

Crafton Hills College 11711 Sand Canyon Rd., Yucaipa, 92399
LRC 226 & 231





Meeting of the San Bernardino Community College District Board of Trustees
Board Meeting
Crafton Hills College, 11711 Sand Canyon Rd, Yucaipa, CA 92399, LRC 226 and 231
April 13, 2017, 4:00 p.m. – 6:00 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 Negotiators: Bruce Baron

CTA/CSEA/Management/Supervisors/Confidential Employees

b. Update on Goals

Government Code 54957

Title: Chancellor

c. Public Employee Discipline/Dismissal/Release/Non Re-Employment

Government Code 54957 (7 cases)

d. Conference with Legal Counsel-Existing Litigation: Government Code section 54956.9(d)(1) – (1 case) Workers Compensation Claim No. 498083

e. 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.

- 4. CONVENE CLOSED SESSION**
- 5. RECONVENE PUBLIC MEETING**
- 6. REPORT OF ACTION IN CLOSED SESSION**
- 7. REPORTS**
 - a. Board Members
 - i. Oral Reports from Board Committee Chairs
 - ii. Board Information Requests (p6)
 - b. Student Trustees
 - c. Chancellor
 - d. Crafton Hills College
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
 - e. San Bernardino Valley College
 - i. President
 - ii. Academic Senate
 - iii. Classified Senate
 - iv. Associated Students
 - f. CSEA
 - g. CTA
- 8. APPROVAL OF MINUTES**
 - a. February 24 and March 9 (p11, 13,15)
- 9. PUBLIC COMMENTS ON AGENDA ITEMS**

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

10. CONSENT AGENDA

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

a. Instruction/Student Services

- i. Consideration to Serve Wine at a Campus Event – SBVC (p30)
- ii. Consideration of Approval to Sell Alcoholic Beverages at Campus Fundraising Event – CHC (p31)
- iii. Consideration of Approval to Serve Champagne at Campus Event – CHC (p33)
- iv. Consideration of Approval of Curriculum Modifications – CHC (p34)
- v. Consideration of Approval to Serve Wine at KVCR event (p39)

b. Human Resources

- i. Consideration of Approval of Adjunct and Substitute Academic Employees (p40)
- ii. Consideration of Approval of Alternate Work Schedule Summer 2017 (p42)
- iii. Consideration of Approval of Appointment of District Employees (p45)
- iv. Consideration of Approval of District Volunteers (p46)
- v. Consideration of Approval of New Management Job Description (p48)
- vi. Consideration of Approval of Non-Instructional Pay for Academic Employees (p53)
- vii. Consideration of Approval of Professional Expert Short-Term and Substitute Employees (p57)
- viii. Consideration of Approval of Resolution Waiving Posting of Bond by Faculty Members for Payment of Salary During Sabbatical Leave (p63)
- ix. Consideration of Approval of Salary Advancement for Academic Employee (p66)
- x. Consideration of Approval of Salary Amendment for Interim Management Employee (p67)
- xi. Consideration of Approval of Temporary Academic Employees (p68)
- xii. Consideration of Approval of the Revision to Professional Expert Rates of Pay (p69)
- xiii. Consideration of Granting an Unpaid Leave of Absence for Academic Employee (p72)

- c. Business & Fiscal Services
 - i. Consideration of Approval of District & College Expenses (p73)
 - ii. Consideration of Approval of Individual Memberships (p95)
 - iii. Consideration to Approve Conference Attendance (p98)
 - iv. Consideration of Approval of Professional Services Contracts-Agreements (p116)
 - v. Consideration of Approval of Purchase Order Report (p119)
 - vi. Consideration of Approval of Revised Authorized Signature List (p130)
 - vii. Consideration of Approval of Routine Contracts-Agreements and Memorandums (p133)
 - viii. Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal (p182)
 - ix. Consideration of Approval of Vacation Payout (p184)
 - x. Consideration of Approval to Adopt a Resolution to Appropriate Funds (p185)
 - xi. Consideration of Approval to Adopt Resolution Authorizing Temporary Interfund Borrowing (p188)

- d. Facilities
 - i. Consideration of Approval of Amendment 001 to the Agreement with ARUP North America of Los Angeles CA (p190)
 - ii. Consideration of Approval of Amendment 006 to the Contract with PMSM Architects of Santa Barbara CA (p199)
 - iii. Consideration of Approval of Non-Bond Construction Change Orders and Contract Amendments (p204)
 - iv. Consideration of Approval to Award a Small Scale Construction Contract to Prestige Elevator Interiors of Glendora, CA (p209)
 - v. Consideration of Approval to Award a Small Scale Construction Contract to Three Peaks Corp. of Calimesa, CA (p211)

11. ACTION AGENDA

- a. Adopt Initial Proposal from the District to CSEA Chapter #291 (p213)
- b. Public Hearing of SBCCD Initial Proposal to CSEA Chapter #291 (p215)
- c. Consideration of Approval to Accept Board Policies and Administrative Procedures for First Reading (p217)

- d. Consideration of Approval of Board Policies and Administrative Procedures for Final Approval (p253)
- e. Consideration of Approval of Board Self-Evaluation Method of Distribution and Ad Hoc Committee Members (p288)
- f. Consideration of Approval to Accept the Proposed Human Resources Reorganization Chart for First Reading (p289)
- g. Consideration to Adopt Resolution to Pay Trustee (p293)
- h. Consideration to Vote for Candidates for the 2017 CCCT Board of Directors (p295)

12. INFORMATION ITEMS

- a. Applause Cards (p297)
- b. Budget Report (p309)
- c. Cenergistic Cumulative Energy Report (p357)
- d. District Clery Act Compliance Report (p359)
- e. General Fund Cash Flow Analysis (p362)
- f. Measure M and Non-Bond Demographics Local Contracts Summary Report (p364)
- g. Summary of Measure M Construction Contract Change Orders and Amendments (p366)

13. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

14. CONVENE CLOSED SESSION

Convene Closed Session for unfinished business on closed session items.

15. RECONVENE PUBLIC MEETING

16. REPORT OF ACTION IN CLOSED SESSION

17. ADJOURN

The next meeting of the Board: Board Training (10+1) 8-11am, May 10, 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: April 13, 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 3/29/17)**

Date of Request: 10/20/2016
Requested by: Board of Trustees
Planned Completion Date: 4/30/2017

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: 8/22/2016
Requested by: Board of Trustees
Planned Completion Date: 6/30/2017

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: 6/30/2017

Request: Board goals should be agendaized for progress reports.

Comments: Chancellor will provide periodic updates upon approval of the Board's goals. The Board approved their goals at the January 19, 2017 meeting.

Date of Request: 8/25/2016
Requested by: Board of Trustees
Planned Completion Date: 6/30/2017

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

Comments: The Study Session for the Foundations is to be scheduled at the recommendation of the Ad Hoc Committee. 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: 6/30/2017

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: 8/25/2016
Requested by: Board of Trustees
Planned Completion Date: 6/30/2017

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

Comments: Jose Torres will provide breakdown in the 2017-2018 fiscal year budget.

Date of Request: 9/8/2016
Requested by: Singer
Planned Completion Date: 6/30/2017

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: 11/10/2016
Requested by: Harrison
Planned Completion Date: 6/30/2017

Request: Consider having a Strengths Quest session for the Board

Comments:

Date of Request: 2/7/2017
Requested by: Williams
Planned Completion Date: 6/30/2017

Request: Regarding Facebook I don't think the answer is sufficient. We are not questioning the expense but rather the effectiveness in relation to enrollment and not Facebook followers. While it may only be a few dollars per follower are these people enrolling in

Comments: Chancellor will inquire of our marketing staff if we have good enough data to prepare a report for distribution on a regular basis.

Date of Request: 12/1/2016
Requested by: Budget Ad Hoc Committee
Planned Completion Date: Completed
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.

Date of Request: 8/22/2016
Requested by: Board of Trustees
Planned Completion Date: Completed
10/17/16

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

Comments: Chancellor provides the upcoming event calendar in the Trustee Chat weekly. A master calendar including board meetings, study sessions, standing and ad hoc meetings, and community events is provided to the Board on a weekly basis via email. This has been completed in Outlook. The calendar includes RSVPs to community and campus events as they are received.

Date of Request: 1/19/2017
Requested by: Board of Trustees
Planned Completion Date: Completed 2/9/17

Request: The Board requested scheduling of additional study sessions and trainings on the 2nd Thursday preceding the general board meeting. Standing committees should also be scheduled on the same day.

Comments: The Chancellor will include a revised 2017 master calendar for Board approval at the 2/9/17 Board meeting.

Date of Request: 1/19/2017
Requested by: Ferracone
Planned Completion Date: Completed 2/9/17

Request: Requested to agendaize the Policy Ad Hoc as a standing committee on the February agenda.

Comments: The Chancellor will provide an item for board approval on 2/9/17.

Date of Request: 1/19/2017
Requested by: Ferracone
Planned Completion Date: Completed 3/9/17

Request: Trustee Ferracone requested flyers or brochures from the campuses for Board members to use to promote the campuses.

Comments: The campus presidents will have the brochures sent to the Board through the Chancellor's Office.

Date of Request: 1/19/2017
Requested by: Harrison
Planned Completion Date: Completed 3/23/17

Request: Trustee Harrison requested for a written executive summary of the Education and Facilities Master Plans for all three entities. The summaries will allow the Board of Trustees to compare one to the other to ensure the Board's actions are in line with what

Comments: The Chancellor will request for this to be completed by HMC Architects and will be distributed by email to the Board.

Date of Request: 2/9/2017
Requested by: Board of Trustees
Planned Completion Date: Completed 3/23/17

Request: Policy Committee to develop criteria for the Board to award certificates.

Comments: The Policy Committee will provide an oral report at the 4/13/17 meeting.

Date of Request: 2/9/2017
Requested by: Rapouw
Planned Completion Date: Completed 3/9/17

Request: Parking machines at CHC are broken.

Comments: 1) The parking ticket dispenser in Lot B was repaired soon after it was reported.
2) We have 10 dispensers across the campus so we have instructed the security team to bag any out-of-service dispenser and post a sign to instruct students to go to another lot to purchase a daily permit.
3) We told the student senate to have our students report any not-working machine right away and appeal the ticket.
4) Based on our recent conversation with Trustee Rapouw, there is no other occurrence reported. So this appears to be an isolated occurrence.

Date of Request: 8/22/2016
Requested by: Board of Trustees
Planned Completion Date: Completed 8/24/16

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.



Meeting of the San Bernardino Community College District Board of Trustees
Special Board Meeting Minutes
District Board Room
February 24, 2017, 12:30 p.m.

Members Present:

Donna Ferracone, Clerk
John Longville, Trustee
Dr. Anne L. Viricel, Trustee
Frank Reyes, Trustee

Members Absent:

Joseph Williams, President
Gloria Macias Harrison, Vice President
Dr. Donald L. Singer, Trustee
Pablo Machado, SBVC, Student Trustee
Beverly Rapouw, CHC, Student Trustee

Administrators Present:

Bruce Baron, Chancellor
Jose Torres, Vice Chancellor of Business and Fiscal Services

Administrators Absent:

Dr. Wei Zhou, President, CHC
Diana Rodriguez, President, SBVC

CALL TO ORDER – PLEDGE OF ALLEGIANCE

Trustee Ferracone called the meeting to order at 12:50pm. Trustee Viricel led the pledge of allegiance.

PUBLIC COMMENTS

None.

ACTION AGENDA

Consideration of Approval of Sole Source Purchase with Integrated Microwave Technologies, LLC.

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



To approve the purchase of broadcast microwave equipment with Integrated Microwave Technologies, LLC as a sole source vendor for KVCR television operations.

AYES: Ferracone, Longville, Reyes, Viricel

NOES: None

ABSENT: Williams, Macias Harrison, Singer, Machado, Rapouw

ABSTENTIONS: None

ADJOURN

Trustee Ferracone adjourned the meeting at 12:53pm.

Donna Ferracone, Clerk
SBCCD Board of Trustees



San Bernardino Community College District Board of Trustees
Training Session Minutes
District Board Room
March 9, 2017, 10:00 a.m. – 2:30 p.m.

Members Present:

Joseph Williams, President
Gloria Macias Harrison, Vice President
Donna Ferracone, Clerk
John Longville, Trustee
Dr. Donald L. Singer, Trustee
Dr. Anne L. Viricel, Trustee
Frank Reyes, Trustee

Members Absent:

Pablo Machado, SBVC, Student Trustee
Beverly Rapouw, CHC, Student Trustee

Administrators Present:

Bruce Baron, Chancellor
Dr. Wei Zhou, President, CHC
Jose Torres, Vice Chancellor of Business and Fiscal Services
Diana Rodriguez, President, SBVC

Administrators Absent:

None

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Williams called the meeting to order at 10am. Trustee Singer led the pledge of allegiance.

PUBLIC COMMENTS ON AGENDA ITEMS

None.

CRISIS COMMUNICATION TRAINING

A presentation and training on crisis communication was given by Brandon Stephenson, Cerrell Associates as attached.



ENVIRONMENTAL EXCELLENCE AWARD TO SBCCD

Presented to SBCCD by Cenergistics with Photo-op

ADJOURN

President Williams adjourned the meeting at 2:25pm.

Donna Ferracone, Clerk
SBCCD Board of Trustees



Meeting of the San Bernardino Community College District Board of Trustees
Board Meeting Minutes

San Bernardino Valley College, 701 S. Mt. Vernon Ave., Business Conference Center

March 9, 2017, 4:00 p.m. – 6:00 p.m.

Members Present:

Joseph Williams, President
Gloria Macias Harrison, Vice President
Donna Ferracone, Clerk
John Longville, Trustee
Dr. Donald L. Singer, Trustee
Dr. Anne L. Viricel, Trustee
Frank Reyes, Trustee
Pablo Machado, SBVC, Student Trustee
Beverly Rapouw, CHC, Student Trustee

Members Absent:

None

Administrators Present:

Bruce Baron, Chancellor
Dr. Wei Zhou, President, CHC
Jose Torres, Vice Chancellor of Business and Fiscal Services
Diana Rodriguez, President, SBVC

Administrators Absent:

None

CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENT OF CLOSED SESSION ITEMS

- **Conference with Labor Negotiators**
Government Code 54957.6
Agency Negotiators: Bruce Baron
CTA/CSEA/Management/Supervisors/Confidential Employees
- **Update on Goals**
Government Code § 54957
Title: Chancellor

- **Public Employment:** Government Code section 54957 – (1 Case)
Title: Chancellor
- **Conference with Legal Counsel-Existing Litigation:** Government Code section 54956.9(d) – (2 cases) Wall v SBCCD, Case No. CIVDS1600394; Leonard Lopez v. SBBCD, Case No. CIVDS1511495
- **Public Employee Discipline/Dismissal/Release/Non Re-Employment**
Government Code 54957 (7 cases)

PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None.

CONVENE CLOSED SESSION

The Board convened to closed session at 4:01pm

RECONVENE PUBLIC MEETING

Public meeting reconvened at 5:38pm

REPORT OF ACTION IN CLOSED SESSION

- The Board, by unanimous vote, took action to Non-Re-Employ the Chief Content Officer for the 2017-18 academic year and to send notice to the employee. Management Employee # 23171.
- The Board, by unanimous vote, took action to Non-Re-Employ the Director of Foundation & Development KVCR for the 2017-18 academic year and to send notice to the employee. Management Employee # 28356.
- The Board, by majority vote with Singer voting against, took action to Non-Re-Employ the Director of Television for the 2017-18 academic year and to send notice to the employee. Management Employee # 4050.

Consideration of Approval to Accept Independent Audit Report of KVCR TV and FM Consideration of Approval to Adopt a Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

Trustee Singer motioned, Trustee Viricel seconded the motion and the board members voted as follows: To accept the 2015-16 independent audit report of KVCR TV and FM conducted by Vavrinek, Trine, Day & Company for the period ending June 30, 2016 and 2015.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

PRESENTATION

Hussain Agah, District Director of Facilities; Beverly Powell, BRj & Associates; and Tony Dupre, Padilla & Associates gave a presentation on Community Benefits Agreement (CBA) as attached.

The Board was presented with information on the Clean Renewable Energy Bond Project as attached and took voted to take action.

Consideration of Approval to Adopt a Resolution Declaring Intent to Finance a Clean Renewable Energy Bond Project

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows: To adopt a resolution declaring its intent to finance a clean renewable energy bond project and authorize official action in connection therewith.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

REPORTS

- Board Members
 - Trustee Harrison gave an update on the Board Budget Committee. The committee made a recommendation for the FCC Auction proceeds as included in the board book. The Board will review the Facilities and Educational Master Plans when considering the distribution of funding. As of February 23, there are six certificated and five classified staff who will participate in the early retirement incentive.
 - Trustee Longville attended the State of the County Address.
 - Trustee Ferracone reported on the ACCJC Task Force as meeting twice a month. She attended various campus events.
 - Trustee Singer attended campus events. K12 Boards met with SBCCD Boards and are in the process of scheduling their next meeting.
 - Trustee Reyes attended ACCT conference in Washington DC. He attended meetings in Sacramento to talk to legislators about community colleges.
 - Trustee Viricel attended EDCT meeting, campus events, and community events. She also attended the ACCT GLI workshop in Riverside.
 - Trustee Williams reported on the Student Success meeting where a Student Success and Equity update was given. Academic Senates will hopefully be ready next month with a Student Success Policy. He also attended ACCT in Washington DC and in Riverside.
 - Trustee Harrison reported on attending ACCT in Washington DC and Riverside. She gave special thanks to the Student Trustees for their advocacy and leadership in DC.

- Student Trustees
 - Student Trustee Rapouw attended ACCT in Washington DC.
 - Student Trustee Machado attended ACCT in Washington DC as well as ASG campus events.
- Chancellor
 - Chancellor attended numerous campus events. AB 769 asked for unique programs that are offered at our colleges to participate in the program.
- San Bernardino Valley College
 - President Rodriguez provided a written report. She reported on attending the Making Hope Happen meeting and a CEO Symposium in Solvang. She also had an opportunity to present at the A2MEND Conference and met with Mexican Consulate offices to discuss immigration concerns.
 - Rocio Aguayo, ASG President, reported on the newly adopted constitution.
- Crafton Hills College
 - President Zhou provided a written report. CHC was awarded at the Red Tape to Red Carpet. He thanked the board for attending the signing event.
 - Denise Hoyt, Academic Senate President reported on the non-credit program. Exploring registration dates and moving them up by 4 weeks. Working on a plan for dual enrollment. Mark McConnell is the incoming president of the CHC Academic Senate.
- CSEA
 - Grayling Eaton reported on CSEA having concerns regarding outsourcing, 4/10 summer schedule, usage of professional experts and student workers doing collective bargaining work, Police Department: public safety, overtime, rotation of assignments, training, adequate equipment to do their jobs. The Board asked the Chancellor to provide an update.
- CTA
 - Sheri Lillard reported on CTA

The board convened to break at 8:10pm.

The meeting reconvened at 8:16pm.

APPROVAL OF MINUTES

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows: To approve the minutes of January 19, 25, and February 9, 2017.

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

NOES: None

ABSENT: None

ABSTENTIONS: None



PUBLIC COMMENTS ON AGENDA ITEMS

Cassie MacDuff

Denise Allen Hoyt

CONSENT AGENDA

Consideration of Approval of Curriculum – CHC

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the CHC curriculum. **Amended to replace approval of CHC curriculum and approve as attached in the addendum.**

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Curriculum – SBVC

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the SBVC curriculum. **Amended to replace approval of SBVC curriculum and approve as attached in the addendum.**

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Donation – CHC

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To accept the following donation to support the Fire Academy at Crafton Hills College. A donation of a 1991 Beck Fire Engine/Pumper is being made to the CHC Fire Academy.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of One and Two Year Contract Academic Employees

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve tenure track contracts for academic employees at CHC.



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

Consideration of Approval to Grant Tenure

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve tenure for academic employees at SBVC and CHC. **Amended to replace approval to grant tenure as attached in the addendum.**

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

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

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the sale of alcoholic beverages at a campus fundraising event to benefit the Crafton Hills College Foundation: “California Dreamin’” Gala, Auction and Dinner, Crafton Center, March 18, 2017 from 5:30PM-9:30PM.

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

Consideration of Approval to Sell Alcoholic Beverages by Yucaipa Rotary Club at Fundraising Event on the Crafton Hills College Campus

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the sale of alcoholic beverages at a fundraising event to benefit the Yucaipa Rotary Club Annual Fundraising “Cash Draw” event at the Crafton Hills College in the Crafton Center on April 22, 2017 from 5:00PM-10:00PM.

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

Consideration of Approval to Serve Wine at a Campus Event

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve wine to be served at a campus event: 22nd Annual Spotlighting Our Success, May 5, 2017.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Acceptance of Employee Resignation

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To accept the resignation of Secret Brown. Secret Brown, Coordinator, Professional Learning & Diversity, Human Resources, District, 1 year of service. Last day of employment is March 1, 2017.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Adjunct and Substitute Academic Employees

Trustee Singer motioned, Trustee Machado 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: Williams, Macias Harrison, Ferracone, Longville, Singer, Reyes, Viricel, Machado, Rapouw

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Appointment of District Employees

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the appointment of, and ratification of employment contract for Kevin Sutton, Printing Operations Specialist, TESS, District, Classified Salary Range 39, Step A, \$3,716.00 monthly. Effective March 27, 2017. Replaces Chris Jones. Funding Source TESS General Fund and Inez Booker, Account Clerk II, Fiscal Services, District, Classified Salary Range 30, Step A, \$2,974.00 monthly. Effective March 27, 2017. Replaces Sharon Estrada. Funding Source Fiscal General Funds.



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

Consideration of Approval of Confidential Salary Schedule

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the confidential salary schedule. The Salary Schedule is being resubmitted to correct the item sent to board on January 19, 2017.

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

Consideration of Approval of District Volunteer

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

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

Consideration of Approval of Non-Instructional Pay for Academic Employees

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

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

Consideration of Approval of One and Two Year Contracts for Tenure Track Academic Employees

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve tenure track contracts for academic employees at SBVC.



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

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

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the list of **Amended to replace approval of professional expert, short-term, and substitute employees with the attached in the addendum.**

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

Consideration of Approval of District & College Expenses

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the list of District & College Expenses.

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

Consideration of Approval of Individual Memberships

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the list of individual memberships.

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

Consideration to Approve Conference Attendance

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the list of conference attendance. **Amended to add the additional conference attendance for TESS as attached in the addendum.**



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

Consideration of Approval of Professional Services Contracts-Agreements

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the list of professional services contracts-agreements.

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

Consideration of Approval of Purchase Order Report

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the purchase order report.

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

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

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the list of routine contracts-agreements and memorandum of understanding.

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

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

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



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

Consideration of Approval of Vacation Payout

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve the payout of the following vacation days:

	# of Days	Rate	Total
Gloriann Chavez, Director Bookstores	10	\$401.98	\$4,019.80
Mark Merjil, Director, SBVC Child Development Center	20	\$382.85	\$7,657.00

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

Consideration of Approval to Adopt a Resolution to Appropriate Funds

Trustee Singer motioned, Trustee Machado 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: Williams, Macias Harrison, Ferracone, Longville, Singer, Reyes, Viricel, Machado, Rapouw
NOES: None
ABSENT: None
ABSTENTIONS: None

Consideration of Approval of Amendment 001 to the Contract with P2S Engineering Inc. of Long Beach CA

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve Amendment 001 to the contract with P2S Engineering, Inc. of Long Beach CA in the amount of \$8,500.00.

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



Consideration of Approval of Amendment 004 to the Contract with Leighton Consulting, Inc. of Rancho Cucamonga CA

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve Amendment 004 to the contract with Leighton Consulting, Inc. of Rancho Cucamonga CA in the amount of \$138,102.00.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Amendment 007 to the Contract with CHJ Incorporated of Colton CA

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve Amendment 007 to the contract with CHJ Incorporated of Colton CA in the amount of \$136,700.00.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Amendment 007 to the Contract with Steinberg Architects of Los Angeles CA

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve Amendment 007 to the contract with Steinberg Architects of Los Angeles CA in the amount of \$136,860.00.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

Consideration of Approval of Contract with Steinberg Architects of Los Angeles CA

Trustee Singer motioned, Trustee Machado seconded the motion and the board members voted as follows: To approve a contract with Steinberg Architects of Los Angeles CA for Architectural Services at Crafton Hills College in the amount of \$8,480.20.



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

ACTION AGENDA

Consideration of Approval to Accept Board Policies and Administrative Procedures for First Reading

Trustee Harrison motioned, Trustee Reyes seconded the motion and the board members voted as follows: To accept Board policies and procedures for first reading; BP 2100, BP 2430, BP/AP 2431, BP 2432, BP 2716, BP/AP 3550, BP 4000, AP/BP 4220, BP 4235, AP/BP 5130, BP/AP 7100. **Amended to pull BP 2200. The Board will revise during the retreat. Amended page 322, line 27 to be revised to read: The District shall provide specific procedures, which prohibit the unlawful possession, use, distribution, manufacturing, or dispensing of illicit drugs and alcohol by students and employees on District property or as a part of District activities.**

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

Consideration of Approval to Task the Board of Trustees Budget Committee (BBC) to Prepare a Strategic Financial Plan for the FCC Incentive Auction Proceeds

Trustee Harrison motioned, Trustee Ferracone seconded the motion and the board members voted as follows: To task the Board of Trustees Budget Committee (BBC) to prepare a strategic financial plan using the proceeds from the FCC incentive auction. **Amended to replace approval to task the BBC to prepare a strategic plan for the FCC Incentive Auction proceeds as attached in the addendum. Second bullet point to be added.**

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

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

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



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

Consideration of Approval to Ratify Employment Agreement between the District and the Chancellor

Trustee Singer motioned, Trustee Ferracone seconded the motion and the board members voted as follows: To ratify a new four (4) year employment agreement between Bruce Baron, Chancellor, and the Board of Trustees of the San Bernardino Community College District, with the amendments to the contract.

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

Consideration of Approval to Reconfirm Members of the Career Technical Education Ad Hoc Committee

Trustee Harrison motioned, Trustee Reyes seconded the motion and the board members voted as follows: To reconfirm members of the Career Technical Education Ad Hoc Committee; Donna Ferracone, John Longville, and Anne Viricel.

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

INFORMATION ITEMS

Advancement in Rank – CHC

Applause Cards

Budget Report

Cenergistic Cumulative Energy Report

CHC International Programs

CHC Non-Credit Courses and Programs

Clery Report

CTA MOUs

General Fund Cash Flow Analysis

Measure M and Non-Bond Demographics Report

Quarterly Financial Status Report

Summary of Measure M Construction Contract Change Orders and Amendments



PUBLIC COMMENT ON NON-AGENDA ITEMS

None.

ADJOURN

President Williams adjourned the meeting at 8:32pm.

Donna Ferracone, Clerk
SBCCD Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Z. Rodriguez, President, SBVC
PREPARED BY: Paul Bratulin, Director of Marketing & Public Relations, SBVC
DATE: April 13, 2017
SUBJECT: Consideration of Approval to Serve Wine at a Campus Event - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve wine to be served at a campus event: 22nd Annual Spotighting Our Success, May 12, 2017. This item was previously board approved at the March 9, 2014 meeting. Item is being amended to reflect the date of May 12, 2017 rather than May 5, 2017.

OVERVIEW

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

ANALYSIS

Per Board Policy 3560 and in accordance with California law, the 22nd Annual Spotighting Our Success is a private, by invitation only, event that is not open to the public and where alcohol will not be sold.

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

FINANCIAL IMPLICATIONS

Included in the 2016/2017 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Wei Zhou, President, CHC

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

DATE: April 13, 2017

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

RECOMMENDATION

It is recommended that the Board of Trustees approve the sale of alcoholic beverages at a campus retirement party for June Yamamoto to benefit the Crafton Hills College Foundation on Saturday, May 6th from 5:00pm – 9:00pm.

OVERVIEW

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

ANALYSIS

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

According to the California Department of Alcoholic Beverage Control, a daily general license for beer, wine, and distilled spirits will be obtained to engage in the temporary sale of alcoholic beverages for consumption in the PSAH Engine Bay from the hours of 5:00PM – 9:00PM on Saturday, May 6, 2017. The license does not include off-sale (“to-go”) privileges. The license may be revoked by the Department if, in the opinion of the Department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.

Daily License Authorization (Form ABC-221) will be signed by an authorized representative from the Crafton Hills College Foundation, Steve Sutorus as Property Owner Approval, and Pierre Galvez for Law Enforcement Approval and submitted within ten (10) days and not more than thirty (30) days in advance of event.

FINANCIAL IMPLICATIONS

All net proceeds from the event will be donated to the Crafton Hills College Foundation.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Wei Zhou, President, CHC

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

DATE: April 13, 2017

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

RECOMMENDATION

It is recommended that the Board of Trustees approve champagne to be served at a campus event: President’s Circle Preview Party of the SSA Building, May 10, 2017.

OVERVIEW

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

ANALYSIS

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

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

FINANCIAL IMPLICATIONS

None. Funding will be provided by the CHC Foundation.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Wei Zhou, President, CHC
PREPARED BY: Kathy Bakhit, Interim Vice President of Instruction, CHC
DATE: April 13, 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
April 13, 2017

NEW COURSES

DISCIPLINE: Emergency Medical Services
DEPARTMENT: Public Safety and Services
COURSE ID: EMS 167
COURSE TITLE: Beginning Standardized Patients
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 2.5
MINIMUM SEMESTER HOURS:
LECTURE: 24
LAB: 48

CATALOG DESCRIPTION: Introductory instruction in standardized patient techniques using exercises, environmental and scenario work to develop skill in memorization, vocal and tone qualities and production, flexibility in recall of patient complaints, agility, expressiveness and awareness of realistic body movement for medical and trauma patients.

SCHEDULE DESCRIPTION: Introductory instruction in standardized patient techniques using preprogrammed exercises, environmental and scenario work to develop skill in memorization, vocal qualities, flexibility in recall of patient complaints, agility, expressiveness and awareness of realistic body movement for medical and trauma patients.

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

Effective: **Fall 2018**

Rationale: EMS 167 will be the first of four courses that students will take in sequence. Standardized patient simulation involves the use of individuals trained to portray the roles of patients, family members or others to allow students to practice physical exam skills, history taking skills, communication skills and other experiences. Standardized patients play a critical role in the education of future health care professionals. Students will gain and improve clinical and professional skills before they interact with "real patients."

DISCIPLINE: Emergency Medical Services
DEPARTMENT: Public Safety and Services
COURSE ID: EMS 168
COURSE TITLE: Complex Standardized Patients
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 2.5
MINIMUM SEMESTER HOURS:
LECTURE: 24
LAB: 48

CATALOG DESCRIPTION: The instruction in complex standardized patient techniques using rehearsal exercises and the production of complex standardized patient with emphasis on poly-pharmacology, complex medical and traumatic complaints which include indeterminate patients.

SCHEDULE DESCRIPTION: Advanced preparation of standardized patient simulation with complex medical or traumatic illness or injury.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: **Fall 2018**
Rationale: EMS 168 will be the second of four courses that students will take in sequence. The course is essential for the study of standardized patients and the simulation and performance of medical and traumatic scenarios.

DISCIPLINE: Ecology (Environmental Sciences)
DEPARTMENT: Physical and Biological Sciences
COURSE ID: ENVS 107
COURSE TITLE: Introduction to Concepts in Sustainability
PREREQUISITE: None
COREQUISITE: None
DEPARTMENTAL RECOMMENDATION: None
SEMESTER UNITS: 3
MINIMUM SEMESTER HOURS:
LECTURE: 48

CATALOG DESCRIPTION: This course provides an overview of the social, environmental, and economic aspects of sustainability. Key trends and events in the history of conservation and ecology, definitions of sustainability, an introduction to Earth systems, sustainable agriculture, energy use, and the effects of human actions on the environment are investigated. The course will also demonstrate approaches to reverse environmental harm and improve sustainability through research, critical thinking, analysis, community service, and writing. Students will develop critical thinking skills that can be applied to improving sustainability in local and global communities.

SCHEDULE DESCRIPTION: Introduction to concepts in sustainability. History of sustainability, Earth systems, sustainable agriculture, energy use and human actions as they effect the environment. Approaches to reverse environmental damage and advance sustainability.

Equate: Course does not equate with SBVC. Course is not offered at SBVC.
Effective: **Fall 2018**
Rationale: There is a growing interest in “green” practices and environmental issues. We have a responsibility to teach students to think about the consequences of their purchases, choices and behaviors and give them the skills to help our society become sustainable. ENVS 107, in part, addresses Goal 6 of the SBCCD Sustainability Plan.

COURSE MODIFICATIONS

COURSE ID	COURSE TITLE
ENVS 101	Introduction to Environmental Science

Equate: This course is not equated with SBVC. Course is not offered at SBVC.
Effective: **Fall 2017**
Rationale: Adding Distance Education component

COURSE ID	COURSE TITLE
MATH 110	Introduction to Probability and Statistics

PREREQUISITE: MATH 085 or MATH 095 or eligibility for MATH 110 as determined through the Crafton Hills College assessment process
DEPARTMENTAL RECOMMENDATION: Concurrent enrollment in MATH 117

Equate: This course is not equated with SBVC. Course is not offered at SBVC.
Effective: Fall 2018
Rationale: Adding MATH 085 to meet prerequisite; update SLOs

COURSE ID	COURSE TITLE
MATH 266	Introduction to Ordinary Differential Equations

SCHEDULE DESCRIPTION: An introduction to ordinary differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exist, and techniques for obtaining solutions, including series solutions and singular points, Laplace Transforms, and linear systems. Students who purchase a used textbook may need to purchase software as an additional expense. Ask instructor for details.

Equate: MATH 266 at SBVC
Effective: Fall 2018
Rationale: To meet C-ID Descriptor Requirements

DISTRIBUTED EDUCATION

COURSE ID	DISTRIBUTED EDUCATION FORMAT
ENVS 101	100% Online

Effective: Fall 2017
Rationale: To increase Distributed Education offerings

CORRECTIONS

The March 9, 2017 Board Document contained the following error:

COURSE ID	COURSE TITLE
VOC/N 601	Blueprint for Workplace Success

Correction: Course equates with VOCED 600 at SBVC
Effective: Spring 2017

COURSE ID	COURSE TITLE
VOC/N 602	Blueprint for Customer Service

Correction: Course equates with VOCED 601 at SBVC
Effective: Spring 2017

COURSE ID	COURSE TITLE
VOC/N 603	30 Ways to Shine as a New Employee

Correction: Course equates with VOCED 603 at SBVC
Effective: Spring 2017

COURSE ID	COURSE TITLE
VOC/N 608	Job Club

Correction: Course equates with VOCED 602 at SBVC
Effective: Spring 2017

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Diana Z. Rodriguez, President, SBVC

PREPARED BY: Lillian Vasquez, KVCR-TV Manager

DATE: April 13, 2017

SUBJECT: Consideration of Approval to Serve Wine at a Campus Event

RECOMMENDATION

It is recommended that the Board of Trustees approve wine to be served at a campus event: Bang, Bang Brunch on June 17, 2017 inside the KVCR Studio.

OVERVIEW

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

ANALYSIS

Per Board Policy 3560 and in accordance with California law, the Bang, Bang Brunch is a private, by invitation only, event for KVCR members and not open to the public and where alcohol will not be sold.

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

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

DATE: April 13, 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
April 13, 2017

Crafton Hills College

NAME

DISCIPLINE

Mamora, Karina	English, English Non-Credit
Miller, Kimberly	Mathematics, Mathematics Non-Credit
Mizutani, Mari	Music
Rothe, Yvette	English, English Non-Credit
Scrimshaw, Emily	English, English Non-Credit
Singh, Sujendra	Business Administration, Business Administration Non-Credit

San Bernardino Valley College

NAME

DISCIPLINE

Honn, Ronald	Human Services
Mosley, Kimberly	Electricity/Electronics
Perez, Erik	Aeronautics
Trewhella, Donna	Radio/TV/Film

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Amalia Perez, Director, Human Resources
DATE: April 13, 2017
SUBJECT: Consideration of Approval of Alternate Work Schedule Summer 2017

RECOMMENDATION

It is recommended that the Board of Trustees approve an alternate work schedule for Summer 2017.

OVERVIEW

The District intends to implement the four-day, ten hour workweek during Summer 2017, beginning June 5, 2017, through July 28, 2017.

Employees receive 10 hours of pay for the holiday, designated for Tuesday, July 4, 2017.

ANALYSIS

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

The District will implement the four-day, ten-hour workweek during the summer months for Management and Confidential employees.

BOARD IMPERATIVE

III. Institutional Effectiveness.

FINANCIAL IMPLICATIONS

No additional financial impact.

MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291
March 14, 2017

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

The District and the Association agree to the following regarding the 4/10 Alternate Work Schedule for the period of June 5, 2017, through July 28, 2017.

- 1) All bargaining unit members will participate in the 4/10 Alternate Work Schedule except for those employed in the following departments:
 - a. Child Development Centers at CHC and SBVC
 - b. KVCR Technical/Production Staff
 - c. College Police Officers
 - d. Maintenance and Grounds at CHC
 - e. Swimming pool attendants at CHC
 - f. Technical Services Department at CHC
- 2) The 4/10 workweek will be Monday through Thursday. In the event there is an operational need on Fridays for the campuses child development centers both parties agree to meet and confer over additional legitimate assignments needed by April 1st in a separate MOU.
- 3) During the week of July 4, 2017, unit members will receive ten (10) hours of holiday pay for the holiday, Tuesday, July 4, 2017, and work three (3) ten (10) hour days.
- 4) Individual unit members may opt to work eight (8) hours per day and use two (2) hours of vacation per day, consistent with Article 19.7.
- 5) District Administration shall inform their staff no later than May 8, 2017 of the starting and ending shifts during the summer.
- 6) The following work schedule conditions are noted:
 - a. SBVC Grounds Department will work at 4/10 work schedule with a 5:00 a.m. start time and 3:30 p.m. end time.
 - b. The summer work 4/10 schedule start times and end times shall be based on the existing work schedules by adding two (2) hours. The existing works schedules can be adjusted no more than three (3) hours before or after start/end times.

This MOU is subject to the approval and ratification process followed by the District and CSEA.

The effective date of this MOU is March 14, 2017.

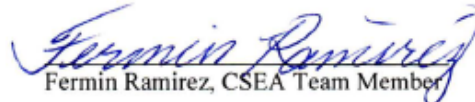
MEMORANDUM OF UNDERSTANDING
By And Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER #291
March 14, 2017

For the District:



Bruce Baron, Chancellor

For CSEA, Chapter 291:


Grayling Eaton, Chief Negotiator
Fermin Ramirez, CSEA Team Member
Ginger Surphin, CSEA Team Member
Natalie Dorado,
CSEA Labor Relations Representative

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: April 13, 2017
SUBJECT: Consideration of Approval of Appointment of District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of, and approval of employment contracts, if applicable, Christina Sweeting, Eva Bell and Ariackna Soler.

OVERVIEW

Christina Sweeting, Secretary II, Health and Wellness Center, CHC, effective May 1, 2017. Range 33 Step A at \$3,203.00 per month. Replaces Susan Jimenez. CHC Student Health Services Fund.

Eva Bell, Senior Student Services Technician, Counseling, CHC, effective May 1, 2017. Range 38 Step B at \$3,805.00 per month. Replaces Monique Marrujo. Matriculation and Student Assessment Fund.

Ariackna Soler, Senior Student Services Technician, Counseling, CHC, effective May 1, 2017, Range 38 Step A at \$3,623.00 per month. New Position. CHC EOPS and Workforce Readiness Budget.

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
Dr. Wei Zhou, President, CHC
Diana Rodriguez, President, SBVC

DATE: April 13, 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
April 13, 2017

Crafton Hills

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Clinton, Kaleen	Counseling	04/14/2017-06/30/2017
deBoer, Travis	Fire Academy	04/14/2017-06/30/2017
Hogan, Ryan	Counseling	04/14/2017-06/30/2017
Lateef, Shatiyyah	Counseling	04/14/2017-06/30/2017
Mills, Lisa	Counseling	04/14/2017-06/30/2017
Torres, Denise	Counseling	04/14/2017-06/30/2017
Uribe, Reyna	Counseling	04/14/2017-06/30/2017

San Bernardino Valley College

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Alzen, Racha	Student Services/DSPS	04/14/2017-06/30/2017
Barajas, Jasmine	Arts & Humanities/Art	04/14/2017-05/31/2017
Burgos, Edwardo	Social Science/Police Academies	04/14/2017-06/30/2017
Gray, Greg	Social Science/Athletics	04/14/2017-05/19/2017
Hernandez, Steve	Social Science/Police Academies	04/14/2017-06/30/2017
Lopez, Matthew	Social Science/Police Academies	04/14/2017-06/30/2017
Nelson, Maximillian	Arts & Humanities/Art	04/14/2017-05/31/2017
Szumski, Edward	President's Office/Marketing & PR	04/14/2017-06/30/2017
Torres, Edgar	Arts & Humanities/Art	05/22/2017-06/30/2017

District

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DATE</u>
Purper, Ben	KVCR	04/14/2017-06/30/2017

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, SBVC President
PREPARED BY: Ricky Shabazz, Vice President of Student Services
DATE: April 13, 2017
SUBJECT: Consideration of Approval of New Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the Dean of Academic Success and Learning Services job description.

OVERVIEW

The Dean of Academic Success and Learning Services is responsible for ensuring that the learning-centered programs and services offered by the areas under his/her supervision meet the needs of a diverse student population, comply with all state and federal regulations and comply with the budget goals of the college and the district. In addition, this position provides administrative oversight and leadership for the Library and Learning Support Services, Tutoring Centers across the campus, Dual Enrollment and Contract Ed, Distance Education, Basic Skills Coordination, Non-credit and Adult Education, and Middle College High School.

ANALYSIS

The new job description is reflective of the growth of the Library and Learning Support Services, Tutoring Centers across the campus, Dual Enrollment and Contract Ed, Distance Education, Basic Skills Coordination, Non-credit and Adult Education, and Middle College High School program areas at San Bernardino Valley College.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DEAN, ACADEMIC SUCCESS AND LEARNING SERVICES (SBVC)

SUMMARY DESCRIPTION:

Under the administrative direction of the Vice President of Instruction (SBVC), the Dean of Academic Success and Learning Services is responsible for ensuring that the learning-centered programs and services offered by the areas under his/her supervision meet the needs of a diverse student population, comply with all state and federal regulations and comply with the budget goals of the college and the district. In addition, this position provides administrative oversight and leadership for the Library and Learning Support Services, Tutoring Centers across the campus, Dual Enrollment and Contract Ed, Distance Education, Basic Skills Coordination, Non-credit and Adult Education, and Middle College High School.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification.

1. Provides leadership, direction and commitment to student-centered learning by assessing local and national trends, and by working with others to identify programs and services that will meet the needs of a diverse community.
2. Serves as the liaison between instructional and student services administrators and faculty members regarding the writing of the college's basic skills plan and reports related to the areas under the purview of academic support including, but not limited to, the areas listed above.
3. Is responsible for supervising, planning, developing, organizing and evaluating the Library and Learning Support Services, Tutoring Centers across the campus, Dual Enrollment and Contract Ed, Distance Education, Basic Skills Coordination, Non-credit and Adult Education.
4. Collaborates with the Dean of Counseling and Matriculation in providing supervision, planning, development, organization and evaluation of Middle College High School Program.
5. Works with personnel in appropriate positions to recommend, plan and implement new programs to enhance student success, retention and persistence in distance education, dual enrollment programs, summer bridge/immersion programs, basic skills and non-credit adult education programs, and academic support services (i.e. tutoring and supplemental instruction).
6. Works with the Vice President of Instruction to provide effective orientation and progressive in-service training for faculty chairs, faculty and staff in the areas supported.
7. Facilitate the assessment of evidence-based best practices in remediation and persistence.
8. Collaborates with Dean of Student Equity and Dean of Counseling and Matriculation to ensure the development and implementation of the college's Student Success, Student Equity and Basic Skills plan integration.
9. Provides leadership and evaluation to the college's Library and Learning Support Services and the Library instructional programs.

10. Provides leadership and assistance in coordinating the interaction and participation in the enhancements of the campus' academic support services across campus including, but not limited to the Student Success Center and Supplemental Instruction.
11. Participates in the Curriculum Committee and assists faculty in the revision of current curriculum and developing new curriculum and pathways for transitioning students from non-credit to credit courses in academic and CTE programs.
12. Participates in District and community meetings and activities to promote developmental education/basic skills and non-credit pathways to collegiate courses and CTE certificates and degrees.
13. Works cooperatively with college staff, coordinators and administrators to achieve established goals and objectives for all of the programs within the division.
14. Coordinates one or more college-wide initiatives for the improvement of programs or services.
15. Works to address and resolve student, staff and faculty complaints and grievances on both an informal and formal basis, following adopted district procedures.
16. Assists in the preparation of program review documents and division-wide planning and budgeting priorities, working in consultation with program directors and faculty chairs in accordance with the campus budget process.
17. Stays abreast of leading instructional technology changes, and works to incorporate technology as applicable to classroom curriculum or to the service area.
18. Develops and generates statistical data and reports.
19. Develops and implements accountability procedures and systems.
20. Serves as the line supervisor for all faculty in the area not already aligned with other divisions and all classified staff reporting to the dean's office.
21. Contributes to the evaluation of all faculty in the areas supervised and all classified staff assigned to the area, maintaining strict adherence to scheduled evaluation intervals.
22. Serves as the administrative representative on screening committees for new contract faculty and classified staff, and oversees the hiring of adjunct faculty and hourly support staff, adhering to District employment policies.
23. Provides information to students and to members of a diverse public who may be interested in enrolling in a program or service offered by the programs under supervision.
24. Represents the perspectives of the programs supervised when attending college meetings and shares information obtained in college meetings with appropriate administrators, faculty and staff.
25. Maintains accessibility and strong lines of communication with students, area faculty and staff and encourages strong intramural relationships.

26. Participates in and attends institutional functions related to instructional and student services programs, including but not limited to convocations, student performances, sporting competitions and other related events.
27. Participates in community events and works with Marketing and Outreach to increase the visibility and viability of the programs under supervision.
28. Upholds professional standards of behavior and ethics in support of the institution's published mission, tenets and values.
29. Performs related duties as required.

Knowledge of:

- Principles, practices, and theories of higher education; and the philosophy, objectives, and functions of California community college instructional programs.
- Principles, practices, philosophy, objective and functions of instructional programs in an Adult Education environment.
- Principles, practices, philosophy, objective and functions of instructional programs in Distributed Education.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Appropriate sections of the Education Code and Title 5; federal, state, and county regulations as they relate to community college credit and non-credit programs and Adult Education.
- State legislative initiatives involving Basic Skills, Non-Credit and Dual Enrollment.
- Principles and practices in budget development and management; program planning and evaluation.

Ability to:

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

MINIMUM 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.

Education/Training:

Possession of a Master's Degree or equivalent from an accredited institution or equivalent in any of the areas of supervision.

Required Experience:

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

Desired Experience:

Teaching experience as a faculty member at the community college level

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

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

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

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

Range: 19

Approved: April 13, 2017

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

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

DATE: April 13, 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
April 13, 2017

Crafton Hills College

Anderson, Jonathan, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Andrews, Breanna, Lead faculty for implementation of Starfish, 01/17/2017* to 05/26/2017, not to exceed 63 hours. Funding source is Educational Planning Initiative grant.

Bartlett, Ryan, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Brink, T. L., Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Brown, Joshua, Music Tutoring, 02/24/2017* to 05/26/2017, not to exceed 60 hours. Funding source is Tutoring Center General Fund.

Bryant, Tom, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Cervantez, Jeff, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Costello, Gerarda, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Demerson, Rainy, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Greyraven, Ruth, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Green, Laurie, Outreach opportunities for the Emergency Medical Services program, 04/01/2017* to 06/30/2017, not to exceed 92 hours. Funding source is CTE Transitions, Perkins, RAMP-UP, Strong Workforce Funds.

Hadden, Jay, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Hellerman, Steven, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Hogrefe, Rick, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Jimenez, Sabrina, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Ledoux, Janine, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Linfield, Leon, Research for presentation on Personalized Teaching for Equity, 03/11/2017* to 04/10/2017, not to exceed 6 hours. Funding source is Student Equity Funds.

Manning, Luca, ARTs Day Workshop, 02/24/2017* to 05/26/2017, not to exceed 8 hours. Funding source is Drama General Fund.

Mansourian, Farhad, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

McClurg, Bruce, Music Tutoring, 02/24/2017* to 05/26/2017, not to exceed 60 hours. Funding source is Tutoring Center General Fund.

McKee, Julie, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Minor, Ryan, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Pierce Leah, Mathematics, Instructional Designer Non-Credit Strong Workforce Certificate, 03/30/2017* to 06/30/2017, not to exceed 60 hours. Funding source is Non-Credit General Fund.

Shedd, Dana, Directed Learning Activities (DLA's), 02/06/2017 to 05/31/2017, not to exceed 177 hours. Funding source is Basic Skills Initiative Grant.

Simonson, Scott, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Wassing, Amy, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Weiler, Lindsay, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Williams, Gary, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Zepeda, Isidro, Honors component, 01/17/2017* to 05/25/2017, not to exceed 10 hours. Funding source is Instruction General Fund.

Honors Component: This pay is given to faculty members who have taken on an honors component with their taught course. One of the objectives of the Title V grant is to increase the number of honors courses offered at Crafton hills College. Students work with their professors to customize their projects, tailoring them to their interests, goals or needs. Each Honors Component may be designed to deepen knowledge of course subject matter, to apply subject matter of the course to the student's major or career goals, or to sharpen skills the student would like to hone.

San Bernardino Valley College

Bjerke, Jennifer, will research, revise and develop open educational resources to increase access and success rates among basic skills students, 4/14/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Castro, Anthony, to research and develop pre-statistical Math courses, 4/14/2017 to 6/30/2017, not to exceed 10 hours. Funding source is Basic Skills Funds.
Falls, Anthony, to develop and update Electricity/Electronics curriculum, 4/14/2017 to 6/30/2017, not to exceed 40 hours. Funding source is Ready to Accelerate My Pathway Grant.

Gilbert, Jeremiah, to develop a website for faculty use related to AB798 and the Open Education Resource program, *1/3/2017 to 5/25/2017, not to exceed 40 hours. Funding source is AB798 Textbook Affordability Grant.

King, Mellissa, will research, revise and develop open educational resources to increase access and success rates among basic skills students, 4/14/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Pires, Romana, Coordinator for Textbook Affordability related to the Open Education Resource Program, *1/13/2017 to 5/25/2017, not to exceed 63 hours. Funding source is AB798 Textbook Affordability Grant.

Smith, David, will research, revise and develop open educational resources to increase access and success rates among basic skills students, 4/14/2017 to 6/30/2017, not to exceed 15 hours. Funding source is Basic Skills Funds.

Smith, David, to research and develop pre-statistical Math courses, 4/14/2017 to 6/30/2017, not to exceed 10 hours. Funding source is Basic Skills Funds.

Tasaka, Bethany, to research and develop pre-statistical Math courses, 4/14/2017 to 6/30/2017, not to exceed 10 hours. Funding source is Basic Skills Funds.

Worsley, Margaret, coordination of SBVC Honor Band programming, 4/14/2017 to 5/14/2017, not to exceed 10 hours. Funding source is the Music Department General Funds.

District

TL Brink, 6.5 hours of non-instructional pay on 3/10/17 to 3/19/7, for screening committee work outside of work calendar. Funding source is Human Resources General Funds.

Jeff Cervantez, 6.5 hours of non-instructional pay on 3/10/17 to 3/19/7, for screening committee work outside of work calendar. Funding source is Human Resources General Funds.

Julie McKee, 6.5 hours of non-instructional pay on 3/10/17 to 3/19/7, 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: April 13, 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 and is certified to be in accordance with California Education Code section 88003.

ANALYSIS

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. A district must employ a temporary employee for less than 75% of the college year. 75% of the college year amounts to 195 working days.

Professional Expert: California Education Code allows districts to go outside the classified service when the scope of work is discrete and temporary and requires expertise not available within the classified service. Requesting departments certify by defining the project identifying an end date for the project, and continued employment is contingent on continued demand and/or funding.

Short-Term: California Education Code 88003 allows districts to employ on a temporary basis, to perform a service for the district. Short-Term employees upon completion of the service, or similar services, will not be extended or needed on a continuous basis.

Substitute: California Education Code 88003 allows districts to employ substitute employees to replace a classified employee temporarily absent from duty, or if the district is recruiting to hire a vacant position.

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

April 13, 2017

Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Matthew Toering	Public Safety & Emergency Services	CHC	Lab Inst/Primary Inst/EMS Specialist	4/14/17	6/30/17	\$20.00/\$25.00/\$30.00
Cristpin Nunez	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer /Safety Officer	4/14/17	6/30/17	\$30.00/\$23.00/\$22.50
Emily Bradford	Fire Technology Program	CHC	Fire Tech Specialist/ Tactical Officer /Safety Officer	4/14/17	6/30/17	\$30.00/\$23.00/\$22.50
Sean Davis	Kinesiology	CHC	Tutor II	1/1/17*	6/30/17	\$12.00
Joshua Estrada	Kinesiology	CHC	Tutor II	1/1/17*	6/30/17	\$12.00
Felicia Sofyan	Kinesiology	CHC	Tutor II	1/1/17*	6/30/17	\$12.00
Nia Bowens	Counseling & Matriculation	SBVC	Program Assistant	1/3/17*	6/30/17	\$20.00
Jordan Spano	Marketing & Public Relations	SBVC	Content Specialist	4/14/17	6/30/17	\$25.00
Joanna Crisostomo	TESS	DIST	Program Assistant	4/14/17	6/30/17	\$26.00
Giovanni Sosa	TESS	DIST	Project Manager	4/1/17*	6/30/17	\$75.00
Kevin Hughes	Applied Technology, Transportation & Culinary Arts Division/ Welding	SBVC	Program Assistant	4/14/17	6/30/17	\$20.00
Travis Hill	Applied Technology, Transportation & Culinary Arts Division/ Welding	SBVC	Tutor III	4/14/17	6/30/17	\$14.00
Gilbert Apodaca	Economic Development & Corporate Training	DIST	Workforce Development/ PDC Trainer	4/14/17	6/30/17	\$60.00
Jayce Groves	Applied Technology, Transportation & Culinary	SBVC	Program Assistant	4/14/17	6/30/17	\$20.00

	Arts Division/ Welding					
Judy Trejos	Professional Development Center	DIST	Grant Writer III	2/23/17*	6/30/17	\$55.00
Alan Braggins	Professional Development Center	DIST	Workforce Development/ PDC Trainer	1/1/17*	6/30/17	\$50.00
Robert Richard	Economic Development & Corporate Training	DIST	Workforce Development/ PDC Trainer	3/10/17*	6/30/17	\$30.00
John Loy	Economic Development & Corporate Training	DIST	Workforce Development/ PDC Trainer	2/1/17*	6/30/17	\$60.00
Michael Johnson	Applied Technology, Transportation & Culinary Arts Division	SBVC	Program Assistant	4/14/17	6/30/17	\$20.00
Adian Sanchez	Applied Technology, Transportation & Culinary Arts Division/ Automotive Technology	SBVC	Program Assistant	4/14/17	6/30/17	\$20.00
Michael Chesney	KVCR	DIST	Consultant	4/14/17	6/30/17	\$300.00 per day
Francisco Robles	Police Academies/ Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator	4/13/17	6/30/17	\$35.00/\$105 per session/\$25.00
Brandon Koch	Police Academies/ Criminal Justice	SBVC	Facilitator/ Evaluator/ Safety Facilitator	4/13/17	6/30/17	\$35.00/\$105 per session/\$25.00
James Tillman	Economic Development & Corporate Training	DIST	Special Events Planner	4/14/17	6/30/17	\$30.00
Amendment to Title						
Brittany Sysawang	Economic Development & Corporate Training	DIST	Workforce Development Trainer to Program Assistant	2/10/17*	6/30/17	\$20.00
* Paperwork not received timely						

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT						
Short Term Hourly Employees						
April 13, 2017						
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate
Miriam Williams	Testing Center	CHC	Project Assistant III	1/1/17*	6/30/17	\$14.00
Pierce Halliburton	Fine Arts	CHC	Project Assistant II	2/24/17*	6/30/17	\$12.00
Jasmine Simonian	Admission & Record	CHC	Project Assistant III	3/13/17*	4/7/17	\$14.00
Miriam Williams	Assessment	CHC	Project Assistant III	4/14/17	6/30/17	\$14.00
Adrian Chatigny	Admin Services/Aquatics	CHC	Project Assistant II	1/1/17*	6/30/17	\$12.00
Nicholas Baker	Art	CHC	Model Undraped	4/14/17	6/30/17	\$16.00
Stephanie Renteria	Art	CHC	Model Undraped	4/14/17	5/17/17	\$16.00
Damien Cabrales	Marketing	CHC	Project Assistant III	1/1/17*	6/30/17	\$14.00
* Paperwork not received timely						

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT							
Substitute Employees							
April 13, 2017							
Name	Department	Site	Duties	Start Date	End Date	Hourly Rate	Justification
Paula Book	Child Development Center	CHC	Child Development Assistant	2/6/17	4/5/17	\$13.35	Ext: On call for Sick/Vac Coverage
Mary Scott	Child Development Center	CHC	Child Development Assistant	2/6/17	4/5/17	\$13.35	Ext: On call for Sick/Vac Coverage
Paula J Book	Child Development Center	CHC	Child Development Teacher	2/6/17	4/5/17	\$19.21	Ext: On call for Sick/Vac Coverage
Mary Scott	Child Development Center	CHC	Child Development Teacher	2/6/17	4/5/17	\$19.21	Ext: On call for Sick/Vac Coverage
Eva M Bell	Counseling	CHC	Student Services Technician II	2/2/17	4/2/17	\$18.86	Ext: Vacancy. In Recruitment

Miriam Saadeh	Instruction	CHC	Schedule/ Catalog Data Specialist	2/13/17	4/13/17	\$23.00	New: Vacancy. In Recruitment
Josh Fellenz	Aquatics	CHC	Pool Attendant	2/24/17	4/24/17	\$15.48	Extension: In Recruitment
Paige A Dulay	Allied Health - Respiratory Care	CHC	Secretary II	3/3/17	5/3/17	\$18.41	Ext: Coverage for vacancy in recruitment
Leon Brewer III	Maintenance & Operations	SBVC	Custodian	4/28/17	6/29/17	\$15.87	Ext: On Call vacancy in active recruitment/sick/ vacation coverage.
David Chi	Custodial	SBVC	Custodian	4/28/17	6/29/17	\$15.87	Extension: On Call vacancy in active recruitment/sick/ vacation coverage.
Cynthia Garcia	Food Services	SBVC	Food Service Worker I	4/28/17	6/29/17	\$12.71	Extension: On Call vacancy/sick/vacati on coverage.
Ryan Gruenwald	Custodial	SBVC	Custodian	5/10/17	6/29/17	\$15.87	Ext: On Call vacancy in active recruitment/sick/ vacation coverage.
Dorothy Morris	Food Service	SBVC	Food Service Worker	4/28/17	6/29/17	\$12.71	Ext: On Call for sick/ vacation coverage.
Jonathan Nava	Maintenance & Operations	SBVC	Custodian	4/28/17	6/29/17	\$15.87	Extension: On Call vacancy in active recruitment/sick/ vacation coverage.
Ernest Ritchie	Custodial	SBVC	Custodian	4/28/17	6/29/17	\$15.87	Extension: On Call vacancy in active recruitment/sick/ vacation coverage.
Gilda Cardenas	Child Development Center	CHC	Child Development Assistant	3/1/17	5/1/17	\$13.35	Ext: On call for Sick/Vac Coverage
Yesenia Arrellano	Child Development Center	SBVC	Child Development Assistant	3/19/17	5/18/17	\$13.35	Ext: On call for Sick/Vac Coverage
Rebecka Carlin	Child Development Center	SBVC	Child Development Teacher	2/26/17	4/26/17	\$19.21	Extension: On Call for sick/ vacation coverage.
Martha Morales	Child Development Center	SBVC	Child Development Assistant	2/28/17	4/28/17	\$13.35	Ext: On Call for sick/ vacation coverage.

Rebecca Reynolds	Child Development Center	SBVC	CDC Teacher	2/28/17	4/28/17	\$19.21	Ext: On Call vacancy in active recruitment/sick/vacation coverage.
Katherine Fonseca	Admissions & Records	SBVC	Admissions and Records Technician	3/10/17	4/2/2017	\$17.97	New: Vacancy in Recruitment
Veronica Craik	Payroll	DIST	Account Clerk II	3/10/17	5/10/17	\$17.35	New: Vacancy in Recruitment
Yesica Alatorre	KVCR (FNX)	DIST	Broadcast Technician	3/18/17	5/18/17	\$20.82	New: Vacancy in Recruitment
Janine Porter	KVCR	DIST	Broadcast Technician	3/5/17	5/5/17	\$20.82	New: Vacancy in Recruitment
Joseph Shaff	KVCR	DIST	Broadcast Technician	3/5/17	5/5/17	\$20.82	New: Vacancy in Recruitment
Daniel Lopez	EOPS/CARE/CalWorks	CHC	Student Services Technician	3/29/17	5/29/17	\$17.02	New: Vacancy in Recruitment
Donald Miller	KVCR	DIST	Broadcast Technician	3/5/17	5/5/17	\$20.82	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: April 13, 2017
SUBJECT: Consideration of Approval of Resolution Waiving Posting of Bond by Faculty Members for Payment of Salary During Sabbatical Leave

RECOMMENDATION

It is recommended that, pursuant to Education Code section 87770, the Board of Trustees waive posting of a bond by faculty members for payment of salary during their sabbatical leave based on employees signing a written agreement to return to work and render service for at least one academic year following their sabbatical leave, and to repay any compensation paid to them while on sabbatical leave, should they fail to return and render service for one academic year.

OVERVIEW

Education Code § 87770 allows employees to be paid compensation while on sabbatical leave in the same manner as if teaching in the District if the employee obtains a bond indemnifying the Board should the employee fail to render the required period of service following return from sabbatical leave.

ANALYSIS

Education Code § 87770 allows the Board to waive the furnishing of a bond and pay employees on sabbatical leave in the same manner as though a bond is furnished, by finding and declaring by resolution that the interests of the District will be protected by written agreements with employees to render the required period of service in the District following their return from sabbatical leave.

In addition, it is requested that the Governing Board approve a resolution for waiver of the bond requirement as is permitted pursuant to Education Code section 87770 which provides:

“If the governing board finds, and by resolution declares, that the interests of the district will be protected by the written agreement of the employee to return to the service of the district and render the agreed upon period of service therein following his or her return from the leave, the governing board may waive the furnishing of the bond and pay the employee on leave in the same manner as though a bond is furnished.”

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**RESOLUTION REGARDING WAIVER OF BOND
FOR PAYMENT OF SALARY DURING SABBATICAL LEAVE**

WHEREAS the Board of Trustees has authority to grant sabbatical leave to employees in academic positions for a period not to exceed one year pursuant to Education Code § 87767 and Article 18.H.1.c of the collective bargaining agreement with the San Bernardino Community College District Teachers Association (“CBA”);

WHEREAS employees must agree in writing to render a period of service in the San Bernardino Community College District (“District) following their return from sabbatical leave which is equal to twice the period of the sabbatical leave pursuant to Education Code § 87770 and Article 18.H.1.d of the CBA;

WHEREAS Education Code § 87770 allows employees to be paid compensation while on sabbatical leave in the same manner as if teaching in the District if the employee obtains a bond indemnifying the Board should the employee fail to render the required period of service in the District following his or her return from sabbatical leave;

WHEREAS Education Code § 87770 allows the Board to waive the furnishing of a bond and pay employees on sabbatical leave in the same manner as though a bond is furnished, by finding and declaring by resolution that the interests of the District will be protected by written agreement with employees to render the required period of service in the District following their return from sabbatical leave;

WHEREAS as a condition of receiving compensation while on sabbatical leave, the District will execute written agreements with employees (the “Sabbatical Contract”) wherein the employee agrees to render a period of service in the District following his or her return from sabbatical leave which is equal to twice the period of the sabbatical leave, and to repay any compensation paid while on sabbatical leave should the employee fail to render the required period of service in the District following his or her return from sabbatical leave;

NOW, THEREFORE, BE IT RESOLVED that:

The Board of Trustees finds, and by resolution declares, that the interests of the District will be protected by executing Sabbatical Leave Contracts with employees wherein the employee agrees to 1) render a period of service in the District following his or her return from sabbatical leave which is equal to twice the period of the sabbatical leave and 2) repay any compensation paid to the employee while on sabbatical leave should he or she fail to render the required period of service in the District following his or her return from sabbatical leave, such that the Board of Trustees waives the furnishing of a bond and approves paying employees while on sabbatical leave in the same manner as though a bond is furnished if the Sabbatical Leave Contract as described above is executed.

PASSED AND ADOPTED, this 17th day of April, 2017, by the Board of Trustees of the San Bernardino Community College District of San Bernardino County, California, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

President, Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor

DATE: April 13, 2017

SUBJECT: Consideration of Approval of Salary Advancement for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the salary advancement for Manuela Batalo, Botra Moeung and Sana Massad.

OVERVIEW

Manuela Batalo, Associate Professor, Art, SBVC, has met the requirements and should move from Step 18, Column H, to Step 18, Column I, (\$99,980.22 for 177 days of service) effective July 1, 2017.

Botra Moeung, Counselor, SBVC, has met the requirements and should move from Step 3, Column F, to Step 3, Column G, (\$72,082 for 200 days of service) effective July 1, 2017.

Sana Massad, Instructor, Nursing, SBVC, has met the requirements and should move from Step 8, Column D, to Step 8, Column E, \$74,363.01, effective July 1, 2017.

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 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: April 13, 2017
SUBJECT: Consideration of Approval of Amendment for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve the amendment to Mark Lagrimas' salary step and approve the amended contract.

OVERVIEW

On February 23, 2017, the Board approved the employment of Mark Lagrimas, Interim General Manager, KVCR TV/FM, District, 12-month, full-time position, Management Salary Schedule, Range 19, Step E, \$133,899.82 annually, effective February 23, 2017, through February 23, 2018, or until position is filled on a permanent basis, whichever occurs first. Replacement for Alfredo Cruz.

ANALYSIS

On February 23, 2017, the Board approved the employment of Mark Lagrimas with a salary Step of D, which should properly have read Step E. There is no monetary change to this amendment.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 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: April 13, 2017
SUBJECT: Consideration of Approval of Temporary Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the temporary academic appointment of Laura Estrada and Monique Hill.

OVERVIEW

Laura Estrada, Collete Nurse, SBVC, effective April 14, 2017, through June 30, 2017. Salary placement to be determined upon verification of education and experience. Funding Source is SBVC Student Health Fees.

Monique Hill, Counselor, SBVC, effective April 17, 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: April 13, 2017
SUBJECT: Consideration of Approval of the Revision to Professional Expert Rates of Pay

RECOMMENDATION

It is recommended that the Board of Trustees approve the revision of the Professional Expert Rates of Pay.

OVERVIEW

The Technology & Educational Support Services Division has an immediate need for a Project Manager to assist with the implementation of the Oracle application. The revisions to the Professional Expert Rates of Pay Schedule are as follows:

- Project Manager \$75.00 per hour

ANALYSIS

The Professional Expert position provides necessary and specialized skills to assist in the data warehouse implementation. This revision provides for a competitive rate and the ability to retain the most skilled and valuable person for the District.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2016-2017 budget.

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

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Assistant Instructor	\$20.00
Bilingual Translator/Interviewer	\$20.00
Business and Resources Development Consultant	\$60.00
CAHSEE Facilitator	\$50.00
Camera & Lighting Technician	\$10.50 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
EMT(EMS)/Respiratory Care/Fire TechPE/ASL Specialist	\$30.00
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
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
Project Manager	\$75.00
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: April 13, 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: April 13, 2017

SUBJECT: Consideration of Granting an Unpaid Leave of Absence for Academic Employee

RECOMMENDATION

It is recommended that the Board of Trustees consider granting an unpaid leave of absence for Carolyn Allen Roper, Instructor, Reading, SBVC.

OVERVIEW

Carolyn Allen Roper, Instructor, Reading, SBVC, leave of absence, without pay, effective May 2, 2017, through June 30, 2017.

ANALYSIS

Due to personal reasons, Ms. Allen Roper is requesting an unpaid leave of absence pursuant to Education Code 87765.

BOARD IMPERATIVE

III - Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Included in the 2017-2018 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 to the Chancellor
DATE: April 13, 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.

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Executive Committee Planning Retreat	03/06/17	Food and beverages. The Adult Education Block Grant Planning Committee met on March 6th to plan for the coming year.	\$150.00	Adult Education Block Grant (AEBG)	RATIFICATION: They were not familiar with AP 6925 regarding training and expenses. They have now fully read the entire AP and are familiar with the requirements of such events exceeding \$100.00 needing prior board approval.
Executive Cabinet Retreat	04/12/17	Refreshments SBVC will host the Executive Cabinet Retreat on April 12, 2017. Anticipated attendance is approximately (6) Executive Administrators and (1) Community Member.	\$268.12	President's Office General Fund	RATIFICATION: Item is being ratified since retreat had to be rescheduled from March 14, 2017 to April 12, 2017 and March board date had already past, so this item submitted to next board date of April 13th.

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Senior Day	04/14/17	Refreshments, Transportation and Equipment Rentals Sponsored by First Year Experience, this event is to welcome local graduating seniors/prospective San Bernardino Valley College students to our campus to learn more about the vocational and academic programs we offer, as well as provide them with information about the matriculation process and student support services. Anticipated attendance is 1,000 high school students and counselors.	\$25,402.43	Student Equity Categorical Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
SkillsUSA 50th Annual State Leadership and Skill Conference	4/20/17 - 4/23/17	Faculty lodging, registration and meals to the Skills USA Competition. Attendees will participate in activities to enhance classroom learning and student growth through participation in leadership and skill activities. Approximately 19 students and 4 faculty members will attend. Chaperones will be Daniel Comiskey, Phillip Lawton, John Roberts and Windy Zinn.	\$14,479.00	Ready to Accelerate My Pathways (RAMP Up) Grant Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
SkillsUSA 50th Annual State Leadership and Skill Conference	04/20/17-04/23/17	Registration, Lodging, Meals, Parking and Mileage Sponsored by the Culinary Arts Club, the conference is geared toward career and technical student organizations. Skills USA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training. Anticipated attendance is 7 students, one faculty member, and one professional expert. Chaperone will be Stacey Meyer.	\$5,993.00	Student Clubs & Trust/Culinary Arts Club and Student Clubs & Trust/Inter Club Council Club Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Field Trip to the University of California Berkeley and San Jose State University	04/21/17-04/22/17	Transportation and Lodging Sponsored by the Transfer and Career Services and Matriculation Department, this event is designed to increase transfer awareness and provide San Bernardino Valley College students the opportunity to get actual view, see the environment, and evaluate the academics and social life of the school. Anticipated attendance is 52 students and three faculty members. Chaperones were Kathy Kafela and Botra Moeung Daniele Ramsey and one staff member Chris Williams.	\$8,420.00	Matriculation Categorical Funds	AMENDMENT: The original board item was approved at the March 9, 2017 meeting for the total cost of \$3,050.00 for Transportation. Lodging was left off the original memo therefore needing the item to be amended for an additional cost of \$5,370.00. The attendance also increased from 35 students to 52 students and the Chaperones decreased by one as Daniel Ramsey did not attend.

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
California Association of Alcohol and Drug Educators Conference (CAADE)	04/21/17-04/23/17	Registration and Lodging Sponsored by the Human Services Club, the CAADE conference is an educational networking conference for professionals and students in the alcohol and drug treatment field. The conference is attended by community college students, instructors, and treatment professionals. The conference features workshops, speakers, and events that give our students an opportunity to learn the latest research and development within the field of alcohol and drug studies. Anticipated attendance is 15 students and two faculty members. Chaperone will be Melinda Moneymaker.	\$4,159.00	Student Clubs & Trust/Human Services Trust Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Associated Student Government (ASG) Student Appreciation Day	04/25/17	Meals, Prizes, Supplies, Advertising and Rentals Sponsored by the Associated Student Government, this event is to show student appreciation for the hard work, dedication and sacrifices students make in striving to reach their educational goals. Anticipated attendance is 500 students. Raymond Carlos will serve as the Advisor.	\$3,000.00	Associated Student Government General Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Western Psychological Association (WPA) Conference	04/26/17-04/30/17	Transportation, Registration, Lodging and Meals Sponsored by the Mind and Matter Club, the WPA conference is a student friendly psychological professional conference. The conference provides students with opportunities to learn about current research, new areas of psychology, and opportunities to network with their peers. Anticipated attendance is 9 students and one faculty member. Chaperone will be Dr. Amy Jennings.	\$4,890.00	Student Clubs & Trust/Mind and Matter Club Account and Student Clubs & Trust/Inter Club Council Club Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Science and Technology Day	05/05/17	Promotional items for students visiting campus for Science and Technology Day. During the event, over 200 eighth graders from Richardson Prep Middle School will participate in workshops and activities in the areas such as biotechnology, physics, chemistry, geography, biology, astronomy, and health sciences.	\$1,485.00	Marketing & Public Relations General Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Student Senate for California Community Colleges (SSCCC) Spring 2017 General Assembly	05/05/17-05/07/17	Meals, Lodging, Registration and Mileage Sponsored by SSSCC and attended by the Associated Student Government, the purpose of the trip will cover new training materials for California Associated Student Government for the 2017/2018 academic year. Anticipated attendance is 16 students and one faculty member. Chaperone will be Raymond Carlos.	\$11,000.00	Student Representation Fee Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Guardian Scholars Conference	05/11/17	Materials, Refreshments and Speaker Sponsored by the Guardian Scholars Program, this event is meant to provide awareness and information about the Guardian Scholars Program here at San Bernardino Valley College. Anticipated attendance is approximately 120 students and staff members.	\$8,957.88	Student Equity Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
STAR Program Land & Sea Cultural and Educational Field Trip Excursion to California State University Long Beach (CSULB) and Catalina Island, California	05/11/17-05/13/17	Meals, Bus Rental, Tours and Lodging Sponsored by the STAR Program, this event is an educational and cultural trip to tour CSULB and learn about the campus and transfer opportunities. Students will learn about Catalina Island history, culture, marine and wild life and enjoy activities they might not normally be exposed to. Anticipated attendance is 21 students, 2 faculty members and one classified staff. Chaperones will be Deanne Rabon and Dr. Reyes Quezada.	\$14,551.96	TRIP Grant Categorical Funds	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
22nd Annual Spotlighting Our Success	05/12/17	Refreshments, Linens, Decorations, Supplies, Name Tags, Frames, Certificates, Wine Glasses, Giveaways and Awards. SBVC will host the annual awards presentation to recognize multiple categories of excellence in service at SBVC by our faculty, staff, and administrators. Anticipated attendance is approximately 250 faculty, staff and their guests.	\$5,500.00	Marketing & Public Relations General Fund, President's Office General Fund, and Faculty Association Account.	AMENDMENT: This item was previously board approved at the March 9, 2014 meeting. Item is being amended to reflect the date of May 12, 2017 rather than May 5, 2017.
Honor Band Performance and Rehearsals	5/12/17, 5/13/17	Meals for participants. Up to 80 high school band members from our feeder high schools will participate with rehearsals and performance on the Valley Campus. Dinner on May 12th and lunch on May 13th will be provided to all participants.	\$1,500.00	Music Categorical Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Field Trip to San Bernardino County Museum	05/16/17	Admission Fees. Sponsored by the Biology Department, students in BIOL 109/109H (The History of Life course) will visit the exhibits at the SB County Museum, primarily the fossil collections. Anticipated attendance is 18 students and 1 faculty member. Chaperone will be Dr. Glenn Drewes.	\$100.00	Science General Fund	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Celebration of Black Graduates	05/18/17	Kinte Cloths, Refreshments, Speaker, Decorations and Awards Sponsored by the Black Faculty and Staff Association along with the Arts, Lectures & Diversity Committee, this is an annual event that supports the diversity of San Bernardino Valley College (SBVC) students with the recognition of the accomplishments of the Black graduates of SBVC. Anticipated attendance is 150 students, faculty and staff members.	\$2,500.00	Arts, Lectures & Diversity General Fund and the Black Faculty and Staff Association Account	
San Bernardino Valley College 2017 Commencement Graduate Breakfast	05/25/17	Meals, Supplies, Decorations and Giveaways Sponsored by the Office of Student Life, this event will celebrate the hard work and completion of the 2017 Graduating Class. Anticipated attendance is 500 students.	\$5,000.00	Commencement General Fund and Student Life Trust Account	

SBVC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
San Bernardino Valley College 2017 Commencement	05/26/17	Rentals, Refreshments, Speaker, Giveaways and Supplies Sponsored by the Office of Student Life, this event will celebrate the hard work and completion of the 2017 Graduating Class. Anticipated attendance is 3,500 students, staff and community members.	\$51,655.00	Commencement General Fund	

CHC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
CSUSB Fieldtrip	04/07/17	Transportation and refreshments. Sponsored by the University Transfer Center for 14 students and 2 chaperones to visit CSUSB to connect students with 4 year institutions to encourage transfer opportunities.	\$28.12 each	Transfer Center General Fund	Originally scheduled for 03-31-17 and board approved on 03-09-17. Merely a date change.
Flex Day	04/11/17	Refreshments. Sponsored by the CHc Foundation and Student Services for faculty and staff to attend Flex Day on April 11, 2017.	\$1,500.00	CHC Foundation and Student Equity Categorical Funding	Originally indicated event was 03-11-17 and board approved on 03-09-17. Merely a date change.
Foster Youth Board Meeting	04/21/17	Refreshments. Sponsored by EOPS, the Foster Youth Advisory committee will meet on 04-21-17 at CHC. Attendees will be community members and CHC college faculty and staff.	\$500.00	EOPS General Fund	

CHC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Bay Honors Consortium	05/05/17 through 05/7/17	Transportation, hotel, registration, meals. One student and one chaperone to attend the Bay Honors Consortium as this student will be presenting their research at the conference.	\$689.00 each	Student Equity Categorical Funding	
Cal Poly Pomona Fieldtrip	05/12/17	Transportation and refreshments. Sponsored by the University Transfer Center for 14 students and 2 chaperones to visit Cal Poly Pomona to connect students with 4 year institutions to encourage transfer opportunities.	\$31.25 each	Transfer Center General Fund	
Retirement Reception	05/16/17	Refreshments and Manager Awards. Hosted by the CHC President's Office, a farewell reception for employees who are retiring.	Not to exceed \$300.00	Campus President General Fund	

CHC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
PCAC Site Visit	05/18/17	Refreshments. Sponsored by the CHC Campus President's Office, for the visiting Athletic Directors from the Pacific Coast Athletics Commission during their site visit. Attendees will be community members and CHC/SBVC college faculty and staff.	Not to exceed \$300.00	Campus President General Fund	
Scholars Convocation	05/19/17	Awards/Plaques. Recognition awards will be presented to students who have distinguished themselves as scholars, as active members of the college community, and as emerging leaders.	Not to exceed \$500.00	Campus President General Fund	
Commencement VIP Reception	05/26/17	Refreshments. Sponsored by the CHC President's Office, refreshments for the platform party and faculty participating in commencement.	Not to exceed \$400.00	Campus President General Fund	

CHC EXPENSES

EVENT	DATE	ITEM BEING PURCHASED	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/ AMENDMENT
CSRC 49th Annual Convention	06/14/17	Registration, transportation and refreshments. Sponsored by the RAMP UP Grant for 35 students to attend the CSRC Annual Convention in Valley Center, CA, to learn about the evolving changes in Respiratory.	\$100.00 each	RAMP UP Grant Categorical Funding	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: April 13, 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.

SBVC MEMBERSHIPS

NAME	MEMBERSHIP	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Jose Alvarez	Department of Pesticide Regulation	The State of California requires all individuals who handle pesticides to be certified to ensure that pesticides are used properly, all applicable regulations are adhered to and all required reports are submitted. The state requires the individual to be certified, not the institution.	\$60.00	Grounds General Funds	
Jose Alvarez	Pesticide Applicators Professional Association	Continuing educational classes are required in order to renew their Department of Pesticide Regulation Certification every two years.	\$55.00	Grounds General Funds	

TESS MEMBERSHIPS

NAME	MEMBERSHIP	PURPOSE	ESTIMATED COST	FUNDING SOURCE	RATIFICATION/AMENDMENT
Trelisa Glazatov	ATD Professional Membership	Network with higher educational peers and to gather ideas, techniques, and resources related to improving and expanding professional development services	229.00	DE General Funds	
Anna Mendez	Association of College and University Printers membership	This is an organization of College and University Printers from across the USA that meet and share printing ideas and strategies	125.00	Print Shop General Funds	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant to the Chancellor

DATE: April 13, 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
Jose Torres, Larry Strong, and Tenille Alexander	Business & Fiscal Services	ACBO Spring Conference	05/22/17	05/24/17	Lake Tahoe, CA	To interface with California Chief Business Officials and Chancellor's Office personnel to discuss the Governor's May revise and other important economic issues facing California community colleges.	\$1,250.00	General Fund	
Blake Bonnet	Police Department	Patrol Rifle Course	03/28/17	03/29/17	San Bernardino, CA	This will certify the officer to carry rifles in our department.	\$100.00	General Funds	
Daniel Arenas	Police Department	Patrol Rifle Course	03/28/17	03/29/17	San Bernardino, CA	This will certify the officer to carry rifles in our department.	\$100.00	General Funds	
Chris Tamayo	Police Department	Community Policing	03/21/17	03/22/17	Whittier, CA	Introductory workshop provides information, resources and direction to begin or enhance the philosophy within the agency and/or community.	\$0.00	n/a	

DISTRICT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Amalia Perez, Maria Gates, Joe Opris	Human Resources	ACHRO/EEO Fall Training Institute	10/17/17	10/20/17	Garden Grove, CA	ACHRO/EEO sponsors training institutes annually, providing attendees with quality presentations regarding current issues and opportunities to build networks. ACHRO/EEO has a seat on the Chancellor's Consultation Council and has direct input into the state level governance process	\$500.00	Human Resources General Funds	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/AMENDMENT
Susana De la Pena, Jodi Hanley, Sherri Wilson	Letters, Arts and Mathematics	The First Annual Conference of the California Acceleration Project	03/08/17	03/11/17	Sacramento, CA	Showcasing community colleges that are transforming placement and remediation in English, reading, ESI and math	\$1,700.00 each	Basic Skills Categorical Funding	AC-9 was accidentally filed with conference materials and not submitted to VPI, President and board approval.
Denise Allen, Mark McConnell, Sherrie Loewen	Office of Instruction	Non-Credit Summit: Building Bridges and Programs	05/03/17	05/05/17	Sacramento, CA	Learn the basics, challenges and common practices of implementing or expanding a college's noncredit curriculum.	\$1,225.00	Basic Skills Categorical Funding	
Jonathan Anderson	Student Services	Leading from the Middle 2017	06/08/17	06/10/17	Pomona, CA	Training leaders in the methods of inquiry and the use of data to inform improvements and the application of planning and design strategies to promote the coordination of all the systemwide initiatives including equity, student success, basic skills, etc.	\$1,047.00	Student Equity Categorical Funding	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/AMENDMENT
Wei Zhou	President's Office	2017 CEO Leadership Academy	06/10/17	06/13/17	Olympic Valley, CA	The CEO Leadership Academy is designed specifically to address the unique challenges and opportunities confronted by leaders of California Community Colleges.	\$1,462.00	Campus President General Fund	
Reynaldo Bell, Daniel Rojas, Thomas Serrano	Career Education and Human Development	CSRC 49th Annual Convention	06/12/17	06/15/17	Valley Center, CA	In order to increase knowledge of the most up-to-date equipment and skills to bring back to the classroom.	\$1,062.00 each	Respiratory Care Categorical Funding	
Thirty Five Students	Career Education and Human Development	CSRC 49th Annual Convention	06/14/17	06/14/17	Valley Center, CA	To learn about the evolving changes in Respiratory.	\$100.00 each	Vocational Education Categorical Funding	
Michelle Tinoco	Student Services	CollegeSource Annual Conference	06/19/17	06/22/17	San Diego, CA	The conference will provide both technical and functional in-depth training on degree audit, academic planning, and transfer solutions. It will also give me the opportunity to connect and collaborate with other users and CollegeSource staff.	\$1,913.00	Student Equity Categorical Funding	

CHC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/AMENDMENT
Daniel Rojas	Career Education and Human Development	AARC 2017 Summer Forum	06/24/17	06/27/17	Tuscon, AZ	In order to increase my knowledge of the most up-to-date equipment and skills to bring back to the classroom.	\$1,500.00	Respiratory Care Categorical Funding	
Trinette Barrie	Student Services	2017 NCDAs Global Conference	06/25/17	07/01/17	Orlando, FL	Learning best practices and new strategies to build major components of a Career Center.	\$1,760.00	Counseling and Transfer Center General Funds	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Samuel Trejo	Financial Aid	2017 California Community Colleges Student Financial Aid Administrators Association	03/26/17	03/30/17	Monterey, CA	Training for upcoming federal aid state regulations in Financial Aid. Ensure compliance with federal and state regulations as mandated by the Department of Education.	\$2,177.75	Financial Aid Categorical Fund	AMENDMENT: This item is being amended from the March 9, 2017 board meeting to reflect a change of travel start date from 3/27/17 to 3/26/17 which changed the overall cost from \$1,751.00 to \$2,177.75. Samuel Trejo was assigned as the designee due to a lack of Financial Aid Director after his initial conference paperwork to attend the training was submitted.

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, Melita Caldwell- Betties, Terry Halabi	Applied Technology	California Internship and Work Experience Association (CIWEA) Annual Conference	04/04/17	04/07/17	San Francisco, CA	Attendees are expanding the scope & increasing the work experience course offerings in the various CTE programs to further prepare students for jobs. To interface and build partnerships with the actual internship/work experience practitioners & experienced professionals to help understand, learn more about the internship /work experience requirements, processes, procedures & best practices.	\$2058.00 each	Perkins Grant Fund	RATIFICATION: Information regarding this conference was received after the March board deadline and will take place prior to the April Board Meeting. Further, approval from the State Chancellor's Office to use Perkins Grant Funds was needed.
Leonard Lopez	Philosophy	American Philosophical Association (APA) 2017 Pacific Division Meeting	04/12/17	04/16/17	Seattle, WA	This conference will provide over 100 sessions including colloquium and symposium sessions. Attendance at academic conferences such as this allows faculty to bring the newest ideas and information to their classrooms.	Time Only	Not Applicable	RATIFICATION: The attendee was not aware of this conference until after the March Board deadline and travel will take place the day prior to the April Board.

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Paul Bratulin	Marketing & Public Relations	2017 Community College Public Relations Organization (CCPRO) Conference	04/19/17	04/21/17	Anaheim, CA	The conference will feature work from community college public relations professionals and honor outstanding communication professionals at the CCPRO Awards Dinner. This allows the SBVC Marketing Director the opportunity to network with other community college public relations professionals as a representative from San Bernardino Valley College.	\$1,131.11	Marketing & Public Relations General Funds	

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Celia Huston	Library	Academic Senate for California Community Colleges (ASCCC) Spring Plenary Session	04/19/17	04/22/17	San Mateo, CA	To be apprised about hot topics, to receive new training to bolster the effectiveness of their areas, to select representatives & officers & to determine Senate positions & provide the Executive Committee its direction through the resolution & voting processes. The theme for Spring Plenary is "Dialogue & Discourse" which ties into campus & district efforts to improve communications, integrate planning processes, & create safe spaces.	\$1,868.80	Academic Senate General Fund	AMENDMENT: This item was board approved on March 9, 2017. Item is being amended to reflect the increase in cost of air fare from \$171.40 to \$416.40. Total conference expense increased to \$1,868.80 from \$1,632.80. Unforeseen need for Senate President to attend important meeting on time sensitive topic which increase cost of air fare.

SBVC CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Mark Williams	Automotive	Skills USA State Conference	04/21/17	04/23/17	San Diego, CA	The attendee will be attending the Automotive Collision Refinishing Competition to network with industry patterns and California Educators. He hopes to network for a possibility of hosting the 2018 Skills Regional competition at San Bernardino Valley College.	\$1,095.42	Professional Development General Fund and Perkins Grant Fund	
Albert Maniaol	Applied Technology	2017 California Community College Association for Occupational Education (CCCAOE)	05/09/17	05/12/17	Sacramento, CA	The purpose is to learn new policies, grant opportunities, partnerships and best practices related to Career and Technical Education (CTE). The benefit is to obtain information and updates on Perkins, Strong Workforce Program, state and federal grants	\$2,269.00	Perkins Grant 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
Corrina Baber	Instructional Office	2017 CollegeNET User Conference	07/16/17	07/20/17	Portland, OR	Each workshop is designed to help get the most from CollegeNET's features and services and to assist in accomplishing admissions and other service area goals. This is enhanced training to help successfully implement the Resource 25 live scheduling program.	\$1,978.00	Administrative Services General Funds	
Karol Pasillas	Administrative Services	2017 CollegeNET User Conference	07/16/17	07/20/17	Portland, OR	Each workshop is designed to help get the most from CollegeNET's features and services and to assist in accomplishing admissions and other service area goals. This is enhanced training to help successfully implement the Resource 25 live scheduling program.	\$2,028.00	Administrative Services General Funds	

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 Rodriguez, Kay Dee Yarbrough	Administrative Services, Instructional Office	2017 CollegeNET User Conference	07/16/17	07/20/17	Portland, OR	Each workshop is designed to help get the most from CollegeNET's features and services and to assist in accomplishing admissions and other service area goals. This is enhanced training to help successfully implement the Resource 25 live scheduling program.	\$1,188.00 each	Administrative Services General Funds	
Diana Rodriguez	President's Office	2017 Annual Association of Community College Trustees (ACCT) Leadership Congress	09/24/17	09/29/17	Las Vegas, NV	More than 2,000 trustees, presidents, chancellors, government officials, foundation representatives, and experts exchange critical information and ideas on successful new models, innovations, programs, and actively network with community college leaders from across the country. I will be there as a representative for SBVC/SBCCD.	\$2,978.00	President's Office General 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
Glen Kuck	TESS	RP Group Annual Conference	4/19/2017	4/21/2017	San Francisco, CA	The RP Conference convenes Institutional Researchers and Planners in community Colleges across California to exchange local approaches to common issues, learn about the latest developments in the field, and strengthen relationships within our community	\$1,790.00	Innovation and Effectiveness Grant	
Rhiannon Lares	TESS	Association For Talent Development Conference	5/17/2017	5/25/2017	Atlanta, GA	Association For Talent Development has more than three hundred education sessions focused on ten content tracks. It will build my skills in both instructional design and training to broaden San Bernardino Community College Districts professional development	\$4,470.00	DE 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
Glen Kuck	TESS	Association for Institutional Research Forum	5/29/2017	6/2/2017	Washington, DC	The Forum is the world's largest gathering of Higher Education professionals in Institutional Research, Effectiveness, Assessment, Planning and related fields. The four day event features more than three hundred educational sessions and an Exhibit Hall showcasing the latest tools and service for these Higher Education fields.	\$2,988.00	Innovation and Effectiveness Grant	

KVCR CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Micah Wright	KVCR/FNX	National Indian Gaming Assoc.	04/09/17	04/14/17	San Diego, CA	Promote FNX programming and shoot footage for FNX Now segments	\$1,800.00	FNX San Manuel	Micah Wright will attend in lieu of Alfredo Cruz
Frank Blanquet	KVCR/FNX	Excellence in Journalism Conference	09/15/16	09/22/16	New Orleans, LA	Conduct workshops as well as attend workshops for Journalists and broadcasters.	\$ 1,525.00	FNX San Manuel	Additional expenses were underestimated due to the necessity to rent a car and pay for parking.
Frank Blanquet	KVCR/FNX	National Congress of American Indian 73rd Annual Convention & Marketplace	10/08/16	10/15/16	Phoenix, AZ	Promote FNX and Meeting with Tribal Leaders	\$ 1,200.00	FNX San Manuel	Eddie Nunez was scheduled and approved to attend, but got ill and Frank Blanquet had to attend in his stead.
Micah Wright and Tim Style	KVCR/FNX	National Assoc. of Broadcasters	04/21/17	04/28/17	Las Vegas, NV	To gather new technology for TV production and editing	\$ 1,500.00	FNX San Manuel	
Ben Holland, Keith Birkfeld, Ralph Cooper	KVCR/FNX	PBS Annual Meeting	04/15/17	04/18/17	San Diego, CA	Gather new programming for KVCR-TV	\$ 2,000.00	FNX San Manuel	

EDCT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Robert Mejia	Economic Development and Corporate Training	The Forum 2017: National Association of Workforce Boards	03/24/17	03/28/17	Washington, D.C.	Purpose: To learn how to engage business and industry into high performing sector. Value: To develop training programs consistent with the needs of high priority sectors.	\$3,227.00	ETP #5	Conference was not known about until after the board deadline for the March board agenda.
Richard Galope	Economic Development and Corporate Training Foundation	Building Bridges and Programs	05/03/17	05/06/17	Rancho Cordova, CA	Purpose: This workshop is a collaborative effort of the Academic Senate for California Community Colleges, the Association of Community and Continuing Education, the California Community Colleges Chancellor's Office , the California Community Colleges Success Network, and the Career Ladders project. Value: Learn the basics and challenges of implementing or expanding the college's noncredit curriculum.	\$3,000.00	Community Services	

EDCT CONFERENCE ATTENDANCE

NAME	DEPARTMENT	CONFERENCE NAME	TRAVEL START DATE	TRAVEL END DATE	CITY, STATE	PURPOSE	ESTIMATED COST PER PERSON	FUNDING SOURCE	RATIFICATION/ AMENDMENT
Ashley Gaines	Economic Development and Corporate Training Foundation	3rd Annual Maker Educator Convening	05/15/17	05/18/17	San Francisco, CA	Purpose: As part of our grant application for both CHC and SBVC this is a required activity to present our concept for the grant. Value: This allows us to apply for up to \$750,000 in grant funding for the regional makerspace.	\$1,565.00	EDCT Foundation	
Ashley Gaines	Economic Development and Corporate Training Foundation	Maker Faire Bay Area	05/18/17	05/22/17	San Mateo, CA	Purpose: As part of our grant application for both CHC and SBVC this is a required activity to present our concept for the grant. Value: This allows us to apply for up to \$750,000 in grant funding for the regional makerspace.	\$1,231.00	EDCT Foundation	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 13, 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 4/13/2017

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
Consultants				
Fisher, Pamila	(14894) Consulting for Chancellor regarding organizational and leadership issues affecting SBCCD Term: 4/1/2017 - 6/30/2017 Funding Source: General Funds	Chancellor/SBCCD	\$3,000.00	
Russ Walker Consulting	(14893) Consulting services for upgrading KVCR television services for high definition production and transmission of station content Term: 3/28/2017 - 6/30/2017 Funding Source: General Funds	Chancellor/SBCCD	\$7,000.00	SSutorus
SubTotal for Consultants: 2				
Professional Services				
Alma Strategies, LLC	(14748) On demand consulting services facilities planning and reporting required by the state Term: 4/14/2017 - 4/13/2020 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$100,000.00	SSutorus
Citadel Environmental Services, Inc.	(14853) Limited moisture consulting services for SBVC North Hall 316, 317, 342, and 343 Term: 4/14/2017 - 6/30/2017 Funding Source: General Funds	Safety/SBCCD	\$2,465.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
DLR Group, Inc.	(14846) Architectural services for non-bond projects on an as needed basis Term: 4/14/2017 - 4/13/2020 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$100,000.00	SSutorus
Strata Information Group (SIG)	(14802) Assist in evaluating SBCCD's customizations in current Admissions and Records student records software applications; this will include corrections to programming, documentation and analysis of current customizations to assess SBCCD needs going forward Term: 4/14/2017 - 6/30/2017 Funding Source: General Funds	TESS/SBCCD	\$46,720.00	SSutorus
<i>SubTotal for Professional Services: 4</i>				
<i>Grand Total Contracts for Board Date 4/13/2017: 6</i>				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 13, 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 174015 - 174579 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
174408	REVOLVING CASH	Athletics Entry Fee	425
174156	US BANK CORPORATE PMT SYSTEMS	Classroom Textbooks	482.21
174018	US BANK CORPORATE PMT SYSTEMS	Conference	675.59
174019	CCCCSSAA	Conference	595
174024	VASQUEZ, VIOLETA	Conference	32.64
174025	CHAVIRA, REJOICE C	Conference	550.19
174028	CALWORKS ASSOCIATION	Conference	850
174030	RIVERSIDE COUNTY	Conference	250
174031	US BANK CORPORATE PMT SYSTEMS	Conference	3,240.96
174032	US BANK CORPORATE PMT SYSTEMS	Conference	721.6
174034	RODRIGUEZ, DIANA	Conference	160.83
174039	HARRIS, KASHAUNDA	Conference	582.5
174040	GROSS, DAWN	Conference	1,923.00
174041	GROSS, DAWN	Conference	999
174045	ASSOCIATION OF COMMUNITY	Conference	2,100.00
174047	SHABAZZ, RICKY	Conference	80
174048	AUDET, CARRIE	Conference	50
174049	DELANEY, LISA	Conference	50
174050	RIGGS, MICHELLE A	Conference	100
174051	BLANQUET, FRANCISCO	Conference	250
174052	URIBE, REYNA	Conference	71
174058	VICENTI LLOYD & STUTZMAN LLP	Conference	130
174059	RUSH, STEVE	Conference	1,999.98
174060	SCHOENFELD, RACQUEL	Conference	414
174061	CHAVIRA, REJOICE C	Conference	617.5
174062	ACCREDITING COMMISSION FOR	Conference	3,745.00
174066	CHABOT-LAS POSITAS CCD	Conference	50
174067	CHABOT-LAS POSITAS CCD	Conference	50
174068	CHABOT-LAS POSITAS CCD	Conference	50
174069	TREJO, SAMUEL	Conference	1,401.00
174073	BENJAMIN, VEADA	Conference	786.37
174074	ULLOA, JULIE	Conference	762.01
174075	VILLA, RAQUEL	Conference	762.01
174081	PEREZ-SANTANA, MARIA	Conference	1,509.00
174082	PADILLA, GABRIELA	Conference	1,107.18
174083	DELGADO, ROCIO	Conference	1,509.00
174087	US BANK CORPORATE PMT SYSTEMS	Conference	2,200.00
174096	CHABOT-LAS POSITAS CCD	Conference	150
174097	WILKINS, JANICE	Conference	1,003.37
174100	DALE-CARTER, APRIL	Conference	50
174106	LUNA, EVELYN	Conference	32
174107	WARD, AMANDA	Conference	1,622.53
174108	COLVEY, KIRSTEN	Conference	280
174118	PETERSON, KAREN	Conference	981
174119	WURTZ, KEITH	Conference	55

174120 US BANK CORPORATE PMT SYSTEMS	Conference	510
174122 GAMBOA, BENJAMIN	Conference	70
174123 US BANK CORPORATE PMT SYSTEMS	Conference	560
174124 TORRES, JOSE	Conference	130
174125 US BANK CORPORATE PMT SYSTEMS	Conference	549
174126 HUSTON, CELIA	Conference	611
174128 GAMBOA, BENJAMIN	Conference	100
174130 ROMO, SYLVIA	Conference	768.82
174138 CALIFORNIA COMMUNITY COLLEGES	Conference	1,400.00
174140 CHILD AND FAMILY POLICY	Conference	285
174141 MACHADO, PABLO	Conference	288
174142 RAPOUW, BEVERLY	Conference	288
174143 US BANK CORPORATE PMT SYSTEMS	Conference	377.98
174147 MATA, SUSANNE	Conference	989.5
174153 LEVESQUE, ROBERT	Conference	1,081.41
174154 CCCAOE	Conference	695
174157 LEVESQUE, ROBERT	Conference	2,196.45
174158 ASACC	Conference	838
174160 KREHBIEL, DEANNA	Conference	190
174161 CALIFORNIA PLACEMENT	Conference	334.12
174163 CALIFORNIA PLACEMENT	Conference	287.98
174164 MATA, SUSANNE	Conference	1,165.00
174165 CCCAOE	Conference	495
174172 SCHOENFELD, RACQUEL	Conference	871
174173 CHAVIRA, REJOICE C	Conference	824
174178 FRED PRYOR SEMINARS	Conference	249
174180 US BANK CORPORATE PMT SYSTEMS	Conference	50
174195 WELLS, CAROL	Conference	1,065.00
174196 MAURIZI, TAMARA	Conference	1,065.00
174197 OBRA, VIOLETA	Conference	730
174198 EASTMAN, KIM	Conference	730
174199 MASSAD, SANA	Conference	730
174200 SIMENTAL, YOLANDA	Conference	730
174201 WEAVER, TERESA	Conference	730
174207 NOEL ACADEMY FOR STENGTHS	Conference	1,950.00
174208 NATIONAL ASSOCIATION OF	Conference	1,275.00
174209 VASQUEZ, TIMOTHY	Conference	477.98
174212 US BANK CORPORATE PMT SYSTEMS	Conference	983
174218 PEREZ, IRIS	Conference	208.53
174221 MENDEZ, ANNA	Conference	78
174224 ATKINSON ANDELSON LOYA RUUD	Conference	484.88
174226 US BANK CORPORATE PMT SYSTEMS	Conference	25
174231 WELLS, CAROL	Conference	711
174232 MAURIZI, TAMARA	Conference	918
174233 ATKINSON ANDELSON LOYA RUUD	Conference	484.88
174234 ACCREDITING COMMISSION FOR	Conference	535
174235 ZHOU, WEI	Conference	920

174236 WORD, DANIEL	Conference	981
174237 US BANK CORPORATE PMT SYSTEMS	Conference	856
174238 WARREN-MARLATT, REBECCA	Conference	125
174255 US BANK CORPORATE PMT SYSTEMS	Conference	843
174266 BAKHIT, KHETAM	Conference	1,525.00
174267 ASSOCIATION FOR TALENT	Conference	900
174270 COLE, THOMAS	Conference	61.36
174286 ACCREDITING COMMISSION FOR	Conference	2,260.00
174299 URIBE, REYNA	Conference	300
174314 ACADEMIC SENATE, THE	Conference	125
174316 SHABAZZ, RICKY	Conference	95.03
174317 RODRIGUEZ, DIANA	Conference	36
174318 RODRIGUEZ, DIANA	Conference	36
174319 OSCAR'S MEXICAN RESTAURANT	Conference	1,026.00
174320 ROJAS, DANIEL	Conference	1,499.00
174322 BELL, REYNALDO	Conference	1,061.00
174323 SHEAHAN, MICHAEL	Conference	261
174324 US BANK CORPORATE PMT SYSTEMS	Conference	1,059.00
174325 SHABAZZ, RICKY	Conference	174
174326 BURNHAM, LORRIE	Conference	1,081.00
174327 US BANK CORPORATE PMT SYSTEMS	Conference	1,059.00
174328 RODRIGUEZ, DIANA	Conference	150
174329 SMITH, JAMES E.	Conference	891
174330 BAKHIT, KHETAM	Conference	916.12
174331 SKILLPATH SEMINARS	Conference	199
174332 SERRANO, THOMAS	Conference	1,062.00
174334 COMMUNITY COLLEGE LEAGUE	Conference	1,180.00
174336 ACCT	Conference	1,800.00
174337 OPRIS, IOSIF	Conference	711.86
174351 US BANK CORPORATE PMT SYSTEMS	Conference	2,740.00
174353 US BANK CORPORATE PMT SYSTEMS	Conference	475
174355 MEYER, STACY	Conference	860
174358 US BANK CORPORATE PMT SYSTEMS	Conference	2,200.00
174362 US BANK CORPORATE PMT SYSTEMS	Conference	1,312.00
174365 GASCA, SUSAN	Conference	1,240.00
174366 MIDDLE COLLEGE NATIONAL CONSOR	Conference	1,125.00
174367 WINGSON, KIMBERLY	Conference	2,017.00
174368 NATIONAL ALLIANCE OF	Conference	175
174369 GASCA, SUSAN	Conference	2,588.00
174375 US BANK CORPORATE PMT SYSTEMS	Conference	600
174386 SMITH, JAMES E.	Conference	79.03
174402 RODRIGUEZ, VALENTINE	Conference	52.25
174403 INLAND EMPIRE ECONOMIC	Conference	75
174411 CALWORKS ASSOCIATION	Conference	120
174415 MEJIA, ROBERT	Conference	3,227.00
174417 AVID CENTER	Conference	760
174418 GASCA, SUSAN	Conference	1,130.00

174427	COMMUNITY COLLEGE LEAGUE	Conference	475
174432	RODRIGUEZ, DIANA	Conference	197.95
174472	WINGSON, KIMBERLY	Conference	1,240.00
174489	GRANT, CHRIS	Conference	150.85
174494	EDU BUSINESS SOLUTIONS	Conference	420
174495	ASSOCIATION OF COLLEGE AND	Conference	395
174496	US BANK CORPORATE PMT SYSTEMS	Conference	635
174497	MENDEZ, ANNA	Conference	119
174498	MENDEZ, ANNA	Conference	55
174503	US BANK CORPORATE PMT SYSTEMS	Conference	400
174506	LUNA, EVELYN	Conference	45
174507	LUNA, EVELYN	Conference	30
174522	SAN BERNARDINO COUNTY SHERIFFS	Conference	200
174524	ZHOU, WEI	Conference	1,462.00
174525	JUAREZ, SYLVIA	Conference	400
174526	CCCCSSAA	Conference	125
174527	HILTON PORTLAND & EXECUTIVE	Conference	839.38
174528	US BANK CORPORATE PMT SYSTEMS	Conference	1,854.00
174529	COLLEGENET INC	Conference	1,350.00
174530	ZHOU, WEI	Conference	826
174534	WILKINS, JANICE	Conference	65.01
174537	FRED PRYOR SEMINARS	Conference	597
174542	BAILES, BRANDI	Conference	171.01
174544	US BANK CORPORATE PMT SYSTEMS	Conference	770
174545	STRONG, LAWRENCE	Conference	806
174546	ALEXANDER, TENILLE	Conference	787
174551	LEVESQUE, ROBERT	Conference	815.39
174553	CATALINA ISLAND INN INC	Conference	7,399.00
174556	COMMUNITY COLLEGE LEAGUE	Conference	1,390.00
174560	US BANK CORPORATE PMT SYSTEMS	Conference	400
174561	AVID CENTER	Conference	750
174562	US BANK CORPORATE PMT SYSTEMS	Conference	714
174563	WINGSON, KIMBERLY	Conference	1,128.00
174564	BABER, CORRINA	Conference	400
174565	RODRIGUEZ, JUDY	Conference	400
174569	SAN BERNARDINO COUNTY SCHOOL	Conference	90
174570	COSMOPOLITAN OF LAS VEGAS, THE	Conference	8,616.88
174055	EXCELENCIA IN EDUCATION	Dues & Memberships	2,000.00
174144	CCEMC	Dues & Memberships	250
174191	MCLAREN, MERIDYTH	Dues & Memberships	100
174261	CA FIRE TECHNOLOGY DIR ASSOC	Dues & Memberships	25
174262	CA FIRE TECHNOLOGY DIR ASSOC	Dues & Memberships	25
174263	CA FIRE TECHNOLOGY DIR ASSOC	Dues & Memberships	25
174264	CA FIRE TECHNOLOGY DIR ASSOC	Dues & Memberships	25
174338	ATD PRODUCT FULFILLMENT	Dues & Memberships	229
174350	ACM MEMBER SERVICES	Dues & Memberships	99
174372	GRANT PROFESSIONALS ASSOC	Dues & Memberships	650

174383 SOCIETY FOR COLLEGE &	Dues & Memberships	930
174421 WESTERN REGIONAL HONORS	Dues & Memberships	75
174422 ASSOCIATION OF COLLEGE AND	Dues & Memberships	125
174033 US BANK CORPORATE PMT SYSTEMS	Equipment	719.6
174035 MAGLIN SITE FURNITURE	Equipment	14,908.60
174070 FULL SPECTRUM LASER	Equipment	6,563.61
174112 L N CURTIS & SONS	Equipment	2,385.80
174192 CUMMINS INC	Equipment	12,775.00
174193 CUMMINS INC	Equipment	58,030.00
174250 SNAP-ON INDUSTRIAL	Equipment	607.49
174251 ZOLL MEDICAL CORPORATION	Equipment	21,623.12
174252 BOUND TREE MEDICAL	Equipment	9,039.50
174285 AARDVARK CLAY & SUPPLIES	Equipment	296.96
174290 COAST FITNESS REPAIR SHOP	Equipment	3,671.37
174311 KATOM RESTAURANT SUPPLY	Equipment	2,046.55
174342 STAPLES	Equipment	658.26
174349 CALIMESA TECH SERVICES	Equipment	9,886.06
174364 GRAINGER INC, W W	Equipment	1,638.39
174371 STAPLES	Equipment	1,101.98
174387 US BANK CORPORATE PMT SYSTEMS	Equipment	400
174392 NATIONAL BUSINESS FURNITURE	Equipment	6,501.31
174399 ELECTRONIX EXPRESS	Equipment	5,557.57
174400 FIREBLAST GLOBAL	Equipment	12,647.12
174433 MOORE MEDICAL CORPORATION	Equipment	2,348.32
174438 AVOTEK	Equipment	42,728.17
174439 AVOTEK	Equipment	16,996.39
174440 AVOTEK	Equipment	20,351.79
174441 AVOTEK	Equipment	6,841.11
174512 POCKET NURSE	Equipment	1,006.14
174521 INFORMATION SERVICES DEPT	Equipment	1,184.17
174532 TASER INTERNATIONAL INC	Equipment	11,451.16
174536 FIREVENT LLC	Equipment	87,358.33
174555 I.B. MUSIC CENTER	Equipment	43,958.53
174579 JOHNSTONE SUPPLY	Equipment	8,148.80
174190 STATER BROS MARKETS	Food Supplies	6,100.00
174015 DISCOUNT SCHOOL SUPPLY	Instructional Supplies	929.34
174056 VASQUEZ, TATIANA	Instructional Supplies	202.97
174095 P & R PAPER	Instructional Supplies	86.85
174102 APD INC	Instructional Supplies	381.17
174110 BOUND TREE MEDICAL	Instructional Supplies	147.61
174134 AZENARO, RENEE	Instructional Supplies	42.43
174150 HOLLIMAN, ROANNE	Instructional Supplies	29.92
174152 CALIFORNIA DEPT OF FORESTRY	Instructional Supplies	1,304.91
174168 STAPLES	Instructional Supplies	246.48
174174 FLINN SCIENTIFIC INC	Instructional Supplies	160.04
174175 VASQUEZ, TATIANA	Instructional Supplies	55.98
174177 BIO-RAD LABORATORIES	Instructional Supplies	104.48

174179	ULINE	Instructional Supplies	45.71
174217	GEOCART PUBLICATIONS	Instructional Supplies	32.33
174230	FISHER SCIENTIFIC	Instructional Supplies	228.08
174241	FIRE ETC	Instructional Supplies	191.79
174254	FLINN SCIENTIFIC INC	Instructional Supplies	1,431.04
174282	MILLER, SARAH	Instructional Supplies	8.62
174294	SCANTRON CORPORATION	Instructional Supplies	162.67
174302	FLINN SCIENTIFIC INC	Instructional Supplies	343.01
174310	FOLD-A-GOAL	Instructional Supplies	479
174340	CONSOLIDATED ELECTRICAL DIST	Instructional Supplies	343.27
174343	STARBUCKS COFFEE COMPANY	Instructional Supplies	1,389.69
174380	WARD'S NATURAL SCIENCE EST INC	Instructional Supplies	702.81
174393	JOHNSON, COREY	Instructional Supplies	79
174409	BANOLA, ERWIN	Instructional Supplies	99.58
174437	SCIENCE LAB SUPPLIES	Instructional Supplies	163.59
174442	VERNIER SOFTWARE & TECHNOLOGY	Instructional Supplies	1,044.63
174453	CALIFORNIA TOOL & WELDING SPLY	Instructional Supplies	7,188.13
174455	RELIABLE SOURCE INC	Instructional Supplies	833.45
174464	FLINN SCIENTIFIC INC	Instructional Supplies	135.33
174465	STAPLES	Instructional Supplies	276.9
174466	ALLIED REFRIGERATION INC	Instructional Supplies	270.43
174467	DELTA BIOLOGICALS	Instructional Supplies	150
174468	CYNMAR CORPORATION	Instructional Supplies	469.91
174469	FLINN SCIENTIFIC INC	Instructional Supplies	1,594.92
174474	NEBRASKA SCIENTIFIC	Instructional Supplies	291.62
174475	STAPLES	Instructional Supplies	237.91
174480	BOUND TREE MEDICAL	Instructional Supplies	235.97
174492	FERRELLGAS LP	Instructional Supplies	1,033.02
174533	DIAMONDBACK FIRE & RESCUE	Instructional Supplies	2,350.53
174541	FISHER SCIENTIFIC	Instructional Supplies	3,559.33
174549	COMM USA	Instructional Supplies	497.88
174571	CONSOLIDATED ELECTRICAL DIST	Instructional Supplies	4,204.67
174063	APPLE COMPUTER INC	IT Equipment	1,060.26
174117	CDW GOVERNMENT INC	IT Equipment	2,176.71
174215	DELL COMPUTER COMPANY	IT Equipment	8,068.57
174243	APPLE COMPUTER INC	IT Equipment	663.35
174268	TROXELL COMMUNICATIONS INC	IT Equipment	5,316.39
174279	TABLEAU SOFTWARE INC	IT Equipment	31,170.00
174280	DELL COMPUTER COMPANY	IT Equipment	15,099.47
174309	APPLE COMPUTER INC	IT Equipment	3,245.28
174339	DELL COMPUTER COMPANY	IT Equipment	11,732.12
174410	TROXELL COMMUNICATIONS INC	IT Equipment	15,462.12
174412	DELL COMPUTER COMPANY	IT Equipment	59,080.40
174540	DIGITAL NETWORKS GROUP INC	IT Equipment	12,703.62
174567	CDW GOVERNMENT INC	IT Equipment	43,545.40
174214	MIDWEST LIBRARY SERVICE	Library Books Expansion	5,000.00
174502	ROWMAN & LITTLEFIELD	Library Books Expansion	2,000.00

174222 CENTER FOR EDUCATION &	Magazines & Subscriptions	195
174269 COOK, LAWRENCE	Magazines & Subscriptions	419
174517 KNORR POOL SYSTEMS INC	Maintenance Supplies	480.64
174036 NEKTER JUICE BAR 8015	Meals & Refreshments	180
174077 SBVC FOOD SERVICES	Meals & Refreshments	268.88
174078 SBVC FOOD SERVICES	Meals & Refreshments	1,304.38
174079 SBVC FOOD SERVICES	Meals & Refreshments	1,304.38
174089 DOUBLE TREE BY HILTON	Meals & Refreshments	20,000.00
174109 MANUZ, DARIAN	Meals & Refreshments	87.1
174111 NEKTER JUICE BAR 8015	Meals & Refreshments	500
174113 COSTCO	Meals & Refreshments	508.99
174121 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	280.67
174135 SBVC FOOD SERVICES	Meals & Refreshments	3,247.02
174145 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	300
174149 PANERA BREAD	Meals & Refreshments	318.46
174159 ALFREDO'S ITALIAN KITCHEN	Meals & Refreshments	144.61
174228 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	250
174240 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	200
174242 SBVC FOOD SERVICES	Meals & Refreshments	337.46
174247 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	100
174257 GAINES, ASHLEY	Meals & Refreshments	16.63
174277 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	250
174281 QUEEN BEAN CAFFE	Meals & Refreshments	118.75
174370 SBVC FOOD SERVICES	Meals & Refreshments	115
174373 SBVC FOOD SERVICES	Meals & Refreshments	475.75
174385 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	150
174388 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	200
174401 QUEEN BEAN CAFFE	Meals & Refreshments	140
174406 CURRYLEAF	Meals & Refreshments	180
174407 CURRYLEAF	Meals & Refreshments	180
174419 MELANCON, KENNY	Meals & Refreshments	161.62
174426 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	52.68
174428 STATER BROS MARKETS	Meals & Refreshments	150
174493 ALFREDO'S ITALIAN KITCHEN	Meals & Refreshments	1,157.00
174499 CURRYLEAF	Meals & Refreshments	180
174508 SBVC FOOD SERVICES	Meals & Refreshments	1,878.31
174518 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	3,000.00
174519 US BANK CORPORATE PMT SYSTEMS	Meals & Refreshments	500
174554 MORENO, MARIANA	Meals & Refreshments	40
174308 DAWNSIGNPRESS	Media	16.11
174021 COROVAN MOVING & STORAGE	Non-Instructional Supplies	1,232.47
174022 STAPLES	Non-Instructional Supplies	218.42
174026 CDW GOVERNMENT INC	Non-Instructional Supplies	58.01
174029 STAPLES	Non-Instructional Supplies	299.14
174038 STAPLES	Non-Instructional Supplies	556.24
174044 STAPLES	Non-Instructional Supplies	168.12
174046 WISEGARVER, LILLIAN	Non-Instructional Supplies	250

174054 STAPLES	Non-Instructional Supplies	360.02
174064 STAPLES	Non-Instructional Supplies	88.77
174105 BMI SUPPLY	Non-Instructional Supplies	971.56
174116 STAPLES	Non-Instructional Supplies	103.57
174129 STAPLES	Non-Instructional Supplies	934.27
174133 STAPLES	Non-Instructional Supplies	421.66
174137 STAPLES	Non-Instructional Supplies	2,757.74
174139 LANCER SALES USA INC	Non-Instructional Supplies	379.28
174151 WESTERN SCIENTIFIC FASTSERV	Non-Instructional Supplies	119.98
174169 SPICERS PAPER INC	Non-Instructional Supplies	12,000.00
174171 STAPLES	Non-Instructional Supplies	213.46
174176 123 OFFICE SOLUTION INC	Non-Instructional Supplies	5,083.64
174186 DEPARTMENT OF MOTOR VEHICLES	Non-Instructional Supplies	68.96
174213 DAISY IT SUPPLIES	Non-Instructional Supplies	1,600.00
174229 STAPLES	Non-Instructional Supplies	299.19
174239 STAPLES	Non-Instructional Supplies	154.14
174253 STAPLES	Non-Instructional Supplies	68.97
174258 CDW GOVERNMENT INC	Non-Instructional Supplies	2,238.58
174259 GRAINGER INC, W W	Non-Instructional Supplies	320.6
174265 LIFEGUARD STORE, THE	Non-Instructional Supplies	2,315.84
174283 STAPLES	Non-Instructional Supplies	423.47
174301 BRODART COMPANY	Non-Instructional Supplies	372.68
174306 PETROVIC, SNEZANA	Non-Instructional Supplies	500.01
174333 US BANK CORPORATE PMT SYSTEMS	Non-Instructional Supplies	65.8
174335 SBVC BOOKSTORE	Non-Instructional Supplies	499
174341 SMITH, DEBRA	Non-Instructional Supplies	8.91
174346 STAPLES	Non-Instructional Supplies	2,680.88
174352 STAPLES	Non-Instructional Supplies	962.89
174357 STAPLES	Non-Instructional Supplies	118.88
174360 STAPLES	Non-Instructional Supplies	69.73
174361 RTK ENERGY LLC	Non-Instructional Supplies	1,500.00
174374 STAPLES	Non-Instructional Supplies	177.04
174389 CINTAS CORPORATION	Non-Instructional Supplies	400
174405 STAPLES	Non-Instructional Supplies	330.6
174420 STAPLES	Non-Instructional Supplies	113.63
174423 STAPLES	Non-Instructional Supplies	105.48
174424 STAPLES	Non-Instructional Supplies	109.03
174425 STAPLES	Non-Instructional Supplies	174.37
174429 STAPLES	Non-Instructional Supplies	120.01
174458 LOS ANGELES AIR CONDITIONING	Non-Instructional Supplies	431
174463 HOBBY LOBBY	Non-Instructional Supplies	237.05
174470 WINGSON, KIMBERLY	Non-Instructional Supplies	232
174471 STAPLES	Non-Instructional Supplies	135.64
174473 SBVC BOOKSTORE	Non-Instructional Supplies	1,928.00
174476 STAPLES	Non-Instructional Supplies	102.2
174477 STAPLES	Non-Instructional Supplies	197.15
174478 STAPLES	Non-Instructional Supplies	675.63

174479 GASCA, SUSAN	Non-Instructional Supplies	232
174539 CLARKE, CHRISTOPHER	Non-Instructional Supplies	129.38
174543 STAPLES	Non-Instructional Supplies	163.77
174547 STAPLES	Non-Instructional Supplies	300.11
174548 STAPLES	Non-Instructional Supplies	249.38
174550 STAPLES	Non-Instructional Supplies	241.21
174557 STAPLES	Non-Instructional Supplies	300.82
174559 SBVC FOOD SERVICES	Non-Instructional Supplies	82
174566 STAPLES	Non-Instructional Supplies	623.85
174568 STAPLES	Non-Instructional Supplies	834.48
174115 REVOLVING CASH	Officials	504
174043 HYATT REGENCY ORANGE COUNTY	Operational Expenses & Fees	839.05
174084 US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	75
174085 SBVC FOOD SERVICES	Operational Expenses & Fees	240.93
174092 EL TORITO REAL MEX RESTAURANTS	Operational Expenses & Fees	1,498.51
174093 SBVC FOOD SERVICES	Operational Expenses & Fees	225.73
174202 CHEESECAKE FACTORY	Operational Expenses & Fees	1,300.00
174211 SBVC FOOD SERVICES	Operational Expenses & Fees	225.73
174216 BOARD OF EQUALIZATION	Operational Expenses & Fees	440
174225 ICEMA	Operational Expenses & Fees	650
174321 US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	1,077.50
174363 US BANK CORPORATE PMT SYSTEMS	Operational Expenses & Fees	538.75
174445 POMONA COLLEGE	Operational Expenses & Fees	240
174459 STATE OF CALIFORNIA	Operational Expenses & Fees	10
174460 ATTORNEY GENERAL	Operational Expenses & Fees	50
174482 HILTON SAN FRANCISCO	Operational Expenses & Fees	4,351.00
174509 CATALINA CHANNEL EXPRESS INC	Operational Expenses & Fees	3,143.04
174514 EL GALLEON RESTAURANT	Operational Expenses & Fees	2,188.74
174523 SBVC FOOD SERVICES	Operational Expenses & Fees	2,457.88
174552 SBVC FOOD SERVICES	Operational Expenses & Fees	8,639.20
174572 HONORS TRANSFER COUNCIL OF CA	Operational Expenses & Fees	450
174094 LITTLE MOUNTAIN LLC	Other Student Aid	800
174101 SBVC BOOKSTORE	Other Student Aid	1,000.00
174313 CHC BOOKSTORE	Other Student Aid	15,212.68
174315 CHC BOOKSTORE	Other Student Aid	1,886.16
174127 GAMBOA, BENJAMIN	Personal Mileage	405
174220 VILLEGAS, MANUEL J	Personal Mileage	50
174256 SYSAWANG, BRITTANY	Personal Mileage	250
174296 SILVA, STEVEN	Personal Mileage	10
174297 ULLOA, JULIE	Personal Mileage	31
174298 IM, SOPHIN	Personal Mileage	31
174359 DIAZ, EMMA	Personal Mileage	76
174381 VASQUEZ, TIMOTHY	Personal Mileage	500
174394 BROOKS, COLIN	Personal Mileage	500
174396 KIRKPATRICK, CAROLYN	Personal Mileage	500
174416 MATA, SUSANNE	Personal Mileage	400
174448 CROCFER, MICHELLE	Personal Mileage	46.01

174431 FRONTIER COMMUNICATIONS	Phone Utilities	26,000.00
174114 US POSTAL SERVICE	Postage & Freight	12,000.00
174053 SBCCD PRINTING SERVICES	Printing, SBCCD	24
174057 VASQUEZ, TATIANA	Reference Books	702.49
174188 CENTER FOR EDUCATION &	Reference Books	113.08
174219 UNIVERSITY OF REDLANDS	Reference Books	75.42
174272 AMERICAN SOCIETY FOR	Reference Books	176.07
174274 MALONEY HINDS, COLLEEN	Reference Books	32.3
174042 WATER DEPARTMENT	Water Utilities	107,487.00

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: Lawrence P. Strong, Director of Fiscal Services
DATE: April 13, 2017
SUBJECT: Consideration of Approval of Revised Authorized Signature List

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Revised Authorized Signature List for Fiscal Year 2016-17.

OVERVIEW

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

ANALYSIS

The Authorized Signature List for Fiscal Year 2016-17 was revised by the Board of Trustees on July 14, 2016. At this time the list is being revised in preparation for the implementation of SBCCD's new Enterprise Resource Management systems.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Revised Authorized Signature List Fiscal Year 2016-17

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

Revised Authorized Signature List Fiscal Year 2016-17

<p style="text-align: center;">District Orders for Commercial Warrants and Related Journal Entries</p>	{	<ul style="list-style-type: none"> ♦ <i>Jose Torres, Vice Chancellor, Business & Fiscal Services</i> ♦ <i>Larry Strong, Director of Fiscal Services</i> ♦ <i>Steven J. Sutorus, Business Manager</i> ♦ <i>Tenille Alexander, Accounting Manager</i> ♦ <i>Kate Myers, Accounting Supervisor</i>
<p style="text-align: center;">Payroll Orders and Related Journal Entries, and Voluntary Payroll Deductions (PAY620)</p>	{	<ul style="list-style-type: none"> ♦ <i>Jose Torres, Vice Chancellor, Business & Fiscal Services</i> ♦ <i>Larry Strong, Director of Fiscal Services</i> ♦ <i>Steven J. Sutorus, Business Manager</i> ♦ <i>Tenille Alexander, Accounting Manager</i> ♦ <i>Colleen Gamboa, Payroll Administrator</i>
<p style="text-align: center;">Notices of Employment for Certificated, Classified, and Student and Temporary Employees</p>	{	<ul style="list-style-type: none"> ♦ <i>Bruce Baron, Chancellor</i> ♦ <i>Jose Torres, Vice Chancellor, Business & Fiscal Services</i> ♦ <i>Amalia Perez, Director, Human Resources</i>
<p style="text-align: center;">Purchase Orders (no monetary limit)</p>	{	<ul style="list-style-type: none"> ♦ <i>Jose Torres, Vice Chancellor, Business & Fiscal Services</i> ♦ <i>Larry Strong, Director of Fiscal Services</i> ♦ <i>Steven J. Sutorus, Business Manager</i>
<p style="text-align: center;">Journal Entries (not authorized by District or Payroll Orders), Interfund Transactions, and Budget Transfers</p>	{	<ul style="list-style-type: none"> ♦ <i>Jose Torres, Vice Chancellor, Business & Fiscal Services</i> ♦ <i>Larry Strong, Director of Fiscal Services</i> ♦ <i>Steven J. Sutorus, Business Manager</i> ♦ <i>Tenille Alexander, Accounting Manager</i> ♦ <i>Kate Myers, Accounting Supervisor</i>
<p style="text-align: center;">Certify/Attest to Board Action</p>	{	<ul style="list-style-type: none"> ♦ <i>Bruce Baron, Chancellor</i> ♦ <i>Donna Ferracone, Clerk of the Board</i>
<p style="text-align: center;">Access to San Bernardino County Schools Computer Consortium System with Secure I.D. Token</p>	{	<ul style="list-style-type: none"> ♦ <i>Larry Strong, Director of Fiscal Services</i> ♦ <i>Steven J. Sutorus, Business Manager</i> ♦ <i>Tenille Alexander, Accounting Manager</i> ♦ <i>Kate Myers, Accounting Supervisor</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 13, 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 4/13/2017***

Contract Type

<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Bid</i>				
Oracle America, Inc.	(12887) Enterprise Resource Planning (ERP) system for Fiscal Services; Amendment 01 - this is for additional services to include Oracle integrated cloud services at a cost of \$60,000 for three years Term: 2/1/2016 - 1/31/2019 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$902,625.00	SSutorus
Questica, Inc.	(11223) Budget software solution that provides professional software and services for Districtwide budgeting and account structure; Amendment 2 - Exercise the first of two, one year extensions at a cost of \$45,000; add additional scope of work to create two new Questica budget integrations with Oracle ERP Cloud Term: 1/9/2015 - 1/8/2019 Funding Source: Capital Outlay	Fiscal Services/SBCCD	\$287,940.00	SSutorus
<i>SubTotal for Bid: 2</i>			<i>\$1,190,565.00</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Bond Measure Funded</u>				
Burgess Moving & Storage	(14862) Moving services for the relocation of offices and staff workstations from Student Support Building to other areas on the CHC Campus as part of the Student Services Building Renovation project Term: 3/24/2017 - 6/30/2017	Kitchell/SBCCD	\$34,900.00	SSutorus
	Funding Source: Bond Construction			
Hampton Tedder Electric, Inc	(14726) On demand repair and maintenance for high voltage electrical services on the CHC campus Term: 6/1/2016 - 5/31/2017	Kitchell/SBCCD	\$25,000.00	SSutorus
	Funding Source: Bond Construction			
HP Construction and Management, Inc.	(14827) Remove planters and relandscape with gravel at Applied Technology Building Term: 3/20/2017 - 6/30/2017	Kitchell/SBCCD	\$21,975.00	SSutorus
	Funding Source: Bond Construction			
Kone, Inc.	(14724) Repair of passenger elevator at SBVC's Gym; replace earthquake cable and fasteners in pit due to water damage Term: 3/1/2017 - 6/30/2017	Kitchell/SBCCD	\$3,000.00	SSutorus
	Funding Source: Bond Construction			

<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>				
Kone, Inc.	(14725) Repair of passenger elevator at SBVC's Gym; replace seismic switch due to water damage Term: 3/1/2017 - 6/30/2017 Funding Source: Bond Construction	Kitchell/SBCCD	\$264.05	SSutorus
<i>SubTotal for Bond Measure Funded: 5</i>			<i>\$85,139.05</i>	
<u>Broadcasting Rights</u>				
A Tribe Called Red, Inc. DBA Guillaume Decoufflet	(14780) License agreement for use of musical compositions and recordings for "Indian City FT. Black Bear"; no cost to SBCCD Term: 3/24/2017 - 3/23/2022 Funding Source: N/A	FNX/KVCR		SSutorus
KCETLink	(14817) Broadcasting rights for use of "Tending the Wild"; no cost to SBCCD Term: 2/1/2017 - 1/31/2018 Funding Source: N/A	FNX/KVCR		SSutorus
Martinez, Cameron L. DBA Warrior Playland Productions	(14770) License Agreement for use of musical compositions and recordings for "Happy Trails"; no cost to SBCCD Term: 3/10/2017 - 3/9/2022 Funding Source: N/A	FNX/KVCR		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Broadcasting Rights</u>				
Miller, Chip dba Desert C.A.M.	(14818) Broadcast license agreement for use of musical compositions and recordings for "Trini Lopez - Fly Like An Eagle"; no cost to SBCCD Term: 3/10/2017 - 3/9/2022 Funding Source: N/A	TV/KVCR		SSutorus
<u>SubTotal for Broadcasting Rights: 4</u>				
<u>CalWorks Off-Campus Work Study</u>				
Real Journey Academies, Inc.	(14745) Off-Campus workstudy - Student - Griboski, Lara; reimbursed at up to 100% of per hourly rate Term: 2/15/2017 - 6/30/2017 Funding Source: CalWorks	Calworks/SBVC	\$5,280.00	SSutorus
Real Journey Academies, Inc.	(14797) Off-Campus workstudy - Student - McMillan, Cindy; reimbursed at up to 100% of per hourly rate Term: 3/1/2017 - 6/30/2017 Funding Source: CalWorks	Calworks/SBVC	\$6,336.00	SSutorus
SBX Services Inc dba Express Quality Car Hand Wash	(14798) Off-Campus workstudy - Student - Villagrana, Sally; reimbursed at up to 75% of per hourly rate Term: 3/1/2017 - 6/30/2017 Funding Source: CalWorks	Calworks/SBVC	\$4,536.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>CalWorks Off-Campus Work Study</u>				
<i>SubTotal for CalWorks Off-Campus Work Study: 3</i>			<i>\$16,152.00</i>	
<u>General</u>				
Advanced Video Games	(14869) Rental of two hours use of "Game Truck Party" for the "Appreciation Day" event at SBVC Term: 4/25/2017 - 4/25/2017 Funding Source: ASG General Fund	Student Life/SBVC	\$329.00	SSutorus
Alder, Kate	(14830) Presenter at the Non-credit Planning Workshop Term: 3/31/2017 - 3/31/2017 Funding Source: Community Service	PDC/SBCCD	\$1,500.00	SSutorus
American Printing & Promotions	(14835) Production of 72 Nike golf hats with CARE embroidered, 50 windbreakers with SBVC logo, 1,000 Barton pens with SBVC/CARE logo, and 5,000 Workhorse pencils with SBVC/CARE imprint Term: 3/20/2017 - 6/30/2017 Funding Source: EOP&S	EOP&S/SBVC	\$7,357.70	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
American Printing & Promotions	(14819) Production of one 79"X33" roll up banner, 400 messenger bags with SBVC/EOPS/Care embroidered, and 300 polo shirts with SBVC/EOPS logo embroidered Term: 3/16/2017 - 6/30/2017 Funding Source: EOP&S	EOP&S/SBVC	\$20,681.89	SSutorus
Ashlock, Jess dba Ashlock Multigraphic	(14791) On demand repairs on printing equipment Term: 3/1/2017 - 6/30/2018 Funding Source: General Funds	TESS/SBCCD	\$6,000.00	SSutorus
Assistance League of San Bernardino	(14834) Advertisement in Autism Initiative to promote KVCR stations and programs Term: 4/1/2017 - 4/30/2017 Funding Source: KVCR - Autism Fund 0142	TV/FM/KVCR	\$350.00	SSutorus
Baca, Jimmy Santiago	(14810) Speaker - a poetry reading event; topic "Making Our Life Meaningful A Journey" Term: 5/4/2017 - 5/4/2017 Funding Source: General Funds	Arts & Lecture/SBVC	\$6,000.00	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>				
California Bus Service	(14747) Bus rental for field trip to LA County Museum of Art Term: 3/17/2017 - 3/17/2017 Funding Source: Student Equity	Counseling/SBVC	\$1,237.50	SSutorus
Catalina Channel Express, Inc.	(14793) Booking agreement for Avalon scenic tour/glass bottom boat Term: 5/11/2017 - 5/11/2017 Funding Source: STAR Grant	Star Program/SBVC	\$3,143.04	SSutorus
Catalina Island Inn, Inc.	(14792) Block room rental for STAR program field trip Term: 5/11/2017 - 5/13/2017 Funding Source: STAR Grant	Star Program/SBVC	\$8,000.00	SSutorus
Clarus Corporation	(14845) Provide digital ad campaigns to promote Summer and Fall courses Term: 4/17/2017 - 4/30/2017 Funding Source: General Funds	Marketing/CHC	\$8,562.54	SSutorus
Coast Fitness Repair	(14814) Repair of fitness equipment Term: 3/1/2017 - 6/30/2017 Funding Source: General Funds	Physical Education/CHC	\$365.00	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>					
	Colton Joint USD	(14757) Program participation agreement for "Coalition on Adult Basic Education" conference; participating members to receive funds to offset cost as part of AB104 project Term: 4/2/2017 - 6/30/2017 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$4,800.00	SSutorus
	Contra Costa CCD	(14833) Production of the "Western Academy Support and Training Center" (WASTC) Professional Development Conference; funded through the ICT/Digital Media Grant Term: 6/1/2017 - 6/30/2017 Funding Source: State Grant	PDC/SBCCD	\$5,000.00	SSutorus
	Cornett, Patricia	(14842) Lead facilitator of music rehearsals for the "Music Clinic" for high school students Term: 5/12/2017 - 5/13/2017 Funding Source: Middle College HS	Music/SBVC	\$1,200.00	SSutorus
	Crafton Hills College Foundation	(14785) Table sponsorship for CHC Annual Gala; half page advertisement in gala program to promote PDC programs Term: 3/18/2017 - 3/18/2017 Funding Source: State Grant	PDC/SBCCD	\$1,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
CustomInk LLC	(14714) Production of 20 custom swimsuits for the swim team Term: 2/27/2017 - 6/30/2017 Funding Source: General Funds	Athletics/CHC	\$337.26	SSutorus
Digital Networks Group, Inc.	(14825) Furnish and install new audio visual system in SBVC LA-100; Equipment purchased through CMAS contracts Term: 3/15/2017 - 6/30/2017 Funding Source: General Funds	Campus Technology/SBVC	\$15,607.26	SSutorus
Digital Networks Group, Inc.	(14826) Furnish and install new outdoor sound system at SBVC; Equipment purchased through CMAS contracts Term: 3/15/2017 - 6/30/2017 Funding Source: General Funds	Campus Technology/SBVC	\$8,268.62	SSutorus
Digital Networks Group, Inc.	(14824) Furnish and install new sound system in Greek Theater; Equipment purchased through CMAS contracts Term: 7/1/2015 - 6/30/2017 Funding Source: General Funds	Campus Technology/SBVC	\$12,579.46	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	(14731) Printing and mailing of March campaign Term: 3/1/2017 - 6/30/2017 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$7,130.18	SSutorus
	Direct Connection	(14728) Printing and mailing of March campaign renewal Term: 3/1/2017 - 6/30/2017 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$5,370.50	SSutorus
	Direct Connection	(14730) Printing and mailing of March gift campaign Term: 3/1/2017 - 6/30/2017 Funding Source: KVCR - Foundation	TV/FM/KVCR	\$2,531.00	SSutorus
	Display It, Inc.	(14699) Production of a 10ft flat element trade show display banner Term: 2/1/2017 - 3/31/2017 Funding Source: General Funds	RTVF/SBVC	\$2,051.07	SSutorus
	El Galleon Restaurant Inc.	(14794) Meal for Star program participants while on field trip to Catalina Term: 5/11/2017 - 5/13/2017 Funding Source: STAR Grant	Star Program/SBVC	\$2,188.74	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>					
	Etzel, Linda	(14703) Provide exposure and opportunities for high school students and parents to the college environment Term: 3/10/2017 - 6/30/2017 Funding Source: Middle College HS	Middle College/SBVC	\$3,400.00	SSutorus
	Executive Advertising, The	(14852) Production of 500 stress reliever items with logo for promotional giveaways to prospective students Term: 3/24/2017 - 6/30/2017 Funding Source: General Funds	District Police/SBCCD	\$1,081.66	SSutorus
	Fathead, LLC	(14767) Production of nine 48" x 60" vinyl signs to promote SBVC Term: 1/20/2017 - 3/31/2017 Funding Source: General Funds	Marketing/SBVC	\$1,052.09	SSutorus
	Finch, Annie	(14741) Keynote speaker at a poetry workshop and reading Term: 4/18/2017 - 4/18/2017 Funding Source: Student Equity	Student Services/CHC	\$1,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Fire Safety First	(14789) Repair of fire sprinkler system back flow device on CHC campus Term: 1/11/2017 - 1/11/2017 Funding Source: Bond Construction	Kitchell/SBCCD	\$543.14	SSutorus
Gann, John	(14840) Lead performer at the "Music Clinic" for high school students Term: 5/12/2017 - 5/12/2017 Funding Source: Middle College HS	Music/SBVC	\$200.00	SSutorus
Golden Gate Media Group	(14706) Advertising in the 2017 Yucaipa Chamber of Commerce Map Term: 3/25/2017 - 6/30/2017 Funding Source: General Funds	Marketing/CHC	\$895.00	SSutorus
Golf Cars of Riverside	(14736) Repairs and diagnostics test on the Taylor Dunn golf cart Term: 3/1/2017 - 6/30/2017 Funding Source: General Funds	Maintenance/SBVC	\$140.00	SSutorus
H & L Charter Co, Inc.	(14796) Bus rental to transport STAR participants back to campus from the Port of Long Beach for a field trip to Catalina Term: 5/13/2017 - 5/13/2017 Funding Source: STAR Grant	Star Program/SBVC	\$617.20	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
H & L Charter Co, Inc.	(14795) Bus rental to transport STAR participants to the Port of Long Beach for a field trip to Catalina: note - overtime and fuel charges may be added Term: 5/11/2017 - 5/11/2017 Funding Source: STAR Grant	Star Program/SBVC	\$741.32	SSutorus
Hilton - San Diego Bayfront	(14829) Room rental for students and staff to attend the HACU Conference Term: 10/28/2017 - 10/30/2017 Funding Source: Student Equity	Student Services/SBVC	\$18,193.80	SSutorus
Hilton - San Francisco	(14768) Block room rentals for students and staff to attend UC Berkeley and San Jose State University campus tours Term: 5/19/2017 - 5/20/2017 Funding Source: Student Equity	Transfer Center/SBVC	\$4,351.00	SSutorus
HP Construction and Management, Inc.	(14744) Installation of sun screens at the Art Center Term: 2/20/2017 - 6/30/2017 Funding Source: General Funds	Maintenance/SBVC	\$19,658.00	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>				
InkHead, Inc.	(14847) Production of 100 sports bottles with SBCCD Police logo Term: 3/24/2017 - 6/30/2017 Funding Source: General Funds	District Police/SBCCD	\$486.04	SSutorus
International E-Z UP, Inc	(14718) Production of table cover with logo on front panel Term: 1/6/2017 - 3/31/2017 Funding Source: Student Equity	Student Services/CHC	\$1,167.21	SSutorus
JZ Squared Photography LLC	(14858) Video production of glass blowing open house at SBVC on 3/20/2017 Term: 3/20/2017 - 4/30/2017 Funding Source: General Funds	Chancellor/SBCCD	\$960.00	SSutorus
Kanemura, Takeshi	(14837) Speaker for CHC Art Festival - topic "Performance Art & Healing Burgundy and Exchange" Term: 3/28/2017 - 3/31/2017 Funding Source: General Funds	Chancellor/SBCCD	\$300.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Kawasaki, Mikio	(14838) Speaker for CHC Art Festival - topic "I China & Five Elements Treatment" and "Ying/Yang & Five Elements in Philosophy of Healing Arts" Term: 3/27/2017 - 3/31/2017 Funding Source: General Funds	Chancellor/SBCCD	\$200.00	SSutorus
	Kone, Inc.	(14783) Replacement of passenger elevator drive at CHC Aquatics Bldg. Term: 3/1/2017 - 6/30/2017 Funding Source: General Funds	Maintenance/CHC	\$15,670.80	SSutorus
	L N Curtis & Sons	(14717) Repair of ladder in Fire program Term: 2/27/2017 - 6/30/2017 Funding Source: General Funds	Fire Technology/CHC	\$320.24	SSutorus
	Land, Nabila	(14844) Speaker and workshop - topic "Arab Dance and Music" Term: 4/5/2017 - 4/5/2017 Funding Source: Student Equity	Student Services/CHC	\$125.00	SSutorus
	Leslie's Pool Mart	(14863) Repair of pool vacuum; funded through Aquatics Center program income Term: 3/24/2017 - 6/30/2017 Funding Source: Civic Center Fund	Pool/CHC	\$861.99	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Magic Jump Rentals	(14868) Rental of 3 carnival games for the "Appreciation Day" event at SBVC Term: 4/25/2017 - 4/25/2017 Funding Source: ASG General Fund	Student Life/SBVC	\$329.00	SSutorus
Magic Jump Rentals	(14742) Rental of 3 carnival games for the "Week of Welcome" event at SBVC Term: 1/24/2017 - 1/24/2017 Funding Source: N/A	Student Life/SBVC	\$369.00	SSutorus
Magic Jump Rentals	(14850) Rental of carnival games: basketball shootout, dual hoop zone, and inflatable maze Term: 12/6/2016 - 12/6/2016 Funding Source: General Funds	Marketing/SBVC	\$825.00	SSutorus
Marketing Communication Resource	(14870) Production of printing, postage and mailing of graduation appeals Term: 3/23/2017 - 4/30/2017 Funding Source: General Funds	Foundation/SBVC	\$5,000.00	SSutorus
Maslanka, Kamier	(14841) Speaker for CHC Art Festival event "Art: Eyes of Healing"; topic - "Proportional Poems" Term: 3/28/2017 - 3/28/2017 Funding Source: General Funds	Chancellor/SBCCD	\$200.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Mint Print Media	(14781) Production of 200 24"x18" Spring yard signs Term: 12/18/2016 - 1/31/2017 Funding Source: General Funds	Marketing/SBVC	\$1,944.00	SSutorus
Mizutani, Mari DBA Otherwise Strings	(14786) Performance at the CHC commencement ceremony Term: 5/26/2017 - 5/26/2017 Funding Source: General Funds	Student Life/CHC	\$800.00	SSutorus
Montgomery Hardware Co	(14865) Furnish and install electronic door lock for Aquatics Center; funded through the Aquatics Center program income Term: 3/24/2017 - 6/30/2017 Funding Source: Civic Center Fund	Pool/CHC	\$1,916.70	SSutorus
Most Valuable Publications	(14855) Half page advertisement in 2017 MLB Los Angeles Dodgers Yearbook Term: 1/1/2017 - 6/30/2017 Funding Source: General Funds	Marketing/SBVC	\$9,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	National Black Grads	(14892) Half page advertisement in the "2017 Inland Empire High School Black Graduate Recognition Ceremony" souvenir booklet Term: 4/7/2017 - 4/7/2017	Chancellor/SBCCD	\$400.00	SSutorus
		Funding Source: General Funds			
	Never Limit Your Life	(14857) Speaker for Guardian Scholars Conference held at SBVC; motivational speaker for Foster Youth "Overcoming Growing up in Foster Care" Term: 5/11/2017 - 5/11/2017	Counseling/SBVC	\$5,000.00	SSutorus
		Funding Source: Student Equity			
	On Course Workshop	(14801) Training to assist faculty in the development of curriculum and programming to increase retention and success for students Term: 4/6/2017 - 4/8/2017	Student Services/CHC	\$10,930.00	SSutorus
		Funding Source: Matriculation			
	Options For Youth - San Bernardino, Inc.	(14843) MOU - SBVC will offer class courses to high school students; no cost to SBCCD Term: 6/1/2017 - 5/31/2018	Student Services/SBVC		SSutorus
		Funding Source: N/A			

<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>					
	P&P Uniforms	(14720) Police Academy patches with logo and embroidery on uniforms Term: 2/13/2017 - 3/31/2017 Funding Source: General Funds	Police Science/SBVC	\$106.18	SSutorus
	Pacific Coachways Charter Services, Inc.	(14812) Bus rental for transportation for High School students to attend the "Senior Day Event" at SBVC Term: 4/14/2017 - 4/14/2017 Funding Source: Student Equity	First Year/SBVC	\$11,049.00	SSutorus
	Party Plus Rental	(14811) Rental of 2 canopies, 28 tables, and 56 chairs for the "Senior Day Event" Term: 4/27/2017 - 4/27/2017 Funding Source: Student Equity	First Year/SBVC	\$1,617.23	SSutorus
	Party Plus Rental	(14727) Rental of chairs for CHC Commencement Ceremony Term: 5/25/2017 - 5/25/2017 Funding Source: General Funds	Student Life/CHC	\$2,736.20	SSutorus
	Party Plus Rental	(14856) Rental of five cocktail tables and linens with clips for a "Community Event" at SBVC Term: 3/17/2017 - 3/23/2017 Funding Source: General Funds	Marketing/SBCCD	\$291.61	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>				
Playground Safety Analysts	(14790) Test and certify playground impact surfaces at SBVC Child Development Center Term: 3/13/2017 - 6/30/2017 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$1,425.00	SSutorus
Printing Works, Inc	(14866) Production of two pop-up banners promoting SBCCD Term: 3/23/2017 - 3/29/2017 Funding Source: General Funds	Chancellor/SBCCD	\$326.25	SSutorus
Public Safety Academy	(14733) Booth rental at the VW Bug Car Show to promote the Police Academy Program Term: 3/11/2017 - 3/11/2017 Funding Source: General Funds	Police Science/SBVC	\$40.00	SSutorus
Ram Plumbing Heating & Air	(13869) On demand plumbing repairs at SBVC; increase in the not to exceed amount by \$3,000 due to work that cannot be performed by staff plumber Term: 7/1/2016 - 6/30/2017 Funding Source: General Funds	Maintenance/SBVC	\$5,000.00	SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>				
Redlands Door & Window Company DBA Gerber, Guy	(14806) Replace existing tracks and rollers on CHC glass showcase in Art building Term: 3/13/2017 - 6/30/2017 Funding Source: General Funds	Maintenance/CHC	\$2,700.00	SSutorus
Redlands USD	(14754) Program participation agreement for "Coalition on Adult Basic Education" conference; participating members to receive funds to offset cost as part of AB104 project Term: 4/2/2017 - 6/30/2017 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$4,800.00	SSutorus
Repair Em'	(14721) Screen replacement on two lpads Term: 1/30/2017 - 4/30/2017 Funding Source: General Funds	TESS/SBCCD	\$215.46	SSutorus
Rialto USD	(14788) MOU - Education cooperative for SBVC courses to be held on Rialto USD campus; enrollment is open to the general public; Culinary Arts and Machinist Technology courses; no direct cost to SBCCD Term: 2/1/2017 - 6/30/2018 Funding Source: N/A	Technical Training/SBVC		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Rialto USD	(14762) MOU for "California Early Childhood Mentor Program"; SBVC to be a mentor site for Rialto Unified School District's Students; no direct cost to SBCCD Term: 1/26/2017 - 6/30/2017 Funding Source: N/A	Child Development/SBVC		SSutorus
	Rialto USD	(14756) Program participation agreement for "Coalition on Adult Basic Education" conference; participating members to receive funds to offset cost as part of AB104 project Term: 4/2/2017 - 6/30/2017 Funding Source: Adult Ed (AEBG) Grant	Mathematics/SBVC	\$4,800.00	SSutorus
	Rialto USD	(14775) Use of Rialto High School classroom to facilitate the Culinary Arts class; no direct cost to SBCCD Term: 2/27/2017 - 5/22/2017 Funding Source: N/A	Technical Training/SBVC		SSutorus
	River Springs Charter School	(14738) Transportation for River Springs Charter students to and from Crafton Hills Senior Day; funded through the Career Technology Education grant Term: 3/3/2017 - 3/3/2017 Funding Source: State Grant	Program Development/CHC	\$1,130.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	San Bernardino County Superintendent of Schools	(14808) Participation agreement in nutrition education program for students and parents receiving services from CHC Child Care Center; no direct cost to SBCCD Term: 10/1/2016 - 9/3/2019 Funding Source: N/A	Child Care Center/CHC		SSutorus
	Santa Clarita CCD	(14784) Facilitate the booking of hotel meeting rooms and hotel accommodations for attendees as well as speaker stipends and event project management for ICT and Digital Media Educators Conference; funded through ICT/Digital Media Grant Term: 2/1/2017 - 6/30/2017 Funding Source: State Grant	PDC/SBCCD	\$10,000.00	SSutorus
	Sheriff's Employees' Benefit Association	(14891) Quarter page advertisement in the "Fore the Cops and Kids and Golf Tournament" program Term: 4/24/2017 - 4/24/2017 Funding Source: General Funds	Chancellor/SBCCD	\$250.00	SSutorus
	Skillpath Seminars	(14854) Webinar for Student Services support staff for training on "Communicating Through E-mail: Top 10 Do's and Don'ts" Term: 4/21/2017 - 4/21/2017 Funding Source: Matriculation	Student Services/SBVC	\$214.42	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	South Sequoia, LLC	(14737) Complete requirements for the CTE Transitions project, to include: facilitate counselor workshops for high schools, facilitate articulation agreements, update CTE web contents and CTE brochures and fact sheets, assist in the implementation and administration of the articulation system; funded through CTE Transitions Grant Term: 7/1/2016 - 6/30/2017 Funding Source: State Grant	Program Development/CHC	\$33,000.00	SSutorus
	Southwest Material Handling, Inc DBA Southwest Toyotalift	(14708) Service call for estimate for repairs on Toyota forklift Term: 2/24/2017 - 3/31/2017 Funding Source: General Funds	Maintenance/SBVC	\$226.00	SSutorus
	Sparkletts	(14778) Drinking water delivery service Term: 1/1/2017 - 12/31/2022 Funding Source: General Funds	Chancellor/SBCCD	\$2,400.00	SSutorus
	Spitshine Mobile Detailing	(14776) Repair to fire truck; diamond plating on four wheels, lights and painted lettering Term: 3/10/2017 - 4/30/2017 Funding Source: General Funds	Fire Technology/CHC	\$1,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Spruijt, Rob Jozef	(14861) Speaker for CHC Art Festival - topic "The Aesthetics of the Mind" Term: 3/28/2017 - 3/28/2017 Funding Source: General Funds	Chancellor/SBCCD	\$300.00	SSutorus
	Stanley Convergent Security	(14750) Extraction of old equipment and installation of new equipment and software as part of Crafton Hills College's upgrade project Term: 3/6/2017 - 6/30/2017 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$35,860.00	SSutorus
	Stanley Convergent Security	(14751) Furnish and install closed circuit TV video system in the CHC Aquatic Center Term: 3/6/2017 - 6/30/2017 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$19,440.00	SSutorus
	Stanley Convergent Security	(14753) Furnish and install closed circuit TV video system in the CHC Child Care Center Term: 3/6/2017 - 3/6/2017 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$18,297.00	SSutorus
	Stanley Convergent Security	(14752) Furnish and install intrusion alarm system in the CHC Aquatic Center Term: 3/6/2017 - 6/30/2017 Funding Source: Capital Outlay	Facilities Planning/SBCCD	\$6,756.00	03062017

<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>				
Straubing, Cassandra	(14836) Provide a demonstration and lecture on glass blowing Term: 3/20/2017 - 3/20/2017 Funding Source: General Funds	Student Life/SBVC	\$900.00	SSutorus
Stuntz, Lori	(14839) Lead performer at the "Music Clinic" for high school students Term: 5/12/2017 - 5/12/2017 Funding Source: Middle College HS	Music/SBVC	\$200.00	SSutorus
SwimOutlet.com	(14702) Production of 18 swim suits and caps with logo for CHC swim team Term: 2/13/2017 - 4/30/2017 Funding Source: General Funds	Athletics/CHC	\$833.87	SSutorus
Tableau Software, Inc	(14777) Training for the Research Departments and the TESS staff on the use of the new Tableau software; this software will enable staff members to create meaningful ways to communicate data Districtwide Term: 3/10/2017 - 6/30/2017 Funding Source: General Funds	TESS/SBCCD	\$18,750.00	SSutorus

<i>Contract Type</i>				
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<u>General</u>				
Thermair Integrated Technologies	(14716) Installation of 2 Airflow Transmitters in the fume hoods Term: 2/27/2017 - 6/30/2017 Funding Source: General Funds	Maintenance/SBVC	\$5,639.00	SSutorus
Three Peaks Corp.	(14705) Relocate gate and motor from fire road to water tank road at CHC Term: 2/13/2017 - 6/30/2017 Funding Source: Parking Fee	Maintenance/CHC	\$11,672.00	SSutorus
Time for Change Foundation	(14890) Full page advertisement in the "15th Anniversary Gala Awards" program Term: 4/7/2017 - 4/7/2017 Funding Source: General Funds	Chancellor/SBCCD	\$250.00	SSutorus
TJM Promotions, Inc.	(14851) Advertising on 100 custom made 1.75" gold metal coins with SBCCD Police logo Term: 3/24/2017 - 6/30/2017 Funding Source: General Funds	District Police/SBCCD	\$467.00	SSutorus
Trophy House	(14779) Production of 10 Awards for the "Spotlighting Our Success Celebration" Term: 5/9/2016 - 5/16/2016 Funding Source: General Funds	Marketing/SBVC	\$609.13	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>					
	Vehicle Service Group LLC DBA Chief Automotive System	(14809) MOU to provide oversight in all aspects of Auto Body program and to help provide classroom support and needed supplies; no cost to SBCCD Term: 3/1/2017 - 6/30/2018 Funding Source: N/A	Automotive/SBVC		SSutorus
	Victor Valley CCD	(14700) Provide assistance in the work plan of "Doing What Matters For Jobs and the Economy" in sponsorship of the "High Desert Economic Summit" event Term: 4/1/2017 - 6/10/2017 Funding Source: State Grant	PDC/SBCCD	\$5,000.00	SSutorus
	Wirz & Company	(14719) Production of 2000 brochures to market CHC to new students Term: 3/1/2017 - 6/30/2017 Funding Source: General Funds	Marketing/CHC	\$302.40	SSutorus
	Yamada, Mitsuye	(14782) Speaker on the experience in the Japanese Internment Camps Term: 5/11/2017 - 5/11/2017 Funding Source: General Funds	English/SBVC	\$300.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>General</u>					
	Yucaipa Chamber of Commerce	(14787) Booth rental at Yucaipa Music & Arts Festival 2017 to promote CHC educational programs Term: 5/5/2017 - 5/7/2017	Marketing/CHC	\$75.00	SSutorus
		Funding Source: General Funds			
	Yucaipa-Calimesa Joint USD	(14755) Program participation agreement for "Coalition on Adult Basic Education" conference; participating members to receive funds to offset cost as part of AB104 project Term: 4/2/2017 - 6/30/2017	Mathematics/SBVC	\$4,800.00	SSutorus
		Funding Source: Adult Ed (AEBG) Grant			
<i>SubTotal for General: 105</i>				<i>\$454,047.70</i>	
<u>Grant Application</u>					
	CCC Chancellor's Office	(14803) Grant application for Pre-Apprenticeship program; if awarded the funding would be in the amount of \$500,000 Term: 5/1/2017 - 12/31/2018	PDC/SBCCD		SSutorus
		Funding Source: N/A			

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Grant Application</u>					
	San Bernardino, County of	(14864) Grant application for Workforce Development Department - One-Stop Operator of the San Bernardino Workforce Development Board's America's Job Center of California; if awarded the funding would be in the amount of \$125,000 Term: 3/22/2017 - 6/30/2017 Funding Source: N/A	EDCT/SBCCD		SSutorus
<i>SubTotal for Grant Application: 2</i>					
<u>Income - Contract Ed</u>					
	Microdyne Plastics, Inc.	(14771) Contract Education for customized training of contractor's employees Term: 2/15/2017 - 6/30/2017 Funding Source: N/A	PDC/SBCCD	\$25,000.00	SSutorus
<i>SubTotal for Income - Contract Ed: 1</i>				<i>\$25,000.00</i>	
<u>Income - Facilities Use</u>					
	Aguilar, Pete; Office of Assembly Member	(14773) Facilities rental for use of SBVC' B-100 "Dreamers Student Town Hall Meeting" Term: 2/23/2017 - 2/23/2017 Funding Source: N/A	Administrative Services/SBVC	\$56.00	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 - Facilities Use</u>				
Aguilar, Pete; Office of Assembly Member	(14772) Facilities rental for use of SBVC' B-100 "FAFSA & College Affordable" workshop Term: 2/18/2017 - 2/18/2017 Funding Source: N/A	Administrative Services/SBVC	\$131.37	SSutorus
Star Aquatic	(14867) Facilities use of CHC Aquatics Center for swim competitions Term: 4/1/2017 - 5/20/2017 Funding Source: N/A	Pool/CHC	\$1,000.00	SSutorus
Yucaipa High School	(14704) Facilities use of CHC parking lot for parking for Yucaipa High School graduation ceremony; no charge Term: 6/7/2017 - 6/7/2017 Funding Source: N/A	Maintenance/CHC		SSutorus
<i>SubTotal for Income - Facilities Use: 4</i>			<i>\$1,187.37</i>	
<u>Income - General</u>				
Assessment Systems Corporation	(14758) Test Center Agreement for Crafton Hills College to become a public testing center for employment testing and certification testing Term: 4/1/2017 - 3/31/2022 Funding Source: N/A	Counseling/CHC	\$5,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - General</u>					
	Riverside CCD	(14804) Participation Agreement - Strong Workforce Program; "Regional/Sub-Regional CTE Advisory Program - Pilot Project" to Develop Regional/Sub-Regional CTE advisory committee to service area Community Colleges and K-12 programs Term: 2/1/2017 - 12/31/2018 Funding Source: N/A	EDCT/SBCCD	\$300,000.00	SSutorus
	Riverside CCD	(14805) Participation Agreement - Strong Workforce Program; "Sub-Regional Business Incubator Proposal" and "Regional and District Job Developer Proposal" Term: 2/1/2017 - 12/31/2018 Funding Source: N/A	Program Development/CHC	\$384,375.00	SSutorus
	San Bernardino County Superintendent of Schools	(14746) Agreement for participation in "AB 212 Educational Stipend Program" to supplement existing efforts and investments to retain qualified child care staff; stipend to be paid directly to eligible staff Term: 7/1/2016 - 6/30/2017 Funding Source: N/A	Child Care Center/SBVC		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<i>Income - General</i>				
San Bernardino County Superintendent of Schools	(14828) Agreement for participation in "AB 212 Educational Stipend Program" to supplement existing efforts and investments to retain qualified child care staff; stipend to be paid directly to eligible staff Term: 7/1/2016 - 6/30/2017 Funding Source: N/A	Child Care Center/SBVC		SSutorus
Sierra Community College District	(14799) Crafton Hills College to participate in activities and give technical assistance as part of an integrated plan focusing on Makerspace, Planning and Development, communities of practices, curriculum innovation and student internships Term: 2/15/2017 - 6/30/2017 Funding Source: N/A	EDCT Foundation/CHC	\$40,000.00	SSutorus
Sierra Community College District	(14800) San Bernardino Valley College to participate in activities and give technical assistance as part of an integrated plan focusing on Makerspace, Planning and Development, communities of practices, curriculum innovation and student internships Term: 2/15/2017 - 6/30/2017 Funding Source: N/A	EDCT Foundation/SBVC	\$40,000.00	SSutorus
<i>SubTotal for Income - General: 7</i>			<i>\$769,375.00</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Income - Grant</u>					
	Employment Training Panel	(14765) Agreement for reimbursement for the cost of training incumbent workers Term: 3/1/2017 - 2/28/2019 Funding Source: N/A	PDC/SBCCD	\$949,917.00	SSutorus
<i>SubTotal for Income - Grant: 1</i>				<i>\$949,917.00</i>	
<u>Income - Underwriter</u>					
	California State University - San Bernardino	(14764) Underwriter agreement for KVCR FM programs Term: 2/1/2017 - 6/30/2017 Funding Source: N/A	FM/KVCR	\$6,250.00	SSutorus
	California State University - San Bernardino	(14763) Underwriter agreement for KVCR TV programs Term: 2/1/2017 - 6/30/2017 Funding Source: N/A	TV/KVCR	\$6,250.00	SSutorus
	Junior League of Riverside, Inc.	(14769) Underwriter agreement for KVCR FM programs Term: 2/14/2017 - 3/3/2017 Funding Source: N/A	FM/KVCR	\$1,000.00	SSutorus
<i>SubTotal for Income - Underwriter: 3</i>				<i>\$13,500.00</i>	

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Instructional Agreement</u>					
	San Bernardino County Sheriff's Department	(11762) Basic Training Agreement for Police Science Program: Rate \$3.93 Per Student Per Instructional Hour; Amendment 02 - Increase 16/17 contact hours by 52,500 for an increase of \$443,598.75; increase in 17/18 contact hours by 26,250 for an increase of \$130,162.50 total contract value increase of \$573,761.25 Term: 7/1/2015 - 6/30/2018 Funding Source: General Funds	Police Science/SBVC	\$2,533,848.75	SSutorus
<i>SubTotal for Instructional Agreement: 1</i>				\$2,533,848.75	
<u>Joint Power/Piggyback Purchase</u>					
	Dell Computer Company	(13855) (Master Agreement) Purchase of Desktops, Laptops, Tablets, Servers, and Storage and software; WSCA 7-15-70-34-003; this is to approve the extension of the contract for three years Term: 9/30/2015 - 3/31/2020 Funding Source: N/A	Business Services/SBCCD		SSutorus

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>				
Digital Networks Group, Inc.	(14823) (Master Agreement) for purchase and warranty of audio/visual equipment; CMAS 3-16-70-2382B; purchases are to be funded through purchase orders and funded by departments from bond and non-bond accounts Term: 3/8/2016 - 5/31/2021 Funding Source: N/A	Business Services/SBCCD		SSutorus
Digital Networks Group, Inc.	(14821) (Master Agreement) for purchase, warranty and installation of audio equipment, installation, maintenance and personal services; CMAS 3-14-58-0215E; purchases are to be funded through purchase orders and funded by departments from bond and non-bond accounts Term: 5/19/2014 - 11/30/2017 Funding Source: N/A	Business Services/SBCCD		SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>					
	Digital Networks Group, Inc.	(14822) (Master Agreement) for purchase, warranty and installation of hardware - Brand names AMX, C2G Creston, Kramer, Liberty AV Solutions, Middle Atlantic Products, Data Communication Equipment, Video Equipment, Audio/Video-Switching Systems and Data Communications Wireless; CMAS 3-14-58-0215F; purchases are to be funded through purchase orders and funded by departments from bond and non-bond accounts Term: 10/3/2016 - 4/30/2021 Funding Source: N/A	Business Services/SBCCD		SSutorus
	Digital Networks Group, Inc.	(14820) (Master Agreement) for purchase, warranty and installation of telecommunications hardware; CMAS 3-12-70-2070F; purchases are to be funded through purchase orders and funded by departments from bond and non-bond accounts Term: 9/16/2013 - 10/31/2017 Funding Source: N/A	Business Services/SBCCD		SSutorus
	Field Turf USA, Inc.	(14859) CMAS Agreement - artificial turf repair and replacement; CMAS 4-06-78-0031A Term: 10/7/2016 - 11/30/2021 Funding Source: Bond Construction	Business Services/SBCCD	\$700,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Joint Power/Piggyback Purchase</u>					
	G/M Business Interiors	(14743) Furnish and install Herman Miller Canvas System workstations, ethospace walls, and tables in the Health and Science Bldg.; piggyback contract San Bernardino County 10-209-A2 Term: 2/1/2017 - 6/30/2017 Funding Source: General Funds	Maintenance/SBVC	\$27,930.91	SSutorus
<i>SubTotal for Joint Power/Piggyback Purchase: 7</i>				<i>\$727,930.91</i>	
<u>Maintenance Agreement</u>					
	Konica Minolta	(13998) Maintenance agreement for BizHub copier Serial Number A4FK011003897; This is to approve an increase by \$2,000 for additional Copies Term: 7/1/2016 - 6/30/2017 Funding Source: Community Service	PDC/SBCCD	\$3,000.00	SSutorus
	Konica Minolta	(14346) Maintenance agreement for new BizHub copier; funded through IDRC/Acute Labor grant Term: 7/1/2016 - 6/30/2017 Funding Source: Grant Funded	PDC/SBCCD	\$2,000.00	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Maintenance Agreement</u>					
	Pacific Coast Elevator dba Amtech Elevator Services	(11763) Maintenance agreement on SBVC elevators; This is to approve Amendment 2- To increase by \$2,100 to add a wheelchair lift in SBVC Auditorium Term: 7/1/2015 - 6/30/2017 Funding Source: General Funds	Maintenance/SBVC	\$48,153.00	SSutorus
<i>SubTotal for Maintenance Agreement: 3</i>				<i>\$53,153.00</i>	
<u>PO as Contract</u>					
	Arrowhead Auto Repair	(14707) Repair of KVCR vehicle 2000 Nissan Xterra Term: 2/24/2016 - 3/31/2017 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$500.00	SSutorus
	Awesome Blinds & Shutters, Inc.	(14760) Repair of motorized shade in Business Building Room 100 Term: 3/9/2017 - 6/30/2017 Funding Source: General Funds	Maintenance/SBVC	\$75.00	SSutorus
<i>SubTotal for PO as Contract: 2</i>				<i>\$575.00</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Program Acquisition</u>				
Ed Breeding dba Soledad Canyon Productions	(14701) Program acquisition rights for "Holders of Wisdom"; no cost to SBCCD Term: 4/12/2017 - 4/11/2022 Funding Source: N/A	TV/KVCR		SSutorus
Imparja Television Pty Ltd	(14729) Broadcast license agreement for the airing of "Yamba's Playtime" Seasons 1, 2 & 4 and "Yamba's Playtime on the Road" Season 1 Term: 4/10/2017 - 4/9/2022 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$22,106.00	SSutorus
Miller, Chip dba Desert C.A.M.	(14813) Program Acquisition for "The Gathering" and "The Gathering" full version Term: 7/15/2017 - 7/14/2022 Funding Source: KVCR - FNX Grant	FNX/KVCR	\$5,550.00	SSutorus
<i>SubTotal for Program Acquisition: 3</i>			<i>\$27,656.00</i>	
<u>Rescinded/Cancelled</u>				
du Treil, Lundin & Rackley, Inc.	(14693) Broadcast engineering services for phase 1 of the transition to new channel assignment Term: 3/10/2017 - 3/27/2017 Funding Source: KVCR - Foundation	KVCR/KVCR	(\$9,500.00)	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Rescinded/Cancelled</u>					
	Maki, Sachiko	(14710) Speaker for Crafton Hills College's "Art: Eyes on Healing" event; topic Old Japanese Medicine; Cancelled, vendor could not commit to the project Term: 3/27/2017 - 3/31/2017 Funding Source: General Funds	Chancellor/SBCCD	(\$200.00)	SSutorus
	Noble, Denis	(14711) Speaker for Crafton Hills College's "Art: Eyes on Healing" event; topic - Eastern Medicine and Philosophy; Cancelled, vendor could not commit to the project Term: 3/27/2017 - 3/31/2017 Funding Source: General Funds	Chancellor/SBCCD	(\$200.00)	SSutorus
	Young, Merlin	(14712) Speaker for Crafton Hills College's "Art: Eyes on Healing" event; topic presentation of book "Moon over Matsushima"; Cancelled vendor could not commit to the project Term: 3/27/2017 - 3/31/2017 Funding Source: General Funds	Chancellor/SBCCD	(\$200.00)	SSutorus
<i>SubTotal for Rescinded/Cancelled: 4</i>				<i>(\$10,100.00)</i>	

<i>Contract Type</i>				
<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>				
ACT, Inc.	(11539) Provide internet-based assessment system; PDC to become a testing site; Amendment 01 - to add Spanish assessments test to the offerings; no added cost Term: 3/30/2015 - 3/29/2020 Funding Source: Community Service	PDC/SBCCD	\$855.00	SSutorus
Association for Talent Development	(14759) Online subscription to ATD Learning System; to have access to the training and learning material used to study for the Certified Professional in Learning & Performance (CPLP) credential for Trelisa Glazatov Term: 2/14/2017 - 2/28/2018 Funding Source: General Funds	TESS/SBCCD	\$300.00	SSutorus
Avid Technology, Inc	(14158) Software licensing for "AVID Learning Partner" Term: 8/1/2016 - 6/30/2017 Funding Source: General Funds	RTVF/SBVC	\$1,500.00	SSutorus
Bluehost	(14749) Registration of Web Hosting Site for domain name "ieaccelerator.com" Term: 2/9/2017 - 2/8/2018 Funding Source: EDCT - Foundation	EDCT/SBCCD	\$23.87	SSutorus

<i>Contract Type</i>	<i>Firm</i>	<i>Purpose and Information</i>	<i>Department / Location</i>	<i>Amount</i>	<i>Signed</i>
<u>Software/Online Services</u>					
	CDW Government Inc	(14860) Software license upgrade and maintenance for SBVC's Wifi system Term: 1/1/2017 - 6/30/2017 Funding Source: General Funds	Campus Tech/SBVC	\$23,144.75	SSutorus
	Citrix Systems, Inc	(14766) Virtual Desktop Enterprise Software maintenance agreement; software used to assist in troubleshooting and access software upgrades Term: 2/28/2017 - 2/27/2018 Funding Source: Capital Outlay	TESS/SBCCD	\$14,097.00	SSutorus
	Digicert, Inc.	(14732) Digicert SSL plus certification used to encrypt web traffic Term: 3/1/2017 - 2/28/2020 Funding Source: General Funds	Foundation/SBVC	\$345.00	SSutorus
	ENCO Systems, Inc	(14715) Renewal of annual DAD software subscription, upgrade, and support agreement for the KVCR FM Enco System that stores recorded audio, stores radio programs, records live on-air programs Term: 3/15/2017 - 3/14/2018 Funding Source: KVCR - CPB Grant - Radio	FM/KVCR	\$2,002.77	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>				
Harland Technology Services	(14722) Software maintenance on scanner; serial number 0607946 Term: 5/7/2017 - 5/6/2018 Funding Source: General Funds	TESS/SBCCD	\$1,401.00	SSutorus
Kivuto Solutions Inc	(14739) Software License for "VMware Academic" used to enhance virtual technology Term: 1/1/2017 - 12/31/2017 Funding Source: Perkins	Computer/Info Science/SBVC	\$323.25	SSutorus
Kurzweil Education Systems	(14831) Software licensing for "Kurzweil Firefly Software" used for students and faculty to have access to digital text based content Term: 5/1/2017 - 4/30/2018 Funding Source: General Funds	TESS/SBCCD	\$3,000.00	SSutorus
Mitchell One	(14734) Software license for Mitchell One web access Term: 12/15/2016 - 12/14/2017 Funding Source: State Grant	Technical Training/SBVC	\$1,099.00	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>					
	OnX USA LLC	(14774) Software License for "DataProtector" this software backs up the data on the servers; plus one year maintenance agreement Term: 3/1/2017 - 2/28/2018 Funding Source: General Funds	TESS/SBCCD	\$8,552.98	SSutorus
	SchoolDude.com	(14832) Helpdesk ticket management software Term: 3/1/2017 - 6/30/2017 Funding Source: General Funds	TESS/SBCCD	\$7,615.00	SSutorus
	Studica, Inc	(14740) Software license for "NetOp Vision" used to monitor student's computer use Term: 1/1/2017 - 12/31/2017 Funding Source: Perkins	Computer & Info Science/CHC	\$973.00	SSutorus
	Tableau Software, Inc	(14723) Software to visually represent progress toward key performance indicators Term: 2/9/2017 - 2/8/2018 Funding Source: General Funds	TESS/SBCCD	\$31,170.00	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>				
TouchBistro USA, Inc.	(14735) Software subscription for "Point of Sale System" for SBVC Sunroom Term: 1/1/2017 - 6/30/2017 Funding Source: State Grant	Technical Training/SBVC	\$1,949.88	SSutorus
<i>SubTotal for Software/Online Services: 17</i>			<i>\$98,352.50</i>	
<u>Subgrantee</u>				
Girl Scouts of San Geronio Council	(14848) To provide outreach activities to Middle School aged participants to expose them to career opportunities in the Digital Media field through the "Classroom to Career Gen Cyber 5-day Camp" that provides cyber security activities and instruction; funded through ICT/Digital Media grant Term: 4/17/2017 - 6/30/2017 Funding Source: State Grant	EDCT/SBCCD	\$10,000.00	SSutorus
La Sierra University	(14849) Planning and implementation of a robotics summer camp and robotics competition for K-12 students as part of the career opportunities in the Digital Media project; funded through ICT/Digital Media grant Term: 4/17/2017 - 6/30/2017 Funding Source: State Grant	EDCT/SBCCD	\$2,000.00	SSutorus
<i>SubTotal for Subgrantee: 2</i>			<i>\$12,000.00</i>	

Contract Type

Firm

Purpose and Information

Department / Location

Amount

Signed

Grand Total Contracts for Board Date 4/13/2017: 176

Routine Contracts - Summary

Scheduled Board Meeting 04/13/2017

EXPENSES

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Bid</u>	2	\$1,190,565.00
<u>Bond Measure Funded</u>	5	\$85,139.05
<u>Broadcast Rights</u>	4	\$0.00
<u>Calworks Workstudy</u>	3	\$16,152.00
<u>General</u>	105	\$454,047.70
<u>Instructional Agreements</u>	1	\$2,533,848.75
<u>Joint Power/Piggyback</u>	7	\$727,930.91
<u>Maintenance Agreement</u>	3	\$53,153.00
<u>PO as Contract</u>	2	\$575.00
<u>Program Acquisition</u>	3	\$27,656.00
<u>Rescinded/Canceled</u>	4	(\$10,100.00)
<u>Software/Online Services</u>	17	\$98,352.50
<u>Subgrantee</u>	2	\$12,000.00
	158	
		Total Expenses
		<u><u>\$5,189,319.91</u></u>

INCOME

<u>Category</u>	<u>Number of Contracts</u>	<u>Contract Value</u>
<u>Income - Contract Ed</u>	1	\$25,000.00
<u>Income - Facilities Use</u>	4	\$1,187.37
<u>Income - General</u>	7	\$769,375.00
<u>Income - Grant</u>	1	\$949,917.00
<u>Income - Grant - Applications</u>	2	\$0.00
<u>Income - Underwriter</u>	3	\$13,500.00
	18	
		Total Income
		<u><u>\$1,733,979.37</u></u>
Total Number of Contracts	<u><u>176</u></u>	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 13, 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
April 13, 2017

Asset #	Date Retired	Location	Description	Date In Service	Initial Value	Current Value
30741	3/17/2017	CHC	cpu	1/9/2012	\$1,290.74	\$0.00
30750	3/17/2017	CHC	cpu	1/9/2012	\$1,290.74	\$0.00
30752	3/17/2017	CHC	cpu	1/9/2012	\$1,290.74	\$0.00
30755	3/17/2017	CHC	cpu	1/9/2012	\$1,290.74	\$0.00
30758	3/17/2017	CHC	cpu	1/9/2012	\$1,290.74	\$0.00
30957	3/17/2017	CHC	LAPTOP	7/1/2012	\$1,745.74	\$0.00
32784	3/17/2017	CHC	OPTIPLEX 9010 Computer	11/29/2012	\$1,191.08	\$0.00
32802	3/17/2017	CHC	OPTIPLEX 9010 Computer	11/29/2012	\$864.36	\$0.00
32803	3/17/2017	CHC	OPTIPLEX 9010 Computer	11/29/2012	\$864.36	\$0.00
32807	3/17/2017	CHC	OPTIPLEX 9010 Computer	11/29/2012	\$864.36	\$0.00
32907	3/17/2017	CHC	OptiPlex 7010 Computer	2/10/2014	\$1,300.00	\$0.00
32979	3/17/2017	CHC	Dell Venue 11 Pro	5/22/2014	\$1,415.93	\$0.00
32987	3/17/2017	CHC	Dell Venue 11 Pro	5/22/2014	\$1,169.95	\$0.00

Non-Fixed Assets Surplus Report
April 13, 2017

Dell Monitors	27 ea
Keyboards	62 ea
Mice	68 ea
Sony TV	1 ea
Box of Misc Cables	5 ea
Dell Venue Pro 11 Tablets	22 ea
Dell Venue Pro 11 Keyboards	32 ea
Dell Tablet Dock	3 ea
Wireless Access Points	16 ea
Crestron Switcher	4 ea
Crestron Controllers	1 ea
Crestron Power Supply	3 ea
Crestron Transmitters	6 ea

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: April 13, 2017
SUBJECT: Consideration of Approval of Vacation Payout

RECOMMENDATION

It is recommended that the Board of Trustees approve payout of the following vacation time:

	# of Days	Rate	Total
Bruce Baron, Chancellor	15	\$995.61	\$14,934.15

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 SBCCD administrative personnel based on a 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: April 13, 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
April 13, 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 April 13, 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
 April 13, 2017

EXHIBIT A

Fund 01 - General, Restricted

Date	Ref #	Income	Allocation	Major Classification	Comments
2/15/2017	170455	\$1,000.00	\$531.00	4000 Supplies & Materials	New Grant: Student Mental Health Program
			\$469.00	5000 Other Expenses	
2/15/2017	170469	\$50,000.00	\$5,980.00	1000 Academic Salaries	New Grant: Career Technical Education (CTE) Data Unlocked Initiative
			\$9,274.00	2000 Classified Salaries	
			\$1,546.00	3000 Employee Benefits	
			\$300.00	4000 Supplies & Materials	
			\$32,900.00	5000 Other Expenses	
3/9/2017	170567	\$10,000.00	\$10,000.00	5000 Other Expenses	Increase in Middle College High School Budget
3/9/2017	170574	\$90,975.00	\$30,750.00	1000 Academic Salaries	New Grant: Here to Career - Improving Student Success in Digital Media Disciplines
			\$9,225.00	3000 Employee Benefits	
			\$8,000.00	5000 Other Expenses	
			\$37,000.00	6000 Capital Outlay	
			\$6,000.00	7600 Other Student Aid	
3/10/2017	170593	\$25,000.00	\$25,000.00	6000 Capital Outlay	Prop 39 Region F Colleges
3/14/2017	170631	\$6,674.00	\$6,674.00	5000 Other Expenses	P2 Additional Funding for Basic Skills
3/15/2017	170638	\$15,066.00	\$3,060.00	1000 Academic Salaries	Rialto USD Contract Education
			\$375.00	3000 Employee Benefits	
			\$3,489.30	4000 Supplies & Materials	
			\$8,141.70	5000 Other Expenses	
3/23/2017	170663	\$122,442.00	\$10,000.00	1000 Academic Salaries	Increase in Disabled Students and Programs Services (DSPS)
			\$78,942.00	2000 Classified Salaries	
			\$13,200.00	4000 Supplies & Materials	
			\$300.00	5000 Other Expenses	
			\$20,000.00	6000 Capital Outlay	

\$321,157.00 Total Funds to be Appropriated

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director, Fiscal Services
DATE: April 13, 2017
SUBJECT: Consideration of Approval to Adopt Resolution Authorizing Temporary Interfund Borrowing

RECOMMENDATION

It is recommended that the Board of Trustees approve a resolution to authorize temporary interfund borrowing between all funds to meet cash flow needs in the 2017-18 fiscal year.

OVERVIEW

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

ANALYSIS

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

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Positive for cash flow.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

RESOLUTION TO AUTHORIZE TEMPORARY BORROWING
BETWEEN FUNDS OF THE DISTRICT

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the San Bernardino Community College District hereby authorizes, for fiscal year 2017-18, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

- All Funds

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

PASSED AND ADOPTED by the Governing Board on April 13, 2017, by the following vote:

AYES: _____
NOES: _____
ABSTENTIONS: _____
ABSENT: _____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Bruce Baron, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Governing Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Program Director, Kitchell/BRj
DATE: April 13, 2017
SUBJECT: Consideration of Approval of Amendment 001 to the Agreement with ARUP North America of Los Angeles CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 001 to the contract with ARUP North America of Los Angeles CA in the amount of \$10,680.00.

OVERVIEW

On May 9, 2013 the Board of Trustees approved a contract with ARUP North America for commissioning services for the Measure M Program at San Bernardino Valley College and Crafton Hills College. This amendment is for additional reviews, testing, balancing, and adjustments required for the air handling units at CHC's Laboratory/Administration building, as well as additional commissioning certification services for the Gymnasium and Fields project at SBVC.

ANALYSIS

The effect of this amendment will be an addition of \$10,680.00 to the ARUP North America contract, resulting in a revised contract amount of \$83,874.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

**CONSULTANT CONTRACT AMENDMENT 001
FOR FACILITY COMMISSIONING**

PROJECTS: San Bernardino Valley College (SBVC), Gymnasium & Fields Project (1510)
701 S. Mount Vernon Avenue, San Bernardino, CA 92410
Crafton Hills College (CHC), Laboratory & Administration Building Renovation Project (4636)
11711 Sand Canyon Road, Yucaipa, CA 92399

OWNER: San Bernardino Community College District
114 South Del Rosa Drive, San Bernardino, CA 92408

TO: ARUP North America Ltd.
12777 West Jefferson Blvd., Suite 200, Los Angeles, CA 90066

BRIEF DESCRIPTION:

This Contract Amendment No. 001 amends the total value of the contract ARUP North America Ltd. has with SBCCD by increasing the facilities commissioning fees on the LADM Building at Crafton Hills College (CHC) and adding facility commissioning certification services for the Gymnasium and Fields Project at San Bernardino Valley College (SBVC).

This amendment will increase ARUP's scope of work on the LADM Building at CHC to including Additional Testing Adjusting and Balancing Procedures submittal reviews and Additional Air Handler Unit submittal reviews in the amount of **\$4,380.00**.

At the Gymnasium and Fields Project at SBVC, this amendment extends ARUP's services to provide additional testing time to verify the corrections made by the contractor based on the items in the Commissioning Issues and Resolution log that was generated at the substantial completion phase of the Gymnasium Building. This portion of work, in the amount of **\$6,300.00**, was not included in the initial contract for ARUP in 2012 nor the new 2017 contract.

COSTS:

\$4,380.00 CHC - 4636 - LADM Building Renovation Project
\$6,300.00 SBVC - 1510 - Gymnasium & Fields Project

\$10,680.00 Total for Contract Amendment No. 001

ATTACHMENTS: Kitchell/BRj LADM Renovation Project Memo No. 45 With Proposal; Kitchell/BRj Gymnasium Project Memo No. 452 With Proposal

The original Contract Sum	\$73,194.00
Net change by previous Amendments	\$0.00
The Contract Sum prior to this Amendment	\$73,194.00
The Contract Sum will be increased by this Amendment	\$10,680.00
The new Contract Sum including this Amendment	\$83,874.00

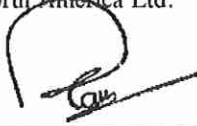
The Contract Schedule as of this Amendment will be increased by: **0 calendar days**.

By signing this Amendment the San Bernardino Community College District (SBCCD) authorizes ARUP North America Ltd. 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 the ARUP North America Ltd. contract with SBCCD.

Not valid until signed by all parties. Signature of ARUP North America Ltd. indicates agreement herewith, including any adjustment in the Contract Sum or Construction Schedule.

Authorized:

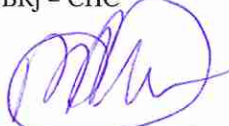
Rick Lasser
Associate, ARUP
ARUP North America Ltd.



By: _____

DATE: 3/22/2017

Brooke Duncan
Senior Campus Manager
Kitchell/BRj - CHC



By: _____

DATE: 3/23/17

Jose F. Torres
Vice Chancellor Business & Fiscal
Services - SBCCD

By: _____

DATE:

DATE: March 10, 2017

TO: Hussain Agah
 Director Facilities Planning & Construction
 San Bernardino Community College District (SBCCD)

FROM: Leilani Núñez *LN 3/10/17*
 Project Manager
 Crafton Hills College (CHC)
 Kitchell/BRj

RE: Crafton Hills College (CHC) Measure M
 CHC-4636-Laboratory & Administration Building (LADM) Renovation
 ARUP NORTH AMERICA LTD Amendment CA 01

PROJECT SCOPE:

SBCCD approval to amend ARUP NORTH AMERICA LTD's agreement for facility commissioning on the Laboratory & Administration Building (LADM) Renovation project, and increase Purchase Order (PO) #171762 by the total amount of \$4,380.00.

NARRATIVE:

ARUP NORTH AMERICA LTD was selected as the facility commissioning consultant for SBCCD. Their tasks during construction include review of the Contractor's equipment submittals for commissioning coordination. ARUP completed additional reviews of the air handling units and of the testing, balancing, and adjusting procedures, in excess of their approved hours per their contract. The additional reviews and subsequent fees were the consequence of the LADM Contractor's failure to provide submittals that comply with contract specifications and address requested corrections. It is at SBCCD's discretion if reimbursable consequential damages from the Contractor is warranted.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute amendment CA 01 to ARUP NORTH AMERICA LTD and increase PO #171762 by the total amount of \$4,380.00.

BUDGET INFORMATION:

LADM Renovation – Proj. #4636

Info from Measure M Budget V#42—1/31/17

Project Original Budget Amount:	\$ 15,501,611.00
Project Current Spent to date:	\$ 8,828,094.33
Project Current Estimate to Complete:	\$ 15,033,243.03
Project Memo Forecast Cost:	\$ 4,380.00
Project Change Amount:	\$ 00.00

Project Memo cost of \$4,380.00 will be come from Budget Line Item #42-50-02-4636-0257-5113.02-7100 – Commissioning

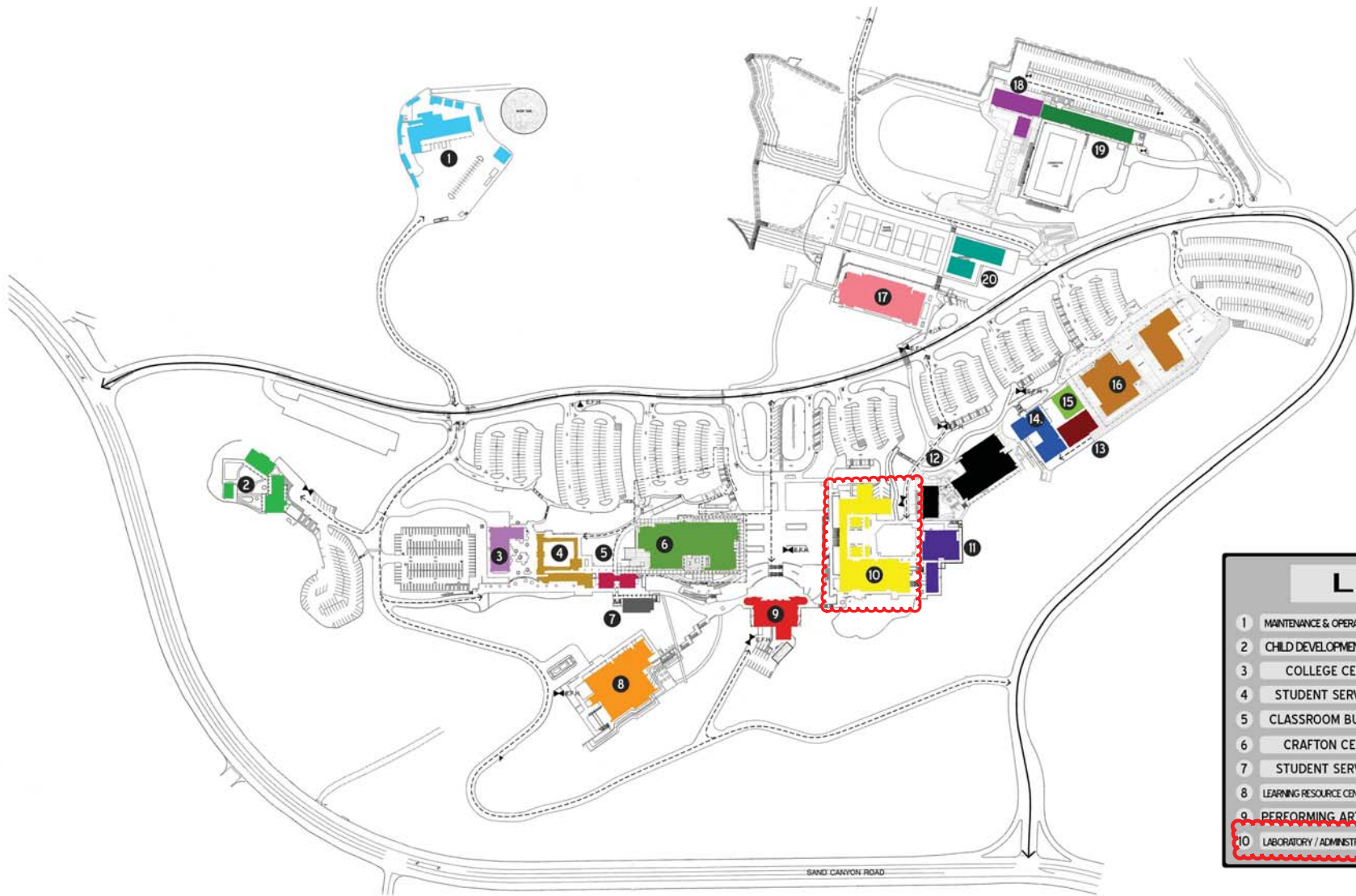
Page 1 of 2



Project Memo #45
Continued from previous page
Approvals:

 _____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRh	3-13-17	Date
 _____ Mike Strong, Vice President, Administrative Services, CHC	3/13/17	Date
 _____ Hussain Agah, Director Facilities Planning & Construction, SBCCD	MAR. 17, 2017	Date

Attachments: ARUP Proposal dated 2/21/17



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

No. 542 – Gymnasium Project

DATE: 03/16/2017

TO: Hussain Agah
Director, Facilities Planning & Construction
San Bernardino Community College District (SBCCD)

FROM: Samir Shah
Senior Project Manager / Senior Campus Manager 
San Bernardino Valley College (SBVC)
Kitchell/BRj

RE: **San Bernardino Valley College (SBVC) Measure M**
SBVC – 1510 – New Gymnasium & Pools (Gymnasium and Fields Project)
ARUP North America Ltd. Contract Amendment No. 001

SCOPE:

Contract Amendment No. 001 to SBCCD contract with ARUP North America Ltd. to extend commissioning services to include the Gymnasium and Fields Project at San Bernardino Valley College in the amount of \$6,300.00.

NARRATIVE:

ARUP North America Ltd. had a contract with SBCCD to conduct Leadership in Energy & Environmental Design (LEED) documentation and building commissioning services for multiple Measure M Bond projects on the San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) campuses that expired on March 15, 2017. On February 9, 2017, the SBCCD Board approved the issuance of a new contract with ARUP to extend services through March 16, 2019 on projects at the Crafton Hills College campus. Contract Amendment No. 001 is requested for services to include the Gymnasium and Fields Project at San Bernardino Valley College to address the signing off on the Commissioning log and compile final report for commissioning as an additional scopes of work required to complete the project. These items were not included in the original contract documents and arose after the bid and execution of the general contractor's contract.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD approve ARUP North America Ltd.'s Contract Amendment No. 001 in the amount of \$6,300.00 and zero (0) additional calendar days to the contract effective through March 16, 2019.

With your concurrence with this recommendation, ARUP's Contract Amendment No. 001 will be presented to the SBCCD Board at the upcoming April 2017 Board Meeting.

BUDGET INFORMATION:

Gymnasium Project – 1510
Info from Measure M Budget Version 43 02/28/2017

Project Original Budget Amount:	\$ 69,376,038.00
Project Current Spent to Date:	\$ 63,277,621.41
Project Current Estimate to Complete:	\$ 71,604,257.71
Project Memo Forecast Cost:	\$ 6,300.00
Project Change Amount:	\$ 0.00

Project Memo cost of \$ 6,300.00 will be added to Budget Line Item 42-50-01-1510-0257-5113.00-7100.

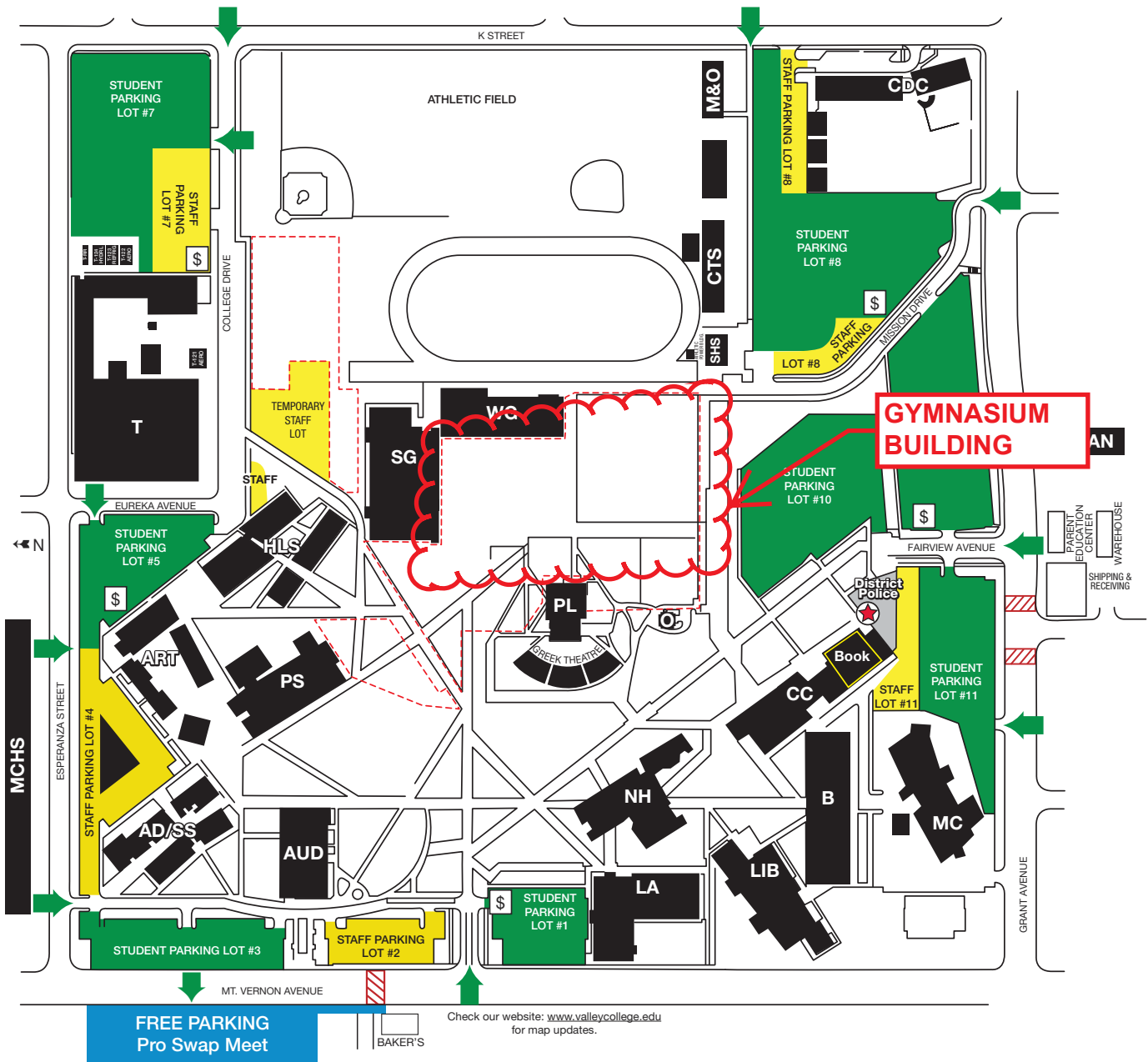
Approvals:

	3/16/17
Samir Shah, Senior Campus Manager, Kitchell/BRj	Date
	3-17-17
Scott Stark, Vice President, Administrative Services, SBVC	Date
	MAR. 17, 2017
Hussain Agah, Director, Facilities Planning & Construction, SBCCD	Date

Attachments: ARUP North America Ltd.'s Proposal #224026 Dated March 15, 2017; Sample Contract Amendment No. 001.

San Bernardino Valley College

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



INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

CROSSWALK

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

Building Symbols

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

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

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: George Johnson, Bond Program Manager, Kitchell/BRj
DATE: April 13, 2017
SUBJECT: Consideration of Approval of Amendment 006 to the Contract with PMSM Architects of Santa Barbara CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 006 to the contract with PMSM Architects of Santa Barbara CA in the amount of \$4,379.00.

OVERVIEW

On May 9, 2013 the Board of Trustees approved a contract with PMSM Architects for architectural services on the Laboratory/Administration Renovation project at Crafton Hills College. This amendment is for the redesign of the Science, Technology, Engineering, and Mathematics (STEM) Center.

Crafton Hills College identified changes to the STEM Center after a construction progress field walk with faculty. PMSM Architects coordinated with their consultants to make changes to the architectural, electrical, and telecommunications plans, and issued revised drawings. This amendment is for actual hours incurred in redesign by PMSM and their consultants.

ANALYSIS

The effect of this amendment will be an addition of \$4,379.00 to the PMSM Architects contract, resulting in a revised contract amount of \$793,616.35.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 42 Revenue Bond Construction budget.

ARCHITECT CONTRACT AMENDMENT: 006

PROJECT: Crafton Hills College (CHC)
Laboratory & Administration Building Renovation
11711 Sand Canyon Road, Yucaipa, CA 92399

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

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

Description:

This amendment is for additional services to the Architect to make changes to the architectural, electrical, and telecommunication plans at the STEM Center, as requested by the Owner.

Attachments:

Kitchell/BRj LADM Renovation Project Memo 44 (10) pages w/ proposal.

Costs:

1. **\$4,379.00** Total of this requested Consultant Contract Amendment: 006

The original Contract Sum	\$673,265.32
Net change by previous Amendments	\$115,972.03
The Contract Sum prior to this Amendment	\$789,237.35
The Contract Sum will be increased by this Amendment	\$4,379.00
The new Contract Sum including this Amendment	\$793,616.35

The Contract Schedule as of this Amendment will remain at May 8, 2018.

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

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

Authorized:


PMSM Architects

Brooke Duncan
Senior Campus Manager
Kitchell/BRj

Jose F. Torres
Vice Chancellor Business & Fiscal
Services
SBCCD

By: MONISHA ANNANI
DATE: 3/15/17

By: 
DATE: 3-16-17

By: _____
DATE: _____

No. 44 – LADM Renovation

DATE: March 10, 2017

TO: Hussain Agah
Director Facilities Planning & Construction
San Bernardino Community College District (SBCCD)

FROM: Leilani Núñez *LN 3/10/17*
Project Manager
Crafton Hills College (CHC)
Kitchell/BRj

RE: **Crafton Hills College (CHC) Measure M**
CHC-4636-Laboratory & Administration Building (LADM) Renovation
PMSM Architect Amendment CA 06

PROJECT SCOPE:

SBCCD approval to amend PMSM Architect's agreement for architectural services on the Laboratory & Administration Building (LADM) Renovation project, and increase Purchase Order (PO) #171154 by the total amount of \$4,379.00.

NARRATIVE:

The Campus identified changes to the STEM Center after a field walk to view construction progress. PMSM was authorized to proceed with changes as described in Campus Change Request 02. PMSM Architects coordinated with their consultants to make changes to the architectural, electrical, and telecommunications plans, and issued revised drawings. This amendment is for actual hours incurred in redesign by PMSM and their consultants.

RECOMMENDATION:

Kitchell/BRj recommends that SBCCD grant approval to execute amendment CA 06 to PMSM Architects and increase PO #171154 by the total amount of \$4,379.00.

BUDGET INFORMATION:

LADM Renovation – Proj. #4636

Info from Measure M Budget V#42—1/31/17

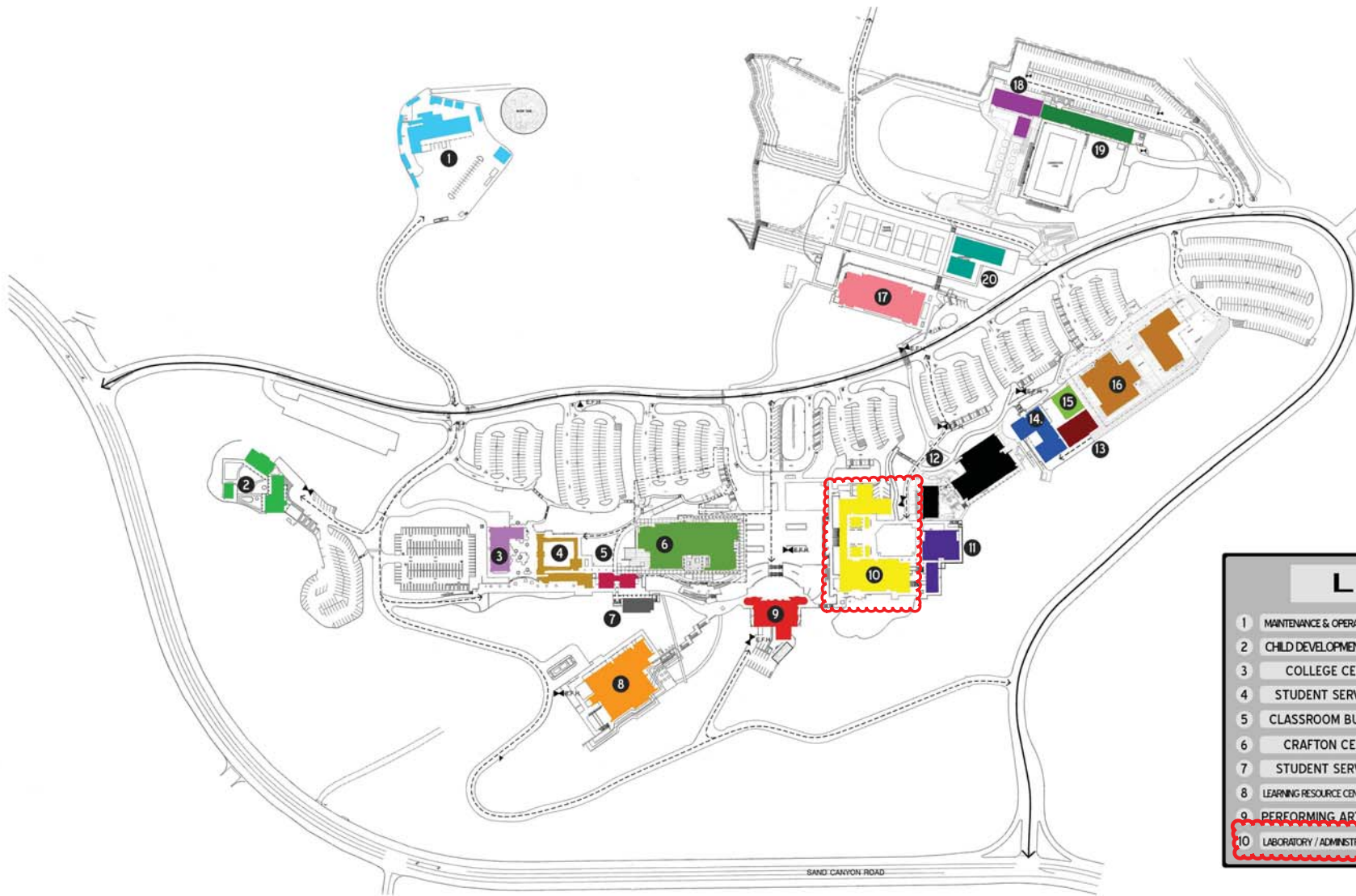
Project Original Budget Amount:	\$ 15,501,611.00
Project Current Spent to date:	\$ 8,828,094.33
Project Current Estimate to Complete:	\$ 15,033,243.03
Project Memo Forecast Cost:	\$ 4,379.00
Project Change Amount:	\$ 00.00

Project Memo cost of \$4,379.00 will be come from Budget Line Item #42-50-02-4636-0257-6220.10-7100 – Architectural Services

LN
3/10/17

	3-13-17
_____ Brooke Duncan, Sr. Campus Manager, Kitchell/BRj	Date
	3/13/17
_____ Mike Strong, Vice President, Administrative Services, CHC	Date
	MAR. 17, 2017
_____ Hussain Agah, Director Facilities Planning & Construction, SBCCD	Date

Attachments: PMSM Architects Proposed CA No. 6 dated 3/6/17



LEGEND			
1	MAINTENANCE & OPERATIONS / M&O	11	CHEMISTRY / HEALTH SCIENCE
2	CHILD DEVELOPMENT CENTER	12	NEW SCIENCE BUILDING
3	COLLEGE CENTER	13	BOOKSTORE
4	STUDENT SERVICES A	14	OCCUPATIONAL EDUCATION 1 / OE-1
5	CLASSROOM BUILDINGS	15	CLASSROOM AT BOOKSTORE
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7	STUDENT SERVICES B	17	GYMNASIUM
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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: April 13, 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 Valley College – 02-1617-15 Chiller #1 Rebuild						
	<u>Change #</u>	<u>Original Contract</u>	<u>Previous Changes</u>	<u>Proposed Changes</u>	<u>New Contract</u>	<u>Total CO %</u>
Allison Mechanical, Inc. Redlands, CA	CO-01	\$76,806.00	0	\$4,483.00	\$81,289	5.84%

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 \$4,483.00.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Fund 41 Capital Outlay budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

02-1617-15
Project Number

Facilities Project Management

CHC - Chiller - CO #01

CHANGE ORDER

Original Contract Amount: **\$76,806.00**
 Amount of Previous Contract Amendments: **\$0.00**
 Amount of Previous Change Orders: **\$0.00**

School Name	<u>Crafton Hills College</u>	Date	<u>February 23, 2017</u>
Project Description:	<u>Chiller #1 Rebuild</u>	Contract No.:	<u>General Contractor</u>
To (Contractor):	<u>Allison Mechanical, Inc</u>	Attn:	<u>Allison Mechanical, Inc</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 includes additional scopes of work for the general contractor generated from unforeseen field conditions encountered and identified during construction operations. These items were not included in the original contract documents and noted after the bid and execution of the general contractor contract. This change order represents an inclusive and final settlement for all aspects and impacts associated with all added and deleted scopes.

Contract Change Order No. CHC - Chiller - CO #01 Item 1.1

TOTAL COST of CONTRACT CHANGE ORDER CHC - Chiller - CO #01:

\$4,483.00

Reason for Change:

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

Initiator of Change

1 Project Coordination

The original Base Contract Sum was:	\$76,806.00
Net change by previous authorized Contract Amendment(s)	\$0.00
The contract AMOUNT due to C.O. No. 01 will be increased by:	\$4,483.00
The revised BASE Contract Sum:	\$81,289.00
Net change by previous authorized Change Order(s):	\$0.00
The Contract Sum including previous authorized Change Orders	\$81,289.00
The revised Contract Amount, including this Contract Change Order is, therefore	\$81,289.00
The contract TIME due to C.O. No. 01 will be increased by:	0 calendar days.
The revised Contract Completion Date, including this Contract Change Order is, therefore	18-Feb-17
SBCCD Change Order No. <u>CHC - Chiller - CO #01</u> includes Item Number(s):	1.1

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

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

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

Signature	Name (printed)	Date
Architect: _____	N/A	
Project Mgr: <u>HUSSAIN AGAH</u>	Hussain Agah, Director, Facilities Planning & Construction	<u>2-22-2017</u>
District: _____	Jose F. Torres, Vice Chancellor, Business and Fiscal Services, SBCCD	
Contractor: <u>Bonnie Gordon</u>	Bonnie Gordon, Assistant Project Manager - Allison Mechanical, Inc	<u>2/23/17</u>

State of California - Division of the State Architect DSA Application No. N/A File No. N/A
 Approved _____ per Principal Structural Engineer.

CHANGE ORDER NO. 01

REF.	DESCRIPTION OF ITEM	CODE	%	CREDIT	COST	BALANCE
CO						
Item 1.1	Additional Repair at Trane Chiller. RCO 001	B-3	100		\$4,483	\$4,483
Subtotal						\$4,483
TOTAL CONTRACT CHANGE ORDER # 01						\$4,483

CODE LEGEND

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

Crafton Hills College

02-1617-15 Chiller #1 Rebuild Project



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Hussain Agah, Director, Facilities Planning & Construction
DATE: April 13, 2017
SUBJECT: Consideration of Approval to Award a Small Scale Construction Contract to Prestige Elevator Interiors of Glendora, CA

RECOMMENDATION

It is recommended that the Board of Trustees award a small scale construction contract to Prestige Elevator Interiors of Glendora, CA for the Non-Bond 01-1617-05 Campuswide Elevator Flooring Replacement project at SBVC in the amount of \$37,538.00.

OVERVIEW

San Bernardino Valley College has 11 existing elevators which need to have the flooring replaced due to standard wear and tear. These elevators are located in the following buildings: Liberal Arts, Library, Business, Auditorium, Administration/Student Services, Health Life Science, and Campus Center.

ANALYSIS

Per Public Contract Code 22032(a), public projects of \$45,000.00 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Proposals were solicited for this project and an analysis of proposals received indicates that Prestige Elevator Interiors is the lowest, most responsive.

BOARD IMPERATIVE

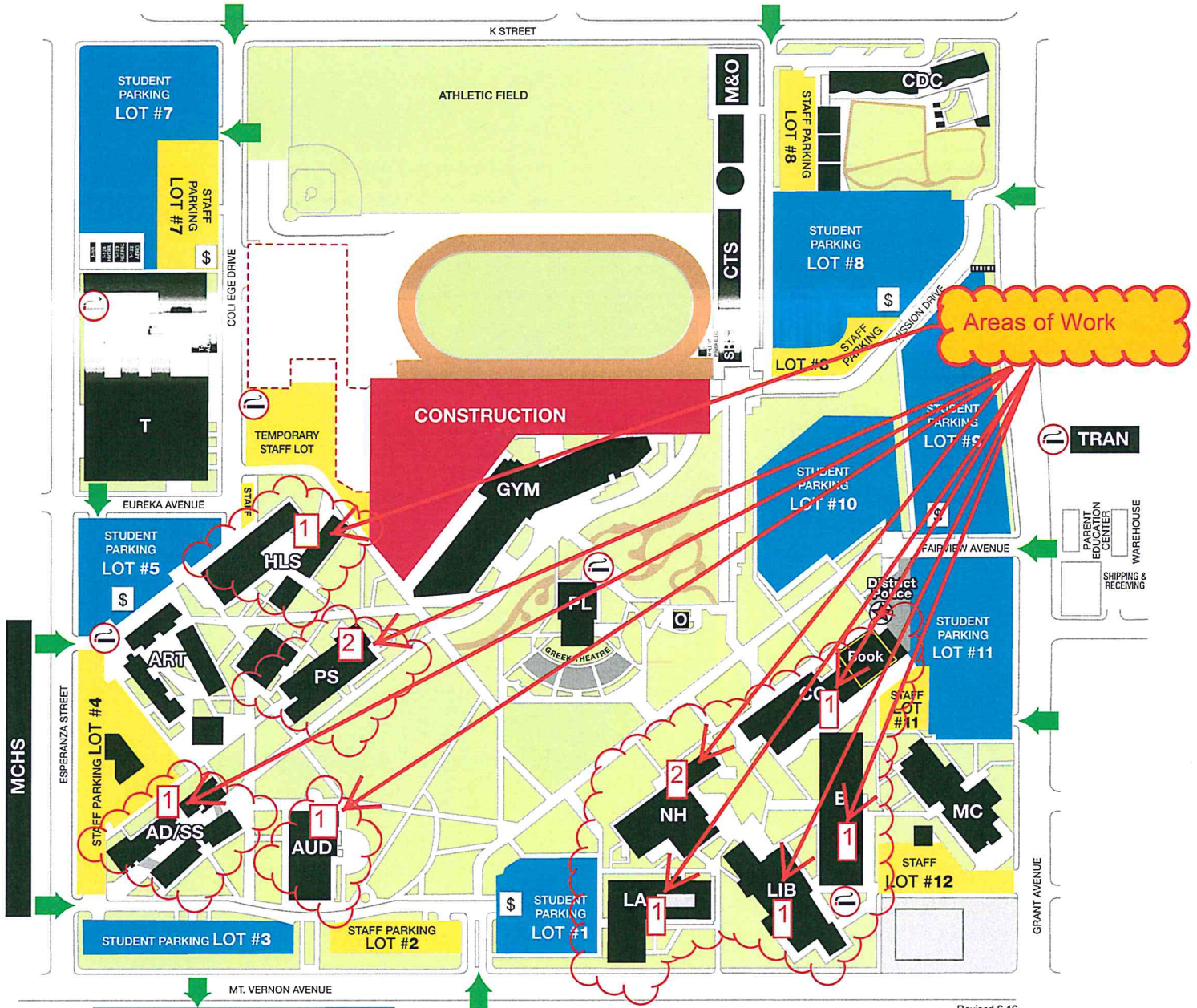
III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the Block Grant budget.

San Bernardino Valley College

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



Areas of Work

FREE PARKING
Pro Swap Meet

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

Revised 6-16

- INDICATES CONSTRUCTION AREAS
- ← ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- \$ INDICATES PARKING PERMIT DISPENSER
- ? INDICATES APPROVED SMOKING AREAS (6)
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

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

Building Symbols	
AD/SS.....	Administration/Student Services
ART.....	Art Center
AUD.....	Auditorium
B.....	Business
BOOK.....	Bookstore
CC.....	Campus Center
CDC.....	Child Development Center
CTS.....	Computer Technology Services
G.....	Gym
HLS.....	Health & Life Science
LA.....	Liberal Arts
LIB.....	Library
MC.....	Media/Communications
MCHS.....	Middle College High School
M&O.....	Maintenance & Operations
NH.....	North Hall
O.....	Observatory
PL.....	Planetarium
PS.....	Physical Sciences
SHS.....	Student Health Services
T.....	Technical
TRAN.....	Transportation Center

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

Revised 6-16-16

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Hussain Agah , Director, Facilities Planning & Construction
DATE: April 13, 2017
SUBJECT: Consideration of Approval to Award a Small Scale Construction Contract to Three Peaks Corp. of Calimesa, CA

RECOMMENDATION

It is recommended that the Board of Trustees award a small scale construction contract to Three Peaks Corp. of Calimesa, CA for the Non-Bond 01-1617-09 Portable Building Ramp Replacement project at SBVC in the amount of \$24,900.00.

OVERVIEW

San Bernardino Valley College has seven existing portable buildings which serve the Computer Technology Service Department and one portable restroom located near the Maintenance and Operations Building. The existing ramps at these portable buildings have eroded over time due to foot traffic and exposure to the elements. The campus is requesting these ramps be repaired.

ANALYSIS

Per Public Contract Code 22032(a), public projects of \$45,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Proposals were solicited for this project and an analysis of proposals received indicates that Three Peaks Corp. is the lowest, most responsive.

BOARD IMPERATIVE

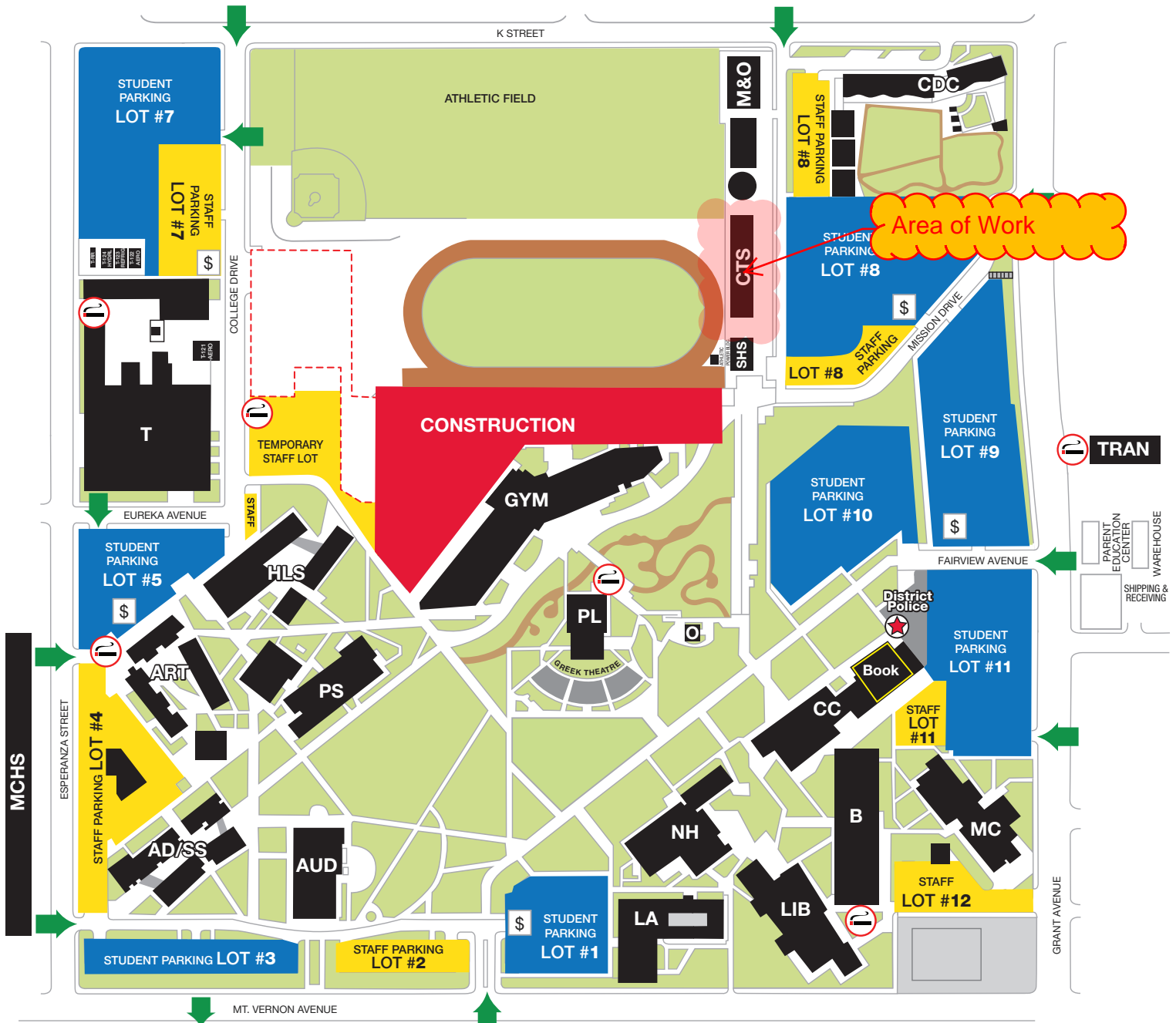
III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in Fund 41 Capital Outlay budget.

San Bernardino Valley College

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FREE PARKING
Pro Swap Meet

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

Revised 6-16

- INDICATES CONSTRUCTION AREAS**
- ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES**
- INDICATES PARKING PERMIT DISPENSER**
- INDICATES APPROVED SMOKING AREAS (6)**
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

Building Symbols	
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G.....	Gym
HLS.....	Health & Life Science
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PL.....	Planetarium
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SHS.....	Student Health Services
T.....	Technical
TRAN.....	Transportation Center

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Bruce Baron, Chancellor

DATE: April 13, 2017

SUBJECT: Adopt Initial Proposal from the District to the California School Employees Association, Chapter 291, Identifying Article 6.1 Workday/Workweek to be included in Negotiations for a New Three Year Agreement.
Action Item - The Proposed Action is an Adoption of the District's Initial Proposal regarding Article 6.1 for Purposes of Negotiations.

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the District regarding Article 6.1 to the CSEA Chapter #291 for negotiations for a successor agreement be adopted by the District, and is presented for Board approval pursuant to State Government Code 3547.

OVERVIEW AND ANALYSIS

The District previously adopted an initial proposal to provide to the CSEA Chapter #291 that identified Article 6.2 to be included in negotiations for a successor agreement. The District's current proposal identifies Article 6.1 – Workweek/Workday, as an additional matter to be included in ongoing negotiations for a successor agreement. The current bargaining agreement expired on June 30, 2016. The District's proposal covering Article 6.1 is attached.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.

INITIAL PROPOSAL
FROM THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER #291

REGARDING ARTICLE 6
OF A NEW THREE YEAR AGREEMENT

April 13, 2017

ARTICLE 6: PAY AND ALLOWANCES

- 6.1 **WORKWEEK/WORKDAY.** The regular recurring seven (7) day workweek shall be Monday through Sunday. The regular work week of unit members shall be forty (40) hours on five (5) consecutive days Monday through **Sunday**. The regular work day of unit members shall be eight (8) hours **per day for full-time employees**, exclusive of lunch, **unless otherwise authorized by this Agreement**. The DISTRICT may establish a workday of less than eight (8) hours or a workweek of less than forty (40) hours for all or any of its classified positions. The DISTRICT may **in its discretion** establish a ten (10) hour per day, forty (40) hour, four-day consecutive workweek for unit members in accordance with the provisions of Article 6.3. Each position in the unit shall have a regular minimum number of assigned hours per day, days per week, and days per year. The DISTRICT shall establish the specific hours of employment, including the beginning and ending times, for unit members at each work site.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: April 13, 2017
SUBJECT: Public Hearing Pursuant to Government Code section 3547(a) on the District's Initial Proposal to the CSEA Regarding Article 6.1 Workday/Workweek for Negotiations for a New Three Year Agreement

RECOMMENDATION

It is recommended that:

1. The attached initial proposal from the District to the CSEA Chapter #291, regarding Article 6.1 - Workweek/Workday, for negotiations for a successor agreement 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 AND ANALYSIS

The District previously adopted an initial proposal to provide to the CSEA Chapter #291 that identified Article 6.2 to be included in negotiations for a successor agreement. The District's current proposal identifies Article 6.1 – Workweek/Workday, as an additional matter to be included in ongoing negotiations for a successor agreement. The current bargaining agreement expired on June 30, 2016. The District's proposal covering Article 6.1 is attached.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

Financial implications are contingent upon the results of negotiations.

INITIAL PROPOSAL
FROM THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER #291

REGARDING ARTICLE 6.1
OF A NEW THREE YEAR AGREEMENT

April 13, 2017

ARTICLE 6: PAY AND ALLOWANCES

- 6.1 **WORKWEEK/WORKDAY.** The regular recurring seven (7) day workweek shall be Monday through Sunday. The regular work week of unit members shall be forty (40) hours on five (5) consecutive days Monday through **Sunday**. The regular work day of unit members shall be eight (8) hours **per day for full-time employees**, exclusive of lunch, **unless otherwise authorized by this Agreement**. The DISTRICT may establish a workday of less than eight (8) hours or a workweek of less than forty (40) hours for all or any of its classified positions. The DISTRICT may **in its discretion** establish a ten (10) hour per day, forty (40) hour, four-day consecutive workweek for unit members in accordance with the provisions of Article 6.3. Each position in the unit shall have a regular minimum number of assigned hours per day, days per week, and days per year. The DISTRICT shall establish the specific hours of employment, including the beginning and ending times, for unit members at each work site.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: April 13, 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.

AP 2710, BP 2715, BP/AP 4222, BP/AP 4225, BP/AP 5031, BP 7310, BP 7360

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 2710 CONFLICT OF INTEREST

(Replaces current SBCCD BP 2260)

The public office is a public trust created in the interest and for the benefit of the people. Members of the Board and employees of the District are expected to act with integrity, fidelity, and without bias for the primary benefit of the public.

DEFINITIONS

Financial Interest: As defined in Government Code Section 87103, a public official has a financial interest in a decision if it is reasonably foreseeable that the decision will have a material financial effect, distinguishable from its effect on the public generally, on the official (direct interest), a member of the official's immediate family (indirect interest), or on any of the following:

- a) Any business entity in which the public official has a direct or indirect investment worth two thousand dollars (\$2,000) or more.
- b) Any real property in which the public official has a direct or indirect interest worth two thousand dollars (\$2,000) or more.
- c) Any source of income, except gifts or loans by a commercial lending institution made in the regular course of business on terms available to the public without regard to official status, aggregating five hundred dollars (\$500) or more in value provided or promised to, received by, the public official within 12 months prior to the time when the decision is made.
- d) Any business entity in which the public official is a director, officer, partner, trustee, employee, or holds any position of management.
- e) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating four hundred sixty dollars (\$460) or more in value provided to, received by, or promised to the public official within 12 months prior to the time when the decision is made. The gift limit shall be adjusted biennially by the Fair Political Practices Commission.

Financial interests may be direct or indirect. An indirect investment or interest means any investment or interest owned by the spouse or dependent child of a public official, by an agent on behalf of a public official, or by a business entity or trust in which the official, the

42 official's agents, spouse, and dependent children own directly, indirectly, or beneficially a
43 10-percent interest or greater.

44
45 **Making a Decision:** As defined in Section 18704(a) of Title 2 of the California Code of
46 Regulations (CCR), a public official makes a governmental decision if the official
47 authorizes or directs any action, votes, appoints a person, obligates or commits the
48 District to any course of action, or enters into any contractual agreement on behalf of the
49 District.

50
51 **Participating in a Decision:** As defined in Section 18704(b) of Title 2 of the CCR, a
52 public official participates in a governmental decision if the official provides information,
53 an opinion, or a recommendation for the purpose of affecting the decision *without*
54 *significant intervening substantive review*. This includes partaking in preliminary
55 discussions, negotiations, planning, solicitation or evaluation of bids, voting, or debating
56 that precedes the making of a decision.

57
58 **Using Official Position to Attempt to Influence a Decision:** As defined in Section
59 18704(c) of Title 2 of the CCR, a public official uses his or her official position to influence
60 a governmental decision if he or she: (1) contacts or appears before any District official
61 or in an agency subject to the authority or budgetary control of the District for the purpose
62 of affecting a decision; or (2) contacts or appears before any official in any other
63 government agency for the purpose of affecting a decision, and the public official acts or
64 purports to act within his or her authority or on behalf of the District in making the contact.

65
66 *Note: Making, participating in, or influencing a governmental decision does not include*
67 *activities listed under Section 18704(d) of Title 2 of the CCR.*

68 69 **POLICY STATEMENTS**

70
71 Board members and employees must avoid conflicts of interest as well as the appearance
72 of impropriety.

73
74 In accordance with the Political Reform Act of 1974 and Government Code Section
75 87100, Board members, employees and consultants must not make or participate in any
76 governmental decision in which he or she knows or has reason to know he or she has a
77 financial interest.

78
79 Pursuant to Government Code Section 1090, Board members and employees shall not
80 be financially interested in any contract made by them in their official capacity, or by any
81 body or board of which they are members. All Board members are conclusively presumed
82 to participate in the making of all contracts under the Board's jurisdiction. Hence, the
83 aforementioned prohibition is absolute, and applies even if the contract is fair and
84 equitable and the Board member abstains from all participation in the decision.

85

86 Where an employee, rather than a Board member, is financially interested in a contract,
87 the District is only prohibited from making the contract if the employee was at any point
88 involved in the process of making the contract.

89
90 A Board member or employee shall not be considered to be financially interested in a
91 contract if his or her interest is limited to those interests defined as remote under
92 Government Code Section 1091 or considered noninterest under Government Code
93 Section 1091.5.

94
95 If a Board member or employee has a financial interest in a decision being considered by
96 the Board, the financial interest must be disclosed in sufficient detail to the Board during
97 a Board meeting, and noted in the official Board minutes. The Board member must
98 disqualify him or herself from discussing and voting on the matter, and must leave the
99 room until after discussion, vote, and any other disposition of the matter is concluded. A
100 Board member or employee who has a financial interest must not influence or attempt to
101 influence the decision.

102
103 **Collective Bargaining Agreements**
104 Where a member of the Board receives health benefits from the District as a former faculty
105 member in an amount that is required by contract to be equal to the amount of health
106 benefits the District provides to current faculty members under the terms of a collective
107 bargaining agreement, the Board of Trustees may renegotiate the amount of health
108 benefits provided under the current collective bargaining agreement so long as the
109 financially interested Board member does not participate in the decision-making process.

110
111 **Rule of Necessity**
112 The District may enter into a contract despite a conflict of interest under Government
113 Code Section 1090 and Section 87100, where there is no other alternative for the
114 procurement of essential goods or services, and the acquisition of such goods or services
115 is a necessity. However, the financially interested Board member or employee must
116 abstain from any participation in the decision.

117
118 Section 87100 does not prevent any public official from making or participating in the
119 making of a governmental decision to the extent his or her participation is legally required
120 for the action or decision to be made. The fact that an official's vote is needed to break
121 a tie does not make his or her participation legally required for purposes of this section.

122
123 Whenever a public official who has a financial interest in a decision is legally required to
124 make or participate in making such a decision, the potential conflict of interest and the
125 legal basis for concluding that there is no alternative source of decision shall be disclosed
126 to the Board in sufficient detail and noted in the official Board minutes.

127
128 **Incompatible Activities & Offices**
129 Pursuant to Government Code Section 1126 and 1099, a Board member or employee
130 shall not hold incompatible offices nor engage in any employment, activity, or enterprise

131 for compensation which is inconsistent with, incompatible with, in conflict with or inimical
132 to his or her duties as an officer of the District.

133
134 Offices are incompatible if there is any significant clash of duties or loyalties between the
135 offices, if the dual office holding would be improper for reasons of public policy, or if either
136 office exercises a supervisory, auditory, or removal power over the other.

137 When two offices are incompatible, a Board member shall be deemed to have forfeited
138 the first office upon acceding to the second.

139
140 In accordance with Education Code Section 72103(b), an employee of the District may
141 not be sworn in as an elected or appointed member of the Board of Trustees unless and
142 until he or she resigns as an employee. If the employee does not resign, the employment
143 will automatically terminate upon being sworn into office. This provision does not apply
144 to an individual who is usually employed in an occupation other than teaching and who
145 also is, at the time of election to the Board, employed part time by the District to teach no
146 more than one course per semester or quarter in the subject matter of that individual's
147 occupation.

148
149 **Representation**

150 Pursuant to Government Code 87406.3, elected officials and the Chancellor shall not, for
151 a period of one-year after leaving their position, act as an agent or attorney for, or
152 otherwise represent, for compensation, any other person, by making any formal or
153 informal appearance before, or by making any oral or written communication to, the
154 District, if the appearance or communication is made for the purpose of influencing
155 administrative or legislative action, or influencing any action or proceeding involving the
156 issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or
157 the sale or purchase of goods or property.

158
159 **Conflict of Interest Code**

160 In compliance with the Political Reform Act of 1974 and Government Code Section 87300,
161 the District shall establish a Conflict of Interest Code to provide for disclosure of reportable
162 financial interests of Board members and designated employees, who may be affected
163 by their official actions, and to prevent them from making or participating in the making of
164 governmental decisions which may foreseeably have a material effect on their financial
165 interest.

166
167 Board members, designated employees, and consultants in designated positions shall
168 file statements of economic interest with the filing officer identified by the Conflict of
169 Interest Code.

170
171 Board members are encouraged to seek counsel from the District's legal advisor in every
172 case where any question arises.

173
174 Also see AP 2712 titled Conflict of Interest Code

175
176 **References:** Government Code Sections 1090 et seq.; 1126; and 87200 et seq.;

177
178

Title 2 Sections 18730 et seq.

Adopted: 9/21/91

Revised: 4/8/04, 4/9/15, 5/12/16

179
180

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2710 CONFLICT OF INTEREST

Incompatible Activities (Government Code Sections 1126 and 1099)

Board members and employees shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Board member's duties as an officer of the District. A Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Board members and employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as members of the Board or as employees.

A Board member shall not be considered to be financially interested in a contract if his/her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Board member shall not be deemed to be financially interested in a contract if he/she has only a remote interest in the contract and if the remote interest is disclosed during a Board meeting and noted in the official board minutes. The affected Board member shall not vote or debate on the matter or attempt to influence any other member of the Board to enter into the contract. Remote interests are specified in Government Code Section 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he/she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Sections 87100 et seq.)

45 If a Board member or employee determines that he/she has a financial interest in a
46 decision, as described in Government Code Section 87103, this determination shall be
47 disclosed and made part of the Board’s official minutes. In the case of an employee, this
48 announcement shall be made in writing and submitted to the Board. A Board member,
49 upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the
50 following prior to consideration of the matter.

- 51 • Publicly identify the financial interest in detail sufficient to be understood by the
52 public;
- 53 • Recuse himself or herself from discussing and voting on the matter;
- 54 • Leave the room until after the discussion, vote, and any other disposition of the
55 matter is concluded unless the matter is placed on the agenda reserved for
56 uncontested matters. A Board member may, however, discuss the issue during
57 the time the general public speaks on the issue.

58
59 **Gifts** (Government Code Section 89503)

60 Board members and any employees who manage public investments shall not accept
61 from any single source in any calendar year any gifts in excess of the prevailing gift
62 limitation specified in law.

63
64 Designated employees shall not accept from any single source in any calendar year any
65 gifts in excess of the prevailing gift limitation specified in law if the employee would be
66 required to report the receipt of income or gifts from that source on his/her statement of
67 economic interests.

68
69 The above limitations on gifts do not apply to wedding gifts and gifts exchanged between
70 individuals on birthdays, holidays and other similar occasions, provided that the gifts
71 exchanged are not substantially disproportionate in value.

72
73 Gifts of travel and related lodging and subsistence shall be subject to the above limitations
74 except as described in Government Code Section 89506.

75
76 A gift of travel does not include travel provided by the District for Board members and
77 designated employees.

78
79 Board members and any employees who manage public investments shall not accept
80 any honorarium, which is defined as any payment made in consideration for any speech
81 given, article published, or attendance at any public or private gathering (Government
82 Code Sections 89501 and 89502).

83
84 Designated employees shall not accept any honorarium that is defined as any payment
85 made in consideration for any speech given, article published, or attendance at any public
86 or private gathering, if the employee would be required to report the receipt of income or
87 gifts from that source on his/her statement of economic interests. The term “honorarium”
88 does not include:

- 89 • Earned income for personal services customarily provided in connection with a
90 bona fide business, trade, or profession unless the sole or predominant activity of
91 the business, trade or profession is making speeches.
92 • Any honorarium that is not used and, within 30 days after receipt, is either returned
93 to the donor or delivered to the District for donation into the general fund without
94 being claimed as a deduction from income tax purposes.
95

96 **Representation** (Government Code Section 87406.3)

97 Elected officials and the ~~[- CEO -]~~ Chancellor shall not, for a period of one-year after
98 leaving their position, act as an agent or attorney for, or otherwise represent for
99 compensation, any person appearing before that local government agency.
100

101 **Contracts Supported by Federal Funds** (2 Code of Federal Regulations Part
102 200.318(c)(1))

103 No employee, Board member, or agent of the District may participate in the selection,
104 award, or administration of a contract supported by a federal award if he/she has a real
105 or apparent conflict of interest. Such a conflict of interest would arise when the employee,
106 Board member, or agent, any member of his/her immediate family, his/her partner, or an
107 organization which employs or is about to employ any of the parties indicated herein, has
108 a financial or other interest in or a tangible personal benefit from a firm considered for a
109 contract. The Board members, employees, and agents of the District may neither solicit
110 nor accept gratuities, favors, or anything of monetary value from contractors or parties to
111 subcontracts. Disciplinary action will be taken for violations of such standards by Board
112 members, employees, or agents of the District.
113

114 **References:** Government Code Sections 87105 and 87200-87210;
115 Title 2 Sections 18700 et seq.;
116 2 Federal Code of Regulations Part 200.318(c)(1); and
117 other citations as listed below
118
119

Approved:

120
121

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

BP 2715 CODE OF ETHICS/STANDARDS OF PRACTICE

(Replaces current SBCCD BP 2010)

~~The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:~~

- ~~• Act only in the best interests of the entire community.~~
- ~~• Ensure public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.~~
- ~~• Prevent conflicts of interest and the perception of conflicts of interest.~~
- ~~• Exercise authority only as a Board.~~
- ~~• Use appropriate channels of communication.~~
- ~~• Respect others; acting with civility.~~
- ~~• Be informed about the District, educational issues, and responsibilities of trusteeship.~~
- ~~• Devote adequate time to Board work.~~
- ~~• Maintain confidentiality of closed sessions.~~

~~The Board of Trustees will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:~~

~~Charges by any person that a member of the Board of Trustees has violated laws and regulations of the Board's Code of Ethics shall be directed to the President of the Board or the Board itself. The President of the Board may establish an ad hoc committee to examine the charges and recommend further courses of action to the Board.~~

~~The Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee. Possible courses of action include:~~

- ~~• If alleged behavior violates laws, legal counsel may be sought, at the discretion of the Board of Trustees, and the violations referred to the District Attorney or Attorney General as provided for in law.~~
- ~~• If the alleged behavior violates this Board Policy on ethical conduct, the President of the Board shall alert the Board member in question regarding the violation of policy, the Board of Trustees may discuss the violation at an open~~

~~43 — Board Meeting and affirm its policy expectation, and/or the Board may move to
44 — censure the trustee.~~

45 The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to establish and uphold, implement and enforce all laws and codes applying to the District. Given this basic charge, the activities and deliberations of the Board of Trustees will be governed by the following Code of Ethics:

Each member of the Board will:

1. Avoid any situation that may constitute a conflict of interest and disqualify him/herself from participating in decisions in which he or she has a financial interest. Conflicts of interest may relate not only to the individual trustee but also to his or her family and business associates, or transactions between the District and trustees, including hiring relatives, friends, and business associates as college employees.
2. Recognize that the Board acts as a whole and that the authority rests only with the Board in a legally constituted meeting, not with individual members.
3. Maintain confidentiality of all Board discussions held in closed session and recognize that deliberations of the Board in closed session are not to be released or discussed in public without the prior approval of the Board by majority vote, in compliance with BP 2315.
4. As an agent of the public - entrusted with public funds - protect, advance, and promote the interest of all citizens maintaining independent judgment unbiased by private interests or special interest groups.
5. Ensure that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures or practices.
6. In all decisions hold the educational welfare and equality of opportunity of the students of the District as his or her primary concern; Board members should demonstrate interest in and respect for student accomplishments by attending student ceremonies and events.
7. Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
8. Conduct all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.
9. Enhance his or her ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.

Promote and maintain good relations with fellow Board members by:

1. Respectfully working with other Board members in the spirit of harmony and cooperation and giving each member courteous consideration of his or her opinion.
2. Respecting the opinion of others and abiding by the principle of majority rule.

Promote an effective working relationship with the Chancellor and district staff by:

1. Providing the responsibility, necessary authority, and support to effectively perform their duties.
2. Referring complaints and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board.

Be an advocate of the District in the community by encouraging support for and interest in the San Bernardino Community College District.

All Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. A Board member may be subject to a resolution of censure by the Board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of trustee misconduct will be referred to an ad hoc committee composed of three trustees not subject to the complaint. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board's Code of Ethics as defined in policy. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board for action.

46 **Reference:** ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, & h)
47

Adopted: 1/11/01

Revised: 9/14/06, 11/13/14, 12/11/14

48

49

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

BP 4222 REMEDIAL COURSEWORK

(Replaces current SBCCD BP 4222)

❖ From current SBCCD BP 4222 titled Remedial Coursework Limit

~~The District Chancellor shall ensure that administrative procedures are written to provide for remedial coursework. Additionally, the Chancellor shall ensure that the administrative procedures comply with the requirements in Title 5 Regulations. A student enrolled in remedial coursework shall not receive credit for more than 30 units of such coursework in the District. Remedial coursework earned in another District shall not be counted toward the 30-unit limit.~~

Reference: Title 5, Section 55035

Adopted: 4/8/04

Revised: 4/9/09, _____

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

AP 4222 REMEDIAL COURSEWORK

(Replaces current SBCCD AP 4222)

NOTE: This procedure is **legally required**. Local practice may be inserted here, which must include the following:

~~Remedial coursework consists of pre-collegiate basic skills courses.~~

~~A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.~~

~~No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.~~

~~A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.~~

~~Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.~~

~~Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.~~

~~The SBCCD catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.~~

❖ **From current SBCCD AP 4222 titled Remedial Coursework Limit**

Remedial Coursework Limit

A. Course Definition

45 Remedial coursework refers to non-degree, pre-collegiate, basic skills offered for
46 college credit to include reading, writing, computation, learning skills, study skills,
47 and English as a Second Language designed to ensure acquisition of those skills
48 necessary for successful completion of associate degree, transfer, and
49 occupational courses. A student's need for remedial coursework shall be
50 determined using appropriate assessment instruments, methods, or procedures.
51

52
53 **B. Limits**

54
55 A student enrolled in remedial coursework as identified above shall not receive
56 credit for more than 30 units of such coursework earned in this District. Remedial
57 coursework earned in another District shall not be counted toward the 30-unit limit.
58 A student who exhausts this unit limitation shall be referred to appropriate adult
59 noncredit education services.
60

61 **C. Exemptions**

62
63 All remedial courses taken by students enrolled in English as a Second Language
64 courses and students identified by the District for learning disabled programs are
65 exempted from the limitations imposed above.
66

67 **D. Waivers**

68
69 A student who shows significant, measurable progress toward the development of
70 skills appropriate to enrollment in college-level courses may apply for a waiver of
71 the 30-unit limit through the college petitions process. A waiver shall be subject to
72 the following conditions:
73

- 74 1. A student must have been continuously enrolled and have completed at least
75 24 units of remedial coursework with a grade of C or better.
- 76
77 2. A petition for waiver must have the recommendation of a college counselor.
78
- 79 3. Additional remedial coursework shall be specified in a course list prepared by
80 a college counselor.
81
- 82 4. Additional coursework shall be limited to two additional courses above the 30-
83 unit limit not to exceed eight units.
84
- 85 5. Any coursework approved through the waiver process shall be completed
86 within the semester that immediately follows the reaching of the 30-unit limit.
87
- 88 6. A grade of P (pass) constitutes satisfactory progress.
89

90 **E. Academic Probation, Dismissal**

91
92 A student enrolled in remedial coursework is subject to the District standards for
93 academic probation and/or dismissal. In addition, a student who does not attain
94 full eligibility status for college-level work within the 30-unit limit described above
95 shall, unless provided with a waiver, be dismissed and referred to adult noncredit
96 education courses. Students enrolled in remedial coursework shall be notified of
97 unsuccessful progress through the regular college counseling and advising
98 process.

99
100 **F. Reinstatement**

101
102 A student may, upon successful completion of appropriate remedial coursework
103 elsewhere, or upon demonstration of skills levels that will reasonably assure
104 success in college-level courses, request reinstatement to proceed with college-
105 level coursework by filing a petition with the Vice-President of Student Services.

106
107 **F.G. College Catalog**

108 ~~A student may, upon successful completion of appropriate remedial coursework~~
109 ~~elsewhere, or upon demonstration of skills levels that will reasonably assure~~
110 ~~success in college-level courses, request reinstatement to proceed with college-~~
111 ~~level coursework by filing a petition with the Vice-President of Student Services.~~
112 The SBVC and the CHC catalogs include a clear statement of the limited
113 applicability of remedial coursework toward fulfilling degree requirements and any
114 exemptions that may apply to this limitation.

115
116
117
118
119 **Reference:** Title 5, Section 5035
120 ACCJC Accreditation Standard II.A.4

Approved: 2/12/09
Revised:

121

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

BP 4225 COURSE REPETITION

(Replaces current SBCCD BP 4225)

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

~~❖ From current SBCCD BP 4225 titled Course Repetition~~

Students may repeat courses in which substandard grades (less than "C," and including "FW") were earned. Reasonable limitations on course repetition are described in AP 4225 titled Course Repetition.

When course repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

Under special circumstances, students may repeat courses in which a C or better grade was earned. The special circumstances are defined in administrative regulations.

References: Title 5, Sections 55040, 55041, 55044, and 58161

Adopted: 5/13/04

Revised:

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

AP 4225 COURSE REPETITION

(Replaces current SBCCD AP 4225)

~~**NOTE:** The Policy and Procedure Service's template for AP 4225 titled Course Repetition was updated due to legal revisions in 7/02, 8/03, 8/06, 8/07, 2/08, 4/09, 9/12, and 10/13. The language in red ink is **legally required**. Local practice may be inserted here, which must include the following:~~

Students may petition for approval to repeat up to a total of ~~[insert number]~~16 units in which substandard grades (less than "C," and including "FW") were awarded in the following courses:

- Courses for which repetition is necessary to meet the major requirements of CSU or UC for completion of a bachelor's degree;
- Intercollegiate athletics courses; and
- Intercollegiate academic or vocational competition courses. Such courses may be repeated no more than four times for semester courses.

Students may enroll in activity courses in physical education, visual arts, or performing arts. Such courses may not be repeated for more than four semesters. This limit applies even if the student receives a substandard grade or "W" during one or more enrollment or if a student petitions for repetition for repetition due to extenuating circumstances.

~~**[Insert local processes for petitioning for approval]**~~

When a student repeats a class to alleviate substandard academic work, the previous grade and credit shall be disregarded in the computation of grade point averages.

When a student with a disability repeats a class, the previous grade and credit shall be disregarded in the computation of grade point averages.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol.

44 Annotating the permanent academic record shall be done in a manner that all work
45 remains legible, insuring a true and complete academic history.

46
47 Nothing can conflict with Education Code Section 76224 pertaining to the finality of
48 grades assigned by instructors, or with Title 5 or District procedures relating to retention
49 and destruction of records.

A student earning a satisfactory grade in a course may not enroll in that course again unless one of the following exceptions applies:

- In courses designated by the District as repeatable in accordance with AP 4227.
- In enrollments based on lapse of time in accordance with AP 4228.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.
- In documented cases of extenuating circumstances for one additional enrollment in the same course as determined by the Scholastics Standards Committee. Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student's control. o Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
 - o Prior grade will be disregarded in computing the student's GPA.
- In a cooperative work experience (Occupational work experience) course, if the course is not offered as a variable unit open-entry/open-exit course. o Students may earn up to a total of 16 units in all types of cooperative work experience education.
 - o No more than 8 units of cooperative work experience in a given field may be taken during one term.
 - o A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education.
 - o All previous grades and credits must be factored in computing the student's GPA.
- In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029. o All previous grades and credits must be factored in computing the student's GPA.
- In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Scholastic Standards Committee. Verification that the course is required by statute or regulation must be documented. o All previous grades and credits must be factored in computing the student's GPA.
- In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Scholastics Standards Committee. Verification that the course is required for employment or licensure must be documented. o All previous grades and credits must be factored in computing the student's GPA.

A student receiving a substandard grade may enroll in the credit course again under the following specified circumstances. Substandard academic grades include the grading symbols “D,” “F,” “FW,” “NP,” or “NC”. Withdrawals from courses count toward the total enrollment limitation.

- A student whose prior enrollment resulted in a substandard grade or who withdrew from a course and received a “W”.
 - The student may enroll one additional time and may be recommended to use available San Bernardino Valley College resources to pass the course.
 - If the student receives a substandard grade or withdrawal in the second enrollment, the student may petition to enroll in the same course a third time with the Counseling Department. The student must receive approval from their Counselor Designee to be approved to repeat the course.
 - A student may only enroll in the same course a fourth time if authorized by another provision of this policy.
 - A student may not receive a fourth Withdrawal in a course.
 - Military withdrawal, withdrawals due to extraordinary conditions (Title 5 Section 58509), and withdrawals where the district determines discriminatory treatment has occurred do not count toward the enrollment limit.
 - When a student repeats a course in which they received a substandard grade and the student receives a letter grade upon completion of the course, the first two prior grades will be disregarded in computing the GPA.

- In courses designated by the District as repeatable in accordance with AP 4227.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229.
 - In documented cases of extenuating circumstances for one additional enrollment in the same course as determined by the Scholastic Standards Committee
Extenuating circumstances are verified cases of accidents, illness, or other circumstance beyond the student’s control.
 - Students must have received a passing or substandard grade on the prior enrollment, but not a withdrawal.
 - Prior grade will be disregarded in computing the student’s GPA.

 - In a cooperative work experience course, if the course is not offered as a variable unit open-entry/open-exit course.
 - Students may earn up to a total of 16 units in all types of cooperative work experience education.

- No more than 8 units of cooperative work experience in a given field may be taken during the one term.
- A student may repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education.
- All previous grades and credits must be factored in computing the student’s GPA.

- In classes designated as "special classes" as a disability-related accommodation for a reason specified in Title 5 Section 56029. o Prior grades will be disregarded in computing the student's GPA.
- In a course that is required by statute or regulation as a condition of an individual student's paid or volunteer employment as determined by the Scholastics Standards Committee Verification that the course is required by statute or regulation must be documented. o All previous grades and credits must be factored in computing the student's GPA.
- In cases of significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure as determined by the Scholastics Standards Committee. Verification that the course is required for employment or licensure must be documented. o All previous grades and credits must be factored in computing the student's GPA.

In addition to the foregoing enrollment limitations, a student's enrollment in active participatory courses in physical education and visual or performing arts is limited to four enrollments in levels and/or variations if the course the student is seeking to enroll in is related in content to one that he or she has previously been or is currently enrolled in unless an exception applies. All grades and credits received count in computing GPA, unless an exception applies. A course related in content includes any course with similar primary educational activities in which skill levels or variations are separated into distinct courses with different student learning outcomes for each level or variation.

- Enrollment based on significant lapse of time in accordance with AP 4228 count toward the four enrollment limit, except that if a student has exhausted the four enrollment limit, one additional enrollment in the same course may be permitted.
- In variable unit courses offered on an open-entry/open-exit basis in accordance with AP 4229, except that if the course is an active participatory course in physical education, in which case each enrollment in a portion of the course counts toward the limitation for courses that are related in content.

Courses designated by the District as repeatable in accordance with AP 4227 that are active participatory courses in physical education, visual arts, or performing arts are subject to the enrollment limitations for courses that are related content. Students may only have four enrollments in one course or a combination of courses related in content. All grades and credits received count in computing the student's GPA.

A student may repeat a course at another accredited college to alleviate a substandard grade earned at Citrus College, except that not more than two substandard grades may be disregarded in one course. The student shall file a petition with the Admissions and Records Office and verify the grade with an official college transcript.

Grades disregarded through academic renewal in accordance with AP 4240 are not subject to the limitations outlined in this policy.

Courses that are repeated shall be recorded on the student's permanent academic record using an appropriate symbol. Annotating the permanent academic record shall be done in a manner that all work remains legible, ensuring a true and complete academic history. Nothing

herein shall be construed in such a way that it conflicts with Education Code Section 76224 pertaining to the finality of grades assigned by instructors, with Title 5, or District procedures relating to retention and destruction of records.

NOTE: ~~Inclusion of the following depends on District practice. The elements are optional.~~

- ~~Students may petition for approval to repeat up to a total of **[insert number that is not more than three]** units in which substandard grades (less than “C,” and including “FW,” “NP,” or “NC”) were awarded as long as the District does not claim apportionment under Title 5 Section 58161. The District may disregard the first two substandard grades if the student repeats the class two or more times.~~

~~Insert local processes for petitioning for approval, which may include:~~

- ~~A list of the specific courses or categories of courses, if any, which are exempt from course repetition.~~
- ~~Requirements to repeat courses after a significant amount of time **[include a definition of significant lapse of time, such as 36 months]** or the District has established a recency prerequisite.~~
- ~~An institute of higher learning established a recency requirement, which the student will not be able to satisfy without repeating the course. A student may petition for repetition if less than **[set period of time, no less than 36 months]** have elapsed and the student provides documentation that the repetition is necessary for transfer.~~
- ~~Provisions for repeating a course taken at another accredited college or university for which substandard academic performance is recorded.~~
- ~~Circumstances under which students may repeat courses in which a C or better grade was earned. Such course repetition requires a finding that extenuating or extraordinary circumstances exist which justify such repetition. Extraordinary circumstances are those which would justify the District providing the student a refund. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student. Grades awarded for courses repeated under these provisions **[NOTE: When a course is repeated pursuant to this section, the District may allow the previous grade and credit to be disregarded in computing the student's GPA -- select shall or may]** be included when calculating a student's grade point average.~~
- ~~Limits on the number of times students may repeat a course.~~

91 • ~~Students may not enroll in a course more than three times, except in limited~~
92 ~~circumstances, described below. Enrollments include any combination of~~
93 ~~withdrawals and repetitions.~~

94
95 • ~~Students may repeat a work experience course pursuant to District policy any~~
96 ~~number of times as long as they do not exceed the limits on the number of units~~
97 ~~of cooperative work experience set forth in Title 5 Section 55253(a).~~

98
99 • ~~Students with disabilities can repeat a special class for students with disabilities~~
100 ~~any number of times when an individualized determination verifies that such~~
101 ~~repetition is required as a disability-related accommodation for the student for~~
102 ~~one of the reasons specified in Title 5 Section 56029. [NOTE: The District may~~
103 ~~allow the previous grade to be disregarded when computing the GPA each~~
104 ~~time the course is repeated. If the District determines to do so, include:~~
105 ~~The District will disregard previous grades in computing the student's GPA~~
106 ~~each time the course is repeated.]~~

107
108 • ~~Students may repeat a course any number of times where it is required for a~~
109 ~~student to meet a legally mandated training requirement as a condition of~~
110 ~~continued paid or volunteer employment, regardless of whether the student~~
111 ~~recorded substandard work. [Insert local procedure for students to certify~~
112 ~~the course is legally mandated.]~~

113
114 ~~Students may petition to repeat a course needed for employment or licensing because~~
115 ~~of a significant change in the industry or licensure standards. Students may take these~~
116 ~~courses any number of times. [Insert policy to require students to certify the~~
117 ~~course is needed because of a significant change in the industry or licensure~~
118 ~~standards.]~~

119
120 ❖ ~~From current SBCCD AP 4225 titled Course Repetition~~

121
122 **A. Repetition to Improve Substandard Grade**

123
124 1. A student who earns a grade of D, F, or NP in a course may repeat that course
125 two times. The units earned in such course will be counted only once toward the
126 degree or certificate. This will apply whether the course was repeated at one of
127 the colleges in the district or at another accredited college or university. The
128 most recent grade will be counted in the student's grade point average.

129
130 2. The new grade shall be annotated in the student's permanent record in such a
131 way that all work attempted, once entered on the record, remains legible and
132 reflects the student's true and complete academic record.

133
134 ~~(NOTE: The following language shown in grey shading is already reflected in AP-4227~~
135 ~~titled Repeatable Courses)~~

137 **B. Repetition/Special Circumstances**

138
139 Under special circumstances, students may repeat courses in which a C or better
140 grade was earned.

141
142 Students are allowed to repeat a course without petition when repetition is
143 necessary to enable that student to meet a legally mandated training requirement
144 as a condition of volunteer or paid employment. Students can repeat such
145 courses any number of times, even if they received a grade of C or better;
146 however, the grade received by the student each time will be included in
147 calculations of the student's grade point average.

148
149 Students with disabilities can repeat a special class for students with disabilities
150 any number of times when an individualized determination verifies that such
151 repetition is required as a disability-related accommodation.

152
153 **C. Activity-Based Courses**

154
155 Certain activity-based courses may be repeated when the faculty has determined
156 that the student is best able to achieve the objectives of the course through
157 repetition. If a course number includes the notation x2, x3, or x4, then the course
158 may be taken 2, 3, or 4 times. In accordance with Title 5, Section 55763 (c)
159 *(NOTE: This Title 5 Section was repealed)*, students may also repeat courses
160 that are necessary to meet a legally mandated training requirement as a
161 condition of continued paid or volunteer employment. Students can repeat such
162 courses any number of times, even if they received a grade of C or better,
163 however, the grade received by the student each time will be included in
164 calculations of the student's grade point average.

165
166 Students are allowed to repeat a cooperative work experience course if a college
167 only offers one course in cooperative work experience. Where only one work
168 experience course is offered, students may be permitted to repeat this course
169 any number of times as long as they do not exceed the limits on the number of
170 units of cooperative work experience set forth in Title 5 Section 55253(a).

171
172 Students may repeat courses that have been designated as activity courses and
173 where it is found that the course content differs each time it is offered to enhance
174 the skills and proficiencies of the student. Activity courses where the content
175 differs each time the course is offered but the primary educational activity
176 remains the same. Examples of such activity courses include physical education
177 and courses in music, art, theater and dance. Absent substandard academic
178 work courses may not be repeated for more than three semesters or five quarters
179 including summers and intersessions.

180
181 **D.B. _____ Transfer Credit**

183 In determining transfers of a student's credit, similar prior course repetition
184 actions by other accredited colleges and universities may be honored.

185
186 The Records Office shall keep records of all actions taken under course
187 repetition procedures.

188
189 **References:** Education Code Section 76224;
190 Title 5 Sections 55040, 55041, 55042, 55043, 55253, and 56029

191
192

*193 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
194 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
195 the current SBCCD AP 4225 titled Course Repetition approved on 2/12/09. The language in **blue ink** is
196 included for consideration.*
197

Approved: 2/12/09
Revised:

198
199

San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5031 INSTRUCTIONAL MATERIALS FEES

(Replaces current SBCCD BP 5031)

Students may be required to provide instructional and other materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

References: Education Code Section 76365;
Title 5 Sections 59400 et seq.

Adopted: 6/10/04

Revised:

San Bernardino Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5031 INSTRUCTIONAL MATERIALS FEES

Students may be required to provide instructional materials required for a credit or non-credit course. Such materials shall be of continuing value to a student outside of the classroom setting and shall not be solely or exclusively available from the District.

Required instructional materials shall not include materials used or designed primarily for administrative purposes, class management, course management, or supervision.

Where instructional materials are available to a student temporarily through a license or access fee, the student shall be provided options at the time of purchase to maintain full access to the instructional materials for varying periods of time ranging from the length of the class up to at least two years. The terms of the license or access fee shall be provided to the student in a clear and understandable manner prior to purchase.

Instructors shall take reasonable steps to minimize the cost and ensure the necessity of instructional materials.

The District will publish these regulations in each college catalog.

Definitions

"Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

"Solely or exclusively available from the District" means that the instructional material is not available except through the District, or that the District requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) the instructional material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or 2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

44 "Required instructional materials which are of continuing value outside of the classroom
45 setting" are materials which can be taken from the classroom setting and which are not
46 wholly consumed, used up, or rendered valueless as they are applied in achieving the
47 required objectives of a course to be accomplished under the supervision of an
48 instructor during the class.

49
50 **References:** Education Code Section 76365;
51 Title 5 Sections 59400 et seq.

52
53

Approved:

54

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

BP 7310 NEPOTISM

(Replaces current SBCCD BP 7310)

The District does not prohibit the employment of relatives [or domestic partners as defined by Family Code Sections 297 et seq.] in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division, or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, discipline, demotion, or salary of the relative [or domestic partner as defined by Family Code Sections 297 et seq.]

Immediate family means spouse, parents, grandparents, siblings, children, grandchildren, and in-laws or any other relative living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right, where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses in the same department, division, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

References: Government Code Sections 1090 et seq. and 12940 et seq.;
Family Code Sections 297 et seq.

Adopted: 6/10/04

Revised:

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7310 NEPOTISM

(Replaces current SBCCD AP 7310)

~~**NOTE:** A procedure on nepotism is **legally advised**. Local practice may be inserted in accordance with the policy adopted by the Board (see BP 7310 titled Nepotism for advisory language).~~

~~❖ **From current SBCCD AP 7310 titled Nepotism**~~

The employment of relatives in the same facility, department, division, office or line of supervisory authority can cause serious problems in the work place which adversely affect productivity, morale, confidentiality, safety, security, and create conflicts of interest. The employment of relatives can also adversely impact the nature of the necessary working relationships between supervisors and employees and between co-employees. Additionally, these problems adversely affect the public trust and confidence in the fairness and efficiency of the employment policies and operations of the District. These adverse effects are caused, in part, by real or perceived favoritism, scheduling conflicts, personal conflicts and hostility in the work place, claims of partiality in providing or awarding favorable working conditions, promotions, transfers or assignments, the compromise or suspected compromise of confidential or privileged information or records, alteration or destruction of records, or the suspected or actual loss or destruction of District property or financial assets. These problems frequently arise when relatives work together.

- A. "Relatives," with the exception of married employees, are defined as persons who are related by blood or marriage, or whose relationship is similar to that of persons who are related by blood or marriage (i.e., adopted child or step parent).
- B. Relatives of currently employed District employees may be hired by the District as employees, promoted or transferred only if: (1) the individuals concerned will not work in a direct supervisory relationship with each other, or be in the same line of authority or supervision; (2) the individual hired, promoted or transferred will not work in the same department, division, office or facility or under the authority of one supervisor; (3) the employment, promotion or transfer will not cause any potential conflicts or disruption to District operations; and (3) the

45 employment, promotion or transfer will not pose any potential articulable
46 problems or conflicts involving supervision, security, safety, confidentiality,
47 performance or morale.

48
49 **C.** Current District employees are strictly prohibited from participating in, or
50 influencing or attempting to influence the selection process or the employment,
51 promotion or transfer of any relative or their spouse.

52
53 **D.** The District reserves the right to take prompt action to prevent the attempt of any
54 relative or spouse to influence the selection or any other employment decision
55 involving any relative or spouse.

56
57 The employment of spouses in the same department, division or facility involves
58 potential conflicts of interests that are greater for married persons than for other
59 persons. Additionally, the placement of one spouse under the direct supervision
60 of the other frequently leads to problems involving supervision, safety, security or
61 morale. The employment of spouses shall be governed by the rules set forth in
62 the following paragraph E.

63
64 **E.** No employment decision, including but not limited to transfers or promotions,
65 shall be based on whether an individual has a spouse presently employed by the
66 District except in accordance with the following criteria:

67
68 **1.** For business reasons of supervision, safety, security or morale, the District
69 may refuse to place one spouse under the direct supervision of the other
70 spouse.

71
72 **2.** For business reasons of supervision, security or morale, the District may
73 refuse to place both spouses in the same department, division or facility if the
74 work involves potential conflicts of interest or other hazards greater for
75 married couples than for other persons.

76
77 **3.** For co-employees who marry, the District shall make reasonable efforts to
78 assign job duties so as to minimize problems of supervision, safety, security
79 or morale.

80
81 **4.** For the purpose of this Paragraph E, a "spouse" is defined as a partner in a
82 marriage between a man and a woman.

83
84 **5.** Present employees of the District who marry or who become related by
85 marriage must immediately notify their supervisors. If employees who marry
86 or who become related by marriage do work in a direct supervisory
87 relationship with one another or do cause an actual conflict or difficulty
88 concerning supervision, security, safety, or morale, the District will attempt to
89 reassign one of the employees to another position for which he or she is

90 qualified, if such a position is available, and no other accommodation is
91 reasonable or practicable.

- 92
- 93 6. Any decision not to employ, promote or transfer the spouse of an employee
94 shall be made on a case-by-case basis by the Vice Chancellor of Human
95 Resources taking into account all of the actual facts and circumstances
96 regarding the particular position and the duties and the relationship of the
97 position and duties performed by the employed spouse. This decision shall
98 involve an assessment of the actual work setting to determine whether that
99 setting would pose, because of the mutual concerns married couples are
100 assumed to share, a potential conflict of interest or other hazards greater for
101 married couples than for other employees. If the potential conflict or hazard is
102 determined to be greater, the District will regulate the employment of spouses
103 to avoid the conflict or other hazard by reasonably matching the severity of its
104 actions toward one or the other spouse to the degree of risk and significance
105 of the potential harm involved.

106

107 **Sample from another District**

108

109 Applicants for employment must declare on their District applications their relatives or
110 immediate family members who are current District employees, or members of the
111 Board of Trustees.

112

113 Present employees working in the same department or division who become relatives
114 must notify the Human Resources Office. If that relationship causes or it is reasonably
115 foreseeable that it will cause a conflict of interest or a problem with supervision, safety,
116 security, or morale, the District will make every attempt to reassign one of the
117 employees or will make arrangements which mitigate the problems until such a transfer
118 is possible.

119

120

121 **Sample from another District**

122

123 In the event employees decide to live in the same household, the District shall make
124 reasonable efforts to assign job duties so as to minimize problems of supervision,
125 safety, security, or morale. The District may affect a transfer or take other appropriate
126 action to avoid these problems.

127

128 No District employee or Board member shall serve on a committee for the purpose of
129 selecting or evaluating an employment candidate if he/she is in the immediate family,
130 living in the same household, or romantically involved with any candidate being
131 considered.

132

133

134 **Sample from another District**

136 The District will allow flexibility in the application of its nepotism policy when relatives (or
137 domestic partners as defined by Family Code Sections 297 et seq.) would be in the
138 same department.

139
140 If two persons in the same department should marry or enter into a domestic partner
141 relationship while both are employed by the District, they may continue their
142 employment in the same department provided they not work in any position that would
143 require one to be in a decision-making role relative to the other.

144
145 In those instances where developments would result in a relative/partner having
146 recommending or decision-making responsibilities over another relative/partner, the
147 appropriate vice president in consultation with superintendent/president will intercede to
148 ensure that there is no conflict of interest. Actions may include reassignment to another
149 department.

150
151 **References:** Government Code Sections 1090 et seq. and 12940 et seq.
152

Approved: 5/11/00

Revised:

153

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

BP 7360 DISCIPLINE AND DISMISSAL – ACADEMIC EMPLOYEES

(Replaces current SBCCD BP 7360)

A contract or regular employee may be dismissed or penalized for one or more of the grounds set forth in Education Code section 87732. If the employee is to be penalized, the Board of Trustees shall determine the nature of the penalties. If the Board decides to dismiss or penalize a contract or regular employee, it shall assure that each of the ~~administrative regulations have been followed.~~ following has been satisfied:

- The employee has been evaluated in accordance with standards and procedures established in accordance with the provisions of Education Code Sections 87660 et seq., and any administrative procedure for evaluation contained in a collective bargaining agreement;
- The Board has received all statements of evaluation which considers the events for which dismissal may be imposed;
- The Board has received a recommendation from the Chancellor.
- The Board has considered the statements of evaluation and the recommendations in a lawful meeting.

If the Board decides it intends to dismiss a contract or regular employee, it shall take the actions required by the Education Code, and the Chancellor or designee shall thereafter assure that the employee is afforded the full post-termination due process required by the Education Code Sections 87666-87681 and 87740.

The Chancellor shall establish procedures that define the conditions and processes for dismissal, discipline, and due process and ensure they are available to employees.

References: Education Code Sections 87666 et seq., 9, and 87732

Adopted: 6/10/04

Revised:

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7360 DISCIPLINE AND DISMISSAL – ACADEMIC EMPLOYEES

Causes for Discipline

A regular employee or academic employee may be dismissed or penalized for one or more of the following causes:

- Immoral or unprofessional conduct.
- Dishonesty.
- Unsatisfactory performance.
- Evident unfitness for service.
- Physical or mental condition that makes him/her unfit to instruct or associate with students.
- Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the Board of Governors or by the Board of Trustees of the District
- Conviction of a felony or of any crime involving moral turpitude.
- Conduct specified in Government Code Section 1028. (i.e., knowing membership in the Communist Party or of any organization which advocates the overthrow of the government of the United States by force or violence.)

Background Checks

Background checks may be conducted as part of disciplinary or harassment investigations. (Civil Code Sections 1786 et seq. Fair Credit Reporting Act)

Advanced notice of discipline/harassment investigations **shall/shall not** be provided to those under investigation. If the investigation results in action that adversely affects the employee, the employee shall receive oral, written, or electronic notice of:

- the adverse action;
- the name, address, and telephone number of the third party agency that furnished the report;
- the employee's right to obtain a free copy of the report; and
- the employee's right to dispute the accuracy or completeness of any of the information in the report.

44 **Notice and Appeal**

45 The District shall not act upon any charges of unprofessional conduct or unsatisfactory
46 performance unless during the preceding term or half college year prior to the date of
47 the filing of the charge, and at least 90 days prior to the date of the filing, the employee
48 against whom the charge is filed has been given written notice of the unprofessional
49 conduct or unsatisfactory performance, specifying the nature of the conduct with
50 specific instances of behavior and with particularity to permit the employee an
51 opportunity to correct his/her faults and overcome the grounds for the charge. The
52 written notice shall include the most recent evaluation of the employee.

53
54 If the Board of Trustees decides it intends to dismiss or penalize a contract or regular
55 employee, a written statement, signed and verified, shall be delivered to the employee
56 setting forth the complete and precise decision of the Board and the reasons for the
57 decision.

58
59 The written statement shall be delivered by serving it personally on the employee or by
60 mailing it by United States registered mail to the employee at his/her address last
61 known to the District.

62
63 If the employee objects to the decision on any ground, the employee shall give written
64 notice of the objection to the Board and the Chancellor of his/her objection within 30
65 days of the date of the service of the notice.

66
67 Within 30 days of receipt of the employee's demand for a hearing, the employee and the
68 [appropriate District representative] shall attempt to agree upon an arbitrator to hear
69 the matter. When there is agreement as to the arbitrator, the [appropriate District
70 representative] shall enter into the records of the Board of Trustees written
71 confirmation of the agreement signed by the employee and an authorized
72 representative of the District. Upon entry of such confirmation, the arbitrator shall
73 assume complete and sole jurisdiction over the matter.

74
75 If within 30 days of the receipt of the employee's demand for hearing, no written
76 agreement has been reached between the employee and the District regarding
77 appointment of an arbitrator, the District will certify the matter to the California State
78 Office of Administrative Hearings and request the appointment of an administrative law
79 judge.

80
81 Upon appointment, the arbitrator or the Administrative Law Judge shall conduct the
82 proceedings in accordance with the California Administrative Procedures Act, except
83 that the right of discovery shall not be limited to those matters set forth in Government
84 Code Section 11507.6 but shall include the rights and duties of any party in a civil action
85 brought in a superior court. In all cases, discovery shall be completed prior to one week
86 before the date set for hearing.

87

88 The arbitrator or Administrative Law Judge shall determine whether there is cause to
89 dismiss or penalize the employee. If the arbitrator finds cause, the arbitrator shall
90 determine whether the employee shall be dismissed, the precise penalty to be imposed,
91 and whether the decision should be imposed immediately or be postponed.

92
93 No witness shall be permitted to testify at the hearing except upon oath or affirmation.
94 No testimony shall be given or evidence introduced relating to matters that occurred
95 more than four years prior to the date of the filing of the notice. Evidence of records
96 regularly kept by the District concerning the employee may be introduced, but no
97 decision relating to the dismissal or suspension of any employee shall be made based
98 on charges or evidence of any nature relating to matters occurring more than four years
99 prior to the filing of the notice.

100
101 The decision of the arbitrator or Administrative Law Judge will be made in writing and
102 provided to all parties.

103
104 **References:** Education Code Sections 87669 and 87732
105

Approved:

106

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: April 13, 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 2100, BP 2430, BP/AP 2431, BP 2432, BP 2716, BP/AP 3550, BP 4000, AP/BP 4220, BP 4235, AP/BP 5130, BP/AP 7100.

ANALYSIS

The changes to the APs and BPs were submitted for First Reading on March 9, 2017.

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 2100 BOARD ELECTIONS

(Replaces current SBCCD BP 2090)

Elections shall be held every two years, in even numbered years, for four-year overlapping terms. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the first Friday in December next succeeding his/her election.

The Board of Trustees has provided for the election of trustees by trustee areas. Effective January 16, 2014, the trustee areas include:

- Areas 1, 3, 5, and 7 from which governing board members will be elected in November 2016 and every four years thereafter.
- Areas 2, 4, and 6 from which governing board members will be elected in November 2014 and every four years thereafter.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee area(s).

The Chancellor shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

References: Education Code Sections 5000 et seq. and 72036

Adopted: 4/8/04

Revised: 3/12/15

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

BP 2430 DELEGATION OF AUTHORITY TO THE CHANCELLOR

(Replaces current SBCCD BP 2170)

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

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

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

The Chancellor is empowered to develop administrative procedures for submittal to the board.

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

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

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

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

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

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The Chancellor is delegated the authority to accept written resignations.

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

References: Education Code Sections 70902(d) and 72400;
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 (formerly
IV.B.1.j and IV.B.2)

Adopted: 1/11/01

Revised: 4/8/04, 10/9/14, 12/11/14

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AP 2430 Delegation of Authority to the [CEO]

References:

Education Code Section 70902;
ACCJC Accreditation Standards IV.B.5, IV.C.12, and IV.D.1 (*formerly IV.B.1.j and IV.B.2*)

NOTE: *This procedure is **suggested as good practice**. Local practice, if any, may be inserted here. If language substantially similar to the following was **not** incorporated into BP 2430 titled Delegation of Authority, it is suggested that it be considered here.*

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

The [CEO] shall be responsible for reasonable interpretation of board policy. In situations where there is no board policy direction, the [CEO] shall have the power to act, but such decisions shall be subject to review by the Board. It is the duty of the [CEO] to inform the Board of such action and to recommend written board policy if one is required.

The [CEO] is expected to perform the duties contained in the [CEO] job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions.

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

For Multi-College districts:

The Chancellor delegates full responsibility and authority to the College Presidents to implement and administer delegated policies without interference and holds College Presidents accountable for the operation of the Colleges.

Revised 11/14

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

BP 2431 CHANCELLOR SELECTION

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

References: Title 5 Sections 53000 et seq.;
ACCJC Accreditation Standards IV.B and IV.C.3 (formerly IV.B.1 and IV.B.1.j)

Adopted: 10/9/14, 12/11/14

San Bernardino Community College District
Administrative Procedure
Chapter 2 – Board of Trustees

AP 2431 CHANCELLOR SELECTION

In the case of a Chancellor vacancy, the Board of Trustees shall establish a search process to fill the vacancy, in compliance with AP 7250. The process shall comply with relevant regulations.

Approved: 10/9/14



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

BP 2432 CHANCELLOR SUCCESSION

~~Should the Chancellor not be able to perform his/her duties for any period of time, the Board will. The Board of Trustees delegates authority to the Chancellor to appoint an -acting~~

~~Chancellor to serve in his/her absence for short periods of time, not to exceed 30 calendar days at a time.~~

~~In the absence of the Chancellor and when an acting Chancellor has not been named, administrative responsibility shall reside with (in order):~~

~~1. The Longest Serving College President~~

~~2. Vice Chancellor of Fiscal Services~~

~~3. Vice Chancellor of Human Resources~~

~~The Board shall appoint an acting Chancellor for periods exceeding 30 calendar days.~~

References: Education Code Sections 70902(d) and 72400;
Title 5 Section 53021(b)

Adopted: 4/9/15

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

BP 2716 POLITICAL ACTIVITY

Members of the Board of Trustees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

Also see BP/AP 7370 titled Political Activity

References: Education Code Sections 7054, 7054.1, and 7056;
Government Code Section 8314

Adopted: 4/9/15

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

BP 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION PROGRAM

(Replaces current SBCCD BP 3550)

~~❖ From current SBCCD BP 3550 titled Drug Free Environment and Drug Prevention Program~~

The District shall be free from all drugs and from the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District.

Any student or employee who violates this policy will be subject to disciplinary action, (consistent with local, state, or federal law), which may include referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

The District shall provide specific procedures, which prohibit the unlawful possession, use, distribution, manufacturing, or dispensing of illicit drugs and alcohol by students and employees on District property or as a part of District activities.

The Chancellor shall assure that the District distributes annually to each student and employee the information required by the Drug Free Schools and Communities Act Amendments of 1989 and complies with other requirements of the Act.

References: Drug Free Schools and Communities Act, 20 U.S. Code Section 1145g;
34 ~~GFR~~ Code of Federal Regulations Sections 86.1 et seq.;
Drug Free Workplace Act of 1988, 41 U.S. Code Section 702

***NOTE:** The red ink signifies language that is legally required and recommended and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from the current SBCCD BP 3550 titled Drug Free Environment and Drug Prevention Program approved on 4/8/04.*

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

AP 3550 DRUG FREE ENVIRONMENT AND DRUG PREVENTION
PROGRAM

~~NOTE: The language in red ink is legally required. Insert local practice here, including identification of the person or office with the authority and responsibility for implementing this procedure. Following are examples:~~

The District is committed to providing its employees and students with a drug free workplace and campus environment. It emphasizes prevention and intervention through education.

~~NOTE: Describe local educational and student services programs here, such as relevant courses, seminars, lectures, counseling, health services, and referral for those affected by alcohol or substance abuse.)~~

~~Also describe the health risks associated with the use of illicit drugs and the abuse of alcohol.~~

Prohibition of Drugs

The unlawful manufacture, distribution, dispensing, possession or use of alcohol or any controlled substance is prohibited on District property, during District-sponsored field trips, activities or workshops, and in any facility or vehicle operated by the District.

Violation of this prohibition will result in appropriate action up to and including termination of employment, expulsion, and referral for prosecution, or, as permitted by law, may require satisfactory participation in an alcohol or drug abuse assistance or rehabilitation program.

Employee Notification of Workplace Criminal Drug Statute Violation

The Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) requires that district faculty and staff directly engaged in the performance of work on a Federal contract or grant shall abide by this policy as a condition of employment and shall notify the district within five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on district business. The district is required to notify

44 the Federal contracting or granting agency within ten days of receiving notice of such
45 conviction, take appropriate corrective action, or require the faculty or staff member to
46 participate satisfactorily in an approved drug-abuse assistance or rehabilitation program.
47 In addition, employees must notify the District with five days of any conviction for violating
48 a criminal drug statute while in the workplace. The District is required to inform any
49 agencies that require this drug-free policy within ten days after receiving notice of a
50 workplace drug conviction.

51
52 ~~As a condition of employment, employees must notify the District within five days of any~~
53 ~~conviction for violating a criminal drug statute while in the workplace. The District is~~
54 ~~required to inform any agencies that require this drug-free policy within ten days after~~
55 ~~receiving notice of a workplace drug conviction.~~

56 57 **Assistance, Resources and Referrals**

58 Drug or alcohol counseling, treatment, or rehabilitation or re-entry programs or referrals
59 are available to employees or students. The College District provides confidential referrals
60 through an Employee-Assistance Program (EAP) for employees and their families
61 needing assistance with drug or alcohol abuse. Please contact the Benefits Office for
62 more information regarding EAP. Students should contact Health Services for resources
63 or for assistance.

64 65 **Pre-Employment Drug Testing**

66 The District requires pre-employment drug testing of finalists for positions that are safety
67 and/or security sensitive. The following positions require pre-employment drug testing:
68 police officers, dispatchers, campus security officers, drivers, maintenance jobs involving
69 driving and/or use of potentially dangerous tools, jobs involving dangerous chemicals or
70 substances. The District shall use an independent testing laboratory and results will only
71 be made available to Human Resources staff.

72 73 **Drug Testing Current Employees**

74 The District's drug prevention efforts are meant to focus on prevention and assistance,
75 however the District may require drug tests under certain circumstances. If an employee
76 is employed in a safety or security sensitive position (as described in the foregoing
77 paragraph), post-accident/injury drug testing is allowed and may be conducted. If the
78 employee is not in a safety or security sensitive position, reasonable suspicion must be
79 established in order to test someone. Reasonable suspicion shall be established and
80 documented by a District police officer based on the following factors:

- 81
82 • Observable phenomena, such as direct observation of drug or alcohol use or
83 possession and/or the physical symptoms of being under the influence of drugs or
84 alcohol. The factors listed below may demonstrate physical symptoms of being
85 under the influence of drugs or alcohol (this list is not intended to be exhaustive):
86 ◦ Equilibrium – does the person stagger, sway side to side or backward and
87 forward when standing? Does the person stagger when walking?

- 88 ○ Speech – is the person’s manner of speech slurred, rapid, or slow when
- 89 compared to the person’s normal manner of speech?
- 90 ○ Mental Reaction – during conversations with the person or by observing the
- 91 person in conversations with others, are the person’s statements
- 92 responsive or consistent with the topic or the sequence of the conversation?
- 93 Does the person’s attention appear to wander?
- 94 ○ Odor of alcohol or controlled substance on breath, body or clothing – is
- 95 there any suspicious odor, or is there a lack of such an odor?
- 96 ○ Eyes – are the person’s eyes normal? Are the pupils constricted or dilated?
- 97 Are the eyes extremely red or red rimmed? Does the person have difficult
- 98 focusing his or her eyes?
- 99 ○ Physical Actions – is a normally calm person hyperactive or nervous? Does
- 100 he or she appear to act nervous or in a nervous way? Is a normally
- 101 energetic, active, gregarious person lethargic, inattentive, or withdrawn?
- 102 ○ Mood – is the person abnormally hostile, angry or short with others, or
- 103 abnormally sad, or given to uncontrolled crying or depression when
- 104 compared to the person’s normal mood?
- 105 • A pattern of abnormal conduct or erratic behavior.
- 106 • Conviction for a drug-related or alcohol-related offense, or the identification of an
- 107 employee as the focus of a criminal investigation into illegal drug possession, use
- 108 or distribution, while on compensable work time.
- 109 • Information provided either by reliable or credible sources or independently
- 110 corroborated by other sources, to include self-admission of drug/alcohol use.
- 111 • Evidence that the employee tampered with a previous drug test.

112 Refusal to be drug tested based upon evidence of reasonable suspicion may constitute

113 insubordination, and the employee may be subject to discipline up to and including

114 termination from employment.

115

116 Drug testing, as arranged by the District, shall be tailored towards the specific

117 signs/symptoms being exhibited by the employee.

118

119 **References:** Drug Free Schools and Communities Act Amendment of 1989;

120 20 U.S. Code Section 1145g;

121 34 Code of Federal Regulations 86.1 et seq.;

122 Federal Drug-Free Workplace Act of 1988;

123 41 U.S. Code Section 702

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125

126 ***NOTE:** The red ink signifies language that is **legally required** and recommended by the Policy and*

127 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore).*

128

Approved:

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

BP 4000 INSTRUCTIONAL PROGRAMS

(Replaces current SBCCD BP 4000)

❖ From current SBCCD BP 4000 titled Instructional Programs**A. Programs**

The colleges of the District shall offer comprehensive instructional programs in the areas of general education, transfer education, vocational education, learning skills education, community services, and joint programs with business, industry, labor, government, and other accredited educational institutions.

B. Degrees

The colleges shall offer programs of instruction leading to the Associate in Arts Degree and/or the Associate in Science Degree. Degree programs shall meet State requirements for such degrees. Each college shall publish the requirements for the degrees offered in its college catalog.

C. Certificates

The colleges shall offer programs leading to a Certificate of Completion in fields of study or training where such certificates are appropriate.

D. Approval

Courses, degrees, and certificate programs require Board approval and approval by the State Chancellor's Office.

References: [Education Code Section 70902;](#)
[Title 5 Sections 51000, 51022, 55060 et seq., 55100, 55130 and 55150](#)

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

BP 4220 STANDARDS OF SCHOLARSHIP

(Replaces current SBCCD BP 4220)

❖ **From current SBCCD BP 4220 titled Standards of Scholarship, Delegation**

The Chancellor is responsible for establishing procedures that delineate the standards of scholarship consistent with the provisions of Title 5, Sections 55020 et seq., 55030 et seq., 55040 et seq., and Board policy.

These ~~standards~~ procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the college catalogs.

References: Education Code Section 70902(b)(3);
Title 5, Sections 55020 et seq., 55031 et seq., and 55040 et seq.

***NOTE:** The red ink signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD BP 4220 titled Standards of Scholarship, Delegation approved on 5/13/04.*

Adopted: 5/13/04

Revised:

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

AP 4220 STANDARDS OF SCHOLARSHIP – DELEGATION

Introduction

This procedure addresses standards of scholarship to include the following:

- I. Academic record symbols and grading practices;
- II. Credit by examination;
- III. Probation/Dismissal;
- IV. Alleviating substandard work by course repetition;
- V. Academic renewal;
- VI. Remedial Course Limit;
- VII. Excess Units; and
- VIII. Course repetition absent substandard work.

These procedures shall be printed and described in each college catalog.

I. Academic Record Symbols and Grading Practices (Title 5, 55022, 55023)

Refer to Administrative Procedure 4230 for the San Bernardino Community College District Grading and Academic Record Symbols.

II. Credit by Examination (Title 5, 55050)

Each SBCCD college may grant credit to any student who satisfactorily passes an examination approved and conducted by an instructor in a specific discipline of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog as eligible for credit by examination. All regulations and procedures pertaining to credit by examination must be published in the college catalog.

Refer to Administrative Procedure 4235: Credit by Examination for further information.

III. Probation/Dismissal (Title 5, 55030, 55031, 55032, 55033, 55034)

Refer to Administrative Procedure 4250: Probation and Administrative Procedure 4255: Disqualification & Readmission.

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IV. Alleviating Substandard Work by Course Repetition (Title 5, 55042)

The San Bernardino Community College District, per Title 5 regulations, permits students to repeat courses not designated as repeatable when the student has done substandard work defined as "D," "F," "FW," and/or "NP". Per Title 5, section 55042, a student may only repeat a course twice to alleviate substandard work. When repetition occurs, the following guidelines must be met:

- A. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history;
- B. Nothing shall be done to conflict with the Education Code and Title 5 regulations pertaining to the finality of grades assigned by instructors;
- C. Repetition may be permitted of any course taken in an accredited college or university for which substandard academic performance is recorded; when such courses are repeated for a maximum of two attempts, the previous grades and credit will be disregarded;
- D. Courses repeated will not carry additional unit credit.

In computing grade point averages, units attempted, units passed (if any) and grade point (if any) for previous attempts shall be excluded when the following conditions are met:

- 1. The student formally requests permission to repeat the course(s) using an Academic Exception Petition form from the Admissions and Records web page;
- 2. The request is in compliance with such additional requirements and limitations as the district may establish;
- 3. The request is approved by the college official designated (as noted on the repetition form); and
- 4. Single courses in which a grade of D, F, FW, and NP was received may be repeated in the district, upon submission of the "Academic Exception Petition" form (available on the Admissions and Records web page) to Admissions and Records. The new grade and units shall be substituted and the previous grade and credit will be disregarded in the computation of the cumulative grade point average and the transcript shall be so annotated.

When a course is repeated to alleviate a substandard grade or because a "W" was received, per State apportionment the course may only be taken three (3) times maximum.

V. Academic Renewal (Without Course Repetition) (Title 5, 55046)

Refer to Administrative Procedure 4240: Academic Renewal.

VI. Remedial Course Limit

91 Per Title 5, section 55035, no student shall receive more than 30 semester units (or 45
92 quarter units) for remedial coursework. Remedial coursework is defined as “pre-
93 collegiate basic skill instruction delivered in the non-degree applicable credit mode.”

94
95 Students enrolled in one or more courses of English as a Second Language (ESL) and
96 students identified by the district/colleges as having a learning disability (defined in
97 section 56036) are exempted from the limitation on remedial coursework.

98
99 A student who has exhausted the unit limitation on remedial coursework may apply for a
100 waiver for a specified period of time or for a specified number of units. Waivers will be
101 granted to students who show significant, measureable progress toward the
102 development of skills appropriate to his/her enrollment in college-level courses.

103
104 Also refer to Administrative Procedure 4222: Remedial Coursework.

105 **VII. Excess Units**

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108 Students may not carry more than 18 units at the SBCCD Colleges without prior
109 approval. Students must obtain Counselor approval for enrollment in more than 18
110 units. Under no circumstances will a SBCCD College grant approval above 25 units for
111 all SBCCD Colleges.

112
113 Granting approval for excess units should be the exception and not standard practice.

114
115 The maximum number of units for the Summer Session is 10.

116 **VIII. Course Repetition Absent Substandard Work (Title 5, 55040 thru 55044,**

117 **55253, 56029)**

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120 Refer to Administrative Procedure 4225, Course Repetition and Repeatable Courses.

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123 ***NOTE: This procedure is optional. This procedure is included to identify the designated***
124 ***authorities and processes for the other Administrative Procedures and documents related***
125 ***to standards of scholarship. Local practice may be inserted.***

126
127 ***Matters identified by Title 5 as standards of scholarship are grading practices, credit-***
128 ***noncredit options, credit by examination, standards for probation and dismissal, remedial***
129 ***course work, academic record symbols, grade changes, course repetition, and academic***
130 ***renewal. Authority and responsibility is delegated to the chief instructional or academic***
131 ***officer and the Academic Senate as described in the policies and procedures on***
132 ***participation in local decision-making.***

133
134 **Sample 1 from another District:**

136 ~~The District requires that all students maintain an acceptable level of progress toward~~
137 ~~their educational goals through course completion and by maintaining a minimum grade~~
138 ~~point average of 2.0 or higher. Students who do not maintain satisfactory progress toward~~
139 ~~their educational goal are subject to academic and/or progress probation and dismissal~~
140 ~~as outlined in the Administrative Procedures, in accordance with Title 5.~~

141
142 ~~Matters identified by Title 5 as standards of scholarship are grading practices, credit-~~
143 ~~noncredit options, credit by examination, standards for probation and dismissal, remedial~~
144 ~~course work, academic record symbols, grade changes, course repetition, and academic~~
145 ~~renewal. Authority and responsibility is delegated to the Chief Instructional Officer and~~
146 ~~the Academic Senate as described in the policies and procedures on participation in local~~
147 ~~decision-making.~~

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149 **Sample 2 from another District:**

150
151 ~~Matters identified by Title 5 as standards of scholarship are grading practices, credit-~~
152 ~~noncredit options, credit by examination, standards for probation and dismissal, remedial~~
153 ~~course work, academic record symbols, grade changes, course repetition, and academic~~
154 ~~renewal. Authority and responsibility is delegated to the Vice President, Instructional~~
155 ~~Services, and the Academic Senate as described in the policies and procedures on~~
156 ~~participation in local decision making (see Board Policy and Administrative Procedure~~
157 ~~2510, Local Decision Making).~~

158
159 **Sample 3 from another District:**

160
161 ~~The District relies on the expertise of faculty for standards of scholarship. The Curriculum~~
162 ~~Committee of the Academic Senate is charged with maintaining the integrity and quality~~
163 ~~of the District curriculum, including appropriate breadth, depth, rigor, sequencing, pace,~~
164 ~~and synthesis of learning in courses and programs. The course development process,~~
165 ~~which culminates in approval by the Curriculum Committee, Academic Senate, and Board~~
166 ~~of Trustees, includes review of Student Learning Outcomes, how learning is assessed,~~
167 ~~and award of credit. Grading practices are consistent with Title 5 regulations. These~~
168 ~~practices are to be adhered to by faculty who administer grades. All of these procedures~~
169 ~~are described in the college catalog and/or schedule of classes.~~

170
171 ~~(NOTE: Also see sample language from other Districts included in the notebook)~~

172
173 **Reference:**

174 ~~CA Education Code Section 70902(b)(3);~~
175 ~~Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.~~
176 ~~Education Code Sections 70902(d)~~

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178
179 **NOTE:** The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure
180 **Service and its legal counsel (Liebert Cassidy Whitmore).** The language in **blue ink** is included for
181 **consideration.**

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

BP 4235 CREDIT BY EXAMINATION

(Replaces current SBCCD BP 4235)

~~**NOTE:**—The language in current SBCCD BP 4235 reflects the legally advised information.~~

~~❖ From current SBCCD BP 4235 titled Credit by Examination~~

Credit may be earned by students who satisfactorily pass authorized examinations. The Chancellor is responsible for establishing administrative regulations to implement this policy.

Reference: Title 5, Section 5050

NOTE: The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from the current SBCCD BP 4235 titled Credit by Examination approved on 4/8/04.

Adopted: 4/8/04

Revised:

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

AP 4235 CREDIT BY EXAMINATION

(Replaces current SBCCD AP 4235)

NOTE: This procedure is **optional** but it **legally advised** if the Board of Trustees has approved a policy to allow credit by examination.

Credit by Examination may be obtained by one of the following methods: (Colleges must determine appropriate methods. The following are common.)

- Achievement of a score of **[3 or higher]** on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.

Determination of Eligibility to Take the Examination:

- The student must be currently registered in the college and in good standing.
- The course is listed in the college catalog.
- Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

NOTE: Additional local procedures may be inserted, which **must** include:

- The student's academic record clearly indicates that the credit was earned by examination.
- Limits on the number of units that may be applied to the Associate degree.
- Other limits on student and course eligibility for credit by examination.

44
45
46 ❖ **From current SBCCD AP 4235 titled Credit by Examination**
47

48 **A. Eligibility**
49

50 The Credit by Examination option is available to students who are currently
51 enrolled and have completed 12 units or more at the college where the credit is
52 to be earned. This requirement may be waived for permanent employees of the
53 District. Eligibility for credit by examination is determined by faculty in the
54 appropriate discipline and the appropriate administrator(s).
55

56 **B. Administration**
57

58 Upon filing of the application, the student will be directed to the appropriate
59 instructor who will determine and administer the examination(s). The grade(s)
60 earned on the examination(s) will be the final grade reported for the course.
61 Such grade will be consistent with the grading system of the college.
62

63 **C. Notation to Record**
64

65 The student's permanent record shall be clearly annotated to reflect that credit
66 was earned by examination.
67

68 **D. Financial Aid**
69

70 Credits earned through credit by examination are not eligible for financial aid.
71

72 **E. Waivers**
73

74 The 12-unit residency rule may be waived by the Vice-President of Instruction for
75 special circumstances on a case-by-case basis. A specific request and review of
76 the circumstances must be presented in writing by the person(s) requesting the
77 waiver.
78

79 In the case of Tech Prep students who are requesting credit for an approved,
80 articulated high school course, the 12-unit residency rule is waived.
81

82 **Reference:** [Title 5 Section 55050](#)
83
84

85 **NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and
86 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
87 the current SBCCD AP 4235 titled Credit by Examination approved in 4/91.
88

Approved: 4/91

Revised:

San Bernardino Community College District
Board Policy
Chapter 5 – Student Services

BP 5130 FINANCIAL AID

(Replaces current SBCCD BP 5130)

NOTE: The language in red ink is legally required.

❖ From current SBCCD BP 5130 titled Financial Aid

~~A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.~~

~~All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.~~

~~The Chancellor is responsible for establishing procedures to establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.~~

~~The Financial Aid Office is responsible for the administration of federal and state financial aid programs. Financial Aid programs may include, outside scholarships, grants, waivers and work study programs.~~

~~All financial aid programs will adhere to guidelines, procedures and standards issued by federal and state laws and other applicable regulatory and institutional requirements.~~

~~The Financial Aid Office shall establish, publicize and apply satisfactory academic progress standards to all participants in Title IV student aid programs. A program of financial aid to students will be provided, which may include, but is not limited to, scholarships, grants, loans, and work and employment programs.~~

~~All financial aid programs will adhere to guidelines, procedures, and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements.~~

~~The Chancellor is responsible for establishing procedures to establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs.~~

46 **NOTE:** The policy provisions below are **legally required** in an effort to show good faith
47 compliance with the applicable federal regulations.
48

49 **Misrepresentation**

50 Consistent with the applicable federal regulations for federal financial aid, the District shall
51 not engage in “substantial misrepresentation” of 1) the nature of its educational program,
52 2) the nature of its financial charges, or 3) the employability of its graduates.
53

54 The Chancellor shall establish procedures for regularly reviewing the District’s website
55 and other informational materials for accuracy and completeness and for training District
56 employees and vendors providing educational programs, marketing, advertising,
57 recruiting, or admission services concerning the District’s educational programs, financial
58 charges, and employment of graduates to assure compliance with this policy.
59

60 The Chancellor shall establish procedures wherein the District shall periodically monitor
61 employees’ and vendors’ communications with prospective students and members of the
62 public and take corrective action where needed.
63

64 This policy does not create a private cause of action against the District or any of its
65 representatives or service providers. The District and its Board of Trustees do not waive
66 any defenses or governmental immunities by enacting this policy.
67

68 **References:** Education Code Sections 66021.6 and 76300;

69 20 U.S. Code, Sections 1070, et seq.;

70 34 Code of Federal Regulations (CFR) Section 668;

71 U.S. Department of Education regulations on the Integrity of Federal
72 Student Financial Aid Programs under Title IV of the Higher Education Act
73 of 1965, as amended

74 34 Code of Federal Regulations Section 668; (U.S. Department of
75 Education Regulations on the Integrity of Federal Student Financial Aid
76 Programs under Title IV of the Higher Education Act of 1965, as amended);
77 ACCJC Accreditation Standard III.D.15
78

79 **NOTE:** The **red ink** signifies language that is **legally required** and recommended by the Policy and
80 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This policy reflects updates/revisions
81 from the Policy and Procedure Service in July 2011, March 2012, and October 2013. The language in
82 **black ink** is from current SBCCD BP 5130 titled Financial Aid adopted on 6/10/04. The language in **blue**
83 **ink** is included for consideration.
84

Adopted: 6/10/04

Revised:

85
86

San Bernardino Community College District
Administrative Procedure
Chapter 5 – Student Services

AP 5130 FINANCIAL AID

***NOTE:** The language in red ink is **legally required**. Local practice may be inserted here. Many Districts have published extensive handbooks for financial aid. They may, if desired, be incorporated by reference rather than reproduced. Further information can be obtained at: <http://www.ifap.ed.gov>, the California Community College Student Financial Assistance Unit.*

Financial Aid programs offered usually include:

- BOG
- CalWORKS
- Cal Grants
- Federal Pell Grants
- Federal Direct Student Loan Program
- Federal Family Education Loan Program

Regulations must address at minimum:

- Application procedures, including deadlines
- Student eligibility
- Payment procedures
- Overpayment recovery
- Accounting requirements
- Satisfactory progress

San Bernardino Community College District participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal regulations and requirements.

San Bernardino Community College District offers the following financial aid awards to all students who are enrolled at the colleges within the District:

- Board of Governors Fee Waiver (BOG)
- Chafee Grant
- Cal Grant B and C

- 44 • Federal Pell Grant
- 45 • Federal Work Study
- 46 • Federal Supplemental Opportunity Grant
- 47 • Full Time Student Success Grant
- 48 • Outside Scholarships

49 The financial aid procedures, listed below, provide guidance in the financial aid process
50 within the District and give students information needed to make informed decisions
51 about financing their education. Students should regularly check the financial aid
52 website at the college they are attending, as these procedures and policies are
53 reviewed and updated to remain compliant with federal and state requirements to
54 ensure that the District is supporting the success of our students.

55 Application Procedures

56 To be considered for financial aid, students must complete the Free Application for Federal Student Aid
57 (FAFSA) and include either San Bernardino Valley College school code (001272) or Crafton Hills College
58 school code (009272). The application is available beginning in October for the following academic
59 award year. If a student is applying for a State Cal Grant, the FAFSA and a GPA verification form must
60 be completed. Additional information and eligibility requirements are available at the Financial Aid Office.
61 It is important that California Community College students complete the FAFSA application by the state
62 published deadline.

63 Student Eligibility

64 General student eligibility requirements consist of the following:

- 65 • Be enrolled as a regular student in an eligible program for the purpose of obtaining an Associate's
66 degree, certificate program, or transfer program
- 67 • Cannot be enrolled in an elementary or secondary school
- 68 • Must have a high school diploma or equivalent
- 69 • Making satisfactory academic progress
- 70 • Must meet enrollment status requirements
- 71 • Must resolve any drug conviction issues
- 72 • Must be a citizen or an eligible noncitizen
- 73 • Have resolved any default on a FSA loan or overpayment
- 74 • Have a valid social security number
- 75 • Males between the ages of 18-25 must register with the Selective Service System or meet an
76 exemption requirement
- 77 • Resolve any conflicting information

78 There are also program specific eligibility requirements that may be required.

79 Payment Procedures

80 Financial aid disbursements are calculated based on a student's Expected Family Contribution (EFC),
81 financial need, availability of funds, and the number of units in which the student is enrolled in each
82 semester.

83 Waitlist courses are not considered as enrolled units and are not included in the calculation of eligibility.

84 Disbursements are refunded electronically to the college issued Debit Card. Students must enroll and
85 request their Debit Card at www.enroll.moneynetworkedu.com/. Students also have the ability to have

95 their refunds transferred to their existing bank account using the ACH option. This option may delay a
96 student receiving their disbursement 3-5 business days depending on the existing banking institution
97 procedures. Students who do not select a refund preference will default to a refund check being
98 processed and mailed to the student's home address as reported with Admissions and Records.
99

100 Overpayment Recovery

101
102 The District will determine the amount of federal financial aid a student has earned in accordance with
103 federal law. Recipients of federal programs are subject to the Return of Title IV Funds (R2T4)
104 requirements. Students who receive federal financial aid and do not attend any classes will be required
105 to repay all of the funds they have received within 30 days of being notified. If students do not repay
106 within the 30-day requirements the student account will be forwarded to collections with the department of
107 education. Students who withdraw from all classes prior to completing more than 60% of the term will
108 have their financial aid eligibility recalculated based on the percentage of the term completed and will be
109 required to repay any unearned financial aid they have received.
110

111 Determination of a student's withdrawal date:

- 112 • The date the student officially notified the Admissions and Records Office of his or her intent to
113 withdraw;
- 114 • The midpoint of the semester for a student who leaves without notifying the college;
- 115 • The student's last date of attendance at a document academically-related activity; or
- 116 • The date posted by the instructor indicating the last day of attendance.
117

118 Accounting Requirements

119
120 The District ensures internal checks and balances by separating the functions of authorizing payments
121 and disbursing or delivering funds so that no single person or office exercises both functions for any
122 student receiving Federal Student Aid (FSA) funds.
123

124 Satisfactory Academic Progress

125
126 In accordance with Federal and State regulations, financial aid recipients are required to meet
127 Satisfactory Academic Progress (SAP) requirements. SAP requirements include qualitative, quantitative,
128 and maximum time frame standards by which the financial aid office can determine that students
129 receiving federal financial aid funds are maintaining the satisfactory academic progress required for their
130 course of study. Students who are receiving federal student aid must be enrolled in a course of study
131 leading to an associate's degree, a certificate program, and/or a transfer program to a four-year college.
132 Failure to maintain SAP standards will result in the loss of financial aid assistance. The Financial Aid
133 Office reviews academic progress, annually, at the end of each Spring semester. Satisfactory Academic
134 Progress will evaluate periods of enrollment in which the student did not receive financial aid funds as
135 well as courses that were taken at another college and apply towards their program of study.
136

137 Students are required to adhere to the following SAP requirements:

- 138 • Maintain a cumulative GPA of 2.0 or above (qualitative);
- 139 • Successfully complete a minimum of 67% of the total number of units attempted/ completed
140 (quantitative); and
- 141 • Not exceed a maximum of 90 total unit's attempted/completed (maximum time frame).
142

143 These procedures may change periodically and may be superseded by current state and federal laws and
144 regulations.
145

146 Packaging

147

148 The process at each college to award all students in a manner consistent with federal
149 and state regulations. Students must complete the Free Application for Federal Student
150 Aid (FAFSA) or the Dream Act Application and be meeting all eligibility requirements to
151 be considered for financial aid.

152 Professional Judgement

153 The procedures at each college to provide assistance to those students who require
154 professional judgement ruling regarding their unique individual circumstances, in
155 accordance with federal and state regulations.

156 Return to Title IV Funds (R2T4)

157 This procedure explains the requirement to return federal funds when a student has
158 completely withdrawn from all classes.

159 Satisfactory Academic Progress

160 This procedure explains the standards for measuring satisfactory academic progress
161 (SAP) in an academic program. All students attending San Bernardino Community
162 College District must meet these requirements to remain eligible to receive financial aid.

163 Verification

164 This is the process followed by the District to comply with federal and state guidelines
165 regarding verification

166 Misrepresentation

167 Consistent with the applicable federal regulations for federal financial aid, the District
168 shall not engage in “substantial misrepresentation” of

- 169 • The nature of its educational program,
- 170 • The nature of its financial charges,
- 171 • The employability of its graduates.

172 The Chancellor or designee shall establish procedures for regularly reviewing the
173 District’s website and other informational materials for accuracy and completeness and
174 for training District employees and vendors providing educational programs, marketing,
175 advertising, recruiting or admissions services concerning the District’s educational
176 programs, financial charges, and employment of graduates to assure compliance with
177 this policy.

178 This policy does not create a private cause of action against the District or any of its
179 representatives or service providers. The District and its governing board do not waive
180 any defenses or governmental immunities by enacting this policy.

- 181 •

182 ***NOTE: This procedure provisions below are legally required in an effort to show good***
183 ***faith compliance with the applicable federal regulations.***

184 **Misrepresentation**

193 Misrepresentation is defined as any false, erroneous, or misleading statement that the
194 District, a representative of the District, or a service provider with which the District has
195 contracted to provide educational programs, marketing, advertising, recruiting, or
196 admissions services, makes directly or indirectly to a student, prospective student, a
197 member of the public, an accrediting agency, a state agency, or the United States
198 Department of Education.

199
200 A misleading statement includes any statement that has the likelihood or tendency to
201 deceive or confuse. If a person to whom the misrepresentation was made could
202 reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the
203 misrepresentation would be substantial.

204
205 This procedure does not apply to statements by students through social media outlets or
206 by vendors that are not providing covered services, as reflected herein.

207
208 NOTE: This procedure provision below is legally required under California Regulations
209 and applies to students who receive a BOG Fee Waiver.

210
211 Loss of Eligibility for BOG Fee Waiver

212 A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the
213 student is placed on academic or progress probation, or any combination thereof, for two
214 consecutive primary terms. Loss of eligibility shall become effective at the first registration
215 opportunity after such determination is made.

216
217 The District shall notify students of their placement on academic or progress probation no
218 later than thirty days following the end of the term that resulted in the student's placement
219 on probation. The notification must clearly state that two consecutive primary terms of
220 probation will lead to a loss of the BOG Fee Waiver until the student is no longer on
221 probation. The notification must also advise students about the available student support
222 services to assist them in maintaining eligibility.

223
224 The District shall adopt, prominently display, and disseminate policies ensuring that
225 students are advised about the student support services available to assist them in
226 maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination
227 includes, but is not limited to, information provided in college catalogs and class
228 schedules.

229
230 The District shall establish written procedures by which a student may appeal the loss of
231 a BOG Fee Waiver due to extenuating circumstances, or whenever a student with a
232 disability applied for, but did not receive, a reasonable accommodation in a timely
233 manner. Extenuating circumstances are verified cases of accidents, illnesses, or other
234 circumstances that might include documented changes in the student's economic
235 situation or evidence that the student was unable to obtain essential student support
236 services. Extenuating circumstances also includes special consideration of the specific
237 factors associated with Veterans, CalWORKs, EOPS, Homeless and DSPS student
238 status.

239
240 Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on
241 academic or progress probation. This exemption for Foster Youth is effective until the
242 date specified in Education Code section 66025.9(c).

243
244 **References:** Education Code Sections 66021.6, 66025.9, and 76300;
245 Title 5 Sections 55031, 58600 et seq.;
246 20 U.S. Code Sections 1070 et seq.;
247 34 Code of Federal Regulations Section 668;
248 (U.S. Department of Education regulations on the Integrity of Federal Student Financial
249 Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
250 ACCJC Accreditation Standard III.D.15

251
252
253 **NOTE:** *The **red ink** signifies language that is **legally required** and recommended by the Policy and*
254 *Procedure Service and its legal counsel (Liebert Cassidy Whitmore). This procedure reflects*
255 *updates/revisions from the Policy and Procedure Service in July 2011 and October 2013.*
256

Approved:

257
258

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

BP 7100 COMMITMENT TO DIVERSITY

(Replaces current SBCCD BP 7100)

~~**NOTE:** The first paragraph in current SBCCD BP 7100 parallels the language recommended by the Policy and Procedure Service.~~

~~❖ **From current SBCCD BP 7100 titled Commitment to Diversity, Equal Employment Opportunity**~~

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

~~**NOTE:** The following paragraphs are unique to SBCCD. It is recommended that the first paragraph be deleted as the protected classes are outdated (and will need to be updated frequently to remain current) and a reference be added at the end of this policy to BP/AP 3410 titled Nondiscrimination and BP/AP 3420 titled Equal Employment Opportunity.~~

~~The District shall not discriminate against any person in employment and in any program affiliated with the District because of race, color, family relationship, marital status, ancestry, religious creed, national origin, sex, disability, medical condition, age, military status or sexual orientation.~~

~~The District commits to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all programs. The District recognizes the rights of all individuals to mutual respect; acceptance of others without biases based on differences of any kind. The District makes a commitment to individual and organizational efforts to build respect, dignity, fairness, caring, equality, and self-esteem. The District acknowledges and honors the fundamental value of all individuals and pledges to create and maintain an environment that respects diverse traditions, heritages, and experiences. will implement affirmatively equal employment opportunity for all employees and qualified applicants for employment. The District is committed to a policy~~

45 of non-discrimination in recruiting, hiring, assignment, training, promotion, transfer and
46 evaluation. Positive action will be taken by administration, faculty, staff and students to
47 ensure the implementation of this policy and to overcome any form of exclusion or
48 discrimination, whether purposeful or inadvertent. The colleges shall ensure that
49 applicants and employees with disabilities receive reasonable accommodations.

50
51 This policy is consistent with the requirements and objectives set forth by the President's
52 Order #11246 as amended by 11275 and 11478 by Revised Order Number 5 and
53 amended, Title IX of the Education Amendment of 1972 and other Federal and State
54 laws.

55
56 Also see BP/AP 3410 titled Nondiscrimination and BP/AP 3420 titled Equal Employment
57 Opportunity

58
59 References: Education Code Section § 87100 et seq.;
60 Title 5, Section § 53000, et seq.

61
62
63
64 ~~*NOTE: The language in red ink is legally required and recommended by the Policy and Procedure*~~
65 ~~*Service and its legal counsel (Liebert Cassidy Whitmore). The language in black ink is from current*~~
66 ~~*SBCCD BP 7100 titled Commitment to Diversity, Equal Employment Opportunity adopted on 6/10/04. The*~~
67 ~~*language in blue ink is included for consideration.*~~

68
Adopted: 6/10/04
Revised:

69
70

San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7100 COMMITMENT TO DIVERSITY

~~NOTE: Procedures that meet legal requirements have been included in Chapter 3 (in AP 3420 titled Equal Employment Opportunity). Local practice, if any, which complies with Education Code Sections 87100 et seq. and Title 5 Sections 53000 et seq., may be included here. Consultation with District legal counsel is advised.~~

The District demonstrates its commitment to diversity by:

- Complying with all federal, state, and local laws and regulations regarding equal employment and discrimination in employment.
- Maintaining and abiding by the provisions of the District Equal Employment Opportunity Plan.
- Maintaining and abiding by the provisions of the Student Equity Plan.
- Employing qualified administrators, faculty and staff who are dedicated to student success across a diverse study body.
- Recruiting and retaining faculty and staff that reflect the diversity of the communities within the District.
- Fostering participation and respect for differences.
- Providing professional development opportunities for faculty and staff, related to equity, inclusion, and diversity.
- Designating specific persons within the District who are given positional authority and responsibility for consultation, oversight, and decision-making with regard to equity, inclusion, and diversity.
- Identifying and correcting barriers within organizational systems.
- Facilitating opportunities that result in effective and meaningful participation.
- Creating ideas and solutions built on a range of perspectives.

~~Sample from another District~~

40

41 The District demonstrates its commitment to diversity by complying with all federal, state,
42 and local laws and regulations regarding equal employment and nondiscrimination in
43 employment, and by maintaining an Equal Employment Opportunity Plan. It also
44 maintains a Student Equity Plan that addresses issues related to the recruitment of
45 students (access to educational opportunities) and their academic environment.

46

47 **Sample from another District**

48

49 The District is committed to employing qualified administrators, faculty, and staff members
50 who are dedicated to student success. For this reason each position will be filled by a
51 candidate recommended by a Screening/Interviewing Committee. This committee shall
52 consist of representatives from various age, gender, and ethnic backgrounds. If required,
53 the committee will also consist of representatives from various groups on the campus as
54 defined in the process for the given position classification search.

55

56

57 **Sample from another District**

58

59 The District is committed to promoting diversity campus wide through its student body as
60 well as its employees. One of the District's core values is diversity. This value states,
61 "We respect and welcome all differences, and we foster equal participation throughout
62 the campus community." The District maintains a commitment to diversity through the
63 recruitment and retention of employees and students that reflect the diversity of the
64 communities in the District. Every effort is made to initiate and establish specific activities
65 and programs designed to meet the District's diversity goals and objectives, to foster
66 equal participation, and to ensure a campus climate that welcomes and respects
67 differences.

68

69

70 Also see BP/AP 3410 titled Nondiscrimination, BP/AP 3420 titled Equal Employment
71 Opportunity, and AP 3435 titled Discrimination and Harassment Investigations

72

73 **References:** Education Code Sections 87100 et seq.
74 Title 5 Sections 53000 et seq.

75

76

77 ***NOTE:*** *The red ink signifies language that is suggested as good practice and recommended by the*
78 *Policy and Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in blue ink*
79 *is included for consideration.*

80

Approved:

81

82 8/30/2016 First-time 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: April 13, 2017

SUBJECT: Consideration of Approval of Board Self-Evaluation Method for Distribution and confirm the members of the Board Self-Evaluation Ad Hoc Committee

RECOMMENDATION

It is recommended that the Board of Trustees approve utilizing Survey Monkey as the method of distribution for the Board Self-Evaluation.

It is also recommended that the Board of Trustees confirm members of the Board Self-Evaluation Ad Hoc Committee (Harrison, Longville, and Viricel).

ANALYSIS

Per Board Policy 2745 Board Self-Evaluation, The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

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

BOARD IMPERATIVE

- I. Institutional Effectiveness
- II. Learning Centered Institution for Student Access, Retention, and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence
- IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Board of Trustees Budget Committee
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Bruce Baron, Chancellor
DATE: April 13, 2017
SUBJECT: Consideration of Approval to Accept the Proposed Human Resources Reorganization Chart for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept the proposed Human Resources reorganization chart for first reading.

OVERVIEW

Since July 2011 SBCCD has struggled to fill the position of Vice Chancellor of Human Resources. This has resulted in inconsistencies in leadership for the department and a struggle to effectively meet the human resources needs of the district. The most recent permanent Vice Chancellor served from July 2016 through June 2017. Since then there have been two costly failed recruitments in the search for a replacement.

Based on internal discussions, staff feels that Human Resources would benefit from a new approach including a reorganization of positions with the restructured department being placed under the direction of the Vice Chancellor of Business & Fiscal Services. This solution would be implemented in the form of a one-year pilot. At the end of one year, a recommendation would then be made to the Board of Trustees on whether or not these changes should become permanent.

Over the past several months, the Vice Chancellor of Business & Fiscal Services has created significant connections and relationships with Human Resources. He has worked closely with them in the implementation of SBCCD's new Enterprise Resource Planning systems. In addition, the Vice Chancellor served on the Institutional Effectiveness Partnership Initiative committee which has tasked Human Resources with the successful codification of board policies and administrative procedures. The Vice Chancellor also participates in collective bargaining with both associations.

ANALYSIS

The newly proposed organization includes the elimination of 5 positions, the addition of 6 positions and the transfer of 3 positions to other departments. This will result in approximately \$40,000 in savings for the District, \$28,284 of which will be used for the compensation and placement to a

new range for the position of Vice Chancellor for Business and Fiscal Services. Benefits to be realized from this approach include:

- The opportunity for existing staff to apply for any new positions
- No layoffs to any existing staff
- Centralization, increased leadership and consistency for the hiring processes
- Centralization, increased leadership and consistency for the on-boarding of new employees
- Centralization, increased leadership and consistency in the interpretation of bargaining agreements, board policies, administrative procedures, laws and regulations
- Creation of a succession plan for the Human Resources department

In order to maintain transparency and to continue open communication with the colleges, the reorganization plan will be shared with District Assembly and the District Budget Committee. The second and final approval, along with all corresponding job descriptions and salary schedules, will be presented to the Board of Trustees during the April 27 Board study session.

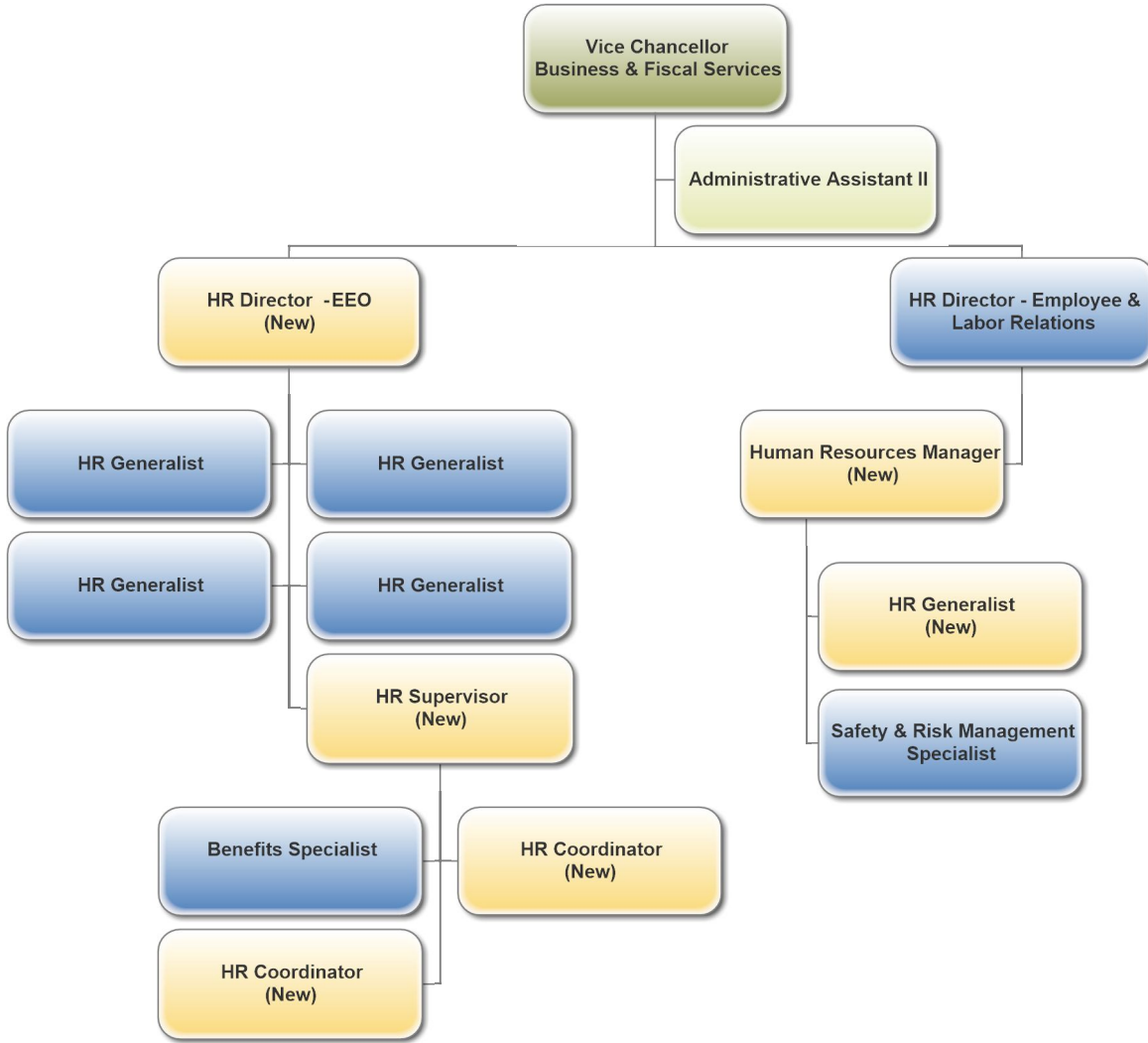
BOARD IMPERATIVE

III. Resource Management For Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The reorganization will be a break-even and therefore does not have any financial implications.

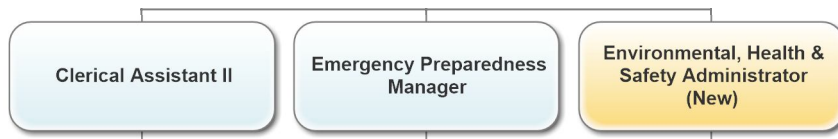
Human Resources Proposed Organizational Chart with Succession Plan



Positions Eliminated:



Positions Moved to other Departments:



**San Bernardino Community College District
Human Resources
Proposed Reorganization Cost Comparison**

Current Staffing Levels

Position	Range	Current Salary	Current Benefits	Total
Clerical Assistant II	Classified 25	\$ 39,372	\$ 29,665	\$ 69,037
Safety & Risk Management Specialist	Confidential - 3	\$ 63,664	\$ 34,074	\$ 97,738
Benefits Specialist	Confidential - 3	\$ 68,213	\$ 35,143	\$ 103,356
Human Resources Generalist	Confidential - 3	\$ 66,575	\$ 34,757	\$ 101,332
Human Resources Generalist	Confidential - 3	\$ 62,118	\$ 33,710	\$ 95,828
Human Resources Generalist	Confidential - 3	\$ 64,963	\$ 34,379	\$ 99,342
Human Resources Generalist	Confidential - 3	\$ 67,394	\$ 34,950	\$ 102,344
Administrative Assistant II	Confidential - 4	\$ 74,540	\$ 22,750	\$ 97,290
Coordinator Professional Learning & Organizational Effectiveness	Confidential - 8	\$ 88,018	\$ 39,797	\$ 127,815
Coordinator, Diversity & Talent Acquisition	Confidential - 8	\$ 92,650	\$ 40,885	\$ 133,535
Employee Relations Officer	Confidential - 9	\$ 97,040	\$ 41,917	\$ 138,957
Emergency Preparedness Manager	Management - 10	\$ 77,136	\$ 22,864	\$ 100,000
Director Safety & Risk Management	Management - 18	\$ 117,401	\$ 47,348	\$ 164,749
Director, Human Resources	Management - 19	\$ 123,272	\$ 34,202	\$ 157,474
Vice Chancellor, Human Resources	Management - 26	\$ 191,240	\$ 78,270	\$ 269,510
		\$ 1,293,596	\$ 564,711	\$ 1,858,307

Positions Moved to Other Departments

Position	Range	Current Salary	Current Benefits	Total
Emergency Preparedness Manager	Management - 10	\$ 77,136	\$ 22,864	\$ 100,000
Clerical Assistant II	Classified 25	\$ 39,372	\$ 29,665	\$ 69,037
		\$ 116,508	\$ 52,529	\$ 169,037

Positions Eliminated

Position	Range	Current Salary	Current Benefits	Total
Coordinator Professional Learning & Organizational Effectiveness	Confidential - 8	\$ (88,018)	\$ (39,797)	\$ (127,815)
Director Safety & Risk Management	Management - 18	\$ (117,401)	\$ (47,348)	\$ (164,749)
Employee Relations Officer	Confidential - 9	\$ (97,040)	\$ (41,917)	\$ (138,957)
Coordinator, Diversity & Talent Acquisition	Confidential - 8	\$ (92,650)	\$ (40,885)	\$ (133,535)
Vice Chancellor, Human Resources	Management - 26	\$ (191,240)	\$ (78,270)	\$ (269,510)
		\$ (586,349)	\$ (248,217)	\$ (834,566)

Positions Added

Position	Range	Expected Salary	Expected Benefits	Total
Human Resources Director	Management - 19	\$ 121,450	\$ 53,074	\$ 174,524
Human Resources Manager	Management - 15	\$ 99,924	\$ 43,667	\$ 143,591
Human Resources Supervisor	Management - 10	\$ 78,293	\$ 34,214	\$ 112,507
Human Resources Generalist	Confidential - 3	\$ 64,764	\$ 28,302	\$ 93,066
Human Resources Coordinator	Confidential - 1	\$ 51,144	\$ 22,350	\$ 73,494
Human Resources Coordinator	Confidential - 1	\$ 51,144	\$ 22,350	\$ 73,494
Environmental, Health & Safety Administrator (to be moved)	Management - 12	\$ 86,316	\$ 37,720	\$ 124,036
		\$ 553,035	\$ 241,676	\$ 794,711

Net Savings		\$ (33,314)	\$ (6,541)	\$ (39,855)
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: April 13, 2017
SUBJECT: Consideration to Adopt Resolution to Pay Trustee for Meeting of February 23, 2017

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to excuse absence and to pay Joseph Williams pro rata amount of \$200 for meeting of February 23, 2017.

OVERVIEW

On February 23, Joseph Williams missed the meeting due to personal hardship and has requested payment per board policy 2230(c) and education code 72425(d).

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**RESOLUTION
TO PAY TRUSTEE FOR FEBRUARY 23, 2017 MEETING**

WHEREAS, the members of the Board of Trustees of the San Bernardino Community College District receive compensation for attendance at meetings of the Board in accordance with provisions of Education Code Section 72425; and

WHEREAS, Education Code 72425(d) provides that any member may be paid for any meeting when absent if the Board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she was ill or the absence was due to a hardship deemed acceptable by the Board or due to district business; and

WHEREAS, the Board finds that the absence of Trustee Williams from the meeting of February 23, 2017, was due to a personal hardship; and

WHEREAS, this resolution will constitute action to grant an excused absence of Trustee Williams, NOW, THEREFORE, BE IT RESOLVED that Trustee Williams shall be paid as if in attendance at the February 23, 2017 meeting.

ADOPTED this 13th day of April 2017.

Bruce Baron
Chancellor and Secretary

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: April 13, 2017
SUBJECT: Consideration to Vote for Candidates for the 2017 CCCT Board of Directors

RECOMMENDATION

It is recommended that the Board of Trustees determine a vote for each of the nine seats up for re-election and authorize staff to forward the official ballot to the League Office before the deadline.

OVERVIEW

The election of members of the CCCT Board of the League will take place between March 10 and April 25.

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

BOARD IMPERATIVE

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey Nikac, Executive Assistant
DATE: April 13, 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 - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
DISTRICT				
Bond	Joyce	TESS	Thank you, for working so diligently on behalf of Instruction, we appreciate it.	Corrina Baber
Davis	Angela	Purchasing	Thank you for always being so kind and professional in assisting us with Financial 2000. We appreciate you!	Shari Blackwell
Diggle	Virigina	Fiscal Services	Thank you for always being so helpful when assisting us with contracts or other paperwork. We appreciate you!	Shari Blackwell
Ferracone	Donna	Board of Trustees	Thank you so much for your help with the gala this year. We truly appreciate your help with registration and welcoming the guests. We are grateful for you!	Michelle Riggs & Carrie Audet
Kelly	Martha	Purchasing	Thank you for always being so kind and professional in assisting us with Financial 2000. We appreciate you!	Shari Blackwell
McGowan	Arlene	TESS	Thank you, Arlene, for being the R25 guru! Without you guiding us, the R25 journey would be an arduous road.	Corrina Baber/Kay Dee Yarbrough
Mendez	Anna	Printing Services	Thank you for your support with our print needs for the gala. We appreciate your help with the last-minute orders and rush requests. We are grateful	Michelle Riggs & Carrie Audet
Mosely	Erica	Human Resources	Thank you for providing information on Human Resources, answering our many questions at the CHC All Secretaries meeting. You were informative	Cyndie St. Jean
Nichols	Barbara	KVCR	Thank you for always being so willing to help us out over here at KVCR!	Stacey Nikac
Nichols	Barbara	KVCR	Thanks for going the extra mile and helping us get KVCR's critical contracts in for board approval.	Virginia Diggle

Caring Hands Applause Cards - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Piggott	Gloria	Printing Services	Thanks for your help with our printing orders for this year's gala! We appreciate your quick responses and your eagerness to help us to meet deadlines. TY!	Michelle Riggs & Carrie Audet
Sutton	Kevin	Printing Services	Thank you for your assistance with all of our printing needs for this year's gala. We genuinely appreciate your help and support!	Michelle Riggs & Carrie Audet
Thomas	Karen	Human Resources	Thank you for providing information on Human Resources, answering our many questions at the CHC All Secretaries meeting. You were informative and much appreciated!	Cyndie St. Jean
Walter	DyAnn	TESS	Thanks going out to DyAnn again for always assisting SBVC Instruction and offering her invaluable knowledge!	Corrina Baber
Winters	Dennis	Printing Services	Thank you for your help with our printing needs for this year's gala! Your willingness to help us is truly appreciated and we are grateful for you!	Michelle Riggs & Carrie Audet
Zaragoza	Karla	Human Resources	Thank you for providing information on Human Resources, answering our many questions at the CHC All Secretaries meeting. You were informative and much appreciated!	Cyndie St. Jean

Caring Hands Applause Cards - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
CRAFTON HILLS COLLEGE				
Appleby	Farrah	University Transfer Center	Thank you for being a mentor to students by going out of your way in helping them transition to college and for encouraging them to continue by connecting them to resources.	Mariana Moreno
Audet	Carrie	Resource Development	Thank you for making the California Dreamin' Gala a huge success. Your dedication and creativity were instrumental in creating a fun event that resulted in over \$100,000 to support the dreams of Crafton students. Thank you!	Michelle Riggs
Bakhit	Kathy	Office of Instruction	Thank you for helping to entertain the guests at the gala this year. We are grateful for your support and eagerness to help, even when it includes getting into character. Thanks for having fun with us. We appreciate you!	Carrie Audet
Barra	Vicki	Student Services	Great job with High School Senior Day!	Michelle Cole
Bogh	Wayne	Technology Services	Thank you for your support of the CHC Foundation by removing the computers you just set up to accommodate space needed for the Foundation Gala. You are a valuable asset to the campus and not appreciated enough. Thank you!	Michelle Riggs
Bryson	Richard	Custodial	Thank you for helping me out with the Career Fair and for letting me know when you see potential issues that may impact the planning. You are appreciated.	Carrie Audet
Davila	Maria	CHC Bookstore	Maria goes above and beyond in helping our students.	Kevin Palkki

Caring Hands Applause Cards - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Davila	Maria	CHC Bookstore	Maria is a great person to work with and always greets you with a smile.	Melody Gunter
Davila	Maria	CHC Bookstore	The bookstore is lucky to have a person like Maria working for them.	Kristin Karr
Davila	Maria	CHC Bookstore	Maria is a wonderful person and helped me answer my questions.	Evan Jones
Delaney	Lisa	Resource Development	Thank you for all of your behind the scenes work before, during, and after the gala. Thank you for spending the entire evening processing transactions and collecting donations. We couldn't do it without you!!	Michelle Riggs
Gamboa	Ben	Institutional Effectiveness, Research and Planning	Thank you for taking leadership to adopt a resolution on behalf of Classified Senate that supports, values, and respects all students regardless of immigration status.	Mariana Moreno
Gamboa	Ben	Institutional Effectiveness, Research and Planning	Thank you so much for all your help with this year's gala. We appreciate your input, time and efforts for this event. The slideshow was great and was well coordinated. Thank you so much!	Carrie Audet
Hoffmann	Donna	Marketing	Thank you for all of your help with the gala this year! Your assistance, input, time and extra materials that went into making this event a success is truly appreciated. We are grateful for you!	Carrie Audet
Joseph	Roshan	Assessment Center	Roshan is a valued team player and always does more than expected! We are so fortunate to have him as part of our team.	Carrita Morales

Caring Hands Applause Cards - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Joseph	Roshan	Assessment Center	Dedicated and very knowledgeable. Always willing to go above and beyond to help students. A valuable asset to our team work.	Frances Southerland-Amsden
Limoges	Kevin	Technology Services	Thank you for your support of the CHC Foundation by removing the computers you just set up to accommodate space needed for the Foundation Gala. Your dedication and support of students is much appreciated. Thank you!	Michelle Riggs
Marsman	Martin	Stanley Krasovec Simulation Lab	Thank you for sharing the great things happening at CHC related to the Sim Lab with the Redlands Sunrise Rotary Club!	Michelle Riggs
Menchaca	Patricia	STEM	Thank you for sharing the great things happening at CHC related to the STEM program with the Redlands Sunrise Rotary Club!	Michelle Riggs
Moreno	Carol	CHC Bookstore	Carol goes above and beyond in helping out students.	Kevin Palkki
Moreno	Carol	CHC Bookstore	Carol is a great person to work with and always has a smile.	Melody Gunter
Moreno	Carol	CHC Bookstore	The bookstore is lucky to have a person like Carol working for them.	Kristin Karr
Moreno	Carol	CHC Bookstore	Carol is a wonderful person and helped me answer my questions.	Evan Jones

Caring Hands Applause Cards - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Paddock	Ericka	Student Life	Ericka is kind, warm, and wise! All teachers and Advisors should be.	Anonymous Student
Pompa	Rebecca	Facilities	Rebecca has willingly helped immensely with the ongoing implementation of Resource 25 at CHC. She is a great team player and always willing to help out. Thank you Rebecca!	Mike Strong
Rapouw	Beverly	Student Life	Thank you for your willingness and flexibility to represent the student body at the Redlands Partnership signing. You did an excellent job and are an example of the caliber of students we have at Crafton.	Mariana Moreno
Saadeh	Miriam	Office of Instruction	Miriam is a wonderful asset to CHC. She is a quick learner, kind and always has a smile. You are very much appreciated!	Cyndie St. Jean
Southerland-Amsden	Frances	CHC Assessment	Frances has worked hard in providing more testing options for students at CHC. ATI TEAS, FISDAP, MEDIC testing online and NTN. Frances has been integral in the Assessment community statewide and nationally.	Rejoice Chavira
Southerland-Amsden	Frances	CHC Assessment	I go to a different school but take proctored exams at CHC. Frances has made each experience easy and blissful. She is easy to get in contact with and does everything she can to take care of my testing needs. She is amazing!	Ashley Foschi
Strong	Mike	Administrative Services	Thanks for all of your help ensuring another successful gala! We are grateful for your energy and eagerness to participate and have fun with this event. You are very much appreciated!	Carrie Audet

Caring Hands Applause Cards - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Warren-Marlatt	Rebecca	Student Services	Thank you for your help in entertaining the guests at our annual gala! We truly appreciate your enthusiasm and school spirit in our fundraising efforts and we love watching your performance!	Carrie Audet
Wheeler	Kaila	CHC Bookstore	Kaila goes above and beyond in helping out students.	Kevin Palkki
Wheeler	Kaila	CHC Bookstore	Kaila is a great person to work with and always has a smile.	Melody Gunter
Wheeler	Kaila	CHC Bookstore	The bookstore is lucky to have a person like Kaila working for them.	Kristin Karr
Wheeler	Kaila	CHC Bookstore	Kaila is a wonderful person and helped me answer my questions.	Evan Jones
Wilson	Kathy	Student Services	Great job on High School Senior Day!	Michelle Cole
Zhou	Wei	President's Office	Thank you for your help with this year's gala. We sincerely appreciate your support and are happy that you are willing to have fun and help us with another successful event!	Carrie Audet

Caring Hands Applause Cards - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
SAN BERNARDINO VALLEY COLLEGE				
Arciero	Noel	Bookstore	For continuing to providing support to the Arts, Lectures & Diversity programs by ordering, selling and staffing book signings for our events.	Ernest Guillen
Blacksher	Anthony	SS, HD, and PE	Thank you for your coordination and assistance with the Dr. Dyson event for Black History Month.	Ricky Shabazz, Ed.D.
Buffong	Keynasia	Transfer Center	Thank you for your coordination and assistance with the Dr. Dyson event for Black History Month.	Ricky Shabazz, Ed.D.
Burton	Charles	Research, Planning & IE	Great job on the First Year Experience presentation at the A2MEND Conference.	Ricky Shabazz, Ed.D.
Chavez	Gloriann	Bookstore	For continuing to providing support to the Arts, Lectures & Diversity programs by ordering, selling and staffing book signings for our events.	Ernest Guillen
Diaz	Marvellee	Bookstore	For continuing to providing support to the Arts, Lectures & Diversity programs by ordering, selling and staffing book signings for our events.	Ernest Guillen
Giles	Keenan	EOPS/CARE	Thank you for being a chaperone at the A2MEND Conference.	Ricky Shabazz, Ed.D.

Caring Hands Applause Cards - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Giles	Keenan	EOPS/CARE	Thank you for your support and efforts in sending students to the A2MEND Conference.	Ricky Shabazz, Ed.D.
Gonzales	Amelia	Administrative of Justice	For being so helpful. Her charisma brightens our office when she walks in.	Raquel Villa
Guillen	Ernest	Library and Learning Support Services	Thank you for your coordination and assistance with the Dr. Dyson event for Black History Month.	Ricky Shabazz, Ed.D.
Hepburn-Stroud	Lisa	Bookstore	For continuing to providing support to the Arts,	Ernest Guillen
Hollis	Patrice	Financial Aid	For always willing to help. She goes above and beyond for students and staff.	Raquel Villa
Johnson	Heather	First Year Experience	Great job on the First Year Experience presentation at the A2MEND Conference.	Ricky Shabazz, Ed.D.
Lopez	Dolores	Bookstore	For continuing to providing support to the Arts, Lectures & Diversity programs by ordering, selling and staffing book signings for our events.	Ernest Guillen
Luke	Dr. Craig	Student Development	He is a very inspiring man and is there for his students.	Marlene Jimenez, Student

Caring Hands Applause Cards - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Luke	Dr. Craig	First Year Experience	Great job on the First Year Experience presentation at the A2MEND Conference.	Ricky Shabazz, Ed.D.
Martinez	Pat	Bookstore	For continuing to providing support to the Arts, Lectures & Diversity programs by ordering, selling and staffing book signings for our events.	Ernest Guillen
Rodriguez	Judy	Administrative Services	Judy always is helpful and professional and after all the questions, and prodding and bugging I do to her on a weekly basis...she always greets me with a smile. Thanks you Judy for everything you do.	Ernest Guillen
Rodriguez	Maria "Carmen"	EOPS	She is always willing to help. She will go above and beyond for student and staff.	Raquel Villa
Romo	Brian	Bookstore	For continuing to providing support to the Arts, Lectures & Diversity programs by ordering, selling and staffing book signings for our events.	Ernest Guillen
Valdemar	Mary	Library and Learning Support Services	Thank you for your support and efforts in sending students to the A2MEND Conference.	Ricky Shabazz, Ed.D.
Williams	Chris	Transfer Center	Thank you for being a chaperone at the A2MEND Conference.	Ricky Shabazz, Ed.D.

Caring Hands Applause Cards - APRIL 2017

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Williams	Christopher	Transfer and Career Center	Thank you for your support and efforts in sending students to the A2MEND Conference.	Ricky Shabazz, Ed.D.
Wingson	Carol	Bookstore	For continuing to providing support to the Arts, Lectures & Diversity programs by ordering, selling and staffing book signings for our events.	Ernest Guillen

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: April 13, 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 March 20, 2017. As of that date, SBCCD was 72.0% through the fiscal year and had spent and/or encumbered approximately 68.7% 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 41 Capital Outlay – Revenues are at only 22.6%, however, we are expecting redevelopment agency funds of \$700,000 in April.
- Fund 42 Bond Construction – Expenses are at 88.7% due to \$14.9 million in encumbrances which will be spent later in the year.
- Fund 68 Retiree Benefit – Revenues are only at 30.2%, however, income of \$64,000 is expected in April.
- Fund 72 Child Development – Revenues are at 57.3%, however, \$173,000 in revenues has been received but is temporarily being held for review by County.
- Fund 78 Self Insurance-Liability – Revenue is at 100.0% because annual premiums were paid in July.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

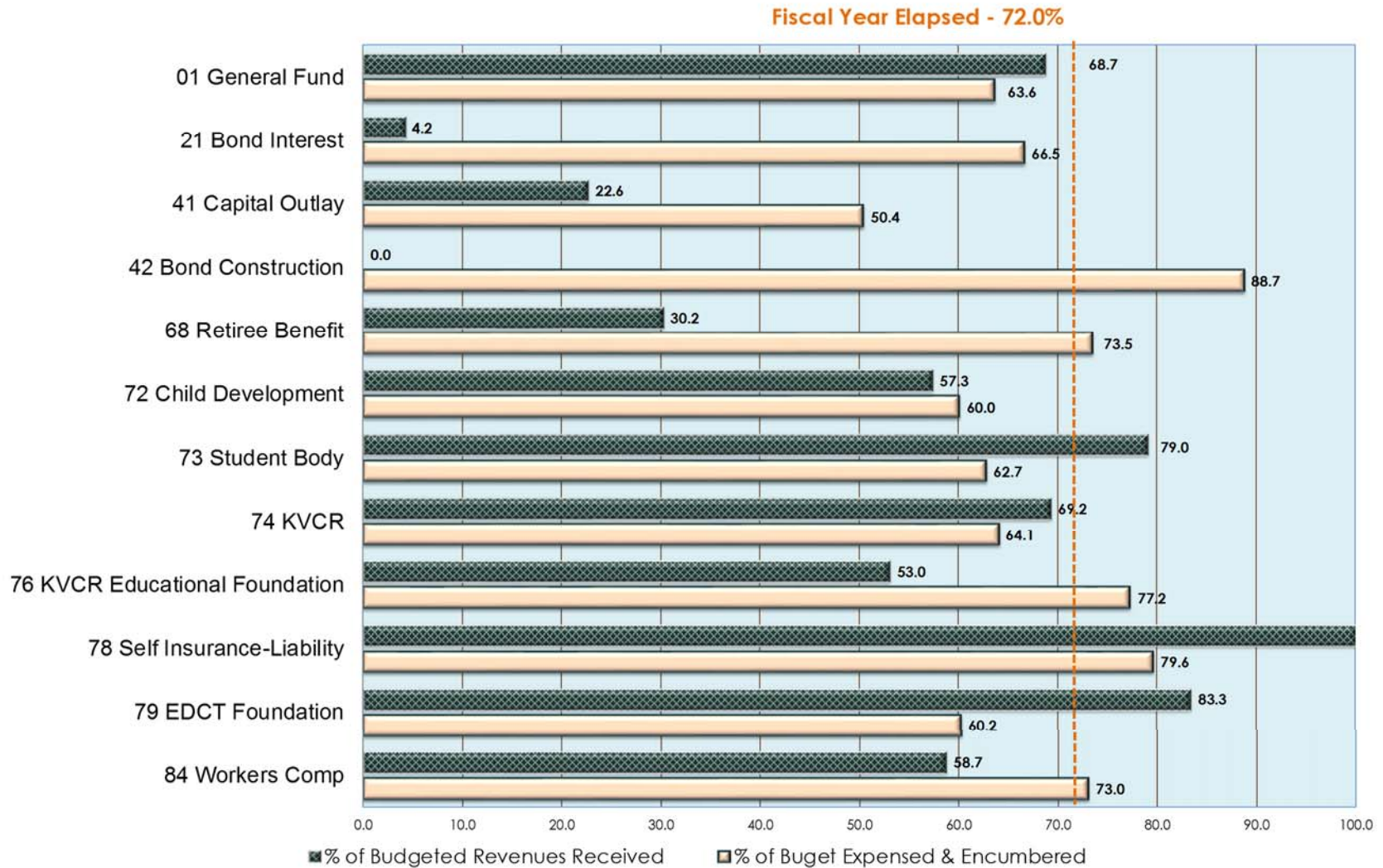
There are no financial implications associated with this board item.



Budget Revenue & Expenditure Summary

Year to Date 3/20/2017
72.0% of Fiscal Year Elapsed

	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD	%	Budget	Expensed/ Encumbered YTD	%	
01 General Fund	\$142,797,382	\$ 98,128,204	68.7%	\$145,830,693	\$ 92,677,265	63.6%	
21 Bond Interest & Redemption	\$ 22,834,910	\$ 952,319	4.2%	\$ 29,982,272	\$ 19,952,987	66.5%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.
41 Capital Outlay Projects	\$ 2,243,251	\$ 506,949	22.6%	\$ 10,981,789	\$ 5,531,908	50.4%	Redevelopment Agency revenue of \$700,000 is expected in April.
42 Bond Construction	\$ -	\$ 134,287	n/a	\$ 40,000,000	\$ 35,486,791	88.7%	Encumbered amount is \$14.9 million.
68 Retiree Benefit	\$ 100,000	\$ 30,160	30.2%	\$ 366,500	\$ 269,269	73.5%	Revenue of \$64,000 is expected in April.
72 Child Development	\$ 2,998,172	\$ 1,718,819	57.3%	\$ 2,998,172	\$ 1,799,281	60.0%	\$173,000 in revenues received but temporarily held for review by County.
73 Student Body Center Fee	\$ 293,352	\$ 231,841	79.0%	\$ 293,352	\$ 183,996	62.7%	
74 KVCR	\$ 6,264,728	\$ 4,338,192	69.2%	\$ 6,226,145	\$ 3,989,081	64.1%	
76 KVCR Educational Foundation	\$ 2,076,553	\$ 1,100,829	53.0%	\$ 2,059,083	\$ 1,590,481	77.2%	
78 Self Insurance-Liability	\$ 553,000	\$ 553,199	100.0%	\$ 675,000	\$ 537,041	79.6%	Annual premiums are paid in July.
79 EDCT Foundation	\$ 228,996	\$ 190,834	83.3%	\$ 287,682	\$ 173,108	60.2%	
84 Workers Compensation	\$ 1,170,000	\$ 686,443	58.7%	\$ 1,170,000	\$ 853,912	73.0%	



Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
8100.00 FEDERAL HEA REVENUES	3,881,527.77	1,370,169.47	1,370,169.47	35.2	0.00	2,511,358.30	64.7
8600.00 STATE REVENUES	110,322,149.79	71,410,835.14	71,410,835.14	64.7	0.00	38,911,314.65	35.2
8800.00 LOCAL REVENUES	28,421,704.67	25,155,489.24	25,155,489.24	88.5	0.00	3,266,215.43	11.4
8900.00 OTHER FINANCING SOURCES	172,000.00	191,710.56	191,710.56	100.0	0.00	19,710.56-	.0
TOTAL: 8000	142,797,382.23	98,128,204.41	98,128,204.41	68.7	0.00	44,669,177.82	31.2
1100.00 CONTRACT CLASSROOM INST.	17,855,586.48	11,784,896.81	11,784,896.81	66.0	0.00	6,070,689.67	33.9
1200.00 CONTRACT CERT. ADMINISTRATORS	9,654,451.25	6,234,164.89	6,234,164.89	64.5	0.00	3,420,286.36	35.4
1300.00 INSTRUCTORS DAY/HOURLY	12,728,363.33	8,307,575.15	8,307,575.15	65.2	0.00	4,420,788.18	34.7
1400.00 NON-INSTRUCTION HOURLY CERT.	2,357,999.97	1,448,116.75	1,448,116.75	61.4	0.00	909,883.22	38.5
TOTAL: 1000	42,596,401.03	27,774,753.60	27,774,753.60	65.2	0.00	14,821,647.43	34.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	20,442,760.13	13,089,621.53	13,089,621.53	64.0	0.00	7,353,138.60	35.9
2200.00 INSTRUCTIONAL AIDS	1,443,630.51	991,062.44	991,062.44	68.6	0.00	452,568.07	31.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	4,459,843.10	2,636,317.88	2,636,317.88	59.1	0.00	1,823,525.22	40.8
2400.00 INST AIDES-HOURLY- DIR. INSTRU	1,302,048.96	748,102.78	748,102.78	57.4	0.00	553,946.18	42.5
TOTAL: 2000	27,648,282.70	17,465,104.63	17,465,104.63	63.1	0.00	10,183,178.07	36.8
3100.00 CERTIFICATED RETIREMENT	4,838,247.39	2,912,269.05	2,912,269.05	60.1	0.00	1,925,978.34	39.8
3200.00 CLASSIFIED RETIREMENT	2,821,226.87	2,194,667.95	2,194,667.95	77.7	0.00	626,558.92	22.2
3300.00 OASDHI /FICA	2,524,090.61	1,672,910.32	1,672,910.32	66.2	0.00	851,180.29	33.7
3400.00 HEALTH AND WELFARE BENEFITS	10,886,794.36	6,103,143.02	6,103,143.02	56.0	0.00	4,783,651.34	43.9
3500.00 STATE UNEMPLOYMENT INSURANCE	62,014.43	46,671.09	46,671.09	75.2	0.00	15,343.34	24.7
3600.00 WORKERS COMPENSATION INSURANCE	998,898.25	666,050.00	666,050.00	66.6	0.00	332,848.25	33.3
3900.00 OTHER BENEFITS	233,187.19	187,643.38	187,643.38	80.4	0.00	45,543.81	19.5
TOTAL: 3000	22,364,459.10	13,783,354.81	13,783,354.81	61.6	0.00	8,581,104.29	38.3
4100.00 TEXTBOOKS	256,714.38	146,422.62	146,422.62	57.0	18,161.35	92,130.41	35.8
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	120,173.62	23,330.09	23,330.09	19.4	29,096.70	67,746.83	56.3
4300.00 INSTRUCTIONAL SUPPLIES	643,825.63	164,665.71	164,665.71	25.5	86,956.03	392,203.89	60.9
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	25,989.00	5,027.96	5,027.96	19.3	2,675.92	18,285.12	70.3
4500.00 NONINSTRUCTIONAL SUPPLIES	1,757,780.38	659,000.37	659,000.37	37.4	471,366.95	627,413.06	35.6
4700.00 FOOD SUPPLIES	333,810.80	93,134.64	93,134.64	27.9	82,157.74	158,518.42	47.4
TOTAL: 4000	3,138,293.81	1,091,581.39	1,091,581.39	34.7	690,414.69	1,356,297.73	43.2
5100.00 PERSON&CONSULTANT SVC-DIST USE	21,886,379.71	11,602,058.40	11,602,058.40	53.0	5,257,870.00	5,026,451.31	22.9
5200.00 TRAVEL & CONFERENCE EXPENSES	1,805,477.08	586,762.57	586,762.57	32.4	315,050.43	903,664.08	50.0
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	399,859.07	267,700.65	267,700.65	66.9	21,602.12	110,556.30	27.6
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	2,945,249.84	1,849,834.50	1,849,834.50	62.8	1,188,549.59	93,134.25-	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	4,551,594.31	2,576,565.26	2,576,565.26	56.6	707,339.34	1,267,689.71	27.8
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	1,071,350.00	522,460.76	522,460.76	48.7	426,804.12	122,085.12	11.3
5800.00 OTHER OPERATING EXP-DIST. USE	8,046,243.21	1,197,872.48	1,197,872.48	14.8	248,802.01	6,599,568.72	82.0
TOTAL: 5000	40,836,153.22	18,724,321.62	18,724,321.62	45.8	8,166,017.61	13,945,813.99	34.1

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-5999	136,583,589.86	78,839,116.05	78,839,116.05	57.7	8,856,432.30	48,888,041.51	35.7
6100.00 SITES & IMPROVEMENTS-DIST. USE	496,945.62	65,070.90	65,070.90	13.0	35,214.76	396,659.96	79.8
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	1,681,003.97	323,883.35	323,883.35	19.2	288,993.99	1,068,126.63	63.5
6300.00 LIBRARY BOOKS - EXPANSION	130,861.93	74,350.81	74,350.81	56.8	31,366.94	25,144.18	19.2
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	4,201,916.77	1,186,602.73	1,186,602.73	28.2	712,630.26	2,302,683.78	54.8
TOTAL: 6000	6,510,728.29	1,649,907.79	1,649,907.79	25.3	1,068,205.95	3,792,614.55	58.2
TOTAL: 1000-6999	143,094,318.15	80,489,023.84	80,489,023.84	56.2	9,924,638.25	52,680,656.06	36.8
7200.00 INTRAFUND TRANSFERS OUT	160,000.00	160,000.00	160,000.00	100.0	0.00	0.00	.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	148,000.00	0.00	0.00	.0	0.00	148,000.00	100.0
7500.00 OTHER OUTGO-STUDENT FIN AID	68,370.00	26,795.96	26,795.96	39.1	0.00	41,574.04	60.8
7600.00 OTHER STUDENT AID	1,290,004.64	694,207.71	694,207.71	53.8	312,599.24	283,197.69	21.9
TOTAL: 7000	2,736,374.64	1,951,003.67	1,951,003.67	71.2	312,599.24	472,771.73	17.2
TOTAL: 1000-7999	145,830,692.79	82,440,027.51	82,440,027.51	56.5	10,237,237.49	53,153,427.79	36.4

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	142,797,382.23	98,128,204.41	98,128,204.41	68.7	0.00	44,669,177.82	31.2
TOTAL:	1000-5999	136,583,589.86	78,839,116.05	78,839,116.05	57.7	8,856,432.30	48,888,041.51	35.7
TOTAL:	1000-6999	143,094,318.15	80,489,023.84	80,489,023.84	56.2	9,924,638.25	52,680,656.06	36.8
TOTAL:	1000-7999	145,830,692.79	82,440,027.51	82,440,027.51	56.5	10,237,237.49	53,153,427.79	36.4
TOTAL EXPENSES	(1000 - 7999)	145,830,692.79	82,440,027.51	82,440,027.51	56.5	10,237,237.49	53,153,427.79	36.4

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	117,375.39	117,375.39	.5	0.00	22,504,317.61	99.4
TOTAL: 8000	22,834,910.00	952,318.79	952,318.79	4.1	0.00	21,882,591.21	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	952,318.79	952,318.79	4.1	0.00	21,882,591.21	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 CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
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	187,264.22	187,264.22	13.7	0.00	1,172,148.78	86.2
TOTAL: 8000	2,243,251.45	506,948.67	506,948.67	22.5	0.00	1,736,302.78	77.4
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	102,018.05	74,387.98	74,387.98	72.9	0.00	27,630.07	27.0
TOTAL: 2000	102,018.05	74,387.98	74,387.98	72.9	0.00	27,630.07	27.0
3200.00 CLASSIFIED RETIREMENT	12,833.87	10,331.01	10,331.01	80.4	0.00	2,502.86	19.5
3300.00 OASDHI/FICA	7,841.10	5,719.78	5,719.78	72.9	0.00	2,121.32	27.0
3400.00 HEALTH AND WELFARE BENEFITS	12,915.95	8,717.20	8,717.20	67.4	0.00	4,198.75	32.5
3500.00 STATE UNEMPLOYMENT INSURANCE	51.25	37.38	37.38	72.9	0.00	13.87	27.0
3600.00 WORKERS COMPENSATION INSURANCE	1,200.00	950.00	950.00	79.1	0.00	250.00	20.8
3900.00 OTHER BENEFITS	58.94	26.65	26.65	45.2	0.00	32.29	54.7
TOTAL: 3000	34,901.11	25,782.02	25,782.02	73.8	0.00	9,119.09	26.1
4700.00 FOOD SUPPLIES	5,000.00	604.97	604.97	12.0	52.68	4,342.35	86.8
TOTAL: 4000	5,000.00	604.97	604.97	12.0	52.68	4,342.35	86.8
5100.00 PERSON&CONSULTANT SVC-DIST USE	3,345,025.00	1,067,394.61	1,067,394.61	31.9	1,943,039.62	334,590.77	10.0
5200.00 TRAVEL & CONFERENCE EXPENSES	480.00	380.00	380.00	79.1	0.00	100.00	20.8
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	352,628.15	87,803.66	87,803.66	24.8	26,439.15	238,385.34	67.6
5800.00 OTHER OPERATING EXP-DIST. USE	133,000.00	0.00	0.00	.0	0.00	133,000.00	100.0
TOTAL: 5000	3,831,133.15	1,155,578.27	1,155,578.27	30.1	1,969,478.77	706,076.11	18.4
TOTAL: 1000-5999	3,973,052.31	1,256,353.24	1,256,353.24	31.6	1,969,531.45	747,167.62	18.8
6100.00 SITES & IMPROVEMENTS-DIST. USE	3,807,985.37	376,326.84	376,326.84	9.8	300,406.15	3,131,252.38	82.2
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	1,994,575.00	308,105.32	308,105.32	15.4	419,691.45	1,266,778.23	63.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	1,206,176.00	747,641.02	747,641.02	61.9	153,853.38	304,681.60	25.2
TOTAL: 6000	7,008,736.37	1,432,073.18	1,432,073.18	20.4	873,950.98	4,702,712.21	67.0
TOTAL: 1000-6999	10,981,788.68	2,688,426.42	2,688,426.42	24.4	2,843,482.43	5,449,879.83	49.6

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	2,243,251.45	506,948.67	506,948.67	22.5	0.00	1,736,302.78	77.4
TOTAL:	1000-5999	3,973,052.31	1,256,353.24	1,256,353.24	31.6	1,969,531.45	747,167.62	18.8
TOTAL:	1000-6999	10,981,788.68	2,688,426.42	2,688,426.42	24.4	2,843,482.43	5,449,879.83	49.6
TOTAL:	1000-7999	10,981,788.68	2,688,426.42	2,688,426.42	24.4	2,843,482.43	5,449,879.83	49.6
TOTAL EXPENSES	(1000 - 7999)	10,981,788.68	2,688,426.42	2,688,426.42	24.4	2,843,482.43	5,449,879.83	49.6

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	134,286.53	134,286.53	100.0	0.00	134,286.53-	.0
TOTAL: 8000	0.00	134,286.53	134,286.53	100.0	0.00	134,286.53-	.0
4500.00 NONINSTRUCTIONAL SUPPLIES	1,232.47	0.00	0.00	.0	1,232.47	0.00	.0
TOTAL: 4000	1,232.47	0.00	0.00	.0	1,232.47	0.00	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	697,608.81	292,488.66	292,488.66	41.9	192,509.31	212,610.84	30.4
5400.00 INSURANCES - DISTRICT USE	215,430.42	215,430.42	215,430.42	100.0	0.00	0.00	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	39,445.02	38,680.73	38,680.73	98.0	298.12	466.17	1.1
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	217,953.70	34,511.05	34,511.05	15.8	97,088.95	86,353.70	39.6
5800.00 OTHER OPERATING EXP-DIST. USE	50,000.00	3,486.68	3,486.68	6.9	17,670.00	28,843.32	57.6
TOTAL: 5000	1,220,437.95	584,597.54	584,597.54	47.9	307,566.38	328,274.03	26.8
TOTAL: 1000-5999	1,221,670.42	584,597.54	584,597.54	47.8	308,798.85	328,274.03	26.8
6100.00 SITES & IMPROVEMENTS-DIST. USE	124,697.78	94,352.00	94,352.00	75.6	30,282.95	62.83	.0
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	36,274,461.79	19,239,932.94	19,239,932.94	53.0	13,772,731.17	3,261,797.68	8.9
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	2,379,170.01	631,424.73	631,424.73	26.5	824,671.19	923,074.09	38.7
TOTAL: 6000	38,778,329.58	19,965,709.67	19,965,709.67	51.4	14,627,685.31	4,184,934.60	10.7
TOTAL: 1000-6999	40,000,000.00	20,550,307.21	20,550,307.21	51.3	14,936,484.16	4,513,208.63	11.2

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	134,286.53	134,286.53	100.0	0.00	134,286.53-	.0
TOTAL:	1000-5999	1,221,670.42	584,597.54	584,597.54	47.8	308,798.85	328,274.03	26.8
TOTAL:	1000-6999	40,000,000.00	20,550,307.21	20,550,307.21	51.3	14,936,484.16	4,513,208.63	11.2
TOTAL:	1000-7999	40,000,000.00	20,550,307.21	20,550,307.21	51.3	14,936,484.16	4,513,208.63	11.2
TOTAL EXPENSES	(1000 - 7999)	40,000,000.00	20,550,307.21	20,550,307.21	51.3	14,936,484.16	4,513,208.63	11.2

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BEST NET CONSORTIUM
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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	349.34	349.34	100.0	0.00	349.34-	.0
TOTAL: 8000	0.00	349.34	349.34	100.0	0.00	349.34-	.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	349.34	349.34	100.0	0.00	349.34-	.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	30,159.52	30,159.52	30.1	0.00	69,840.48	69.8
TOTAL: 8000	100,000.00	30,159.52	30,159.52	30.1	0.00	69,840.48	69.8
3300.00 OASDHI /FICA	1,000.00	90.74	90.74	9.0	0.00	909.26	90.9
3400.00 HEALTH AND WELFARE BENEFITS	355,000.00	262,925.17	262,925.17	74.0	0.00	92,074.83	25.9
3500.00 STATE UNEMPLOYMENT INSURANCE	0.00	3.24	3.24	100.0	0.00	3.24	.0
3900.00 OTHER BENEFITS	10,500.00	6,250.00	6,250.00	59.5	0.00	4,250.00	40.4
TOTAL: 3000	366,500.00	269,269.15	269,269.15	73.4	0.00	97,230.85	26.5
TOTAL: 1000-5999	366,500.00	269,269.15	269,269.15	73.4	0.00	97,230.85	26.5

Fund: 68 RETIREE BENEFIT FUND SUMMARY

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SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
=====		=====						
TOTAL INCOME	(8000 - 8999)	100,000.00	30,159.52	30,159.52	30.1	0.00	69,840.48	69.8
TOTAL:	1000-5999	366,500.00	269,269.15	269,269.15	73.4	0.00	97,230.85	26.5
TOTAL:	1000-6999	366,500.00	269,269.15	269,269.15	73.4	0.00	97,230.85	26.5
TOTAL:	1000-7999	366,500.00	269,269.15	269,269.15	73.4	0.00	97,230.85	26.5
TOTAL EXPENSES	(1000 - 7999)	366,500.00	269,269.15	269,269.15	73.4	0.00	97,230.85	26.5

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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	0.36	0.36	100.0	0.00	0.36-	.0
TOTAL: 8000	0.00	0.36	0.36	100.0	0.00	0.36-	.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	0.36	0.36	100.0	0.00	0.36-	.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		%	PENDED/ ENCUMBERED	UNENCUMBERED	
		CURRENT	YEAR TO DATE			BALANCE	%
8100.00 FEDERAL HEA REVENUES	167,710.00	125,519.14	125,519.14	74.8	0.00	42,190.86	25.1
8600.00 STATE REVENUES	2,622,462.00	1,449,078.31	1,449,078.31	55.2	0.00	1,173,383.69	44.7
8800.00 LOCAL REVENUES	208,000.00	144,221.99	144,221.99	69.3	0.00	63,778.01	30.6
TOTAL: 8000	2,998,172.00	1,718,819.44	1,718,819.44	57.3	0.00	1,279,352.56	42.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,304,085.41	764,290.97	764,290.97	58.6	0.00	539,794.44	41.3
2300.00 NON-INSTRUCTION HOURLY CLASS.	541,392.34	266,424.53	266,424.53	49.2	0.00	274,967.81	50.7
TOTAL: 2000	1,845,477.75	1,030,715.50	1,030,715.50	55.8	0.00	814,762.25	44.1
3100.00 CERTIFICATED RETIREMENT	0.00	21,486.69	21,486.69	100.0	0.00	21,486.69	.0
3200.00 CLASSIFIED RETIREMENT	145,718.55	80,406.37	80,406.37	55.1	0.00	65,312.18	44.8
3300.00 OASDHI /FICA	101,125.14	47,926.82	47,926.82	47.3	0.00	53,198.32	52.6
3400.00 HEALTH AND WELFARE BENEFITS	457,070.22	294,539.53	294,539.53	64.4	0.00	162,530.69	35.5
3500.00 STATE UNEMPLOYMENT INSURANCE	650.25	416.17	416.17	64.0	0.00	234.08	35.9
3600.00 WORKERS COMPENSATION INSURANCE	48,875.00	34,875.00	34,875.00	71.3	0.00	14,000.00	28.6
3900.00 OTHER BENEFITS	17,400.74	7,409.64	7,409.64	42.5	0.00	9,991.10	57.4
TOTAL: 3000	770,839.90	487,060.22	487,060.22	63.1	0.00	283,779.68	36.8
4300.00 INSTRUCTIONAL SUPPLIES	94,672.00	28,502.09	28,502.09	30.1	46,044.14	20,125.77	21.2
4500.00 NONINSTRUCTIONAL SUPPLIES	107,802.00	42,989.56	42,989.56	39.8	46,414.09	18,398.35	17.0
4700.00 FOOD SUPPLIES	110,303.32	65,036.04	65,036.04	58.9	39,177.38	6,089.90	5.5
TOTAL: 4000	312,777.32	136,527.69	136,527.69	43.6	131,635.61	44,614.02	14.2
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	1,160.00	0.00	0.00	.0	245.00	915.00	78.8
5800.00 OTHER OPERATING EXP-DIST. USE	56,217.03	2,298.50	2,298.50	4.0	0.00	53,918.53	95.9
TOTAL: 5000	57,377.03	2,298.50	2,298.50	4.0	245.00	54,833.53	95.5
TOTAL: 1000-5999	2,986,472.00	1,656,601.91	1,656,601.91	55.4	131,880.61	1,197,989.48	40.1
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	11,700.00	5,228.27	5,228.27	44.6	5,570.68	901.05	7.7
TOTAL: 6000	11,700.00	5,228.27	5,228.27	44.6	5,570.68	901.05	7.7
TOTAL: 1000-6999	2,998,172.00	1,661,830.18	1,661,830.18	55.4	137,451.29	1,198,890.53	39.9

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	1,718,819.44	1,718,819.44	57.3	0.00	1,279,352.56	42.6
TOTAL:	1000-5999	2,986,472.00	1,656,601.91	1,656,601.91	55.4	131,880.61	1,197,989.48	40.1
TOTAL:	1000-6999	2,998,172.00	1,661,830.18	1,661,830.18	55.4	137,451.29	1,198,890.53	39.9
TOTAL:	1000-7999	2,998,172.00	1,661,830.18	1,661,830.18	55.4	137,451.29	1,198,890.53	39.9
TOTAL EXPENSES	(1000 - 7999)	2,998,172.00	1,661,830.18	1,661,830.18	55.4	137,451.29	1,198,890.53	39.9

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	231,840.88	231,840.88	79.0	0.00	61,511.12	20.9
TOTAL: 8000	293,352.00	231,840.88	231,840.88	79.0	0.00	61,511.12	20.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	99,982.53	67,976.00	67,976.00	67.9	0.00	32,006.53	32.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	54,000.00	38,532.00	38,532.00	71.3	0.00	15,468.00	28.6
TOTAL: 2000	153,982.53	106,508.00	106,508.00	69.1	0.00	47,474.53	30.8
3200.00 CLASSIFIED RETIREMENT	12,477.16	9,440.53	9,440.53	75.6	0.00	3,036.63	24.3
3300.00 OASDHI/FICA	7,648.65	5,049.87	5,049.87	66.0	0.00	2,598.78	33.9
3400.00 HEALTH AND WELFARE BENEFITS	32,289.86	22,252.64	22,252.64	68.9	0.00	10,037.22	31.0
3500.00 STATE UNEMPLOYMENT INSURANCE	49.99	33.07	33.07	66.1	0.00	16.92	33.8
3600.00 WORKERS COMPENSATION INSURANCE	3,000.00	2,000.00	2,000.00	66.6	0.00	1,000.00	33.3
3900.00 OTHER BENEFITS	147.36	64.64	64.64	43.8	0.00	82.72	56.1
TOTAL: 3000	55,613.02	38,840.75	38,840.75	69.8	0.00	16,772.27	30.1
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	500.00	0.00	0.00	.0	0.00	500.00	100.0
4500.00 NONINSTRUCTIONAL SUPPLIES	14,000.00	8,491.58	8,491.58	60.6	3,844.20	1,664.22	11.8
TOTAL: 4000	14,500.00	8,491.58	8,491.58	58.5	3,844.20	2,164.22	14.9
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	32,000.00	1,811.86	1,811.86	5.6	0.00	30,188.14	94.3
5800.00 OTHER OPERATING EXP-DIST. USE	12,756.45	0.00	0.00	.0	0.00	12,756.45	100.0
TOTAL: 5000	44,756.45	1,811.86	1,811.86	4.0	0.00	42,944.59	95.9
TOTAL: 1000-5999	268,852.00	155,652.19	155,652.19	57.8	3,844.20	109,355.61	40.6
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	180,152.19	180,152.19	61.4	3,844.20	109,355.61	37.2

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	231,840.88	231,840.88	79.0	0.00	61,511.12	20.9
TOTAL:	1000-5999	268,852.00	155,652.19	155,652.19	57.8	3,844.20	109,355.61	40.6
TOTAL:	1000-6999	293,352.00	180,152.19	180,152.19	61.4	3,844.20	109,355.61	37.2
TOTAL:	1000-7999	293,352.00	180,152.19	180,152.19	61.4	3,844.20	109,355.61	37.2
TOTAL EXPENSES	(1000 - 7999)	293,352.00	180,152.19	180,152.19	61.4	3,844.20	109,355.61	37.2

Fund: 74 KVCRC FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	5,009,397.74	3,192,237.41	3,192,237.41	63.7	0.00	1,817,160.33	36.2
8900.00 OTHER FINANCING SOURCES	1,255,330.00	1,145,955.00	1,145,955.00	91.2	0.00	109,375.00	8.7
TOTAL: 8000	6,264,727.74	4,338,192.41	4,338,192.41	69.2	0.00	1,926,535.33	30.7
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	1,234,726.70	770,483.19	770,483.19	62.4	0.00	464,243.51	37.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	524,000.00	341,287.19	341,287.19	65.1	0.00	182,712.81	34.8
TOTAL: 2000	1,758,726.70	1,111,770.38	1,111,770.38	63.2	0.00	646,956.32	36.7
3200.00 CLASSIFIED RETIREMENT	165,118.00	138,196.38	138,196.38	83.6	0.00	26,921.62	16.3
3300.00 OASDHI/FICA	101,418.08	79,481.24	79,481.24	78.3	0.00	21,936.84	21.6
3400.00 HEALTH AND WELFARE BENEFITS	303,695.82	157,052.89	157,052.89	51.7	0.00	146,642.93	48.2
3500.00 STATE UNEMPLOYMENT INSURANCE	662.86	554.87	554.87	83.7	0.00	107.99	16.2
3600.00 WORKERS COMPENSATION INSURANCE	28,950.00	17,415.00	17,415.00	60.1	0.00	11,535.00	39.8
3900.00 OTHER BENEFITS	11,322.02	4,627.14	4,627.14	40.8	0.00	6,694.88	59.1
TOTAL: 3000	611,166.78	397,327.52	397,327.52	65.0	0.00	213,839.26	34.9
4200.00 BOOK, MAGAZINE&PERIOD-DIST. USE	300.00	59.36	59.36	19.7	0.00	240.64	80.2
4400.00 MEDIA AND SOFTWARE-DISTRCT USE	2,500.00	26.20	26.20	1.0	0.00	2,473.80	98.9
4500.00 NONINSTRUCTIONAL SUPPLIES	44,700.00	9,666.47	9,666.47	21.6	17,120.27	17,913.26	40.0
4700.00 FOOD SUPPLIES	10,500.00	383.95	383.95	3.6	2,539.90	7,576.15	72.1
TOTAL: 4000	58,000.00	10,135.98	10,135.98	17.4	19,660.17	28,203.85	48.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	137,079.00	18,165.96	18,165.96	13.2	27,507.08	91,405.96	66.6
5200.00 TRAVEL & CONFERENCE EXPENSES	98,100.00	33,372.35	33,372.35	34.0	26,879.13	37,848.52	38.5
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	75,500.00	30,305.85	30,305.85	40.1	13,878.19	31,315.96	41.4
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	247,867.00	101,977.20	101,977.20	41.1	65,230.80	80,659.00	32.5
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	667,359.00	227,238.56	227,238.56	34.0	111,042.99	329,077.45	49.3
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	74,000.00	1,547.00	1,547.00	2.0	15,285.00	57,168.00	77.2
5800.00 OTHER OPERATING EXP-DIST. USE	1,892,597.74	840,106.27	840,106.27	44.3	463,517.97	588,973.50	31.1
TOTAL: 5000	3,203,002.74	1,256,618.19	1,256,618.19	39.2	723,341.16	1,223,043.39	38.1
TOTAL: 1000-5999	5,630,896.22	2,775,852.07	2,775,852.07	49.2	743,001.33	2,112,042.82	37.5
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	485,874.00	212,422.47	212,422.47	43.7	257,804.28	15,647.25	3.2
TOTAL: 6000	485,874.00	212,422.47	212,422.47	43.7	257,804.28	15,647.25	3.2
TOTAL: 1000-6999	6,116,770.22	2,988,274.54	2,988,274.54	48.8	1,000,805.61	2,127,690.07	34.7
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	6,226,145.22	2,988,274.54	2,988,274.54	47.9	1,000,805.61	2,237,065.07	35.9

Fund: 74 KVCR FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	6,264,727.74	4,338,192.41	4,338,192.41	69.2	0.00	1,926,535.33	30.7
TOTAL:	1000-5999	5,630,896.22	2,775,852.07	2,775,852.07	49.2	743,001.33	2,112,042.82	37.5
TOTAL:	1000-6999	6,116,770.22	2,988,274.54	2,988,274.54	48.8	1,000,805.61	2,127,690.07	34.7
TOTAL:	1000-7999	6,226,145.22	2,988,274.54	2,988,274.54	47.9	1,000,805.61	2,237,065.07	35.9
TOTAL EXPENSES	(1000 - 7999)	6,226,145.22	2,988,274.54	2,988,274.54	47.9	1,000,805.61	2,237,065.07	35.9

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	1,100,829.47	1,100,829.47	53.0	0.00	975,723.97	46.9
TOTAL: 8000	2,076,553.44	1,100,829.47	1,100,829.47	53.0	0.00	975,723.97	46.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	183,177.57	119,962.94	119,962.94	65.4	0.00	63,214.63	34.5
2300.00 NON-INSTRUCTION HOURLY CLASS.	181,716.14	83,988.38	83,988.38	46.2	0.00	97,727.76	53.7
TOTAL: 2000	364,893.71	203,951.32	203,951.32	55.8	0.00	160,942.39	44.1
3200.00 CLASSIFIED RETIREMENT	22,886.49	27,614.78	27,614.78	100.0	0.00	4,728.29-	.0
3300.00 OASDHI /FICA	13,990.13	15,095.56	15,095.56	100.0	0.00	1,105.43-	.0
3400.00 HEALTH AND WELFARE BENEFITS	54,854.78	20,577.14	20,577.14	37.5	0.00	34,277.64	62.4
3500.00 STATE UNEMPLOYMENT INSURANCE	91.44	101.72	101.72	100.0	0.00	10.28-	.0
3600.00 WORKERS COMPENSATION INSURANCE	3,375.00	2,210.00	2,210.00	65.4	0.00	1,165.00	34.5
3900.00 OTHER BENEFITS	915.78	99.30	99.30	10.8	0.00	816.48	89.1
TOTAL: 3000	96,113.62	65,698.50	65,698.50	68.3	0.00	30,415.12	31.6
4500.00 NONINSTRUCTIONAL SUPPLIES	21,000.00	3,539.79	3,539.79	16.8	3,797.56	13,662.65	65.0
4700.00 FOOD SUPPLIES	4,200.00	507.70	507.70	12.0	319.70	3,372.60	80.3
TOTAL: 4000	25,200.00	4,047.49	4,047.49	16.0	4,117.26	17,035.25	67.6
5100.00 PERSON&CONSULTANT SVC-DIST USE	279,423.00	74,919.21	74,919.21	26.8	72,859.05	131,644.74	47.1
5200.00 TRAVEL & CONFERENCE EXPENSES	6,850.00	386.10	386.10	5.6	95.10	6,368.80	92.9
5300.00 POST/DUES/MEMBERSHIPS-DIST. USE	53,500.00	27,756.68	27,756.68	51.8	0.00	25,743.32	48.1
5500.00 UTILITIES & HOUSEKEEP-DIST. USE	0.00	160.00-	160.00-	.0	0.00	160.00	100.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	25,500.00	17,674.54	17,674.54	69.3	450.23	7,375.23	28.9
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	16,883.00	5,428.00	5,428.00	32.1	400.00	11,055.00	65.4
5800.00 OTHER OPERATING EXP-DIST. USE	349,429.30	173,794.55	173,794.55	49.7	105,629.19	70,005.56	20.0
TOTAL: 5000	731,585.30	299,799.08	299,799.08	40.9	179,433.57	252,352.65	34.4
TOTAL: 1000-5999	1,217,792.63	573,496.39	573,496.39	47.0	183,550.83	460,745.41	37.8
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	15,335.00	7,478.21	7,478.21	48.7	0.00	7,856.79	51.2
TOTAL: 6000	15,335.00	7,478.21	7,478.21	48.7	0.00	7,856.79	51.2
TOTAL: 1000-6999	1,233,127.63	580,974.60	580,974.60	47.1	183,550.83	468,602.20	38.0
7300.00 INTERFUND TRANSFERS	825,955.00	825,955.00	825,955.00	100.0	0.00	0.00	.0
TOTAL: 7000	825,955.00	825,955.00	825,955.00	100.0	0.00	0.00	.0
TOTAL: 1000-7999	2,059,082.63	1,406,929.60	1,406,929.60	68.3	183,550.83	468,602.20	22.7

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	1,100,829.47	1,100,829.47	53.0	0.00	975,723.97	46.9
TOTAL:	1000-5999	1,217,792.63	573,496.39	573,496.39	47.0	183,550.83	460,745.41	37.8
TOTAL:	1000-6999	1,233,127.63	580,974.60	580,974.60	47.1	183,550.83	468,602.20	38.0
TOTAL:	1000-7999	2,059,082.63	1,406,929.60	1,406,929.60	68.3	183,550.83	468,602.20	22.7
TOTAL EXPENSES	(1000 - 7999)	2,059,082.63	1,406,929.60	1,406,929.60	68.3	183,550.83	468,602.20	22.7

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	3,198.76	3,198.76	100.0	0.00	198.76-	.0
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	553,198.76	553,198.76	100.0	0.00	198.76-	.0
5100.00 PERSON&CONSULTANT SVC-DIST USE	15,000.00	4,359.91	4,359.91	29.0	6,040.11	4,599.98	30.6
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	8,810.70	8,810.70	3.5	66,189.30	175,000.00	70.0
TOTAL: 5000	675,000.00	464,811.61	464,811.61	68.8	72,229.41	137,958.98	20.4
TOTAL: 1000-5999	675,000.00	464,811.61	464,811.61	68.8	72,229.41	137,958.98	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	553,198.76	553,198.76	100.0	0.00	198.76-	.0
TOTAL:	1000-5999	675,000.00	464,811.61	464,811.61	68.8	72,229.41	137,958.98	20.4
TOTAL:	1000-6999	675,000.00	464,811.61	464,811.61	68.8	72,229.41	137,958.98	20.4
TOTAL:	1000-7999	675,000.00	464,811.61	464,811.61	68.8	72,229.41	137,958.98	20.4
TOTAL EXPENSES	(1000 - 7999)	675,000.00	464,811.61	464,811.61	68.8	72,229.41	137,958.98	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	10,834.46	10,834.46	37.3	0.00	18,161.54	62.6
8900.00 OTHER FINANCING SOURCES	200,000.00	180,000.00	180,000.00	90.0	0.00	20,000.00	10.0
TOTAL: 8000	228,996.00	190,834.46	190,834.46	83.3	0.00	38,161.54	16.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	127,423.71	68,114.11	68,114.11	53.4	0.00	59,309.60	46.5
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	68,114.11	68,114.11	49.9	0.00	68,305.60	50.0
3200.00 CLASSIFIED RETIREMENT	12,570.40	9,459.72	9,459.72	75.2	0.00	3,110.68	24.7
3300.00 OASDHI/FICA	7,644.16	5,102.39	5,102.39	66.7	0.00	2,541.77	33.2
3400.00 HEALTH AND WELFARE BENEFITS	21,144.93	10,566.32	10,566.32	49.9	0.00	10,578.61	50.0
3500.00 STATE UNEMPLOYMENT INSURANCE	49.96	33.35	33.35	66.7	0.00	16.61	33.2
3600.00 WORKERS COMPENSATION INSURANCE	1,500.00	1,000.00	1,000.00	66.6	0.00	500.00	33.3
3900.00 OTHER BENEFITS	73.68	32.32	32.32	43.8	0.00	41.36	56.1
TOTAL: 3000	42,983.13	26,194.10	26,194.10	60.9	0.00	16,789.03	39.0
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	1,684.54	1,684.54	21.0	1,635.84	4,679.62	58.4
4700.00 FOOD SUPPLIES	6,000.00	1,352.28	1,352.28	22.5	3,404.63	1,243.09	20.7
TOTAL: 4000	14,500.00	3,036.82	3,036.82	20.9	5,040.47	6,422.71	44.2
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	5,138.53	5,138.53	34.8	4,886.18	4,725.29	32.0
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	266.07	266.07	7.3	3,333.93	0.00	.0
5600.00 RENTS, LEASES&REPAIRS-DIST. USE	18,360.00	500.00	500.00	2.7	30,424.50	12,564.50-	.0
5700.00 LEGAL/ELECTION/AUDIT-DIST. USE	10,000.00	5,000.00	5,000.00	50.0	1,000.00	4,000.00	40.0
5800.00 OTHER OPERATING EXP-DIST. USE	9,469.00	1,589.94	1,589.94	16.7	60.00	7,819.06	82.5
TOTAL: 5000	67,179.00	12,544.54	12,544.54	18.6	39,704.61	14,929.85	22.2
TOTAL: 1000-5999	261,081.84	109,889.57	109,889.57	42.0	44,745.08	106,447.19	40.7
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	26,600.00	10,938.19	10,938.19	41.1	7,534.91	8,126.90	30.5
TOTAL: 6000	26,600.00	10,938.19	10,938.19	41.1	7,534.91	8,126.90	30.5
TOTAL: 1000-6999	287,681.84	120,827.76	120,827.76	42.0	52,279.99	114,574.09	39.8

Fund: 79 EDCT FOUNDATION

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/CURRENT	RECEIVED YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	228,996.00	190,834.46	190,834.46	83.3	0.00	38,161.54	16.6
TOTAL:	1000-5999	261,081.84	109,889.57	109,889.57	42.0	44,745.08	106,447.19	40.7
TOTAL:	1000-6999	287,681.84	120,827.76	120,827.76	42.0	52,279.99	114,574.09	39.8
TOTAL:	1000-7999	287,681.84	120,827.76	120,827.76	42.0	52,279.99	114,574.09	39.8
TOTAL EXPENSES	(1000 - 7999)	287,681.84	120,827.76	120,827.76	42.0	52,279.99	114,574.09	39.8

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	686,443.44	686,443.44	58.6	0.00	483,556.56	41.3
TOTAL: 8000	1,170,000.00	686,443.44	686,443.44	58.6	0.00	483,556.56	41.3
5100.00 PERSON&CONSULTANT SVC-DIST USE	300,000.00	190,806.13	190,806.13	63.6	53,453.87	55,740.00	18.5
5400.00 INSURANCES - DISTRICT USE	190,000.00	164,022.00	164,022.00	86.3	29,251.00	3,273.00-	.0
5800.00 OTHER OPERATING EXP-DIST. USE	680,000.00	400,018.89	400,018.89	58.8	16,359.91	263,621.20	38.7
TOTAL: 5000	1,170,000.00	754,847.02	754,847.02	64.5	99,064.78	316,088.20	27.0
TOTAL: 1000-5999	1,170,000.00	754,847.02	754,847.02	64.5	99,064.78	316,088.20	27.0

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	686,443.44	686,443.44	58.6	0.00	483,556.56	41.3
TOTAL:	1000-5999	1,170,000.00	754,847.02	754,847.02	64.5	99,064.78	316,088.20	27.0
TOTAL:	1000-6999	1,170,000.00	754,847.02	754,847.02	64.5	99,064.78	316,088.20	27.0
TOTAL:	1000-7999	1,170,000.00	754,847.02	754,847.02	64.5	99,064.78	316,088.20	27.0
TOTAL EXPENSES	(1000 - 7999)	1,170,000.00	754,847.02	754,847.02	64.5	99,064.78	316,088.20	27.0

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	4,072.55	4,072.55	13.5	0.00	25,927.45	86.4
8600.00 STATE REVENUES	34,719,158.00	21,179,616.95	21,179,616.95	61.0	0.00	13,539,541.05	38.9
8800.00 LOCAL REVENUES	16,487,965.16	8,829,647.12	8,829,647.12	53.5	0.00	7,658,318.04	46.4
TOTAL: 8000	51,237,123.16	30,013,336.62	30,013,336.62	58.5	0.00	21,223,786.54	41.4
1100.00 CONTRACT CLASSROOM INST.	12,151,155.63	8,159,291.28	8,159,291.28	67.1	0.00	3,991,864.35	32.8
1200.00 CONTRACT CERT. ADMINI STRATORS	3,935,338.17	2,372,513.05	2,372,513.05	60.2	0.00	1,562,825.12	39.7
1300.00 INSTRUCTORS DAY/HOURLY	8,663,216.00	5,649,010.62	5,649,010.62	65.2	0.00	3,014,205.38	34.7
1400.00 NON-INSTRUCTION HOURLY CERT.	310,617.00	187,443.00	187,443.00	60.3	0.00	123,174.00	39.6
TOTAL: 1000	25,060,326.80	16,368,257.95	16,368,257.95	65.3	0.00	8,692,068.85	34.6
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	6,764,214.58	4,374,231.95	4,374,231.95	64.6	0.00	2,389,982.63	35.3
2200.00 INSTRUCTIONAL AIDS	843,061.44	572,662.54	572,662.54	67.9	0.00	270,398.90	32.0
2300.00 NON-INSTRUCTION HOURLY CLASS.	673,484.00	409,028.24	409,028.24	60.7	0.00	264,455.76	39.2
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	338,492.00	119,397.77	119,397.77	35.2	0.00	219,094.23	64.7
TOTAL: 2000	8,619,252.02	5,475,320.50	5,475,320.50	63.5	0.00	3,143,931.52	36.4
3100.00 CERTIFICATED RETIREMENT	2,999,414.93	1,764,165.57	1,764,165.57	58.8	0.00	1,235,249.36	41.1
3200.00 CLASSIFIED RETIREMENT	966,107.92	804,735.77	804,735.77	83.2	0.00	161,372.15	16.7
3300.00 OASDHI /FICA	1,014,890.64	694,397.00	694,397.00	68.4	0.00	320,493.64	31.5
3400.00 HEALTH AND WELFARE BENEFITS	4,805,128.37	2,934,842.63	2,934,842.63	61.0	0.00	1,870,285.74	38.9
3500.00 STATE UNEMPLOYMENT INSURANCE	15,555.43	10,926.21	10,926.21	70.2	0.00	4,629.22	29.7
3600.00 WORKERS COMPENSATION INSURANCE	475,615.50	316,678.07	316,678.07	66.5	0.00	158,937.43	33.4
3900.00 OTHER BENEFITS	109,462.22	82,143.41	82,143.41	75.0	0.00	27,318.81	24.9
TOTAL: 3000	10,386,175.01	6,607,888.66	6,607,888.66	63.6	0.00	3,778,286.35	36.3
4100.00 TEXTBOOKS	2,999.00	133.96	133.96	4.4	366.04	2,499.00	83.3
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	4,199.83	672.05	672.05	16.0	858.00	2,669.78	63.5
4300.00 INSTRUCTI ONAL SUPPLIES	54,972.67	6,118.10	6,118.10	11.1	12,615.95	36,238.62	65.9
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	6,348.00	285.35	285.35	4.4	350.00	5,712.65	89.9
4500.00 NONI NSTRUCTI ONAL SUPPLIES	540,606.34	267,174.55	267,174.55	49.4	131,822.27	141,609.52	26.1
4700.00 FOOD SUPPLIES	43,603.10	14,848.39	14,848.39	34.0	12,868.30	15,886.41	36.4
TOTAL: 4000	652,728.94	289,232.40	289,232.40	44.3	158,880.56	204,615.98	31.3
5100.00 PERSON&CONSULTANT SVC-DI ST USE	1,354,397.00	721,049.21	721,049.21	53.2	135,558.15	497,789.64	36.7
5200.00 TRAVEL & CONFERENCE EXPENSES	182,669.17	64,584.14	64,584.14	35.3	42,937.97	75,147.06	41.1
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	98,648.53	69,689.57	69,689.57	70.6	4,176.06	24,782.90	25.1
5500.00 UTI LI TIES & HOUSEKEEP-DI ST. USE	1,883,473.00	1,201,605.06	1,201,605.06	63.7	783,512.01	101,644.07-	.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	995,827.26	494,444.93	494,444.93	49.6	244,323.37	257,058.96	25.8
5800.00 OTHER OPERATING EXP-DI ST. USE	808,591.97	384,806.95	384,806.95	47.5	81,064.86	342,720.16	42.3
TOTAL: 5000	5,323,606.93	2,936,179.86	2,936,179.86	55.1	1,291,572.42	1,095,854.65	20.5
TOTAL: 1000-5999	50,042,089.70	31,676,879.37	31,676,879.37	63.3	1,450,452.98	16,914,757.35	33.8
6200.00 BUI LDI NGS&I MPROVEMENT-DI ST. USE	124,948.00	48,459.92	48,459.92	38.7	60,786.80	15,701.28	12.5

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)	492,444.22	250,989.47	250,989.47	50.9	70,835.79	170,618.96	34.6
TOTAL: 6000	617,392.22	299,449.39	299,449.39	48.5	131,622.59	186,320.24	30.1
TOTAL: 1000-6999	50,659,481.92	31,976,328.76	31,976,328.76	63.1	1,582,075.57	17,101,077.59	33.7

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT YEAR TO DATE		%	PENDED/ ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	51,237,123.16	30,013,336.62	30,013,336.62	58.5	0.00	21,223,786.54	41.4
TOTAL:	1000-5999	50,042,089.70	31,676,879.37	31,676,879.37	63.3	1,450,452.98	16,914,757.35	33.8
TOTAL:	1000-6999	50,659,481.92	31,976,328.76	31,976,328.76	63.1	1,582,075.57	17,101,077.59	33.7
TOTAL:	1000-7999	50,659,481.92	31,976,328.76	31,976,328.76	63.1	1,582,075.57	17,101,077.59	33.7
TOTAL EXPENSES	(1000 - 7999)	50,659,481.92	31,976,328.76	31,976,328.76	63.1	1,582,075.57	17,101,077.59	33.7

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	355,850.00	0.00	0.00	.0	1,425.00	354,425.00	99.5
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	490,899.00	283,047.14	283,047.14	57.6	62,444.14	145,407.72	29.6
TOTAL: 6000	846,749.00	283,047.14	283,047.14	33.4	63,869.14	499,832.72	59.0
TOTAL: 1000-6999	846,749.00	283,047.14	283,047.14	33.4	63,869.14	499,832.72	59.0

Fund: 41 CAPITAL OUTLAY PROJECTS FUND SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	0.00	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	846,749.00	283,047.14	283,047.14	33.4	63,869.14	499,832.72	59.0
TOTAL:	1000-7999	846,749.00	283,047.14	283,047.14	33.4	63,869.14	499,832.72	59.0
TOTAL EXPENSES	(1000 - 7999)	846,749.00	283,047.14	283,047.14	33.4	63,869.14	499,832.72	59.0

Fund: 72 CHILD DEVELOPMENT FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
8800.00 LOCAL REVENUES	0.00	1,157.93	1,157.93	100.0	0.00	1,157.93-	.0
TOTAL: 8000	0.00	1,157.93	1,157.93	100.0	0.00	1,157.93-	.0

Fund: 72 CHILD DEVELOPMENT FUND SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENDING/	UNENCUMBERED	
=====		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%
=====		=====						
SUMMARY BY OBJECT								
=====		=====						
TOTAL INCOME	(8000 - 8999)	0.00	1,157.93	1,157.93	100.0	0.00	1,157.93-	.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	10,889,161.71	10,889,161.71	61.0	0.00	6,945,034.29	38.9
8800.00 LOCAL REVENUES	8,198,795.00	4,151,729.25	4,151,729.25	50.6	0.00	4,047,065.75	49.3
TOTAL: 8000	26,034,491.00	15,041,769.71	15,041,769.71	57.7	0.00	10,992,721.29	42.2
1100.00 CONTRACT CLASSROOM INST.	5,142,664.41	3,510,798.23	3,510,798.23	68.2	0.00	1,631,866.18	31.7
1200.00 CONTRACT CERT. ADMINI STRATORS	2,692,230.57	1,697,844.58	1,697,844.58	63.0	0.00	994,385.99	36.9
1300.00 INSTRUCTORS DAY/HOURLY	3,912,108.50	2,656,462.89	2,656,462.89	67.9	0.00	1,255,645.61	32.0
1400.00 NON-INSTRUCTION HOURLY CERT.	327,063.00	235,368.75	235,368.75	71.9	0.00	91,694.25	28.0
TOTAL: 1000	12,074,066.48	8,100,474.45	8,100,474.45	67.0	0.00	3,973,592.03	32.9
2100.00 CLASSIFIED MANAGERS-NON-INSTRU	3,807,282.26	2,689,537.26	2,689,537.26	70.6	0.00	1,117,745.00	29.3
2200.00 INSTRUCTIONAL AIDS	586,135.55	415,194.22	415,194.22	70.8	0.00	170,941.33	29.1
2300.00 NON-INSTRUCTION HOURLY CLASS.	280,824.60	189,625.04	189,625.04	67.5	0.00	91,199.56	32.4
2400.00 INST AIDES-HOURLY- DIR. INSTRUC	403,112.00	205,070.90	205,070.90	50.8	0.00	198,041.10	49.1
TOTAL: 2000	5,077,354.41	3,499,427.42	3,499,427.42	68.9	0.00	1,577,926.99	31.0
3100.00 CERTIFICATED RETIREMENT	1,407,819.87	884,524.07	884,524.07	62.8	0.00	523,295.80	37.1
3200.00 CLASSIFIED RETIREMENT	584,947.70	476,609.46	476,609.46	81.4	0.00	108,338.24	18.5
3300.00 OASDHI /FICA	590,362.26	386,085.14	386,085.14	65.3	0.00	204,277.12	34.6
3400.00 HEALTH AND WELFARE BENEFITS	2,506,586.19	1,458,100.29	1,458,100.29	58.1	0.00	1,048,485.90	41.8
3500.00 STATE UNEMPLOYMENT INSURANCE	7,873.70	5,755.78	5,755.78	73.1	0.00	2,117.92	26.8
3600.00 WORKERS COMPENSATION INSURANCE	237,038.75	164,209.32	164,209.32	69.2	0.00	72,829.43	30.7
3900.00 OTHER BENEFITS	45,413.33	46,898.56	46,898.56	100.0	0.00	1,485.23-	.0
TOTAL: 3000	5,380,041.80	3,422,182.62	3,422,182.62	63.6	0.00	1,957,859.18	36.3
4200.00 BOOK, MAGAZINE&PERIOD-DI ST. USE	4,877.79	2,806.32	2,806.32	57.5	923.62	1,147.85	23.5
4300.00 INSTRUCTIONAL SUPPLIES	60,958.00	22,804.39	22,804.39	37.4	12,637.01	25,516.60	41.8
4400.00 MEDIA AND SOFTWARE-DI STRCT USE	2,125.00	73.27	73.27	3.4	875.87	1,175.86	55.3
4500.00 NONINSTRUCTIONAL SUPPLIES	169,970.00	79,774.42	79,774.42	46.9	47,196.88	42,998.70	25.2
4700.00 FOOD SUPPLIES	8,250.00	788.13	788.13	9.5	798.99	6,662.88	80.7
TOTAL: 4000	246,180.79	106,246.53	106,246.53	43.1	62,432.37	77,501.89	31.4
5100.00 PERSON&CONSULTANT SVC-DI ST USE	102,445.00	34,421.97	34,421.97	33.6	8,925.69	59,097.34	57.6
5200.00 TRAVEL & CONFERENCE EXPENSES	121,198.35	40,883.65	40,883.65	33.7	19,969.33	60,345.37	49.7
5300.00 POST/DUES/MEMBERSHI PS-DI ST. USE	61,390.00	48,149.55	48,149.55	78.4	1,328.09	11,912.36	19.4
5500.00 UTILITIES & HOUSEKEEP-DI ST. USE	784,470.00	471,555.48	471,555.48	60.1	319,015.84	6,101.32-	.0
5600.00 RENTS, LEASES&REPAIRS-DI ST. USE	464,693.32	264,051.14	264,051.14	56.8	108,041.35	92,600.83	19.9
5800.00 OTHER OPERATING EXP-DI ST. USE	432,355.25	46,711.00	46,711.00	10.8	24,653.86	360,990.39	83.4
TOTAL: 5000	1,966,551.92	905,772.79	905,772.79	46.0	481,934.16	578,844.97	29.4
TOTAL: 1000-5999	24,744,195.40	16,034,103.81	16,034,103.81	64.7	544,366.53	8,165,725.06	33.0
6400.00 EQUIP/FURNITURE (EXCLD COMPTR)	72,839.64	17,151.61	17,151.61	23.5	5,892.48	49,795.55	68.3
TOTAL: 6000	72,839.64	17,151.61	17,151.61	23.5	5,892.48	49,795.55	68.3

Fund: 01 GENERAL FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL: 1000-6999	24,817,035.04	16,051,255.42	16,051,255.42	64.6	550,259.01	8,215,520.61	33.1

Fund: 01 GENERAL FUND

SUMMARY

SUMMARY BY OBJECT		WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENDED/ENCUMBERED	UNENCUMBERED BALANCE	%
TOTAL INCOME	(8000 - 8999)	26,034,491.00	15,041,769.71	15,041,769.71	57.7	0.00	10,992,721.29	42.2
TOTAL:	1000-5999	24,744,195.40	16,034,103.81	16,034,103.81	64.7	544,366.53	8,165,725.06	33.0
TOTAL:	1000-6999	24,817,035.04	16,051,255.42	16,051,255.42	64.6	550,259.01	8,215,520.61	33.1
TOTAL:	1000-7999	24,817,035.04	16,051,255.42	16,051,255.42	64.6	550,259.01	8,215,520.61	33.1
TOTAL EXPENSES	(1000 - 7999)	24,817,035.04	16,051,255.42	16,051,255.42	64.6	550,259.01	8,215,520.61	33.1

Fund: 41 CAPITAL OUTLAY PROJECTS FUND

SUMMARY BY OBJECT	WORKING BUDGET	EXPENDED/RECEIVED CURRENT	YEAR TO DATE	%	PENED/ENCUMBERED	UNENCUMBERED BALANCE	%
5100.00 PERSON&CONSULTANT SVC-DIST USE	50,000.00	0.00	0.00	.0	25,000.00	25,000.00	50.0
TOTAL: 5000	50,000.00	0.00	0.00	.0	25,000.00	25,000.00	50.0
TOTAL: 1000-5999	50,000.00	0.00	0.00	.0	25,000.00	25,000.00	50.0
6100.00 SITES & IMPROVEMENTS-DIST. USE	532,450.92	209,197.50	209,197.50	39.2	298,981.15	24,272.27	4.5
6200.00 BUILDINGS&IMPROVEMENT-DIST. USE	289,425.00	14,974.34	14,974.34	5.1	173,013.31	101,437.35	35.0
TOTAL: 6000	821,875.92	224,171.84	224,171.84	27.2	471,994.46	125,709.62	15.2
TOTAL: 1000-6999	871,875.92	224,171.84	224,171.84	25.7	496,994.46	150,709.62	17.2

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	50,000.00	0.00	0.00	.0	25,000.00	25,000.00	50.0
TOTAL:	1000-6999	871,875.92	224,171.84	224,171.84	25.7	496,994.46	150,709.62	17.2
TOTAL:	1000-7999	871,875.92	224,171.84	224,171.84	25.7	496,994.46	150,709.62	17.2
TOTAL EXPENSES	(1000 - 7999)	871,875.92	224,171.84	224,171.84	25.7	496,994.46	150,709.62	17.2

BDX110
 CHC UNRESTRICTED
 72 San Bernardino Community Col

BEST NET CONSORTIUM
 BUDGET SUMMARY REPORT
 07/01/2016 TO 03/20/2017

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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	349.34	349.34	100.0	0.00	349.34-	.0
TOTAL: 8000	0.00	349.34	349.34	100.0	0.00	349.34-	.0

Fund: 51 BOOKSTORE FUND

SUMMARY

=====		WORKING	EXPENDED/RECEIVED			PENED/	UNENCUMBERED	=====	
SUMMARY BY OBJECT		BUDGET	CURRENT	YEAR TO DATE	%	ENCUMBERED	BALANCE	%	=====
TOTAL INCOME	(8000 - 8999)	0.00	349.34	349.34	100.0	0.00	349.34-	.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 03/20/2017

#J221

03/20/2017

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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	723.71	723.71	100.0	0.00	723.71-	.0
TOTAL: 8000	0.00	723.71	723.71	100.0	0.00	723.71-	.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	723.71	723.71	100.0	0.00	723.71-	.0
TOTAL:	1000-5999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-6999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL:	1000-7999	0.00	0.00	0.00	.0	0.00	0.00	.0
TOTAL EXPENSES	(1000 - 7999)	0.00	0.00	0.00	.0	0.00	0.00	.0

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: April 13, 2017
SUBJECT: Cenergistic Cumulative Energy Report

RECOMMENDATION

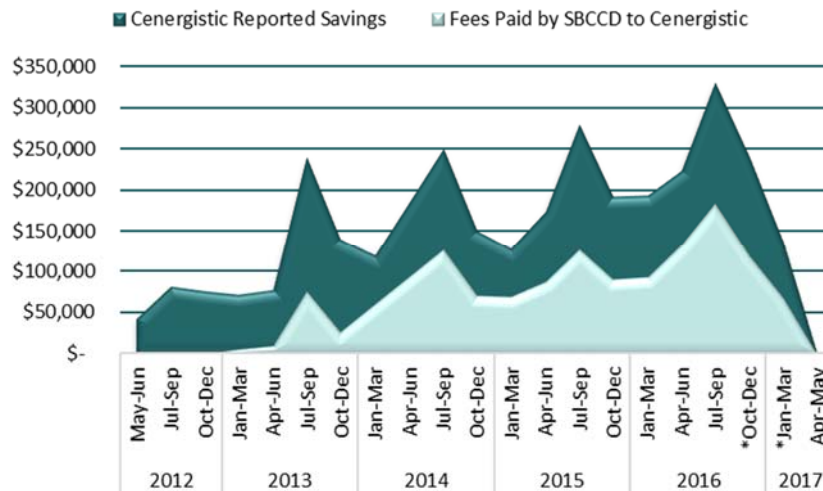
This item is for information only and no action is required.

OVERVIEW

At its May 17, 2012 meeting, SBCCD approved a contract to implement a comprehensive energy savings program. 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 \$1,442,963* in fees, which is about 43.2% of the total reported savings of \$3,342,232.



*Payment amounts for Oct-Dec 2016 and Jan-Mar 2017 are estimated at 50% of the reported savings.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

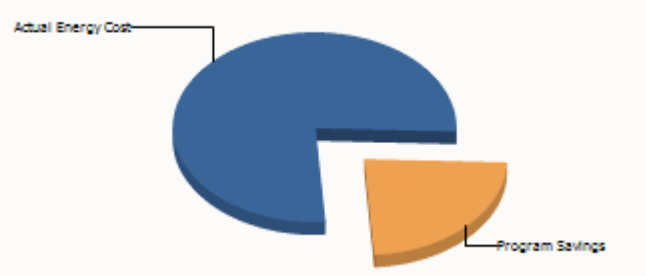
FINANCIAL IMPLICATIONS

This item is for information only; there are no financial implications.

Cumulative Cost Savings

April 2017

Expected Energy Cost	\$14,804,028
Actual Energy Cost	\$11,353,644
Program Savings	\$3,450,385
Percent Savings	23.3%
Other Savings	-\$116,153
Total Savings	\$3,334,232



Expected Energy Cost

Anticipated expense without energy management.

Base year usage after adjustments for such variables as changes in weather, equipment, schedules, occupancy and prices.

Actual Energy Cost

Actual utility costs for electricity, gas, water, sewer, etc. obtained directly from bills.

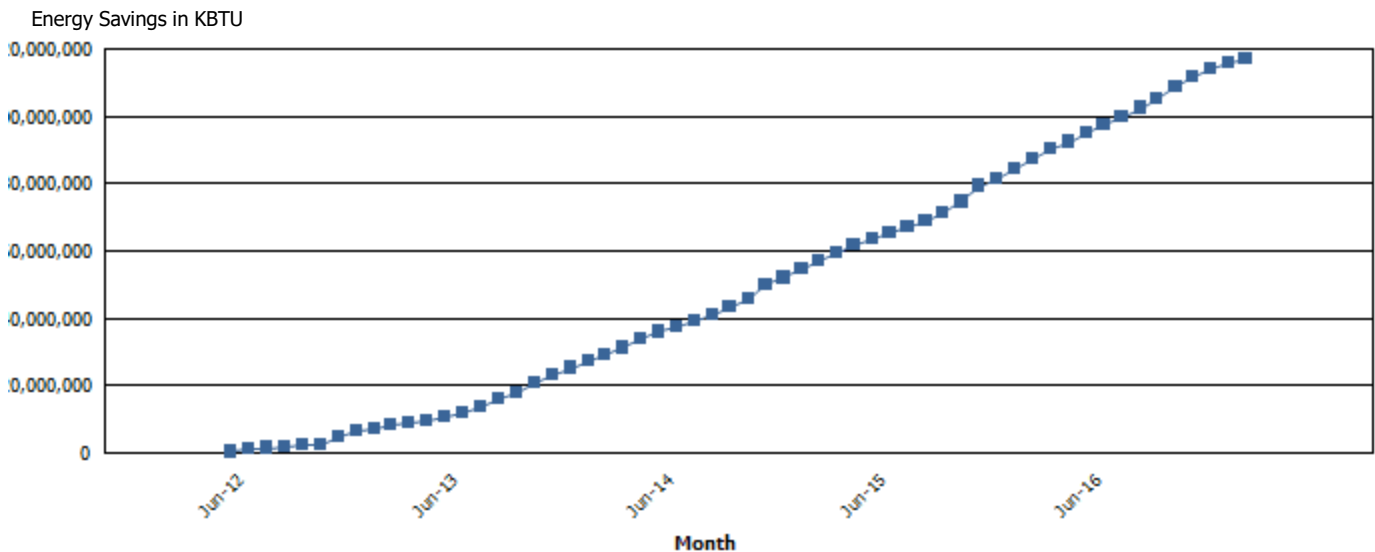
Other Savings

Additional documented savings attributable to Program activities but not the direct result of usage reductions, such as rebates, refunds, tariff changes, etc.

Program Savings

The difference between Expected and Actual Cost, calculated in accordance with the International Performance Measurement & Verification Protocol. Does not include savings attributable to reduced equipment maintenance and replacement costs and other collateral benefits. These savings can increase the program savings up to 20%.

Cumulative Energy Savings



Cumulative Greenhouse Gas Reduction

Energy Reduction Impact: 116,964,560 KBTU 7,373 equiv. metric tons of CO2

This is equivalent to the following:

Passenger cars not driven for one year:	1,536
Tree seedlings grown for 10 years:	189,058

Requested by: Mendter

Version:

Report Version: 16

Filters: Billing Period Between 201206;201703;One Page per Building (Y/N) Equals 0;Topmost Place Name Equals San Bernardino CC - CA;Bill Account is Active Equals 1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Pierre Galvez, Police Chief
DATE: April 13, 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 February (See attached)

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
February 2017

<u>Case#</u>	<u>Reported</u>	<u>Reportable Clery Crimes</u>	<u>Location</u>	<u>Disposition</u>
<u>ON CAMPUS:</u>				
CRAFTON				
17-046	2/14/17	Alcohol of School Grounds	PAC	Report Taken
DISTRICT				
NO INCIDENTS TO REPORT				
Valley				
17-034	2/6/17	Assault with Deadly Weapon	Lot 1	Subject Arrested
17-038	2/06/17	Grand Theft Auto	Lot 7	Report Taken
17-042	2/8/17	Robbery	Lot 3	Subject Arrested
17-060	2/23/17	Grand Theft Auto	1010 Grant	Subject Arrested
<u>PUBLIC PROPERTY:</u>				
CRAFTON				
NO INCIDENTS TO REPORT				
DISTRICT				
NO INCIDENTS TO REPORT				
VALLEY				
17-043	2/11/17	Alcohol of School Grounds	Grant Ave	Report Taken
17-047	2/14/17	Under the Influence	Grant Ave	Report Taken

17-051	2/19/17	Drug Paraphernalia	K Street	Subject Arrested
17-055	2/22/17	Robbery	Mt. Vernon Ave	Report Taken

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: April 13, 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 \$29,221,096.

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	36,474	42,208	39,727	35,318	31,456	26,576		
Receipts														
Federal	11		13	149	66	1	867	263	1,135	39	1,128	94		3,766
State	7,271	6,112	11,928	10,293	16,284	6,960	7,141	5,350	14,019	10,727	7,922	6,298		110,305
State Deferrals														
Local	1,082	2,836	13	958	3,280	6,523	8,335	1,633	344	1,329	1,048	1,001		28,382
Temporary Borrowings														
Inc Transfer & Sale of Assets		3		3		186						-20		172
Accounts Receivable/Accruals	313	986	3,600	111	207	648	-309	70	62	180		416		6,286
Total Receipts	8,677	9,937	15,555	11,515	19,837	14,318	16,034	7,316	15,561	12,275	10,097	7,789		148,911
Disbursements														
Academic Salaries	4	1,915	3,450	3,772	3,832	3,766	3,773	3,530	3,851	3,935	3,865	6,869		42,562
Classified Salaries	1,770	1,936	2,132	2,226	2,191	2,497	2,263	1,998	2,332	2,271	2,390	3,662		27,669
Benefits	850	1,471	1,721	1,777	1,709	1,811	1,777	1,753	1,851	1,876	2,497	3,260		22,353
Supplies & Materials	-7	70	161	177	125	114	135	201	207	259	338	1,346		3,126
Other Operating Exp	6	479	3,867	3,967	1,778	2,292	1,885	1,967	7,903	6,682	5,369	4,766		40,961
Capital Outlay		-12	56	396	309	89	364	239	580	815	623	2,897		6,354
Other Outgo	4	129	12	230	564	734	117	121	131	51	13	529		2,634
Longterm Post-Employment Benefits		-5	-8	-8	-4	-8	-8	-8						-49
Accounts Payable/Accruals	5,326	3,857	857	924	9,599	-31	-5	-3	3,115	247	-119	-18,185		5,582
Total Disbursements	7,953	9,837	12,247	13,461	20,103	11,265	10,300	9,797	19,970	16,137	14,977	5,144		151,192
Increase / (Decrease) in Cash Balance	724	100	3,308	-1,946	-267	3,053	5,734	-2,481	-4,410	-3,862	-4,880	2,645		
Ending Cash Balance	32,226	32,326	35,634	33,688	33,421	36,474	42,208	39,727	35,318	31,456	26,576	29,221		

[†] Rounded to the nearest 1,000.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey Nikac, Executive Assistant

DATE: April 13, 2017

SUBJECT: Measure M and Non-Bond Demographics/Local Contracts
Summary Report

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

Measure M and Non-Bond Demographics Report includes a summary of active construction projects for February. 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 workforce was 74% and District-wide total of local subcontractors was 58%.

BOARD IMPERATIVE

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

**Measure M and Non-Bond
Demographics / Local Contracts Summary
February 2017**

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)	48	87%	7	13%	4,531,008.85	15,699,082.84	28,288,781.08	64,892.19	8,354.35	
Applied Technology Phase I(AT Ph.I)	0	0%	0	0%	413,251.50	11,036.25	558,099.00	-	-	
Applied Technology Phase II(AT Ph. II)	3	75%	1	25%		241,862.00		6,994.44	907.72	
Auditorium Renovation - Doors and Hardware Upgrades	0	0%	0	0%		379,484.00		-	-	
TOTAL	51	86%	8	14%	\$ 4,944,260.35	\$ 16,331,465.09	\$ 28,846,880.08	\$ 71,886.63	\$ 9,262.07	
					\$21,275,725.44		\$ 28,846,880.08			
					42%		58%			

CHC	Local On-Site Work Force	%	Non Local On-Site Work Force	%	Contract Total – Riverside County	Contract Total – San Bernardino County	Contract Total – Non-Local	Wages - Local (monthly)	Wages - Non Local (monthly)	
MEASURE M PROJECTS										
Laboratory/Administrative Renovation (LADM)	52	63%	31	37%			9,687,636.40	146,808.38	76,276.90	
Student Services A Renovation (SSA)	22	79%	6	21%		5,329,954.07		63,779.24	4,562.87	
Occupational Education #2, Roof, (OE2)	0	0%	0	0%	1,329,733.00	2,412,208.00	13,176,854.65	-	-	
PE Complex, (PEC)	0	0%	0	0%	-	852,800.00	3,658,270.00	-	-	
PAC Battery/Sewer Controls	2	100%	0	0%		164,262.00		558.70	-	
Split Systems Kitchen & Lab	0	0%	0	0%	-	97,100.00		-	-	
TOTAL	76	67%	37	33%	\$ 1,329,733.00	\$ 8,856,324.07	\$ 26,522,761.05	\$ 211,146.32	\$ 80,839.77	
					\$10,186,057.07		\$ 26,522,761.05			
					28%		72%			

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)	
		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	127	74%	45	26%	\$ 6,273,993.35	\$ 25,187,789.16	\$ 55,505,691.13	\$ 283,032.95	\$ 90,101.84	
DISTRICT GOAL	50.00%				\$31,461,782.51		\$55,505,691.13			
					36%		64%			

SUBCONTRACTORS	ALL SUBS	LOCAL	MBE	WBE	VOBE	VOSB	SDVBE	DVBE	TOTAL CERTIFIED SUBS
TOTAL FOR ALL PROJECTS	36	21	1					1	1
%	100%	58%	2.78%				2.78%		2.78%
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: April 13, 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
\$183,837,767	\$1,323,068 0.72%	\$185,160,836	\$6,942,981 3.75%

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	\$ 96,694,181.10	\$ 443,133.86	\$ -	\$ 97,137,314.96	0.46%
SBVC-San Bernardino Valley College	\$ 87,143,586.09	\$ 879,934.62	\$ -	\$ 88,023,520.71	1.01%
Totals for Contract Amendments	\$ 183,837,767.19	\$ 1,323,068.48	\$ -	\$ 185,160,835.67	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	\$ 97,137,314.96	\$ 3,192,751.04	\$ 170,461.13	\$ 100,500,527.13	3.46%
SBVC-San Bernardino Valley College	\$ 88,023,520.71	\$ 3,268,658.16	\$ 311,111.00	\$ 91,603,289.87	4.07%
Totals for Change Orders	\$ 185,160,835.67	\$ 6,461,409.20	\$ 481,572.13	\$ 192,103,817.00	3.75%

Construction Change Summary

Crafton Hills College - Campus Recap

PROJECTS	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Parking Lot/ADA/Lighting Improvem	\$ 6,211,902.68	\$ 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	\$ 4,915,747.51	\$ 743.00	\$ -	\$ (97,924.41)	\$ -	\$ 4,818,566.10	-1.99%
Science Building	\$ 18,763,480.49	\$ -	\$ -	\$ 1,016,777.25	\$ -	\$ 19,780,257.74	5.42%
LADM Renovation	\$ 9,746,884.65	\$ -	\$ -	\$ 193,275.39	\$ 170,461.13	\$ 10,110,621.17	3.73%
Crafton Center	\$ 21,868,472.88	\$ -	\$ -	\$ 373,851.00	\$ -	\$ 22,242,323.88	1.71%
Student Services - A	\$ 5,363,708.20	\$ -	\$ -	\$ 101,233.95	\$ -	\$ 5,464,942.15	1.89%
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	\$ 418,574.80	\$ -	\$ -	\$ 7,186.67	\$ -	\$ 425,761.47	1.72%
Classroom Building	\$ 257,408.00	\$ -	\$ -	\$ 16,597.93	\$ -	\$ 274,005.93	6.45%
PAC Marquee	\$ 15,156.35	\$ -	\$ -	\$ -	\$ -	\$ 15,156.35	0.00%
Split System, NCC & NSB	\$ 97,100.00	\$ -	\$ -	\$ (2,972.35)	\$ -	\$ 94,127.65	-3.06%
PAC Battery Inverter & Sewer Ejecto	\$ 164,262.00	\$ -	\$ -	\$ -	\$ -	\$ 164,262.00	0.00%
Churn II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 96,694,181.10	\$ 443,133.86	\$ -	\$ 3,192,751.04	\$ 170,461.13	\$ 100,500,527.13	3.46%

Construction Change Summary

Crafton Hills - Library Demolition (preparation for New Crafton Center)

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Miller Environmental, Inc.	\$ 574,576.00	\$ -	\$ -	\$ -	\$ -	\$ 574,576.00	0.00%
Dalke & Sons Construction	\$ 141,480.00	\$ -	\$ -	\$ 3,502.49	\$ -	\$ 144,982.49	2.48%
Hampton Tedder Electric, Inc.	\$ 7,600.00	\$ -	\$ -	\$ -	\$ -	\$ 7,600.00	0.00%
Shanks Electric Corp.	\$ 399,758.05	\$ -	\$ -	\$ -	\$ -	\$ 399,758.05	0.00%
TOTAL	\$ 1,123,414.05	\$ -	\$ -	\$ 3,502.49	\$ -	\$ 1,126,916.54	0.31%

Construction Change Summary

April 13, 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 - Physical Education Complex

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
All Surface Roofing & Waterproofing.	\$ 7,320.00	\$ 243.00	\$ -	\$ -	\$ -	\$ 7,563.00	0.00%
Compview	\$ 2,643.00	\$ -	\$ -	\$ -	\$ -	\$ 2,643.00	0.00%
Mike's Custom Flooring	\$ 29,705.84	\$ -	\$ -	\$ -	\$ -	\$ 29,705.84	0.00%
Minco Construction	\$ 4,736,623.50	\$ -	\$ -	\$ (126,544.00)	\$ -	\$ 4,610,079.50	-2.67%
Oakview Constructors	\$ 6,350.00	\$ -	\$ -	\$ 16,836.00	\$ -	\$ 23,186.00	265.13%
Restoration Management Company	\$ 48,658.68	\$ 500.00	\$ -	\$ -	\$ -	\$ 49,158.68	0.00%
Three Peaks Corp.	\$ 18,051.41	\$ -	\$ -	\$ 11,783.59	\$ -	\$ 29,835.00	65.28%
Ernesto J De Leon	\$ 5,468.70	\$ -	\$ -	\$ -	\$ -	\$ 5,468.70	0.00%
John Deere Landscape(Irragation)	\$ 25,678.50	\$ -	\$ -	\$ -	\$ -	\$ 25,678.50	0.00%
Mike's Custom Flooring	\$ 22,610.75	\$ -	\$ -	\$ -	\$ -	\$ 22,610.75	0.00%
<u>College Center Fire Alarm</u>							
Simplex	\$ 12,637.13	\$ -	\$ -	\$ -	\$ -	\$ 12,637.13	0.00%
TOTAL	\$ 4,915,747.51	\$ 743.00	\$ -	\$ (97,924.41)	\$ -	\$ 4,818,566.10	-1.99%

Note: Minco Construction contract was pre-approved by the Board (8/8/13) for up to 10% in change orders.

Construction Change Summary

Crafton Hills - LRC Temporary Parking Lot

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Mowbray's Tree Service	\$ 3,440.00	\$ -	\$ -	\$ -	\$ -	\$ 3,440.00	0.00%
Three Peaks	\$ 119,500.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 123,869.93	3.66%
TOTAL	\$ 122,940.00	\$ -	\$ -	\$ 4,369.93	\$ -	\$ 127,309.93	3.55%

Construction Change Summary

Crafton Hills - Classroom Building

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Roy Hoffman	\$ 66,870.00	\$ -	\$ -	\$ -	\$ -	\$ 66,870.00	0.00%
Three Peaks	\$ 190,538.00	\$ -	\$ -	\$ 16,597.93	\$ -	\$ 207,135.93	8.71%
TOTAL	\$ 257,408.00	\$ -	\$ -	\$ 16,597.93	\$ -	\$ 274,005.93	6.45%

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

Crafton Hills - Churn II

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%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%

Construction Change Summary

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	\$ 52,260,816.45	\$ 1,480,000.00	\$ -	\$ 1,767,012.53	\$ 311,111.00	\$ 55,818,939.98	3.87%
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	\$ -	\$ -	\$ (20,000.00)	\$ -	\$ 359,484.00	-5.27%
Applied Technology Renovation	\$ 2,091,274.40	\$ -	\$ -	\$ 6,716.00	\$ -	\$ 2,097,990.40	0.32%
Applied Technology Renovation II	\$ 283,654.00	\$ -	\$ -	\$ (1,293.90)	\$ -	\$ 282,360.10	-0.46%
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	\$ 87,143,586.09	\$ 879,934.62	\$ -	\$ 3,268,658.16	\$ 311,111.00	\$ 91,603,289.87	4.07%

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	\$ -	\$ 1,820,753.00	\$ 311,111.00	\$ 55,068,402.00	4.03%
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	\$ -	\$ -	\$ 2,845.53	\$ -	\$ 6,177.39	85.40%
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	\$ -	\$ -	\$ 1,115.00	\$ -	\$ 18,450.00	6.43%
Sunshine Growers	\$ 393.07	\$ -	\$ -		\$ -	\$ 393.07	0.00%
Ewing Irrigation	\$ 159.78	\$ -	\$ -		\$ -	\$ 159.78	0.00%
TOTAL	\$ 52,260,816.45	\$ 1,480,000.00	\$ -	\$ 1,767,012.53	\$ 311,111.00	\$ 55,818,939.98	3.87%

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 - Auditorium Renovations

Contractors	Original Contract Amount	Contract Amendments		Change Orders		New Contract Amount	Change Order % of Contract
		Previous	Pending	Previous	Pending		
Woodcliff Corporation	\$ 6,800,000.00	\$ -	\$ -	\$ 616,729.36	\$ -	\$ 7,416,729.36	9.07%
Stanley Convergent Security	\$ 44,726.00	\$ -	\$ -	\$ 1,435.75	\$ -	\$ 46,161.75	3.21%
TOTAL	\$ 6,844,726.00	\$ -	\$ -	\$ 618,165.11	\$ -	\$ 7,462,891.11	9.03%

Note: Woodcliff Corporation contract was pre-approved by the Board (7/11/13) for up to 10% in change orders.

