, speaking, reading, and writing skills in Modern Standard Arabic and study of the culture of the Arab world. NOTE: This course corresponds with the second year of high school Arabic.

SCHEDULE DESCRIPTION: A continuation of ARABIC 101. Continued development of a student's listening, speaking, reading, and writing skills in Modern Standard Arabic and study of the culture of the Arab world. NOTE: This course corresponds with the second year of high school Arabic.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.

Effective: **Fall 2017**

Rationale: The units disappeared in the State Curriculum Inventory. For filing purposes, the State requires a current Board date.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Henry Hua, Interim Vice President, Instruction, SBVC
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Donation – SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accepts the following donations from Bill Fisher at TEC Equipment.

OVERVIEW

The following donations are being made to the Diesel Department within Applied Technology, Transportation, and Culinary Arts Division:

Donations

- (1) Engine
- (1) Transmission

Source

TEC Equipment

ANALYSIS

Donations of an engine, valued at \$35,000, and transmission, valued at \$10,000 is being made to the Diesel Department by Bill Fisher at TEC equipment located in Fontana, California. These donations will be used to help support the Diesel Department by providing hands on learning experience to better their careers in the industry.

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: Diana Rodriguez, President, SBVC
PREPARED BY: Henry Hua, Interim Vice President, Instruction, SBVC
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Donation – SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accepts the following donations from The Community College League of California.

OVERVIEW

The following donations are being made to the Music Department within Arts and Humanities Division:

<u>Donations</u>	<u>Source</u>
\$800.00	Community College League of California

ANALYSIS

This donation of \$800.00 from the Community College League of California will support the needs of the music department choral groups with items such as costuming, sheet music, and equipment.

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: Diana Z. Rodriguez, President, SBVC
PREPARED BY: Karen Childers, Director of Development & Community Relations, SBVC
DATE: January 19, 2017
SUBJECT: Consideration of Approval to Serve Wine, Spirits, and Beer at a Campus Event - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve wine, spirits, and beer to be served at a campus event: SBVC Scholarship Donor Reception, May 10, 2017.

OVERVIEW

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

ANALYSIS

Per Board Policy 3560 and in accordance with California law, the SBVC Scholarship Donor Reception is a private event that is open to the public and where alcohol will be sold.

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
SUBJECT: Consideration of Acceptance of Employee Resignations

RECOMMENDATION

It is recommended that the Board of Trustees accept the resignations of Bryan Reece, Henry Hua, Whitney Fields, Ryan Garcia, Anthony Dececio, Amber Gallagher, Emma Quijano, and date amendment for Johnny Conley.

OVERVIEW

Bryan Reece, Vice President of Instruction, CHC, 3 years of service. Last day of employment is January 2, 2017.

Henry Hua, Dean, Mathematics, Business and Computer Technology, SBVC, 3 years of service. Last day of employment is January 6, 2017.

Whitney Fields, Director, Safety and Risk Management, 5 years of service. Last day of employment is January 13, 2017.

Ryan Garcia, College Security Officer, District, 2 years of service. Last day of employment is January 3, 2017.

Anthony Dececio, College Security Officer, District, 1 year of service. Last day of employment is January 3, 2017.

Amber Gallagher, Director, Financial Aid, SBVC, 2 years of service. Last day of employment is January 2, 2017.

Emma Quijano, Secretary II, Child Development Center, SBVC, less than 1 month. Last day of employment is December 2, 2016.

Johnny Conley, Director First Year Experience, SBVC, 2 years of service. Last day of employment is amended from November 30 to December 10, 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: Bruce Baron, Chancellor

PREPARED BY: Dr. Wei Zhou, President, CHC
Diana Rodriguez, President, SBVC

DATE: January 19, 2017

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 2016-2017 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 2016-2017 academic year. 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 2016-2017 budget.

Adjunct & Substitute Academic Employees
January 19, 2017

Crafton Hills College

<u>NAME</u>	<u>DISCIPLINE</u>
Alvarez, Richard	Counselor, High School Dual Enrollment
Bowker, Kelly	Dance
Casale, Kimie	American Sign Language
Demerson, Rainy	Dance
Estrella, Julie	Psychology
Franklin, Kimberly	Librarian
Hicks, Ashley	Allied Health
Holland, Joe	Engineering
Marion, Jeremy	Anatomy
McKee, Katie	Counselor, High School Dual Enrollment
Meekins, Jackie (Jack)	Mathematics
Sibley, Pam	Counselor, High School Dual Enrollment
Sidor, Joe	Engineering
Vence, Nicholas	Physics

San Bernardino Valley College

<u>NAME</u>	<u>DISCIPLINE</u>
Baccari, Kevin	Math
Borissova, Svetlana	Math
Bujanda, Albert	Diesel
Castillo, Yubitza	Nursing
Donoghue, John	Geographic Information Systems
Ebert, Rebecca	Reading
Garcia, Jaime	Communication Studies
Gayle, Dave	Biology
Henry, Michele	Nursing
Hubbell, Daniel	Nursing
Jackson, Anjona	Nursing
Jones, Dianna	Computer Information Technology
Killian, Jennifer	English
Korcha, Michael	Computer Science
Lawson-Egan, Gina Danielle	Art
Lyons, Kelley Lynn	Reading
Martin, Kirstyn	Math
McGuire, Iryna	Biology
McLoughlin, Peter	Math
Montanez, Melissa	Biology
Pascale, Melody	Nursing
Ramos, Sefferino Ontiveros	English
Rozsak, Suzanne	English
Regner, Don	Electricity/ Electronics
Tran, Long	Computer Information Technology
Watterlond, John	Math

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor

DATE: January 19, 2017

SUBJECT: Consideration of Approval of Appointment of District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment and management contract, if applicable, of Anna Mendez, Cindy Huerta, Karen Thomas, and Sabrina Jimenez.

OVERVIEW

Anna Mendez, Printing and Graphics Services Supervisor, effective February 6, 2017, at Management Salary Range 8, Step B, \$67,621.33. Replacing Fred Larimore. Funding Source is District General Fund.

Cindy Huerta, Coordinator Outreach and Relations with Schools, SBVC, effective February 6, 2017, at Classified Salary Range 46, Step A, \$4,417.00 per month. Replacing Clyde Williams. Funding Source is Counseling and Matriculation General Fund.

Karen Thomas, Human Resources Generalist, District, effective January 23, 2017, at Confidential Salary Schedule, Range 3, Step A, \$4,822.85 per month. Replacing Cecilia Andrada. Funding Source is Human Resources General Fund.

Sabrina Jimenez, Instructor, History, CHC, effective January 12, 2017, 177 days. Salary placement to be determined upon verification of education and experience. Replacing Jane Beitscher. Funding Source is CHC Instructional Fund.

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 2016-2017 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Confidential Salary Schedule

RECOMMENDATION

It is recommended that the Board of Trustees approve the Confidential Salary Schedule.

OVERVIEW

To add the position of Coordinator, Professional Learning & Diversity, to Confidential Salary Schedule, Range 8, \$6,8830.43 - \$8,335.41 per month.

ANALYSIS

With the revision of the Coordinator, Professional Learning & Diversity job description, it was determined that an adjustment in the salary range is necessary for the duties and responsibilities associated with the position.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2016-2017 budget.

**San Bernardino Community College District
Confidential Salary Schedule**

Classification Titles	Range	Period	Step A	Step B	Step C	Step D	Step E
	1	Monthly	\$ 3,808.31	\$ 3,998.68	\$ 4,198.77	\$ 4,408.60	\$ 4,629.25
		Hourly	\$ 21.89	\$ 22.98	\$ 24.13	\$ 25.34	\$ 26.60
Recruitment Specialist	2	Monthly	\$ 4,264.75	\$ 4,477.82	\$ 4,520.88	\$ 4,746.56	\$ 4,983.68
		Hourly	\$ 24.51	\$ 25.73	\$ 25.98	\$ 27.28	\$ 28.64
Human Resources Generalist Benefits Specialist Safety & Risk Specialist	3	Monthly	\$ 4,822.85	\$ 5,064.05	\$ 5,317.15	\$ 5,583.22	\$ 5,862.27
		Hourly	\$ 27.72	\$ 29.10	\$ 30.56	\$ 32.09	\$ 33.69
Administrative Assistant II	4	Monthly	\$ 5,188.44	\$ 5,462.08	\$ 5,749.79	\$ 6,052.63	\$ 6,371.71
		Hourly	\$ 29.82	\$ 31.39	\$ 33.04	\$ 34.79	\$ 36.62
	5	Monthly	\$ 5,455.59	\$ 5,728.15	\$ 6,014.78	\$ 6,315.46	\$ 6,631.29
		Hourly	\$ 31.35	\$ 32.92	\$ 34.57	\$ 36.30	\$ 38.11
Executive Administrative Assistant	6	Monthly	\$ 6,195.40	\$ 6,520.97	\$ 6,863.83	\$ 7,225.09	\$ 7,605.81
		Hourly	\$ 35.61	\$ 37.48	\$ 39.45	\$ 41.52	\$ 43.71
	7	Monthly	\$ 6,505.17	\$ 6,847.02	\$ 7,207.02	\$ 7,586.34	\$ 7,986.10
		Hourly	\$ 37.39	\$ 39.35	\$ 41.42	\$ 43.60	\$ 45.90
Coordinator, Professional Learning & Diversity	8	Monthly	\$ 6,830.43	\$ 7,189.37	\$ 7,567.37	\$ 7,965.66	\$ 8,385.41
		Hourly	\$ 39.26	\$ 41.32	\$ 43.49	\$ 45.78	\$ 48.19
Employee Relations Officer	9	Monthly	\$ 7,171.95	\$ 7,548.84	\$ 7,945.74	\$ 8,363.94	\$ 8,804.68
		Hourly	\$ 41.22	\$ 43.38	\$ 45.67	\$ 48.07	\$ 50.60

SBCCD Confidential Salary Schedule
Effective July 1, 2014
Board Approved May 08, 2014
Revised: August 13, 2015, January 19, 2017

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor
Diana Rodriguez, President, SBVC
Dr. Wei Zhou, President, CHC

DATE: January 19, 2017

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.

District Volunteers
January 19, 2017

Crafton Hills College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Villapando, Gilbert	Counseling Dept.	01/20/2017–05/25/2017

San Bernardino Valley College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Anderson, Shanyka	Science/Chemistry	01/20/2017-06/30/2017
Baeza, Garrett	Student Services/DSPS	01/20/2017-06/30/2017
Blackstone, Julianna	Science/Architecture	01/20/2017-05/25/2017
Desist, Ricci	Social Sciences/Police Academies	01/20/2017-06/30/2017
Garber, Melissa	Student Services/EOPS	01/23/2017-06/30/2017
Harris, Jeffrey	Applied Technology/Machine Trades	01/20/2017-05/23/2017
Moreno, Karen	Student Services/DSPS	01/20/2017-06/30/2017
Shaneyfelt-King, Christina	Social Sciences/Police Academies	01/20/2017-06/30/2017
Solis-Valdez, Nadia	Science/Chemistry	01/20/2017-06/30/2017
Suarez-Ramirez, Patricia	Student Services/DSPS	01/20/2017-06/30/2017

District

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Kuttner, Daniel	KVCR-TV	01/16/2017*-06/30/2017

*Necessary paperwork not completed timely

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Hourly Rate Increase for Minimum Wage Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the hourly rate increase for minimum wage employees, effective January 1, 2017.

OVERVIEW

The California state minimum wage increased to \$10.50 per hour on January 1, 2017. To be in compliance with the increase, beginning January 1, 2017, the hourly rate for hourly employees will increase to \$10.50 per hour. The positions effected will be: Project Assistant I, Camera and Lighting Technician, Closed Caption Editor I, Tutor I, and TV Closed Captioning.

ANALYSIS

This increase to the hourly employee rate will apply to the minimum wage employees beginning January 1, 2017. The attached rates of pay schedules reflect the increases.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

The financial implication to the revision is an increase of \$.50 per hour to all applicable employees.

SHORT-TERM RATES OF PAY

SHORT-TERM ASSIGNMENT	HOURLY RATE
Accompanist	\$16.00
Driver	\$15.00
Lifeguard	\$12.00
Model, Draped	\$11.00
Model, Undraped	\$16.00
Project Assistant I	\$10.50*
Project Assistant II	\$12.00
Project Assistant III	\$14.00

* **Minimum Wage increase effective January 1, 2017.**

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

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

Board Approval: January 19, 2017

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

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Assistant Instructor	\$20.00
Bilingual Translator/Interviewer	\$20.00
Business and Resources Development Consultant	\$60.00
CAHSEE Facilitator	\$50.00
Camera & Lighting Technician	\$10.50 to \$20.00
Clinical Instructor	\$20.00
Closed Caption Editor I	\$10.50 to \$15.00
Closed Caption Editor II	\$16.00 to \$20.00
Closed Caption Editor III	\$21.00 to \$30.00
Content Specialist (FNX and Marketing & Public Relations)	\$15.00 to \$40.00
Counseling Intern I / II / III	\$25.00/\$30.00/\$35.00
Counseling Trainee	\$15.00
Criminal Justice Academy Liaison	\$30.00
CTE Transition Coordinator	\$20.00 to \$30.00
Guardian Scholars and Dreams Liaison (Categorical)	\$45.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$12.00
Emergency Preparedness Coordinator	\$35.00
Fire Agility Group Leader/Proctor	\$12.50
Fire Agility Instructor	\$30.00
Flight Simulator Repair	\$30.00
Foster Parenting Education	\$45.00
GIS Technician	\$18.00 to \$24.00
Grant Program Assistant (Categorical)	\$35.00
Grant Writer I/II/III	\$30.00/\$40.00/\$55.00
Human Resources Recruiter	\$20.00
Interpreting/Transliterating Level I / II / III / IV	\$24.00/\$21.00/\$18.00/\$15.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$55.00
Nurse Practitioner I (1-2 years of SBCCD experience)	\$55.00
Nurse Practitioner II (3-5 years of SBCCD experience)	\$60.00
Nurse Practitioner III (6+ years of SBCCD experience)	\$65.00
Physician	\$30.00
EMT(EMS)/Respiratory Care/Fire TechPE/ASL Specialist	\$30.00
Pharmacy Technology Accreditation Coordinator	\$30.00 to \$50.00
Police Science Facilitator/Instructor	\$35.00
Primary Instructor	\$25.00
Program Assistant	\$20.00 to \$49.00
Project Evaluator	\$40.00
Public Information Specialist	\$65.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00

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

Risk Management Coordinator	\$28.00
RTVF Intern I / II / III	\$11.00 / \$12.00 / \$13.00
Safety Facilitator	\$19.00 to \$25.00
Safety Officer	\$22.50
Social Media Specialist (FNX & Marketing & Public Relations)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
Tactical Officer/Police	\$28.00
Tactical Officer/Fire	\$23.00
Tech Prep	\$30.00
Training Specialist	\$19.00
Tutor I / II / III	\$10.50 / \$12.00 / \$14.00
TV Closed Captioning	\$10.50 to \$15.00
Veteran's Resource Specialist	\$50.00
Workforce Development/PDC Trainer	\$15.00 to \$100.00 or up to 85% of Enrollment or up to 60% of net
Strengths Educator/Coach	\$49.00
PROFESSIONAL EXPERT ASSIGNMENT	SESSION RATE
Foster Parent Host	\$25.00
Musician	\$75.00
PROFESSIONAL EXPERT ASSIGNMENT	DAILY RATE
Evaluator (<i>per scenario</i>)	\$105.00
Theatre Production Assistant	\$500.00
CPR/Lifeguard Certification Facilitator	\$200.00 to \$300.00
Consultant	\$300.00 to \$500.00
PROFESSIONAL EXPERT ASSIGNMENT	SEMESTER RATE
Faculty Intern	\$600.00
Future Teacher Intern	\$300.00
Grant Assignment	\$300.00
Medical Director (EMT)	\$3,500.00
Medical Director (Respiratory Care)	\$3,000.00

Board Approved: July 1, 2014

Revised: January 19, 2017

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Interim Management Appointment

RECOMMENDATION

It is recommended that the Board of Trustees approve Dr. James E. Smith.

OVERVIEW

Dr. James E Smith, Interim Vice President of Instruction, SBVC, Management Salary Schedule Range 23, Step C, \$147,626.68 annually, effective January 9, 2017, through June 30, 2017, or until position is filled on a permanent basis, whichever occurs first. Replaces Haragewen Kinde. Funding Source is Vice President of Instruction Office General Fund.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2016-2017 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
SUBJECT: Consideration of Approval of New Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the AB104 Adult Education Block Grant (AEBG) Administrator, Caltrans Work Crew Supervisor and Director Workforce Development, Deputy Sector Navigator (DSN) – Information & Communication Technology/Digital Media job description.

OVERVIEW

The AB104 Adult Education Block Grant (AEBG) Administrator plans, organizes, directs, and coordinates functions and activities related to the implementation of the AB104 (originally AB86) Grant activities. The AEBG Administrator is the liaison between the San Bernardino Community College District Consortium and the State AEBG Office in Sacramento responsible for administering the consortium budget, compiling documentation required by the state and reporting all outcomes. This position is also responsible for working with both the California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) who are working in partnership to implement the requirements outlined in AEBG.

The Caltrans Work Crew Supervisor will assist district and campus users with developing scopes of work, maintaining project schedules, and adhering to budgets for minor capital outlay, space inventory, scheduled maintenance, special repair, and campus departmental projects.

The Director Workforce Development, Deputy Sector Navigator (DSN) – Information & Communication Technology/Digital Media position reports to the Statewide Sector Navigator-ICT/DM, and develops, coordinates, and monitors education and training programs, and provides technical assistance and technology transfer services in both ICT and DM to all community colleges and businesses located throughout the Desert Region (Region IX).

ANALYSIS

The new job descriptions are reflective of the growth of the grants and program services.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

AB104 ADULT EDUCATION BLOCK GRANT (AEBG) ADMINISTRATOR

*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 categorical position and is contingent on the life of the grant and availability of funding of the program.*

SUMMARY DESCRIPTION

Under the general direction of the Dean of Mathematics, Business, and CIT and contingent upon grant funding, the AB104 Adult Education Block Grant (AEBG) Administrator plans, organizes, directs, and coordinates functions and activities related to the implementation of the AB104 Grant activities. The AEBG Administrator is the liaison between the San Bernardino Community College District Consortium and the State AEBG Office in Sacramento responsible for administering the consortium budget, compiling documentation required by the state and reporting all outcomes. In addition, the AEBG Administrator is responsible for working with both the California Community College Chancellor's Office (CCCCO) and the California Department of Education (CDE) who are working in partnership to implement the requirements outlined in AEBG.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans, directs, supervises, evaluates and manages the AB104 grant, providing coordination and support activities for the consortium's members and partners.
2. Communicates an informed understanding of the objectives and outcomes of the program to district and college administrators, faculty and staff, consortia members, and other program stakeholders.
3. Manages and provides leadership for the AB104 consortium, including the development of liaisons with adult schools, member school district offices, member county offices of education, community service agencies and alternative educational settings.
4. Coordinates, schedules, and facilitates meetings for the Executive Committee comprised of the regional consortium member leadership for decision making and approval of AEBG State deliverables.
5. Provides leadership in the administration of the AB104 grant, including but not limited to guiding the consortium to address the AB104 objectives and develop comprehensive responses to the questions posed by the state to be submitted by the dates required in semiannual and final reports to the AB104 work group in coordination with the CCCCCO and the CDE.
6. Tracking, budgeting, revising, and reporting every 6 months for three overlapping fund sources in different state reporting portals currently totaling \$13.46 million dollars. (2015-16 AEBG Consortium Allocation, 2016-17 AEBG Apportionment, and the Data & Accountability funding stream).
7. Represents all consortium members at local and State sponsored events in Sacramento and national conferences.
8. Works with the fiscal agent to process contracts with sub-grantees and vendors for payment of services in a timely manner abiding by all fiscal agent requirements.

9. Works with the fiscal agent accounting representative to have all Expenditure reports certified to meet all state deadlines.
10. Supports and coordinates activities and projects between faculty and representatives of local adult education schools, continuation schools, regional occupational programs, and the local community for AEBG defined programs.
11. Maintains current knowledge of instructional theories and new technologies pertinent to assigned projects; learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12. Presents status reports to high-level management including the SBCCCD Chancellor's Cabinet, member adult schools, local community cabinets and San Bernardino County Office.
13. Collects, quantifies and summarizes regional Student Data for state reporting for all members of the consortium.
14. Performs statistical analysis and summarizes findings in applicable reports and other communication mediums.
15. Works closely with California Community College Chancellor's Office Moderators and State officials on the AEBG deliverables and participates in weekly webinars hosted by the State AEBG office.
16. Develops and oversees marketing plans for the AEBG programs. Creates, oversees, and collaborates with advertising and marketing services to conduct needs assessments, enhance visibility of programs, and recruit students for adult education services.
17. Maintains and uses the regional website to promote consortium efforts in the development and expansion of adult education programs under the 7 AEBG program areas. In addition, uses social media accounts such as Facebook, Twitter and Instagram to promote AEBG consortium activity.
18. Maintains relationships with business, labor, industry, governmental agencies, and community organizations including the San Bernardino County Workforce Investment Board (WIB).
19. Manages staff, including training, daily operations, and ongoing performance evaluations across multiple agencies.
20. Conducts regular gap analysis, and reassigns resources to meet objectives of the consortium plan by working with consultants to standardize methods of data collection, curriculum alignment and/or program expansion.
21. Participates in/on a variety of meetings, committees, task forces, and/or other related groups to communicate information regarding services, programs, areas of opportunity, and/or other pertinent information as appropriate.
22. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
23. 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 an adult education program including the theories, concepts, and prevailing practice in delivering adult education.
In-depth knowledge of the dynamics of a culturally and economically diverse community, its education and retraining needs.
Principles and practices of program development and administration.
Principles and practices of budget preparation, management, administration and reporting.
Proficiency with computer skills including, but not limited to, word processing, spreadsheets, email, and database.
Methods and techniques in advertising and marketing.
Principles and practices in designing, developing, and implementing effective, integrated programs and services.
Personnel management, supervision, and evaluation.
Oral and written language skills to prepare reports and professional correspondence.
Principles of supervision, training and human relations skills to conduct performance reviews, deliver presentations, and convey technical information to a variety of audiences
Pertinent federal, state, and local laws, codes, and regulations relating to the program area.

Ability to:

Oversee and participate in the management of a comprehensive adult education program and services related to the Adult Education Block Grant.
Oversee, direct, and coordinate the work of lower level staff.
Effectively manage resources.
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.
Work cooperatively and productively with internal and external constituencies.
Advocate for collegiality, staff cohesiveness and other core values of the institution.
Demonstrate professionalism, fairness, honesty and tact in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to adult education program services, 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. Experience in the administration of education programs, community organizations, government programs, or private industry.
2. 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.

Preferred Experience:

1. Master's degree from an accredited college or university.
2. Experience in the California Community College System.
3. Two (2) years of experience within the last four (4) years with direct oversight and coordination of a grant or a program with multiple partners from business, industry and/or education.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved: January 19, 2017

Range: 13

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CALTRANS WORK CREW SUPERVISOR

*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 Caltrans Project Administrator, the Caltrans Work Crew Supervisor is responsible for the safe and secure transportation of the Caltrans Work Crews from specified sites to worksite locations throughout San Bernardino and Riverside counties. Within the scope of work associated with the California Department of Corrections and Rehabilitation contract, and in partnership with the California State University San Bernardino Re-Entry Initiative (CSRI) located in the City of San Bernardino, the San Bernardino Community College District (SBCCD) Caltrans program will allow recently released low-level ex-offenders who are successfully participating in the core services available through the CSRI program with the opportunity to work on road crews. Two crews will be deployed daily.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Monitors, trains, and supervises work crew activities, and prepares and maintains daily employment activity documentation.
2. Inspects and prepares transportation vehicles for daily operation requirements, performs pre- and post-trip vehicle inspections, and completes required documentation to report any damage or defects of vehicles and associated equipment.
3. Ensures participants are properly accounted for prior to and during transition between work sites, and ensures that all required documentation is completed accurately and thoroughly when assigning work crew participants.
4. Monitors and ensures work crew compliance with projects directed by Caltrans, such as litter removal, weed and brush removal, freeway drainage cleaning, and other work activities as assigned.
5. Coordinates with Caltrans and the SBCCD Caltrans Project Administrator to provide daily work sites, training, or tools to be utilized for assignments.
6. Assigns and accounts for tools, materials, and equipment issued to participants enrolled in the program for daily work projects in coordination with Caltrans staff and the SBCCD Caltrans Project Administrator.
7. Maintains record keeping for tools and equipment in use, and maintains applicable records as necessary such as supply inventory.
8. Coordinates with the SBCCD Caltrans Project Administrator and completes weekly work schedules and work reports for work crew participants.

9. Complies with occupational safety standards in the performance and supervision of work by program crews in rough terrain environments, such as hills, loose gravel, clay dirt surfaces, and slippery grass and weed-infested areas to complete work assignments.
10. Operates commercial vans with trailer, and maneuvers in difficult spaces and under challenging weather conditions.
11. Operates hands-free mobile phones or communications radios issued daily by the SBCCD Caltrans Administrator to receive and report any information relevant to the program while conducting field operations associated with work crew assignments.
12. Reports incidents and emergencies to the SBCCD Caltrans Project Administrator, and Caltrans and/or public safety officials as appropriate, and complies with administrative directions for work crew supervisory and disciplinary actions as necessary.
13. Responsible for record-keeping and filing activities, collects work performance and program operations data, and prepares reports
14. 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 associated with the Caltrans project, including highway maintenance, reentry principles and practices, and working with and supervising individuals recently released from incarceration.

Working with diverse populations.

Principles of supervision, training, and performance evaluation.

Principles of work planning, safety awareness, problem resolution, public relations and documentation of required tasks.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and practices used to establish and maintain files and information retrieval systems.

Principles and techniques used in public relations and interpersonal skills using tact, patience, and courtesy.

Pertinent and applicable federal, state, and local laws, codes, rules and regulations, specifically those associated with operating commercial vehicles while towing a trailer, occupational safety, and employment.

Basic landscaping, construction, and highway maintenance operations and procedures.

English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Ability to:

Oversee, direct, and coordinate work crew daily tasks.

Perform safety and maintenance inspections of commercial vehicles being utilized for day-to-day operations.

Operate and control equipment such as weed eaters, hoes, shovels, tree trimmers, hedge clippers, etc.

Plan and organize work to meet the priorities and deadlines established.

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.
Set out signs and cones around work area to divert traffic, and be able to follow, as well as apply, safety guidelines provided by Caltrans.
Work in challenging terrain and supervise work in difficult areas assigned by Caltrans. (i.e. highways, 45-degree slopes, etc.)
Demonstrate professionalism, fairness, and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principals as they relate to teamwork and collaborative functions.
Prepare and complete daily logs, participant registration, sign-in sheet, schedules, time sheets, and itemized lists of equipment and materials.
Prepare and present comprehensive, concise, clear, oral, and written reports.
Handle communication devices in a safe and responsible manner in order to promote safety while performing duties.

Education and Experience Guidelines

Education/Training:

High School diploma or GED equivalency.

Experience:

Two (2) years of combined experience in construction, landscaping, and/or highway maintenance, including one (1) year of supervisory experience.

License or Certificate:

Possession of valid Class B and C driver's license.

Preferred Experience:

1. Working experience with the parolee population.

Conditions:

Candidates under consideration must be able to:

1. Obtain Live Scan clearance.
2. Be on the SBCCD Approved Drivers List within the first month of employment.

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 an outdoor setting.

Physical: Primary functions requirements sufficient physical ability and mobility to work in an outdoor 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 equipment requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

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

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

Board Approved: January 19, 2017
Management Salary Range: 1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR, WORKFORCE DEVELOPMENT

Deputy Sector Navigator - Information & Communications Technology/Digital Media

*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

The Economic Development and Corporate Training (EDCT) division of the San Bernardino Community College District (SBCCD) supports the District and its’ colleges through numerous initiatives and special projects. Under the direction of the Associate Vice Chancellor, Economic Development and Corporate Training, the Director, Workforce Development [Deputy Sector Navigator – Information & Communications Technology/Digital Media (DSN-ICT/DM)] implements the District’s responsibilities under the terms of the DSN-ICT/DM grant awarded to the District by the California Community Colleges Chancellor’s Office (CCCCO), Workforce & Economic Development (WED) Division. Additionally, the position reports to the Statewide Sector Navigator-ICT/DM, and develops, coordinates, and monitors education and training programs, and provides technical assistance and technology transfer services in both ICT and DM to all community colleges and businesses located throughout the Desert Region (Region IX).

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plan, organize, and direct the activities, functions, and services of the Deputy Sector Navigator Program, including program management, staffing, budget, and general administration.
2. Implement program objectives according to timelines established in grant award from the California Community Colleges Chancellor’s Office.
3. Oversee regional collaboration of community colleges, 4-year institutions, and community-based organizations providing transportation and logistics training in order to build a region-wide response to regional business needs.
4. Working in consultation works with senior staff to prepare program review documents and establishes planning and budgeting priorities.
5. Monitors and evaluates program compliance, maintains accurate records, and tracks services provided through grants, contracts and special initiatives.
6. Develop the annual program budget and seek resources through strategic resource sharing, grant writing, or fee for service programs.
7. Direct program design and implementation to ensure quality services provided to employers in compliance with all funding and performance contract requirements.
8. Convene Information and Communication Technologies/Digital Media meetings with key stakeholders.

9. Identify program requirements and develop methods for implementing solutions.
10. Train and supervise assigned staff as well as contract with consultants as needed.
11. Implement strategies and systems for management control, record keeping, client tracking, priority setting, reporting, and other functions to manage the changing resources and responsibilities of the Deputy Sector Navigator Program.
12. Represent the services of the Deputy Sector Navigator Program at required meetings and before a wide variety of constituencies, including employers, job seekers, government and community organizations.
13. Contacts Information and Communication Technologies/Digital Media related businesses to determine staffing needs and promote regional education, training, and employment solutions; create database of employers.
14. Coordinate curriculum development expertise and resources to Region IX.
15. Maintain regular contact with Information and Communication Technologies/Digital Media Deputy Sector Navigators and statewide Sector Navigator as required.
16. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
17. Serves as a representative on district-wide committees.
18. Performs other 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 contract education program.
- Principles and practices of administering and monitoring grants.
- Grant regulations and requirements including restrictions and financial reporting requirements.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of project management.
- Principles of supervision, training, and performance evaluation.
- Procedures, processes and programs utilized by community colleges' Economic and Workforce Development Programs.
- Workforce training programs in a public college environment.
- Principles and practices in the development and implementation of marketing strategies.
- Pertinent federal, state, and local laws, codes and regulations relating to economic and workforce development programs.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, presentations, and databases.
- Methods and techniques of data collection, research, and preparation of reports.

Principles and procedures of record keeping.

Ability to:

Oversee and participate in the management of a comprehensive contract education program.

Plan and organize seminars, training programs, and activities.

Create and maintain project budget from overall financial plans.

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

Manage multiple programs, projects or grants simultaneously and be sensitive to changing priorities and deadlines.

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

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.

Provides leadership based on ethics and principles as they relate to grant management functions and operations.

Plan and organize work to meet changing priorities and deadlines.

Communicate clearly and concisely, both orally and in writing.

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

Education and Experience Guidelines

Education/Training:

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

Required Experience:

Three (3) or more years of experience in grants management, budget management and/or workforce development management.

Preferred Experience:

1. A Master's degree in business or public administration.
2. Experience in the development and coordination of Employment Training Panel (ETP) programs offered at community colleges.
3. Experience in the working with grant funded programs and projects through the California Community Colleges Chancellor's Office.

Special Requirements:

1. Willingness to work flexible hours, including evening and weekends.
2. Possession of a 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: January 19, 2017

Management Salary Range: 15

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor
Diana Rodriguez, President, SBVC

DATE: January 19, 2017

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, at \$49.00 per hour, is requested on a periodic basis to assist departments with various research, projects, committee work, or events on campus or in the community.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2016-2017 budget.

Non-Instructional Pay
January 19, 2017

San Bernardino Valley College

Alexander, Horace, will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project, 1/20/2017 to 6/30/2017, not to exceed 26 hours. Funding source is Basic Skills Funds.

Alvarez, Vicente, to research and develop pre-statistical Math courses, 1/20/2017 to 6/30/2017, not to exceed 20 hours. Funding source is Basic Skills Funds.

Beebe, Yvonne, to research and develop pre-statistical Math courses, 1/20/2017 to 6/30/2017, not to exceed 20 hours. Funding source is Basic Skills Funds.

Beuche, William, will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project, 1/20/2017 to 6/30/2017, not to exceed 72 hours. Funding source is Basic Skills Funds.

Blacksher, Anthony, will research, revise and develop open educational resource material, support faculty who teach developmental skills or transfer classes who desire to increase access and success rate among basic skills students, 1/20/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Briggs, Stephanie, will research, revise and develop open educational resource material, support faculty who teach developmental skills or transfer classes who desire to increase access and success rate among basic skills students, 1/20/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Chaney, Nikia, will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project, 1/20/2017 to 6/30/2017, not to exceed 180 hours. Funding source is Basic Skills Funds.

Copeland, Mary, will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project, 1/20/2017 to 6/30/2017, not to exceed 36 hours. Funding source is Basic Skills Funds.

Dulgeroff, James, will research, revise and develop open educational resource material, support faculty who teach developmental skills or transfer classes who desire to increase access and success rate among basic skills students, 1/20/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Ferri-Milligan, Paula, to provide coordination of learning communities, and coordinating student supplemental leaders, recruitment of faculty and collection of associated recordkeeping and planning documents, 1/20/2017 to 6/30/2017, not to exceed 119 hours. Funding source is Basic Skills Funds.

Hird, Scott, will assist with promoting the Big Bear Program in the mountain communities, recruiting qualified faculty for on-site classes, and learning the duties of the coordinator, 1/20/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Big Bear General Funds.

Jennings, Amy, will research, revise and develop open educational resource material, support faculty who teach developmental skills or transfer classes who desire to increase access and success rate among basic skills students, 1/20/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Jennings, Amy, to research and develop pre-statistical Math courses, 1/20/2017 to 6/30/2017, not to exceed 20 hours. Funding source is Basic Skills Funds.

Johnson, Dominique, Counselor, 1/20/2017 to 6/30/2017, not to exceed 422 hours per semester. Funding source is the Student Success and Support Program Categorical Fund.

Lee, Dirkson, will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project, 1/20/2017 to 6/30/2017, not to exceed 126 hours. Funding source is Basic Skills Funds.

Levine, Michael, will research, revise and develop open educational resource material, support faculty who teach developmental skills or transfer classes who desire to increase access and success rate among basic skills students, 1/20/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Levine, Michael, to research and develop pre-statistical Math courses, 1/20/2017 to 6/30/2017, not to exceed 20 hours. Funding source is Basic Skills Funds.

Luna, Evelyn, Counseling, 1/20/2017 to 6/30/2017, not to exceed 422 hours per semester. Funding source is the Student Success and Support Program Categorical Fund.

Marrs, Tracy, will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project, 1/20/2017 to 6/30/2017, not to exceed 162 hours. Funding source is Basic Skills Funds.

Moneymaker, Melinda, will research, revise and develop open educational resource material, support faculty who teach developmental skills or transfer classes who desire to increase access and success rate among basic skills students, 1/20/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Mubashshir, Haniyyah, trainings and tutorial services for the First Year Experience and Tumaini students, 1/20/2017 to 6/30/2017, not to exceed 422 hours per semester. Funding source is the Student Equity Categorical Fund.

Nelson, Brandy, will research, revise and develop open educational resource material, support faculty who teach developmental skills or transfer classes who desire to increase access and success rate among basic skills students, 1/20/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Notarangelo, Maria, will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project, 1/20/2017 to 6/30/2017, not to exceed 360 hours. Funding source is Basic Skills Funds.

Pires, Romana, will research, revise and develop open educational resource material, support faculty who teach developmental skills or transfer classes who desire to increase access and success rate among basic skills students, 1/20/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Ramirez, Alberta, will provide mentoring/support for tutors in the Supplemental Instruction Across the Disciplines Project, 1/20/2017 to 6/30/2017, not to exceed 72 hours. Funding source is Basic Skills Funds.

Romero, Markazan, will provide tutoring for students, mentoring and support, 1/20/2017 to 5/25/2017, not to exceed 50 hours. Funding source is Perkins Grant Funds.

Shereen, Yasmine, will research, revise and develop open educational resource material, support faculty who teach developmental skills or transfer classes who desire to increase access and success rate among basic skills students, 1/20/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Mubashshir, Haniyyah, trainings and tutorial services for the First Year Experience and Tumaini Students, 8/1/2016* to 12/30/2016, not to exceed 422 hours per semester. Funding source is the Student Equity Categorical Fund.

District

James Hoyt, 14 hours of non-instructional pay October 7, 2016*, through November 9, 2016, for screening committee work outside of work calendar. Funding Source is Human Resources General Funds.

Allen Moore, 11.5 hours of non-instructional pay October 7, 2016*, through November 9, 2016, for screening committee work outside of work calendar. Funding Source is Human Resources General Funds.

*Necessary paperwork not completed timely

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
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 2016-17 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT						
Professional Expert Hourly Employees						
January 19, 2017						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Christine Hjortnaes	Health & Wellness Center	CHC	Counseling Intern I	1/1/17	6/30/17	\$25.00
John Curlowicz	Public Safety & Emergency Services	CHC	Lab Inst/Primary Inst/EMS Specialist	1/20/17	6/30/17	\$20.00/\$25.00/\$30.00
Bryan Seymour	Tutoring Center	CHC	Tutor II	1/20/17	6/30/17	\$12.00
Lashan Belton	Tutoring Center	CHC	Tutor II	1/20/17	6/30/17	\$12.00
Romeo Lampa	EDCT	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$50.00
Sahar Khadjenoury	FNX	DIST	Content Specialist	1/1/17	6/30/17	\$20.00
Eric Peck	KVCR	DIST	Editor	1/1/17	6/30/17	\$19.00
Timothy Style	KVCR	DIST	Editor	1/1/17	6/30/17	\$28.00
Hamid Ait Kaci Azzou	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$50.00
Roger Burgraff	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$75.00
Mario Campa	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$75.00
Robert A. Cotton	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$50.00
Maria McCutcheon	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$50.00
Robert Mejia	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$62.50
Berchman Melancon	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$46.85
Andrew Ortiz	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$20.00

Edwin Clarke Stephens	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$30.00/\$50.00/\$60.00
Biju Variyam	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$50.00
Devon Werble	Professional Development Center	DIST	Workforce Development/PDC Trainer	1/20/17	6/30/17	\$62.50
Brittany Sysawang	Applied Technology, Transportation & Culinary Arts Division	SBVC	Program Assistant	1/3/17	6/30/17	\$20.00
Steven Bent	Applied Technology, Transportation & Culinary Arts Division/ Electronics	SBVC	Program Assistant	1/20/17	5/25/17	\$20.00
Clarence Fulgham	Applied Technology, Transportation & Culinary Arts Division/ Electronics	SBVC	Program Assistant	1/20/17	5/25/17	\$20.00
Jose Michael Cruz	Applied Technology, Transportation & Culinary Arts Division/ Electronics	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Travis Hill	Applied Technology, Transportation & Culinary Arts Division/ Electronics	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Jayce Groves	Applied Technology, Transportation & Culinary Arts Division/ Welding	SBVC	Program Assistant	1/20/17	5/25/17	\$20.00

Kevin Hughes	Applied Technology, Transportation & Culinary Arts Division/ Welding	SBVC	Program Assistant	1/20/17	5/25/17	\$20.00
Edgar Ramirez	Applied Technology, Transportation & Culinary Arts Division- Automotive Technology	SBVC	Program Assistant	1/20/17	5/25/17	\$20.00
Edward Jones	Applied Technology, Transportation & Culinary Arts Division- Automotive Technology	SBVC	Program Assistant	1/20/17	5/25/17	\$20.00
Jeffrey Russell	Applied Technology, Transportation & Culinary Arts Division- Automotive Technology	SBVC	Program Assistant	1/20/17	5/25/17	\$20.00
Brandon Lea	Applied Technology, Transportation & Culinary Arts Division	SBVC	Program Assistant	1/20/17	5/25/17	\$20.00
Armando Valencia	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Ashley Donelle- Dunn	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Benjamin Dunmire	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Darlene Ochoa	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00

Darryl Wills	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Ha Phoung Ly	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Helena Morales	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Jamil Hadad	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Jorge Rivera	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Kayjay Anderson	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Lilana Moreno	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Luis Avalos	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Madhi Bagheri	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Marvin Martinez	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Mary Margaret Brewer	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/16/17	5/25/17	\$12.00
Michelle Estrada	Basic Skills Committee- Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00

Michelle Smith	Basic Skills Committee-Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Mirel Safar	Basic Skills Committee-Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Parisa Daneshvar	Basic Skills Committee-Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Raymond Newton	Basic Skills Committee-Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Sadia Khan	Basic Skills Committee-Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Steven Hanson	Basic Skills Committee-Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Thomas Montanez	Basic Skills Committee-Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Valiant Phipps	Basic Skills Committee-Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Xavier Ruiz	Basic Skills Committee-Instruction Office	SBVC	Tutor II	1/20/17	5/25/17	\$12.00
Sheri Geerer	Disabled Student Programs & Services	SBVC	Interpreting/Transliterating Level I	1/20/17	6/30/17	\$24.00
Gabriel Cortez	Disabled Student Programs & Services	SBVC	Interpreting/Transliterating Level IV	1/20/17	6/30/17	\$15.00
Noemi Sesmas	Disabled Student Programs & Services	SBVC	Interpreting/Transliterating Level IV	1/20/17	6/30/17	\$15.00

Stephanie Guerrero	Disabled Student Programs & Services	SBVC	Interpreting/Transliterating Level IV	1/20/17	6/30/17	\$15.00
Catherine Garcia	Marketing & Public Relations	SBVC	Content Specialist	1/20/17	6/30/17	\$30.00
Carl Craig	STAR Program/TRIO	SBVC	Tutor III	1/20/17	6/30/17	\$14.00
Janet Long	STAR Program/TRIO	SBVC	Tutor III	1/20/17	6/30/17	\$14.00
Nicholas De Leon	STAR Program/TRIO	SBVC	Tutor III	1/20/17	6/30/17	\$14.00
Nlemchi Metu	STAR Program/TRIO	SBVC	Tutor III	1/20/17	6/30/17	\$14.00
Daniel Gipson	EDCT	DIST	Workforce Development Trainer	1/1/17	6/30/17	\$50.00
Romeo Lampa	EDCT	DIST	Workforce Development Trainer	1/1/17	6/30/17	\$50.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT						
Short-Term Hourly Employees						
January 19, 2016						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Annique Cornejo	Administrative Services/Aquatics	CHC	Lifeguard	1/1/17	6/30/17	\$12.00
Jared Napod	Administrative Services/Aquatics	CHC	Project Assistant II	1/1/17	6/30/17	\$12.00
Tanisha Flowers	Student Health Services	CHC	Project Assistant III	1/9/17	6/30/17	\$14.00
Kevin Benitez	Testing Center	CHC	Project Assistant III	1/20/17	6/30/17	\$14.00
Melissa Christian	Research & Planning	SBVC	Project Assistant III	1/2/17	6/30/17	\$14.00
Amendment to 12/8/16 item listed under Professional Expert:						
Daniel Estanque	Test Center	CHC	Project Assistant III	1/1/17	6/30/17	\$14.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Substitute Employees

January 19, 2017

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Daniel Lopez	EOPS/CARE/ CalWorks	CHC	Student Services Technician	01/03/17	03/03/17	\$17.02	New: Vacancy in Recruitment
Dora Demers	Health & Wellness	CHC	Secretary II	11/4/16	1/4/17	\$18.41	Ext: Vacancy. In Recruitment
Diana Pineda	Office of Institutional Effectiveness Research & Planning	CHC	Research Assistant	12/4/16	2/4/17	\$25.39	Ext: Vacancy in active recruitment
Amber Asamoah	Accounts Payable	District	Account Clerk II	12/15/16	2/15/17	\$17.09	New: Vacancy in Recruitment
James Quigley	Police Department	District	College Security Officer	12/17/16	2/16/17	\$16.69	New: Vacancy in Recruitment
Katherine Fonseca	Admissions & Records	SBVC	Admissions & Records Technician	12/9/16	2/9/17	\$17.97	New: Vacancy in Recruitment
Maureen Ryan	Athletics	SBVC	Secretary I	12/7/16	2/7/17	\$16.69	New: Vacancy in Recruitment
Uvaldo Sifuentes	Campus Technology Services	SBVC	Technology Support Specialist II	11/28/16	1/24/17	\$28.01	New: Vacancy in Recruitment
Jamie Chavez	Custodial	SBVC	Custodian	11/14/16	1/13/17	\$15.87	New: On Call for sick/vacation coverage.
Ryan Gruenwald	Custodial	SBVC	Custodian	12/9/16	1/7/17	\$15.87	Ext: On Call vacancy in active recruitment/ sick/vacation coverage.
Andrew Sanchez	Financial Aid	SBVC	Clerical Assistant II	12/5/16	2/5/16	\$15.11	Ext: On Call vacancy in active recruitment/ sick/vacation coverage.
Christina Raney	Financial Aid	SBVC	Clerical Assistant II	11/3/16	1/3/17	\$15.11	Ext: On Call vacancy in active recruitment/ sick/vacation coverage.
Cindy Huerta	Outreach & Recruitment	SBVC	Coord., Outreach & Relations w/Schools	01/03/17	03/02/17	\$25.39	New: Vacancy in Recruitment

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Retreat Rights for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve administrator retreat rights for Johnny Kates.

OVERVIEW

Johnny Kates, Custodian Supervisor, Custodial, SBVC, will exercise his retreat rights and return to his position as Custodian, Custodial, SBVC, Classified Salary Schedule, Range 27, Step E, at \$3,358.00, effective January 20, 2017.

ANALYSIS

Mr. Kates has elected to exercise his retreat rights and return to a classified position per his employment agreement.

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: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
SUBJECT: Consideration of Revised Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised job descriptions of Director, First Year Experience, Tribal Liaison and Coordinator, and Professional Learning and Diversity.

OVERVIEW

The revisions to the job description listed above are essential to accurately reflect the current duties and responsibilities.

ANALYSIS

Director, First Year Experience

- The revisions reflect the additional duties and responsibilities in Outreach, Foster and Kinship Care Education and the Dreamer's Resource Center. In addition to overseeing several support service programs for new students.

Tribal Liaison

- The revisions reflect the duties, responsibilities and role of this position as it relates to the FNX channel matters and the tribal communities.

Coordinator, Professional Learning and Diversity

- The revisions are inclusive of a title change from Coordinator, Professional Learning & Organizational Effectiveness to Coordinator, Professional Learning & Diversity. The revisions reflect incorporating the additional duties and responsibilities for outreach recruitment efforts and diversity.

BOARD IMPERATIVE

None.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR, FIRST YEAR EXPERIENCE (SBVC)

*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 categorically funded position and is subject to the availability of funds.

SUMMARY DESCRIPTION

Under the administrative direction of the ~~Vice President of Student Services~~ assigned Dean, the Director, First Year Experience provides leadership, management, and overall coordination for the First Year Experience (FYE) program across campus. The FYE program consists of FYE course(s) and aligned support services, workshops, and extra-curricular activities/events designed to assist first-year students with successfully transitioning into college. This position is responsible for the overall supervision, development and implementation of all aspects of the SBVC First Year Experience program including outreach and recruitment, ~~curriculum development~~, program planning, administering service learning opportunities, summer bridge, program implementation and assessment supporting student retention.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provides leadership and manages ~~Manage~~ the First Year Experience (FYE) program(s) which includes the Valley-Bound Commitment, ~~Puente~~, FYE Learning Community Cohorts, The Dreamer's Resources Center, Foster Youth (FKCE and Guardian Scholars) programs, Tumaini, Outreach and Recruitment Office ~~MSSSC~~, ~~Veterans and Accelerated Learning Communities~~ other assigned programs.
2. ~~Manage the Student Development (SDEV) courses; lead the review and update of course learning outcomes and schedule the course sections to meet student needs.~~
3. Develops effective partnerships with feeder K-12 school districts and community organizations to conduct outreach and recruitment efforts to increase enrollment of students in assigned programs.
4. Works collaboratively with institutional marketing office to prepare, disseminate, and present FYE program (and other assigned programs) information and results for both internal and external audiences. Oversees development and maintenance of the FYE program websites and brochures.
5. Work with deans to schedule ~~Coordinate and manage the students enrolled in assigned FYE~~ Student Development (SDEV) courses, lead the review and update of student learning outcomes and schedule FYE course sections to meet student needs.
6. Oversee the development and management of the first-year advising and mentor program in communication, cooperation and collaboration with ~~academic division~~ deans.
7. Establish and maintain a student centered and user-friendly ~~Academic Success~~ Dreamer's Resource Center that provides both self-paced and collaborative learning experiences ~~for students~~ to successfully transition Dreamer's into college.
8. Collaborate with faculty, especially and in the developmental of FYE basic skills and high-risk courses, to determine tutoring, learning assistance, interventions, and/or academic coaching needs for first year students.
9. ~~Develop a certification process for all SDEV and Supplemental Learning instructors.~~
10. Assess student abilities; assist the learner in developing education and career plans that address their goals and abilities; provide feedback to students to ensure intended learning outcomes.
11. Ensure that appropriate learning resources support services, facilities, technology, and instructional

materials are available for ~~the FYE/SDEV courses~~ assigned programs.

- ~~12. Prepare and deliver faculty professional development sessions in College Skills topics so faculty can integrate appropriate college success skills into their courses to enhance student learning and success.~~
13. Plan new student orientation activities and summer bridge that welcomes students to campus; introduces them to the kinds of education opportunities available; and resolves basic uncertainties about how to get started and engage fully in the student's educational experience.
14. Recruit, hire, train, mentor, and supervise ~~academic counselors~~ assigned faculty, support staff and student workers ~~a team of supplement learning instructors~~ to design and maintain effective ~~academic support system~~. FYE program.
15. Assist with budget management, marketing efforts, retention, advising, data collection and research. Works collaborative with institutional research to prepare FYE program data, reports, and narratives for effective evaluation and on-going development of the FYE Program.
16. Serve on campus and District committees.
17. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
18. 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 Student Development program.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Knowledge of California Community College philosophy and mission, Title 5 regulations and Education Codes related to student organizations, behavior and fees.
Principles of group dynamics and intermediate leadership development training.
Principles of supervision, training, and performance evaluation.
Methods and techniques of technical, administrative, and financial report preparation and presentation.
Principles and practices of contract administration.
Office procedures, methods, and equipment including computers and applicable software applications,
such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management of a comprehensive student development program for a College that includes a series of interrelated projects or functional areas of significant depth and complexity.
Plan, organize, direct, coordinate, and evaluate assigned programs.
Plan, schedule, and review the work of assigned staff.
Advise and direct students in various organizational activities.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Prepare clear and concise administrative and financial reports.
Participate in the preparation and administration of budgets.
Work effectively under pressure, meet deadlines, and adjust to changing priorities.

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 and learning disabilities.

Interpret and apply federal, state, and local policies, laws, and regulations.

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

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 Master's degree from an accredited college or university in education, student services, human services or a related field and/or discipline.

Required Experience:

Three (3) years of experience working ~~with Student Development courses~~ in student services or closely related.

Preferred Experience:

1. One year of administrative or supervisory experience in an educational institution.
2. Experience in the California Community College System.
3. Experience that indicates sensitivity to and an understanding of the diverse academic socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.

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: October 2010

Revised: January 19, 2017

Management Salary Schedule: Range: 16

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TRIBAL LIAISON

*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 grant funded position subject to the life of the grant.*

SUMMARY DESCRIPTION

Under the direction of the Chief Content Manager and FNX/KVCR General Manager, ~~Director, Television~~, the Tribal Liaison is responsible for community and public relations as it pertains to tribal communities including appropriate community and cultural events assigned tribal programs including all community and cultural events. This position is responsible for facilitating effective multi-platform communications and interactions with the tribal leaders, tribal councils and their communities ensuring smooth operations with the tribal leaders, council and community while upholding the FNX/KVCR and San Bernardino Community College District's mission and vision and adhering to established standards, policies and procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates cultural events outreach programs and FNX/KVCR participation in tribal community and cultural events in accordance with established tribal protocols promotes cultural awareness of the FNX channel.
2. ~~Manages and coordinates all fundraising and pledge activities for the FNX channel.~~
2. Promotes tribal community awareness of the FNX channel.
3. Assists development by coordinating and aiding with effective fundraising activities for the FNX channel.
4. 3. Evaluates the effectiveness of the FNX channel within tribal communities, identifies areas for improvement and develops corrective action plans as needed. And tribal programs, identifies problem areas, and suggests corrective action plans.
5. 4. Coordinates department meetings to review FNX goals and objectives with staff, Chief Content manager and FNX General Manager. Program goals and objectives with staff and Director, Television.
6. 5. Oversees planning and organizing of various FNX programs and project activities, and supervises efforts related to outreach, cultivation and tribal relations. And supervises various programs and activities.
7. 6. Responsible for and maintains relevant records all records management of the FNX channel as related to the tribal outreach program. And related programs.
8. May serve when needed as a liaison between FNX/KVCR management and the San Bernardino Community College District in their interactions with tribal leaders, tribal councils and tribal community members.
8. ~~Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints with Director, Television's authorization.~~
9. In close collaboration with FNX/KVCR management, anticipates, prevents and responds to difficult and sensitive inquiries from the tribal public related to FNX programming, operations and management.
10. Mitigates conflicts and complaints that may arise during performance of their duties, and do so with clear FNX/KVCR management authorization and direction.
11. 9. 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 the FNX grant.

Protocols and ethics that are fundamental to successful partnerships with Indian tribes.

Principles and practices of program development and administration.

Principles and practices of contract and budget preparation and oversight administration.

Management Principles including of supervision, training, and performance evaluation.

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

Ability to:

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

Oversee, direct, and coordinate the work related to associated programs. ~~Of lower level staff.~~

Participate in the selection and recommendation, supervision, training, and evaluation of contributing ~~lower level~~ staff.

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

Gather and analyze data and situations and make appropriate recommendations and 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 FNX 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 in Business Administration, Communications, Journalism, Public Administration, or a related field.

Required Experience:

Knowledge of tribal cultures and protocols along with experience and proven track record of administrative responsibility in community and/or tribal development and relations. ~~Three (3) years of administrative responsibility in community and/or tribal development.~~

Preferred Experience:

1. Experience in working with tribal leaders and tribal council.

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, but on locations participation may be required.

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 14, 2013, January 19, 2017
Management Salary Schedule Range: 8

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

COORDINATOR, PROFESSIONAL LEARNING & ORGANIZATIONAL EFFECTIVENESS DIVERSITY

This is a confidential position. 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 direct supervision of the Vice Chancellor, Human Resources and Employee Relations, Coordinator, Professional Learning and Diversity Organizational Effectiveness will be responsible for supporting the development and execution of ~~the Learning and Organizational Development Strategies~~ and as well as projects and activities related to recruitment efforts and diversity. The Coordinator will conduct needs assessment at the individual, team and organizational level, followed by identification and/or development of impactful learning solutions. In addition, the Coordinator will manage, coordinate and deliver key leadership programs across a broad employee-leadership spectrum to include EEO development. This position will stay current on market best practices/benchmarking as it relates to professional learning, recruitment and diversity and will provide coaching and follow-up support to leaders at all levels.

The Coordinator will ~~It is also designed to~~ and conduct organizational studies and evaluations related to recruitment and diversity of SBCCD; Incumbent will develop, maintain and follow the SBCCD EEO Plan; design and prepare, systems, and procedures, and prepare and operations and procedures manuals to assist management in operating more efficiently and effectively with recruitment efforts to obtain the most qualified applicants for positions.

The position interacts with stakeholders internal and external to the district. Emphasis will be placed on defining succession and talent planning including metrics, closing talent gaps, defining district capabilities for long-term talent needs, provide consistent resources for on-boarding and orientation processes, provide workforce benchmarks and analytics, and manage talent acquisition.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

PROFESSIONAL LEARNING

1. Ability to remain strategic and analytical while diagnosing individual, team and organizational needs at all levels.
2. Identifies and develops pragmatic and impactful strategies to address key organizational development needs.
3. Collaborates and connects with, builds trust with, and influences team members at all levels.
4. Manages multiple projects and priorities successfully.
5. Skilled and engaging communicator - visual, written, verbal, inquiry, deep listening skills.
6. Advanced decision making and problem solving.
7. Demonstrates continuous improvement skills and broad systems-thinking; strong process-orientation a plus.
8. Leads change and demonstrate courage in difficult circumstances such as those involving conflict.

9. Understands strategic and complex issues, and restate that in a simple, cohesive way that generates insights.
10. Takes on increased responsibility and special initiatives/projects as needed.
11. Develop training procedure manuals, guides, or course materials, such as handouts or visual materials.
12. Coordinates and provides professional learning opportunities to departments.
13. Works with SBCCD departments on professional learning needs and issues.
14. Researches, coordinates, develops and designs instructor-led and virtual learning offerings.
15. Develops and maintains communications driving employee awareness and engagement in programs.
16. Manages preparation and execution of learning programs which includes: scheduling training sessions, preparing and distributing training materials, ensuring facility set-up, audiovisual set-up, attendee confirmation, and maintaining trainee records.
17. Responsible for regularly reviewing, evaluating, modifying and recommending appropriate changes to existing training programs.
18. Assesses program effectiveness by evaluating and measuring results and return on investment.
19. Modifies programs as needed and provides management with reports and data.
20. Oversees learning management system functionality and utilization.
21. Oversees performance management process, including management of calendar and system, communication to management and employees, reporting, and training on performance management system and philosophy.
22. Responsible for new hire engagement through orientation and long-term on-boarding programs, increasing speed to brand connectivity and performance productivity.
23. Develop Professional Learning Catalog for the district.

23. OUTREACH RECRUITMENT EFFORTS AND DIVERSITY

24. Accountable for external and internal Employment brand.
25. Monitors system and data integrity in support of compliance reporting of talent acquisition metrics.
26. Develops tools and provides support to business leaders and BP's for employee onboarding process and programs.
27. Develops and administers the District's mentor program.
28. Creates and cultivates relationships within HR in addition to other functions through partnerships.
29. Attracts leads, manages and mentors team of employees and external partners in such a way to ensure retention, development, and superior performance of talented people.
30. Coordinates recruitment activities, fairs, career days, advertising plans, meetings and informational sessions for potential candidates.
31. Communicates with SBCCD departments, state agencies and bargaining units on recruitment issues.
32. Collects, analyzes and manages data, reports, plans and other forms of recruitment statistics.
33. Plan and conduct new employee orientation to foster positive attitude toward organizational objectives.
34. Schedule or conduct new employee orientations, screening committee trainings, diversity trainings, and EEO training.

35. Confer with management to develop or implement personnel policies or procedures as it relates to recruitment, diversity and the SBCCD EEO plan.

24,36. Advise managers on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes.

37. Reports to the Director, Human Resources in the absence of the Vice Chancellor, Human Resources & Employee Relations. Reports to and works closely with the Director, Human Resources on matters related to Outreach Recruitment Efforts and Diversity.

25,38. 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:

District organization, operations, policies, and procedures.

Operational characteristics, services, and activities of the functions, programs, and operations of the assigned area.

Personnel and Human Resources — Knowledge of principles and procedures for personnel recruitment, selection, training and personnel information systems

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of principles and procedures for developing professional learning programs

Analyze data to inform operational decisions or activities

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of instruction, learning strategies, effective speaking, active listening, effective writing, problem solving and team building.

English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Ability to:

Clear and effective oral communication skills including public speaking and comfortable moderating of large groups.

Demonstrates effective written communication skills, specifically in creating training programs and communications.

Ability to work independently with minimal direction as well as collaboratively.

Computer proficiency including Microsoft Office, and HRIS software.

Extremely detail oriented with exceptional follow through skills.

Maintain confidential information.

Possess a balance between analytical and creative thinking skills.

Foster effective working relationships and build consensus.

Manage complex projects and resources (people, costs, time).

Strong collaboration, interpersonal, and relationship-building skills.

Adapt management style depending on the situation and person.

Work independently with minimal supervision -

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work with and exhibit 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.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
[Required to travel regularly to offsite locations to carry out job functions with reliable transportation.](#)

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

Education/Training:

A Bachelor's degree in Human Resources, Business, or related field from an accredited college or university.

Required Experience:

Four (4) years of experience in training and; development, recruitment or related human resources experience.

Preferred Experience:

Experience in public sector environment and outreach.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Board Approved: June 11, 2015

Revised: January 19, 2017

Confidential Salary Range: 7 8

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor

DATE: January 19, 2017

SUBJECT: Consideration of Approval of Granting Sabbatical Leave for the 2017-2018 Academic Year

RECOMMENDATION

It is recommended that the Board of Trustees approve the granting of sabbatical leave for Gwendolyn Diponio and Deanne Rabon for the 2017-2018 academic year.

OVERVIEW

Gwendolyn Diponio and Deanne Rabon are being recommended for Sabbatical Leave for the 2017-2018 academic year.

ANALYSIS

On August 11, 2016, the Board of Trustees granted two sabbatical leaves for the 2017-2018 academic year. The Sabbatical Leave Committees at each campus met and forwarded their recommendations to the District. The District Sabbatical Leave Committee met to review the requests and forwarded their recommendations to the Chancellor.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

The cost to the District is \$114,524.00.

Sabbatical Leaves
January 19, 2017

Gwendolyn Diponio

This sabbatical leave will focus on online pedagogy and allow development of strategies to enhance student learning in an online environment. It will also develop training resources – including a training module to enhance the online teaching area of our college website – for faculty involved in online teaching.

Deanna Rabon

This sabbatical endeavor is designed to promote Non-Traditional (NT) adult students, age 25 – 50+: Strengthen community ties; increase on campus support for NT students; increase SBVC enrollment, retention and persistence of NT students; support the District Chancellor's blueprint for Accountability, Collegiality, Transformation, Interaction, Objectivity and Necessity (A.C.T.I.O.N.); Support the proposed 2020-2025 TRIO Student Support Services Grant Proposal.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Dr. Wei Zhou, President, CHC
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Stipends

RECOMMENDATION

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

OVERVIEW

<u>Head Coach</u> Courtney Eads	Swim Team	\$6,764.00
<u>Assistant Coach</u> Mason Parker	Swim Team	\$3,642.00

Melita Caldwell-Betties will replace Achala Chatterjee as Water Supply Technology faculty chair. Ms. Chatterjee will end her faculty chair duties effective December 16, 2016. Ms. Caldwell-Betties will begin her faculty chair duties effective January 17, 2017, with an annual stipend amount of \$5,000.

ANALYSIS

Stipends for Coaches are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, Appendix A-3. Stipends for Faculty Chairs are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, Appendix A-4. Stipends for Coordinators are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA, A-5.

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: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Temporary Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary academic appointment of Leonard Lamp, Monica Contreras and Samantha Stephens.

OVERVIEW

Leonard Lamp, Instructor, Mathematics, SBVC, effective January 12, 2017 through June 30, 2017. Salary placement to be determined upon verification of education and experience. To cover the assigned load of Lori Bleka who is currently on an extended medical leave. Funding Source is SBVC Instruction Office General Fund.

Monica Contreras, Counselor, SBVC, effective January 20, 2017 through June 30, 2017. Salary placement to be determined upon verification of education and experience. Funding Source Student Services and Support Programs Categorical Funds.

Samantha Stephens, Counselor, SBVC, effective January 20, 2017 through June 30, 2017. Salary placement to be determined upon verification of education and experience. Funding Source Student Services and Support Programs Categorical Funds.

ANALYSIS

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

BOARD IMPERATIVE

I. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

Included in the 2016-2017 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
SUBJECT: Consideration of Approval to Extend Interim Management Assignment

RECOMMENDATION

It is recommended that the Board of Trustees approve the interim management extension for Louis Chavira.

OVERVIEW

Louis Chavira, Interim Printing & Graphic Services Supervisor, District, Management Salary Schedule Range, 8, Step E, \$78,293.04 annually, effective January 1, 2017, through February 28, 2017. Funding Source is District General Fund.

ANALYSIS

Employees are currently serving in interim assignments due to vacancies created by resignations and retirements.

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: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Nonresident Tuition and Capital Outlay Fees

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2017-18 nonresident tuition fee of \$234 and the election of a nonresident capital outlay fee in the amount of \$32.

OVERVIEW

Education Code 76140 requires that the Board of Trustees adopt a nonresident tuition fee for the following fiscal year no later than February 1. In addition, Education Code 76141, allows districts to elect a nonresident capital outlay fee, based on approved state calculations.

ANALYSIS

Per the attached worksheets, SBCCD has selected Option 1, statewide average cost, in the amount of \$234 as its nonresident tuition fee for 2017-18. In addition, the District has elected to charge the nonresident capital outlay fee of \$32 per the approved state computation.

BOARD IMPERATIVE

III. Resource Management For Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will positively impact the colleges' budgets in the approximate amount of \$50,000.

California Community Colleges

2017-18 NONRESIDENT FEES WORKSHEET

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 1 THROUGH 7

2017-18 NONRESIDENT TUITION FEE (EC 76140)	(Col. 1) Statewide	(Col. 2) District	(Col. 3) 10% or More Noncredit FTES
A. Expense of Education for Base Year (2015-16 CCFS 311, Expenditures by Activity Report, AC 0100-6700, Cols: 1-3)	\$8,024,141,296	\$ _____	\$ _____
B. Annual Attendance FTES (Recal 2015-16)	<u>1,186,716</u>	_____	_____
C. Average Expense of Education per FTES (A ÷ B)	\$ <u>6,762</u>	\$ _____	\$ _____
D. U.S. Consumer Price Index Factor (2 years)	x <u>1.038</u>	x <u>1.038</u>	x <u>1.038</u>
E. Average Cost per FTES for Tuition Year (C x D)	<u>\$7,019</u>	\$ _____	\$ _____
F. Average Per Unit Nonresident Cost – Semester (Qtr)	<u>\$234 (\$156)</u>	\$ _____	\$ _____
G. Highest year Statewide average – Semester (Qtr)	<u>\$234 (\$156)</u>	\$ _____	\$ _____
H. Comparable 12 state average – Semester (Qtr)	<u>\$425 (\$283)</u>	\$ _____	\$ _____

Annual Attendance FTES includes all student contact hours of attendance in credit and noncredit courses for resident and nonresident students; Round tuition fee to the nearest dollar.

Column 3 is an option for use by a district with ten percent or more noncredit FTES (*Section 76140(e)(1)(A)*). If your district qualifies, then fill out this column with noncredit FTES and noncredit expense of education data excluded.

NONRESIDENT TUITION FEE CALCULATIONS FOR OPTIONS 6 OR 7

Option 6. The greater amount of the calculations of statewide nonresident tuition for 2012-13 through 2015-16 is \$234 per semester unit or \$156 per quarter unit (2015-16).

Option 7. The average of the nonresident tuition fees of public community colleges in 2015-16 of no less than 12 states comparable to California in cost of living is \$397 per semester unit or \$265 per quarter unit.

Requirement for Use of Option 6 or 7: The additional revenue generated by the increased nonresident tuition permitted under options 6 or 7 shall be used to expand and enhance services to resident students (*EC 76140(e)(2)*). Districts meeting one or more criteria below shall be considered in compliance with the requirements of *EC 76140(e)(2)*. Please check all that apply:

- Revenue from nonresident tuition was less than 5% of total general fund revenue.
- Actual resident FTES was greater than funded resident FTES.
- Percent expenditures for counseling and student services were greater than statewide average (AC 6300 plus 6400 divided by AC 0100-6700, Cols. 1-3).
- Percent expenditures for instructional services were greater than statewide average (AC 0100-5900 divided by AC 0100-6700, Cols. 1-3).

Continue to next page ►

► Continued from previous page

The district governing board at its January 19, 2017 meeting adopted a **nonresident tuition fee** of \$ 234.00 per semester unit or \$ n/a per quarter unit.

Basis for adoption is (*place an X in one box only*).

- 1. Statewide average cost, per column 1.
- 2. District average cost, per column 2.
- 3. District average cost with 10% or more noncredit FTES, per column 3.
- 4. Contiguous district. _____ . (*Specify district and its fee*).
- 5. No more than district average cost (Col. 2 or 3); no less than statewide average cost.
- 6. Statewide average cost, from 2015-16 (\$234 per semester unit; \$156 per quarter unit).
- 7. No more than average tuition of 12 states with cost of living comparable to California.

NONRESIDENT CAPITAL OUTLAY FEE (EC 76141)

For districts electing to charge a **capital outlay fee** to any nonresident student, please compute this fee as follows:

- a. Capital Outlay expense for 2015-16 \$ 60,429,478
- b. FTES for 2015-16 15,472
- c. Capital outlay expense per FTES (*line a divided by line b*) 3,906
- d. Capital Outlay Fee per unit:
 - 1. Per semester unit (*line c divided by 30 units*) 130

OR

- 2. Per quarter unit (*line c divided by 45 units*) _____
- e. 2017-18 Nonresident Student Capital Outlay Fee (not to exceed *the lesser* of line d **OR** 50% of adopted 2017-18 Nonresident Tuition Fee) \$32

The district governing board at its January 19, 2017 meeting adopted a **nonresident capital outlay fee** of \$ 32 per semester unit or \$ n/a per quarter unit.

Upon adoption of nonresident tuition and/or capital outlay fees by your district governing board by February 1, 2017, please submit a copy of this report by February 15, 2017 to:

**California Community Colleges Chancellor's Office
Fiscal Services Unit (attn. Michael Yarber)
1102 Q Street,
Sacramento, CA 95811-6549 FAX (916) 323-8245**

District: San Bernardino Community College
Contact Person: Lawrence Strong, Director of Fiscal Services
Phone Number & email: 909-382-4028, lstrong@sbccd.cc.ca.us

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: January 19, 2017
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 1/19/2017

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Professional Services</i>				
AECOM	(14463) On demand architectural and engineering services for non bond projects Term: 1/20/2017 - 6/30/2019 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$100,000.00	SSutorus
Keenan & Associates	(12886) Broker services for Special Pay Retirement Incentive, i.e. Incentive Options 403(b)/457(b) and 401(a) at a cost of 5% of total contribution for MidAmerican Administration Solutions fee and 1.9% of total contribution paid as Keenan brokerage fee; Amendment 1 - to extend this contract to service the employees as part of the 2017 Early Retirement Incentive Plan; total estimated contract amount is \$75,000 Term: 7/1/2016 - 6/30/2027 Funding Source: General Funds	Human Resources/SBCCD	\$75,000.00	SSutorus
McCallum Group Inc.	(14437) Provide consulting and legislative advocacy services Term: 1/1/2017 - 12/31/2017 Funding Source: General Funds	Chancellor/SBCCD	\$18,000.00	SSutorus

<i>Contract Type</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount Signed</i>
<i>Firm</i>			
Murley Consulting Group	(14517) Consulting for the Community College League of California Solar Consulting Service Program; to help move SBCCD towards solar energy at all sites; no cost to District as fee is to be paid by each solar vendor that is awarded a contract Term: 1/20/2017 - 1/19/2022 Funding Source: N/A	Facilities Planning/SBCCD	SSutorus

SubTotal for Professional Services: 4

Grand Total Contracts for Board Date 1/19/2017: 4

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: January 19, 2017
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 172779 - 173219 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 2016/2017 budget.

PO#	Vendor Name	Purchase Order Description	Amount
173061	US BANK CORPORATE PMT SYSTEMS	Classroom Textbooks	293.57
173172	SBVC BOOKSTORE	Classroom Textbooks	2,711.00
172794	ZINN, WENDY	Conference	210
172797	WORSLEY, MARGARET	Conference	750
172798	ZINN, WENDY	Conference	1,435.00
172812	RIVERA, ERNESTO	Conference	655.52
172813	MCATEE, ROBERT	Conference	751.83
172815	ZINN, WENDY	Conference	952
172816	MCLAREN, MERIDYTH	Conference	400
172817	REVOLVING CASH	Conference	346.37
172818	RODRIGUEZ, DIANA	Conference	197.64
172819	WINGSON, KIMBERLY	Conference	3,173.00
172820	GASCA, SUSAN	Conference	3,173.00
172822	US BANK CORPORATE PMT SYSTEMS	Conference	275
172823	US BANK CORPORATE PMT SYSTEMS	Conference	3,000.00
172824	RODRIGUEZ, DIANA	Conference	150
172826	PEREZ, AMALIA	Conference	69
172827	US BANK CORPORATE PMT SYSTEMS	Conference	48
172828	US BANK CORPORATE PMT SYSTEMS	Conference	48
172829	US BANK CORPORATE PMT SYSTEMS	Conference	48
172847	US BANK CORPORATE PMT SYSTEMS	Conference	2,485.16
172848	HUSTON, CELIA	Conference	909
172851	TINOCO, MICHELLE	Conference	72.52
172852	GARCIA, KRISTIN	Conference	72.52
172853	RIGGS, MICHELLE A	Conference	119.88
172857	US BANK CORPORATE PMT SYSTEMS	Conference	896
172858	KUCK, GLEN	Conference	250
172859	US BANK CORPORATE PMT SYSTEMS	Conference	296
172863	US BANK CORPORATE PMT SYSTEMS	Conference	823
172880	SAN BERNARDINO AREA	Conference	1,650.00
172883	GABRIEL-MILLETTE, CHRISTIE	Conference	170
172889	CCLC	Conference	3,720.00
172893	BANDYOPADHYAY, KOMAL	Conference	157
172896	CHAVIRA, REJOICE C	Conference	495.12
172897	MELLO, BRANDICE	Conference	421.73
172899	VASQUEZ, VIOLETA	Conference	532.82
172901	MENCHACA, PATRICIA	Conference	85
172902	DIGGLE, VIRGINIA	Conference	39
172905	XAYAPHANTHONG, SOUTS	Conference	437.65
172930	SHORE, CHELSEA	Conference	250
172933	WELLS, CAROL	Conference	550
172940	MYERS, KATE	Conference	2,000.00
172953	AGAH, HUSSAIN	Conference	56
172967	ALFANO-WYATT, MARCIA	Conference	392.52
172968	JACKSON, DENNIS L	Conference	111.49

172982	US BANK CORPORATE PMT SYSTEMS	Conference	518.27
172983	NATIONAL SOCCER COACHES	Conference	619
172984	HAUGE, KRISTIN	Conference	131
172985	WILKINS, JANICE	Conference	59.88
172986	NATIONAL SOCCER COACHES	Conference	250
172987	VANDIVER, JASON	Conference	500
172988	LAWLER, KENNETH	Conference	500
172989	PEREZ-PONCE, BLANCA	Conference	333.33
172990	WILLIAMS, SOPHIA	Conference	333.33
172991	ZAVALA, JESSICA	Conference	333.33
173015	KHADJENOURY, SAHAR	Conference	180
173016	DIXON, KAREN	Conference	72.75
173017	DIXON, KAREN	Conference	155.89
173019	VALDEZ, MARIA	Conference	108.26
173020	KLINGSTRAND, MARIANNE	Conference	348.72
173022	MCKEE, JULIE	Conference	450
173029	HOMESAFE ENVIROMENTAL	Conference	183.6
173033	US BANK CORPORATE PMT SYSTEMS	Conference	1,920.00
173040	MORENO, ROBERT	Conference	114
173044	SCHOENFELD, RACQUEL	Conference	449.55
173045	BARRIE, TRINETTE	Conference	439.55
173049	US BANK CORPORATE PMT SYSTEMS	Conference	1,905.00
173055	KREHBIEL, DEANNA	Conference	8.69
173058	HOLLIMAN, ROANNE	Conference	488.88
173059	MT SAN ANTONIO COLLEGE	Conference	75
173067	US BANK CORPORATE PMT SYSTEMS	Conference	173.96
173068	BLANQUET, FRANCISCO	Conference	50
173074	US BANK CORPORATE PMT SYSTEMS	Conference	695.09
173082	ANDREWS, BREANNA	Conference	40
173104	KHADJENOURY, SAHAR	Conference	725
173121	CALIFORNIA FORWARD	Conference	490
173123	US BANK CORPORATE PMT SYSTEMS	Conference	175
173134	US BANK CORPORATE PMT SYSTEMS	Conference	2,000.00
173136	KHADJENOURY, SAHAR	Conference	2,000.00
173137	NUNEZ, EDWARD	Conference	2,000.00
173155	US BANK CORPORATE PMT SYSTEMS	Conference	399
173163	ALPHA GAMMA SIGMA INC	Conference	1,400.00
173173	JOHNSON, HEATHER	Conference	2,791.00
173175	LUNA, EVELYN	Conference	59
173176	JUAREZ, SYLVIA	Conference	694
173177	LUNA, EVELYN	Conference	834
173178	LUKE, CRAIG	Conference	3,421.00
173179	PRESTON, TAMMY	Conference	2,902.00
173186	NATIONAL RESOURCE CENTER FOR	Conference	3,260.00
173190	JOHNSON, DOMINIQUE	Conference	2,986.00
173206	US BANK CORPORATE PMT SYSTEMS	Conference	2,256.12
172793	NATIONAL ALLIANCE OF	Dues & Memberships	247

172799	MIDDLE COLLEGE NATIONAL CONSOR	Dues & Memberships	800
172804	4C/SC	Dues & Memberships	125
172840	SAN BERNARDINO AREA CHAMBER	Dues & Memberships	275
172849	PARTNERSHIP FOR PHILANTHROPIC	Dues & Memberships	200
172856	FOUNDATION FOR	Dues & Memberships	1,450.00
172894	CALIFORNIA COMMUNITY COLLEGES	Dues & Memberships	250
172939	NETA	Dues & Memberships	150
172994	HISPANIC ASSOCIATION	Dues & Memberships	8,605.00
173092	EDUCAUSE	Dues & Memberships	1,420.00
173162	NAFSA MEMBERSHIP	Dues & Memberships	455
173166	CALIFORNIA PLACEMENT	Dues & Memberships	60
173167	CALIFORNIA INTERNSHIP & WORK	Dues & Memberships	81
172795	SARGENT WELCH	Equipment	1,252.80
172796	PASCO SCIENTIFIC	Equipment	500.32
172830	VARIDESH LLC	Equipment	427.59
172854	L N CURTIS & SONS	Equipment	4,683.90
172855	L N CURTIS & SONS	Equipment	4,370.76
172879	GENUINE AUTO PARTS	Equipment	2,159.99
172924	ASHLOCK MULTI SERVICE	Equipment	87,368.00
172932	WILBUR'S POWER EQUIPMENT	Equipment	874.8
172954	EVALS LLC	Equipment	1,587.00
172956	COMPRESSED AIR SPECIALTIES INC	Equipment	965.8
173006	B&H PHOTO VIDEO	Equipment	5,254.70
173012	GRAINGER INC, W W	Equipment	1,032.48
173013	GRAINGER INC, W W	Equipment	360.72
173014	STAPLES	Equipment	647.87
173046	K-LOG CO INC	Equipment	5,160.76
173075	L N CURTIS & SONS	Equipment	4,471.20
173094	G/M BUSINESS INTERIORS	Equipment	6,046.05
173110	NEWEGG BUSINESS	Equipment	261.35
173122	US BANK CORPORATE PMT SYSTEMS	Equipment	600
173133	CM SCHOOL SUPPLY CO	Equipment	772.2
173140	US BANK CORPORATE PMT SYSTEMS	Equipment	344.52
173154	US BANK CORPORATE PMT SYSTEMS	Equipment	604.23
173201	BEST BUY	Equipment	709.55
173199	FARMERS BROTHERS	Food Supplies	273.16
173034	US BANK CORPORATE PMT SYSTEMS	Institutional Membership	1,000.00
172780	KELLEY, MICHAEL	Instructional Supplies	176
172786	DYNAMIC MEDICAL SUPPLIES INC	Instructional Supplies	450.96
172790	L N CURTIS & SONS	Instructional Supplies	64.8
172800	BURGRAFF, ROGER	Instructional Supplies	42.57
172802	EASTBAY TEAM SALES	Instructional Supplies	3,735.50
172806	LAURE, PHILLIP	Instructional Supplies	767.61
172807	ORTIZ, FRANK	Instructional Supplies	49.3
172808	ORTIZ, FRANK	Instructional Supplies	9.62
172809	ORTIZ, FRANK	Instructional Supplies	38.56
172810	ORTIZ, FRANK	Instructional Supplies	24.72

172821	GENUINE AUTO PARTS	Instructional Supplies	221.72
172825	L N CURTIS & SONS	Instructional Supplies	32.4
172842	MEDCO SPORTS MEDICINE	Instructional Supplies	356.34
172844	BOUND TREE MEDICAL	Instructional Supplies	1,475.68
172845	ULINE	Instructional Supplies	87.67
172872	ALLIED REFRIGERATION INC	Instructional Supplies	2,934.48
172882	GENUINE AUTO PARTS	Instructional Supplies	1,835.87
172892	ELECTRONIX EXPRESS	Instructional Supplies	756.56
172936	STAPLES	Instructional Supplies	792.3
172965	RUGGED RADIOS	Instructional Supplies	1,841.62
172972	CHC BOOKSTORE	Instructional Supplies	28.77
172980	VALLEJO, MARLENA	Instructional Supplies	12.98
172981	STAPLES	Instructional Supplies	152.86
173021	BONE CLONES	Instructional Supplies	212
173023	MUSSON THEATRICAL	Instructional Supplies	968.12
173024	CYNMAR CORPORATION	Instructional Supplies	484.57
173031	ORTIZ, FRANK	Instructional Supplies	53.94
173041	US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	48
173056	BURGRAFF, ROGER	Instructional Supplies	92.92
173064	US BANK CORPORATE PMT SYSTEMS	Instructional Supplies	96
173065	NAPA AUTO PARTS	Instructional Supplies	215.58
173079	ERA	Instructional Supplies	1,979.61
173097	ALLIED ELECTRONICS INC	Instructional Supplies	214.91
173098	PASCO SCIENTIFIC	Instructional Supplies	161.8
173100	FLINN SCIENTIFIC INC	Instructional Supplies	53.89
173107	ARBOR SCIENTIFIC	Instructional Supplies	33.92
173149	ULINE	Instructional Supplies	108
173150	FISHER SCIENTIFIC	Instructional Supplies	787.1
173152	BIO-RAD LABORATORIES	Instructional Supplies	588.6
173153	HERBARIUM SUPPLY COMPANY	Instructional Supplies	286.07
173181	HOME DEPOT, THE	Instructional Supplies	2,995.06
173218	NEOBITS INC	Instructional Supplies	175.46
172805	WESTERN AUDIO VISUAL	IT Equipment	18,488.52
172922	NEWEGG BUSINESS	IT Equipment	4,311.36
172946	DIGITAL NETWORKS GROUP INC	IT Equipment	11,251.25
172949	CDW GOVERNMENT INC	IT Equipment	3,086.06
172957	STAPLES	IT Equipment	410.39
172959	DELL COMPUTER COMPANY	IT Equipment	44,240.51
172962	DELL COMPUTER COMPANY	IT Equipment	99,258.85
173043	EPC IT SOLUTIONS INC	IT Equipment	2,693.82
173047	STAPLES	IT Equipment	658.12
173051	DELL COMPUTER COMPANY	IT Equipment	7,779.46
173060	DELL COMPUTER COMPANY	IT Equipment	858.71
173062	DELL COMPUTER COMPANY	IT Equipment	41,456.62
173151	APPLE COMPUTER INC	IT Equipment	1,041.12
173195	DELL COMPUTER COMPANY	IT Equipment	4,544.75
173196	DELL COMPUTER COMPANY	IT Equipment	23,329.16

173197	DELL COMPUTER COMPANY	IT Equipment	7,843.63
173198	DELL COMPUTER COMPANY	IT Equipment	73,479.08
173219	DELL COMPUTER COMPANY	IT Equipment	10,840.81
172784	CHRONICLE OF HIGHER EDUC, THE	Magazines & Subscriptions	75
172792	EBSCO SUBSCRIPTION SERVICES	Magazines & Subscriptions	22,565.77
172923	COMMERCIAL AQUATICS SERVICE	Maintenance Supplies	349.84
172961	SIERRA SCHOOL EQUIPMENT CO	Maintenance Supplies	1,004.40
172789	SBVC SUN ROOM	Meals & Refreshments	4,497.79
172831	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	63.87
172832	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	54.21
172833	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	37.95
172838	SBVC FOOD SERVICES	Meals & Refreshments	490.39
172898	SBVC FOOD SERVICES	Meals & Refreshments	1,357.87
172931	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	82
172995	SBVC FOOD SERVICES	Meals & Refreshments	352.31
173084	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	108
173085	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	90.59
173086	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	127.27
173135	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	129.37
173182	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	136.46
173184	SBVC FOOD SERVICES	Meals & Refreshments	87.85
173202	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	1,000.00
173204	US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	149.66
173207	SBVC FOOD SERVICES	Meals & Refreshments	334.43
173208	SBVC FOOD SERVICES	Meals & Refreshments	269.48
173209	SBVC FOOD SERVICES	Meals & Refreshments	436.16
173211	SBVC FOOD SERVICES	Meals & Refreshments	243.53
173214	SBVC FOOD SERVICES	Meals & Refreshments	139.74
173216	PANERA BREAD	Meals & Refreshments	4,070.10
173070	BLANQUET, FRANCISCO	Media	26.95
172779	STAPLES	Non-Instructional Supplies	2,461.28
172781	STAPLES	Non-Instructional Supplies	256.72
172787	STAPLES	Non-Instructional Supplies	80.16
172788	STAPLES	Non-Instructional Supplies	141
172791	ALL IN ONE POSTER COMPANY INC	Non-Instructional Supplies	999.07
172834	STAPLES	Non-Instructional Supplies	67.15
172835	STAPLES	Non-Instructional Supplies	101.21
172836	STAPLES	Non-Instructional Supplies	283.39
172841	ONTIVEROS, DORIS	Non-Instructional Supplies	105.6
172843	GRAINGER INC, W W	Non-Instructional Supplies	45.9
172877	STAPLES	Non-Instructional Supplies	94.83
172884	ACCUCUT	Non-Instructional Supplies	2,405.70
172886	STAPLES	Non-Instructional Supplies	54.2
172890	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	33.47
172891	STAPLES	Non-Instructional Supplies	169.7
172895	STAPLES	Non-Instructional Supplies	350.41
172906	ORTA, REBECCA	Non-Instructional Supplies	38.8

172907	STAPLES	Non-Instructional Supplies	144.33
172925	MOORE MEDICAL CORPORATION	Non-Instructional Supplies	252.49
172929	MULTICARD INC	Non-Instructional Supplies	1,981.73
172935	STAPLES	Non-Instructional Supplies	336.99
172941	JON'S FLAG SHOP	Non-Instructional Supplies	1,605.20
172944	STAPLES	Non-Instructional Supplies	363.83
172948	STAPLES	Non-Instructional Supplies	327.7
172955	STAPLES	Non-Instructional Supplies	277.67
172964	L N CURTIS & SONS	Non-Instructional Supplies	565.79
172966	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	54.56
172978	WAXIE SANITARY SUPPLY	Non-Instructional Supplies	54.47
173025	STAPLES	Non-Instructional Supplies	66.1
173026	STAPLES	Non-Instructional Supplies	101.83
173038	THORNTON, CARLA	Non-Instructional Supplies	73.31
173057	AMERICAN RED CROSS	Non-Instructional Supplies	634.6
173069	STAPLES	Non-Instructional Supplies	703.87
173073	STAPLES	Non-Instructional Supplies	122.91
173077	RUBIO, EDUARDO	Non-Instructional Supplies	19.47
173080	STAPLES	Non-Instructional Supplies	145.09
173081	GOODRICH, KELLY	Non-Instructional Supplies	22.64
173119	STAPLES	Non-Instructional Supplies	322.7
173120	JON'S FLAG SHOP	Non-Instructional Supplies	54
173139	STAPLES	Non-Instructional Supplies	69.5
173156	SBVC BOOKSTORE	Non-Instructional Supplies	1,000.00
173158	STAPLES	Non-Instructional Supplies	2,810.10
173165	STAPLES	Non-Instructional Supplies	2,567.50
173168	STAPLES	Non-Instructional Supplies	1,300.77
173171	STAPLES	Non-Instructional Supplies	594.67
173187	STAPLES	Non-Instructional Supplies	666.55
173189	US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	54
173191	STAPLES	Non-Instructional Supplies	59.11
173194	STAPLES	Non-Instructional Supplies	124.97
173200	STAPLES	Non-Instructional Supplies	122.93
173203	STAPLES	Non-Instructional Supplies	323.62
172846	REVOLVING CASH	Officials	2,210.00
172873	REVOLVING CASH	Officials	3,380.00
172875	REVOLVING CASH	Officials	1,711.00
172803	DOUBLE TREE BY HILTON	Operational Expenses & Fees	16,992.79
172850	SBVC FOOD SERVICES	Operational Expenses & Fees	499.99
172864	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	100
172867	SBVC SUN ROOM	Operational Expenses & Fees	6,559.95
172869	SBVC FOOD SERVICES	Operational Expenses & Fees	2,000.00
172870	REVOLVING CASH	Operational Expenses & Fees	4,320.00
172874	REVOLVING CASH	Operational Expenses & Fees	2,844.00
172876	FAMOUS DAVE'S RESTAURANT	Operational Expenses & Fees	1,225.05
172926	SBVC FOOD SERVICES	Operational Expenses & Fees	3,254.25
172942	ICEMA	Operational Expenses & Fees	400

172947	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	1,700.00
172958	DEPARTMENT OF SOCIAL SERVICES	Operational Expenses & Fees	484
173103	DEPARTMENT OF SOCIAL SERVICES	Operational Expenses & Fees	1,210.00
173109	THIRD WORLD NEWSREEL	Operational Expenses & Fees	212.5
173125	SOUTH COAST AQMD	Operational Expenses & Fees	555.34
173129	US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	998.9
173185	SBVC FOOD SERVICES	Operational Expenses & Fees	4,184.77
172837	SBVC FOOD SERVICES	Other Student Aid	10,000.00
172814	THORNTON, CARLA	Personal Mileage	47.52
172885	SERNA, MARINA	Personal Mileage	300
172928	URIBE, REYNA	Personal Mileage	25.6
172963	DELGADO, ROCIO	Personal Mileage	51.48
172992	ZHOU, WEI	Personal Mileage	32
173054	SERRANO, THOMAS	Personal Mileage	300
173180	BANUELOS, ELIZABETH	Personal Mileage	20.95
172979	VERIZON BUSINESS	Phone Utilities	10,000.00
173032	VERIZON WIRELESS	Phone Utilities	480
172927	PUBLIC BROADCASTING SERVICE	Postage & Freight	201.93
173076	US POSTAL SERVICE	Postage & Freight	4,000.00
172782	SBCCD PRINTING SERVICES	Printing, SBCCD	200
172785	SBCCD PRINTING SERVICES	Printing, SBCCD	1,000.00
172839	SBCCD PRINTING SERVICES	Printing, SBCCD	1,000.00
172861	SBCCD PRINTING SERVICES	Printing, SBCCD	1,500.00
172903	CHC BOOKSTORE	Reference Books	397.98
173052	GALLUP ORGANIZATION	Reference Books	1,189.82
173053	GALLUP ORGANIZATION	Reference Books	392.18
173083	POCKET NURSE	Reference Books	359.74
173174	LAMA BOOKS	Reference Books	60.05
173205	GALLUP INC	Reference Books	588.06
173217	GALLUP INC	Reference Books	553.27
172783	SBVC SUN ROOM	Refreshments	664.11
172811	US BANK CORPORATE PMT SYSTEMS	Refreshments	86.55
172900	SBVC FOOD SERVICES	Refreshments	496.51
172937	SBVC FOOD SERVICES	Refreshments	226.28
172974	SBVC FOOD SERVICES	Refreshments	600
173036	US BANK CORPORATE PMT SYSTEMS	Refreshments	687.68
173037	SBVC SUN ROOM	Refreshments	423
173071	US BANK CORPORATE PMT SYSTEMS	Refreshments	44.21
173072	US BANK CORPORATE PMT SYSTEMS	Refreshments	23.6
173078	US BANK CORPORATE PMT SYSTEMS	Refreshments	10.09
173188	PEREZ, AMALIA	Refreshments	25.98
173213	DOMENICO'S ITALIAN KITCHEN	Refreshments	997.92
173030	SMITH, JAMES E.	Software	350
173116	US BANK CORPORATE PMT SYSTEMS	Software	88
172960	SBCCD FINANCIAL AID	Student Financial Aid	9,815.96
172969	SBCCD FINANCIAL AID	Student Financial Aid	10,000.00

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: Steven J. Sutorus, Business Manager
DATE: January 19, 2017
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 1/19/2017***

Contract Type

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

Highstreet IT Solutions, LLC	(12889) Data conversion for the District's new ERP system; this is to approve Change Order 03 - change to scope of work to add new US based functions and reduce offshore functions and reduce unused training budget; no added cost to SBCCD Term: 2/1/2016 - 1/31/2021 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$1,700,000.00	SSutorus
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SubTotal for Bid: 1***\$1,700,000.00***

Bond Measure Funded

Allied Storage Containers Inc.	(14510) Rental of 8X20 foot storage container for four months located on the SBVC Site; serial number 229698-06 Term: 11/30/2016 - 7/31/2017 Funding Source: Bond Construction	Kitchell/SBCCD	\$476.32	SSutorus
Awesome Blinds & Shutters, Inc.	(14493) Furnish and install blackout blinds for SBVC Gym Term: 12/13/2016 - 2/28/2017 Funding Source: Bond Construction	Kitchell/SBCCD	\$611.04	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>				
San Diego Air Balance CO. Inc.	(14460) Test and balance air flow in CHC Student Services/Clock Tower Building Term: 12/7/2016 - 6/30/2017 Funding Source: Bond Construction	Kitchell/SBCCD	\$14,762.00	SSutorus
Shanks Electric Corporation	(14511) Provide electrician to remove and replace panel cover for arc-flash study on CHC campus Term: 8/22/2016 - 8/22/2016 Funding Source: Bond Construction	Kitchell/SBCCD	\$900.00	SSutorus
Stanley Convergent Security	(14458) Installation of wireless monitoring system for SBVC new Gym doors Term: 12/7/2016 - 6/30/2017 Funding Source: Bond Construction	Kitchell/SBCCD	\$15,000.00	SSutorus
<i>SubTotal for Bond Measure Funded: 5</i>			<i>\$31,749.36</i>	
<u>Broadcasting Rights</u>				
American Public Media (APM)	(14410) Broadcast rights and content carriage agreement for radio programs to be aired on KVCR-FM Term: 7/1/2016 - 6/30/2017 Funding Source: KVCR - Foundation	FM/KVCR	\$40,135.20	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Broadcasting Rights</u>				
Associated Press	(14525) Provide Associated Press News services with digital delivery Term: 1/1/2017 - 1/5/2018 Funding Source: KVCR - Foundation	FM/KVCR	\$8,823.62	SSutorus
Carpenter, Jeff - DBA Injunuity	(14505) License agreement for the use of the composition and recordings "Crying Rain", "Soar", "Unconquered", and "Mystery"; no cost to SBCCD Term: 10/10/2016 - 10/9/2019 Funding Source: N/A	FNX/KVCR		SSutorus
Tribe Called Red, A	(14489) License agreement for musical compositions and recordings for "The Virus"; no cost to SBCCD Term: 12/2/2016 - 12/1/2019 Funding Source: N/A	FNX/KVCR		SSutorus
West One Music Group Inc.	(14457) Use of music composition "Voyage in Time" by Stephen D. Lemaire for use in TV/Cable commercial to promote SBVC Term: 7/1/2016 - 6/30/2019 Funding Source: General Funds	Marketing/SBVC	\$1,012.50	SSutorus
<i>SubTotal for Broadcasting Rights: 5</i>			<i>\$49,971.32</i>	

<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>					
	Think Together	(14476) Off-Campus workstudy - Student Sanchez, Viviana; reimbursed at up to 100% of per hourly rate Term: 12/9/2016 - 6/30/2017 Funding Source: CalWorks	Calworks/SBVC	\$10,208.00	SSutorus
	Woodward Leadership Academy	(14396) Off-Campus workstudy - Student Alcantara, Lorena; reimbursed at up to 100% of per hourly rate Term: 11/1/2016 - 6/30/2017 Funding Source: CalWorks	Calworks/SBVC	\$11,760.00	SSutorus
<i>SubTotal for CalWorks Off-Campus Work Study: 2</i>				<i>\$21,968.00</i>	
<u>Clinicals</u>					
	San Bernardino, County of	(14494) Arrowhead Regional Medical Center; Clinical site agreement for CHC medical students; no cost to SBCCD Term: 12/16/2016 - 12/15/2017 Funding Source: N/A	Program Development/CHC		SSutorus
<i>SubTotal for Clinicals: 1</i>					

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	4 Imprint	(14430) Production of promotional items and giveaways; 5,000 sportpacks, 2,000 sport bottles, 2,000 ear buds, 3,000 lanyards, 3,000 stress relief balls, 500 golf umbrellas, 2,000 key tags, 2,000 fun bracelets, 1,000 word search activity books Term: 11/27/2016 - 1/31/2017 Funding Source: Matriculation	Counseling/SBVC	\$36,131.65	SSutorus
	ABM Building Solutions LLC	(14432) Provide preventive maintenance, inventory of equipment, inspection and testing services Term: 2/1/2017 - 1/31/2018 Funding Source: General Funds	Maintenance/SBVC	\$11,500.00	SSutorus
	Airwall Installation Services	(14434) Repair of two damaged panels between the Sunroom and Cafeteria Term: 11/17/2016 - 1/31/2017 Funding Source: General Funds	Maintenance/SBVC	\$550.00	SSutorus
	American Printing & Promotions	(14451) Production of 100 28 oz green water bottles with imprint for promotional giveaways Term: 12/1/2016 - 1/31/2017 Funding Source: Student Equity	Student Services/CHC	\$442.32	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>				
Blue Outdoor LLC	(14519) Table top advertising at Victoria Gardens Spring 2017 Term: 1/9/2017 - 2/19/2017 Funding Source: General Funds	Marketing/SBVC	\$5,000.00	SSutorus
California Bus Service	(14501) Bus rental for field trip to Bowers Museum in Santa Ana, CA; funded by Art Club trust account Term: 4/8/2017 - 4/8/2017 Funding Source: Trust Account	Student Life/SBVC	\$1,047.38	SSutorus
California Department of Forestry & Fire Protection	(14509) Conservation Camp Program Project; weed abatement, creating a fire break and vegetation removal around CHC campus Term: 1/1/2017 - 12/31/2017 Funding Source: Parking Fee	Maintenance/CHC	\$10,000.00	SSutorus
California State University - San Bernardino	(14446) College of Education: Provide assistance in compiling data reports of the transitional outcome regarding parolees in the work program Term: 12/1/2016 - 6/30/2017 Funding Source: Caltrans Grant	PDC/SBCCD	\$14,285.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
CANE Communications	(14515) Documentary film presentation and discussion of "Light Girls" for Black History Month Term: 2/1/2017 - 2/1/2017 Funding Source: General Funds	Student Life/SBVC	\$500.00	SSutorus
Carrie Rosema Photography	(14405) Photography services Term: 11/30/2016 - 11/30/2016 Funding Source: General Funds	Chancellor/SBCCD	\$300.00	SSutorus
Center Theatre Group	(14514) Group Services Agreement for 56 tickets for Puente students and staff to see the production of "Zoot Suit" Term: 3/8/2017 - 3/8/2017 Funding Source: Student Equity	Counseling/SBVC	\$1,270.00	SSutorus
Clarus Corporation	(14394) Provide mobile ad campaigns to CHC students to promote Spring 2017 courses Term: 11/28/2016 - 1/18/2017 Funding Source: General Funds	Marketing/CHC	\$3,504.72	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Colton Redlands Yucaipa ROP	(14478) Bus rental for CRYROP students to be transported from Citrus Valley High School to Crafton Hills College; funded through the CTE Transitions Grant Term: 12/8/2016 - 12/8/2016 Funding Source: State Grant	Program Development/CHC	\$492.58	SSutorus
	Couts Heating & Cooling, Inc.	(14424) Replacement of motor, bearings, and pulley in the Culinary Arts kitchen Term: 11/8/2016 - 12/31/2016 Funding Source: General Funds	Maintenance/SBVC	\$2,300.00	SSutorus
	CQ Production, Inc.	(14513) Facilitation and development of the Curiosity Quest videos program to promote PDC/EDCT customized training programs; funded through EDCT/PDC contract education income Term: 12/17/2016 - 6/30/2017 Funding Source: EDCT Funds	PDC/SBCCD	\$22,000.00	SSutorus
	Dan Lyman Construction, Inc.	(14487) Installation of ADA auto operator door at the North Hall Bldg. Term: 12/1/2016 - 1/31/2017 Funding Source: General Funds	Maintenance/SBVC	\$3,492.00	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>				
Dewey Pest Control	(14159) Pest control service for District Office, PDC, and ATTC; this is to increase contract by \$3,000 and add Annex site Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	District M & O/SBCCD	\$5,000.00	SSutorus
Diamondback Fire & Rescue	(14480) Repairs to breathing apparatus used by Fire Technology program participants Term: 12/1/2016 - 6/30/2017 Funding Source: Perkins	Fire Technology/CHC	\$3,679.54	SSutorus
Digicert, Inc.	(14419) Digicert SSL plus certification used to encrypt web traffic Term: 12/15/2016 - 12/14/2019 Funding Source: KVCR - Foundation	FNX/KVCR	\$345.00	SSutorus
Digital Networks Group, Inc.	(14416) Provide and install 55" LED display in the Student Success Center Term: 11/4/2016 - 1/31/2017 Funding Source: STEM Grant	STEM/SBVC	\$11,251.25	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Digital Networks Group, Inc.	(14415) Provide and install an interactive whiteboard 70" LED display at PS132 Term: 11/4/2016 - 1/31/2017 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$9,240.51	SSutorus
Direct Connection	(14407) Direct mail and printing of annual contribution letters Term: 11/9/2016 - 12/31/2016 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$1,964.68	SSutorus
Direct Connection	(14406) Printing and mailing of December gift campaign Term: 11/9/2016 - 12/31/2016 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$3,303.84	SSutorus
Direct Connection	(14400) Printing campaign mailers for Winter KVCR-TV & FM fund-raiser to past donors Term: 11/14/2016 - 12/31/2016 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$6,911.73	SSutorus
Direct Connection	(14408) Printing of envelopes and stationary for KVCR pledge campaigns to current donors Term: 11/9/2016 - 12/31/2016 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$1,252.80	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Direct Connection	(14409) Printing of envelopes and stationary for KVCR pledge campaigns to new donors Term: 11/9/2016 - 12/31/2016 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$6,469.20	SSutorus
	EBenefits Solutions, LLC	(12361) Benefits services for the Human Resources department for Affordable Care Act project management, monitoring, reporting and administrator training; this is to approve Amendment 01- decrease the per employee per month cost from \$1.75 to \$1.25 as of October 1, 2016 Term: 10/1/2015 - 9/30/2017 Funding Source: General Funds	Human Resources/SBCCD	\$68,111.11	SSutorus
	Elevate Tomorrow	(14543) Provide a series of 5 workshops to Student Services Staff members and attend 6 campus meetings; 1 student meeting campus wide, 1 Student Services management team meeting, 1 Student Services staff meeting, 1 Financial Aid staff professional development planning meeting , 1 professional development planning meeting and consultation on SBVC Team attending the Annual First Year Experience conference Term: 1/13/2017 - 6/30/2017 Funding Source: Matriculation	Student Services/SBVC	\$31,275.00	

<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>					
	Exergy Controls	(14456) Replacement of CHC Controls for use after the switch to LED fixtures Term: 12/7/2016 - 6/30/2017 Funding Source: Block Grant	Administrative Services/CHC	\$14,000.00	SSutorus
	Express Badges	(14516) Production of 20 custom employee name badges Term: 12/19/2016 - 12/31/2016 Funding Source: General Funds	Admissions & Records/SBVC	\$305.00	SSutorus
	Facebook, Inc.	(14413) Advertisement to promote SBVC Fall enrollment Term: 7/23/2016 - 8/22/2016 Funding Source: General Funds	Marketing/SBVC	\$5,119.93	SSutorus
	Facebook, Inc.	(14414) Advertisement to promote SBVC Fall enrollment Term: 8/23/2016 - 9/22/2016 Funding Source: General Funds	Marketing/SBVC	\$1,503.26	SSutorus
	Facebook, Inc.	(14527) Advertising for the airing of "Finding Nemo" on KVCR-TV Term: 12/19/2016 - 12/25/2016 Funding Source: KVCR - FNX Grant	TV/KVCR	\$100.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
FastSigns	(14428) Production of 12 10"X10" canopies and 24 table covers with color imprint and logo Term: 11/23/2016 - 1/31/2017 Funding Source: Matriculation	Counseling/SBVC	\$15,782.85	SSutorus
Ferrellgas	(14418) Cost Plus Agreement for propane tank rental Term: 10/3/2016 - 10/2/2021 Funding Source: General Funds	Fire Technology/CHC	\$5.00	SSutorus
Global Datebooks	(14421) Production of 2,000 custom full color Academic year 17-18 planners for promotional giveaways - Spanish Edition Term: 11/15/2016 - 1/31/2017 Funding Source: Matriculation	Counseling/SBVC	\$7,720.00	SSutorus
Global Datebooks	(14422) Production of 7,000 custom full color Academic year 17-18 planners for promotional giveaways - English Edition Term: 11/15/2016 - 1/31/2017 Funding Source: Matriculation	Counseling/SBVC	\$20,160.00	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>				
Global Datebooks	(14483) Production of translation planners from English to Spanish Term: 10/7/2016 - 1/31/2017 Funding Source: Matriculation	Counseling/SBVC	\$2,280.00	SSutorus
Global Experience Specialists,	(14417) Provide electrical outlets and carpet for KVCR promotional booth at the Indian Gaming Association Convention Term: 4/10/2017 - 4/14/2017 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$400.00	SSutorus
H & L Charter Co, Inc.	(14485) Bus rental for field trip to the Mark Taper Forum to see the play "Zoot Suit" Term: 3/8/2017 - 3/8/2017 Funding Source: Student Equity	Counseling/SBVC	\$862.00	SSutorus
HP Construction and Management, Inc.	(14433) Installation of 2 roof ladders on the Campus Center roof Term: 11/4/2016 - 12/31/2016 Funding Source: General Funds	Maintenance/SBVC	\$5,630.00	SSutorus
Inmark	(14499) Production of name plate for new board member Term: 12/13/2016 - 1/31/2017 Funding Source: General Funds	Chancellor/SBCCD	\$20.00	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>				
ITF & Associates, Inc.	(12216) Civil Engineering and Surveying services for SBVC and CHC sewer management plan; includes map updates and camera inspections; this is to approve the extension of the term date from 06/30/2016 to 09/30/2016 and to approve an additional amount of \$350 for reimbursables allowed under the contract Term: 8/1/2015 - 9/30/2016 Funding Source: Capital Outlay	Safety/SBCCD	\$40,350.00	SSutorus
JZPC Party Rentals, Inc.	(14397) Rental of cocktail tables, linen, and chairs for the "Puente 30th Year Celebration" Term: 12/9/2016 - 12/10/2016 Funding Source: Matriculation	First Year/SBVC	\$1,447.82	SSutorus
Lakeland Public Television aka LPTV	(14526) Broadcast license agreement for LPTV to broadcast FNX on LPTV stations Term: 7/1/2016 - 6/30/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$12,500.00	SSutorus
Lapel Pins Plus	(14523) Provide lapel pins for Applause Awards Term: 12/15/2016 - 2/28/2017 Funding Source: General Funds	Chancellor/SBCCD	\$324.08	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>					
	Liu, Haizhou	(14464) Speaker - topic "Reactive Radical Based Treatment for Groundwater Remediation and Portable Water Reuse"; funded through United States Department of Agriculture grant Term: 12/9/2016 - 12/9/2016 Funding Source: Federal Grant	Technical Training/SBVC	\$500.00	SSutorus
	Luth, Heather	(14479) Facilitation of the "Educational Equity Certificate Series" Term: 1/3/2017 - 4/30/2017 Funding Source: Student Equity	Student Services/CHC	\$2,100.00	SSutorus
	Manufacturers' Council of the Inland Empire	(14528) Gold sponsorship at the 2017 Manufacturing Summit to promote District wide programs; Funded through Employment Training Panel Grant Term: 2/3/2017 - 2/3/2017 Funding Source: State Grant	PDC/SBCCD	\$5,000.00	SSutorus
	Market Based Solutions (MBS)	(14520) Emission Credits for South Coast Air Quality Management District (SCAQMD) Rule 2202 compliance Term: 12/17/2016 - 12/16/2017 Funding Source: Parking Fee	Administrative Services/CHC	\$8,148.00	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>					
	Meetup, Inc.	(14454) Online advertising to promote EDCT Foundation Term: 11/17/2016 - 5/17/2017 Funding Source: EDCT - Foundation	PDC/SBCCD	\$89.94	SSutorus
	Meltwater News US, Inc.	(12704) Software subscription for online media monitoring; this is to approve the term extension to 1/21/2018 and to increase cost by \$5,500 Term: 1/22/2016 - 1/21/2018 Funding Source: General Funds	Marketing/SBVC	\$11,000.00	SSutorus
	Platinum Wraps, Inc.	(14399) Design and installation of two sets of decals for SBCCD Police vehicles Term: 11/1/2016 - 12/31/2016 Funding Source: General Funds	District Police/SBCCD	\$285.25	SSutorus
	Quejada, Joanna dba Pathways Educational Consulting	(14286) Develop and coordinate high school education programs with area High Schools to create new contract education agreements and promote CHC programs; funded through Matriculation funds and income from the Redlands USD/Contract Education project; this is to correct total contract value and term date Term: 10/21/2016 - 8/31/2018 Funding Source: Matriculation	Instruction/CHC	\$81,000.00	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>					
	Redlands, City of	(14471) Booth rental at Redlands Market Night Term: 12/7/2016 - 2/22/2017 Funding Source: General Funds	Marketing/CHC	\$480.00	SSutorus
	RivComm, Inc.	(14455) Furnish and install 5 watt transmitter in CHC radio vault located above athletic facility overlooking campus Term: 12/7/2016 - 6/30/2017 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$9,936.80	SSutorus
	San Bernardino, County of	(14492) Department of Public Health; Shared food facility agreement for health certification permit of the Sun Room Term: 12/8/2016 - 6/30/2021 Funding Source: Cafeteria	Technical Training/SBVC	\$3,000.00	SSutorus
	Small Manufacturers Institute	(14445) Facilitate Career Technical Education activities; arrange presentations, workshops, and events; funded through EDCT/PDC contract education income Term: 11/15/2016 - 6/30/2017 Funding Source: EDCT Funds	PDC/SBCCD	\$19,440.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Smog and Save	(14398) On demand smog check and repairs for vehicles for the Maintenance and Grounds Departments Term: 11/1/2016 - 6/30/2017 Funding Source: Parking Fee	Maintenance/CHC	\$1,000.00	SSutorus
South Coast Water Co dba Hannah Industries Inc.	(13849) Deionized water treatment service for Chemistry labs; revision to increase total amount by \$689.00 Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	Chemistry/SBVC	\$1,868.20	SSutorus
Sun and Sky Entertainment Inc.	(14472) Ethan Bortnick Performance at the SBVC Auditorium Term: 2/12/2017 - 2/12/2017 Funding Source: KVCR - Foundation	TV/KVCR	\$11,500.00	SSutorus
Three Peaks Corp.	(14461) CHC Child Development fence replacement and upgrade project Term: 12/7/2016 - 6/30/2017 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$15,574.00	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>				
Three Peaks Corp.	(14468) Installation of hardware for new rappelling station as part of the fire academy requirements Term: 12/5/2016 - 6/30/2017 Funding Source: Block Grant	Maintenance/CHC	\$4,840.00	SSutorus
Time Warner Cable Media	(14474) Promotional mobile advertising to targeted audiences and zip codes Term: 12/12/2016 - 6/25/2017 Funding Source: General Funds	Marketing/CHC	\$5,000.00	SSutorus
Timeless Plaques & Awards	(14524) Production of awards for employee recognition for 2016 Term: 11/1/2016 - 12/31/2016 Funding Source: General Funds	Chancellor/SBCCD	\$277.51	SSutorus
Trophy House	(14450) Production of engraved medals and one gavel for the "Student Debate Tournament" Term: 5/4/2017 - 5/4/2017 Funding Source: General Funds	Humanities/SBVC	\$352.84	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>				
TSI, INC	(14481) Repair and cleaning of Porta Count Pro Plus Term: 12/6/2016 - 1/31/2017 Funding Source: General Funds	Fire Technology/CHC	\$995.00	SSutorus
Utility Tree Services Inc.	(14488) On demand service for tree trimming Term: 12/1/2016 - 6/30/2017 Funding Source: General Funds	Maintenance/SBVC	\$5,186.80	SSutorus
Utility Tree Services Inc.	(14444) Removal of two pine trees and stump grindings on SBVC campus Term: 12/1/2016 - 1/31/2017 Funding Source: General Funds	Maintenance/SBVC	\$4,757.66	SSutorus
Westin Los Angeles Airport, The	(14251) Block room rental for students and staff to attend the African American Male Education Network & Development (A2MEND) Conference in Los Angeles; 50 rooms for two nights; this is to amend total contract value to include necessary taxes on rooms and catering Term: 3/1/2017 - 3/3/2017 Funding Source: Student Equity	First Year/SBVC	\$11,000.00	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>					
	Woodburn Press	(14427) Promotional giveaway pamphlets on "Staying Motivated, Manage Your Time, College Success Tips, College Success 1 & 2 Year program, How to Get Good Grades in College" with SBVC color logo on the cover Term: 11/1/2016 - 1/24/2017 Funding Source: Matriculation	Counseling/SBVC	\$37,800.00	SSutorus
	Workforce Development Solutions, Inc.	(14470) Facilitation of several community focus groups held at SBCCD; funded through the Workforce Development Transfer Fund Term: 1/24/2017 - 2/21/2017 Funding Source: State Grant	PDC/SBVC	\$25,000.00	SSutorus
	Yucaipa Valley Chamber of Commerce	(14473) Sponsorship at the "2017 Yucaipa Valley Chamber of Commerce Annual Banquet" Term: 1/6/2017 - 1/6/2017 Funding Source: General Funds	Marketing/CHC	\$500.00	SSutorus
<i>SubTotal for General: 73</i>				<i>\$656,762.25</i>	
<u>Income - Contract Ed</u>					
	Rialto USD	(14507) SBVC to offer Political Science 100 class to be held on high school campus site Term: 1/17/2017 - 5/25/2017 Funding Source: N/A	Middle College/SBVC	\$15,066.00	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 - Contract Ed</u>					
	Victor Valley CCD	(13557) Sub-recipient Agreement for RAMP UP Program Year three; CDE Grant Number 14-25239-67921-00; this is to approve Amendment 1- revision to the verbiage within the contract Term: 7/1/2016 - 6/30/2017 Funding Source: N/A	PDC/SBCCD	\$76,331.00	SSutorus
<i>SubTotal for Income - Contract Ed: 2</i>				<i>\$91,397.00</i>	
<u>Income - Facilities Use</u>					
	California Partnership to End Domestic Violence	(14453) Use of classroom B100 for a San Bernardino County Community Forum on Domestic Violence Term: 12/2/2016 - 12/2/2016 Funding Source: N/A	Administrative Services/SBVC	\$105.00	SSutorus
	Yucaipa Swim Team	(14435) Use of CHC swimming pool for swim meets Term: 12/9/2016 - 12/11/2016 Funding Source: N/A	Administrative Services/CHC	\$2,795.69	SSutorus
<i>SubTotal for Income - Facilities Use: 2</i>				<i>\$2,900.69</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 - General</u>					
	Luis Vuitton US Manufacturing Inc.	(14475) PDC to provide professional development customized training for company employees Term: 12/1/2016 - 6/30/2017 Funding Source: N/A	PDC/SBCCD	\$30,000.00	SSutorus
	Queen Jen, Inc. dba Queen Bean	(12639) Vendor to occupy unused designated kitchen space in the Crafton Book Store to operate a coffee café; this is to approve Amendment 01 to extend term to 06/30/2017 and reflect increased revenue amount Term: 1/1/2016 - 6/30/2017 Funding Source: N/A	Administrative Services/CHC	\$30,000.00	SSutorus
	Regents of University of CA, The	(11956) Funding award to help support training to Puente program providers; this is to approve Amendment 01- Augmented funding in the amount of \$3,000 for a total of \$4,500 Term: 7/1/2015 - 6/30/2017 Funding Source: N/A	Counseling/SBVC	\$4,500.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - General</u>					
	San Bernardino, County of	(14495) Department of Transitional Assistance; CHC to provide child care for program participants that are enrolled at CHC; cost to be covered by the San Bernardino County Term: 12/13/2016 - 6/30/2017 Funding Source: N/A	Child Care Center/CHC	\$27,300.00	SSutorus
<i>SubTotal for Income - General: 4</i>				<i>\$91,800.00</i>	
<u>Income - Grant</u>					
	College Futures Foundation	(14506) Innovation in Higher Education Grant to assist campus in student success initiatives Term: 11/17/2016 - 2/3/2017 Funding Source: N/A	Research & Planning/CHC	\$20,000.00	SSutorus
	College of the Desert	(14462) Mini-Grant Health Curiosity Quest - youth career exploration project Term: 1/2/2017 - 10/30/2017 Funding Source: N/A	PDC/SBCCD	\$10,000.00	SSutorus
	CPB - Corp for Public Broadcasting	(14498) Interconnection Grant for KVCR-TV Term: 10/1/2016 - 9/30/2017 Funding Source: N/A	TV/KVCR	\$15,517.00	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 - Grant</u>					
	CPB - Corp for Public Broadcasting	(14496) Television Community Services Grant for KVCR-TV Term: 10/1/2016 - 9/30/2017 Funding Source: N/A	TV/KVCR	\$820,536.00	SSutorus
	CPB - Corp for Public Broadcasting	(14497) Universal Service Support Grant for KVCR-TV Term: 10/1/2016 - 9/30/2017 Funding Source: N/A	TV/KVCR	\$1,943.00	SSutorus
	Grossmont-Cuyamaca CC Auxiliary Organization	(14500) Sub-grantee; Prop 39 Program Improvement Funding Grant; Sub-grantee agreement for SBVC to develop, enhance, retool, and expand energy efficiency or support programs Term: 11/1/2016 - 6/30/2017 Funding Source: N/A	Technical Training/SBVC	\$25,000.00	SSutorus
	Mt. San Jacinto CCD	(14531) SBVC to provide two faculty members to job shadow industry partner to strengthen pathways throughout the region as part of SB1070 grant Term: 7/11/2016 - 8/31/2016 Funding Source: N/A	Technical Training/SBVC	\$2,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Grant</u>					
	Rancho Santiago CCD	(14411) Sub-Grantee - for CTE Data Unlocked Initiative Term: 7/19/2016 - 10/31/2017 Funding Source: N/A	Program Development/CHC	\$50,000.00	SSutorus
	Solano CCD	(14508) Small Business Sector Navigator sub-grant agreement Term: 12/13/2016 - 6/30/2017 Funding Source: N/A	PDC/SBCCD	\$7,500.00	SSutorus
<i>SubTotal for Income - Grant: 9</i>				<i>\$952,496.00</i>	
<u>Income - Underwriter</u>					
	University of California - Riverside	(14436) Underwriter agreement for the airing of lecture series "Are We Alone?" Term: 11/25/2016 - 4/13/2017 Funding Source: N/A	TV/FM/KVCR	\$5,000.00	SSutorus
<i>SubTotal for Income - Underwriter: 1</i>				<i>\$5,000.00</i>	
<u>Maintenance Agreement</u>					
	BeaconMedaes, LLC	(13738) Maintenance for the vacuum system in the Canyon Building at CHC Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	Maintenance/CHC	\$5,406.00	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>				
Bibliotheca, LLC	(14431) Maintenance for CHC library detection system Term: 11/12/2016 - 11/11/2017 Funding Source: Lottery Fund	Library/CHC	\$2,530.00	SSutorus
<i>SubTotal for Maintenance Agreement: 2</i>			<i>\$7,936.00</i>	
<u>PO as Contract</u>				
Arrowhead Auto Repair	(14529) Inspect and repair inoperative rear left window on 2004 GMC Envoy Term: 12/15/2016 - 12/31/2017 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$405.00	SSutorus
Compressed Air Specialties Inc.	(14448) Repair and maintenance on high pressure breathing air compressors (SCBA Compressor) Term: 12/9/2016 - 1/31/2017 Funding Source: General Funds	Fire Technology/CHC	\$1,500.00	SSutorus
La Grinding Co	(14521) Sharpening of Ideal model 4850-95 paper cutter; Serial number: 2432337; funded through Braille Grant Term: 1/1/2017 - 6/30/2017 Funding Source: Braille Grant	ATPC/SBCCD	\$60.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>PO as Contract</u>				
<i>SubTotal for PO as Contract: 3</i>			<i>\$1,965.00</i>	
<u>Program Acquisition</u>				
Carpenter, Jeff - DBA Injunuity	(14502) Program acquisition for "Injunuity - Live at the McSwain Theatre" and "Chickasha Alhiha"; no cost to SBCCD Term: 11/10/2016 - 11/9/2021 Funding Source: N/A	FNX/KVCR		SSutorus
Turquoise Trail Releasing, LLC	(14403) Program acquisition rights for "Marc My Words, Comedy Special"; no cost to SBCCD Term: 3/25/2017 - 3/24/2022 Funding Source: N/A	TV/KVCR		SSutorus
Visland Media, Inc.	(14412) Program Acquisition for programs, "Hit the Ice" seasons 1-3, "Aboriginal Adventures", and Tiga Talk, seasons 1-4 Term: 1/1/2017 - 12/31/2021 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$85,500.00	SSutorus
<i>SubTotal for Program Acquisition: 3</i>			<i>\$85,500.00</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Rescinded/Cancelled</u>				
Blue Outdoor LLC	(14050) Table top advertising at Victoria Gardens Fall 2016; Contract cancelled - could not meet needed dates Term: 9/19/2016 - 10/30/2016 Funding Source: General Funds	Marketing/SBVC	(\$5,000.00)	SSutorus
Primex Wireless, Inc.	(14292) Furnish and install 5 watt external antenna for CHC campus wide clock synchronization - contract cancelled as service is no longer needed Term: 11/11/2016 - 1/31/2017 Funding Source: Capital Outlay	Administrative Services/CHC	(\$9,938.16)	SSutorus
<i>SubTotal for Rescinded/Cancelled: 2</i>			<i>(\$14,938.16)</i>	
<u>Sheriff On Site Supervisor</u>				
Gardea, Michael	(14402) Sheriff's On-Site Supervisor service agreement; no cost to SBCCD Term: 8/15/2016 - 6/30/2019 Funding Source: N/A	Police Science/SBVC		SSutorus
Placencia, Miguel	(14401) Sheriff's On-Site Supervisor service agreement; no cost to SBCCD Term: 12/8/2016 - 6/30/2019 Funding Source: N/A	Police Science/SBVC		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Sheriff On Site Supervisor</u>					
SubTotal for Sheriff On Site Supervisor: 2					
<u>Software/Online Services</u>					
	Bomgar Corporation	(14469) Software license and maintenance for remote support of staff and employee computer systems Term: 2/27/2017 - 2/26/2018 Funding Source: General Funds	TESS/SBCCD	\$4,492.00	SSutorus
	College Central Network, Inc. DBA CCN Financial Services	(14459) Online Software for "Career Services Central" a web based career office management system Term: 12/15/2016 - 11/14/2019 Funding Source: General Funds	Research & Planning/SBVC	\$6,000.00	SSutorus
	College Source Inc.	(14420) Online software license for "TES Online" which enables students and staff to evaluate research materials Term: 12/1/2016 - 11/30/2018 Funding Source: Matriculation	Counseling/SBVC	\$17,608.00	SSutorus
	ComputerLand of Silicon Valley	(14425) Software license for "Creative Cloud Enterprise ETLA" and "Adobe Sign" used for graphic designing Term: 11/30/2016 - 11/30/2017 Funding Source: General Funds	TESS/SBCCD	\$9,702.50	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>					
	Constant Contact, Inc.	(14477) Software subscription to "E-mail Plus" for the Student Success Newsletters Term: 7/1/2016 - 6/30/2017 Funding Source: Matriculation	Counseling/SBVC	\$3,318.00	SSutorus
	CPP, Inc.	(14423) Software license renewal for "SkillsOne" Term: 8/25/2016 - 8/24/2017 Funding Source: Matriculation	Counseling/SBVC	\$20,836.10	SSutorus
	Cranium Cafe, LLC	(14484) Software licensing for "Cranium Café" used to allow students to have face-to-face meetings with their counselors, instructors, and tutors Term: 7/1/2016 - 6/30/2018 Funding Source: Matriculation	Counseling/SBVC	\$70,695.00	SSutorus
	Cybrarian Corporation	(14482) Software and remote monitoring program that allow library staff to track computer usage and generate statistical reports Term: 8/1/2016 - 7/31/2017 Funding Source: Lottery Fund	Library/CHC	\$1,495.00	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>					
	Cynosure New Media, Inc.	(14439) Development of online orientation programs - Spanish edition Term: 12/1/2016 - 6/30/2017 Funding Source: Matriculation	Counseling/SBVC	\$28,800.00	SSutorus
	Cynosure New Media, Inc.	(14438) Development of online probation workshop for SBVC students Term: 12/1/2016 - 6/30/2017 Funding Source: Matriculation	Counseling/SBVC	\$39,050.00	SSutorus
	DataWatch Corporation	(14466) Software maintenance & renewals for DataWatch Modeler Term: 2/24/2017 - 2/23/2018 Funding Source: General Funds	Payroll/SBCCD	\$1,516.20	SSutorus
	Entrinsik, Inc.	(14441) Software license and support for Informer software used to connect to multiple databases and run reports Term: 3/1/2017 - 2/28/2018 Funding Source: General Funds	TESS/SBCCD	\$10,098.00	SSutorus
	Eureka	(14429) Site license for Eureka software, a career information system Term: 12/1/2016 - 11/30/2017 Funding Source: General Funds	Transfer Center/SBVC	\$2,154.60	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>				
Faronics Technologies, Inc.	(14442) Maintenance renewal for Deep Freeze Software used to freeze computer configurations Term: 4/9/2017 - 4/8/2018 Funding Source: General Funds	TESS/SBCCD	\$4,499.26	SSutorus
Gallup, Inc.	(14440) Online subscription of 2,000 Strengthquest access codes Term: 12/1/2016 - 6/30/2017 Funding Source: Matriculation	Counseling/SBVC	\$19,980.00	SSutorus
Getty Images US, Inc. DBA JupiterImages	(14426) Software subscription for Thinkstock images; images that can be used on District documents and publications, enabling the District to remain compliant with copyright laws Term: 2/7/2017 - 2/6/2018 Funding Source: General Funds	TESS/SBCCD	\$3,993.60	SSutorus
Governet	(12376) Maintenance and support fee for CurricUNET software; this is to approve the term extension through 12/31/2017 Term: 1/1/2016 - 12/31/2017 Funding Source: General Funds	TESS/SBCCD	\$26,750.00	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>					
	Howder, Cynthia dba C & S Solutions	(14512) Software License - Upgrade of site licenses for Respiratory Examination Suite of testing software programs Term: 12/19/2016 - 6/30/2017 Funding Source: Perkins	Program Development/CHC	\$3,294.00	SSutorus
	Jib Jab	(14465) Online subscription for Jib Jab, an online media source Term: 10/22/2016 - 10/22/2017 Funding Source: General Funds	Chancellor/SBCCD	\$18.00	SSutorus
	Mount Taylor Programs dba Private Advantage	(14393) Software support for private advantage program; funded through the State Preschool Grant Term: 12/28/2016 - 12/31/2017 Funding Source: State Grant	Child Development/CHC	\$245.00	SSutorus
	PSI Services, Inc.	(14447) Software licensing for "Secure Comprehensive Clinical Simulation" online testing; funded through Respiratory Care Test Fee Term: 12/6/2016 - 6/30/2017 Funding Source: Other Non-General	Program Development/CHC	\$3,300.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u><i>Software/Online Services</i></u>					
	Radio Research Consortium	(14486) Software license for "Portable People Meters"; an online service giving KVCR radio a monthly report on network and local market radio audiences Term: 1/1/2017 - 12/31/2020 Funding Source: Community Service	FM/KVCR	\$35,920.00	SSutorus
	Sage Software	(14518) Software licenses for "Sage 50" 2017 Accounting software Term: 1/15/2017 - 1/14/2018 Funding Source: General Funds	Fiscal Services/SBCCD	\$1,539.00	SSutorus
	Siteimprove, Inc.	(14452) Site check subscription used to identify broken links, misspellings and accessibility issues on District web sites Term: 1/15/2017 - 1/14/2018 Funding Source: General Funds	TESS/SBCCD	\$7,440.00	SSutorus
	SmartDraw Software LLC	(14467) Software license for "SmartDraw Platinum Protection" used for organizational charts Term: 1/30/2017 - 12/31/2017 Funding Source: General Funds	TESS/SBCCD	\$559.60	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>					
	Snap Surveys, LTD	(14443) Software maintenance for "Education Enterprise SnapPlus" used to run surveys Term: 5/18/2017 - 5/17/2018 Funding Source: General Funds	TESS/SBCCD	\$5,000.00	SSutorus
	VIMEO	(14449) Online services for video uploads and storage from "VimeoPlus" Term: 11/9/2016 - 11/8/2017 Funding Source: KVCR - Foundation	TV/KVCR	\$59.95	SSutorus
<i>SubTotal for Software/Online Services: 27</i>				<i>\$328,363.81</i>	
<i>Grand Total Contracts for Board Date 1/19/2017: 144</i>					

Routine Contracts - Summary

Scheduled Board Meeting 01/19/2017

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i><u>Bid</u></i>	1	\$1,700,000.00
<i><u>Bond Measure Funded</u></i>	5	\$31,749.36
<i><u>Broadcast Rights</u></i>	5	\$49,971.32
<i><u>Calworks Workstudy</u></i>	2	\$21,968.00
<i><u>Clinicals</u></i>	1	\$0.00
<i><u>General</u></i>	73	\$656,762.25
<i><u>Maintenance Agreement</u></i>	2	\$7,936.00
<i><u>PO as Contract</u></i>	3	\$1,965.00
<i><u>Program Acquisition</u></i>	3	\$85,500.00
<i><u>Rescinded/Canceled</u></i>	2	(\$14,938.16)
<i><u>Sheriff On Site Supervisor</u></i>	2	\$0.00
<i><u>Software/Online Services</u></i>	27	\$328,363.81
	126	
		Total Expenses
		\$2,869,277.58

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<i><u>Income - Contract Ed</u></i>	2	\$91,397.00
<i><u>Income - Facilities Use</u></i>	2	\$2,900.69
<i><u>Income - General</u></i>	4	\$91,800.00
<i><u>Income - Grant</u></i>	9	\$952,496.00
<i><u>Income - Underwriter</u></i>	1	\$5,000.00
	18	
		Total Income
		\$1,143,593.69
Total Number of Contracts	144	

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: January 19, 2017
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 after auction and positively impact the budget.

Fixed Assets Surplus Report
January 19, 2017

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
30701	12/2/2016	CHC	CPU	11/21/2011	\$1,052.88	\$0.00
30708	12/2/2016	CHC	CPU	11/21/2011	\$1,052.88	\$0.00
30753	12/2/2016	CHC	CPU	1/9/2012	\$1,290.74	\$0.00
32765	12/2/2016	CHC	Dell Latitude	11/29/2012	\$1,459.55	\$0.00
32980	12/2/2016	CHC	Dell Vennue 11 Pro	5/22/2014	\$1,169.95	\$0.00
32984	12/2/2016	CHC	Dell Vennue 11 Pro	5/22/2014	\$1,169.95	\$0.00

Non-Fixed Assets Surplus Report
January 19, 2017

Cisco Catalyst 3550 Switch	2 ea
Sony LCD Projector	1 ea
GMC 6500	1 ea
Dell 1911T Monitor	2 ea
Freightliner	1 ea
American La France Fire Truck	1 ea
Dell 1707 Monitor	2 ea
GMC Van	1 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: Steven Sutorus, Business Manager

DATE: January 19, 2017

SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to Hesperia Unified School District

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of a Training Module Engine to Hesperia Unified School District.

OVERVIEW

SBVC's Diesel Department wishes to surplus the training module engine which is no longer used by the District. Education Code 81450.5 provides that a community college district may donate property to another public entity. The estimated value of the donation is \$1,000.00.

ANALYSIS

The SBVC Diesel Department no longer uses the training module engine and it is non-essential to ongoing operations. Hesperia Unified School District has examined the property and is willing to accept the donation for use in supporting their mission.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

No cost to the District.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven Sutorus, Business Manager
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to San Bernardino City Unified School District

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of a Cummings Diesel Engine to San Bernardino City Unified School District.

OVERVIEW

SBVC's Diesel Department wishes to surplus the engine which is no longer used by the District. Education Code 81450.5 provides that a community college district may donate property to another public entity. The estimated value of the donation is \$10,000.00.

ANALYSIS

The SBVC Diesel Department no longer uses the engine and it is non-essential to ongoing operations. San Bernardino City Unified School District has examined the property and is willing to accept the donation for use in supporting their mission.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

No cost to the District.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: January 19, 2017
SUBJECT: Consideration of Approval of Vacation Payout

RECOMMENDATION

It is recommended that the Board of Trustees approve the payout of the following vacation days:

	# of Days	Rate	Total
Ricky Shabazz, Vice President, Student Services, SBVC	20	\$670.85	\$13,417.00
Steve Sutorus SBCCD Business Manager	25	\$513.03	\$12,825.75

OVERVIEW

Based on legal opinion, the County of San Bernardino requires that the payout vacation to community college district administrative personnel be approved by its governing board.

ANALYSIS

This board item represents payout of vacation to two SBCCD administrative personnel based on demonstration of personal hardship.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Payment will be made from the General Fund.

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: January 19, 2017

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

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

The 2016-17 Final Budget adopted by the Board of Trustees on September 8, 2016 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

ANALYSIS

The Board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies to the expenditure classifications indicated on the attached resolution.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The approval of this board item will reduce the reserve for contingency accounts by the amounts indicated in the attached resolution.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROVE TRANSFERS FROM
RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS
January 19, 2017**

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

WHEREAS, on the 8th day of September, 2016, the San Bernardino Community College District (the District) adopted the 2016-17 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 Board of Trustees on January 19, 2017, by the following majority vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Bruce Baron, Secretary of the Board of Trustees, 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 Board of Trustees

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROVE TRANSFERS FROM
RESERVE FOR CONTINGENCIES TO VARIOUS EXPENDITURE CLASSIFICATIONS
January 19, 2017**

EXHIBIT A

Fund 01 - General

Date	Ref #	Amount Transferred to/(from) Reserve Fund	Expenditure Classification
Fund Balance Prior to Transfer(s)		\$14,847,781.37	
11/22/2016	170186	\$294,999.00	1000 Academic Salaries
Reason: Adjust Student Success & Support Program (SSSP) carryover budget to offset prior transaction		\$200,000.00	4000 Supplies & Materials
		\$400,000.00	5000 Other Expenses
11/18/2016	170150	(\$7,644.61)	4000 Supplies & Materials
Reason: Fund payment of 2015-16 estimated payables which were closed prior to being processed		(\$29,608.00)	5000 Other Expenses
		(\$7,778.48)	6000 Capital Outlay
11/18/2016	170152	(\$15,800.00)	2000 Classified Salaries
Reason: Fund urgent and emerging needs at SBVC for 1) temporary staff and 2) Nursing Education accreditation		(\$1,415.92)	3000 Employee Benefits
		(\$11,848.00)	5000 Other Expenses
Fund Balance After Transfer(s)		\$15,668,685.36	

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: January 19, 2017
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 2016-17 Final Budget adopted by the Board of Trustees on September 8, 2016 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 2016-17 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION
FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS
January 19, 2017

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

WHEREAS, on the 8th day of September, 2016, the San Bernardino Community College District (the District) adopted the 2016-17 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 Board of Trustees on January 19, 2017, by the following majority vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Bruce Baron, Secretary of the Board of Trustees, 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 Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION
 FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS
 January 19, 2017

EXHIBIT A

Fund 01 – General, Restricted

Date	Ref #	Income	Allocation	Major Classification	Comments
11/21/2016	170166	(\$9,633.00)	(\$9,633.00)	5000 Other Expenses	Decrease carryover budget for Industry Driven Regional Collaborative (IDRC) Grant
11/22/2016	170167	\$5,500.00	\$2,340.00	2000 Classified Salaries	Additional one-time only funding for Foster Parent Program
			\$66.00	3000 Employee Benefits	
			\$2,456.50	4000 Supplies & Materials	
			\$637.50	5000 Other Expenses	
11/22/2016	170168	(\$1,376.00)	(\$1,376.00)	3000 Employee Benefits	Decrease of Foster Parent allocation
11/22/2016	170170	\$625.00	\$625.00	7600 Other Student Aid	Increase in Temporary Assistance for Needy Families (TANF) allocation
11/22/2016	170171	\$148,236.00	\$26,000.00	1000 Academic Salaries	Increase in California Work Opportunity & Responsibility to Kids (CalWORKS) allocation
			\$88,519.00	2000 Classified Salaries	
			\$2,535.00	3000 Employee Benefits	
			\$31,182.00	5000 Other Expenses	
11/22/2016	170183	(\$1,469.50)	(\$1,469.50)	4000 Supplies & Materials	Decrease Student Equity carryover budget
11/22/2016	170184	\$3,011.39	\$3,011.39	5000 Other Expenses	Increase Student Equity carryover budget
11/22/2016	170185	\$19,879.86	\$19,879.86	5000 Other Expenses	Increase Student Support Services Program (SSSP) carryover budget
11/29/2016	170198	\$5,000.00	\$5,000.00	5000 Other Expenses	Setup medical clearance revenue budget
12/7/2016	170226	\$3,100.00	\$3,100.00	5000 Other Expenses	Setup budget for AB798 Textbook Affordability grant from Cal State University
12/9/2016	170231	\$2,000.00	\$2,000.00	5000 Other Expenses	Setup budget for San Jacinto Community College contract education
12/13/2016	170250	\$21,569.00	\$21,569.00	1000 Academic Salaries	Increase in Disabled Students Programs & Services (DSPS) allocation
12/13/2016	170251	\$98,008.00	\$5,558.00	1000 Academic Salaries	Adjust Student Support Services Program (SSSP) allocation
			\$22,342.00	2000 Classified Salaries	
			\$70,108.00	3000 Employee Benefits	
12/13/2016	170259	\$1,205,021.00	\$1,205,021.00	5000 Other Expenses	Allocate Strong Work Force funds to SBVC
12/14/2016	170275	\$27,900.00	\$27,900.00	5000 Other Expenses	Setup budget for AB798 Textbook Affordability grant from Cal State University
12/19/2016	170293	\$19,364.00	\$4,731.00	4000 Supplies & Materials	Setup carryover budget for Rialto USD contract education
			\$14,633.00	5000 Other Expenses	
12/19/2016	170295	\$2,500.00	\$2,500.00	5000 Other Expenses	Increase carryover budget for Media Academy contracts
12/19/2016	170297	(\$50.00)	(\$50.00)	2000 Classified Salaries	Adjust carryover budget for Higher Education Act-Minority Science Improvement Grant
12/19/2016	170300	\$565,506.00	\$565,506.00	5000 Other Expenses	Allocate Strong Work Force funds to CHC

\$2,114,691.75 Total Funds to be Appropriated

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 RESOLUTION TO APPROPRIATE ASSURED INCOME OVER THE FINAL BUDGETED ALLOCATION
 FROM THE GENERAL RESERVE TO VARIOUS EXPENDITURE CLASSIFICATIONS
 January 19, 2017

Fund 72 – Child Development

Date	Ref #	Income	Allocation	Major Classification	Comments
11/18/2016	170141	\$120,386.00	\$21,000.00	2000 Classified Salaries	Increase in General Child Care and State Preschool program allocations for FY 2017
			\$93,386.00	4000 Supplies & Materials	
			\$6,000.00	6000 Capital Outlay	
			\$120,386.00	Total Funds to be Appropriated	

Fund 74 – KVCR

Date	Ref #	Income	Allocation	Major Classification	Comments
11/29/2016	170194	\$1,943.00	\$1,943.00	5000 Other Expenses	Increase Corporation for Public Broadcasting Grant
11/29/2016	170195	\$2,337.00	\$2,337.00	5000 Other Expenses	Increase Corporation for Public Broadcasting Grant
11/29/2016	170196	\$95,372.00	\$95,372.00	5000 Other Expenses	Increase Corporation for Public Broadcasting Grant
			\$99,652.00	Total Funds to be Appropriated	

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: January 19, 2017

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 budget.

DISTRICT MEMBERSHIPS

NAME	MEMBERSHIP	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Secret Brown	Society for Human Resource Management	Research, publications and educational programs that increase HR knowledge and skill sets.	\$199.00	Human Resources	
Amalia Perez	Society for Human Resource Management	Research, publications and educational programs that increase HR knowledge and skill sets.	\$199.00	Human Resources	

SBVC MEMBERSHIPS

NAME	MEMBERSHIP	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Not to exceed 38 Students and 8 Faculty members	Skills USA for CTE Students and Faculty	The Ramp Up Grant requires development of student participation in Career and Technical Student Organizations (CTSO). Skills USA is an approved CTSO through the Ramp Up Grant. Thirty-eight students, with eight faculty will be registered into training programs: Auto Refinishing Technology, Diesel, Electronics, HVAC/R, and Machine Technology, Welding.	\$20.00 for each student and \$35.00 for each faculty member.	Ready to Accelerate My Pathways (Ramp Up) Grant Fund	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant to the Chancellor

DATE: January 19, 2017

SUBJECT: Consideration to Approve Conference Attendance

RECOMMENDATION

It is recommended that the Board of Trustees approve the requests for Conference Attendance.

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 budget.

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Joe Opris and Amalia Perez	Human Resources	2017 AALRR Advanced Labor Negotiations and Personnel Institute for Education	04/25/17	04/28/17	Pismo Beach, CA	This annual spring conference focuses on labor negotiations and personnel issues for schools and community colleges. Plan to join us as we provide you with strategies to resolve pending labor disputes and prepare for future negotiations.	\$1,200.00	HR General Fund	
James Quigley	Police Department	San Bernardino County Sheriffs - CSO Training	02/21/16	02/23/16	San Bernardino, CA	Training	\$100.00	5200	
Luc Paluson	Police Department	San Bernardino County Sheriffs - CSO Training	02/21/16	02/23/16	San Bernardino, CA	Training	\$100.00	5200	
Thomas Cole	Police Department	San Bernardino County Sheriffs - CSO Training	02/21/16	02/23/16	San Bernardino, CA	Training	\$100.00	5200	
Joe Opris	Human Resources	PMA Conference	03/20/17	03/23/17	Los Angeles, CA	Internal Investigations Certificate Program	\$1,000.00	HR General Fund	Costs of travel higher than when originally priced in November

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/AMENDMENT
Tom Bryant	Fine Arts	National Theater Conference	12/01/16	12/04/16	New York, NY	The National Theater conference is a prestigious organization which includes presentations by many playwrights, directors and producers on current issues in theater including race, sexual orientation, multiculturalism and gender.	\$1,400.00	Professional Development and Equity Funds	Faculty member was unaware of the approval processes for conference and travel. In the future, the faculty member will verify information for board approval beforehand.
Laurie Green	EMS	Prehospital Trauma Life Support Course	01/23/17	01/24/17	Riverside, CA	This course will help healthcare professional's to learn and recognize several life-threatening emergencies, provide CPR, use of AED	\$1,157.13	Perkins Categorical Fund	
John Muskavitch	Financial Aid	California Community College Chancellors Office Board Meeting	01/29/17	01/31/17	Monterey, CA	Board meeting for rules and regulations regarding financial aid.	No Cost	No Cost	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/AMENDMENT
Hannah Sandy	Health & Wellness	Health Services Association for California Community Colleges (HSACCC)	02/21/17	02/24/17	San Diego, CA	This conference designed to improve health services delivery in the areas of infections disease management, mental health and other primary care issue that impact CC students	\$1,069.00	Health Services General Fund	
Steve Rush	Veterans Services	2017 Veterans Summit	03/08/17	03/11/17	Sacramento, CA	The summit is designed to share information and effective practices for faculty, administrators and staff who work with student veterans. It provides an opportunity to learn from those who have significant experience serving student veterans and offers the chance to make important contacts	\$1,245.16	Student Equity Categorical Fund	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/AMENDMENT
Carla Thornton	Veterans Services	2017 Veterans Summit	03/08/17	03/11/17	Sacramento, CA	The summit is designed to share information and effective practices for faculty, administrators and staff who work with student veterans. It provides an opportunity to learn from those who have significant experience serving student veterans and offers the chance to make important contacts.	\$1,239.97	Student Equity Categorical Fund	
Rebeccah Warren-Marlatt, Joe Cabrales	Student Services	2017 CCCSSAA Spring Conference	03/22/17	03/24/17	Los Angeles, CA	The "integration through Action" conference will convene a diverse group of professionals across all disciplines and divisions who will be collaborating, forecasting, sharing promising practices and concept mapping from across the state.	1500 each	Student Equity Categorical Fund	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/AMENDMENT
Judy Cannon	Honors	The Western Regional Honors College Conference	04/06/17	04/10/17	Ashland, OR	This three day conference is dedicated to the promotion and advancement of undergraduate honors education as well as promoting the honors program at our CC	\$1,320.00	Honors General Fund	
T.L. Brink	CTE	Midwestern Psychological Association	04/17/17	04/23/17	Chicago, IL	This conference will cover areas like teaching of psychology, research methods, statistics, discussion groups, roundtables and social events where members can share ideas and interest.	No Cost	No Cost	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/AMENDMENT
Denise Allen	CIS	2017 Spring Plenary Session	04/19/17	04/22/17	San Mateo, CA	This plenary session permits local senates-their officers, curriculum chairs, and other interested faculty to be apprised about hot topics, to receive new training to bolster the effectiveness of their senate, to select representatives and officers, and to determine Senate positions and provide the Executive committee its direction through the resolution and voting processes	\$1,990.00	Perkins Categorical Fund	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/AMENDMENT
Mark McConnell, Patricia Menchaca	CIS	2017 Spring Plenary Session	04/19/17	04/22/17	San Mateo, CA	This plenary session permits local senates-their officers, curriculum chairs, and other interested faculty to be apprised about hot topics, to receive new training to bolster the effectiveness of their senate, to select representatives and officers, and to determine Senate positions and provide the Executive committee its direction through the resolution and voting processes	\$1,990.00	President's Office General Fund	
Ben Gamboa, Steve Rush	OIERP	Classified Leadership Institute 2017	06/14/17	06/17/17	Tahoe City, CA	This institute focuses on effective classified participation in participatory (shared) governance processes, both state-wide and at the local district and college levels.	\$2,000.00	President's Office General Fund	
Julie McKee	SINS	World Avocado Congress	08/20/17	09/02/17	South Africa (RSA)	Increase knowledge of culture and diversity of South Africa	No Cost	No Cost	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Nori Sogomonian	Modern Languages/Arts and Humanities	The 2017 Avatar Wizard Course	02/05/17	02/10/17	Daytona, FL	The purpose of this conference give the employee opportunity to address creative study, attention and identity, so that the employee is better equipped to improve student success rates. The employee gains enhanced communication skills (confidence), critical thinking skills, and recovery of attention. The value of this conference is that it will give SBVC international networking with global humanitarians	\$750.00	Professional Development General Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Dominique Johnson	Student Services/First Year Experience	36th Annual First Year Experience (FYE) Conference	02/10/17	02/15/17	Atlanta, GA	To learn the latest trends, initiatives, best practices, ideas, research and assessment strategies focused on supporting student success in the first year college and beyond. To provide the FYE team research methods to improve our learning community from the first year through graduation, innovation pedagogies, and high-impact practices designed to improve learning and success for today's college students.	\$2,986.00	Student Equity Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Oscar Rodriguez	Student Services/First Year Experience	36th Annual First Year Experience (FYE) Conference	02/10/17	02/15/17	Atlanta, GA	To learn the latest trends, initiatives, best practices, ideas, research and assessment strategies focused on supporting student success in the first year college and beyond. To provide the FYE team research methods to improve our learning community from the first year through graduation, innovation pedagogies, and high-impact practices designed to improve learning and success for today's college students.	\$2,302.00	Student Equity Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Tammy Preston	Student Services/First Year Experience	36th Annual First Year Experience (FYE) Conference	02/10/17	02/15/17	Atlanta, GA	To learn the latest trends, initiatives, best practices, ideas, research and assessment strategies focused on supporting student success in the first year college and beyond. To provide the FYE team research methods to improve our learning community from the first year through graduation, innovation pedagogies, and high-impact practices designed to improve learning and success for today's college students.	\$2,902.00	Student Equity Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Craig Luke	Student Services/First Year Experience	36th Annual First Year Experience (FYE) Conference	02/10/17	02/15/17	Atlanta, GA	To learn the latest trends, initiatives, best practices, ideas, research and assessment strategies focused on supporting student success in the first year college and beyond. To provide the FYE team research methods to improve our learning community from the first year through graduation, innovation pedagogies, and high-impact practices designed to improve learning and success for today's college students.	\$3,421.00	Student Equity Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Heather Johnson	Student Services/First Year Experience	36th Annual First Year Experience (FYE) Conference	02/10/17	02/15/17	Atlanta, GA	To learn the latest trends, initiatives, best practices, ideas, research and assessment strategies focused on supporting student success in the first year college and beyond. To provide the FYE team research methods to improve our learning community from the first year through graduation, innovation pedagogies, and high-impact practices designed to improve learning and success for today's college students.	\$2,791.00	Student Equity Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Cindy Huerta	Student Services/ Outreach and Recruitment	36th Annual First Year Experience (FYE) Conference	02/10/17	02/15/17	Atlanta, GA	To provide professional networking where experiences and accomplishments related to supporting student learning, development and success in the first year college can be shared. To provide San Bernardino Valley College with skills and development in part of productive collaborations and relationships with other community colleges.	\$2,986.00	Student Equity Categorical Fund	
Ricky Shabazz, Ed.D.	Student Services	36th Annual First Year Experience (FYE) Conference	02/11/17	02/15/17	Atlanta, GA	To provide professional networking where experiences and accomplishments related to supporting student learning, development and success in the first year college can be shared. To provide San Bernardino Valley College with skills and development in part of productive collaborations and relationships with other community colleges.	\$2,283.00	Student Equity Categorical Fund	AMENDMENT: Board item was previously approved at the December 8, 2016 meeting. Item is being amended as the beginning travel date has changed from February 10, 2017 to February 11, 2017 thereby decreasing the overall cost from \$2,485.16 to \$2,283.00.

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Tammy Allen, Kimberly Jefferson	Arts & Humanities, Social Sciences, Applied Technology	36th Annual First Year Experience (FYE) Conference	02/11/17	02/14/17	Atlanta, GA	This annual conference provides an ongoing forum where higher education professionals can share experiences, concerns and accomplishment, and success in the first college year. To receive training and information to better serve our students participating in the FYE.	\$1,766.00 each	Student Equity Categorical Fund	
Wally Johnson	Arts & Humanities, Social Sciences, Applied Technology	36th Annual First Year Experience (FYE) Conference	02/11/17	02/14/17	Atlanta, GA	This conference will provide, as an instructional dean, with an overview of best practices in FYE programs and initiatives. This will be beneficial to the District & the College as SBVC moves forward with expanding the FYE initiative and instructional, and student services educators build upon already strong collaborative relationships.	\$2,079.20	Student Equity Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Judy Joshua	Arts & Humanities, Social Sciences, Applied Technology	36th Annual First Year Experience (FYE) Conference	02/11/17	02/14/17	Atlanta, GA	To learn more about the successful FYE programs around the country. The FYE program can be expanded to serve greater numbers of students.	\$1,850.00	Student Equity Categorical Fund	
Joshua Milligan	Arts & Humanities, Social Sciences, Applied Technology	36th Annual First Year Experience (FYE) Conference	02/10/17	02/15/17	Atlanta, GA	To provide professional networking where experiences and accomplishments related to supporting student learning, development and success in the first year of college can be shared. Provides SBVC with skills and development in part of productive collaborations and relations with other community colleges.	\$2,065.00	Student Equity Categorical Fund	
Yvette Lee, Alma Guadalupe Lopez	Arts & Humanities, Social Sciences, Applied Technology	36th Annual First Year Experience (FYE) Conference	02/11/17	02/14/17	Atlanta, GA	Provide an overview of best practices in FYE programs and initiatives. Since we are considering teaching a cohort at SBVC's FYE program, It will help us better understand the program. We will be more informed about its practices, innovations, and benefits.	\$1,978.00 each	Student Equity Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Anthony Blacksher, James Smith Jr.	Arts & Humanities, Social Sciences, Applied Technology	36th Annual First Year Experience (FYE) Conference	02/11/17	02/14/17	Atlanta, GA	This conference will provide an overview of best practices in FYE programs and initiatives. This will be beneficial to the District and the College as SBVC moves forward with expanding the FYE initiative and instructional and student services educators build upon already strong collaborative relationships.	\$2,279.00 each	Student Equity Categorical Fund	
Melinda Fogle and up to 12 students	Arts & Humanities	Kennedy Center American College Theatre Festival	02/13/17	02/19/17	Mesa, AZ	To experience theatre at a regional level and to participate in competitions for scholarships and broader performance. Students will represent SBVC, potentially bringing regional and national recognition to our program.	\$2,435.00 and \$1,310.00 each student	Student Clubs and Trusts/Theatre Program Trust and SBVC Foundation - Students of the Arts Account.	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Kathy Kafela	Student Services/ Transfer Center	15th Annual Conference of the National Institute for the Study of Transfer Students	02/14/17	02/17/17	Atlanta, GA	Conference highlights important and current issues of transfer students on college campuses; introduces transfer practices and provides program and service that facilitate transfer student success. Will gain additional tools related to the transfer process and research in order to facilitate the improvement of student success and degree completion.	\$2,089.00	Transfer Center General Fund	
Cindy Huerta	Student Services/ Outreach and Recruitment	African American Male Education Network & Development (A2MEND) 10th Annual Conference	03/01/17	03/03/17	Los Angeles, CA	Professional Development for examining equity minded approaches to African American male success. To learn approaches and receive training in order to provide successful college experiences to the African American Male.	\$2,193.00	Student Equity Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Keenan Giles	Student Services/ Transfer Center	A2MEND-African American Male Education Network & Development Annual Conference	03/01/17	03/03/17	Los Angeles, CA	Analyze the significance of student support services in the overall academic success of African American Male Students. Participates will learn techniques and skills to better engage and connect with male students throughout their educational pathways. Keenan works with males as a Counselor and he will use these skills to better serve San Bernardino Valley College students to the utmost delivery of services.	\$1,197.61	Student Equity Categorical Fund	
Charles Burton	Research, Planning & Institutional Effectiveness	A2MEND-African American Male Education Network and Development Annual Conference	03/01/17	03/03/17	Los Angeles, CA	The A2MEND organization is comprised of African American male administrators who utilize their scholarly and professional expertise to foster institutional change within the community college system. Aim to create an affirming academic and institutional environment for African Americans with a particular focus on African American male students.	\$1,196.61	Student Equity Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Albert Maniaol	Applied Technology, Transportation, and Culinary Arts	2017 Annual Educating for Careers Conference	03/04/17	03/07/17	Sacramento, CA	To attend this annual professional development event surrounding Career Technical Education (CTE). This experience is to learn a variety of delivery systems, strategies, and Industry Sectors throughout the CTE system. This is a required conference for the CTE Transitions Grant.	\$1,626.00	Career Technical Education (CTE) Transitions Grant Fund	
Raymond Carlos and 12 Students	Student Services/ Student Life	National Student Advocacy Conference	03/10/17	03/14/17	Washington, D.C.	The conference will provide general sessions, keynote speakers, workshops and forums designed to educate students on the major issues that are critical to community colleges. Student will be able to advocate for the student body and collaborate with administrators on critical issues for student success	\$2,113.00 each	Student Representation Fee Trust Account	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Karen Dixon	Student Services/ Foster & Kinship Care Education	2017 Foster & Kinship Care Education (FKCE) Curriculum Institute	03/14/17	03/17/17	Santa Barbara, CA	Mandatory conference to develop new curriculum with other specialists and trainers; receive updates on legislation and database changes. Meet other college representatives, receive new information and best practices from other colleges which will assist with better implementation of the FKCE program at San Bernardino Valley College.	\$1,196.78	Foster & Kinship Care Education Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Ricky Shabazz, Ed.D.	Student Services	2017 California Community Colleges Chief Student Services Administrators Association (CCCCSSAA) Spring Conference	03/21/17	03/24/17	Los Angeles, CA	To provide professional networking where a diverse group of professionals will be collaborating, forecasting, sharing promising practices and concept mapping across the state. To provide San Bernardino Valley College with skills and development in part of productive collaborations and relationships with other community colleges regarding Civil Safety Resources and Support.	\$1,669.00	Student Success and Support Programs Categorical Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Diana Rodriguez	President's Office	Hispanic Association of Colleges and Universities (HACU) 12th International Conference	03/28/17	04/03/17	San Jose, Costa Rica	Opportunity to discuss latest trends, model programs, and cutting edge research on international higher education. The conference will attract an internationally renowned roster of keynote speakers and offers an opportunity for SBVC to represent as a participant of higher education, and also associate with other higher education, government, business, community and philanthropic sectors. Presenter at this conference for SBVC.	\$2,900.00	President's Office General Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
James Dulgeroff	Economics/Social Sciences, Human Development, and Physical Education	National Technology and Social Science Conference	04/09/17	04/11/17	Las Vegas, NV	The technology sessions at this conference specifically target new uses of technology for teaching online and in the classroom. The presentations will enhance the attendees value as a participant on the Sustainability Committee at the District and SBVC. Also, be able to share knowledge of formative assessment tools by offering PD workshops on SBVC campus.	\$750.00	Professional Development General Fund	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Janice Wilkins	Student Services/ Counseling	Annual California Intersegmental Articulation Council (CIAC) 2017	04/26/17	04/28/17	San Francisco, CA	The CIAC serves as a statewide forum for Articulation Officers to meet, discuss and resolve college transfer and articulation issues pertaining to C-ID, Associate Degree for Transfer, UC Transfer Pathways and other statewide initiatives. The information obtained from attending this conference will benefit the progress of students between and amount the segments of postsecondary education in California.	\$1,883.00	Articulation General Fund and Matriculation Categorical Fund	

TESS CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Trelisa Glazatov	TESS	Association for Training Development CPLP Certification	4/1/2017	7/1/2017	Online - Redlands, CA	This is a three month online program designed to increase the District's expertise and capacity in talent development areas including training delivery, knowledge management, instructional design, performance improvement and learning technologies.	\$1,495.00	DE General Funds	
Anrdew Chang	TESS	CISOA	3/25/2017	3/29/2017	Monterey, CA	This is an annual conference for chief Technology Officers for the California Community Colleges. The purpose of this conference is to learn about the future of technology from the State chancellor's office, represent our District with both ideas and concerns and network with	\$2,388.00	DCS General Funds	

TESS CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Michael Aquino and Glen Kuck	TESS	Ellucian Live 2017	3/18/2017	3/23/2017	Orlando, FL	Ellucian is our District's Student Information System creator. The purpose of this conference is to learn about the product roadmap, emerging features and opportunities, and to network with other Ellucian schools.	\$4,270.00	DCS General Funds	

KVCR CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Frank Blanquet, Sahar Khadjenoury, Eddie Nunez, Robin Underwood	KVCR/FNX	National Indian Gaming Assoc. Tradeshow & Convention	04/09/16	04/14/16	San Diego, CA	Promote FNX and shoot footage and interviews	\$1,000.00	FNX San Manuel	Approved at 12/8 board. Adding Robin Underwood and increasing the date by one day.
Alfredo Cruz, Frank Blanquet, Sahar Khadjenoury, Melissa Rossy	KVCR/FNX	2017 Sundance Film Festival	01/18/17	01/30/17	Park City, UT	Review upcoming programming for the FNX channel	\$ 4,000.00	FNX San Manuel	The festival starts on the 19th but to avoid delays due to inclement weather, travel one day prior will be necessary. Probability of driving instead of flying to save expenses.

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: January 19, 2017

SUBJECT: Consideration to Approve District/College Expenses

RECOMMENDATION

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

DISTRICT EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Area CBO Meeting hosted by Business & Fiscal Services	12/13/16	Continental Breakfast	\$136.46	General Fund	Requesting ratification due to clerical oversight.
Business Officers of Southern California Community Colleges Meeting hosted by Business & Fiscal Services	03/08/17	Continental Breakfast	\$300.00	General Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
50th Anniversary Kwanzaa Karamu 2016	12/10/16	Refreshments Sponsored by the Tumaini Program and Student Equity, the 50th Anniversary Kwanzaa Karamu 2016 is an opportunity for everyone to celebrate Family, Community, and culture to build and reinforce community among African- American. Anticipated attendance is 300 comprised of students, staff and community members.	\$4,187.44	Student Equity Categorical Fund	RATIFICATION: The First Year Experience Director resigned in November, 2016. With the void and transition that transpired, the board item for Kwanzaa Anniversary was inadvertently not submitted for approval. Therefore, we are asking the Board for approval to ratify the expense.

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Meal Vouchers for General Student Population	1/20/17-6/30/17	Meal Vouchers Sponsored by the Matriculation Department, the meal vouchers will provide the general student population a meal voucher. Each month, the program will receive an invoice from the San Bernardino Valley College Cafeteria Personnel with a student list attached. The meal vouchers are \$5.00 each to use at the cafeteria or snack bar. Approximately 300-500 students will use these meal vouchers on a monthly basis.	\$85,000.00	Student Success and Support Program Categorical Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Associated Student Government (ASG) Week of Welcome (WOW)	1/24/17-1/26/17	Rentals, Meals, Supplies, Advertising and Prizes Sponsored by the Associated Student Government, ASG will host their spring 2017 Week of Welcome on Tuesday, January 24, 2017 through Thursday, January 26, 2017. the purpose of WOW is to inform and involve our new and current students of services offered and avenues to become more involved in campus life. Anticipated attendance is 1,500 students over a three-day span. Raymond Carlos will serve as the advisor.	\$13,300.00	Associated Student Government General Fund and Student Success and Support Program Categorical Funds	AMENDMENT: This item was previously board approved at the December 8, 2016 board meeting. Item is being amended to update the scheduled three-day event dates from February 21-23, 2017 to January 24-26, 2017 and additional funding source.

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Kennedy Center American College Theatre Festival, Region 8	2/13/17-2/19/17	Transportation, registration, hotel, meals. Sponsored by the Theatre Arts Department, this event will allow are students participating to take part in workshops, competitions, view plays and experience live theatre from across the region. One faculty instructor and up to 12 students who have been nominated to participate in competitions throughout the festival, along with their scene partners, will travel to Mesa Arizona to participate. Chaperone will be Melinda Fogle.	\$18,155.00	Student Clubs & Trust/Theatre Program Trust Account and SBVC Foundation/Students of the Arts Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
"Caring for Others"	02/23/17	Refreshments, Supplies and Trainers Sponsored by the Foster & Kinship Care Education (FKCE) Program, this workshop is for grandparents and other relatives raising children. Kinship care reduces the trauma that children may experience when placed with strangers and it enables children to live with people they know and trust. Kinship caregivers have many challenges and need new skills in order to effectively parent emotionally abused and neglected children. This workshop will provide information, support and resources for these caregivers and an opportunity to communicate with others in similar circumstances.	\$800.00	Foster & Kinship Care Education Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Puente/Tumaini/Black Student Union (BSU) Field Trip - Zoot Suit Production	03/08/17	Bus Rental and Tickets Sponsored by the First Year Experience Program, this Puente/Tumaini/BSU field trip to Luis Valdez' play Zoot Suit in Los Angeles. This is an evening event for students that explicitly ties to themes discussed in Phase II of the English component of the Puente Project. Anticipated attendance is approximately 56 students and faculty. Chaperones will be Alma Guadalupe Lopez, Debbie Orozco, Anthony Blacksher and Tammy Allen.	\$2,222.00	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
National Student Advocacy Conference	3/11/17-3/14/17	Registration, Lodging, Meals and Travel Sponsored by the American Student Association of Community Colleges (ASACC), ASACC's National Student Advocacy Conference will be held on March 11-14, 2017 in Washington, D.C. The purpose of this retreat is to provide leaders in the Associated Student Government an opportunity to advocate for the student body and network with key members of the House and Senate. Anticipated attendance is 12 students and one faculty member. Chaperone will be Raymond Carlos.	\$30,000.00	Associated Student Government Student Rep Fee Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Art Club Bus Trip to Bowers Museum	04/08/17	Transportation and Refreshments Sponsored by the Art Club at San Bernardino Valley College, the Art Club is organizing a bus trip to Bowers Museum in Santa Ana, CA. The trip will help promote the Art Club as well as provide a learning experience on the Arts to students, staff and faculty. Anticipated attendance is 56 students and one faculty member. Chaperone will be James Stewart.	\$1,400.00	Student Clubs & Trust/Art Club Trust Account	

CHC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Flex Days 2017	1/11/17 - 1/12/17	Refreshments for Faculty and Staff for Flex Days	\$1,500.00	CHC Foundation and Equity Funds	Requesting ratification due to clerical oversight.
CaWORKS Association Annual Training Institute	3/27/17 - 3/30/17	Iris Perez was selected as the CHC Calworks Student Success Scholarship recipient and will be presenting on her experiences as a CaWorks student at this event.	\$550.00	CaWORKS	

KVCR EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Finding Nemo One-Day Broadcast Advertising on Facebook	12/25/2016	Facebook ad to increase exposure for the one-day Finding Nemo program on FNX on 12/25/2016	\$ 200.00	FNX-San Manuel Grant	The process to get approval for Finding Nemo broadcast rights was laborious. Until we had approval we could not advertise. We now have broadcast rights approved and can move forward.

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: January 19, 2017
SUBJECT: Consideration of Approval of Amendment 002 to the Contract with Vista Environmental Consulting LLC of Anaheim CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 002 to the contract with Vista Environmental Consulting LLC of Anaheim CA in the amount of -\$5,225.00.

OVERVIEW

On April 14, 2016, the Board of Trustees approved a contract with Vista Environmental Consulting LLC for environmental consulting services on the Classroom Building at CHC.

ANALYSIS

The tenant improvement project for the Classroom Building is complete and the deductive amount is applied to this amendment.

The effect of this amendment will be a decrease of \$5,225.00 to the Vista Environmental Consulting contract, resulting in a revised contract amount of \$67,365.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

ENVIRONMENTAL CONSULTING CONTRACT AMENDMENT: 002

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

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

TO: Vista Environmental Consulting, LLC.
1630 S. Sunkist Street, Suite C
Anaheim, CA 92806

Description:

This amendment request will deduct the amount applied for the Classroom Building Tenant Improvement Project for Vista Environmental Consulting LLC agreement.

Costs:

(\$5,225.00) Total of this requested Contract Amendment: 002

Attachments:

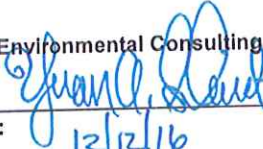
Kitchell/BRJ CHC Classroom Building Project Memo 12 (2) pages


The original Contract Sum	\$47,040.00
Net change by previous Amendments	\$25,550.00
The Contract Sum prior to this Amendment	\$72,590.00
The Contract Sum will be decreased by this Amendment	(\$5,225.00)
The new Contract Sum including this Amendment	\$67,365.00
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 Vista Environmental Consulting 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 Vista Environmental Consulting's 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:

Vista Environmental Consulting
By: 
DATE: 12/12/16


George R. Johnson
Bond Program Director
Kitchell/BRJ
By: 
DATE: 12/13/16

Jose F. Torres
Vice Chancellor Business & Fiscal
Services
SBCCD
By: _____
DATE: _____

No. 12 – Classroom Bldg. (CL/West Complex Tenant Improvements)

DATE: November 11, 2016

TO: Hussain Agah
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 – 8226 – Classroom Bldg. / West Complex
Approval of Vista Environmental Consulting Deductive CA 02

SCOPE:

SBCCD approval of a deductive amendment to Vista Environmental Consulting existing agreement for the Classroom Bldg./ West Complex project.

NARRATIVE:

The Classroom Bldg. (CL / West Complex Tenant Improvements) project is complete. This request will deduct the amount applied for this project from Vista's agreement for the amount of (\$5,225.00).

Current Contract Value:	\$72,590.00 (LADM, SSA, CL/West Complex)
Current Deductive CA Request:	(\$5,225.00)
New Contract Value if approved:	\$67,365.00

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve Vista Environmental Consulting deductive CA 02 in the amount of (\$5,225.00)

BUDGET INFORMATION:

Classroom Building Remodel – Proj. # (8226)
Info from Measure M Budget V#38—10/31/15

Project Original Budget Amount:	\$ 302,698.15
Project Current Spent to date:	\$ 273,242.15
Project Current Estimate to Complete:	\$ 408,913.80
Project Memo Forecast Cost:	\$ (5,225.00)
Project Change Amount:	\$ 00.00

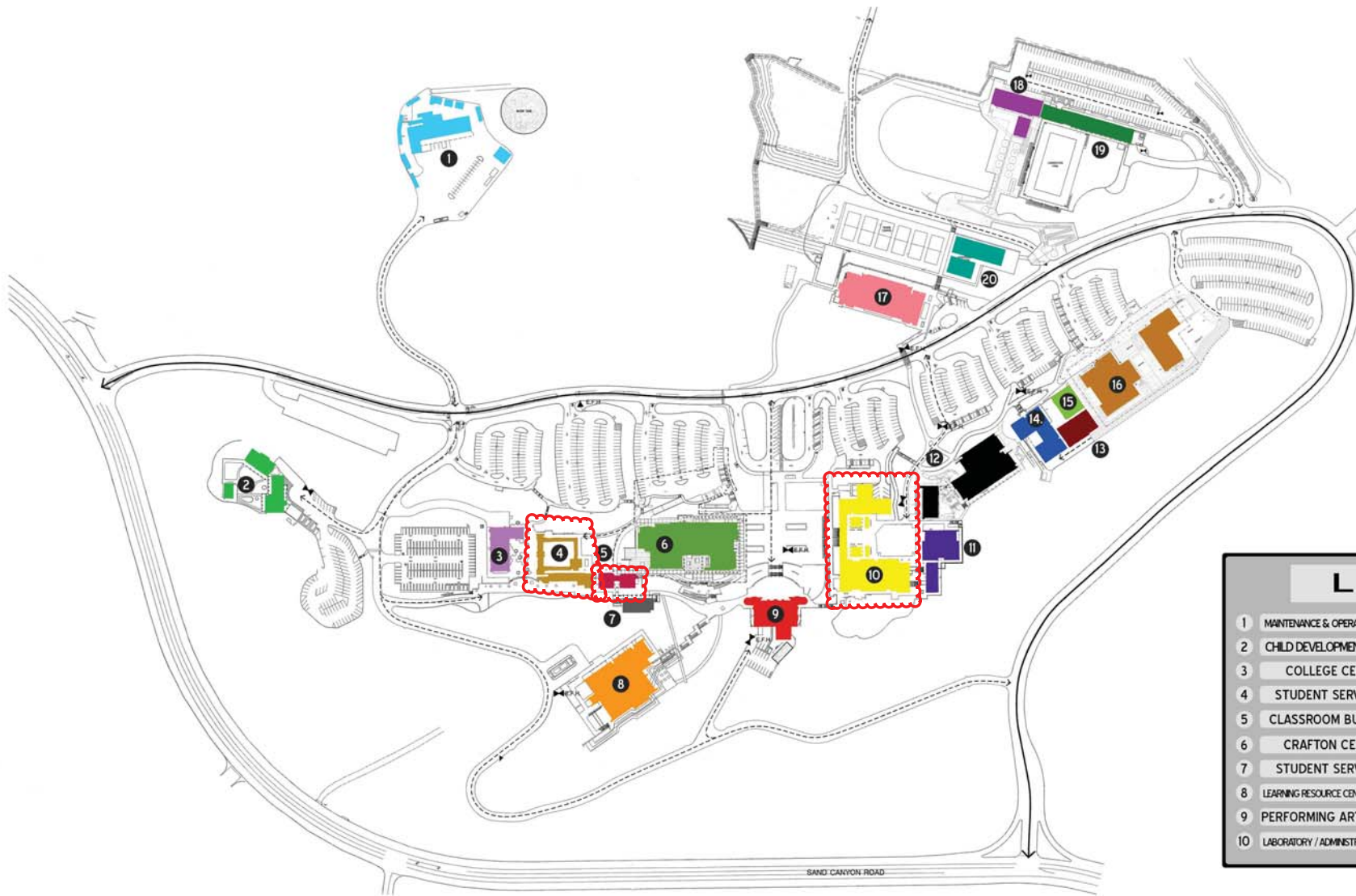
Budget Line Item will be 42-50-02-8226-0257-6220.13-7100 – Testing/Special Testing


11/16/16

Approvals:

	11-16-16
_____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	11/17/16
_____ George Johnson, Bond Program Manager, Kitchell/BRj	Date
	11/22/16
_____ Mike Strong, Vice President, Administrative Services, CHC	Date
 HUSSAIN AGAH	NOV. 23, 2016
_____ Hussain Agah, Director Facilities Planning & Construction	Date

Attachments: N/A



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: January 19, 2017
SUBJECT: Consideration of Approval of Amendment 012 to the Contract with Knowland Construction Services, Inc. of Rancho Palos Verdes CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 012 to the contract with Knowland Construction Services, Inc. of Rancho Palos Verdes CA extending the contract term to August 8, 2017.

OVERVIEW

On August 9, 2012, the Board of Trustees approved a contract with Knowland Construction Services, Inc. for project inspection services for San Bernardino Valley College and Crafton Hills College. This amendment will extend the current contract through its fifth year, allowing for project inspection through the close out of the Laboratory/Administration and Student Services A building projects at Crafton Hills.

ANALYSIS

The effect of this amendment will be to extend the contract term by 39 days, ending on August 8, 2017. The contract value does not change.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

**CONSULTANT CONTRACT AMENDMENT
FOR DSA INSPECTOR OF RECORD SERVICES: 012**

PROJECTS: Crafton Hills College (CHC), 11711 Sand Canyon Road, Yucaipa, CA 92399
San Bernardino Valley College (SBVC), 701 S. Mount Vernon Avenue, San Bernardino, CA 92410

OWNER: San Bernardino Community College District (SBCCD)
114 South Del Rosa Drive, San Bernardino, CA 92408

TO: Knowland Construction Services
33 Narcissa Drive, Rancho Palos Verdes, CA 90275

BRIEF DESCRIPTION:

This Contract Amendment extends the contract duration for Knowland Construction Services, Inc. to provide SBCCD with Division of State Architect (DSA) Inspector of Record services for various SBVC and CHC Measure M projects until August 8, 2017.

Current Contract Duration:

8/9/12 to 6/30/17.

This request extends the Contract to 8/8/17.

ATTACHMENTS: -

CHC - Kitchell/BRj General Project Memo - No.96 Measure M - All projects.

The original Contract Sum	\$1,500,000.00
Net change by previous Amendments	\$1,259,922.00
The Contract Sum prior to this Amendment	\$2,759,922.00
The Contract Sum will be increased by this Amendment	\$0.00
The new Contract Sum including this Amendment	\$2,759,922.00

The Contract Schedule as of this Amendment will be extended 39 days.

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

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

Authorized:

Christopher Knowland
DSA Inspector
Knowland Construction
Services

By: _____

DATE: 12/12/2016

George Johnson
Bond Program Director
Kitchell/BRj

By: _____

DATE: 12/13/16

Jose F. Torres
Vice Chancellor Business Fiscal
Services - SBCCD


By: _____

DATE:

GEN. No. 96 – Measure M All Projects

DATE: November 18, 2016

TO: Hussain Agah
Director Facilities Planning & Construction
San Bernardino Community College District (SBCCD)

FROM: Brooke Duncan

Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
CHC – VC – All Projects
Knowland Budget Transfers and Knowland CA 012

PROJECT SCOPE:

SBCCD approval to provide budget transfers to the task order agreement for Knowland Construction Services, Inc. and amend the agreement to extend the term to August 8, 2017.

NARRATIVE:

Knowland Construction Services, Inc. is contracted to provide inspection services for SBCCD through the District's approved RFQ/RFP process. An amendment will be provided to Knowland Construction Services for extended duration to ensure project inspection coverage through the close-out phase of LADM and SSA projects:

Agreement dates:

Agreement Board Approved: 8/9/12

CA 01 Board Approval 3/13/14; extended duration to 6/30/17

CA 12 is requesting the duration be extended to 8/8/17

Budget Transfer Requests:

Pursuant to Board Approval of Knowland's \$1.5M agreement, the District assigned project values for both Campuses with the attached purchase orders in Exhibit A. VC was assigned higher values due to the timing of their construction phase. CHC was in the design phase with adequate time to procure quotes for construction phase inspection services to add to the assigned purchase order values. To reconcile the various task order requests, the purchase order value assignments and the amendments, KB is requesting to adjust the various project budgets to reflect the actual spent to date and properly document the values for closed and active projects:

Original Agreement Value: \$1,500,000.00

Amendments CA 01-011 adds: \$1,259,922.00

Total Agreement Value: \$2,759,922.00

Total Spent to Date: \$2,707,155.27

Remaining Agreement Value: \$52,766.73 (if project needs arise).

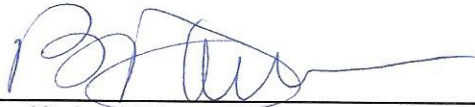



Please note: the budget cost report for the projects identified below will be adjusted to the spent to date value (or forecasted spent to date value*) in the yellow highlighted column:



RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to amend Knowland Construction Services, Inc. agreement to extend the term to 8/8/17 and make the budget adjustments listed herein.

Approvals:

	11-21-16
Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	11/21/16
George Johnson, Bond Program Manager, Kitchell/BRj	Date
	11/22/16
Mike Strong, Vice President, Administrative Services, CHC	Date
	Nov. 23, 2016
Hussain Agah, Director Facilities Planning & Construction	Date

Attachment: Exhibit A: Original PO of District's assigned values to the Knowland Contract.

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: January 19, 2017
SUBJECT: Consideration of Approval of Contract with Steinberg Architects of Los Angeles CA

RECOMMENDATION

It is recommended that the Board of Trustees approve a contract with Steinberg Architects of Los Angeles CA for Architectural Services at Crafton Hills College in the amount of \$1,506.02.

OVERVIEW

On December 8, 2011 the Board of Trustees approved a contract with Steinberg Architects for Architectural Services on the PE Complex at CHC. The original contract expired on December 7, 2016 with an unspent balance of \$1,506.02.

ANALYSIS

A new, six-month contract is being issued to Steinberg Architects to allow time to complete the remaining tasks which include Leadership in Energy & Environmental Design (LEED) Platinum Certification.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence


FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

No. 65 – PE Complex

DATE: October 27, 2016

TO: Hussain Agah
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-1510-PE Complex (PEC)
Existing Deductive Agreement Amendment and New Agreement– Steinberg Architects

PROJECT SCOPE:

SBCCD approval to execute a deductive amendment to the existing agreement for Steinberg Architects and issue a new short term contract in the same amount to Steinberg Architects for the PE Complex.

NARRATIVE:

Steinberg's existing agreement for the PE Complex project is to expire on 12/8/16. This request is to execute a deductive amendment to the existing contract for the remaining value of \$1,506.02 and enter into a new short term agreement in the value of \$1,506.02, resulting in no cost to the District. The duration request for the new agreement to complete LEED activities for the project is for six (6) months.

The PE Complex has achieved DSA certification, however the following is a list of remaining items to close-out the project:

1. LEED Platinum Certification
 - a. Coordinated effort between Steinberg and ARUP
2. Minco Construction's agreement with the District cannot close-out (Notice of Completion) until Minco reaches a settlement or release from the Department of Industrial relations for withholding on prevailing wage disputes.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD issue a deductive amendment to the existing agreement and enter into a new short term agreement with Steinberg Architects in the amount of \$1,506.02, resulting in no cost to the District.

BUDGET INFORMATION:

PE Complex – 1510



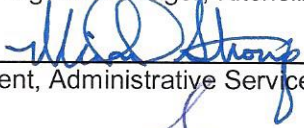

Info from Measure M Budget V38 — 09/30/16

Project Original Budget Amount:	\$ 6,952,080.61
Project Current Spent to date:	\$ 6,967,577.29
Project Current Estimate to Complete:	\$ 7,107,415.94
Project Memo Forecast Cost:	\$ 1,506.02 – Costs are forecasted in the amount above. No cost to the District.
Project Change Amount:	\$ 0.00

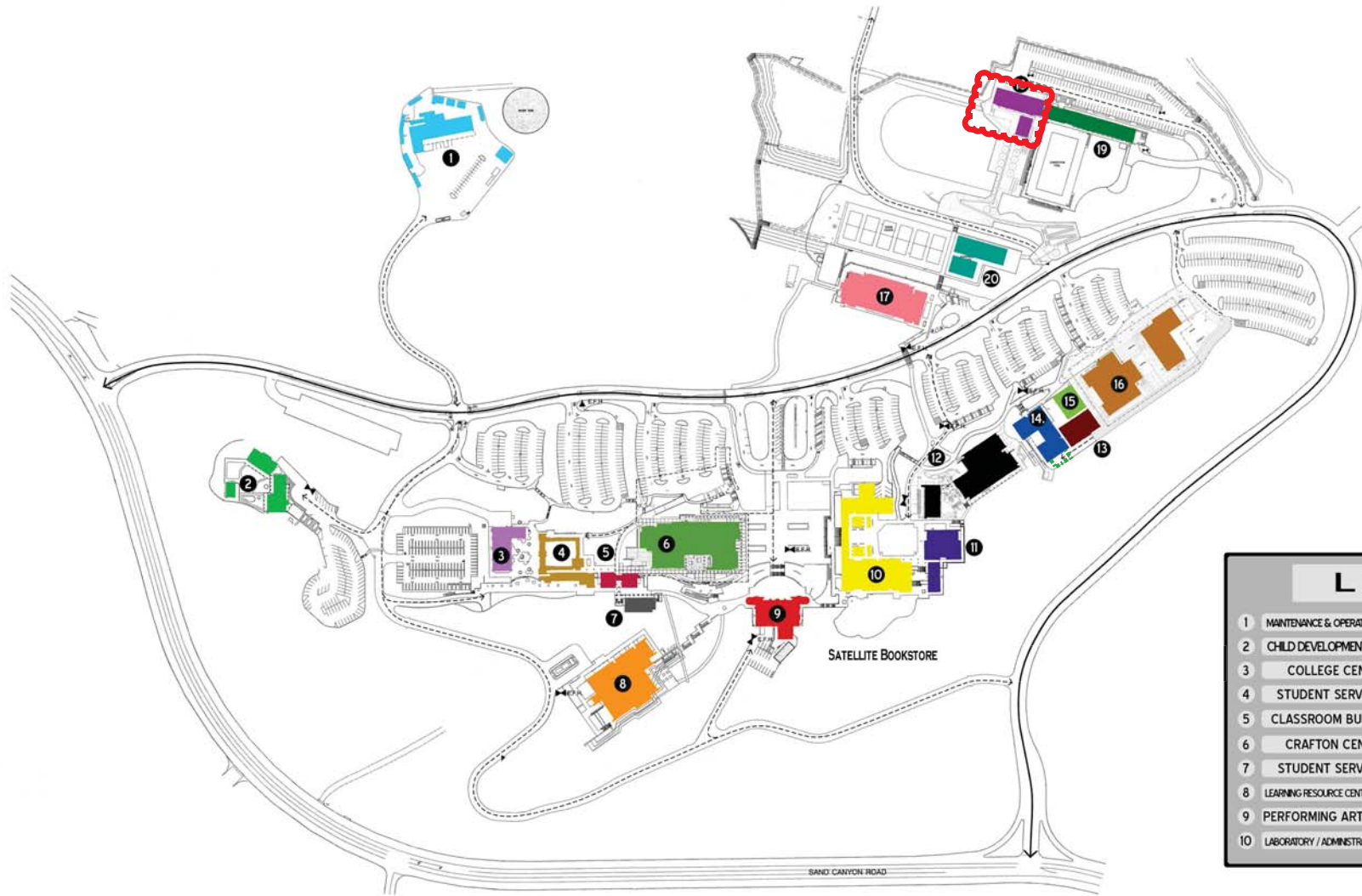


Object Code: 6210.10 Architects

Approvals:

	10-27-16
_____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	10/27/16
_____ George Johnson, Bond Program Manager, Kitchell/BRj	Date
	10/28/16
_____ Mike Strong, Vice President, Administrative Services, CHC	Date
	10-31-16
_____ Hussain Agah, Director Facilities Planning & Construction	Date

Attachments: Audit of Agreement payments, Steinberg PE COMPLEX



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 / OE1
5	CLASSROOM BUILDINGS	15	CLASSROOM AT BOOKSTORE
6	CRAFTON CENTER	16	OCCUPATIONAL EDUCATION 2 / OE2
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: Hussain Agah, Director, Facilities Planning & Construction

DATE: January 19, 2017

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 contract amendments and ratify the following change orders. These changes are required and necessary, benefit the District, and reflect the most favorable negotiated costs.

San Bernardino Community College District Office – HVAC Replacement						
Los Angeles Air Conditioning, Inc. La Verne, CA	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
	CO-01	\$136,050.00	\$0.00	\$2,017.00	\$138,067.00	1.48%

OVERVIEW

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

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

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

ANALYSIS

Construction contract amendments and change orders submitted with this board item total \$2,017.00. The total change orders submitted for the HVAC Replacement Project equal \$2,017.00 or 1.48% of the original Contract Amount.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Block Grant Non-bond Construction budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

03-1516-04
Project Number

Capital Facilities Program Management

Non-Bond Project

CHANGE ORDER

Original Contract Amount: **\$136,050.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

School Name:	<u>San Bernardino Community College District Office</u>	Date:	<u>November 17, 2016</u>
Project Description:	<u>HVAC Replacement</u>	Contract No.:	<u>03-1516-04</u>
To (Contractor):	<u>Los Angeles Air Conditioning, Inc.</u>	Attn:	<u>Nolan Ballard</u>

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

Item No.: **Refer to attachments**

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

Description of Work:

This change order represents an all-inclusive and final settlement for all aspects and impacts associated with the scope of work and approved change order outlined on page # 2. **This change order includes a time extension of 27 calendar days.**

Contract Change Order No.-CO-001

TOTAL COST of CONTRACT CHANGE Order No.-CO-001

\$2,017.00

Reason for Change:

Please see pages # 02

Initiator of Change:

1 Campus Direction

The original Base Contract Sum was:	<u>\$136,050.00</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>\$2,017.00</u>
The revised BASE Contract Sum:	<u>\$138,067.00</u>
Net change by previous authorized Change Order(s):	<u>\$0.00</u>
The Contract Sum including previous authorized Change Orders:	<u>\$138,067.00</u>
The revised Contract Amount, including this Contract Change Order is, therefore:	<u>\$138,067.00</u>
The contract TIME due to CO#01 will be Increased by:	<u>27</u> (time extension only) calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	<u>26-Oct-16</u>
SBCCD Change Order No. <u>CO # 01</u> includes Item Number(s):	<u>1.1</u>

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

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

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

Signature	Name (printed)	Date
	Gregory Coxson, Opterra Energy Services	
	Glenn Nadalet, Kitchell	<u>12/6/16</u>
	Jose F. Torres, Vice Chancellor, Business and Fiscal Services, SBCCD	
	Kent D. Cooper, Los Angeles Air Conditioning <small>Printed Name/Title</small>	<u>12/16/16</u>

State of California - Division of the State Architect DSA Application No. N/A File No. N/A
 Approved: N/A per Engineer of Record: N/A

CHANGE ORDER No.-CO-001

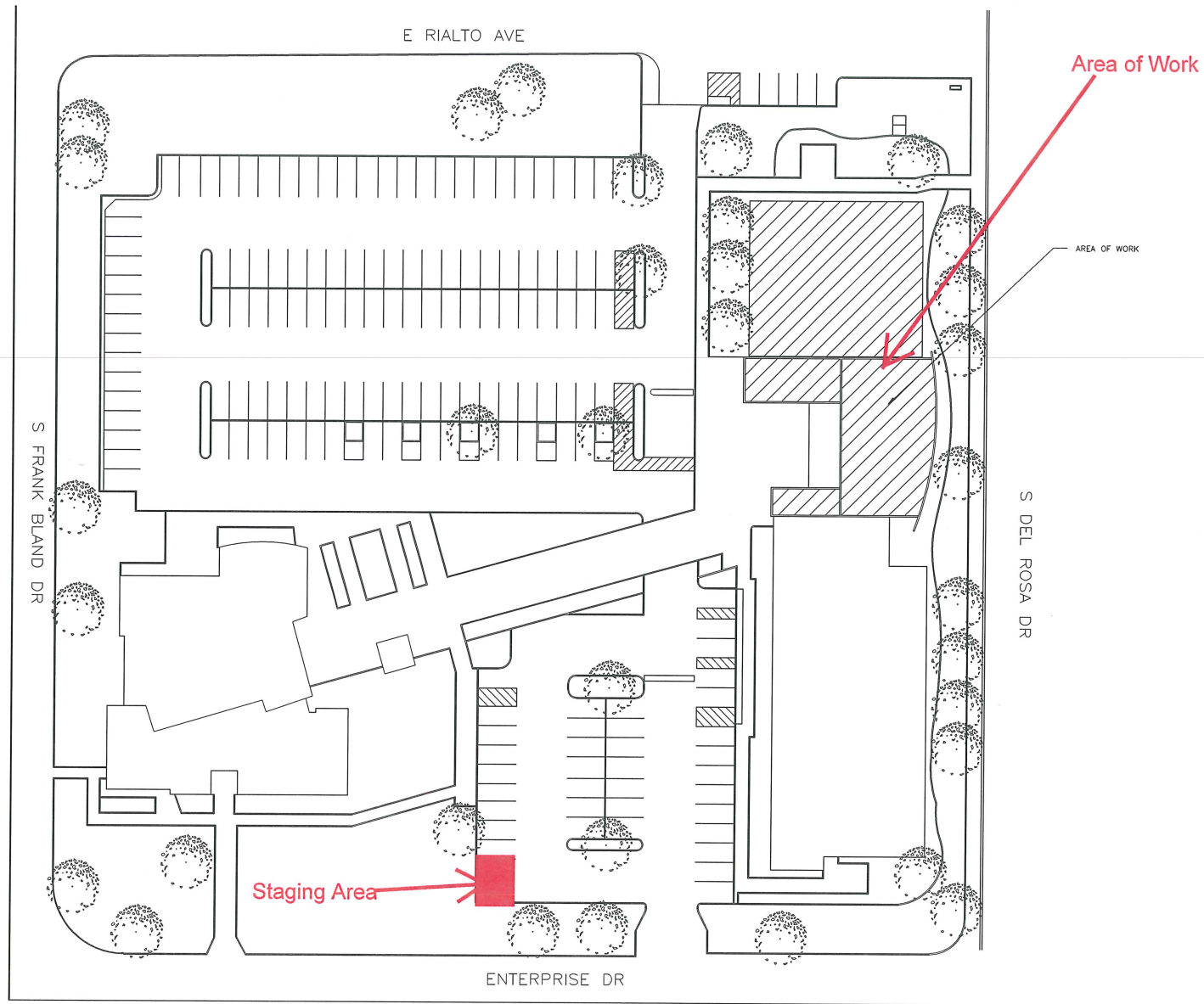
REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO #01						
Item 1.1	This change order covers all costs, in excess of the contract allowance, associated with modifications made to allow the new roof-mounted air conditioning units to communicate with the existing controls system.	F3			\$2,017.00	\$2,017.00
TOTAL CONTRACT CHANGE ORDER						\$2,017.00

CODE LEGEND

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

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

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



"Exhibit A" San Bernardino Community College District
Office HVAC Replacement Project

GENERAL SITE PLAN

SCALE: 1"=20'-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: Hussain Agah, Director, Facilities Planning & Construction
DATE: January 19, 2016
SUBJECT: Consideration of Approval to Award Informal Bid and Ratify a Contract with Allison Mechanical, Inc. of Redlands, CA

RECOMMENDATION

It is recommended that the Board of Trustees award the informal bid and ratify a contract with Allison Mechanical, Inc. of Redlands, CA for the non-bond 02-1617-15 Chiller #1 Rebuild Project at CHC in the amount of \$76,806.00.

OVERVIEW

During the annual maintenance service it was determined that Chiller #1 has extensive internal problems necessitating a complete overhaul. This repair is very invasive and time consuming. The recommended interval for a service rebuild of this type of chiller unit is 10 years depending on the service load. However, this unit is now 16 years in age, and it is anticipated that this repair project will extend the life of the chiller for another 10 years.

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 UCCAP, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000.00 and \$175,000.00. Informal bids were solicited from those qualified contractors and the lowest; most responsive was from Allison Mechanical, Inc. of Redlands, CA.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence






FINANCIAL IMPLICATIONS


Included in the Fund 41 Capital Outlay budget.


CAMPUS DIRECTORY



Map not to scale
Updated: 6-8-15

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

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

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

District Police (909) 389-3275

1 MAINTENANCE & OPERATIONS/ SHIPPING & RECEIVING M&O	10 CENTRAL COMPLEX 1 CNTL 1 POLICE (LADM 153)
2 CHILD DEVELOPMENT CENTER CDC	11 CENTRAL COMPLEX 2 CNTL 2
3 CRAFTON HALL CHL	12 CANYON HALL CYN
4 CLOCK TOWER BUILDING CTB	13 VISUAL ARTS ARTS
5 WEST COMPLEX WEST	14 EAST COMPLEX 1 EAST 1
6 CRAFTON CENTER CCR Admissions & Records Counseling Disabled Student Services EOPS Financial Aid	15 EAST COMPLEX 2 EAST 2
7 STUDENT SUPPORT BUILDING SSB Health & Wellness Center	16 PUBLIC SAFETY & ALLIED HEALTH PSAH
8 LEARNING RESOURCE CENTER LRC	17 GYMNASIUM GYM
9 PERFORMING ARTS CENTER PAC	18 NORTH COMPLEX NRTH
	19 KINESIOLOGY, HEALTH EDUCATION & AQUATICS COMPLEX
	20 ATHLETIC FIELD AF
	21 TENNIS COURTS TC-CRTS

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: January 19, 2017
SUBJECT: Consideration of Approval to Award Informal Bid and Ratify Contract with Arrowhead Sheet Metal of San Bernardino CA

RECOMMENDATION

It is recommended that the Board of Trustees award the informal bid and ratify a contract with Arrowhead Mechanical Inc. dba Arrowhead Sheet Metal of San Bernardino CA for the Split Systems project at CHC in the amount of \$97,100.00.

OVERVIEW

The Split Systems Project for the Crafton Center Cafeteria and the Science Building Cadaver Room is necessary to accommodate additional cooling and exhaust requirements for these specific room types.

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. This contract was approved due to time frame for work to commence during winter break.

ANALYSIS

As part of UCCAP, the District maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$45,000.00 and \$175,000.00. Informal bids were solicited from those qualified contractors and the lowest, most responsive was from Arrowhead Mechanical Inc. dba Arrowhead Sheet Metal of San Bernardino, CA

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence


FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

No. 03 – NCC NSB Split Systems

DATE: 11/14/2016

TO: Hussain Agah
Director of Facilities, Planning and 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 – Project #9524 – Split Systems
Arrowhead Mechanical Inc. Construction Agreement

SCOPE:

SBCCD approval to execute a construction agreement with Arrowhead Mechanical Inc. for the Split Systems Project for the total amount of \$97,100.00

NARRATIVE:

Bids for the Split Systems project were accepted until 1:00 PM on 11/9/16 at the SBCCD Board Room (PDC 104). Three (3) UCCAP Contractors submitted bids for this project. The lowest responsible and responsive bidder was determined to be Arrowhead Mechanical Inc. with a total bid amount of \$97,100.00. The first bidder was considered to be unresponsive as another bid bond form was used in lieu of the District bid bond form.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD execute a contract for construction for the CHC Split Systems project scope of work to Arrowhead Mechanical Inc. in the amount of \$97,100.00. The contract will be submitted to the next available SBCCD Board of Trustees meeting for approval.

Budget Information:

Split Systems (9524)
New Budget Sheet Info:

Project Original Budget Amount:	\$	112,071.00
Project Current Spent to Date:	\$	0.00
Project Current Estimate to Complete:	\$	112,071.00
Project Memo Forecast Cost:	\$	97,100.00
Project Change Amount:	\$	0.00

Project Memo cost of \$97,100.00 will come from Budget Line Item # 42-50-02-9524-0257-6220.50-7100 – Construction



Kitchell/BRj

701 South Mount Vernon, San Bernardino, CA 92410

Project Memo

Ph: 909.693-3160 Fax: 909.889-9952


Approvals:

 11-14-16

Brooke Duncan, Senior Campus Manager, Kitchell/BRj Date

 11/15/16

George Johnson, Bond Program Manager, Kitchell/BRj Date

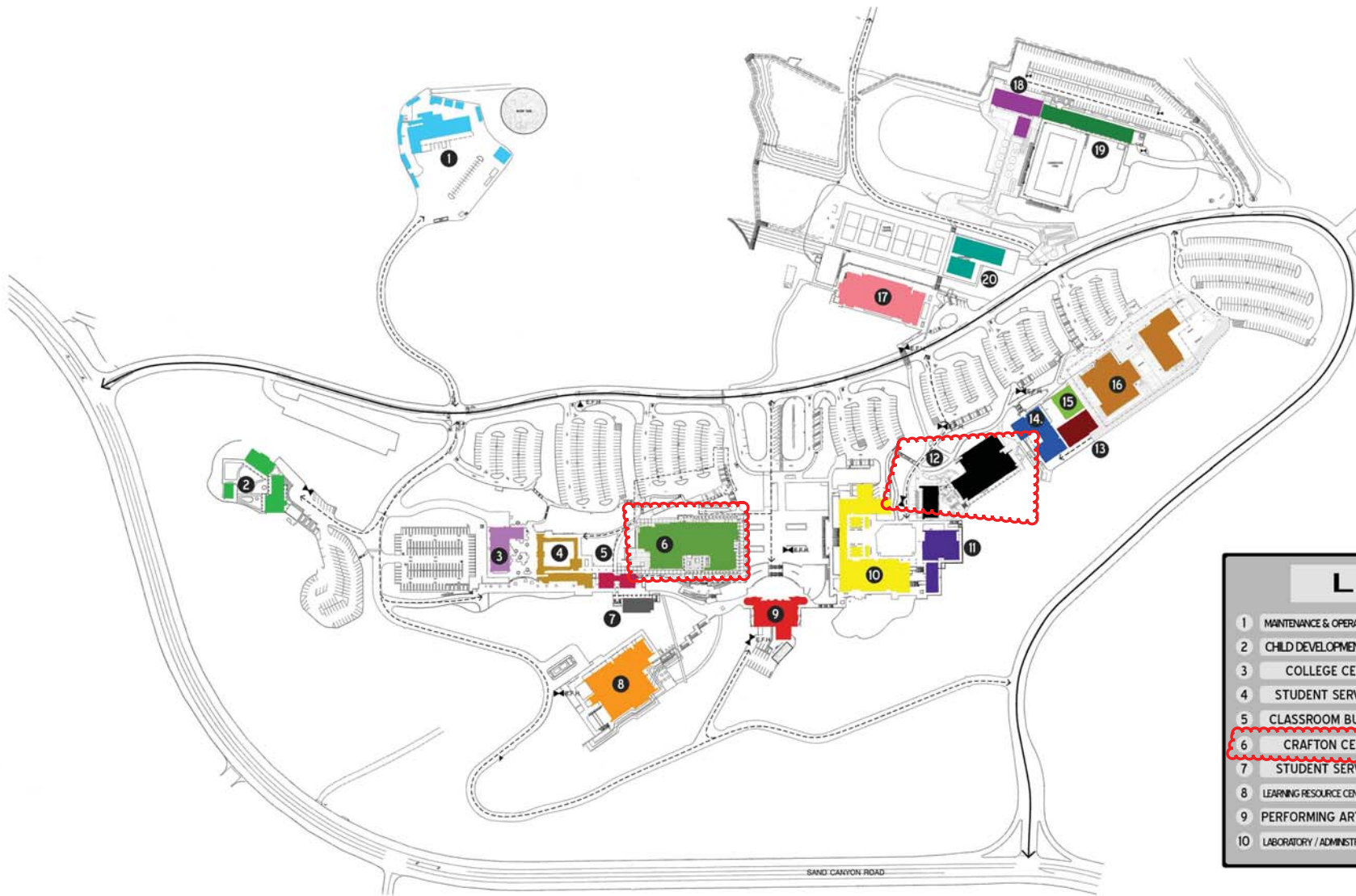
 11/17/16

Mike Strong, Vice President, Administrative Services, SBVC Date

 NOV. 18, 2016

Hussain Agah, Director Facilities, Planning & Construction, SBCCD Date

Attachments: Bid analysis, bid results



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: January 19, 2017
SUBJECT: Consideration of Approval to Award Request for Proposal 2017-02 and Contract to Developing Leaders, Inc. of Fontana CA

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) and Contract for RFP 2017-02 PDC Training Partner to Developing Leaders, Inc. of Fontana, CA. The total amount of the contract is not to exceed \$500,000 over three years.

OVERVIEW

The San Bernardino Community College District's (SBCCD) Professional Development Center (PDC) has received a large Employment Training Panel (ETP) contract. The intent of this contract is to provide skill upgrade training to incumbent workers. The classes offered will range in length from 8 to 96 hours to be provided on an as-needed basis.

ANALYSIS

The District received and evaluated one proposal from Developing Leaders, Inc., which was deemed responsive to this solicitation. Through an analysis of the proposal received and a committee based review process, Developing Leaders, Inc. has been determined to be the vendor that will best meet the needs of SBCCD.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in Fiscal Year 2017 through 2019 budgets and paid from the ETP contract.

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: January 19, 2017
SUBJECT: Consideration of Approval to Award Request for Proposal 2017-03 and Contract to Alhambra Reprographics, Inc. of Ontario CA

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) and Contract for RFP 2017-03 Reprographics Services to Alhambra Reprographics, Inc. of Ontario CA. The total amount of the contract is not to exceed \$200,000 over three years.

OVERVIEW

Reprographics services are required by the District Facilities Planning and Construction Department for new and on-going capital outlay projects. This contract will also be utilized by the project management consultants working on District construction projects.

ANALYSIS

The District received and evaluated one proposal from Alhambra Reprographics, Inc., which was deemed responsive to this solicitation. Through an analysis of the proposal received and a committee based review process, Alhambra Reprographics, Inc. has been determined to be the vendor that will best meet the needs of SBCCD.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in Fiscal Year 2017 through 2019 budgets.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: January 19, 2017

SUBJECT: Consideration of Approval of Board Ad Hoc Committee

RECOMMENDATION

It is recommended that the Board of Trustees approve the Career Technical Education Ad Hoc Committee and its members for the 2016-2017 calendar year.

Career Technical Education Ad Hoc Committee

- Gloria Harrison
- John Longville
- Anne Viricel

OVERVIEW

KVCR is an auxiliary organization of SBCCD and the KVCR Foundation is an auxiliary foundation accountable to the Board of Trustees. There are no specific board policies or administrative procedures governing the KVCR FM/TV entities.

The role of this Ad Hoc Committee is to review and recommend policy issues to the Chancellor for further consideration and development through established processes.

BOARD IMPERATIVES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

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: January 19, 2017
SUBJECT: Consideration of Approval to Accept Board Policies and Administrative Procedures for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept Board Policies and Administrative Procedures for first reading.

BP 2410 Board Policies and Administrative Procedures; BP/AP 3430 Prohibition of Harassment; AP 3435 Discrimination and Harassment Investigations; BP/AP 7250 Educational Administrators.

OVERVIEW

The changes to these policies include requirements of the Education Code and current law.

The SBCCD has a process of continuous review of 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 2410.

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 2410 BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

(Replaces SBCCD BP 2045)

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. ~~Administrative procedures are forwarded to the Board of Trustees as information items only and do not require a Board vote. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies~~^[SN1]. ~~The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgement, be inconsistent with the Board's own policies.~~

Board policies and administrative procedures are to be reviewed on a six-year cycle per the schedule specified in AP 2410.

Board policies and administrative procedures shall be readily available on the District's website.

Reference: Education Code Section 70902;

45 ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly
46 IV.B.1.b & e)

47

48

Adopted: 10/14/10

Revised: 7/10/14; 12/11/14, 1/21/16

49

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

BP 3430 PROHIBITION OF HARASSMENT

DISCRIMINATION AND ILLEGAL HARASSMENT POLICY

(Replaces current SBCCD BP 3430)

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

~~❖ From current SBCCD BP 3430 titled Prohibition of Harassment~~

This policy prohibits District employees, students, and student organizations from engaging in unlawful discrimination and harassment including sexual misconduct. Allegations that an employee, student or student organization has violated the *Discrimination and Harassment Policy* will be resolved consistent with AP 34350: *Discrimination and Illegal Harassment Prohibition of Harassment Investigations Resolution Procedures*.

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated.

The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful discrimination and harassment, including that which is based on any of the following statuses: ~~race, color, religion, ancestry, national origin, disability, sex (i.e. gender), sexual orientation, or the perception that a person has one or more of the foregoing characteristics.~~ race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex including pregnancy, gender, gender identity, gender expression, age, or sexual orientation of any person, military and veteran status, or because he/she an individual is perceived to have one or more of the foregoing characteristics. or is associated with an individual with one or more of these actual or perceived characteristics. Sexual violence (e.g.: non-consensual sexual intercourse and non-consensual sexual contact) and interpersonal/relationship violence are always violations of the sex and gender-based discrimination and harassment policies and stalking often can be as well.

45 The District seeks to foster an environment in which all employees, students, unpaid
46 interns, and volunteers—and students feel free to report incidents of harassment without
47 fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation
48 against any individual for filing a complaint of discrimination or harassment or for
49 participating in a harassment related investigation. Such conduct is illegal and constitutes
50 a violation of this policy. All allegations of retaliation will be swiftly and thoroughly
51 investigated. If the District determines that retaliation has occurred, it will take all
52 reasonable steps within its power to stop such conduct. Individuals who engage in
53 retaliatory conduct are subject to disciplinary action, up to and including termination or
54 expulsion. Retaliation is defined below.

55
56
57 Any student, or employee, unpaid intern, or volunteer individual who believes that he/she
58 has they have been harassed, discriminated against or retaliated against in violation of
59 this policy should immediately may report such incidents by following the procedures
60 described below. in AP 3435 titled Discrimination and Harassment Investigations.
61 Supervisors are mandated to report all incidents of discrimination, harassment and
62 retaliation that come to their attention.

63
64 ~~Harassment based on any of the following statuses is prohibited and will not be tolerated;~~
65 ~~race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or the~~
66 ~~perception that a person has one or more of the foregoing characteristics.~~

67
68 ~~Sexual harassment violates state and federal laws, as well as this policy, and will not be~~
69 ~~tolerated. It is also illegal to retaliate against any individual for filing a complaint of sexual~~
70 ~~harassment or for participating in a sexual harassment investigation, and retaliation~~
71 ~~constitutes a violation of this policy.~~

72
73 ~~Sexual harassment is further defined as unwelcome sexual advances, requests for sexual~~
74 ~~favors and other conduct of a sexual nature when:~~

- 75
76 ~~• Submission to the conduct is made a term or condition of an individual's employment,~~
77 ~~academic status, or progress;~~
- 78
79 ~~• Submission to or rejection of the conduct by the individual is used as a basis of~~
80 ~~employment or academic decisions affecting the individual;~~
- 81
82 ~~• The conduct has the purpose or effect of having a negative impact upon the~~
83 ~~individual's work or academic performance, or of creating an intimidating, hostile or~~
84 ~~offensive work or education environment; or~~
- 85
86 ~~• Submission to or rejection of the conduct by the individual is used as the basis for~~
87 ~~any decision affecting the individual.~~

88
89 Scope

90 This policy applies to all aspects of the academic environment, including but not limited to
91 admission, classroom conditions, grades, academic standing, employment opportunities,
92 scholarships, recommendations, disciplinary actions, and participation in any community
93 college activity. In addition, this policy applies to all terms and conditions of employment,
94 including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall,
95 transfer, leave of absence, training opportunities and compensation.

96
97 This policy applies to behaviors that take place on campus and at school-sponsored events and may
98 also apply off-campus and to actions online when the [Title IX Coordinator/Institutional Equity
99 Officer] determines that the off-campus conduct affects a substantial school interest or impacts the
100 educational mission of the District.

101
102 A substantial school interest includes:

- 103 a) Any action that constitutes criminal offense as defined by federal or state law. This
104 includes, but is not limited to, single or repeat violations of any local, state or federal law
105 committed in the municipality where the school is located;
106
107 b) Any situation where it appears that the responding party may present a danger or
108 threat to the health or safety of self or others;
109
110 c) Any situation that significantly impinges upon the rights, property or achievements of
111 self or others or significantly breaches the peace and/or causes social disorder; and/or
112
113 d) Any situation that is detrimental to the educational interests of the school.

114
115
116 Any online postings or other electronic communication by students, including cyber-bullying,
117 cyber-stalking, cyber-harassment, etc. occurring completely outside of the District's control will
118 only be subject to this policy when those online behaviors can be shown to cause a substantial on-
119 campus disruption. Off-campus discriminatory or harassing speech by employees may be regulated
120 by the District only when such speech is made in an employee's official or work-related capacity.
121 The District's policy is not meant to inhibit or prohibit educational content or discussions inside or
122 outside of the classroom that include germane, but controversial or sensitive subject matters
123 protected by academic freedom.

124
125 The District reserves the right to address offensive conduct and/or harassment that does not rise to
126 the level of discrimination, or that is of a generic nature not on the basis of a protected status.
127 Addressing such issues may not result in the imposition of discipline under District policy, but will
128 be addressed through civil confrontation, remedial actions, education and/or effective conflict
129 resolution mechanisms.

130
131 Questions about this policy should be directed to the [Title IX Coordinator/Institutional Equity
132 Officer].

133 **Reporting**

134
135 Any conduct that may be criminal in nature may be reported to law enforcement. In an emergency,
136 call 911. The District's sworn law enforcement unit can be reached at: 909-384-4491 (for SBVC, Main
137 District Office, Annex Building, and the Transportation Center) or 909-389-3275 (for Crafton Hills
138 College). The San Bernardino Police Department can be reached at 909-383-5311. The San

139 Bernardino Sheriff's Department, Yucaipa can be reached at 909-790-3105. Any student or employee
140 who would like assistance from the school in contacting the police should contact the District's [Title
141 IX Coordinator/Institutional Equity Officer].

142
143 Within the school, students may make confidential reports of discrimination or harassment to
144 Student Health Services (at SBVC, phone 909-384-4495) and to Health and Wellness (at Crafton
145 Hills College, phone 909-389-3272). Outside of the school, both students and employees may make
146 confidential reports to San Bernardino Sexual Assault Services at 800-656-4673 or to the Center
147 Against Sexual Assault, San Jacinto at 951-652-8300. All [LM1] District employees, except those in
148 Student Health Services and Health and Wellness, are mandated to immediately report to the [Title
149 IX Coordinator/Institutional Equity Officer] all incidents of discrimination, harassment and
150 retaliation that come to their attention. Reporting parties may want to consider carefully whether
151 they share personally identifiable details with non-confidential employees, as those details must be
152 shared by the employee with the [Title IX Coordinator/ Institutional Equity Officer]. Generally,
153 climate surveys, classroom writing assignments, human subjects research, or events such as Take
154 Back the Night marches or speak-outs do not provide notice that must be reported to the
155 coordinator by employees.

156 In some cases, it may be appropriate for students and staff to let the offending person know
157 immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or
158 inappropriate prior to reporting, and the District encourages this type of communication. However,
159 the District does not require an impacted party to contact the person involved if doing so is
160 impracticable or unsafe, or if the impacted party believes that the conduct cannot be effectively
161 addressed in this manner.

162
163 The District encourages anyone who believes they are being harassed or discriminated against to file
164 a complaint verbally or in writing. The [Title IX Coordinator/Institutional Equity Officer] is the
165 responsible District officer charged with receiving complaints of discrimination or harassment, and
166 an individual wishing to report discrimination, harassment and/or retaliation to the school may
167 report directly to the [Title IX Coordinator/Institutional Equity Officer] or to the Title IX Coordinators
168 at each of the Colleges. The District website also includes a reporting form at [insert link] which
169 maybe submitted to [Title IX Coordinator/Institutional Equity Officer or to the State Chancellor's
170 Office]. When brought to the attention of the school, any discrimination or discriminatory
171 harassment prohibited by this policy will be appropriately remedied by the school according to the
172 procedures described in AP 3435: *Discrimination and Harassment Investigations*. The District uses a
173 preponderance of the information standard of proof to determine whether or not this policy was
174 violated which is commonly referred to as "more likely than not." Any individual who believes they
175 have been discriminated against or harassed by a student, employee, or third party in violation of
176 this policy may file a complaint. When the District does not have control over the alleged harasser
177 because they are not affiliated with the District, the District may offer supportive remedies to the
178 reporting party.

179
180
181 Name:
182 [Title IX Coordinator/Institutional Equity Officer]
183 Office of [_____]
184 Location/Address:
185 (###) ###-###
186 Email:

187

188 Name:
189 [SBVC Title IX Coordinator]
190 Office of [_____]
191 Location/Address:
192 (###) ###-###
193 Email:

194
195
196 Name:
197 [CHC Title IX Coordinator]
198 Office of [_____]
199 Location/Address:
200 (###) ###-###
201 Email:

202
203
204 Individuals experiencing harassment or discrimination also always have the right to file a formal
205 grievance with government authorities:

206
207 Office for Civil Rights
208 U.S. Department of Education
209 400 Maryland Avenue, SW
210 Washington, DC 20202-1100
211 Phone: 800-421-3481
212 FAX: 202-453-6012
213 TDD#: 877-521-2172
214 Email: OCR@ed.gov
215 Web: <http://www.ed.gov/ocr>

216
217 Office for Civil Rights (Regional Office)
218 U.S. Department of Education
219 50 Beale Street, Suite 7200
220 San Francisco, CA 94105-1813
221 Phone: 415-486-5555
222 FAX: 415-486-5570
223 TDD#: 800-877-8339
224 Email: ocr.sanfrancisco@ed.gov

225
226 U.S. Department of Justice Civil Rights Division
227 950 Pennsylvania Avenue, N.W.
228 Educational Opportunities Section, PHB
229 Washington, D.C. 20530
230 Phone: (202) 514-4092 or 1-877-292-3804 (toll free)
231 FAX: (202) 514-8337
232 Email: education@usdoj.gov

233
234 Equal Employment Opportunity Commission (EEOC)
235 131 M Street, NE
236 Washington, DC 20507
237 Phone: 202-663-4900

238 TTY#: 202-663-4494
239 Email: info@eeoc.gov

240
241 California Department of Fair Employment and Housing
242 2218 Kausen Drive, Suite 100
243 Elk Grove, CA 95758
244 Phone: 916-478-7251 or 1-800-884-1684
245 Email: contact.center@dfeh.ca.gov
246

247
248 **Timeliness**

249 There is no time limitation on filing a complaint with the District although the District strongly
250 encourages the filing of complaints within 30 days of the alleged incident. While all complaints are
251 taken seriously and will be reviewed promptly, a delay in filing impedes the District's ability to
252 investigate and remediate. If the responding party is no longer subject to the school's jurisdiction, the
253 school, in most cases, will be unable to proceed with the resolution process.
254

255 **Evidence Preservation**

256 Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual
257 assault must be collected from the alleged victim's person within 120 hours, though evidence can
258 often be obtained from towels, sheets, and clothes for longer periods of time. If you believe you
259 have been a victim of a criminal sexual assault, you should go to the hospital Emergency Room
260 before washing yourself or your clothing. A specially trained nurse at the hospital is usually on call
261 24 hours a day, 7 days a week. If a victim goes to the hospital, local police will be called, but the
262 victim is not obligated to talk to the police or to pursue prosecution. Having the evidence collected
263 in this manner will help to keep all options available to a victim, but will not obligate them to any
264 course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should
265 the victim decide later to exercise it. Victims of sexual assault, domestic violence, stalking, and dating
266 violence are encouraged to also preserve evidence by saving text messages, instant messages, social
267 networking pages, and other communications, and keeping pictures, logs or other copies of documents, if
268 they have any, that would be useful to District investigators or police.
269

270 **Amnesty For Victims And Witnesses**

271 An individual who participates as a reporting party or witness in an investigation [of sexual assault,
272 domestic violence, dating violence, or stalking^{LM2}] will not be subject to disciplinary sanctions for
273 a violation of the District's policy at or near the time of the incident, unless the District determines
274 that the violation was egregious, including, but not limited to, an action that places the health or
275 safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.
276

277 **Definitions¹**

278 **Disability.** A physical or mental impairment as defined in Government Code, section 12926 which
279 limits (makes difficult) one or more major life activities. A person may be considered disabled who
280 has a record of such an impairment or who is regarded as having such an impairment.
281

¹The state definitions applicable to criminal activity may differ from the definitions used by the District to address policy violations.

282 Sex. A person's biological sex.

283
284 Gender. A person's gender identity and gender related appearance and behavior, whether or not
285 stereotypically associated with the person's assigned sex at birth.

286
287 Discrimination. Actions that deprive members of the community of educational or employment
288 access, benefits or opportunities on the basis of actual or perceived membership in a protected class.

289
290 Discriminatory and bias-related harassment. Unwelcome conduct on the basis of actual or
291 perceived membership in a protected class, by any member or group of the community.

292
293 Discriminatory and bias-related harassment may be disciplined when it creates a hostile
294 environment. A hostile environment may be created by oral, written, graphic, or physical conduct
295 that is sufficiently severe, persistent or pervasive, and objectively offensive that it interferes with,
296 limits or denies the ability of an individual to participate in or benefit from educational programs or
297 activities or employment access, benefits or opportunities.

298
299
300 Example: Sondra and Jane often mock their colleague, Tim, because Tim is in his late 60's. They
301 refuse to work with him on several work-related projects and refer to him as a geezer who is out of
302 touch. Tim asks them to stop and states they are making it hard for him to do his work, but they
303 continue to mock him and call him names based on his age.

304
305 Sexual Harassment. Unwelcome, sexual, sex-based and/or gender-based verbal, written, online
306 and/or physical conduct.

307
308 Sexual harassment may be disciplined when it takes the form of quid pro quo harassment,
309 retaliatory harassment and/or creates a hostile environment.

310
311 A hostile environment is created when sexual harassment is:

- 312 — sufficiently severe,
- 313 — persistent or pervasive, and
- 314 — objectively offensive that it:
 - 315 — unreasonably interferes with, denies or limits someone's ability to
 - 316 participate in or benefit from the college's educational, employment, or
 - 317 social programs.

318
319 Quid Pro Quo Sexual Harassment is:
320 Unwelcome sexual advances, requests for sexual favors, and other verbal or physical
321 conduct of a sexual nature by a person having power or authority over another, when
322 submission to such sexual conduct is made either explicitly or implicitly a term or
323 condition of rating or evaluating an individual's educational development or
324 performance.

325
326 Some examples of possible Sexual Harassment include:

- 327
- 328 — A professor insists that a student have sex with them in exchange for a good grade. This is
329 harassment regardless of whether the student accedes to the request.

- 330 — A student repeatedly sends sexually oriented jokes around on an email list they created,
- 331 even when asked to stop, causing one recipient to avoid the sender on campus.
- 332 — Two supervisors frequently “rate” several employees’ bodies and sex appeal, commenting
- 333 suggestively about their clothing and appearance.
- 334 — An ex-girlfriend widely spreads false stories about her sex life with her former boyfriend to
- 335 the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- 336 — A student grabs another student by the hair, then grabs her breast and puts his mouth on
- 337 it. While this is sexual harassment, it is also a form of sexual violence.

339

340 **Non-Consensual Sexual Intercourse.** Any sexual intercourse, however slight, with any object, by a

341 person upon another person, that is without consent and/or by force. Intercourse includes: vaginal

342 or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact),

343 no matter how slight the penetration or contact.

344

345 Example: Alex and Jamie are at a party. Alex is not sure how much Jamie has been drinking, but is

346 pretty sure it’s a lot. In a coat room, Jamie comes on to Alex, initiating sexual activity. Alex asks if

347 Jamie is really up to this, and Jamie says yes. Clothes go flying. Suddenly, Jamie runs for the

348 bathroom. Jamie returns with a pale face. Alex thinks Jamie may have vomited. They begin to fool

349 around again, and have sexual intercourse. Alex is having a good time, but notices that Jamie seems

350 pretty groggy and passive, and may have even passed out briefly during the sex.

351

352 **Non-Consensual Sexual Contact.** Any intentional sexual touching, however slight, with any object,

353 by a person upon another person, that is without consent and/or by force. Sexual contact includes:

354 Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these

355 body parts, or making another touch you or themselves with or on any of these body parts; or any

356 other intentional bodily contact in a sexual manner.

357

358

359 Example: Jesse and Morgan are dancing at an event held on campus. Jesse suddenly grabs Morgan’s

360 buttocks. Morgan pushes Jesse away. Jesse says, “you know you like it” and grabs Morgan’s buttocks

361 again.

362

363 **Sexual Exploitation.** Occurs when one person takes non-consensual or abusive sexual advantage

364 of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the

365 one being exploited, and that behavior does not otherwise constitute one of other sexual

366 misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- 367 — Invasion of sexual privacy;
- 368 — Prostituting another person;
- 369 — Non-consensual digital, video or audio recording of nudity or sexual activity;
- 370 — Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual
- 371 activity;
- 372 — Engaging in voyeurism;
- 373 — Going beyond the boundaries of consent (such as letting your friend hide in the closet to
- 374 watch you having consensual sex);
- 375 — Knowingly exposing someone to or transmitting an STI, STD or HIV to another person;

- 376 — Intentionally or recklessly exposing one’s genitals in non-consensual circumstances;
- 377 inducing another to expose their genitals;
- 378 — Sexually based stalking and/or bullying may also be forms of sexual exploitation

379
380 **Consent.** Affirmative consent is required for sexual activity, defined as affirmative, conscious, and
381 voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in
382 the sexual activity to ensure that he or she has the affirmative consent of the other or others to
383 engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence
384 mean consent. Affirmative consent must be ongoing throughout sexual activity and can be revoked
385 at any time. The existence of a dating relationship between the persons involved, or the fact of past
386 sexual relations between them, should never by itself be assumed to be an indicator of consent.

387
388 In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged
389 lack of affirmative consent that the accused believed that the complainant consented to the sexual
390 activity under either of the following circumstances: (A) The accused’s belief in affirmative consent
391 arose from the intoxication or recklessness of the accused; or (B) The accused did not take
392 reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the
393 complainant affirmatively consented. in the evaluation of complaints in the disciplinary process, it
394 shall not be a valid excuse that the accused believed that the complainant affirmatively consented to
395 the sexual activity if the accused knew or reasonably should have known that the complainant was
396 unable to consent to the sexual activity under any of the following circumstances: (A) The
397 complainant was asleep or unconscious; (B) The complainant was incapacitated due to the
398 influence of drugs, alcohol, or medication, so that the complainant could not understand the fact,
399 nature, or extent of the sexual activity; or (C) The complainant was unable to communicate due to a
400 mental or physical condition.

401
402 **Incapacitation.** A state where someone cannot make rational, reasonable decisions because they
403 lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or
404 how” of their sexual interaction).

405
406 **Attempts.** An individual attempts to commit a violation of policy when they take direct action to
407 commit the behavior, beyond planning. In most circumstances, the District will treat attempts to
408 commit any of the violations listed in this policy as if those attempts had been completed.

409
410
411 **Other Misconduct Offenses** (will fall under this policy when based on the victim’s actual or
412 perceived membership in a protected class)

- 413
- 414 — Threatening or causing physical harm, extreme verbal abuse, or other conduct which
- 415 threatens or endangers the health or safety of any person.
- 416 — Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in
- 417 another.
- 418 — Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to
- 419 any person within the school community, when related to the admission, initiation,
- 420 pledging, joining, or any other group affiliation activity.
- 421 — Bullying, defined as
- 422 — Repeated and/or severe

- 423 — Aggressive behavior
- 424 — Likely to intimidate or intentionally hurt, control or diminish another person,
- 425 physically or mentally
- 426 — That is not speech or conduct otherwise protected by the 1st Amendment.
- 427 — Intimate Partner Violence (IPV), defined as violence or abuse between those in an intimate
- 428 relationship to each other; IPV is always a violation of the prohibition on discriminatory
- 429 harassment when based on sex or gender.
- 430 — A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend.
- 431 This physical assault based in jealousy is a violation of the Intimate Partner Violence
- 432 policy.
- 433 — An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she
- 434 doesn't give the ex another chance. Psychological abuse is a form of Intimate Partner
- 435 Violence.
- 436 — Married employees are witnessed in the parking garage, with one partner slapping
- 437 and scratching the other in the midst of an argument.
- 438 6. Stalking. Stalking is a violation of the prohibition on discriminatory harassment based on
- 439 sex or gender when it is based on those traits.
- 440 a. Stalking 1:
- 441 — A course of conduct
- 442 — Directed at a specific person
- 443 — On the basis of actual or perceived membership in a protected class
- 444 — That is unwelcome, AND
- 445 — Would cause a reasonable person to feel fear
- 446 b. Stalking 2:
- 447 — Repetitive and Menacing
- 448 — Pursuit, following, harassing and/or interfering with the peace and/or safety
- 449 of another]
- 450 7. Any other District policies may fall within this section when a violation is motivated by
- 451 the reporting party's actual or perceived membership in a protected class.

452 **Sanctions**

453 Employees who violate the policy may be subject to disciplinary action up to and including
 454 termination[LM3]. Students who violate this policy may be subject to disciplinary measures up to and
 455 including expulsion. Unpaid interns who violate this policy and related procedures may be subject to
 456 disciplinary measures up to and including termination from the internship or other unpaid work
 457 experience program. The following sanctions may be imposed when policy has been violated:

459 **Student or Student Organization Sanctions**

- 460 — Warning
- 461 — Probation
- 462 — Suspension
- 463 — Expulsion
- 464 — Withholding Diploma
- 465 — Revocation of Degree

- 466 — Transcript Notation
- 467 — Organizational Sanctions
- 468 — Other Actions

469

470 **Employee Sanctions**

- 471 — Warning— Written or Verbal
- 472 — Performance Improvement Plan
- 473 — Required Counseling
- 474 — Required Training or Education
- 475 — Demotion
- 476 — Loss of Annual Pay Increase
- 477 — Suspension without Pay
- 478 — Suspension with Pay
- 479 — Revocation of Tenure
- 480 — Termination

481

482 **Sanctioning for Sexual Misconduct***

483 — Any person found responsible for violating the Non-Consensual Sexual Contact policy (where
484 no intercourse has occurred) will likely receive a sanction ranging from probation to
485 expulsion or termination, depending on the severity of the incident, and taking into account
486 any previous disciplinary violations.

487

488 — Any person found responsible for violating the Non-Consensual Sexual Intercourse policy will
489 likely receive a sanction of suspension or expulsion or termination.

490

491 — Any person found responsible for violating the Sexual Exploitation or Sexual Harassment
492 policies will likely receive a sanction ranging from warning to expulsion or termination,
493 depending on the severity of the incident, and taking into account any previous disciplinary
494 violations.

495

496 *The District reserves the right to broaden or lessen any range of recommended sanctions in the case
497 of serious mitigating circumstances or egregiously offensive behavior.

498

499 **False Reports**

500 Deliberately false and/or malicious accusations of discrimination and harassment, as opposed to
501 grievances which, even if erroneous, are made in good faith, are just as serious an offense as
502 harassment or harassment itself, and will be subject to appropriate disciplinary action.

503

504 **Consensual Relationships Between Individuals in Unequal Positions**

505 There are inherent risks in any romantic or sexual relationship between individuals in unequal positions
506 (such as teacher and student, supervisor and employee). These relationships may be less consensual
507 than perceived by the individual whose position confers power. The relationship also may be viewed in
508 different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may
509 change, and conduct that was previously welcome may become unwelcome. Even when both parties
510 have consented at the outset to a romantic or sexual involvement, this past consent may not remove

511 grounds for a later charge of a violation of applicable sections of the faculty/staff handbooks. The District
512 does not wish to interfere with private choices regarding personal relationships when these
513 relationships do not interfere with the goals and policies of the District. For the personal protection of
514 members of this community, relationships in which power differentials are inherent (faculty-student,
515 staff-student, administrator-student, supervisor-supervisee) are generally discouraged.

516
517 Consensual romantic or sexual relationships in which one party maintains a direct supervisory or
518 evaluative role over the other party are unethical. Therefore, persons with direct supervisory or
519 evaluative responsibilities who are involved in such relationships must bring those relationships to the
520 timely attention of their supervisor, and will likely result in the necessity to remove the employee from
521 the supervisory or evaluative responsibilities, or shift the student out of being supervised or evaluated
522 by someone with whom they have established a consensual relationship. While no relationships are
523 prohibited by this policy, failure to self-report such relationships to a supervisor as required can result
524 in disciplinary action for an employee.²

525 526 **Retaliation**

527 Retaliation is defined as any adverse action taken against a person participating in a protected activity
528 because of their participation in that protected activity [subject to limitations imposed by the 1st
529 Amendment and/or Academic Freedom]. Retaliation against an individual for making an allegation, for
530 supporting a reporting party, or for assisting in providing information relevant to an allegation is a
531 serious violation of District policy.

532 533 **Privacy**

534 If an alleged victim does not wish for their name to be shared, does not wish for an investigation to
535 take place, or does not want a formal resolution to be pursued, they may make such a request to the
536 [Director of Institutional Equity/Title IX Coordinator] who will evaluate that request in light of the
537 duty to ensure the safety of the campus and comply with federal law. In cases indicating pattern,
538 predation, threat, weapons and/or violence, the District will likely be unable to honor a request for
539 confidentiality. In cases where the victim requests confidentiality and the circumstances allow the
540 District to honor that request, the District will offer interim supports and remedies to the victim and
541 the community, but will not otherwise pursue formal action. Formal reporting still affords privacy
542 to the reporter, and only a small group of officials who need to know will be told. Information will be
543 shared as necessary with investigators, witnesses and the responding party. The circle of people with
544 this knowledge will be kept as small as possible to preserve the privacy of the individuals involved.

545 546 547 548 549 **Off-Campus Resources**

550 San Bernardino Sexual Assault Services: Provides a free 24-Hour Crisis Intervention Hotline,
551 Individual and Group Counseling, and Hospital and Court Advocacy and Accompaniment for victims
552 of sexual assault and domestic violence. Phone 800-656-4673; on the web at
553 <http://www.sbsas.org/>

554

² When a consensual relationship gives rise to quid pro quo harassment allegations, those allegations are to
be resolved in accord with the District's policies on Title IX. When an employee fails to timely notify their
supervisor under this policy, but no allegations of harassment are present, the resolution falls under the
policy on "Failure to comply" in the employee/faculty handbook, and should be resolved as such.

555 Center Against Sexual Assault, San Jacinto: Provides individual peer to peer counseling,
556 accompaniment to legal proceedings and forensic exams, advocacy services including applications
557 for Temporary Restraining Orders of Protection, and support groups for victims of sexual violence.
558 Phone 951-652-8300; on the web at <http://www.swcasa.org/home.aspx>
559

560 California Coalition Against Sexual Assault (CALCASA). CALCASA can direct you to support in your
561 county. Phone 888-922-5227; on the web at <http://www.calcasa.org/>
562

563 Nation-wide resources include:

564 Sexual Assault Hotline _____ 800-656-4673

565 Domestic Violence Hotline _____ 800-799-7233

566 Center for Victims of Crime Hotline _____ 202-467-8700

567 GLBT National Help Center _____ 888-843-4564

568 Rape, Abuse & Incest National Network _____ 202-544-3064
569

570

571 *Training for Employees and Students*

572

573 ~~To this end, the~~ The Chancellor shall ensure that the institution undertakes education and
574 training activities to counter discrimination and harassment and to prevent, minimize, and/or
575 eliminate a any hostile environment that impairs access to equal education opportunity or
576 impacts the terms and conditions of employment. (Education Code Section 66252).
577

578 ~~All new supervisory employees must be provided with training and education on sexual [LM4]~~
579 ~~harassment within six months of their assumption of a supervisory position. The District shall~~
580 ~~provide sexual harassment training and education to each supervisory employee once every two~~
581 ~~years. The training and education shall include information and practical guidance regarding the~~
582 ~~federal and state statutory provisions concerning the prohibition against and the prevention and~~
583 ~~correction of sexual harassment and the remedies available to victims of sexual harassment in~~
584 ~~employment. The training and education shall also include practical examples aimed at instructing~~
585 ~~supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented~~
586 ~~by trainers or educators with knowledge and expertise in the prevention of harassment,~~
587 ~~discrimination, and retaliation.~~
588

589 ~~Training of all staff will be conducted. This includes counselors, faculty, health personnel, law~~
590 ~~enforcement officers, coaches, and all staff who regularly interact with students. Training for~~
591 ~~academic staff should emphasize environmental harassment in the classroom. The District will also~~
592 ~~provide training to students who lead student organizations. The District should provide copies of~~
593 ~~the sexual harassment policies and training to all District law enforcement unit employees regarding~~
594 ~~the grievance procedures and any other procedures used for investigating reports of sexual violence.~~
595

596 ~~In years in which a substantive policy or procedural change has occurred, all District employees will~~
597 ~~attend a training update and/or receive a copy of the revised policies and procedures.~~
598

599 ~~Participants in training programs will be required to sign a statement that they have either~~
600 ~~understood the policies and procedures, their responsibilities, and their own and the District's~~
601 ~~potential liability, or that they did not understand the policy and desire further training.~~

~~In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs for all students. District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually. The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities.~~

~~The Chancellor shall establish procedures that define sexual harassment and other forms of harassment on campus. The Chancellor shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment and discrimination, and procedures for students to resolve complaints of sexual and other harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students, and agents.~~

This policy and related written procedures ~~(including the procedure for making complaints)~~ shall be widely published and publicized to administrators, faculty, staff, and students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, ~~and employees, unpaid interns, and volunteers~~ in all administrative offices.

~~Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measures up to and including termination from the internship or other unpaid work experience program.[LM5]~~

~~**NOTE:** The language delineated above encompasses prohibition of all forms of harassment for employees, students, and visitors on District-owned or operated property.~~

~~ **From current SBCCD BP 5510 titled Student Sexual Harassment Plan**~~

~~**A. Introduction**~~

- ~~1. Harassment on the basis of sex is a violation of both federal and state laws as well as this District policy. The colleges of the District will provide to all students a learning environment free from sexual harassment, and will not tolerate such conduct on the part of any employee.~~
- ~~2. Any student with a complaint of sexual harassment should immediately report it to his/her counselor or the Chief Student Services Officer. If the counselor or the Chief Student Services Officer is the individual about whom the complaint is to be made, the student should make the complaint directly to the College President or~~

649 ~~designee. All complaints reported to a counselor or the Chief Student Services~~
650 ~~Officer shall be immediately reported to the College President. It is the College~~
651 ~~President's responsibility to see that all complaints of sexual harassment are~~
652 ~~promptly and thoroughly investigated and properly resolved. No student will~~
653 ~~suffer reprisals for reporting any incidents of sexual harassment or making a~~
654 ~~complaint.~~

655
656 ~~Violations of this policy by an employee are causes for disciplinary action up to and including~~
657 ~~termination.~~

658 **B. General Definitions**

659
660
661 ~~Sexual harassment is defined as unwelcome sexual advances, requests for sexual~~
662 ~~favors, and other verbal, written, or physical conduct of a sexual nature. It includes,~~
663 ~~but is not limited to, circumstances in which:~~

- 664
665 ~~1. Submission to such conduct is made explicitly or implicitly a term or condition of~~
666 ~~a student's academic standing or status.~~
- 667
668 ~~2. Such conduct has the purpose or effect of unreasonably interfering with an~~
669 ~~individual's academic performance or creating an intimidating, hostile, or~~
670 ~~offensive learning environment.~~
- 671
672 ~~3. Submission to or rejection of such conduct is used as the basis for academic~~
673 ~~success or failure.~~

674 **C. Forms of Sexual Harassment**

675
676
677 ~~Forms of sexual harassment include, but are not limited to, the following:~~

- 678
679 ~~1. Verbal harassment - Derogatory comments, jokes or slurs;~~
- 680
681 ~~2. Physical harassment - Unnecessary or offensive touching, or impeding or~~
682 ~~blocking movement;~~
- 683
684 ~~3. Visual harassment - Derogatory or offensive posters, cards, cartoons, graffiti,~~
685 ~~drawings, or gestures; and~~
- 686
687 ~~4. Sexual favors - Unwelcome sexual advances, requests for sexual favors, and~~
688 ~~other verbal, written, or physical conduct of a sexual nature upon which is~~
689 ~~conditioned any educational/academic benefit, or conduct which unreasonably~~
690 ~~interferes with a student's academic performance or creates an offensive learning~~
691 ~~environment.~~

692 **D. Grievance**

693

694 A student who perceives that he/she has been sexually harassed under the
695 conditions of this policy shall follow the procedures outlined in the "Student
696 Grievance" Policy.

697
698 **References:** Education Code Sections 212.5, 44100, 66252, and 66281.5;
699 Government Code Sections 12940 and 12950.1; Government Code Section
700 12950.1;
701 Title 2 Sections 10500 et seq.;
702 Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section
703 2000e[LM6]

704
705
706 ***NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
707 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
708 the current SBCCD BP 3430 titled Prohibition of Harassment approved on 6/8/06 and current SBCCD BP
709 5510 titled Student Sexual Harassment Plan approved on 8/8/91.*

Adopted: 6/8/06 (BP 3430); 8/8/91 (BP 5510)
Revised:

711

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

AP 3430 ~~PROHIBITION OF HARASSMENT~~ PROHIBITION OF HARASSMENT

PROCEDURES FOR HANDLING COMPLAINTS OF UNLAWFUL DISCRIMINATION
-UNDER TITLE 5 SECTIONS 59300 ET SEQ.

(Replaces current SBCCD BP 3430)

~~❖ From current SBCCD BP 3430 titled Prohibition of Harassment~~

~~Policy and Procedures for
Handling Complaints of Unlawful Discrimination
Under Title 5 Sections 59300 et seq.~~

Introduction and Scope

The District is committed to providing an academic and work environment free of unlawful discrimination and harassment. This procedure defines ~~sexual harassment~~ discrimination and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of ~~harassment~~ discrimination by or against any staff or faculty member or student within the District.

This procedure and the related policy protects students and employees 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, a District bus, or at a class or training program sponsored by the District at another location.

These are ~~the written policies and~~ procedures for filing and processing complaints of unlawful discrimination at San Bernardino Community College District. These ~~policies and~~ procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of ~~these written~~ relevant policies ~~procedures~~ on unlawful discrimination will be displayed in a prominent location in the Office of Human Resources, San Bernardino Valley College President's Office, Crafton Hills College President's Office ~~main administrative~~

43 ~~building or~~ other areas where notices regarding the institution's rules, regulations,
44 procedures, and standards of conduct are posted.

45
46 Authority: 20 U.S.C. § 1681 et seq.; Ed. Code, §§ 66270, 66271.1, 66281.5; Gov. Code, §§
47 11135-11139.5; Cal. Code Regs., tit. 5, § 59326. Reference: Cal. Code Regs., tit. 5, §§
48 59300 et seq.; 34 C.F.R. § 106.8(b).

49 50 ~~Unlawful Discrimination Policy~~

51 ~~The policy of the San Bernardino Community College District is to provide an educational~~
52 ~~and employment environment in which no person shall be unlawfully denied full and equal~~
53 ~~access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part,~~
54 ~~on the basis of ethnic group identification, national origin, religion, age, sex or gender, race,~~
55 ~~color, ancestry, sexual orientation, or physical or mental disability, or on the basis of these~~
56 ~~perceived characteristics or based on association with a person or group with one or more~~
57 ~~of these actual or perceived characteristics, in any program or activity that is administered~~
58 ~~by, funded directly by, or that receives any financial assistance from the State Chancellor or~~
59 ~~Board of Governors of the California Community Colleges.~~

60
61 ~~The policy of the San Bernardino Community College District is to provide an educational~~
62 ~~and employment environment free from unwelcome sexual advances, requests for sexual~~
63 ~~favors, sexual favoritism, or other verbal or physical conduct or communications constituting~~
64 ~~sexual harassment.~~

65
66 ~~The policy of San Bernardino Community College District is to comply with the accessibility~~
67 ~~requirements of Section 508 of the Rehabilitation Act of 1973 in the development,~~
68 ~~procurement, maintenance, or use of electronic or information technology and respond to~~
69 ~~and resolve unlawful discrimination complaints regarding accessibility. Such complaints will~~
70 ~~be treated as complaints of discrimination on the basis of disability.~~

71
72 ~~Employees, students, or other persons acting on behalf of the District who engage in~~
73 ~~unlawful discrimination as defined in this policy or by state or federal law may be subject to~~
74 ~~discipline, up to and including discharge, expulsion, or termination of contract.~~

75
76 ~~In so providing, t~~The San Bernardino Community College District hereby implements the
77 provisions of California Government Code sections 11135 through 11139.5, the Sex Equity
78 in Education Act (Ed. Code, § 66250 et seq.), title VI of the Civil Rights Act of 1964 (42
79 U.S.C. § 2000d), ~~title IX of the Education Amendments of 1972 (20 U.S.C. § 1681), section~~
80 ~~504 of the Rehabilitation Act of 1973 (29~~

81 Board Approved February 2010

82
83 U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the
84 Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age
85 Discrimination Act (42 U.S.C. § 6101).

86
87 Authority: Cal. Code Regs., tit. 5, § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700, and
88 70901; Gov. Code § 11138. Reference: Ed. Code §§ 66250 et seq. and 72011; Gov. Code,

89 §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794
90 and 794d; 42 U.S.C. §§ 6101, 12100 et seq. and 2000d; 36 C.F.R. § 1194.

91
92 **Retaliation**
93 ~~It is unlawful for anyone to retaliate against someone who files an unlawful discrimination~~
94 ~~complaint, who refers a matter for investigation or complaint, who participates in an~~
95 ~~investigation of a complaint, who represents or serves as an advocate for an alleged victim~~
96 ~~or alleged offender, or who otherwise furthers the principles of this unlawful discrimination~~
97 ~~policy.~~

98
99 ~~Authority: 20 U.S.C. §§ 1681 et seq.; 34 C.F.R. § 106; Cal. Code Regs., tit. 5, §§ 59300 et~~
100 ~~seq.; Revised Sexual Harassment Guidance: Harassment of Students by School~~
101 ~~Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19,~~
102 ~~2001.~~

103
104 **Responsible District Officer**

105
106 The San Bernardino Community College District has identified the Vice Chancellor of
107 Human Resources & Employee Relations ~~(VCHR)~~ to the State Chancellor's Office and to
108 the public as the single District officer responsible for receiving ~~all~~ unlawful discrimination
109 complaints filed pursuant to title 5, section 59328, and for coordinating their investigation
110 ~~and resolution~~. Informal charges of unlawful discrimination should be brought to the attention
111 of the ~~responsible district officer~~ VCHR Vice Chancellor of Human Resources & Employee
112 Relations, who shall oversee the informal resolution process pursuant to section 59327. The
113 actual investigation of complaints may be assigned to other staff or to outside persons or
114 organizations under contract with the District. Such delegation procedures will be used
115 whenever the ~~officer designated to receive complaints~~ VCHR Vice Chancellor is named in
116 the complaint or is implicated by the allegations in the complaint.

117
118 Administrators, faculty members, other District employees, and students shall direct all
119 complaints of unlawful discrimination to the ~~responsible District officer~~ VCHR Vice Chancellor
120 of Human Resources & Employee Relations.

121
122 Authority: Cal. Code Regs., tit. 5, § 59324; 34 C.F.R. § 106.8.

123
124 **Informal/Formal Complaint Procedure**
125 **(see Complaint Procedure Checklist at the end of the procedure)**

126
127 When a person brings charges of unlawful discrimination to the attention of the ~~District's~~
128 ~~responsible officer~~ Vice Chancellor of Human Resources & Employee Relations ~~VCHR,~~
129 ~~he/she~~ that officer will:

- 130
131
 - ~~(1)~~ Undertake efforts to informally resolve the charges;
 - ~~(2)~~ Advise the complainant that he or she need not participate in informal resolution;
 - ~~(3)~~ Notify the person bringing the charges of his or her right to file a formal complaint
- 132 and explain the procedure for doing so;
- 133
134

- ~~(4)~~ Assure the complainant that he or she will not be required to confront, or work out problems with, the person accused of unlawful discrimination;
- ~~(5) Advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.~~
- ~~(6)~~ If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the ~~responsible District officer VCHR Vice Chancellor of Human Resources & Employee Relations~~ determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the ~~responsible district officer VCHR Vice Chancellor~~ may require the investigation to continue if he/~~or~~ she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment-related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The District will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

Authority: Cal. Code Regs., tit. 5, §§ 59327, 59328, 59334, 59336, and 59339; NLRB v. Weingarten, Inc. (1975) 420 U.S. 251.

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor.

178 These approved forms are available from the District and also at the State Chancellor's
179 website, as follows:

180
181 <http://www.cccco.edu/SystemOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

182
183 The completed form must be filed with the District representative or mailed directly to the
184 State Chancellor's Office of the California Community Colleges. Complainants may contact
185 the Vice Chancellor of Human Resources & Employee Relations\VCHR for assistance in
186 filling out the form, if necessary.

187
188 Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory
189 conduct ~~shall~~ be advised of that filing and the general nature of the complaint. This
190 should occur as soon as possible and in a manner that is appropriate under the
191 circumstances. The District will also advise the accused that an assessment of the accuracy
192 of the allegations has not yet been made, that the complaint will be investigated, that the
193 accused will be provided an opportunity to present his/her side of the matter, and that any
194 conduct that could be viewed as retaliatory against the complainant or any witnesses must
195 be avoided.

196
197 Authority: Cal. Code Regs., tit. 5, §§ 59311 and 59328.

200 201 **Threshold Requirements Prior to Investigation of a Formal Written Complaint**

202
203 When a formal written complaint is filed it will be reviewed to determine if the complaint
204 meets the following requirements:

- 205
206 • ~~•~~ The complaint must be filed on a form prescribed by the State Chancellor's Office.
- 207 • ~~•~~ The complaint must allege unlawful discrimination prohibited under title 5, section
208 59300.
- 209 • ~~•~~ The complaint must be filed by one who alleges that he or she has personally
210 suffered unlawful discrimination or by one who has learned of such unlawful
211 discrimination in his or her official capacity as a faculty member or administrator.
- 212 ~~• In any complaint not involving employment, the complaint must be filed within one year~~
213 ~~of the date of the alleged unlawful discrimination or within one year of the date on which~~
214 ~~the complainant knew or should have known of the facts underlying the specific incident or~~
215 ~~incidents of alleged unlawful discrimination~~
- 216 • ~~•~~ In any complaint alleging discrimination in employment, the complaint shall be filed
217 within 180 days of the date the alleged unlawful discrimination occurred, except that
218 this period will be extended by no more than 90 days following the expiration of that
219 180 days if the complainant first obtained knowledge of the facts of the alleged
220 violation after the expiration of 180 days.

221
222 Authority: Cal. Code Regs., tit. 5, § 59328.

223
224 **Defective Complaint**

225
226 If a complaint is found to be defective, it will be immediately returned to the complainant with
227 a ~~complete~~ explanation of why an investigation will not be initiated under California Code of
228 Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the
229 complaint does not meet the requirements of section 59328, and shall specify in what
230 requirement the complaint is defective. A copy of the notice to the complainant will also be
231 sent to the State Chancellor's Office.

232
233 Authority: Cal. Code Regs., tit. 5, §§ 59328, 59332.

234
235
236
237 **Notice to State Chancellor or District**

238
239 A copy of all formal complaints filed in accordance with the title 5 regulations will be
240 forwarded to the State Chancellor's Office immediately upon receipt, regardless of whether
241 the complaint is brought by a student or by an employee. Similarly, when the State
242 Chancellor's Office receives a complaint a copy will be forwarded to the District.

243
244
245 Authority: Cal. Code Regs., tit. 5, § 59330.

246
247 **Administrative Determination**

248
249 ~~In any case not involving employment discrimination, within 90 days of receiving an unlawful~~
250 ~~discrimination complaint filed under title 5, sections 59300 et seq., the responsible District~~
251 ~~officer will complete the investigation and forward a copy of the investigative report to the~~
252 ~~State Chancellor, a copy or summary of the report to the complainant, and written notice~~
253 ~~setting forth all the following to both the complainant and the State Chancellor:~~

- 254 ~~— (a) the determination of the chief executive officer or his/her designee as to whether there~~
255 ~~is probable cause to believe discrimination occurred with respect to each allegation in the~~
256 ~~complaint;~~
257 ~~— (b) a description of actions taken, if any, to prevent similar problems from occurring in the~~
258 ~~future;~~
259 ~~— (c) the proposed resolution of the complaint; and~~
260 ~~— (d) the complainant's right to appeal to the District governing board and the State~~
261 ~~Chancellor.~~

262 In any case involving employment discrimination, within 90 days of receiving an unlawful
263 discrimination complaint filed under title 5, sections 59300, et seq., the responsible District

264 officer will complete the investigation and forward a copy or summary of the report to the
265 complainant, and written notice setting forth all the following to the complainant:

266
267 (a

- 268 • ~~(a)~~ the determination of the chief executive officer or his/her designee as to whether
269 there is probable cause to believe discrimination occurred with respect to each
270 allegation in the complaint;
- 271 • ~~(b)~~ a description of actions taken, if any, to prevent similar problems from occurring
272 in the future;
- 273 • ~~(c)~~ the proposed resolution of the complaint; and
- 274 • ~~(d)~~ the complainant's right to appeal to the District governing board and to file a
275 complaint with the Department of Fair Employment and Housing.

276
277 The District will keep these documents on file for a period of at least three years after closing
278 the case, and make them available to the State Chancellor upon request.

279
280 The San Bernardino Community College District recognizes the importance of and is
281 therefore committed to completing investigations and resolving complaints as quickly as
282 possible, consistent with the requirements for a thorough investigation.

283
284 Authority: Cal. Code Regs., tit. 5, § 59336.

285 **Complainant's Appeal Rights**

286
287
288 Complainants have appeal rights that they may exercise if they are not satisfied with the
289 results of the District's administrative determination. At the time the administrative
290 determination and summary is mailed to the complainant, the responsible District officer or
291 his/her designee shall notify the complainant of his or her appeal rights as follows:

- 292
293 • ~~(a)~~ First level of appeal: The complainant has the right to file an appeal to the District's
294 governing board within 15 days from the date of the administrative determination.
295 The District's governing board will review the original complaint, the investigative
296 report, the administrative determination, and the appeal.
- 297 • ~~(b)~~ The District's governing board will issue a final District decision in the matter within
298 45 days after receiving the appeal. Alternatively, the District's governing board may
299 elect to take no action within 45 days, in which case the original decision in the
300 administrative determination will be deemed to be affirmed and shall become the final
301 District decision in the matter. A copy of the final decision rendered by the District's
302 governing board will be forwarded to the complainant and to the State Chancellor's
303 Office.
- 304 ~~• Second level of appeal: The complainant has the right to file an appeal with the California
305 Community College Chancellor's Office in any case not involving employment-related~~

306 ~~discrimination within 30 days from the date that the governing board issues the final District~~
307 ~~decision or permits the administrative determination to become final by taking no action~~
308 ~~within 45 days. The appeal must be accompanied by a copy of the decision of the governing~~
309 ~~board or evidence showing the date on which the complainant filed an appeal with the~~
310 ~~governing board, and a statement under penalty of perjury that no response was received~~
311 ~~from the governing board within 45 days from that date. In any case involving employment~~
312 ~~discrimination, the complainant has the right to file a complaint with the Department of Fair~~
313 ~~Employment and Housing (DFEH) where the case is within the jurisdiction of that agency.~~

314 Complainants must submit all appeals in writing.

315 Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59339.

317 ~~Provision of Information to State Chancellor~~

318 ~~In any case not involving employment discrimination, within 150 days of receiving a~~
319 ~~complaint, the responsible District officer will either:~~

320 ~~— Forward the following to the State Chancellor:~~

321 ~~— • A copy of the final District decision rendered by the governing board or a statement~~
322 ~~indicating the date on which the administrative determination became final as a~~
323 ~~result of taking no action on the appeal within 45 days.~~

324 ~~— • A copy of the notice of appeal rights the District sent the complainant.~~

325 ~~• Any other information the State Chancellor may require; or~~

326 ~~— Notify the State Chancellor that the complainant has not filed an appeal with the district~~
327 ~~governing board and that the District has closed its file.~~

328 ~~The District will keep these documents on file for a period of at least three years after closing~~
329 ~~the case, and in any case involving employment discrimination, make them available to the~~
330 ~~State Chancellor upon request.~~

331 Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59340.

332 **Extensions**

333 If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day
334 deadlines specified above for submission of materials to the complainant and the State
335 Chancellor's Office, the ~~responsible District officer~~Vice Chancellor of Human Resources &
336 Employee Relations\VCHR will file a written request that the State Chancellor grant an
337 extension of the deadline. Where an extension is deemed necessary by the District, it must
338 be requested from the State Chancellor regardless of whether ~~or not~~ the case involves
339 employment discrimination. The request will be submitted no later than 10 days prior to the
340 expiration of the deadlines established by title 5 in sections 59336 and/or 59340 and will set

347 forth the reasons for the request and the date by which the District expects to be able to
348 submit the required materials.

349
350 A copy of the request for an extension will be sent to the complainant, who will be advised
351 that he or she may file written objections with the State Chancellor within 5 days of receipt.
352 The State Chancellor may grant the request unless delay would be prejudicial to the
353 investigation. If an extension of the 90-day deadline is granted by the State Chancellor the
354 150-day deadline is automatically extended by an equal amount.

355
356 Authority: Cal. Code Regs., tit. 5, § 59342.

357
358

359 **Definitions**

360
361 Definitions applicable to nondiscrimination policies are as follows:

362
363 • "Appeal" means a request by a complainant made in writing to the San Bernardino
364 Community College District governing board pursuant to title 5, section 59338, and/or to the
365 State Chancellor's Office pursuant to title 5, section 59339, to review the administrative
366 determination of the District regarding a complaint of discrimination.

367 • "

368
369 Association with a person or group with these actual or perceived characteristics" includes
370 advocacy for or identification with people who have one or more characteristics of a
371 protected category listed under "Unlawful Discrimination Policy" and title 5, section 59300,
372 participation in a group associated with persons having such characteristics, or use of a
373 facility associated with use by such persons.

374
375 • "Complaint" means a written and signed statement meeting the requirements of title 5,
376 section 59328 that alleges unlawful discrimination in violation of the nondiscrimination
377 regulations adopted by the Board of Governors of the California Community Colleges, as
378 set forth at title 5, sections 59300 et seq.

379
380 • "Days" means calendar days.

381
382 • "District" means the San Bernardino Community College District or any District program or
383 activity that is funded directly by the state or receives financial assistance from the state.
384 This includes the District Personnel Commission and any other organization associated with
385 the District or its college(s) that receives state funding or financial assistance through the
386 District.

387
388 • "Gender" means sex, and includes a person's gender identity and gender related
389 appearance and behavior whether or not stereotypically associated with the person's
390 assigned sex at birth.

391

392 General Harassment is based on race, religious creed, color, national origin, ancestry,
393 physical disability, mental disability, medical condition, genetic information, marital status,
394 sex, gender, gender identity, gender expression, age, sexual orientation of any person,
395 military and veteran status, or the perception that a person has one or more of these
396 characteristics is illegal and violates District policy. Harassment is found where, in the
397 aggregate, incidents are sufficiently pervasive, persistent, or severe that a reasonable
398 person with the same characteristics as the victim of the harassing conduct would be
399 adversely affected to a degree that interferes with his or her ability to participate in or to
400 realize the intended benefits of an institutional activity, employment, or resource.

401
402
403 Sexually harassing conduct can occur between people of the same or different genders.
404 The standard for determining whether conduct constitutes sexual harassment is whether a
405 reasonable person of the same gender as the victim would perceive the conduct as
406 harassment based on sex.

407 •
408
409 Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile
410 or offensive conduct based on gender can constitute prohibited harassment if it meets the
411 definition above. For example, repeated derisive comments about a person's competency
412 to do the job, when based on that person's gender, could constitute gender-based
413 harassment. Harassment comes in many forms, including but not limited to the following
414 conduct that could, depending on the circumstances, meet the definition above, or could
415 contribute to a set of circumstances that meets the definition:

416
417 Verbal: Inappropriate or offensive remarks, whistling slurs, jokes or innuendoes
418 based on a person's race, gender, sexual orientation, or other protected status. This
419 may include, but is not limited to, inappropriate comments regarding an individual's
420 body, physical appearance, attire, sexual prowess, marital status, or sexual
421 orientation; unwelcome flirting or propositions, demands for sexual favors, verbal
422 abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that
423 convey derogatory attitudes based on gender, race, nationality, sexual orientation or
424 other protected status.

425
426 Physical: Inappropriate or offensive touching, assault, or physical interference with
427 free movement. This may include, but is not limited to kissing, patting, lingering or
428 intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against
429 or blocking another person, whistling or sexual gestures. It also includes any physical
430 assault or intimidation directed at an individual due to that person's gender, race,
431 national origin, sexual orientation or other protected status. Physical sexual
432 harassment includes acts of sexual violence, such as rape, sexual assault, sexual
433 battery, and sexual coercion. Sexual violence refers to physical sexual acts
434 perpetrated against a person's will or where a person is incapable of giving consent
435 due to the victim's use of drugs or alcohol. An individual also may be unable to give
436 consent due to an intellectual or other disability.

437

438 Visual or Written: The display or circulation of visual or written material that degrades
439 an individual or group based on gender, race, nationality, sexual orientation, or other
440 protected status. This may include, but is not limited to, posters, cartoons, drawings,
441 graffiti, reading materials, computer graphics, or electronic media transmissions.

442
443 Environmental: A hostile academic or work environment may exist where it is
444 permeated by sexual innuendo; insults or abusive comments directed at an individual
445 or group based on gender, race, nationality, sexual orientation, or other protected
446 status; or gratuitous comments regarding gender, race, sexual orientation, or other
447 protected status that are not relevant to the subject matter of the class or activities
448 on the job. A hostile environment can arise from an unwarranted focus on sexual
449 topics or sexually suggestive statements in the classroom or work environment. It
450 can also be created by an unwarranted focus on, or stereotyping of, particular racial
451 or ethnic groups, sexual orientations, genders or other protected statuses. An
452 environment may also be hostile toward anyone who merely witnesses unlawful
453 harassment in his/her immediate surroundings, although the conduct is directed at
454 other(s). The determination of whether an environment is hostile is based on the
455 totality of the circumstances, including such factors as the frequency of the conduct,
456 the severity of the conduct, whether the conduct is humiliating or physically
457 threatening, and whether the conduct unreasonable interferes with an individual's
458 learning or work.

459
460
461
462 "Mental disability" includes, but is not limited to, all of the following:

- 463
464 • ~~(1)~~ Having any mental or psychological disorder or condition, such as mental
465 retardation, organic brain syndrome, emotional or mental illness, or specific learning
466 disabilities, that limits a major life activity. For purposes of this section:
- 467 ○ ~~(A)~~ "Limits" shall be determined without regard to mitigating measures, such
468 as medications, assistive devices, or reasonable accommodations, unless the
469 mitigating measure itself limits a major life activity.
 - 470 ○ ~~(B)~~ A mental or psychological disorder or condition limits a major life activity if
471 it makes the achievement of the major life activity difficult.
 - 472 ○ ~~(C)~~ "Major life activities" shall be broadly construed and shall include physical,
473 mental, and social activities and working.
- 474 • ~~(2)~~ Any other mental or psychological disorder or condition not described in
475 paragraph (1) that requires specialized supportive services.
- 476 • ~~(3)~~ Having a record or history of a mental or psychological disorder or condition
477 described in paragraph (1) or (2), which is known to the District.
- 478 • ~~(4)~~ Being regarded or treated by the District as having, or having had, any mental
479 condition that makes achievement of a major life activity difficult.

- 480 • ~~(5)~~ Being regarded or treated by the District as having, or having had, a mental or
481 psychological disorder or condition that has no present disabling effect, but that may
482 become a mental disability as described in paragraph ~~(1)~~ or ~~(2)~~.

483
484 "Mental disability" does not include sexual behavior disorders, compulsive gambling,
485 kleptomania, pyromania, or psychoactive substance use disorders resulting from the current
486 unlawful use of controlled substances or other drugs.
487
488

489
490 • "Physical disability" includes, but is not limited to, all of the following:
491

- 492 • ~~(1)~~ Having any physiological disease, disorder, condition, cosmetic disfigurement, or
493 anatomical loss that does both of the following:
- 494 ○ ~~(A)~~ Affects one or more of the following body systems: neurological,
495 immunological, musculoskeletal, special sense organs, respiratory, including
496 speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic
497 and lymphatic, skin, and endocrine.
 - 498 ○ ~~(B)~~ Limits a major life activity. For purposes of this section:
 - 499 ▪ ~~(i)~~ "Limits" shall be determined without regard to mitigating measures
500 such as medications, assistive devices, prosthetics, or reasonable
501 accommodations, unless the mitigating measure itself limits a major
502 life activity.
 - 503 ▪ ~~(ii)~~ A physiological disease, disorder, condition, cosmetic
504 disfigurement, or anatomical loss limits a major life activity if it makes
505 the achievement of the major life activity difficult.
 - 506 ▪ ~~(iii)~~ "Major life activities" shall be broadly construed and include
507 physical, mental, and social activities and working.
- 508 • ~~(2)~~ Any other health impairment not described in paragraph (1) that requires
509 specialized supportive services.
- 510 • ~~(3)~~ Having a record or history of a disease, disorder, condition, cosmetic
511 disfigurement, anatomical loss, or health impairment described in paragraph (1) or
512 (2), which is known to the District.
- 513 • ~~(4)~~ Being regarded or treated by the District as having, or having had, any physical
514 condition that makes achievement of a major life activity difficult.
- 515 • ~~(5)~~ Being regarded or treated by the District as having, or having had, a disease,
516 disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment
517 that has no present disabling effect but may become a physical disability as
518 described in paragraph ~~(1)~~ or ~~(2)~~.

519 ~~(6)~~ "Physical disability" does not include sexual behavior disorders, compulsive gambling,
520 kleptomania, pyromania, or psychoactive substance use disorders resulting from the current
521 unlawful use of controlled substances or other drugs.

522
523 Quid Pro Quo sexual harassment occurs when a person in a position of authority makes
524 educational or employment benefits conditional upon an individual's willingness to engage
525 in or tolerate unwanted sexual conduct.

526
527 ~~• "District" means the San Bernardino Community College District or any District program or~~
528 ~~activity that is funded directly by the state or receives financial assistance from the state.~~
529 ~~This includes the District Personnel Commission and any other organization associated with~~
530 ~~the District or its college(s) that receives state funding or financial assistance through the~~
531 ~~District.~~

532 • "Responsible District Officer" means the officer identified by the District to the State
533 Chancellor's Office as the person responsible for receiving complaints filed pursuant to title
534 5, section 59328, and coordinating their investigation. The Responsible District Officer for
535 San Bernardino Community College District is the Vice Chancellor of Human Resources
536 and Employee Relations (VCHR).

537
538 • "Sex" includes, but is not limited to, pregnancy, childbirth, or medical conditions related to
539 pregnancy or childbirth. 'Sex' also includes, but is not limited to, a person's gender, as
540 defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender
541 also includes sexual harassment.

542
543 • "Sexual harassment" is unlawful discrimination in the form of unwelcome sexual advances,
544 requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature,
545 made by someone from or in the workplace or in the educational setting, and includes but
546 is not limited to:

- 547 • ~~(1)~~ Making unsolicited written, verbal, physical, and/or visual contacts with sexual
548 overtones. (Examples of possible sexual harassment that appear in a written form
549 include, but are not limited to: suggestive or obscene letters, notes, and/or invitations.
550 Examples of possible visual sexual harassment include, but are not limited to: leering,
551 gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
- 552 • ~~(2)~~ Continuing to express sexual interest after being informed that the interest is
553 unwelcomed.
- 554 • ~~(3)~~ Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff
555 of harassing behavior. The following are examples of conduct in an academic
556 environment that might be found to be sexual harassment: threatening to withhold,
557 or actually withholding, grades earned or deserved; suggesting a poor performance
558 evaluation will be prepared; or suggesting a scholarship recommendation or college
559 application will be denied.
- 560 • ~~(4)~~ Engaging in explicit or implicit coercive sexual behavior within the work
561 environment which is used to control, influence, or affect the employee's career,
562 salary, and/or work environment.

- 563 • ~~(5)~~ Engaging in explicit or implicit coercive sexual behavior within the educational
564 environment that is used to control, influence, or affect the educational opportunities,
565 grades, and/or learning environment of a student.
- 566 • ~~(6)~~ Offering favors or educational or employment benefits, such as grades or
567 promotions, favorable performance evaluations, favorable assignments, favorable
568 duties or shifts, recommendations, reclassifications, etc., in exchange for sexual
569 favors.
- 570 • ~~(7)~~ Awarding educational or employment benefits, such as grades or duties or shifts,
571 recommendations, reclassifications, etc., to any student or employee with whom the
572 decision maker has a sexual relationship and denying such benefits to other students
573 or employees.
- 574 • Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or
575 physical conduct of a sexual nature made by someone from, or in, the work or
576 educational setting when:
 - 577 ○ Submission to the conduct is explicitly or implicitly made a term or condition
578 of an individual's employment, academic status, or progress.
 - 579 ○ Submission to, or rejection of, the conduct by the individual is used as a basis
580 of employment or academic decision affecting the individual.
 - 581 ○ The conduct has the purpose or effect of having a negative impact upon the
582 individual's work or educational environment.
 - 583 ○ Submission to, or rejection of, the conduct by the individual is used as the
584 basis for any decisions affecting the individual regarding benefits and
585 services, honors, programs, or activities available at or through the community
586 college.

587
588
589
590 • "Sexual orientation" means heterosexuality, homosexuality, or bisexuality.

591
592 • "Unlawful discrimination" means discrimination based on a category protected under Title
593 5, section 59300, including retaliation and sexual harassment.

594
595 Authority: Gov. Code, § 12926; Cal. Code Regs., tit. 5, §§ 59300, 59311; Revised Sexual
596 Harassment Guidance: Harassment of Students by School Employees, Other Students, or
597 Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

598 599 Consensual Relationships

600
601 Romantic or sexual relationships between supervisors and employees, or between
602 administrators, faculty, or staff members and students are discouraged. There is an inherent
603 imbalance of power and potential for exploitation in such relationships. A conflict of interest
604 may arise if the administrator, faculty or staff member must evaluate the student's or

605 employee's work or make decisions affecting the employee or student. The relationship
606 may create an appearance of impropriety and lead to charges of favoritism by other students
607 or employees. A consensual sexual relationship may change, with the result that sexual
608 conduct that was once welcome becomes unwelcome and harassing. In the event that such
609 relationships do occur, the District has the authority to transfer any involved employee to
610 eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a
611 student. Such action by the District is a proactive and preventive measure to avoid possible
612 charges of harassment and does not constitute discipline against any affected employee.

613

614

615 **Confidentiality of the Process**

616

617 Investigative processes can best be conducted within a confidential climate. Therefore, the
618 District does not reveal information about such matters except as necessary to fulfill its legal
619 obligations.

620
621 Potential complainants are sometimes reluctant to pursue a complaint if their names will be
622 revealed. The inability to reveal the name of a complainant or facts that are likely to reveal
623 the identity of the complainant can severely limit the ability of the District to respond.
624 Complainants must also recognize that persons who are accused of wrongdoing have a
625 right to present their side of the matter, and this right may be jeopardized if the District is
626 prohibited from revealing the name of the complainant or facts that are likely to disclose the
627 identity of the complainant.

628
629 If a complainant insists that his or her name not be revealed, the responsible officer should
630 take all reasonable steps to investigate and respond to the complaint consistent with the
631 complainant's request as long as doing so does not jeopardize the rights of other students
632 or employees.

633
634 It is also important that complainants and witnesses understand the possibility that they may
635 be charged with allegations of defamation if they circulate the charges outside of the
636 District's process. In general, persons who are participating in a District investigative or
637 disciplinary process that is related to a charge of discrimination are protected from tort claims
638 such as defamation. However, persons who make allegations outside of these processes
639 or who discuss their claims with persons outside of the process may expose themselves to
640 tort charges. Complainants, witnesses, and those accused of discrimination ~~will~~ may be
641 asked to sign a confidentiality acknowledgement statement regarding confidentiality.

642
643 Where an investigation reveals the need for disciplinary action, the complainant may wish
644 to have information about what disciplinary actions the District took. However, the privacy
645 rights of the persons involved often prevent the District from providing such information. In
646 student disciplinary actions for sexual assault/physical abuse charges, Education Code
647 section 76234 provides that the victim shall be informed of the disciplinary action, but that
648 the victim must keep the information confidential. Disciplinary actions taken against
649 employees are generally considered confidential.

651 Authority: Cal. Const. Art. I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; Silberg v.
652 Anderson (1990) 50 Cal.3d. 205; Revised Sexual Harassment Guidance: Harassment of
653 Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil
654 Rights, January 19, 2001.

655
656 **Notice, Training, and Education for Students and Employees**

657
658 The San Bernardino Community College District's ~~responsible officer~~Vice Chancellor of
659 Human Resources and Employee Relations shall make arrangements for or provide training
660 to employees and students on the District's unlawful discrimination policy and procedures.
661 Faculty members, members of the administrative staff, and members of the support staff will
662 be provided with ~~a copy~~notice of online access to of the District's written ~~procedure~~policy on
663 unlawful discrimination at the beginning of the first ~~quarter or~~ semester of the college year
664 ~~after the policy is adopted~~each time the procedure is revised.

665
666 All District employees will receive this training and access to a copy of the unlawful
667 discrimination policies and procedures during the first year of their employment. Because of
668 their special responsibilities under the law, supervisors will undergo mandatory training
669 within six months of assuming a supervisory position and annually thereafter. ~~In years in~~
670 ~~which a substantive policy or procedural change has occurred all District employees will~~
671 ~~attend a training update and/or receive a copy of the revised policies and procedures.~~

672
673
674 ~~A training program or informational services will be made available to all students at least~~
675 ~~once annually. The student training or informational services will include an explanation of~~
676 ~~the policy, how it works, and how to file a complaint. In addition, a copy of the District's~~
677 ~~written policy on unlawful discrimination, as it pertains to students, will be provided as part~~
678 ~~of any orientation program conducted for new students at the beginning of each quarter,~~
679 ~~semester, or summer session, as applicable.~~

680
681 Authority: Ed. Code, § 66281.5; Cal. Code Regs., tit. 5, §§ 59324 and 59326. Reference:
682 Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

683
684 **Academic Freedom**

685
686 The San Bernardino Community College District ~~governing~~Governing Board reaffirms its
687 commitment to academic freedom, but recognizes that academic freedom does not allow
688 any form of unlawful discrimination. It is recognized that an essential function of education
689 is a probing of opinions and an exploration of ideas that may cause some students
690 discomfort. It is further recognized that academic freedom ~~e~~insures the faculty's right to
691 teach and the student's right to learn. Finally, nothing in these policies and procedures shall
692 be interpreted to prohibit bona fide academic requirements for a specific community college
693 program, course or activity.

694
695 When investigating unlawful discrimination complaints containing issues of academic
696 freedom San Bernardino Community College District will consult with a faculty member

697 appointed by the Academic Senate with respect to contemporary practices and standards
698 for course content and delivery.

699
700 No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is
701 legitimately related to the course content, teaching methods, scholarship, or public
702 commentary of an individual faculty member or the educational, political, artistic, or literary
703 expression of students in classrooms and public forums. Freedom of speech and academic
704 freedom are, however, not limitless and this procedure will not protect speech or expressive
705 conduct that violates federal or California anti-discrimination laws.

706
707 Reference: Cohen v. San Bernardino Valley College (1995) 883 F.Supp. 1407, 1412-1414,
708 affd. in part and revd. in part on other grounds, (1996) 92 F.3d 968; Cal. Code Regs., tit. 5,
709 § 59302.

710
711 **Record Retention**

712
713 Unlawful discrimination records that are part of an employee's employment records may be
714 classified as Class-1 Permanent records and retained indefinitely or microfilmed in
715 accordance with title 5, California Code of Regulations, section 59022. Unlawful
716 discrimination records of a student that are deemed worthy of preservation but not classified
717 as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3
718 Disposable records. Class-2 Optional records shall be retained until reclassified as Class-3
719 Disposable Records. Class-3 Disposable Records shall be retained for a period of three
720 years after being classified as Class-3 Disposable records.

721
722 Records related to a student discrimination complaint will be deemed worthy of preservation
723 if, at the end of three years after the case is closed, a complaint on similar grounds has been
724 filed against the same employee. In such cases, the records shall continue to be classified
725 as Class 2 records and shall not be reclassified as Class-3 Disposable Records until
726 complaints against that particular employee have been resolved.

727
728 **RETALIATION**

729 It is unlawful for anyone to retaliate against someone who files an unlawful discrimination
730 complaint, who refers a matter for investigation or complaint, who participates in an
731 investigation of a complaint, who represents or serves as an advocate for an alleged victim
732 or alleged offender, or who otherwise furthers the principles of this unlawful discrimination
733 procedure.

734
735 Authority: 20 U.S.C. Sections 1681 et seq.; 34 C.F.R. Section 106; Cal. Code Regs., titl 5,
736 Sections 59300 et Seq.;

737
738 **Complaint Procedure Checklist**

- 739
740 Complaint received by Vice Chancellor of Human Resources and Employee
741 Relations
742 Acting in role of Equal Opportunity Officer

- 743 ○ Within 180 days of occurrence
- 744 ○ Extension of 90 days if knowledge attained after 180 days
- 745 ○ Acknowledgement of receipt in writing to complainant and State Chancellor's
- 746 Office (SCO)
- 747 ○ Within 10 days of complaint receipt
- 748 ○ Designate resolution/investigation coordinator
- 749 ○ Advise of formal complaint filing with Equal Employment Opportunity
- 750 Commission (EEOC) or the California Department of Fair Employment
- 751 and Housing (DFEH).
- 752 ○ Advise individual accused
- 753 ○ General nature of complaint
- 754 ○ Assessment of accuracy has not yet been made
- 755 ○ An investigation will be conducted
- 756 ○ Accused will be provided an opportunity to present his/her side of the
- 757 matter
- 758 ○ Retaliation of complainant or witnesses must be avoided
- 759 ○ District schedules informal resolution efforts or impartial investigation
- 760 ○ Complete within 90 days of complaint receipt (extensions may be
- 761 requested from SCO)
- 762 ▪ Extension requests must
- 763 • Be filed at least 10 days prior to the original 90-day deadline
- 764 • State reason why extension is necessary
- 765 • The date by which District expects a determination
- 766 • Corresponding copy sent to complainant
- 767 • Notice to complainant of right to send objection to SCO
- 768 within 5 days
- 769 ○ Factual description of the matter
- 770 ○ Summary of testimony provided by each witness
- 771 ○ Analysis of data or evidence collected
- 772 ○ Probable cause determination for each allegation in the complaint
- 773 ○ Other appropriate information
- 774 ○ If a formal complaint is filed with EEOC or DFEH, send complaint copy to SCO
- 775 and request whether to continue with District formal investigation
- 776 ○ Investigative report and administrative determination letter forwarded to
- 777 complainant and SCO
- 778 ○ Within 90 days of complaint receipt
- 779 ○ Pertinent information in letter
- 780 ▪ Ultimate determination on probable cause
- 781 ▪ Description of actions taken to prevent similar future allegations
- 782 ▪ Proposed resolution
- 783 ▪ Complainant's appeal DFEH rights

- Complainant may file appeal to governing board
 - Within 15 days from date of administrative determination
 - Board issues final district decision within 45 days of receiving appeal
 - Forwarded to complainant with DFEH appeal rights
- Governing board determination is final
 - No appeal rights to SCO

NOTE: This procedure is legally required.

~~The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.~~

~~This procedure and the related policy protects students and employees 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, a District bus, or at a class or training program sponsored by the District at another location.~~

Definitions

~~General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.~~

~~Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:~~

~~Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist,~~

828 patronizing or ridiculing statements that convey derogatory attitudes based on gender, race
829 nationality, sexual orientation or other protected status.

830
831 ~~Physical: Inappropriate or offensive touching, assault, or physical interference with free
832 movement. This may include, but is not limited to, kissing, patting, lingering or intimate
833 touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking
834 another person, whistling or sexual gestures. It also includes any physical assault or
835 intimidation directed at an individual due to that person's gender, race, national origin, sexual
836 orientation or other protected status. Physical sexual harassment includes acts of sexual
837 violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence
838 refers to physical sexual acts perpetrated against a person's will or where a person is
839 incapable of giving consent due to the victim's use of drugs or alcohol. An individual also
840 may be unable to give consent due to an intellectual or other disability.~~

841
842 ~~Visual or Written: The display or circulation of visual or written material that degrades an
843 individual or group based on gender, race, nationality, sexual orientation, or other protected
844 status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading
845 materials, computer graphics, or electronic media transmissions.~~

846
847 ~~Environmental: A hostile academic or work environment may exist where it is permeated
848 by sexual innuendo; insults or abusive comments directed at an individual or group based
849 on gender, race, nationality, sexual orientation or other protected status; or gratuitous
850 comments regarding gender, race, sexual orientation, or other protected status that are not
851 relevant to the subject matter of the class or activities on the job. A hostile environment can
852 arise from an unwarranted focus on sexual topics or sexually suggestive statements in the
853 classroom or work environment. It can also be created by an unwarranted focus on, or
854 stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other
855 protected statuses. An environment may also be hostile toward anyone who merely
856 witnesses unlawful harassment in his/her immediate surroundings, although the conduct is
857 directed at others. The determination of whether an environment is hostile is based on the
858 totality of the circumstances, including such factors as the frequency of the conduct, the
859 severity of the conduct, whether the conduct is humiliating or physically threatening, and
860 whether the conduct unreasonably interferes with an individual's learning or work.~~

861
862 ~~Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome
863 sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct
864 of a sexual nature made by someone from, or in, the work or educational setting when:~~
865 ~~• submission to the conduct is explicitly or implicitly made a term or condition of an
866 individual's employment, academic status, or progress;~~
867 ~~• submission to, or rejection of, the conduct by the individual is used as a basis of
868 employment or academic decisions affecting the individual;~~
869 ~~• the conduct has the purpose or effect of having a negative impact upon the
870 individual's work or academic performance, or of creating an intimidating, hostile or offensive
871 work or educational environment (as more fully described below); or~~

872 • ~~submission to, or rejection of, the conduct by the individual is used as the basis for~~
873 ~~any decision affecting the individual regarding benefits and services, honors, programs, or~~
874 ~~activities available at or through the community college.~~

875
876 This definition encompasses two kinds of sexual harassment:

877
878 "~~Quid pro quo~~" sexual harassment occurs when a person in a position of authority makes
879 educational or employment benefits conditional upon an individual's willingness to engage
880 in or tolerate unwanted sexual conduct.

881
882 "~~Hostile environment~~" sexual harassment occurs when unwelcome conduct based on a
883 person's gender is sufficiently severe or pervasive so as to alter the conditions of an
884 individual's learning or work environment, unreasonably interfere with an individual's
885 academic or work performance, or create an intimidating, hostile, or abusive learning or work
886 environment. The victim must subjectively perceive the environment as hostile, and the
887 harassment must be such that a reasonable person of the same gender would perceive the
888 environment as hostile. A single or isolated incident of sexual harassment may be sufficient
889 to create a hostile environment if it is severe, i.e. a sexual assault.

890
891 Sexually harassing conduct can occur between people of the same or different genders.
892 The standard for determining whether conduct constitutes sexual harassment is whether a
893 reasonable person of the same gender as the victim would perceive the conduct as
894 harassment based on sex.

895 896 Consensual Relationships

897
898 ~~Romantic or sexual relationships between supervisors and employees, or between~~
899 ~~administrators, faculty, or staff members and students are discouraged. There is an inherent~~
900 ~~imbalance of power and potential for exploitation in such relationships. A conflict of interest~~
901 ~~may arise if the administrator, faculty or staff member must evaluate the student's or~~
902 ~~employee's work or make decisions affecting the employee or student. The relationship~~
903 ~~may create an appearance of impropriety and lead to charges of favoritism by other students~~
904 ~~or employees. A consensual sexual relationship may change, with the result that sexual~~
905 ~~conduct that was once welcome becomes unwelcome and harassing. In the event that such~~
906 ~~relationships do occur, the District has the authority to transfer any involved employee to~~
907 ~~eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a~~
908 ~~student. Such action by the District is a proactive and preventive measure to avoid possible~~
909 ~~charges of harassment and does not constitute discipline against any affected employee.~~

910
911
912 **NOTE: The following is legally advised.**

913 914 Academic Freedom

915 ~~No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is~~
916 ~~legitimately related to the course content, teaching methods, scholarship, or public~~
917 ~~commentary of an individual faculty member or the educational, political, artistic, or literary~~

918 ~~expression of students in classrooms and public forums. Freedom of speech and academic~~
919 ~~freedom are, however, not limitless and this procedure will not protect speech or expressive~~
920 ~~conduct that violates federal or California anti-discrimination laws.~~

921

922 ~~**References:** Education Code Sections 212.5; 44100; 66281.5;~~
923 ~~Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;~~
924 ~~Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section~~
925 ~~2000e~~

926

927

928 ~~**NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and~~
929 ~~Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from~~
930 ~~the current SBCCD BP 3430 titled Prohibition of Harassment approved on 6/8/06 and current SBCCD BP~~
931 ~~5510 titled Student Sexual Harassment Plan approved on 8/8/91.~~

932 ~~**References:**~~

933 ~~Education Code Sections 212.5, 44100, and 66281.5;~~
934 ~~Government Code Section 12940;~~
935 ~~Title 2 Sections 10500 et seq.;~~
936 ~~Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;~~
937 ~~Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e~~

938

939

Adopted: 6/8/06 (BP 3430); 8/8/91 (BP 5510)

Revised:

940

941

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

**AP 3435 DISCRIMINATION AND HARASSMENT DISCRIMINATION
AND HARASSMENT RESOLUTION**

PROCEDURES FOR HANDLING TITLE IX COMPLAINTS/COMPLAINTS
AND INVESTIGATIONS

(Replaces current SBCCD AP 3430 Refers to BP 3430 Prohibition of Harassment)

Complaints

Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the State Chancellor's office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following: (1) An unwritten allegation of harassment, discrimination, or retaliation; (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he or she does not want to file a formal complaint.

Informal Complaints

Any person may submit an informal complaint to the designate position or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the designate position in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the designate position will notify the person bringing the informal complaint of his or her right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The complainant may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the designate position shall consider the

41 ~~allegations contained in the informal complaint and determine the appropriate course of~~
42 ~~action. This may include efforts to informally resolve the matter, or a fact-finding~~
43 ~~investigation.~~

44
45 ~~Investigation of an informal complaint will be appropriate if the **designate position**~~
46 ~~determines that the allegation(s), if proven true, would constitute a violation of the District~~
47 ~~policy prohibiting harassment, discrimination, or retaliation. The **designate position** will~~
48 ~~explain to any individual bringing an informal complaint that the **designate position** may~~
49 ~~decide to initiate an investigation, even if the individual does not wish the **designate**~~
50 ~~**position** to do so. The **designate position** shall not disregard any allegations of~~
51 ~~harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls~~
52 ~~outside the deadline to file a formal complaint.~~

53
54 Formal Complaints

55
56 ~~Formal Complaints must be filed with the State Chancellor or the **designate position**~~
57 ~~unless the party submitting the Formal Complaint alleges discrimination, harassment, or~~
58 ~~retaliation against the responsible district officer, in which case it should be submitted~~
59 ~~directly to the **CEO** or the State Chancellor.~~

60 ~~Formal Complaints should be submitted on the form prescribed by the State Chancellor.~~
61 ~~A copy of the form will be available at **specify location, such as each college student**~~
62 ~~**services office, the office of College President, the District human resources**~~
63 ~~**department and on college's/district's web sites.**~~

64 ~~If any party submits a written allegation of harassment, discrimination, or retaliation not~~
65 ~~on the form described above, the District will seek to have the individual complete and~~
66 ~~submit the form. However, if the individual chooses not to do so, the District will attach~~
67 ~~the written allegation(s) to the form and treat it as a Formal Complaint. In no instance~~
68 ~~will the District reject a written allegation of harassment, discrimination, or retaliation on~~
69 ~~the basis that it was not submitted on the proper form.~~

70 A Formal Complaint must meet each of the following criteria:

- 71 ~~• It must allege facts with enough specificity to show that the allegations, if true,~~
72 ~~would constitute a violation of District policies or procedures prohibiting~~
73 ~~discrimination, harassment, or retaliation;~~
- 74 ~~• The complainant must sign and date the Formal Complaint;~~
- 75 ~~• The complainant must file any Formal Complaint not involving employment within~~
76 ~~one year of the date of the alleged discriminatory, harassing, or retaliatory~~

77 conduct or within one year of the date on which the complainant knew or should
78 have known of the facts underlying the allegation(s) of discrimination,
79 harassment, or retaliation.

- 80 ~~• The complainant must file any Formal Complaint alleging discrimination,~~
81 ~~harassment, or retaliation in employment within 180 days of the date of the~~
82 ~~alleged discriminatory, harassing, or retaliatory conduct, except that this period~~
83 ~~shall extended by no more than 90 days following the expiration of the 180 days~~
84 ~~if the complainant first obtained knowledge of the facts of the alleged violation~~
85 ~~after the expiration of the 180 days.~~

86 If the Formal Complaint does not meet the requirements set forth above, the **designate**
87 **position** will promptly return it to the complainant and specify the defect. If the sole
88 defect is that the Formal Complaint was filed outside the applicable proscribed timeline,
89 the **designate position** will handle the matter as an informal complaint.

90
91 **Oversight of Complaint Procedure:** The **designate position** is the "responsible District
92 officer" charged with receiving complaints of discrimination or harassment, and
93 coordinating their investigation.

94 The actual investigation of complaints may be assigned **insert by whom** to other staff or
95 to outside persons or organizations under contract with the District. This shall occur
96 whenever the **designate Officer** is named in the complaint or implicated by the
97 allegations in the complaint.

98 **Who May File a Complaint:** Any student, employee, or third party who believes he/she
99 has been discriminated against or harassed by a student, employee, or third party in
100 violation of this procedure and the related policy.

101 **Where to File a Complaint:** A student, employee, or third party who believes he/she
102 has been discriminated against or harassed in violation of these policy and procedures
103 may make a complaint orally or in writing.

104
105 If a complainant decides to file a formal written unlawful discrimination or harassment
106 complaint against the District, he/she must file the complaint on a form prescribed by the
107 State Chancellor's Office. These approved forms are available from the **designate**
108 **Officer** and at the State Chancellor's website.

109 The completed form must be filed with any of the following:

- 110 ~~• the **designate Officer**;~~
- 111 ~~• **identify others, including the Chief Student Services Officer, Chief Human**~~
112 ~~**Resources Officer and CEO;** or~~
- 113 ~~• the State Chancellor's Office.~~

114
115 Complainants filing employment-related complaints shall be notified that they may file
116 employment discrimination complaints with the U.S. Equal Employment Opportunity
117 Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

118 Complaints filed with the EEOC or the DFEH should be forwarded to the State
119 Chancellor's Office.

121 Any District employee who receives a harassment or discrimination complaint shall notify
122 the ~~designated~~ **Officer** immediately.

124 Board Policy 3430: ~~Discrimination and Harassment Policy~~ *Prohibition of Harassment*
125 prohibits District students, student organizations and employees from engaging in
126 discrimination and harassment on the basis of age, color, creed, religion, disability, marital
127 status, veteran or military status, national origin, race, sex including pregnancy, sexual
128 orientation, gender identity, gender expression, ancestry, ethnic group identification,
129 ethnicity or on the basis of these perceived characteristics, or based on association with
130 a person or group with one or more of these actual or perceived characteristics. This
131 prohibition includes sexual misconduct. Allegations that a student, student organization
132 or employee has violated the ~~Discrimination and Prohibition of Harassment Policy~~ or has
133 engaged in related retaliation will be resolved consistent with this procedure.

135 The Title IX ~~Coordinator/Institutional Equity~~ Officer is the Vice Chancellor of Human
136 Resources and Employee Relations and is the responsible District officer charged
137 with coordinating the investigation of complaints of non-employment related
138 discrimination or harassment. Title IX Coordinators (the Vice President of Student
139 Services at each college and the Employee Relations Officer at the District) shall assist
140 the Title IX Officer, ensuring support and assistance to reporting parties and responders
141 is available locally at each District site.

143 In this process, the person who is the alleged victim of the misconduct is referred to as
144 the reporting party, and the person who is alleged to have violated District policy is
145 referred to as the responding party. See the **Complaint Procedure Checklist** section at
146 the end of this procedure.

148 When the Title IX ~~Coordinator/Institutional Equity~~ Officer (VCHR) or Title IX Coordinator
149 receives information about a possible incident of sex or gender-based discrimination or
150 harassment, they/he/she will provide the reporting party, if known, with a resource guide
151 and copies of BP 3430: ~~Discrimination and Prohibition of Harassment Policy~~ and AP 3435:
152 ~~Discrimination and Harassment Resolution Procedures for handling Title IX~~
153 ~~Complaints~~ *Discrimination and Harassment Investigations*. The resource guide contains
154 information about available resources, such as counseling and health services.

156 When the District does not have control over the alleged harasser because they are not
157 affiliated with the District, the District may offer supportive remedies to the reporting party.

159 As necessary, the District reserves the right to initiate these resolution proceedings
160 without a formal report or participation by the alleged victim of discrimination or
161 harassment.

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Intake and Processing of the Complaint or Report

When the Title IX Coordinator/Institutional Equity Officer or Coordinator receives information about a possible policy violation, they/he/she will determine the most appropriate means for addressing the report or complaint. Options include but are not limited to: (1) with the agreement of the parties, attempting to resolve the report or complaint informally through a form of alternative dispute resolution (e.g., mediation); (2) investigating the report or complaint to determine whether District policy was violated, as described below; or (3) determining that the facts of the complaint or report, even if true, would not constitute a violation of the policy. A full investigation will necessarily be pursued if there is evidence of a pattern of misconduct or a perceived threat of further harm to the community or any of its members, including the presence of predatory behavior, weapons, or violence. Title IX Coordinators will notify the Title IX Officer of each complaint or report and seek consensus on which avenue to pursue in the resolution process.

Timeline

The District aims to bring all allegations of discrimination or harassment to a resolution within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator/Institutional Equity Officer with notice to the parties.¹ In overview, the timeline for resolution begins with notice to a mandated reporter. The Title IX Coordinator/Institutional Equity Officer or designated Title IX Coordinator then engages in a preliminary inquiry that is typically 1-3 days in duration. From there, the allegation can lead to a formal investigation, which usually starts within days of the preliminary inquiry's conclusion. Investigations range from days to weeks, depending on the nature and complexity of allegations, with the District commonly aiming for a 10-14 window to completion. The parties are regularly apprised of the status of the investigation as it unfolds.

Appeals may be requested following the findings of a formal investigation, with a three-day window to file appeal requests once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 7-10 days for a final resolution to be reached.

The District's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the District may undertake a short delay (several days to weeks) in its investigation or resolution process to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being

¹ For example, an extension of the 60-day time frame may be the result of a request for a delay by the reporting party, school breaks that would compromise witness availability, or a request from law enforcement for a delay to allow for gathering evidence.

205 investigated. The District will promptly resume its investigation and processes once
206 notified by law enforcement that the initial evidence collection process is complete.
207
208

209 **Interim Remedies/Actions**

210 The Title IX ~~Coordinator/Institutional Equity Officer/Coordinator~~ may provide interim
211 remedies and actions while the case is being resolved, intended to address the short-
212 term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the
213 reporting party and the community and to prevent further violations.
214

215 Interim remedies may include, but are not limited to:

- 216 • Referral to counseling and health services
- 217 • Referral to the Employee Assistance Program
- 218 • Education to the community
- 219 • Altering work arrangements for employees
- 220 • Providing campus escorts
- 221 • Providing transportation accommodations
- 222 • Implementing contact limitations between the parties
- 223 • Offering adjustments to academic deadlines, course schedules, etc.
224

225 When taking steps to separate the reporting party and the responding party, the District
226 shall minimize the burden on the reporting party. Requests for interim remedies should
227 be made to the Title IX ~~Coordinator/Institutional Equity Officer~~ (VCHR), although the Title
228 IX ~~Coordinator/Institutional Equity Officer~~ may also initiate interim remedies outside of a
229 request.
230

231 The District may interim suspend² a responding party student, employee or student
232 organization pending the resolution of the case, particularly when, in the judgment of the
233 Title IX ~~Coordinator/Institutional Equity Officer~~ (VCHR), the safety or well-being of any
234 member(s) of the campus community may be jeopardized by the presence on-campus of
235 the responding party or the ongoing activity of a student organization whose behavior is
236 in question. In all cases in which an interim suspension is imposed, the student,
237 employee or student organization will be given the opportunity to meet with the Title IX
238 ~~Coordinator/Institutional Equity Officer/Coordinator~~ prior to such suspension being
239 imposed, or as soon thereafter as reasonably possible, to show cause why the
240 suspension should not be implemented. The Title IX ~~Coordinator/Institutional Equity~~
241 Officer ~~has~~ sole discretion to implement or stay an interim suspension under the
242 ~~Discrimination and Prohibition of Harassment Policy and Discrimination and these~~
243 ~~Procedures for Handling Title IX Complaints~~ *Harassment Resolution Procedures*, and to
244 determine its conditions and duration. Violation of the conditions of an interim suspension
245 under this policy ~~is~~ may be grounds for expulsion or termination.
246

247 During an interim suspension, a student or employee may be denied access to the
248 campus/facilities/events. As determined by the Title IX ~~Coordinator/Institutional Equity~~

² Interim suspension may include administrative leave.

249 Officer/Coordinator, this restriction can include classes and/or all other District activities
250 or privileges for which the individual might otherwise be eligible. At the discretion of the
251 Title IX Coordinator/Institutional Equity Officer/Coordinator, alternative coursework
252 options may be pursued to ensure as minimal an impact as possible on the responding
253 party.

254
255 The District will maintain as confidential, any interim remedies or actions, provided
256 confidentiality does not impair the District's ability to provide the remedies or actions.
257

258 259 **Voluntary Informal Resolution**

260 In some cases, the Title IX Coordinator/Institutional Equity Officer/Coordinator may
261 recommend that the parties attempt to constructively resolve conflicts with supervision.
262 Various conflict resolution mechanisms are available, including mediation. Mediation is
263 not used when violent behavior is involved, when the Title IX Coordinator/Institutional
264 Equity Officer/Coordinator determines a situation is not eligible, or when the parties are
265 reluctant to participate in good faith. If informal efforts to resolve conflict are not
266 appropriate or are unsuccessful, the formal investigative process may be initiated. Either
267 party has the right to end the informal process and begin the formal investigative process
268 at any time prior to resolution. Sanctions are not possible as the result of an informal
269 resolution procedure, though the parties may agree to appropriate remedies. The Title
270 IX Coordinator/Institutional Equity Officer/Coordinator will keep records of any resolution
271 that is reached, and failure to abide by the resolution can result in appropriate responsive
272 actions.
273

274 275 **Formal Investigation Process**

276 When the Title IX Coordinator/Institutional Equity Officer/Coordinator determines, through
277 a preliminary inquiry, that there is reasonable cause to believe that the discrimination and
278 harassment policy has been violated, and determines that voluntary informal resolution is
279 not appropriate or has been unsuccessful, they will initiate an investigation that is
280 thorough, reliable, impartial, prompt and fair. This investigation determines whether the
281 District's policy has been violated based on a preponderance of the evidence standard of
282 proof, e.g. whether the conduct is more likely than not to have occurred.
283

284 The Title IX Coordinator/Institutional Equity Officer/Coordinator will appoint a trained
285 investigators (typically using a team of two investigators) to conduct the investigation.
286 Employees designated to serve as investigators under this policy shall have received, at
287 a minimum, annual training on the issues related to dating violence, domestic violence,
288 sexual assault and stalking and on the District's grievance/complaint procedures. The
289 Title IX Officer/Coordinator may also appoint an external subject matter expert to conduct
290 the investigation and provide a report.

291 The investigation will entail interviewing all relevant parties and witnesses³, obtaining

³ Although the District has an expectation that students and employees will cooperate with an investigation as members of the SBCCD community, the investigators lack subpoena power and

292 available evidence, reviewing personnel or academic/disciplinary files of involved parties,
293 and identifying sources of expert information, if necessary. All parties will be given the
294 opportunity to provide information and names of possible witnesses relevant to the
295 investigation within a reasonable timeframe prescribed by investigators. The
296 investigators will provide regular updates to both the reporting and responding parties, as
297 appropriate and the Title IX Officer and appropriate Title IX Coordinator, throughout the
298 investigation.

299 ~~Prior to being interviewed~~At the time of the complaint/report, the responding party will be
300 given written notice of the nature of the allegations, the District policies at issue, and the
301 possible sanctions that could result from a determination that policy was violated. The
302 responding party will be provided with copies of BP 3430: *Discrimination and Prohibition*
303 *of Harassment Policy* and AP 3435: *Discrimination and Harassment Resolution*
304 *Discrimination and Harassment Investigations Procedures for Handling Title IX*
305 *Complaints.*

306 The past sexual histories of the parties ~~is~~are not admissible, except as ~~it~~they may
307 pertain to sexual interactions between the parties, or as evidence deemed highly
308 relevant by the investigators. While previous conduct violations by the responding party
309 generally have no bearing on the present allegation, District officials may supply
310 information about previous good faith allegations and/or similar findings to the
311 investigators and appeals officers to consider as evidence of pattern and/or predatory
312 conduct.

313 At any point during the investigation, if it is determined there is no reasonable cause to
314 believe that District policy has been violated, the ~~Title IX Coordinator/Institutional Equity~~
315 Officer ~~has~~ authority to terminate the investigation and end resolution proceedings.

316
317 The investigators will prepare an ~~investigative~~report detailing the results of the
318 investigation. Each party will be given an opportunity to review the investigative report
319 and submit a written response within a reasonable timeframe specified by investigators.
320 The ~~investigators~~ will then submit the report and any received written responses to the
321 ~~Title IX Coordinator/Institutional Equity Officer~~ and cognizant Title IX Coordinator, along
322 with a recommended finding. The ~~Title IX Coordinator/Institutional Equity~~
323 Officer/Coordinator will review the factual information gathered through the investigation
324 and will make a finding based on the preponderance of the evidence standard.

325 When the investigation results in a determination that the policy has been violated, the
326 ~~Title IX Coordinator/Institutional Equity Officer~~ will consult with the hiring authority
327 Board of Trustees (for employees) or the disciplinary authority (for students), ~~who must impose~~
328 ~~discipline in a timely manner.~~

329 In those cases that involve potential termination of employment or dismissal of a faculty

cannot compel an unwilling participant. Witnesses may provide written statements in lieu of
interviews during the investigation and may be interviewed remotely by phone, Skype (or similar
technology), if they cannot be interviewed in person.

330 member for cause, the college President and the Director of Human
331 ResourcesChancellor shall be consulted in the sanctioning process.

332 Disciplinary actions against faculty, staff, and students will conform to all relevant
333 statutes, regulations, personnel policies and procedures, including the provisions of any
334 applicable collective bargaining agreement to the extent those agreements do not
335 conflict with federal or state compliance obligations.

336 In addition to taking disciplinary action against the responding party, the District shall
337 institute any remedial action it determines to be appropriate for the reporting party or the
338 community. Remedies for the reporting party might include, but are not limited to:

- 339
- 340 • ensuring that the reporting party and respondent do not attend the same classes
341 or work in the same work area;
- 342 • preventing offending third parties from entering campus;
- 343 • providing counseling services, medical services, or academic support services,
344 such as tutoring;
- 345 • arranging for a student reporting party to re-take a course or withdraw from a class
346 without penalty, including ensuring that any changes do not adversely affect the
347 reporting party's academic record; and
- 348 • reviewing any disciplinary actions taken against the reporting party to see if there
349 is a causal connection between the harassment and the misconduct that may have
350 resulted in the reporting party being disciplined.

351 All parties will receive written notification of the outcome, to the extent permitted by or
352 mandated by law. In cases involving sex or gender-based discrimination or harassment,
353 the written notification includes the findings and rationale for the findings, information on
354 any sanctions imposed by the District, the rationale for the sanctions, and any procedures
355 for appeal. In cases involving sex or gender-based discrimination or harassment, the
356 parties will also receive written notification of any changes to the results that could occur
357 before the decision is finalized, and when it is finalized, such as when subject to grievance
358 procedures, appeal, tenure revocation proceedings, mandatory arbitration, or union
359 proceedings. Written notification letters will be delivered either:

- 360 i. In person, or
- 361 ii. Mailed to the local address of the respective party as indicated in official
362 District records. If there is no local address on file, mail will be sent to the party's
363 permanent address.

364

365 Once received in person, mailed or emailed, a notice will be deemed presumptively
366 delivered.

367

368 **Filing a Timely Complaint:** Since failure to report harassment and discrimination
369 impedes the District's ability to stop the behavior, the District strongly encourages anyone
370 who believes they are being harassed or discriminated against, to file a complaint. The
371 District also strongly encourages the filing of such complaints within 30 days of the alleged

372 incident. While all complaints are taken seriously and will be investigated promptly, delay
373 in filing impedes the District's ability to investigate and remediate.

374
375 All supervisors and managers have a mandatory duty to report incidents of harassment
376 and discrimination; the existence of a hostile, offensive or intimidating work environment,
377 and acts of retaliation.

378 The District will investigate complaints involving acts that occur off campus if they are
379 related to an academic or work activity.

380 **Communicating that the Conduct is Unwelcome:** The District further encourages
381 students and staff to let the offending person know immediately and firmly that the conduct
382 or behavior is unwelcome, offensive, in poor taste or inappropriate.

383
384 **Intake and Processing of the Complaint:** Upon receiving notification of a harassment
385 or discrimination complaint, the **designate Officer** shall:

- 386 • ~~Undertake efforts to informally resolve the charges, including but not limited to~~
387 ~~mediation, rearrangement of work/academic schedules; obtaining apologies;~~
388 ~~providing informal counseling, training, etc.~~
- 389 • ~~Advise the complainant that he/she need not participate in an informal~~
390 ~~resolution of the complaint, as described above, and has the right to end the~~
391 ~~informal resolution process at any time. Mediation is not appropriate for~~
392 ~~resolving incidents involving sexual violence.~~
- 393 • ~~Advise a student complainant that he/she may file a complaint with the Office~~
394 ~~of Civil Rights of the U.S. Department of Education and employee complainants~~
395 ~~may file a complaint with the Department of Fair Employment and Housing. All~~
396 ~~complainants should be advised that they have a right to file a complaint with~~
397 ~~local law enforcement, if the act complained of is also a criminal act. The~~
398 ~~District must investigate even if the complainant files a complaint with local law~~
399 ~~enforcement. In addition, the District should ensure that complainants are~~
400 ~~aware of any available resources, such as counseling, health, and mental~~
401 ~~health services. The **designate Officer** shall also notify the State Chancellor's~~
402 ~~Office of the complaint.~~
- 403 • ~~Take interim steps to protect a complainant from coming into contact with an~~
404 ~~accused individual, especially if the complainant is a victim of sexual violence.~~
405 ~~The **designate Officer** should notify the complainant of his or her options to~~
406 ~~avoid contact with the accused individual and allow students to change~~
407 ~~academic situations as appropriate. For instance, the District may prohibit the~~
408 ~~accused individual from having any contact with the complainant pending the~~
409 ~~results of the investigation. When taking steps to separate the complainant~~
410 ~~and accused individual, the District shall minimize the burden on the~~
411 ~~complainant. For example, it is not appropriate to remove complainants from~~
412 ~~classes or housing while allowing accused individuals to remain.~~

413
414

415 Investigation

416
417 The *designate position* shall:

- 418
419 1. Authorize the investigation of the complaint, and supervise or conduct a thorough,
420 prompt and impartial investigation of the complaint, as set forth below. Where
421 complainants opt for informal resolution, the designated officer will determine
422 whether further investigation is necessary to ensure resolution of the matter and
423 utilize the investigation process outlined below as appropriate. In the case of a
424 formal complaint, the investigation will include interviews with the complainant, the
425 accused, and any other persons who may have relevant knowledge concerning the
426 complaint. This may include victims of similar conduct. Review the factual
427 information gathered through the investigation to determine whether the alleged
428 conduct constitutes harassment, or other unlawful discriminatory conduct, giving
429 consideration to all factual information and the totality of the circumstances,
430 including the nature of the verbal, physical, visual or sexual conduct, and the
431 context in which the alleged incidents occurred.
432

433 **Investigation of the Complaint:** The District shall promptly investigate every complaint
434 of harassment or discrimination. No claim of workplace or academic harassment or
435 discrimination shall remain unexamined. This includes complaints involving activities that
436 occur off campus and in connection with all the academic, educational, extracurricular,
437 athletic, and other programs of the District, whether those programs take place in the
438 District's facilities, on a District bus, or at a class or training program sponsored by the
439 District at another location.

440
441 As set forth above, where the complainant opts for an informal resolution, the **designated**
442 **Officer** may limit the scope of the investigation, as appropriate. The District will keep the
443 investigation confidential to the extent possible, but cannot guarantee absolute
444 confidentiality because release of some information on a "need to know basis" is
445 essential to a thorough investigation. When determining whether to maintain
446 confidentiality, the District may weigh the request for confidentiality against the following
447 factors: the seriousness of the alleged harassment; the complainant's age; whether there
448 have been other harassment complaints about the same individual; and the accused
449 individual's rights to receive information about the allegations if the information is
450 maintained by the District as an "education record" under the Family Educational Rights
451 and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations
452 Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

453
454 **Investigation Steps:** The District will fairly and objectively investigate harassment and
455 discrimination complaints. Employees designated to serve as investigators under this
456 policy shall have adequate training on what constitutes sexual harassment, including
457 sexual violence, and that they understand how the District's grievance procedures

458 operate. The investigator may not have any real or perceived conflicts of interest and
459 must be able to investigate the allegations impartially.

460
461 ~~Investigators will use the following steps: interviewing the complainant(s); interviewing~~
462 ~~the accused individual(s); identifying and interviewing witnesses and evidence identified~~
463 ~~by each party; identifying and interviewing any other witnesses, if needed; reminding all~~
464 ~~individuals interviewed of the District's no-retaliation policy; considering whether any~~
465 ~~involved person should be removed from the campus pending completion of the~~
466 ~~investigation; reviewing personnel/academic files of all involved parties; reach a~~
467 ~~conclusion as to the allegations and any appropriate disciplinary and remedial action; and~~
468 ~~see that all recommended action is carried out in a timely fashion. When the District~~
469 ~~evaluates the complaint, it shall do so using a preponderance of the evidence standard.~~
470 ~~Thus, after considering all the evidence it has gathered, the District will decide whether it~~
471 ~~is more likely than not that discrimination or harassment has occurred.~~

472
473 **Timeline for Completion:** ~~The District will undertake its investigation promptly and~~
474 ~~swiftly as possible. To that end, the investigator shall complete the above steps, and~~
475 ~~prepare a written report within 90 days of the District receiving the complaint.~~

476
477 **Cooperation Encouraged:** ~~All employees are expected to cooperate with a District~~
478 ~~investigation into allegations of harassment or discrimination. Lack of cooperation~~
479 ~~impedes the ability of the District to investigate thoroughly and respond effectively.~~
480 ~~However, lack of cooperation by a complainant or witnesses does not relieve the District~~
481 ~~of its obligation to investigate. The District will conduct an investigation if it is discovered~~
482 ~~that harassment is, or may be occurring, with or without the cooperation of the alleged~~
483 ~~victim(s) and regardless of whether a complaint is filed.~~

484 Written Report
485 The results of the investigation of a complaint shall be set forth in a written report that will
486 include at least all of the following information:

- 487 • A description of the circumstances giving rise to the Formal Complaint;
- 488 • A summary of the testimony provided by each witness interviewed by the
489 investigator;
- 490 • An analysis of relevant evidence collected during the course of the investigation;
- 491 • A specific finding as to whether there is probable cause to believe that
492 discrimination, harassment, or retaliation occurred with respect to each allegation in the
493 complaint; and
- 494 • Any other information deemed appropriate by the District.

495 Confidentiality of the Process
496 Investigations are best conducted within a confidential climate. Therefore, the District
497 does not reveal information about ongoing investigations except as necessary to fulfill its

498 ~~legal obligations. The District will keep the investigation confidential to the extent~~
499 ~~possible, but it cannot guarantee absolute confidentiality because release of some~~
500 ~~information on a “need-to-know-basis” is essential to a thorough investigation and to~~
501 ~~protect the rights of Accused students and employees during the investigation process~~
502 ~~and any ensuing discipline.~~

503 **Administrative Determination**

504 ~~• In any case not involving employment discrimination, within 90 days of receiving~~
505 ~~a complaint, the district shall complete its investigation and forward a copy of the~~
506 ~~investigative report to the State Chancellor, a copy or summary of the report to~~
507 ~~the complainant, and written notice setting forth all of the following to both the~~
508 ~~complainant and the Chancellor:~~

- 509 ~~○ The determination of the **CEO or his/her designee** as to whether there is~~
510 ~~probable cause to believe discrimination occurred with respect to each~~
511 ~~allegation in the complaint;~~
- 512 ~~○ A description of actions taken, if any, to prevent similar problems from~~
513 ~~occurring in the future;~~
- 514 ~~○ The proposed resolution of the complaint; and~~
- 515 ~~○ The complainant's right to appeal to the district governing board and the~~
516 ~~Chancellor.~~

517
518 ~~• In any case involving employment discrimination, within 90 days of receiving a~~
519 ~~complaint, the district shall complete its investigation and forward a copy or~~
520 ~~summary of the report to the complainant, and written notice setting forth all the~~
521 ~~following to the complainant:~~

- 522 ~~○ The determination of the **CEO or his/her designee** as to whether there is~~
523 ~~probable cause to believe discrimination occurred with respect to each~~
524 ~~allegation in the complaint;~~
- 525 ~~○ A description of actions taken, if any, to prevent similar problems from~~
526 ~~occurring in the future;~~
- 527 ~~○ The proposed resolution of the complaint; and~~
- 528 ~~○ The complainant's right to appeal to the district governing board and to file~~
529 ~~a complaint with Department of Fair Employment and Housing or the U.S~~
530 ~~Equal Employment Opportunity Commission.~~

531 532 **Discipline and Corrective Action**

533
534 ~~If harassment, discrimination or retaliation occurred in violation of the policy or procedure,~~
535 ~~the District shall take disciplinary action against the accused and any other remedial~~
536 ~~action it determines to be appropriate. The action will be prompt, effective, and~~
537 ~~commensurate with the severity of the offense. Remedies for the complainant might~~
538 ~~include, but are not limited to:~~

- 539 ~~• providing an escort to ensure that the complainant can move safely between~~
540 ~~classes and activities;~~

- 542 • ~~ensuring that the complainant and alleged perpetrator do not attend the same~~
543 ~~classes or work in the same work area;~~
- 544
- 545 • ~~preventing offending third parties from entering campus;~~
- 546
- 547 • ~~providing counseling services or a referral to counseling services;~~
- 548
- 549 • ~~providing medical services or a referral to medical services;~~
- 550
- 551 • ~~providing academic support services, such as tutoring;~~
- 552
- 553 • ~~arranging for a student complainant to re-take a course or withdraw from a class~~
554 ~~without penalty, including ensuring that any changes do not adversely affect the~~
555 ~~complainant's academic record; and~~
- 556
- 557 • ~~reviewing any disciplinary actions taken against the complainant to see if there is~~
558 ~~a causal connection between the harassment and the misconduct that may have~~
559 ~~resulted in the complainant being disciplined.~~

560

561 If the District imposes discipline, the nature of the discipline will not be communicated to
562 the complainant. However, the District may disclose information about the sanction
563 imposed on an individual who was found to have engaged in harassment when the
564 sanction directly relates to the complainant; for example, the District may inform the
565 complainant that the harasser must stay away from the complainant.

566

567 Disciplinary actions against faculty, staff, and students will conform to all relevant statutes,
568 regulations, personnel policies and procedures, including the provisions of any applicable
569 collective bargaining agreement.

570

571 The District shall also take reasonable steps to protect the complainant from further
572 harassment, or discrimination, and to protect the complainant and witnesses from
573 retaliation as a result of communicating the complaint or assisting in the investigation.
574 The District will ensure that complainants and witnesses know how to report any
575 subsequent problems, and should follow up with complainants to determine whether any
576 retaliation or new incidents of harassment have occurred. The District shall take
577 reasonable steps to ensure the confidentiality of the investigation and to protect the
578 privacy of all parties to the extent possible without impeding the District's ability to
579 investigate and respond effectively to the complaint.

580

581 If the District cannot take disciplinary action against the accused individual because the
582 complainant refuses to participate in the investigation, it should pursue other steps to limit
583 the effects of the alleged harassment and prevent its recurrence.

585 **Appeals**

586 If the District imposes discipline against a student or employee as a result of the findings
587 in its investigation, the student or employee may appeal the decision using the procedure
588 for appealing a disciplinary decision.

589 If the complainant is not satisfied with the results of the administrative determination,
590 he/she may, within fifteen days, submit a written appeal to the Board of Trustees. The
591 Board shall review the original complaint, the investigative report, the administrative
592 decision, and the appeal. The Board shall issue a final District decision in the matter
593 within 45 days after receiving the appeal. A copy of the decision rendered by the Board
594 shall be forwarded to the complainant and to the State Chancellor's Office. The
595 complainant shall also be notified of his/her right to appeal this decision.

596 If the Board does not act within 45 days the administrative determination shall be deemed
597 approved and shall become the final decision of the District in the matter.

598 In any case not involving workplace discrimination, harassment, or retaliation, the
599 complainant shall have the right to file a written appeal with the State Chancellor's Office
600 within thirty days after the Board issued the final District decision or permitted the
601 administrative decision to become final. Such appeals shall be processed pursuant to
602 the provision of Title 5 Section 59350.

603 In any case involving employment discrimination, including workplace harassment, the
604 complainant may, at any time before or after the issuance of the final decision of the
605 District, file a complaint with the Department of Fair Employment and Housing

606
607 Extension of Time

608 Within 150 days of receiving a formal complaint, the District shall forward to the State
609 Chancellor's Office the original complaint, the investigative report, a copy of the written
610 notice to the complainant setting forth the results of the investigation, a copy of the final
611 administrative decision rendered by the Board or indicating the date upon which the
612 decision became final, and a copy of the notification to the complainant of his/her appeal
613 rights. If, due to circumstances beyond its control, the District is unable to comply with the
614 150-day deadline for submission of materials, it may file a written request for an extension
615 of time no later than ten days prior to the expiration of the deadline.

616
617 Appeals

618 A reporting party or responding party may appeal the decision under the grounds
619 described below [LM1]. Any party who files a request for appeal must do so in
620 writing to the designated appeal Title IX Officer, within 3 business days of receiving
621 the written decision.

622
623 The ONLY grounds for appeal are as follows:

- 624 1. A procedural or substantive error occurred that significantly impacted the
625 outcome of the investigation (e.g. substantiated bias, material deviation from
626 established procedures, etc.);

- 627 2. To consider new evidence, unavailable during the original investigation, that could
628 substantially impact the original finding. A summary of this new evidence and its
629 potential impact must be included;
630 3. The sanctions imposed fall outside the range of sanctions designated for this
631 offense and the cumulative conduct history of the responding party.

632
633 The designated appeal Title IX Officer will share the request for appeal with the other
634 party (e.g., if the responding party files an appeal, the appeal is shared with the
635 reporting party, who may also wish to file a response and/or bring their own appeal on
636 separate grounds; this response or appeal will be shared with the initial appealing
637 party). Based on the written requests/responses or on interviews as necessary, the
638 designated appeal Title IX Officer will send a letter of outcome for the appeal to all
639 parties. The designated appeal Title IX Officer can take one of two possible actions:
640 he/she. The designated appeal Officer may dismiss an appeal request as untimely or
641 ineligible, or may grant an appeal and remand the finding for further investigation or
642 reconsideration.

643
644 The original finding will stand if the appeal request is not timely or substantively
645 eligible, and that decision is final.

646
647 The ONLY grounds for appeal are as follows:

- 648 1. A procedural or substantive error occurred that significantly impacted the
649 outcome of the investigation (e.g. substantiated bias, material deviation from
650 established procedures, etc.);
651 1. To consider new evidence, unavailable during the original investigation, that could
652 substantially impact the original finding. A summary of this new evidence and its
653 potential impact must be included;
654 1. The sanctions imposed fall outside the range of sanctions designated for this
655 offense and the cumulative conduct history of the responding party.

656 If the appeal remands to the investigator/s for review, the reconsideration of the
657 investigator/s is not appealable. In rare cases where a procedural or substantive error
658 cannot be cured by the original investigator/s (as in cases of bias), the designated
659 appeals Title IX Officer may order a new investigation with a new investigator or team of
660 investigators. The results of the second investigation cannot be appealed.

661
662 The procedures governing the hearing of appeals include the following:

- 663 • All parties will be timely informed of the status of requests for appeal, the status of
664 the appeal consideration, and the results of the appeal decision;
665 • Every opportunity to return the appeal to the original investigators for
666 reconsideration (remand) will be pursued;
667 • Appeals are not intended to be full re-investigations of the allegations (de novo).
668 In most cases, appeals are confined to a review of the written documentation or
669 record of the original investigation and pertinent documentation regarding the
670 grounds for appeal;
671 • Appeals decisions are deferential to the original investigative body, making

672 changes to the finding only where there is clear error;

- 673 • An appeal is not an opportunity for the Title IX Officer/appeals officers to substitute
674 his/hers/their judgment for that of the original investigators merely because they disagree
675 with the finding;
- 676 • Sanctions imposed are implemented immediately unless the hiring or disciplinary
677 authority, in consultation with the Title IX Coordinator/Institutional Equity Officer stays
678 their implementation in extraordinary circumstances, pending the outcome of the
679 appeal;
- 680 • The designated/appeals Title IX Officer will typically render a written decision on
681 the appeal to all parties within 5 business days from hearing of the appeal. The
682 designated/appeals Title IX Officer's decision to deny an appeal request is final;
- 683 • The parties will receive written notification of any changes made to the original
684 finding and disciplinary action (if any) in a timely, simultaneous fashion.

687 **Advisors**

688 The parties are entitled to an advisor of their choosing to guide and accompany them
689 throughout the school District's resolution process (in all meetings and interviews at which
690 the party is entitled to be present, including intake, interviews, hearings and appeals).
691 The advisor may be anyone who is both eligible and available. An individual who is a
692 witness in a case may not serve as an advisor due to the inherent conflict. A party may
693 also choose to participate in the resolution process without an advisor. Please see
694 additional information about advisors below.

695 **The Role of An Advisor**

696 Advisors should help their advisees prepare for each meeting, and are expected to advise
697 ethically, with integrity and in good faith. All advisors are subject to the same rules,
698 whether they are attorneys or not. Advisors may not present on behalf of their advisee in
699 a meeting, interview or hearing and should request or wait for a break in the proceeding
700 if they wish to interact with District officials. Advisors may confer quietly with their advisees
701 as necessary, as long as they do not disrupt the process. For longer or more involved
702 discussions, the parties and their advisors should ask for breaks or step out of meetings
703 to allow for private conversation.

704
705 Advisors are expected to refrain from interference with the District investigation and
706 resolution. Any advisor who steps out of their role in any meeting under the District
707 resolution process will be warned only once. If the advisor continues to disrupt or
708 otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave
709 the meeting. When an advisor is removed from a meeting, that meeting will typically
710 continue without the advisor present. Subsequently, the Title IX Coordinator/Institutional
711 Equity Officer will determine whether the advisor may be reinstated, may be replaced by
712 a different advisor, or whether the party will forfeit the right to an advisor for the remainder
713 of the process.

715 The District expects that the parties will wish for the District to share documentation
716 related to the allegations with their advisors. The District provides a consent form that
717 authorizes such sharing. The parties must complete this form before the District is able
718 to share records with an advisor. The parties are not otherwise restricted from discussing
719 and sharing information relating to the allegations with others who may support them or
720 assist them in preparing and presenting. Advisors are expected to maintain the privacy
721 of the records shared with them by the District. These records may not be shared with
722 third parties, disclosed publicly, or used for purposes not explicitly authorized by the
723 District. The District may seek to restrict the role of any advisor who does not respect the
724 sensitive nature of the process or who fails to abide by the District's privacy expectations.

725
726 The District expects an advisor to adjust their schedule to allow them to attend District
727 meetings when scheduled. The District does not typically change scheduled meetings to
728 accommodate an advisor's inability to attend. The District will, however make provisions
729 to allow an advisor who cannot attend in person to attend a meeting by telephone, video
730 and/or virtual meeting technologies as may be convenient and available. A party may
731 elect to change advisors during the process, and is not locked into using the same advisor
732 throughout.

733
734 Where an employee is a member of a union and entitled to a union representative in the
735 process, that employee may be accompanied by the union representative as their advisor
736 or may choose an advisor in addition to their union representative. In such cases, the
737 other party may have two advisors as well. The union representative will be bound by the
738 same role expectations as an advisor.

739
740 The parties must advise the investigators of the identity of their advisor at least 2 business
741 days before the date of their first meeting with investigators. The parties must provide
742 subsequent timely notice to the investigators if they change advisors at any time. No audio
743 or video recording of any kind other than as required by institutional procedure is
744 permitted during meetings with District officials.

745 746 **Conflicts of Interest**

747 The District is committed to ensuring that its resolution processes are free from actual or
748 perceived bias or conflicts of interest that would materially impact the outcome. Any party who
749 feels that there is bias or conflict of interest that would materially impact the outcome may
750 submit a written petition for the person's removal from the process. The petition should include
751 specifics as to the actual or perceived bias or conflict of interest, as why the petitioner believes
752 the bias or conflict could materially impact the outcome. Such petitions should be submitted
753 promptly to the Title IX Coordinator/Institutional Equity Officer Title IX Coordinator, or to the
754 District Chancellor in the event that the potential conflict or bias involves the Title IX
755 Coordinator/Institutional Equity Officer/Coordinator.

756 757 758 **Retaliation**

759 It is unlawful for anyone to retaliate against someone who files an unlawful discrimination
760 or harassment complaint, who refers a matter for investigation or complaint, who

761 participates in an investigation of a complaint, who represents or serves as an
762 advisorecate/union representative for a reporting party or responding party, or who
763 otherwise furthers the principles of the District's unlawful discrimination and harassment
764 policy. The District shall take reasonable steps to protect the reporting party from further
765 harassment, and/or discrimination, and to protect the reporting party and witnesses from
766 retaliation as a result of communicating the complaint and/or assisting in the investigation.
767 Any retaliation should be reported to the Title IX Coordinator/Institutional Equity Officer, or
768 in their absence, to xxxthe Chancellor.

771 **Privacy and Confidentiality**

772 The District shall take reasonable steps to ensure the confidentiality of the investigation
773 and to protect the privacy of all parties to the extent possible without impeding the
774 District's ability to respond effectively to the report or complaint. Only schoolDistrict
775 officials with a legitimate need to know will be informed of the results of the investigation.
776 The District shall make a good faith effort to inform the parties, in advance when possible,
777 of any public release of information regarding the case.

778
779 All employees and students are expected to cooperate with a District investigation into
780 allegations of discrimination or harassment. An individual who participates as a reporting
781 party or witness in an investigation of sexual assault, domestic violence, dating violence,
782 or stalking will not be subject to disciplinary sanctions for a violation of the District's policy
783 at or near the time of the incident, unless the District determines that the violation was
784 egregious, including, but not limited to, an action that places the health or safety of any
785 other person at risk or involves plagiarism, cheating, or academic dishonesty.

786
787 Only District officials with a legitimate need to know will be informed of the results of the
788 investigation, appeals procedure, or sanctioning/disciplinary procedure.

789 The parties should be aware that District administrators must issue timely warnings for
790 incidents reported to them that pose a substantial threat of bodily harm or danger to
791 members of the campus community. The District will make every effort to ensure that a
792 reporting party's name and other identifying information is not disclosed, while still
793 providing enough information for community members to make safety decisions in light
794 of the potential danger.

795
796 In implementing this policy, records of all reports, resolutions, and hearings will be kept
797 by the Title IX Coordinator/Institutional Equity Officer indefinitely in the corresponding
798 database. -Access to reports, resolutions and hearingsthis database will be controlled by
799 the Title IX Coordinator/Institutional Equity Officer.

801 **File Retention**

802 The District will retain on file for a period of at least three years after closing the case
803 copies of:

- 804 • the original complaint;
- 805 • the investigatory report;
- 806 • the summary of the report if one is prepared;
- 807 • the notice provided to the complainant, of the District's administrative
- 808 determination and his or her right to appeal;
- 809 • any appeal; and
- 810 • the District's final decision.

811
812 The District will make such documents available to the State Chancellor upon request.

813

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816

817 **Statement of the Rights of the Reporting Party**

- 818 • To be treated with respect by District officials.
- 819 • To take advantage of campus support resources (such as Counseling and Health
- 820 Services for students, or EAP services for employees).
- 821 • To experience a safe educational and work environment.
- 822 • To have an advisor during this procedure.
- 823 • To decline to have an allegation resolved through informal conflict resolution
- 824 procedures.
- 825 • To receive amnesty for minor –misconduct (such as alcohol or drug violations)
- 826 ancillary to the incident.
- 827 • To be free from retaliation.
- 828 • To have reported misconduct resolved in substantial accordance with these
- 829 procedures.
- 830 • To be informed in writing of the outcome/resolution, sanctions where permissible
- 831 and the rationale for the outcome where permissible.
- 832 • Referral to law enforcement and assistance in reporting to law enforcement if
- 833 desired.
- 834 • No contacts orders or restrictions.

835

836

837 **Statement of the Rights of the Responding Party**

- 838 • To be treated with respect by District officials.
- 839 • To take advantage of campus support resources (such as Counseling and Health
- 840 Services for students, or EAP services for employees).
- 841 • To have an advisor during this procedure.
- 842 • To decline to have an allegation resolved through informal conflict resolution
- 843 procedures.
- 844 • To have reported misconduct resolved in substantial accordance with these
- 845 procedures.
- 846 • To be informed of the outcome/resolution and the rationale for the outcome, in
- 847 writing.

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The Role of An Advisor

~~Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. All advisors are subject to the same rules, whether they are attorneys or not. Advisors may not present on behalf of their advisee in a meeting, interview or hearing and should request or wait for a break in the proceeding if they wish to interact with District officials. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation.~~

~~Advisors are expected to refrain from interference with the District investigation and resolution. Any advisor who steps out of their role in any meeting under the District resolution process will be warned only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator/Institutional Equity Officer will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.~~

~~The District expects that the parties will wish for the District to share documentation related to the allegations with their advisors. The District provides a consent form that authorizes such sharing. The parties must complete this form before the District is able to share records with an advisor. The parties are not otherwise restricted from discussing and sharing information relating to the allegations with others who may support them or assist them in preparing and presenting. Advisors are expected to maintain the privacy of the records shared with them by the District. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the District. The District may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the District's privacy expectations.~~

~~The District expects an advisor to adjust their schedule to allow them to attend District meetings when scheduled. The District does not typically change scheduled meetings to accommodate an advisor's inability to attend. The District will, however make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available. A party may elect to change advisors during the process, and is not locked into using the same advisor throughout.~~

~~Where an employee is a member of a union and entitled to a union representative in the process, that employee may be accompanied by the union representative as their advisor or may choose an advisor in addition to their union representative. In such cases, the other party may have two advisors as well.~~

~~The parties must advise the investigators of the identity of their advisor at least 2 business days before the date of their first meeting with investigators. The parties must provide subsequent timely notice to the investigators if they change advisors at any time. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with District officials.~~

Disability Related Accommodations

~~The District is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA and ADAAA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Under the ADA and its amendments, a person has a disability if they have a physical or mental impairment that substantially limits a major life activity. The ADA also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the District whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.~~

~~The Director of Disability Services has been designated as the ADA/504 Coordinator responsible for coordinating efforts to comply with these disability laws, including investigation of any allegation of noncompliance.~~

~~The District is committed to providing qualified students, employees or others with disabilities with reasonable accommodations and support needed to ensure equal access to this procedure. Anyone needing such accommodations or support should contact the Director of Disability Services who will review the request and, in consultation with the person requesting the accommodation, and the Title IX Coordinator/Institutional Equity Officer, determine which accommodations are appropriate and necessary for full participation.~~

Privacy

~~Only District officials with a legitimate need to know will be informed of the results of the investigation, appeals procedure, or sanctioning/disciplinary procedure.~~

~~The parties should be aware that District administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The District will make every effort to ensure that a reporting party's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.~~

~~In implementing this policy, records of all reports, resolutions, and hearings will be kept by the Title IX Coordinator/Institutional Equity Officer indefinitely in the corresponding~~

938 ~~database. Access to this database will be controlled by the Title IX~~
939 ~~Coordinator/Institutional Equity Officer.~~

940 ***Revisions to this Policy***

941 The District reserves the right to make changes to this document as necessary and once
942 those changes are posted online, ([http://www.sbccd.org/Board_of_Trustees/Policies](http://www.sbccd.org/Board_of_Trustees/Policies_-_a-) , -a-
943 , Procedures) they are in effect. Students and employees are encouraged to check online
944 insert URL for the updated versions of all policies and procedures. If government
945 regulations change in a way that impacts this document, this document will be construed
946 to comply with government regulations in their most recent form. Reports of misconduct
947 made after the fact may raise issues of policy and procedure application, if policies and
948 procedures have changed. ~~Unless the parties accept current policies, all reports are~~
949 ~~governed by the policies that were in place at the time the alleged misconduct occurred.~~
950 Procedures applicable are those that are in place at the time of resolution. This document
951 does not create legally enforceable protections beyond the protection of the background
952 state and federal laws.
953

954 **Complaint Procedure Checklist**

- 955
- 956 Complaint or report received by Title IX Officer or Title IX Coordinator.
 - 957 Provide complainant with a copy of Board Policy 3430 and ~~which frame~~
958 such codes generally. Administrative Procedure 3435.
 - 959 Provide complainant with the current resource guide with available
960 resources (counseling, health services, etc.).
 - 961 Acknowledge receipt of complaint/report with copy to State Chancellor's
962 Office
 - 963 Conduct preliminary inquiry (within three days) to determine:
 - 964 Acceptability by parties to alternative dispute resolution.
 - 965 Determine whether District policy had been violated.
 - 966 Determine whether facts violated District policy.
 - 967 Determine interim remedies or actions to be taken.
 - 968 Decide to start a formal investigation or
 - 969 Close out complaint with letter of explanation to complainant and State
970 Chancellor's Office
 - 971 Determine investigator and timeline (within 60 days of complaint/report)
 - 972 Request extension up to 90 days, from State Chancellor's Office within 50
973 days of complaint/report
 - 974 Reason why extension is necessary
 - 975 Date expected to complete determination
 - 976 Notice of copy sent to complainant
 - 977 Notice to complainant of right to send written objection to extension
978 with five days of receipt
 - 979 Complete investigation
- 980

- 981 o Forward investigative report and administrative determination to the
982 complainant and to the State Chancellor's Office
- 983 ▪ Ultimate determination on probable cause
 - 984 ▪ Description of actions taken to prevent similar future allegations
 - 985 ▪ Proposed resolution
 - 986 ▪ The complainant's right to appeal to the District governing board
987 (within 15 days from the date of the determination)
 - 988 • Governing board reviews and renders final decision (within 45
989 days of receiving the appeal)
 - 990 • Board decision is forwarded to complainant and the State
991 Chancellor's Office
 - 992 • Notice to complainant of right to appeal to the State
993 Chancellor's Office (within 30 days of the Board decision)
 - 994 • Complainant provides copy of governing board's
995 determination or evidence that the governing board did not
996 respond within 45 days
- 997 o State Chancellor's Office may launch its own investigation if there is evidence of a
998 violation.
- 999

1000 *File Retention*

1001 The District will retain on file for a period of at least three years after closing the case
1002 copies of:

- 1003 — the original complaint;
- 1004 — the investigatory report;
- 1005 — the summary of the report if one is prepared;
- 1006 — the notice provided to the complainant, of the District's administrative
1007 determination and his or her right to appeal;
- 1008 — any appeal; and
- 1009 — the District's final decision.

1010 The District will make such documents available to the State Chancellor upon request.

1011

1012

1013 **Dissemination of Policy and Procedures**

1014 ~~District Policy and Procedures related to harassment will include information that~~
1015 ~~specifically addresses sexual violence. District policy and procedures will be provided to~~
1016 ~~all students, faculty members, members of the administrative staff and members of the~~
1017 ~~support staff, and will be posted on campus and on the District's website.~~

1018

1019 When hired, employees are required to sign that they have received the policy and
1020 procedures, and the signed acknowledgment of receipt is placed in each employee's
1021 personnel file. In addition, these policies and procedures are incorporated into the
1022 District's course catalogs and orientation materials for new students.

1023 **Training**

1024 By January 1, 2006, the District shall provide at least two hours of classroom or other
1025 effective interactive training and education regarding sexual harassment to all supervisory
1026 employees who are employed as of July 1, 2005. All new supervisory employees must
1027 be provided with the training and education within six months of their assumption of a
1028 supervisory position. After January 1, 2006, the District shall provide sexual harassment
1029 training and education to each supervisory employee once every two years.
1030

1031
1032 The training and education required by this procedure shall include information and
1033 practical guidance regarding the federal and state statutory provisions concerning the
1034 prohibition against and the prevention and correction of sexual harassment and the
1035 remedies available to victims of sexual harassment in employment. The training and
1036 education shall also include practical examples aimed at instructing supervisors in the
1037 prevention of harassment, discrimination, and retaliation, and shall be presented by
1038 trainers or educators with knowledge and expertise in the prevention of harassment,
1039 discrimination, and retaliation.

1040
1041 **NOTE:** The following is **suggested as good practice**, and will generally be viewed by a
1042 court as helping to reduce District liability.
1043

1044 Training of all staff will be conducted. This includes counselors, faculty, health personnel,
1045 law enforcement officers, coaches, and all staff who regularly interact with students.
1046 Training for academic staff should emphasize environmental harassment in the
1047 classroom. The District will also provide training to students who lead student
1048 organizations. The District should provide copies of the sexual harassment policies and
1049 training to all District law enforcement unit employees regarding the grievance procedures
1050 and any other procedures used for investigating reports of sexual violence.

1051
1052 In years in which a substantive policy or procedural change has occurred, all District
1053 employees will attend a training update or receive a copy of the revised policies and
1054 procedures.

1055
1056 Participants in training programs will be required to sign a statement that they have either
1057 understood the policies and procedures, their responsibilities, and their own and the
1058 District's potential liability, or that they did not understand the policy and desire further
1059 training.

1060
1061 **Education and Prevention for Students**

1062 ~~In order to take proactive measures to prevent sexual harassment and violence toward~~
1063 ~~students, the District will provide preventive education programs and make victim~~
1064 ~~resources, including comprehensive victim services, available. The District will include~~
1065 ~~such programs in their orientation programs for new students, and in training for student~~
1066 ~~athletes and coaches. These programs will include discussion of what constitutes sexual~~
1067 ~~harassment and sexual violence, the District's policies and disciplinary procedures, and~~
1068 ~~the consequences of violating these policies. A training program or informational services~~
1069 ~~will be made available to all students at least once annually.~~

1070
1071 ~~The education programs will also include information aimed at encouraging students to~~
1072 ~~report incidents of sexual violence to the appropriate District and law enforcement~~
1073 ~~authorities. Since victims or third parties may be deterred from reporting incidents if~~
1074 ~~alcohol, drugs, or other violations of District or campus rules were involved, the District~~
1075 ~~will inform students that the primary concern is for student safety and that use of alcohol~~
1076 ~~or drugs never makes the victim at fault for sexual violence. If other rules are violated,~~
1077 ~~the District will address such violations separately from an allegation of sexual violence.~~

1078
1079 **Introduction and Scope**

1080
1081 ~~These are the written policies and procedures for filing and processing complaints of~~
1082 ~~unlawful discrimination at San Bernardino Community College District. These policies and~~
1083 ~~procedures incorporate the legal principles contained in nondiscrimination provisions of~~
1084 ~~the California Code of Regulations, title 5, sections 59300 et seq. as well as other state~~
1085 ~~and federal substantive and procedural requirements.~~

1086
1087 ~~A copy of these written policies on unlawful discrimination will be displayed in a prominent~~
1088 ~~location in the Office of Human Resources, San Bernardino Valley College President's~~
1089 ~~Office, Crafton Hills College President's Office main administrative building or other area~~
1090 ~~where notices regarding the institution's rules, regulations, procedures, and standards of~~
1091 ~~conduct are posted.~~

1092
1093 ~~Authority: 20 U.S.C. § 1681 et seq.; Ed. Code, §§ 66270, 66271.1, 66281.5; Gov. Code,~~
1094 ~~§§ 11135-11139.5; Cal. Code Regs., tit. 5, § 59326. Reference: Cal. Code Regs., tit. 5,~~
1095 ~~§§ 59300 et seq.; 34 C.F.R. § 106.8(b).~~

1096
1097 **Unlawful Discrimination Policy**

1098
1099 ~~The **policy** of the San Bernardino Community College District is to provide an educational~~
1100 ~~and employment environment in which no person shall be unlawfully denied full and equal~~
1101 ~~access to, the benefits of, or be unlawfully subjected to discrimination, in whole or in part,~~
1102 ~~on the basis of ethnic group identification, national origin, religion, age, sex or gender,~~
1103 ~~race, color, ancestry, sexual orientation, or physical or mental disability, or on the basis~~

1104 ~~of these perceived characteristics or based on association with a person or group with~~
1105 ~~one or more of these actual or perceived characteristics, in any program or activity that is~~
1106 ~~administered by, funded directly by, or that receives any financial assistance from the~~
1107 ~~State Chancellor or Board of Governors of the California Community Colleges.~~

1108
1109 The **policy** of the San Bernardino Community College District is to provide an educational
1110 and employment environment free from unwelcome sexual advances, requests for sexual
1111 favors, sexual favoritism, or other verbal or physical conduct or communications
1112 constituting sexual harassment.

1113
1114 The **policy** of San Bernardino Community College District is to comply with the
1115 accessibility requirements of Section 508 of the Rehabilitation Act of 1973 in the
1116 development, procurement, maintenance, or use of electronic or information technology
1117 and respond to and resolve unlawful discrimination complaints regarding accessibility.
1118 Such complaints will be treated as complaints of discrimination on the basis of disability.

1119
1120 Employees, students, or other persons acting on behalf of the District who engage in
1121 unlawful discrimination as defined in this policy or by state or federal law may be subject
1122 to discipline, up to and including discharge, expulsion, or termination of contract.

1123
1124 In so providing, the San Bernardino Community College District hereby implements the
1125 provisions of California Government Code sections 11135 through 11139.5, the Sex
1126 Equity in Education Act (Ed. Code, § 66250 et seq.), title VI of the Civil Rights Act of 1964
1127 (42 U.S.C. § 2000d), title IX of the Education Amendments of 1972 (20 U.S.C. § 1681),
1128 section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), section 508 of the
1129 Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990
1130 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

1131
1132 Authority: Cal. Code Regs., tit. 5, § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700,
1133 and 70901; Gov. Code § 11138. Reference: Ed. Code §§ 66250 et seq. and 72011; Gov.
1134 Code, §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C.
1135 §§ 794 and 794d; 42 U.S.C. §§ 6101, 12100 et seq. and 2000d; 36 C.F.R. § 1194.

1136

1137 **Retaliation**

1138

1139 It is unlawful for anyone to retaliate against someone who files an unlawful discrimination
1140 complaint, who refers a matter for investigation or complaint, who participates in an
1141 investigation of a complaint, who represents or serves as an advocate for an alleged
1142 victim or alleged offender, or who otherwise furthers the principles of this unlawful
1143 discrimination policy.

1144

1145 Authority: 20 U.S.C. §§ 1681 et seq.; 34 C.F.R. § 106; Cal. Code Regs., tit. 5, §§ 59300
1146 et seq.; Revised Sexual Harassment Guidance: Harassment of Students by School
1147 Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19,
1148 2001.

1149

1150 **Responsible District Officer**

1151
1152 ~~The San Bernardino Community College District has identified the Vice Chancellor of~~
1153 ~~Human Resources & Employee Relations to the State Chancellor's Office and to the~~
1154 ~~public as the single District officer responsible for receiving all unlawful discrimination~~
1155 ~~complaints filed pursuant to title 5, section 59328, and for coordinating their investigation.~~
1156 ~~Informal charges of unlawful discrimination should be brought to the attention of the~~
1157 ~~responsible district officer, who shall oversee the informal resolution process pursuant to~~
1158 ~~section 59327. The actual investigation of complaints may be assigned to other staff or~~
1159 ~~to outside persons or organizations under contract with the District. Such delegation~~
1160 ~~procedures will be used whenever the officer designated to receive complaints is named~~
1161 ~~in the complaint or is implicated by the allegations in the complaint.~~

1162
1163 ~~Administrators, faculty members, other District employees, and students shall direct all~~
1164 ~~complaints of unlawful discrimination to the responsible District officer.~~

1165
1166 ~~Authority: Cal. Code Regs., tit. 5, § 59324; 34 C.F.R. § 106.8.~~

1167 **Informal/Formal Complaint Procedure**

1168
1169
1170 ~~When a person brings charges of unlawful discrimination to the attention of the District's~~
1171 ~~responsible officer, that officer will:~~

1172
1173 ~~(1) Undertake efforts to informally resolve the charges;~~

1174
1175 ~~(2) Advise the complainant that he or she need not participate in informal~~
1176 ~~resolution;~~

1177
1178 ~~(3) Notify the person bringing the charges of his or her right to file a formal~~
1179 ~~complaint and explain the procedure for doing so;~~

1180
1181 ~~(4) Assure the complainant that he or she will not be required to confront, or work~~
1182 ~~out problems with, the person accused of unlawful discrimination;~~

1183
1184 ~~(5) Advise the complainant that he or she may file a nonemployment-based~~
1185 ~~complaint with the Office for Civil Rights of the U.S. Department of Education~~
1186 ~~(OCR) where such a complaint is within that agency's jurisdiction.~~

1187
1188 ~~(6) If the complaint is employment-related, the complainant should also be advised~~
1189 ~~that he or she may file a complaint with the U.S. Equal Employment Opportunity~~
1190 ~~Commission (EEOC) and/or the California Department of Fair Employment and~~
1191 ~~Housing (DFEH) where such a complaint is within that agency's jurisdiction.~~

1192
1193 ~~Efforts at informal resolution need not include any investigation unless the responsible~~
1194 ~~District officer determines that an investigation is warranted by the seriousness of the~~
1195 ~~charges. Selecting an informal resolution does not extend the time limitations for filing a~~

1196 formal complaint. Efforts at informal resolution may continue after the filing of a formal
1197 written complaint, but after a complaint is filed an investigation is required to be conducted
1198 pursuant to title 5, section 59334, and will be completed unless the matter is informally
1199 resolved and the complainant dismisses the complaint. Even if the complainant does
1200 dismiss the complaint, the responsible district officer may require the investigation to
1201 continue if he or she determines that the allegations are serious enough to warrant an
1202 investigation. Any efforts at informal resolution after the filing of a written complaint will
1203 not exceed the 90-day period for rendering the administrative determination pursuant to
1204 title 5, section 59336.

1205
1206 In employment-related cases, if the complainant also files with the Department of Fair
1207 Employment and Housing or with the U.S. Equal Employment Opportunity Commission,
1208 a copy of that filing will be sent to the State Chancellor's Office requesting a determination
1209 of whether a further investigation under title 5 is required. Unless the State Chancellor's
1210 Office determines that a separate investigation is required, the District will discontinue its
1211 investigation under title 5 and the matter will be resolved through the Department of Fair
1212 Employment and Housing or the U.S. Equal Employment Opportunity Commission.

1213
1214 The District will allow for representation where required by law and may allow for
1215 representation for the accused and complainant in other circumstances on a case by case
1216 basis.

1217
1218 Authority: Cal. Code Regs., tit. 5, §§ 59327, 59328, 59334, 59336, and 59339; NLRB v.
1219 Weingarten, Inc. (1975) 420 U.S. 251.

1220 1221 **Filing of Formal Written Complaint**

1222
1223 If a complainant decides to file a formal written unlawful discrimination complaint against
1224 the District, he or she must file the complaint on a form prescribed by the State Chancellor.
1225 These approved forms are available from the District and also at the State Chancellor's
1226 website, as follows:

1227
1228 The completed form must be filed with the District representative or mailed directly to the
1229 State Chancellor's Office of the California Community Colleges.

1230
1231 Once a complaint is filed, the individual(s) accused of engaging in prohibited
1232 discriminatory conduct should be advised of that filing and the general nature of the
1233 complaint. This should occur as soon as possible and in a manner that is appropriate
1234 under the circumstances. The District will also advise the accused that an assessment
1235 of the accuracy of the allegations has not yet been made, that the complaint will be
1236 investigated, that the accused will be provided an opportunity to present his/her side of
1237 the matter, and that any conduct that could be viewed as retaliatory against the
1238 complainant or any witnesses must be avoided.

1239
1240 Authority: Cal. Code Regs., tit. 5, §§ 59311 and 59328.

1241

1242 ~~Threshold Requirements Prior to Investigation of a Formal Written Complaint~~

1243

1244 ~~When a formal written complaint is filed it will be reviewed to determine if the complaint~~
1245 ~~meets the following requirements:~~

1246

1247 ~~• The complaint must be filed on a form prescribed by the State Chancellor's Office.~~

1248 ~~• The complaint must allege unlawful discrimination prohibited under title 5, section~~
1249 ~~59300.~~

1250 ~~• The complaint must be filed by one who alleges that he or she has personally~~
1251 ~~suffered unlawful discrimination or by one who has learned of such unlawful~~
1252 ~~discrimination in his or her official capacity as a faculty member or administrator.~~

1253 ~~• In any complaint not involving employment, the complaint must be filed within one~~
1254 ~~year of the date of the alleged unlawful discrimination or within one year of the date~~
1255 ~~on which the complainant knew or should have known of the facts underlying the~~
1256 ~~specific incident or incidents of alleged unlawful discrimination.~~

1257 ~~• In any complaint alleging discrimination in employment, the complaint shall be filed~~
1258 ~~within 180 days of the date the alleged unlawful discrimination occurred, except~~
1259 ~~that this period will be extended by no more than 90 days following the expiration~~
1260 ~~of that 180 days if the complainant first obtained knowledge of the facts of the~~
1261 ~~alleged violation after the expiration of 180 days.~~

1262

1263 ~~Authority: Cal. Code Regs., tit. 5, § 59328.~~

1264

1265 **~~Defective Complaint~~**

1266

1267 ~~If a complaint is found to be defective it will be immediately returned to the complainant~~
1268 ~~with a complete explanation of why an investigation will not be initiated under California~~
1269 ~~Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant~~
1270 ~~that the complaint does not meet the requirements of section 59328, and shall specify in~~
1271 ~~what requirement the complaint is defective. A copy of the notice to the complainant will~~
1272 ~~also be sent to the State Chancellor's Office.~~

1273

1274 ~~Authority: Cal. Code Regs., tit. 5, §§ 59328, 59332.~~

1275

1276 **~~Notice to State Chancellor or District~~**

1277

1278 ~~A copy of all formal complaints filed in accordance with the title 5 regulations will be~~
1279 ~~forwarded to the State Chancellor's Office immediately upon receipt, regardless of~~
1280 ~~whether the complaint is brought by a student or by an employee. Similarly, when the~~
1281 ~~State Chancellor's Office receives a complaint a copy will be forwarded to the District.~~

1282

1283 ~~Authority: Cal. Code Regs., tit. 5, § 59330.~~

1284

1285 **~~Administrative Determination~~**

1286

1287 ~~In any case not involving employment discrimination, within 90 days of receiving an~~
1288 ~~unlawful discrimination complaint filed under title 5, sections 59300 et seq., the~~
1289 ~~responsible District officer will complete the investigation and forward a copy of the~~
1290 ~~investigative report to the State Chancellor, a copy or summary of the report to the~~
1291 ~~complainant, and written notice setting forth all the following to both the complainant and~~
1292 ~~the State Chancellor:~~

- 1293
- 1294 ~~a) the determination of the chief executive officer or his/her designee as to whether~~
 - 1295 ~~there is probable cause to believe discrimination occurred with respect to each~~
 - 1296 ~~allegation in the complaint;~~
 - 1297 ~~b) a description of actions taken, if any, to prevent similar problems from occurring in~~
 - 1298 ~~the future;~~
 - 1299 ~~c) the proposed resolution of the complaint; and~~
 - 1300 ~~d) the complainant's right to appeal to the District governing board and the State~~
 - 1301 ~~Chancellor.~~

1302

1303 ~~In any case involving employment discrimination, within 90 days of receiving an unlawful~~
1304 ~~discrimination complaint filed under title 5, sections 59300, et seq., the responsible District~~
1305 ~~officer will complete the investigation and forward a copy or summary of the report to the~~
1306 ~~complainant, and written notice setting forth all the following to the complainant:~~

- 1307
- 1308 ~~a) the determination of the chief executive officer or his/her designee as to whether~~
 - 1309 ~~there is probable cause to believe discrimination occurred with respect to each~~
 - 1310 ~~allegation in the complaint;~~
 - 1311 ~~b) a description of actions taken, if any, to prevent similar problems from occurring in~~
 - 1312 ~~the future;~~
 - 1313 ~~c) the proposed resolution of the complaint; and~~
 - 1314 ~~d) the complainant's right to appeal to the District governing board and to file a~~
 - 1315 ~~complaint with the Department of Fair Employment and Housing.~~

1316

1317 ~~The District will keep these documents on file for a period of at least three years after~~
1318 ~~closing the case, and make them available to the State Chancellor upon request.~~

1319

1320 ~~The San Bernardino Community College District recognizes the importance of and is~~
1321 ~~therefore committed to completing investigations and resolving complaints as quickly as~~
1322 ~~possible, consistent with the requirements for a thorough investigation.~~

1323

1324 ~~Authority: Cal. Code Regs., tit. 5, § 59336.~~

1325

1326 **Complainant's Appeal Rights**

1327

1328 ~~Complainants have appeal rights that they may exercise if they are not satisfied with the~~
1329 ~~results of the District's administrative determination. At the time the administrative~~
1330 ~~determination and summary is mailed to the complainant, the responsible District officer~~
1331 ~~or his/her designee shall notify the complainant of his or her appeal rights as follows:~~

1332

- 1333 ● ~~First level of appeal: The complainant has the right to file an appeal to the District's~~
1334 ~~governing board within 15 days from the date of the administrative determination.~~
1335 ~~The District's governing board will review the original complaint, the investigative~~
1336 ~~report, the administrative determination, and the appeal.~~
- 1337 ● ~~The District's governing board will issue a final District decision in the matter within~~
1338 ~~45 days after receiving the appeal. Alternatively, the District's governing board~~
1339 ~~may elect to take no action within 45 days, in which case the original decision in~~
1340 ~~the administrative determination will be deemed to be affirmed and shall become~~
1341 ~~the final District decision in the matter. A copy of the final decision rendered by~~
1342 ~~the District's governing board will be forwarded to the complainant and to the State~~
1343 ~~Chancellor's Office.~~
- 1344 ● ~~Second level of appeal: The complainant has the right to file an appeal with the~~
1345 ~~California Community College Chancellor's Office in any case not involving~~
1346 ~~employment-related discrimination within 30 days from the date that the governing~~
1347 ~~board issues the final District decision or permits the administrative determination~~
1348 ~~to become final by taking no action within 45 days. The appeal must be~~
1349 ~~accompanied by a copy of the decision of the governing board or evidence~~
1350 ~~showing the date on which the complainant filed an appeal with the governing~~
1351 ~~board, and a statement under penalty of perjury that no response was received~~
1352 ~~from the governing board within 45 days from that date. In any case involving~~
1353 ~~employment discrimination, the complainant has the right to file a complaint with~~
1354 ~~the Department of Fair Employment and Housing (DFEH) where the case is within~~
1355 ~~the jurisdiction of that agency.~~

1356
1357 ~~Complainants must submit all appeals in writing.~~

1358
1359 ~~Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59339.~~

1360
1361 **~~Provision of Information to State Chancellor~~**

1362
1363 ~~In any case not involving employment discrimination, within 150 days of receiving a~~
1364 ~~complaint, the responsible District officer will either:~~

1365
1366 ~~Forward the following to the State Chancellor:~~

- 1367
1368 ● ~~A copy of the final District decision rendered by the governing board or a statement~~
1369 ~~indicating the date on which the administrative determination became final as a~~
1370 ~~result of taking no action on the appeal within 45 days.~~
- 1371 ● ~~A copy of the notice of appeal rights the District sent the complainant.~~
- 1372 ● ~~Any other information the State Chancellor may require; or~~

1373
1374 ~~Notify the State Chancellor that the complainant has not filed an appeal with the district~~
1375 ~~governing board and that the District has closed its file.~~

1376

1377 ~~The District will keep these documents on file for a period of at least three years after~~
1378 ~~closing the case, and in any case involving employment discrimination, make them~~
1379 ~~available to the State Chancellor upon request.~~

1380
1381 ~~Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59340.~~

1382

1383

Extensions

1384

1385 ~~If for reasons beyond its control, the District is unable to comply with the 90-day or 150-~~
1386 ~~day deadlines specified above for submission of materials to the complainant and the~~
1387 ~~State Chancellor's Office, the responsible District officer will file a written request that the~~
1388 ~~State Chancellor grant an extension of the deadline. Where an extension is deemed~~
1389 ~~necessary by the District, it must be requested from the State Chancellor regardless of~~
1390 ~~whether or not the case involves employment discrimination. The request will be~~
1391 ~~submitted no later than 10 days prior to the expiration of the deadlines established by title~~
1392 ~~5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the~~
1393 ~~date by which the District expects to be able to submit the required materials.~~

1394

1395 ~~A copy of the request for an extension will be sent to the complainant, who will be advised~~
1396 ~~that he or she may file written objections with the State Chancellor within 5 days of receipt.~~

1397

1398 ~~The State Chancellor may grant the request unless delay would be prejudicial to the~~
1399 ~~investigation. If an extension of the 90-day deadline is granted by the State Chancellor~~
1400 ~~the 150-day deadline is automatically extended by an equal amount.~~

1401

1402 ~~Authority: Cal. Code Regs., tit. 5, § 59342.~~

1403

1404

Definitions

1405

1406 ~~Definitions applicable to nondiscrimination policies are as follows:~~

1407

1408 ~~• "Appeal" means a request by a complainant made in writing to the San Bernardino~~
1409 ~~Community College District governing board pursuant to title 5, section 59338,~~
1410 ~~and/or to the State Chancellor's Office pursuant to title 5, section 59339, to review~~
1411 ~~the administrative determination of the District regarding a complaint of~~
1412 ~~discrimination.~~

1413

1414 ~~• "Association with a person or group with these actual or perceived characteristics"~~
1415 ~~includes advocacy for or identification with people who have one or more~~
1416 ~~characteristics of a protected category listed under "Unlawful Discrimination~~
1417 ~~Policy" and title 5, section 59300, participation in a group associated with persons~~
1418 ~~having such characteristics, or use of a facility associated with use by such~~
1419 ~~persons.~~

1420

1421 ~~• "Complaint" means a written and signed statement meeting the requirements of~~
1422 ~~title 5, section 59328 that alleges unlawful discrimination in violation of the~~

1423 nondiscrimination regulations adopted by the Board of Governors of the California
1424 Community Colleges, as set forth at title 5, sections 59300 et seq.

- 1425
- 1426 • ~~"Days" means calendar days.~~
 - 1427
 - 1428 • ~~"Gender" means sex, and includes a person's gender identity and gender related~~
1429 ~~appearance and behavior whether or not stereotypically associated with the~~
1430 ~~person's assigned sex at birth.~~

- 1431
- 1432 • ~~"Mental disability" includes, but is not limited to, all of the following:~~

1433

- 1434 1) ~~Having any mental or psychological disorder or condition, such as mental~~
1435 ~~retardation, organic brain syndrome, emotional or mental illness, or specific~~
1436 ~~learning disabilities, that limits a major life activity. For purposes of this section:~~

1437 a) ~~"Limits" shall be determined without regard to mitigating measures, such as~~
1438 ~~medications, assistive devices, or reasonable accommodations, unless the~~
1439 ~~mitigating measure itself limits a major life activity.~~

1440 b) ~~A mental or psychological disorder or condition limits a major life activity if it~~
1441 ~~makes the achievement of the major life activity difficult.~~

1442 c) ~~"Major life activities" shall be broadly construed and shall include physical,~~
1443 ~~mental, and social activities and working.~~

1444

- 1445 2) ~~Any other mental or psychological disorder or condition not described in paragraph~~
1446 ~~(1) that requires specialized supportive services.~~

1447

- 1448 3) ~~Having a record or history of a mental or psychological disorder or condition~~
1449 ~~described in paragraph (1) or (2), which is known to the District.~~

1450

- 1451 4) ~~Being regarded or treated by the District as having, or having had, any mental~~
1452 ~~condition that makes achievement of a major life activity difficult.~~

1453

- 1454 5) ~~Being regarded or treated by the District as having, or having had, a mental or~~
1455 ~~psychological disorder or condition that has no present disabling effect, but that~~
1456 ~~may become a mental disability as described in paragraph (1) or (2).~~

1457

1458 ~~"Mental disability" does not include sexual behavior disorders, compulsive gambling,~~
1459 ~~kleptomania, pyromania, or psychoactive substance use disorders resulting from the~~
1460 ~~current unlawful use of controlled substances or other drugs.~~

- 1461
- 1462 • ~~"Physical disability" includes, but is not limited to, all of the following:~~

1463

- 1464 1) ~~Having any physiological disease, disorder, condition, cosmetic disfigurement,~~
1465 ~~or anatomical loss that does both of the following:~~

1466 a) ~~Affects one or more of the following body systems: neurological,~~
1467 ~~immunological, musculoskeletal, special sense organs, respiratory,~~

- 1468 including speech organs, cardiovascular, reproductive, digestive,
1469 genitourinary, hemic and lymphatic, skin, and endocrine.
- 1470 b) ~~Limits a major life activity. For purposes of this section:~~
- 1471 i. ~~"Limits" shall be determined without regard to mitigating measures~~
1472 ~~such as medications, assistive devices, prosthetics, or reasonable~~
1473 ~~accommodations, unless the mitigating measure itself limits a major~~
1474 ~~life activity.~~
- 1475 ii. ~~A physiological disease, disorder, condition, cosmetic disfigurement,~~
1476 ~~or anatomical loss limits a major life activity if it makes the~~
1477 ~~achievement of the major life activity difficult.~~
- 1478 iii. ~~"Major life activities" shall be broadly construed and include physical,~~
1479 ~~mental, and social activities and working.~~
- 1480 2) ~~Any other health impairment not described in paragraph (1) that requires~~
1481 ~~specialized supportive services.~~
- 1482 3) ~~Having a record or history of a disease, disorder, condition, cosmetic~~
1483 ~~disfigurement, anatomical loss, or health impairment described in paragraph~~
1484 ~~(1) or (2), which is known to the District.~~
- 1485 4) ~~Being regarded or treated by the District as having, or having had, any physical~~
1486 ~~condition that makes achievement of a major life activity difficult.~~
- 1487 5) ~~Being regarded or treated by the District as having, or having had, a disease,~~
1488 ~~disorder, condition, cosmetic disfigurement, anatomical loss, or health~~
1489 ~~impairment that has no present disabling effect but may become a physical~~
1490 ~~disability as described in paragraph (1) or (2).~~
- 1491 6) ~~"Physical disability" does not include sexual behavior disorders, compulsive~~
1492 ~~gambling, kleptomania, pyromania, or psychoactive substance use disorders~~
1493 ~~resulting from the current unlawful use of controlled substances or other drugs.~~
- 1494
- 1495 ● ~~"District" means the San Bernardino Community College District or any District~~
1496 ~~program or activity that is funded directly by the state or receives financial~~
1497 ~~assistance from the state. This includes the District Personnel Commission and~~
1498 ~~any other organization associated with the District or its college(s) that receives~~
1499 ~~state funding or financial assistance through the District.~~
- 1500
- 1501 ● ~~"Responsible District Officer" means the officer identified by the District to the State~~
1502 ~~Chancellor's Office as the person responsible for receiving complaints filed~~
1503 ~~pursuant to title 5, section 59328, and coordinating their investigation. The~~
1504 ~~Responsible District Officer for San Bernardino Community College District is the~~
1505 ~~Vice Chancellor of Human Resources and Employee Relations.~~
- 1506
- 1507 ● ~~"Sex" includes, but is not limited to, pregnancy, childbirth, or medical conditions~~
1508 ~~related to pregnancy or childbirth. 'Sex' also includes, but is not limited to, a~~
1509 ~~person's gender, as defined in section 422.56 of the Penal Code. Discrimination~~
1510 ~~on the basis of sex or gender also includes sexual harassment.~~
- 1511
- 1512 ● ~~"Sexual harassment" is unlawful discrimination in the form of unwelcome sexual~~
1513 ~~advances, requests for sexual favors, and other verbal, visual, or physical conduct~~

1514 of a sexual nature, made by someone from or in the workplace or in the educational
1515 setting, and includes but is not limited to:

1516
1517 ~~(1) Making unsolicited written, verbal, physical, and/or visual contacts with sexual~~
1518 ~~overtones.~~

1519
1520 ~~(Examples of possible sexual harassment that appear in a written form include, but are~~
1521 ~~not limited to: suggestive or obscene letters, notes, and/or invitations. Examples of~~
1522 ~~possible visual sexual harassment include, but are not limited to: leering, gestures,~~
1523 ~~display of sexually aggressive objects or pictures, cartoons, or posters.)~~

1524
1525 ~~(2) Continuing to express sexual interest after being informed that the interest is~~
1526 ~~unwelcomed.~~

1527
1528 ~~(3) Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of~~
1529 ~~harassing behavior. The following are examples of conduct in an academic environment~~
1530 ~~that might be found to be sexual harassment: threatening to withhold, or actually~~
1531 ~~withholding, grades earned or deserved; suggesting a poor performance evaluation will~~
1532 ~~be prepared; or suggesting a scholarship recommendation or college application will be~~
1533 ~~denied.~~

1534
1535 ~~(4) Engaging in explicit or implicit coercive sexual behavior within the work environment~~
1536 ~~which is used to control, influence, or affect the employee's career, salary, and/or work~~
1537 ~~environment.~~

1538
1539 ~~(5) Engaging in explicit or implicit coercive sexual behavior within the educational~~
1540 ~~environment that is used to control, influence, or affect the educational opportunities,~~
1541 ~~grades, and/or learning environment of a student.~~

1542
1543 ~~(6) Offering favors or educational or employment benefits, such as grades or promotions,~~
1544 ~~favorable performance evaluations, favorable assignments, favorable duties or shifts,~~
1545 ~~recommendations, reclassifications, etc., in exchange for sexual favors.~~

1546
1547 ~~(7) Awarding educational or employment benefits, such as grades or duties or shifts,~~
1548 ~~recommendations, reclassifications, etc., to any student or employee with whom the~~
1549 ~~decision maker has a sexual relationship and denying such benefits to other students or~~
1550 ~~employees.~~

1551
1552 ~~• "Sexual orientation" means heterosexuality, homosexuality, or bisexuality.~~

1553 ~~• "Unlawful discrimination" means discrimination based on a category protected~~
1554 ~~under title 5, section 59300, including retaliation and sexual harassment.~~

1555
1556 ~~Authority: Gov. Code, § 12926; Cal. Code Regs., tit. 5, §§ 59300, 59311; Revised Sexual~~
1557 ~~Harassment Guidance: Harassment of Students by School Employees, Other Students,~~
1558 ~~or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.~~

1559

Confidentiality of the Process

Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal information about such matters except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that his or her name not be revealed, the responsible officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.

Authority: Cal. Const. Art. I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; *Silberg v. Anderson* (1990) 50 Cal.3d. 205; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Notice, Training, and Education for Students and Employees

The San Bernardino Community College District's responsible officer shall make arrangements for or provide training to employees and students on the District's unlawful

1606 ~~discrimination policy and procedures. Faculty members, members of the administrative~~
1607 ~~staff, and members of the support staff will be provided with a copy of the District's written~~
1608 ~~policy on unlawful discrimination at the beginning of the first quarter or semester of the~~
1609 ~~college year after the policy is adopted.~~

1610
1611 ~~All District employees will receive this training and a copy of the unlawful discrimination~~
1612 ~~policies and procedures during the first year of their employment. Because of their special~~
1613 ~~responsibilities under the law, supervisors will undergo mandatory training within six~~
1614 ~~months of assuming a supervisory position and annually thereafter. In years in which a~~
1615 ~~substantive policy or procedural change has occurred all District employees will attend a~~
1616 ~~training update and/or receive a copy of the revised policies and procedures.~~

1617
1618 ~~A training program or informational services will be made available to all students at least~~
1619 ~~once annually.~~

1620
1621 ~~The student training or informational services will include an explanation of the policy,~~
1622 ~~how it works, and how to file a complaint. In addition, a copy of the District's written policy~~
1623 ~~on unlawful discrimination, as it pertains to students, will be provided as part of any~~
1624 ~~orientation program conducted for new students at the beginning of each quarter,~~
1625 ~~semester, or summer session, as applicable.~~

1626
1627 ~~Authority: Ed. Code, § 66281.5; Cal. Code Regs., tit. 5, §§ 59324 and 59326. Reference:~~
1628 ~~Cal. Code Regs., tit. 5, §§~~
1629 ~~9300 et seq.; 34 C.F.R. § 106.8(b).~~

1630

1631 **Academic Freedom**

1632

1633 ~~The San Bernardino Community College District governing Board reaffirms its~~
1634 ~~commitment to academic freedom, but recognizes that academic freedom does not allow~~
1635 ~~any form of unlawful discrimination. It is recognized that an essential function of education~~
1636 ~~is a probing of opinions and an exploration of ideas that may cause some students~~
1637 ~~discomfort. It is further recognized that academic freedom insures the faculty's right to~~
1638 ~~teach and the student's right to learn. Finally, nothing in these policies and procedures~~
1639 ~~shall be interpreted to prohibit bona fide academic requirements for a specific community~~
1640 ~~college program, course or activity.~~

1641

1642 ~~When investigating unlawful discrimination complaints containing issues of academic~~
1643 ~~freedom San Bernardino Community College District will consult with a faculty member~~
1644 ~~appointed by the Academic Senate with respect to contemporary practices and standards~~
1645 ~~for course content and delivery.~~

1646

1647 ~~Reference: Cohen v. San Bernardino Valley College (1995) 883 F.Supp. 1407, 1412-~~
1648 ~~1414, affd. in part and revd. in part on other grounds, (1996) 92 F.3d 968; Cal. Code~~
1649 ~~Regs., tit. 5, § 59302.~~

1650

1651 **Record Retention**

1652
1653 Unlawful discrimination records that are part of an employee's employment records may
1654 be classified as Class-1 Permanent records and retained indefinitely or microfilmed in
1655 accordance with title 5, California Code of Regulations, section 59022. Unlawful
1656 discrimination records of a student that are deemed worthy of preservation but not
1657 classified as Class-1 Permanent may be classified as Class-2 Optional records or as
1658 Class-3 Disposable records. Class-2 Optional records shall be retained until reclassified
1659 as Class-3 Disposable Records. Class-3 Disposable Records shall be retained for a
1660 period of three years after being classified as Class-3 Disposable records.

1661
1662 Records related to a student discrimination complaint will be deemed worthy of
1663 preservation if, at the end of three years after the case is closed, a complaint on similar
1664 grounds has been filed against the same employee. In such cases, the records shall
1665 continue to be classified as Class 2 records and shall not be reclassified as Class-3
1666 Disposable Records until complaints against that particular employee have been
1667 resolved.

1668
1669 Authority: Cal. Code Regs., tit. 5, § 59020.

1670
1671 **References:** [Education Code Section 66281.5;](#)
1672 [Government Code Section 12950.1;](#)
1673 [Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;](#)
1674 [34 Code of Federal Regulations Section 106.8\(b\)](#)

1675
1676
1677 ***NOTE:** The red ink signifies language that is legally required and recommended by the Policy and
1678 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from
1679 the current SBCCD AP 3430 titled Policy and Procedures for Handling Complaints of Unlawful
1680 Discrimination Under Title 5 Sections 59300 et seq. approved on 2/11/10.*

1681
Approved: 2/11/10
Revised:

1682
1683

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

BP 7250 EDUCATIONAL ADMINISTRATORS

(Replaces current SBCCD BP 7250)

An educational administrator is a person employed by the Board of Trustees in a supervisory or management position as defined in Government Code Sections 3540 et seq.

Educational administrators are those who exercise direct responsibility for supervising the operation of or formulating policy regarding ~~the~~ instructional or student services programs of the District.

Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor.

Educational administrators shall be entitled to vacation leave, sick leave, and other leaves as provided by law and ~~the~~by District policies and administrative procedures.

Educational Administrators shall be entitled to health and welfare benefits made available by action of the Board upon recommendation by the Chancellor.

Educational administrators shall be employed by an appointment or contract. Deans and ~~v~~ice pPresidents and assistant vice chancellors shall receive one (1) year contracts. ~~and~~ Presidents and ~~v~~ice cChancellors shall receive two (2) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with

45 the terms of the existing contract. If the contract is silent, notice shall be in accordance
46 with Education Code Section 72411.

47
48 An educational administrator who has not previously acquired tenure as a faculty member
49 in the District shall have the right to become a first year probationary faculty member once
50 his/her administrative assignment expires or is terminated, if the following criteria are met:

- 51 • The administrator meets the criteria established by the District for minimum
52 qualifications for a faculty position, in accordance with procedures ~~developing~~
53 ~~developed~~ jointly by the Chancellor and the Academic Senate and approved by
54 the Board. The Board shall rely primarily on the advice and judgment of the
55 Academic Senate to determine ~~that whether~~ an administrator possesses
56 minimum qualifications for employment as a faculty member.
- 57 • The requirements of Education Code Section 87458(c) and (d), or any
58 successor statute, are met with respect to prior satisfactory service and reason
59 for termination of the administrative assignment.

60
61 ~~Educational administrators shall be compensated in the manner provided for by the~~
62 ~~appointment or contract of employment. Compensation shall be set by the Board upon~~
63 ~~recommendation by the Chancellor. Educational Administrators shall further be entitled~~
64 ~~to health and welfare benefits made available by action of the Board upon~~
65 ~~recommendation by the Chancellor.~~

66
67 ~~Educational administrators shall be entitled to vacation leave, sick leave, and other leaves~~
68 ~~as provided by law and the policies and administrative procedures.~~

69
70 ~~The Governing Board has determined that educational administrators shall be employed~~
71 ~~by an appointment or contract. Deans and Vice Presidents shall receive one (1) year~~
72 ~~contracts and Presidents and Vice Chancellors shall receive two (2) year contracts. The~~
73 ~~District Chancellor shall be given a contract length determined by the Board within the~~
74 ~~limitations of the Education Code.~~

75
76 ~~The Board may, with the consent of the administrator concerned, terminate, effective on~~
77 ~~the next succeeding first day of July, the terms of employment and any contract of~~
78 ~~employment with the administrator, and reemploy the administrator on any terms and~~
79 ~~conditions as may be mutually agreed upon by the Board and the administrator, for a new~~
80 ~~term to commence on the effective date of the termination of the existing term of~~
81 ~~employment.~~

82
83 ~~If the Board determines that the administrator is not to be reemployed when his/her~~
84 ~~appointment or contract expires, notice to an administrator shall be in accordance with~~
85 ~~the terms of the existing contract. If the contract is silent, notice shall be in accordance~~
86 ~~with Education Code Section 72411.~~

87
88 References: Education Code Sections 72411 et seq., 87002(b), and 87457-87460;
89 Government Code Section 3540.1(g) and (m)

Adopted: 7/8/10
Revised: 3/10/16
Revised: 10/6/2016

91
92

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7250 EDUCATIONAL ADMINISTRATORS

(Replaces current SBCCD AP 7250)

HIRING QUALIFICATIONS

For California educational administrators, the minimum qualifications are a master's degree (in any discipline), and one year of formal training, internship, or leadership experience reasonably related to the administrator's assignment. Public California community college districts have hiring authority and must adhere to the minimum qualifications when establishing hiring criteria and/or determining hiring eligibility. The districts may include additional criteria over and above the minimums, but can never hire below the minimums.

~~The District~~San Bernardino Community College District has established the following additional hiring qualifications for all educational administrator positions:

A. Demonstrated sensitivity to, understanding of, and respect for the diverse academic, socio-economic, cultural, disability, religious, sexual orientation, gender expression, and ethnic backgrounds of community college students. Board Policy 3410 refers.

~~B. Meet the minimum qualifications as stated in the job description.~~

~~C. B.~~ Commitment to participate in the collegiate consultation process of the College and the District.

~~D. See BP/AP 3410 Nondiscrimination to ensure the most up-to-date protected classes are addressed.~~

GENERAL HIRING PROVISIONS

A. Approval to Fill a Position

Requests to fill newly created or vacant positions must be ~~processed~~ approved ~~by~~ through the appropriate administrator, ~~C~~ college ~~p~~ President, ~~f~~ Fiscal

44 officerServices and the Vice Chancellor of Human Resources and Employee
45 Relations (or designee – to validate an approved job description). Requests will
46 be submitted and approved through the online application process described
47 below. Additional manual approvals may be required by the Chancellor,
48 depending on the particular position or general financial condition of the District.
49 Such manual approvals will be managed by the Vice Chancellor of Human
50 Resources and Employee Relations, who serves in the role of District Equal
51 Opportunity Officer for this procedure. Office of Human Resources, and must
52 receive the approval of the Vice Chancellor of Human Resources & Employee
53 Relations or Designee. All management positions shall be approved by
54 Chancellor’s Cabinet prior to being announced.

55 56 **B. Online Employment Application Process**

57
58 The Office of Human Resources implemented this system in order to automate
59 and streamline many of the paper-driven aspects of the employment application
60 process. Once a request to fill a position is approved, a designated Human
61 Resources staff member will set up an online application process for proper
62 publications, control and record-keeping purposes. All applicants must submit the
63 required application materials through the online system, unless they contact the
64 Human Resources Department and request a disability accommodation. Such
65 accommodations will be decided and made available by the Human Resources
66 Department. All requested positions must be submitted through the Online
67 Application System. After the requested information for the vacant position is filled
68 out and submitted, the request will then be approved by the appropriate
69 administrators. The receipt of the Personnel Requisition Form by the Office of
70 Human Resources and budget authorization by Fiscal Services indicates approval
71 to begin the recruitment process.

72 73 **C. Recruitment**

74
75 The District shall maintain a program of verifiable eEqual eEmployment
76 oOpportunity recruitment of qualified members of historically underrepresented
77 groups in all job categories and classifications, including but not limited to faculty,
78 classified and confidential employees; categorically funded positions; and all other
79 executive, administrative and managerial positions.

80 81 **D. Job Announcements**

82
83 Job announcements online and in print media shall clearly state job
84 specifications setting forth the responsibilities as well as the requisite
85 knowledge, skills, and abilities necessary for job performance. All jJob
86 specifications shall be jointly determined by the appropriate administrator
87 and the responsible Human Resources staff member, to assure conformity
88 with the approved job description and which the District wishes to utilize
89 shall be reviewed by the appropriate administrator and the Office of Human

90 ~~Resources before the position is announced to ensure conformity with the~~
91 ~~requirements of Title 5, and both State and Federal non-discriminatory laws.~~
92 ~~The content of the job announcement is the responsibility of the appropriate~~
93 ~~administrator and the Office of Human Resources and must be approved~~
94 ~~by the Final approval of job announcements is the responsibility of the Vice~~
95 ~~Chancellor of Human Resources & Employee Relations or dDesignee.~~

96
97 The ~~position~~-job announcement must include the following:

- 98 1. A description of the duties and responsibilities;
- 99 2. Minimum qualifications;
- 100 3. ~~Additional d~~Desirable qualifications (must be that are job related and
101 support the responsibilities of the position);
- 102 4. Provision for presentation of qualifications that are equivalent to the
103 minimum qualifications;
- 104 5. Notification of testing (if required); and
- 105 6. Legal qualifiers, established by the ~~Office of~~ Human Resources
106 Department to comply with Federal, State, and District ~~regulations policies~~
107 and procedures (e.g. Title 5, Title VII, EEO and ADA).

108 109 110 111 **E. Pre-Screening Process**

112 ~~The Office of Human Resources will pre-screen the applications to ensure that~~
113 ~~applicants meet minimum qualifications and requirements as set forth in the~~
114 ~~position announcement and, on that basis, will certify the “qualified” pool of~~
115 ~~applicants. The responsible Human Resources staff member will pre-screen~~
116 ~~applications prior to release to the screening committee. Incomplete application~~
117 ~~swill not be forwarded to the committee and those applicants will be so advised.~~
118 ~~Those who do not appear to meet minimum qualficiations will be identified and the~~
119 ~~screening committee will validate. If validated, the Human Resources staff~~
120 ~~member will notify the applicants accordingly. If the committee believes an~~
121 ~~applicant meets minimum qualifications, but has been identified otherwise, the~~
122 ~~committee shall notify the Vice Chancellor of Human Resources and Employee~~
123 ~~Relations in writing and include a rationale for inclusion of such applicant. All~~
124 ~~screening committee members must sign the petition. The Vice Chancellor of~~
125 ~~Human Resources and Employee Relations shall make the final determination~~
126 ~~regarding the inclusion of such applicants for further consideration.~~

127 128 129 130 131 132 **F. The Screening Committee**

135 1. The appropriate administrator in consultation with the Office of Human
136 Resources will designate the composition of the Screening Committee to
137 ensure appropriate representation from the affected department.

138
139 2. The Screening Committee for management positions shall have no less
140 than three (3) and no more than nine (9) members who have been trained
141 by the Office of Human Resources.

142
143 1. 3. For a pPresident's rRecruitment, the sScreening cCommittee shall consist
144 fifteen (15) members. The members will consist of (1) Associated Student
145 Government appointee; (1) —California SSchool Employee Association
146 appointee; (1) —California CTeachers Association appointee; (4) Academic
147 Senate appointees; (2) Classified Senate appointees; (3) Manager's
148 Association appointees (one recommended at least one to be a Vice
149 President); (1) fFoundation Bboard member; (1) Staff/cConfidential staff
150 member; and (1) cCommunity member. Based on unforeseeable
151 circumstances, if a member is unable to participate or continue, the committee
152 can be comprised of less than 15 committee members. Additional members
153 may be added by the Chancellor or the Governing Board. If a member is unable
154 to participate in all meetings or continue through the process, the committee
155 may continue with less than the original fifteen members. Members may not
156 be added to the process once it begins.

157 2. For all other educational administrator positions, the screening committee shall
158 be representative of the following categories: (1) subject matter expert; (1)
159 California Teachers' Association appointee; (1) California School Employee
160 Association appointee; (1) Classified Senate appointee; (2) Academic Senate
161 appointees; and (2) Manager's Association appointees (at least one should be
162 in an equivalent position). The appropriate administrator, in consultation with
163 the Vice Chancellor of Human Resources and Employee Relations may add
164 other appointees, based on working relationships the position has with other
165 areas of the college, District or community. If a member is unable to participate
166 in all meetings or continue through the process, the committee may proceed
167 with fewer members. New members may not be added to the process once it
168 begins.

169 3. In both 1. And 2. Above, at least one member of the committee must be from
170 the department or area in which the position is assigned.

171 4. Each Screening Committee will also include an Equal Employment Opportunity
172 representative designated by the Office of Human Resources Department. The

173 representative shall serve to maintain confidentiality and ensure the hiring
174 process remains fair and equitable.

175 —
176 —
177 5. ~~4. All Each s~~Screening ~~c~~Committee members must receive annual training on
178 equal opportunity, diversity, and the employment process for each ~~St~~ype of
179 hiring process (educational administrator, faculty, classified/confidential, or
180 non-academic administrator. ~~creening~~ Committee on which they serve. Such
181 training will be provided by the ~~Office of~~ Human Resources Department.

182 6. The administrator requesting the position recruitment is responsible for
183 contacting the various organizations and securing members for the screening
184 committee. The list shall be submitted to the Vice Chancellor for Human
185 Resources and Employee Relations for approval, to ensure there is a broad
186 representation on the committee.

187 7. At the first meeting of the screening committee, the members will:
188 a. Elect a chair (may not be the position supervisor)
189 b. Be asked to sign a confidentiality agreement
190 c. Acknowledge the requirement to fill out evaluation forms and rankings
191 for the candidates.
192 d. Develop job-related interview questions
193 e. Decide if video conferencing is an acceptable method for interviews
194 (must be offered to all candidates regardless of location)
195 f. Determine the candidates for interview and the schedule to
196 accommodate those interviews
197 g. Provide a job-related reason for NOT selecting candidates for interview
198 (cannot be a general statement relative to those selected)
199 h. Provide written justification for selecting fewer than three (3) candidates
200 for interview.

201 8. The Vice Chancellor for Human Resources and Employee Relations will review
202 the questions, candidate selections, reasons for non-selection, and any
203 justifications or notations from the committee. He/she will authorize the
204 designated Human Resources staff member to proceed with the interview
205 phase or may contact the chair of the committee to determine additional
206 considerations for the screening committee.

207 9. The designated Human Resources staff member will contact the candidates to
208 be interviewed and schedule them according to the dates and times provided
209 by the screening committee. Candidates will be asked if they require any
210 disability accommodation and the Human Resources staff member will handle
211 that request. If the committee has decided to offer video conferencing for the
212 interview, the staff member will offer that option to each candidate.

213 10. Interviews will be conducted by the members of the screening committee. Each
214 candidate will be asked the same questions, in the same way, for a fair and
215 consistent basis in assessing all the interviewees. Committee members shall
216 use rating sheets to assess the candidates' answers.

217 11. The Equal Employment Opportunity representative will ensure all
218 documentation is completed for the interview ratings and recommendation(s).
219 The screening committee will identify strengths and concerns for all candidates
220 advance to the next level of interviews. In addition, a job-related reason for
221 non-selection shall be recorded and provided for those not advancing to the
222 next level.

223 12. Three or more candidates will be recommended for second level interviews.
224 Anything less than three recommended candidates will require written
225 justification signed by all members of the screening committee. The Vice
226 Chancellor of Human Resources and Employee Relations shall determine
227 whether to reopen the search, request further considerations by the committee,
228 or pursue some other course of action.

229
230 ~~5. The majority of the members shall be those with applicable knowledge in~~
231 ~~the job category or classification with at least one member being directly~~
232 ~~from the affected department.~~

233
234 ~~6. Every Screening Committee shall have at least one management~~
235 ~~member and one California Schools Employee Association (CSEA)~~
236 ~~appointee and when appropriate, an appointee from the Academic Senate.~~

237
238 ~~7. The administrator of the vacant position will appoint the remaining~~
239 ~~members of the Screening Committee. Each Screening Committee will also~~
240 ~~include an Equal Employment Opportunity representative designated by the~~
241 ~~Office of Human Resources.~~

242
243 ~~8. The Equal Employment Opportunity representative's role and~~
244 ~~responsibility is to maintain confidentiality and ensure the hiring process~~
245 ~~remains fair and equitable.~~

246
247 ~~9. Every effort must be made to incorporate broad representation on every~~
248 ~~Screening Committee to bring a variety of perspectives to the screening~~
249 ~~process.~~

250
251 ~~10. The appropriate administrator of the vacant position submits the~~
252 ~~membership of the Screening Committee to the Office of Human Resources~~
253 ~~for approval.~~

254
255 G. Interview Process

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~~1. In cases where fewer than three (3) candidates are invited for interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources.~~

~~2. The screening Committee develops job related interview questions. All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or designee. All Interview questions are confidential.~~

~~3. The Screening Committee will determine the candidates, date, and time to interview.~~

~~4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.~~

~~5. The interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.~~

~~6. All Screening Committee members must sign a confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.~~

~~7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation unless otherwise determined by the Vice Chancellor of Human Resources & Employee Relations.~~

~~8. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to 2nd level interviews.~~

~~9. The supervisor may participate on the 1st level interviews on recommendation of the appropriate administrator. In unique situations where the only representative of the affected department is the supervisor, the Office of Human Resources will assess the particular circumstance.~~

~~10. The Screening Committee will recommend at least three (3) candidates to the appropriate administrator for 2nd level interviews. The Screening Committee shall recommend no less than three (3), unless fewer were interviewed or unless the Screening Committee Chair presents written justification for submitting fewer than three (3) for 2nd level interview.~~

302
303 ~~11. Second level interviews will be convened for all finalists by the~~
304 ~~appropriate administrator or designee.~~

305
306 ~~12. The Office of Human Resources will contact the finalists to be~~
307 ~~interviewed at 2nd level and communicate the arrangements for the time~~
308 ~~and place for the interview, as determined by the appropriate administrator~~
309 ~~or designee.~~

310 311 H. Selection Process

312
313 ~~The appropriate administrator and designee shall select one of the finalists, who~~
314 ~~is best qualified to fill the position and shall recommend such person to the~~
315 ~~Chancellor.~~

316
317 ~~The appropriate administrator will submit an online notification to the Office of~~
318 ~~Human Resources to forward the screening to the Board of Trustees for approval.~~

319 320 I. Reference Check

321
322 ~~Upon receipt of the selected candidate, the Office of Human Resources or the~~
323 ~~College President will conduct reference check in accordance with the policies and~~
324 ~~principles of Equal Employment Opportunity.~~

325
326 ~~The Office of Human Resources will contact the successful candidate to make a~~
327 ~~provisional offer of employment, contingent upon passing the Department of Justice~~
328 ~~clearance, pre-employment physical, and Board of Trustee approval.~~

329
330 1. Once the successful candidate has accepted the offer, the Office of Human
331 Resources will notify the unsuccessful candidates in writing of non-
332 selection. Second level interview arrangements shall be made by the administrator
333 requesting the position. Arrangements shall include time/place for interviews and
334 inviting those who may assist in the second level interview, (which may include the
335 direct supervisor, someone above the position in the hierarchy, and/or other
336 appropriate advisors).

337 2. The designated Human Resources staff member will contact the finalists for
338 second level interviews and communicate the arrangements for the time/place,
339 panel members, and any additional information they may need for the
340 appointment. Finalists will be advised that if they must travel more than 100 miles,
341 they may be reimbursed for travel expenses, in accordance with the provisions of
342 the Employee Travel Policy. Mileage will be determined by Mapquest. A District
343 travel calim must be submitted after travel is complete.

344 3. After the second level interviews have been completed, the administrator
345 will recommend a finalist for the College President or Chancellor to consider. An
346 online notification shall be forwarded to the designated Human Resources staff
347 member.

348 4. For college-based positions, the President shall arrange for reference
349 checks, final interview, and any additional information he/she may need to
350 substantiate an offer of employment. For District positions, the Human Resources
351 Department shall conduct reference checks, schedule a final interview, and secure
352 additional information for the Chancellor.

353 5. Upon completion of reference checking, the President and/or Chancellor
354 shall approve the selection and authorize a provisional offer of employment.

355 6. The designated Human Resources staff member will contact the successful
356 candidate to make the provisional offer of employment, contingent upon passing a
357 Department of Justice background check, a tuberculosis skin test, employment
358 eligibility verification (I-9), completing a loyalty oath, and getting Governing Board
359 approval.

360 7. If the candidate accepts the provisional offer, Human Resources will
361 schedule Governing Board approval consideration and will notify the unsuccessful
362 candidates in writing at the appropriate time.

363
364 **EMPLOYMENT REQUIREMENTS**

365
366 ~~All employees will be~~ Educational administrators with a provisional offer are required to
367 comply with all federal, state, and local requirements for employment.

368
369 A. Fingerprints (**NOTE:** See AP 7337 titled *Fingerprinting*)

370
371 ~~1. All managers shall be required to provide fingerprint cards at the time of~~
372 ~~hire. The cost of the fingerprinting shall be borne by the employee.~~

373
374 ~~1. 2. Substitute and temporary employees employed for less than a school~~
375 ~~year are exempted from the provisions of this policy. Successful Department of~~
376 ~~Justice background check. See Administrative Procedure 7337 Fingerprinting.~~

377 2. Free from tuberculosis. See Administrative Procedure 7336 Certification of
378 Freedom from Tuberculosis.

379 3. Sign loyalty oath of allegiance.

380 4. Complete and verified employment eligibility verification (I-9). See
381 Administrative Procedure 7125 Verification of Eligibility for Employment.

382
383 **CONDITIONS OF EMPLOYMENT**

- 385 1. Professional growth opportunities shall follow Administrative Procedure 7160
386 Professional Development.
387 2. Leaves of absence shall follow Administrative Procedure 7340 Leaves
388 3. Health and welfare benefits shall be afforded in accordance with Administrative
389 Procedure 7381 Health and Welfare Benefits

390 HOURLY TEACHING

391 Educational administrators may teach one class per semester at the current hourly
392 pay rate, subject to approval of the immediate supervisor and the college president.
393 Any class taught for hourly pay shall be outside the administrator's normal working
394 hours.
395

396
397
398
399 ~~B. Examination for Tuberculosis (**NOTE:** See AP 7336 titled Certification of~~
400 ~~Freedom from Tuberculosis)~~

401 ~~1. New Employees:~~

402
403 ~~All management employees of the District must file with the District a~~
404 ~~certificate of evidence showing the employee was examined and found free~~
405 ~~from active tuberculosis. This evidence must be filed prior to the date of the~~
406 ~~original employment. An intradermal tuberculin test is provided free of~~
407 ~~charge at each college Health Services Office. Any charge for an exam by~~
408 ~~an outside agency will be borne by the employee.~~
409

410 ~~2. Renewals:~~

411
412
413 ~~a. Thereafter, all employees shall be required to undergo an X-ray of~~
414 ~~the lungs or an approved intradermal tuberculin test that, if positive,~~
415 ~~shall be followed by an X-ray of the lungs every four years.~~
416 ~~Intradermal tests are available as described above.~~

417
418 ~~b. Notice of renewal requirements shall be the responsibility of the~~
419 ~~District Personnel Office and will be mailed to the home 45 days prior~~
420 ~~to the expiration date.~~

421
422 ~~c. Adequate release time from the employee's workstation will be~~
423 ~~allowed to comply with this requirement.~~

424
425 ~~d. Failure to comply may result in immediate suspension without pay~~
426 ~~until such time as the employee undergoes such an examination and~~
427 ~~presents evidence thereof to school officials.~~
428

429 e. Requests for exemptions for religion or other reasons will not be
430 approved.

431
432 ~~C. Loyalty Oath~~

433
434 All management personnel will be required to sign the legally prescribed oath of
435 allegiance upon employment with the District.

436
437 ~~D. Employment Eligibility Verification I-9 (**NOTE:** See AP 7125 titled Verification~~
438 ~~of Eligibility for Employment)~~

439
440 All new employees are required to satisfy the requirements of the Employment
441 Eligibility Verification Form I-9.

442
443 ~~E. Scheduling of Interviews~~

444
445 Applicants who are invited for an initial interview and who live more than 200 miles
446 away will be scheduled for an interview with the college president or chancellor, if
447 possible, in addition to the committee interview on the same day as the initial
448 interview.

449
450 Finalists who are invited for a second interview and live more than 200 miles away
451 will be reimbursed for actual travel and meal expenses incurred as set forth in the
452 Employee Travel Policy.

453
454 **HOURS OF EMPLOYMENT**

455
456 A. The workweek for all management personnel shall be a minimum of forty (40)
457 hours.

458
459 B. No overtime or compensatory time off will be granted for overtime necessary in
460 the performance of management duties.

461
462 **PROFESSIONAL GROWTH (**NOTE:** See BP/AP 7160 titled Professional Development)**

463
464 A. Management personnel on the management salary schedule shall be eligible
465 for tuition cost reimbursement from an accredited institution.

466
467 B. Reimbursement will only be given for courses completed with a grade of "C" or
468 better, "credit", or equivalent grade, which pertains to their management position.

469
470 C. Such reimbursement shall not exceed costs of 18 semester units of course work
471 per year.

472
473 D. Reimbursement shall not be allowed for courses carrying zero units.
474

475 ~~E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of~~
476 ~~similar course work at the University of California.~~

477
478 ~~F. All courses/programs for which a manager seeks tuition reimbursement must~~
479 ~~have prior approval of the Chancellor and the Board.~~

480
481 **VACATIONS**

482
483 ~~A. Management employees earn vacation at the rate of 1.91 days per month for~~
484 ~~each complete month of service. In determining vacation accrued at the end of any~~
485 ~~calendar month, the product of 1.91 X months worked shall be rounded to the~~
486 ~~nearest whole number.~~

487
488 ~~B. All vacation computation is based on a fiscal year of July 1 to June 30.~~

489
490 ~~C. New employees with an employment date other than the first working day of the~~
491 ~~month shall not start accruing vacation until the first working day of the following~~
492 ~~month of employment.~~

493
494 ~~D. Each July all management employees shall be notified by the Payroll~~
495 ~~Department of their June 30 accrued vacation credits. Management employees~~
496 ~~can accrue vacation credits up to 46 days. Once vacation credits reach the~~
497 ~~maximum accrual level no more vacation credits will be earned.~~

498
499 ~~E. Vacations will be set at the convenience of both the employee and the District,~~
500 ~~and are subject to the approval of the manager to whom he/she is responsible,~~
501 ~~and the Campus President or Chancellor, as appropriate.~~

502
503 ~~F. Upon leaving the employment of the District, a management employee shall be~~
504 ~~entitled to lump sum compensation for earned and unused vacation at his/her~~
505 ~~current salary. Payment shall be made up to the accrued number of vacation days~~
506 ~~not to exceed forty-six (46) days.~~

507
508 **LEAVES OF ABSENCE (NOTE: See AP 7340)**

509
510 ~~A. Professional Growth – A leave of absence for professional growth and study~~
511 ~~shall be provided for managers. Such leave shall be for a period of two months at~~
512 ~~full pay.~~

513
514 ~~1. Managers must have completed six years of service with the District, two~~
515 ~~of which must have been in a management position.~~

516
517 ~~2. Such leave will be at the convenience of the District and is subject to~~
518 ~~approval by the Board upon recommendation by the Chancellor.~~

519
520 ~~3. Application~~

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~~a. An application for professional growth leave shall be submitted for approval by February 1st of the year proceeding the fiscal year in which the leave is to be taken. Approval or denial shall be made prior to June 1st of the same year.~~

~~b. Employees who meet the eligibility requirements will make application to the Chancellor after having secured the endorsement of their immediate supervisor and the college president when applicable.~~

~~c. Applications will be evaluated on the following factors:~~

~~(1) Purpose of the leave~~

~~(2) Value to the District~~

~~(3) Convenience to the District~~

~~d. If the number of applications exceeds the allowable leaves (see below), resolution and selection will be based on the following:~~

~~(1) Length of service with the District~~

~~(2) Length of time since last leave~~

4. Conditions

~~a. Managers/administrators are not eligible for faculty sabbatical leaves.~~

~~b. Granting of a professional growth leave shall not adversely affect the implementation of the faculty sabbatical leave policy.~~

~~c. Acceptance of a leave under this policy removes the recipient from the eligibility list for a period of at least an additional six years.~~

~~d. Not more than three managers from SBVC, one from CHC, and one from Central Services shall be granted leave in any one fiscal year. No more than three managers from the entire District shall be on leave at the same time.~~

~~e. For the purpose of this procedure, administrative management groups are defined as follows:~~

~~(1) Central Services~~

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~~(2) College--Instruction, Student Services~~

~~f. Leaves granted in each administrative/management group listed in above shall be limited to the number of persons that may be on leave at one time as follows:~~

~~(1) Groups with three managers or less--1~~

~~(2) Groups with four through seven managers--2~~

~~(3) Groups with over seven managers--3~~

~~g. The president of either campus shall not be on professional growth leave at the same time as the manager responsible for instructional administration.~~

~~h. Duties of the manager(s) on leave are to be assumed and performed by other members of management for the period of the leave at no additional cost to the District when possible.~~

B. Sick Leave

~~1. Every full-time, 12-month management employee employed 5 days a week shall be entitled to 12 days leave of absence for illness and injury per year.~~

~~2. A management employee, employed 5 days a week, who is employed for less than a full fiscal year, is entitled to that proportion of 12 days leave of absence for illness or injury as the number of months he/she is employed bears to 12.~~

~~3. A management employee, employed less than 5 days per week, shall be entitled for a fiscal year of service to that proportion of 12 days leave of absence for illness or injury as the number of days he/she is employed per week bears to 5. When such person is employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which he/she is entitled.~~

~~4. Pay for any days of such absence shall be the same as the pay that would have been received had the employee served during the day.~~

~~5. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the year.~~

613 ~~6. If an employee does not take the full amount of leave allowed in any year~~
614 ~~under this policy, the amount not taken shall be accumulated from year to~~
615 ~~year.~~

616
617 ~~7. The Board may require proof of illness or injury for the purposes of this~~
618 ~~policy.~~

619
620 **C. Maternity Leave**

621
622 ~~1. A manager may use sick leave for absences necessitated by pregnancy,~~
623 ~~miscarriage, childbirth, and recovery therefrom. The length of absence,~~
624 ~~including the date on which the leave shall commence and the date on~~
625 ~~which the employee shall resume duties, shall be determined by the~~
626 ~~employee and the employee's physician.~~

627
628 ~~2. Disabilities caused or contributed to by pregnancy, miscarriage,~~
629 ~~childbirth, and recovery therefrom are, for all job-related purposes,~~
630 ~~temporary disabilities, and shall be treated as such under any health or~~
631 ~~temporary disability insurance or sick leave.~~

632
633 ~~3. This provision shall be construed as requiring the District to grant leave~~
634 ~~with pay only when it is necessary to do so in order that leaves of absence~~
635 ~~for disabilities caused or contributed to by pregnancy, miscarriage, or~~
636 ~~childbirth be treated the same as leaves for illness, injury, or disability.~~

637
638 **D. Bereavement Leave**

639
640 ~~1. Every person employed in a management position is entitled to a paid~~
641 ~~leave of absence, not to exceed 3 days, or 5 days if travel out-of-state or a~~
642 ~~round trip of over 500 miles is required, on account of the death of any~~
643 ~~member of his/her immediate family.~~

644
645 ~~2. Member of the immediate family means the mother, father, grandparent~~
646 ~~or a grandchild of the employee or the spouse of the employee, and the~~
647 ~~spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law~~
648 ~~or sister, sister-in-law of the employee, or any relative living in the~~
649 ~~immediate household of the employee.~~

650
651 **E. Personal Necessity Leave**

652
653 ~~1. Any days of leave of absence for illness or injury allowed pursuant to the~~
654 ~~District sick leave policy may be used by the employee at his/her election in~~
655 ~~cases of personal necessity.~~

657 ~~2. Request for such personal necessity leave shall be submitted to the~~
658 ~~Chancellor or designee prior to the absence, explaining the specific nature~~
659 ~~of the personal emergency.~~

661 ~~3. The employee shall not be required to secure advance permission for~~
662 ~~leave taken for any of the following reasons:~~

663
664 ~~a. Death or serious illness of a member of his/her immediate family.~~

665
666 ~~b. Accident, involving his/her person or property, or the person or~~
667 ~~property of a member of his/her immediate family.~~

668
669 ~~F. Industrial Accident and Illness Leave~~

670
671 ~~1. Employees must have served in the District a minimum of 9 months.~~

672
673 ~~2. Industrial accident or illness leave of absence shall not exceed 60 days~~
674 ~~in any one fiscal year for the same accident or illness.~~

675
676 ~~3. Allowable leave shall not accumulate from year to year.~~

677
678 ~~4. Industrial accident or illness leave shall commence on the first day of~~
679 ~~absence.~~

680
681 ~~5. During any paid leave of absence, the employee shall endorse to the~~
682 ~~District the temporary disability indemnity checks received on account of~~
683 ~~his/her industrial accident or illness.~~

684
685 ~~6. When an accident or illness overlaps in the next fiscal year, the employee~~
686 ~~is entitled only to the balance of the 60 days not used.~~

687
688 ~~7. At such time that the employee has used his/her full entitlement of 60~~
689 ~~days industrial leave, he/she may use his/her accumulated sick leave. Sick~~
690 ~~leave will be used at a rate equal to the pay received from the District less~~
691 ~~any contribution from Worker's Compensation.~~

692
693 ~~8. Evidence must support the fact that the illness or accident arose out of~~
694 ~~employment. The Board of Trustees may require a physician's report on~~
695 ~~probable cause.~~

696
697 ~~9. Management employees shall submit information regarding the nature~~
698 ~~and causes of all absences in order that adequate personnel records may~~
699 ~~be maintained.~~

700
701 ~~G. Military Leave~~

703 ~~Permanent employees or probationary employees whose combined District~~
704 ~~service and military service total one full year shall be entitled to full pay for the~~
705 ~~first 30 calendar days of absence for reserve training in any one fiscal year. Such~~
706 ~~leave must be verified by a copy of the military orders requiring military pay.~~

707
708 ~~H. Jury Duty Leave~~

709
710 ~~When a management employee is absent because of a mandatory court~~
711 ~~appearance as a juror, said employee shall suffer no monetary loss by reason of~~
712 ~~said service. Such employee shall receive his/ her regular salary (upon receipt by~~
713 ~~the District of a valid jury duty verification), but shall reimburse to the District jury~~
714 ~~duty payment received from the court, excluding reimbursement for mileage.~~

715
716 ~~I. Unpaid Leave~~

717
718 ~~An unpaid leave of absence may be granted by the Board upon the~~
719 ~~recommendation of the Chancellor subject to the following provisions:~~

720
721 ~~1. A request for leave that clearly articulates the terms and conditions~~
722 ~~requested must be submitted to the immediate supervisor. The supervisor~~
723 ~~will act upon the request and, in the case of a favorable response, will~~
724 ~~forward the request through the appropriate channels. If the immediate~~
725 ~~supervisor opposes the leave, he/she shall notify the applicant within 15~~
726 ~~working days of the date of submission. Applicants who are denied leave~~
727 ~~have the right to appeal through the usual organizational channels.~~

728
729 ~~2. No more than one full-year of unpaid leave will be granted to an~~
730 ~~employee, and such leave shall not extend beyond one year.~~

731
732 ~~3. No unpaid leave will be granted to an employee who takes a position with~~
733 ~~another organization which by its nature is considered to be permanent and~~
734 ~~continuing.~~

735
736 ~~4. An individual on unpaid leave retains the right to District employment at~~
737 ~~the end of the leave but does not retain the right to return to the specific~~
738 ~~position vacated.~~

739
740 ~~5. A notice of intent to return must be filed in writing with the District~~
741 ~~Personnel Office three months prior to the anticipated date of return.~~

742
743 ~~6. An unpaid leave will be treated as a "break" in service. An individual on~~
744 ~~unpaid leave will not receive advancement credit on any salary schedule,~~
745 ~~will not be credited with sick days or vacation days, and will not receive~~
746 ~~retirement credit while on leave.~~

748 ~~7. An individual on unpaid leave may purchase continued coverage under~~
749 ~~District health, dental, and life insurance plans.~~

750
751 ~~J. Family Care Leave~~

752
753 ~~1. An employee with more than one year of continuous service with the~~
754 ~~District who is eligible for other leave benefits shall be granted upon request~~
755 ~~an unpaid family care leave up to a total of four months in any twenty-four~~
756 ~~month period pursuant to the requirements of this policy.~~

757
758 ~~a. For purposes of this policy, the term "family care leave" means~~
759 ~~either:~~

760
761 ~~(1) Leave for reason of the birth of a child of the employee,~~
762 ~~the placement of a child with an employee in connection with~~
763 ~~the adoption of the child by the employee, or the serious~~
764 ~~illness of a child of the employee; or~~

765
766 ~~(2) Leave to care for a parent or spouse who has a serious~~
767 ~~health condition.~~

768
769 ~~2. An unpaid family care leave granted pursuant to this policy shall be in~~
770 ~~addition to any other leave pursuant to the Government Code, except that~~
771 ~~an unpaid family care leave used in conjunction with a pregnancy leave of~~
772 ~~four months or more may be limited by the District within its discretion to~~
773 ~~one month.~~

774
775 ~~3. An unpaid family care leave shall be treated as any other unpaid leave.~~
776 ~~During an unpaid family care leave, an employee shall retain employee~~
777 ~~status with the District, and such leave shall not constitute a break in~~
778 ~~service. An employee returning from an unpaid family care leave shall have~~
779 ~~no less seniority than when the leave commenced.~~

780
781 ~~4. If an employee's need for an unpaid family care leave is foreseeable, the~~
782 ~~employee shall provide the District with reasonable advance notice of the~~
783 ~~need for such leave. If the employee's need for such leave is foreseeable~~
784 ~~due to a planned medical treatment or supervision, the employee shall~~
785 ~~make a reasonable effort to schedule the treatment or supervision to avoid~~
786 ~~disruption to the operations of the District.~~

787
788 ~~5. The District requires that an employee's request for an unpaid family care~~
789 ~~leave for the purposes of caring for a child, spouse or parent who has a~~
790 ~~serious health condition be supported by a written certification issued by the~~
791 ~~health care provider of the individual family member requiring care. This~~
792 ~~written certification must include:~~

- 794 a. The date on which the serious health condition commenced;
795
796 b. The probable duration of the condition;
797
798 c. An estimate of the amount of time the health care provider believes
799 the employee needs to care for the individual requiring care; and
800
801 d. A statement that the serious health condition warrants the
802 participation of a family member to provide care during a period the
803 treatment or supervision of the individual requiring care.
804
805 e. If additional leave is requested by the employee upon expiration
806 of the time estimated by the health care provider, the employee must
807 request such additional leave again supported by a written
808 recertification consistent with the requirements for an initial
809 certification.
810

811 ~~6. Definitions - for purposes of this policy and consistent with current law:~~

- 812
813 a. The term "child" means a biological, adopted, or foster child, a
814 step-child, a legal ward, or a child of an employee standing in loco
815 parentis who is either under eighteen years of age or an adult
816 dependent child.
817
818 b. The term "parent" means biological, foster, or adoptive parent,
819 step-parent, or a legal guardian.
820
821 c. The term "serious health condition" means an illness, injury,
822 impairment, or physical or mental condition which warrants the
823 participation of a family member to provide care during a period of
824 the treatment or supervision, and involves either of the following:
825
826 (1) Inpatient care in a hospital, hospice, or residential health
827 care facility; or
828
829 (2) Continuing treatment or continuing supervision by a health
830 care provider.
831
832 d. The term "health care provider" means an individual holding either
833 a physician's and surgeon's certificate issued pursuant to applicable
834 law, or an osteopathic physician's and surgeon's certificate issued
835 pursuant to applicable law.
836

837 ~~7. The District within its discretion may allow an employee upon written~~
838 ~~request to utilize accumulated illness and accident leave for the purpose of~~
839 ~~family care leave.~~

840
841 ~~8. An employee taking unpaid family care leave pursuant to this policy shall~~
842 ~~continue to be entitled to participate in health plans and other benefits to the~~
843 ~~same extent and under the same conditions as apply to other unpaid leaves~~
844 ~~of absence.~~

845
846 ~~9. The District may refuse to grant an employee's request for unpaid family~~
847 ~~care leave under this policy even though all requirements of this policy have~~
848 ~~been satisfied if:~~

849
850 ~~a. The refusal is necessary to prevent undue hardship to the~~
851 ~~operations of the District;~~

852
853 ~~b. The employee and the other parent would receive unpaid family~~
854 ~~care leave exceeding four months in any twenty-four hour period; or~~

855
856 ~~c. The other parent is also taking family care leave at the same time~~
857 ~~or is unemployed.~~

858
859 ~~10. Any employee returning from an unpaid family care leave shall be~~
860 ~~assigned to the same or comparable position. For purposes of this policy~~
861 ~~and consistent with current law, the term "same or comparable position"~~
862 ~~means a position that has the same or similar duties and pay which can be~~
863 ~~performed at the same or similar geographic location as the position held~~
864 ~~prior to the leave.~~

865
866 ~~11. This policy shall not be construed to entitle the employee to receive~~
867 ~~disability benefits as provided in the Labor Code.~~

868
869 **HEALTH AND WELFARE BENEFITS (NOTE: See AP 7381 Health & Welfare Benefits)**

870
871 ~~A. A program of health and welfare benefits shall be provided to all management~~
872 ~~employees.~~

873
874 ~~B. Hospitalization/Medical - The insurance premium for the Board approved~~
875 ~~hospitalization/medical plan is paid for the employee, spouse and dependents by~~
876 ~~the District.~~

877
878 ~~C. Dental - The insurance premium for the Board approved dental plan is paid for~~
879 ~~the employee, spouse and dependents by the District.~~

880
881 ~~D. Life - The insurance premium for the Board approved life insurance plan is paid~~
882 ~~for the employee by the District.~~

883
884 ~~E. Health Insurance Continuation After Retirement - Any management employee~~
885 ~~who opts for early retirement or disability retirement will continue to receive~~

886 hospitalization/medical plan benefits available to certificated employees of the
887 District, until age 65, subject to all of the following conditions:

888
889 1. Has attained the age of 55 before terminating employment with the
890 District or earlier under disability retirement.

891
892 2. Has completed a minimum of five years of service with the District
893 (disability retirement); has completed a minimum of ten years of service with
894 the District (service retirement).

895
896 3. Must have been an employee of the District immediately preceding
897 retirement status.

898
899 4. Must be on retirement with the State Teachers Retirement System or
900 Public Employees Retirement System.

901
902 **OPTIONAL PRE-RETIREMENT REDUCED WORKLOAD PROGRAM**

903
904 A. The employee:

905
906 1. Must be 55 years of age prior to the reduction of workload under this
907 program. The employee must be 55 years of age before the beginning of
908 the college year or semester in which the reduction in workload starts.

909
910 2. Must have been employed full-time in an academic position for at least
911 ten (10) years of which the preceding five (5) years were full-time
912 employment. Sabbaticals and other approved leaves do not constitute a
913 break in service. Such leave, however, is not used to compute the five (5)
914 years full-time service requirement prior to entering the program.

915
916 3. Must request that the option be exercised. The plan can only be
917 terminated by mutual consent of employee and employer.

918
919 4. Must make contributions to the STRS or PERS Retirement System equal
920 to the amount required for a full-time (100%) employee. Payment of this
921 contribution shall be made in the manner in which contributions are made
922 by regular employees.

923
924 B. The employer (SBCCD):

925
926 1. At its discretion, may approve or disapprove the employee's request. The
927 District shall provide the employee with written rationale for its disapproval.

928
929 2. Except for the reduction in salary corresponding to the reduced workload,
930 will provide the employee the same benefits (including all health, medical,
931 insurance plans, etc.) provided a regular full-time (100%) employee.

932
933 ~~3. Must agree to make contributions to the STRS or PERS Retirement~~
934 ~~System in accordance with the law.~~

935
936 ~~C. The Plan (Pre-Retirement Option):~~

937
938 ~~1. The option may be exercised for a period not to exceed five (5) years or~~
939 ~~age 65, whichever comes first.~~

940
941 ~~2. The minimum part-time employment under the plan shall be the~~
942 ~~equivalent of one-half of the number of days of service required by the~~
943 ~~employee's contract of employment during the final year of service in a full-~~
944 ~~time (100%) position.~~

945
946 ~~3. By mutual agreement of the employer and the employee, an Optional~~
947 ~~Pre-Retirement Reduced Workload Program may be increased or~~
948 ~~decreased within the code limitations.~~

949
950 ~~4. If an employee works less than a 100% assignment, the amount of sick~~
951 ~~leave earned varies directly to the percent of full-time (100%) employment.~~
952 ~~For example, 50% employment would yield 50% of 10 days or 5 days of full-~~
953 ~~time sick leave, or 10 days of 50% sick leave.~~

954
955 ~~5. An employee on less than full-time (100%) employment who must use~~
956 ~~sick leave will reduce earned sick leave on the same basis as employment.~~

957
958 ~~6. To allow for sufficient time in planning, scheduling and budget~~
959 ~~preparation, the following deadlines shall apply:~~

960
961 ~~a. January 15 - The employee shall notify the employer not later than~~
962 ~~January 15 of intention to exercise the Pre-Retirement Option for the~~
963 ~~ensuing school year.~~

964
965 ~~b. March 15 - Agreement between employer and employee must be~~
966 ~~finalized by March 15 for the ensuing school year.~~

967
968 **~~EARLY RETIREMENT PLAN (NOTE: See AP 7381 Health & Welfare Benefits)~~**

969
970 ~~A. The employee must have been employed in the District on a full-time basis for~~
971 ~~a minimum of ten (10) years.~~

972
973 ~~B. The minimum age for eligibility under this program will be 55.~~

974
975 ~~C. The District may agree to award a consulting contract and the employee must~~
976 ~~retire from the District in accordance with all applicable statutes, rules and~~

977 regulations of the STRS or PERS Retirement System. The District may disapprove
978 any application as long as any disapproval is not arbitrary or capricious.

979
980 ~~D. An employee accepted under this plan can never return as a full-time employee.
981 He/she will be employed as a part-time employee in retired status in accordance
982 with rules and regulations of the STRS or PERS Retirement System. At the
983 termination of this plan, the employee may be employed as a part-time employee
984 on the non-contract hourly rate.~~

985
986 ~~E. The employee may continue certain fringe benefit coverages by assuming
987 responsibility for premiums if accepted by the insurer.~~

988
989 ~~F. Compensation shall be at the appropriate hourly rate, not to exceed the
990 maximum prescribed by law in any one fiscal year.~~

991
992 ~~G. There shall be no maximum or minimum number of applicants accepted under
993 this plan. The applicant can only be certain of eligibility for acceptance after he/she
994 has met with the Chancellor, or someone designated by the Chancellor, to
995 determine whether or not the District will have a need for his/her services. In the
996 event that there are more eligible applicants than the District will be able to use
997 effectively, the principle of seniority will be used as the deciding criterion to
998 determine who will be accepted under this plan.~~

999
1000 ~~H. Employees on disability retirement do not qualify for the plan.~~

1001
1002 ~~I. Deadline for application is March 15.~~

1003
1004 **CELLULAR TELEPHONE USAGE (NOTE: See BP/AP 6450 Wireless or Cellular Phone**
1005 **Use)**

1006
1007 **A. Authorization**

1008 ~~Each college president and each vice chancellor may designate managers to
1009 receive partial reimbursement for the use of a cellular telephone in conducting
1010 District business.~~

1011
1012 **B. Application**

1013 ~~Managers shall make application through the appropriate channel. Approved
1014 applications shall be forwarded from the campus to the Vice Chancellor Fiscal
1015 Affairs for implementation.~~

1016
1017 **C. Reimbursement**

1018 ~~Reimbursement shall be at a rate not to exceed \$50 per month, which shall include
1019 purchase of the telephone, activation, monthly service charges, and air use time—
1020 including long distance calls. While monthly application for reimbursement is not
1021 required, periodic verification of telephone usage may be requested.~~

1023 D. Review

1024 This policy shall receive periodic review to assess the appropriateness of the
1025 reimbursement rate.

1026
1027 **HOURLY TEACHING**

1028 Management personnel may teach one class per semester at the current hourly pay rate,
1029 subject to approval of the immediate supervisor and campus president. Any class taught
1030 for hourly pay shall be outside the manager's normal working hours.

1031
1032 **ADMINISTRATOR RETREAT RIGHTS**

1033
1034 A. An educational administrator hired after June 30, 1990, who does not have
1035 tenure in the District at the time of hire, may be reassigned ~~only~~ to a first-year
1036 probationary faculty position and to such a position only if he or she meets the
1037 following criteria:

1038
1039 1. 1. He/she holds an educational administrative position that is not part of the
1040 classified service,

1041 ~~—, or if he/she holds an administrative position that is part of the classified service,~~
1042 ~~he/she was certified by the Academic Senate as possessing qualifications in a specified~~
1043 ~~discipline or disciplines similar to those expected of a newly hired faculty member in~~
1044 ~~that discipline(s).~~

1045
1046 ~~—~~
1047 2. He/she has served in this district a total of at least two years as a full time faculty
1048 member or administrator. ~~This service must have been satisfactory according to~~
1049 ~~documentation.~~ The requirements of Education Code 87458(c) and (d), or any
1050 successor statute, must be met with respect to prior satisfactory service and reason
1051 for termination of the educational administrator assignment.

1052 2. 3.

1053 ~~—~~ He/she is being reassigned for reasons other than for cause, as defined in the
1054 Education Code.

1055 3.

1056 4. 4. Reassignment shall not result in the lay-off or forced change in the contract
1057 assignment for any contract faculty member.

1058 5. The Academic Senate must certify to the Governing Board that the
1059 administrator meets the minimum qualifications for the Faculty Service Area to
1060 which the incumbent is to be assigned. The Academic Senate will be given an
1061 opportunity to present its views on the reassignment prior to the Board's
1062 decision. A written record of the Board's decision, including the views of the
1063 Academic Senate, shall be available for review.

- 1064 6. Reassignment must be in a Faculty Service Area where sufficient assignments
1065 exist and are held only temporary/hourly faculty or by contract overload.
1066 Likewise, the administrator must provide a statement of interest in the
1067 assignment.
- 1068 7. Unless otherwise specified in the administrator's contract, reassignment to a
1069 faculty position shall be compensated based on placement on the faculty salary
1070 schedule, according to his/her education and experience. Placement shall
1071 include years served as an educational administrator
- 1072 8. Retreat rights are subject to annual review by the joint Academic Senate
1073 Executive Committee along with the Vice Presidents of Instruction from each
1074 college. Such review shall take place no later than 15 April of each year, with
1075 changes proposed as a joint agreement and forwarded through the Vice
1076 Chancellor of Human Resources and Employees Relations and the Chancellor
1077 to the Governing Board for approval.

1078
1079 **PRE-RETIREMENT REDUCED WORKLOAD OPTION**

1080
1081 To apply, the educational administrator must:

- 1082
- 1083 1. Be 55 years of age before the beginning of the college year or semester in
1084 which the reduction in workload is to start.
- 1085 2. Must have been employed in an academic position for at least ten (10) years,
1086 of which the last five years were full time. Sabbaticals and other approved
1087 leaves do not constitute a break in service for this purpose. However, such
1088 leaves shall not be used to compute the last five years of full time service for
1089 this requirement.
- 1090 3. Request the pre-retirement reduced workload, and once approved, may only
1091 terminate the agreement by mutual consent of the administrator and the
1092 District.
- 1093 i. The educational administrator must notify the District in writing, not later
1094 than 15 January for the ensuing school year, of his/her request for the pre-
1095 retirement reduced workload.
- 1096 ii. The District and the administrator must finalize their agreement by 15 March
1097 for the ensuing school year.
- 1098 4. Make contributions to STRS or PERS (retirement systems) equal to the amount
1099 required of a full time (100%) employees.

1100 The District:

- 1101
- 1102 1. May approve or disapprove the educational administrator's request for reduced
1103 workload, but shall provide the administrator a written rationale for disapproval.

- 1104 2. Will provide the administrator the same benefits provided to a regular, full time
1105 administrator, but shall reduce the salary commensurate with the reduced
1106 workload.
1107 3. Will make contributions to STRS or PERS in accordance with the law.

1108 The pre-retirement reduced workload option:

- 1109
1110 1. Is limited to a period not to exceed five (5) years or until the administrator reaches
1111 age 65, whichever comes first.
1112 2. Is limited to no less than one-half the number of service days required by an
1113 educational administrator under a full time contract.
1114 3. May only be increased or decreased by mutual consent of the District and the
1115 educational administrator.
1116 4. Includes a reduction in sick leave and vacation accrual and usage, commensurate with
1117 the reduction in workload.

1118 **EARLY RETIREMENT**

1119
1120 Early retirement will be considered by the Governing Board on an annual basis. See
1121 Administrator Procedure 7381 Health and Welfare Benefits for applicable information on
1122 early retirement.

1123
1124 **PERSONAL CELL-PHONE USAGE**

1125
1126 See Administrative Procedure 6450 Wireless or Cellular Phone Use

1127
1128
1129
1130 ~~B. To determine the discipline to which an administrator shall be assigned, the~~
1131 ~~following shall apply:~~

1132
1133 1. ~~The administrator can be assigned only to a discipline in which he/she~~
1134 ~~meets the minimum qualifications as specified by the Education Code and~~
1135 ~~Title 5. The Academic Senate shall certify to the Governing Board that the~~
1136 ~~administrator meets at least minimum qualifications and/or equivalencies~~
1137 ~~for the discipline(s) in question and shall recommend the discipline(s) to~~
1138 ~~which the administrator should be assigned. The Governing Board shall~~
1139 ~~provide the Academic Senate with an opportunity to present its views to the~~
1140 ~~Board before the Board makes a determination. A written record of the~~
1141 ~~Board's decision, including the view of the Academic Senate, shall be~~
1142 ~~available for review pursuant to Education Code.~~

1143
1144 2. ~~The administrator shall be assigned to a discipline in which he or she has~~
1145 ~~not only the minimum qualifications but also where all of the following apply:~~
1146

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~~a. There are sufficient assignments in the discipline or service area currently held by temporary or hourly faculty or contract overload to make a full-time assignment for an additional faculty member.~~

~~b. The administrator has an interest as indicated by a statement of the administrator's own preference for assignment.~~

~~C. Unless otherwise specified in a personal contract, an administrator reassigned to a faculty position shall be compensated based on placement on the faculty salary schedule according to his/her education and experience. Placement on the faculty salary schedule will include years served as an administrator.~~

~~D. These procedures will be reviewed by the joint Academic Senate Executive Committee and the Vice President of Instruction, SBVC, and the Vice President of Instruction CHC, no later than April 15 of each year. Changes can be proposed by joint agreement and forwarded to the Board for approval.~~

References: Education Code Sections 72411 et seq., 87002(b), and 87457-87460;
Government Code Section 3540.1(g) and (m)

Approved: 5/9/13
Revised: 3/10/16

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1169

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: January 19, 2017

SUBJECT: Consideration of Approval of Board Policies and Administrative Procedures

RECOMMENDATION

It is recommended that the Board of Trustees approve the Board Policies and Administrative Procedures.

BP/AP 2435 Evaluation of the Chancellor, BP 3410 Nondiscrimination, BP/AP 3515 Reporting of Crimes, BP/AP 3720 Computer and Network Use, BP/AP 4105 Distance Education, BP 5140 Disabled Student Programs and Services, AP 6200 Budget Preparation, AP 6310 Accounting, AP 6315 Warrants, BP/AP 6320 Investments, BP/AP 6325 Payroll, BP/AP 6600 Capital Construction, BP/AP 6750 Parking, BP 7120 Recruitment and Hiring

ANALYSIS

The changes to the APs and BPs were submitted for First Reading on December 8, 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 2435 EVALUATION OF THE CHANCELLOR

(Replaces current SBCCD BP 2175)

The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor.

The criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed in accordance with ~~AP 2435 titled Evaluation of the Chancellor~~ BP 2430 titled Delegation of Authority to the Chancellor.

Reference: ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)

Adopted: 5/9/13

Revised: 11/13/14, 12/11/14

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2435 EVALUATION OF THE CHANCELLOR

(Replaces current SBCCD AP 2175)

A. Frequency of Evaluation

The Chancellor will be evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor.

B. Evaluation Committee

By the first day of the 3rd month of assignment of the evaluation year, the Board and the Chancellor will meet and mutually agree upon the formation of an evaluation committee. The evaluation committee is advisory to the Board of Trustees and the Board of Trustees will be responsible for preparation of the Chancellor's evaluation. The evaluation committee shall include the following members:

- One manager from San Bernardino Valley College (SBVC) selected by the SBVC President from among the three names submitted by the Chancellor.
- One manager from Crafton Hills College (CHC) selected by the CHC President from among the three names submitted by the Chancellor.
- One manager from the District Office selected through a process of nomination and voting conducted by all District Office managers from among the three names submitted by the Chancellor.
- One faculty member appointed by the Academic Senate from San Bernardino Valley College from among the three names submitted by the Chancellor.
- One faculty member appointed by the Academic Senate at Crafton Hills College from among the three names submitted by the Chancellor.
- One classified employee from San Bernardino Valley College appointed by the CSEA from among the three names submitted by the Chancellor.

- 43 • One classified employee from Crafton Hills College appointed by the CSEA
44 from among the three names submitted by the Chancellor.
- 45
- 46 • One classified employee from the District office appointed by CSEA from
47 among the three names submitted by the Chancellor.
- 48
- 49 • One student from San Bernardino Valley College selected by the Associated
50 Student Body.
- 51
- 52 • One student from Crafton Hills College selected by the Associated Student
53 Body.
- 54

55 **C. Campus/District Survey**

56 The evaluation committee shall seek written feedback from all permanent
57 employees and, applicable community leaders. To assist in this task, the
58 Chancellor will provide the committee with a preliminary list of applicable
59 community leaders. The Board of Trustees may provide additional names of
60 community members.

61

62 The evaluation committee shall prepare a consolidated summary of the ratings
63 and comments. Original survey documents will be destroyed once the summary
64 is prepared. A copy of the summary will be made available to the Chancellor.

65

66 **D. Evaluation Report for the Chancellor**

67 The committee will produce a written evaluation report within two months
68 following the start of the evaluation process. The report shall include:

- 69
- 70 1. A summary of duties from the job description, which shall serve as a basis for
71 the evaluation.
- 72
- 73 2. A summary list of the goals and objectives from the prior year.
- 74
- 75 3. A self-evaluation from the Chancellor including a reflection of the year
76 including achievements, areas for improvement, and identified challenges to
77 address in the future and or any other items that the Chancellor submitted to
78 the committee.
- 79
- 80 4. An assessment of the management and leadership strengths of the
81 Chancellor.
- 82
- 83 5. The identification of any areas in which the Chancellor can improve his/her
84 performance or management skills.
- 85

86 The advisory report shall be signed by all members of the Evaluation Committee.
87 The Board of Trustees and the Chancellor shall receive a copy of the evaluation
88 report.

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The Board shall have 60 days to give the Chancellor the official evaluation. The evaluation shall be signed by all members of the Board. The Chancellor shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. This response may offer clarification, additional information, or a rebuttal. There will be only three copies of a completed evaluation. One copy will remain in the possession of the Chancellor one copy will remain with the Board’s attorney, and the original will become a part of the official file in the Human Resources Office.

As part of the evaluation meeting, the Board and the Chancellor will set new short- and long-term goals and objectives.

Reference: ACCJC Accreditation Standard IV.C.3 (formerly IV.A)

Approved: 5/9/13
Revised: 2/19/15

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

BP 3410 NONDISCRIMINATION

(Replaces current SBCCD BP 3410)

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

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

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

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or because of his/her association with a person or group with one or more of these actual or perceived characteristics.

References: Education Code Sections 66250 et seq., 72010 et seq., and 87100 et seq.;
Title 5 Sections 53000 et seq. and 59300 et seq.;
Penal Code Section 422.55;
Government Code Sections 12926.1 and 12940 et seq.;
[Title 2 Sections 10500 et seq.;](#)

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ACCJC Accreditation Eligibility Requirement 20 and ACCJC Accreditation
Standard Catalog Requirements (formerly Accreditation Standard II.B.2.c)

Adopted: 5/13/04

Revised: 10/9/14, 12/11/14

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

AP 3510 WORKPLACE VIOLENCE

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

Approved: 3/12/15
Revised: 5/14/15, 4/14/16

67
68

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

BP 3515 REPORTING OF CRIMES

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

As required by law, the Chancellor shall assure that District Police prepares reports of all occurrences of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Chancellor shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Reference: Education Code Section 67380

NOTE: *The ~~red ink~~ signifies language that is ~~legally required~~ and recommended and recommended by the Policy and Procedure Service and its legal counsel (Liobert Cassidy Whitmore).*

Adopted:

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

AP 3515 REPORTING OF CRIMES

Members of the San Bernardino Community College District who are witnesses or victims of a crime should immediately report the crime to 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 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.

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, 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;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;

- 43 • Crimes that manifest evidence that the victim was intentionally selected
44 because of the victim's actual or perceived race, gender, religion, sexual
45 orientation, ethnicity, or disability and involve larceny-theft, simple assault,
46 intimidation, destruction/damage/vandalism of property, or any other crime
47 involving bodily injury;
- 48 • Those reported to the District Police Department; and
- 49 • Those that are considered to represent a continuing threat to other students
50 and employees.

51
52 In the event that a situation arises, either on or off campus, that, in the judgment of the
53 Chief of Campus Police or President of the College, constitutes an ongoing or continuing
54 threat, a campus wide "timely warning" will be issued. The warning will be issued through
55 the college e-mail system to students, faculty, staff and the campus' student newspaper.
56 The information shall be disseminated by the Emergency Manager in a manner that aids
57 the prevention of similar crimes.

58
59 Depending on the particular circumstances of the crime, especially in all situations that
60 could pose an immediate threat to the community and individuals, the Emergency
61 Manager may also post a notice on the campus-wide electronic bulletin board on the
62 District website at www.sbccd.org, providing the community with more immediate
63 notification. The electronic bulletin board is immediately accessible via computer by all
64 faculty, staff and students. Anyone with information warranting a timely warning should
65 report the circumstances to the District Police-, by phone 909-384-4491 or in person at
66 the police station at Crafton Hills College or San Bernardino Valley College.

67
68 The District shall not be required to provide a timely warning with respect to crimes
69 reported to a pastoral or professional counselor.

70
71 If there is an immediate threat to the health or safety of students or employees occurring
72 on campus, the District shall follow its emergency notification procedures.

73
74 The District shall annually collect and distribute statistics concerns crimes on campus. All
75 college staff with significant responsibility for student and campus activities shall report
76 crimes about which they receive information.

77
78 The District shall publish an Annual Security Report every year by October 1 that contains
79 statistics regarding crimes committed on campus and at affiliated locations for the
80 previous three years. The Annual Security Report shall also include policies pertaining
81 to campus security, alcohol and drug use, crime prevention, the reporting of crimes,
82 sexual assault, victims' assistance program, student discipline, campus resources and
83 other matters. The District shall make the report available to all current students and
84 employees. The District will also provide perspective students and employees with a
85 copy of the Annual Security Report upon request. A copy of the Annual Security Report
86 can be obtained by contacting the District Police Department or at the Website address
87 published in www.sbccd.org/police.

89 To Report a Crime:
90 Contact at and dial 9-1-1 (emergencies only). Any suspicious activity or person seen in
91 the parking lots or loitering around vehicles or inside buildings should be reported to the
92 police department. In addition you may report a crime to the following areas:

- 93
- 94 CHC-Student Health Services 909-389-3271
- 95 SBVC-Student Health Services 909-384-8273
- 96 SBVC-Title IX coordinator 909-384-8992
- 97 CHC Title IX coordinator 909-389-3355
- 98 Human Resources 909-382-4041
- 99 SBVC Vice President of Student Services 909-384-8992
- 100 CHC Vice President of Student Services at 909-389-3355

101
102

103 -If you are the victim of a crime and do not want to pursue action within the District's
104 System or the criminal justice system, you may still want to consider making a confidential
105 report. With your permission, the District Police Department can file a report on the details
106 of the incident without revealing your identity. The purpose of a confidential report is to
107 comply with your wish to keep the matter confidential, while taking steps to ensure the
108 future safety of yourself and others. With such information, the District can keep an
109 accurate record of the number of incidents involving students, determine where there is
110 a pattern of crime with regard to a particular location, method, or assailant, and alert the
111 campus community to potential danger. Reports filed in this manner are counted and
112 disclosed in the annual crimes statistics for the institution.

113

114 The District Police Department encourages anyone who is the victim or witness to any
115 crime to promptly report the incident to the police. Because police reports are public
116 records under state law, the District Police Department cannot hold reports of crime in
117 confidence. Confidential reports for purposes of inclusion in the annual disclosure of
118 crime statistics can generally be made to other campus security authorities as identified
119 below. Confidential reports of crime may also be made to SBVC Vice President of
120 Student Services at 909-384-8992.

121

122 *To assist Districts comply with this reporting requirement, the California Attorney
123 General's Office and University of California Office of the President, in partnership with
124 the Alameda County and San Bernardino County District Attorney's Offices and San
125 Francisco and Oxnard Police Departments, has published a Model Memorandum of
126 Understanding that Districts may use as a template to help them comply with their
127 reporting requirements. This template, and instructions on how to use the template, are
128 available on the Attorney General's website (<http://oag.ca.gov/campus-sexual-assault>).
129 Districts should still consult with their own legal counsel before finalizing any
130 Memorandum of Understanding between the District and local law enforcement.):*

131

132 **~~Required Reports to Local Law Enforcement Agency~~**

133 ~~Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault,~~
134 ~~or hate crime, committed on or off campus, that is received by a campus security authority~~

135 ~~and made by the victim for the purposes of notifying the institution or law enforcement~~
136 ~~must be immediately, or as soon as practicably possible, disclosed to the local law~~
137 ~~enforcement agency. The report shall not identify the victim, unless the victim consents~~
138 ~~to being identified after the victim has been informed of his/her right to have his/her~~
139 ~~personally identifying information withheld. If the victim does not consent to being~~
140 ~~identified, the alleged assailant shall not be identified in the information disclosed to the~~
141 ~~local law enforcement agency.~~

142 Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault,
143 or hate crime, committed on or off campus, that is received by a campus security authority
144 and made by the victim for the purposes of notifying the institution or law enforcement
145 must be immediately, or as soon as practicably possible, disclosed to the local law
146 enforcement agency. The report shall not identify the victim, unless the victim consents
147 to being identified after the victim has been informed of his/her right to have his/her
148 personally identifying information withheld. If the victim does not consent to being
149 identified, the alleged assailant shall not be identified in the information disclosed to the
150 local law enforcement agency unless the institution determines that both of the following
151 apply, in which case the institution shall disclose the identity of the alleged assailant to
152 the local law enforcement agency and notify the victim of the disclosure:

- 153 • the alleged assailant represents a serious or ongoing threat to the safety of
154 students, employees, or the institution; and
- 155 • the immediate assistance of the local law enforcement agency is necessary to
156 contact or detain the assailant.

157
158 **References:** Education Code Sections 212, 67380, 67383, and 87014;
159 Penal Code Sections 245 and 422.55;
160 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime
161 Statistics Act of 1998;
162 20 United States Code Section 1232g;
163 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and
164 668.46; Campus Security Act of 1990

165 **Approved: 4/14/16**

166
167

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

BP 3720 COMPUTER AND NETWORK USE

(Replaces current SBCCD BP 3720)

Employees and students who use District computers and networks and the information they contain, and related resources have a responsibility not to abuse those resources and to respect the rights of others. The Chancellor shall establish procedures that provide guidelines to students and staff for the appropriate use of information technologies. The procedures shall include that users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users.

References: Education Code Section 70902;
Government Code Section 3543.1(b);
Penal Code Section 502;
Cal. Const., Art. 1 Section 1;
17 U.S. Code Sections 101 et seq.

Approved: 5/19/11

Revised:

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 to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion; or civil or criminal legal action.~~

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Copyrights and Licenses

Computer users must respect copyrights and licenses to software and other on-line information.

Copying - Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.

Number of Simultaneous Users - The number and distribution of copies must be handled in such a way that the number of simultaneous users in a department does not exceed the number of original copies purchased by that department, unless otherwise stipulated in the purchase contract.

Copyrights - In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

Integrity of Information Resources

Computer users must respect the integrity of computer-based information resources.

Note: Districts may reference the electronic information security standard created by the California Community Colleges Technology Center.

Modification or Removal of Equipment - Computer users must not attempt to modify or remove computer equipment, software, or peripherals that are owned by others without proper authorization.

Unauthorized Use - Computer users must not interfere with others access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, or disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.

Unauthorized Programs - Computer users must not intentionally develop or use programs which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in

91 disciplinary action as provided in this procedure, and may further lead to civil or criminal
92 legal proceedings.

93 Unauthorized Access

94 Computer users must not seek to gain unauthorized access to information resources and
95 must not assist any other persons to gain unauthorized access.

96
97
98 Abuse of Computing Privileges – Users of District information resources must not access
99 computers, computer software, computer data or information, or networks without proper
100 authorization, or intentionally enable others to do so, regardless of whether the computer,
101 software, data, information, or network in question is owned by the District. For example,
102 abuse of the networks to which the District belongs or the computers at other sites
103 connected to those networks will be treated as an abuse of District computing privileges.

104
105 Reporting Problems – Any defects discovered in system accounting or system security
106 must be reported promptly to the appropriate system administrator so that steps can be
107 taken to investigate and solve the problem.

108
109 Password Protection – A computer user who has been authorized to use a password-
110 protected account may be subject to both civil and criminal liability if the user discloses
111 the password or otherwise makes the account available to others without permission of
112 the system administrator.

113 Usage

114
115 Computer users must respect the rights of other computer users. Attempts to circumvent
116 these mechanisms in order to gain unauthorized access to the system or to another
117 person’s information are a violation of District procedure and may violate applicable law.

118
119 Unlawful Messages – Users may not use electronic communication facilities to send
120 defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate
121 applicable federal, state or other law or District policy, or which constitute the
122 unauthorized release of confidential information.

123
124 Commercial Usage – Electronic communication facilities may not be used to transmit
125 commercial or personal advertisements, solicitations or promotions (see Commercial
126 Use, below). Some public discussion groups have been designated for selling items by
127 [insert names of groups, if any] and may be used appropriately, according to the stated
128 purpose of the group(s).

129
130 Information Belonging to Others – Users must not intentionally seek or provide information
131 on, obtain copies of, or modify data files, programs, or passwords belonging to other
132 users, without the permission of those other users.

133
134 Rights of Individuals – Users must not release any individual’s (student, faculty, or staff)
135 personal information to anyone without proper authorization.

137 User identification - Users shall not send communications or messages anonymously or
138 without accurately identifying the originating account or station.

139
140 Political, Personal, and Commercial Use - The District is a non-profit, tax-exempt
141 organization and, as such, is subject to specific federal, state and local laws regarding
142 sources of income, political activities, use of property and similar matters.

143
144 Political Use - District information resources must not be used for partisan political
145 activities where prohibited by federal, state, or other applicable laws.

146
147 Personal Use - District information resources should not be used for personal activities
148 not related to District functions, except in a purely incidental manner. If the District
149 otherwise grants access to the District's email system for personal use, employees may
150 use the District's email system to engage in protected concerted activity during non-work
151 time.

152
153 Commercial Use - District information resources should not be used for commercial
154 purposes. Users also are reminded that the ".cc" and ".edu" domains on the Internet have
155 rules restricting or prohibiting commercial use, and users may not conduct activities not
156 authorized within these domains.

157 Nondiscrimination

158
159 All users have the right to be free from any conduct connected with the use of [name of
160 district] network and computer resources which discriminates against any person on the
161 basis of [insert list from Board Policy on nondiscrimination]. No user shall use the District
162 network and computer resources to transmit any message, create any communication of
163 any kind, or store information which violates any District procedure regarding
164 discrimination or harassment, or which is defamatory or obscene, or which constitutes the
165 unauthorized release of confidential information.

166 Disclosure

167
168
169 No Expectation of Privacy - The District reserves the right to monitor all use of the District
170 network and computer to assure compliance with these policies. Users should be aware
171 that they have no expectation of privacy in the use of the District network and computer
172 resources. The District will exercise this right only for legitimate District purposes,
173 including but not limited to ensuring compliance with this procedure and the integrity and
174 security of the system.

175
176 Possibility of Disclosure - Users must be aware of the possibility of unintended disclosure
177 of communications.

178
179 Retrieval - It is possible for information entered on or transmitted via computer and
180 communications systems to be retrieved, even if a user has deleted such information.

182 Public Records - The California Public Records Act (Government Code Sections 6250 et
183 seq.) includes computer transmissions in the definition of “public record” and nonexempt
184 communications made on the District network or computers must be disclosed if
185 requested by a member of the public.

186
187 Litigation - Computer transmissions and electronically stored information may be
188 discoverable in litigation.

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
194 A “pop-up” screen addressing the e-mail portions of these procedures shall be installed
195 on all e-mail systems. The “pop-up” screen shall appear prior to accessing the e-mail
196 network. Users shall sign and date the acknowledgment and waiver included in this
197 procedure stating that they have read and understand this procedure, and will comply
198 with it. This acknowledgment and waiver shall be in the form as follows:

199 Computer and Network Use Agreement (Sample Language)

200
201
202 I have received and read a copy of the District Computer and Network Use Procedures
203 and this Agreement dated, _____, and recognize and
204 understand the guidelines. I agree to abide by the standards set in the Procedures for
205 the duration of my employment or enrollment. I am aware that violations of this Computer
206 and Network Usage Procedure may subject me to disciplinary action, including but not
207 limited to revocation of my network account up to and including prosecution for violation
208 of State or Federal law.

209
210 **❖ From current SBCCD AP 3720 titled Computer and Network Use**

211 **OWNERSHIP RIGHTS**

212
213 The San Bernardino Community College District (“District”) owns, leases, and/or operates
214 a variety of computer and communication systems, including but not limited to: host
215 computers, file servers, work stations, stand-alone computers, laptops, software, and
216 internal or external communications networks (Internet, email, mass notification systems,
217 cloud storage, telephone and voicemail systems). These systems are provided for the
218 use of District faculty, administrators, staff, and students in support of the programs of the
219 colleges and District. Hereinafter, this system and all of its component parts shall be
220 referred to as the “District Network.” Modification or Removal of Equipment – Computer
221 users must not attempt to modify or remove computer equipment, software, or peripherals
222 without proper authorization.

223 **PRIVACY INTERESTS**

224
225 The District recognizes the privacy interests of faculty, staff and students and their rights
226 to freedom of speech, collegial consultation, and academic freedom, as well as their rights
227 to engage in protected union and concerted activity. Modification or Removal of

228 ~~Equipment — Computer users must not attempt to modify or remove computer equipment,~~
229 ~~software, or peripherals without proper authorization.~~ However, both the nature of
230 electronic communication and the public character of District business make electronic
231 communication less private than many users anticipate, and may be subject to public
232 disclosure. In addition, the District Network can be subject to authorized and
233 unauthorized access by both internal and external users. For these reasons, there are
234 virtually no online activities or services that guarantee an absolute right of privacy, and
235 therefore the District Network is not to be relied upon as confidential or private.

236

237 **DISTRICT RIGHTS**

238 System administrators may access users' files or suspend services they manage without
239 notice only: 1) to protect the integrity of computer systems; 2) under time-dependent,
240 critical operational circumstances; 3) as required by and consistent with the law; 4) where
241 evidence exists that violations of law or District Policy or Procedures have occurred. For
242 example, system administrators, following organizational guidelines, may access or
243 examine individual files or accounts based on evidence that they have been corrupted or
244 damaged or subject to unauthorized use or misuse. In such cases of access without
245 notice, data or information acquired may be used to initiate or extend an investigation
246 related to the initial cause or as required by law or Board Policy and/or to protect system
247 integrity.

248

249 **SYSTEM ABUSE**

250 ~~Users are prohibited from the use of the access codes of other users to gain access to~~
251 ~~computer resources on the District network. Users are responsible to safeguard accounts~~
252 ~~given them. Therefore, they should not provide their access codes to others for the~~
253 ~~purpose of accessing District computing resources.~~

254

255 **PASSWORD PROTECTION**

256 ~~A computer user who has been authorized to use a password-protected account may be~~
257 ~~subject to both civil and criminal liability if the user discloses the password or otherwise~~
258 ~~makes the account available to others without permission of the system administrator.~~

259

260 **USAGE**

261 ~~Computer users must respect the rights of other computer users. Attempts to circumvent~~
262 ~~these mechanisms in order to gain unauthorized access to the system or to another~~
263 ~~person's information are a violation of District procedure and may violate applicable~~
264 ~~law. Users shall not attempt to modify any part of the network, attempt to crash or "hack"~~
265 ~~District systems, or tamper with any software protections or restrictions placed on~~
266 ~~computer applications or files. Unless properly authorized, users shall not attempt to~~
267 ~~access restricted portions of any operating system, security software, or application~~
268 ~~system. District computing resources may not be used to violate copyright laws or license~~
269 ~~agreements.~~

270

271 **MISREPRESENTATION AND LIABILITY**

272 Users of Electronic Communications Resources shall not give the impression that they
273 are representing, giving opinions, or otherwise making statements on behalf of the District

274 unless appropriately authorized to do so. The District is not responsible for any loss or
275 damage incurred by an individual as a result of personal use of the District's Electronic
276 Communications Resources.

277

278 **PERSONAL IDENTIFIABLE INFORMATION (PII)**

279 Users must not intentionally seek, provide, or release any individual's (student, faculty, or
280 staff) personal information to anyone without proper authorization.

281

282 **HARRASSMENT**

283 Users are prohibited from using the District's information systems in any way that may be
284 disruptive or offensive to others, including, but not limited to, the intentional viewing and/or
285 transmission of sexually explicit messages, graphics, cartoons, ethnic or racial slurs, or
286 anything that may be construed as harassment or disparagement of others. This is
287 consistent with the District's non-discrimination policy.

288

289 **UNLAWFUL MESSAGES**

290 Users may not use electronic communication facilities to send defamatory, fraudulent,
291 harassing, obscene, threatening, or other messages that violate applicable federal, state
292 or other law or District policy, or which constitute the unauthorized release of confidential
293 information.

294

295 **COMMERCIAL USE**

296 Commercial use of the District computing resources for personal gain or illegal purposes
297 is prohibited. Computer resources on the District network are provided to support District-
298 related academic and administrative activity. They may not be used for the transmission
299 or storage of commercial, political, or personal advertisements, solicitations and
300 promotions, destructive programs (viruses and/or self-replicating code), or any other
301 unauthorized use. Transmitting unsolicited advertising, promotional materials or other
302 forms of solicitation are prohibited without prior authorization by District administration.

303

304 **POLITICAL, PERSONAL, AND COMMERCIAL USE**

305 The District is a non-profit, tax-exempt organization and, as such, is subject to specific
306 federal, state and local laws regarding sources of income, political activities, use of
307 property and similar matters.

308

309 **FAIR USE**

310 Information appearing on the internet should be regarded as copyright protected, whether
311 or not it is expressly noted as such. Section 107 of the Copyright Law (Title 17, US Code)
312 allows for fair use of copyrighted materials. Teaching, scholarship, research, comment,
313 news reporting, and criticism are considered fair and allow for reproduction of a given
314 work. Acknowledgement of the source is recommended but is no substitute for obtaining
315 permission (<http://www.copyright.gov/fls/fl102.html>).

316

317 **REPORTING PROBLEMS**

318 Any defects discovered in system accounting or system security must be reported
319 promptly to the appropriate system administrator so that steps can be taken to investigate
320 and solve the problem.

321
322 **SOFTWARE LICENSING**

323 Software, used on District owned computers, must be properly licensed. These licenses
324 provide the acceptable use of the software and hold the user and in some cases the
325 District legally responsible for copyright violations.

326
327 All software must be approved by District and/or campus technology departments prior to
328 purchase. Software, its associated license material, and proof of purchase will be
329 submitted and stored with District and/or campus technology departments. For specific
330 District purchasing procedures, please refer to Administrative Procedure 6330.

331
332 **EXCEPTIONS**

333 Activities will not be considered misuse when authorized by appropriate District officials
334 for security or performance testing. Technology support staff, under the direction of
335 senior management, may at any time examine the equipment, software and services of
336 District owned equipment.

337
338 **COPYING**

339 Software protected by copyright may not be copied except as expressly permitted by the
340 owner of the copyright or otherwise permitted by copyright law. Protected software may
341 not be copied into, from, or by any District facility or system, except pursuant to a valid
342 license or as otherwise permitted by copyright law.

343
344 Technology support staff monitors for any unauthorized equipment or software on the
345 District's networks, and reserves the right to remove, disconnect, or disable the
346 unauthorized equipment or software.

347
348 **NETWORK ACCESS, MEDIA, AND SOCIAL NETWORKING**

349 The District provides network and telecommunications services as a tool for students,
350 staff and faculty. Internet access is provided to assist in the completion of college related
351 work and assignments. As such, the District provides this service and is subject to state
352 and federal regulations. This applies to all equipment attached to the provided network,
353 wired or wireless, without regard to ownership of the equipment. The District recognizes
354 that incidental personal activities may occur provided that such use is within reason, is
355 ordinarily on one's own time, is occasional, and does not interfere with or burden the
356 District's operation. (Please review "Privacy Interests" and "District Rights" sections
357 above.)

358
359 Personal social networking accounts shall not be used to officially represent campus or
360 District entities on social networking, wiki, or other social media sites. For official
361 representation of any District entity, a campus or district account, approved by the
362 president/chancellor or their designee, must be used. The account holders must agree

363 to use the resources legally, ethically and in keeping with the intended use per the
364 procedures of their respective sites.

365

366 **PDA AND SMARTPHONES PERSONAL MOBILE DEVICES**

367 The District does not provide support for ~~PDAs—personal mobile devices and~~
368 ~~Smartphones~~. The District only provides the connection settings to the ~~Exchange~~
369 ~~Messaging System~~ District systems for the syncing of District email, calendar and
370 contacts on ~~Smartphones and PDAs~~ mobile devices and supported cloud storage files and
371 folders. The District may also provide the licensing and download methods for software
372 to be used on mobile devices. It is the user’s responsibility to install and/or enter the
373 settings or get the services provider to enter the settings for such devices and software.

374

375 **MOBILE DEVICE ENCRYPTION**

376 Any mobile device used by employees to access SBCCD student, employee, financial
377 or other forms of sensitive data will be required to be encrypted prior to such access.
378 This will aid in the protection of District data on lost or stolen mobile devices. Please
379 add to end of existing procedure

380

381 **BRING YOUR OWN DEVICE**

382 1. Bring Your Own Device (“BYOD”) refers to personally-owned technology devices
383 such as computers, laptops, tablets/eReaders, smartphones and other devices
384 (“Devices”) used by employees for District purposes to stay connected to, access
385 data from, or complete tasks in their capacity as District employees (“Users”).
386 This procedure provides standards and rules of behavior for the use of personal
387 Devices to access District network resources and information for District business
388 purposes. Users may access District information on personal Devices only in the
389 conduct of District business. The District’s interests are to foremost protect District
390 data and information while allowing Users to utilize personal Devices.

391

392 In accordance with this and other District policies, personal Devices used for
393 business purposes are to be used in a responsible manner. These procedures are
394 mandatory requirements for any Devices used for District purposes.

394

395 **2. Compliance with District Policies and Administrative Procedures:**

396 Users understand that the use of Devices for District purposes is subject to the same
397 District rules and regulations with respect to such use as if the Users are using
398 District-owned devices. Users shall abide by applicable laws and policies with
399 respect to access to, use, disclosure, and/or disposal of District information. These
400 policies and procedures include, but are not limited to: Computer and Network Use
401 BP/AP 3720; Electronic Mail BP/AP 3920; Student Records Directory Information
402 and Privacy BP/AP 6040; and Records Retention and Destruction BP/AP 3310.

403

404 **3. Users are Responsible for all Maintenance of their Device(s)**

405

406 a. Users acknowledge that they are solely responsible for the configuration,
407 maintenance, troubleshooting and repair of their personal Devices. This includes
408 maintaining original device operating systems and keeping the Device current

409 with security patches and updates as released by the manufacturer.

410
411 4. Requirements for all BYODs Accessing District network services and District
412 information.

413
414 a. Users shall not download, transfer or store “Sensitive Business Data” on their
415 Devices. “Sensitive Business Data” is defined as documents or data that is
416 not publicly available and that is protected by laws governing confidentiality of
417 information (e.g., student records FERPA, confidential personnel data, third
418 party confidential information, etc.). Users shall delete any Sensitive Business
419 Data that may be inadvertently downloaded and stored on the Device (for
420 example, through the process of viewing email attachments sent by others).
421 The District’s IT Department will provide Users with instructions for identifying
422 and removing these unintended downloads. Users shall not download/transfer
423 Sensitive Business Data to any non-District device.

424
425 b. Users shall password protect Devices using existing password protect utilities
426 available on the User’s device. This is inclusive of but not limited to alpha
427 numeric passwords, swipe, finger print and pin codes. Users shall use strong
428 passwords and keep them well protected. It is recommended that when
429 appropriate, Users choose long password of at least 8 characters and change
430 them periodically. Users shall immediately notify the District’s IT Department
431 Help Desk if you believe your passwords have been compromised.

432
433 c. Users shall not share the Device with other individuals or family members due
434 to the business use of the Device.

435
436 d. Users shall notify the District’s IT Department Help Desk at 877-241-1756 and
437 their cellular providers if the device is lost or stolen within one hour, or as
438 soon as practical, after you notice the device is missing. If the device is a cell
439 phone or tablet with District email the District will remotely wipe the device
440 removing all data from the phone and possible rendering the device unusable
441 in any capacity.

442
443 e. If a Device has a remote tracking device, such as the “find my device” option
444 on the iPhone, it should be turned on by the User.

445
446 f. Users shall maintain anti-virus (AV) protection on a device when appropriate
447 and possible. Instructions on the recommended AV protection is provided by
448 the District’s IT Department.

449
450 g. Users shall set an idle timeout that will automatically lock the Device after a
451 period of time. Users should contact their mobile device manufacturer or
452 service provider for assistance.

453
454 5. Compliance with Applicable Laws.

455 Users must comply with federal and state laws that provide further protections to
456 certain types of information, or that may influence how Users handle District
457 information with the Devices. Examples include, but are not limited to:

458 a. Family Educational Rights and Privacy Act (FERPA) and corresponding
459 Education Code provisions that provide students right of access to their
460 education records and generally prohibits the disclosure of student education
461 records without the prior written consent of the student.

462
463
464 b. Health Insurance Portability and Accountability Act (HIPAA) which imposes
465 various privacy and security requirements on personal health information
466 collected or maintained by covered entities.

467
468 c. Financial Services Modernization Act of 1999 (“Gramm Leach Bliley”) and
469 accompanying FTC Standards for Safeguarding Customer Information
470 Requires the District to develop and implement an information security
471 program designed to protect nonpublic personal information gathered and
472 maintained with respect to certain financial activities.

473
474 d. The Fourth Amendment to the U.S. Constitution, and various federal and
475 state laws concerning access by law enforcement to information and
476 establishes the procedures and circumstances under which law enforcement
477 authorities may gain access to District data. All warrants, subpoenas, and
478 other legal requests, demands, or orders seeking access to institutional data
479 or systems must be forwarded immediately to the District’s Human Resources
480 Department.

481
482 e. California Public Records Act provides for public access to District records
483 that are not otherwise exempt from disclosure. All requests for records shall
484 be forwarded to the District’s Human Resources Department.

485
486 f. California invasion of privacy laws that prohibit the disclosure of personal
487 information about an individual.

488
489 g. Civil Discovery and E-Discovery Rules, including the duty to preserve data
490

491 **References:** 17 U.S. Code Sections 101 et seq.;
492 Penal Code Section 502, Cal. Const., Art. 1 Section 1;
493 Government Code Section 3543.1(b);
494 Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

495
496 ***NOTE:** The red ink signifies language that is **legally advised** and recommended by the Policy and*
497 *Procedure Service and its legal counsel (Liobert Cassidy Whitmore). The language in **black ink** is from*
498 *current SBCCD AP 3720 titled Computer and Network Use approved on 10/20/11. The language in **blue***
499 ***ink** is included for consideration.*

500

Approved: 10/20/11

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

BP 4105 DISTANCE EDUCATION

(Replaces current SBCCD BP 4108)

❖ **From current SBCCD BP 4108 titled Distributed Education**

In order to expand access and provide greater flexibility to ~~distant learners~~, the Chancellor is responsible for establishing standards for distributed distance education programs. These programs will utilize current and new technologies to deliver quality educational opportunities and will facilitate the attainment of students' personal and academic goals.

All ~~distributed~~ distance education programs will adhere to the same programmatic requirements as traditional classroom programs.

References: Title 5, Section ~~s 55730 et seq.~~ 55200 et seq.

***NOTE:** This policy is unique to the San Bernardino CCD. The language in **black ink** is from the current SBCCD BP 4108 titled Distributed Education approved on 5/13/04. The language in **blue ink** is included for consideration.*

Adopted: 5/13/04

Revised:

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

AP 4105 DISTANCE EDUCATION

(Replaces current SBCCD AP 4108)

NOTE: This procedure is **legally required** if the District has implemented distance education courses. The following language in current SBCCD AP 4108 is consistent with the language that is legally required pursuant to the Title 5 Regulations.

❖ **From current SBCCD AP 4108 titled Distributed Education**

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The District shall utilize secure credentialing/login and password to authenticate or verify the student's identity.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The [Chief Instructional Officer] Vice President of Instruction shall utilize one or more of these methods to authenticate or verify the student's identity:

NOTE: Insert local practice here: the following approaches are specifically referenced in the federal regulation as appropriate. The key is to utilize an accepted procedure for verifying a student's identity.

- secure credentialing/login and password;
- proctored examinations; and/or
- new or other technologies and practices that are effective in verifying student identification.

The [Chief Instructional Officer] District Educational Coordinating Committee (DECC) Vice President of Instruction shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Definition: ~~Distributed Distance~~ Education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval: Each proposed or existing course offered by ~~distributed distance~~ education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through ~~distributed distance~~ education.

The review and approval of new and existing ~~distributed distance~~ education courses shall follow the curriculum approval procedures outlined in Administrative ~~Regulation Procedure~~ 4020, Program and Curriculum Development. ~~Distributed distance~~ Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving ~~distributed distance~~ education courses, the Board ~~of Trustees~~ will certify the following:

- Course Quality Standards:** The same standards of course quality are applied to the ~~distributed distance~~ education courses as are applied to traditional classroom courses.
- Course Quality Determinations:** Determinations and judgments about the quality of the ~~distributed distance~~ education course were made with the full involvement of the curriculum committee approval procedures.
- Instructor Contact:** Each section of the course that is delivered through ~~distributed distance~~ education will include regular effective contact between instructor and students.

- **Duration of Approval:** All distributed-distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

References: Title 5, Section 55200 et seq.
34 CF Section 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard. II.A.1

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 AP 4108 titled Distributed Education approved in 2/09. The language in **blue ink** is included for consideration.

Approved: 2/09

Revised:

San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5140 DISABLED STUDENT PROGRAMS AND SERVICES

(Replaces current SBCCD BP 5140)

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The Disabled Students Programs and Services (DSPS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

DSPS services shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, disability adjustment counseling and academic counseling.

Campuses shall adopt procedures for the resolution of disputes regarding academic adjustments. The District shall respond in a timely manner to accommodation requests involving academic adjustments.

No student with disabilities is required to participate in the DSPS program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Chancellor shall assure that the DSPS program conforms to all requirements established by the relevant law and regulations.

References: Education Code Sections 67310 and 84850;
Title 5 Sections 56000 et seq.

Adopted: 6/10/04

Revised: 6/9/16

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

AP 6200 BUDGET PREPARATION

(Replaces current SBCCD AP 6200)

NOTE: ~~This procedure is legally required. Local practice may be inserted and **should include or address the following (see suggested blue language below):**~~

- ~~• A statement of philosophy that includes that budget planning supports institutional goals and is linked to other institutional planning efforts.~~
- ~~• A budget calendar that includes presentation of the tentative and final budgets. The tentative budget shall be presented no later than July 1 [Title 5 Section 58305(a)], and the final budget no later than September 15 [Title 5 Section 58305(c)]. A public hearing on the budget shall be held on or before September 15 [Title 5 Section 58301].~~
- ~~• Two copies of the adopted budget to be submitted to the California Community College Chancellor's Office on or before September 30 [Title 5 Section 58305(d)].~~
- ~~• Budget development processes, including consultation with appropriate groups.~~
- ~~• Criteria and institutional guidelines for the financial planning and budgeting.~~
- ~~• Submission of appropriate forms (311's) to the California Community College Chancellor's Office.~~

~~❖ From current SBCCD AP 6200 titled Budget Management~~

A. Budget Calendar

A budget calendar that includes presentation of the tentative and final budgets shall be developed ~~within the District collegial consultation processto comply with California Code of Regulations Section 58300 et seq.~~ The tentative budget shall be presented no later than July 1 (Title 5 Section 58305(a)), and the final budget no later than September 15 (Title 5 Section 58305(c)). A public hearing on the budget shall be held on or before September 15 (Title 5 Section 58301). All dates are subject to change if directed by the State Chancellor's Office.

43 ~~Each January~~ Prior to February 1, the Board will adopt a budget **development** calendar
44 that identifies activities and sets dates for each step in the budget development process.
45

46 **B. Budget Directives**

47

48 Budget planning supports institutional goals and is linked to strategic plans and other
49 institutional planning efforts. The Board of Trustees may create a budget committee in
50 order to discuss budget details that could affect directives.
51

52 ~~Each February~~ Prior to March 1, the Board will give direction for budget development to
53 include:

- 54 1. Reaffirmation or change in mission;
- 55 2. Resource allocation (set level of Reserve for Contingency, Workers'
56 Compensation Reserve, any special project reserve, etc.);
- 57 3. Determination of the amount of resources estimated to be available for General
58 Fund expenditure with potential increases or decreases during the budget
59 preparation period;
- 60 4. Preliminary establishment of ~~base~~ budget allocations for the colleges, Ddistrict
61 office, and each other sites.
62
63

64 **C. Budget Preparation**

65
66

- 67 1. Prior to March 1 information will be provided to responsibility center managers that
68 will include the status of current expenditures, state and ~~county~~ local estimates of
69 revenues, site "base budget" allocations, and targets for increases or decreases.
70
71
- 72 2. Each college and the central services offices will prepare a site budget through the
73 responsibility center managers using the information provided. Each president
74 may provide additional directions or forms for site budget development to
75 complement these general procedures.
76
77
- 78 3. Each college will work with ~~the Chief Business Officer~~ Fiscal Services in analyzing
79 class offerings short- and long-term enrollment directions as they apply to the
80 development of both revenue and expenditure plans.
81
- 82 4. The aggregate site budget shall be submitted to ~~the Chief Business Officer~~ Fiscal
83 Services in the prescribed format. Each president will certify that the site budget
84 has met the Board-approved budget development guidelines. All budget amounts
85 will be rounded to the nearest dollar.
86

87 **D. Budget Consolidation**

88

89 ~~The Controller's Office~~ Fiscal Services will:

- 90
- 91 1. Check ~~forms the budgets~~ for compliance with instructions;
- 92
- 93 2. Check mathematical accuracy;
- 94
- 95 3. Ensure that the aggregate of the budgets submitted is within the site allocation;
- 96 and
- 97
- 98 4. ~~Facilitate Enter the data~~ entry of the budgets, into the computer, and analyze the
- 99 ~~data, and provide each site a copy of the budget for review.~~
- 100

101 E. Budget Presentation and Adoption

102 1. **Preliminary Budget**

- 103
- 104
- 105 a. No later than ~~the May of each year Board meeting~~ the ~~Chief Business Officer~~
- 106 Vice Chancellor of Business & Fiscal Services will present the preliminary
- 107 budget to the Board. No formal action is required by the Board on the
- 108 preliminary budget.
- 109
- 110 b. Between the time that the preliminary budget is developed and the final budget
- 111 is adopted, changes to the budget will be made as additional information is
- 112 received from the state based on the state budget adoption process.
- 113

114 2. **Tentative Budget**

115

116 No later than July 1 the Board will adopt a tentative budget. This budget will reflect

117 changes made to the preliminary budget.

118

119 3. **Final Budget**

120

121 Prior to the state-prescribed date, the Board will adopt a final budget for ~~the District~~

122 SBCCD that reflects changes made to the tentative budget and provides the

123 operational budget base for the ~~District for the~~ fiscal year ~~of adoption~~.

124

125 Two copies of the adopted budget will be submitted to the State Chancellor's Office on or

126 before September 30 (Title 5 Section 58305(d)).

127

128 The budget development processes, which initially takes place in the District Strategic

129 Planning and Budget Committees, includes consultation with appropriate groups and

130 ultimately will be recommended to the Chancellor. The Chancellor will make a

131 recommendation to the Board of Trustees.

132

133 The State required 311 Report, including budget data, will be submitted to the State

134 Chancellor's Office.

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F. Budget Control

It is the ~~responsibility~~ charge of each responsibility center manager to control the budget(s) within his/her assignment. ~~The Controller's Office~~ Fiscal Services ~~Department~~ will provide a monthly budget report and assistance in budget analysis and management as required.

References: Education Code Section 70902(b)(5);
Title 5 Sections 58300 et seq.;
ACCJC Accreditation Standard III.D

~~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 AP 6200 titled Budget Management approved in 6/9/94. The language in blue ink is included for consideration. The language in green ink was recommended by Fiscal Services and the Chancellor's Office on 2/24/14.~~

Approved: 6/9/94
Revised:

153
154

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

AP 6310 ACCOUNTING

San Bernardino Community College District follows the California Community Colleges Budget and Accounting Manual in accordance with Education Code Section 84030.

Accounting forms and procedures can be found on the Business & Fiscal & Business Services website.

AUTHORITATIVE REQUIREMENTS

The California Community Colleges' Board of Governors is responsible to define, establish, and maintain the budgeting and accounting structure and procedures for the California Community Colleges. This responsibility is defined in Education Code Section 70901. San Bernardino Community College District (SBCCD) shall follow the California Community Colleges Budget and Accounting Manual (BAM) in accordance with Education Code Section 84030.

In addition to the legal requirements of the Education Code, California Code of Regulations (Title 5), BAM, federal guidelines, and other applicable statutes and regulations, SBCCD is required to present its financial statements in accordance with generally accepted accounting principles (GAAP) for state and local governments. GAAP provide uniform minimum standards of and guidelines to financial accounting and reporting. They are the framework within which financial transactions are recorded and reported resulting in financial statements that provide comparability between governmental entities, consistency between accounting periods, and reliability for internal and external users of financial statements.

MEASUREMENT FOCUS & BASIS OF ACCOUNTING

In accordance with the BAM, SBCCD shall use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis, revenues are recognized only when they are earned, measureable, and available. Measureable is the ability to provide a reasonable estimate of actual cash flow. Revenues are available if collectible within the current period or soon enough thereafter

44 to pay liabilities of the current period. Expenditures are recognized when an event or
45 transaction is expected to draw upon current spendable resources.

46
47 However, in accordance with the BAM, SBCCD's private enterprise type activities shall
48 use the flow of economic resources measurement focus and the full accrual basis of
49 accounting. The full accrual basis is used to report all revenues earned and expenses
50 incurred during the period, regardless of the timing of the cash flows.

51 52 **FUND ACCOUNTING**

53
54 Due to varied sources of revenue, some with restrictions and some without restrictions,
55 SBCCD's accounting system shall be organized and operated on a fund basis.

56
57 Fund accounting shall be used as a control device to separate financial resources and
58 ensure that they are used for their intended purposes with the fund as the basic recording
59 entity for reporting specified assets and liabilities and related transactional movements of
60 its resources.

61 62 **FINANCIAL REPORTING**

63
64 SBCCD shall prepare and submit financial and budget reports as required by the
65 California Community Colleges Chancellor's Office.

66
67 SBCCD's two primary financial reports are the *Annual Financial and Budget Report*
68 (CCFS-311) and the Annual Audited Financial Statements.

69 70 *CCFS-311*

71 The CCFS-311's use is primarily as an "internal" financial report for use within the
72 California Community Colleges System for comparing financial results across districts. It
73 is the primary financial report used by the Chancellor's Office for evaluating a district's
74 financial condition. The CCFS-311 is prepared using the modified accrual basis. Each
75 district fund is reported distinctly. The CCFS-311 includes a statement of the actual
76 revenues and expenditures for the fiscal year just completed, plus the estimated revenues
77 and proposed expenditures for the succeeding fiscal year.

78 79 *Annual Audited Financial Statements*

80 The entity-wide financial statements, prepared in accordance with Governmental
81 Accounting Standards Board Statements No. 34 and No. 35, are presented using the
82 economic resource measurement focus and the full accrual basis of accounting. Under
83 the accrual basis, revenues are recognized when earned and expenses are recorded
84 when an obligation has been incurred. All significant interfund transactions are
85 eliminated. Since SBCCD generally records financial transactions throughout the year
86 using the modified accrual basis, conversion entries are required to present the entity-
87 wide financial statements on the full accrual basis. The audited financial statements are
88 comprised of three basic financial statements: Statement of Financial Position, Statement
89 of Revenues, Expenses, and Changes in Net Position, and Statement of Cash Flows.

90 These financial statements and supplemental information with the independent auditor's
91 report is the primary document for external reporting and evaluation of a district's financial
92 condition.

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References: Budget and Accounting Manual

100
101 **NOTE:** The **red ink** signifies language that is **suggested as good practice** and recommended by the
102 Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink**
103 is included for consideration.
104

Approved:

*(This is a new procedure recommended by the
Policy and Procedure Service)*

105
106

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

AP 6315 WARRANTS

All payments from the funds of SBCCD shall be made by written order of the Board of Trustees as prescribed by the San Bernardino County Superintendent of Schools. The Board of Trustees shall delegate authority to sign orders in its name to the Vice Chancellor for Business & Fiscal Services, Director of Fiscal Services, and other SBCCD officials as deemed appropriate. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Refer to BP 6150 titled Designation of Authorized Signatures. No person other than an officer or employee of SBCCD designated by the Board shall be authorized to sign orders.

The Chancellor shall establish procedures to sign and issue commercial and payroll orders to the San Bernardino County Superintendent of Schools in accordance with sound fiscal management practices.

~~It shall be the responsibility of the Vice Chancellor for Business & Fiscal Services and the Director of Fiscal Services to sign and issue orders to the San Bernardino County Superintendent of Schools.~~

Each order drawn against the funds of SBCCD shall be numbered and shall state: (a) the particular fund or funds against which it is drawn, (b) the amount of the payment to be made from each fund, and (c) the rate of salary and the period of service of any SBCCD employee for whom an order is issued for payment of salary or wages. If drawn for any purpose other than the payment of salaries or wages, the order shall be accompanied by an invoice or an itemized receipt showing the separate items and the price of each.

The Vice Chancellor for Business & Fiscal Service and the Director of Fiscal Services will withhold approval of orders when:

- Disbursements of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

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Only authorized personnel may sign orders, as identified in AP 6150 titled Designation of Authorized Signatures.

Each signed order shall be transmitted to the San Bernardino County Superintendent of Schools for approval. Both commercial and payroll orders are subject to audit by the County Superintendent and or the County Auditor-Controller. If approved and endorsed by the County Auditor-Controller, warrants will be drawn on the San Bernardino County Treasurer and transmitted to SBCCD for issuance to the payee.

References: Education Code Sections 85230 et seq.

NOTE: The **red ink** signifies language that is **suggested as good practice** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **blue ink** is included for consideration.

Approved:
(This is a new procedure recommended by the Policy and Procedure Service)

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

BP 6320 INVESTMENTS

(Replaces current SBCCD BP 6320)

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by of the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including Government Code Sections 53600 which states:

“The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.”

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

This Policy applies to all funds of the District.

The authority to invest funds not deposited with the San Bernardino County Treasurer is granted to the Chancellor. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program, consistent with applicable

44 law and this Policy, may be delegated at the discretion of the Chancellor.

45

46 District funds may be invested in any of the following:

47

48 1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of *Government*
49 *Code* Section 53651, namely:

50

51 (a) United States Treasury notes, bonds, bills or certificates of indebtedness, or
52 obligations for which the faith and credit of the United States are pledged for the
53 payment of principal and interest, including the guaranteed portions of small
54 business administration loans, so long as the loans are obligations for which the
55 faith and credit of the United States are pledged for the payment of principal and
56 interest.

57

58 (b) Notes or bonds or any obligations of a local public agency, or any obligations of a
59 public housing agency for which the faith and credit of the United States are
60 pledged for the payment of principal and interest.

61

62 (c) Bonds of California or of any local agency or district of the State of California having
63 the power, without limit as to rate or amount, to levy taxes or assessments to pay
64 the principal and interest of the bonds upon all property within its boundaries
65 subject to taxation or assessment by the local agency or district, and in addition,
66 limited obligation bonds pursuant to Government Code Sections 50665 et seq.;
67 senior obligation bonds pursuant to Government Code Sections 53387 et seq.;
68 and revenue bonds and other obligations payable solely out of the revenues from
69 a revenue-producing property owned, controlled, or operated by the state, local
70 agency or district, or by a department, board, agency, or authority thereof.

71

72 (e) Registered warrants of California.

73

74 (g) Notes, tax anticipation warrants, or other evidence of indebtedness issued
75 pursuant to Government Code Sections 53820 et seq.

76

77 (h) State of California notes.

78

79 (n) Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit
80 corporation issued to finance the construction of a school building pursuant to a
81 lease or agreement with a school district entered into in compliance with the
82 provisions of Education Code Sections 39315 or 81345, and also any bonds,
83 notes, warrants, or other evidences of indebtedness issued to refinance those
84 bonds, notes, warrants, or other evidences of indebtedness, as specified in
85 Education Code Section 39317.

86

87 2. Local Agency Investment Fund with the Treasurer's Office of the State of California.

88

89 3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant
90 to *Government Code* Section 53635.2.

91
92 4. San Bernardino County Treasurer’s Office, whenever required by law.

93
94 Pursuant to *Government Code* Section 53646, District funds shall be invested with the
95 judgment and care which persons of prudence, discretion, and intelligence exercise in
96 management of their own affairs, not for speculation, but for investment, considering the
97 probable safety of capital as well as the probable income to be derived. The standard of
98 prudence to be used by investment officials shall be the “prudent person” standard and
99 shall be applied in the context of managing an overall portfolio. Investment officers acting
100 in accordance with written procedures, and investment policy and exercising due
101 diligence shall be relieved of personal responsibility of an individual security’s credit risk
102 or market price changes, provided deviations from expectations are reported in a timely
103 fashion and appropriate action is taken to control adverse developments.

104
105 The Chancellor, pursuant to *Government Code* Section 53646, shall submit a quarterly
106 investment portfolio status report to the Board of Trustees. Said report shall detail:

- 107
108 • Investment types
109 • Names of issuers
110 • Maturity dates
111 • Par and dollar amounts invested in each security, investment, and money
112 • Weighted average maturity of investments
113 • Any funds being managed by contracted parties
114 • Market value as of date of report and source of valuation
115 • Description of compliance with investment policy
116 • Current market value of funds managed by a consultant

117
118 The primary objectives of the District’s investment activities shall be:

119
120 1. SAFETY

121
122 Safety of principal shall be the foremost objective of the investment program. Investments
123 of the District shall be undertaken in a manner that seeks to ensure the preservation of
124 capital in the overall portfolio. To obtain this objective, diversification is required so that
125 potential losses on individual securities do not exceed income generated from the
126 remainder of the portfolio.

127
128 2. LIQUIDITY

129
130 The District’s investment portfolio shall remain sufficiently liquid to meet all operating
131 requirements, which may reasonably be anticipated.

132
133 3. RETURN ON INVESTMENT

134

135 The District's investment portfolio shall be structured with the objective of attaining a rate
136 of return throughout budgetary and economic cycles, commensurate with investment risk
137 constraints and cash flow characteristics of the portfolio.

138

139 References: Education Code Sections 39315, 39317, 81345, 84030; Government
140 Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651,
141 53820

142

Adopted: 1/17/13

Revised: 2/19/15, 7/14/16

143

144

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

AP 6320 INVESTMENTS
(Replaces current SBCCD AP 6320)

Legal Update 24 (issued in late April 2014 by the Policy and Procedure Service) revised the types of permissible investments in compliance with recent changes in the law.
(see the gray shaded language)

NOTE: It is **legally required** to have procedures on investments. Local practice may be inserted. The following language in **red ink** is an example that complies with requirements.

The **designate position** is responsible for investing the funds of the District that are not required for the immediate needs of the District. Funds so invested shall follow the investment policy approved by the Governing Board in accordance with the Government Code Sections cited above and the following:

- Funds that are not required for the immediate needs of the District shall be prudently invested in order to earn a return on such investment.
- The preservation of principal is of primary importance. Each transaction shall seek to ensure that capital losses are avoided, whether from securities or erosion of market value.
- The investment program should remain sufficiently flexible to enable the District to meet all operating requirements that may be reasonably anticipated in any fund. After preservation of principal, liquidity is the objective.
- In managing District investments, District officials should avoid any transactions that might impair public confidence.
- Investments should be made with precision and care, considering the probable safety of the capital as well as the probable income to be derived. (See Government Code Section 53600.6 regarding solvency and creditworthiness.)

District funds maintained by the County Treasurer that are not required for the immediate needs of the District may be invested as follows:

- 44 • ~~County Treasurer's Investment Pool~~ – Investment of District funds may be
45 delegated to the County Treasurer. In accordance with county procedures, District
46 funds may be pooled with other local agencies and invested by the County
47 Treasurer in accordance with the investment guidelines specified by Government
48 Code Section 53635 and investment policies adopted by the County Board of
49 Supervisors.
- 50 • ~~State's Local Agency Investment Fund~~ (Government Code Sections 16429.1-
51 16429.3) - District funds not required for immediate needs of the District may be
52 remitted to the State Local Agency Investment Fund (LAIF) for the purpose of
53 investment (Government Code Section 16429.1). District funds deposited with the
54 LAIF shall be invested by the State Treasurer in securities prescribed by
55 Government Code Section 16430, or the Surplus Money Investment Fund and as
56 determined by the Local Investment Advisory Board (Government Code Section
57 16429.2).
- 58 • ~~Other Investments~~ - Other investments as permitted by Government Code
59 Sections 53600 et seq., and in particular Government Code Sections 53601,
60 53601.8, 53635, and 53635.8, may be made by **[designated District officials]**
61 subject to prior approval of the Board of Trustees. *(Note: Government Code
62 Sections 53601, 53601.8, and 53605, and 53635.8 permit many very specific
63 investments. Questions should be referred to financial advisors or legal counsel.)*

64
65
66 ❖ **From current SBCCD AP 6320 titled Investments**

67
68 **A. INTENT**

69 It is the policy of the San Bernardino Community College ~~The District~~ to ~~shall~~ invest
70 public funds in a manner providing the highest investment return with the maximum
71 security while meeting the daily cash flow demands of the ~~D~~district and conforming
72 to all applicable federal, California state, and local laws governing the investment
73 of public funds.

74
75 **B. SCOPE**

76 This policy applies to all funds of the San Bernardino Community College District
77 accounted for in the Comprehensive Annual Financial Report including General,
78 Special Revenue, Capital Projects, Enterprise, Internal Service, and Trust funds.

79
80 All funds of the San Bernardino Community College District (SBCCD) deposited with the
81 San Bernardino County Treasurer shall be invested in accordance with Government
82 Code Section 27000.5, in accordance with Board Policy 6320, ~~the investment policy~~
83 ~~developed pursuant to Government Code Section 27133~~, and under the direction of
84 San Bernardino County's investment Advisory Committee.

85
86 **Ethics and Conflict of Interest**

87 Pursuant to Government Code Section 53646, all other funds of the San Bernardino
88 Community College District shall be invested pursuant to the following guidelines.

90 **~~C. PRUDENCE~~**

91 ~~Investments shall be made with judgment and care which persons of prudence, discretion~~
92 ~~and intelligence exercise in management of their own affairs not for speculation, but for~~
93 ~~investment, considering the probable safety of capital as well as the probable income to~~
94 ~~be derived. The standard of prudence to be used by investment officials shall be the~~
95 ~~“prudent person” standard and shall be applied in the context of managing an overall~~
96 ~~portfolio. Investment officers acting in accordance with written procedures, and~~
97 ~~investment policy and exercising due diligence shall be relieved of personal responsibility~~
98 ~~of an individual security’s credit risk or market price changes, provided deviations from~~
99 ~~expectations are reported in a timely fashion and appropriate action is taken to control~~
100 ~~adverse developments.~~

101

102 **~~D. OBJECTIVE~~**

103 ~~The primary objectives of the San Bernardino Community College District investment~~
104 ~~activities shall be:~~

105

106 **~~1. SAFETY~~**

107 ~~Safety of principal shall be the foremost objective of the investment program. Investments~~
108 ~~of the San Bernardino Community College District shall be undertaken in a manner that~~
109 ~~seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective,~~
110 ~~diversification is required so that potential losses on individual securities do not exceed~~
111 ~~income generated from the remainder of the portfolio.~~

112

113 **~~2. LIQUIDITY~~**

114 ~~The San Bernardino Community College District’s investment portfolio shall remain~~
115 ~~sufficiently liquid to meet all operating requirements, which may reasonably be~~
116 ~~anticipated.~~

117

118 **~~3. RETURN ON INVESTMENT~~**

119 ~~The San Bernardino Community College District’s investment portfolio shall be structured~~
120 ~~with the objective of attaining a rate of return throughout budgetary and economic cycles,~~
121 ~~commensurate with investment risk constraints and cash flow characteristics of the~~
122 ~~portfolio.~~

123

124 **~~E. DELEGATION OF AUTHORITY~~**

125 ~~The authority to invest funds not deposited with the County Treasurer is granted to the~~
126 ~~Chancellor and Board of Trustees. Authority to manage the investment portfolio and~~
127 ~~establish written procedures for the operation of the investment program consistent with~~
128 ~~applicable law and the San Bernardino Community College District’s Investment Policy~~
129 ~~may be delegated at the discretion of the Chancellor.~~

130

131 **~~F. ETHICS AND CONFLICT OF INTEREST~~**

132 ~~Officers and employees of SBCCD involved in the investment process shall refrain from~~
133 ~~personal business activity that may conflict with proper execution of the investment~~
134 ~~program, or which could impair their ability to make impartial investment decisions.~~

135

136 Employees and investment officials who manage public investments shall file a statement
137 of economic interest disclosing his or her investments, interests in real property and
138 income in accordance with Government Code 87200.

139
140 **Acceptable and Prohibited Investments**

141 **G. AUTHORIZED AND SUITABLE INVESTMENTS**

142 Funds invested by ~~the San Bernardino Community College District~~ SBCCD shall be in the
143 following instruments, under the parameters outlined in Government Code Sections
144 53635, 53601, and 53631.5:

- 145
- 146 • Negotiable Certificates of Deposit
- 147 • Money Market Funds
- 148 • Collateralized Bank Deposits
- 149 • Time Deposits
- 150 • County Pooled Investment Funds

151
152 **H. PROHIBITED INVESTMENT**

153 Pursuant to Government Code Section 53601.6, funds of the San Bernardino Community
154 College District shall not be invested in any of the following instruments:

- 155
- 156 • Inverse Floaters
- 157 • Range Notes
- 158 • Interest Only Strips
- 159 • Any Security That Could Result in ZERO INTEREST ACCRUAL

160
161 **Authorized Personnel**

162 The Chancellor, Vice Chancellor of Business & Fiscal Services, or designee shall request
163 approval from the Board to investment surplus funds.

164
165 Both the Chancellor or designee and the Vice Chancellor of Business & Fiscal Services
166 must jointly authorize investment decisions such as:

- 167 • Transfers of funds to the appropriate agency or financial institution for investment
168 purposes,
- 169 • Asset allocation and rebalancing; and
- 170 • Liquidation of investments.

171 **I. REPORTING**

172 ~~The Chancellor shall, pursuant to Government Code Section 53646, submit a quarterly~~
173 ~~investment portfolio status report to the Board of Trustees. Said Report shall detail:~~

- 174
- 175 ~~Investment types~~
- 176 ~~Names of Issuers~~
- 177 ~~Maturity Dates~~
- 178 ~~Par and Dollar Amounts Invested in Each Security, Investment and Money~~
- 179 ~~Weighted Average Maturity of Investments~~
- 180 ~~Any Funds Being Managed by Contracted Parties~~

181 ~~Market Value as of Date of Report and Source of Valuation~~
182 ~~Description of Compliance with Investment Policy~~
183 ~~Current Market Value of Funds Managed by a Contract Party~~

185 **J. POLICY ADOPTION**

186 ~~The San Bernardino Community College District's investment policy shall be adopted~~
187 ~~annually by resolution of the Board of Trustees. The policy shall be reviewed annually,~~
188 ~~and the Board of Trustees must approve any modifications made hereto.~~

189 **Safekeeping and Custody**

190 All security transactions entered into by SBCCD shall be conducted on a delivery-versus-
191 payment basis. Securities will be held by a third party custodian designated by the
192 Chancellor and Vice Chancellor of Business & Fiscal Services and evidenced by
193 safekeeping receipts with a written custodial agreement. The securities will be held
194 directly in the name of the San Bernardino Community College District as beneficiary.

196 **Recording and Reconciliation**

197 Investment statements shall be provided to Fiscal Services for review, recording of
198 investment activity, and reconciliation. Journal entries to record investment activity and
199 the reconciliation of the investment statement shall be prepared by an accountant or
200 designee, and approved by the Director of Fiscal Services or designee.

203 **References:** Government Code Sections 53600 et seq., 87200

206 ~~*NOTE: The red ink signifies language that is legally required and recommended by the Policy and*~~
207 ~~*Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from*~~
208 ~~*current SBCCD AP 6320 titled Investments approved on 1/10/02. The language in blue ink is included for*~~
209 ~~*consideration.*~~

211 **Approved: 1/10/02**

212 **Revised:**

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

BP 6325 PAYROLL

(Replaces current SBCCD BP 7135)

~~**NOTE:** This policy is unique to the SBCCD.~~

~~**❖ From current SBCCD BP 7135 titled Payroll**~~

The San Bernardino Community College District shall provide a payroll department to maintain payroll records, verify payroll data, calculate various voluntary and involuntary deductions for pay, prepare payment vouchers, distribute pay warrants to the sites, and prepare all federal, state, and local payroll related reporting.

Reference: Education Code Section 70902

NOTE: The language in **black ink** is from current SBCCD BP 7135 titled Payroll adopted on 6/10/04. The language in **blue ink** is included for consideration.

Adopted: 6/10/04

Revised:

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

AP 6325 PAYROLL

(Replaces current SBCCD AP 7135)

NOTE: Procedures on this topic are not required but are suggested as good practice. Local practice may be inserted and should address:

- Payroll periods (10 month, 11 month, 12 month)
- Frequency of payment for particular classes of employees (once or twice or more often per payroll period)
- Lead time needed for payroll record adjustment (e.g. name changes, etc.)
- Procedures to be followed if wages are garnished
- Procedures to be followed if an employee is underpaid
- Procedures to be followed if an employee is overpaid

❖ **From current SBCCD AP 7135 titled Payroll**

The Payroll Department at the San Bernardino Community College District (SBCCD) is dedicated to providing high quality, comprehensive employee services, and focused attention on customer services, characterized by mutual respect, high ethical standards, trust and communication.

The Payroll Department continues to build and to maintain partnerships with students, faculty, staff, administrators and the larger community; with shared responsibility by acknowledging, understanding, accommodating and responding to the unique need of a diverse community.

The Payroll Department maintains payroll records, verifies payroll data, calculates various voluntary and involuntary deductions from pay, prepares payment vouchers, distributes pay warrants to the sites and prepares all federal, state and local payroll related reporting.

A. Payroll Periods (10, 11, 12 month)

Schedules of payroll periods, including payments for salary warrants, are available on the SBCCD's payroll website and shall be updated each fiscal year.

B. Frequency of Payment

44 Payment of warrants are prescribed according to Education Code Section 85260.

45
46 **C. Lead Time Needed for Payroll Record Adjustment**

47 Lead time needed for payroll processing and record adjustment shall be prescribed
48 in accordance with the Payroll Schedule set by the San Bernardino County
49 Superintendent of Schools as per Education Code Section 85260.

50
51 **A.D. Payment Methods**

52 The method of payment is according to the wishes of the employee. The employee
53 must elect the method of disbursement at the time of hire. ~~Warrants Physical~~
54 checks are disbursed from the Campus Business Office on each campus, the
55 Accounting Office at Central Services Payroll Department, or by mail, or by
56 electronic transfer according to the wishes of the employee. The employee must
57 elect the method of disbursement at the time of hire. Alternatively, the employee
58 may elect to receive payment through direct deposit, in which case the employee's
59 pay stub will be available online through the Best Net Employee Self Service Site.
60 The Payroll Department must be notified in writing using the proper payroll form if
61 any change in the method of disbursement is requested.

62
63 **E. Procedures to be Followed if Wages are Garnished**

64 Wage garnishments are processed by the San Bernardino County Superintendent
65 of Schools according to appropriate laws and regulations.

66
67
68 **F. Underpayment or Overpayment**

69 Procedures will be followed as prescribed by SBCCD's Collective Bargaining
70 Agreements.

71
72 **G. Payment of Wages Upon Termination of Employment**

73 Employees who have resigned or have been discharged are subject to the same
74 timelines for a payment of wages that apply to current employees per Education
75 Code Sections 85244, 85260, 87821, 87822, 88165.

76
77 **B.H. Withholding/Deductions**

78 All required federal and state taxes will be withheld as authorized on the
79 employee's W-4 form. Other involuntary deductions such as STRS and PERS
80 payments will be automatically deducted. Employees may authorize voluntary
81 deductions for such things as tax sheltered annuity payments which are on the
82 County Schools Office Schools First approved list, professional dues, etc., which
83 have been approved by the Board. Any changes requested to voluntary
84 deductions must be received by the 15th of the month to be effective for the next
85 pay period. When an employee changes categories of employment, all voluntary
86 deductions for which an employee in the new category is ineligible will be
87 cancelled.

88
89 **C.I. Leave of Absence**

90 Any employee who takes a leave of absence for any reason must contact ~~both~~ the
91 Personnel and Payroll~~Human Resources~~ Departments to discuss continuation of
92 coverage for any employee benefits or other authorized payments during the
93 leave.
94

95 **D.J. Monthly Work Reports/Time Sheets**

96 There are several methods of time reporting used ~~by in the District~~SBCCD--one
97 for permanent employees who are paid a salary, different methods for academic
98 and classified employees who work on an hourly basis, student employees, etc.
99 Permanent salaried employees report using the "exception" method. This method
100 assumes that an employee works his/her regularly assigned hours unless an
101 absence is reported on the work report. Hourly employees use the "positive"
102 method in which actual hours of service rendered are entered on the work report.
103 Reports not received in the Payroll ~~Office-Department in a timely manner~~by the
104 posted due date may result in a delay in receiving a payroll warrant.
105

106 Time reporting and other payroll forms are available on SBCCD's payroll website.
107

108 **1. Permanent Employee Work Report**

109
110 This category of employment includes all academic and classified employees
111 who are paid a salary, that is to say, a fixed payment at regular intervals. This
112 report is filed monthly by each permanent employee. Employees shall indicate
113 each day or partial day of absence and the nature of that absence through the
114 last working day of the month. The employee and employee's supervisor must
115 verify and sign the report. Reports are due in the Payroll Office-Department by
116 the 3rd working day of the month following the month in which the work was
117 performed. Address changes, W-4 changes, voluntary deduction changes,
118 etc., must be received in the Payroll Department~~Office~~ by the published
119 monthly deadline to become effective the following month.
120

121 A partial list of Absence-absence codes are ~~listed~~noted below. Definitions and
122 terms/conditions for the various leaves are covered in board policy and/or union
123 contracts.
124

- 125 A - Unpaid Absence
- 126 B - Bereavement Leave
- 127 C - Conference
- 128 E - Compensatory Time Earned
- 129 FP - Family Care Leave, Paid
- 130 FU - Family Care Leave, Unpaid
- 131 I - Industrial Accident/Illness
- 132 J - Jury Duty
- 133 M - Military Duty
- 134 N - Maternity
- 135 P - Personal Necessity

- 136 S - Sick Leave
- 137 Classified employees report minimum of one-hour increments;
- 138 academic employees report minimum of half- day increments.
- 139 U - Compensatory Time Used
- 140 V - Vacation
- 141 Classified employee report minimum of quarter-hour increments;
- 142 academic employees report minimum of hourly increments

144 2. Hourly Academic Employees

145
146 This section covers hourly instructional and non-instructional employees and
147 permanent academic employees who are assigned an overload on an hourly
148 basis. Hourly academic employees are paid on the basis of an agreement
149 produced on the campus and filed in the Payroll DepartmentOffice. In addition
150 to the agreement, a monthly time sheet is required which indicates any missed
151 hours and the reason for the absence.

152
153 Hourly academic employees report absences on the "Hourly Absence Report".
154 The following ~~codes are~~ is a partial list of codes appropriate for hourly absence
155 reporting:

- 156 A - Unpaid Absence
- 157 B - Bereavement Leave
- 158 I - Industrial Accident/Illness
- 159 J - Jury Duty
- 160 P - Personal Necessity
- 161 S - Sick Leave - academic employees report minimum of half-day
- 162 increments

164 3. Short-Term Hourly Employees & Professional Experts

165
166 Short-term hourly employees and professional experts are employed in one or
167 more of the categories established in ~~the short-term hourly job description~~the
168 short-term hourly and professional expert pay schedules. Short-term hourly
169 employees and professional experts report their hours worked on the "~~Hourly~~
170 Classified Hourly Time Sheet."
171

172 4. Student Employees

173
174 Student Employees report their hours worked on the "~~Hourly~~ Classified Hourly
175 Time Sheet."
176

177
178 **Reference:** Education Code Section 70902

179
180
181 **NOTE:** The **red ink** signifies language that is **suggested as good practice** and recommended by the
182 Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black**

183 *ink* is from current SBCCD AP 7135 titled Payroll approved on 6/19/94. The language in *blue ink* is
184 included for consideration.
185

Approved: 6/19/94

Revised:

186
187

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

BP 6600 CAPITAL CONSTRUCTION

(Replaces current SBCCD BP 6600)

The Chancellor is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Chancellor. The District shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

The District shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board of Trustees shall approve and submit to the Board of Governors a five-year Capital Construction Plan as required by law. The Chancellor shall annually update the Plan and present it to the Board of Trustees for approval. The Plan shall address, but is not limited to, the criteria contained in law. Any changes or modifications shall be submitted to the Board of Governors by the first day in February.

References: Education Code Sections 81005 and 81820;
Title 5 Sections 57150 et seq.

Adopted: 9/9/04

Revised: 6/11/15

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

AP 6600 CAPITAL CONSTRUCTION

(Replaces current SBCCD AP 6600)

The Chancellor will annually report to the Board of Trustees and to the [State California Community Colleges](#) Chancellor's Office a five-year capital outlay program. The Program will consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs.

A. Capital Outlay Program

Specifically, the five-year capital outlay program shall include the following:

- Statement of educational plans
- Statement of energy plans
- Statement of disabled persons' barrier removal plan
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting detail

B. Construction Contracts

Construction contracts will be let in accordance with AP ~~6350-6345~~ titled [Bids and Contracts – Construction](#) and will comply with applicable laws relating to public works.

C. Five-Year Construction

All five-year construction projects will be processed through ~~the District Facilities Planning Committee~~ [Business & Fiscal Services](#) as a recommendation to the Chancellor.

D. Conversion of Buildings

State funds earmarked for capital outlay financing may be used to acquire an existing government-owned or privately-owned building and to pay the necessary costs of converting such a building to community college use if all of the following criteria apply:

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- The building was constructed as, and continues to qualify as, a school building, as provided by Education Code Sections 81130 et seq., or the building is determined to have, or is rehabilitated to an extent that it is determined to have, a pupil safety performance standard that is equivalent to that of a building constructed pursuant to Education Code Sections 81130 et seq. The determination of the pupil safety performance standard must meet all of the requirements of Education Code Section 81149(a)(1)&(2).
- The total cost of purchasing and converting the existing building to community college use is not greater than the estimated cost of constructing an equivalent building.
- The land associated with the building will be owned by, or controlled through a long-term lease of at least 50 years by, the District.
- The District has complied with facility site review ~~procedures and~~ guideline recommendations of the California Postsecondary Education Commission pursuant to Education Code Section 66904.
- The funding for the purchase and conversion of an existing building does not supersede funding for facilities that have previously been prioritized by the Board of Governors and are awaiting state funding.

References: Education Code Sections 81005 and 81820;
Title 5 Sections 57150 et seq.

Approved: 12/11/08
Revised: 5/14/15

70
71

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

BP 6750 PARKING

(Replaces current SBCCD BP 6750)

NOTE: *The language in current SBCCD BP 6750 parallels the language recommended by the Policy and Procedure Service.*

❖ **From current SBCCD BP 6750 titled Parking**

The Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See Board Policy [BP 5030 titled Fees.](#))

References: Education Code Section 76360;
Vehicle Code Sections [21113](#) and [22651.5](#)

NOTE: *The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current SBCCD BP 6750 titled Parking with no adoption date. The language in blue ink is included for consideration.*

Adopted: No date

Revised:

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

AP 6750 PARKING

(Replaces current SBCCD AP 6750)

NOTE: ~~The language in red ink is legally required. The following example will satisfy all requirements:~~

~~These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.~~

~~All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.~~

~~Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.~~

~~All persons who enter on the college(s) are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.~~

~~In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.~~

~~❖ From current SBCCD AP 6750 titled Parking~~

A. Authorization

Any person who operates or parks a motor vehicle on District property is subject to District Parking and Traffic Regulations and the provisions of the California Motor Vehicle Code.

B. Parking Permit

43 District parking permits are required for all vehicles parked on District property from
44 7:00 AM Monday through 4:30 PM Friday. Parking permits and daily parking
45 permits are valid at all District locations.

46
47 **1. Special Events Parking**

48
49 Parking citations shall not be issued during regular and late registration
50 periods. "Special Events" parking permits shall be made available free
51 of charge for non-students who participate in such things as theater
52 productions, and "no cite" grace periods shall be provided for such
53 events as dances, college night and career day.

54
55 **2. Guest Parking**

56
57 One-day guest permits are available through the District Office and
58 through the office of Administrative Services at each campus. It is the
59 responsibility of the individual inviting an off-campus guest to secure a
60 one-day parking permit a minimum of 3 days prior to the event.

61
62 **C. Violations/Citations**

63
64 Any person who violates the Parking and Traffic Regulations or the California
65 Motor Vehicle Code may receive a District citation and/or be subject to District
66 disciplinary action. Disciplinary action only applies to intentional acts that
67 constitute dishonesty, falsification of information, willful or persistent violation of
68 the rules made applicable to the District by the Governing Board. Disciplinary
69 action includes suspension, demotion or, in severe cases, dismissal. When
70 disciplinary action is sought, employees are entitled to due process protection as
71 per applicable District policy and collective bargaining agreements.

72
73 **D. Liability**

74
75 Parking of motor vehicles or bicycles on District property is done at the owner's
76 risk. The District assumes no liability for damage or theft except as provided for
77 unit members covered by Article 20 of the SBCCD/SBCCDTA contract.

78
79 **E. Traffic Regulations**

- 80
81 1. Driver must obey all posted speed limits. The speed limit on all campus
82 roads is posted.
83
84 2. The speed limit in all parking lots is a maximum of 5 miles per hour.
85
86 3. Pedestrians have the right-of-way at all times.
87

- 88 4. The use of skateboards, roller skates or bicycles is prohibited on the
89 interior of District property.
90
- 91 5. No vehicles are permitted on inner campus walks and roadways except
92 for emergency vehicles, authorized construction/maintenance vehicles,
93 authorized special event support vehicles and vehicles belonging to the
94 District performing assigned duties. Non-District vehicles require a
95 separate guide to ensure pedestrian safety while operating on District
96 property.
97
- 98 6. Roadblocks, barriers, or stanchions may be placed by District
99 employees at any point deemed necessary for safety or convenience.
100 Removal of these roadblocks, barriers, or stanchions is prohibited.
101
- 102 7. Motorcycles and other two-wheeled powered vehicles are limited to
103 designated motorcycle parking areas. Motorcycle parking in these
104 designated spaces does not require a permit. Mopeds may be parked
105 in bicycle racks on campus, but shall be walked when on campus
106 walkways. Use of private powered vehicles is prohibited where
107 pedestrian traffic is present.
108

109 **F. Parking Controls**

110

- 111 1. All vehicles parked on District/college parking lots or District/college
112 roadways are required to display a current parking permit or a daily
113 parking permit. Permits must be displayed on windshield, bumper or
114 rearview mirror while on campus. Daily parking permits shall be posted
115 face up on the dashboard so as to be readable. Failure to post permits
116 properly shall be grounds for citation.
117
- 118 2. Students/employees may purchase parking permits on-line.
119
- 120 3. Parking permit refunds for students are subject to the provisions of the
121 Fee Refund Policy. In order to obtain a refund, a student must take all
122 or a portion of the decal bearing the permit number to the College Police
123 Department at SBVC, or the Campus Business Office at CHC, within the
124 timelines specified in the Fee Refund Policy. Refunds are not provided
125 to employees unless they qualify under the AQMD Ride-Sharing
126 Incentive Program.
127
- 128 4. Certain parking lots and parking areas are restricted for employee “staff”
129 parking only. Students, dependents and relatives of employees, who
130 are not employees themselves, are prohibited from using employee lots
131 and parking areas.
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- 5. Parking stalls marked "visitors" are solely for visitors and may be governed by time limits. Students and employees are prohibited from parking in visitor areas.
- 6. Students with physical handicaps may be given special parking privileges that will be evidenced by a District handicapped permit affixed to the right side of the rear bumper or the rear view mirror. Permits may be obtained in the Disabled Student Services Office. It is the responsibility of DSP&S to inform the Police of any such privileges.
- 7. Vehicles are to be parked in properly marked stalls only. Taking up more than one parking stall is prohibited.
- 8. Parking is prohibited in loading zones, posted areas, along red curbing, or red lined areas.
- 9. Vehicles parked in prohibited areas which block the flow of traffic, emergency vehicles/equipment, driveways, roadways, or in posted "NO PARKING" zones may be towed away at the owner's expense at no responsibility to the District pursuant to current California Vehicle Code authority.
- 10. Vehicles parked illegally in reserved parking stalls will be cited for illegal parking.
- 11. Vehicles abandoned on college property for over 72 hours without college authorization will be removed at owner's expense pursuant to current California Vehicle Code authority.
- 12. Energy Efficient Vehicles will be defined as Zero Emission Vehicles (ZEV) by the California Air Resources Board, or fuel-efficient vehicles that have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide.

~~11.~~

References: Education Code Section 76360;
Vehicle Code Section 21113

NOTE: The red ink signifies language that is legally required and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current SBCCD AP 6750 titled Parking approved on 10/25/12.

Approved: 10/25/12
Revised:

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

BP 7120 RECRUITMENT AND HIRING

(Replaces current SBCCD BP 7120)

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

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

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

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

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

References: Education Code Sections 70901.2, 70902(b)(7) & (d), ~~and~~ 87100 et seq.;
and 87458;
Title 5 Sections 53000, et seq. and 51023.5;
ACCJC Accreditation Standard III.A.1

Adopted: 6/10/04

Revised: 10/9/14, 12/11/14

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: January 19, 2017

SUBJECT: Consideration of Approval to Reaffirm Board Imperatives and Approve 2016-2017 Board Goals

RECOMMENDATION

It is recommended that the Board of Trustees reaffirm the Board Imperatives and approve the 2016-2017 Board Goals.

OVERVIEW

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

ANALYSIS

At the August 22, 2016 Board Retreat, the Trustees discussed the 2016-2017 goals related to the Board Imperatives per Board Policy 2200. On September 22 and November 10, 2016, and January 5, 2017, the Goals Ad Hoc Committee met to draft the Board Goals.

BOARD IMPERATIVES

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

FINANCIAL IMPLICATIONS

None

(DRAFT) Board of Trustees Goals 2016-2017
(January 2017 through June 2017)

The San Bernardino Community College District Board of Trustees has the following priorities and goals related to the Board Imperatives (Board Policy 2200).

Board Goal	Action	Accountability
<p>1 Develop <u>Support</u> a district-wide leadership development plan</p>	<p>Work with Human Resources, district and campus professional development committees and others as necessary to develop reporting mechanism for professional development activities and participants. The Chancellor will work with the Management Association, Human Resources and others, as appropriate, to develop a leadership development plan for managers as a first step toward a district-wide plan.</p>	<p>Provide update on process by end of spring 2017.</p>
<p>2 Develop <u>Support the development of a plan to incorporate career ladders as part of professional development planning across the district.</u></p>	<p>The Chancellor will charge the Vice Chancellor of Human resources to Discuss how to incorporate a leadership emphasis and career ladders in future professional development. explore the opportunities for career ladders with the classified bargaining unit and the management association and provide a report on the feasibility of developing career ladders.</p>	<p>Complete report by end of spring 2017</p>
<p>3 Continue to develop <u>Support the development of collaborative partnerships with government agencies, educational institutions, including P-12 and 4-year universities.</u></p>	<p>Convene joint-meetings with SBCCD Trustees and regional K-12 Governing Boards.</p> <p>Discuss <u>The chancellor will work with the college presidents to explore MOUs with CSUSB, University of Redlands and other</u></p>	<p>Meeting scheduled for Wednesday, Jan. 25, 2017 at 4 p.m.</p> <p>Ongoing, update planned for end of fiscal year 2016-2017.</p>

		<p>educational institutions on <u>a variety of topics including transfer and concurrent enrollment, campus' transfer plans and dual enrollment.</u></p> <p><u>The Chancellor will work with the college presidents and appropriate staff to c</u>Cultivate partnerships in conjunction with the Inland Empire/Desert Regional Consortium Strong Workforce Program that are aligned with district and college initiatives such as: AB288 (Dual Enrollment), College Promise, Student Equity and AB104 (Adult Education Block Grant).</p>	<p>Meet with regional committee members to coordinate proposals for career and technical education funding for current year. District Assembly Strong Workforce Program Ad Hoc Committee to begin planning for FY17-18 regional proposals due March 2017.</p>
3	<p>(Continued)</p> <p>Continue to develop collaborative partnerships with government agencies, educational institutions, including P-12 and 4-year universities <u>in alignment with District plans.</u></p>	<p><u>Pursue the creation of a Middle College High School affiliated with Crafton Hills College and aligned with CHC's College Promise planning. Support expansion of concurrent enrollment program including Middle College High Schools. Consider additional collaborative opportunities with noncredit classes.</u></p>	<p>Request status report from CHC Academic Senate with a project timeline and recommended next steps. College Promise plan grant application to be completed March-April 2017.</p>
		<p>Work, <u>through the Chancellor, with</u> with SBCCD Public Affairs and Government Relations to expand engagement with public policy leaders to increase understanding of SBCCD's educational programs, economic development initiatives and civic impact</p>	<p>Coordinate campus visits, advocacy trips and briefings with legislators, mayors and SBCCD leadership throughout the year.</p>
		<p>Engage with P-12 districts, students, teachers, staff, administrators and four-year universities in focus groups to inform SBCCD's rebranding and marketing efforts.</p>	<p>Planned for spring 2017.</p>
4	<p><u>Support activities that s</u>Strengthen student success through the SBCCD Trustee's policy role in the Student Success Committee.<u>and develop new strategies for</u></p>	<p>Develop student success policy which promote and supports diversity.</p>	<p>On October 2016, Board approved item to ask Chancellor to develop student success policy through collegial consultation Will provide update in spring 2017.</p>

	<u>student success emphasizing diversity and financial and student support services.</u>	A dashboard to monitor student success will be developed.	Planning underway with implementation of pilot in fall 2017.
		A local Promise Program, building off of SBVC's Valley Bound Commitment that can generate additional funding to cover the cost of student fees, books and per-student funding for support services. College Promise Plan will consider leveraging district and college programs including Strong Workforce Program, Dual Enrollment, Student Equity and Adult Education Block Grant.	Grant application under development. Target date: March 2017.
		A plan to replace or improve WebAdvisor with new student registration system will be developed.	Plan will be developed by fall 2017.
		The Chancellor will work with college presidents and appropriate collegial consultation processes to explore opportunities to use guided pathways to increase student completion rates.	Discussion will begin spring 2017.
		A district-wide inventory and comprehensive plan of career and technical education programs will be developed based on the educational master plans.	Chancellor will work with college presidents and other staff, as appropriate to develop this report.
5	Monitor budget process	Share student success stories.	Develop communication strategy to highlight student successes in all of its many forms to inform the public and enhance the reputation of the colleges.
		Financially sustain innovative student success programs.	Explore feasibility of creating a district-wide funding campaign.
		Develop improved financial reporting to make it more user-friendly and better inform decision-making.	New reports planned for December 2016 Board agenda.

		<p>Explore possibility of developing online financial dashboard accessible from anywhere.</p> <p>Review Board of Trustees budget in Board Budget Committee.</p>	<p>Budget dashboard and software to be reviewed, selected and implemented in spring 2018.</p> <p>Board budget will be added to each Board Budget Committee agenda beginning in December 2016.</p>
6	Strengthen the effectiveness of the Board of Trustees	Plan study session on 10+1 with Academic Senate and CCLC and State Academic Senate.	Study session will take place in spring 2017.
		Chancellor to attend CCLC Annual Conference and ACCT Legislative Conference.	Chancellor is planning to attend an upcoming conference.
		Continue Board and Chancellor professional development.	Professional development activities will be pursued by the Board members and the Chancellor.
		Hold two-day Board of Trustees retreat.	Planned for May 2017.
7	Update Board of Trustees policies and procedures.	Update Board policies and procedures on appropriate cycle and/or as necessary.	Ongoing.
		Monitor and ensure that Board policies are being followed.	Ongoing.
8	<u>More efficiently leverage KVCR TV/FM media resources to the greater benefit of students and community. Support plans to provide increased development of local content in KVCR programming and improved integration with academic programs.</u>	<p>Work with KVCR, SBVC and CHC to create media training opportunities that can support and prepare students for professional media careers. The Chancellor will work with the KVCR General Manager to develop processes for determining the selection of local content.</p> <p><u>The Board supports the Chancellor working with the college presidents to encourage and develop opportunities for greater integration of KVCR into academic programs at both colleges, including preparation for professional media careers.-</u></p>	Progress report by end of spring 2017.

		<p><u>Engage</u> The Chancellor will engage KVCR leadership and staff in focus groups to inform SBCCD's comprehensive rebranding to enhance the visibility and reputation of the district and colleges.</p>	<p>Planned for spring 2017.</p>
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DRAFT

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: January 19, 2017

SUBJECT: Consideration of Approval to Schedule Additional Board Study Sessions

RECOMMENDATION

It is recommended that the Board of Trustees select three (3) additional dates or extend the time for existing study sessions to accommodate board committee requests on 10+1 (3 hours needed), College Village, and Foundations.

ANALYSIS

The Board approved the dates and times for the 2017 board meetings and study sessions. The Board requested training on 10+1 and an update on College Village. The Foundation Ad Hoc committee requested the January study session date be rescheduled.

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

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: January 19, 2017
SUBJECT: Presentation of the San Bernardino Community College District Chapter CTA/NEA Proposal to the District for Negotiation of the CTA/NEA Collective Bargaining Agreement for the Period July 1, 2016 through June 30, 2017, Submitted for Official Receipt and Public Hearing

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the SBCCD Chapter CTA-NEA -- for negotiation of the Collective Bargaining Agreement for the period July 1, 2016, through June 30, 2017, be acknowledged for official receipt by the District, and presented for public hearing pursuant to the provisions of State Government Code 3547.
2. The President of the Board of Trustees open the hearing for public comments, and following any comments from the public, the President of the Board of Trustees shall close the hearing.

OVERVIEW

CTA/NEA has submitted an initial proposal to the District for negotiation with the San Bernardino Community College District pursuant to the provisions of the existing CTA/NEA Collective Bargaining Agreement.

ANALYSIS

The SBCCD CTA/NEA proposal for negotiation of the Collective Bargaining Agreement for the period July 1, 2016, through June 30, 2017, is attached.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.

SBCCDTA Sunshine Proposal

November 7, 2016

To: San Bernardino Community College District Board of Trustees

From: San Bernardino Community College District Teachers Association (SBCCDTA)

Re: Sunshine Proposal for 2017 contract negotiations:

The SBCCDTA proposes the following Articles be open for discussion and negotiation:

Article 12: Work Calendar

Article 13: Workload*

*Note: this a re-sunshine (This Article has already been Sunshined September 16, 2015 and not closed.)

The SBCCDTA proposes the remaining Articles in the current contract remain status quo.

Dr. Sheri Lillard

A handwritten signature in black ink, appearing to read "Sheri Lillard", written in a cursive style.

President, SBCCDTA

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor

DATE: January 19, 2017

SUBJECT: Consideration of Approval of Presentation of the San Bernardino Community College District's Initial Proposal to the San Bernardino Community College District Teacher's Association, CTA/NEA, for Negotiation of the SBCCD CTA/NEA – District Collective Bargaining Agreement for the Period July 1, 2016 through June 30, 2017, Submitted for Board Approval

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the District for negotiation of the SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement for the period July 1, 2016 through June 30, 2017, be acknowledged for official receipt by the District, and presented for public hearing pursuant to the provisions of State Government Code 3547.

OVERVIEW

The District has submitted an initial proposal for negotiations with the San Bernardino Community College District Teachers Association, CTA/NEA, pursuant to the provisions of the existing SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement. The current bargaining agreement expires on June 30, 2017.

ANALYSIS

The District's proposal for negotiation of Articles 10 and 16 of the SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement, 2016-2017, is attached.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.

Attachment

INITIAL PROPOSAL
FROM THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION,
CTA/NEA

January 19, 2017

For Limited Reopener Negotiations for the 2016-2017 Academic Year

The District proposes to negotiate the following articles during the 2016-17 year:

Article 10: Wages

- Noncredit courses

Article 16: Evaluation Procedure

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor

DATE: January 19, 2017

SUBJECT: Consideration of Approval of Presentation of the San Bernardino Community College District's Initial Proposal to the San Bernardino Community College District Teacher's Association, CTA/NEA, for Negotiation of the SBCCD CTA/NEA – District Collective Bargaining Agreement for the Period July 1, 2016 through June 30, 2017, Submitted for Official Receipt and Public Hearing

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the District for negotiation of the SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement for the period July 1, 2016 through June 30, 2017, be acknowledged for official receipt by the District, and presented for public hearing pursuant to the provisions of State Government Code 3547.
2. The President of the Board of Trustees open the hearing for public comments, and following any comments from the public, the President of the Board of Trustees shall close the hearing.

OVERVIEW

The District has submitted an initial proposal for negotiations with the San Bernardino Community College District Teachers Association, CTA/NEA, pursuant to the provisions of the existing SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement. The current bargaining agreement expires on June 30, 2017.

ANALYSIS

The existing SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement remains in full force and effect through June 30, 2017, and thereafter shall continue in effect for the 2017-2018 academic year unless one of the parties submits a proposal for negotiation of a successor Agreement pursuant to the provisions of Article 29 of the Agreement.

Attached is the District's initial proposal for negotiation of the successor SBCCD Teachers Association, CTA/NEA – District Collective Bargaining Agreement for the period July 1, 2016 through June 30, 2017.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.

Attachment

INITIAL PROPOSAL
FROM THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION,
CTA/NEA

January 19, 2017

For Limited Reopener Negotiations for the 2016-2017 Academic Year

The District proposes to negotiate the following articles during the 2016-17 year:

Article 10: Wages

- Noncredit courses

Article 16: Evaluation Procedure

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: January 19, 2017
SUBJECT: Consideration of Approval of the 2017 Early Retirement Incentive Plan

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2017 Early Retirement Incentive Plan for eligible employees effective June 30, 2017.

OVERVIEW

As a cost savings strategy and a proactive approach to increasing full-time faculty levels, we recommend approval of an early retirement incentive plan. It is important to note that this is not a typical supplemental employee retirement plan (SERP); 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.

In order for the plan's goals to be successful, a minimum number of employees must participate. If minimum levels of participation cannot be confirmed by March 24, 2017, the offer will be withdrawn.

ANALYSIS

SBCCD currently has over 130 employees that will be eligible for this early retirement incentive, however, we do not anticipate a high level of participation. Based on internal analysis, in order for the Plan's objectives to be met, we have set a goal of 15 CTA resignations and 10 resignations from any other classification.

Eligibility Requirements as of June 30, 2017	1. Must be at least 60 years of age as of June 30, 2017, <u>and</u> 2. Have a minimum of 5 years of service with the District	
Classification Payout Amount	\$20,000	Management/Non-Bargaining
	\$30,000	CTA
	\$20,000	CSEA
	\$20,000	Confidential

2017 Timeline	January 19	Board approval of 2017 Early Retirement Incentive Plan
	January 20	Formal announcement to employees
	February	Q&A District Education Workshop on Retirement Plan Incentive
	March 17	Letters of resignation due to Human Resources
	March 24	Last day to rescind resignation
	May 11	Board approves resignations
	June 30	Participants retire from District
	July 1	2017 Early Retirement Incentive Plan becomes effective

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 \$650,000 which will be paid out from the District reserves.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: January 19, 2017
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 have an opportunity to recognize someone at SBCCD who provides outstanding quality and service.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Caring Hands Applause Cards - January 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
DISTRICT				
Michael	James	Police Department	CSO James went above and beyond service to assist me. I had accidentally locked my keys in my running vehicle at 7 pm at night. James used his own AAA card to help	Becky Dean
CHC				
Almanza	Jeremiah	Custodial	Thank you for going above and beyond for department's cleaning needs. You are much appreciated! Thank You!	Nikole De La Cruz
Almanza	Jeremiah	Custodial	Very professional and kind gentleman. Positive attitude and friendliness is apparent in his daily duties.	David Sturges
Andrews	Breanna	Communications	Breanna is an amazing person and a huge asset to our campus and community. Her hard work is noticed by all and admired. I have no idea how she does it all...she is everywhere...all the time!	Colleen Hinds
Avila	Jose	Testing Center	Excellent customer service, thank you!	Frances Southerland-Amsden

Caring Hands Applause Cards - January 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Aycock	Larry	Admissions and Records	Thank you for your help with early applications for our Yucaipa High School seniors. Our partnership with YCJUSD is so important and this means so much to them. Together we are increasing the college going culture. Thank you!	Michelle Riggs
Boebinger	Kelly	Chemistry	Thank you so much for your assistance and expertise in the scheduling process and calculation of full time faculty teaching loads. Your help has always and will be greatly appreciated.	San Truong
Buiter	Rachel	Tutoring	She is always professional, has a positive attitude and knows her math. Crafton is lucky to have her and so am I. Everyone needs to know of her hard work and service	Pati A, student
Cabrales	Joe	Student Services	Thank you for your help with early applications for our Yucaipa High School seniors. Our partnership with YCJUSD is so important and this means so much to them. Together we are increasing the college going culture.	Michelle Riggs
Camarena	Armando	Custodial	Thank you so much for helping us this year at the Herbivore Festival. Thanks for the kind words and encouragement.	Colleen Hinds

Caring Hands Applause Cards - January 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Cervantez	Jeff	Philosophy	It was one of the best courses I have taken. The professor promoted the freedom to express ourselves on several controversial topics without fear of things getting out of control.	Joe Erwin
Contreras	Cesar	Testing Center	Excellent customer service, thank you!	Frances Southerland-Amsden
Cook	Larry	Maintenance and Operations	Thank you Larry for all of your help with the Herbivore Festival once again! You really helped make it run so smooth. Thank you for the amazing personal tour and for the tour and talk you did at the festival. You are appreciated!	Colleen Hinds
De La Péna	Susana	English	Susana you are an amazing woman! I just love your energy and enthusiasm. Thank you so much for helping me bring life to our campus. You are inspiring and a breath of fresh air! I look forward to many more projects with you.	Colleen Hinds
Dixson	Dennis	Testing Center	Excellent customer service, thank you!	Frances Southerland-Amsden
Hughes	Richard	Geology	We want to thank you for being an exceptional instructor with our DSPP students. Your support is greatly appreciated.	DSPP Office

Caring Hands Applause Cards - January 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Hughes	Richard	Geology	Best professor I have ever had and the hardest course. That man truly cares. The college should assist him in whatever way he ask, it will only improve the school. Only took the course because I needed a science with a lab	Joe Erwin
VonSydow	Katie	Geology SI	What a great help she was. I never missed a session and I know that I have a better grade because of her. Never had an SI before but I recommend them and will warn against not taking advantage of reaching out to one. Thanks for Katie!	Joe Erwin
SBVC				
Alex-Schiel	Valarie	Food Services	We appreciate all your help in making Kwanzaa a successful event.	Ricky Shabazz, Ed.D.
Blackwell	Shari	Student Services Office	Thank you for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher
Bojorquez	Ana	DSP&S	For organizing and conducting the All Student Staff Meeting for the month of November.	Ricky Shabazz, Ed.D.
Brewer	Leon	Custodial	Thank you Irene and Leon for the great and wonderful job you all do for us and the A.S.G office here at Valley.	Javier Vizcarra, Student
Candelaria	Bridget	Instruction Office	Thank you for your consistent, sincere support. I can always depend on you to help get the schedule right. You are an asset to your Department.	Cynthia Bidney

Caring Hands Applause Cards - January 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Chow	Michelle	CBO	Thank you for making the President's Holiday Gathering a Success and selling the opportunity tickets before and during the event. You are appreciated!	Debby Gallagher
Cota	Marco	Counseling	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.
Cota	Marco	Counseling	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Flaa	Jonathan	Campus Technology	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.
Flaa	Jonathan	Campus Technology	Thank you for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher
Gomez	Laura	Counseling	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Gonzales	Amelia	Police Science/Criminal Ju	Thank you for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher
Halim	Roslin	CBO	Thank you for making the President's Holiday Gathering a Success and selling the opportunity tickets before and during the event. You are appreciated!	Debby Gallagher
Herrera	Jamie	Counseling	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Hrdlicka	Rick	Campus Technology	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.

Caring Hands Applause Cards - January 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Hua	Henry	Instruction Office	Thank you for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher
Jenkins	Robert	Facilities, M&O	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.
Jones	Patti	Counseling	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Kates	Johnny	Custodial	Thank you and your staff for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher
Kelly-Silagy	Deana	Counseling	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Kracher	Gloria	Custodial	Thank you for caring for employees in need throughout the Holiday Season.	Diana Z. Rodriguez
Kracher	Gloria	Custodial	Thank you for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher
Lopez	Alma	Arts & Humanities	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Luke	Dr. Craig	Counseling	Dr. Luke is an awesome professor. I have learned many new things during his lectures. He teaches in a fun way . There is no right or wrong answers to his questions. He makes you feel comfortable when your in his class.	Leticia Romero, Student

Caring Hands Applause Cards - January 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Luke	Dr. Craig	Student Development 102	His a really good teacher. Thanks to him I am able to have a conversation and give examples of the topic I am talking about. I even got my mom used to speaking like that too. It's a nice class, I have fun. I learned so much.	Ricky Shabazz, Ed.D.
Luna	Linda	Food Services	We appreciate all your help in making Kwanzaa a successful event.	Ricky Shabazz, Ed.D.
Martinez	Patti	Bookstore	Thank you for making the President's Holiday Gathering a Success and selling the opportunity tickets before and during the event. You are appreciated!	Debby Gallagher
Mclellen	Richard	Food Services	We appreciate all your help in making Kwanzaa a successful event.	Ricky Shabazz, Ed.D.
Mendez	Rebecca	Counseling	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Meyer	Chef Stacy	Sunroom	Thank you for incredible food service to the college and the surrounding community.	Diana Z. Rodriguez
Meyer	Chef Stacy	Sunroom	Thank you and your staff for making the President's Holiday Gathering a success by providing outstanding food service for the event. You are appreciated!	Debby Gallagher
Molina	Lilliana	CBO	Thank you for making the President's Holiday Gathering a Success and selling the opportunity tickets before and during the event. You are appreciated!	Debby Gallagher
Morden	Erik	Food Services	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.

Caring Hands Applause Cards - January 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Morden	Erik	Food Services	<u>We appreciate all your help in making Kwanzaa a successful event.</u>	Ricky Shabazz, Ed.D.
Mulgado	Irene	Custodial	Thank you Irene and Leon for the great and wonderful job you all do for us and the A.S.G office here at Valley.	Javier Vizcarra, Student
Nguyen	Hai	Food Services	We appreciate all your help in making Kwanzaa a successful event.	Ricky Shabazz, Ed.D.
Nguyen	Joseph	Counseling	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.
Nguyen	Joseph	Counseling	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Nguyen	Joseph	Counseling	<u>For organizing and conducting the All Student Staff Meeting for the month of November.</u>	Ricky Shabazz, Ed.D.
Okray	Raina	Counseling	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Orozco	Debbie	Counseling	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Pasillas	Karol	Administrative Services	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.
Peters	Dena	Research, Planning & IE	Dena deserves recognition for her consistent commitment to processing travel and conference request in a timely manner.	Dr. James E. Smith
Race	Steve	Campus Technology	Thank you for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher

Caring Hands Applause Cards - January 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Ramsey	Daniele	Counseling	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.
Ramsey	Daniele	Counseling	We appreciate all your help in making Kwanzaa a successful event.	Ricky Shabazz, Ed.D.
Renteria	David	Food Services	We appreciate all your help in making Kwanzaa a successful event.	Ricky Shabazz, Ed.D.
Rodriguez	Judy	Administrative Services	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.
Romo	Brian	Bookstore	Thank you for making the President's Holiday Gathering a Success and selling the opportunity tickets before and during the event. You are appreciated!	Debby Gallagher
Romo	Silvia	Admissions and Records	For organizing and conducting the All Student Staff Meeting for the month of November.	Ricky Shabazz, Ed.D.
Rubio	David	SS, HD, and PE	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.
Sanchez	Phylcia	Development & Communi	Thank you for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher
Schlinkert	Tamara	Sunroom	Thank you for making the President's Holiday Gathering a success by providing outstanding food service for the event. You are appreciated!	Debby Gallagher

Caring Hands Applause Cards - January 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Shabazz	Dr. Ricky	Student Services Office	Thank you for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher
Smith	Mary	First Year Experience	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.
Smith	Mary	First Year Experience	Thank you for making the Puente 30th Anniversary a success.	Ricky Shabazz, Ed.D.
Stark	Scott	Administrative Services	Thank you for making the Kwanzaa and Puente events a success and for helping to make things come together.	Ricky Shabazz, Ed.D.
Stark	Scott	Administrative Services	Thank you for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher
Valdemar	Mary	Library and Learning Support	For organizing and conducting the All Student Staff Meeting for the month of November.	Ricky Shabazz, Ed.D.
Williams	Nicole	President's Office	Thank you for making the President's Holiday Gathering a success. You are appreciated!	Debby Gallagher

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: January 19, 2017
SUBJECT: Budget Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The attached Revenue and Expenditure Summary reflects activity for the 2016-17 fiscal year through December 14, 2016. As of that date, SBCCD was 45.7% through the fiscal year and had spent and/or encumbered approximately 45.4% of its budgeted general fund.

ANALYSIS

While revenues and/or expenditures for some funds vary significantly from the percentage of fiscal year elapsed, unless noted below all funds are expected to remain within the 2016-17 budget. The following reasons help explain any sizeable variances occurring in this report.

- Fund 21 Bond Interest and Redemption – Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.
- Fund 42 Bond Construction – Expenses are at 70.3% due to a \$16.6 million encumbrance which will be spent later in the year.
- Fund 76 KVCR Educational Foundation – Revenues of \$132,000 had not posted as of the December 14 report date; after this adjustment, year to date revenues are at 34.8%.
- Fund 78 Self Insurance-Liability – 79.5% has been spent because annual premiums were paid in July.
- Fund 79 EDCT Foundation – Board approved revenue from the General Fund is transferred early in the fiscal year to facilitate operations.
- Fund 84 Workers Compensation – Expenses are at 60.0% due to a \$251 thousand encumbrance which will be spent later in the year.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

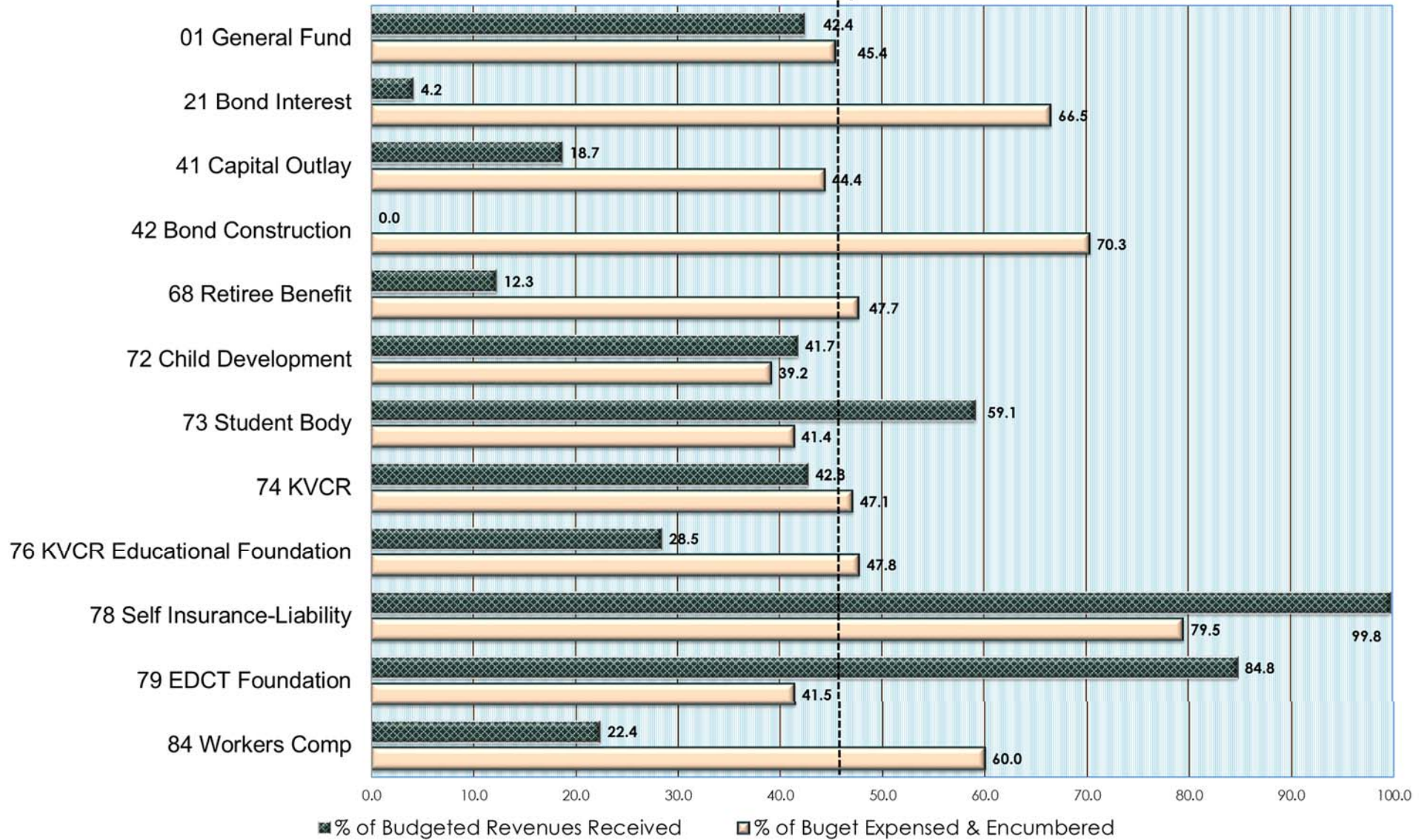


Budget Revenue & Expenditure Summary

Year to Date 12/14/2016
45.7% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
01 General Fund	\$142,188,581	\$ 60,354,091	42.4%	\$144,851,892	\$ 65,790,207	45.4%	
21 Bond Interest & Redemption	\$ 22,834,910	\$ 949,298	4.2%	\$ 29,982,272	\$ 19,952,987	66.5%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
41 Capital Outlay Projects	\$ 2,243,251	\$ 420,080	18.7%	\$ 10,981,789	\$ 4,878,374	44.4%	
42 Bond Construction	\$ -	\$ 24,647	n/a	\$ 40,000,000	\$ 28,135,740	70.3%	<i>Encumbered amount is \$16.6 million.</i>
68 Retiree Benefit	\$ 100,000	\$ 12,252	12.3%	\$ 366,500	\$ 174,757	47.7%	
72 Child Development	\$ 2,998,172	\$ 1,251,701	41.7%	\$ 2,998,172	\$ 1,173,954	39.2%	
73 Student Body Center Fee	\$ 293,352	\$ 173,501	59.1%	\$ 293,352	\$ 121,550	41.4%	
74 KVCR	\$ 6,278,042	\$ 2,687,209	42.8%	\$ 6,239,459	\$ 2,940,001	47.1%	
76 KVCR Educational Foundation	\$ 2,076,553	\$ 591,065	28.5%	\$ 2,059,083	\$ 983,999	47.8%	<i>Revenues of \$132,000 had not posted as of the December 14 report date; after this adjustment, year to date revenues are at 34.8%.</i>
78 Self Insurance-Liability	\$ 553,000	\$ 551,644	99.8%	\$ 675,000	\$ 536,641	79.5%	<i>Annual premiums are paid in July.</i>
79 EDCT Foundation	\$ 228,996	\$ 194,201	84.8%	\$ 287,682	\$ 119,278	41.5%	<i>Board approved revenue from the General Fund is transferred early in the fiscal year to facilitate operations.</i>
84 Workers Compensation	\$ 1,170,000	\$ 261,856	22.4%	\$ 1,170,000	\$ 701,881	60.0%	<i>Encumbered amount is \$251 thousand.</i>

Fiscal Year Elapsed - 45.7%



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	3,765,602.77	233,138.53	233,138.53	6.1	0.00	3,532,464.24	93.8
8600.00 STATE REVENUES	109,886,998.79	51,894,937.74	51,894,937.74	47.2	0.00	57,992,061.05	52.7
8800.00 LOCAL REVENUES	28,363,979.39	8,214,304.34	8,214,304.34	28.9	0.00	20,149,675.05	71.0
8900.00 OTHER FINANCING SOURCES	172,000.00	11,710.56	11,710.56	6.8	0.00	160,289.44	93.1
TOTAL: 8000	142,188,580.95	60,354,091.17	60,354,091.17	42.4	0.00	81,834,489.78	57.5
1100.00 CONTRACT CLASSROOM INST.	17,528,312.48	6,752,125.50	6,752,125.50	38.5	0.00	10,776,186.98	61.4
1200.00 CONTRACT CERT. ADMINISTRATORS	9,655,745.94	3,937,501.55	3,937,501.55	40.7	0.00	5,718,244.39	59.2
1300.00 INSTRUCTORS DAY/HOURLY	12,389,779.33	5,101,234.71	5,101,234.71	41.1	0.00	7,288,544.62	58.8
1400.00 NON-INSTRUCTION HOURLY CERT.	2,338,544.47	940,898.85	940,898.85	40.2	0.00	1,397,645.62	59.7
TOTAL: 1000	41,912,382.22	16,731,760.61	16,731,760.61	39.9	0.00	25,180,621.61	60.0
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	20,445,021.62	8,220,283.97	8,220,283.97	40.2	0.00	12,224,737.65	59.7
2200.00 INSTRUCTIONAL AIDS	1,447,535.51	631,686.91	631,686.91	43.6	0.00	815,848.60	56.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	3,906,476.29	1,634,509.62	1,634,509.62	41.8	0.00	2,271,966.67	58.1
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,264,232.96	485,385.62	485,385.62	38.3	0.00	778,847.34	61.6
TOTAL: 2000	27,063,266.38	10,971,866.12	10,971,866.12	40.5	0.00	16,091,400.26	59.4
3100.00 CERTIFICATED RETIREMENT	4,802,665.02	1,716,678.50	1,716,678.50	35.7	0.00	3,085,986.52	64.2
3200.00 CLASSIFIED RETIREMENT	2,827,374.59	1,380,401.24	1,380,401.24	48.8	0.00	1,446,973.35	51.1
3300.00 OASDHI /FICA	2,522,949.25	1,036,103.26	1,036,103.26	41.0	0.00	1,486,845.99	58.9
3400.00 HEALTH AND WELFARE BENEFITS	10,585,850.67	3,788,460.97	3,788,460.97	35.7	0.00	6,797,389.70	64.2
3500.00 STATE UNEMPLOYMENT INSURANCE	61,986.13	30,370.13	30,370.13	48.9	0.00	31,616.00	51.0
3600.00 WORKERS COMPENSATION INSURANCE	998,898.25	415,100.00	415,100.00	41.5	0.00	583,798.25	58.4
3900.00 OTHER BENEFITS	233,215.49	113,163.21	113,163.21	48.5	0.00	120,052.28	51.4
TOTAL: 3000	22,032,939.40	8,480,277.31	8,480,277.31	38.4	0.00	13,552,662.09	61.5
4100.00 TEXTBOOKS	352,322.55	52,160.96	52,160.96	14.8	112,668.50	187,493.09	53.2
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	117,423.62	4,913.67	4,913.67	4.1	30,732.18	81,777.77	69.6
4300.00 INSTRUCTIONAL SUPPLIES	461,311.33	93,354.18	93,354.18	20.2	84,938.23	283,018.92	61.3
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	28,701.00	589.37	589.37	2.0	737.00	27,374.63	95.3
4500.00 NONINSTRUCTIONAL SUPPLIES	1,689,048.92	387,789.14	387,789.14	22.9	500,943.59	800,316.19	47.3
4700.00 FOOD SUPPLIES	257,732.80	49,274.78	49,274.78	19.1	70,279.34	138,178.68	53.6
TOTAL: 4000	2,906,540.22	588,082.10	588,082.10	20.2	800,298.84	1,518,159.28	52.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	20,623,908.71	6,591,338.78	6,591,338.78	31.9	9,329,290.42	4,703,279.51	22.8
5200.00 TRAVEL & CONFERENCE EXPENSES	1,593,541.01	313,077.54	313,077.54	19.6	322,001.64	958,461.83	60.1
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	471,893.42	239,007.33	239,007.33	50.6	51,493.24	181,392.85	38.4
5400.00 INSURANCES - DISTRICT USE	130,000.00	121,067.00	121,067.00	93.1	0.00	8,933.00	6.8
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	2,915,202.60	1,092,774.16	1,092,774.16	37.4	1,931,384.48	108,956.04	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	4,691,445.86	1,757,968.46	1,757,968.46	37.4	1,239,530.37	1,693,947.03	36.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	978,850.00	306,373.34	306,373.34	31.2	462,791.54	209,685.12	21.4
5800.00 OTHER OPERATING EXP-DIST. USE	11,326,769.23	527,716.30	527,716.30	4.6	464,237.00	10,334,815.93	91.2
TOTAL: 5000	42,731,610.83	10,949,322.91	10,949,322.91	25.6	13,800,728.69	17,981,559.23	42.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	136,646,739.05	47,721,309.05	47,721,309.05	34.9	14,601,027.53	74,324,402.47	54.3
6100.00 SITES & IMPROVEMENTS-DIST. USE	961,482.62	59,158.00	59,158.00	6.1	20,400.00	881,924.62	91.7
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	1,191,553.65	233,553.70	233,553.70	19.6	253,300.76	704,699.19	59.1
6300.00 LIBRARY BOOKS - EXPANSION	102,573.00	9,775.82	9,775.82	9.5	93,455.07	657.89-	.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,905,188.72	515,488.58	515,488.58	17.7	490,259.52	1,899,440.62	65.3
TOTAL: 6000	5,160,797.99	817,976.10	817,976.10	15.8	857,415.35	3,485,406.54	67.5
TOTAL: 1000-6999	141,807,537.04	48,539,285.15	48,539,285.15	34.2	15,458,442.88	77,809,809.01	54.8
7200.00 INTRAFUND TRANSFERS OUT	160,000.00	0.00	0.00	.0	0.00	160,000.00	100.0
7300.00 INTERFUND TRANSFERS	1,070,000.00	1,070,000.00	1,070,000.00	100.0	0.00	0.00	.0
7400.00 OTHER TRANSFERS	568,000.00	0.00	0.00	.0	0.00	568,000.00	100.0
7500.00 OTHER OUTGO-STUDENT FIN AID	68,370.00	16,815.96	16,815.96	24.5	10,000.00	41,554.04	60.7
7600.00 OTHER STUDENT AID	1,177,984.47	412,243.05	412,243.05	34.9	283,419.90	482,321.52	40.9
TOTAL: 7000	3,044,354.47	1,499,059.01	1,499,059.01	49.2	293,419.90	1,251,875.56	41.1
TOTAL: 1000-7999	144,851,891.51	50,038,344.16	50,038,344.16	34.5	15,751,862.78	79,061,684.57	54.5

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	142,188,580.95	60,354,091.17	60,354,091.17	42.4	0.00	81,834,489.78	57.5
TOTAL:	1000-5999	136,646,739.05	47,721,309.05	47,721,309.05	34.9	14,601,027.53	74,324,402.47	54.3
TOTAL:	1000-6999	141,807,537.04	48,539,285.15	48,539,285.15	34.2	15,458,442.88	77,809,809.01	54.8
TOTAL:	1000-7999	144,851,891.51	50,038,344.16	50,038,344.16	34.5	15,751,862.78	79,061,684.57	54.5
TOTAL EXPENSES	(1000 - 7999)	144,851,891.51	50,038,344.16	50,038,344.16	34.5	15,751,862.78	79,061,684.57	54.5

Fund: 21 BOND INTEREST AND REDEMPTION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	EXPENDED/RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	UNENCUMBERED %
8600.00 STATE REVENUES	213,217.00	834,943.40	834,943.40	100.0	0.00	621,726.40-	.0
8800.00 LOCAL REVENUES	22,621,693.00	114,354.18	114,354.18	.5	0.00	22,507,338.82	99.4
TOTAL: 8000	22,834,910.00	949,297.58	949,297.58	4.1	0.00	21,885,612.42	95.8
7100.00 DEBT RETIREMENT	29,982,271.70	19,952,987.20	19,952,987.20	66.5	0.00	10,029,284.50	33.4
TOTAL: 7000	29,982,271.70	19,952,987.20	19,952,987.20	66.5	0.00	10,029,284.50	33.4
TOTAL: 1000-7999	29,982,271.70	19,952,987.20	19,952,987.20	66.5	0.00	10,029,284.50	33.4

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)	22,834,910.00	949,297.58	949,297.58	4.1	0.00	21,885,612.42	95.8
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	29,982,271.70	19,952,987.20	19,952,987.20	66.5	0.00	10,029,284.50	33.4
TOTAL EXPENSES	(1000 - 7999)	29,982,271.70	19,952,987.20	19,952,987.20	66.5	0.00	10,029,284.50	33.4

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
		CURRENT	YEAR TO DATE				
8600.00 STATE REVENUES	883,838.45	319,684.45	319,684.45	36.1	0.00	564,154.00	63.8
8800.00 LOCAL REVENUES	1,359,413.00	100,395.41	100,395.41	7.3	0.00	1,259,017.59	92.6
TOTAL: 8000	2,243,251.45	420,079.86	420,079.86	18.7	0.00	1,823,171.59	81.2
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	102,018.05	34,298.74	34,298.74	33.6	0.00	67,719.31	66.3
TOTAL: 2000	102,018.05	34,298.74	34,298.74	33.6	0.00	67,719.31	66.3
3200.00 CLASSIFIED RETIREMENT	12,833.87	4,763.42	4,763.42	37.1	0.00	8,070.45	62.8
3300.00 OASDHI/FICA	7,841.10	2,636.11	2,636.11	33.6	0.00	5,204.99	66.3
3400.00 HEALTH AND WELFARE BENEFITS	12,915.95	4,226.52	4,226.52	32.7	0.00	8,689.43	67.2
3500.00 STATE UNEMPLOYMENT INSURANCE	51.25	17.23	17.23	33.6	0.00	34.02	66.3
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	400.00	400.00	33.3	0.00	800.00	66.6
3900.00 OTHER BENEFITS	58.94	12.92	12.92	21.9	0.00	46.02	78.0
TOTAL: 3000	34,901.11	12,056.20	12,056.20	34.5	0.00	22,844.91	65.4
4700.00 FOOD SUPPLIES	5,000.00	475.60	475.60	9.5	129.37	4,395.03	87.9
TOTAL: 4000	5,000.00	475.60	475.60	9.5	129.37	4,395.03	87.9
5100.00 PERSON&CONSULTANT SVC-DIST USE	3,295,025.00	530,101.26	530,101.26	16.0	2,423,742.97	341,180.77	10.3
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	160.00	160.00	33.3	0.00	320.00	66.6
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	337,720.15	51,356.86	51,356.86	15.2	3,975.00	282,388.29	83.6
5800.00 OTHER OPERATING EXP-DIST. USE	133,000.00	0.00	0.00	.0	0.00	133,000.00	100.0
TOTAL: 5000	3,766,225.15	581,618.12	581,618.12	15.4	2,427,717.97	756,889.06	20.0
TOTAL: 1000-5999	3,908,144.31	628,448.66	628,448.66	16.0	2,427,847.34	851,848.31	21.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	3,452,135.37	331,953.82	331,953.82	9.6	343,354.17	2,776,827.38	80.4
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	2,400,425.00	173,006.77	173,006.77	7.2	344,801.15	1,882,617.08	78.4
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,221,084.00	373,356.56	373,356.56	30.5	255,605.55	592,121.89	48.4
TOTAL: 6000	7,073,644.37	878,317.15	878,317.15	12.4	943,760.87	5,251,566.35	74.2
TOTAL: 1000-6999	10,981,788.68	1,506,765.81	1,506,765.81	13.7	3,371,608.21	6,103,414.66	55.5

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,243,251.45	420,079.86	420,079.86	18.7	0.00	1,823,171.59	81.2
TOTAL:	1000-5999	3,908,144.31	628,448.66	628,448.66	16.0	2,427,847.34	851,848.31	21.7
TOTAL:	1000-6999	10,981,788.68	1,506,765.81	1,506,765.81	13.7	3,371,608.21	6,103,414.66	55.5
TOTAL:	1000-7999	10,981,788.68	1,506,765.81	1,506,765.81	13.7	3,371,608.21	6,103,414.66	55.5
TOTAL EXPENSES	(1000 - 7999)	10,981,788.68	1,506,765.81	1,506,765.81	13.7	3,371,608.21	6,103,414.66	55.5

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	24,647.32	24,647.32	100.0	0.00	24,647.32-	.0
TOTAL: 8000	0.00	24,647.32	24,647.32	100.0	0.00	24,647.32-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	732,805.45	91,948.62	91,948.62	12.5	366,174.53	274,682.30	37.4
5400.00 INSURANCES - DISTRICT USE	218,000.00	204,124.42	204,124.42	93.6	204,124.42	190,248.84-	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	48,350.00	38,502.53	38,502.53	79.6	132.61	9,714.86	20.0
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	217,953.70	15,487.55	15,487.55	7.1	80,112.45	122,353.70	56.1
5800.00 OTHER OPERATING EXP-DIST. USE	2,147,653.37	1,906.68	1,906.68	.0	39,654.99	2,106,091.70	98.0
TOTAL: 5000	3,364,762.52	351,969.80	351,969.80	10.4	690,199.00	2,322,593.72	69.0
TOTAL: 1000-5999	3,364,762.52	351,969.80	351,969.80	10.4	690,199.00	2,322,593.72	69.0
6100.00 SITES & IMPROVEMENTS-DIST. USE	102,563.00	84,613.00	84,613.00	82.4	17,887.17	62.83	.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	34,151,763.63	10,555,371.22	10,555,371.22	30.9	15,770,898.37	7,825,494.04	22.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,380,910.85	560,497.49	560,497.49	23.5	104,302.54	1,716,110.82	72.0
TOTAL: 6000	36,635,237.48	11,200,481.71	11,200,481.71	30.5	15,893,088.08	9,541,667.69	26.0
TOTAL: 1000-6999	40,000,000.00	11,552,451.51	11,552,451.51	28.8	16,583,287.08	11,864,261.41	29.6

Fund: 42 REVENUE BOND CONSTRUCTION FU SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	24,647.32	24,647.32	100.0	0.00	24,647.32-	.0
TOTAL:	1000-5999	3,364,762.52	351,969.80	351,969.80	10.4	690,199.00	2,322,593.72	69.0
TOTAL:	1000-6999	40,000,000.00	11,552,451.51	11,552,451.51	28.8	16,583,287.08	11,864,261.41	29.6
TOTAL:	1000-7999	40,000,000.00	11,552,451.51	11,552,451.51	28.8	16,583,287.08	11,864,261.41	29.6
TOTAL EXPENSES	(1000 - 7999)	40,000,000.00	11,552,451.51	11,552,451.51	28.8	16,583,287.08	11,864,261.41	29.6

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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	162.83	162.83	100.0	0.00	162.83-	.0
TOTAL: 8000	0.00	162.83	162.83	100.0	0.00	162.83-	.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	162.83	162.83	100.0	0.00	162.83-	.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	100,000.00	12,252.00	12,252.00	12.2	0.00	87,748.00	87.7
TOTAL: 8000	100,000.00	12,252.00	12,252.00	12.2	0.00	87,748.00	87.7
3300.00 OASDHI /FICA	1,000.00	50.82	50.82	5.0	0.00	949.18	94.9
3400.00 HEALTH AND WELFARE BENEFITS	355,000.00	171,204.22	171,204.22	48.2	0.00	183,795.78	51.7
3500.00 STATE UNEMPLOYMENT INSURANCE	0.00	1.82	1.82	100.0	0.00	1.82-	.0
3900.00 OTHER BENEFITS	10,500.00	3,500.00	3,500.00	33.3	0.00	7,000.00	66.6
TOTAL: 3000	366,500.00	174,756.86	174,756.86	47.6	0.00	191,743.14	52.3
TOTAL: 1000-5999	366,500.00	174,756.86	174,756.86	47.6	0.00	191,743.14	52.3

Fund: 68 RETIREE BENEFIT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	100,000.00	12,252.00	12,252.00	12.2	0.00	87,748.00	87.7
TOTAL:	1000-5999	366,500.00	174,756.86	174,756.86	47.6	0.00	191,743.14	52.3
TOTAL:	1000-6999	366,500.00	174,756.86	174,756.86	47.6	0.00	191,743.14	52.3
TOTAL:	1000-7999	366,500.00	174,756.86	174,756.86	47.6	0.00	191,743.14	52.3
TOTAL EXPENSES	(1000 - 7999)	366,500.00	174,756.86	174,756.86	47.6	0.00	191,743.14	52.3

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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	0.17	0.17	100.0	0.00	0.17-	.0
TOTAL: 8000	0.00	0.17	0.17	100.0	0.00	0.17-	.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	0.17	0.17	100.0	0.00	0.17-	.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	167,710.00	76,712.07	76,712.07	45.7	0.00	90,997.93	54.2
8600.00 STATE REVENUES	2,622,462.00	1,106,531.31	1,106,531.31	42.1	0.00	1,515,930.69	57.8
8800.00 LOCAL REVENUES	208,000.00	68,457.81	68,457.81	32.9	0.00	139,542.19	67.0
TOTAL: 8000	2,998,172.00	1,251,701.19	1,251,701.19	41.7	0.00	1,746,470.81	58.2
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,304,085.41	472,487.17	472,487.17	36.2	0.00	831,598.24	63.7
2300.00 NON-INSTRUCTION HOURLY CLASS.	541,392.34	177,536.29	177,536.29	32.7	0.00	363,856.05	67.2
TOTAL: 2000	1,845,477.75	650,023.46	650,023.46	35.2	0.00	1,195,454.29	64.7
3100.00 CERTIFICATED RETIREMENT	0.00	13,595.45	13,595.45	100.0	0.00	13,595.45	.0
3200.00 CLASSIFIED RETIREMENT	145,718.55	50,736.64	50,736.64	34.8	0.00	94,981.91	65.1
3300.00 OASDHI/FICA	101,125.14	30,401.31	30,401.31	30.0	0.00	70,723.83	69.9
3400.00 HEALTH AND WELFARE BENEFITS	457,070.22	181,464.50	181,464.50	39.7	0.00	275,605.72	60.2
3500.00 STATE UNEMPLOYMENT INSURANCE	650.25	264.30	264.30	40.6	0.00	385.95	59.3
3600.00 WORKERS COMPENSATION INSURANCE	48,875.00	20,625.00	20,625.00	42.1	0.00	28,250.00	57.8
3900.00 OTHER BENEFITS	17,400.74	4,465.40	4,465.40	25.6	0.00	12,935.34	74.3
TOTAL: 3000	770,839.90	301,552.60	301,552.60	39.1	0.00	469,287.30	60.8
4300.00 INSTRUCTIONAL SUPPLIES	94,672.00	2,296.87	2,296.87	2.4	65,174.13	27,201.00	28.7
4500.00 NONINSTRUCTIONAL SUPPLIES	126,802.00	11,202.83	11,202.83	8.8	51,864.25	63,734.92	50.2
4700.00 FOOD SUPPLIES	91,303.32	40,754.82	40,754.82	44.6	43,558.60	6,989.90	7.6
TOTAL: 4000	312,777.32	54,254.52	54,254.52	17.3	160,596.98	97,925.82	31.3
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	1,160.00	0.00	0.00	.0	0.00	1,160.00	100.0
5800.00 OTHER OPERATING EXP-DIST. USE	56,217.03	1,088.50	1,088.50	1.9	1,210.00	53,918.53	95.9
TOTAL: 5000	57,377.03	1,088.50	1,088.50	1.8	1,210.00	55,078.53	95.9
TOTAL: 1000-5999	2,986,472.00	1,006,919.08	1,006,919.08	33.7	161,806.98	1,817,745.94	60.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	11,700.00	1,619.99	1,619.99	13.8	3,608.28	6,471.73	55.3
TOTAL: 6000	11,700.00	1,619.99	1,619.99	13.8	3,608.28	6,471.73	55.3
TOTAL: 1000-6999	2,998,172.00	1,008,539.07	1,008,539.07	33.6	165,415.26	1,824,217.67	60.8

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,998,172.00	1,251,701.19	1,251,701.19	41.7	0.00	1,746,470.81	58.2
TOTAL:	1000-5999	2,986,472.00	1,006,919.08	1,006,919.08	33.7	161,806.98	1,817,745.94	60.8
TOTAL:	1000-6999	2,998,172.00	1,008,539.07	1,008,539.07	33.6	165,415.26	1,824,217.67	60.8
TOTAL:	1000-7999	2,998,172.00	1,008,539.07	1,008,539.07	33.6	165,415.26	1,824,217.67	60.8
TOTAL EXPENSES	(1000 - 7999)	2,998,172.00	1,008,539.07	1,008,539.07	33.6	165,415.26	1,824,217.67	60.8

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	173,501.22	173,501.22	59.1	0.00	119,850.78	40.8
TOTAL: 8000	293,352.00	173,501.22	173,501.22	59.1	0.00	119,850.78	40.8
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	99,982.53	43,085.00	43,085.00	43.0	0.00	56,897.53	56.9
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	23,280.00	23,280.00	43.1	0.00	30,720.00	56.8
TOTAL: 2000	153,982.53	66,365.00	66,365.00	43.0	0.00	87,617.53	56.9
3200.00 CLASSIFIED RETIREMENT	12,477.16	5,983.66	5,983.66	47.9	0.00	6,493.50	52.0
3300.00 OASDHI/FICA	7,648.65	3,201.69	3,201.69	41.8	0.00	4,446.96	58.1
3400.00 HEALTH AND WELFARE BENEFITS	32,289.86	13,847.90	13,847.90	42.8	0.00	18,441.96	57.1
3500.00 STATE UNEMPLOYMENT INSURANCE	49.99	20.97	20.97	41.9	0.00	29.02	58.0
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	1,250.00	1,250.00	41.6	0.00	1,750.00	58.3
3900.00 OTHER BENEFITS	147.36	40.40	40.40	27.4	0.00	106.96	72.5
TOTAL: 3000	55,613.02	24,344.62	24,344.62	43.7	0.00	31,268.40	56.2
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	500.00	0.00	0.00	.0	0.00	500.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	16,000.00	3,389.83	3,389.83	21.1	1,981.73	10,628.44	66.4
TOTAL: 4000	16,500.00	3,389.83	3,389.83	20.5	1,981.73	11,128.44	67.4
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	30,000.00	968.36	968.36	3.2	0.00	29,031.64	96.7
5800.00 OTHER OPERATING EXP-DIST. USE	12,756.45	0.00	0.00	.0	0.00	12,756.45	100.0
TOTAL: 5000	42,756.45	968.36	968.36	2.2	0.00	41,788.09	97.7
TOTAL: 1000-5999	268,852.00	95,067.81	95,067.81	35.3	1,981.73	171,802.46	63.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	24,500.00	24,500.00	24,500.00	100.0	0.00	0.00	.0
TOTAL: 6000	24,500.00	24,500.00	24,500.00	100.0	0.00	0.00	.0
TOTAL: 1000-6999	293,352.00	119,567.81	119,567.81	40.7	1,981.73	171,802.46	58.5

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	173,501.22	173,501.22	59.1	0.00	119,850.78	40.8
TOTAL:	1000-5999	268,852.00	95,067.81	95,067.81	35.3	1,981.73	171,802.46	63.9
TOTAL:	1000-6999	293,352.00	119,567.81	119,567.81	40.7	1,981.73	171,802.46	58.5
TOTAL:	1000-7999	293,352.00	119,567.81	119,567.81	40.7	1,981.73	171,802.46	58.5
TOTAL EXPENSES	(1000 - 7999)	293,352.00	119,567.81	119,567.81	40.7	1,981.73	171,802.46	58.5

Fund: 74 KVCR FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	5,022,711.74	1,952,209.17	1,952,209.17	38.8	0.00	3,070,502.57	61.1
8900.00 OTHER FINANCING SOURCES	1,255,330.00	735,000.00	735,000.00	58.5	0.00	520,330.00	41.4
TOTAL: 8000	6,278,041.74	2,687,209.17	2,687,209.17	42.8	0.00	3,590,832.57	57.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,325,726.70	482,524.72	482,524.72	36.3	0.00	843,201.98	63.6
2300.00 NON-INSTRUCTION HOURLY CLASS.	544,000.00	212,220.73	212,220.73	39.0	0.00	331,779.27	60.9
TOTAL: 2000	1,869,726.70	694,745.45	694,745.45	37.1	0.00	1,174,981.25	62.8
3200.00 CLASSIFIED RETIREMENT	165,118.00	87,778.16	87,778.16	53.1	0.00	77,339.84	46.8
3300.00 OASDHI/FICA	101,418.08	50,075.21	50,075.21	49.3	0.00	51,342.87	50.6
3400.00 HEALTH AND WELFARE BENEFITS	303,695.82	100,227.20	100,227.20	33.0	0.00	203,468.62	66.9
3500.00 STATE UNEMPLOYMENT INSURANCE	662.86	346.66	346.66	52.2	0.00	316.20	47.7
3600.00 WORKERS COMPENSATION INSURANCE	28,950.00	11,093.75	11,093.75	38.3	0.00	17,856.25	61.6
3900.00 OTHER BENEFITS	11,322.02	2,898.15	2,898.15	25.5	0.00	8,423.87	74.4
TOTAL: 3000	611,166.78	252,419.13	252,419.13	41.3	0.00	358,747.65	58.6
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	300.00	0.00	0.00	.0	59.36	240.64	80.2
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,500.00	0.00	0.00	.0	26.95	2,473.05	98.9
4500.00 NONINSTRUCTIONAL SUPPLIES	44,700.00	6,163.26	6,163.26	13.7	18,501.75	20,034.99	44.8
4700.00 FOOD SUPPLIES	10,500.00	182.26	182.26	1.7	2,463.79	7,853.95	74.7
TOTAL: 4000	58,000.00	6,345.52	6,345.52	10.9	21,051.85	30,602.63	52.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	137,079.00	12,153.66	12,153.66	8.8	32,394.38	92,530.96	67.5
5200.00 TRAVEL & CONFERENCE EXPENSES	98,100.00	14,146.75	14,146.75	14.4	32,914.56	51,038.69	52.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	75,500.00	15,098.27	15,098.27	19.9	28,585.77	31,815.96	42.1
5400.00 INSURANCES - DISTRICT USE	10,500.00	3,905.00	3,905.00	37.1	0.00	6,595.00	62.8
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	261,181.00	61,109.21	61,109.21	23.3	104,658.79	95,413.00	36.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	662,359.00	97,683.95	97,683.95	14.7	176,858.92	387,816.13	58.5
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	74,000.00	0.00	0.00	.0	17,300.00	56,700.00	76.6
5800.00 OTHER OPERATING EXP-DIST. USE	1,892,597.74	174,268.89	174,268.89	9.2	982,590.49	735,738.36	38.8
TOTAL: 5000	3,211,316.74	378,365.73	378,365.73	11.7	1,375,302.91	1,457,648.10	45.3
TOTAL: 1000-5999	5,750,210.22	1,331,875.83	1,331,875.83	23.1	1,396,354.76	3,021,979.63	52.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	379,874.00	105,841.47	105,841.47	27.8	105,929.51	168,103.02	44.2
TOTAL: 6000	379,874.00	105,841.47	105,841.47	27.8	105,929.51	168,103.02	44.2
TOTAL: 1000-6999	6,130,084.22	1,437,717.30	1,437,717.30	23.4	1,502,284.27	3,190,082.65	52.0
7200.00 INTRAFUND TRANSFERS OUT	109,375.00	0.00	0.00	.0	0.00	109,375.00	100.0
TOTAL: 7000	109,375.00	0.00	0.00	.0	0.00	109,375.00	100.0
TOTAL: 1000-7999	6,239,459.22	1,437,717.30	1,437,717.30	23.0	1,502,284.27	3,299,457.65	52.8

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	6,278,041.74	2,687,209.17	2,687,209.17	42.8	0.00	3,590,832.57	57.1
TOTAL:	1000-5999	5,750,210.22	1,331,875.83	1,331,875.83	23.1	1,396,354.76	3,021,979.63	52.5
TOTAL:	1000-6999	6,130,084.22	1,437,717.30	1,437,717.30	23.4	1,502,284.27	3,190,082.65	52.0
TOTAL:	1000-7999	6,239,459.22	1,437,717.30	1,437,717.30	23.0	1,502,284.27	3,299,457.65	52.8
TOTAL EXPENSES	(1000 - 7999)	6,239,459.22	1,437,717.30	1,437,717.30	23.0	1,502,284.27	3,299,457.65	52.8

Fund: 76 KVCR EDUCATIONAL FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	2,076,553.44	591,064.92	591,064.92	28.4	0.00	1,485,488.52	71.5
TOTAL: 8000	2,076,553.44	591,064.92	591,064.92	28.4	0.00	1,485,488.52	71.5
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	183,177.57	76,683.50	76,683.50	41.8	0.00	106,494.07	58.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	181,716.14	56,817.50	56,817.50	31.2	0.00	124,898.64	68.7
TOTAL: 2000	364,893.71	133,501.00	133,501.00	36.5	0.00	231,392.71	63.4
3200.00 CLASSIFIED RETIREMENT	22,886.49	18,300.03	18,300.03	79.9	0.00	4,586.46	20.0
3300.00 OASDHI /FICA	13,990.13	10,024.97	10,024.97	71.6	0.00	3,965.16	28.3
3400.00 HEALTH AND WELFARE BENEFITS	54,854.78	13,268.05	13,268.05	24.1	0.00	41,586.73	75.8
3500.00 STATE UNEMPLOYMENT INSURANCE	91.44	66.46	66.46	72.6	0.00	24.98	27.3
3600.00 WORKERS COMPENSATION INSURANCE	3,375.00	1,406.25	1,406.25	41.6	0.00	1,968.75	58.3
3900.00 OTHER BENEFITS	915.78	63.45	63.45	6.9	0.00	852.33	93.0
TOTAL: 3000	96,113.62	43,129.21	43,129.21	44.8	0.00	52,984.41	55.1
4500.00 NONINSTRUCTIONAL SUPPLIES	21,000.00	1,493.33	1,493.33	7.1	3,083.59	16,423.08	78.2
4700.00 FOOD SUPPLIES	4,200.00	139.60	139.60	3.3	136.85	3,923.55	93.4
TOTAL: 4000	25,200.00	1,632.93	1,632.93	6.4	3,220.44	20,346.63	80.7
5100.00 PERSON&CONSULTANT SVC-DIST USE	279,423.00	33,665.38	33,665.38	12.0	96,600.50	149,157.12	53.3
5200.00 TRAVEL & CONFERENCE EXPENSES	6,850.00	199.91	199.91	2.9	121.29	6,528.80	95.3
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	53,500.00	14,150.00	14,150.00	26.4	106.68	39,243.32	73.3
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	25,500.00	17,547.36	17,547.36	68.8	697.41	7,255.23	28.4
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	16,883.00	3,300.00	3,300.00	19.5	5,700.00	7,883.00	46.6
5800.00 OTHER OPERATING EXP-DIST. USE	349,429.30	69,526.80	69,526.80	19.8	153,421.94	126,480.56	36.1
TOTAL: 5000	731,585.30	138,389.45	138,389.45	18.9	256,647.82	336,548.03	46.0
TOTAL: 1000-5999	1,217,792.63	316,652.59	316,652.59	26.0	259,868.26	641,271.78	52.6
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	15,335.00	0.00	0.00	.0	7,478.21	7,856.79	51.2
TOTAL: 6000	15,335.00	0.00	0.00	.0	7,478.21	7,856.79	51.2
TOTAL: 1000-6999	1,233,127.63	316,652.59	316,652.59	25.6	267,346.47	649,128.57	52.6
7300.00 INTERFUND TRANSFERS	825,955.00	400,000.00	400,000.00	48.4	0.00	425,955.00	51.5
TOTAL: 7000	825,955.00	400,000.00	400,000.00	48.4	0.00	425,955.00	51.5
TOTAL: 1000-7999	2,059,082.63	716,652.59	716,652.59	34.8	267,346.47	1,075,083.57	52.2

Fund: 76 KVCR EDUCATIONAL FOUNDATION SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,076,553.44	591,064.92	591,064.92	28.4	0.00	1,485,488.52	71.5
TOTAL:	1000-5999	1,217,792.63	316,652.59	316,652.59	26.0	259,868.26	641,271.78	52.6
TOTAL:	1000-6999	1,233,127.63	316,652.59	316,652.59	25.6	267,346.47	649,128.57	52.6
TOTAL:	1000-7999	2,059,082.63	716,652.59	716,652.59	34.8	267,346.47	1,075,083.57	52.2
TOTAL EXPENSES	(1000 - 7999)	2,059,082.63	716,652.59	716,652.59	34.8	267,346.47	1,075,083.57	52.2

Fund: 78 SELF INSURANCE-LIABILITY&PRO

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	3,000.00	1,644.47	1,644.47	54.8	0.00	1,355.53	45.1
8900.00 OTHER FINANCING SOURCES	550,000.00	550,000.00	550,000.00	100.0	0.00	0.00	.0
TOTAL: 8000	553,000.00	551,644.47	551,644.47	99.7	0.00	1,355.53	.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	15,000.00	1,064.35	1,064.35	7.0	8,935.67	4,999.98	33.3
5400.00 INSURANCES - DISTRICT USE	410,000.00	451,641.00	451,641.00	100.0	0.00	41,641.00-	.0
5800.00 OTHER OPERATING EXP-DIST. USE	250,000.00	705.55	705.55	.2	74,294.45	175,000.00	70.0
TOTAL: 5000	675,000.00	453,410.90	453,410.90	67.1	83,230.12	138,358.98	20.4
TOTAL: 1000-5999	675,000.00	453,410.90	453,410.90	67.1	83,230.12	138,358.98	20.4

Fund: 78 SELF INSURANCE-LIABILITY&PRO SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	553,000.00	551,644.47	551,644.47	99.7	0.00	1,355.53	.2
TOTAL:	1000-5999	675,000.00	453,410.90	453,410.90	67.1	83,230.12	138,358.98	20.4
TOTAL:	1000-6999	675,000.00	453,410.90	453,410.90	67.1	83,230.12	138,358.98	20.4
TOTAL:	1000-7999	675,000.00	453,410.90	453,410.90	67.1	83,230.12	138,358.98	20.4
TOTAL EXPENSES	(1000 - 7999)	675,000.00	453,410.90	453,410.90	67.1	83,230.12	138,358.98	20.4

Fund: 79 EDCT FOUNDATION

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	28,996.00	9,201.13	9,201.13	31.7	0.00	19,794.87	68.2
8900.00 OTHER FINANCING SOURCES	200,000.00	185,000.00	185,000.00	92.5	0.00	15,000.00	7.5
TOTAL: 8000	228,996.00	194,201.13	194,201.13	84.8	0.00	34,794.87	15.1
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	127,423.71	41,884.72	41,884.72	32.8	0.00	85,538.99	67.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	8,996.00	0.00	0.00	.0	0.00	8,996.00	100.0
TOTAL: 2000	136,419.71	41,884.72	41,884.72	30.7	0.00	94,534.99	69.2
3200.00 CLASSIFIED RETIREMENT	12,570.40	5,816.97	5,816.97	46.2	0.00	6,753.43	53.7
3300.00 OASDHI/FICA	7,644.16	3,134.08	3,134.08	40.9	0.00	4,510.08	59.0
3400.00 HEALTH AND WELFARE BENEFITS	21,144.93	6,603.95	6,603.95	31.2	0.00	14,540.98	68.7
3500.00 STATE UNEMPLOYMENT INSURANCE	49.96	20.49	20.49	41.0	0.00	29.47	58.9
3600.00 WORKERS COMPENSATION INSURANCE	1,500.00	625.00	625.00	41.6	0.00	875.00	58.3
3900.00 OTHER BENEFITS	73.68	20.20	20.20	27.4	0.00	53.48	72.5
TOTAL: 3000	42,983.13	16,220.69	16,220.69	37.7	0.00	26,762.44	62.2
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	500.00	0.00	0.00	.0	0.00	500.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	8,000.00	17.25	17.25	.2	1,982.75	6,000.00	75.0
4700.00 FOOD SUPPLIES	6,000.00	13.27	13.27	.2	1,019.81	4,966.92	82.7
TOTAL: 4000	14,500.00	30.52	30.52	.2	3,002.56	11,466.92	79.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	7,000.00	0.00	0.00	.0	0.00	7,000.00	100.0
5200.00 TRAVEL & CONFERENCE EXPENSES	14,750.00	1,494.73	1,494.73	10.1	7,233.00	6,022.27	40.8
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	4,000.00	50.00	50.00	1.2	0.00	3,950.00	98.7
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	3,600.00	152.04	152.04	4.2	447.96	3,000.00	83.3
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	18,260.00	0.00	0.00	.0	30,412.00	12,152.00-	.0
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	10,000.00	0.00	0.00	.0	6,000.00	4,000.00	40.0
5800.00 OTHER OPERATING EXP-DIST. USE	10,569.00	1,500.00	1,500.00	14.1	89.94	8,979.06	84.9
TOTAL: 5000	68,179.00	3,196.77	3,196.77	4.6	44,182.90	20,799.33	30.5
TOTAL: 1000-5999	262,081.84	61,332.70	61,332.70	23.4	47,185.46	153,563.68	58.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	25,600.00	1,120.54	1,120.54	4.3	9,639.82	14,839.64	57.9
TOTAL: 6000	25,600.00	1,120.54	1,120.54	4.3	9,639.82	14,839.64	57.9
TOTAL: 1000-6999	287,681.84	62,453.24	62,453.24	21.7	56,825.28	168,403.32	58.5

Fund: 79 EDCT FOUNDATION

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	228,996.00	194,201.13	194,201.13	84.8	0.00	34,794.87	15.1
TOTAL:	1000-5999	262,081.84	61,332.70	61,332.70	23.4	47,185.46	153,563.68	58.5
TOTAL:	1000-6999	287,681.84	62,453.24	62,453.24	21.7	56,825.28	168,403.32	58.5
TOTAL:	1000-7999	287,681.84	62,453.24	62,453.24	21.7	56,825.28	168,403.32	58.5
TOTAL EXPENSES	(1000 - 7999)	287,681.84	62,453.24	62,453.24	21.7	56,825.28	168,403.32	58.5

Fund: 84 WORKERS COMPENSATION FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	1,170,000.00	261,856.39	261,856.39	22.3	0.00	908,143.61	77.6
TOTAL: 8000	1,170,000.00	261,856.39	261,856.39	22.3	0.00	908,143.61	77.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	300,000.00	51,099.50	51,099.50	17.0	193,160.50	55,740.00	18.5
5400.00 INSURANCES - DISTRICT USE	190,000.00	145,749.00	145,749.00	76.7	29,251.00	15,000.00	7.8
5800.00 OTHER OPERATING EXP-DIST. USE	680,000.00	253,873.19	253,873.19	37.3	28,747.07	397,379.74	58.4
TOTAL: 5000	1,170,000.00	450,721.69	450,721.69	38.5	251,158.57	468,119.74	40.0
TOTAL: 1000-5999	1,170,000.00	450,721.69	450,721.69	38.5	251,158.57	468,119.74	40.0

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)	1,170,000.00	261,856.39	261,856.39	22.3	0.00	908,143.61	77.6
TOTAL:	1000-5999	1,170,000.00	450,721.69	450,721.69	38.5	251,158.57	468,119.74	40.0
TOTAL:	1000-6999	1,170,000.00	450,721.69	450,721.69	38.5	251,158.57	468,119.74	40.0
TOTAL:	1000-7999	1,170,000.00	450,721.69	450,721.69	38.5	251,158.57	468,119.74	40.0
TOTAL EXPENSES	(1000 - 7999)	1,170,000.00	450,721.69	450,721.69	38.5	251,158.57	468,119.74	40.0

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	30,000.00	4,095.95	4,095.95	13.6	0.00	25,904.05	86.3
8600.00 STATE REVENUES	34,719,158.00	16,518,340.44	16,518,340.44	47.5	0.00	18,200,817.56	52.4
8800.00 LOCAL REVENUES	16,487,965.16	1,345,966.34	1,345,966.34	8.1	0.00	15,141,998.82	91.8
TOTAL: 8000	51,237,123.16	17,868,402.73	17,868,402.73	34.8	0.00	33,368,720.43	65.1
1100.00 CONTRACT CLASSROOM INST.	12,151,155.63	4,665,714.09	4,665,714.09	38.3	0.00	7,485,441.54	61.6
1200.00 CONTRACT CERT. ADMINI STRATORS	3,935,338.17	1,471,226.64	1,471,226.64	37.3	0.00	2,464,111.53	62.6
1300.00 INSTRUCTORS DAY/HOURLY	8,711,523.00	3,479,227.20	3,479,227.20	39.9	0.00	5,232,295.80	60.0
1400.00 NON-INSTRUCTION HOURLY CERT.	298,857.00	112,620.00	112,620.00	37.6	0.00	186,237.00	62.3
TOTAL: 1000	25,096,873.80	9,728,787.93	9,728,787.93	38.7	0.00	15,368,085.87	61.2
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,796,917.58	2,778,493.92	2,778,493.92	40.8	0.00	4,018,423.66	59.1
2200.00 INSTRUCTIONAL AIDS	846,966.44	361,716.70	361,716.70	42.7	0.00	485,249.74	57.2
2300.00 NON-INSTRUCTION HOURLY CLASS.	600,886.00	280,238.82	280,238.82	46.6	0.00	320,647.18	53.3
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	335,219.00	68,530.08	68,530.08	20.4	0.00	266,688.92	79.5
TOTAL: 2000	8,579,989.02	3,488,979.52	3,488,979.52	40.6	0.00	5,091,009.50	59.3
3100.00 CERTIFICATED RETIREMENT	2,999,414.93	1,048,552.30	1,048,552.30	34.9	0.00	1,950,862.63	65.0
3200.00 CLASSIFIED RETIREMENT	965,475.92	504,119.96	504,119.96	52.2	0.00	461,355.96	47.7
3300.00 OASDHI /FICA	1,014,890.64	426,043.39	426,043.39	41.9	0.00	588,847.25	58.0
3400.00 HEALTH AND WELFARE BENEFITS	4,803,690.37	1,817,631.14	1,817,631.14	37.8	0.00	2,986,059.23	62.1
3500.00 STATE UNEMPLOYMENT INSURANCE	15,555.43	6,600.91	6,600.91	42.4	0.00	8,954.52	57.5
3600.00 WORKERS COMPENSATION INSURANCE	475,615.50	196,641.68	196,641.68	41.3	0.00	278,973.82	58.6
3900.00 OTHER BENEFITS	109,462.22	49,762.38	49,762.38	45.4	0.00	59,699.84	54.5
TOTAL: 3000	10,384,105.01	4,049,351.76	4,049,351.76	38.9	0.00	6,334,753.25	61.0
4100.00 TEXTBOOKS	3,997.00	0.00	0.00	.0	500.00	3,497.00	87.4
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	4,497.83	593.05	593.05	13.1	725.00	3,179.78	70.6
4300.00 INSTRUCTI ONAL SUPPLIES	55,395.67	5,291.69	5,291.69	9.5	15,164.72	34,939.26	63.0
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	6,398.00	285.35	285.35	4.4	350.00	5,762.65	90.0
4500.00 NONI NSTRUCTI ONAL SUPPLIES	527,715.34	169,166.60	169,166.60	32.0	189,453.52	169,095.22	32.0
4700.00 FOOD SUPPLIES	40,346.10	7,423.97	7,423.97	18.4	16,184.13	16,738.00	41.4
TOTAL: 4000	638,349.94	182,760.66	182,760.66	28.6	222,377.37	233,211.91	36.5
5100.00 PERSON&CONSULTANT SVC-DI ST USE	894,581.00	69,380.09	69,380.09	7.7	760,247.47	64,953.44	7.2
5200.00 TRAVEL & CONFERENCE EXPENSES	157,201.17	35,253.48	35,253.48	22.4	45,505.03	76,442.66	48.6
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	169,346.53	65,638.40	65,638.40	38.7	20,949.27	82,758.86	48.8
5500.00 UTI LI TIES & HOUSEKEEP-DI ST. USE	1,862,375.00	718,798.91	718,798.91	38.5	1,237,779.71	94,203.62-	.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	1,025,541.00	331,022.13	331,022.13	32.2	328,061.98	366,456.89	35.7
5800.00 OTHER OPERATING EXP-DI ST. USE	1,123,598.97	97,925.21	97,925.21	8.7	162,737.59	862,936.17	76.8
TOTAL: 5000	5,232,643.67	1,318,018.22	1,318,018.22	25.1	2,555,281.05	1,359,344.40	25.9
TOTAL: 1000-5999	49,931,961.44	18,767,898.09	18,767,898.09	37.5	2,777,658.42	28,386,404.93	56.8
6200.00 BUI LDI NGS&I MPROVEMENT-DI ST. USE	88,448.00	18,326.49	18,326.49	20.7	32,319.50	37,802.01	42.7

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	389,072.48	75,162.14	75,162.14	19.3	197,090.19	116,820.15	30.0
TOTAL: 6000	477,520.48	93,488.63	93,488.63	19.5	229,409.69	154,622.16	32.3
TOTAL: 1000-6999	50,409,481.92	18,861,386.72	18,861,386.72	37.4	3,007,068.11	28,541,027.09	56.6

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDING/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	51,237,123.16	17,868,402.73	17,868,402.73	34.8	0.00	33,368,720.43	65.1
TOTAL:	1000-5999	49,931,961.44	18,767,898.09	18,767,898.09	37.5	2,777,658.42	28,386,404.93	56.8
TOTAL:	1000-6999	50,409,481.92	18,861,386.72	18,861,386.72	37.4	3,007,068.11	28,541,027.09	56.6
TOTAL:	1000-7999	50,409,481.92	18,861,386.72	18,861,386.72	37.4	3,007,068.11	28,541,027.09	56.6
TOTAL EXPENSES	(1000 - 7999)	50,409,481.92	18,861,386.72	18,861,386.72	37.4	3,007,068.11	28,541,027.09	56.6

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	631,399.00	173,006.77	173,006.77	27.4	140,546.51	317,845.72	50.3
TOTAL: 6000	631,399.00	173,006.77	173,006.77	27.4	140,546.51	317,845.72	50.3
TOTAL: 1000-6999	631,399.00	173,006.77	173,006.77	27.4	140,546.51	317,845.72	50.3

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	631,399.00	173,006.77	173,006.77	27.4	140,546.51	317,845.72	50.3
TOTAL:	1000-7999	631,399.00	173,006.77	173,006.77	27.4	140,546.51	317,845.72	50.3
TOTAL EXPENSES	(1000 - 7999)	631,399.00	173,006.77	173,006.77	27.4	140,546.51	317,845.72	50.3

BDX110
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 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2016 TO 06/30/2017

#J1669

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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	582.30	582.30	100.0	0.00	582.30-	.0
TOTAL: 8000	0.00	582.30	582.30	100.0	0.00	582.30-	.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	582.30	582.30	100.0	0.00	582.30-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	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	1,500.00	878.75	878.75	58.5	0.00	621.25	41.4
8600.00 STATE REVENUES	17,834,196.00	8,513,876.86	8,513,876.86	47.7	0.00	9,320,319.14	52.2
8800.00 LOCAL REVENUES	8,173,795.00	660,034.97	660,034.97	8.0	0.00	7,513,760.03	91.9
TOTAL: 8000	26,009,491.00	9,174,790.58	9,174,790.58	35.2	0.00	16,834,700.42	64.7
1100.00 CONTRACT CLASSROOM INST.	5,142,664.41	2,017,260.00	2,017,260.00	39.2	0.00	3,125,404.41	60.7
1200.00 CONTRACT CERT. ADMINI STRATORS	2,692,230.57	1,054,157.42	1,054,157.42	39.1	0.00	1,638,073.15	60.8
1300.00 INSTRUCTORS DAY/HOURLY	3,537,877.50	1,622,419.63	1,622,419.63	45.8	0.00	1,915,457.87	54.1
1400.00 NON-INSTRUCTION HOURLY CERT.	318,063.00	160,286.35	160,286.35	50.3	0.00	157,776.65	49.6
TOTAL: 1000	11,690,835.48	4,854,123.40	4,854,123.40	41.5	0.00	6,836,712.08	58.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,838,708.26	1,682,361.33	1,682,361.33	43.8	0.00	2,156,346.93	56.1
2200.00 INSTRUCTIONAL AIDS	586,135.55	264,627.41	264,627.41	45.1	0.00	321,508.14	54.8
2300.00 NON-INSTRUCTION HOURLY CLASS.	255,898.60	154,288.81	154,288.81	60.2	0.00	101,609.79	39.7
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	403,112.00	137,025.54	137,025.54	33.9	0.00	266,086.46	66.0
TOTAL: 2000	5,083,854.41	2,238,303.09	2,238,303.09	44.0	0.00	2,845,551.32	55.9
3100.00 CERTIFICATED RETIREMENT	1,407,819.87	528,984.57	528,984.57	37.5	0.00	878,835.30	62.4
3200.00 CLASSIFIED RETIREMENT	584,947.70	299,368.36	299,368.36	51.1	0.00	285,579.34	48.8
3300.00 OASDHI /FICA	590,362.26	238,025.48	238,025.48	40.3	0.00	352,336.78	59.6
3400.00 HEALTH AND WELFARE BENEFITS	2,461,907.04	903,062.73	903,062.73	36.6	0.00	1,558,844.31	63.3
3500.00 STATE UNEMPLOYMENT INSURANCE	7,873.70	3,508.19	3,508.19	44.5	0.00	4,365.51	55.4
3600.00 WORKERS COMPENSATION INSURANCE	237,038.75	102,109.32	102,109.32	43.0	0.00	134,929.43	56.9
3900.00 OTHER BENEFITS	45,413.33	29,070.48	29,070.48	64.0	0.00	16,342.85	35.9
TOTAL: 3000	5,335,362.65	2,104,129.13	2,104,129.13	39.4	0.00	3,231,233.52	60.5
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	4,457.79	318.69	318.69	7.1	911.66	3,227.44	72.4
4300.00 INSTRUCTIONAL SUPPLIES	52,494.00	18,107.17	18,107.17	34.4	7,018.66	27,368.17	52.1
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	1,225.00	12.95	12.95	1.0	0.00	1,212.05	98.9
4500.00 NONINSTRUCTIONAL SUPPLIES	171,540.00	46,604.69	46,604.69	27.1	72,129.04	52,806.27	30.7
4700.00 FOOD SUPPLIES	4,000.00	0.00	0.00	.0	0.00	4,000.00	100.0
TOTAL: 4000	233,716.79	65,043.50	65,043.50	27.8	80,059.36	88,613.93	37.9
5100.00 PERSON&CONSULTANT SVC-DI ST USE	100,345.00	11,532.93	11,532.93	11.4	27,319.63	61,492.44	61.2
5200.00 TRAVEL & CONFERENCE EXPENSES	122,542.50	29,626.81	29,626.81	24.1	14,506.20	78,409.49	63.9
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	60,945.00	43,222.03	43,222.03	70.9	2,777.47	14,945.50	24.5
5500.00 UTILITIES & HOUSEKEEP-DI ST. USE	784,470.00	278,064.58	278,064.58	35.4	540,469.74	34,064.32	.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	478,937.32	165,704.85	165,704.85	34.5	181,871.99	131,360.48	27.4
5800.00 OTHER OPERATING EXP-DI ST. USE	435,511.25	23,010.70	23,010.70	5.2	36,457.37	376,043.18	86.3
TOTAL: 5000	1,982,751.07	551,161.90	551,161.90	27.7	803,402.40	628,186.77	31.6
TOTAL: 1000-5999	24,326,520.40	9,812,761.02	9,812,761.02	40.3	883,461.76	13,630,297.62	56.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	45,514.64	9,170.49	9,170.49	20.1	0.00	36,344.15	79.8
TOTAL: 6000	45,514.64	9,170.49	9,170.49	20.1	0.00	36,344.15	79.8

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-6999	24,372,035.04	9,821,931.51	9,821,931.51	40.3	883,461.76	13,666,641.77	56.0

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	26,009,491.00	9,174,790.58	9,174,790.58	35.2	0.00	16,834,700.42	64.7
TOTAL:	1000-5999	24,326,520.40	9,812,761.02	9,812,761.02	40.3	883,461.76	13,630,297.62	56.0
TOTAL:	1000-6999	24,372,035.04	9,821,931.51	9,821,931.51	40.3	883,461.76	13,666,641.77	56.0
TOTAL:	1000-7999	24,372,035.04	9,821,931.51	9,821,931.51	40.3	883,461.76	13,666,641.77	56.0
TOTAL EXPENSES	(1000 - 7999)	24,372,035.04	9,821,931.51	9,821,931.51	40.3	883,461.76	13,666,641.77	56.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
6100.00 SITES & IMPROVEMENTS-DIST. USE	532,450.92	177,777.24	177,777.24	33.3	330,401.41	24,272.27	4.5
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	339,425.00	0.00	0.00	.0	9,936.80	329,488.20	97.0
TOTAL: 6000	871,875.92	177,777.24	177,777.24	20.3	340,338.21	353,760.47	40.5
TOTAL: 1000-6999	871,875.92	177,777.24	177,777.24	20.3	340,338.21	353,760.47	40.5

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	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	871,875.92	177,777.24	177,777.24	20.3	340,338.21	353,760.47	40.5
TOTAL:	1000-7999	871,875.92	177,777.24	177,777.24	20.3	340,338.21	353,760.47	40.5
TOTAL EXPENSES	(1000 - 7999)	871,875.92	177,777.24	177,777.24	20.3	340,338.21	353,760.47	40.5

BDX110
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 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
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Fund: 51 BOOKSTORE FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	162.83	162.83	100.0	0.00	162.83-	.0
TOTAL: 8000	0.00	162.83	162.83	100.0	0.00	162.83-	.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	162.83	162.83	100.0	0.00	162.83-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

BDX110
 CHC UNRESTRICTED
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2016 TO 06/30/2017

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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	363.94	363.94	100.0	0.00	363.94-	.0
TOTAL: 8000	0.00	363.94	363.94	100.0	0.00	363.94-	.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	363.94	363.94	100.0	0.00	363.94-	.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: Hussain Agah, Director, Facilities Planning & Construction

DATE: January 19, 2017

SUBJECT: Cenergistic Cumulative Energy Report

RECOMMENDATION

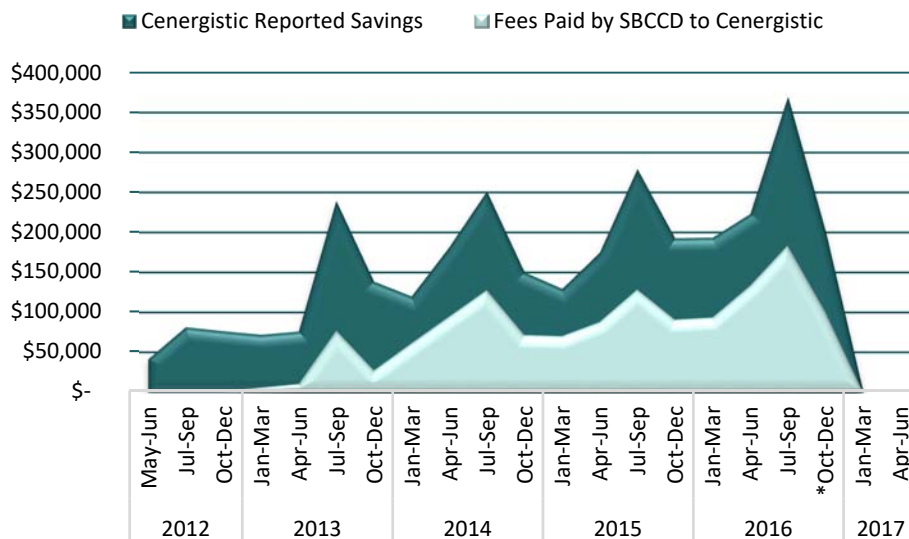
This item is for information only and no action is required.

OVERVIEW

At its May 17, 2012 meeting, SBCCD approved a contract to implement a comprehensive energy savings program. The contract term dates are June 1, 2012 through May 31, 2017. For the first year of the contract, SBCCD agreed to pay 45% of program savings and act as employer for the program energy specialist. The contract was amended in January 2014 to stipulate that the energy specialist would be employed by Cenergistic rather than SBCCD, and the percentage cost of savings was raised to its current value of 50%.

ANALYSIS

The attached report illustrates the cumulative energy savings identified by Cenergistic. To date, SBCCD has incurred \$1,355,851* in fees, which is about 42.5% of the total reported savings of \$3,189,054.



*Payment amounts for Oct-Dec 2016 are estimated at 50% of the reported savings.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

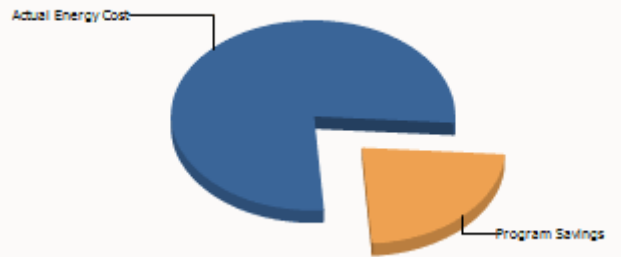
FINANCIAL IMPLICATIONS

This item is for information only; there are no financial implications.

**Energy Conservation Program CAP - 19
December 2016**

Cumulative Cost Savings

Expected Energy Cost	\$14,026,723
Actual Energy Cost	\$10,837,669
<hr/>	
Program Savings	\$3,189,054
Percent Savings	22.7%
<hr/>	
Other Savings	\$0
Total Savings	\$3,189,054



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.

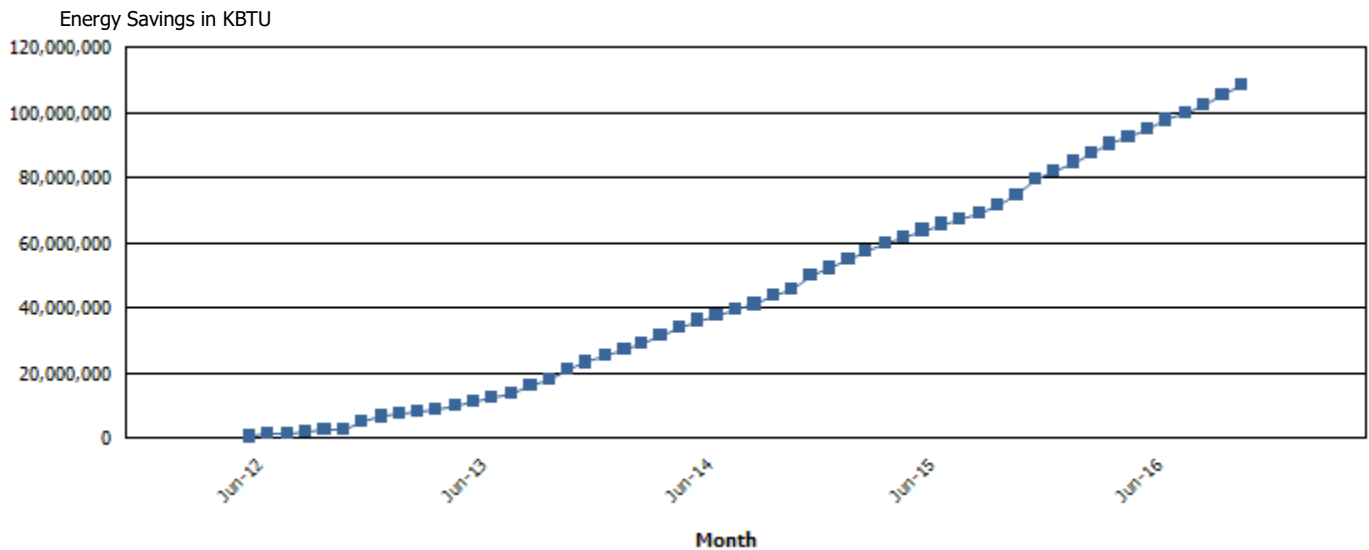
Program Savings

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: 108,301,536 KBTU 6,788 equiv. metric tons of CO₂

This is equivalent to the following:

Passenger cars not driven for one year:	1,414
Tree seedlings grown for 10 years:	174,047

Requested by: Mendter

Version:

Report Version: 15

Filters: Billing Period Between 201206;201612;Topmost Place Name Equals San Bernardino CC - CA

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: January 19, 2017
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 October (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 CLERY ACT CRIMES
 November 2016

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
<u>ON CAMPUS:</u>				
CRAFTON				
NO INCIDENTS TO REPORT				
DISTRICT				
NO INCIDENTS TO REPORT				
VALLEY				
16-447	11/02/16	Domestic Violence	Gym	Subject Arrested
16-449	11/05/16	Arson	Lot 9	Report Taken
16-459	11/13/16	Possession of Marijuana	PS Building	Citation Issued
<u>PUBLIC PROPERTY:</u>				
CRAFTON				
NO INCIDENTS TO REPORT				
DISTRICT				
NO INCIDENTS TO REPORT				
VALLEY				
NO INCIDENTS TO REPORT				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: January 19, 2017
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, 2017 is estimated to be \$29,567,896.

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 2016-17

						PROJECTIONS							ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Beginning Cash Balance	31,501	32,226	32,326	35,634	33,688	33,421	33,599	32,934	30,546	26,108	25,040	22,552		
Receipts														
Federal	11		13	149	66	1,184	23	28	1,135	39	1,128	-10		3,766
State	7,271	6,112	11,928	10,293	16,284	9,908	8,977	7,713	10,771	8,241	6,086	6,298		109,884
State Deferrals														
Local	1,082	2,836	13	958	3,280	5,184	2,790	2,049	1,160	4,479	3,529	1,001		28,362
Temporary Borrowings														
Inc Transfer & Sale of Assets		3		3		54						112		172
Accounts Receivable/Accruals	313	986	3,600	111	207	123	169	25	62	180		509		6,286
Total Receipts	8,677	9,937	15,555	11,515	19,837	16,453	11,959	9,814	13,129	12,939	10,743	7,910		148,469
Disbursements														
Academic Salaries	4	1,915	3,450	3,772	3,832	4,224	3,921	3,425	3,797	3,881	3,811	5,937		41,969
Classified Salaries	1,770	1,936	2,132	2,226	2,191	2,974	2,244	2,028	2,289	2,229	2,346	2,789		27,154
Benefits	850	1,471	1,721	1,777	1,709	1,996	1,826	1,752	1,827	1,851	2,464	2,813		22,058
Supplies & Materials	-7	70	161	177	125	224	182	197	198	248	323	1,088		2,985
Other Operating Exp	6	479	3,867	3,967	1,778	5,787	3,100	4,477	5,733	4,847	3,895	4,766		42,702
Capital Outlay		-12	56	396	309	199	183	187	462	649	496	2,138		5,060
Other Outgo	4	129	12	230	564	1	1,116	41	145	56	15	608		2,919
Longterm Post-Employment Benefits		-5	-8	-8	-4									-26
Accounts Payable/Accruals	5,326	3,857	857	924	9,599	871	53	97	3,115	247	-119	-19,246		5,582
Total Disbursements	7,953	9,837	12,247	13,461	20,103	16,275	12,624	12,203	17,566	14,008	13,231	894		150,403
Increase / (Decrease) in Cash Balance	724	100	3,308	-1,946	-267	178	-665	-2,388	-4,437	-1,069	-2,488	7,016		
Ending Cash Balance	32,226	32,326	35,634	33,688	33,421	33,599	32,934	30,546	26,108	25,040	22,552	29,568		

[†] 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: January 19, 2017
SUBJECT: 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 November. 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 and can be accessed online at:

http://www.sbccd.org/Construction_Program/Construction_Projects_Underway

ANALYSIS

In November 2013, the Board of Trustees passed Board Policy 6610, which sets minimum goals at fifty percent (50%) participation of Local Hires (workforce) and twenty-five percent (25%) participation of Local Businesses (subcontractors) in its District Bid projects awarded each fiscal year. As of the most recent report, the District-wide total of local subcontractors was 61% and the District-wide total of local workforce was 45%.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Measure M and Non-Bond Demographics / Local Contracts Summary

November 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 (monthly)	Wages - Non Local (monthly)
MEASURE M PROJECTS									
New Gymnasium/Stadium, (Gym)	44	70%	19	30%	4,531,008.85	15,699,082.84	28,288,781.08	64,439.12	25,094.70
Applied Technology Phase I(AT Ph.I)		0%		0%	413,251.50	11,036.25	558,099.00		
Applied Technology Phase II(AT Ph. II)		0%		0%		241,862.00			
Auditorium Renovation - Hardware Upgrades	6	100%	0	0%		379,484.00		51,318.51	
NON-BOND PROJECTS									
Lockdown Project		0%		0%			427,363.00		
Fire Alarm Panel Replacement	1	50%	1	50%			23,192.00	693.72	746.93
TOTAL	51	72%	20	28%	\$ 4,944,260.35	\$ 16,331,465.09	\$ 29,297,435.08	\$ 116,451.35	\$ 25,841.63

\$21,275,725.44	\$ 29,297,435.08
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 (monthly)	Wages - Non Local (monthly)
MEASURE M PROJECTS									
Laboratory/Administrative Renovation (LADM)	39	50%	39	50%			9,660,000.00	109,598.69	81,531.82
Student Services A Renovation (SSA)	12	63%	7	37%		5,275,000.00		41,569.74	42,821.10
West Complex Classroom Building, TI (WCC)		0%		0%		208,000.00			
New Crafton Center, (NCC)		0%		0%	7,496,846.94	7,096,378.00	6,822,698.06		
New Science Building, (NSB)		0%		0%	3,579,050.00	6,804,716.00	8,199,240.00		
Occupational Education #2, (OE2)		0%		0%	1,329,733.00	2,412,208.00	12,146,059.00		
PE Complex, (PEC)		0%		0%	-	852,800.00	3,658,270.00		
NON-BOND PROJECTS									
Lockdown Project 2	2	67%	1	33%		185,067.90		6,787.20	1,292.80
TOTAL	53	53%	47	47%	\$ 12,405,629.94	\$ 22,834,169.90	\$ 40,486,267.06	\$ 157,955.63	\$ 125,645.72

\$35,239,799.84	\$ 40,486,267.06
47%	53%

SBCCD (District Office)	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 (monthly)	Wages - Non Local (monthly)
HVAC Renovation		0%		0%			136,050.00		
TOTAL	0	0%	0	0%	\$ -	\$ -	\$ 136,050.00	\$ -	\$ -

\$0.00	\$ 136,050.00
0%	100%

DISTRICT WIDE WORKFORCE	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 (monthly)	Wages - Non Local (monthly)
TOTAL	104	61%	67	39%	\$ 17,349,890.29	\$ 39,165,634.99	\$ 69,783,702.14	\$ 274,406.98	\$ 151,487.35
DISTRICT GOAL	50.00%					\$56,515,525.28	\$69,783,702.14		
						45%	55%		

SUBCONTRACTORS	ALL SUBS	LOCAL	MBE	WBE	VOBE	VOSB	SDVBE	DVBE	TOTAL CERTIFIED SUBS
TOTAL FOR ALL PROJECTS	31	14	3	2					0
%	100%	45%	16.13%				0.00%		0.00%
DISTRICT GOAL	N/A	25.00%	25.00%				10.00%		

Note: This information is gathered from reports provided by the general contractors.

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: January 19, 2017
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 those 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
\$183,767,629	\$1,323,068 0.72%	\$185,090,697	\$5,895,597 3.19%

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

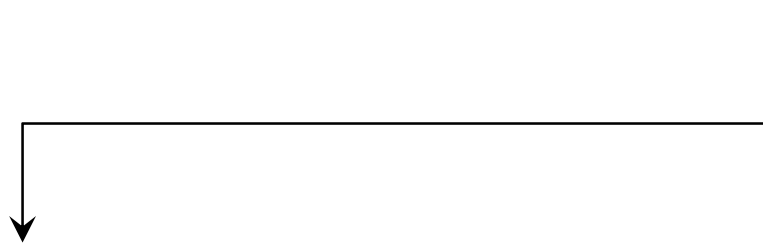
This item is for information only. There are no financial implications.

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	\$ 96,646,570.35	\$ 443,133.86	\$ -	\$ 97,089,704.21	0.46%
SBVC-San Bernardino Valley College	\$ 87,121,058.24	\$ 879,934.62	\$ -	\$ 88,000,992.86	1.01%
Totals for Contract Amendments	\$ 183,767,628.59	\$ 1,323,068.48	\$ -	\$ 185,090,697.07	0.72%



Change Orders

Campus	Base Contract Amount	Change Orders		New Contract Amount	Cumulative Change Orders (% of Base Contracts)
		Previous	Pending		
CHC-Crafton Hills College	\$ 97,089,704.21	\$ 2,918,555.88	\$ 56,400.00	\$ 100,064,660.09	3.06%
SBVC-San Bernardino Valley College	\$ 88,000,992.86	\$ 2,920,640.63	\$ -	\$ 90,921,633.49	3.32%
Totals for Change Orders	\$ 185,090,697.07	\$ 5,839,196.51	\$ 56,400.00	\$ 190,986,293.58	3.19%

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 Improveme	\$ 6,211,902.68	\$ 404,093.32	\$ -	\$ 240,248.99	\$ -	\$ 6,856,244.99	3.63%
MATH AND SCIENCE ANNEX	\$ 2,328,227.49	\$ -	\$ -	\$ 140,990.00	\$ -	\$ 2,469,217.49	6.06%
MPOE/DATA RELOCATION	\$ 58,488.11	\$ -	\$ -	\$ 36,728.05	\$ -	\$ 95,216.16	62.80%
OLD LIBRARY DEMOLITION	\$ 1,123,414.05	\$ -	\$ -	\$ 3,502.49	\$ -	\$ 1,126,916.54	0.31%
SOLAR FARM	\$ 6,326,861.95	\$ -	\$ -	\$ 62,263.71	\$ -	\$ 6,389,125.66	0.98%
OE 2	\$ 16,654,554.24	\$ 38,321.93	\$ -	\$ 1,018,430.94	\$ -	\$ 17,711,307.11	6.10%
OE 1 Roofing Package	\$ 422,487.48	\$ -	\$ -	\$ (1,531.00)	\$ -	\$ 420,956.48	-0.36%
PE Complex	\$ 4,893,136.76	\$ 743.00	\$ -	\$ (97,924.41)	\$ -	\$ 4,795,955.35	-2.00%
Science Building	\$ 18,763,480.49	\$ -	\$ -	\$ 1,016,777.25	\$ -	\$ 19,780,257.74	5.42%
LADM Renovation	\$ 9,746,884.65	\$ -	\$ -	\$ 9,537.04	\$ -	\$ 9,756,421.69	0.10%
Crafton Center	\$ 21,868,472.88	\$ -	\$ -	\$ 373,851.00	\$ -	\$ 22,242,323.88	1.71%
Student Services - A	\$ 5,363,708.20	\$ -	\$ -	\$ 9,259.72	\$ 54,945.07	\$ 5,427,912.99	1.20%
Temporary Parking Lot	\$ 122,940.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 127,309.93	3.55%
Chemistry/Health/Science/Classroom	\$ 539,417.39	\$ -	\$ -	\$ (2,516.00)	\$ -	\$ 536,901.39	-0.47%
M&O Renovation	\$ 1,295,092.83	\$ (24.39)	\$ -	\$ 82,238.50	\$ -	\$ 1,377,306.94	6.35%
Misc. Bond Improvements	\$ 393,574.80	\$ -	\$ -	\$ 7,186.67	\$ -	\$ 400,761.47	1.83%
Classroom Building	\$ 257,408.00	\$ -	\$ -	\$ 15,143.00	\$ 1,454.93	\$ 274,005.93	6.45%
PAC Marquee	\$ 15,156.35	\$ -	\$ -	\$ -	\$ -	\$ 15,156.35	0.00%
Split System, NCC & NSB	\$ 97,100.00	\$ -	\$ -	\$ -	\$ -	\$ 97,100.00	0.00%
PAC Battery Inverter & Sewer Ejecto	\$ 164,262.00	\$ -	\$ -	\$ -	\$ -	\$ 164,262.00	0.00%
Churn II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Construction Change Summary

TOTAL	\$ 96,646,570.35	\$ 443,133.86	\$ -	\$ 2,918,555.88	\$ 56,400.00	\$ 100,064,660.09	3.06%
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Construction Change Summary

Crafton Hills - Science Portable Classrooms (Math/Sci Annex)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Conengr Corporation	\$ 588,055.00	\$ -	\$ -	\$ (26,051.00)	\$ -	\$ 562,004.00	-4.43%
Global Modular, Inc.	\$ 1,731,000.50	\$ -	\$ -	\$ 167,041.00	\$ -	\$ 1,898,041.50	9.65%
Montgomery Hardware	\$ 1,662.67	\$ -	\$ -	\$ -	\$ -	\$ 1,662.67	0.00%
RDM Electric	\$ 1,787.00	\$ -	\$ -	\$ -	\$ -	\$ 1,787.00	0.00%
Three Peaks Corp.	\$ 5,722.32	\$ -	\$ -	\$ -	\$ -	\$ 5,722.32	0.00%
TOTAL	\$ 2,328,227.49	\$ -	\$ -	\$ 140,990.00	\$ -	\$ 2,469,217.49	6.06%

Construction Change Summary

January 19, 2017

Crafton Hills - New Science Building

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>Circuit C</i>							
RDM Electric	\$ 65,700.00	\$ -	\$ -	\$ 492.89	\$ -	\$ 66,192.89	0.75%
Ranch Rock Corporation	\$ 7,685.00	\$ -	\$ -	\$ -	\$ -	\$ 7,685.00	0.00%
Shanks Electric Corp.	\$ 43,681.24	\$ -	\$ -	\$ 47,735.19	\$ -	\$ 91,416.43	109.28%
Tyco Simplex Grinnel	\$ 1,518.25	\$ -	\$ -	\$ -	\$ -	\$ 1,518.25	0.00%
<i>Building</i>							
Earl Corporation	\$ 18,573,131.00	\$ -	\$ -	\$ 968,549.17	\$ -	\$ 19,541,680.17	5.21%
Three Peaks	\$ 71,765.00	\$ -	\$ -	\$ -	\$ -	\$ 71,765.00	0.00%
	\$ -						
TOTAL	\$ 18,763,480.49	\$ -	\$ -	\$ 1,016,777.25	\$ -	\$ 19,780,257.74	5.42%

Note: Earl Corporation contract was pre-approved by the Board (12/12/13) for up to 10% in change orders.

Construction Change Summary

Crafton Hills - LADM Renovation

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
AMG & Associates	\$ 9,660,000.00	\$ -	\$ -	\$ 13,357.76	\$ -	\$ 9,673,357.76	0.14%
Simplex Grinnell	\$ 40,884.65	\$ -	\$ -	\$ -	\$ -	\$ 40,884.65	0.00%
Couts Heating & Cooling(Chiller)	\$ 43,000.00	\$ -	\$ -	\$ (3,820.72)	\$ -	\$ 39,179.28	-8.89%
Couts Heating & Cooling	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	0.00%
TOTAL	\$ 9,746,884.65	\$ -	\$ -	\$ 9,537.04	\$ -	\$ 9,756,421.69	0.10%

Construction Change Summary

Crafton Hills - Occupational Education 2

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
<i>OE 2 Demo Pkg.</i>							
The Richards Group	\$ 654,000.00	\$ -	\$ -	\$ 22,571.02	\$ -	\$ 676,571.02	3.45%
<i>New Building</i>							
Sinanian Development, Inc.	\$ 15,888,000.00	\$ 38,321.93	\$ -	\$ 992,473.92	\$ -	\$ 16,918,795.85	6.23%
Montgomery	\$ 1,201.92	\$ -	\$ -	\$ -	\$ -	\$ 1,201.92	0.00%
The Peaks Corp.	\$ 18,090.00	\$ -	\$ -	\$ 3,386.00	\$ -	\$ 21,476.00	18.72%
Couts	\$ 21,100.00	\$ -	\$ -	\$ -	\$ -	\$ 21,100.00	0.00%
Beaumont Electric	\$ 5,076.32	\$ -	\$ -	\$ -	\$ -	\$ 5,076.32	0.00%
New Seed Landscape	\$ 29,711.00	\$ -	\$ -	\$ -	\$ -	\$ 29,711.00	0.00%
Howard Roofing Company	\$ 37,375.00	\$ -	\$ -	\$ -	\$ -	\$ 37,375.00	0.00%
TOTAL	\$ 16,654,554.24	\$ 38,321.93	\$ -	\$ 1,018,430.94	\$ -	\$ 17,711,307.11	6.10%

Note: Sinanian Development contract was pre-approved by the Board (12/12/13) for up to 10% in change orders.

Construction Change Summary

TOTAL	\$ 393,574.80	\$ -	\$ -	\$ 7,186.67	\$ -	\$ 400,761.47	1.83%
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Construction Change Summary

Crafton Hills - PAC Marquee

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
		\$ -	\$ -		\$ -	\$ -	0.00%
		\$ -	\$ -		\$ -	\$ -	0.00%
		\$ -	\$ -		\$ -	\$ -	0.00%
<i>PAC Fire Alarm</i>							
Simplex	\$ 15,156.35	\$ -	\$ -		\$ -	\$ 15,156.35	0.00%
TOTAL	\$ 15,156.35	\$ -	\$ -	\$ -	\$ -	\$ 15,156.35	0.00%

Construction Change Summary

January 19, 2017

Valley College - Campus Recap

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Central Plant / Infrastructure	\$ 11,904,573.44	\$ 83,941.49	\$ -	\$ 26,394.34	\$ -	\$ 12,014,909.27	0.22%
HVAC Cafeteria & Health Science	\$ 328,971.42	\$ -	\$ -	\$ -	\$ -	\$ 328,971.42	0.00%
Gymnasium	\$ 52,260,263.60	\$ 1,480,000.00	\$ -	\$ 1,398,995.00	\$ -	\$ 55,139,258.60	2.60%
Business Building Remodel	\$ 9,942,119.95	\$ 4,515.64	\$ -	\$ 880,501.23	\$ -	\$ 10,827,136.82	8.85%
Site Signage	\$ 2,744,915.43	\$ (688,522.51)	\$ -	\$ (1,427.00)	\$ -	\$ 2,054,965.92	-0.07%
Auditorium	\$ 6,844,726.00	\$ -	\$ -	\$ 618,165.11	\$ -	\$ 7,462,891.11	9.03%
Auditorium 2	\$ 379,484.00	\$ -	\$ -	\$ -	\$ -	\$ 379,484.00	0.00%
Applied Technology Renovation	\$ 2,091,274.40	\$ -	\$ -	\$ 6,716.00	\$ -	\$ 2,097,990.40	0.32%
Applied Technology Renovation II	\$ 261,679.00	\$ -	\$ -	\$ (1,293.90)	\$ -	\$ 260,385.10	-0.49%
K-Street Lighting	\$ 112,750.00	\$ -	\$ -	\$ (6,594.00)	\$ -	\$ 106,156.00	-5.85%
Miscellaneous Bond Improvements	\$ 250,301.00	\$ -	\$ -	\$ (816.15)	\$ -	\$ 249,484.85	-0.33%
Total	\$ 87,121,058.24	\$ 879,934.62	\$ -	\$ 2,920,640.63	\$ -	\$ 90,921,633.49	3.32%

Construction Change Summary

Valley College - Gymnasium

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Benel Mechanical, Inc.	\$ 4,310.00	\$ -	\$ -	\$ -	\$ -	\$ 4,310.00	0.00%
E. Avico, Inc.	\$ 253,071.00	\$ -	\$ -	\$ (15,000.00)	\$ -	\$ 238,071.00	-5.93%
Inland Building Company	\$ 81,200.00	\$ -	\$ -	\$ (10,489.00)	\$ -	\$ 70,711.00	-12.92%
JM Builders	\$ 256,000.00	\$ -	\$ -	\$ (35,905.00)	\$ -	\$ 220,095.00	-14.03%
Ram Plumbing	\$ 1,526.74	\$ -	\$ -	\$ -	\$ -	\$ 1,526.74	0.00%
Stanley	\$ 45,177.00	\$ -	\$ -	\$ -	\$ -	\$ 45,177.00	0.00%
Swinerton Builders, Inc.	\$ 51,456,538.00	\$ 1,480,000.00	\$ -	\$ 1,456,696.00	\$ -	\$ 54,393,234.00	2.75%
Three Peaks (Soccer Field)	\$ 116,414.00	\$ -	\$ -	\$ 3,693.00	\$ -	\$ 120,107.00	3.17%
Stanley	\$ 2,445.00	\$ -	\$ -		\$ -	\$ 2,445.00	0.00%
Stanley	\$ 3,892.00	\$ -	\$ -		\$ -	\$ 3,892.00	0.00%
Kone Inc	\$ 3,331.86	\$ -	\$ -		\$ -	\$ 3,331.86	0.00%
Stanley	\$ 648.00	\$ -	\$ -		\$ -	\$ 648.00	0.00%
Stanley	\$ 15,000.00	\$ -	\$ -		\$ -	\$ 15,000.00	0.00%
Dan Lyman Construction	\$ 3,375.00	\$ -	\$ -		\$ -	\$ 3,375.00	0.00%
Three Peaks	\$ 17,335.00	\$ -	\$ -		\$ -	\$ 17,335.00	0.00%
TOTAL	\$ 52,260,263.60	\$ 1,480,000.00	\$ -	\$ 1,398,995.00	\$ -	\$ 55,139,258.60	2.60%

Note: Swinerton Builders contract was pre-approved by the Board (6/12/14) for up to 10% in change orders.

Construction Change Summary

Valley College - Business Building

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Janus Corporation	\$ 417,600.00	\$ 12,209.00	\$ -	\$ 34,737.23	\$ -	\$ 464,546.23	8.08%
Three Peaks	\$ 34,923.95	\$ (2,275.00)	\$ -	\$ -	\$ -	\$ 32,648.95	0.00%
Three Peaks (Swing Space)	\$ 60,528.00	\$ -	\$ -	\$ (7,500.00)	\$ -	\$ 53,028.00	-12.39%
Doug Wall Construction, Inc.	\$ 9,250,000.00	\$ -	\$ -	\$ 848,321.00	\$ -	\$ 10,098,321.00	9.17%
Pacific Industrial Electric	\$ 123,600.00	\$ -	\$ -	\$ 4,891.00	\$ -	\$ 128,491.00	3.96%
Broughton Construction	\$ 1,473.00	\$ -	\$ -	\$ -	\$ -	\$ 1,473.00	0.00%
Culligan Water Softener (installation)	\$ 1,800.00	\$ -	\$ -	\$ 52.00	\$ -	\$ 1,852.00	2.89%
Gormley Specialties, Inc.	\$ 969.00	\$ -	\$ -	\$ -	\$ -	\$ 969.00	0.00%
RDM Electric	\$ 5,900.00	\$ (1,108.81)	\$ -	\$ -	\$ -	\$ 4,791.19	0.00%
Stanley Convergent Security	\$ 30,486.00	\$ -	\$ -	\$ -	\$ -	\$ 30,486.00	0.00%
Three Peaks	\$ 340.00	\$ -	\$ -	\$ -	\$ -	\$ 340.00	0.00%
Three Peaks	\$ 4,500.00	\$ (865.00)	\$ -	\$ -	\$ -	\$ 3,635.00	0.00%
Three Peaks	\$ 10,000.00	\$ (3,444.55)	\$ -	\$ -	\$ -	\$ 6,555.45	0.00%
TOTAL	\$ 9,942,119.95	\$ 4,515.64	\$ -	\$ 880,501.23	\$ -	\$ 10,827,136.82	8.85%

Construction Change Summary

Valley College - Sitework, Signage, ADA

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Broughton Construction, Inc.	\$ 1,170,000.00	\$ -	\$ -	\$ (20,502.00)	\$ -	\$ 1,149,498.00	-1.75%
C.S. Legacy Construction *	\$ 1,365,776.00	\$ (688,522.51)	\$ -	\$ 2,048.00	\$ -	\$ 679,301.49	0.30%
Cortez Ornamental Iron	\$ 6,000.00	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	0.00%
Good Sign & Graphics	\$ 5,995.00	\$ -	\$ -	\$ -	\$ -	\$ 5,995.00	0.00%
New Seed Landscaping	\$ 11,780.00	\$ -	\$ -	\$ -	\$ -	\$ 11,780.00	0.00%
Pacific Industrial Electric	\$ 2,653.43	\$ -	\$ -	\$ -	\$ -	\$ 2,653.43	0.00%
Three Peaks Corporation	\$ 87,187.00	\$ -	\$ -	\$ (413.00)	\$ -	\$ 86,774.00	-0.47%
Three Peaks Corporation	\$ 42,655.00	\$ -	\$ -	\$ 18,390.00	\$ -	\$ 61,045.00	43.11%
Three Peaks Corporation	\$ 1,869.00	\$ -	\$ -	\$ -	\$ -	\$ 1,869.00	0.00%
ATEN	\$ 51,000.00	\$ -	\$ -	\$ (950.00)	\$ -	\$ 50,050.00	-1.86%
TOTAL	\$ 2,744,915.43	\$ (688,522.51)	\$ -	\$ (1,427.00)	\$ -	\$ 2,054,965.92	-0.07%

and final contract total is reflected. Separate Claim Settlement in the amount of

Construction Change Summary

Valley College - Auditorium 2 Renovations

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Dan Lyman Construction	\$ 379,484.00	\$ -	\$ -	\$ -	\$ -	\$ 379,484.00	0.00%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 379,484.00	\$ -	\$ -	\$ -	\$ -	\$ 379,484.00	0.00%

Construction Change Summary

Valley College - Applied Technology Renovation

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Beaumont Electric, Inc.	\$ 13,928.00	\$ -	\$ -	\$ -	\$ -	\$ 13,928.00	0.00%
Cal City Construction, Inc.	\$ 1,977,000.00	\$ -	\$ -	\$ 13,061.00	\$ -	\$ 1,990,061.00	0.66%
CD Imagin & Signs	\$ 6,800.00	\$ -	\$ -	\$ (811.00)	\$ -	\$ 5,989.00	-11.93%
RDM Electric (Security Lighting)	\$ 44,950.00	\$ -	\$ -	\$ (534.00)	\$ -	\$ 44,416.00	-1.19%
Stanley Security	\$ 5,426.00	\$ -	\$ -	\$ -	\$ -	\$ 5,426.00	0.00%
Three Peaks Corporation	\$ 14,040.00	\$ -	\$ -	\$ -	\$ -	\$ 14,040.00	0.00%
Three Peaks Corporation	\$ 29,130.40	\$ -	\$ -	\$ (5,000.00)	\$ -	\$ 24,130.40	-17.16%
TOTAL	\$ 2,091,274.40	\$ -	\$ -	\$ 6,716.00	\$ -	\$ 2,097,990.40	0.32%

Note: Cal City Construction contract was pre-approved by the Board (1/15/15) for up to 10% in change orders.

